

**Manually Add/Drop courses: 2022/09/22~2022/09/26**

Procedure of manually add/drop courses:

Login Course Schedule Planning System

-> Add and Drop Courses

-> Print Application Form to Manually Update Course Selection Record

-> Acquire instructor's approval and signature

-> Pay fee at the Cashier Office or use easy card at the Curriculum Division(to pay NT\$ 100 each time)

-> Submit application to the Curriculum Division

-> Next day go to the Course Schedule Planning System to check courses result