

**108 學年度第 1 學期各年級加退選課程開放時間表**  
(選課期間每天上午 11:30~中午 12:30 為系統維護時間, 不開放選課)

**研究所開放時間表**

開放時間
9/16 (一) 中午 12 時 30 分起至 9/24 (二) 上午 11 時 30 分止

**大學部開放時間表**

**五、四年級及延修生開放時間表**

月/日 (星期)	開放時間
第 1 階段	9/16 (一) 12:30~24:00
	9/17 (二) 00:00~11:30
第 2 階段	9/20 (五) 12:30~24:00
	9/21 (六) 00:00~11:30

**三年級開放時間表**

月/日 (星期)	開放時間
第 1 階段	9/17 (二) 12:30~24:00
	9/18 (三) 00:00~11:30
第 2 階段	9/21 (六) 12:30~24:00
	9/22 (日) 00:00~11:30

**二年級開放時間表**

月/日 (星期)	開放時間
第 1 階段	9/18 (三) 12:30~24:00
	9/19 (四) 00:00~11:30
第 2 階段	9/22 (日) 12:30~24:00
	9/23 (一) 00:00~11:30

**一年級開放時間表**

月/日 (星期)	開放時間
第 1 階段	9/19 (四) 12:30~24:00
	9/20 (五) 00:00~11:30
第 2 階段	9/23 (一) 12:30~24:00
	9/24 (二) 00:00~11:30

備註：

- 一、選課方式：網路選課，網址：<https://www.ais.tku.edu.tw/electos/>
- 二、課程如屬正課帶實習課者，同學需以實習課之開課序號選課，系統會自動帶出正課；助教實習課，需隨班上課，不得衝堂。
- 三、通識核心課程每學期至多選修三學門，同一學門以選修 1 科為限(加退選第 1 階段可選第 2 科，第 2 階段可選第 3 科)，於加退選第 1 階段每班另增加 5 個名額，提供應屆畢業生優先線上選課。
- 四、自 104 學年度起入學新生，「外國語文學門」8 學分含大一應修習「英文(一)」4 學分、大二得自由選修「英文(二)」或其他外文 4 學分。上、下學期必須為同一語種始得承認。擬選修其他外文者，確定加選其他外文成功之後，再退選「英文(二)」。(依「淡江大學學生修讀外國語文學門課程實施要點」)
- 五、「英文(二)」課程，日間部採以學院為單位能力分班並已代選(不含國企系國際商學全英語組、外交與國際關係系全英語學士班及全球財務管理全英語學士學位學程)，如要退選(不能加選)，請務必審慎考慮。日間部重修生及未被代選之學生，擬選修「英文(二)」者，請至英文系網頁「表單下載／通識外語學門」(網址：<https://www.tfx.tku.edu.tw/english/file/1178>)下載「英文(二)人工加選單」，並於開學第 1 週持學生證及相關證明文件至英文系(F1207)辦理選課。
- 六、擬選修外語學門「西班牙文(一)」、「法文(一)」與「日文(一)」者，每班正課各有 2 至 3 個實習課，即學生選課時應先確定正課時間再從實習課(2 至 3 個)選擇其中一個可上課時間的開課序號搭配。
- 七、日間部擬補(重)修「校園與社區服務學習」課程者，請於開學第 1 週上課前向任課教官辦理加簽。
- 八、大學部加簽：
  - (一)共同必修及各系專業必修人數已額滿科目(不含英文(一))，請至課務組下載「學生選課加簽單」後辦理(蘭陽校園學生請至蘭陽校園聯合辦公室 CL312 辦理)。
  - (二)應屆畢業生及大三轉學生如尚缺通識畢業學分者，請至教務處通識與核心課程中心下載申請書後辦理(網址：<http://www.core.tku.edu.tw/download/archive.php?class=210>)。
- 九、下列學生每學期可超修 6 學分：(一)研究生：經核准加修學程者。(二)大學部：前學期學業平均成績在 80 分(等第 A)以上者或經核准加修輔系、雙主修、學程者。符合上述任一條件者，請逕行於網路選課時超修。(三)研究生修習大學部課程及大學部應屆畢業生加修即可畢業者，請至課務組下載「學生選課報告」，經核准始可超修。
- 十、學生辦理期中退選課程(第 13 週的星期一至星期五，屆時請依公告開放實施時間上網退選)，退選科目仍須登記於該學期及歷年成績單，且於成績欄加註「停修」字樣(請詳本校「學生期中退選實施要點」)，請審慎規劃選課。
- 十一、選課後可即時於網址 <http://sinfo.ais.tku.edu.tw/emis> 查詢最新選課資料。

# 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	
Mon, 16 <sup>th</sup> September 2019, 12:30 pm to Tue, 24 <sup>th</sup> September 2019, 11:30 am	

## Undergraduates Appointment Times

### Continuing Undergraduates and Seniors

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

### Juniors

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

### Sophomores

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

### Freshmen

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

Notice :

- The courses can be enrolled either by **Web access**. Online Enrollment System:  
<https://www.ais.tku.edu.tw/elecoss/>
- 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.tfx.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 Office of Student's Affairs.
- 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, 2<sup>nd</sup> Dec 2019 to Friday, 6<sup>th</sup> 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).