

Academic Calendar for Course Selection in Spring Semester 2013

Events	Date	Day	Remarks
Instructors assist students in selecting courses.	2012/12/24~2013/1/14	Mon.-Mon.	“Instructor Code” will be distributed by the Consultant Center
Fill the Teaching evaluation on line	2013/1/4~2013/1/13	Fri.-Sun.	Organizer Unit:Teaching and Learning Development center
Preliminary Phase (Students who finished Course Evaluation may have prior access to course selection.)	2013/1/7~2013/1/14	Mon.-Mon.	Course Selection begins at 9a.m. on Jan. 7 rd , and ends at 12a.m. on Jan 14 th .
Result Announcement for the Preliminary Phase (Please inquire or download the information from the website; students may also ask the Curriculum Section for paper form if needed.)	2013/2/5	Tue.	The announcement will be made on the following website of Course Selection: https://course.ncu.edu.tw
Printing out Course Code	2013/2/8	Fri.	Submit to the department office.
Amendment(Starts from Feb. 15 th , the system will be inaccessible everyday from 7~9 a.m. in order to distribute the latest list.)	2013/2/8~2013/2/25	Fri.- Mon.	Selected courses may be amended from 9a.m. on Feb. 8 rd to 12a.m.on Feb. 25 th .
Classes Begin	2013/2/18	Mon.	Classes begin for all students
Course Dropping (Dropping ONLY . For courses that require course code during Amendment Period need to apply the code again when withdrawing.)	2013/2/26	Tue.	Course dropping may be applied from 9:00 - 23:59 on Feb. 26 th .
Submitting Records of Selected Courses and Grading Record	2013/2/27	Wed.	Please submit both records to the department office.
Accepting Applications of Record Correction for Selected Course (during Office Hours)	2013/2/27 noon ~ 2013/3/4	Wed.-Mon.	Application forms can be downloaded from the website of the Curriculum Section
Submitting Records of Selected Courses and Grading Record	2013/3/5	Tue.	After handing in, all records will be submitted to the Curriculum Section by the department office.
Paying Credit Fees	2013/3/15~2013/3/26	Fri.-Tue.	Payment Slips will be handed to respective department offices by the Cashier Section.

Accepting Applications for Courses Withdrawal	2013/4/1 ~ 2013/5/17	Mon.-Fri.	Application forms can be downloaded from the website of the Curriculum Section.
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~Attention~

1. Course selection is done by Internet. Please log in the course selection system by using the account and code from SPARC (<https://course.ncu.edu.tw>), 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.
2. 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(EXT.:57262、57263).