

Manual for Online Course Selection System

National Sun Yat-sen University

Course Selection System Website : <https://selcrs.nsysu.edu.tw/>

(or homepage of Office of Academic Affairs

/English/Links/Online course selection system)

Course Selection System
National Sun Yat-sen University

Chinese Version
(中文介面)

Course Inquiry

- › Current course
- › Non-current course
- › Intl. exchange program

Regulations

- › Notice of course selection
- › Operating introduction
- › Rules of Academic Affairs
- › Calendar
- › Course schedule

Student No. & PW

- › Inquiry regarding student no.
- › Inquiry regarding password

Inter-institutional
(only for degree students)

- › Guidelines
- › Course Network for students from other schools
(for students who don't have the account for the 1st semester in the 2016 academic year)

Course Operations

- › by the teacher
- › by the Dept./faculty
- › Operation management

Schedule
Course selection has not yet started

Login

Account :
Password :
Verification Code : 4288

System announcement

1st Semester of 2016 Academic Year Course Selection Schedule

- Pre-selection (I) : 2016.07.14(09:00)~2016.07.18(17:00)
Result Announcements : 2016.07.19(14:00)
- Pre-selection (II) : 2016.07.21(09:00)~2016.07.25(17:00)
Result Announcements : 2016.07.26(14:00)
- Preliminary Selection (I) : 2016.08.18(09:00)~2016.08.22(17:00)
Result Announcements : 2016.08.23(14:00)
- Preliminary Selection (II) : 2016.08.25(09:00)~2016.08.29(17:00)
Result Announcements : 2016.08.30(14:00)
- Add/Drop Course (I) : 2016.09.19(09:00)~2016.09.20(17:00)
Result Announcements : 2016.09.21(14:00)
- Add/Drop Course (II) : 2016.09.22(09:00)~2016.09.23(17:00)
Result Announcements : 2016.09.26(14:00)
- Exceptional Circumstances : 2016.09.27(09:00)~2016.10.05(17:00)
- Credit Overload Application : 2016.07.14(09:00)~2016.09.23(17:00)
- Course Withdrawal : 2016.12.02(09:00)~2016.12.09(17:00)
- Confirmation Course Record : 2016.09.27(09:00)~2016.10.12(17:00)

1. Please be sure to read the Course Selection Guidelines carefully for detailed information on course selection methods and requirements at various stages before starting your course selection process.
2. You are advised to use Internet Explorer when using the system.

Contents

1. Download course selection guidelines.....	1
2. Course finder for current semester.....	1
3. Select courses	
(1) Login to Online Course Selection System.....	2
(2) Confirm pre-assigned required courses.....	3
(3) Add/Drop procedures.....	5
(4) View course selection results	12
(5) Confirm course selection records.....	13
4. Print course selection related forms	
(1) Credit Overload Application Form	14
(2) Application for Exceptional Circumstances in Course Selection.....	15
(3) Course Withdrawal Form.....	19

1. Download course selection guidelines

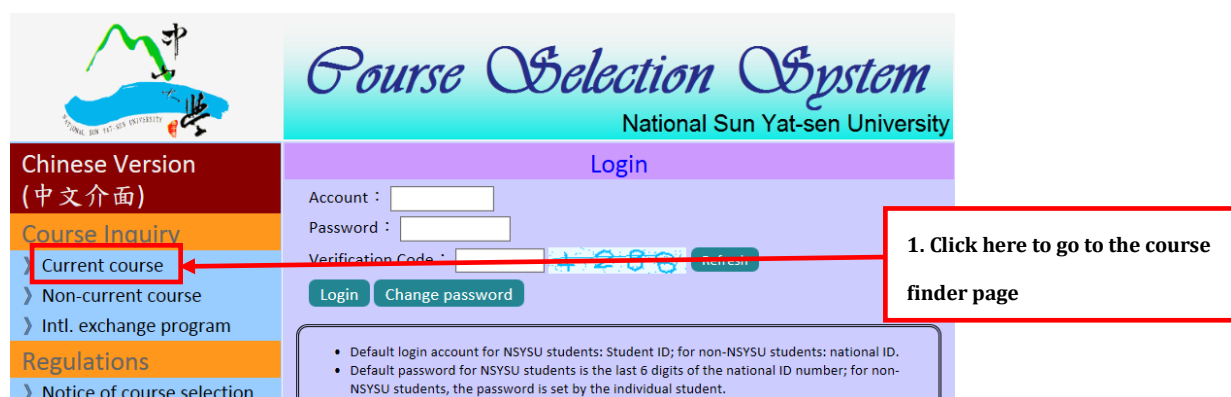
Notes: Please be sure to read **Course Selection Guidelines** carefully for detailed information of course selection methods and requirements at various stages before starting your course selection process.

- (1) Online course selection system-->Regulations --->Notice of course selection
- (2) Homepage of the Office of Academic Affairs -->Regulations-->Students-->Course selection guidelines for current semester.

2. Course finder for current semester

- (1) Go to the Course Selection System, and select “Current course” (see picture 1) to open the course finder page. (To view courses offered in the past or courses delivered in English in the current semester, please click on “Non-current course” or “Intl. exchange program” respectively.)

(Picture 1)



- (2) To view the list of courses offered by any particular department in the current semester, open course finder pages (see picture 2), select your target department in “Course search by department/faculty” box, and click on **【Search】**. The result will show a full list of courses offered by the department in the semester.
- (3) Other options: You can also search courses by instructors, by course codes, by course titles, by timetables or access courses still available.

(Picture 2)

2. View courses offered by a particular department

3. You can enter other search options

- (4) For example, select “Department of Chinese Literature” in the course search by department section and then click on **【Search】**, a full list of available courses offered by the department will show up (see picture 3). Meanwhile please make sure that you meet the requirements of the selected courses and that the course can fit into your timetable.
- (5) Select “Course title” to view the syllabus of a particular course.
- (6) Please note down the “Course code” of the courses you intend to select. You will be required to enter course codes into online course selection system.

(Picture 3)

4. Select “Department of Chinese Literature” to view a list of courses offered by the department

5. Click “Course title” to view the syllabus of a particular course

6. Note down the course code of the courses you intend to select.

Reason for change	Multiple mandatory course	Dept./faculty	Course code	Grade/Class	Subject	Credit	Full year/semester	Required/Selected	Allowed No.	Selection No.	Registration No.	Rest	Instructor	Room	Time	Remark
	*	中文系 DEPARTMENT OF CHINESE LITERATURE	CL101	1	國文(一) CHINESE (I)	2	semester	Required	30	0	29	1	劉次強	文LA 4001	234	(Lecture)
	*	中文系 DEPARTMENT OF CHINESE LITERATURE	CL101A	1	國文(一) CHINESE (I)	2	semester	Required	30	0	29	1	劉次強	文LA 4001	789	(Lecture)
		中文系 DEPARTMENT OF CHINESE LITERATURE	CL103	1	國學導讀(一) INTRODUCTION TO CHINESE CLASSICAL STUDIES(I)	2	semester	Required	30	0	29	1	劉次強	文LA 4001	67	(Lecture)
		中文系 DEPARTMENT OF CHINESE LITERATURE	CL105	1	文學概論(一) INTRODUCTION TO LITERATURE(I)	2	semester	Required	30	0	29	1	劉次強	文LA 4001	67	(Lecture)
		中文系 DEPARTMENT OF CHINESE LITERATURE	CL105	1	文學概論(一) INTRODUCTION TO LITERATURE(I)	2	semester	Required	65	0	62	3	陳美智	文LA 2004	34	(Lecture)
		中文系 DEPARTMENT OF CHINESE LITERATURE	CL105	1	文學概論(一) INTRODUCTION TO LITERATURE(I)	2	semester	Selected	35	1	31	4	羅景文	文LA 4002	567	(Lecture)

3. Select courses

(1) Login to the online course selection system

- A. Sign in at the "Homepage for Course Selection System" with login account, password and verification code, and click **【Login】** (see picture 4).

