

# National Sun Yat-Sen University

## Course Selection Guidelines

### 2021 Academic Year 1st Semester

- Guidelines are established in accordance with the Academic Regulations of the University, Rule. 3, Article 10.
- Approved at the 168<sup>th</sup> Committee of Academic Affairs Meeting, June 2, 2021
- Course Selection System : <https://selcrs.nsysu.edu.tw/>
- Advised to use the IE Browser.

## Contents

<b>1</b>	<b>、 Course Selection Schedule .....</b>	<b>1</b>
<b>2</b>	<b>、 Before Course Selection .....</b>	<b>2</b>
<b>3</b>	<b>、 Course Selection Instructions .....</b>	<b>3</b>
<b>4</b>	<b>、 Instructions and Guidelines for Each Selection Stage</b>	
	<b>(1) Confirmation on pre-assigned required courses.....</b>	<b>5</b>
	<b>(2) Credit Overload Request .....</b>	<b>5</b>
	<b>(3) Inter-Institutional Course Selection (NSYSU students).....</b>	<b>5</b>
	<b>(4) Preliminary selection 1 .....</b>	<b>6</b>
	<b>(5) Preliminary selection 2 .....</b>	<b>7</b>
	<b>(6) Add/drop courses 1, 2 .....</b>	<b>8</b>
	<b>(7) Exceptional Circumstances in Course Selection.....</b>	<b>10</b>
	<b>(8) Confirmation of Course Selection Records.....</b>	<b>11</b>
	<b>(9) Course Withdrawal .....</b>	<b>11</b>
<b>5</b>	<b>、 Priority Order for Course Selection.....</b>	<b>12</b>
<b>6</b>	<b>、 Regulations for Course Selection.....</b>	<b>13</b>
	<b>【Index】 NSYSU Guidelines for Course Codes .....</b>	<b>17</b>

**1. Course Selection Schedule:** (Please follow the schedule, except for unusual circumstances, application cannot be accepted after the deadlines.)

Stage	Start Dates	End Dates
110-1 Course inquiry	<b>6/24 (Thursday) 09:00</b>	
Confirm pre-assigned required courses	<b>9/7 (Tuesday) 09:00</b>	<b>10/6 (Wednesday) 17:00</b>
Departmental mentoring program for course selection	<b>9/7 (Tuesday) 09:00</b>	<b>10/6 (Wednesday) 17:00</b>
Inter-institutional course selection (NSYSU students) (Please follow the schedule for inter-institutional course selection)	<b>9/7 (Tuesday) 09:00</b>	<b>10/6 (Wednesday) 17:00</b>
Credit overload application (Forms available from the website, printed application is required )	<b>9/7 (Tuesday) 09:00</b>	<b>10/6 (Wednesday) 17:00</b> (Pay attention to the printing and approval dates )

**【Preliminary Selection】**

Preliminary selection 1 (Only available for undergraduate students to select General Education Courses)	<b>9/7 (Tuesday) 09:00</b>	<b>9/9 (Thursday) 17:00</b>
Preliminary selection 1《 Result announcements》	<b>9/10 (Friday)14:00</b>	
Preliminary selection 2	<b>9/13 (Monday) 09:00</b>	<b>9/15 (Wednesday) 17:00</b>
Preliminary selection 2《 Result announcements》	<b>9/16 (Thursday) 14:00</b>	

**【Add/Drop Courses】**

Add/Drop Courses 1	<b>9/29 (Wednesday) 09:00</b>	<b>9/30 (Thursday) 17:00</b>
Add/Drop Courses 1《 Result announcements》	<b>10/1 (Friday) 14:00</b>	
Add/Drop Courses 2	<b>10/5 (Tuesday) 09:00</b>	<b>10/6 (Wednesday) 17:00</b>
Add/Drop Courses 2《 Result announcements》	<b>10/7 (Thursday) 14:00</b>	

**【Exceptional Circumstances】**

Exceptional circumstances (Forms are available from the website, printed application is required )	<b>10/8 (Friday) 09:00</b>	<b>10/14 (Thursday) 17:00</b> (Pay attention to the printing and approval dates )
Confirm course selection records	<b>10/8 (Friday) 09:00</b>	<b>10/21 (Thursday) 17:00</b>

