

Instruction to The Process And Online System of Course Selection

I. The Process of Course Selection includes two phases: the Preliminary and the Amendment

A. Preliminary: The online system will process the distribution and verification of course selection result after this phase ends.

a. The automatic pre-selection of required courses:

In order to simplify the process, the required courses of each department are already selected into students' course list before the preliminary phase begins. Except new students, the pre-selected courses still need to be distributed and verified in order to avoid issues of double booking or prerequisite course requirement.

If there is other personal consideration (Ex: the pre-selected courses can be exempted or advanced), students should drop the course during this phase.

b. The course selection system will distribute and verify in accordance with "The Qualification for Course Taking" as noted in the memo of Course Schedule.

The options for course selection can be classified in two fields: General Courses and Specific Interests. Specific Interests Courses includes: Chinese, Physical Education (excluding Freshman PE), Military Instruction, Teacher Training Program, Democracy and Rule of Laws, Core General Education, Advanced English, Graduate English (freshman), Calculus (College of Sciences, Engineering, Electrical Engineering and Computer Science), General Physics (College of Sciences, Engineering). Others are categorized as general courses.

i. The regulation of Specific Interests Courses distribution:

Course Selection System will process according to the condition below:

1. The fields of students' major
2. The system log-in sequential order
3. The random order lotted by the system

ii. The regulation of General Courses distribution:

Courses which adopt certain priority of selection for students or limitation of class size will process the distribution and verification according the following two conditions:

1. The fields of students' major.
2. The random order lotted by the system

B. Amendment: The amending result will be verified and distributed by the course selection system everyday started from **Feb. 15th** from 7a.m. to 9a.m.

Except for few courses that requires "Course Code" from the lecturer (depending on individual condition, students will have to consult the lecturer before taking certain courses), the status of course adding and dropping of other courses will be automatically distributed by the system.

a. Procedures for no "Course Code":

i. Dropping:

The system will directly remove the course from students' course list based on the updated selection results.

i. Adding:

1. Courses without specific limitation: the course will be directly added in students' course list.

2. Courses with specific limitation (of priority and class size):

The distribution will be processed according to the same regulation as in the preliminary phase.

b. Code-needed Courses

i. Dropping:

Log in the correct code and the system will directly remove the course from students' course list.

ii. Adding:

Log in the correct code and the system will directly add the course in students' course list.

C. Alteration (Any dropping or adding has to be signed by the lecturer. Each application will charge NT\$ 100 to process)

- a. Any alteration needs to be applied before the deadline appointed by the Curriculum Section.
- b. The application form for alteration can be downloaded from the website or acquired from the Curriculum Section.

D. Confirmation:

The process of course selection is only completed when students' record of course selection is returned to the Curriculum Section. The class leader should gather the confirmed records, list the name and student ID numbers of those who have not yet hand in their record and hand over the lists to the Curriculum Section. Students who do not hand in their record will have to follow the result recorded by the selection system.

E. Other Notifications:

a. Course for Physical Education Field:

- i. Students can only select one PE course when selecting courses. Those who need to take two PE courses should apply from the office of Physical Education within one week after the amending/dropping period ends.
- ii. Only seniors who have taken the whole school year of freshman PE and four PE courses of specific interests can select the one-credit PE courses (with the course numbers started as "PE4"). Others who select such courses will be blocked by the system.

b. Courses for Teacher Training Program:

The courses only opens for students who take the program. Each student can take at most four courses in this program.

c. Courses for Core General Education:

Each student can take at most two courses in this field.

d. Course blocking, prerequisite course requirement and conjoint courses:

Some courses are under the rules of Course Blocking, Prerequisite Course Requirement or Conjoint Courses. Courses cannot be successfully selected if the system detects any disqualification in the students' record over the years. If the grades of a course in the previous semester didn't be reported during the preliminary period, the system will automatically mark that course as "**passed**". However, student should drop the course under the rules aforementioned during the amending period if there is any disqualification in the grades report.

*Course blocking: Courses requiring its takers to pass certain courses in advance. (Ex: Course BA1002 will be blocked by BA1001 if students intend to take BA1002 without passing BA 1001).

*Prerequisite Course Requirement: Courses requiring its takers to only have the record of certain courses in advance without necessarily passing those courses.

*Conjoint Courses: Courses requiring its takers to take simultaneously or in advance certain courses without necessarily passing those courses.

f. Time Conflict:

With regard to the high tendency of alteration and uncertainty of students' tentative course schedule, the system will not block any courses when there's time conflict, which will be noted on students' course selection schedule. Students will then drop either course before the amending period ends, or the Curriculum Selection will remove all these courses from the schedule by regulation.

g. Any priority of course selection will be invalid if students did not select the course in the preliminary phase.

Some courses will set up priority of selection for students in certain condition; however, if students do not select the courses in the preliminary course selection or in the first day of the amending course selection, the priority will be invalid. (Courses requiring "Course Code" can be excluded from this regulation)

Example:

Course A has the class size limitation of 50 students and gives the first priority to the freshmen of English major, the sophomore and the above students of English majors secondly, double majors and minor majors of English the third.

Freshman A of English major does not select Course A during the preliminary phase. After the period, the course has already fully booked. On the first day of the amending, two students drop the course, several seniors of English major, double and minor majors have selected Course A. If on this day, student A still hasn't selected course A, he or she will lost the priority to select the course successfully. If on the second day of the amending, no student drop course A, students A will not be able to select Course A for its class size limitation is already reached. Student A can only have the possibility to select Course A if other students decide to drop during the amending period.

h. Courses unsuccessfully selected will not be reserved for the next selection result distribution.

The selection result distribution will process everyday during the amending phase. If students still want to take the course unsuccessfully selected due to the limitation of class size, s/he must select the course again from the system, and wait for the next distribution.