

106-2 Semester (2018)

Confirming and Adding Course Instructions

107.03.09





Student Online Course Confirmation (1/4)

After Add/Drop Period has ended, the school will send a notice to each student to go to the **(**Online Course Selection System **)** to confirm the final selection of your courses •

Dear student

The online "Add/Drop courses" for Fall semester 2017 is close.

Curriculum Division will not provide "Add/ Drop confirm sheet" to students.

Please confirm your courses via "Course selection System" for the duration(2017/10/2

08:00:00 ~ 2017/10/11 23:59:59) of "Course Add Request".

http://134.208.9.71/subjsele(2010)/subjselect/Default.aspx

If you have any question about your courses in the system,

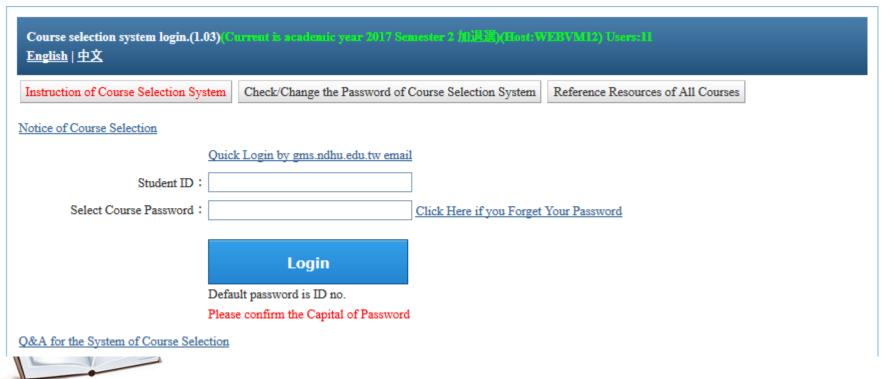
please print out your "Add/ Drop confirm sheet" from the system and visit your department office.

Thank you.

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Student Online Course Confirmation (2/4)

Following the instructions of the letter go to the [Online Course Selection System] and log in with your <code>fstudent id _ and <code>fcourse selection</code> password <code>j</code>, the system will pop up a <u>Confirmation window</u>, and ask you to confirm your courses at the course confirmation page •</code>



Student Online Course Confirmation (20/4)

This is the window in Chinese

所選課程尚未確認!!!

網路加退選業已結束,自本學期起改以線上確認所選課程, 不再發送紙本確認單

請於加簽作業期間, 3/9/2018 12:00:00 PM~3/16/2018 11:59:59 PM 確認本學期課程,逾期未確認,以系統上所列示課程為結果

課程如有疑慮,請列印確認單,洽系辦協助處理。

請按確定按鈕,進入確認課程頁面



This is the window translated to English

Course Selection has not been confirmed!!!

Online add/drop courses has ended, From this semester onward course confirmation is done online, not by submitting the course confirmation form anymore.

Please sign in between <u>3/9/2018 12:00:00 PM-</u> <u>3/16/2018 11:59:59 PM</u> to confirm your list of courses on the online system

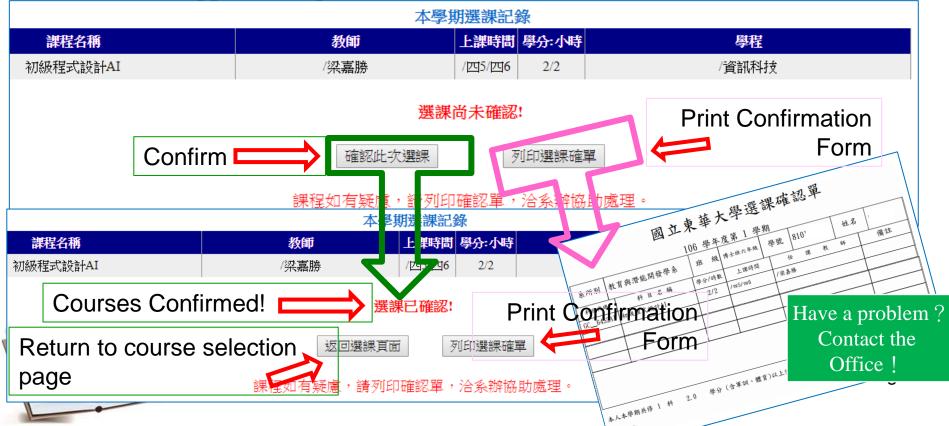
If you have any questions about your selected courses please print a course confirmation form and **contact the Office for assistance.**

Press "OK" to enter the course confirmation page

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Student Online Course Confirmation (3/4)