**【Credit Fees Payment】**

Credit fees payment (Tentative)	<b>11/1 (Monday)</b>	<b>11/9 (Tuesday)</b>
---------------------------------	----------------------	-----------------------

**【Course Withdrawal】**

Course withdrawal (Forms are available from the website, printed application is required )	<b>12/3 (Friday) 09:00</b>	<b>12/10 (Friday) 17:00</b> (Pay attention to the printing and approval dates )
---	----------------------------	--

※ For all course selection procedures at all stages, please refer to (4: Instructions and Guidelines for Each Selection Stage)

## 2. Before Course Selection:

### (1) Course Selection System Website:

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

New students who select courses for the first time, the default password is the last 6 digits of national ID number. Before starting the course selection procedure, please change the password first to avoid changes being made by other people. For password inquiry, go to the course selection website/Student no. and password inquiry/Inquiry regarding password. Inquiry can also be made to the Registration and Curriculum Division with student ID.

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

**C.** Course offerings search for the semester : Course Selection System website/Course Inquiry  
/Current Course

**D.** Maintenance for the most used email account : Course selection system  
website/Log-in/personal toolbox, please register the most used email account to avoid missing information sent by the University (To avoid missing emails, students are advised to use student email accounts).

**E.** Result announcements for course selection : Please confirm 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 a student selects a course or not.

(a) Results of course selection: Please go to Course selection system/Log-in/Results of course selection

(b) Please confirm the course selection results for the semester on the website during the selection period. 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. Changes cannot be made. (Based on the decision made at 122th Academic Affairs Meeting)

### (2) Course Selection Inquiry:

**A.** Questions about course selection : Send email to [acad-c@mail.nsysu.edu.tw](mailto:acad-c@mail.nsysu.edu.tw) together with student ID before the selection deadline. Responses are 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 no.) :

Critical Thinking and Expression in Chinese: Chinese

Literature Department (3051)

English Language: Center for EMI Teaching Excellence (5808)

General Education Courses: Inter-college (5852), Liberal Arts (5853),  
Sports and Health (5865), Service Learning (5870),

Mandatory Specialty courses: Office of Departments

Registration and Curriculum Division: (2130~2134)

C. Departmental mentoring on course selection: course map <http://epp.nsysu.edu.tw/>

Before course selection:

(1) Please check information for lists of mandatory courses, course structure of general education, Academic Regulations of NSYSU, Guidelines from Academic Affairs on course selection and add/drop courses.

(2) Please discuss your choices with supervisors/staff of the departments before adding/dropping courses

### 3. Course Selection Instructions :

- (1) The probability of being offered a place on a selected course at each stage is the same. "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, please check codes for all courses before the selection. There are two steps involved in each course selection stage. When adding courses at the course selection stage, please confirm the result on the website after the announcement is made. The system will immediately release an offering place when a course is dropped. If a course is dropped by mistake, it needs to be selected again online and a place will be reallocated according to the priority order.
- (2) After "Add courses" :
  - A. Register courses: Students must check if a course registration is successful after result announcements are made on the website.
  - B. List of unsuccessfully added/dropped courses: Unsuccessful course registrations. Selections need to be made again according to the instructions.
  - C. Timetable clashes: Multiple choices can be made for the same time slot. The system will provide a result based on personal preferences. If the result clashes with a pre-assigned and confirmed course, the confirmed course will be deemed as the final result.
- (3) The system will delete the choice once a course is dropped. If a course is dropped by mistake, it needs to be selected again online and a place will be reallocated according to the priority order  
**【5. Priority Order for Course Selection】**
- (4) If not intending to take courses that are being pre-assigned or successful course registration at preliminary selection and add/drop courses stages due to issues regarding course waivers, prerequisite courses, course retake ( already completed), students should take initiative to drop their selection. If the student fails to do so, it will be regarded as "voluntarily select the course for the semester".
- (5) Failing to attend a confirmed and pre-assigned required course or courses that were offered a place at any given stage for more than 2 weeks (before the deadline of the add/drop stage, excluding holidays) will result in the student being dropped from the course by the department or the course instructor. A formal notification will be issued from the department

or the course instructor to the Registration and Curriculum Division before the exceptional circumstances stage and no appeal will be accepted.