B. Important notices to students

- (A) Default login account for NSYSU students: Student ID; for non-NSYSU students: national ID
- (B) Default password for NSYSU students is the last 6 digits of the national ID number; for non-NSYSU students, the password is set by the individual student
- (C) Once logging in, please change your password immediately to ensure the security of your account.
- (D) If you forget your login account and password, please go to the homepage of the course selection system and click “Inquiry regarding student no. and password”.
- (E) For non-NSYSU students intending to select courses via the inter-institutional course selection scheme, please go to “NSYSU Office of Academic Affairs website/Course selection system/Inquiry/Inter-institutional/Course network for students from other schools” before the add/drop period to fill in a personal information form. A set of login account (national ID number) and password for the course selection system will be assigned.
- (F) **When using the system, you are advised to use internet explorer.**

(Picture 4)

Chinese Version (中文介面)

Course Inquiry

Current course

Non-current course

Intl. exchange program

Regulations

Notice of course selection

Course Selection System

National Sun Yat-sen University

Login

Account :

Password :

Verification Code : 4288 Refresh

Login Change password

1. To log in, please key in your login account, password and verification code and then click **【Login】**.

- Default login account for NSYSU students: Student ID; for non-NSYSU students: national ID.
- Default password for NSYSU students is the last 6 digits of the national ID number; for non-NSYSU students, the password is set by the individual student.

(2) Confirm pre-assigned required courses

Notes: Before proceeding with the course selection, you must confirm pre-assigned required courses first.

- A. Login to the course selection system, select “Confirm pre-assigned required courses” (see picture 5).

(picture 5)

[Confirm pre-assigned required courses] [Inquiry regarding course selection result] [Related information on course selection]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year After the announcement of the course selection result, checking the Internet is required.

(2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be

A. Select "Confirm pre-assigned required courses"

- B. Please check the all pre-assigned required courses in the current semester. Please untick the box "save courses" if you do not intend to select the course (see picture 6). For other requires courses, please find out the course codes of these courses and add them to your selection.
- C. Once you have selected courses, click on the 【submit】 button.

(picture 6)

[Confirm pre-assigned required courses] [Inquiry regarding course selection result] [Related information on course selection] [Personal tool box] [Exit course selection system]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year, after the announcement of the course selection result, checking the Internet is required.
(2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

B. Please check the all pre-assigned required courses. Untick the box "save courses" if you do not intend to select the course.

Name : Student ID :

※Before clicking on the submit button, select courses by checking the boxes.
The system will save all ticked courses and delete those that are not.
Please be sure to click on the submit button before proceeding to add/drop courses.
※If you fail to confirm the pre-assigned required courses after add/drop period, the system will automatically delete all these courses from the record.

Save courses	Dept./Faculty	Course code	Grade	Course title	Points	Credit (s)	full-year/ semester	Required/ Selected	Course instructor	Classroom	Mon	Tue	Wed	Thr	Fri	Sat	Sun
<input checked="" type="checkbox"/>	DEPARTMENT OF BIOLOGICAL SCIENCES	BIOS313	3	ANIMAL PHYSIOLOGY		3	semester	Required	李昆澤	理SC 1003				234			

C. Once you have selected courses, click on the 【submit】 button.

- D. Once confirmed, the selected pre-assigned required courses will be displayed at the bottom of the window.
- E. After completing the stage of confirming pre-assigned required courses, the current course selection stage will appear in the upper left-hand corner (i.e. "preliminary selection 1", "preliminary selection 2", "add/drop courses 1", "add/drop courses 2". You can sign on any of these stages to add/drop courses (see picture 7). During the non-course selection time, the current course selection stage will appear "Not available for course add/drop".

(picture 7)

[Preliminary selection 1] [Inquiry regarding course selection result] [Related information on course selection] [Personal tool box] [Exit course selection system]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year, after the announcement of the course selection result, checking the Internet is required.
(2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

E. Here shows the current course selection stage

Name : Student ID :

※Before clicking on the submit button, select courses by checking the boxes.
The system will save all ticked courses and delete those that are not.
Please be sure to click on the submit button before proceeding to add/drop courses.
※If you fail to confirm the pre-assigned required courses after add/drop period, the system will automatically delete all these courses from the record.

Dept./Faculty	Course code	Grade	Course title	Points	Credit (s)	full-year/ semester	Required/ Selected	Course instructor	Classroom	Mon	Tue	Wed	Thr	Fri	Sat	Sun
DEPARTMENT OF BIOLOGICAL SCIENCES	BIOS313	3	ANIMAL PHYSIOLOGY		3	semester	Required	李昆澤	理SC 1003				234			

D. All selected pre-assigned required courses are displayed here.

(3) Add/Drop courses by stage

A. Preliminary selection 1

Notes: The method of “points allocation” is used to add courses at this stage. This stage is for undergraduate students to select General Education courses. Please first read through the Course Selection Guideline corresponding to your student status, to find out what courses the student is eligible to select at each stage. A maximum of three courses can be selected in each category with a total of 100 priority points to allocate. The student is allowed to allocate 0-100 priority points to any course depending on their own preferences.

(A) Select the registration stage (i.e., “preliminary selection 1”) (see picture 8) to add/drop courses.

(picture 8)

[Preliminary selection 1] [Inquiry regarding course selection result] [Related information on course selection] [Personal tool box] [Exit course selection system]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year, after the announcement of the course selection result, checking the Internet is required.
(2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

(A) Click the registration stage (i.e., " preliminary selection 1") to add/drop

Name : Student ID :

※Before clicking on the submit button, select courses by checking the boxes.
The system will save all ticked courses and delete those that are not.
Please be sure to click on the submit button before proceeding to add/drop courses.
※If you fail to confirm the pre-assigned required courses after add/drop period, the system will automatically delete all these courses from the record.

Dept./Faculty	Course code	Grade	Course title	Points	Credit (s)	full-year/ semester	Required/ Selected	Course instructor	Classroom	Mon	Tue	Wed	Thr	Fri	Sat	Sun
DEPARTMENT OF BIOLOGICAL SCIENCES	BIOS313	3	ANIMAL PHYSIOLOGY		3	semester	Required	李昆澤	理SC 1003				234			

(B) Add courses (see picture 9)

- Select **【add】** in the drop-down menu of “Add/drop” column.
- Key in the **【course code】** in the “Course code” column. For course codes view the course finder.
- Key in the **【allocated points】** for the course in the “Points” column. (up to a total of 100 points)
- Click on **【Submit】**.

