

2011-12 Spring Semester On-Line Course Selection Handbook

i. Course Selection Time

- (1) Initial Selection: From December 5, 12:30 pm. Selection is conducted in stages according to study year.
- (2) Adding and dropping of initial selections: From December 20, 12:30 pm to December 22, 9:00 am.
- (3) Spring transfer student course selection (manual selection): February 9, between 13:30 and 15:30. Please proceed to Room F614 on Taipei Campus, or the Third Floor of the First Gymnasium on Taoyuan Campus. The online adding and dropping courses will begin from 12:30 pm on February 13 through 12:30 pm on February 22.
- (4) Adding and dropping courses: From February 13, 12:30 pm to February 22, 12:30 pm. Selection is conducted in stages. For details concerning time and place, please see Schedule for Course Selection and Fee Adjustments.
- (5) Students who do not plan to take required courses or who have waived courses that are not yet deleted, or students who have selected a year-long elective, but don't want to take the second semester of the course must first obtain their department director's approval, then go to the Curriculum Section (or Taoyuan Campus Academic Affairs Section) **December 5-15** to have the course deleted.
- (6) Students who wish to change the period for taking a required course, or wish to select minor, double-major or pre-graduate courses, must get permission from the department director, and then go to the Curriculum Section (or Taoyuan Campus Academic Affairs Section) to have this data entered **from February 10, 8:30 to 11:30 am**.
- (7) For changes in course selection which result from cancelled courses or courses divided into different class sections, students **must** go to the Curriculum Section (or the Taoyuan Campus Academic Affairs Section) to correct their course selection information on March 8-9. No application for correction will be accepted for any reason after March 9.
- (8) Confirm the selected courses: From March 6 to March 16. Students who do not confirm the selected courses before the deadline will be regarded as accepting the selected courses.

ii. Course Selection Notes

- (1) Generally, students are limited to 25 credits per semester. The minimum course load for freshmen, sophomores and juniors is 12 credits, for seniors 9

credits, and for graduate students three credits. All working section students must follow the same regulations as seniors, and are required to take a minimum of 9 credits.

- (2) The maximum enrollment for a course is according to the largest capacity of the classroom, except for Japanese courses, which are limited to 50 students. The minimum enrollment required to open a course is 30 students for General Education and Core Required courses. Physical Education electives require a minimum of 30 students.
- (3) No request to add will be approved if the class is full. **Students are not allowed to drop a course if only the minimum number of students selected the course in the initial course selection period.**
- (4) Courses can only be added during the beginning period of initial course selection; courses can be added or dropped during the latter period of the initial course selection and add/drop period. In order to guarantee the rights of students in the department through which the course is being offered, when initially selecting courses, students may only select courses from their home department. The computer will automatically cancel the course selection of students who do not follow this rule. Students who have taken an elective in another department, or taken an online course (accounting or economics) and need to retake such a course must add this course during the Add/Drop period.
- (5) The students registering for sophomores and junior Physical Education need to select from the courses listed by the Physical Education Office. Students cannot select a course for which they have already earned credit. Overseas Chinese and School Sports Team classes are only provided for overseas and school sports team students.
- (6) Physical Education is an Elective for fourth-year students. Students may only choose one course per semester. If students select more than one, the system will automatically randomly delete extras.
- (7) However, students whose previous semester grade average was 80 or higher may select an additional one or two credits. A student must first have the department director's permission, and then go to the Curriculum Section (or Taoyuan Campus Academic Affairs Section) during the Add/Drop period to add a course.
- (8) Students can select a maximum of three General Education Courses (including Distance Courses). If students select more than three courses, the system will randomly delete extras.
- (9) Beginning with those enrolling in the academic year of 2008, students are required to take at least 12 credit hours of General Education courses. There are three disciplines within General Education – Humanities, Social Science

and Natural Science. The courses under each discipline are categorized into “Core Courses” and “Extended Courses.” To meet the graduation requirements, students are required to take at least one 2-credit-hour course in each category of each of the disciplines.

