

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.



The screenshot displays a web-based course schedule system. At the top, there's a navigation bar with tabs like '課程資訊', '課程查詢', '我的當前科目清單', '選課', and '已選課程'. Below this, a header indicates the semester as '113學年度第2學期'. The main content area shows a weekly class schedule for a student named '英文組組長: 張紹二'. The schedule is organized by time slots (07:00-07:50, 08:00-08:50, etc.) and days of the week (Monday to Sunday). Each time slot lists the course name, instructor, and location. For example, in the 08:00-08:50 slot on Monday, the course is '【P5-120】國土地理學概論' taught by '張工本' at '47110'. The interface also includes a '列印' (Print) button and a '保存選課結果' (Save Selection Results) button. The bottom right corner shows the date '2025-01-20 14:18:23' and the user's login information '張工本'.

時間區段	第幾	時間	一	二	三	四	五	六	日
	0	07:00 ~ 07:50							
	1	08:00 ~ 08:50		【P5-115】國土地理學概論 (地點: 國土地理-47110)					
上午	2	09:00 ~ 09:50	【P5-120】國土地理學概論 (地點: 國土地理-47110)		【P5-120】國土地理學概論 (地點: 國土地理-47110)	【P5-112】國土地理學 (地點: 國土地理-47110)			
	3	10:10 ~ 11:00	【P5-120】國土地理學概論 (地點: 國土地理-47110)	【P5-112】國土地理學 (地點: 國土地理-47110)		【P5-112】國土地理學 (地點: 國土地理-47110)			
	4	11:10 ~ 12:00		【P5-112】國土地理學 (地點: 國土地理-47110)		【P5-112】國土地理學 (地點: 國土地理-47110)			
中午	N	12:10 ~ 13:00							
	5	13:10 ~ 14:00				【A9-217】國土地理學 (地點: 國土地理-47110)			
	6	14:10 ~ 15:00				【A9-217】國土地理學 (地點: 國土地理-47110)			
下午	7	15:20 ~ 16:10		【P5-130】國土地理學 (地點: 國土地理-47110)					
	8	16:20 ~ 17:10		【P5-130】國土地理學 (地點: 國土地理-47110)					
	9	17:20 ~ 18:10		【P5-130】國土地理學 (地點: 國土地理-47110)					
	A	18:20 ~ 19:10							

- **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.

113學年度第2學期 (E5)

課程資訊 - 課程查詢 我的選修科目清單 加選清單 已選課程 -

首頁 > 加選清單

學分上限: 加選課程: 由 114/3/19 0:30 至 114/02/25 12:00 截止 (每週上課至 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. 請查詢欲加選的課程(請注意選修課程加選公告說明)。
2. 點選加選及輸入申請原因。選完後可至加選清單查詢加選審核結果。審核通過上加選課程審核狀態為待審中(需再小處理)。
多位老師授課，以課程查詢頁上各老師為加選審核對象。
請同學於申請中留意審核狀態。系統有紅色提醒訊息，請同學隨時留意目前截止時間及人數。審核結果請留意老師決定。
★加選審核後，不得超過總學分，若有超過將被取消加選課程資格(限額滿額)，請同學隨時留意課程。

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、同等科目數: 2、備選科目數: 0、不受理科目數: 0

課程系統	序號	課程名稱	授課老師	授課時間	學分數	審核狀態 審核紀錄	操作項目
U7	011	佛羅與記憶導讀研究 (二)	陳德花	星期二 0-8	3.0	同意	
C5	154	精於英語聽理解與寫作	張清俊	星期四 7-8	2.0	同意	
NN	004	數位設計硬體組裝組裝	黃貴龍	星期二 6-8	3.0	待審	修改原因 取消申請
A1	125	聽力與聽記練習	陳安純	星期二 3-4	2.0	待審	修改原因 取消申請

備選: 已超過教室容量限制，等待備選名額或教室容量調整異動。

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.
- **If you lack 4 credits and need to take two courses in one 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.*

0112下 台文系							
序號	系所	課程碼	科目名稱	課程別	學分	必/選修	分數 等第制成績 遠距課程 分佈曲線圖
1		A110500	基礎學術英文	抵(或承)通識	2		
2	A1 161	A11760061	職場英文	通識	2		

☉ TOEIC多益測驗860分以上
Score of more than 860 on TOEIC

☉ 抵免英文2學分
Two credits required of English Courses are exempted.

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 / Delayed Graduate / Early Graduate / Other	<ul style="list-style-type: none"> • Lacking 2 English credits, Module II • Lacking 4 English credits and need to take two courses this semester, Module II
Student Whose Course Was Canceled	Selected course was canceled: A1-101 Basic Academic Communication
Student Taking Additional Courses for Enrichment	Completed English courses in the 113-2 and 114-1 semesters
Student Unable to Register Due to Credit Exemption	<ul style="list-style-type: none"> • Received English credit exemption in 113-2 and took a course in 114-1 • Received 4 English credit exemptions in 114-1
Transfer Student Unable to Register	<ul style="list-style-type: none"> • Received transfer credit exemption for English in 113-2 and took a course in 114-1

	<ul style="list-style-type: none"> Received 4 transfer credit exemptions for English in 114-1
Graduate Student / Others Who Missed Online Registration	Please directly explain your reason for not registering online.

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).