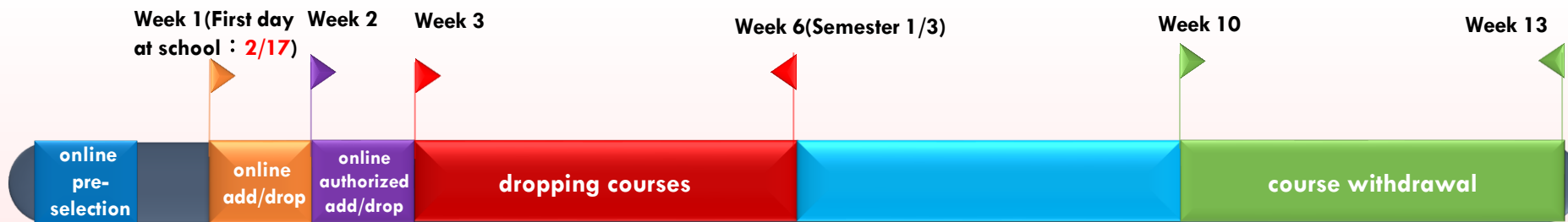# COURSE SELECTION GUIDE
2ND SEMESTER 113TH ACADEMIC YEAR

Course selection website：https://onepiece.nchu.edu.tw/cofsys/plsql/acad_home

➤ **The course selection list and other important information will be sent to your e-mail. To ensure that you receive the messages, please make sure to change the default e-mail to one that you use on a daily basis before selecting courses.**

➤ **To protect our planet, we ask students to download the course selection guidelines.**

※ Please respect intellectual property rights and use authentic textbooks. To prevent infringement, do not use any illegally printed textbooks or materials.

Week 1(First day at school：2/17) **Week 2** **Week 3** **Week 6(Semester 1/3)** **Week 10** **Week 13**

online pre-selection | online add/drop | online authorized add/drop | dropping courses | course withdrawal

Undergraduate online pre-selection(2/10 10:00am - 2/15 8:00 am)

Graduate online pre-selection (2/10 10:00am - 2/13 8:00am)

Undergraduate online Add & Drop (2/17 10:00am – 2/22 8:00 am)

Graduate online Add & Drop (2/17 10:00am – 2/24 8:00am)

Undergraduate Online Authorized Course Adding (2/24 10:00 am- 3/1 8:00am)

Undergraduate students are not allowed to select general education courses from different programs (for more information on selecting general education courses, please refer to **p.7**)

Undergraduate Online Authorized Course Dropping (2/24 10:00am – 3/29 8:00am)

Graduate manual course adding with special case request (2/27 8:00am - 3/7 5:00pm)

Graduate manual course dropping with special case request (2/27 8:00am - 3/28 5:00pm)

★**Application for Undergraduate and Extension Education**

Undergraduate Program Course Selection (1/20 8:00am - 3/3 5:00pm)

★**Application Form for Full-time/Part-time Master Program Cross Course**

Selection (1/20 8:00am - 3/3 5:00pm)

Apply for Course Underload (1/20 10:00am - 3/3 5:00pm)

Undergraduate course dropping (2/10 10:00am – 3/29 8:00am)

Course withdrawal (4/21 10:00am - 5/17 8:00am)

➢ Students from other universities enrolling in NCHU courses

  1/20 10:00am – 2/21 5:00pm

➢ NCHU students that are enrolling in courses at other universities should comply with their timeline

UNDERGRADUATE COURSE SELECTION

Undergraduate Course Selection System Notes

◆ During the online course selection period, the Online Course Selection System will be down for maintenance between 8:00~10:00 AM every day and unavailable for course selection.

◆ All compulsory courses for freshmen students and Freshman English offered by their respective departments will be added directly to students' schedules. Please check the Online Course Selection System before the pre-selection period for general education courses.

◆ During the online pre-selection period, students undertaking minors and double majors will be able to select courses for their designated grade levels as well as courses for their minors and double majors. During the online add/remove course period, students will be given access to courses from all NCHU departments and institutes. (Please refer to online pre-selection and online add/remove course for undergraduate students on p.9 and p.10)

◆ Courses available for addition/ removal: Courses provided by undergraduate or extension education undergraduate programs (incl. general education courses) (Please refer authorized course addition/removal for undergraduate students on p.11 and p.12)

◆ Mini General Education Courses are available for addition/ removal to: NCHU's undergraduate and extension education undergraduate students. on p.8 and p.23)

Undergraduate Course Selection Schedule

MONTH\DATE	Mon	Tue	Wed	Thu	Fri
Jan.	13	14	15	16	17
			G.E. Pre-selection Undergraduate students		
	20 **G.E. Pre-selection result announcement will be available online after 14:00PM**	21 **G.E. Preliminary Selection** For full-time undergraduate students only	22	23 **G.E. Preliminary Selection (incl. waitlists) result announcement will be available online after 14:00PM**	24
Feb.	10 **Course pre-selection** Grade 4 and 5 * Open registration for waitlists * G.E. Courses drop only	11 **Course pre-selection** Grade 3 * Open registration for waitlists * G.E. Courses drop only	12 **Course pre-selection** Grade 2 * Open registration for waitlists * G.E. Courses drop only	13 **Course pre-selection** Grade 1 * Open registration for waitlists * G.E. Courses drop only	14 **Course pre-selection** Undergraduate students * Open registration for waitlists *The quota controlled by Dept. office. * G.E. Courses drop only

