※ **Online Course Add Application Instructions for English Courses**

1. Only students have the English module may apply for online course add requests. Students who drop out after being selected for an English course or after their course addition is approved will not be allowed to add courses in the future.

2. Please **select the 'Applicant Identity for Course Addition' based on your actual course enrollment status.** Follow the example format when filling out the reason for your request. If a student does not meet the selected '**Applicant's Identity for Course Addition'**, the application will not be processed.

※ **Required Documents for Online Course Addition Requests**

Students applying for an add request must upload the following documents as a single PDF file within the application period. Applications **without** the required documents will not be processed.

1. Current semester course schedule **after** the 2nd session of the 3rd stage of course enrollment scheduled for online enrollment **(Upload example)**
   (Screenshot of the current semester schedule, including **student ID**, **name**, and **times slots**)

2. **'Course Add Checklist'** from the NCKU Course Information & Enrollment System, with the requested second foreign language course clearly marked with a red box .**(Upload example)**

English Module Program	Due to limited course availability, the FLC cannot guarantee that all students will successfully get a course addition. Students are advised to take advantage of the opportunity during the 2nd and 3rd stage of Course Enrollment.	
Applicant's Identity	Description of Course Addition Reason	Description of uploaded attachment
Fresh Bachelor's Graduates (including Early Graduates)	Fresh Bachelor's Graduates (For those required to take two English courses in their graduation semester, please refer to the second box from the bottom right)	Missing 2 English credits, English Module (e.g., Missing 2 English credits, Module 2)	**Required Documents** for Online Course Addition Requests
		Missing 4 English credits requires taking two English courses in one semester, English Module (e.g., Missing 4 English credits requires taking two English courses in one semester, Module 2)	1. **Required Documents** for Online Course Addition Requests 2. Transcripts from previous years **with the department note that** (1) the student plans to graduate in the current semester, (2) the number of credits of English Course missing, (3) the departmental stamp. Department offices may require students to attach **a statement of explanation** if necessary.

	Early Graduates	Missing 2 English credits, English Module (e.g., Missing 2 English credits, Module 2)	**Required Documents** for Online Course Addition Requests
		Missing 4 English credits, requires taking two English courses in one semester, English Module (e.g., Missing 4 English credits, requires taking two English courses in one semester, Module 2)	1. **Required Documents** for Online Course Addition Requests 2. A department-issued proof of eligibility for early graduation 3. Transcripts from previous years with the department note that **(1) the student meets the eligibility requirements for early graduation and is set to graduate in the current semester,** **(2) the number of credits of English Course missing,** **(3) the departmental stamp.** Department offices may require students to attach **a statement of explanation** if necessary.
Extended Bachelor's Graduates	Missing 2 English credits, English Module (e.g., Missing 2 English credits, Module 2)		**Required Documents** for Online Course Addition Requests
	Missing 4 English credits, requires taking two English courses in one semester, English Module (e.g., Missing 4 English credits, requires taking two English courses in one semester, Module 2)		1. **Required Documents** for Online Course Addition Requests 2. Transcripts from previous years with the department note that **(1) the student plans to graduate in the current semester,** **(2) the number of credits of English Course missing,** **(3) the departmental stamp.** Department offices may require students to attach **a statement of explanation** if necessary.

New Transfer Students Admitted After The Second Stage Of Course Enrollment This Semester	Online course addition requests are not accepted. Courses **cannot be added** through the NCKU Course Information & Enrollment System.	**In-person course addition requests** will be available at the Foreign Language Center from 9:10 to 17:00, on February 17 (the first day of classes) and February 18, 2025.
Early Reenrolling Students This Semester		
Students in Discontinued English Courses	Enrolled in a Discontinued English Course: **Dept./ Inst. Code-Serial Number and Course Name.** (e.g., In a discontinued English course: A1-101 Oral Communication for Academic Purposes)	1. **Required Documents** for Online Course Addition Requests 2. Optional: Provide one of the following documents—current semester's schedule with canceled courses, cancellation email from the instructor, or cancellation announcement on Moodle, etc.
Students under special circumstances (must upload relevant proof)	Missing 2 English credits, English Module (e.g., Missing 2 English credits, Module 2)	1. **Required Documents** for Online Course Addition Requests 2. Transcripts from previous years with the department note that **(1) the reason why the student is required to take the course for special reasons in the current semester,** **(2) the number of credits of English Course missing,** **(3) the departmental stamp**.
	Missing 4 English credits, requires taking two English courses in one semester, English Module (e.g., Missing 4 English credits, requires taking two English courses in one semester, Module 2)	Department offices may require students to attach **a statement of explanation** if necessary. 3. Student's written report explaining the special circumstance requiring course addition. 4. Documentation of special circumstances
Students Who Completed 4 English Credits and Wish to Enroll in English Courses	Took English courses in the OOO-O semester, OOO-O semester/ English [X] credits exempted in the OOO-O semester / English [X] credits exempted in the OOO-O semester /,	1. **Required Documents** for Online Course Addition Requests 2. **Proof of enrollment in English courses for the current semester** in the Student Record System **(upload**

