

## Fall 2020 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
Mon, 21 <sup>st</sup> September 2020, 12:30 pm to Sun, 27 <sup>th</sup> September 2020, 11:30 am

### Undergraduates Appointment Times

#### Continuing Undergraduates and Seniors

Date		Opening Hour
Phase I	Mon, 21 <sup>st</sup> Sep	12:30~24:00
	Tue, 22 <sup>nd</sup> Sep	00:00~11:30
Phase II	Fri, 25 <sup>th</sup> Sep	12:30~24:00
	Sat, 26 <sup>th</sup> Sep	00:00~11:30

#### Juniors

Date		Opening Hour
Phase I	Tue, 22 <sup>nd</sup> Sep	12:30~24:00
	Wed, 23 <sup>rd</sup> Sep	00:00~11:30
Phase II	Fri, 25 <sup>th</sup> Sep	12:30~24:00
	Sat, 26 <sup>th</sup> Sep	00:00~11:30

#### Sophomores

Date		Opening Hour
Phase I	Wed, 23 <sup>rd</sup> Sep	12:30~24:00
	Thu, 24 <sup>th</sup> Sep	00:00~11:30
Phase II	Sat, 26 <sup>th</sup> Sep	12:30~24:00
	Sun, 27 <sup>th</sup> Sep	00:00~11:30

#### Freshmen

Date		Opening Hour
Phase I	Thu, 24 <sup>th</sup> Sep	12:30~24:00
	Fri, 25 <sup>th</sup> Sep	00:00~11:30
Phase II	Sat, 26 <sup>th</sup> Sep	12:30~24:00
	Sun, 27 <sup>th</sup> Sep	00:00~11:30

Notice :

1. The courses can be enrolled either by **Web access**. Online Enrollment System:  
<https://www.ais.tku.edu.tw/elecoss/>
2. 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.
3. **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.
4. 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 Curriculum Online System are required to drop the previously assigned course of “English (II).” **Please consider carefully that “English (II)” cannot be added after being dropped.**
5. 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 through the Curriculum Online System. Those who are not assigned to an English (II) course should follow the procedure announced on the English Department website (<https://www.tfx.tku.edu.tw/english/opinion/1175> ).
6. 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.
7. Undergraduates, who intend to take Freshmen Campus and Community service-learning, please bring the student ID card and enroll at Military Training Dept. during the first week of the semester.
8. Petitions:
  - 8.1 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 the “Course Petition Form for the Required Courses in the Undergraduate Program “ 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).
  - 8.2 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 withdraw 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, 7<sup>th</sup> Dec 2020 to Friday, 11<sup>st</sup> Dec 2020. 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).**