Undergraduate Course Selection Schedule

MONTH\DATE	Mon	Tue	Wed	Thu	Fri
Feb.	17	18	19	20	21
	Course Addition / Removal *Waiting list is allowed and quota controlled by Dept. office. *Undergraduate and extension education undergraduate programs students can directly select G.E. Courses through the online system.		**Course Addition / Removal** *Waiting list will be CLEANED at 10:00am. *The quota controlled by Dept. office. *Undergraduate and extension education undergraduate programs students can directly select G.E. Courses through the online system.	**Course Addition / Removal** *The quota controlled by Dept. office.	
	26	27	28	29	3/1
	Authorized Course Adding (2/24 10:00am 至 3/18 8:00am) **Authorized Course Dropping (2/24 10:00am 至 3/29 8:00am)** **Mini General Education Course Add and Drop (2/24 12:30pm 至 3/3 12:30pm)**				

G.E. Pre-selection & G.E. Preliminary Selection

- Each semester, you can enroll in 4 General Education Courses at most (excluding: College Chinese, Freshman English, English for Academic Communication: Listening and Speaking, English for Academic Communication: Reading & Writing, **Information Literacy: Computer Programming and AI Applications** and Mini General Education curriculum)
- Please visit the **Center for General Education** website(https://oaa.nchu.edu.tw/en-us/ge) to learn more about related regulations and how to select courses before proceeding with course selection.
  (1) Graduation Requirements of G.E. Courses, Selection Manual, Information Literacy: Computer Programming and AI Applications：
  https://oaa.nchu.edu.tw/en-us/unit-page-p.237
  (2)G.E. Regulations： https://oaa.nchu.edu.tw/en-us/ge-download/download-list.148

G.E. Pre-selection

Date & Time	Open for	Notice
2025/1/15 10:00am ~ 2025/1/17 8:00am	Undergraduate and extension education undergraduate students	1. There should be 25 choices at most on your priority list, and 3 at least. 2. Undergraduate programs are not available to extension education undergraduate students and vice versa. 3. Lottery result will be announced online on 1/20 14:00 PM.

G.E. Preliminary Selection

Date & Time	Open for	Notice
2025/1/21 10:00am ~ 2025/1/22 8:00am	Full-time undergraduate students	1. Additional registration(excluding: Freshman English, English for Academic Communication: Listening and Speaking, English for Academic Communication: Reading & Writing) 2. Lottery result (include waitlists) will be announced online on 1/23 14:00 PM.

Mini General Education Courses

◆Students can take up to **3** Mini General Education Courses each semester.
(excl. regular general education courses, College Chinese, Freshman English, English for Academic Communication: Listening and Speaking, English for Academic Communication: Reading & Writing, and Information Literacy: Computer Programming and AI Applications)
After the Online Course Selection System closes, students will be able to add courses with additional availability manually on the Self-directed Learning website.
◆Please refer to regulations on enrolling in Mini General Education Courses before proceeding with course selection.
http://oaa.nchu.edu.tw/zh-tw/ge-course-mi/page-list.1493
◆To download the list of available Mini General Education Courses, please go to Office of Academic Affairs/ Center for General Education/ General Education Courses/ Mini General Education Courses/ Mini General Education Curriculum
http://oaa.nchu.edu.tw/zh-tw/ge-course-mi/page-file.1500

The online course selection period

Course Selection Schedule	Course Selection Guidelines
2/24(Mon.) 12:30pm ~ 3/3(Fri.) 12:30pm	The Online Course Selection System will be available at all hours as there are no longer maintenance hours. Students can still add/remove courses between 8:00-10:00 AM

How to select courses

Academic Affairs System

STEP 1

→

Course Selection

STEP 2

→

Mini General Education Course Selection

STEP 3

Undergraduate Online Pre-Selection

1. Undergraduate students should select Physical Education (PE) courses during this period. Each student can only take 1 PE course each semester.
   【 Please refer to the Division of Curriculum's PE Course Selection Guidelines 】

2. Open registration for waitlists after 2/10 (Mon.) 10:00 AM

3. During the online pre-selection period, students undertaking minors and double majors will be able to select courses for their designated grade levels as well as courses for their minors and double majors.

