# Guidelines for Online Course Add Application: English Module Courses, Online Remedial English, and Graduate Online English

Please read the following steps carefully, make sure that you are eligible for the application and complete the whole procedure.

### **Step 1: Confirm Your Basic Eligibility**

Before you begin, please confirm that you meet the following basic conditions:

### Do you have an "English Module" distribution?

- **Yes:** Please proceed to the next question.
- **No:** You are not eligible for this online application.

Have you dropped an English course this semester after being successfully enrolled (either through the draw or an approved course add request)?

- **No:** Excellent, please proceed to the next question.
- **Yes:** You are not eligible for this process and cannot apply.

Are you a transfer student admitted from the waiting list during the winter/summer break, or a student resuming your studies early this semester?

- **No:** Please continue with the online application process below.
- Yes: You are **not eligible** for the online process. Early-returning students must complete the course add registration **in person** at the Foreign Language Center on the designated dates (the first two days of each semester, from 9:10 AM to 5:00 PM).

# **Step 2: Prepare Required Documents for All Applicants**

Regardless of your status, all students applying online **must** prepare the following two documents and merge them into a **single PDF file** for upload:

 Your Current Semester Class Schedule: This must be the version generated after the 2nd draw of the 3rd stage of course selection.
 The screenshot must clearly show your student ID, name, and class times.



A Screenshot of Your "Course Add List": Go to the "Course Add List" page in the course selection system, take a screenshot, and use a red box to highlight the English course you wish to add.



Step 3: Prepare Additional Documents Based on Your Status

Now, based on your individual situation, determine if you need to provide any of the following additional documents.

### If you are a graduating senior or an early graduate:

- If you only lack 2 credits: No additional documents are needed.
- semester: You must provide your official transcript, which must be stamped by your department office and annotated with a note confirming you are "planning to graduate this semester" and specifying the "number of English credits you lack." (Note: Early graduates must also attach a certificate issued by their department proving their eligibility for early graduation).

### If you are a student who has delayed graduation:

- If you only lack 2 credits: No additional documents are needed.
- If you lack 4 credits and need to take two courses in one semester: You must provide your official transcript, stamped by your department office, confirming you are "planning to graduate this semester" and specifying the "number of English credits you lack."

### If your previously selected course was canceled:

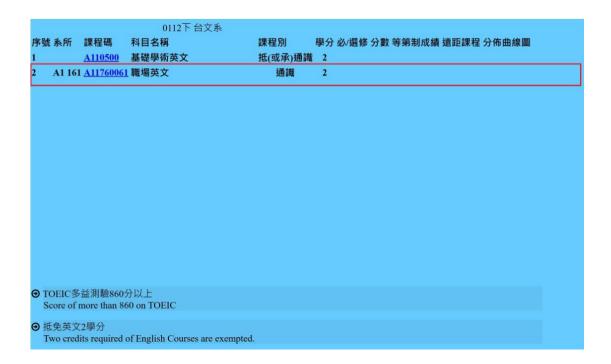
You must provide proof of cancellation, such as the cancellation notice
email from the instructor, the announcement on Moodle, or a screenshot
of your class schedule that includes the canceled course.

### If you are applying due to other special circumstances:

- You must prepare all of the following documents:
  - Your official transcript, stamped by your department office, with a note explaining the reason for the request and the number of credits you lack.
  - A written student statement outlining the reasons for your late add request.
  - Supporting documents related to your special circumstances.

# If you have completed the 4 required credits and wish to take additional courses:

 You must provide a record from the student information system showing your previously completed English courses, highlighted with a red box. • Note: This is limited to adding Module II or Module III courses that still have available seats.



### If you are applying to add "Remedial English":

• This is **only open to students who already have 4 English credits**.

Eligible reasons include being unable to register online due to credit exemptions (for transfer or other students) or having missed the online registration period. You must upload: 1) Proof of current-semester English course enrollment from the student information system, and 2) Proof of English course credit exemption from the student information system. Please highlight the relevant records with a red box.

### If you are applying to add "Graduate Online English":

• This is **only open to first-year master's students and above**.

Please explain why you did not register during the standard online

selection period and upload the "Required Documents for All Applicants" mentioned in Step 2.

# **Step 4: Apply Online and Fill in the Reason for Your Request**

After logging into the course selection system, upload your merged PDF file. In the "Reason for Late Add" field, please use the following formats based on your situation.

Applicant Status	Sample Reason for Late Add Request
Graduating Senior /	Lacking 2 English credits, Module II
Delayed Graduate /	Lacking 4 English credits and need to take
Early Graduate / Other	two courses this semester, Module II
<b>Student Whose Course</b>	Selected course was canceled: A1-101 Basic
Was Canceled	Academic Communication
Student Taking	Completed English courses in the 113-2 and
Additional Courses for Enrichment	114-1 semesters
Student Unable to	• Received English credit exemption in 113- 2 and took a course in 114-1
Register Due to Credit Exemption	• Received 4 English credit exemptions in 114-1
Transfer Student Unable to Register	• Received transfer credit exemption for English in 113-2 and took a course in 114-

	Received 4 transfer credit exemptions for
	English in 114-1
Graduate Student /	Please directly explain your reason for not registering online.
Others Who Missed	
Online Registration	

# **Step 5: Await the Review Outcome**

After submitting your application, please wait patiently. Approvals are processed according to the following priority:

- **First Priority:** Graduating seniors (including early graduates) and students who have delayed their graduation.
- Second Priority: During the last two days of the review period, if seats
  are still available, applications from "students with other special
  circumstances" and those "taking additional courses for enrichment"
  will be considered.

Please check the "Course Add List" in the course selection system regularly for your application status (Pending, Approved, Waitlisted, or Rejected).