

VII. The First Stage Adding/Dropping Course (1/11)

A. System Rules

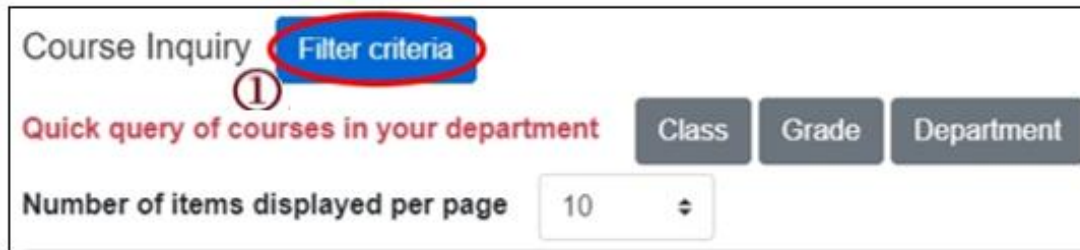
- (1) Students who register first will be enrolled first, and complement orderly.**
- (2) Supplementary registrations will be made in the order of their registration time. If the registration times are the same, supplementary registrations will be determined by random number generation.**
- (3) Factors such as "student withdrawal", "Waiting list Success", and "Waiting list Cancelation" will update the "Waiting list Number".**
- (4) Those who have already chosen one of the following courses, and can't be allowed to select another of the same category:**
 - 1. Compulsory PE course**
 - 2. Elective PE course**
 - 3. Military Training course**
 - 4. Extended General Education elective courses (except those college-designated general ethics courses)**
- (5) Courses that are successfully complemented will be automatically included in the "Course List". No longer displayed in the "Waiting List".**

VII. The First Stage Adding/Dropping Course (2/11)

B. Add Course

(1) The Adding for "Course Inquiry"

1. To Click the "Filter criteria" search for courses to add according to your requirements.



Course Inquiry **Filter criteria**

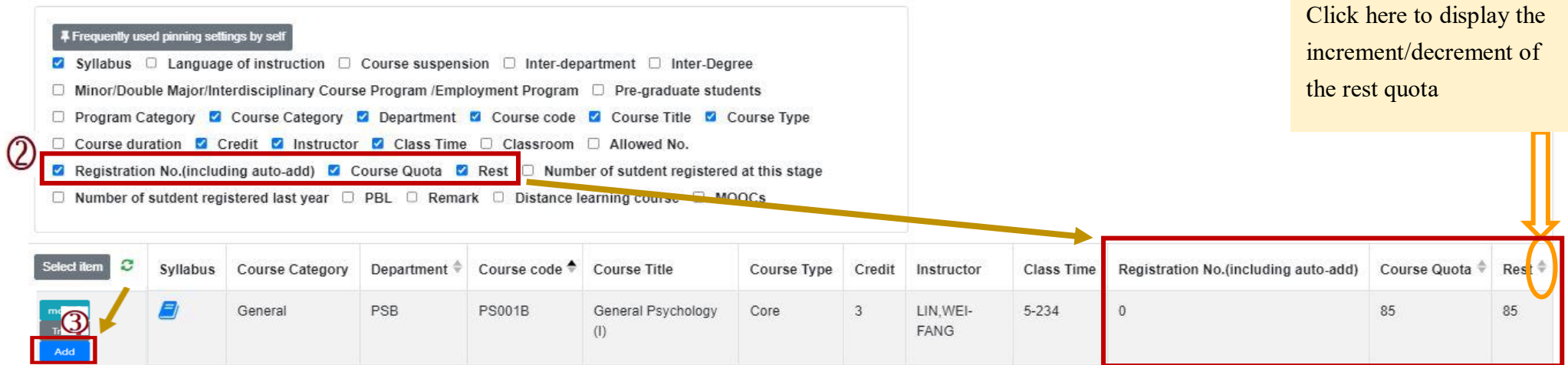
① Quick query of courses in your department

Class Grade Department

Number of items displayed per page 10

2. Check "Registration No. (including auto-add)", "Course Quota", "Rest" to display the detailed information of the course.