(Picture 9)

[Preliminary selection 1] [Inquiry regarding course selection result] [Related information on course selection] [Personal tool box] [Exit course selection system]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year
After the announcement of the course selection result, checking the Internet is required.
(2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

Name : Student ID :

【Current course selection】

Course record	Dept./Faculty	Course code	Grade	Course title	Points	Credit (s)	Full-year/Semester	Required/Selected	Course instructor	Classroom	Mon.	Tues.	Wed.	Thurs.	Fri.
Y	DEPARTMENT OF BIOLOGICAL SCIENCES	BIOS313	3	ANIMAL PHYSIOLOGY		3	Semester	Required	李昆澤	理SC 1003				234	

【Add/drop courses menu】

(B)-a Select 【add】

(B)-b Key in 【course code】

(B)-c Key in 【allocated point】

(B)-d Click on 【submit】

mn Add/drop Course code Points
Add Add GEAT1603 100 points
Browse
Save Submit

- e. If a message showing “course to be added” appears in the “Course record” column, the course has been successfully added (see picture 10).

(Picture 10)

[Preliminary selection 1] [Inquiry regarding course selection result] [Related information on course selection] [Personal tool box] [Exit course selection system]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year
After the announcement of the course selection result, checking the Internet is required.
(2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

Name : Student ID :

【Current record of course selection】

Course record	Dept./Faculty	Course code	Grade	Course title	Points	Credit (s)	Full-year/Semester	Required/Selected	Course instructor	Classroom	Mon.	Tues.	Wed.	Thurs.	Fri.
Y	DEPARTMENT OF BIOLOGICAL SCIENCES	BIOS313	3	ANIMAL PHYSIOLOGY		3	Semester	Required	李昆澤	理SC 1003				234	
Course to be added	INTER- COLLEGE ELECTIVES (SOCIAL SCIENCES)	GEAT1603	0	SOCIOLOGY	100	3	Semester	Selected	阮曉雲	實CM 3019		234			

(B)-e Successfully added a course

- f. An error message appears when the course has NOT been successfully added. The student must adjust their selection based on the given error code or select courses at other stages (see picture 11).

(picture 11)

[Preliminary selection 1] [Inquiry regarding course selection result] [Related information on course selection] [Personal tool box] [Exit course selection system]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year After the announcement of the course selection result, checking the Internet is required.
(2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

Name : 容耀鈞 Student ID : B032010005

【Current record of course selection】

Course record	Dept./Faculty	Course code	Grade	Course title	Points	Credit (s)	Full-year/Semester	Required/Selected	Course instructor	Classroom	Mon.	Tues.	Wed.	Thurs.	Fri.	Sa.
Y	DEPARTMENT OF BIOLOGICAL SCIENCES	BIOS313	3	ANIMAL PHYSIOLOGY		3	Semester	Required	李昆澤	理SC 1003				234		
Course to be added	INTER- COLLEGE ELECTIVES (SOCIAL SCIENCES)	GEAI1603	0	SOCIOLOGY	30	3	Semester	Selected	阮曉雲	當CM 3019		234				
Course to be added	INTER- COLLEGE ELECTIVES (SOCIAL SCIENCES)	GEAI1605	0	PRINCIPLES OF ECONOMICS(II)	30	3	Semester	Selected	黃世傑	社SS 3001	234					
Course to be added	INTER- COLLEGE ELECTIVES (SOCIAL SCIENCES)	GEAI1607	0	SOCIOLOGY (II)	20	3	Semester									

(B)-f Reasons for unsuccessful course selection

【List of unsuccessfully added/dropped courses】

Student ID	Add/Drop	Course code	Course title	Occurrence Time	Reason
B032010005	Add	GEAI1622	AN INTRODUCTION TO LABOR-MANAGEMENT AFFAIRS	2017/01/16 13:21:02	課時 GEAI1622 超過三科上限 Selecting course GEAI1622 resulted in exceeding a maximum limit of 3 subjects

(C) Drop courses (picture 12)

- Select **【drop】** in the drop-down menu of “Add/drop” column.
- Key in the **【course code】** in the “Course code” column.
- Do not need to key in any number in the “Points” column.
- Click on **【Submit】**.

(picture 12)

[Preliminary selection 1] [Inquiry regarding course selection result] [Related information on course selection] [Personal tool box] [Exit course selection system]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year After the announcement of the course selection result, checking the Internet is required.
(2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

Name : Student ID :

【Current course selection】

Course record	Dept./Faculty	Course code	Grade	Course title	Points	Credit (s)	Full-year/Semester	Required/Selected	Course instructor	Classroom	Mon.	Tues.	Wed.	Thurs.	Fri.
Y	DEPARTMENT OF BIOLOGICAL SCIENCES	BIOS313	3	ANIMAL PHYSIOLOGY		3	Semester	Required	李昆澤	理SC 1003				234	
Course to be added	INTER- COLLEGE ELECTIVES (SOCIAL SCIENCES)	GEAI1603	0	SOCIOLOGY	100	3	Semester	Selected	阮曉雲	當CM 3019		234			

【Add/drop courses menu】

Add/drop	Course code	Points
Drop	GEAI1603	

(C)-a Select **【drop】**

(C)-b Key in **【course code】**

(C)-c No need to key in any number

(C)-d Click on **【submit】**

- Dropped courses will not appear in the list of “Current record of course selection” (see picture 13). If a course was dropped by mistake, the student must register again to add the course.
- Select “Back to add/drop menu” to return to the screen for course registration.

(picture 13)

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year, after the announcement of the course selection result, checking the Internet is required.

(2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

Name : Student ID :

【Current record of course selection】

Course record	Dept./Faculty	Course code	Grade	Course title	Points	Credit (s)	Full-year/Semester	Required/Selected	Course instructor	Classroom	Mon.	Tues.	Wed.	Thurs.	Fri.
Y	DEPARTMENT OF BIOLOGICAL SCIENCES	BIOSS13	3	ANIMAL PHYSIOLOGY		3	Semester	Required	李麗華	理SC 1003				234	

【List of unsuccessfully added/dropped courses】

Back to add/drop menu

(C)-e Dropped courses will not appear in the course list

(C)-f Click here to return to the screen for course registration

(D) To find out if a course has been successfully added, please login to the course selection system with login account and password, and go to "Inquiry regarding course selection results" according to the dates for the selection result announcements.

(E) For other detailed rules and regulations for this selection stage, please refer to Course Selection Guideline.

B. Preliminary selection 2 and add/drop courses

Notes: The method of “priority number” is used to add courses at this stage. This stage is for students to select General Education courses and professional courses. Please first read through the Course Selection Guideline corresponding to your student status, to find out what courses the student is eligible to select at each stage. Students are required to list courses in the order of preference. The correct way to list the order of preference is: 1, 2, 3...etc. Each preference must correspond with a number which cannot be repeated. A maximum of 20 courses can be listed.

(A) Select the registration stage (i.e. “Preliminary selection 2”, “Add/drop courses 1”, “Add/drop courses 2”) (see picture 14) to add/drop courses.

(picture 14)

[Preliminary selection 2] [Inquiry regarding course selection result] [Related information on course selection] [Personal tool box] [Exit course selection system]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year, after the announcement of the course selection result, checking the Internet is required.
 (2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

(A) Select course registration stage(i.e., "Preliminary selection 2") to add/drop

Name : Student ID :

※Before clicking on the submit button, select courses by checking the boxes.
 The system will save all ticked courses and delete those that are not.
 Please be sure to click on the submit button before proceeding to add/drop courses.
 ※If you fail to confirm the pre-assigned required courses after add/drop period, the system will automatically delete all these courses from the record.