(Only applicable if there are remaining slots in Modules 2 or 3)	and Enrolled in courses in the OOO-O and OOO-O semesters (e.g., Took English courses in the 112-2 semester, 113-1 semester).	example). (Please highlight the English courses you have taken with a red box.)

※ **Additional Notes**

1. If the course has available slots, <u>priority for course addition requests</u> will be given to **graduating students (including early graduates) and extended study students**.
2. Applications from **Students under special circumstances (must upload relevant proof)** and **Students Who Completed 4 English Credits and Wish to Enroll in English Courses** will only be considered in <u>the final two days</u> of the addition request period, depending on course availability.
3. **Students under special circumstances** will be evaluated based on uploaded supporting documents.

Online Remedial English		
Applicant's Identity	Description of Course Addition Reason	Description of uploaded attachment
Students Who Have Completed 4 English Credits	Students who have received English credit exemptions but cannot enroll online	Passed English credit exemption in the OOO-O semester and enrolled in English courses in the OOO-O semester (e.g., passed English credit exemption in the 112-2 semester and enrolled in courses in the 113-1 semester).
		English credit exemption of 4 credits in the OOO-O semester (e.g., English credit exemption of 4 credits in the 113-1 semester)
	Transfer Students Who cannot enroll online due to applying for credit exemptions	Passed English credit exemption in the OOO-O semester and enrolled in English courses in the OOO-O semester (e.g., passed English credit exemption in the 112-2 semester and enrolled in courses in the 113-1 semester)

For the first "Students who have received English credit exemptions" rows, the uploaded attachment column contains:

1. **Required Documents** for Online Course Addition Requests
2. **Proof of enrollment in English courses for the specific semester** in the Student Record System **(upload example)**. (Please highlight the English courses you have taken with a red box.)
3. **Proof of English credit exemption for the specific semester** in the Student Record System **(upload example)**. (Please highlight the English credit exemption approval record with a red box.)

For the "Transfer Students" row, the uploaded attachment column contains:

1. **Required Documents** for Online Course Addition Requests
2. **Proof of enrollment in English courses for the specific semester** in the Student Record System **(upload example)**. (Please highlight the English courses you have taken with a red box.
3. **Proof of English course exemption for the specific semester** in the

	Missed the online course enrollment schedule	1. Please explain the reason for not enrolling through the NCKU Course Information & Enrollment System. 2. English [X] credits exempted in the OOO-O semester / Enrolled in courses in the OOO-O and OOO-O semesters 3. (Note: Please fill in the number of English credits exempted.)	Student Record System (upload example). (Please highlight the English course exemption approval record with a red box.) 1. **Required Documents** for Online Course Addition Requests 2. **Proof of enrollment in English courses for the specific semester** in the Student Record System **(upload example)**. (Please highlight the English courses you have taken with a red box. 3. **Proof of English course exemption for the specific semester** in the Student Record System (upload example). (Please highlight the English course exemption approval record with a red box.)

