

# Spring 2021 Adjustment Period Schedule and Information

(The system will be down for maintenance from 11:30 am to 12:30 pm during the enrollment period.)

## Graduate Students Appointment Times

Open Hour

Tuesday, 2 March, 2021, 12:30 pm to Monday, 8 March, 2021, 11:30 am

## Undergraduates Appointment Times

### Continuing Undergraduates and Seniors

	Date	Opening Hour
Phase I	Tue., 2 Mar.	12:30~24:00 pm
	Wed., 3 Mar.	00:00~11:30 am
Phase II	Sat., 6 Mar.	12:30~24:00 pm
	Sun., 7 Mar.	00:00~11:30 am

### Juniors

	Date	Opening Hour
Phase I	Wed., 3 Mar.	12:30~24:00 pm
	Thu., 4 Mar.	00:00~11:30 am
Phase II	Sat., 6 Mar.	12:30~24:00 pm
	Sun., 7 Mar.	00:00~11:30 am

### Sophomores

	Date	Opening Hour
Phase I	Thu., 4 Mar.	12:30~24:00 pm
	Fri., 5 Mar.	00:00~11:30 am
Phase II	Sun., 7 Mar.	12:30~24:00 pm
	Mon., 8 Mar.	00:00~11:30 am

### Freshmen

	Date	Opening Hour
Phase I	Fri., 5 Mar.	12:30~24:00 pm
	Sat., 6 Mar.	00:00~11:30 am
Phase II	Sun., 7 Mar.	12:30~24:00 pm
	Mon., 8 Mar.	00:00~11:30 am

Notice :

1. The courses can be enrolled either by **Web access**. Online Enrollment System:  
<https://www.ais.tku.edu.tw/elecoss/>
2. **The table of your current class schedule is displayed for viewing on EMIS at <http://sinfo.ais.tku.edu.tw/emis> after your selection in real time. (This site always facilitates students to access to the most immediate, latest information).**
3. **Time conflicts should be avoided. Lecturer course will automatically be selected after TA course is selected first. Your presence is requested at all sections of a course.**
4. The General Core Curriculums will provide additional 5 quotas during Phase I of the Adjustment Period. Seniors have priority to add these courses. **In the add drop period of the first phase can select the 2<sup>nd</sup> class. In the second phase a third class can be selected.**
5. Retaker or students who aren't assigned English(II) may enroll in the course. Students who want to enroll in the course please follow the procedure announced on the English Department website (<https://www.tflx.tku.edu.tw/english/opinion/1175> ).
6. Undergraduates, who intend to take Freshmen Campus and Community service-learning, please bring the student ID card and enroll at Military Training Dept. during the first week of the semester.
7. Petitions:
  - 7.1 The requests to file the petitions will be processed on an exception basis only when **the enrollment limit of those general and specialized required courses is full**. Freshman English is not granted as an exception. Please download a Petition Form (ATRX-Q03-001-FM218-03) on Curriculum at Academics Affairs (<http://www.acad.tku.edu.tw/CS/main.php>) and **complete the form with all required signatures**. Students then send the Petition Form to Curriculum Division A209(Lanyang Campus students send the Petition Form to CL312).
  - 7.2 The requests to file the petitions will be processed on an exception basis only for seniors and juniors studying abroad in the 3<sup>rd</sup> year who must satisfy 2 more fields of core curriculum towards the bachelor's degree and has enroll in one core curriculum online. Please download a Petition Form on **Center for General Education & Core Curriculum** at <http://www.core.tku.edu.tw/down/archive.php?class=210>
8. Students can overtake **6** credits only if:
  - 8.1 Graduate students attend Programs with approval.
  - 8.2 Undergraduates' average grades are beyond 80 (a grade A) in the previous semester or you have been approved for Minor, Double Major, or Program. In order to take 6 more credits by Web access, you must meet one of the criteria.
  - 8.3 To take more than the maximum, graduate students enrolling in undergraduate curriculum and graduating seniors must download the **Petition Form** at Curriculum Section.