VI. The Second Stage Registration (1/12)

A. The rules for registration and filtering

- (1) According to Course Selection Guideline & Schedule 1 the 2nd stage registration, the system will filter every day on 16:00-16:30.
- (2) No registration for conflict courses.
- (3) Those who have already chosen one of the following courses, and can't be allowed to register another of the same category:
 - 1. Compulsory PE course
 - 2. Elective PE course
 - 3. Military Training course
 - 4. Extended General Education elective course (except those college-designated general ethics courses)
- (4) For students will same filtering order, the high answer rate according to teaching evaluation will be enrolled first.

 The class answer rate will not be considered. In the same screening order, those with the same answer rate in the teaching evaluation will be filtered according to the random number rule.
- (5) Courses that fail to be filtered everyday will remain in the "Registration List" and continue to be filtered the next day. But it does not include: redemption courses, courses that will overtake credits, courses with the same course title or course category.
- (6) After the second stage of registration, the system will automatically clear all courses in the "Registration List".

VI. The Second Stage Registration (2/12)

B. Course Registration

- (1) The registration for "Course Inquiry"
 - 1. To Click the "Filter criteria" search for courses to enroll according to your requirements.



- 2. Check "Registration No. (including auto-add)", "Course Quota.", "Rest", "Number of students registered at this stage", "Number of student registered last year" to display the detailed information of the course.
- 3. Click "Register", the course will be listed on the "Registration List".



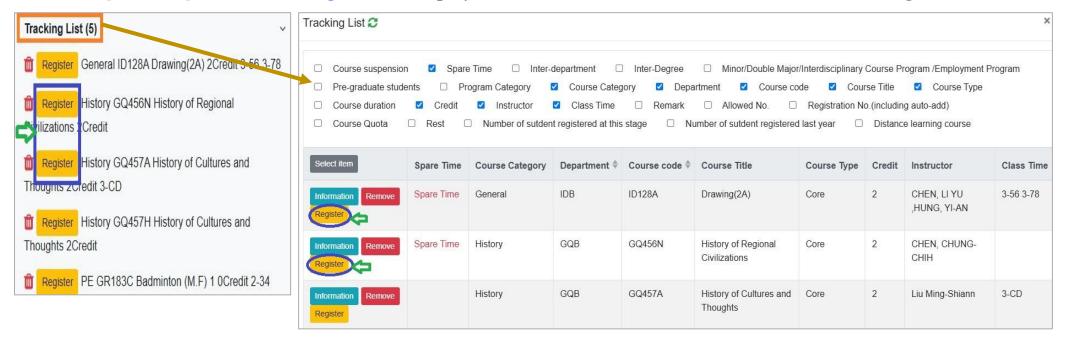
VI. The Second Stage Registration (3/12)

- (2) The registration of "Tracking List"
 - 1. Courses which will be registered can be placed in the "Tracking List" in advance.



2. Click "Register" in the "Tracking List", courses will be listed into "Registration List".

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

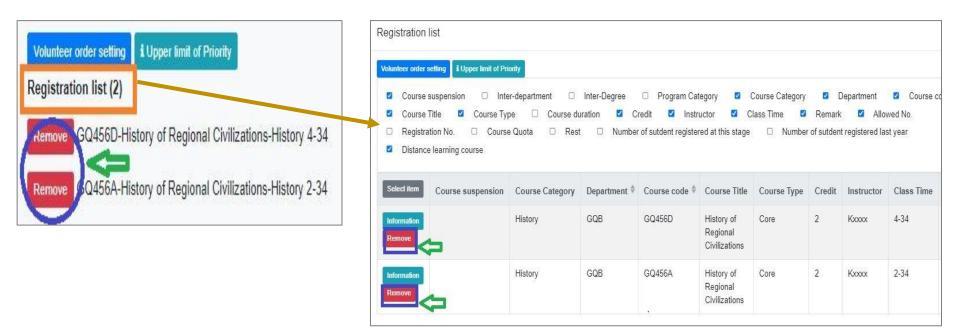


VI. The Second Stage Registration (4/12)

C. Check "Registration List"

(1) Click " iii " or "Remove" to cancel registering the course.

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



VI. The Second Stage Registration (5/12)

- (2) Set the order of course volunteers
 - 1. Click "Volunteer order setting". ("i Upper limit of Priority" indicates the maximum number of courses that can be registered for each course category.)