- (6) Only students of Middleschool Education Program have the option to select courses at preliminary selection stage 2. All students are allowed to make selection at add/drop courses stage. Credit fees are payable for the course.
- (7) 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. Credits overload cannot be counted towards the minimum requirement for graduation. Students who started in and before 2020, the maximum credit of applied courses (exclude military training courses) is one. Students who started in and 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 check more information and take course by the course structure of general education.
- (8) Students from English-Lectured Bachelor Class should select inter-college electives and liberal arts courses that are taught in English.
- (9) Sport & Health courses: Students are required to take one-credit Sport & Health: Physical Fitness; one-credit Sport & Health: Basic Swimming; one-credit basic courses for Sport & Health series for two semesters (same courses are allowable); those who finish these courses can further take elective Sport & Health courses. For affairs related to Sport & Health: Adapted Physical Education, please directly consult Si-Wan College. Courses pertaining to Assembled Training Class are only for our school’s representative sport team members. Students with outstanding athletic performance admission are required to take the one-credit courses, Sport & Health: Physical Fitness and Sport & Health: Basic Swimming; the 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..
- (10) At each stage, please check on the website for “Result announcements for course selection” and print out the records; After the stage of add/drop courses, no formal course selection records (print version) will be given. Please visit the website for your own course selection records. No change can be made after the deadline.
- (11) On the page of **【Current course inquiry】** at the Course Selection System, the displayed number in the "selection no" box represents the number of students who have selected the course but have not been placed. Before selecting a course, please check the number first. When the course click number exceeds allowed numbers for the course, please assess the possibility for a successful registration to avoid disappointment.
- (12) Course selection should be made according to individual interests and schedules. Do not limit your choice to a specific faculty member to avoid any negative impact on your study and graduation.
- (13) 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 Each Selection Stage

### (1) Confirmation on pre-assigned required courses ( please make the confirmation yourself, select the mandatory courses that are not shown in the system)

- A. To allow students to prioritize mandatory courses, students need to confirm the course selection on pre-assigned required courses before proceeding to add/drop courses. Please enter the system (login with account ID and password)/confirm pre-assigned required courses. Select courses by checking the “Save courses” boxes and press **【Submit】** to confirm. If a confirmation is not made for the "save courses", the priority right to study such courses will be gone. Students who are required to take those courses need to select the courses again.
- B. If the confirmation is still not made before the deadline of the add/drop course stage, it is regarded as unsuccessful enrollments into the pre-assigned required courses. Those who merely intend to study pre-assigned required courses are advised to take extra precaution. If a course confirmation is not made on the website, they are deemed as not taking the course.
- C. If any multiple mandatory courses are not listed as pre-assigned required courses, students should confirm and make the necessary selection.
- D. Due to various factors involved in scheduling course selection, the system is unable to factor in 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 a course is dropped when not intending to study the course.

### (2) Credit Overload Request

- A. Please go to the course selection system (login ID and password)/Related information on course selection/print **【Credit Overload Application Form】** . When intending to register excessive no. 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. Maximum no. of semester credits allowed: undergraduate degree: 25 credits, master's degree (continuing education program): 12 credits, masters and Ph.D: 15 credits.
- D. 1-2 subjects above this limit (credit overload) is allowed for undergraduate students. Students of continuing education program 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. Visit : NSYSU Office of Academic Affairs/download form/Student/Print **【Application Form for Inter-Institutional Course Selection (NSYSU students)】** Please prepare two copies of the form along with the information of the course offering institute (including the department, course title in Chinese/English, credits and timetable) and course guideline.
- B. Application needs to be submitted to the Office of Academic Affairs. Approvals need to be obtained from required department heads prior to proceeding with the inter-institutional course selection process at the course offering institutions. The Middle School Education