Dept./Faculty	Course code	Grade	Course title	Points	Credit (s)	full-year/ semester	Required/ Selected	Course instructor	Classroom	Mon	Tue	Wed	Th	Fri	Sat	Sun
DEPARTMENT OF BIOLOGICAL SCIENCES	BIOS313	3	ANIMAL PHYSIOLOGY		3	semester	Required	李昆澤	理SC 1003				234			

(B) Add courses (see picture 15)

- Select **【add】** in the drop-down menu of "Add/drop" column.
- Key in the **【course code】** in the "Course code" column. For course codes view the course finder.
- Key in **【numbers】** in the order of preference for the intended courses in the "Priority number" column (The order of preference is for both General Education courses and professional courses)
- Click on **【Submit】**

(picture 15)

[Preliminary selection 2] [Inquiry regarding course selection result] [Related information on course selection] [Personal tool box] [Exit course selection system]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year, after the announcement of the course selection result, checking the Internet is required.
 (2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

Name : Student ID :

【Current course selection】

Course record	Dept./Faculty	Course code	Grade	Course title	Priority number	Credit (s)	Full-year/ Semester	Required/ Selected	Course instructor	Classroom	Mon.	Tues.	Wed.	Thurs.	Fri.
Y	DEPARTMENT OF BIOLOGICAL SCIENCES	BIOS313	3	ANIMAL PHYSIOLOGY		3	Semester	Required	李昆澤	理SC 1003				234	

【Add/drop courses menu】

Add/drop	Course code	Priority number
Add	CSE280	priority 1
Browse		priority
Save		
Submit		

(B)-a Select **【add】**

(B)-b Key in **【course code】**

(B)-c Key in **【priority number】**

(B)-d Click on **【submit】**

- If a message showing "course to be added" appears in the "Course record" column, the course has been successfully added (see picture 16).

(picture 16)

[Preliminary selection 2] [Inquiry regarding course selection result] [Related information on course selection] [Personal tool box] [Exit course selection system]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year
After the announcement of the course selection result, checking the Internet is required.
(2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

Name : Student ID :

【Current record of course selection】

Course record	Dept./Faculty	Course code	Grade	Course title	Priority number	Credit (s)	Full-year/Semester	Required/Selected	Course instructor	Classroom	Mon.	Tues.	Wed.	Thurs.	Fri.
Y	DEPARTMENT OF BIOLOGICAL SCIENCES	BIOS313	3	ANIMAL PHYSIOLOGY		3	Semester	Required	李昆澤	理SC 1003				234	
Course to be added	DEPARTMENT OF COMPUTER, SCIENCE AND ENGINEERING	CSE280	2	PROBABILITY		3	Semester	Required	陳嘉平	工EC 5012		234			

(B)-e Successfully added a course

- f. An error message appears when the course has NOT been successfully added. The student must adjust their selection based on the given error code or select courses at other stages (see picture 17).

(picture 17)

[Preliminary selection 2] [Inquiry regarding course selection result] [Related information on course selection] [Personal tool box] [Exit course selection system]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year
After the announcement of the course selection result, checking the Internet is required.
(2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

Name : Student ID :

【Current record of course selection】

Course record	Dept./Faculty	Course code	Grade	Course title	Priority number	Credit (s)	Full-year/Semester	Required/Selected	Course instructor	Classroom	Mon.	Tues.	Wed.	Thurs.	Fri.	Sa
Y	DEPARTMENT OF BIOLOGICAL SCIENCES	BIOS313	3	ANIMAL PHYSIOLOGY		3	Semester	Required	李昆澤	理SC 1003				234		

【List of unsuccessfully added/dropped courses】

Student ID	Add/Drop	Course code	Course title	Occurrence Time	Reason
B032010005	Add	FM207	FINANCIAL MANAGEMENT (II)	2017/01/16 14:14:36	違反選修條件： 違反預修條件： 違反部門： 違反時數

(B)-f Reasons for unsuccessful course selection

(C) Drop course (see picture 18)

- Select **【drop】** in the drop-down menu of "Add/drop" column.
- Key in the **【course code】** in the "Course code" column.
- Do not need to key in any number in the "Priority number" column.
- Click on **【Submit】**.

(picture 18)

[Preliminary selection 2] [Inquiry regarding course selection result] [Related information on course selection] [Personal tool box] [Exit course selection system]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year After the announcement of the course selection result, checking the Internet is required.
(2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

Name : Student ID :
【Current course selection】

Course record	Dept./Faculty	Course code	Grade	Course title	Priority number	Credit (s)	Full-year/Semester	Required/Selected	Course instructor	Classroom	Mon.	Tues.	Wed.	Thurs.	Fri.
Y	DEPARTMENT OF BIOLOGICAL SCIENCES	BIOS313	3	ANIMAL PHYSIOLOGY		3	Semester	Required	李昆澤	理SC 1003				234	
Course to be added	DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING	CSE280	2	PROBABILITY	1	3	Semester	Required	陳嘉平	工EC 5012		234			

【Add/drop courses menu】

nn Add/drop Course code Priority number

 Save Submit

(C)-a Select 【drop】 (C)-b Key in 【course code】 (C)-c No need to key in any number (C)-d Click on 【submit】

- e. Dropped courses will not appear in the list of “Current record of course selection” (see picture 19). If a course was dropped by mistake, the student must register again to add the course.
- f. Select “Back to add/drop menu” to return to the screen for course registration.

(Picture 19)

[Preliminary selection 2] [Inquiry regarding course selection result] [Related information on course selection] [Personal tool box] [Exit course selection system]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year After the announcement of the course selection result, checking the Internet is required.
(2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

Name : Student ID :
【Current record of course selection】

Course record	Dept./Faculty	Course code	Grade	Course title	Priority number	Credit (s)	Full-year/Semester	Required/Selected	Course instructor	Classroom	Mon.	Tues.	Wed.	Thurs.	Fri.
Y	DEPARTMENT OF BIOLOGICAL SCIENCES	BIOS313	3	ANIMAL PHYSIOLOGY		3	Semester	Required	李昆澤	理SC 1003				234	

【List of unsuccessfully added/dropped courses】

Back to add/drop menu

(C)-e Dropped courses will *not* appear in the course list (C)-f Click here to return to the screen for course registration

- (D) To find out if a course has been successfully added, please login to the course selection system with login account and password, and go to "Inquiry regarding course selection results" according to the dates for the selection result announcements.
- (E) For other detailed rules and regulations for this selection stage, please refer to Course Selection Guideline.