DATE\TIME	STUDENTS	COURSE
2/10(Mon.)10:00am~ 2/11(Tue.)8:00am	Grade 4 and 5	Restricted to departmental-level courses and other courses. （G.E. drop only）
2/11(Tue.)10:00am~ 2/12(Wed.)8:00am	Grade 3	
2/12(Wed.)10:00am~ 2/13(Thu.)8:00am	Grade 2	
2/13(Thu.)10:00am~ 2/14(Fri.)8:00am	Grade 1	Restricted to departmental-level courses ,PE course and other courses. （G.E. drop only）
2/14(Fri.)10:00am~ 2/15(Sat.)8:00am	Grade 1-5	Undergraduate Courses （G.E. drop only）

※ Other courses include English courses, foreign language courses, and electives available to all NCHU students.

※ G.E. stands for General Education course.

Undergraduate Online Add and Drop

1. **Waiting list will be CLEANED at 2/19 (Wed.) 10:00am.**
2. The online course selection system will be closed temporarily from 8:00 am to 10:00 am during the course selection time due to maintenance.
3. Undergraduate and extension education undergraduate programs students can directly select general education courses through the online system.
4. Undergraduate students who wish to take graduate's courses can select courses online during the Addition / Removal period.

DATE\TIME	STUDENTS	COURSE
2/17 (Mon.)10:00am to 2/22 (Sat.)8:00am	**ALL STUDENTS**	All courses **Waiting list will be CLEANED at 2/19 (Wed.) 10:00am.**

※ **Authorized online course dropping (2/24 10:00am – 3/29 8:00am)**

Undergraduate
Authorized Course Add and Drop

DATE\TIME	Special Authorization for Course Adding	COURSE	NOTE
2/24(Mon.) 10:00am to 3/1(Sat.) 8:00am ※ Authorized Course Dropping (2/24 10:00am – 3/29 8:00am)	Students that meet the following conditions can add courses with approval from the course lecturer/ professor: 1.Student is a graduating student. 2.Student has undertaken a minor or double major or student is a transfer from another university (department) 3.The course is a compulsory course for the student. 4.Student has failed to meet the minimum required credits per semester ★Only graduating undergraduate students are allowed to request special authorization for adding PE courses, with a limit of 4 students per class.	**Undergraduate**： 1.Undergraduate Courses 2.Undergraduate G.E. Courses 3.Extension Education Undergraduate G.E. Courses ※Maximum class size is 20 students per class.	To complete the course add/drop process, students have to log online to add/drop the course within the set timeframe after the professor/ department office has authorized the course for special registration

Get the Hang of the
Authorized Course Add and Drop Process

Standard Operating Procedure

1 Apply to the course lecturer/ professor

- Submit a request for a special authorization to add/drop the course to the course lecturer/ professor within the designated time.
- Please provide your name, student ID, and justification to the course lecturer/ professor.

2 The course lecturer/professor or their department office will authorize the course for special registration in the system

- Professors should take into consideration the student's justification, number of seats in the classroom, and teaching quality before approving special registrations and enter the student's student ID into the system to authorize special registration.

3 Authorized students can access the system to perform permission-based add/remove course operations.

- After the professor/ department office authorizes students for special registration, students will be able to find the course in "Authorized Course Adding" and "Authorized Course Dropping."
- After students have added/ dropped the course, please check the course selection list again.
- "Authorized Course Dropping" are available until the first third of the semester has passed (please check the calendar for specific dates).

Important reminders for undergraduate students
- Course Selection & System Interface Guide

1. Please follow the timeline for course selection and refer to the Academic Affairs System for the results. Before the **pre-selection period**, **add/drop course period**, and **authorized add/drop course period** ends, please confirm the courses you have added and dropped online.
2. Please refer to "How to Update E-mail Addresses" to update the e-mail address registered to the Online Course Selection System to ensure you receive all important information or notifications.
3. Students that have been approved for credit transfers/ exemptions or students that have been automatically been added compulsory courses by the system should remove courses if there are any overlaps.
4. Please make sure that the courses you have registered for do not overlap in time.

5. The system will mark courses as "to be confirmed" (by the course lecturer/professor) given the following circumstances. Courses that are marked as "to be confirmed," are not considered registered courses yet. After the online add/drop course period is over, the Division of Curriculum will print a list of students that require confirmation from lecturers/professors for confirmation. Students can also confirm with their lecturers/professors during class.

    ☆1 Courses that are compulsory courses for another department.
    ☆2 Courses that are compulsory courses or electives for students of higher grade levels.
    ☆3 Graduate students registering for an undergraduate course from another department.
    ☆4 Courses where there is a prerequisite course that the student has yet completed.
    ☆5 A second-semester course of a full-year courses that the student has not taken the first-semester course for.

6. Students are limited to 1 PE course and 1 Service Learning course per semester. Please refer to the PE Course Selection Guidelines.

7. Students should follow the guidance from academic units (departments, institutes, offices, and centers) when selecting courses and select courses designated for their grade levels (program) by your department. Please make sure to select all the necessary compulsory courses and required courses. If you have failed any courses in the previous academic year, please try to complete those courses before selecting other courses.

Important reminders for undergraduate students - Regulations and Others

STUDENT	Minimum Required Credits
Undergraduate Grade 1 to 3	16 credits
Undergraduate Grade 4 and 5 (Not including students with extended graduation)	9 credits

1. According to NCHU's course selection guidelines, all credits required for undergraduate students (excl. students that have opted to defer graduation) are listed in the table to the right.