Program courses should be approved by the Center for Teacher Education and the general education courses should be approved by the Si-Wan College. Please follow the course selection regulation of the course offering institute to select the courses. After completing the course selection process at the course offering institutions, one copy of the application form of inter-institutional course selection should be returned back to NSYSU Registration and Curriculum Division at the Office of Academic Affairs before the date listed on the application form (deadline for summer courses is July 31<sup>st</sup>). By doing so, the course selection record can then be considered as completed. For those who are late or do not return the form to NSYSU, 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 submission 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 the said reason should submit the approved document to NSYSU Registration and Curriculum Division at the Office of Academic Affairs no later than one week after the deadline of the 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 delayed graduation, 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. Article 67, NSYSU Academic Regulation: students of continuing education are not allowed to select courses from other institutions, except for the students with middleschool education program, inter-institutional integrated program, domestic exchange program and special circumstances approved by the University.
- F. NSYSU undergraduate students (excluding students with delayed graduation) who propose to select courses at Taiwan Comprehensive University System (NCCU, NCHU and NCKU), NUK and KMU and NKUST and NQU and NPUST and R.O.C. Naval Academy and R.O.C. Air Force Academy and TCU (excluding Middleschool Education Program) do not have to pay for credit fees. Please be punctual when attending courses. For summer courses, fees are payable in accordance with the fee payment guidelines of the respective institutions.
- G. NSYSU master and Ph.D. students who propose to select courses at KMU do not have to pay for credit fees. Please be punctual when attending courses. For summer courses, fees are payable in accordance with the fee payment guidelines of the respective institutions.
- H. Three working days after the submission of the application form, students can check with the course selection /login ID & password/results of course selection

**(4) Preliminary selection 1** 【General education courses are only available for undergraduate students. (For students of other educational systems, selection on those courses can be made at the add/drop courses stage. )】

- A. Add courses: At this stage, points allocation is used for adding courses. Three courses can be selected in each category. Once a choice is confirmed, “course to be added” will appear on 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 the course selection form is sent, the course will be immediately deleted by the system. Mistakenly dropped courses need to be reselected again. The selection process is based on

#### **【5. Priority Order for Course Selection】**

- B. For the undergraduate degree course structure for general education, please visit the website of Si-Wan College.
- C. General education courses : 3 courses can be chosen in each category.
  - (a) Language Courses : Two categories: (1) Critical Thinking and Expression in Chinese (2)English ; 100 points for each category
  - (b) Inter-college course selection : 100 points
  - (c) Liberal Arts courses: 100 points
  - (d) Service Learning courses: 100 points
  - (e) Sports and Health: 100 points
- D. Students are advised to select courses according to the mandatory course list for each semester so not to miss the priority right to select such courses with possible impact on future course selection.
- E. Applied courses (including military training) can be selected by undergraduate students at the Preliminary selection 2 stage; and by postgraduate students at the add/drop courses stage.
- F. Limits on numbers of courses selected:
  - (a) Inter-college course selection: Limited to 1 course. At the add/drop courses stage, an additional 2nd course can be selected.
  - (b) Liberal Arts courses: students who started between 2006~2010 can select up to 2 subjects. Students who started in 2011 can select up to 1 course before the preliminary selection stage (a 2nd course can be selected at the add/drop courses stage)
  - (c) Sports and Health: Up to 2 courses (including course retaking or credit recovery)
  - (d) Other courses : Maximum 1 course

### **(5) Preliminary selection 2**

- A. Add courses: “Listing priority number”. Number cannot be repeated. Once the course selection form is sent, “course to be added” will appear on the top of the course selection page. **【for example】** The correct way to write down priority numbers for three courses are: 1,2,3; the incorrect way is: 1, 1, 1

How to select priority numbers: To add courses, up to 3 liberal arts courses can be selected depending on personal preferences. A priority number is assigned to each choice and cannot be repeated. Up to 20 courses can be given priority numbers. When adding multiple courses, giving different priority numbers to multiple courses for the same time slot will result in a "timetable clashes" message appearing on the personal timetable. The system will select one subject based on the priority order. However if the selected choice clashes with a mandatory course, the mandatory course will be kept as the final choice.

