

V. The First Stage Registration (1/12)

A. The rules for registration and filtering

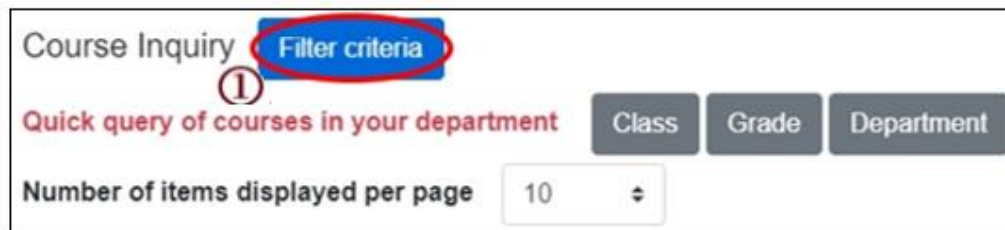
- (1) According to 「 Course Selection Guideline & Schedule 」 , students are allowed to register courses during the designated period**
- (2) The order of registration has nothing to do with the filtering of courses.**
- (3) Courses registered for this stage do not mean that you have been selected, which shall be processed by students during**
- (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) After the first stage of registration, the system will automatically clear all courses in the "Registration List".**
- (6) Important Notes during the result of filtering course:**
 - 1. According to 「 Course Selection Guideline & Schedule 」 , students shall drop the courses that clash with other courses or exceed the maximum credit by self.**
 - 2. The system will delete any courses with unqualified credits and have conflicts in course schedule (except Auto-add Courses)**

V. The First Stage Registration (2/12)

B. Course Register

(1) The registration for "Course Inquiry"

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



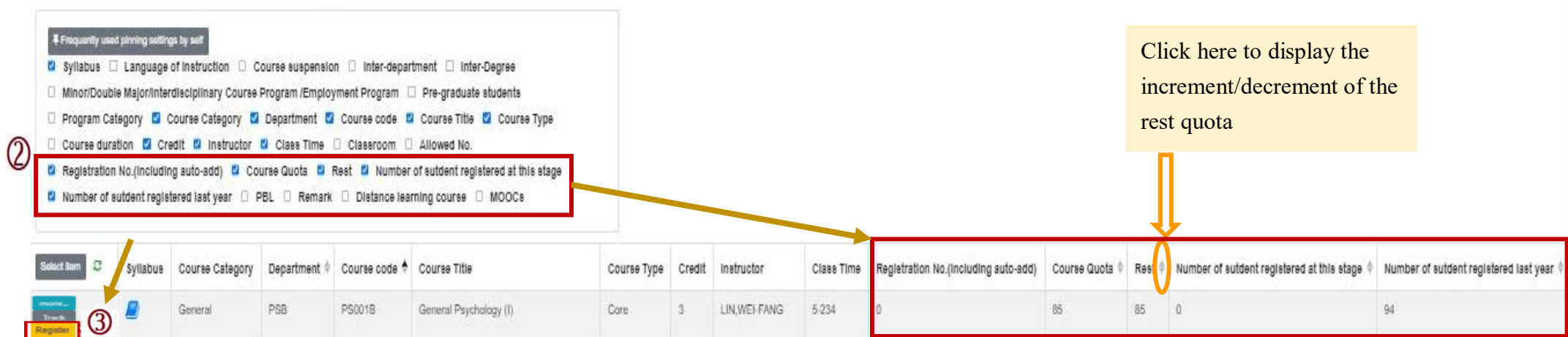
Course Inquiry **Filter criteria**

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.", "Number of students registered at this stage", "Number of student registered last year" to display the detailed information of the course.

3. Click "Register", courses will be listed into "Registration List".



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	Number of student registered at this stage	Number of student registered last year
Register		General	PSB	PS001B	General Psychology (I)	Core	3	LIN,WEI-FANG	5-234	0	85	85	0	94

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

V. The First 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.

Select item	Syllabus	Course Category	Course code	Course Title	Course Type	Credit	Instructor	Class Time
more... Track		General	IE325H	Operations Research(I)	Core	3	Hxxxx	1-234
more... Track		General	IE347H	Quality Control	Core	3		4-678

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".

