National Taiwan Normal University

2024 Spring Semester
Course Selection Reminders
for All Academic Programs

December 2023

1st Edition

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Full-time Bachelor Programs: Course Selection Reminders for Students

I. Course selection information announcements reminders:

Information about course selection can be found on the website of the Office of Academic Affairs/ Course Selection/ Undergraduate and Graduate Students and the latest news on the homepage of the Office of Academic Affairs. Please stay tuned.

II. Instructions for logging into the Course Selection System:

1. Enter your student ID, password and the validate code to login to course selection system.
2. Course Selection System pathway:
   (1) NTNU English Homepage / Academics, click on Courses icon and select Undergraduate Enrollment.
   (2) NTNU English Homepage / Administration / Academic Affairs / Course Selection / Undergraduate and Graduate Students / Course Information System & Course Selection System.
3. Accessible hours of the Course Selection System are from 9:00 am to 12:00 midnight every day during the course selection period.
4. Students who have no record of school attendance (it means freshmen, students those who apply for retention of student status, or 1-2 years of suspension immediately after enrollment) in fall semesters, please select course in the stage of Course selection period for new students. Transfer new students can log into course selection system at each stage after activating their personal account.
5. For instructions on operating the system, please refer to Student Course Selection System Operation Handbook.
6. To ensure the operation of the Course Selection System and fairness in course selection, those suspected of paralyzing the course selection process by using plug-in programs or other software will have their course selection rights immediately suspended.
7. According to the "National Taiwan Normal University Personal Information Security Guidelines (Student Version)," after using a public computer, it is recommended to log out and clean the cache and cookies in the web browser. Additionally, to enhance the security level, the password for the NTNU information portal should be a minimum of six characters, including a combination of letters and numbers, and it is advisable to update it every six months.

III. Course selection schedule:

Please refer to the school calendar. For the official course selection period, please refer to the website of the Office of Academic Affairs / Course Selection / Undergraduate and Graduate Students.

IV. Course placement methods:

1. General placement principles:
   (1) Those with a higher response rate in the end-of-semester course evaluation survey last semester will be given priority. If the response rates are the same, seniors will be given priority (Cross program courses that are jointly offered do not have priority ranking for seniors. For example, for jointly offered master's courses and jointly offered master's and doctoral courses, students are placed in the order of their response rate in the course opinion surveys).
   (2) If the number of students registering for a course exceeds the student quota, students will be placed according to the following procedure:
   response rate in the end-of-semester course evaluation survey last semester →

seniors → random.

Example: There are 5 available spots in a course, and 10 students have registered for the course. In this case, the students with the highest response rate will be given priority placement in the course.

In this example, if 6 of the students have a 100% response rate in the surveys, and 3 of them are seniors, then the 3 seniors will be given priority placement in the course. After the 3 students are successfully placed, the remaining non-senior students will be assigned according to computer-randomized numbers. If only 1 student is successfully placed, the remaining students will be placed according to the next higher survey response rate (e.g., 90%), and so on.

(3) "Senior students" refer to fourth-year undergraduate students and students who have extended their duration of study.

(4) "Course evaluation survey response rate" refers to the number of end-of-semester course evaluation survey completed by student ÷ (divided by) the total number of courses taken by the students of the previous semester × (multiplied by) 100%.
Example: A student took a total of 10 courses last semester and completed the online evaluation survey for 9 of the courses before the deadline. The student's course evaluation survey response rate is 90%. (Those who applied for withdrawal from a course during the semester are exempted from completing the course evaluation survey, and will be regarded as having completed the survey for that course).

(5) In fall semesters, the course selection system will automatically keep 15% quota of every General Education courses and 25% quota of General Physical Education courses (intermediate level courses are not included) to place for the stage of course selection period for new students.

2. Placement principles for department (institution) professional courses:
   (1) Department students have priority.
   (2) For department (institution) professional course placements, in addition to course restrictions (such as being limited to students in the department, limited to students minoring in the department), student acceptance is also based on the following priority order:
   Students in the department → Double majors → Publicly-funded teacher education students → Students minoring in the department → Interdisciplinary program students → Preparatory students → Students from other departments.
   (3) Among the various student identities, acceptance is also based on the course evaluation survey response rate ranking → seniors.
   Example: If the number of students registering for a course exceeds the course quota, students with the highest course evaluation survey response rate will be given priority. If the course evaluation survey response rates are equal, seniors will be given priority. After students in the department have been placed, the remaining availability will be distributed to double majors in order of their course evaluation survey response rate. If the course opinion survey evaluation rates are equal, priority will be given to seniors, and so on until the course quota is filled.

3. Placement principles of general education courses:
   (1) The order of placement is the same as for general placement principles.
   (2) In the first and second stages of course selection, if students have reached the upper limit of their credits for general education courses, their course placement in the discipline will be postponed (a maximum of 6 course credits in all fields for students enrolled before the 2019 academic year; and a maximum of 8 course credits in all liberal arts education courses and a maximum of 10 course credits in all interdisciplinary exploration courses for students enrolled after the 2020 academic year (calculation for the maximum number of credits includes courses successfully registered in the current semester)). **During the course add/drop period, the**

restriction will be lifted.

4. Placement principles for courses in the National Taiwan University System:
   (1) The "NTU System courses" refers to inter-school courses offered by National Taiwan University and National Taiwan University of Science and Technology.
   (2) Placement in general education courses offered by System schools that display "Gen. Edu." in the Req./Sel. Column of course information is done via randomized numbers and in accordance with other regulations that are the same as the general education courses placement principles of NTNU. Courses that have "Sel." displayed are electives courses and will not be recognized as general education courses afterwards. Course selection system will not keep quota of general education courses for new students.
   (3) Placement for other courses are reviewed according to conditions such as course prerequisites; gender restrictions; whether the cumulative credits of inter-school elective courses have reached one-third of the minimum graduation credit requirements of the department or program to which the student belongs; and conflict of course schedule. In addition, the following principles are adopted in the placement: If the number of students registering for a course is less than the course quota, students will be directly placed; if the number of students registering for a course exceeds the course quota, students will be placed by computer-randomized numbers.

V. System settings and methods in various stages of course selection:
   1. System pre-selection:
      (1) For the student in the department, the Course Selection System is pre-assigned compulsory courses in student's personal course list (excluding grouping). If a course offered by a department do not meet pre-assigned criteria, for example, a compulsory course offering Group A and Group B two classes, the system will not include these courses into the pre-assign, and students should select the courses according to their department's regulations for course selection. Before the course selection period begins, be sure to confirm the compulsory courses that should be taken in the current semester.
      (2) Pre-assigned courses are only incorporated into the system. Course selection outcomes must still be determined after the first stage of placement.
      (3) If students drop pre-assigned courses and then re-add the course, there is no guarantee that they will be successfully placed in that course. Please exercise caution before dropping a course.
   2. Stage 1 course selection:
      (1) Students are placed in courses based on their preferred selection and registration. The time order of course selection will not affect the results of the computerized placement.
      (2) Course selection methods for various courses: Student placement in three types of courses, general physical education, general education, and teacher education program courses are based on their completed preference form.
      For other courses, students are placed after their course registration.
      i. Course preference registration:
        (i) Students may select up to 10 preferences for general physical education and general education courses; and up to 5 preferences for teacher education courses. Placement in these 3 types of courses are based on the order of preference registered by all students for each course and general distribution principles. Students will be placed in 1 course at most, and those who wish to take multiple courses may register for add/drop during Stage 2 of the course selection (excluding general physical education courses).