- (10) Regular undergraduate courses and courses for working section students are not interchangeable. In special cases, the department director may give permission.
- (11) Students may only select one section of the same course. Students who are not graduating may not choose courses for graduating students.
- (12) Students who select language courses will be charged the lab fee. Tuition fees for Teacher Education Program are charged separately. Beginning with those enrolled in the 2009-10 academic year, students will be charged the Internet resources fee. Those who were enrolled prior to the 2009-10 academic year and take computer related courses will be charged the lab fee. Focused Course Program students must pay extra tuition fees.
- (13) Students are not permitted to drop courses required by their department. According to the school’s Add/Drop regulations, Line 16, students are not allowed to choose different courses in the same time period.
- (14) Any student who does not pay tuition and fees by the deadline may not add/drop courses.
- (15) Data for year-long electives will be directly transferred to the second semester. (Re-selection is not permitted.) Only those who drop this type of elective need to drop the course during the Open Add/Drop period.
- (16) Selection, grading, and attendance for Simultaneous and Non-simultaneous Distance Education Courses will be conducted in accordance with relevant regulations. After selecting a Distance Education Course, students need to contact the teaching assistant for that course. In regard to earning a degree, credits earned through Distance Education Courses may not account for more than half of the credits toward graduation.
- (17) If the course section students wish to select is full, they may consider being put on the waiting list. If another student drops the course, students will be added in the order of the list. If students are on the waiting list for a class, and decide not to wait for a position in this class, they are asked to immediately go online and delete their names from the list. No one with a schedule conflict or who has already selected over 25 credits will be added to a class automatically. Once the add/drop period is over, no automatic additions are permitted.
- (18) When selecting courses, students are strictly forbidden to use external software programs that disrupt the course selection function in any way. The Information and Network Division strictly surveys the system during this

period and any unusual activity will be automatically shut down by the server. Furthermore, students will be punished with a demerit according to Article 9, Line 11 of the Student Handbook. All students must observe this rule.

- (19) Students are asked to protect their passwords to prevent tampering with course selection records.
- (20) Students are responsible for confirming the results of their course selections within the given time. After selecting courses, students must print out the course selection record then log out of the Student System, return to the main screen and close the browser.
- (21) For other regulations related to course selection, please refer to the relevant sections in the Student Handbook.

iii. Process of Course Selection

(1) General Students:

Each class leader goes to the appointed place to pick up copies of the Online Course Selection Handbook for all classmates→The computer will automatically produce the required courses for the original class→Students proceed with online course selection during the prescribed dates/times→Initial selection is complete.

(2) Returning Students:

Students complete Resumption of Study procedures with Registrar→Students fill out the Course Resumption Form in their respective departments→Departments give approval after reviewing the application→The Curriculum Section or the Academic Affairs Section on Taoyuan Campus keys in the course selection information→Initial selection is complete.

(3) Extended-year Students:

Students complete Extended-year Course Selection Form→Registrar checks for appropriate courses and credits→Curriculum Section verifies the course selected and credits listed→Registrar issues Course Selection List→Initial selection completed.

iv. Add/Drop Additional (Refund of) Fees

- (1) Additional Fees: Student should print out the additional fees statement, and pay at any branch of the Taipei Fubon Bank, pay at a convenience store, or do an ATM transfer.

Payment period: Deadline is **April 11, 2012**. According to Article 16 of the Procedures for Course Selection and Article 7 of the Procedures for Graduate Course Selection, students who fail to pay the required fees prior to the deadline will be dropped from the course roster. No grade will appear for that course on the student's transcript.

- (2) Refund of Fees: Refunds will be automatically transferred to the student's bank account. Prior to **March 30, 2012** students are required to enter bank account information online via the Student Information Network, and select Student Payment Bank Account Information. From **April 11, 2012** students can check their accounts to ensure that the refund has been deposited.

v. Other

(1) Course Schedule Timetable

Taipei Campus

Section No.	01	02	03	04	20	05	06	07
Time	08:10 09:00	09:10 10:00	10:10 11:00	11:10 12:00	12:10 13:00	13:10 14:00	14:10 15:00	15:10 16:00
Section No.	08	09	40	50	60	70		
Time	16:10 17:00	17:10 18:00	18:30 19:20	19:25 20:15	20:20 21:10	21:15 22:05		

Taoyuan Campus

Section No.	01	02	03	04	20	05	06	07
Time	08:10 09:00	09:10 10:00	10:10 11:00	11:10 12:00	12:00 12:50	12:50 13:40	13:50 14:40	14:50 15:40
Section NO.	08	09	40	50	60	70		
Time	15:50 16:40	16:50 17:40	18:00 18:50	18:55 19:45	19:50 20:40	20:45 21:35		

(2) Draft Schedule for Course Selection and Fee Adjustment

Step	Date and Time	Location and Notes
Course selection advising	11/28 to 12/2	Individual department offices
Students must have information deleted manually if they 1) do not plan to take required courses, 2) have waived courses that are not deleted (department director's approval required) or 3) do not plan to continue taking a year-long elective course.	12/5 to 12/15	Curriculum Section, Taoyuan Academic Affairs Section

