

National Sun Yat-Sen University

Course Selection Guidelines

**Academic Year 2025/26
Fall Semester**

- This Course Selection Guideline is established in accordance with subparagraph 3 of article 10 of the NSYSU Academic Regulations.
- This Course Selection Guidelines is approved at the 184th Academic Affairs Meeting on May 15, 2025.
- Course Selection System: <https://selcrs.nsysu.edu.tw/>

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1. Course Selection Schedule

(Please follow the schedule for processing. Late submission will not be accepted, except for significant factors.)

Stage	Start Dates	End Dates
114-1 Course Inquiry	2025/6/24 (Tuesday) 13:00	
Confirmation on Pre-Assigned Required Courses	8/21 (Thursday) 09:00	9/11 (Thursday) 17:00
Departments Assisting Students for Course Selection	8/21 (Thursday) 09:00	9/11 (Thursday) 17:00
Inter-Institutional Course Selection (NSYSU students) (Please follow the schedules of other universities selecting the courses)	8/21 (Thursday) 09:00	9/11 (Thursday) 17:00
Application for Credit Overload (Please print the paper application form from course selection system for approval and submission)	8/21 (Thursday) 09:00	9/11 (Thursday) 17:00 (Pay attention to the deadline of printing and submitting)

【Preliminary Selection】

Preliminary Selection 1 (Only available for undergraduate students to select general education courses)	8/21 (Thursday) 09:00	8/22 (Friday) 17:00
Preliminary Selection 1 《Result Announcements》	8/25 (Monday) 14:00	
Preliminary Selection 2	8/26 (Tuesday) 09:00	8/27 (Wednesday) 17:00
Preliminary Selection 2 《Result Announcements》	8/28 (Thursday) 14:00	

【Add/Drop Courses】

Add/Drop Courses 1	8/29 (Friday) 09:00	9/1 (Monday) 17:00
Add/Drop Courses 1 《Result announcements》	9/2 (Tuesday) 14:00	
Add/Drop Courses 2	9/10 (Wednesday) 09:00	9/11 (Thursday) 17:00
Add/Drop Courses 2 《Result announcements》	9/12 (Friday) 14:00	

【Exceptional Circumstances】

Exceptional Circumstances (Please print the paper application form from course selection system for approval and submission)	9/15 (Monday) 09:00	9/19 (Friday) 17:00 (Pay attention to the deadline of printing and submitting)
Confirmation of Course Selection Records	9/15 (Monday) 09:00	9/26 (Friday) 17:00

【Credit Fees Payment】

Credit Fees Payment (Tentative)	10/7 (Tuesday)	10/17 (Friday)
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【Course Withdrawal】

Course Withdrawal (Please print the paper application form from course selection system for approval and submission)	11/14 (Friday) 09:00	11/21 (Friday) 17:00 (Pay attention to the deadline of printing and submitting)
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※ Please refer to **【4. Instructions and Guidelines for Individual Stages】** for the course selection procedures at each stage.

2. Notices before Course Selection

(1) Course Selection System Website:

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

For students selecting courses for the first time, the account number of the course selection system is the student ID number, and the default password is the last six digits of the national ID numbers. Before the course selection, students shall change the password for the security reason. If you forgot passwords, please log in the NSYSU Single-Sign-On (SSO) / Inquiry regarding password, or you can visit the Curriculum Division of Academic Affairs Office with your student ID during office hours for inquiry.

B. Operating Instructions on Course Selection: Course Selection System/ Regulations/ Operating Instruction

C. Course Offerings for the Semester: Course Selection System/ Course Inquiry/ Current Course

D. Maintenance for Frequently Used Email Account: Course selection system/ log in / Personal Toolbox. Please register your frequently used email address to ensure you receive the messages from courses and NSYSU. (To avoid missing any emails, students are advised to use student email accounts).

E. Result Announcements for Course Selection: Please check the course selection results for the semester on the website during the selection period to ensure an accurate result for the course selection, regardless of whether you have added/dropped the course or not.

- (a) Results of course selection: Students shall log into the course selection system to check the results during the announcement periods at individual stages. Course Selection System/ Inquiry regarding course selection result/ Confirming the course selection for this semester
- (b) Please confirm your course selection results for the semester on the course selection system during the “Confirmation of Course Selection Records” period. For students who fail to do so before the deadline, the information stored in the system will be deemed as official and final. Changes cannot be made. (Based on the decision made at 122nd Academic Affairs Meeting)

(2) Course Selection Inquiry:

A. Questions about Course Selection:

For any inquiry regarding course selection, please email the questions to acad-c@mail.nsysu.edu.tw with your student IDs before the course selection deadline. Responses will be made within 2 working days. No request can be made on the ground of system problem after the deadline.

B. Contacts for Departments/Centers (Internal Extension Number):

- (a) Critical Thinking and Expression in Chinese: Center of Essential Education (5852)
- (b) General English, Inter-College (EAP/ ESP): Center for EMI Teaching Excellence (5808)
- (c) General Education Courses: Inter-college (5852), Liberal Arts (5853), Sports & Health (5865), Service Learning (5870)
- (d) Mandatory Specialty courses: Office of Departments
- (e) Curriculum Division: (2131~2134)

C. Departments Assisting Students for Course Selection:

Before adding or dropping courses:

- (a) Please check information for lists of mandatory courses, course structure of general education, Academic Regulations of NSYSU, course selection guidelines.
- (b) You could discuss your choices with your mentor or the staff of departments office.

3. Course Selection Instructions

- (1) "First-come, first-serve" mechanism is not used on the system. There is no urgency to get online at the beginning of each stage. To avoid overloading the website, you can check the course codes before the selection. There are Preliminary Selection 1 and Preliminary Selection 2 at Preliminary Selection stage; there are Add/Drop Courses 1 and Add/Drop Courses 2 at Add/Drop Courses stage. After adding or dropping courses at the course selection stages, please confirm the result on the website after the announcement is made. If you drop a course, the system will immediately remove it and release the slot. If the course is mistakenly dropped, you need to add it again at the course selection stages, and the course will be allocated by system based on the priority order.
- (2) After "Add courses" :
 - A. **"Course to be added"**: Courses that you have added in the course selection system will be displayed as "course to be added", which doesn't mean you have been enrolled in the course. To see whether you have been enrolled in the course or not, please check online when the result of each course selection stage is announced.
 - B. **Failure to Added/Dropped Courses**: Unsuccessful course registrations. Selections need to be made again according to the instructions.
 - C. **Course Timetable Clash**: Multiple choices can be made for the same slot, and the system will provide a result based on personal preferences if the courses are all enrolled. If the timetable clashes between a confirmed pre-assigned course and an added course, the confirmed pre-assigned course will be deemed as the final result.
- (3) The system will immediately remove the course once the course is dropped. Course dropped by mistake need to be added again at the course selection stage, and the course will be allocated by the system based on the priority order **【5. Priority Order for Course Enrollment】** .
- (4) If students do not intend to take courses that have been pre-assigned or successfully enrolled in during the Preliminary selection stage or Add/Drop courses stage — due to reasons such as credit transfer, course restrictions, or course retake (already completed) — students must take the initiative to drop the course. Failure to do so will be regarded as "voluntary enrollment in the above courses for the semester".
- (5) Teacher education program courses are available only for students of the teacher education program to select at the stage of Preliminary selection 2. During the Add/Drop stage, the teacher education program courses are open for all students. (Note: Credit fees of teacher education program courses are required.)
- (6) At each stage, please check the result for each stage of course selection in course selection system and print out the records for reference; After the Add/Drop stage, no formal course selection records (print version) will be provided. Please follow the provisions to confirm your course selection records in course selection system. Any request for change will not be accepted after the deadline.
- (7) There is **【Current Course】** at course inquiry column of course selection system. On the current course page, the number displayed in the "Selection No." column represents the number of students who have added the course but have not yet been enrolled. Before adding courses, students are suggested to check the mentioned number first. When the number exceeds the limit, students need to evaluate the possibility of being enrolled in that course.
- (8) Course selection should be made according to individual interests and schedules. Do not limit your choice to a specific instructor to avoid any negative impact on your study and graduation.
- (9) Be aware of the course requirements before making a choice. Priority is given to those who have not taken the course before.