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(ii) Those who have fulfilled the required graduation credits for general physical education will not be placed in general physical education courses at this stage. Students who wish to take such courses may register to add the course during Stage 2 of the course selection.
  *Students admitted prior to the 2020 academic year: 6 general physical education course credits are required.
  *Students admitted as of the 2021 academic year: 4 general physical education course credits are required.

(iii) Those who have fulfilled the required general education credits for their discipline* will not be placed in general education courses at this stage and Stage 2 of the selection (the calculation includes courses that students have successfully registered into for the current semester). Students who wish to take such courses may register to add the course during the course add/drop period.
  *Students admitted prior to the 2019 academic year: A maximum of 6 credits in each domain.
  *Students admitted as of the 2020 academic year: A maximum of 8 credit of courses in each domain of liberal arts, and totally a maximum of 10 credit of courses in the domain of interdisciplinary exploration.

(iv) The teacher education program curriculum is **limited** to those who are eligible to take the courses. Eligibility is determined by the School of Teacher Education. For details on course eligibility, please refer to the website for the School of Teacher Education.

ii. Non registered preference courses (general courses):

(i) These courses refer to courses other than general physical education, general education and teacher education program courses, such as compulsory and elective courses.
Students in such courses are placed after course registration. The announced placement results are based on the course selection outcome at each stage of course selection.

(ii) Students will be placed in only one English (III) course at most at this stage. Those who have already taken and passed English (III) will not be placed in the course at this stage and Stage 2. Those who wish to take the course may add the course during the course add/drop period.

(iii) For those who wish to make up for common core courses such as "Chinese" (since fall 2020, the course name has changed to "Chinese Reading and Thinking" for fall semesters and "Chinese Writing and Expression" for spring semesters) or "English" (the course name has changed to "English (I)" for fall semesters and "English (II)" for spring semesters), please refer to the instructions on the websites of the Common Core Education Committee - Chinese Education Division or the website of the Common Core Education Committee - Foreign Language Education Division.

iii. Courses offered by schools in the National Taiwan University System:
*In order to work with NTU system course exchanging schedule, the stage 1 course selection of every fall semester will not open for students to add NTU system courses.

(i) All courses should be selected from the **NTU system section** of the NTNU Course Selection System.

(ii) Students are placed after course registration. The announced placement results are based on the course selection outcome at each stage of course selection.

(iii) Courses offered by the two schools that are not listed in the NTNU Course

Selection System **are <u>not offered</u> courses**. Students who wish to take other courses may independently enquire with the course instructor. Course instructors who are willing to open their course are requested to follow procedure and apply to their school to open the quota for online course selection for students in the System.

(3) System settings at this stage:

   i. When offering courses, each unit and department will set up conditions such as course restrictions and prerequisites according to the nature of the courses. Based on the course selection situation, the restrictions may be lifted between the end of a course selection stage and the next stage to meet the course selection needs of students.

   ii. At this stage, the system will conduct the following instant determination:

     (i) Registered preference courses: Except for determining whether students qualify for teacher education program courses, the system will not conduct instant online determination.
Non preference courses (general courses): The system will conduct instant online determination of conditions such as conflicting course schedules, the maximum limit of course credits, duplicate registration, whether or not the courses are exclusive for students within department or program, manual course add-ons, and gender restrictions.
Other conditions such as course quotas, course restrictions, prerequisites, and repeat courses will be determined during placement by the system.

     (ii) An initial online determination of course schedule conflict, the maximum limit of course credits, and duplicate registration will be conducted on National Taiwan University System courses. Other determinations such as course quotas, prerequisites, repeat courses, gender restrictions, and whether or not the cumulative number of credits for inter-school course selection has reached one-third of the department graduation credit requirements, will be determined at the time of placement in the courses.

     (iii) At the end of this course selection stage, course registrations will be checked by the system in accordance with course selection regulations. The system will delete course registrations that do not meet course selection criteria. Students are requested to check the criteria for each course before registering online. The announced course placement results will be based on the course selection outcome of this stage, and students should verify their course selections.

     (iv) Some course selection criteria for courses offered by System schools cannot be checked by the system. Students should check the relevant requirements in the course comment column. Course selections that fail to meet criteria will be deleted according to the System school requirements after classes begin.

   iii. The maximum limit of course credits for this stage **(excluding credits for the university's general education, teacher education program, general physical education, and national defense education courses)**: 27 credits for minors, double majors, and seniors; 23 credits for other students.

   iv. Order of course placement: Compulsory courses → general physical education courses → teacher education program courses → general education courses → other courses → National Taiwan University System courses. If the schedule of a lower-level course conflicts with a higher-level course, students will not be placed in the lower-level course. Student should plan their course arrangement accordingly.

3. Stage 2 of course selection:

  (1) Students are placed in courses based on their course registration. The time order of

course selection will not affect the results of the computerized placement.
(2) At this stage, the system will conduct the following instant determination:
    i.   NTNU courses: Except for course schedule conflicts, the maximum limit of course credits limit, duplicate registrations, whether the courses are exclusive for students within department or teacher education program, manual course add-ons, and gender restrictions, which are instantly determined, other conditions such as course quotas, course restrictions, prerequisites, and repeat courses will be determined at the time of placement in the courses.
    ii. Courses offered by National Taiwan University System schools: Except for course schedule conflicts, the maximum limit of course credits limit, and duplicate registrations, which are instantly determined, other conditions such as course quotas, prerequisites, repeat courses, gender restrictions, and whether the cumulative number of credits for inter-school course selection has reached one-third of the minimum department graduation credit requirement will be determined at the time of placement in the courses.
    iii. At the end of this course selection stage, course registrations will be checked by the system in accordance with course selection regulations. The system will delete course registrations that do not meet course selection criteria. Students are requested to check the criteria for each course before registering online. The announced course placement results will be based on the course selection outcome of this stage, and students should verify their course selections.
    iv. Some course selection criteria for courses offered by System schools cannot be checked by the system. Students should check the relevant requirements in the course comment column. Course selections that fail to meet criteria will be deleted according to the System school requirements after the classes begins.
(3) As of this stage of the course selection, the maximum limit of course credits is 33 credits (excluding general physical education credits for students enrolled before the 2020 academic year).
(4) Those who have reached the maximum credits for general education courses* in their discipline in Stage 1 and this stage of the course selection will not be placed in such courses in their discipline (calculation includes successfully enrolled courses for the current semester). Students may add these courses during the add/drop period.
*Students admitted prior to the 2019 academic year: A maximum of 6 credits in each domain.
*Students admitted as of the 2020 academic year: A maximum of 8 credit of courses in each domain of liberal arts, and totally a maximum of 10 credit of courses in the domain of interdisciplinary exploration.
(5) Students who have already taken and passed English (III), or who have already selected English (III) in the current semester will not be placed in the course at this stage. Those who wish to take the course may add the course during the course add/drop period.
(6) Based on the course selection situation, the courses may lift course restrictions between the end of this course selection stage and the next stage to meet the course selection needs of students.
(7) Courses offered by schools in the National Taiwan University System:
    i.   All courses should be selected from the **NTU system section** of the NTNU Course Selection System.
    ii. Students are placed after course registration. The announced placement results are based on the course selection outcome at each stage of course selection.
    iii. Courses offered by the two schools **that are not listed in the NTNU Course Selection System are <u>not open</u> for register**. Students who wish to take other courses may enquire with the course instructor. Course instructors who are willing

to open their course are requested to follow procedure and apply to their school to open the quota for online course selection for students in the System.