Drop courses: once the confirmation is sent, the system will immediately delete the record. If a course is dropped by mistake, it needs to be reselected and a place will be reallocated according to **【5. Priority Order for Course Selection】**

B. Applicable courses and students

Course Category Type of student	Undergraduate Course (General Education & Specialty course)	Master's course	Ph.D. course	Middleschool Education Program	Masters degree, Continuing education
Undergraduate students	V	V (3rd~4th year)		V (Middleschool Education Program students only)	
Masters/Ph.D. students		V	V	V (Middleschool Education Program students only)	
Students of continuing education of masters degree		V	V	V (Middleschool Education Program students only)	V

C. Limits on numbers of general education courses selected are the same with the Preliminary selection 1 stage.

**(6) Add/drop courses 1, 2**

A. This stage applies the same rule as preliminary selection 2 by "Listing priority number". Numbers cannot be repeated. Once the course selection form is sent, "course to be added" will appear on the top of the course selection list. **【for example】** The correct way to write down the priority number for three courses is: 1,2,3; the incorrect way is: 1, 1, 1

How to select priority number: To add courses, up to 3 liberal arts courses can be selected depending on personal preferences. A priority number is assigned to each choice and cannot be repeated. Up to 20 courses can be given priority numbers. When adding multiple courses, giving different priority numbers to multiple courses for the same time slot will result in "timetable clashes" and a message will appear on the personal timetable. The system will select one subject based on the priority order. However if the selected choice clashes with a mandatory course, the mandatory course will be kept as the final choice.

Drop courses: once the confirmation is sent, the system will immediately delete the record. If a course is dropped by mistake, it needs to be reselected and a place will be reallocated according to **【5. Priority Order for Course Selection】**

B. Applicable courses and students

Type of student \ Course Category	Undergraduate Course (General Education & Specialty course)	Master's course	Ph.D. course	Middleschool Education Program	Masters degree, Continuing education
Undergraduate students	V	V 3rd~4th year (online) 1st~2nd year (form)		V	
Masters/Ph.D. students	V (excluding Inter-college, Liberal Arts and Service Learning courses)	V	V	V	
Students of continuing education of masters degree	V (excluding Inter-college, Liberal Arts and Service Learning courses)	V	V	V	V

C. When being unable to obtain a place for the course at the add/drop courses 1, selection needs to be made again at add/drop courses 2 on the website.

D. An additional 2nd course from inter-college course selection and liberal arts can be selected at the add/drop courses stage.

E. At this stage, all selection requirements are removed for specialty courses which are now open to all students to select, except for “courses available for Ph.D. students only” and courses offered by the Department of Music and the Department of Theater Arts: “for students of the department only (specific academic year)” and courses offered by the IBMBA and GHRM MBA Program with specific selection requirements. **(129th, 148th and 158th 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 who are selected in a priority list still have to register online to add the course at the same stage.

G. For 1st and 2nd year undergraduate students who intend to take master degree courses, at Add/Drop Courses Stage, please complete the **【Application Form for Selecting Master Degree Courses】** and submitted to the Registration and Curriculum Division within the deadline of this stage; at Exceptional Circumstances Stage, please follow the regulation and procedure of this stage.

## **(7) Exceptional Circumstances in Course Selection**

- A. Go to course selection system (login ID and password)/ Related information on course selection/print out the 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 Registration and Curriculum Division 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 excluding point (e) can 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 (excluding Critical Thinking and Expression in Chinese and English Language Courses)
  - (d) Credits on the added general education courses have impact on graduation or any other

reasons (please provide a detailed explanation report)

- (e) Unsuccessful applicants of Critical Thinking and Expression in Chinese, please submit applications to the Chinese Language Department (application forms with course instructor's signature only will not be accepted)
- 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 stamped and submitted, it can be confirm 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 follows the guidelines as set out in the NSYSU students official confirmation of course selection records, approved by 122th Academic Affairs Meeting.
- B. Go to the course selection website (login ID and password)/Inquiry regarding course selection result/select “Confirming the course selection for this semester”/Confirm
- C. Students are strongly requested to confirm their course selection records (already selected courses, unsuccessful selection, mandatory and elective courses) on the website as the selection result has a tremendous impact on the academic work and rights of the students as the selected courses are the basis of the final marks for each semester. Issues can be raised to the Registration and Curriculum Division at Office of the Academic Affairs, before the deadline. 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. Changes cannot be made. (Based on the decision made at 122th Academic Affairs Meeting)
- D. At the end of the add/drop courses stage, no official print version of the course selection will be issued. Please print out your course selection records yourself.