Tracking List (7)

Remove	Register	GQ456A-History of Regional Civilizations-History 2-34
Remove	Register	GQ456D-History of Regional Civilizations-History 4-34
Remove	Register	GE103A-Public Administration and Management-EQ 2-78
Remove	Register	GE518A-Outline of Law-EQ 4-DE
Remove	Register	GE535A-Political Science in Modern Life-EQ 1-78

Tracking List


☒ Course suspension
 ☐ Inter-department
 ☐ Inter-Degree
 ☐ Program Category
 ☒ Course Category
 ☒ Department
 ☒ Course code
☒ Course Title
☒ Course Type
☐ Course duration
☒ Credit
☒ Instructor
☒ Class Time
☒ Remark
☒ Allowed No.
☐ Registration No.
☐ Course Quota
☐ Rest
☐ Number of student registered at this stage
☐ Number of student registered last year
☒ Distance learning course

Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time	Remark	Allow
Information Remove Register		History	GQB	GQ456A	History of Regional Civilizations	Core	2	Kxxxx	2-34		60
Information Remove Register		History	GQB	GQ456D	History of Regional Civilizations	Core	2	Kxxxx	4-34		60

Delete All


V. The First Stage Registration (4/12)

C. Check "Registration List"

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

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



Registration list									
Volunteer order setting  Upper limit of Priority									
<input checked="" type="checkbox"/> Course suspension <input type="checkbox"/> Inter-department <input type="checkbox"/> Inter-Degree <input type="checkbox"/> Program Category <input checked="" type="checkbox"/> Course Category <input checked="" type="checkbox"/> Department <input checked="" type="checkbox"/> Course co									
<input checked="" type="checkbox"/> Course Title <input checked="" type="checkbox"/> Course Type <input type="checkbox"/> Course duration <input checked="" type="checkbox"/> Credit <input checked="" type="checkbox"/> Instructor <input checked="" type="checkbox"/> Class Time <input checked="" type="checkbox"/> Remark <input checked="" type="checkbox"/> Allowed No.									
<input type="checkbox"/> Registration No. <input type="checkbox"/> Course Quota <input type="checkbox"/> Rest <input type="checkbox"/> Number of student registered at this stage <input type="checkbox"/> Number of student registered last year									
<input checked="" type="checkbox"/> Distance learning course.									
Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time
Information		History	GQB	GQ456D	History of Regional Civilizations	Core	2	Kxxxx	4-34
Remove									
Information		History	GQB	GQ456A	History of Regional Civilizations	Core	2	Kxxxx	2-34
Remove									

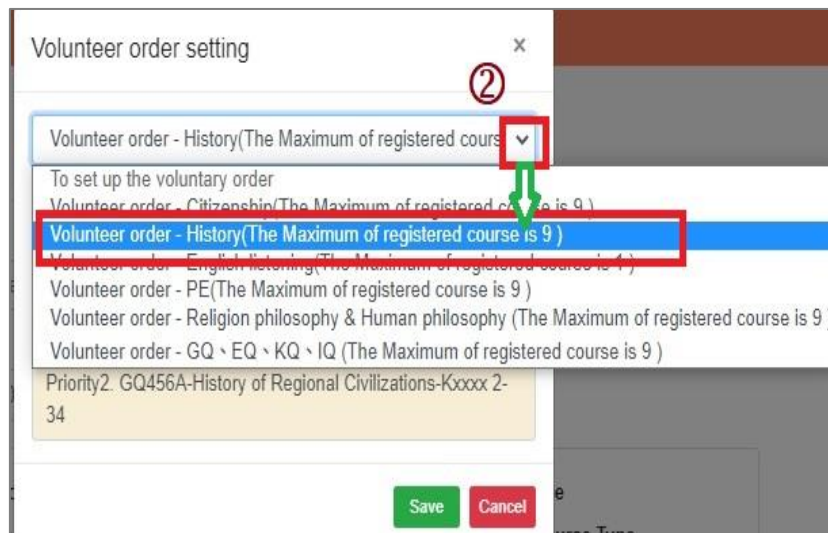
V. The First Stage Registration (5/12)

(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.)