3. Click "Add".



②

Frequently used pinning settings by self

- ☒ Syllabus ☐ Language of instruction ☐ Course suspension ☐ Inter-department ☐ Inter-Degree
- ☐ Minor/Double Major/Interdisciplinary Course Program /Employment Program ☐ Pre-graduate students
- ☐ Program Category ☒ Course Category ☒ Department ☒ Course code ☒ Course Title ☒ Course Type
- ☐ Course duration ☒ Credit ☒ Instructor ☒ Class Time ☐ Classroom ☐ Allowed No.
- ☒ Registration No.(including auto-add) ☒ Course Quota ☒ Rest ☐ Number of student registered at this stage
- ☐ Number of student registered last year ☐ PBL ☐ Remark ☐ Distance learning course ☐ MOOCs

Select item	Syllabus	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time	Registration No.(including auto-add)	Course Quota	Rest
③ Add		General	PSB	PS001B	General Psychology (I)	Core	3	LIN,WEI-FANG	5-234	0	85	85

Click here to display the increment/decrement of the rest quota

VII. The First Stage Adding/Dropping Course (3/11)

(2) The adding for "Course Inquiry"

1. You can go to the "Course Enquiry" list in advance, click "Tracking", put courses which will be added can be added to the tracking list.

Select item	Syllabus	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
more... Track Add			Science	PSB	PS000B	Introduction to Natural Science and Artificial Intelligence	Compulsory	2	I Elizabeth Cha

2. Click "Add" in the tracking list.

[Left List] Click "**Tracking List**" to display the detailed information of the course in "Tracking List".

Tracking List (5)	
🗑️ Add	General AC121C Management 3Credit 2-507
🗑️ Add	General BE203D Biostatistics 3Credit 3-6 5-12
🗑️ Add	General BE203E Biostatistics 3Credit 3-5 5-34
🗑️ Has been Selected	General IU002A Economics(II) 3Credit 4-678 1-CD
🗑️ Add	English listening AC059C English Listening and Speaking in Lab (II) 1Credit 4-34

Select item	Spare Time	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time	Allowed No.
Information Remove Add	Spare Time	General	BEB	BE203D	Biostatistics	Core	3	LIN, CHENG AN	3-6 5-12	70
Information Remove Add		General	BEB	BE203E	Biostatistics	Core	3	LIN, CHENG AN	3-5 5-34	70

VII. The First Stage Adding/Dropping Course (4/11)

C. View the Result of Adding courses

The operational order of the system will be depended on the following two points: ① Whether the student meets the following status "Inter-Degree, Inter-department, Minor/Double major/Interdisciplinary Course Program/Employment Program, Pre-graduate students" → ② Whether the course still has "Rest", the results are as follows:

(1) Can't be added:

- a. The course providing unit unchecked 「 Inter-Degree 」 : After students click "Add", the system will indicate "**Not Inter-Degree.**"
- b. The course providing unit unchecked 「 Inter-Department 」 : After students click "Add", the system will indicate "**Not Inter-Department.**"
- c. The course providing unit unchecked 「 Minor/Double major/Interdisciplinary Course Program/Employment Program 」 : After students click "Add", the system will indicate "**Not Inter-Department.**"
- d. The course providing unit unchecked 「 Pre-graduate students 」 : After students click "Add", the system will indicate "**Not Inter-Degree.**"

(2) Successfully added: The system reminds "**XX (course) added successfully!**"

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(3) Add Failed: Common reasons are listed below.

