

# Student Information System Operation Guide

Step1. Go to Asia University website, select **the student information system**



Step2. Click **the course selection system**



**Step3.** Login your ID (student ID) & password.

**學生選課系統**  
Course Selection System

新生選課說明 Course Selection Guide | 系統操作手冊 Operating Guide | 登入問題設定 Login Settings | 查詢密碼 Retrieve Password

**LOGIN**  
Enter your number and password to login

Student ID:   
Password:   
Login

System Congestion Rate : 34%

If courses questions, please contact (04)2332-3456#3110 ~ 3111 ~ 3114 ~ 3120 ~ 3131  
If you have a problem with the system to use, please contact (04)2332-3456#0531

**Step4.** Click the Add Course button, then click the **show courses** button.

姓名 Name:  學號 Student ID:  學分上/下限 Max/Min Credits: 18/2  
系所 Dept Name:  已選學分 Selected Credits:  Remaining 549 Secs

Add/remove courses | **加選 Add Course** | 退選 Drop Course | 登出 Exit

Courses Query: Department All | Year All | Title of Course  | Instructor  | Query (if you have entered, press inquiries.)

General Courses: Show Courses | General Courses | Physical Courses | Fundamental Courses | Classroom Time

Course Code	Class	Title of Course	Credits Required/Elective	Instructor	Total number of	Actual number of	Timetables	Program Name
<b>TB200011 A</b>	Seminar (3)		2 Required	Chung-Chen Fan	30	7	Tue 5B S005	Required
TB200092 A	Master's Thesis		1 Required	Chung-Chen Fan	30	11	Sat N IB16	Required
TB200092 B	Master's		1 Required	Chung-	20	2	Sat 5 IB16	Required

Sun | Mon | Tue | Wed | Thu | Fri | Sat

M  
1  
2  
3  
4  
N  
5  
6  
7  
8  
8  
E  
10  
11  
12  
13

## Step5-1. Add the course success of the course.

The screenshot displays a web-based course selection system. At the top, there is a navigation bar with the system name "選課系統" and a user profile section. Below this is a search and filter area with dropdown menus for "Department" (Biotechnology) and "Year" (All), and a "Query" button. A "General Courses" section includes buttons for "Show Courses", "Humanities-1", "Physical Courses", "Fundamental Courses", and "Classroom Time".

The main content area is a table listing courses. The table has columns for "Course Code", "Class", "Title of Course", "Credits", "Required/Elective", "Instructor", "Total number of", "Actual number of", "Timetables", and "Program Name". Three courses are visible:

Course Code	Class	Title of Course	Credits	Required/Elective	Instructor	Total number of	Actual number of	Timetables	Program Name
AM TB200002	A	Research Methods in Biotechnology	3	Elective	Yang Chia				B16 Elective
AM TB200004	A	Design and Application of Bio-chip	3	Elective					Elective
AM TB200009	A	Principle and Application of Animal Cell Culture	3	Elective					Elective

A red-bordered dialog box is overlaid on the table, containing a yellow warning icon and the text "Join the success of the course!!". A "確定" (Confirm) button is located at the bottom of the dialog box.

Below the course list is a calendar grid with columns for "Mon", "Tue", "Wed", "Thu", "Fri", and "Sat", and rows for months from "M" to "13".

**Step5-2.** If you want to Drop the course, click **the Drop button**. Drop the course  
 success of the course.

選課系統  
 Add/remove courses  
 已選學分 Selected Credits: 11 Remaining: 251 Secs

Course Code	Class	Credits	Title of Course	Required/Elective	Instructor	Timetables
<a href="#">Drop</a> TB200092	B	1	Master's Thesis	Required	Chung-Chen Fan	Sat.5 IB16
<a href="#">Drop</a> TB200097	B	1	Seminar (III)	Required	Ding-Ding, Huang	wed.2 H215
<a href="#">Drop</a> TB200002	A	3	Research Methods in Biotechnology	Elective	Ding-Ding, Huang,Chang-Fang Tsai,Hsiao-Chuan Chang, Yang-Chia Shih, Chung-Chen Fan, Su-Hua Huang, Tsung-Chi Chen,HUANG, YUAN-LI	Sat.234 IB16

Protein Chemistry and Appl

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
M							
1							
2							
3							
4							
N							
5							
6							
7							
8							
9							
E							
10							
11							
12							
13							

選課系統  
 Add/remove courses  
 已選學分 Selected Credits: 14 Remaining: 206 Secs

Course Code	Class	Credits	Title of Course	Required/Elective	Instructor	Timetables
<a href="#">Drop</a> TB200092	B	1	Master's Thesis	Required	Chung-Chen Fan	Sat.5 IB16
<a href="#">Drop</a> TB200097	B	1	Seminar (III)	Required	Ding-Ding, Huang	wed.2 H215
<a href="#">Drop</a> TB200067	A	3	Protein Chemistry and Applied Enzymology	Elective	Henry J Tsai	wed.N56 HB77
<a href="#">Drop</a> TB200074	B	3	Advanced Genetic Engineering	Elective	Tsung-Chi Chen	Tue.789 HB77

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
M							
1							
2							
3							
4							
N							
5							
6							
7							
8							
9							
E							
10							
11							
12							
13							

## Step6. Confirm your course schedule.

Courses Selection Results! [Login Again](#)  
 Credit : 8 Credit

Mon.	Tue.	Wed.	Thu. Fri.	Sat.	Sun.
M					
1					
2		*Seminar (I Ding-Ding, Huang 1 Class Room:H215			
3					
4					
N		*Protein Ch Henry J Tsai 3 Class Room:HB77			
5		*Protein Ch Henry J Tsai 3 Class Room:HB77		*Master's T Chung-Chen Fan 1 Class Room:1B16	
6		*Protein Ch Henry J Tsai 3 Class Room:HB77			
7	*Advanced G Tsung-Chi Chen 3 Class Room:HB77				
8	*Advanced G Tsung-Chi Chen 3 Class Room:HB77				
9	*Advanced G Tsung-Chi Chen 3 Class Room:HB77				
E					
10					
11					
12					
13					