

# Online Course Registration Schedule for Daytime Students at 1<sup>st</sup> Semester of Academic Year 2017

I. **Students without Sufficient Credits to Graduate:** *09:00 a.m. on Aug.22 (Tue) ~ 11:59 p.m. on Aug.29 (Tue)*  
(Such students may register any of the [daytime](#) and [evening](#) courses.)

II. **Priority Registration:** Students who have accomplished both [midterm](#) and [final](#) teaching surveys are entitled to register. Such students may register daytime courses **at his/her grade offered by the department in which he/she is enrolled**, general education courses and military training courses.

## Registration Schedule:

✓ Undergraduate Seniors and Graduate Students: *09:00 a.m. ~ 11:59 p.m. on Aug.22 (Tue)*

✓ Undergraduate Juniors Students: *09:00 a.m. ~ 11:59 p.m. on Aug.23 (Wed)*

✓ Undergraduate Sophomores Students: *09:00 a.m. ~ 11:59 p.m. on Aug.24 (Thu)* (Sophomores shall register physical education courses as well.)

## III. General Registration:

◎ [Phase 1:](#) Students at all grades may register [daytime courses at his/her grade offered by the department in which he/she is enrolled as well as general education courses.](#)

*Phase 1: Registration Schedule: 09:00 a.m. ~ 11:59 p.m. on Aug.28 (Mon)*

Note : Sophomores shall register physical education courses as well.

◎ [Phase 2:](#) Students at all grades may register [daytime courses at different grades offered by the department in which he/she is enrolled as well as general education courses.](#)

*Phase 2: Registration Schedule: 09:00 a.m. ~ 11:59 p.m. on Aug.29 (Tue)*

◎ [Phase 3:](#) Students at all grades may register [all the daytime courses.](#)

*Phase3: Registration Schedule: 09:00 a.m. ~ 11:59 p.m. on Aug.30 (Wed)*

◎ [Phase 4:](#) All students may register [all the daytime and evening courses](#) (except for liberal arts courses offered by the Division of Continuing Education with enrollment of 14 or less).

*Phase4:Registration Schedule: 09:00 a.m. on Aug.31 (Thu) ~ 11:59 p.m. on Sep.3 (Sun)*

IV. [Course Add/Drop](#) ([Daytime undergraduates are not permitted to register courses offered by the Division of Continuing Education unless the enrollment reaches 15.](#))

*Course Add/Drop Schedule: 09:00 a.m. on September 11 (Mon) ~ 11:59 p.m. on September 17 (Sun)*

## V. Notices:

- [1] The default logon ID and password are the same as those for ISU Webmail System as set by the University. Please change the password on first login to avoid any unauthorized use. It is strongly recommended not to authorize another person to register on your behalf. Instead, you should register courses online in person. Please do not disclose your logon ID and password to

anyone else. The University will not be held liable for any problem or confusion caused by your disclosing your logon ID and password or allowing them to be disclosed.

- [2] To ensure that you can complete course registration by the deadlines specified above, please check whether your password is correct in advance. If you forgot the password, please go to the Office of Library and Information Services for help.
- [3] Please take required and elective courses according to the curriculum mapping and requirements set out by respective departments. Please go to the website of your department for more details. Please go to the website of the Center for General Education for more details on the requirements for taking general education courses.
- [4] The system automatically adds required courses to the individual class schedule. Please do not make any change to required courses for fear of not taking required courses.
- [5] A course code is composed of **8** digits. Please log in to ISU Information System to check course codes. Please go to ISU Information System, or visit the website of the Curriculum Section  
([http://www.isu.edu.tw/interface/showdoc.php?dept\\_id=9&levelid=10655&dept\\_mno=031](http://www.isu.edu.tw/interface/showdoc.php?dept_id=9&levelid=10655&dept_mno=031)) for detailed course registration procedures.(Browser: Microsoft Internet Explorer)

#### VI. Log in to ISU Information System:

Visit the University's English website (<http://www2.isu.edu.tw/en1/index.htm>) → Click **Information System** → Click **Information System** again → Click **Curriculum--Course ADD/Drop and Withdrawal** → Click **Student Course Registration**

#### VII. Enquire about Courses Available:

Visit the University's English website (<http://www2.isu.edu.tw/en1/index.htm>) → Click **Information System** → Click **Information System** again → Click **Curriculum—Courses** → Click **Course (Syllabus) Inquiry** → Enquire about Courses Available. You may view any course syllabus by clicking its **Course Code**.

#### VIII. How to Register Courses:

Visit ISU Information System → Log in (The logon ID and password are the same as those for ISU Webmail System) → Click **Curriculum--Course ADD/Drop and Withdrawal**

Method 1: Enter the course code (8 Digits) and click **Enter Course Code for Adding**

→ **Add** { Method 2: Add a course by selecting course-offering departments and grades

→ **Drop** → Click **Student Class Schedule Inquiry** and tick the box **Drop** on the right-hand side of the course you wish to drop

→ To view the individual class schedule, please click **Curriculum--Course ADD/Drop and Withdrawal** and then **Student Class Schedule Inquiry**.

#### IX. First day of class : September 11 (Mon)