On-Line English for Graduate Students		
Applicant's Identity	Description of Course Addition Reason	Description of uploaded attachment
Course Addition Limited to First-Year Master's Students or Above	Missed the online course enrollment schedule	Please explain the reason for not enrolling through the NCKU Course Information & Enrollment System.	**Required Documents** for Online Course Addition Requests

Upload Examples

<u>Example of Current Semester Course Schedule</u> <mark>(the 2nd session of the 3rd stage of course enrollment scheduled for online enrollment)</mark>

Course Information ▾ | Course Catalog | Preliminary Course Schedule | Course Enrollment ▾ | Selected Courses ▾ | ⮕ LOGOUT

Home > My Course Schedule

English Module Level：module 1

🖨 Print | ⬇ Report

2025-02-06 15:51:08

The credit(s) of my course schedule : 11

Time Interval	Section	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	0	07:00 ~ 07:50							
	1	08:00 ~ 08:50							
	2	09:00 ~ 09:50		【B2-007】 INTRODUCTION TO LINGUISTICS (2) (Location : Hsiu-Chi Building-26425)		【B2-114】 MORPHOLOGY (Location : Hsiu-Chi Building-26425)			
	3	10:10 ~ 11:00		【B2-114】 MORPHOLOGY (Location : Hsiu-Chi Building-26425)		【B2-007】 INTRODUCTION TO LINGUISTICS (2) (Location : Hsiu-Chi Building-26425)			
	4	11:10 ~ 12:00		【B2-114】 MORPHOLOGY (Location : Hsiu-Chi Building-26425)		【B2-007】 INTRODUCTION TO LINGUISTICS (2) (Location : Hsiu-Chi Building-26425)			
Noon	N	12:10 ~ 13:00							
Afternoon	5	13:10 ~ 14:00							
	6	14:10 ~ 15:00				【D8-101】 INTRODUCTION TO CLINICAL PSYCHOLOGY (Location : College of Social Sciences-階梯教室-心理)			
	7	15:20 ~ 16:10			【A1-511】 JAPANESE(2) (Location : Wei-Nong Building-7211)	【D8-101】 INTRODUCTION TO CLINICAL PSYCHOLOGY (Location : College of Social Sciences-階梯教室-心理)			
	8	16:20 ~ 17:10			【A1-511】 JAPANESE(2) (Location : Wei-Nong Building-7211)	【D8-101】 INTRODUCTION TO CLINICAL PSYCHOLOGY (Location : College of Social Sciences-階梯教室-心理)			
	9	17:20 ~ 18:10							

Upload Examples

Example of **'Course Add Checklist'** from the NCKU Course Information & Enrollment System with the requested English course marked in red

Spring semester of 2025 ( ) 🏠

Course Information ▾ | Course Catalog | Preliminary Course Schedule | Course Enrollment ▾ | Course Add Checklist | Selected Courses ▾

Home > Course Add Checklist

Online application for course addition for students: From 8:30 a.m., December 20, 2024 to 12:00 p.m., February 25, 2025 . (to 5:00 p.m., February 25, 2025 for instructors).

Query for the course add checklist: Available until 5:00 p.m., March 3, 2025

Procedures:

1. Search for the course you wish to apply for (pay attention to the instructor's announcement of the course)
2. Click "APPLY" and enter the reason for your application. You can find the result for your application on the course add checklist. If it shows "Under Review" after 5:00 p.m., February 25, 2025, it means your application is not accepted.

The reviewer will be the instructor with a star(*) mark for the course with multiple instructors.

You can find out the results for your course addition applications. The instructor will be informed about the applications by email every day. Please respect the teacher's decision regarding the review results.

Without special approval, students are not allowed to enroll in courses with more than 31 credits. Violation will result in cancellation of overloaded courses in accordance with the course addition schedule (in descending order of timeline).

System Time : 2025/01/23 11:54

Credits:12 (include online application for course addition:0 credit)

Course under review: 1 、 Course accepted: 0 、 Waiting list of enrollmet: 0 、 Course not accepted: 0

Print out the list of course additions

DEPARTMENT / INSTITUTE CODE	COURSE SERIAL NUMBER	COURSE NAME	INSTRUCTOR	TIME	CREDITS	REVIEW STATUS COURSE ADDITION REMARKS	OPERATION ITEM
F1	010	GENERAL PHYSICS (2)	Chen, Chuan-Hung	Monday 8 / Thursday 5~6	3.0	Cancelled Re-enrollment	
A1	125	LISTENING AND NOTE-TAKING	Lily An-Chun Chen	Wednesday 5~6 / Friday 8	3.0	Under review	Edit Reason Cancel Application

Proof of enrollment in English courses for the current semester in the Student Record System with the enrolled English course marked in red

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.

Proof of English course exemption for the current semester in the Student Record System with the English course exemption approval record marked in red

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.