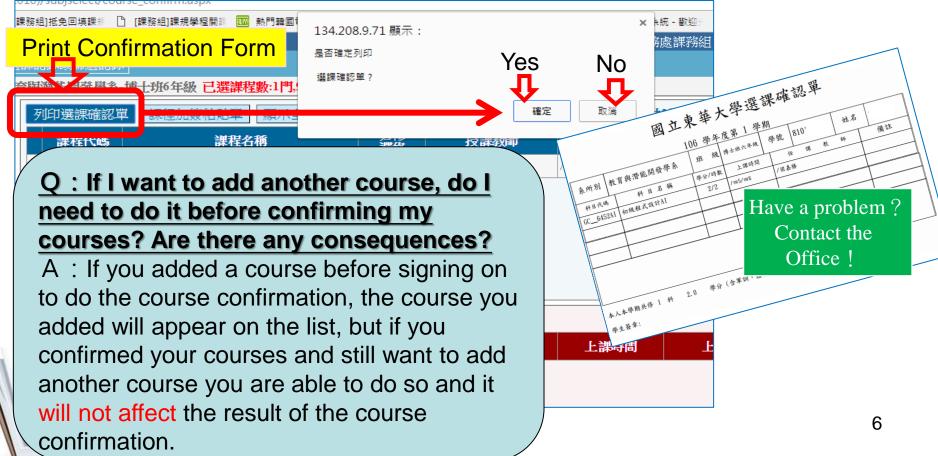
The online system will list the courses you have previously selected, and after checking that your courses are correct, press the "confirm" button to complete the course confirmation process, otherwise if you have any questions about the courses that appear then print the form and contact the Office for assistance.



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Student Online Course Confirmation (4/4)

If you have returned to the course selection page, you are still able to print course confirmation form



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Teacher or TA Adding Course Code

When issuing the endorsement code, please fill out the "Name" and "Student ID" then tear off/cut the corresponding QR code leaflet along the dotted line and give it to the student.

Teachers and TAs, please keep the top portion of the code so that it can be verified at the end of the semester, as well as to ensure fairness when selecting courses

Students must scan the code and apply before the end of the add period. A QR code can only be used once by one student.





Student Adding Courses (1/3) > Adding Course Method (1)

Using your mobile phone (or tablet) download a QR code scanner app and scan the QR code to begin adding the course. <u>After making sure that this is the course you want to add</u>, enter your student number and course selection password and click <u>"Enrollment Confirmation"</u> to send.

課程 UPOL@0010 - 原住民族傳統領域與法律 加簽確認

 學號:
 123***789

 選課密碼:

 加簽課程確認

 加簽課程確認
 此加簽課程已完成加簽!

If the QR code is used again there will be an error message that is displayed instead

Course Signup cannot be cancelled! Consider carefully before adding!⁸

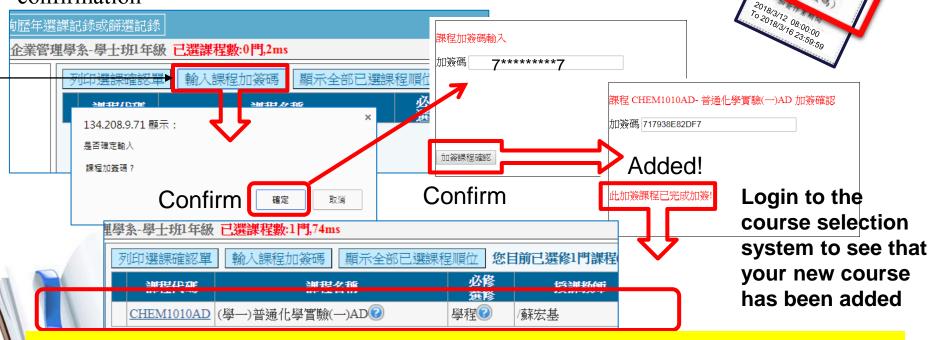
Student Adding Courses (2/3)

Enter Code

177793BoPkw8 (線上加茶碼)

> Adding Course Method(2)

Use a computer to log in to the Course Selection System and click the _"Course Adding Code" button and enter the code found below the QR code. Like before confirm the course is correct and click "enrollment confirmation"



Course Signup cannot be cancelled! Consider carefully before adding! ⁹

Student Adding Courses (3/3)

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Based on fairness, even if you are one second late, the system is already closed, and cannot be turned back on!



YOU'RE LATE? TRY EARLIER NEXT YEAR ⊗

WHY DID I

WAIT!!??

If the QR code course adding is not completed during the time period, it is forfeited

If the code is entered after the time period the system will say "Sign up time has passed!"

Make sure that you do one of the 2 above steps before the time limit has been reached otherwise...