No	Reason	Remind	Remark
1	Insufficient balance of the course	Due to the insufficient balance of the course, the course adding is unsuccessful! The system will automatically include this course in the waiting list.	The course is arranged in the "Waiting List."
2	Course Overlap	Two courses shown in the same time slot in course list.	
3	After one of the following course has been selected (Ex: Extended General education electives, compulsory PE /electives PE and military training course), you can't select the same category of the course.	Courses of the same category have been added and can't be registered again!	Extended General education elective course: College-designated general ethics courses are not included.
4	Chosen courses have the same name	Courses of the same name have been added and can't be added again!	
5	Credits are full	The number of credits is full, fail to add!	

VII. The First Stage Adding/Dropping Course (6/11)

D. View the Selected Courses

(1) Check "Course List"

[Left List] Click "**Course List**" to display the detailed information of the course in "Course List".

Course List (4)

Drop

PS541R-Advance Clinical Neuropsychology-General 5-234

Drop

PS531R-Seminar on Emotion and Behavior Development-General 3-8CD

Drop

PS493R-Employee Training and Development aining and Development-General 5-567

Drop

PS406R-Sexual Minority Issues in Psychology-General 6-B

Course List								
☒ Course suspension ☐ Auto-add ☐ Withdraw automatic adding courses ☐ Course Overlap or not ☐ Program Category ☒ Course Category ☒ Department ☒ Course code ☒ Course Title ☒ Course Type ☐ Course duration ☒ Credit ☒ Instructor ☒ Class Time ☐ Classroom ☒ Remark ☒ Distance learning course								
Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
Information Drop		General	PSM	PS541R	Advance Clinical Neuropsychology	Elective	3	Hsin-Te Chang
Information Drop		General	PSM	PS531R	Seminar on Emotion and Behavior Development	Elective	3	Chen, Yunn-Ru

VII. The First Stage Adding/Dropping Course (7/11)

(2) Enquiry "Timetable"

1. Click on "Related Instructions" to explain the status of the course represented by the symbol or color.

The screenshot shows a 'Timetable' window with a grid of time slots and days. A red circle highlights the 'Description' button in the top right corner. A yellow box highlights the 'Description' popup that appears when the button is clicked. An arrow points from this popup to a larger, detailed legend on the right.

Timetable | Description for the restriction of Distance learning course | Description

	週一	週二	週三	週六	週日
A. 07:10 ~ 08:00					
1. 08:10 ~ 09:00					
2. 09:10 ~ 10:00					
3. 10:10 ~ 11:00		※ AC945B-Physical Education (I) -			
4. 11:10 ~ 12:00		※ AC945B-Physical Education (I) -			
B. 12:10 ~ 13:00					
5. 13:10 ~ 14:00			※ AC945A-Physical Education (I) -		

Description

- ※ : Auto-add Course °
- Black : Been selected °
- Blue : Been tracked °
- Red : Been registrated °
- Yellow : Course time conflicts °
- Green : Course is in the waiting list °
- (DL) : Distance Learning Course °

Description

- ※ : Auto-add Course °
- Black : Been selected °
- Blue : Been tracked °
- Red : Been registrated °
- Yellow : Course time conflicts °
- Green : Course is in the waiting list °
- (DL) : Distance Learning Course °

VII. The First Stage Adding/Dropping Course (8/11)

2. Courses without class time are displayed at the bottom of the "Timetable".

G. 20:45 ~ 21:35

②

The following subjects have no class hours:

- undefined CO100L Career competition ability of Chu-Han battle
- undefined CO638L The Physics of Superheroes

