

## **VII. The First Stage Adding/Dropping Course (1/10)**

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### **A. System Rules**

- (1) Students who register first will be enrolled first, and complement orderly.**
- (2) For students will same waiting order, the high answer rate according to teaching evaluation will be enrolled first. The class answer rate will not be considered. In the same waiting order, those with the same answer rate in the teaching evaluation will be waited according to the random number rule.**
- (3) The "Waiting list Number" will be changed at any time in the 2nd semester course:**
  - 1. During this stage, the final teaching assessment questionnaire is still being processing. The information on the completion rate of teaching evaluation will be updated to the course selection system every hour and re-ordered. Those with the same answer rate in the teaching evaluation will be ordered according to the waiting time.**
  - 2. Factors such as "student withdrawal", "Waiting list Success", "Waiting list Cancelation" will re-affect the change in the order of "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 course (except those college-designated general ethics courses)**
- (5) Courses that are successfully complement will be automatically included in the "Course List". No longer displayed in the "Waiting List".**

# VII. The First Stage Adding/Dropping Course (2/10)

## B. Add Course

### (1) The Adding for "Course Inquiry"

1. Search for courses to add according to your requirements.

Course Inquiry ①

Q Please enter the course code, course name, class time (example: 1-78)

Department Department of Psycholo Select department

Number of items displayed per page: 10

<< < 1 2 3 4 ... > >>

2. Check "Registration No.", "Course Quota", "Rest" to display the detailed information of the course.

3. Click "Add".

Syllabus  Language of instruction  Course suspension  Inter-department  Inter-Degree

Program Category  Course Category  Department  Course code  Course Title  Course Type

②  Course duration  Credit  Instructor  Class Time  Classroom  Remark  Allowed No.

Registration No.  Course Quota  Rest  Number of student registered at this stage

Number of student registered last year  Distance learning course  MOOCs

Department of professional distance courses

Select item	Syllabus	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time	Allowed No.	Course Quota			
											Registration No.	Number of student allowed for this stage	Cumulative opening	Rest
<input checked="" type="checkbox"/>		Science	PSB	PS000B	Introduction to Natural Science and Artificial Intelligence	Compulsory	2	I Elizabeth Cha	3-CD	75	0	0	0	0

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

Add

## VII. The First Stage Adding/Dropping Course (3/10)















### (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
  			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 (3)	Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
 BA945A-Physical Education (I)-PE 1-78	  		PE	BA	BA945A	Physical Education (I)	Compulsory	0	CHIANG, HUAI-HSIAO
  AC945A-Physical Education (I)-PE 4-56	  		PE	ACB	AC945A	Physical Education (I)	Compulsory	0	TSAI, CHUNG-HSIEH
  AC945B-Physical Education (I)-PE 2-34	  		PE	ACB	AC945B	Physical Education (I)	Compulsory	0	CHEN, CHIEN-TING ,LIN, KUO-CHUAN

## VII. The First Stage Adding/Dropping Course (4/10)

### C. View the Result of Adding courses

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

(2) **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 (5/10)

### 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

**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
<b>Information</b> <b>Drop</b>		General	PSM	PS541R	Advance Clinical Neuropsychology	Elective	3	Hsin-Te Chang
<b>Information</b> <b>Drop</b>		General	PSM	PS531R	Seminar on Emotion and Behavior Development	Elective	3	Chen, Yunn-Ru

# VII. The First Stage Adding/Dropping Course (6/10)

## (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 interface with a legend for course status symbols and colors. The legend is titled "Description" and lists the following items:

- ※ : 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 °

The timetable table below shows the following data:

EXCEL	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				R-Advance l psychology -S1- 723	
3. 10:10 ~ 11:00		※ AC945B-Physical Education (I) -		PS541R-Advance Clinical Neuropsychology -S1- 723	
4. 11:10 ~ 12:00		※ AC945B-Physical Education (I) -		PS541R-Advance Clinical Neuropsychology -S1- 723	
B. 12:10 ~ 13:00				PS406R-Sexual Minority Issues in Psychology(講) -	
5. 13:10 ~ 14:00			※ AC945A-Physical Education (I) -	PS493R-Employee Training and Development aining and Development(講) -	

## VII. The First Stage Adding/Dropping Course (7/10)

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

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			CEI54L-Special Topic for Civil Engineering Practice (2) -		
4	2. 09:10 ~ 10:00	※MI239D-Economics(I)(德)-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)(德)-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)(德)-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(德)-B2-201	MI003D-Practical English (I) -
9						
10	6. 14:10 ~ 15:00				※MI234D-Multimedia Programming(德)-B2-201	MI003D-Practical English (I) -
11						
12	7. 15:10 ~ 16:00				※MI234D-Multimedia Programming(德)-B2-201	
13	8. 16:10 ~ 17:00					

## VII. The First Stage Adding/Dropping Course (8/10)

### 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".

The screenshot shows the 'Course List' interface. On the left, a dropdown menu titled 'Course List (4)' contains four course entries, each with a red 'Drop' button. A yellow arrow points from the dropdown to the main 'Course List' window. The main window has a filter section with various checkboxes and a table of courses. A green arrow points from the 'Drop' button in the table to the 'Drop' button in the dropdown menu.

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 (9/10)

### (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 (10/10)

### 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 "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 shows the 'Waiting List' interface. On the left, a 'Waiting List (1)' panel displays a course entry: 'Waiting NO.1 MI003D-Practical English (I)-General 5-56'. A red 'Remove' button is circled in green, and a circled '1' is next to the course name. A circled '2' is below the entry. A yellow arrow points from the 'Remove' button to the 'Waiting List' panel on the right. The 'Waiting List' panel has a search filter section with 'Waiting list Number' checked and circled in red, with a circled '1' next to it. Below the filters is a table with the following data:

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

A red box highlights the 'Waiting list Number' column in the table, with a circled '2' next to the 'Remove' button in the 'Information' row.

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