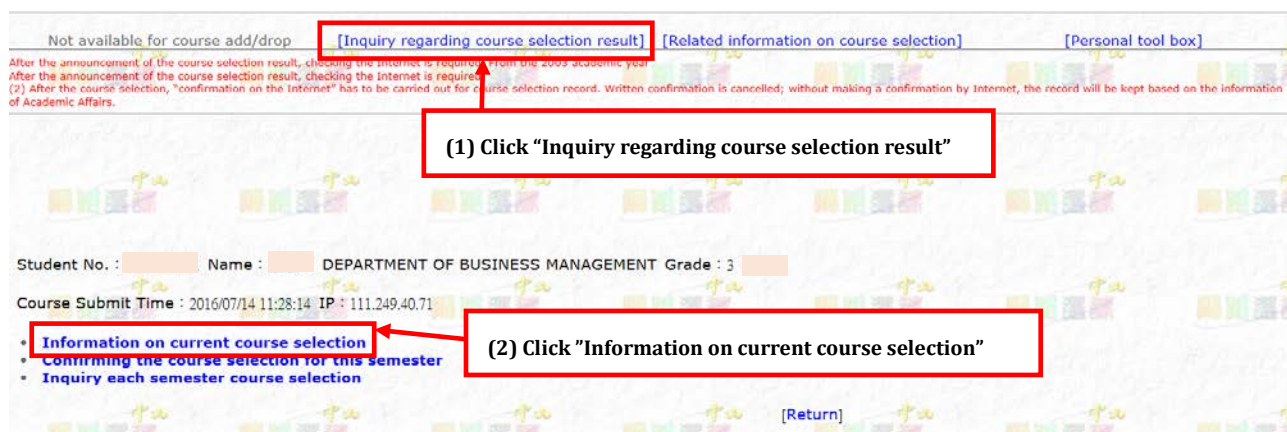
(4) View course selection results by stage

Notes: To find out if a course has been successfully selected at each stage, please login to the course selection system according to the dates of the result announcements

(1) Login to course selection system, select “Inquiry regarding course selection result” (see picture 20)

(2) To view the result, select “Information on current course selection”.

(Picture 20)



(3) To find out if a course has been successfully selected, see "course selection result" column indicates "Selected" or "Non-Selected". (see picture 21).

(4) The reason for "Non-Selected" course will be shown in the "Remarks" column.

(picture 21)

The screenshot shows the course selection list for the 1st semester of Academic Year 2016. The table has columns: "course selection result", "Dept./Faculty", "Course Code", "Grade", "Course Internal code", "Course title", "Point/Priority", "Stage", "Credit", "full-year/semester", "Required/selected", "course instructor", "Class", and "Remarks".

The table contains the following data:

course selection result	Dept./Faculty	Course Code	Grade	Course Internal code	Course title	Point/Priority	Stage	Credit	full-year/semester	Required/selected	course instructor	Class	Remarks
Selected	DEPARTMENT OF CHINESE LITERATURE	CL135A	4	B1015542	MODERN FICTION(I)	6	12	3	Semester	Selected	楊雅明	文LA 4004	
Selected	CENTER FOR GENERAL EDUCATION	GEAE2108	0	AE140008	SOCIETY AND CULTURE IN TAIWAN	0	11	3	Semester	Required	江政寬	通ME 3006	
Selected	DEPARTMENT OF THEATRE ARTS	TA335	3	B1064037	TRADITIONAL THEATRE IN TAIWAN(I)	8	12	2	Semester	Selected	石光生	文FA 3009	
Selected	DEPARTMENT OF THEATRE ARTS	TA351	3	B1063026	DIRECTING(II)	7	12	3	Semester	Selected	楊士平	文FA 2019	
Courses selected : 11 credit(s) (Contact hours : 11 hours) Date : 2016/09/10 16:40:05													
* * Non-Selected Course * *													
Non-Selected	CENTER FOR GENERAL EDUCATION	GEAE2123	0	AE140023	LOCALIZATION OF SPACE AESTHETICS	2	22	2	Semester	Required	李怡豪	文FA 3012	The course is full

A red box highlights the "course selection result" column with the instruction: "(3) 'course selection result' column indicates 'Selected' or 'Non-Selected'".

A red box highlights the "Remarks" column for the "Non-Selected" course with the instruction: "(4) Reasons for 'Non-Selected' courses".

(5) Confirm course selection at the stage of “Confirmation of Course Selection Records”

Notes: Regardless of your course selection you must visit the course selection system to confirm the selection at the stage of “Confirmation of course selection records” even if you selected no courses. For those who fail to confirm their selection on the website before the deadline, the information stored in the system will be deemed as official and final. The course selection result has a great impact on the rights of the student and their academic plans, and is subsequently used as part of the academic record. Please be sure the confirmation is made.

- (1) Login to the course selection system, select “Inquiry regarding course selection result” (see picture 22).
- (2) Select “Confirming the course selection for the semester”

(picture 22)

Not available for course add/drop [Inquiry regarding course selection result] [Related information on course selection] [Personal tool box]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year After the announcement of the course selection result, checking the Internet is required.
(2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

(1) Click “Inquiry regarding course selection result”

Student No. : [] Name : [] DEPARTMENT OF THEATRE ARTS Grade : 3

Course Submit Time : 2016/07/15 15:20:49 IP : 140.117.120.229

Information on current course selection
 • Confirming the course selection for this semester
 • Inquiry each semester course selection

(2) Click “Confirming the course selection for the semester”

[Return]

- (3) To confirm the course selection records, please click “Course Records Confirm” (see picture 23). You can also choose to print out the records. Inquiries regarding the course selection results can be made to the Office of Academic Affairs before the deadline.

(picture 23)

Not available for course add/drop [Inquiry regarding course selection result] [Related information on course selection] [Personal tool box] [Exit course selection system]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year After the announcement of the course selection result, checking the Internet is required.
(2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

3. Click “Course Records Confirm”

student's number : [] Name : [] Dept./Faculty : DEPARTMENT OF THEATRE ARTS Grade : 3

Confirmation : Not yet Course Records Confirm

Course Selection List for 1st semester of Academic Year 2016


course selection result	Dept./Faculty	Course Code	Grade	Course internal code	Course title	Point/ Priority	Stage	Credit	full-year/ semester	Required/ selected	course instructor	Class	Remarks
Selected	DEPARTMENT OF CHINESE LITERATURE	CL136A	4	B1015542	MODERN FICTION(I)	6	12	3	Semester	Selected	楊雅明	文LA 4004	
Selected	CENTER FOR GENERAL EDUCATION	G0AE2108	0	AE140008	SOCIETY AND CULTURE IN TAIWAN	0	11	3	Semester	Required	江政寬	期在 3006	
Selected	DEPARTMENT OF THEATRE ARTS	TA335	3	B1064057	TRADITIONAL THEATRE IN TAIWAN(I)	8	12	2	Semester	Selected	石光生	文FA 3009	
Selected	DEPARTMENT OF THEATRE ARTS	TA351	3	B1063036	DIRECTING(II)	7	12	3	Semester	Selected	楊士平	文FA 2019	

Courses selected : 11 credit(s) (Contact hours : 11 hours) Date : 2016/10/03 15:12:06

(picture 26)

National Sun Yat-sen University 2016 Academic Year, 1st Semester
【Credit Overload Application Form】

【Student Info.】

Student Name : Student ID : 