4. Instructions and Guidelines for Individual Stages

(1) Confirmation on Pre-Assigned Required Courses

(Please confirm the pre-assigned required courses. Add required courses by yourself if they are not pre-assigned in your course selection system)

- A.** To ensure students to prioritize mandatory courses, students need to confirm the pre-assigned required courses before proceeding to add and drop courses. Please log in (with account ID and password) to the course selection system/ confirm pre-assigned required courses. Please select courses by checking the **【Save Courses】** boxes individually and press **【Submit】** button. If you just submit without checking the **【Save Courses】**, the priority right to study such courses will be gone. Students who are required to take those courses need to add them during the selection period.
- B.** If the confirmation is not made before the deadline of the Add/Drop course stage, it is regarded as unsuccessful enrollments into the pre-assigned required courses. Students who merely intend to study pre-assigned required courses must take extra precaution on above. If they fail to make the confirmation before the deadline of the Add/Drop course stage, they are deemed as not having selected any courses.
- C.** Multiple mandatory courses will not be pre-assigned, and students should add the courses on their own. For mandatory courses not pre-allocated due to other factors, students should add the courses on their own.
- D.** Due to various factors involved in scheduling course selection, the system is unable to account for all conditions where students may not have to or are not allowed to take certain courses including credit waiver, prerequisite courses, course retaking, etc. Please make sure the course is dropped when not intending to study the course.

(2) Application for Credit Overload

- A.** Please log in the course selection system /Related information on course selection/ print **【Credit Overload Application Form】**. When intending to register excessive number of courses without prior request for credit overload, courses with lower priority will be deleted.
- B.** Applicants for credit overload should submit the application form prior to conducting the course selection on the website.
- C.** The maximum number of credits allowed per semester: 25 credits for undergraduate students, 12 credits for the in-service master's program students, and 15 credits for masters and Ph.D. students.
- D.** 1-2 subjects above this limit (credit overload) is allowed for undergraduate students. In-service master's program students need to compile a course study plan with the required documents.

(3) Inter-Institutional Course Selection (NSYSU students)

(Please follow the course selection schedules of the course offering institute)

- A.** NSYSU application form: NSYSU Academic Affairs Office's Website / English/ Forms/ Students/ Print **【Application Form for Inter-Institutional Course Selection】**. One application form per course along with the information of the course (including the institute offering the course, the department offering the course, the course's title in Chinese and English, number of credits, timetable, etc.) and its syllabus.
- B.** NSYSU application needs to be approved by faculty member and department heads, and then submitted to the Curriculum Division of NSYSU Academic Affairs Office. Besides, if the course taken at another university is teacher education program course, please obtain the approval from the Center for Teacher Education. If it is a general education course, please obtain the approval from Si Wan College. Approved application form needs to be submitted to Curriculum Division of NSYSU Academic Affairs Office prior to proceeding with the inter-institutional course selection process at the course offering institutions. When you collect the application form from NSYSU Curriculum Division, please follow the course selection regulation of the course offering institute

and complete their procedures. After completing the course selection process at the course offering institutions, please return the NSYSU application form to Curriculum Division of NSYSU Academic Affairs Office before the date showed on the application form. The process is considered complete after the application form is return to NSYSU Curriculum Division. For those who are late or fail to return the form to Curriculum Division, the course will be cancelled.

- C. Selecting courses from other institutes should be due to course unavailability for the current semester at NSYSU. After the procedure is completed, no application for dropping courses will be accepted except for the reasons of timetable clashes, or the chosen course being suspended due to insufficient number of students. For dropping courses with above reason should submit the proved documents to Curriculum Division of NSYSU Academic Affairs Office no later than one week after the deadline of NSYSU Add/Drop course selection stage.
- D. For NSYSU undergraduate students, the number of credits taken at other institutes cannot exceed more than 1/3 of the total number of credits awarded for the semester, except for the students with an extended study period, inter-institutional double major, subsidiary degree and integrated program. For masters and Ph.D. students, the number of credits cannot exceed more than 1/3 of the total credits required for graduation.
- E. In accordance with Article 67 of NSYSU Academic Regulations, in-service master's program students are not allowed to select courses from other institutions, except for the students with teacher education program, inter-institutional integrated program, domestic exchange program and special circumstances with a prior approval.
- F. NSYSU undergraduate students (excluding students with an extended study period) who select courses (excluding teacher education program courses) offered by Taiwan Comprehensive University System (NCCU, NCHU and NCKU), NUK, KMU, NKUST, NDHU, NQU, NPUST, R.O.C. Naval Academy, R.O.C. Air Force Academy and TCU do not have to pay for credit fees. Please attend courses punctually. For summer courses, credit fees are payable in accordance with the regulations of respective institutions.
- G. NSYSU masters and Ph.D. students who select courses at KMU do not have to pay for credit fees. Please attend courses punctually. For summer courses, credit fees are payable in accordance with the regulations of KMU.
- H. Three working days after the submission of the application form, students can log in to the course selection system and check the results of course selection.

(4) Preliminary Selection 1

(At this stage, general education courses are available for undergraduate students only. For students of other educational systems, those courses can be selected at the Add/Drop courses stage.)

- A. **Add courses:** At this stage, points allocation is used for adding courses. Up to three courses can be chosen in each category. After submitting your **【Add/drop courses menu】** in course selection system, the courses you added will be displayed as “course to be added” at the top of the course selection page.

How to allocate points: Allocate points into different courses in the same category based on personal preferences. 0~100 points can be given.

Drop courses: Once student submits to drop the course, the course will be immediately removed by the system. Mistakenly dropped courses need to be reselected again during the course selection stage, and the course will be allocated by system based on the priority order **【5. Priority Order for Course Enrollment】**.

- B. Regarding the curriculum structure of general education courses for undergraduate students, please visit the website of Si-Wan College for more information.
- C. General education courses: Up to 3 courses can be chosen in each category.
 - (a) Language Literacy courses:
 - i. Critical Thinking and Expression in Chinese: 100 points
 - ii. General English: 100 points

- (b) Inter-College Electives courses: 100 points
 - (c) Liberal Arts courses: 100 points
 - (d) Service Learning courses: 100 points
 - (e) Sports & Health courses: 100 points
- D.** Students are advised to select courses based on the mandatory course list for each semester to avoid missing the priority for selecting those courses, which could impact future course selection.
- E.** Applied courses (including military training) are available for undergraduate students to select during the stage of Preliminary selection 2, and are available for graduate students to select during the Add/Drop stage.
- F.** The enrollment limits for general education courses in each category:
- (a) Inter-College Electives category and Liberal Arts category: Limited to 1 course. During the Add/Drop stage, an additional 2nd course could possibly be selected if students add the course.
 - (b) Sports & Health category: Limited to 2 courses (including retaking or credit recovery course)
 - (c) Other categories: Limited to 1 course.

(5) Preliminary Selection 2

- A. Add courses:** “Listing priority numbers”. Numbers cannot be repeated. After submitting your **【Add/drop courses menu】** in course selection system, the courses you added will be displayed as “course to be added” at the top of the course selection page. The correct way to assign priority numbers for three courses is: 1,2,3; the incorrect way is: 1, 1, 1.
- How to select priority numbers:** When adding courses, assign priority numbers based on personal preferences. Priority numbers from 1 to 20 are assigned to up to 20 courses, and the number cannot be repeated. Adding multiple courses, giving different priority numbers, in the same time slot will result in a "timetable clashes" message appearing on the personal timetable. And the system will select one of them based on the priority order if they are enrolled. However, if the selected choice clashes with a required course, the required course will be kept as the final choice.
- Drop courses:** Once student submits to drop the course, the course will be immediately removed by the system. Mistakenly dropped courses need to be reselected again during the course selection stage, and the course will be allocated by system based on the priority order **【5. Priority Order for Course Enrollment】**.

- B.** Applicable courses and students at this stage (Note: "V" indicates eligible to be added)

Course Category Student	Undergraduate Course (general education course & specialty courses)	Master's course	Ph.D. course	Teacher education program course	In-service master's program course
Undergraduate students	V	V (For juniors and seniors students)		V (for teacher education program students only)	
Masters and Ph.D. students		V	V	V (for teacher education program students only)	
In-service master's program students		V	V	V (for teacher education program students only)	V

- C.** During this stage, the enrollment limits for general education courses in each category are the same as stage of Preliminary selection 1.

(6) Add/Drop Courses 1 and 2

A. Add courses: This stage applies the same rule as stage of Preliminary selection 2 as “listing priority number”. Numbers cannot be repeated. After submitting your **【Add/drop courses menu】** in course selection system, the courses you added will be displayed as “course to be added” at the top of the course selection page. The correct way to assign priority numbers for three courses is: 1,2,3; the incorrect way is: 1, 1, 1.

How to select priority numbers: When adding courses, assign priority numbers based on personal preferences. Priority numbers from 1 to 20 are assigned to up to 20 courses, and the number cannot be repeated. Adding multiple courses, giving different priority numbers, in the same time slot will result in a "timetable clashes" message appearing on the personal timetable. And the system will select one of them based on the priority order if both are enrolled. However, if the selected choice clashes with a required course, the required course will be kept as the final choice.

