

## **VIII. The Second Stage Adding/Dropping Course (1/9)**

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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**

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## B. Add Course

### (1) "Course Inquiry" Adding

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

2. Check "Registration No.", "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	Allowed No.	Course Quota			
											Registration No.	Number of student allowed for this stage	Cumulative opening	Rest
<input type="checkbox"/>		Science	PSB	PS000B	Introduction to Natural Science and Artificial Intelligence	Compulsory	2	I Elizabeth Cha	3-CD	75	0	0	0	0

## VIII. The Second Stage Adding/Dropping Course (3/9)

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

1. Courses which 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 (3)**

➔

Add

BA945A-Physical Education (I)-PE 1-78

Remove
Add

AC945A-Physical Education (I)-PE 4-56

Remove
Add

AC945B-Physical Education (I)-PE 2-34

Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
Information Remove Add		PE	BA	BA945A	Physical Education (I)	Compulsory	0	CHIANG, HUI-HSIAO
Information Remove Add		PE	ACB	AC945A	Physical Education (I)	Compulsory	0	TSAI, CHUNG-HSIEH
Information Remove Add		PE	ACB	AC945B	Physical Education (I)	Compulsory	0	CHEN, CHIEN-TING ,LIN, KUO-CHUAN

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### 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
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 course 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!

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### 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
<b>Information</b> <b>Drop</b>	<input checked="" type="checkbox"/>	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

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## (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 legend for course status symbols and colors. The legend is titled 'Description' and lists the following:

- ※ : 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

The timetable table below shows the following data:

	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) -		

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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					
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 (1) -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:					

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### 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 course, 'PS541R-Advance Clinical Neuropsychology-General 5-234', has a red 'Drop' button next to it. A yellow arrow points from the 'Course List (4)' header to the detailed view on the right. A green arrow points from the 'Drop' button in the list to the 'Drop' button in the detailed view.

The detailed view on the right shows the 'Course List' window with various options and a table of courses. The table has the following columns: Select item, Course suspension, Course Category, Department, Course code, Course Title, Course Type, Credit, and Instructor.

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



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

### (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