## **(9) Course Withdrawal**

- A. Please go to the course selection system (login ID and password)/Related information on course selection/print **【Course Withdrawal Form】**
- B. Students are allowed to withdraw from up to 2 courses, provided the total credits obtained after course withdrawal is made, cannot be below 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.
- C. Application for course withdrawal will not be accepted if students had applied credit underload and the total credits have be below the minimum credit requirement.
- D. If the application for course withdrawal is submitted 2/3 into the semester, credit fees (tuition fees) will not be refunded. Payment still needs to be made for the unpaid fees

E. 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, provided the total credits obtained after course withdrawal is made, cannot be below the minimum credit requirement. **(146th Academic Affairs Meeting)**

F. Once the application form is stamped and submitted, please confirm the record within 3 working days on the course selection website/login ID and password/ inquiry regarding course selection result/ information on current course selection

G. Should there be any other questions, inquiries can be made at the Registration and Curriculum Division of the Office of Academic Affairs before December 17th, 2021. Cases will not be dealt with after the deadline.

## 5 • Priority Order for Course Selection

Priority sequencing Course category		1	2	3	4	5	6	7	8
Critical Thinking and Expression in Chinese and English Language		Limitations and priority criteria.	Points ∙ Priority Number	1st year	4th year			Other education systems	Random No.
Liberal Arts courses		Limitations and priority criteria	Points ∙ Priority Number	4th year	2nd year 3rd year			Other education systems	Random No.
Sports and Health	1st year	Limitations and priority criteria	Points ∙ Priority Number	1st year	4th year			Other education systems	Random No.
	2nd year	Limitations and priority criteria	Points ∙ Priority Number	2nd year	4th year	3rd year		Other education systems	Random No.
	Elective courses	Limitations and priority criteria	Points ∙ Priority Number	4th year	3rd year			Other education systems	Random No.
Service Learning		Limitations and priority criteria	Points ∙ Priority Number	2nd year	3rd year 4th year			Other education systems	Random No.

Inter-college course	Limitations and priority criteria	Points 、 Priority Number		2nd year	1st year	4th year	/	/	Random No.
Specialty courses	Limitations and priority criteria	Department/class	Different classes in the same year	Different academic years of the same department	Subsidiary degree and double major	Other education systems of the department	Students of other departments	Points Priority Number	Random No.
Middleschool Education Program	Limitations and priority criteria	Points 、 Priority Number		/	/	/	/	/	Random No.

1. Priority Order for Course Selection is conducted in accordance with the above table together with course requirements and limitations. (Withdrawing from a selected course and adding the same course back again will follow the same principle).
2. Whether a course selection is successful is determined by allocation of points and preference order. The strategy of point allocation affects the probability of course selection: Priorities are given to students for courses offered by the class/the department to which the student belongs. Students do not have to waste points /preferences on those courses

## 6. Regulations for Course Selection

### (1) "Course Selection": Rule 3, Article 10 of Academic Regulation

- A. Students must conduct the course selection process according to the course offerings announced by their departments/colleges each semester and the Course Selection Guidelines
- B. Deadline to add, drop or withdraw courses should be strictly followed. Confirmation needs to be made on the website before the deadline. No change can be accepted after the deadline.
- C. Registration of credits for the student is bases on official selection records held by the Office of Academic Affairs. Reports/credits for non-selected courses cannot be accounted for. If no grading records are shown on the selected courses, "X" grade will be given (0% if applicable) and counted as part of the academic performance of the semester. (Students must visit the website to make sure the system has accurate information in the course selection records and on the intended study courses).

- (2) **Article 11 of the Academic Regulations:** The 1st, 2nd and 3rd years of undergraduate students are required to take at least 15 credits worth of courses per semester; whereas the requirement for 4th year students is 9 credits per semester. Special exception may apply with prior approval from the Head of Department/College to request credit overload or credit reduction on a maximum of 2 subjects. Students with extended study years are only allowed to select courses that are in need of retaking. Students with incomplete course credits from the 2nd semester can submit an application for suspension from the University and registration will not be required, however once registration is made, students must choose to study at least one subject.