2. **According to Article 14 of the NCHU's Regulations on Course Registration** ：

   Students are allowed to withdraw from courses before one-third of the term is completed if they fulfill the minimum credit requirements each semester. The credit fees, however, cannot be refunded.

   ※ The credit fees are not refundable if the Add-or-Drop Selection incurred on (and after) September 23.

3. If students choose to take the same course twice, only one of the course's credits will be counted towards their credit requirement for graduation.

4. Student-athletes are required to enroll in Men's Varsity or Women's Varsity courses for 3 academic years (6 semesters) to graduate.

5. NCHU students that wish to audit a course should communicate with course lecturers/professors before the start of the semester or during the first week of the semester to safeguard the professor's and student's interests.

6. To help students better transition into foreign language courses and maximize the benefits of second foreign language courses. Starting from the 2018 Academic Year, there will be a limit to the number of students from each grade level during the online pre-selection period .

7. Students that have deferred graduation and are taking 9 or fewer credits will only have to pay credit fees according to the extension education undergraduate program's credit fee standards. Students that have deferred graduation and are taking 10 or more credits (after the third week of the university's campus opening) should pay all tuition and fees even if the student later withdraws from courses.

8. Please refer to the Office of Academic Affairs' web page for regulations related to payment: Payment Methods for NCHU Guidelines on the Payment of Miscellaneous Fees, Credit Fees and Other Fees and Tuition Standards

Guidelines for Underloads

STUDENT	Minimum Required Credits
Undergraduate's Grade 1 to 3	16 credits
Undergraduate's Grade 4 and 5 (Not including students with extended graduation)	9 credits

✓ **Applicable to:** Undergraduate students.

✓ **Timeline for online applications :**

January 20, 2025, 10:00AM to March 3, 2025, 5:00PM

✓ **Conditions :** Students approved for course underload should undertake at least one course for the semester.

✓ **Justification :**

(1) Graduating students with less than 9 credits required to graduate.

(2) Severe illnesses or injuries (please attach a doctor's note from private or public hospitals).

(3) Family-related factors. Students should not apply for course underload unless they meet the three circumstances listed above. Students approved by the Vice President of Academic Affairs for course underload and with credits lower than the minimum credits requirement may not apply for course withdrawal again.

✓ **Students shall carefully consider before making course addition and withdrawal decisions.**

★ Manual for Course Underload : https://nchu.cc/4uRk8

Q & A for G.E. Courses - Course Selection

Q1：Students are only allowed to take up to 4 General Education Courses per semester, does that include all General Education Courses?

A1：No, each semester, you can enroll in 4 G.E. Courses at most(excluding: College Chinese, Freshman English, English for Academic Communication: Listening and Speaking, English for Academic Communication: Reading & Writing, Information Literacy: Computer Programming and AI Applications, and Mini General Education courses).

Q2： How do I check my chances of getting selected for a course through the lottery system?

A2：You can go to the course inquiry system (https://onepiece.nchu.edu.tw/cofsys/plsql/crseqry_gene_e) to inquire.

Q3：Can I enroll in College Chinese courses for overseas Chinese students or foreign students?

A3：No, College Chinese courses for overseas Chinese students or foreign students are specifically offered to overseas Chinese students and foreign students. Other students enrolled in this course will not receive any credits from the course.

Q4：If I want to enroll in a College Chinese course that is not within my department's designated time for the course, what should I do?

A4：Select the course you wish to enroll in during the G.E. pre-selection period or during the online add/remove class period. We recommend students take College Chinese courses within their department's designated time for the course to prevent overlaps with first-year compulsory courses.

Q5： How do I enroll in English Proficiency Improvement courses?

A5： ★Eligibility: English Proficiency Improvement is only available to undergraduate sophomore, junior, and senior students (excl. students from the Department of Foreign Languages and Literatures or International Bachelor Program of Agribusiness) that have previously failed Freshman English proficiency test or English proficiency tests organized by NCHU or external parties.

★How to: Select the English Proficiency Improvement course you wish to enroll in during the online pre-selection period and online add/remove course period. The NCHU Language Center will then check student eligibility and notify ineligible students to remove from the course within a designated time.(For more information on testing for English Graduation Requirements, please visit the NCHU Language Center web page)

Q & A for G.E. Courses - Course Selection

Q6：What type of general education credits do English for Academic Communication: Listening and Speaking and English for Academic Communication: Reading & Writing count toward?

A6：For students that first enrolled at NCHU from the 2021 Academic Year or beyond (applicable to students graduating in the 2021 Academic Year), the two courses are considered 2-credit compulsory Foreign Language courses. Each department has a different curriculum. Please make sure to refer to your department's graduation requirements.

Q7：How do I register for English for Academic Communication: Listening and Speaking or English for Academic Communication: Reading & Writing?

