

## Fall 2024 Adjustment Period Schedule and Information

(The system will be down for maintenance from 11:30 am to 12:30 pm during the enrollment period.)

### Graduate Students Appointment Times

Opening Hour
Tue, 10 <sup>th</sup> Sep 2024, 12:30 pm to Wed, 18 <sup>th</sup> Sep 2024, 11:30 am

### Undergraduates Appointment Times

#### Continuing Undergraduates and Seniors

	Date	Opening Hour
Phase I	Tue, 10 <sup>th</sup> Sep	12:30~24:00
	Wed, 11 <sup>th</sup> Sep	00:00~11:30
Phase II	Sat, 14 <sup>th</sup> Sep	12:30~24:00
	Sun, 15 <sup>th</sup> Sep	00:00~11:30

#### Juniors

	Date	Opening Hour
Phase I	Wed, 11 <sup>th</sup> Sep	12:30~24:00
	Thu, 12 <sup>th</sup> Sep	00:00~11:30
Phase II	Sun, 15 <sup>th</sup> Sep	12:30~24:00
	Mon, 16 <sup>th</sup> Sep	00:00~11:30

#### Sophomores

	Date	Opening Hour
Phase I	Thu, 12 <sup>th</sup> Sep	12:30~24:00
	Fri, 13 <sup>th</sup> Sep	00:00~11:30
Phase II	Mon, 16 <sup>th</sup> Sep	12:30~24:00
	Tue, 17 <sup>th</sup> Sep	00:00~11:30

#### Freshmen

	Date	Opening Hour
Phase I	Fri, 13 <sup>th</sup> Sep	12:30~24:00
	Sat, 14 <sup>th</sup> Sep	00:00~11:30
Phase II	Tue, 17 <sup>th</sup> Sep	12:30~24:00
	Wed, 18 <sup>th</sup> Sep	00:00~11:30

Notice :

Please change your passwords before course selection to ensure the security of the process.

Additionally, to maintain the rights and fairness of course selection for students, all course selections at our school must be done through the "Online Course Selection System." If any student is found to be using improper programs for course selection or violating the fairness of the process, upon verification, Office of Academic Affair will directly cancel their course registration and refer the case to the Office of Student Affairs for disciplinary action, in order to protect the rights of other students.

1. The courses can be enrolled either by **Web access**. Online Enrollment System:  
<https://www.ais.tku.edu.tw/elecoss/>
2. **The table of your current class schedule is displayed for viewing on EMIS at <http://sinfo.ais.tku.edu.tw/emis> after your selection in real time. (This site always facilitates students to access to the most immediate, latest information).**
3. After the course add/drop period ends, students who have not completed registration or have not registered will have all their courses deleted by the Office of Academic Affair. **All students are required to check the course schedule on the EMIS system starting from Mon, 23<sup>rd</sup> Sep, to protect own rights. The website is <https://tku.schroll.edu.tw/emis/>.**
4. If the curriculum belongs to main courses with TA courses, students have to enroll in the course **based on the serial number of TA courses**. Time conflicts of TA courses should be avoided.
5. **Credits in All-out defense education military training(II), credits in PE, credits in Campus and Community Service-Learning and credits in English Tutorial do not count as regular graduation credits.**
6. **Three is the maximum number of General Core Courses that can be selected in a semester. Each General Core Course is limited to select one course.** During the first Adjustment Period the second General Core Course can be selected; during the second Adjustment Period the third General Core Course can be selected.
7. Starting from the academic year of 2015, the required 8 credits in Foreign Languages and Drills include 4 credits of English (I) and 4 credits of English (II) or any foreign languages under the "Field Q" in the General Education Curriculum, with the same language being selected for the first and second semesters. Those who have successfully selected another language via the Curriculum Online System are required to

drop the previously assigned course of English (II). Since English (II) cannot be added through the Curriculum Online System, please consider carefully before dropping this course.

8. Excluding the English-taught departments (or programs), **the English (I)** course is automatically grouped within each college. Transferring to other classes is not permitted.
9. Excluding the English-taught departments (or programs), **the English (II)** course is automatically grouped within each college by the placement in terms of students' scores of English (I) and the English Proficiency Test I. Since English (II) cannot be added through the Curriculum Online System, please consider carefully before dropping this course. Those who are not assigned to an English (II) course should follow the add/drop procedure announced on the English Department website (<https://www.tfx.tku.edu.tw/english/opinion/1175>) to add it.
10. Each class of Spanish (I), French (I), and Japanese (I) is provided with 2 or 3 lab classes given at different periods of time to prevent from class conflict. In other words, only one lab class is required for those who have selected any of these courses.
11. Undergraduates, who intend to take Freshmen Campus and Community service-learning, please contact to Military Training Dept. before the first class, ext.3716.
12. Petitions: Please pay attention to the website of the Office of Academic Affair, The website is <https://athx.acad.tku.edu.tw/>.
13. Students can overtake 6 credits only if:
  - 9.1 Graduate students attend Programs with approval.
  - 9.2 Undergraduates' average grades are beyond 80 (a grade A) in the previous semester or you have been approved for Minor, Double Major or Program. In order to take 6 more credits by Web access, you must meet one of the criteria.
  - 9.3 For Graduating seniors want to overtake credits or graduate students enrolling in undergraduate curriculum, Please pay attention to the website of the Curriculum Division.
14. Please choose your classes carefully. A Student withdrawal from a Class after the Midterm Exam will be listed on the academic record hereafter with a note of "**dropped**" for that semester. (Adjustment Period : Mon, 2<sup>nd</sup> Dec 2024 to Fri, 6<sup>th</sup> Dec 2024. At that time, please go online and withdraw from your classes according to the announcement time.)