

Fall 2019 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 | |
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| Mon, 16 th September 2019, 12:30 pm to Tue, 24 th September 2019, 11:30 am | |

Undergraduates Appointment Times

Continuing Undergraduates and Seniors

| | Date | Opening Hour |
|----------|---------------------------|--------------|
| Phase I | Mon, 16 th Sep | 12:30~24:00 |
| | Tue, 17 th Sep | 00:00~11:30 |
| Phase II | Fri, 20 th Sep | 12:30~24:00 |
| | Sat, 21 st Sep | 00:00~11:30 |

Juniors

| | Date | Opening Hour |
|----------|---------------------------|--------------|
| Phase I | Tue, 17 th Sep | 12:30~24:00 |
| | Wed, 18 th Sep | 00:00~11:30 |
| Phase II | Sat, 21 st Sep | 12:30~24:00 |
| | Sun, 22 nd Sep | 00:00~11:30 |

Sophomores

| | Date | Opening Hour |
|----------|---------------------------|--------------|
| Phase I | Wed, 18 th Sep | 12:30~24:00 |
| | Thu, 19 th Sep | 00:00~11:30 |
| Phase II | Sun, 22 nd Sep | 12:30~24:00 |
| | Mon, 23 rd Sep | 00:00~11:30 |

Freshmen

| | Date | Opening Hour |
|----------|---------------------------|--------------|
| Phase I | Thu, 19 th Sep | 12:30~24:00 |
| | Fri, 20 th Sep | 00:00~11:30 |
| Phase II | Mon, 23 rd Sep | 12:30~24:00 |
| | Tue, 24 th Sep | 00:00~11:30 |

Notice :

- The courses can be enrolled either by **Web access**. Online Enrollment System:
<https://www.ais.tku.edu.tw/elecos/>
- 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.
- Three is the maximum number of General Core Courses that can be selected; one course in a semester.** (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.) During the first Adjustment Period, each General Core Course class will be allowed a quota of an additional 5 students; graduating students have priority to add to these classes.
- Starting from the academic year of 2015, the course of “Foreign Language” includes 4 credits of “English (I)” and 4 credits of “English (II)” or any other foreign language, with the same language being selected for the first and second semesters. Those who have successfully selected another language via the Course-selection System are required to drop the previously assigned course of “English (II).” **Please consider carefully that “English (II)” cannot be added after being dropped.**
- The English (II) course is automatically **grouped within each college by the placement in terms of students’ scores of English (I)**, excluding the following English-taught Programs: Division of Global Commerce, Department of International Business, Department of Diplomacy and International Relations, and Bachelor’s Program in Global Financial Management. If you want to drop this course, please consider carefully since it cannot be added again. **Those who are not assigned to an English (II) course should download the course-add form from the website of English Department (<https://www.flx.tku.edu.tw/english/file/1178>) and go to the Department office (FL207) for manual course add with the student ID and other relevant documents during the first week of the semester.**
- Each course 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.
- For those students who intending to take “Campus and Community Service-Learning” class, please take your student ID card and enroll at the Offer of Student’s Affair.
- Petitions:
 - The requests to file the petitions will be processed on an exception basis only when **the enrollment limit of those general and specialized required courses is full**. (Freshman English is not granted as an exception). Please download a Petition Form (ATRX-Q03-001-FM218-02) on Curriculum at Academics Affairs and complete the form with all required signatures. Students then send the Petition Form to Curriculum Division A209(Lanyang Campus students send the Petition Form to CL312).
 - The requests to file the petitions will be processed on an exception basis only for seniors and juniors

transfer students who must satisfy 2 more fields of General Core Curriculum towards the bachelor's degree and has enroll in one General Core Curriculum online. Please download a Petition Form on Center for General Education & Core Curriculum at <http://www.core.tku.edu.tw/down/archive.php?class=210>

9. 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, you must download and complete the **Petition Form** (<http://english.acad.tku.edu.tw/form/atrxfm216.doc>) at Curriculum Division.
10. 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 : Monday, 2nd Dec 2019 to Friday, 6th Dec 2019. At that time, please go online and withdraw from your classes according to the announcement time.)
11. 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).