Drop courses: Once student submits to drop the course, the course will be immediately removed by the system. Mistakenly dropped courses need to be reselected again during the course selection stage, and the course will be allocated by system based on the priority order **【5. Priority Order for Course Enrollment】**.

B. Applicable courses and students at this stage (Note: "V" indicates eligible to be added)

Course Category Student	Undergraduate Course (General Education Course & Specialty Course)	Master's Course	Ph.D. Course	Teacher education program course	In-service master's program course
Undergraduate students	V	V (Juniors and seniors students is allowed to add courses online, while freshmen and sophomores students must submit paper application)		V	
Masters and Ph.D. students	V (Excluding inter-college elective courses, liberal arts courses, and service learning courses.)	V	V	V	
In-service master's program students	V (Excluding inter-college elective courses, liberal arts courses, and service learning courses.)	V	V	V	V

C. For the courses that were not enrolled in at the Add/Drop Course 1 stage, students could add them again at the Add/Drop Course 2 stage if they still wish to be enrolled in those courses.

D. An additional 2nd course of inter-college electives category and liberal arts category could possibly be selected during the Add/Drop course stage if students add the courses.

E. At this stage, the enrollment limitation for some specialty courses are removed, and they are open for all students to select, except for the courses that are "limited to Ph.D. students only", and courses offered by the Department of Music, the Department of Theater Arts: “for students of the department only (specific academic year)”, International Indigenous Interdisciplinary

Program, the School of Medicine, Institute of Advanced Semiconductor Packaging and Testing, Institute of Precision Electronic Components, Institute of Innovative Semiconductor Manufacturing, Institute of Global Asset Management, Institute of Global Digital and Sustainable Finance, IBMBA and GHRM MBA Program, all of which have specific enrollment restrictions. **(Based on the decision made at 129th, 148th, 158th, 174th, 178th, 180th and 184th Academic Affairs Meeting)**

- F. Before the deadline of this stage, the course instructors can select students to be prioritized from the list of unsuccessful applicants depending on their attendance records. Students on the priority list still have to add the course in course selection system at the same stage.
- G. For freshmen and sophomores who wish to take master's courses, please complete the application form **【Application for 1st and 2nd Year of Undergraduate Students to Add a Master Degree Course】** and submit to the Curriculum Division of Academic Affairs Office before the end of this stage. The application form could be found at Academic Affairs Office website. If the applicants miss the above deadline, please follow the procedure during the Exceptional Circumstances Stage.

(7) Exceptional Circumstances

- A. Please log in to the course selection system / Related information on course selection/ print out the application form **【Application for Exceptional Circumstances in Course Selection】**.
- B. If the application for specialty courses meets any of the following conditions, the application form should be submitted to the Curriculum Division of Academic Affairs Office before the deadline, if not the application will be rejected and returned back to their corresponding departments.
 - (a) Undergraduate students who fail to obtain sufficient credits required for each semester are restricted to add specialty courses offered by their departments only
 - (b) If a selected course has been suspended, students are allowed to select other courses that are approved by the course instructors.
 - (c) Drop courses that approved credit waiver or repeated courses.
 - (d) Add mandatory courses that are not successfully selected.
 - (e) Courses chosen at "Add courses" stage do not meet the requirements of courses with "limitations" and "prerequisites". (Credits awarded from such courses will be handled according to related regulations)
 - (f) 1st and 2nd year of undergraduate students who apply to add "master's degree courses"
 - (g) The student who has a 100% attendance record but is left without a place on an over-subscribed course is allowed to add the course once being approved by the course instructors. (The number of students permitted in the course is determined by the course instructors).
 - (h) Credits on the added courses have impact on graduation or any other reasons (please provide a detailed explanation report)
- C. For general education courses, applicants who meet any of the following requirements should submit their applications at the Si-Wan College with the approved sticker, only available for Liberal Arts courses and Service Learning courses and English Language Courses, and signature of course instructor and required information (required files are listed in the stamp zone at the application form); unqualified applicants (i.e. those who obtained instructor's signature only) will be rejected and returned to their departmental offices.
 - (a) If a selected course has been suspended, students are allowed to select other general education courses that are approved by the course instructors.
 - (b) Drop general education courses that approved credit waiver or repeated courses.
 - (c) Failed to obtain any general education courses.
 - (d) Add general education courses that are not successfully selected.
 - (e) Credits on the added general education courses have impact on graduation or any other

reasons (please provide a detailed explanation report)

- D. 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.
- E. Once the application form is approved and submitted to the Curriculum Division, it can be checked after 3 working days on the course selection website/ login ID and password/ inquiry regarding course selection results/ information on current course selection.

(8) Confirmation of Course Selection Records

- A. This stage is carried out according to “NSYSU students’ official confirmation of course selection records”, based on the decision made at 122th Academic Affairs Meeting.
- B. Please log in to the course selection system /Inquiry regarding course selection result/select “Confirming the course selection for this semester”/ press confirm button
- C. Students are strongly requested to confirm their course selection records (already selected courses, unsuccessful selection, mandatory and elective courses) in course selection system. The selection result has a tremendous impact on the academic work and rights of the students since the selected courses are the basis of the final marks for each semester. Issues can be raised to the Curriculum Division of Academic Affairs Office before the deadline. For those who fail to confirm their selection records on the website before the deadline, the information stored in the system will be deemed as official and final. Changes cannot be made. (Based on the decision made at 122th Academic Affairs Meeting)
- D. After the Add/Drop courses stage, no official print version of the course selection will be provided. Please print out your course selection records for your own reference.

(9) Course Withdrawal

- A. Please log in to the course selection system /Related information on course selection/ print out the **【Course Withdrawal Form】**
- B. Students are allowed to withdraw from up to 2 courses, provided that the total number of credits after the course withdrawal cannot be below the minimum credit requirement. The withdrawn course will be listed on the grade report with the course withdrawal sign but will not be counted as part of the academic record. Application for course withdrawal will not be accepted if students have applied for credit underload, and the total credits are already below the minimum credit requirement.
- C. The course withdrawal stage begins after two-thirds of the semester has passed, and therefore credit fees (tuition fees) will not be refunded. Any unpaid fees must be paid in accordance with regulations.
- D. Students should follow the regulation and schedule of the course offering institutes to withdraw the inter-institutional course. Students are allowed to withdraw from up to 2 courses including inter-institutional courses and NSYSU courses, provided that the total number of credits after course withdrawal cannot be below the minimum credit requirement. **(146th Academic Affairs Meeting)**
- E. Once the application form is approved and submitted to the Curriculum Division of Academic Affairs Office, please check the course selection results after 3 working days by logging in to the course selection system /inquiry regarding course selection results /information on current course selection.
- F. Should there be any questions, please contact the Curriculum Division of Academic Affairs Office before **November 28th, 2025 (Friday)**. Late inquiries will not be accepted.

5. Priority Order for Course Enrollment

Priority sequencing Course category		1	2	3	4	5	6	7	8
Critical Thinking and Expression in Chinese & General English courses		Limitations 、 Priority Criteria	Points 、 Priority Number	1st year 4th year				Other educational system	Random No.
Liberal Arts courses		Limitations 、 Priority Criteria	Points 、 Priority Number	4th year	2nd year 3rd year	1st year		Other educational system	Random No.
Sports & Health courses	1st year (freshmen)	Limitations 、 Priority Criteria	Points 、 Priority Number	1st year	4th year			Other educational system	Random No.
	2nd year (sophomores)	Limitations 、 Priority Criteria	Points 、 Priority Number	2nd year	4th year	3rd year		Other educational system	Random No.
	Elective courses	Limitations 、 Priority Criteria	Points 、 Priority Number	4th year	3rd year			Other educational system	Random No.
Service Learning courses		Limitations 、 Priority Criteria	Points 、 Priority Number	2nd year	3rd year 4th year			Other educational system	Random No.
Inter-College Electives courses		Limitations 、 Priority Criteria	Points 、 Priority Number	1st year 4th year				Other educational system	Random No.
Specialty courses		Limitations 、 Priority Criteria	Department/class	Different classes in the same year	Different academic years of the same department	Subsidiary degree 、 double major	Other educational system of the same department	Students of other departments	Points 、 Priority Number Random No.
Teacher Education Program courses		Limitations 、 Priority Criteria	Points 、 Priority Number						Random No.

1. Priority Order for course selection is conducted in accordance with the table above, along with course requirements and limitations. (Dropping the enrolled course and re-adding the same course will follow the same principle).

