Spring 2017 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
Monday, February 20th, 2016, **12:30 pm** to Tuesday, February 28th, 2016, **11:30 am**

Undergraduates Appointment Times

Continuing Undergraduates & Seniors

	Open Hour
Phase I	Mon, 20th Feb, **12:30 pm** to Tue, 21st Feb, **11:30 am**
Phase II	Fri, 24th Feb, **12:30 pm** to Sat, 25th Feb, **11:30 am**

Juniors

	Open Hour
Phase I	Tue, 21st Feb, **12:30 pm** to Wed, 22nd Feb, **11:30 am**
Phase II	Sat, 25th Feb, **12:30 pm** to Sun, 26th Feb, **11:30 am**

Sophomores

	Open Hour
Phase I	Wed, 22nd Feb, **12:30 pm** to Thu, 23rd Feb, **11:30 am**
Phase II	Sun, 26th Feb, **12:30 pm** to Mon, 27th Feb, **11:30 am**

Freshmen

	Open Hour
Phase I	Thu, 23rd Feb, **12:30 pm** to Fri, 24th Feb, **11:30 am**
Phase II	Mon, 27th Feb, **12:30 pm** to Tue, 28th Feb, **11:30 am**

Notice：

1. The courses can be enrolled either by **Web access**. Online Enrollment System:
   http://www.ais.tku.edu.tw/elecos/
2. **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.**
3. The General Core Curriculums: "Classics in World Literature"," History and Culture", "Philosophy and Religion"," Arts Appreciation and Invention"," Global Outlook"," Futures Studies"," Social Analysis"," Civil Society and Participation"," Natural Sciences", the above courses will provide additional 5 quotas during Phase I of the Adjustment Period. Seniors have priority to add these courses.
4. Retaker or students who aren't assigned English(II) may enroll in the course. Students who want to enroll in the course please bring your student ID to register at English Department office(FL207).
5. Students intending to take Campus and Community Service-Learning, please take your student ID card and enroll at the Offer of Student's Affair.
6. Petitions:
   6.1 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 (http://www.acad.tku.edu.tw/CS/main.php) 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).
   6.2 The requests to file the petitions will be processed on an exception basis only for seniors and juniors studying abroad in the 3rd year who must satisfy 2 more fields of core curriculum towards the bachelor's degree and has enroll in one 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
7. Students can overtake 6 credits only if:
   7.1 Graduate students attend Programs with approval.
   7.2 Undergraduates' average grades are beyond 80 (a grade A) in the previous semester or you have been approved for Minor, Double Major, or Program. To take 6 more credits by Web access , you must meet any of the criteria.
   7.3 To take more than the maximum, graduate students enrolling in undergraduate curriculum and graduating seniors must download the **Petition Form** at Curriculum Section.
8. **The table of your current class schedule is displayed for viewing on EMIS at http://sinfo.ais.tku.edu.tw/emis right after your selection in real time. This site always facilitates students to access to the most immediate, latest information.**