

# Spring 2025 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

Open Hour	
Mon., 17 Feb., 2025, 12:30 pm to Tue., 25 Feb., 2025, 11:30 am	

## Undergraduates Appointment Times

### Continuing Undergraduates and Seniors

	Date	Opening Hour
Phase I	Mon., 17 Feb.	12:30~24:00 pm
	Tue., 18 Feb.	00:00~11:30 am
Phase II	Fri., 21 Feb.	12:30~24:00 pm
	Sat., 22 Feb.	00:00~11:30 am

### Juniors

	Date	Opening Hour
Phase I	Tue., 18 Feb.	12:30~24:00 pm
	Wed., 19 Feb.	00:00~11:30 am
Phase II	Sat., 22 Feb.	12:30~24:00 pm
	Sun., 23 Feb.	00:00~11:30 am

### Sophomores

	Date	Opening Hour
Phase I	Wed., 19 Feb.	12:30~24:00 pm
	Thu., 20 Feb.	00:00~11:30 am
Phase II	Sun., 23 Feb.	12:30~24:00 pm
	Mon., 24 Feb.	00:00~11:30 am

### Freshmen

	Date	Opening Hour
Phase I	Thu., 20 Feb.	12:30~24:00 pm
	Fri., 21 Feb.	00:00~11:30 am
Phase II	Mon., 24 Feb.	12:30~24:00 pm
	Tue., 25 Feb.	00:00~11:30 am

\*Please change your passwords before course registration 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 Registration System." If any student is found to be using improper programs for course selection or violating the fairness of the process, upon verification, the Office of Academic Affairs 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.

### Notice :

- The courses can be enrolled either by **Web access**. Curriculum Online System:  
<https://www.ais.tku.edu.tw/electos/>  
\*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).
- Time conflicts should be avoided. Lecturer course will automatically be selected after TA course is selected first. Your presence is requested at all sections of a course.**
- The maximum of General Education and Core Courses selection are 3 courses. Each General Education and Core Courses is limited to select one course. General core curriculum during the initial selection is limited to one field (including voluntary selection and classes already having screen). **In the add/drop period of the first phase, you can select the 2nd class. In the second phase, a third class can be selected.** An additional five spots will be added to each class during the first stage of add/drop, giving priority to current graduates for online course selection. Please visit Website: "Academic Affairs Office →Center for General Education and Core Curriculum" (URL: <http://www.core.tku.edu.tw/Front/class/class2/Page.aspx?id=7aP%2FLt7EiWA=>)
- Students can overtake 6 credits only if:
  - Graduate students attend Programs with approval.
  - 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.
  - For Graduating seniors want to overtake credits or graduate students enrolling in undergraduate curriculum, Please pay attention to the website of the Office Academic Affairs.
- 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. All students in English-taught department (or programs) have to enroll in “course instructed in all English” class. Students of the all-English Department will only have their graduation credits recognized if they are from courses conducted entirely in English.
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)** classes are automatically grouped within each college. Transferring between classes is not permitted.
9. Excluding the English-taught departments (or programs), **the English (II)** classes are 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) class should follow the add/drop procedure announced on the English Department website ([https://www.tflx.tku.edu.tw/tflx/?page\\_id=6363&ckl=%E9%80%9A%E8%AD%98%E5%A4%96%E8%A%9E%E5%AD%B8%E9%96%80](https://www.tflx.tku.edu.tw/tflx/?page_id=6363&ckl=%E9%80%9A%E8%AD%98%E5%A4%96%E8%A%9E%E5%AD%B8%E9%96%80)) to add it.
10. Those senior and Junior students who failed to pass the English proficiency requirements for graduation are eligible to take English Tutorial (students have to register the test score at their departmental office first).
11. The P.E. class which is instructed in all English is initially restricted to students in the all-English bachelor's programs during the initial selection. Students not in these programs who wish to take these courses should register online during the add/drop period.
12. Students intending to take Campus and Community Service-Learning, please take your student ID card and enroll at Military Training Dept during the first week of the semester.
13. Petitions: Please refer to the webpage of the Center for Registration-Curriculum Development for more details.
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, 12<sup>th</sup> May 2025 to Fri, 16<sup>th</sup> May 2025. At that time, please go online and withdraw from your classes according to the announcement time.)