2. Whether a course selection is successful depends on the allocation of points and preference order. The strategy of point allocation affects the probability of course enrollment. Priorities are given to students for courses offered by the class/the department to which the student belongs. Students no need to waste points /preferences on those courses.

6. Provisions Related to Course Selection

(1) "Course Selection": Subparagraph 3 of Article 10 of Academic Regulation

- A. Students should carry out their course selection based on the courses listed by their respective college and department as well as the rules of the University's Course Selection Requirements; the Course Selection Requirements shall be defined elsewhere.
- B. Students shall select additional courses, withdraw from courses or abandon courses in accordance with the specified dates, and confirm their selection online by the specified dates. No change in selection may be requested beyond the deadline.
- C. The recording of a student's results shall be based on the official course selection recorded by the Office of Academic Affairs. Results for courses not on record will not be recognized. Selected courses on record without a score will be given a grade of X (or a score of zero out of

100). This will be included in the calculation of their academic average for the semester.

(After selecting courses, students must log in to the course selection system to check if their course selection records match their intended courses.).

(2) Article 11 of the Academic Regulations:

For the number of credits selected by an undergraduate student in each semester, for the first to third years this must not be lower than 15 credits or more than 25 credits per semester; in the fourth year, the number of credits may not be less than 9 or more than 25.

In special circumstances, a student may undertake increase or decrease the number of courses in a semester taken by one to two with the permission of the head of the college they belong to.

Students with an extended study period may only undertake courses they must make up for or repeat; if the missing credit is for a course in the second semester, then they may apply for a leave of absence in the first semester and be exempted from registration. If they do register, they should at least select one course

Article 55 of Academic Regulation:

Graduate and post-graduate students are in principle required to undertake up to 15 credits of study each semester; those wishing to exceed the credit limit must secure approval from the head of their department (graduate institute).

Article 67 of Academic Regulation:

The maximum number of credits to complete each semester by students of Master's Degree Program for Working Professionals is 12; those who complete a greater number of credits shall obtain the approval of the supervisor of their faculty or institute.

The students of the Master's Degree Program for Working Professionals shall not study any courses at other universities, however, this does not apply to those who obtained the approval for studying an educational course, cross-university credit courses, exchange or projects between universities.

Article 28 of Academic Regulation:

When a registered student failed to complete course selection as required or select sufficient credits in accordance with these Regulations by the given deadline, students shall be suspended.

Those whose suspension limit has been reached shall be directed to withdraw.

(3) Article 12 of Academic Regulation:

Students may not select courses with conflicting times. Such selections will be cancelled.

(4) Article 13 of Academic Regulation:

Students selecting courses at another university shall be handled in accordance with the university's "Inter-University Course Selection Enforcement Rules".

(5) Articles 40 and 42 of Academic Regulation:

For courses taken by students, they have already achieved a passing grade, credits for graduation are not awarded if any one of the following situations applies: (1) Where only credits for one semester or the second semester were received for a full-year course. (2) Retaking a course that had been passed previously or where a credit transfer had already been granted for a course with the same name. An exception may be made by the course instructor and the head of the relevant department in special circumstances.

Undergraduate students undertaking full-year courses who failed the first semester may still take the second semester of the course. They must however retake the first semester of the course.

(6) To ensure an efficient administrative process, instructors and students are required to strictly adhere to the deadline for adding/dropping courses, correcting course selection and making course adjustment. Applications will not be accepted after the deadline. (2nd Administrative Meeting in 2008)

For students who fail to confirm their course selection records in course selection system before the deadline, the information stored in the system will be deemed as official and final. Changes cannot be made. **(122th Academic Affairs Meeting)**

(7) According to the regulations of the general education courses, students with an extended study

period for general education courses have to pay the credit fees based on the course hours. For graduate students, undergraduate students with extended study, and fees paying exchange students, students' credit fees will be charged by credit hours if there is any difference between credits and credit hours. **(105th and 148th Academic Affairs Meeting)**

Full tuition fees will be charged if undergraduate students with extended study take more than 10 credits of courses. **(NSYSU Tuition and Fees Standard)**

At the Add/Drop course stage, the teacher education program courses are available for all students to select. Credit fees of teacher education program courses are required. **(NSYSU Tuition and Fees Standard)**

Those who failed to pay their course credit fees in full one week after the deadline will have all of the courses they studied during the semester revoked and ordered to apply for suspension. **(Article 10 of Academic Regulation)**

- (8)** For students who select any language related course (including English listening courses and interpretation courses) that are offered by the Department of Foreign Languages and Literature (including co-offered by the Department of Foreign Languages and Literature), the fee for "Language Learning and Practice" will be charged each semester. For more information, please contact Department of Foreign Languages and Literature. **(7th Administrative Meeting, 2nd semester 2008)**

- (9)** For language literacy category (please refer to **NSYSU Course Structure for General Education**):

- A. Students who admitted in/before 2021: The courses of Critical Thinking and Expression in Chinese (6 credits) and General English (6 credits) amount to 12 credits. 8 of them will be counted to the minimum graduation credits, but the other 4 will only counted for total credits.
- B. Students who admitted in/after 2022: The courses of Critical Thinking and Expression in Chinese (3 credits) and General English (3 credits) amount to 6 credits. The students only need to take one of the courses of Critical Thinking and Expression in Chinese (I) or (II) according to their study plan.

- (10)** Liberal arts courses and practical experience courses accounts for a total of 14 credits, which includes 13 credits from liberal arts courses, and 1 credit from service learning courses which credits overload cannot be counted towards the minimum requirement for graduation. Students who admitted in/before 2020, the maximum credit of applied courses (exclude military training courses) is one. Students who admitted in/after 2021, only the credit of the first applied course will be counted, credits from other courses will not be counted towards the minimum requirement for graduation. If students already taken any courses in the category of "applied course", the minimum credits from liberal arts courses will be 12. (Please refer to **NSYSU Course Structure for General Education**)

- (11)** Inter-college Courses (please refer to **NSYSU Course Structure for General Education**):

- A. Students who admitted in/before 2021: Required total of 6 credits.
- B. Students who admitted in/after 2022: Required total of 8 credits and one course of the courses shall be English for Academic Purposes (EAP) or English for Specific Purposes (ESP).

- (12)** Sport & Health courses: Students are required to take one-credit course "Sport & Health: Physical Fitness", one-credit course "Sport & Health: Basic Swimming", and one-credit basic courses for Sport & Health series for two semesters (same courses are allowable). For affairs related to "Sport & Health: Adapted Physical Education", please contact Si-Wan College. Courses related to the Assembled Training Class are only for the university's athletic representatives. Students admitted through athletic excellence channel are required to take the one-credit course "Sport & Health: Physical Fitness", one-credit course "Sport & Health: Basic Swimming", one-credit course "Sport & Health: Basic Assembled Training Class" for two semesters, and two-credit course "Sport & Health: Advanced Assembled Training Class" for two semesters. **(NSYSU Course Structure for General Education)**

- (13)** Credits awarded by Sports and Health courses will not be counted toward the minimum graduation

credits, but will be counted for total credits. Grades of such courses shall still be counted into the semester grade and total average scores. **(Si-Wan College - Selection Regulations for Sport and Health Course)**

- (14)** Masters and Ph.D. students are not allowed to select the in-service master's program courses. For undergraduate students who intend to take master degree courses: (1) 1st and 2nd year students need to obtain approval from course instructors and the department. (2) are not allowed to take Ph.D. courses, integrated courses for master degree and Ph.D., or in-service master's program courses.
- For courses of master's programs taken by undergraduate students, the number of credits shall be counted for the semester and factored into the criteria for dismissal when they fail the said courses. **(84th Academic Affairs Meeting)**
- (15)** For masters and Ph.D. students who obtained grades from undergraduate courses, the credits and grades will only be listed on the grade reports (regarded as subjects being studied in the semester). The credits will not be counted towards the total credits or the minimum graduation requirements. The grade will also not be included in the calculation of the semester grade or the overall graduation grade. Credit fees will not be incurred (Exclusive of teacher education program). **(52th and 66th Academic Affairs Meetings)**
- (16) Article 37 of Academic regulation:**
Academic grades are assessed using multiple modes of assessment. Faculty may measure the academic performance of students based on their everyday performance, reports, performances, exhibitions as well as routine, mid-session and final exams; the method of assessment for academic performance during the semester shall be explicitly stated in the syllabus.
Mid-session and final examinations shall be held in accordance with the university calendar unless otherwise specified by the faculty.
- (17)** A maximum of 50% of the total credits for graduation can be credits awarded from distance learning program. **(Implementation Regulations Governing Provision of Distance Education by Junior Colleges and Institutions of Higher Education by Ministry of Education)**
- (18)** Students who take courses on their own without applying for minor and double major qualifications in advance are not allowed to request course selection priority or additional courses from the additional department on the grounds of subsequent application for credit review. **(179th Academic Affairs Meetings)**
- (19)** Starting from the 114th academic year (2025 Fall), NSYSU implement a 16-week semester. And courses still follow the principle of 18 hours of instruction per credit. Instructors may include 2 hours of self-directed learning content per credit during the semester (which must be clearly outlined in the course syllabus). If no such plan is made, instructors must conduct two in-person classes during the semester, with the schedule to be agreed upon between the instructor and the students. Additionally, no classes will be scheduled on Wednesday afternoons from 4:00 PM to 7:00 PM, in order to provide flexible class time. **(184th Academic Affairs Meetings)**
- (20)** Course selection should comply with the formulated procedure and regulations. Any breach discovered shall be liable and imposed a disciplinary action.
- (21)** Any matters not mentioned herein shall be handled in accordance with the relevant regulations of NSYSU.

