

## **IX. The Second Stage Adding/Dropping Course (1/10)**

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### **A. System Rules**

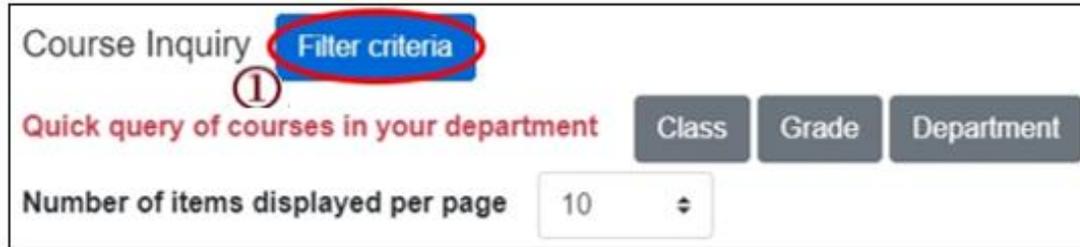
- (1) Students who register first will be enrolled first, without complement orderly**
- (2) Add the Second Extended General education elective course (GQ, EQ, KQ, and IQ)**
- (3) Those who have already chosen one of the following courses, and can't be allowed to select another of the same category:**
  - 1. Compulsory PE course**
  - 2. Elective PE course**
  - 3. Military Training course**

# IX. The Second Stage Adding/Dropping Course (2/10)

## B. Add Course

### (1) "Course Inquiry" Adding

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



2. Check "Registration No. (including auto-add)", "Course selection No.", "Filtering No.", and can view information such as course selection balance.

3. Click "Add".

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

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

# IX. The Second Stage Adding/Dropping Course (3/10)

## (2) The adding for "Course Inquiry"

1. Courses that will be added can be added to the tracking list in advance.

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 z-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 <span style="border: 2px solid orange; border-radius: 50%; padding: 2px 5px;">Add</span>	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

## IX. The Second Stage Adding/Dropping Course (4/10)

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### 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!**"

## IX. The Second Stage Adding/Dropping Course (5/10)

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

No	Reason	Remind
1	Insufficient balance of the course	Insufficient balance of the course, fail to add.
2	Course Overlap	Two courses shown in the same time slot in course list.
3	After one of the following courses has been selected (Ex: 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!
4	Have already chosen two Extended General education elective courses	Courses of the same category have been added and can't be registered again!
5	Chosen courses have the same name	Courses of the same name have been added and can't be added again!
6	Credits are full	The number of credits is full, fail to add!

# IX. The Second Stage Adding/Dropping Course (6/10)

## 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

Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
Information Drop	<input checked="" type="checkbox"/>	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

# IX. The Second Stage Adding/Dropping Course (7/10)

## (2) Check "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 days (週一 to 週日) and time slots (A, 1, 2, 3, 4, B, 5). A red circle highlights the 'Description' button in the top right. A legend box is overlaid on the timetable, listing symbols and colors with their meanings:

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

An arrow points from the legend box to a larger, detailed legend box on the right side of the image, which contains the same information:

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

# IX. The Second Stage Adding/Dropping Course (8/10)

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 Description for

③

EXCEL

A. 07:10 ~ 08:00

1. 08:10 ~ 09:00

	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					
4	2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206				※ IE322H-Production Planning and Control -E3-105
5	3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206			※ IE390H-Quality Control Laboratory -E3-307	※ IE322H-Production Planning and Control -E3-105
6	4. 11:10 ~ 12:00	※ IE325H-Operations Research(I) -E3-206			※ IE390H-Quality Control Laboratory -E3-307	※ IE322H-Production Planning and Control -E3-105
7	B. 12:10 ~ 13:00					
8				GE226A-Introduction to Life Education -		
9	5. 13:10 ~ 14:00					
10						
11	6. 14:10 ~ 15:00		IE306E-Probability & Statistics (I) -E3-206	GE226A-Introduction to Life Education -	※ IE347H-Quality Control -E3-206	
12						
13	7. 15:10 ~ 16:00				※ IE347H-Quality Control -E3-206	
14	8. 16:10 ~ 17:00				※ IE347H-Quality Control -E3-206	
15	C. 17:05 ~ 17:55	※ IE323H-Production Control Labs -E3-307				
16	D. 18:00 ~ 18:50	※ IE323H-Production Control Labs -E3-307				
17	E. 18:55 ~ 19:45					
18	F. 19:50 ~ 20:40					
19	G. 20:45 ~ 21:35					
20	The following subjects have no class hours:					

# IX. The Second Stage Adding/Dropping Course (9/10)

## E. Drop Course

(1) Enter "Course List" and click "Drop".

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

The screenshot shows the 'Course List' interface. On the left, a list of courses is displayed under the header 'Course List (4)'. The first two courses are circled in red, and a green arrow points from the 'Drop' button of the first course to the detailed view. The detailed view on the right shows a table of course information with columns: Select item, Course suspension, Course Category, Department, Course code, Course Title, Course Type, Credit, and Instructor. The first row is selected, and a green arrow points from the 'Drop' button in the 'Select item' column to the 'Drop' button in the table row.

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

## IX. The Second Stage Adding/Dropping Course (10/10)

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

1. Enter "Course List" to 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