A7：The NCHU Language Center will automatically add the two courses, as designated by their departments, for sophomore students. Students will not need to select the course online.
Please refer to the NCHU Language Center/ English & Foreign Language Courses at NCHU web page to see the scheduled course times for different departments and semesters.
(Neither of these two courses can be transfers/ exemptions by English proficiency test scores, students need to take the course.)

Q8：Can I remove the English for Academic Communication: Listening and Speaking and English for Academic Communication: Reading & Writing course that has been pre-selected for me and add classes during other times?

A8：(1) Students can add or remove the two courses during the pre-selection period for general education courses or online add/remove courses period (the courses will be available for students to add on the first day of the online add period). We urge students to select courses within their designated times to prevent overlaps with other compulsory courses or ultimately failing to register for any courses because there are no more slots available.

(2) If you do choose to remove or withdraw from the course, please make sure to take the necessary courses/ credits before graduating so that this does not affect your graduation timeline.

Q & A for G.E. Courses - Freshman English

Q1: How do I register for Freshman English courses?

A1: Students will be placed in different Freshman English courses based on their English proficiency levels. As such, Freshman English courses are not available for course addition online. Please refer to the NCHU Freshman English Curriculum Overview and select courses based on the following table.

Freshmen, transfer students, and returning students first enrolled in the 2019 Academic Year and beyond.	(1) Students will be placed in different Freshman English courses based on their English proficiency levels. (2) **Students without a GSAT English score from any year will need to take an English proficiency test** at the NCHU Language Center to select any Freshman English courses. Please register for the English proficiency test at the NCHU Language Center website between 2/1-2/15. (https://lc.nchu.edu.tw, test date is 2/20)
Undergraduate students first enrolled in the 2018 Academic Year and beyond that are retaking the class	Students are free to assess their own English proficiency levels and register for any Freshman English courses during the authorized add/remove course period by visiting the NCHU Language Center.

Q & A for G.E. Courses - Freshman English

Q2：I took the English proficiency test last semester but didn't enroll in any courses. Do I still need to take the test again this semester?

A2： No, you do not need to take the placement test again. Please visit the NCHU Language Center during the authorized add/remove course period to register for Freshman English courses based on the level of your previous test results.

Q3：Can I remove the Freshman English course that has been pre-selected for me and add classes during other times?

A3：Freshman English courses are not open for online course addition, and students are not allowed to take other Freshman English classes even of the same English proficiency levels.

Q4：I was supposed to complete 6 Freshman English credits during the 2020 Academic Year but failed one of the semesters, how do I apply to retake the course?

A4：NCHU has changed Freshman English credit requirements in the 2021 Academic Year, reducing the 6-credit requirement to 4 credits. **You can retake the Freshman English course for one semester to earn 2 credits**, but please make sure that you have fulfilled the General Education credit requirements for graduation.

For other frequently asked questions about registering for Freshman English courses, please visit the NCHU's Language Center web page.

Night school students and foreign students can be exempted from taking the course – Information Literacy: Computer Programming and AI Applications.

Q：Information Literacy: Computer Programming and AI Applications is a compulsory course, will I still be required to add the course myself during the online add/remove course period?

A：No, General Education Center will automatically add the course for freshmen students. Other students that need to take the course (returning students or transfer students) but do not have a pre-selected "Information Literacy: Computer Programming and AI Applications" course, please add a course that you wish to enroll in during the preliminary selection period for G.E. Courses or the online add/remove course period.

For more information, please visit Center for General Education website:
https://www.oaa.nchu.edu.tw/en-us/unit-page-p.237/page-detail.2415

Q & A for Mini General Education Courses

Q1：For Mini General Education Courses, do I first fill out a list of courses that I wish to select and then participate in the lottery?
A1：There is no lottery for Mini General Education Courses, which means the courses are available for selection until all slots are filled. Please select the courses you wish to register in during the course selection period (2/24-3/3) on the Academic Affairs System.

Q2：I've already registered for 3 general education courses this semester, can I still select Mini General Education Courses?
A2：Yes, students can take up to 3 Mini General Education Courses per semester. Regular general education courses, College Chinese, Freshman English, English for Academic Communication: Listening and Speaking, English for Academic Communication: Reading & Writing, and Information Literacy: Computer Programming and AI Applications are not counted toward this restriction.

Q3：How do I remove from Mini General Education Courses?
A3：
(1) Before class starts: If you wish to remove the course during the Mini General Education Course selection period, simply remove the course from your course selection list online.
If you wish to remove the course after the Mini General Education Course selection period,
please send an e-mail (specifying your student ID, name, and course code) to chengen314@nchu.edu.tw at least 3 working days before the class starts to remove the course. Late applications to remove the course will not be accepted.
(2) After class starts: You will no longer be able to remove the course. Any absences will affect your attendance records and ability to enroll in Mini General Education Courses in the future.

Q4：How are Mini General Education Courses counted toward general education credits?
A4：Students will be granted 6 learning hours for each completed Mini General Education Course. Once you've earned 18 learning courses, you will receive 1 credit toward the Learning Puzzle of General Education. Students can earn up to 3 Learning Puzzle of General Education credits.

