

## Academic Calendar for Course Selection in Fall Semester 2024

Events	Date	Day	Remarks
Instructors assist students in selecting courses.	2024/05/13 ~ 2024/05/31	Mon. - Fri.	"Instructor Code" will be distributed by the Consultant Center
Fill the Teaching evaluation on line	2024/05/13 09:00 ~ 2024/06/01 23:59	Mon. - Sat.	<a href="#">Course Evaluation System</a>
Preliminary Phase (Add/Drop selection)	2024/05/24 09:00 ~ 2024/05/31 23:59	Fri. - Fri.	<a href="#">Course Schedule Planning System</a>
Result Announcement for the Preliminary Phase	2024/07/15 Before 16:00	Mon.	<a href="#">Course Schedule Planning System</a> Please inquire the information from the website.
Amendment Phase (Add/Drop selection)	2024/09/04 09:00 ~ 2024/09/18 23:59	Wed. - Wed.	<a href="#">Course Schedule Planning System</a> Starts from Sep. 6 <sup>th</sup> , the system will be inaccessible everyday from 7~9 a.m. in order to distribute the latest list.
Printing out Course Code	2024/09/02	Mon.	Submit to the department office.
Classes Begin	2024/09/09	Mon.	
Manually Add/Drop courses	2024/09/20 ~ 2024/09/24	Fri. - Tue.	Application forms can be downloaded from <a href="#">the Course Schedule Planning System</a> . <b>(must pay a late processing fee of NT\$100 per course)</b>
Check of Selected Courses	2024/09/20 ~ 2024/09/25	Fri. - Wed.	<a href="#">Course Schedule Planning System</a> Please check your selected courses result online.
Submitting Grading Record	2024/09/25	Wed.	
Paying Credit Fees	2024/10/03 ~ 2024/10/16	Thu. - Wed.	Payment Slips can be downloaded from <a href="#">the website of the Cashier office</a> .
Accepting Applications for Courses Withdrawal	2024/10/21 ~ 2024/11/29	Mon. - Fri.	Application forms can be downloaded from <a href="#">the Course Schedule Planning System</a> .

### ~Attention~

- Course selection is done by Internet. Please log in the course selection system by using the account and code from SPARC (<https://cis.ncu.edu.tw/Course/>), or click the button of "course selection system" after logging in Portal (<http://portal.ncu.edu.tw>). Please avoid 7-9 a.m., for the system will be making data backup during these time.
- Courses that are designated by the department as target students' required subjects will

be set primarily at the preliminary phase. Please withdraw them voluntarily for special occasion (such as ones that have been waived or taken previously).

3. Please make sure to attend preliminary phase, in case to forfeit your prior right of choosing curriculum that are number restricted.
4. Amendment: The system will distribute the latest result everyday from 7 to 9 a.m., the website will simultaneously be inaccessible. If students are still willing to take the courses that failed to be selected, please make sure to log in again and wait for the next distribution.
5. In order to avoid confusion, the character range of Instructor Code and Course Code are figures 0-9 as well as capitalized A-Z (however I & O are not included).
6. Undergraduates are required to have Instructor Code from instructors when selecting courses. For students of resumption and retaining status, please ask the chairperson of your department for the code. If there is any question, please consult with the Consultant Center at the Office of Student Affairs(TEL:03-4227151 #57261).