Any disputes regarding the interpretation of these regulations shall be resolved in the court of law based on the Chinese version.

【Index】 NSYSU Principles for Course Codes

New guidelines for NSYSU Course Code were amended and approved at 124th Academic Affairs Meeting on 15th June 2010, effective from 1st semester of 2011 Academic year.

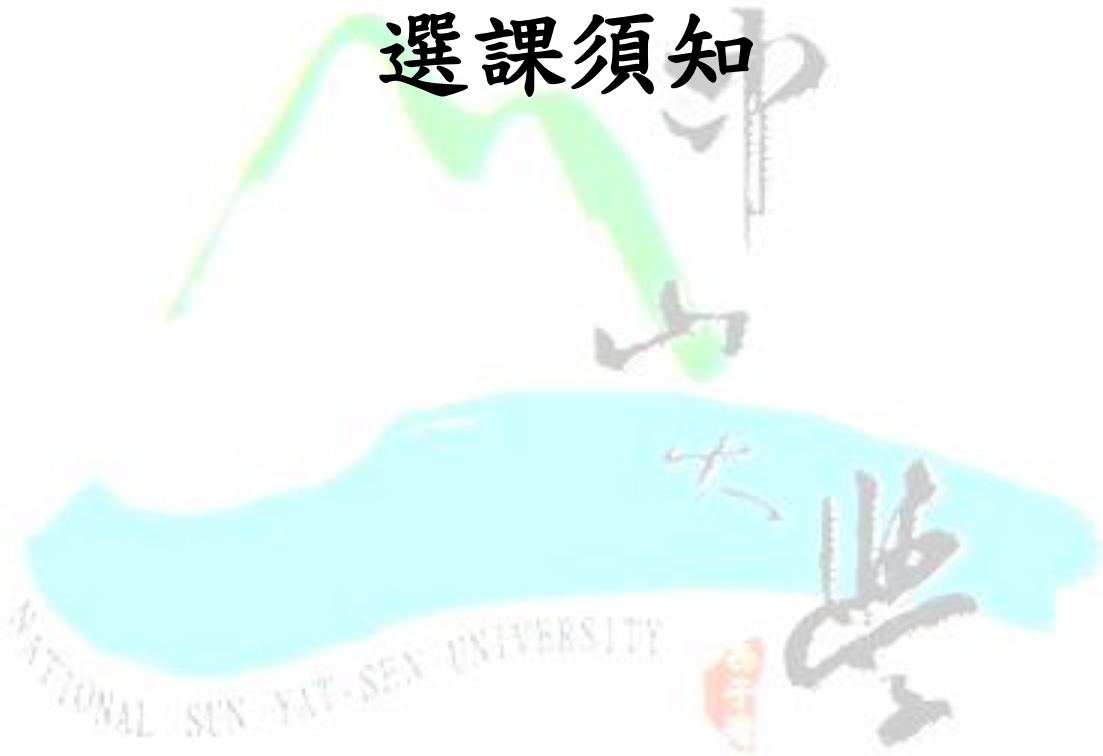
Course Code							
English Abbreviations of departments/institute				Level Code	Course Type Code		Class
X	X	X	X	1	0	1	A

1. English Abbreviations of departments/institute: English abbreviations of the course-offering department.
2. Level Code: Educational system where the course is offered to:
 - (1) 1~4 undergraduate course
 - (2) 5~6 master's course
 - (3) 7~8 Ph.D. courses
 - (4) 9 in-service master's program courses
3. Course Type Code: Type of course and level suitability (From 01 to 99, the more basic the course is, the small the number is.)
4. Class: If more than one class is offered with the same name in the same department, class codes will be used from A to Z.

國立中山大學

114 學年度第 1 學期

選課須知



- 辦理依據：依本校學則第十條第三款訂定本選課須知
- 中華民國 114 年 5 月 15 日本校第 184 次教務會議通過
- 選課系統網址：<https://selcrs.nsysu.edu.tw/>

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一、選課相關時程：(請依時程辦理，逾時程除重大因素外，依規定不予補辦)

階段	開始日期時間	截止日期時間
114-1 課程查詢	114 年 6 / 24 (二) 13:00	
必修課程確認	8 / 21 (四) 09:00	9 / 11 (四) 17:00
系所輔導學生選課	8 / 21 (四) 09:00	9 / 11 (四) 17:00
校際選課申請(本校生) 【請配合開課學校校際選課時程辦理】	8 / 21 (四) 09:00	9 / 11 (四) 17:00
超修學分申請 (上網列印，紙本簽核)	8 / 21 (四) 09:00	9 / 11 (四) 17:00 (請自行掌握列印及簽核時間)

【初選】

初選 1 (限學士班選通識課程)	8 / 21 (四) 09:00	8 / 22 (五) 17:00
初選 1 《結果公布》	8 / 25 (一) 14:00	
初選 2	8 / 26 (二) 09:00	8 / 27 (三) 17:00
初選 2 《結果公布》	8 / 28 (四) 14:00	

【加退選】

加退選 1	8 / 29 (五) 09:00	9 / 1 (一) 17:00
加退選 1 《結果公布》	9 / 2 (二) 14:00	
加退選 2	9 / 10 (三) 09:00	9 / 11 (四) 17:00
加退選 2 《結果公布》	9 / 12 (五) 14:00	

【異常處理】

選課異常處理 (上網列印，紙本簽核)	9 / 15 (一) 09:00	9 / 19 (五) 17:00 (請自行掌握列印及簽核時間)
確認選課紀錄	9 / 15 (一) 09:00	9 / 26 (五) 17:00

【學分費繳交】

學分費繳交(暫訂)	10 / 7 (二)	10 / 17 (五)
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【棄選】

棄選 (上網列印，紙本簽核)	11 / 14 (五) 09:00	11 / 21 (五) 17:00 (請自行掌握列印及簽核時間)
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※各階段辦理方式參閱【四、各階段辦理方式及注意事項】

二、選課前注意事項：

(一) 選課系統相關網頁：

1. 「**選課系統**」：教務處網頁／學生專區／相關系統／網路註冊
https://selcrs.nsysu.edu.tw/stu_enroll/／選課系統
或 教務處網頁／學生專區／相關系統／選課系統 <https://selcrs.nsysu.edu.tw/>
選課帳號為學生個人學號；初次選課新生，密碼預設為身分證末六碼，選課前，請先修改密碼，以免選課資料遭人竄改。同學若忘記密碼，可於校園單一入口/簽入帳號密碼，進行選課系統密碼查詢作業，或攜帶學生證於上班時間至課務組查詢。
2. 「**選課操作說明**」：選課系統網頁／選課須知與法規查詢／選課操作說明。
3. 「**學期課程查詢**」：選課系統網頁／課程查詢／當學期課程。
4. 「**常用信箱維護**」：登入選課系統／【個人工具箱】，請登錄常用之 e-mail 信箱，以免漏收學校發送之相關資訊(請注意常用信箱是否有漏信狀況，建議多使用學校學生專用信箱)。
5. **選課結果公布**：不論同學是否選課，請於確認選課紀錄期間，上網確認本學期個人選課紀錄，以確保選課結果正確。
 - (1) 各階段選課結果公布請自行上網於選課系統／簽入帳號密碼／選課結果查詢。
 - (2) 請於確認選課紀錄期間，上網確認本學期個人選課紀錄，逾期未於選課系統確認者，以選課系統所存資料為準，並依第 122 次教務會議決議不再受理更改。

