

# Spring 2022 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, 1 March, 2022, 12:30 pm to Monday, 7 March, 2022, 11:30 am

## Undergraduates Appointment Times

### Continuing Undergraduates and Seniors

	Date	Opening Hour
Phase I	Tue., 1 Mar.	12:30~24:00 pm
	Wed., 2 Mar.	00:00~11:30 am
Phase II	Sat., 5 Mar.	12:30~24:00 pm
	Sun., 6 Mar.	00:00~11:30 am

### Juniors

	Date	Opening Hour
Phase I	Wed., 2 Mar.	12:30~24:00 pm
	Thu., 3 Mar.	00:00~11:30 am
Phase II	Sat., 5 Mar.	12:30~24:00 pm
	Sun., 6 Mar.	00:00~11:30 am

### Sophomores

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

### Freshmen

	Date	Opening Hour
Phase I	Fri., 4 Mar.	12:30~24:00 pm
	Sat., 5 Mar.	00:00~11:30 am
Phase II	Sun., 6 Mar.	12:30~24:00 pm
	Mon., 7 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/elecocs/>
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. Three is the maximum number of General Core Courses that can be selected. 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 the 3<sup>rd</sup> 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.tfx.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: **Please pay attention to the website of the Curriculum Division. <http://www.acad.tku.edu.tw/CS/main.php>**
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 For Graduating seniors want to overtake credits or graduate students enrolling in undergraduate curriculum, **Please pay attention to the website of the Curriculum Division.**
9. Please choose your classes carefully. A Student withdrawal from a Class after the Midterm Exam will be listed on the academic record hereafter with a note of "**dropped**" for that semester. (Adjustment Period : Mon, 16<sup>th</sup> May 2022 to Fri, 20<sup>th</sup> May 2022. At that time, please go online and withdraw from your classes according to the announcement time.)