Fu Jen Catholic University Academic Year 2020 Second Semester Course Registration Guidelines

■ Course registration schedule (Time stated in 24-hour format.)
Log-in to course registration system, FJCU Homepage > Students >   System
Menu > Courses and Academics

Course Registration Schedule		Course Registration	Details
Start	End		
11/30 09:00		開課資料查詢 **Course Information**☜	The course registration system would be constantly updated with the latest information. Please review curriculum information, syllabus, credit exclusion list, and familiarize yourself with the course regulations and other relevant information prior to course selection.
12/7 09:00	12/18 16:00	**Pre-registration (limited to current students) Course registration system** 選課系統☜	Pre-registration is conducted in accordance with the regulations of each department. Pre-registration information (limited to certain departments) is available on the course information website and on the individual websites of the relevant departments.
12/21 09:00	12/28 16:00	預選核定/公告 **Pre-registration results/announcement Course registration system** 選課系統☜	* Students who did not pass the Chinese/English language proficiency tests should pre-register for Chinese/English remedial courses titled Basic Chinese Writing/Basic English Communication
1/21 09:00		課程代入查詢 **Check course registration results Course list** 選課清單☜	課程代入結果，請查閱選課清單 Refer to the course list for registration results
1/22 09:00	1/25 12:00	全人課程志願選填 全人課程志願選填系統 Add **Holistic Education Courses to Wish List Holistic Education Course Wish Li**st☜	1. Choose the General Education, Physical Education (PE), and Sophomore Foreign Language courses that you would like to take. 2. Restricted to undergraduate students only.

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1/26 16:00		全人課程分發結果查詢 **Holistic Education Courses** **distribution results** 選課系統☞	1. Please check the course list for distribution results. 2. Applicable only to undergraduates
1/27 09:00	3/10 16:00(日) 21:00(進)	校際選課 **Choosing** **courses from other** **schools Course** **registration for external students** 外校生選課☞	1. FJCU students should, after filling in the relevant form for application for course registration at another institution, submit it to the Registrar for course registration. 2. Students from other institutions should login to the External Students Course Registration system and fill in the relevant details and complete the necessary forms to register for courses.

網路初選 **Online pre-registration**
Course registration system
選課系統☞

1/27 09:00	2/4 03:00		Slot	Course registration application		Announcement of results
				Start	End	
			1	1/27 09:00	2/1 03:00	2/1 12:00
			2	2/1 12:00	2/4 03:00	2/4 12:00

Refer to the course list for distribution results.

2/22		開始上課 **Lessons begin**	All students must go to class beginning the first day. This includes both courses they have already registered in and ones that they intend to register in. It is not a valid reason to miss class because you have not successfully registered for it yet.

Course Registration Schedule		Course Registration	Details				
Start	End						

Course Registration Schedule		Course Registration	Details			
Start	End					
2/23 09:00	3/2 03:00	網路加退選 **Online add-drop Course registration system** 選課系統☞ Students who receive the HEC course registration slip during the first week (22 to 27 Feb.) should log onto the Registration Slip System and register for the course in accordance with the allocated slot. Late registration will not be possible (not applicable to Masters/PhD students, in-service Masters students, and students selecting courses from other departments) **開放選課條通識課程查詢** Check General Education courses open for registration☞	**Slot**	**Course registration application**		**Announcement of results**
				Start	End	
			1	2/23 09:00	2/24 03:00	2/24 12:00
			2	2/24 12:00	2/25 03:00	2/25 12:00
			3	2/25 12:00	2/26 03:00	2/26 12:00
			4	2/26 12:00	2/27 03:00	2/27 12:00
			5	2/27 12:00	3/1 03:00	3/1 12:00
			6	3/1 12:00	3/2 03:00	3/2 12:00
			Refer to the course list for distribution results.			
3/3 09:00(Day division) 16:00(SOCE)	3/5 16:00(Day division) 21:00(SOCE)	越部選課 **Choosing modules from other departments**	**For submission of manual add/drop form, please consult the relevant departments during respective office hours (day division/SOCE)** ***Freshmen are not allowed to register for interdivisional courses; interdivisional courses cannot make up for more than one-third of total credits per semester.**			
3/2 16:00(Day division) 21:00(SOCE)	3/10 16:00(Day division) 21:00(SOCE)	選課錯誤更正 **Course registration error correction**	For matters pertaining to manual add/drop form and other course registration correction issues, please consult the relevant departments during respective office hours (day division/SOCE).			