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.



V. The First 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】

Timetable
Description for the restriction of Distance learning course
Description
①

EXCEL	週一	週二	週三	週四	週五
A. 07:10 ~ 08:00					
1. 08:10 ~ 09:00					
2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206				※ IE322H-Production Planning and Control -E3-105
3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206	(DL) : Distance Learning Course		※ IE390H-Quality Control Laboratory - E3-307	※ IE322H-Production Planning and Control -E3-105
4. 11:10 ~ 12:00	※ IE325H-Operations Research(I) -E3-206	GQ456A-History of Regional Civilizations		※ IE390H-Quality Control Laboratory - E3-307	※ IE322H-Production Planning and Control -E3-105
				GQ456D-History of Regional Civilizations -C2-618	

Description

- ※ : 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

Red Mark: Courses already registered →

V. The First Stage Registration (7/12)

(2) Click "Excel" to download Timetable.



下載 (41) - Excel

檔案 常用 插入 版面配置 公式 資料 校閱 檢視 告訴我您要執行的動作...

E8 GQ456D-History of Regional Civilizations -C2-618

	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						
6	3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206	GQ456A-History of Regional Civilizations -		GQ456D-History of Regional Civilizations -C2-618	※ IE322H-Production Planning and Control -E3-105
7						
8	4. 11:10 ~ 12:00	※ IE325H-Operations Research(I) -E3-206	GQ456A-History of Regional Civilizations -		GQ456D-History of Regional Civilizations -C2-618	※ IE322H-Production Planning and Control -E3-105
9						
10	B. 12:10 ~ 13:00					
11						
12	5. 13:10 ~ 14:00			IE306E-Probability & Statistics (1) -E3-206		
13						
14	6. 14:10 ~ 15:00		IE306E-Probability & Statistics (1) -E3-206	IE306E-Probability & Statistics (1) -E3-206	※ IE347H-Quality Control -E3-206	
15						
16	7. 15:10 ~ 16:00	GE535A-Political Science in Modern Life -C2-818	GE103A-Public Administration and Management -C2-818		※ IE347H-Quality Control -E3-206	
17	8. 16:10 ~ 17:00	GE535A-Political Science in Modern Life -C2-818	GE103A-Public Administration and Management -C2-818		※ IE347H-Quality Control -E3-206	
18	C. 17:05 ~ 17:55	※ IE323H-Production Control Labs -E3-307				
19	D. 18:00 ~ 18:50	※ IE323H-Production Control Labs -E3-307			GE518A-Outline of Law -	
20	E. 18:55 ~ 19:45				GE518A-Outline of Law -	
21	F. 19:50 ~ 20:40					
22	G. 20:45 ~ 21:35					
23	The following subjects have no class hours:					

V. The First Stage Registration (8/12)

E. View Course Filtering Results

(1) After the first stage registration, the system will perform a unified filtering process.

(2) Check "Course List" to select "Course Overlap or not".

※ According to the designated period of 「 Course Selection Guideline & Schedule 」 , students shall drop the courses that clash with other courses or exceed the maximum credit by self.

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

The screenshot displays the 'Course List' interface. On the left, a sidebar titled 'Course List (4)' lists four courses, each with a red 'Drop' button. A yellow arrow points from the 'Course List (4)' header to the main 'Course List' table. The table has a filter bar at the top with checkboxes for 'Course suspension', 'Auto-add', 'Withdraw automatic adding courses', 'Course Overlap or not' (checked), 'Program Category', and 'Course Category'. Below the filter bar, the table columns are: 'Select item', 'Course Overlap or not', 'Course Category', 'Department', 'Course code', 'Course Title', 'Course Type', 'Credit', 'Instructor', and 'Class Time'. The table contains three rows of data. The first two rows have 'Overlap' in the 'Course Overlap or not' column, highlighted by a red box. The third row has an empty cell in this column. Each row has an 'Information' button and a 'Drop' button to its left.