Department/Grade : DEPARTMENT OF BUSINESS MANAGEMENT 3

【Current Course Selection Status】

Course Selection Result	Course Code	Stage	Dept.	Course Title	Course Instructor	Credit (s)	No. of Selected Course	Max. No. of Enrollment Allowed	Reason for Unsuccessful Course Selection
Selected	BM110	0	B401	CALCULUS(I)	歐神聰	3	76	50	
Selected	BM201	12	B401	STATISTICS(I)	林峰立	3	57	50	
Selected	BM207	12	B401	LEGAL ENVIRONMENT OF BUSINESS(I)	李清潭	2	54	50	
Selected	BM217	31	B401	EXERCISE FOR STATISTICS(I)	林峰立	1	35	50	
Selected	BM218A	22	B401	JAPANESE FOR BUSINESS(I)	森園松江	3	49	50	
Selected	BM302	0	B401	MANAGERIAL ACCOUNTING	黃北豪	3	68	100	
Selected	BM303A	12	B401	MANAGEMENT INFORMATION SYSTEM	郭會義	3	56	55	
Selected	BM342	22	B401	INNOVATION AND IMPLEMENTATION	王致遠	3	47	50	
Selected	GEA1545	11	A105	SPOKEN ENGLISH ACADEMIC COMMUNICATION COMPETENCY	葉雯雯	3	41	40	
Selected	GEPE211A	11	AC6H	SPORT & HEALTH: BASIC MAT SCIENCE	許秀桃	1	85	85	

No. of Overload Credit Requested	6	I. Undergraduate students can select a maximum of 25 credits; exceptions for taking 1-2 additional subjects are made for those with approvals from the department head. (No. 95 of Academic Affairs Meeting in 3/7/2003) II. Under the amendment approved at the 2nd Administrative Meeting in 2002: 1. students of Continuing Education Program of Masters' Degree can take up to 12 credits per semester; students of Masters and Ph.D. can take up to 15 credits per semester. 2. If intending to exceed the limit of credits, study plan and related document need to be submitted and approved by the department head before proceeding with course
Total No. of Credits	31	
Reason for Credit Overload	want to increase knowledge	

selection. Students need to select courses online themselves.

Description

- The application should be submitted before the deadline listed in the Course Selection Guidelines. (Room 6007, Administration Building). Application will not be accepted after the deadline.
- After submitting the form, applicants for credit overload are required to select courses online during the selection period.

Signature of Student	Signature of Advisor/ Faculty mentor	Signature of Department Head of the Student
----------------------	---	--

For students in Continuing Education Program of Masters' Degree only (intended courses of study)

Required/ Selected Course	Course offering Department	Course Title	Course Instructor	Credit (s)	Feedback from Head of Department	
					Approve	Disapprove

D. The “Credit overload application form” must be signed by the applicant; approved by the advisor (or faculty mentor) and the department head of the student. The application needs to be submitted to the Office of Academic Affairs of Curriculum Division before the deadline. Application for credit overload will only be granted to lift the bar of the maximum semester credits. The student must add courses in the course selection system during the course selection period.

(2) Application for Exceptional Circumstances in Course Selection

Notes: Please ensure the application meets the requirements in the “Criteria for applying for exceptional circumstances in course selection” in the Course Selection Guideline. Applications that fail to meet the said criteria will not be accepted and will be returned to the applicant's academic department.

- Please login to the course selection system and select “Related information on course selection” (see picture 27) before the application deadline for exceptional circumstances in course selection.
- Select print out the “Application for exceptional circumstances in course selection”

(picture 27)

[Add/Drop Courses 1] [Inquiry regarding course selection result] [Related information on course selection] [Personal tool box] [Exit course selection system]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year
After the announcement of the course selection result, checking the Internet is required.
(2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

A. Click "Related information on course selection"

Student No. Name :

- Print out the "Credit Overload Application Form" (only for students of NSYSU)
- Print out the "Course Withdrawal Form"
- Print out the "Application for Exceptional Circumstances in Course Selection"
- Print out the "Application for Interscholastic Course Selection" (only for students)
- Print out the "Application for Interscholastic Course Selection" (only for students)
- Print out the "Payment Form" (Cannot print without IE Browser ! Turn Pop-up Blocker off needed !) * See Manual

[Return]

C. Fill in all required fields

(A) The system will display a full list of courses that have been both successfully and unsuccessfully selected (see picture 28).

(Picture 28)

Not available for course add/drop [Inquiry regarding course selection result] [Related information on course selection] [Personal tool box] [Exit course selection system]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year
After the announcement of the course selection result, checking the Internet is required.
(2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

C-(A) The system displays a full list of successfully selected/or unsuccessfully selected courses.

Selections	Add/Drop Course	Course Selection Result	Course Code	Course Title	Credits	Course Instructor	Reason for Application
<input type="checkbox"/>	<input type="checkbox"/>	non-selected	AM207A	LEGAL ENVIRONMENT OF BUSINESS	2	李清潭	
<input type="checkbox"/>	<input type="checkbox"/>	non-selected	GE2419	BIG DATA EXPLORER	2	郭美惠	
<input type="checkbox"/>	<input type="checkbox"/>	non-selected	GA1601	INTRODUCTION TO PSYCHOLOGY	3	邱文彬	
<input type="checkbox"/>	<input type="checkbox"/>	non-selected	SP202	SPORT & HEALTH BASIC DIVING	1	林宗正	
<input type="checkbox"/>	<input type="checkbox"/>	selected	AM110	CALCULUS I	3	歐神謀	
<input type="checkbox"/>	<input type="checkbox"/>	selected	AM201	STATISTICS I	3	林維立	
<input type="checkbox"/>	<input type="checkbox"/>	selected	AM207	LEGAL ENVIRONMENT OF BUSINESS	2	李清潭	
<input type="checkbox"/>	<input type="checkbox"/>	selected	AM217	EXERCISE FOR STATISTICS	1	林維立	
<input type="checkbox"/>	<input type="checkbox"/>	selected	AM218A	JAPANESE FOR BUSINESS II	3	森園松江	
<input type="checkbox"/>	<input type="checkbox"/>	selected	AM302	MANAGERIAL ACCOUNTING	3	黃北榮	
<input type="checkbox"/>	<input type="checkbox"/>	selected	AM303A	MANAGEMENT INFORMATION SYSTEM	3	郭金義	

(B) Add courses

- When the intended course with exceptional circumstances in course selection is shown in the list (see picture 29):
 - Check the box "selections" column
 - Select **add** in the drop-down menu of "Add/drop course" column.
 - Select an appropriate reason from the drop-down menu in the "Reason for application" column.
 - Click on **Submit** to print out "Application for exceptional circumstances in course selection" (see picture 30).