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Course Registration Schedule		Course Registration	Details
Start	End		
3/2 12:00	3/11 8:00	選課確認 **Confirm course registration** **Course list** 選課清單☞	One you are done with course registration, please make sure to confirm your course list online. For those who do not do so, it is assumed that course registration is error-free, and no correction would be possible once the deadline passes (please consult the relevant departments during respective office hours for day division/SOCE).
3/11	5/21 17:00(Day division) 21:30(SOCE)	**停修申請** **Application to drop course**☞	Apply to drop a course from your online course list, then print out the relevant documents and have it approved by your teacher and the department chair, before submitting it to the Curriculum Division (please consult the relevant departments during respective office hours for day division/SOCE).

■ Payment Guidelines

Payment Guidelines:

1. For details and announcements on paying tuition, miscellaneous fees, and credit fees, please visit http://tuition.ga.fju.edu.tw/InchargeStudent/

2. Who needs to pay fees charged per credit?
   i. Students who have declared a minor and students who are enrolled in a credit certificate program (with classes opened separately). Codes with D-_ _ _ 9 _ and D-K _ _ _ require separate fees. Note: Students taking courses with the following codes must pay extra fees even if their minor has been approved: D-_ _ **9** _ or C-_ _ **9** _.\
   ii. Students enrolled in the Teacher Education Program.
   iii. Students taking language practice courses.
   iv. Day division students who are delaying degree completion and taking 9 credits or less. Students who are delaying degree completion and taking 10 or more credits should pay full tuition and miscellaneous fees. Credits taken at another university either domestically or abroad count as part of the 10 credits.
   v. Masters/PhD students and in-service Masters students who take credits that are not recognized by their departments/college would have to pay the fees in accordance with the department offering that particular course, and would need to submit proof of payment to the Cashier Section.

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vi. Masters/PhD students and in-service Masters students would during the first week of lessons have to get their department chair to sign off on their manual add/drop form, and head to the Office of Physical Education to add the 1-credit DATP3 course. This result would only be recorded and will not count towards the cumulative grade for the semester. Said students who fail to pay for the full fees shall have to pay for 2 credits of Physical Education class.

3. For relevant school fees per program (language internship fees), miscellaneous fees and so forth, please refer to announcements at the FJCU homepage and download the form between 16 April 2021 to 30 April 2021 at https://school.taishinbank.com.tw/.

■ Pre-Registration Reminders

Prior to selecting courses, please check the relevant course details including course syllabus, credit exclusion list, course regulations, course type, and so forth. Do take note of the university website as well as the websites of individual departments for relevant details on course selection to aid your course registration planning.

1. Check if your desired course has a pre-requisite or sequential restriction.

2. Check if there is a scheduling conflict on your course list.

3. Make sure you are on track to complete all required courses.

4. Before registering in a course offered by another program or division, please consult with them about any restrictions

5. Make sure to follow all regulations when retaking or making up credit for a course missed in the past.

6. Make sure that you are taking a proper amount of credits (i.e. neither more nor less than stipulated in regulations).

7. Please register for courses based on your schedule and interests. Do not wait to see if a course taught by a specific instructor becomes available – you may miss the registration deadline and be forced to delay graduation.

8. Graduating students should double check that they are on track to meet graduation requirements. They must take any courses or credits they are missing in order to graduate on time.

9. **All students must go to class beginning the first day. This includes both courses you have already registered in and ones that you intend to register in. The instructor has the authority to prevent students from adding or dropping the class as well as the authority to order their withdrawal if they have been absent.**

10. Some courses are not covered by regular tuition – they require additional fees charged per credit (please refer to tuition guidelines for details). If you do not wish to take a course that charges extra fees, please make sure that no such course is on your Course List by the deadline to correct registration errors.

11. Students returning from a semester leave of absence may need to make adjustments to their course selection strategy. It is recommended that these students plan ahead and seek advice from the relevant departments offering their desired courses.

■ Things to Note

1. Course registration is based on a slot-based submission of a wish list of desired courses, and not first-come, first-served. Students need only log into the course registration system in accordance with their assigned

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time slot to submit their wish list. Make sure to check your course list after registration during your assigned time slot.