(二) 選課諮詢：

1. **選課問題信箱**：acad-c@mail.nsysu.edu.tw
如有選課問題時，請在各階段選課時間截止前，將學號及問題 E-mail 至信箱，至遲二個工作日內回覆，逾期不得以系統問題要求補辦選課。
2. **各類課程選課聯繫單位(校內分機)**：
中文思辨與表達：基礎教育中心(5852)、
英語文、跨院 EAP/ESP：全英語卓越教學中心(5808)
跨院選修：基礎教育中心(5852)
博雅課程：博雅教育中心(5853)
運動與健康課程：運動與健康教育中心(5865)
服務學習課程：服務學習教育中心(5870)
專業必選修課程：各系所
課務組：(2131~2134)
3. **系所輔導學生選課**：
※課程地圖網頁：<https://www3.nsysu.edu.tw/financial/fin04-3.html>
※學生於上網點選課程前：
 - (1) 請參考系所必修科目表、通識教育課程架構、本校學則、教務章則及各系修課等相關規定，先列出擬加退選課程。
 - (2) 如有選課問題請與導師（系所承辦人員）討論後再行加退選。

三、選課說明：

- (一) 同階段選上機率相同，**各課程不採『先選先上』制，不需急於各階段開始時上網；為減少網路壅塞及線上操作時間，選課前請先查妥課號。**每一選課階段均分兩階段，於選課階段操作加選時，應於選課結果公告期間上網確認，操作退選課程將於系統直接退選，釋出名額（誤退課程需重新上網加選，並依配課序重新配課）。
- (二) 「加選」後：
 - 1. **【登記加選】：本課程「是否選上」需等選課結果公布後，自行上網查詢。**
 - 2. **【失敗課程清單】：課程加選未成功，請務必依說明再重新加選。**
 - 3. **【衝堂】：同時段可以同時加選多科，系統依同時段選上課程志願序篩取，但與確認之預配課程衝堂時則保留該配入課程。**
- (三) **「退選」後，系統隨即刪除該筆資料；**誤退的課程重新加選後，仍依【五、選課結果篩選次序】篩選。
- (四) 因抵免、擋修、重覆修習（已修畢）等不擬修習已確認之預配課程、初選選上或加退選選上之課程時，需自行辦理退選。未辦理者，視同『本學期自願修習』。
- (五) 教育學程課程於初選第二階段限教育學程學生選修；加退選階段開放全校學生選修。
【修習此類課程需另繳交學分費】
- (六) **各階段「選課結果公布」時，請上網查對，並自行列印存查；加退選結束後，不再發給正式選課紀錄（紙本），請依規定上網確認個人選課紀錄，逾期不受理任何更改。**
- (七) 選課系統【學期課程查詢】網頁內，【點選】之欄位數字，表本階段加選該課程但尚未選上之人數。加選前，應先查看目前已點選人數，當點選人數超出限修人數時，請先評估選上可能性，以免課程額滿無法選上。
- (八) 選課應針對自己興趣及時間，勿執著加選某一老師，以免延誤學期選課或課程修習，致而影響畢業。
- (九) 選課時，請瞭解應修及最需要修習之課程，以尚未修習者優先考慮。

四、各階段辦理方式及注意事項

(一)必修課程確認 (請自行確認, 未列出之必修課程務請自行加選)

- 1、為使同學優先加選必修課程, 同學進入選課系統需先執行必修課程確認, 方可進行其他課程加退選, 請進入選課系統 (簽入帳號密碼) / 進入必修課程確認, 於表列必修課程『保留課程欄』勾選擬修習課程, 按『送出』執行確認。 (保留欄位若未勾選, 執行送出時, 即放棄優先加選必修課程機會, 需修習者請自行加選)
- 2、截至加退選結束均未執行確認者, 視同未選修系統表列必修課程。
僅修習必修課程學生請特別注意, 選課階段未上網確認必修者, 即視同未修課。
- 3、分組 (多門) 必修或因故未列於優先選修之必修課程, 請於確認後自行選修。
- 4、預列課程因選課時程因素, 無法確實管控同學抵免、擋修、重覆修習等免修或不得修習狀況, 同學請於執行確認時注意, 已確認課程擬不修習時, 需自行退選。

(二)超修學分申請

- 1、請於選課系統 (簽入帳號密碼) / 選課相關資訊 / 點選『列印【超修學分申請表】』。未申請超修學分者, 配課時, 超過每學期修課上限情形者, 優先刪除志願序較大之課程。
- 2、申請超修學分者, 請於繳交申請單後, 於選課期間內再自行上網加選課程。
- 3、每學期修課學分上限: 學士班 25 學分、碩專班 12 學分、碩博士班 15 學分。
- 4、學士班得於當學期超修一至二科目, 在職專班須填寫修課計畫, 並檢附相關文件。

(三)校際選課申請(本校生) (請配合開課學校校際選課時程辦理)

- 1、至本校教務處 / 表單下載 / 學生選課 / 列印『校際選課申請表(本校生)』, 申請表一科目 1 份, 並檢附開課學校課程資料 (含開課系所、中英文課程名稱、學分、上課時間等) 及課程大綱。
- 2、選修他校課程, 應先向本校教務處提出申請, 經系 (所) 主管核准 (教育學程課程需經師資培育中心核准, 通識教育課程需經台灣學院核准), 並依他校校際選課之規定辦理選課手續後, 於申請表註明之期限內將申請表繳回教務處辦理加選, 逾期未繳回者, 申請科目逕予註銷。
- 3、選讀他校之科目, 以本校當學期末開設之科目為原則; 除開課人數不足停開或衝堂外, 不得辦理退選。惟退選應於本校加退選截止日一週內檢具證明文件至本校教務處辦理, 逾期不予受理。
- 4、本校學士班學生每學期校際選課之科目學分總數, 以不超過當學期修習學分總數的三分之一為原則, 惟延修生及修習跨校雙主修、輔系、學分學程者, 不在此限; 碩博士班學生, 以不超過肄業系所規定之最低畢業學分數的三分之一為原則。
- 5、本校學則第 67 條規定, 在職專班學生不得選修他校課程, 惟因修習教育學程、跨校學分學程、獲准跨校交換及專案簽請核准者, 不在此限。
- 6、一般學期學士班學生 (不含延修生) 選讀臺灣綜合大學系統學校 (中正、中興、成功大學)、高雄大學、高雄醫學大學、高雄科技大學、東華大學、金門大學、屏東科技大學、中華民國海軍軍官學校、空軍軍官學校及慈濟大學之課程者 (不含教育學程), 免繳學分費, 請按時前往上課; 但暑期開設之課程, 仍需依各校規定之應繳費用標準繳費。
- 7、一般學期碩博士班學生選讀高雄醫學大學之課程者, 免繳學分費, 請按時前往上課; 但暑期開設之課程, 仍需依各校規定之應繳費用標準繳費。
- 8、辦理完成之申請表, 請於繳交日起三個工作日後, 可於選課系統 / 簽入帳號密碼 / 選課結果查詢。

(四)初選 1【限學士班學生選修通識課程(其他學制學生請於加退選階段加選本類課程)】

- 1、加選: 本階段為『填列點數』加選, 每類可選填三門, 送出選課表後會於上方課表出現登記加選。

點數 填法：同一類不同課程依選修意願高低，自行分配點數填入，每科目填列點數由 0--100 點自由填列。

退選：確認送出選課表後，系統隨即刪除該筆課程；誤退的課程重新加選，仍依【五、選課結果篩選次序】篩選。

2、學士班通識教育課程架構請至西灣學院網頁參閱各學年度通識教育課程架構。

3、**通識課程每類可選填三門：**

(1)語文課程：(1)中文思辨與表達(2)英語文，計 2 類，每類 100 點。

(2)跨院選修：100 點。

(3)博雅課程：100 點。

(4)服務學習課程：100 點。

(5)運動與健康(必選修體育)：100 點。

4、本類課程建議依必修科目表排定之學期選修，以免失去優先選修權，影響以後學期選課。

5、應用性課程(含軍訓)，於「初選 2 階段開放學士班學生加選；研究所學生於「加退選」階段加選。

6、選上課程數限制說明：

(1)跨院選修及博雅課程：以選上一門為限，加退選階段可加選第二門。

(2)運動與健康：以選上二門不同選項課程(含重修或補修)為限。

(3)其它各類課程：以選上一門為限。

(五)初選 2

1、**加選：**本階段為『填列志願』加選，志願序不得重複，送出選課表後會於上方課表出現登記加選。【範例】加選三科的志願序正確填法：1、2、3，錯誤填法：1、1、1。