Q5：Do credits from Learning Puzzle of General Education count towards our general education credit requirements for graduation? What domain does it belong to? What discipline does it belong to?
A5：Yes, Learning Puzzle of General Education credits do count towards your general education credit requirements for graduation
Students that first enrolled at NCHU in the 2020 Academic Year or earlier can receive 1 credit each for Learning Puzzle of General Education (I), Learning Puzzle of General Education (II), and Learning Puzzle of General Education (III). These credits will be counted as free general education electives. (will not be counted toward any disciplines in the Humanistic, Social Science, or Natural Science domains)
Students that first enrolled at NCHU in the 2021 Academic Year or later can receive 1 credit each for Learning Puzzle of General Education (I), Learning Puzzle of General Education (II), and Learning Puzzle of General Education (III). These credits will be counted toward Integrated Domains.

Q6：What happens if I miss classes for Mini General Education Courses?
A6：Students are allowed to miss classes for Mini General Education Courses (this is not the equivalent of removing the course). If the Mini General Education Course spans a few weeks, you can continue to take classes in the following week. Unfortunately, Mini General Education Courses have fewer classes and so students will only receive learning hours for full attendance.

Q & A for G.E. Courses - National Defense Education

Q1：Do I have to take National Defense Education (Military Training)?

A1：No, National Defense Education courses are not compulsory courses. Starting from the first semester of the 2018 Academic Year, National Defense Education has been changed to a general education course with credits counted toward the Social Science Domain's Law and Politics Discipline. National Defense Education courses can be selected like regular general education courses and are available to both male and female students.

Q2：There are a total of 5 National Defense Education (Military Training) courses, can I take all of them?

A2：Yes, but only 1 of the courses will be counted to your credit requirement for graduation.

Q3：How do I use National Defense Education (Military Training) courses to reduce the term of my compulsory military service?

A3：1 National Defense Education course reduces your military service term by 2 days, which means 5 National Defense Education courses can reduce your military service term by 10 days. Please contact the Office of Student Safety under the Office of Student Affairs for more information.

Q4：Can graduate students also take National Defense Education (Military Training) courses?

A4：Yes, please add the course you wish to enroll in during the online add/remove course period, but NCHU will charge an additional credit fee for the course.

GRADUATE
COURSE SELECTION

Graduate Course Selection Schedule

1. The online course selection system will be closed temporarily from 8:00 am to 10:00 am during the course selection time due to maintenance.

2. Students in master's or doctoral degree program that wish to enroll in undergraduate courses can select courses they wish to enroll in during the online add/drop course period. If you need credits recognized so that they are counted to your credit requirement for graduation, please apply to the Registration Division within the designated time.

3. **According to Article 21 of the NCHU Student Study Regulation, graduate students should undertake at least 1 course per semester (incl. thesis courses). Complete your registration by completing course selection and payment processes within the designated times.**

MONTH	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Feb.	10	11	12	13	14	15	16
	Course Pre-Selection * Open registration for waitlists						
	17	18	19	20	21	22	23
	Course Add and Drop * Open registration for waitlists						

Graduate Online Pre-Selection

1. To help students that have already completed credit requirements for graduation along the registration process, the system will automatically add Thesis courses for the following students:
   (1)Master's and doctoral students in their 2nd year or above (including 2nd year).
   (2)Master's in-service program and industrial research and development master's program students who have completed their second thesis.
2. If you are not required to take Thesis courses this semester or did not have a pre-selected Thesis course, please add or drop the course during the online add/drop course period.

DATE\TIME	STUDENTS	COURSE
2/10(Mon.)10:00am~ 2/11(Tue.)8:00am		
2/11(Tue.)10:00am~ 2/12(Wed.)8:00am	Graduate students	Graduate courses
2/12(Wed.)10:00am~ 2/13(Thu.)8:00am		

Graduate Course Addition / Removal

1. The online course selection system will be closed temporarily from 8:00 am to 10:00 am during the course selection time due to maintenance.
2. Students in master's or doctoral degree program that wish to enroll in undergraduate courses can select courses they wish to enroll in during the online add/drop course period.

DATE\TIME	STUDENTS	COURSE
2/17(Mon.)10:00am to 2/24(Mon.)8:00am	Graduate students	Graduate courses ＊Selectable undergraduate courses

※Graduate students can manually add or drop courses using the course selection list from 2/27 (Thu) 10:00am to 3/28 (Fri) 5:00pm.

1. Please follow course selection timeline and check the results on Academic Affairs System. Before the pre-selection period, add/drop course period, please confirm the courses you have added and dropped online.

2. Please refer to "How to Update E-mail Addresses" to update the e-mail address registered to the Online Course Selection System to ensure you receive all important information or notifications.