2. If you encounter an error code while registering for your courses, you should drop the course or manually correct the error in accordance with the regulations. If you fail to do so within the deadline to correct registration, the Curriculum Division would erase your course selection details. As such, if you do not rectify a course registration error in accordance with the recommended course of action per the error code, you would not be deemed as registered for a particular class even if you were to attend class.

3. Your department secretary would be able to help you with course registration for certain modules that you are unable to add/drop yourself; please refer to the relevant department for help with course registration for modules you are unable to add/drop as a student user.

4. If you would like to take more than 32 credits (maximum number of credits, except for students from College of Medicine), please complete the Credit Overload Application Form and then submit it to the Office of Academic Affairs along with your academic transcripts (with rankings), study plan, and the list of courses you would like to add before the deadline to correct registration errors. Late applications will not be processed. Your application would be vetted by your academic mentor, department chair, and college dean.

5. Complete your course registration before the online add/drop period. If you are unable to do so, you should, in accordance with the timings announced by the relevant departments, submit a manual add/drop list before the end of the deadline to correct course registration. Late submissions would not be accepted.

6. Following the deadline to correct course registration error, students who do not meet the minimum number of credits by the end of this phase will be ordered on a leave of absence. Students delaying graduation must register in at least one module or they will be expelled. This includes students in the Teacher Education Program.

   Day division: minimum 12 credits for freshmen, sophomores and juniors; 9 credits for seniors

   SOCE division: minimum 10 credits for freshmen, 9 credits for sophomores to seniors

   Note: These restrictions do not apply to students performing a practicum in the Teacher Education Program and who have not yet fulfilled proficiency requirements in Chinese, English, and Information Literacy.

7. Students delaying graduation and students resuming studies after a LOA should select courses based on their own needs. To avoid conflict in course registration, these students would not be included for automatic class registration.

8. Confirm courses:

   The course list is crucial in securing your course registration, and students should per regulations confirm their course list for the semester online no later than before the end of the course registration correction period. No correction to course registration would be allowed past the deadline, and those who fail to confirm their course list online would be assumed to have error-free course registration, with the latest file recorded by the system as the final course registration result.

   * The correction of course registration must, in accordance with the regulations, be completed within the deadline at the Curriculum Division. Your course instructor cannot simply add/drop you from course attendance list and have it recognized as such. Even if you do attend classes, it would not be officially recorded, and for courses you are registered for and did not drop before the end of the deadline, your score would be recorded as 0. TronClass subject list or your instructor's attendance sheet is not official proof of course registration.

9. From 2010-2011 academic year, undergraduates in the Day Division and the SOCE (not including students in the post-baccalaureate law program) were required to demonstrate competency in Chinese, English, and Information Literacy before graduation. This requirement was extended to students in two-year programs beginning the 2011-2012 academic year.

   * From the 2018-2019 academic year, undergraduates (including those in the two-year in-service nursing program, but not including post-undergraduate departments) are no longer required to take a Chinese

proficiency test. Assessment in information literacy is still required. Individual programs determine requirements for English proficiency.

You can check your test results here: University homepage > Students > System Menu> Courses and Academics > Check My Grades. Refer to the HEC website announcement for relevant information on benchmarks and complementary measures.

10. From 2010 onwards, credits earned by taking HEC courses in excess of requirements cannot be used to satisfy electives for graduation. Credits earned in Military Training or Physical Education courses do not count towards graduation requirements.

11. From 2013 onwards, Required Military Training was renamed to All-Out Defense Education Military Training, which is a prescribed elective for freshmen. Students who are retaking, making up credit, or who have obtained a waiver for this course should add or drop the course online during registration. Elective Military Training: Students at the sophomore level or above (including students in a master's program) may register for an elective course each semester but may not repeat the same course.

12. Refer to the list of school regulations for relevant clauses.

■ Course Registration Enquiries

✚ Relevant Units

Unit	Office Location	Extension Number	Course
Military Training Office	Cardinal Yu Pin Admin Building YP203 (day division) SOCE ES201 (SOCE division)	2250 2801	Military Training (Nursing)
Office of Physical Education	Cho-Chang Building 1st Floor	2234、2916	Physical Education
Holistic Education Center	SOCE ES205	3120 3121 3122	Chinese Literature Foreign Languages General Education Courses
Center of Teacher Education	Liberal Enlightenment Hall LE7A	3053、3082、3083	Teacher Education program
Office of the Vice Dean of CFLL	LC405	3718	University-wide Electives for Advanced English（D-V101）
Registration Division	Cardinal Yu Pin Admin Building YP203 (day division) SOCE ES201 (SOCE division)	3097 2285、2800	
Note: Refer to the relevant departments for information on courses. Take note of each department's announcement for additional information on courses			

✚ Course Registration Error Codes and Troubleshooting

Error Code	Definition	What to do
C	Scheduling conflict	Drop the course.
E	Course not offered	The course has been cancelled or its title has changed. Drop the course and choose a different one.

