

他校同學至 中大校際選課程序

The Procedure of Inter-Campus Course Selection: For Students from Other Universities

1. 外校需要的流程 Required Procedure in Other Universities

須持經原肄業學校蓋章核准之校際選課單。

Please prepare the course application form approved by your school.

2. 本校需要的流程 Required Procedure in NCU

(1) 於本校加退選期間內，登入本校選課系統 <https://cis.ncu.edu.tw/Course/> 登入系統(請點選 Net ID 申請帳號密碼)填寫基本資料，取得本校臨時學號。

Please log in the System of NCU Course Selection within the date of Selection Amendment of Courses (<https://cis.ncu.edu.tw/Course/>). Click Net ID to apply for login ID and code and fill in personal information in order to receive temporary NCU student ID number.

(2) 將本校臨時學號寫於原肄業學校蓋章核准之校際選課單的右上角，

Write the temporary NCU student ID number at the right-hand corner on top of the application form.

(3) 經任課教師及課程所屬系主任簽章後，

Receive the permission (signature) from the instructor as well as the head of the hosting department.

(4) 至出納組繳納學分費，

Pay the credits fee at the Cashier Section.

(台灣聯大、中原、元智、台北商業等合作學校免繳納，但暑修/師培 EPXXXX/在職專班課程除外)

Exclusive of summer courses, teacher education courses and courses of in-service Master Program, students from UST, CYCU, YZU, NTUB are exempted from paying the credits fee.

(5) 繳交他校校際選課單至本校課務組，逾期不受理。

Submit the application form to the Curriculum Division of NCU before due date.

學期選課：當學期課程電子加退選截止日前繳交。

For courses during the Semester: Please submit the form before the due date of Selection Amendment of Courses.

人工加退選期間辦理者須比照本校生另交手續費 100 元。

Those who submit the form of manually add/drop courses are required to pay a late processing fee of NT\$100 per course the same as NCU students.

➤ 暑期選課：第一次上課前繳回

For Courses in the summer term: Please submit the form to the Curriculum Division before the summer courses begin.

提醒外校同學，經依規定辦妥選課後，除開課人數不足停開外，不得辦理退選、退費。

Notice: Once the application has been approved, course dropping or credits fee refund are not allowed unless the course is closed due to not enough students.

校際選課申請表繳回課務組後，始完成選課程序，**否則視同未選課**；如因故欲停修本校課程，仍須依原肄業學校及本校規定辦理相關手續，並通知本校課務組。

The procedure of course selection will be completed **only when** the application form is submitted. Please follow the instruction of home school and hosting school if you intend to withdraw the course, and then inform the Curriculum Division of NCU.