Instructions for Intercollegiate Course Selection Application

1. Go to the Inter-University Course Registration Form section after entering the Academic Information System for Students, and click the "Intercollegiate Course Selection Application" button.
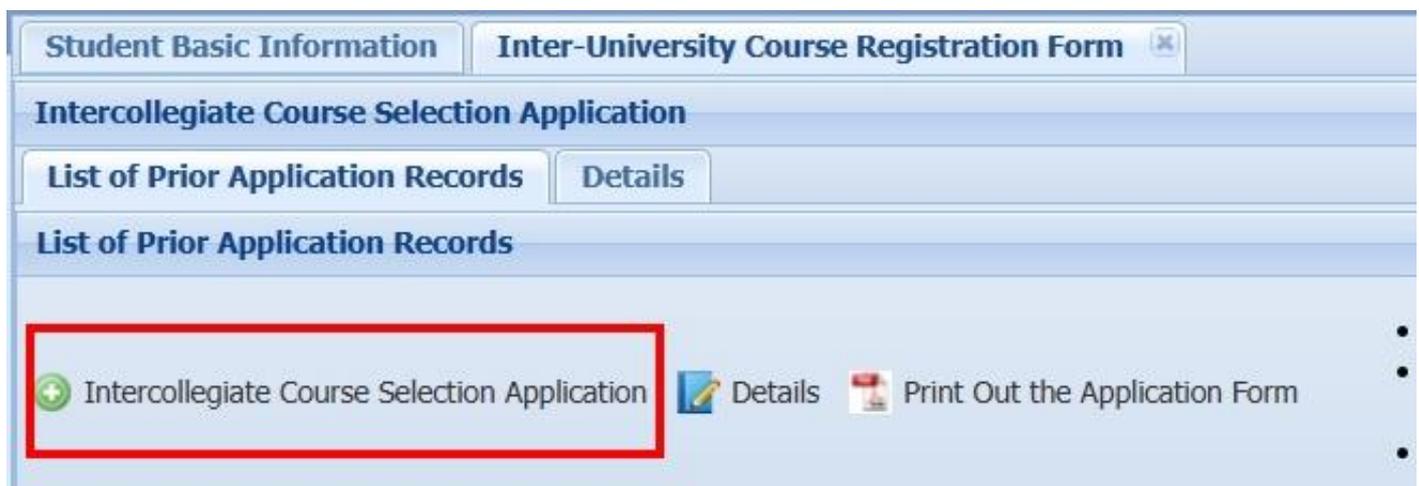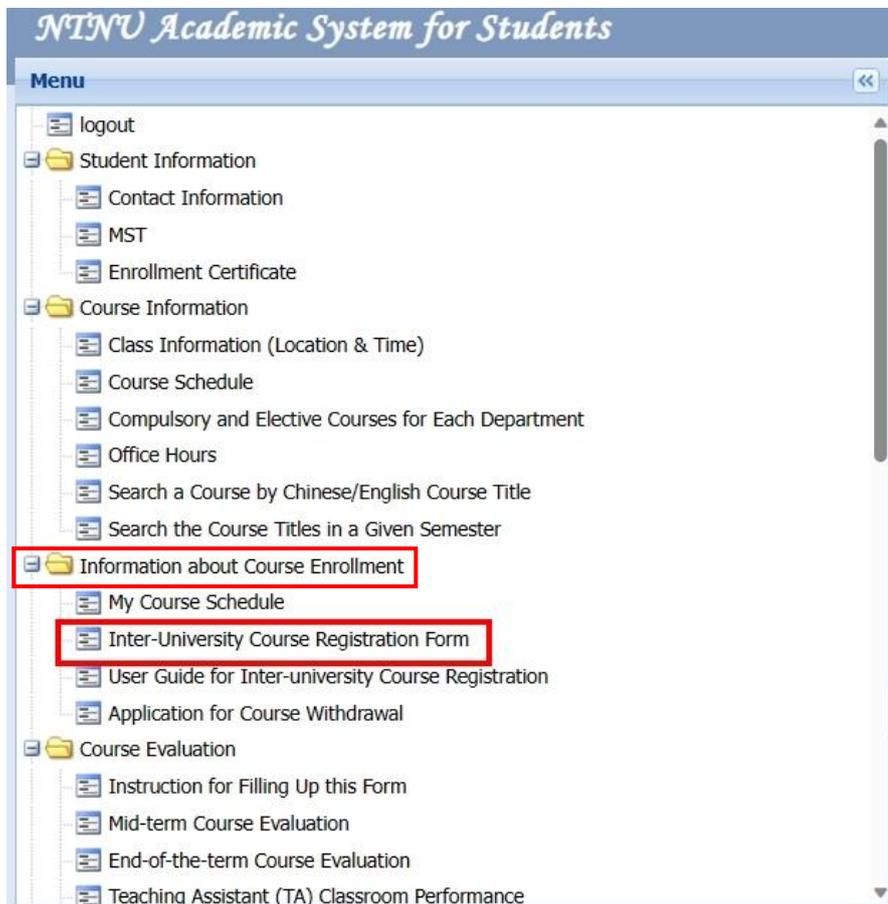
2. Enter the course information