 Volunteer order setting i Upper limit of Priority



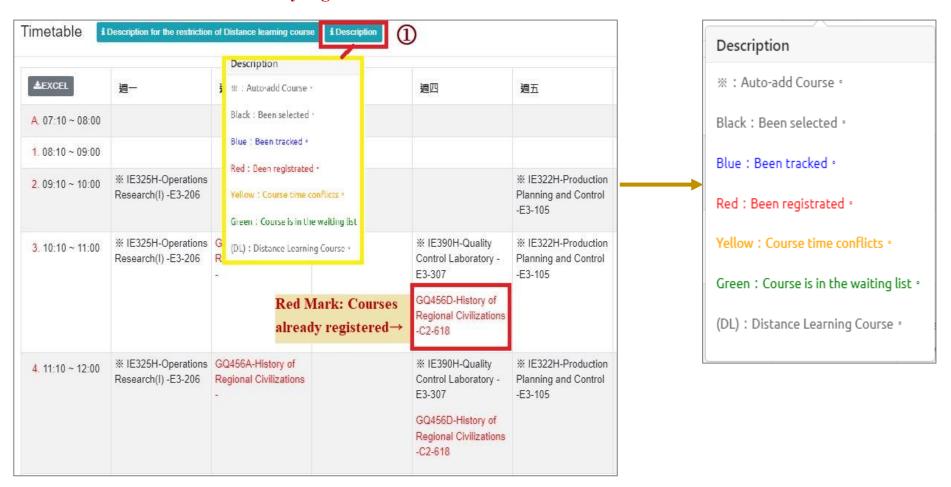
- 2. Select "Volunteer order setting" from drop-down list and choose the category of courses you want to prioritize.
- 3. Use the drag and drop method to adjust "Volunteer order": After dragging, click "Save" to complete the setting of volunteer order.



VI. The Second Stage Registration (6/12)

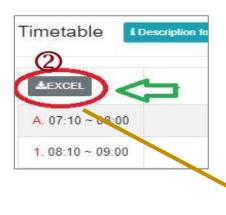
- D. Check the "Timetable" which courses have been registered.
 - (1) Click on "Related Instructions" to explain the status of the course represented by the symbol or color.

[Red Mark: Courses already registered]



VI. The Second Stage Registration (7/12)

(2) Click "Excel" to download Timetable.