3. Click "Excel" to download Timetable.

Timetable

③

↓ EXCEL

A. 07:10 ~ 08:00

1. 08:10 ~ 09:00

下載 (42) - Excel

	A	B	C	D	E	F
1	EXCEL	週一	週二	週三	週四	週五
2	A. 07:10 ~ 08:00					
3	1. 08:10 ~ 09:00			CEI54L-Special Topic for Civil Engineering Practice (2) -		
4	2. 09:10 ~ 10:00	※ MI239D-Economics (I) (遠) -C2-402	※ MI218D-Data Structures -B2-201	CEI54L-Special Topic for Civil Engineering Practice (2) -		※ MI276D-Statistics (I) -C2-402
5	3. 10:10 ~ 11:00	※ MI239D-Economics (I) (遠) -C2-402	※ MI218D-Data Structures -B2-201		GQ456D-History of Regional Civilizations -C2-618	※ MI276D-Statistics (I) -C2-402
6	4. 11:10 ~ 12:00	※ MI239D-Economics (I) (遠) -C2-402	※ MI218D-Data Structures -B2-201		GQ456D-History of Regional Civilizations -C2-618	※ MI276D-Statistics (I) -C2-402
7	B. 12:10 ~ 13:00					
8	5. 13:10 ~ 14:00				※ MI234D-Multimedia Programming (遠) -B2-201	MI003D-Practical English (I) -
9						
10	6. 14:10 ~ 15:00				※ MI234D-Multimedia Programming (遠) -B2-201	MI003D-Practical English (I) -
11						
12	7. 15:10 ~ 16:00				※ MI234D-Multimedia Programming (遠) -B2-201	
13	8. 16:10 ~ 17:00					

VII. The First Stage Adding/Dropping Course (9/11)

E. Drop Course

(1) Enter "Course List" to select "Drop".

【Left List】 Click "Course List" to display the detailed information of the course in "Course List".

Course List (4)

- Drop** PS541R-Advance Clinical Neuropsychology-General 5-234
- Drop** PS531R-Seminar on Emotion and Behavior Development-General 3-8CD
- Drop** PS493R-Employee Training and Development aining and Development-General 5-567
- Drop** PS406R-Sexual Minority Issues in Psychology-General 6-B

Course List

☒ Course suspension ☐ Auto-add ☐ Withdraw automatic adding courses ☐ Course Overlap or not

☐ Program Category ☒ Course Category ☒ Department ☒ Course code ☒ Course Title ☒ Course Type

☐ Course duration ☒ Credit ☒ Instructor ☒ Class Time ☐ Classroom ☒ Remark

☒ Distance learning course

Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
Information Drop		General	PSM	PS541R	Advance Clinical Neuropsychology	Elective	3	Hsin-Te Chang
Information Drop		General	PSM	PS531R	Seminar on Emotion and Behavior Development	Elective	3	Chen, Yunn-Ru

(2) Please click on [Ok] to confirm and drop the following course.

Confirm to withdraw
PS541R Advance Clinical Neuropsychology

Ok **Cancel**

VII. The First Stage Adding/Dropping Course (10/11)

(3) Instructions for Withdrawing about "Auto-add" Courses

1. Enter the "Course List", and select the button of "Auto-add" and "Withdraw automatic adding courses" in the displayed fields.
2. To view the remark of "Auto-add" Courses

Auto-add	Withdraw automatic adding courses	Description of Withdraw
V	Non-Withdraw	Students cannot drop the course by themselves. ※Remind : The course cannot be withdrawn by students, please contact the course providing unit.
V	Can Withdraw	Students can drop the course by themselves.

Course List

☐ Course suspension
 ☒ Auto-add
 ☒ Withdraw automatic adding courses
 ☐ Course Overlap or not
 ☐ Program Category
 ☒

☒ Department
 ☒ Course code
 ☒ Course Title
 ☒ Course Type
 ☐ Course duration
 ☒ Credit
 ☒ Instructor
 ☒

☐ Classroom
 ☒ Remark
 ☒ Distance learning course

Select item	Auto-add	Withdraw automatic adding courses	Course Category	Department	Course code	Course Title	Course Ty
Information Drop	V	Non-withdraw	General	IE	IE322H	Production Planning and Control	Core
Information Drop	V	Non-withdraw	General	IE	IE323H	Production Control Labs	Core
Information Drop	V	Non-withdraw	General	IE	IE325H	Operations Research(I)	Core
Information Drop	V	Non-withdraw	General	IE	IE347H	Quality Control	Core
Information Drop	V	Non-withdraw	General	IE	IE390H	Quality Control Laboratory	Core