4. Course selection period for new students of ==every fall semester==:

   (1) This stage is only for **freshmen, transfer students**, and **those who have no record of school attendance** (it means that students those who apply for retention of student status for 1-2 years of suspension immediately after enrollment)
   Note: Students who have completed one semester study (inclusive) or more of grade one (1) are regarded as current student.

   (2) Before course selection, please go to [NTNU main page](#) / [i-Portal](#) ,click [account activation](#), and follow the instructions to active your account (student number). The account and password are also for course selection. If you forget your passwords, please click [Forgot Password](#) for resetting.

   (3) For the student in the department, the Course Selection System is pre-assigned compulsory courses in student's personal course list (excluding grouping). If a course offered by a department do not meet pre-assigned criteria, the system will not include these courses into the pre-assign. If students drop pre-assigned courses, there is no guarantee it will be successfully re-add in that course. Please exercise caution before dropping a course.

   (4) Course selection methods:

   (i) General Physical Education courses are based on their completed preference form. Students may select up to 10 preferences, and one course will be allocated at maximum.

   (ii) General Education courses are based on their completed preference form. Students may select up to 30 preferences, and three courses will be allocated at maximum.

   (iii) Courses offered by National Taiwan University System schools: Students are placed in courses based on their course registration.

   (iv) Courses other than the above: courses are subject to instant online determination.

   (5) General Education Course placement for freshmen: Once students who are placed in a general education course successfully, the subsequent priority for placement will be reduced to the minimum.

   (6) "**English (I)**" is compulsory for all freshmen. The Common Core Education Committee will pre-assign the course according to the students' personal admission scores, so **students (except students in department of English) do not need to register for this course online**. For more information about English class placement, please contact the Common Education Committee - Foreign Language Education Division or refer to the website of the [Common Core Education Committee - Foreign Language Education Division](#).

   (7) "**Chinese Reading and Thinking**" is compulsory for all freshmen. **Students should select courses by themselves in the course selection system** according to the time period of their department. For related information, please check the website of the [Common Core Education Committee - Chinese Education Division.](#)

   (8) In this stage, course quotas, course schedule conflicts, the maximum limit of course, credits limit, course restrictions, prerequisites **are instantly determined** for **NTNU courses** (excluding General Education and General Physical Education courses).

   (9) An initial online determination of course schedule conflict, the maximum limit of course credits, and duplicate registration will be conducted on National Taiwan University System courses. Other determinations such as course quotas, prerequisites, repeat courses, gender restrictions, and whether or not the cumulative number of credits for inter-school course selection has reached one-third of the department graduation credit requirements, will be determined at the time of

placement in the courses.

(10) As of this stage of the course selection, the maximum limit of course credits is 33 credits. Also, the credits for courses other than general physical education, general education, and National Taiwan University System schools are limited to 27 credits.

(11) Order of course placement: General physical education courses → general education courses → National Taiwan University System courses. If the schedule of a lower-level course conflicts with a higher-level course, students will not be placed in the lower-level course. Student should plan their course arrangement accordingly.

5. Course add/drop period (including course selection with an authorization code):

(1) At this stage, **add/drop for all courses are conducted online**. Course conditions such as quotas, schedule conflicts, maximum credit limits, course restrictions, and prerequisites are instantly determined.

(2) At this stage, students may repeat a course with the same course name but a different course code, moreover, the course should be offered by different departments. However, students shall not take two courses with the identical course name in the same semester.

(3) NTNU courses:

   i. Based on the course selection situation, course instructors may increase their course quota or provide an add-on authorization code up to the maximum capacity of the classroom.

   ii. At this stage, students with preparatory qualifications for teacher education program may add pre-service teacher education courses.

   iii. At this stage, the maximum credit limit for general education courses is relaxed. Those who have reached the maximum credit limit in their domain may take additional courses.

   iv. Those who failed their general physical education course in the previous semester and need to make up for the course and seniors (including delayed graduation students) who have not yet fulfilled their general physical education graduation requirements may add a second general physical education course at this stage. However, they are not allowed to take general physical education courses with the same course name at the same time.

   v. Register for master's program courses:

     (i) **Undergraduates in grades three (3) and four (4)** may enroll in master's level courses via the Course Selection System during the add/drop period. Whether **a course is open for those students will be indicated in the course restrictions**.

     (ii) To add master's program courses, students must meet the course restrictions and conditions. Those who are unable to add a course through the system because they do not meet the course restriction requirements may apply for an authorization code with the course instructor.

   vi. Students who are unable to add a course through the system because they do not meet the course restriction requirements may apply for an authorization code with the course instructor (except for English and Teaching Practicum courses, and Teaching Materials and Methods courses for teacher education programs, which has a prerequisite of 12 credits of pre-service teacher education courses). Authorization codes are non-transferable, and courses selected with authorization codes cannot be dropped. Student may only apply for course withdrawal, so please be advised to exercise caution, accordingly.

   vii. The issuance of authorization codes, the number of authorization codes, and the method of issuance are handled according to the rules set by the course instructors. Students should take note of the course quota and relevant reminders in the course information.

(4) Courses offered by National Taiwan University System schools:

    i. Some course selection criteria for courses offered by System schools cannot be checked by the system. Students should check the relevant requirements in the course comment column. Course selections that fail to meet criteria will be deleted according to the System school requirements after classes begins.

    ii. Undergraduates in grades three (3) and four (4) may enroll in master's level courses via the Course Selection System during the add/drop period. However, they must meet the course prerequisites. Whether a course is open for undergraduates will be indicated in the course restrictions.

    iii. Authorization codes: The issuance of authorization codes, the number of authorization codes, and the method of issuance are handled according to the rules set by the course instructors. Students should take note of the course quota and relevant reminders in the course information. Authorization codes are non-transferable, and courses selected with authorization codes cannot be dropped. Student may only apply for course withdrawal, so please be advised to exercise caution, accordingly. After obtaining the authorization code, if the course is open to NTNU students, please check for the course in the NTU System Course Selection section of the Course Selection System and enter the authorization code to add the course within the add/drop period. The code will be invalid after the deadline. For courses that are not open, please contact the NTNU Curriculum Office during the add/drop period.

    iv. There is no authorization code for Category 1 and Category 3 courses offered by National Taiwan University. If students are unable to select a course because of full capacity, but the course instructor has agreed to increase the course quota and has already increased the quota for the System school according to the regulations of his or her school, the student may add the course via the Course Selection System. However, those unable to select the course because of not meeting course prerequisites should apply to unblock and add the course according to the instructions below (Point 5).

    v. Students who do not meet course prerequisites (for example, Calculus A (2) offered by National Taiwan University has a Calculus A (1) prerequisite. However, the student had only taken Calculus A (I) or Calculus B (I) or other similar courses at NTNU), and is therefore unable to directly add the course via the Course Selection System. In this case, the student may apply to the course instructor for an authorization code, and enter the authorization code online during the add/drop period. The student may also provide an **Unblock Course Request Form for NTU System Courses and other supporting materials (such as transcripts and course syllabuses)**, obtain the approval of the course instructor, and submit the documents to the **Curriculum Office of the Office of Academic Affairs of NTNU. Pending the availability of the course, the course will be manually added in order of the time the application is received**.

    vi. Authorization codes and manual add-on must not conflict with other courses that are selected. Students should note that inter-school course credits must not exceed one-third of the minimum graduation credit requirement of their major department.