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Error Code	Definition	What to do
H	Repeat registration of course	1. Drop the course. 2. In accordance with the regulations, students may not retake a course that they previously passed. If a student repeats a course, the new credits will not count towards graduation requirements. Students may be able to repeat a course under unique circumstances (e.g. it is required for a minor or double major). In that case, the course must be added manually.
L	Grade for first semester class below 50%	1. Drop the class. 2. Students who wish to continue must complete the Course Continuation Form, have it stamped by the instructor and their program director, and then submit it to the Curriculum Division.
F	Failed first semester of a year-long course	1. Drop the course. 2. Students who failed, withdrew from, or did not enroll in the first semester of a year-long course may be able to take the course during the second semester. First receive permission from the instructor and your program director, then complete and submit the Registration Form for the Second Half Of a Yearlong Course to the Curriculum Division.
R	Sequential course restriction	1. Drop the course 2. Students may add the course manually if they received permission from the department offering the course.
D	Course code repeated	Drop courses until the error disappears.
V	Course only available to students enrolled in the Teacher Education Program	Drop the course or apply to take the course at the Center of Teacher Education.
Z	Class grades not received	Please verify your grade for the course. If you receive an L, F, or R, but still want to take the course, please follow the instructions above to resolve the problem. If you do not wish to continue, please drop the course.
P	Individual grade not received	

■ HEC Courses Outline

Curriculum Framework

Fundamental Courses	8 credits	Introduction to University Life (2 credits); Philosophy of Life (4 credits); Professional Ethics (2 credits); and Physical Education (0 credits/8 credit hours per semester)
Core Abilities	12 credits	Chinese Literature (4 credits); Foreign Languages (8 credits total, at least 4 credits in Freshman English); Information Literacy (0 credits)
General Education Courses	(12 credits, including at least 2 credits from Historical and Cultural Studies):	Arts and Humanities (4 credits); Natural Science and Technology (4 credits); Social Sciences (4 credits) ※ Undergraduates must earn 12 General Education credits before graduation.

I. Changes to Curriculum

1. Programs now set up PE courses for freshmen:

   Students who enrolled in the 2017-2018 academic year: Freshman PE courses (AT-00: the final two digits are the code of your program) are required for all students. Your program will register you in a course; you don't need to register online. Courses offered include swimming and physical fitness.

   Students enrolled during and before 2016 needing to retake or make up credit for Freshman PE should register during online registration or the add/drop period.

2. Foreign Languages

   Freshman English (day division) was originally divided into four levels: advanced, advanced-intermediate, intermediate, and beginner. However, the HEC combined advanced and advanced-intermediate starting in the 2016-2017 academic year, so there are now 3 levels: advanced, intermediate, and beginner. If you need to retake or make up credit for an advanced-intermediate course, please take the advanced course.

3. **Since 2018, freshmen English for SOCE would have 2 options: intermediate English offered by the English department as well as beginner English. Students who need to retake advanced-intermediate English or intermediate English should apply to take beginner English.**

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II. Course Registration guidelines

Type	Course title		Course length/credits	HEC Wish List	Course registration			
					Freshmen	Sophomore (including transfer students)	Junior (including transfer students)	Senior
Fundamental Courses	Introduction to University Life (IT)		Per semester; 2 credits	--	Your department will automatically register you for your respective course; there is no need to come to the HEC to register for this module			
	Philosophy of Life (LT)		Per academic year; 4 credits	--				
	Professional Ethics (ET)		Per semester; 2 credits	--				
	Physical Education	Freshmen Physical Education (AT-00; where 00 denotes department code)	Per semester; 0 credits (4 hours)	--	Automatically registered; students with special circumstances and the relevant proofs should head to the Office of Physical Education to manually drop the course	• Students retaking this class should register for it online. • Classes AT-00 and ATP1 can be mapped both ways.		
		Sophomore Physical Education (ATP2)	Per semester; 0 credits (4 hours)	Sophomores or students retaking this module	Ineligible	Please register through the Holistic Education Course Selection System or during online registration and the add/drop period.		