Add a New Course ☒

Fall Semesterof the 112 Academic Year

*The Institution Offers the Course: Please Choose ▾

*The Department Offers the Course: [ ] *Course Code: [ ]

*Course Name in Chinese: [ ] *Course Name in English: [ ]

Course Type: ⦿ **Regular Course** ○ **Intensive Course** *EMI: No ▾ *Online: No ▾

Class Time(Regular)

*Day [▾] [ ] ~ [ ]

Day [▾] [ ] ~ [ ]

Day [▾] [ ] ~ [ ]

*Required/Elective/General Ed Course: Please Choose ▾ *Course Level: Please Choose ▾

*One/Two Semesters: Please Choose ▾ *Credits: [ ]

*Instructor: [ ]

Save

3. Edit the course type

(1) Regular courses

Course Type ⦿ **Regular Course** ○ **Intensive Course** *EMI: No ▾ *Online: No ▾

Class Time(Regular)

*Day [▾] [ ] ~ [ ]

Day [▾] [ ] ~ [ ]

Day [▾] [ ] ~ [ ]

➡ • starting time: The minimum length for this field is 5

• starting time: Please enter the time in the 24-hour clock format, for example: 15:30.

*Required/Elective/General Ed Course: Please Choose ▾

*One/Two Semesters: Please Choose ▾

*Instructor: [ ]

Class Time(Regular)

*Day `MON ▼` `1` ~ ` `

🚫 starting time: The minimum length for this field is 5
   starting time: Please enter the time in the 24-hour clock format, for example: 15:30.

Day ` ▼` ` ` ~ ` `

Day ` ▼` ` ` ~ ` `

*Required/Elective/General Ed Course: `Please Choose ▼`   ***Course Level:** `Please Choose ▼`

*One/Two Semesters: `Please Choose ▼`   ***Credits:** ` `

*Instructor: ` `

`Save`

Click the "Save" button after editing

(2) Intensive courses

Add a New Course   ✕

Fall Semesterof the 112 Academic Year

*The Institution Offers the Course: `National Cheng Kung University ▼`

*The Department Offers the Course: `5555`   ***Course Code:** `5555`

*Course Name in Chinese: `5555`   ***Course Name in English:** `5555`

Course Type: ○ **Regular Course**   ● **Intensive Course**   ***EMI:** `Yes ▼`   ***Online:** `No ▼`

Class Time(Intensive)

⊕ Add a New Time   ✖ Delete a listed time below.   ✖ Delete all the listed time below.   Total hours : 0

no	Date	Peroid

Step 1. Click the "Add a New Time" button to start your editing

*Required/Elective/General Ed Course: `Please Choose ▼`   ***Course Level:** `Please Choose ▼`

*One/Two Semesters: `Please Choose ▼`   ***Credits:** ` `

*Instructor: ` `

`Save`

Add a New Time

Date:

Peroid:

- Section 0 (07:10 - 08:00)
- Section 1 (08:10 - 09:00)
- Section 2 (09:10 - 10:00)
- Section 3 (10:20 - 11:10)
- Section 4 (11:20 - 12:10)
- Section 5 (12:20 - 13:10)
- Section 6 (13:20 - 14:10)
- Section 7 (14:20 - 15:10)

- Section 8 (15:30 - 16:20)
- Section 9 (16:30 - 17:20)
- Section 10 (17:30 - 18:2)
- Section 11 (18:40 - 19:3)
- Section 12 (19:35 - 20:25)
- Section 13 (20:30 - 21:20)
- Section 14 (21:25 - 22:15)

Save   Select All   Unselect All

Step 2. Click here to show a calendar

Add a New Time

Date:

Peroid:

December 2023 ▾

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	**27**	28	29	30
31	1	2	3	4	5	6