(picture 29)

Not available for course add/drop [Inquiry regarding course selection result] [Related information on course selection] [Personal tool box] [Exit course selection system]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year After the announcement of the course selection result, checking the Internet is required. (2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

a-(a) Check the box "selections"

a-(c) Select an appropriate reason from the drop-down menu

a-(b) Select [add]

a-(d) Click on [Submit]

Selections	Add / Drop Course	Course Selection Result	Course Code	Course Title	Credits	Course Instructor	Reason for Application
<input type="checkbox"/>	<input type="checkbox"/>	non-Selected	BM207A	LEGAL ENVIRONMENT OF BUSINESS(I)	2	李海潭	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	non-Selected	GAE2419	BIG DATA EXPLORER	2	郭美惠	【Specialty Courses】 If a selected course has been suspended, students are allowed to select other courses that are approved by the faculty members.
<input type="checkbox"/>	<input type="checkbox"/>	non-Selected	GEA11601	INTRODUCTION TO PSYCHOLOGY	3	邱文彬	
<input type="checkbox"/>	<input type="checkbox"/>	non-Selected	GEPE203	SPORT & HEALTH: BASIC DIVING	1	林宗正	
						歐神護	

Course Code1: Reason for Application: Course Code2: Reason for Application:

Submit Cancel

(Picture 30)

National Sun Yat-sen University 2016 Academic Year, 1st Semester
【Application for Exceptional Circumstance in Course Selection】

【Student Info.】

Student Name: Student ID: Telephone: Department/Grade: DEPARTMENT OF BUSINESS MANAGEMENT 3 Subsidiary Degree (if applicable): (None) Double Major (if applicable): (None) Type of Degree: (None)

【Current Course Selection Status】

Course Selection Result	Course Code	Dept.	Course Title	Course Instructor	Credit	No. of Students Selected	Maximum No. of Enrollment Allowed	Reason for Unsuccessful Course Selection
non-Selected	BM207A	B401	LEGAL ENVIRONMENT OF BUSINESS(I)	李海潭	2	50	50	Invalid selection due to timetable clashes: please change your selection at other stages
non-Selected	GAE2419	AE34	BIG DATA EXPLORER	郭美惠	2	116	115	The course is full
non-Selected	GEA11601	A106	INTRODUCTION TO PSYCHOLOGY	邱文彬	3	62	60	The course is full
non-Selected	GEPE203	AC6H	SPORT & HEALTH: BASIC DIVING	林宗正	1	48	25	The course is full
Selected	BM1110	B401	CALCULUS(I)	歐神護	3	76	50	
Selected	BM201	B401	STATISTICS(I)	林峰立	3	57	50	
Selected	BM207	B401	LEGAL ENVIRONMENT OF BUSINESS(I)	李海潭	2	54	50	
Selected	BM217	B401	EXERCISE FOR STATISTICS (I)	林峰立	1	35	50	
Selected	BM218A	B401	JAPANESE FOR BUSINESS (I)	森國松江	3	49	50	
Selected	BM302	B401	MANAGERIAL ACCOUNTING	黃北豪	3	68	100	
Selected	BM303A	B401	MANAGEMENT INFORMATION SYSTEM	郭倉義	3	56	55	
Selected	BM342	B401	INNOVATION AND IMPLEMENTATION	王敬嬌	3	47	50	
Selected	GEA11545	A105	SPOKEN ENGLISH ACADEMIC COMMUNICATION COMPETENCY	葉雯霞	3	41	40	
Selected	GEPE211A	AC6H	SPORT & HEALTH: BASIC MAT SCIENCE	許秀桃	1	85	85	

【Intended Add and Drop Courses】

Add / Drop Course	Course Code	Course Internal Code	Course Title	Reason	Credit	Course Instructor (signature)	Barcode
Add	GAE2419	AE340018	BIG DATA EXPLORER	A2	2	(郭美惠)	15GAE2419
Drop	BM302	B4010039	MANAGERIAL ACCOUNTING	A3	3	(黃北豪)	15BM302
Add	BM316	B4011112	MARKETING RESEARCH	A4	3	(周幸華)	15BM316

【Reasons for application】

A. If the application for specialty courses meets any of the following conditions, the application form should be submitted to the Curriculum Affairs Division before the deadline, if not the application will be rejected and returned back to their corresponding departments.

A1. Undergraduate students who fail to obtain sufficient credits required for each semester are restricted to add specialty courses or general education courses offered by their departments only.

A2. If a selected course has been suspended, students are allowed to select other courses that are approved by the faculty members.

A3. Drop courses that approved credit waiver or repeated courses.

Signature of the Applicant Student: _____

• Signature forgery will result in consequence stated in the NSYSU Regulations for Student Conduct and Discipline.

• If timetable clashes occur, courses involved will be considered void. (Rules 11 in NSYSU regulations)

Signature of Department Head of the Student, or Faculty mentor: _____

Signature of Center for General Education(Basic and General Education courses): _____

• 4th year of undergraduate students should hand in Graduated Qualification Examination Form and Academic Schedule of this semester.

• 1st to 3rd year of undergraduate students should hand in Transcript for all semesters and Academic Schedule of this semester.

Signature of Department of Chinese Language (Chinese Language courses): _____

Signature of Department of Foreign Language (English Language courses): _____

Note:

- Applications for specialty courses should be submitted to the Curriculum Division and applications for basic and general education courses should be submitted to the Center for General Education before the deadline listed in the Course Selection Guidelines.
- Applications for alteration of course selection is processed by the "course code" written in form. Once the final announcement is made, no application for alteration will be accepted. Please pay attention when filling in the form.
- Signature forgery will result in consequence stated in the NSYSU Regulations for Student Conduct and Discipline.
- Process: Fill and print out the form→Sign by the applicant student→Sign by the course instructor→Sign by the department head of the student or faculty mentor→Submit to the Curriculum Division(if apply for specialty courses) and to the Center for General Education (if apply for basic and general education courses).

b. When the intended course with exceptional circumstances in course selection is *NOT* shown in the list (see picture 31):

(a) Go to the "orange colour zone" on the screen

(b) Key in the 【course code】 in the "Course code" column.

(c) Select 【add】 in the drop-down menu of "Add/drop" column.

- (d) Select an appropriate reason from the drop-down menu in the “Reason for application” column.
- (e) Click on **【Submit】** to print out “Application for exceptional circumstances in course selection” (see picture 30).

(Picture 31)

Not available for course add/drop [Inquiry regarding course selection result] [Related information on course selection] [Personal tool box] [Exit course selection system]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year After the announcement of the course selection result, checking the Internet is required.

(2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

Selected	Course Code	Course Name	Class	Teacher	Reason for Application
<input type="checkbox"/>	BM207	LEGAL ENVIRONMENT OF BUSINESS(I)	2	李清博	
<input type="checkbox"/>	BM218A	JAPANESE FOR BUSINESS (I)	3	陈国松	
<input type="checkbox"/>	BM302	MANAGERIAL ACCOUNTING	3	黄北康	
<input type="checkbox"/>	BM303A	MANAGEMENT INFORMATION SYSTEM	3	郭金燕	
<input type="checkbox"/>	BM312	INNOVATION AND	3	王玲	
<input type="checkbox"/>	GEPE211A	SPORT & HEALTH: BASIC MAT SCIENCE	1	许秀桃	

Not above the courses

Add/Drop: Add Course Code: BM216 Reason for Application: [Reason for Application]

Add/Drop: Drop Course Code2: Reason for Application:

Submit Cancel

(C) Drop Courses (see picture 32):

- a. Check the box “selections” column
- b. Select **【drop】** in the drop-down menu of “Add/drop course” column.
- c. Select an appropriate reason from the drop-down menu in the “Reason for application” column.
- d. Click on **【Submit】** to print out “Application for exceptional circumstances in course selection”(see picture 30).

(Picture 32)

Not available for course add/drop [Inquiry regarding course selection result] [Related information on course selection] [Personal tool box] [Exit course selection system]

After the announcement of the course selection result, checking the Internet is required. From the 2003 academic year After the announcement of the course selection result, checking the Internet is required.

(2) After the course selection, "confirmation on the Internet" has to be carried out for course selection record. Written confirmation is cancelled; without making a confirmation by Internet, the record will be kept based on the information of Academic Affairs.

