

Online Course Add Application Instructions for Second Foreign Language Courses

1. Only students meeting the following criteria are eligible to apply for course add requests.
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 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)**

Applicant's Identity	Application Reason Filling Example	Description of Course Addition Identity
Students <i>Without</i> Second Foreign Language Courses in the Current Semester Schedule	Did not get enrolled for any second foreign language course during the online enrollment.	Applying for only one second foreign language course
	Students who have applied for other second foreign language course add requests: Dept./ Inst. Code-Serial Number and Course Name. (e.g., Applied for another second foreign language course: A1-504 Japanese(1))	Applying for more than one second foreign language course
Students in <i>Discontinued</i> Second Foreign Language Courses	Enrolled in a Discontinued Second Foreign Language Course: Dept./ Inst. Code-Serial Number and Course Name. (e.g., In a discontinued second foreign language course: A1-504 Japanese (1))	/
Students Enrolled in a Second Foreign Language Course of a Different Language	Students who already have one second foreign language course in their schedule and wish to take an additional one: Dept./ Inst. Code-Serial Number and Course Name. (e.g., Already enrolled: A1-504 Japanese (1) , requesting another second foreign language course)	

Upload Examples

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

Spring semester of 2025										
Course Information	Course Catalog	Preliminary Course Schedule	Course Enrollment	Selected Courses						LOGOUT
Home > My Course Schedule										
English Module Level : module 1										
<div style="text-align: right;">2025-02-06 15:51:08 The credit(s) of my course schedule : 11</div> <div style="text-align: center;"> <input type="button" value="Print"/> <input type="button" value="Report"/> </div>										
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 second foreign language course **marked in red**

Spring semester of 2025 () [Home](#)

Course Information ▾Course CatalogPreliminary Course ScheduleCourse Enrollment ▾Course Add ChecklistSelected 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 enrollment: 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	501	061	JAPANESE (1)	Chizuru Inoue	Wednesday 5-6 Friday 8	3.0	Under review	Edit Reason Cancel Application