3. According to Article 14 of the NCHU's Regulations on Course Registration, Students are allowed to withdraw from courses before one-third of the term is completed if they fulfill the minimum credit requirements each semester. The credit fees, however, cannot be refunded. **(The credit fees are not refundable if the course dropping incurred on & after March 8.)**

4. Masters and doctoral students who take courses in the Education Degree Program, General Education, and PE courses must pay according to Articles 4 & 5 of NCHU's Guidelines on Payment of Fees. (Applies to master's and doctoral students first enrolled in the 2021 academic year or later.)

5. Graduate students that need to take courses of in-service master's program or students of in-service master's program that need to take courses from graduate programs or other departments (please comply with department regulations) should print and fill out the Application Form for Full-time/Part-time Master Program Cross Course Selection from the Curriculum Division 's website. Then, submit the application form to the chairmen of both departments, your advisor, and the course lecturer/ professor. Lastly, submit the approved application form between 1/29/2024 and 3/1/2024 17:00 PM to the Curriculum Division to complete the cross-course selection process.

6. According to Article 4 of the NCHU Guidelines on the Payment of Miscellaneous Fees, Credit Fees and Other Fees, all part-time graduate students and students from graduate programs for industry professionals that enroll in their courses provided by their department (institute or program) after completing credit requirements for graduation will have to pay credit fees according to the graduate student credit fee standards.

    【Application Form for Full-time/Part-time Master Program Cross Course Selection 】

7. If you are a graduate student that has accidentally enrolled in the wrong class or forgotten to enroll in a compulsory course after the online add/rdrop course period, please fill out the 2-in-1 course selection form within the designated time. Submit the form to your advisor and the course lecturer/professor for approval and then return the form to the Curriculum Division. Late submissions will not be accepted.

8. NCHU students that wish to audit a course should communicate with course lecturers/professors before the start of the semester or during the first week of the semester to safeguard the professor's and student's interests.

9. Please refer to the Office of Academic Affairs' web page for regulations related to payment: Payment Methods for NCHU Guidelines on the Payment of Miscellaneous Fees, Credit Fees and Other Fees and Tuition Standards

Course Information System

※ **Please make the most of *Course Information System* to plan ahead to ensure a successful course selection.**

https://onepiece.nchu.edu.tw/cofsys/plsql/crseqry_home

Refer to the following search methods to accommodate your search preferences !

1. 【Search by Department】
2. 【General Education Courses】
3. 【Other Searching Items】

- Use advanced search to find the course you are looking for! E.g., Tuesday classes offered by the Department of Management Information Systems Professor XXX's course, courses taught in English, etc.
- Click on [Class Number] to look at the course syllabus.
- Search results can be printed or exported into an Excel file.

★ For general education courses, we've also added two columns: "No. of people signed up for the lottery" & "% of getting accepted to the class" for students to refer to.

Search by Department
Search for courses offered by your department, institute, or degree program. Categorize courses based on applicable grade levels or select a specific grade level that you are searching for.

General Education Courses
Search for courses based on the general education domain and discipline that you are looking for. Search results will be categorized by course codes.

Other Searching Items
Use [Course Classification] to search for PE courses, service learning courses, education degree program courses, summer courses as well as electives, English courses, and foreign language courses available to all NCHU students. You can also choose to search for all NCHU courses by typing in a keyword.

Q：How do I change my e-mail address in the Academic Affairs System?
A：Affairs System > Student Status > Edit E-mail Address. You should be able to see the web page below：

修改E-mail信箱

此信箱用於通知與寄發教務相關訊息，例如：重要訊息、選課清單等。
請務必修改為自己常用之E-mail信箱，以維護自身權益，謝謝。

原E-mail信箱： aaa@nchu.edu,tw

修改E-mail信箱為： bbbbb@gmail.com

確定送出

Enter your current email address！

修改E-mail信箱

此信箱用於通知與寄發教務相關訊息，例如：重要訊息、選課清單等。
請務必修改為自己常用之E-mail信箱，以維護自身權益，謝謝。

原E-mail信箱： bbbbb@gmail.com

修改E-mail信箱為：

確定送出

Click 確定送出 **to change your e-mail address！**

Course Selection List & Weekly Schedule

Students can check and print their list of selected courses through [Course Selection Info] > [Course Selection List].
Students can also use the [Weekly Schedule] to check and print their weekly class schedules.

Weekly Schedule

節次	星期一	星期二	星期三	星期四	星期五	星期六	星期日
08:10|09:00			學術英語聽講(9904)劉芳礽 AA301				
09:10|10:00	保育植物學(2209)宋國彰 L106	工程數學(一)(2204)謝平城 L101	學術英語聽講(9904)劉芳礽 AA301		統計學(1140)吳俊毅 L101		
10:10|11:00	保育植物學(2209)宋國彰 L106	工程數學(一)(2204)謝平城 L101			統計學(1140)吳俊毅 L101		
11:10|12:00	保育植物學(2209)宋國彰 L106	工程數學(一)(2204)謝平城 L101			統計學(1140)吳俊毅 L101		
13:10|14:00		程式語言(2207)王咏潔 L216	德文(一)(0965)黃銘惇 AA204				
14:10|15:00	材料力學(2205)邱雅筑 L101	程式語言(2207)王咏潔 L216	德文(一)(0965)黃銘惇 AA204	水文學(2199)詹勳全 LB02			
15:10|16:00	材料力學(2205)邱雅筑 L101	程式語言(2207)王咏潔 L216	德文(一)(0965)黃銘惇 AA204	水文學(2199)詹勳全 LB02			
16:10|17:00	材料力學(2205)邱雅筑			水文學(2199)詹勳全			