志願填法：加選課程時，依選修意願前後，自行分配志願前後填入，每個志願序不得重複，至多可填列 20 門課。

同一時間使用不同志願登記加選多科，個人功課表會出現【衝堂】訊息，系統配課依選上志願序篩取一科，但如與已確認之必修課程衝堂，則保留該必修課程。

退選：確認送出選課表後，系統隨即刪除該筆課程；誤退的課程重新加選後，仍依【五、選課結果篩選次序】篩選。

2、本階段適用課程及學生

學生身分 \ 課程類別	學士課程 (通識&專業課程)	碩士 課程	博士 課程	教育學程	碩專 課程
學士班學生	V	V (大三、大四)		V(限教育學程學生)	
碩、博士生		V	V	V(限教育學程學生)	
碩專班學生		V	V	V(限教育學程學生)	V

3、通識課程選上課程數限制同初選 1 階段。

(六)加退選 1、2

1、**加選：**本階段同初選 2，以『填列志願』加選，志願序不得重複，送出選課表後會於上方課表出現登記加選。【範例】加選三科的志願序正確填法：1、2、3，錯誤填法：1、1、1。

志願填法：加選課程時，依選修意願前後，自行分配志願前後填入，每個志願序不得重複，至多可填列 20 門課。

同一時間使用不同志願登記加選多科，個人功課表會出現【衝堂】訊息，系統配課依選上志願序篩取一科，但如與已確認之必修課程衝堂，則保留該必修課程。

退選：確認送出選課表後，系統隨即刪除該筆課程；誤退的課程重新加選後，仍依【五、選課結果篩選次序】篩選。

2、本階段適用課程及學生

課程類別 學生身分	學士課程 (通識&專業課程)	碩士課程	博士 課程	教育 學程	碩專 課程
學士班學生	V	V (大三、大四 網路) (大一、大二 紙本)		V	
碩、博士生	V (不含跨院選修、博雅課程 及服務學習課程)	V	V	V	
碩專班學生	V (不含跨院選修、博雅課程 及服務學習課程)	V	V	V	V

3、加退選 1 未選上之課程，加退選 2 需再重新上網加選。

4、跨院選修及博雅課程於加退選階段可加選第二門。

5、加退選第二階段專業課程除「限博士生修習」、音樂學系、劇場藝術學系之「限本系(含特定年級)學生修習」、國際跨域學士學位學程原住民族專班、學士後醫學系、先進半導體封測研究所、精密電子零組件研究所、創新半導體製造研究所、國際資產管理研究所、數位與永續金融研究所、國際經營管理碩士學程(IBMBA)、人力資源管理全英語碩士學位學程(GHRM MBA)設定限修之課程維持不開放外，其餘專業課程取消限制修習條件，開放全校學生選修。(第 129、148、158、174、178、180、184 次教務會議)

6、加退選 2 選課結束前，任課教師得依未選上課程學生之出席情形，送交優先選修名單，供限修條件處理，惟學生仍需於教師送交優先選修名單同一選課階段，自行上網登記加選課程。

7、學士班一、二年級學生如欲修習碩士班課程，請於加退選階段完成「加選碩士班課程申請單」並繳交至課務組辦理；異常處理階段則依該階段程序辦理。(第 158 次教務會議)

(七)選課異常處理

- 1、請同學於選課系統(簽入帳號密碼)／選課相關資訊／點選『列印【選課紀錄異常處理申請表】』辦理。
- 2、專業課程符合以下申請條件之一者，申請表請於規定期限內送交課務組；不符合者，將逕退交各系所辦公室，不予受理：
 - (1)學士班未依規定選滿學期應修學分數者，限『加選』本系所專業課程。
 - (2)加退選結束，已選上課程停開，『改選』其他任課教師同意加選之課程。
 - (3)『退選』抵免通過、或重覆修習課程。
 - (4)『加選』未選上之必修課程。
 - (5)『加選』不符限修或擋修條件之課程者(該課程修習學分及成績依相關規定辦理)。
 - (6)學士班一、二年級學生，申請加修「碩士班課程」。
 - (7)選課階段因額滿未選上，但都有到堂上課，經任課教師同意加選(請任課教師自行控管開放之人數)。
 - (8)加選課程學分影響畢業或其他原因(請附詳細說明報告)。
- 3、通識課程符合以下申請條件之一者，由授課教師簽名，其中【博雅課程、服務學習課程】及【英語文課程】另需黏貼加簽貼紙繳交至西灣學院辦理；不符合者(如：僅任課教師簽名者)將逕退交各系所辦公室，不予受理：
 - (1)加退選結束，已選上之通識課程停開，改選其他任課教師同意加選之通識課程。
 - (2)「退選」抵免通過、或重覆修習之通識課程。
 - (3)通識課程未選上任何一門課者。
 - (4)『加選』未選上之通識課程。
 - (5)加選通識課程學分影響畢業或其他特殊原因(請附詳細說明報告)。

- 4、申請更正之選課資料，以申請表內『課號』為準，公布後即不受理更改，列印時請小心填列。
- 5、已核章之申請單繳交後，請於繳交日起三個工作日後，可於選課系統/簽入帳號密碼/目前選課結果查詢，並請確認選課紀錄。

(八)確認選課紀錄

- 1、本階段依第 122 次教務會議決議通過之「本校學生正式選課紀錄確認流程」辦理。
- 2、請同學於選課系統（簽入帳號密碼）／選課結果查詢／點選『確認本學期選課結果』。
- 3、事關同學個人修業規劃及權益，且選課結果係期末成績登錄之依據，請同學務必於規定期限內，上網【確認】個人選課紀錄（已選上、未選上課程及必、選修課程皆要詳細檢查），對選課結果如有疑義，請於截止期限前至教務處課務組查詢，逾期未於系統確認者，以選課系統所存資料為準，並依第 122 次教務會議決議不再受理更改。
- 4、加退選結束後，不再發給正式選課紀錄（紙本），請自行列印選課資料存查。

(九)棄選

- 1、請於選課系統（簽入帳號密碼）／選課相關資訊／點選『列印【棄選單】』辦理。
- 2、依據 85 學年度第 2 次行政會議決議，棄選科目至多 2 科，且棄選後之總修課學分數仍不得低於學則修課規定下限。棄選科目將會出現在成績單內，並註明棄選字樣，但不列入成績計算。（已申請減修學生，修習學分數已低於學則規定下限者，不得辦理棄選。）
- 3、因棄選辦理日期已近學期三分之二，學分費（學分學雜費）不退還，未繳交者應依規定補繳，下學期方可註冊；加選「曾棄選成功」之科目，仍應依規定繳交學分費。
- 4、本校學生已完成校際選課程序後，得依他校之規定及期程辦理棄選，惟每學期含本校課程之棄選科目至多 2 科，且棄選後之總修課學分數不得低於學則修課規定下限。（第 146 次教務會議）
- 5、已核章之申請表繳交後，請於繳交日起三個工作日後於選課系統/簽入帳號密碼/目前選課結果查詢棄選結果。
- 6、倘對公布資料有疑義，請於 114.11.28 (五)前至教務處課務組查詢，逾期不受理。

五、選課結果篩選次序

課程類別 \ 篩選序		1	2	3	4	5	6	7	8
中文思辨與表達、英語文		限修、優先條件	點數大小、志願前後	大一 大四				其他學制	亂數大小
博雅向度課程		限修、優先條件	點數大小、志願前後	大四	大二 大三	大一		其他學制	亂數大小
運動與健康	大一	限修、優先條件	點數大小、志願前後	大一	大四			其他學制	亂數大小
	大二	限修、優先條件	點數大小、志願前後	大二	大四	大三		其他學制	亂數大小
	選修	限修、優先條件	點數大小、志願前後	大四	大三			其他學制	亂數大小
服務學習		限修、優先條件	點數大小、志願前後	大二	大三 大四			其他學制	亂數大小
跨院選修		限修、優先條件	點數大小、志願前後	大一 大四				其他學制	亂數大小
專業課程		限修、優先條件	本系本班 本系同年級另一班	本系生依 年級高低	本系輔系 、雙主修	本系其 他學制	外系	點數大小 志願前後	亂數大小
教育學程		限修、優先條件	點數大小、志願前後						亂數大小

- 1、各類課程依上表順序篩選，並需受各類課程修課及篩選次序限制（退選已選上課程再加選同課程亦同）。
- 2、由於課程是否能選上取決於點數分配、志願順序，因此分配點數的策略，將會影響選上的機率：本班、本系課程或符合可優先選修之課程，享有優先篩選權，可不需犧牲前面志願序或增加點數加選。