1. Freshmen and sophomores must take a zero-credit PE course each semester. Students must complete two Freshman PE courses (AT-00 or AT-P1) and two Sophomore PE courses (AT-P2) in order to graduate. (Students from other departments and exchange students should not register for courses marked W, X, Y, Z as these are specifically for students from thee PE department.) Courses offered in different semesters but with the same title, teacher, and time slot can be acknowledged.

2. Students who have a Disability Handbook or medical proof of disease or injury issued by a doctor should register for AT-P0, and provide supporting documents to the instructor on the first day of class. The credits can be used to make up for ATP1 or ATP2.

3. Freshmen who enrolled in the 2017-2018 academic year may only take one AT-00 each semester. A sophomore retaking freshman PE may only register in one AT-00 per semester, but may simultaneously register in one AT-P2.

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Type	Course title	Course length/credits	HEC Wish List	Course registration			
				Freshmen	Sophomore (including transfer students)	Junior (including transfer students)	Senior
General Education Courses	Historical and Cultural Studies (STT8/PTT8/NTT8)	Per semester, 2 credits	Freshmen (including students in 3rd year of a 2 year program) and transfer students this semester	Please register through the Holistic Education Course Selection System or during online registration and the add/drop period (you can also use the HEC Open Course Registration Slip).	Please register during online registration or the add/drop period. You can also use the HEC Open Course Registration Slip.		
	Social Sciences (ST) Arts and Humanities (PT) Natural Science and Technology (NT)	Per semester, 2 credits	No restrictions	Please register during online registration or the add/drop period. You can also use the HEC Open Course Registration Slip.			

1. Prior to course registration, students should check on the online student portal to confirm the status of their general education courses, as well as check the exemption list of courses for each department, in order not to register erroneously.
2. Students from the History Department are not required to take the Historical and Cultural Studies course; said students would not receive credit for these classes if they register for it. History for Overseas Chinese Students is only available for overseas Chinese students.
3. HEC course wish list: to be randomly distributed after filling in the wish list.
   ■ Historical and Cultural Studies course: restricted to freshmen (inclusive of third year students in a 2-year program) and transfer students this semester, with a maximum of 10 spots to be filled on the wish list (with only 1 course to be distributed).
   ■ HEC course: A maximum of 20 courses can be filled on the wish list (with only 1 course to be distributed). Seniors and students delaying graduation should fill in at least 5 spots to be distributed. Seniors will get priority in distribution, with at most 50% of the senior cohort to be prioritized.
4. Online course registration and add/drop: GE courses (including Historical and Cultural Studies course) is limited to 2 modules distributed (inclusive of both wish list and online registration results).
5. General Education Courses should be registered via online registration (including course registration slip), within the online add/drop period. It cannot be manually added.
6. General Education Courses interdivisional course selection slots:
   ■ Day division students selecting SOCE courses: Refer to announcement on 3rd March by SOCE ES201 office
   ■ SOCE students selecting day division courses: Refer to announcement on 3rd March by HEC office
   Students are not allowed to ask their course instructor to manually add an interdivisional course.

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Type	Course Title	Course Length/Credits	HEC Wish List	Course Registration			
				Freshmen	Sophomore (including transfer students)	Junior (including transfer students)	Senior
Chinese	Chinese Literature (CT)	Per year; 4 credits, 2 per semester	--	HEC will assign you to a class ∗ For freshmen resuming studies, check with HEC if you have not been registered for class	Please register online during online registration or the add/drop period if you are retaking or making up credit for the first semester portion of this course. (You may take a Chinese Literature course offered by a program other than your own.)* ∗ Students in the Department of Chinese must take the course hosted by the Department of Chinese.		
	Chinese Literature for Overseas Chinese Students (CTE0)	Per year; 6 credits, 3 per semester			1. Students retaking this class should head to the HEC prior to the first lesson for registration. 2. Only overseas Chinese students and foreign students are allowed to take the Chinese Literature for Overseas Chinese Students class		
Freshmen Foreign Languages	Foreign Languages (Advanced English)	Per year; 4 credits, 2 per semester	--	HEC will assign you to a class ∗ For freshmen resuming studies, check with HEC if you have not been registered for class	1. Register for class during the online registration and add/drop period. 2. Students retaking this class must register for an English class commensurate with freshmen, and are not allowed to change to a different standard. 3. Students from the SOCE retaking this class please enquire at the English department office with regard to class registration. 4. Students retaking Basic English may choose an interdivisional class to register.		
	Foreign Languages (Intermediate English)						
	Foreign Languages (Basic English)						
Sophomore Foreign Languages	Foreign Languages – Topics in English	Per semester, 2 credits	Sophomores and transfer students from this semester	Ineligible	Please register through the Holistic Education Course Selection System or during online registration and the add/drop period (you can also use the HEC Open Course Registration Slip).	Students retaking this class should register for it during online registration and the add/drop period.	