同學的一週課表　日期：中華民國113年01月　日　列印　QRcode

Course Selection List

國立中興大學112學年度第1學期學生選課

學號：　　　姓名：　　　年級：2　　　隸屬系所：

星號	選課號碼	課程名稱	開課單位	修別	學分	全/半	課程組成	授課教師	上課時間	上課教室
	0965	德文(一) German(I)	C95	選	3	全	講演	黃銘惇	3567	AA204
	1140	統計學 Statistics	U42	必	3	半	講演	吳俊毅	5234	L101
	2199	水文學 Hydrology	U42	必	3	半	講演	詹勳全	4678	LB02
	2204	工程數學(一) Engineering Mathematics (I)	U42	必	3	半	講演	謝平城	2234	L101
	2205	材料力學 Mechanics of Materials	U42	選	3	半	講演	邱雅筑	1678	L101
	2207	程式語言 Programming Languages	U42	選	3	半	講演	王咏潔	2567	L216
	2209	保育植物學 Plant Materials for Soil Conservation	U42	選	3	半	講演	宋國彰	1234	L106
	9904	學術英語聽講 English for Academic Communication: Listening and Speaking	C95	必	2	半	講演	劉芳礽	312	AA301

總學分：23　列印日期：2024/01/

Course Withdrawal Application

STUDENT	Minimum Required Credits
Undergraduate Grade 1 to 3	16 credits
Undergraduate Grade 4 and 5	9 credits
students with extended graduation	At least take one course
Graduate	At least take one course

✓ **Applicable to:** Undergraduate students.

✓ **Timeline for online applications :**

(Week 10-13 of each semester)

April 21, 2025, 10:00AM to May 17, 2025, 8:00AM

✓ **Conditions:** Student's credits after withdrawing from the course should be equal to or higher than the minimum credits required per semester for their grade levels.

✓ Students approved by the Vice President for Academic Affairs for course underload and with credits lower than the minimum credits requirement may not apply for course withdrawal again. Students shall carefully consider when add and drop the courses.

✓ Students that have completed the course withdrawal process will not be able to rescind their applications and will have a "W" mark on their transcript to signify their withdrawal. Students shall think carefully before withdrawing from a course.

✓ The credit fees are not refundable for course withdrawal.

★ Manual for Course Withdraw: https://nchu.cc/85cba

Course Selection Directory

Department and Website	Service offerings	Location and Telephone
Computer and Information Network Center	Problems with system functions, internet connections, username and password, and e-mail addresses	Information Science Building 2F 04-22840306
General Education Center	Undergraduate students with General Education Course selection (incl. College Chinese, Information Literacy: Computer Programming and AI Applications, Mini General Education Courses. General Education Course Credit Transfer (including night-school students) For any questions regarding authorized course addition for College Chinese, please contact the Department of Chinese Literature Miss. Hsu that is responsible for this matter. (Room 808, Humanities Building 04-22840317#882)	Integrated Teaching Building Y602 04-22840597
Language Center	Freshman English (offered by both undergraduate programs and extension education undergraduate programs) & selection/transfers/exemptions for all NCHU English courses and foreign language courses	Wan Nian Building 5F 04-22840114
Curriculum Division	Departmental electives/compulsory courses, electives available to all NCHU students, inter-university course selection, and cross-course selection for undergraduate programs and in-service undergraduate programs (excl. general education courses)	Administration Building 1F104 04-22840215
Registration Division	Credit & graduation requirement calculations, transfers/exemptions, minors, double majors, applications for degree programs, graduation requirement review, and thesis topic/oral defense registration	Administration Building 1F103 04-22840212

Course Selection Directory

Department and Website	Service offerings	Location and Telephone
Development of Teaching and Learning Center	iLearning、Educational resources, Teaching Opinion Survey, TA, and surveys/ questionnaires	Administration Building 2F 04-22840218
Office of Continuing Bachelor Program	Information on course selection, transfers, and exemptions for Continuing Bachelor Program courses	Teaching Complex Building 1F(Y107) 04-22840854#16、#17
Office of Physical Education and Sports	Information on PE courses and assisting students with manual PE course selection	Gymnasium 04-22840230
Division of Extracurricular Activies	Service Learning - Clubs	Yun-Ping Building 1F 04-22840227
Student Safety Division	Information on using Military Training courses to reduce military service terms	Hui-Sun Auditorium 2F 04-22840250
Division of Cashier	Information on miscellaneous fees, credit fees, student insurance fees, etc.	Administration Building 2F 04-22840636