(5) At this stage, the system does not set the maximum credit limit for course selection. If course selection exceeds 27 credits, please handle according to "IX. Principles for course credits in excess of limit and insufficient course credits"

(6) Before the end of this course selection stage, students should check and confirm their course selection results in the Course Selection System. Students may also log in to the Academic Affairs Information System (Student Version) to confirm their course selections for the semester. After the course selection deadline, courses are regarded

as confirmed and may not be changed.

VI. **Special application instructions for additional course selection:**
   1. Scope of application: For students who need additional course selection because of special reasons that might affect graduation (limited to the reasons listed in NTNU's Additional Course Selection Application Form). Reasons other than those listed in the form will not be accepted. To download the application form, go to the homepage of the Office of Academic Affairs / Course Selection / Undergraduate and Graduate Students / Course Selection Regulations and Reminders.
   2. Application period: Applications will be processed at the same time as the add/drop period. After the deadline or once the student quota has exceeded the maximum capacity of the classroom, applications will not be accepted.
   3. Application method: Complete the application form and **attach relevant documents (such as academic transcripts, a course selection list)**, and obtain the approval of the course instructor, the director of the department (institution) of the student, and relevant units. Submit the special application for additional course selection within the course selection period for review by the Vice President of Academic Affairs. Upon approval, the Curriculum Office of the Office of Academic Affairs will manually process the course add-on.

VII. **Application instructions for in-service master's program courses:**
   1. Scope of application: For Undergraduates in grades three (3) and four (4) who wish to take master's in-service programs courses.
   2. Application period: Applications will be processed at the same time as the add/drop period. After the deadline or once the student quota has reached the maximum capacity of the classroom, applications will not be accepted.
   3. Application method: Complete the Application Form for Cross-Registration for Full-Time and Part-Time Students, and obtain the approval of the course instructor, the director of the department (institution) offering the course, the director of the department (institution) of the student, and relevant units. Submit the application for review by the Vice President of Academic Affairs. Upon approval, the Curriculum Office of the Office of Academic Affairs will manually process the course add-on.
   4. Fees: **Fees will be charged according to students' enrollment status.** Please go to NTNU Office of Academic website (under the Tuition & Miscellaneous Charges/ Fees section) for more details.

VIII. **Principles for handling conflicting classes:**
   1. In accordance with Paragraph 1 of Article 6 of the NTNU Course Selection Regulations, "**Students shall not be allowed to take courses with conflicting schedules. Selected courses that conflict in schedule shall be cancelled**", and Paragraph 2 of the same article, "**During the course selection period, if a conflict in schedule occurs due to changes made by the course instructor, students shall drop their selection via the Course Selection System**."
   2. At the end of the course selection period, the Office of Academic Affairs will conduct a inspection for course schedule conflicts. If a student is found to have a course schedule conflict, the Curriculum Office of the Office of Academic Affairs will cancel the courses according to the nature of the course. The general order of the cancellation is as follows: Inter-school (non-National Taiwan University System schools) courses → National Taiwan University System school courses → other department courses (including interdisciplinary programs, master-level, in-service master's program, teacher education programs) → department elective courses (including double majors, minors) →department compulsory courses (including double majors, minors), and NTNU common-core courses (general education, general physical education, Chinese, English). **Courses will be cancelled in**

order until there is no conflict in the student's course schedule.

3. If the course schedule and location have not been set in the Course Selection System due to special circumstances, rendering the system unable to check for conflicting course schedules, the situation will not be handled by the Curriculum Office of the Office of Academic Affairs. Students selecting the courses should refer to the actual class time and location in the comment column of the course information. They may also contact the unit offering the course or the course instructor to verify course schedules. In case of course conflicts, students should drop their course selection before the course selection deadline. Course dropping will not be accepted after the deadline.

IX. Principles for course credits in excess of limits and insufficient course credits:

1. Except for students in their graduating year who are required to take no less than 9 credits, bachelor's degree program students in other grades must take no less than 16 credits and no more than 27 credits. Students on an extended duration of study must take at least 1 course. However, under special circumstances, those approved by their department director are not subject to this requirement.

2. Course credits that are separately counted (general physical education courses for students enrolled before the 2020 academic year, national defense education courses, and inter-school courses that are not approval as the credits for graduation) are not calculated into the course credits for the current semester.

3. Students who exceed their maximum credit limit or who have insufficient course credits must print out their course selection list from the Academic Affairs Information System (Student Version), and submit it to their department (graduate institution) chair for approval before the course add/drop deadline. The forms will be collected and sent to the Curriculum Office of the Office of Academic Affairs for filing.

4. By the deadline, if students fail to print out their course selection list for the approval of their department (institution) director or if approval has not been given, the Office of Academic Affairs will notify the department of the students to proceed with course reduction. The order of course reductions will be based on the order of course cancellations for class schedule conflicts. Courses will be reduced until they meet the provisions of the NTNU Academic Regulations. Those with insufficient credits will be suspended from their study in accordance with the provisions of Articles 14 and 22 of the NTNU Academic Regulations.

X. Other course selection regulations:

1. Please read the NTNU Course Selection Regulations carefully before selecting courses.
2. For relevant regulations on general education courses, please refer to the Center for General Education website.
3. For relevant regulations on teacher education program courses, please refer to the School of Teacher Education website.
4. For course restrictions, course selection regulations, and course change information, please refer to the Full-time Programs Course Enquiry System.
5. One general physical education course is required per semester. For relevant regulations, please refer to the Office of Academic Affairs Homepage / Common Core Education Committee / Physical Education Division [National Taiwan Normal University Common Core Physical Education Courses Regulations].
Students enrolled before the 2020 academic year: Students may repeat courses with the same course title in different semesters, and are not limited in the number of repeats.
Students enrolled as of the 2021 academic year: Students may repeat courses with the same course name in different semesters, but are limited to a maximum of two repeats for a course.
Those who fail their general physical education course in the previous semester

and must make up for their course and seniors (including those on extended study duration) who have not completed their required general physical education credits for graduation may select an additional second general physical education course during the course add/drop period. However, they may **not** take general physical education courses with the same course name **at the same time**.

6. For Common Core Education English courses, please refer to the Office of Academic Affairs Homepage / Common Core Education Committee / Common Core Education Committee -- Foreign Language Education Division website.

7. For regulations on Common Core Education Chinese courses (Chinese Reading and Thinking, Chinese Writing and Expression), please refer to the Office of Academic Affairs Homepage / Common Core Education Committee/ Common Core Education Committee -- Chinese Education Division website.

8. For regulations on National Taiwan University System courses, please refer to the Office of Academic Affairs Homepage / Course Selection / Undergraduate and Graduate Students / National Taiwan University System.

9. Before selecting courses in the National Taiwan University system, please note the relevant conditions and requirements in the course restriction and comment column. Those who successfully select a course but do not meet the relevant requirements should drop their selection before the end of the course add/drop period. Those who fail to do so by the deadline will have their course cancelled.

10. According to Paragraph 4 of Article 6 of the Course Selection Regulations, students who are abroad for exchange or internship in the current semester are not allowed to select NTNU courses. Courses that are pre-set by the system will be dropped by the Curriculum Office of the Office of Academic Affairs during the course add/drop period. For students who need to select NTNU courses while abroad due to special needs, their department will submit an application to the Vice President of Academic Affairs for approval. Upon approval, the Curriculum Office of the Office of Academic Affairs will provide authorization for course selection.