VII. The First Stage Adding/Dropping Course (11/11)

F. Waiting Courses

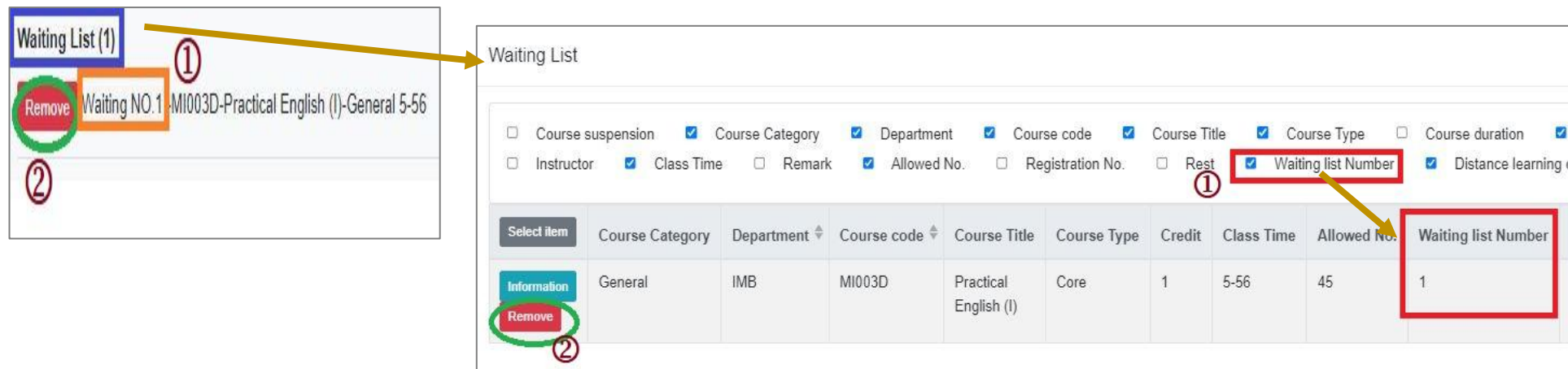
(1) Due to the insufficient balance of the course, the course adding is unsuccessful! The system will automatically include this course in the "Waiting list".

(2) Check "Waiting list"

1. Check the Waiting list Number.

2. Click "  " or "Remove" to cancel the Waiting the course.

【Left List】 Click "**Waiting list**" to display the detailed information of the course in "Waiting list".



The screenshot displays the 'Waiting List' interface. On the left, a summary card shows 'Waiting List (1)' with a red 'Remove' button and a 'Waiting NO.1' label. An arrow points from this card to the main 'Waiting List' table. The table has a filter bar at the top with various checkboxes, including 'Waiting list Number' which is checked and highlighted with a red box and a circled '1'. The table itself has columns for 'Select item', 'Course Category', 'Department', 'Course code', 'Course Title', 'Course Type', 'Credit', 'Class Time', 'Allowed No.', and 'Waiting list Number'. A single row is visible for 'General', 'IMB', 'MI003D', 'Practical English (I)', 'Core', '1', '5-56', '45', and '1'. The 'Waiting list Number' cell is highlighted with a red box, and an arrow points from the 'Waiting list Number' checkbox in the filter bar to it. A red 'Remove' button is also visible at the bottom left of the table, circled in green with a circled '2'.

Select item	Course Category	Department	Course code	Course Title	Course Type	Credit	Class Time	Allowed No.	Waiting list Number
Information Remove	General	IMB	MI003D	Practical English (I)	Core	1	5-56	45	1

(3) Courses that are successfully complemented will be automatically included in the "Course List". No longer displayed in the "Waiting List".