Type	Course title	Course length/credits	HEC Wish List	Course registration			
				Freshmen	Sophomore (including transfer students)	Junior (including transfer students)	Senior
	Foreign Languages – Non-English	Per year; 4 credits, 2 per semester	--	1. If you are enrolled in the course in the first semester, it would be automatically registered for you by HEC during the second semester. 2. Please settle any schedule conflict with prescribed electives for your department during the online course registration and add/drop period. 3.This is a per year course; you are not allowed to take the course in the second semester if you are not enrolled in the class during the first semester.			

Note:

1. Topics in English is divided into three levels: advanced, intermediate, and basic. Students who took Advanced or Intermediate English as a freshman are recommended to take Advanced Topics in English; those that took Intermediate English as a freshman are recommended to take Intermediate Topics in English; and those that took Basic English as a freshman are recommended to take Basic Topics in English.

2. The Intermediate Topics in English module is a per semester class, and cannot be taken again by those who have already successfully passed it. Retaking this class when you have already passed it would not count towards your graduation credits. You have to take a different module in your second semester.
3. Certain sophomore English classes would not be listed on the HEC wish list for course registration, in accordance with the relevant departments. Please check for course availability online and check out the notes section.
4. You may fill a maximum of 20 courses on the HEC wish list, but only 1 course would be randomly assigned to you (for the upcoming semester, non-English foreign language courses will not be available for selection on the wish list)
5. In the event that there are no more slots available during online course registration, students retaking courses are to get their instructors to fill in the manual add/drop form, and then head to HEC to complete registration during the first week of lessons.

Type	Course title	Course length/credits	HEC Wish List	Freshmen	Sophomore	Junior	Senior
Chinese and English Remedial Classes	Basic Chinese Writing	Semester : 0 credit	--	Not eligible for freshmen, sophomores, and juniors			Seniors who did not pass the Chinese/English proficiency tests may register for this course during the pre-registration phase, or bring the required documents to the HEC during the first week of lessons to have it added manually (dependent on class maximum size).
	Basic English Communication						

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1. Target group:

Day division courses: students in 2-year program, day division undergraduates (including exchange students)

SOCE courses: SOCE undergraduates

2. Teachers reserve the right to allow/disallow course registration (refer to sample for details).

3. HEC courses added via the registration slip is not limited by the 2 General Education courses restriction per semester for online course registration.

4. Each course registration slip is unique, and each slip can only be used once by each individual. If you drop a course registered using the registration slip, you would not be able to add back the course using the same slip. Automatic registration via the course registration slip is not allowed.

104 學年度第 1 學期 加選課程授權碼暨學生簽名單

(開學第一週加退選階段系統開放登記期間皆可使用)

授課教師	戴怡音	課程名稱	音樂賞析		
課程代碼	DPTA800115	上課時間	每週一D3-D4	上課教室	AM418
網路開課人數	65	選課條碼簽名數	5	教室容量	75

◎使用說明：1. 不適用對象：研究所學生、越部選課學生。
2. 若您同意學生加選本課程，請發給學生乙張【加選課程授權碼-學生領取聯】。
3. 學生領取選課條前，先查驗學生證，並請學生在簽名欄位親筆簽名，避免學生私自轉讓【加選課程授權碼】。日後教師若發現有未經授權而加選者，應通知課務組註銷該選課紀錄。
4. 學生領取選課條後，於〔網路加退選階段〕之〔登記〕時段，以 LDAP 帳號、密碼登入選課條系統，輸入【加選課程授權碼】進行加選作業，逾期作廢。
5. 請老師妥善保存，作為核對「點名計分及簽到名冊」及成績上傳之依據。