Online Initial Course Selection	5 th year students of Architecture department, 4 th year students, 3 rd year of 3-year work experience degree completion program students, 2 nd year of 3-year work experience degree completion program students (except DAJ), 2 nd year graduate school students, 2 nd year graduate school executive class students, 2 nd year doctoral students	12/5 from 12:30 pm to 12/7 9 am	1. Any location that has Internet access. 2. Any computer lab on campus during lunch hour and whenever the lab is available (Labs are closed during weekends). 3. Course selection system maintenance shutdown schedule: ● 12/7 from 9 am to 12:30 pm ● 12/9 from 9 am to 12/12 12:30 pm ● 12/14 from 9 am to 12:30 pm ● 12/16 from 9 am to 12/20 12:30 pm Class Registration open to ALL students
	3 rd year, 2 nd year of 3-year work experience degree completion program students (DAJ), 1 st year graduate school students, 1 st year graduate school executive class students, 1 st year doctoral students	12/7 from 12:30 pm to 12/9 9 am	
	2 nd year, 1 st year of 3-year work experience degree completion program students (DAJ)	12/12 from 12:30 pm to 12/14 9 am	
	1 st year students	12/14 from 12:30 pm to 12/16 9 am	
	All students	12/20 12:30 pm to 12/22 9 am	
Results of initial course selection available on the Internet.		1/3 from 12:30 pm	1. Any location that has Internet access. 2. Computer labs on campus are closed during weekends.
Returning students' registration and course selection		2/8 from 9:00 am to 11:30 am	Registrar, individual department offices, Curriculum Section, Taoyuan Academic Affairs Section
Extended-year students' registration and course selection		2/9 from 9:00 am to 11:30 am	Taipei Campus indoor gym. Taoyuan Campus, Third Floor of Physical Education Building I
Spring transfer student course selection(2011-12)		2/9 from 13:30PM to 15:30AM	Taipei Campus F614 Taoyuan Campus, the Third Floor of the First Gymnasium
		2/13 from 12:30PM to 2/22 12:30PM	Add/Drop Courses Online
Course selection must be done manually with department director's approval for class change		2/10 from 8:30 am to	Curriculum Section, Taoyuan Academic

for required courses, Minor courses, Double Major courses and graduate students' pre-requisite courses.		11:30 am	Affairs Section
Add/Drop Courses Online	5 th year students of Architecture department, 4 th year students, 3 rd year of 3-year work experience degree completion program students, 2 nd year of 3-year work experience degree completion program students (except DAJ), 2 nd year graduate school students, 2 nd year graduate school executive class students, 2 nd year doctoral students	2/13 from 12:30 pm to 2/22 12:30 pm	1. Any location that has Internet access. ● Course registration and selection for remedial or other department classes are to be done during the add/drop period. ● Course registration and selection system shutdown for maintenance on 2/20 13:00 pm to 16:00 pm. ● Please do not attempt to add or drop classes during the system shutdown.
	3 rd year, 2 nd year of 3-year work experience degree completion program students (DAJ), 1 st year graduate school students, 1 st year graduate school executive class students, 1 st year doctoral students	2/14 from 12:30 pm to 2/22 12:30 pm	
	2 nd year, 1 st year of 3-year work experience degree completion program students (DAJ)	2/15 from 12:30 pm to 2/22 12:30 pm	
	1 st year students	2/16 from 12:30 pm to 2/22 12:30 pm	
Post Add/Drop query regarding position assignments		2/27 from 12:30 pm	Any computer lab or location that has Internet access.
Course cancellation announcement		3/5	
Adjustment in students' schedules for courses which cannot be offered due to low enrollment or other factors		3/8 to 3/9	Curriculum Section, Taoyuan Academic Affairs Section.
Confirm the selected courses		3/6 to 3/16	Any computer lab or location that has Internet access.
Students who must make fee adjustments must go online and print out the fee invoices.		3/30 to 4/11	Students who must make fee adjustments may log onto the Student Information Network and select "Look up/Print Fee Invoice", click "Payment/Receive Payment", "Inquiry/Print Payment Details", and then click "Credit Hour Tuition for Adding and Dropping Courses".
Students who receive a refund must fill in or		Before 3/30	Log onto Student

confirm the account number online.		Information Network and select "Payment/Receive Payment" then click "Student Refund Account Number".
Deadline for paying fee adjustment	Until 4/11	