11. According to Paragraph 6 of Article 6 of the Course Selection Regulations, students who fail to pass one half or more of their course credits in the previous semester must complete the Course Selection and Learning Guidance Record Form, obtain their advisor's signature, and submit it to the Office of Academic Affairs by the prescribed deadline in order to complete their course selection procedure (students may pick up the Course Selection and Learning Guidance Record Form from their department office after the classes begin). Those who fail to submit the Course Selection and Learning Guidance Record Form will be restricted from selecting courses during Stage 1 of the course selection in the following semester. If departments have other regulations, their regulations shall prevail.

12. Article 10 of the Course Selection Regulation stipulates that students must log in to the Course Selection System or the Academic Affairs Information System **after the preliminary result of course selection is announced and before the course add/drop deadline** to confirm the result of their course selection. In case there are any questions or objections, students should immediately refer to the Curriculum Office of the Office of Academic Affairs.

13. Course selection is handled in accordance with the relevant NTNU regulations. Please stay tuned to the latest news in the homepage of the Office of Academic Affairs. For any questions about course selection, please enquire with the Curriculum Office of the Office of Academic Affairs (3rd floor of the NTNU Administration Building), or call (02) 7749-1114 (Curriculum Office switchboard).

Full-time Master's and Doctoral Programs: Course Selection Reminders for Students

I. **Course selection information announcements reminders:**
   Information about course selection can be found on the website of the Office of Academic Affairs / Course Selection/ Undergraduate and Graduate Students and the latest news on the homepage of the Office of Academic Affairs. Please stay tuned.

II. **Instructions for logging in to the Course Selection System:**
   1. Click and select Graduate Enrollment, enter your student ID, password and the validate code to login to course selection system. Those who click other links in error will not be able to log in to the pages.
   2. Course Selection System pathway:
      (1) NTNU English Homepage / Academics ,click on Courses icon and select Graduate Enrollment.
      (2) NTNU Homepage / Administrative Organization / Office of Academic Affairs / Course Selection / Undergraduate and Graduate Students / Course Information System & Course Selection System.
   3. Accessible hours of the Course Selection System are from 9:00 am to 12:00 midnight every day during the course selection period.
   4. Students who have no record of school attendance (it means first year graduate students, who apply for retention of student status, or 1-2 years of suspension immediately after enrollment) in fall semesters, please select course in the stage of Course selection period for new students.
   5. For instructions on operating the system, please refer to the Student Course Selection System Operation Handbook.
   6. To ensure the operation of the Course Selection System and fairness in course selection, those suspected of paralyzing the course selection process by using plug-in programs or other software will have their course selection rights immediately suspended.

   7. According to the "National Taiwan Normal University Personal Information Security Guidelines (Student Version)," after using a public computer, it is recommended to log out and clean the cache and cookies in the web browser. Additionally, to enhance the security level, the password for the NTNU information portal should be a minimum of six characters, including a combination of letters and numbers, and it is advisable to update it every six months.

III. **Course selection schedule:**
   Please refer to the school calendar. For the official course selection period, please refer to the website of the Office of Academic Affairs / Course Selection / Undergraduate and Graduate Students.

IV. **Regulations for various stages of course selection:**
   1. Stage 1 course selection:
      *In order to work with NTU system course exchanging schedule, the stage 1 course selection of every fall semester will not open for students to add NTU system courses.
      (1) In this stage, except for teacher education program students who are placed in courses based on their preferences (up to five preferences), other course placements are based on course registration. The time order of course selection will not affect the results of course placement. The announced result is based on the course selection result in this stage.
      (2) All courses offered by schools in **the National Taiwan University System** (that is, inter-school courses offered by National Taiwan University and National Taiwan

University of Science and Technology) are selected via the **NTU system** section of the NTNU Course Selection System. Courses offered by the two schools that are not listed in the NTNU Course Selection System are <u>not open</u> courses. Students who wish to take these courses may enquire with the course instructor. Course instructors who are willing to open their course are requested to follow procedure and apply to their school to open the course quota to provide online course selection for students in the System (excluding courses with the same title offered by NTNU for the current semester).

(3) At this stage, students are <u>not</u> allowed to take bachelor's program courses (that is, courses offered by all undergraduate departments and bachelor's programs of System schools, including general education, general physical education, and national defense education courses; however, bachelor's program courses that offer to graduate students who are registered to an inter-disciplinary program and courses offered by the departments that government-funded students of TEP designated to are exceptions). Those who registered for undergraduate courses will not be placed in those courses. To enroll in these courses, students may add the course during the course add/drop period.

(4) Those who are qualified for teacher education programs may select pre-service teacher education courses at this stage (students are still not allowed to select teacher education program courses such as Teaching Practicum courses, and Teaching Materials and Methods courses offered by bachelor's program departments at this stage). Those who have not yet qualified for teacher education programs must wait until they have been selected and admitted into the program, when they may then begin to take education program courses in the following academic year. For detailed study qualifications, please refer to the webpage of the School of Teacher Education.

(5) At this stage, conflicts in course schedule, maximum credit limits, duplicate registrations, exclusive for students within department or program, manual course add-on, gender restrictions, program qualifications (including teacher education programs) are immediately determined. Other conditions such as course quotas, course restrictions, prerequisites, repeat courses, and whether or not the cumulative number of credits for inter-school course selection has reached the minimum one-third department graduation credit requirement will be determined at the time placement in the courses. At the end of this course selection stage, courses registered by students will be checked by the system in accordance with the course selection regulations. The system will delete courses that do not meet course selection criteria. Students are requested to check the restrictions and other conditions of the courses before registering online.

(6) Some course selection criteria for courses offered by System schools <u>cannot be checked by the system</u>. Students should check the relevant requirements in the course comment column. Course selections that fail to meet criteria will be deleted according to the System school requirements after classes begin.

(7) The system will first delete the courses of those who do not meet course conditions. If the number of students registering for a course exceeds the course quota, placement in general NTNU courses will be first given to those with a higher response rate in the end-of-semester course evaluation surveys of the previous semester. Placement in teacher education program courses is based on the registered order of preference of all students. Those with a higher response rate in the end-of-semester course evaluation surveys will be given priority. If the course evaluation survey response rates are equal, seniors, third year master's program students and fourth year doctoral program students will be given priority. Students will be placed in one course at most. Those who wish to take more than one teacher

education program course may register for add-on during Stage 2 of course selection. Placement in courses offered by National Taiwan University System schools will be based on computer randomized numbers.

(8) Course offering units may set up conditions such as course restrictions and prerequisites according to the nature of the courses. Based on the course selection situation, the restrictions may be changed or lifted between the end of this course selection stage and the next stage.

2. Stage 2 of course selection:

(1) In this stage, students are placed in courses based on their course registration. The time order of course selection will not affect the results of the computerized placement. The announced result is based on the course selection results of this stage.

(2) All courses offered by schools in **the National Taiwan University System** (that is, inter-school courses offered by National Taiwan University and National Taiwan University of Science and Technology) are selected via the **NTU system** section of the NTNU Course Selection System. Courses offered by the two schools that are not listed in the NTNU Course Selection System are <u>not open</u> courses. Students who wish to take these courses may enquire with the course instructor. Course instructors who are willing to open their course are requested to follow procedure and apply to their school to open the course quota to provide online course selection for students in the System (excluding courses with the same title offered by NTNU for the current semester).

