

淡江大學 106 學年度第 2 學期各年級加退選課程開放時間表
(選課期間每天 11:30~12:30 為系統維護時間, 不開放選課)

研究所開放時間表

開放時間	
3/05 (一) 中午 12:30~3/13 (二) 上午 11:30	

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	3/05 (一) 中午 12:30~3/06 (二) 上午 11:30
第 2 階段	3/09 (五) 中午 12:30~3/10 (六) 上午 11:30

三年級開放時間表

月/日 (星期)--開放時間	
第 1 階段	3/06 (二) 中午 12:30~3/07 (三) 上午 11:30
第 2 階段	3/10 (六) 中午 12:30~3/11 (日) 上午 11:30

二年級開放時間表

月/日 (星期)--開放時間	
第 1 階段	3/07 (三) 中午 12:30~3/08 (四) 上午 11:30
第 2 階段	3/11 (日) 中午 12:30~3/12 (一) 上午 11:30

一年級開放時間表

月/日 (星期)--開放時間	
第 1 階段	3/08 (四) 中午 12:30~3/09 (五) 上午 11:30
第 2 階段	3/12 (一) 中午 12:30~3/13 (二) 上午 11:30

備註：

一、選課方式：網路選課，網址：<http://www.ais.tku.edu.tw/elecos/>

二、課程如屬正課帶實習課者，同學需以實習課之開課序號加選(退選亦同)，系統再自動帶出正課；助教實習課，需隨班上課，不得衝堂。

三、通識教育核心課程各學門(資訊教育學門及全球科技革命學門除外)課程，於加退選第一階段可選第 2 科每班另增加 5 個名額，提供應屆畢業生優先線上選課，第二階段可選第 3 科。

四、日間部上學期未選修英文(二)，本學期擬選修英文(二)者，請於開學第 1 週持學生證至英文系(FL207 室)辦理選課(請先至英文系網頁「非英文系學生專區」下載表格填寫)。

五、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 週持學生證至軍訓室任課教官辦理選課。

六、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「大學部必修課程選課加簽單」後辦理(蘭陽校園學生請至蘭陽校園聯合辦公室 CL312 辦理)。

(二)加退選後，應屆畢業生及大三轉學生如尚缺通識核心課程者，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/down/archive.php?class=210>)。

七、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。

八、選課後可即時於網址<http://sinfo.ais.tku.edu.tw/emis>查詢最新選課資料。

Spring 2018 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, March 5 th , 2018, 12:30 pm to Tuesday, March 13 th , 2018, 11:30 am	

Undergraduates Appointment Times

Continuing Undergraduates & Seniors

Open Hour	
Phase I	Mon, 5 th Mar, 12:30 pm to Tue, 6 th Mar, 11:30 am
Phase II	Fri, 9 th Mar, 12:30 pm to Sat, 10 th Mar, 11:30 am

Juniors

Open Hour	
Phase I	Tue, 6 th Mar, 12:30 pm to Wed, 7 th Mar, 11:30 am
Phase II	Sat, 10 th Mar, 12:30 pm to Sun, 11 th Mar, 11:30 am

Sophomores

Open Hour	
Phase I	Wed, 7 th Mar, 12:30 pm to Thu, 8 th Mar, 11:30 am
Phase II	Sun, 11 th Mar, 12:30 pm to Mon, 12 th Mar, 11:30 am

Freshmen

Open Hour	
Phase I	Thu, 8 th Mar, 12:30 pm to Fri, 9 th Mar, 11:30 am
Phase II	Mon, 12 th Mar, 12:30 pm to Tue, 13 th Mar, 11:30 am

Notice :

1. The courses can be enrolled either by **Web access**. Online Enrollment System:
<http://www.ais.tku.edu.tw/electos/>
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. Phase I of the Adjustment Period can select the 2nd 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 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/download/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.**