Selected	Course Code	Course Name	Class	Teacher	Reason for Application
<input type="checkbox"/>	BM207	LEGAL ENVIRONMENT OF BUSINESS(I)	2	李清博	
<input type="checkbox"/>	BM218A	JAPANESE FOR BUSINESS (I)	3	陈国松	
<input checked="" type="checkbox"/>	BM302	MANAGERIAL ACCOUNTING	3	黄北康	
<input type="checkbox"/>	BM303A	MANAGEMENT INFORMATION SYSTEM	3	郭金燕	
<input type="checkbox"/>	GEPE211A	SPORT & HEALTH: BASIC MAT SCIENCE	1	许秀桃	

Not above the courses

Add/Drop: Add Course Code1: Reason for Application: [Reason for Application]

Add/Drop: Drop Course Code2: Reason for Application:

Submit Cancel

- (D) The form of “Application for exceptional circumstances in course selection” must be signed by the course instructor, the applicant, and the department head of the student. The application needs to be submitted to the General Education Centre (for general education courses) or to the Office of Academic Affairs of Curriculum Division (for professional courses) before the deadline.

(3) Course Withdrawal Form

Notes: Students are allowed to withdraw up to 2 courses, provided the total credits obtained after course withdrawal meet the minimum credit requirement. Courses will be listed in the grade report with the course withdrawal sign next to them but will not be counted as part of the academic record.

- A. Please login to the course selection system and select “Related information on course selection” before the application deadline for application of course withdrawal (see picture 33).
- B. Select print out the “Course Withdrawal Form”

(picture 33)

The screenshot shows the top navigation bar with links: [Add/Drop Courses 1], [Inquiry regarding course selection result], [Related information on course selection], [Personal tool box], and [Exit course selection system]. Below the navigation bar, there is a list of links for printing forms. A red box labeled 'A. Click "Related information on course selection"' points to the corresponding link in the top bar. Another red box labeled 'B. Click print out the "Course Withdrawal Form"' points to the link 'Print out the "Course Withdrawal Form"' in the list.

- Print out the "Credit Overload Application Form" (only for students of NSYSU)
- Print out the "Course Withdrawal Form"
- Print out the "Application for Exceptional Circumstances in Course Selection" (only for students of NSYSU)
- Print out the "Application for Interscholastic Course Selection" (only for students from other schools)
- Print out the "Application for Interscholastic Course Selection" (only for students from other schools)
- Print out the "Payment Form" (Cannot print without IE Browser ! Turn Pop-up Blocker off needed !) *See Manual

- C. Check the courses to drop in “Select” column (see picture 34)

(picture 34)

The screenshot shows the course list table with columns: Select, Course Code, Course Title, Credit(s), Course Instructor, and Withdrawal Date. A red box labeled 'C. Tick the box to indicate the intended course for course withdrawal application' points to the 'Select' column. Another red box labeled 'D. Click on [Submit]' points to the 'Submit' button at the bottom right of the table.

Select	Course Code	Course Title	Credit(s)	Course Instructor	Withdrawal Date
<input checked="" type="checkbox"/>	BM110	CALCULUS(I)	3	歐神護	2016/12/23
<input checked="" type="checkbox"/>	BM201	STATISTICS(I)	3	林峰立	2016/12/23
<input type="checkbox"/>	BM207	LEGAL ENVIRONMENT OF BUSINESS(I)	2	李漢輝	2016/12/23
<input type="checkbox"/>	BM217	EXERCISE FOR STATISTICS(I)	1	林峰立	2016/12/23
<input type="checkbox"/>	BM218A	(JAPANESE FOR BUSINESS I)	3	森田松江	2016/12/23
<input type="checkbox"/>	BM302	MANAGERIAL ACCOUNTING	3	黃北豪	2016/12/23
<input type="checkbox"/>	BM303A	MANAGEMENT INFORMATION SYSTEM	3	郭金燕	2016/12/23
<input type="checkbox"/>	BM342	INNOVATION AND IMPLEMENTATION	3	王致遠	2016/12/23
<input type="checkbox"/>	GEA11545	SPOKEN ENGLISH ACADEMIC COMMUNICATION COMPETENCY	3	葉世義	2016/12/23
<input type="checkbox"/>	GEPE211A	SPORT & HEALTH: BASIC MAT SCIEN	3		2016/12/23

D. Click on **【Submit】** and print out “Course withdrawal form” (see picture 35)

(Picture 35)

National Sun Yat-sen University 2016 Academic Year, 1st Semester
【Course Withdrawal Form】

I. Regulations for Course Withdrawal:

1. Application for withdrawing courses from distance learning program will not be accepted.
2. The student should still meet the minimum credit requirement after withdrawing courses.
3. The student can withdraw up to 2 courses; the course will still appear on the academic report. Credit fees will not be refunded.

II. Submission time: 9am~5pm 2nd December (Friday) to 9th December (Friday). No application will be accepted after the deadline.



III. Office for submission: Curriculum Affairs Division of the Office of Academic Affairs(Room 6006, Administrative Building).

IV. Course withdrawal's result announcement: Once the application form is submitted, please confirm the record within 3 working days on the course selection system/login ID and password/ inquiry regarding course selection result/ information on current course selection. Should there be any other questions, inquiries can be made at the Curriculum Affairs Division of the Office of Academic Affairs before 16th December (Friday). After the deadline, all information stored in the course selection system will be regarded as final and official.

【Student Info.】
 Name :
 Student ID :
 Department/Grade : DEPARTMENT OF BUSINESS MANAGEMENT 3
 Telephone :
 ※Total no. of semester credits : 25 credit(s)

Note for Course Withdrawal	Dept.	Course Code	Course Title	Credit (s)	full-year/ semester	Required/ selected	Course Instructor
V	B401	BM110	CALCULUS(I)	3	Semester	Required	歐神騰
V	B401	BM201	STATISTICS(I)	3	Semester	Required	林林立
	B401	BM207	LEGAL ENVIRONMENT OF BUSINESS(I)	2	Semester	Required	李清輝
	B401	BM217	EXERCISE FOR STATISTICS(I)	1	Semester	Selected	林林立
	B401	BM218A	JAPANESE FOR BUSINESS (I)	3	Semester	Selected	森國松江
	B401	BM302	MANAGERIAL ACCOUNTING	3	Semester	Required	黃北豪
	B401	BM303A	MANAGEMENT INFORMATION SYSTEM	3	Semester	Required	郭會義
	B401	BM342	INNOVATION AND IMPLEMENTATION	3	Semester	Selected	王敏超
	A105	GEA1545	SPOKEN ENGLISH ACADEMIC COMMUNICATION COMPETENCY	3	Semester	Selected	樂雯霞
	AC6H	GEPE211A	SPORT & HEALTH-BASIC MAT SCIENCE	1	Semester	Required	許秀桃

【Course withdrawal information】

Course Code	Course Title	Credit (s)	Course instructor's signature	Barcode
BM110	CALCULUS(I)	3		 ISBM110
BM201	STATISTICS(I)	3		

Signature of Department Head of the Student : _____

Signature of Advisor/ Faculty mentor : _____

Signature of Student : _____

E. The “Course withdrawal form” must be signed by the course instructor, the applicant, the advisor (or faculty mentor), and the department head of the student. The application must be submitted to the Office of Academic Affairs of Curriculum Division before the deadline.