(3) At this stage, students are <u>not</u> allowed to take bachelor's program courses (that is, courses offered by all undergraduate departments and bachelor's programs of System schools, including general, general physical education, and national defense education courses, however, bachelor's program courses that offer to graduate students who are registered to an inter-disciplinary program and courses offered by the departments that government-funded students of TEP designated to are exceptions). Those who registered for undergraduate courses will not be placed in those courses. To enroll in these courses, students may add the course during the course add/drop period.

(4) Those who are qualified for teaching education programs may select pre-service teacher education courses at this stage (students are still <u>not</u> allowed to select teacher education program courses such as Teaching Practicum courses, and Teaching Materials and Methods courses offered by bachelor's program departments at this stage). Those who have not yet qualify for teacher education programs must wait until they have been selected and admitted into the program, when they may then begin to take teacher education program courses in the following academic year. For detailed study qualifications, please refer to the webpage of the [School of Teacher Education](#).

(5) At this stage, conflicts in course schedule, maximum credit limits, duplicate registrations, exclusive for students within department or program, manual course add-on, gender restrictions, and teacher education program qualifications are immediately determined. Other conditions such as course quotas, course restrictions, prerequisites, repeat courses, and whether or not the cumulative number of credits for inter-school course selection has reached the minimum one-third department graduation credit requirement will be determined at the time placement in the courses. At the end of this course selection stage, courses registered by students will be checked by the system in accordance with course selection regulations. The system will delete courses that do not meet course selection criteria. Students are requested to check the restrictions and other conditions of the courses before registering online.

(6) Some course selection criteria for courses offered by System schools cannot be checked by the system. Students should check the relevant requirements in the course comment column. Course selections that fail to meet criteria will be deleted according to the System school requirements after classes begin.

(7) The system will first delete the courses of those who do not meet course conditions. If the number of students registering for a course exceeds the course quota, **placement in NTNU courses (including teacher education courses)** will be first given to those with **a higher response rate in the end-of-semester course evaluation surveys** of the previous semester. **Placement in courses offered by National Taiwan University System schools will be based on computer-randomized numbers.**

(8) Based on the course selection situation, course offering units may change or lift course restrictions between the end of this course selection stage and the next stage to meet the course needs of students.

3. Course selection period for new students of every fall semester:

   (1) This stage is only for **new students** **of full-time Master's and Doctoral Programs** and students those who have no record of school attendance (it means that students those who apply for retention of student status or 1-2 years of suspension immediately after enrollment)
   Note: Students who have completed one semester of study (inclusive) or more of grades one (1) are regarded as current students.

   (2) Before course selection, please go to NTNU main page / i-Portal, click account activation, and follow the instructions to active your account (student number). The account and password are also for course selection. If you forget your passwords, please click Forgot Password for resetting.

   (3) NTNU courses:
      i. All courses at this stage are subject to **instant online determination** (including conditions such as all course schedule conflicts, maximum credit limit, course restrictions, and prerequisites).
      ii. Students are not allowed to select bachelor's program courses (that is, courses offered by all undergraduate departments, including general education, general physical education, national defense education, teacher education, and interdisciplinary program courses) at this stage.
      iii. The teacher education program curriculum is limited to those who are eligible to take the courses. Eligibility is determined by the School of Teacher Education. Students For detailed study qualifications, please refer to the webpage of the School of Teacher Education.

   (4) Courses offered by National Taiwan University System schools:
      i. **Students are placed in courses based on their course registration**. The time order of course selection will not affect the results of the computerized placement.
      ii. At this stage, students are **not** allowed to take bachelor's program courses (that is, courses offered by all undergraduate departments and bachelor's programs of System schools).
      iii. At this stage, conflicts in course schedule, duplicate registrations are immediately determined. Other conditions such as course quotas, course restrictions, prerequisites, repeat courses, and whether or not the cumulative number of credits for inter-school course selection has reached the minimum one-third department graduation credit requirement will be determined at the time placement in the courses. The system will delete courses that do not meet course selection criteria. Students are requested to check the restrictions and other conditions of the courses before registering online.

4. Course add/drop period (including course selection with authorization codes):
   (1) NTNU courses:
       i. All courses at this stage are subject to **instant online determination** (including conditions such as all course schedule conflicts, maximum credit limit, course restrictions, and prerequisites).
       ii. At this stage, students may repeat a course with the same course name but a different course code. However, students shall not take two courses with the identical course name in the same semester.
       iii. At this stage, students <u>may</u> select bachelor's program courses (those eligible for teacher education programs should refer to other course selection information first).
       iv. Based on the course selection situation, course instructors may increase the student quota for their course or provide an add-on authorization code up to the maximum capacity of the classroom.
       v. Students who are unable to add a course through the system because they do not meet the course restriction requirements may apply for an authorization code with the course instructor and add the course online with the authorization code within the add/drop period. The authorization code is invalid after the deadline. Courses selected with authorization codes cannot be dropped. Student may only apply for course withdrawal, so please be advised to exercise caution, accordingly.
       vi. The issuance of authorization codes, the number of authorization codes, and the method of issuance are handled according to the rules set by the course instructors. Students should take note of the course quotas and relevant reminders in the course information.
       vii. Register for courses open for upper-level study:
            (i) Full-time master's program students **may** register for **doctoral program courses that open for upper-level study** via the Course Selection System during the course add/drop period. **Whether a course is open for upper-level study will be indicated in the course restrictions**.
            (ii) To add doctoral program courses, students must meet the course restrictions. Those who are unable to add a course through the system because they do not meet the course restriction requirements may apply for an authorization code with the course instructor.
   (2) Courses offered by National Taiwan University System schools:
       i. At this stage, all course selection is via **instant online add/drop** and subject to instant determination of conditions such as course quotas, maximum credit limits, course restrictions, prerequisites, and course schedule conflicts.
       ii. At this stage, students **may** select bachelor's program courses and master's program students **may** select upper-level doctoral program courses.
       iii. Authorization code: The issuance of authorization codes, the number of authorization codes, and the method of issuance are handled according to the rules set by the course instructors. Students should take note of the course quotas and relevant reminders in the course information. Authorization codes are non-transferable, and courses selected with authorization codes cannot be dropped. Student may only apply for course withdrawal, so please be advised to exercise caution, accordingly.
           After obtaining the authorization code, if the course is open to NTNU students, please check for the course in the NTU System section of the Course Selection System and enter the authorization code to add the course within the add/drop period. The code will be invalid after the deadline. For courses that are not open, please contact the NTNU Curriculum Office during the add/drop period.

iv. There is no authorization code for Category 1 and Category 3 courses offered by National Taiwan University. If students are unable to select a course because of full capacity, but the course instructor has agreed to increase the course quota and has already increased the quota for the System school according to the regulations of his or her school, the student may add the course via the Course Selection System. However, those unable to select the course because of not meeting course prerequisites should apply to unblock and add the course according to the instructions below (Point 5).

v. Students who do not meet course prerequisites (for example, Calculus A (2) offered by National Taiwan University has a Calculus A (1) prerequisite. However, the student had only taken Calculus A (I) or Calculus B (I) or other similar courses at NTNU), and is therefore unable to directly add the course via the Course Selection System. In this case, the student may apply to the course instructor for an authorization code, and enter the authorization code online during the add/drop period. The student may also provide an **Unblock Course Request Form for NTU System Courses** and other supporting materials (such as transcripts and course syllabuses)**, obtain the approval of the course instructor, and submit the documents to the Curriculum Office of the Office of Academic Affairs of NTNU. **Pending the availability of the course, the course will be manually added in order of the time the application is received**.

vi. Authorization codes and manual add-on courses must not have schedule conflicts with other selected courses. Students should note that inter-school course credits must not exceed one-third of the minimum graduation credit requirement of their major department.