Today

- Section 7 (14:20 - 15:10)

- Section 8 (15:30 - 16:20)
- Section 9 (16:30 - 17:20)
- Section 10 (17:30 - 18:20)
- 0)
- 5)
- Section 13 (20:30 - 21:20)
- Section 14 (21:25 - 22:15)

Save   Select All   Unselect All

Step 3. Choose the date of the class

Add a New Time

Date: 2023/12/27

Peroid:
- [ ] Section 0 (07:10 - 08:00)
- [ ] Section 1 (08:10 - 09:00)
- [ ] Section 2 (09:10 - 10:00)
- [ ] Section 3 (10:20 - 11:10)
- [ ] Section 4 (11:20 - 12:10)
- [ ] Section 5 (12:20 - 13:10)
- [ ] Section 6 (13:20 - 14:10)
- [ ] Section 7 (14:20 - 15:10)
- [ ] Section 8 (15:30 - 16:20)
- [ ] Section 9 (16:30 - 17:20)
- [ ] Section 10 (17:30 - 18:20)
- [ ] Section 11 (18:40 - 19:30)
- [ ] Section 12 (19:35 - 20:25)
- [ ] Section 13 (20:30 - 21:20)
- [ ] Section 14 (21:25 - 22:15)

Save   Select All

> Step 4. Select the class period (it can be multiple sections)

> Step 5. Click the "Save" button after editing

Message

Data added successfully! Please save and continue to edit.

OK

4. To add a new class date for intensive courses, please repeat step 1 to step 5.

5. Submit the application form and print out the form.

Student Basic Information | Inter-University Course Registration Form

Intercollegiate Course Selection Application

List of Prior Application Records | Details

Add a New Course   Delete   Submit the Application Form   Print Out the Application Form

- Please click twice on the selected application form if you need to edit the content.
- Please print out the form after submitting the application, and bring the form to Curriculum Office.
- No information is allowed to change after submitting the application.

6. Click the "Yes" button and download the application form.

Notice

Are you sure you want to submit this application?

Please note that once you submit the application, you will not be able to edit your submission contents.

Yes   No

NTNU Application Form for Intercollegiate Course Selection

Notes:
1. Please read carefully and follow the steps of NTNU Intercollegiate Course Selection Application Procedures in the back of this form and apply in accordant with the NTNU Intercollegiate Course Selection Implementation Guidelines.
2. Students should submit this form and relevant materials of the courses you plan to take (it may include a course syllabus or documents related to your application) to the Curriculum Office before application deadlines.

Student Name		Student ID No.	
Department		Degree Level	☐BA ☐MA ☐PhD Grade level:_____
Birthday/Gender	YYYY/MM/DD ☐ Male ☐ Female	Year	_____ semester of _____ academic year
Contact No.		Email	

Course Information								Signature of Instructor(s) (Students who apply for taking general education courses at TMU are exempted here.)
The Institution Offers the Courses:			The Department Offers the Courses:					
Course Code	Course Title (Please write the complete title)	Course Type	Course Level	Required/ Elective	Class Time	Credit (s)	Instructor (s)	
	In Chinese: In English:	☐Online ☐EMI ☐Intensive	☐BA ☐BA & MA ☐MA ☐BA, MA & PhD ☐PhD ☐MA & PhD	☐ Required ☐ Elective ☐ General Ed	Day: _____ Time: From _____ to _____.			(Date)

1. Approval of NTNU:

Signature of Dept. Administrator and Chair	☐General Education Center (if applying for general education courses) ☐College of Teacher Education (if applying for Teacher Education Program courses) (Courses do not belong to General Education or Teacher Education Program are exempted here.)	Official Stamp of Office of Academic Affairs
☐Approve ☐Do not approve the credit(s) to be recognized as required credits for graduation. (Please date and do not use an authorization stamp here.)	☐Approve ☐Do not approve the credit(s) to be recognized as general education credits. Total: _____ credit(s) in _____domain. ☐Approve ☐Do not approve the credit(s) to be recognized as teacher education credits. Course Code: _____ (Please date and do not use an authorization stamp here.)	(Date)

2. Approval of the Institution Offers the Courses:

Signature of Dept. Chair	Official Stamp of Office of Academic Affairs
(Date)	(Date)

3. Payment of Fees:

Once your payment is complete, please submit your application form to NTNU Curriculum Office (located on the 3rd floor of Administration Building).
Important Notices: The credit fees of the courses are charged according to the credit fee standards of each institution.