Select item	Course Overlap or not	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time
Information Drop	Overlap	GQ	GEB	GE226A	Introduction to Life Education	Elective	2	Cxxxx	3-56
Information Drop	Overlap	General	IE	IE306E	Probability & Statistics (1)	Core	3	Cxxxx	2-6 3-56
Information Drop		General	IE	IE322H	Production Planning and Control	Core	3	Wxxxx	5-234

V. The First 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.
【Yellow: Courses time conflicts.】

Timetable

	Description for the restriction of Distance learning course	Description ①
5. 13:10 ~ 14:00	<div>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 °</div>	※ BE304G-Biomedical Engineering Leadership & Entrepreneur -E8-117
6. 14:10 ~ 15:00		※ BE304G-Biomedical Engineering Leadership & Entrepreneur -E8-117
7. 15:10 ~ 16:00		<div>GE516A-Introduction to Global Culture -C2-818 ※ BE301G-Anatomy and Physiology (I) -E8-314</div> <div>→ Yellow: Courses time conflicts.</div>
8. 16:10 ~ 17:00		<div>GE516A-Introduction to Global Culture -C2-818 ※ BE301G-Anatomy and Physiology (I) -E8-314</div>

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 °

V. The First Stage Registration (10/12)

(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

EXCEL	週一	週二	週三	週四
A. 07:10 ~ 08:00				
1. 08:10 ~ 09:00		BE306G-Signals and Systems -E8-215	※ BE303G-Electronics(II) -E8-311	
2. 09:10 ~ 10:00	※ BE302G-Anatomy and Physiology Laboratory (I) -E8-415	BE306G-Signals and Systems -E8-215		
3. 10:10 ~ 11:00	※ BE302G-Anatomy and Physiology Laboratory (I) -E8-415	BE306G-Signals and Systems -E8-215		
4. 11:10 ~ 12:00	※ BE302G-Anatomy and Physiology Laboratory (I) -E8-415			
B. 12:10 ~ 13:00				
5. 13:10 ~ 14:00				
6. 14:10 ~ 15:00				
7. 15:10 ~ 16:00			GE516A-Introduction to Global Culture -C2-818	
8. 16:10 ~ 17:00			※ BE301G-Anatomy and Physiology (I) -E8-314	
			GE516A-Introduction to Global Culture -C2-818	
			※ BE301G-Anatomy and Physiology (I) -E8-314	
C. 17:05 ~ 17:55				
D. 18:00 ~ 18:50				GQ456I-History of Regional Civilizations -
E. 18:55 ~ 19:45				GQ456I-History of Regional Civilizations -
F. 19:50 ~ 20:40				
G. 20:45 ~ 21:35				
The following subjects have no class hours:				

↓ Yellow: Courses time conflicts.

V. The First 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".

The screenshot shows two windows. The left window, titled "Course List (4)", contains a list of courses with a red "Drop" button next to each. The first course, "PS541R-Advance Clinical Neuropsychology-General 5-234", is highlighted with a green arrow pointing to its "Drop" button. The right window, titled "Course List", displays the detailed information for the selected course. It includes a table with columns: "Select item", "Course suspension", "Course Category", "Department", "Course code", "Course Title", "Course Type", "Credit", and "Instructor". The first row of the table shows the details for "PS541R-Advance Clinical Neuropsychology-General 5-234", with a red "Drop" button in the "Select item" column. A green arrow points to this "Drop" button.

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.

The screenshot shows a dialog box titled "Confirm to withdraw" with the text "PS541R Advance Clinical Neuropsychology". At the bottom right, there are two buttons: "Ok" and "Cancel". A green arrow points to the "Ok" button.

V. The First 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.

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