

# Spring 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

Open Hour
Monday, 25 <sup>th</sup> Feb, 2019, 12:30 pm to Tuesday, 5 <sup>th</sup> March 13 <sup>th</sup> , 2019, 11:30 am

## Undergraduates Appointment Times

### Continuing Undergraduates & Seniors

Open Hour	
Phase I	Mon, 25 <sup>th</sup> Feb, 12:30 pm to Tue, 26 <sup>th</sup> Feb, 11:30 am
Phase II	Fri, 1 <sup>st</sup> Mar, 12:30 pm to Sat, 2 <sup>nd</sup> Mar, 11:30 am

### Juniors

Open Hour	
Phase I	Tue, 26 <sup>th</sup> Feb, 12:30 pm to Wed, 27 <sup>th</sup> Feb, 11:30 am
Phase II	Sat, 2 <sup>nd</sup> Mar, 12:30 pm to Sun, 3 <sup>rd</sup> Mar, 11:30 am

### Sophomores

Open Hour	
Phase I	Wed, 27 <sup>th</sup> Feb, 12:30 pm to Thu, 28 <sup>th</sup> Feb, 11:30 am
Phase II	Sun, 3 <sup>rd</sup> Mar, 12:30 pm to Mon, 4 <sup>th</sup> Mar, 11:30 am

### Freshmen

Open Hour	
Phase I	Thu, 28 <sup>th</sup> Feb, 12:30 pm to Fri, 1 <sup>st</sup> Mar, 11:30 am
Phase II	Mon, 4 <sup>th</sup> Mar, 12:30 pm to Tue, 5 <sup>th</sup> Mar, 11:30 am

Notice :

1. The courses can be enrolled either by **Web access**. Online Enrollment System:  
<http://www.ais.tku.edu.tw/elecoc/>
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 will provide additional 5 quotas during Phase I of the Adjustment Period. Seniors have priority to add these courses. **In the add drop period of the first phase can select the 2<sup>nd</sup> class. In the second phase a third class can be selected.**
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 Office of Student's Affairs.
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 3<sup>rd</sup> 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.**