六、選課相關規定：

(一) 學則第 10 條第 3 款「選課」：

- 1、學生應按照所屬院系每學期開列之科目及本校選課須知之規定辦理選課。
- 2、**學生加選、退選及棄選應依照規定日期辦理**，並於規定日期內逕行上網確認，**逾期不得要求改選**。
- 3、學生成績之登錄以教務處正式選課紀錄為準。紀錄上未選科目，雖有成績，亦不予承認；紀錄上所選科目，無成績者均以 X 等第（百分制成績為零分）登記，亦併入學期學業平均成績內計算。
(事關同學權益，同學選課後務請上網**確認選課紀錄與擬修習課程是否相符**)

(二) 學則第 11 條：

學士班學生每學期所選學分數，第一學年至第三學年每學期不得少於 15 學分，不得多於 25 學分；第四學年每學期不得少於 9 學分，不得多於 25 學分。學生若因情況特殊，經所屬院系主管核可者，得於當學期超修或減修一至二科目為原則。延長修業年限學生，得僅修習應補修或重修之課程；若缺修學分係第二學期課程者，第一學期得辦理休學，免予註冊，但註冊者至少應選修一科目。

學則第 55 條：

碩、博士班研究生每學期修習學分數上限以 15 學分為原則；超修學分上限者，需經所屬學系(研究所)主管核可。

學則第 67 條：

碩士在職專班研究生每學期修習學分總數以 12 學分為上限；超過該學分上限者，需經所屬學系(研究所)主管核可。

在職專班學生不得選修他校課程，惟因修習教育學程、跨校學分學程、獲准跨校交換及專案簽請核准者，不在此限。

學則第 28 條：

已註冊學生於**加退選截止日仍未依規定辦理選課或所選學分數不足，不合學則規定者，應令休學**；其休學已期滿者，應令退學。

(三) 學則第 12 條：學生不得選修上課時間互相衝突之科目，否則概予註銷。

(四) 學則第 13 條：學生選修他校課程，依本校「校際選課實施辦法」之規定辦理。

(五) 學則第 40、42 條：修習全學年課程，上學期成績不及格者，得繼續修習下學期科目，但上學期仍應重修。學年課程僅修得一學期、或先修讀下學期（顛倒修習）、或重複修讀已及格或已核准抵免名稱相同之科目（重覆修習），已及格之學分數不給畢業學分。**本學期選課紀錄中，有前述情形課程(含確認預配及自行選課)，應自行退選。**

(六) 本校學生辦理加退選、更正選課紀錄及教師異動課程等作業期間，**請師生共同確實遵行於規定日期內辦理，逾期不予受理**，以利教學活動與提昇行政效率。**(87 學年度第 2 次校務會議)**
未於網路確認選課紀錄學生，將逕以選課系統所存資料為準。**(122 次教務會議)**

(七) **本校研究生、學士班延修生及自費選讀生，修習學分數與上課時數不同課程時，比照校際選課、暑期班繳費方式，依學生或選修課程所屬學院(系)別及上課時數繳交學分費(繳費之學分數以修習課程時數計算之)。**本校通識教育課程修課要點規定，因「通識教育課程」延畢者，均須依上課時數繳交學分費。**(第 105 次及第 148 次教務會議)**
學士班延修生修習一般課程 10 學分以上收取全額學雜費。**(學雜費徵收標準)**

教育學程課程於加退選階段開放全校學生選修，修習此類課程**需另繳交學分費**。**(學雜費徵收標準)**

逾規定期限一週未繳清學分費者，該學期修習之科目全數註銷，即令辦理休學。**(學則第 10 條第 1 款繳費相關規定)**

- (八) **初次選修由外文系開設(含支援他系開設)之語言實習相關課程者**(含英語聽力類課程、口譯類課程等)，**每學期應繳交「語言教學實習費」**；**重修者可免繳納**，詳情請洽外文系。**(97 學年度第 2 學期第 7 次行政會議)**
- (九) 語文課程(請詳閱通識教育架構):
- 1、適用 110 學年度(含)以前入學:「中文思辨與表達」課程共 6 學分、「英語文」課程共 6 學分，合計 12 學分；其中必修共 8 學分，計入最低畢業學分數，但另 4 學分則計入修習總學分數。
 - 2、適用 111 學年度(含)以後入學:「中文思辨與表達」課程必修共 3 學分【**中文思辨與表達(一)、(二)課程，依學生修課規劃，修習其中 1 門即可**】、「英語文」課程必修共 3 學分，合計 6 學分。
- (十) 博雅課程及體驗性課程，兩類課程合計共 14 學分。博雅課程必修 13 學分；服務學習 1 學分，超修之學分數不得計入最低畢業學分；應用性課程(不含軍訓類課程) 109 學年度(含)以前入學生至多採計 1 學分，超修學分數不得計入最低畢業學分，110 學年度(含)以後入學生至多採計第 1 門課程之學分，第 2 門課程(含)以上之學分不得計入最低畢業學分；若有選修「應用性課程」則「博雅課程」最低必修為 12 學分，請詳閱通識教育架構修習。
- (十一) 跨院選修課程(請詳閱通識教育架構):
- 1、適用 110 學年度(含)以前入學: 必修共 6 學分。
 - 2、適用 111 學年度(含)以後入學: 必修共 8 學分，其中須修習 1 門學術英語(EAP)或專業英語(ESP)課程。
- (十二) 運動與健康課程，一般生必修「運動與健康：體適能」1 學分、「運動與健康：初級游泳」1 學分、運動與健康：初級課程二學期共 2 學分(不同學期得修習相同課程)，合計 4 學分；運動與健康：特別班選課請至「西灣學院」辦理；集訓班課程，限當學期本校運動代表隊員修習；以運動績優管道入學之學生必修「運動與健康：體適能」、「運動與健康：初級游泳」各 1 學分、「運動與健康：初級集訓班」二學期共 2 學分及「運動與健康：進階集訓班」二學期共 4 學分。
- (十三) 運動與健康課程，其所修學分不計入各學系最低畢業學分數內，但計入修習總學分數，所修成績仍併入當學期平均成績及總成績內計算。**(西灣學院運動與健康課程選課要點)**
- (十四) 碩博士班學生不得選修在職專班開設之課程。
學士班修習碩士班課程：(1)一、二年級學生，經任課教師及所屬系所同意，得於「加退選階段」及「選課異常處理階段」辦理加選；(2)但不得選修博士班、碩博士班併班、或各在職專班開設之課程。
學士班學生修習碩士班課程，修習之學分數包括在學期限修學分數及學業成績不及格之退學標準內計算。**(第 84 次教務會議)**
- (十五) 碩博士班學生，選修學士班課程之學分及成績僅列於成績單上(均視為當學期修習科目)，但核算學分時不計入當學期修習學分數及最低畢業學分內，核算成績時，所得

成績亦不併入學期成績及畢業成績內計算，並不須繳納學分費(不含教育學程)。(第 52、66 次教務會議)

- (十六) 學則第 37 條：學業成績採多元方式評量，教師得依學生日常表現、報告、展演及平時、期中、期末考試等評量學生學習成效；學期學業成績之評量方式應明訂於課程大綱。期中及學期考試其時間依本校行事曆規定舉行。授課教師另有規定者，依其規定。
- (十七) 學生學位之取得，其修習遠距教學學分數不得超過畢業總學分數之二分之一。(教育部大學遠距教學實施辦法第 8 條)
- (十八) 學生未事先申請取得輔系及雙主修資格而自行修課，不得以事後申請學分審核為由，向加修學系要求選課優先權或加開課程。(第 179 次教務會議)
- (十九) 本校自 114 學年度起實施學期 16 週，惟課程仍以 1 學分授課 18 小時為原則，教師得於學期期間規劃每學分 2 小時之自主學習內容（需明訂於課程大綱），若無規劃，則需於學期內進行 2 次實體上課，並由教師與學生自行約定上課時間。學期期間每週三下午四點至七點全校不排課，作為彈性上課時間。(第 184 次教務會議)
- (二十) 選課應依正規程序辦理，如經發覺從事違規或違法情事，悉依相關法規論處。
- (二十一) 本須知未盡事宜，依本校相關規定辦理。

本校課號編碼原則

本校課號經 99 年 6 月 15 日第 124 次教務會議通過修正，100 學年度第 1 學期將開始實施，修改後之新課號說明如下：

課號							
系所英文簡稱				程度碼	課程碼		班別
X	X	X	X	1	0	1	A

1. 系所英文簡稱：開課系所之英文簡稱。
2. 程度碼：開設課程之學制。
 - (1)1~4 為學士班課程。
 - (2)5~6 為碩士班課程。
 - (3)7~8 為博士班課程。
 - (4)9 為專班課程。
3. 課程碼：開設課程之程度及屬性（由 01~99 編碼，愈屬基礎之課程，其編碼愈小）。
4. 班別：如同一系所相同課名之課程開設一班以上，則編定此碼區別(以 A~Z 區分)。