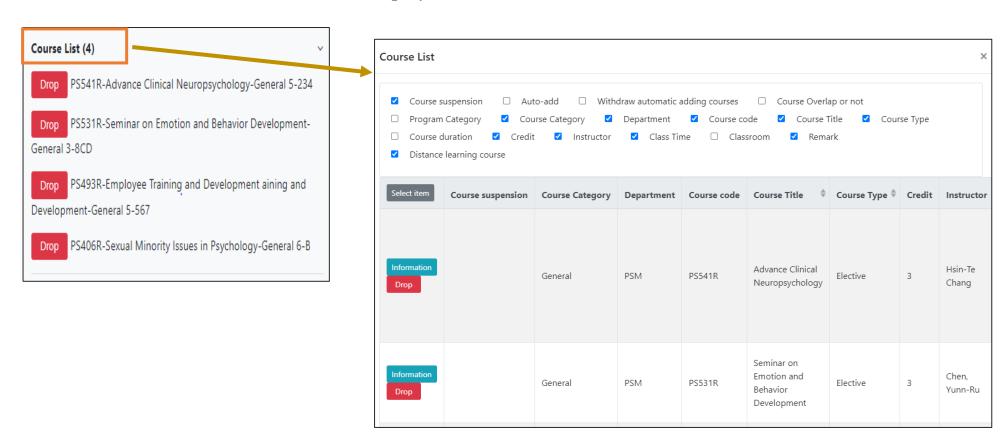


VI. The Second Stage Registration (8/12)

E. View Course Filtering Results

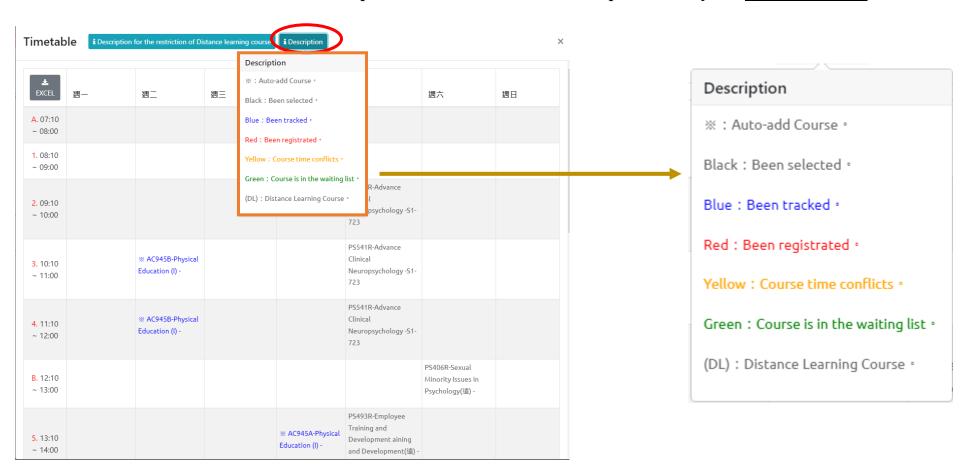
- (1) The 2nd Registration filters every day on 16:00-16:30.
- (2) Check "Course List".

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



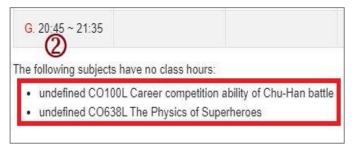
VI. The Second Stage Registration (9/12)

- (3) Check "Timetable"
 - 1. Click on "Related Instructions" to explain the status of the course represented by the symbol or color.

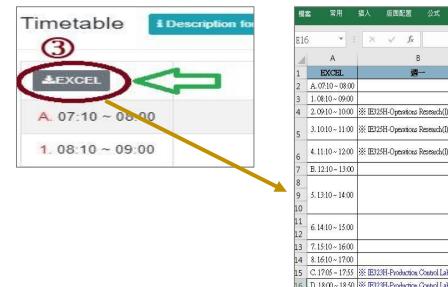


VI. The Second Stage Registration (10/12)

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



(3) Click "Excel" to download Timetable.



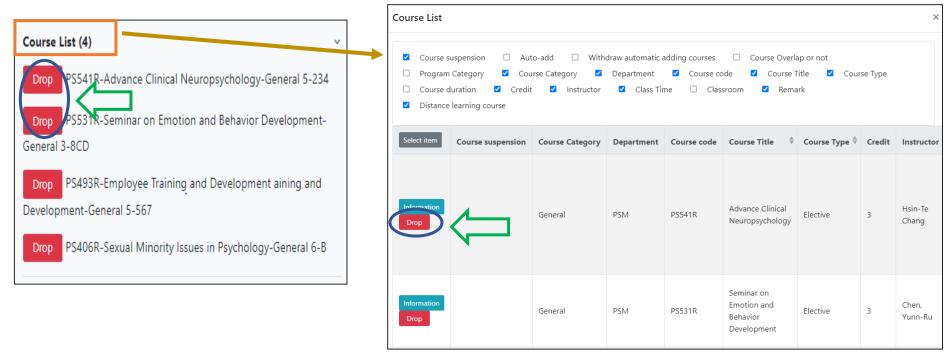
檔	案 常用	插入 版面配置 公式 資料	校閱 檢視 🔾 告訴	我您想要執行的動作		
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À	Α	В	С	D	E	F
1	EXCEL	週一	週二	週三	週四	週五
2	A. 07:10 ~ 08:00					
3	1.08:10 ~ 09:00					
4	2.09:10 ~ 10:00					※ IE322H-Production Planning and Control -E3-105
5	3.10:10 ~ 11:00	i E325H-Operations Research(I) -E3-206			※ IE390H-Quality Control Laboratory - E3-307	※ IE322H-Production Planning and Control -E3-105
6	4.11:10 ~ 12:00				※ 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 12	6.14:10 ~ 15:00		IE306E-Probability & Statistics (1) -E3-206	GE226A-Introduction to Life Education -	※ IE347H-Quality Control -E3-206	
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	1			
16	D. 18:00 ~ 18:50		_			
17	E. 18:55 ~ 19:45					
18	F. 19:50 ~ 20:40					
19	G. 20:45 ~ 21:35					
20	The following subj	ects have no class hours:				

VI. The Second Stage Registration (11/12)

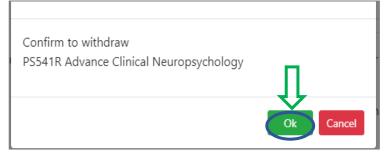
F. Drop Course

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

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



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



VI. The Second Stage Registration (12/12)

- (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.