(3) Before the end of this course selection stage, students should check and confirm their course selection results in the Course Selection System. Students may also log in to the Academic Affairs Information System (Student Version) to confirm their course selections for the semester. After the course selection deadline, courses are regarded as confirmed and changes will not be accepted.

V. **Special application instructions for additional course selection:**

1. Scope of application: For students who need additional course selection because of special reasons (limited to the reasons listed in NTNU's Additional Course Selection Application Form). Reasons other than those listed in the form will not be accepted. To download the application form, go to the homepage of the Office of Academic Affairs / Course Selection / Full-time Bachelor's, Master's and Doctoral Program Students / Course Selection Regulations and Reminders.

2. Application period: Applications will be processed at the same time as the add/drop period. After the deadline or once the student quota has exceeded the maximum capacity of the classroom, applications will not be accepted.

3. Application method: Complete the application form and **attach relevant documents (such as academic transcripts, a course selection list)**, and obtain the approval of the course instructor, the director of the department (institution) of the student and relevant units. Submit the application for additional course selection within the course selection period for review by the Vice President of Academic Affairs. Upon approval, the Curriculum Office of the Office of Academic Affairs will manually process the course add-on.

VI. **Application instructions for in-service master's program courses:**

1. Scope of application: For students who wish to take master's in-service program courses.

2. Application period: Applications will be processed at the same time as the add/drop period. After the deadline or once the student quota has reached the maximum capacity

of the classroom, applications will not be accepted.

3. Application method: Complete the Application Form for Cross-Registration for Full-Time and Part-Time Students, and obtain the approval of the course instructor, the director of the department (institution) offering the course, the director of the department (institution) of the student and relevant units. Submit the application for review by the Vice President of Academic Affairs. Upon approval, the Curriculum Office of the Office of Academic Affairs will manually process the course add-on.

4. Fees: **Fees will be charged according to students' enrollment status.** Please go to NTNU Office of Academic website (under the Tuition & Miscellaneous Charges/ Fees section) for more details.

VII. Principles for handling conflicting classes:

1. In accordance with Paragraph 1 of Article 6 of the NTNU Course Selection Regulations, **"Students shall not be allowed to take courses with conflicting schedules. Selected courses that conflict in schedule shall be cancelled,"** and Paragraph 2 of the same article, **"During the course selection period, if a conflict in schedule occurs due to changes made by the course instructor, students shall drop their selection via the Course Selection System."**

2. At the end of the course selection period, the Office of Academic Affairs will conduct a inspection for course schedule conflicts. If a student is found to have a course schedule conflict, the Curriculum Office of the Office of Academic Affairs will cancel the courses according to the nature of the course. The general order of the cancellation is as follows: **Inter-school (non-National Taiwan University System schools) courses → National Taiwan University System school courses → other department courses (including interdisciplinary programs, lower-level courses, cross-master's degree program in extension education, teacher education program) → department elective courses → department compulsory courses.**
Courses will be cancelled in order until there is no conflict in the course schedule.

3. If the course schedule and location have not been set in the Course Selection System due to special circumstances, rendering the system unable to check for conflicting course schedules, the situation will not be handled by the Curriculum Office of the Office of Academic Affairs. Students selecting the courses should refer to the actual class time and location in the comment column of the course information. They may also contact the unit offering the course or the course instructor to verify course schedules. In case of course conflicts, students should drop their course selection before the course selection deadline. Course drops will not be accepted after the deadline.

VIII. Principles for course credits in excess of limits and inadequate course credits

1. Graduate students may take **no more than 18 credits** per semester (excluding courses that are not approval as the credits for graduation). The minimum required course credits will be determined by departments, graduate institutions, and degree programs. Students must complete their course add/drop within the prescribed deadline in each semester. **Those who fail to complete their course selection by the add/drop deadline, or who have less credits than required by their departments, graduate institutions, or degree programs will be suspended from their study.**

2. Course that are not approval as the credits for graduation (lower-level courses, inter-school courses that credits are not counted) are not calculated into the credits for the current semester.

3. Students who have insufficient course credits must print out their course selection list from the Academic Affairs Information System (Student Version), submit it to their department (graduate institution) chair for approval before the course add/drop deadline. The forms will be collected and sent to the Curriculum Office of the Office of Academic

Affairs for filing. Those who have not obtained approval by the deadline and have insufficient course credits will be suspended in accordance with the provisions of Articles 51 and 58 of the NTNU Academic Regulations.

IX. Other course selection regulations:

1. Please read the NTNU Course Selection Regulations carefully before selecting courses.
2. For course restrictions, course selection regulations, and course change information, please refer to the Full-time Programs Course Enquiry System.
3. For relevant regulations on teacher education programs, please refer to the School of Teacher Education website.
4. For regulations on National Taiwan University System courses, please refer to the Office of Academic Affairs / Course Selection / Undergraduate and Graduate Students / National Taiwan University System.
5. Before selecting courses in the National Taiwan University System, please note the relevant conditions and requirements in the course restriction and comment column. Those who successfully select a course but do not meet the relevant requirements should drop their selection before the end of the course add/drop period. Those who fail to do so by the deadline will have their courses cancelled.
6. According to Paragraph 4 of Article 6 of the Course Selection Regulations, students who are abroad for exchange or internship in the current semester are not allowed to select NTNU courses. For students who need to select NTNU courses while abroad due to special needs, their department will submit an application to the Vice President of Academic Affairs for review. Upon approval, the Curriculum Office of the Office of Academic Affairs will provide authorization for course selection.
7. Article 10 of the Course Selection Regulation stipulates that students must log in to the Course Selection System or the Academic Affairs Information System after the preliminary result of course selection is announced and **before the course add/drop deadline to confirm the result of their course selection**. In case of any questions or objections, students should immediately refer to the Curriculum Office of the Office of Academic Affairs.
8. Course selection is handled in accordance with the relevant NTNU regulations. Please stay tuned to the latest news in the homepage of the Office of Academic Affairs. For any questions about course selection, please enquire with the Curriculum Office of the Office of Academic Affairs (3rd floor of the NTNU Administration Building), or call (02) 7749-1114 (Curriculum Office switchboard).

In-service Master's Programs: Course Selection Reminders for Students

I. **Course selection information announcements reminders:**
Information about course selection can be found on the website of the NTNU Office of Academic Affairs / Course Selection / In-service Program Students and the latest news on the homepage of the Office of Academic Affairs. Please stay tuned.

II. **Instructions for logging into the Course Selection System:**
1. Click and select Course Selection System (in-service program and EMBA program), enter your student ID, password and the validate code to login to course selection system. Those who click other links in error will not be able to log in to the pages.
2. Course Selection System pathway:
   (1) NTNU Homepage / Students / Course Selection Section.
   (2) NTNU Homepage / Administrative Organization / Office of Academic Affairs / Course Selection / In-service Program Students / Course Information System & Course Selection System.
3. Accessible hours of the Course Selection System are from 9:00 am to 12:00 midnight every day during the course selection period.
4. For instructions on operating the system, please refer to Student Course Selection System Operation Handbook.
5. According to the "National Taiwan Normal University Personal Information Security Guidelines (Student Version)," after using a public computer, it is recommended to log out and clean the cache and cookies in the web browser. Additionally, to enhance the security level, the password for the NTNU information portal should be a minimum of six characters, including a combination of letters and numbers, and it is advisable to update it every six months.