加選課程授權碼 （學生領取聯）	領取學生填寫並親筆簽名 【教師存聯】		加選課程授權碼 【教師存聯】
	系級/學號	姓名	
課程名稱：音樂賞析 課程代碼：DPTA800115 授課教師：戴怡音 加選課程授權碼：8270379882 使用期限：106年11月14日下午14:00止 【學生領取聯】	系級： 學號：		加選課程授權碼： 8270379882 【教師存聯】
課程名稱：音樂賞析 課程代碼：DPTA800115 授課教師：戴怡音 加選課程授權碼：3972713149 使用期限：106年11月14日下午14:00止 【學生領取聯】	系級： 學號：		加選課程授權碼： 3972713149 【教師存聯】
課程名稱：音樂賞析 課程代碼：DPTA800115 授課教師：戴怡音 加選課程授權碼：5346895221 使用期限：106年11月14日下午14:00止 【學生領取聯】	系級： 學號：		加選課程授權碼： 5346895221 【教師存聯】
課程名稱：音樂賞析 課程代碼：DPTA800115 授課教師：戴怡音 加選課程授權碼：2676814302 使用期限：106年11月14日下午14:00止 【學生領取聯】	系級： 學號：		加選課程授權碼： 2676814302 【教師存聯】
課程名稱：音樂賞析 課程代碼：DPTA800115 授課教師：戴怡音 加選課程授權碼：4538634578 使用期限：106年11月14日下午14:00止 【學生領取聯】	系級： 學號：		加選課程授權碼： 4538634578 【教師存聯】

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IV. Correcting Registration Errors (Manually)

Time period: 3/3/2021 to 10/3/2021

For day division students, please head to Holistic Education Center (ES205) from 9am to 12pm, 1pm to 4pm.

For SOCE students, please head to Office of Academic Affairs Night Division Office (ES201) from 4pm to 9pm.

Courses	Conditions	Manual Registration Correction Workflow
General Education Courses	Graduating students who are in danger of delaying their graduation due to insufficient credits for their program, following the end of the online course add/drop period.	1. Documents needed: Past academic transcripts, HEC Course Enrolment Summary List, course list post-online add/drop period. 2. Procedure: Please complete all administrative procedures within the deadline; applications past the deadline would not be accepted. ■ How to register in HEC courses after the deadline if you're a graduating student (day division undergraduates): (1) submit HEC Form for Course Registration After Deadline, (2) get signed permission from the instructor of the course you would like to take, (3) have the permission form signed by the director of your program, (4) submit the permission form to the HEC office, (5) after your application is approved, complete the Add/Drop Course Form, have it stamped by the HEC and signed by the director of your program, and then submit it to the Registrar. ■ How to register in HEC courses after the deadline if you're a graduating student (night division undergraduates): You will need to submit through the SOCE office ES201 (1) submit HEC Form for Course Registration After Deadline, (2) get signed permission from the instructor of the course you would like to take, (3) have the permission form signed by the director of your program, (4) submit the permission form to the SOCE office ES201, (5) after your application is approved, complete the Add/Drop Course Form, have it stamped by the SOCE office ES201 and signed by the director of your program, and then submit it to the Registrar.
	Course registration error code stated on manual add/drop form, or those falling under these 3 conditions: 1. Erroneously registering for a course on their program course exclusion list. 2. The student also has/transferred credit for the HEC course on their list. 3. The student has already dropped four credits worth of HEC courses.	Submit the add/drop form to the HEC office > have it stamped by the HEC > have it stamped by your department > submit it to the Registrar.

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Forei gn Lang uage s	Graduating students who are in danger of delaying their graduation due to insufficient credits for their program, following the end of the online course add/drop period.	Submit the add/drop form with signed approval by your course instructor to the HEC office > have it stamped by the HEC > have it stamped by your department > submit it to the Registrar.
	Course registration error code stated	Submit the add/drop form to the HEC office > have it stamped by the HEC > have it stamped by your department > submit it to the Registrar.
Chin ese	Graduating students who are in danger of delaying their graduation due to insufficient credits for their program, following the end of the online course add/drop period.	Submit the add/drop form with signed approval by your course instructor to the HEC office > have it stamped by the HEC > have it stamped by your department > submit it to the Registrar. *You may not submit an application to add a course once class size reaches 50 students.

選課資訊網