

# Registration Guidelines for “Freshman English” and “Second Year English” ( for International Students )

## Part One: Freshman English

### I. Class Time

E.g. Class time for freshman students from the Chinese Department is Time Slot B: Monday 13:00-13:50 + Wednesday 10:00-11:50.

Slot #	Class Time	Departments
A	Monday 10:00-11:50 Wednesday 9:00-9:50	Dept. of Chemical and Materials Engineering, Dept. of Civil Engineering (A)(B), Dept. of Business Administration (B)
B	Monday 13:00-13:50 Wednesday 10:00-11:50	Dept. of Chinese Literature, Dept. of Mathematics (B), Dept. of Atmospheric Sciences, Dept. of Business Administration (A)
C	Tuesday 9:00-9:50 Thursday 10:00-11:50	Dept. of Mechanical Engineering (A)(B)(C), Dept. of Finance
D	Wednesday 13:00-13:50 Friday 10:00-11:50	Dept. of Electrical Engineering (A)(B), Dept. of Computer Science and Information Engineering (A)(B), Dept. of Communication Engineering, Dept. of Information Management (B)
E	Monday 15:00-16:50 Thursday 9:00-9:50	Dept. of Mathematics (A), Dept. of Physics, Dept. of Optics and Photonics, Dept. of Earth Sciences, Dept. of Information Management (A), Dept. of Economics
F	Wednesday 15:00-16:50 Friday 9:00-9:50	Dept. of French Language and Literature, Dept. of Chemistry, Dept. of Life Science, Joint Science Program of College of Science

### II. Course Design

Freshman English courses in NCU are divided into three levels (advanced, intermediate, basic) and two groups (listening & speaking, reading & writing). Students need to take courses based on the results of their placement test, and should take courses from different groups in two separate semesters.

### III. Rules for Registration

1. Students are not allowed to take Freshman English without taking the placement test first.

#### 2. Preliminary Online Course Selection:

Freshman English courses are **NOT** available for preliminary online registration. The Language Center will register the courses for all freshman non-major students based on their placements. Repeaters and transfer students can register for the course at Language Center during the first

week of each semester.

### **3. Course Add/Drop:**

- (1) Freshman students should take their Freshman English in the designated time slots and according to their level determined by the placement. First-year students are not allowed to choose class times or lecturers by their own.
- (2) Repeaters and transfer students do not have designated class time for Freshman English. They can take any classes in accordance with their levels determined by the previous placement. Please register for the course at Language Center during the first week of each semester.

## **Part Two: Second Year English**

### **I. Course Design**

“Second Year English” is an online remedial course designed for undergraduate students who do not pass the English proficiency exams. Most of the course is conducted online except for the first-week introduction and four monthly quizzes (exam dates to be posted).

### **II. Rules for Registration**

#### **1. Course Prerequisites:**

“Second Year English” is restricted to undergraduate students who fail the English proficiency exams, including NCU English Proficiency Exam, TOEFL iBT, GEPT High-Intermediate Level, TOEIC, IELTS, and BULATS.

#### **2. How to Register for the Course:**

Online registration is NOT available for “Second Year English”. Please go to the office of Language Center in the first week of the new semester with your English proficiency exam transcript (authentic, photocopy is not acceptable) to register for the course.

3. Students need to show up on time for the first class to learn how to use the online course platform and other course requirements.