III. **Course selection schedule:**
Please refer to the school calendar. For the official course selection period, please refer to the website of the Office of Academic Affairs / Course Selection / In-service Program Students.

IV. **Course selection regulations for in-service master's degree programs:**
1. For information on Course Restrictions and Course Regulations, please refer to the relevant regulations of the respective departments.
2. In-service master's degree program students are not allowed to take teacher education program courses.
3. Course selection at each stage is subject to **instant online determination.**
4. Students must complete their course selection before the course add/drop deadline and log in to the [Course Selection System (In-service Program and EMBA Program)] to confirm their course selection for the current semester. The course selection is regarded as confirmed after the course selection deadline, and corrections will not be accepted.

V. **Course credit regulations:**
1. In-service master's degree program students **are limited to a maximum of 18 credits per academic year** (summer session) (excluding courses that are not approval as the credits for graduation). The minimum number of credits shall be determined by each department (graduate institution).
2. Students must complete their course add/drop within the prescribed deadline for each semester (summer semester). Those who fail to do so in accordance with regulations by the deadline or whose selected credits are lower than the requirements of their

department, institute, or degree program will be suspended in their study in accordance with Articles 83 and 90 of the NTNU Academic Regulations.

3. In-service master's degree program students who select cross-program courses within their study period are limited to no more than one-third of the graduation credits requirement of their department (the credit fee will be based on the relevant method of tuition and fee payment. For students paying a fixed fee, no additional credit fees will be charged unless the course has special fee regulations. For students paying tuition and miscellaneous fees according to course credit, fees will be charged according to the relevant tuition and miscellaneous fee standards of the department offering the in-service program courses. For tuition, miscellaneous fees, and course credit fee standards, please refer to the NTNU Office of Academic Affairs Website / Tuition and Miscellaneous Fees / Continuing Education Program Students / Tuition & Fees Information).

4. Cross-program course selection is limited to elective courses. Students are not allowed to cross-select the required courses of programs.

VI. **Application instructions for taking courses in full-time programs**
1. Scope of application: For in-service master's program students who wish to take courses in NTNU's full-time programs and courses offered by National Taiwan University System schools.
2. Application period: Applications will be processed at the same time as the add/drop period. After the deadline or once the student quota has reached the maximum capacity of the classroom, applications will not be accepted.
3. Application method: Complete the Application Form for Cross-Registration for Full-Time and Part-Time Students, and obtain the approval of the course instructor, the director of the department (institution) offering the course, the director of the department (institution) of the student and relevant units. Submit the application for review by the Vice President of Academic Affairs. Upon approval, the Curriculum Office of the Office of Academic Affairs will manually process the course add-on.
4. Cross-study in National Taiwan University System courses is limited to courses listed in the NTNU Full-time Program Course Enquiry System. In addition to the courses fully add-on by the authorization code during the course add/drop period that require an authorization code with the application, course instructor signatures are not required for other courses. After the course add/drop period, the Curriculum Office will proceed with manual course add-on in the order of time the application is received pending the availability of the course.
5. Fees: **Fees will be charged according to students' enrollment status.** Please go to NTNU Office of Academic website (under the Tuition & Miscellaneous Charges/ Fees and Charges section) for more details.

VII. **Other course selection regulations:**
1. Please read the NTNU Course Selection Regulations carefully before selecting courses.
2. For course restrictions, course selection regulations, and course change information, please refer to the In-service Program Course Enquiry System.
3. Course selection is handled in accordance with the relevant NTNU regulations. Please stay tune to the latest news in the homepage of the Office of Academic Affairs. For any questions about course selection, please enquire with the Curriculum Office of the Office of Academic Affairs (3rd floor of the NTNU Administration Building), or call (02) 7749-1114 (Curriculum Office switchboard).

EMBA Program and Global Fashion EMBA Program (GF-EMBA): Course Selection Reminders for Students

I. **Course selection information announcements reminders:**

Information about course selection can be found on the website of the NTNU Office of Academic Affairs / Course Selection / EMBA Students and the latest news on the homepage of the Office of Academic Affairs. Please stay tuned.

II. **Instructions for logging into the Course Selection System:**

1. Click and select Course Selection System (in-service program and EMBA program), enter your student ID, password and the validate code to login to course selection system. Those who click other links in error will not be able to log in to the pages.

2. Course Selection System pathway:

   (1) NTNU Homepage / Students / Course Selection Section.

   (2) NTNU Homepage / Administrative Organization / Office of Academic Affairs / Course Selection / EMBA Students / Course Information System & Course Selection System

3. Accessible hours of the Course Selection System are from 9:00 am to 12:00 midnight every day during the course selection period.

4. For instructions on operating the system, please refer to the Student Course Selection System Operation Handbook.

5. According to the "National Taiwan Normal University Personal Information Security Guidelines (Student Version)," after using a public computer, it is recommended to log out and clean the cache and cookies in the web browser. Additionally, to enhance the security level, the password for the NTNU information portal should be a minimum of six characters, including a combination of letters and numbers, and it is advisable to update it every six months.

III. **Course selection schedule:**

Please refer to the EMBA or GF-EMBA calendar. For the official course selection period, please refer to the website of the Office of Academic Affairs / Course Selection / EMBA Students or Registration Reminders for the Current Semester.

IV. **Course selection regulations for EMBA and GF-EMBA programs:**

1. For information on Course Restrictions and Course Regulations, please refer to the relevant regulations of the respective departments.

2. Students in this program students are not allowed to take courses across programs, and are not allowed to take teacher education program courses.

3. Course selection at each stage is subject to **instant online determination**.

4. Students must complete their course selection before the course add/drop deadline and log in to the [Course Selection System (In-service Program and EMBA Program)] to confirm their course selection for the current semester. The course selection is regarded as confirmed after the course selection deadline, and corrections will not be accepted.

V. **Course credit regulations:**

Maximum course credits per semester (excluding courses that are not approval as the credits for graduation): **The maximum credits for an EMBA are 12 credits** (Resolution by the 4th Academic Affairs Meeting of Academic Year 2013). For a **GF-EMBA, the credit limit is based on the curriculum, and is not subject to Article 82 of the Academic Regulations.** (Resolution by the 1st Academic Affairs Meeting of Academic Year 2018). The minimum number of credits shall be determined by each department (graduate institution) in accordance with Article 82 of the NTNU Academic Regulations. Students must complete their course add/drop within the prescribed deadline for each semester (summer session).

Those who fail to do so in accordance with the regulations by the deadline or whose selected credits are lower than the requirements of their department, institute, or degree program will be suspended from their study in accordance with Articles 83 and 90 of the NTNU Academic Regulations.

VI. Other course selection regulations:
1. Please read the NTNU Course Selection Regulations carefully before selecting courses.
2. For course restrictions, course selection regulations, and course change information, please refer to the In-service Program Course Enquiry System.
3. Course selection is handled in accordance with the relevant NTNU regulations. Please stay tuned to the latest news in the homepage of the Office of Academic Affairs. For any questions about course selection, please enquire with the Curriculum Office of the Office of Academic Affairs (3rd floor of the NTNU Administration Building), or call (02) 7749-1114 (Curriculum Office switchboard).

Course Selection Reminders Revision Record

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