

Guidelines for Online Course Add Application for Second Foreign Language Courses

Step 1: Prepare **Required Documents** for All Applicants

All applicants must prepare the following two documents and **merge them into a single PDF file** for upload. Applications with missing documents will not be processed.

- **Your Current Semester Course Schedule**
 - **Version:** Must be the schedule from **after the 2nd draw of the 3rd stage of course selection.**
 - **Content:** The screenshot must include your **student ID, name, and class periods.**

時間區段	節次	時間	一	二	三	四	五	六	日
上午	0	07:00 ~ 07:50							
	1	08:00 ~ 08:50		【F5-115】污水工程 (地點：環工系館-47110)					
	2	09:00 ~ 09:50	【F5-120】環工地境管理概論 (地點：環工系館-47110)		【F5-120】環工地境管理概論 (地點：環工系館-47110)	【F5-112】鋼筋混凝土 (地點：環工系館-47110)			
	3	10:10 ~ 11:00	【F5-120】環工地境管理概論 (地點：環工系館-47110)	【F5-112】鋼筋混凝土 (地點：環工系館-47110)		【F5-115】污水工程 (地點：環工系館-47110)			
中午	4	11:10 ~ 12:00		【F5-112】鋼筋混凝土 (地點：環工系館-47110)		【F5-115】污水工程 (地點：環工系館-47110)			
	N	12:10 ~ 13:00							
下午	5	13:10 ~ 14:00				【A9-217】動物養生與生活 (地點：醫學院-第一講堂)			
	6	14:10 ~ 15:00				【A9-217】動物養生與生活 (地點：醫學院-第一講堂)			
	7	15:20 ~ 16:10		【F5-130】異構變態與永續發展 (地點：環工系館-47118)					
	8	16:20 ~ 17:10		【F5-130】異構變態與永續發展 (地點：環工系館-47118)					
	9	17:20 ~ 18:10		【F5-130】異構變態與永續發展 (地點：環工系館-47118)					
	A	18:20 ~ 19:10							

- **A Screenshot of Your "Course Add List"**

- **Source:** Must be from the "**Course Add List**" page in the course selection system.
- **Content:** Please use a **red box** to highlight the second foreign language course you are requesting to add.

113學年度第2學期 (E5)

課程資訊 ◀ 課程查詢 我的預排科目清單 選課 ▶ 加選清單 已選課程 ▶

首頁 > 加選清單

學生應上加選日期：自 114/2/9 8:30 至 114/02/25 12:00 截止 (按課老師至 114/02/25 17:00 截止)
 學生查詢加選清單：至 114/03/03 17:00 截止

申請流程：
 1. 請至所欲加選的課程(請注意按課老師加選公告說明)。
 2. 點選加選及輸入申請原因。提交後可至加選清單查詢老師加選審核結果。當選課上加選課程審核狀態仍為待審中時不可取消。
 多位老師授課，以課程查詢(1)主等老師為加選審核者。
 請同學於系統中查看審核狀態。系統每日定期EMAIL通知老師截至目前為止待審核人數。審核結果請留意老師決定。
 未經審核許可，不得超過修滿31學分。若有超過規定需依加選課程時數序(降序排列)，註銷其超過學分課程。

系統時間：2024/12/30 11:38 E54 學生修習學分數：30 學分 (含加選申請通過學分：5 學分)

待審科目數：2、同意科目數：2、備選科目數：0、不受選科目數：0

[新增選列印](#) [清單列印](#)

開課系號	序號	課程名稱	授課老師	課程時間	學分數	審核狀態 加選註記	操作項目
U7	011	情緒與記憶專題研究(二)	陳德祐	星期二 9~8	3.0	同意	
C6	154	植物基因結構與演化	張清俊	星期四 7~8	2.0	同意	
NN	004	數位設計媒體插畫	黃南勳	星期二 6~8	3.0	待審	取消加選 取消申請
A1	501	日文(一)	井上智鶴	星期三 3~4	2.0	待審	取消加選 取消申請 原審或備選 / 條件

備選：已超過教室容量限制，等待備選名額或教室容量調整後再動。

Step 2: Identify Your Application Status and Corresponding Reason

Based on your situation, choose one of the three scenarios below and note the corresponding text for the "Reason for Course Add" field.

- **Scenario A: My schedule has no second foreign language courses.**
 - If you are applying to add only **one** course:
 - State your reason as: "Did not get any second foreign language courses in the draw."
 - If you are applying to add **two or more** courses simultaneously:

- State your reason as: "Also applying to add other second foreign language courses: [Dept. Code]-[Seq. No.] [Course Name])."
- **Scenario B: My selected second foreign language course was canceled.**
 - State your reason as: "Selected course was canceled: [Dept. Code]-[Seq. No.] [Course Name])."
- **Scenario C: I already have one second foreign language course and want to add another in a different language.**
 - State your reason as: "Already have one second foreign language course on my schedule: [Dept. Code]-[Seq. No.] [Course Name], and wish to take a second one."

Step 3: Submit Your Online Application

After completing the steps above, submit your application in the course selection system.

- **Select your Condition:** Choose the "Condition for Acceptance" option that matches your scenario from Step 2.
- **Fill in your Reason:** Copy or refer to the text you noted in Step 2 and enter it into the reason field.
- **Upload your Document:** Upload the single PDF file you prepared in Step 1.
- **Track your Progress:** After submission, check your application status regularly within the system.