**Article 55 of Academic Regulation:** Postgraduate students (master's and Ph.D.) can take up to 15 credits per semester. To exceed the limit, approval from the Head of the department is required.

**Article 67 of Academic Regulation:** Master's degree students in a continuing education program can take up to 12 credits per semester. To exceed the limit, approval from the head of the department is required. Students in a continuing education program are not allowed to select courses from other universities, except for the students with middle school education program, inter-institutional integrated program, domestic exchange program and special circumstances approved by the University.

**Article 28 of Academic Regulation:** Registered students who fail to complete the course selection procedure or who select insufficient credits worth of courses before the deadline of the add/drop course selection are regarded as unable to comply with the Academic regulation and will be required to be suspended from the university. Students will be expelled from the university at the end of suspension period.

- (3) **Article 12 of Academic Regulation:** When timetable clashes occur in the course selection, the selection will be cancelled.
- (4) **Article 13 of Academic Regulation:** "Inter- Institutional Course Selection Guidelines" must be followed to select courses from other academic institutes,
- (5) If students fail the 1st semester course on an one-year course, he/she is allowed to continue studying the 2nd semester course. The student is required to retake the failed course of the 1st semester. Credits obtained from the following conditions are not recognized towards graduation: completion on only half of the one-year long course, taking on 2nd semester course before taking the 1st semester course first (incorrect order for course taking), and retaking courses that have been previously given credits for or been qualified for credit waiver. Shall any circumstances apply to any of the described condition mentioned above students should take initiative to drop their selection. (**Academic Regulation, Articles 40 and 42**)
- (6) To ensure an efficient administration process, both faculty members and students should strictly follow the required deadline for actions on add/drop courses, course selection adjustment and alteration on course scheduling. Applications will not be accepted after the deadline. (**2nd Administrative Meeting in 2008**)  
The information stored in the course selection system will be deemed as firm and final, should the student fail to confirm his/her selection record on the website. (**122th Academic Affairs Meeting**)
- (7) According to the regulations for the general education courses, students with delayed graduation for general education courses will still have to pay the fees based on the course hours. For postgraduate students and undergraduate students with an extension of study and fees paying exchange students, when the number of credits and the number of hours for one course differs,



the payable fees are calculated in the same way as inter-intuitional courses or summer courses, depending on the types of students, course offering departments and total hours of the courses. (Total credits are calculated on the basis of the total no. of course hours) **(105th and 148th Academic Affairs Meeting)**

Full tuition fees will be charged when undergraduate students with an extension of study take more than 10 credits of standard courses.

At the add/drop course stage, the Middleschool Education Program is available for all students to choose. Credit fees are chargeable.

All selected courses will be cancelled and student suspension procedure will be activated if a full payment of fees is not made within one week after the deadline. **(Academic regulation Article 10, Rule 1, Payment Terms and Conditions)**

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

(9) The courses of Critical Thinking and Expression in Chinese (6 credits) and English Language (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. Credits for English Language-related elective courses can be counted to the minimum graduation credits, but the 4 compulsory credits cannot be waived in this case. **(NSYSU Course Structure for General Education)**

(10) Credits awarded by Sports and Health courses will not be counted as part of the minimum graduation credits, but will be counted for total credits. The grades will however be recognized as part of the semester and total average scores. **(Si-Wan College Course Selection Guidelines for Sports and Health)**

(11) Master degree/Ph.D. students are not allowed to select courses offered by the Continuing Education Department.

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 before adding a course in the "Add/Drop Courses Stage" and "Exceptional Circumstances Stage". (2) are not allowed to take integrated courses for master degree and Ph.D., or courses of continuing education.

Undergraduate students who take courses for master s' degrees, credits awarded by the courses will be included as part of the credit requirement in order to determine whether he/she will be suspended from the university. **(84th Academic Affairs Meeting)**

- ( 12 ) For students of master degrees and Ph.D. who obtained grades from courses offered for undergraduate students, the given marks will only be listed in the grade reports (regarded as subjects being studied in the semester). The grade will not be counted towards credits or the minimum requirement for graduation. The grade is also not recognized as part of the academic performance for both the semester or towards graduation. Credit fees will not be incurred. (Exclusive of Middleschool Education Program). **(52th and 66th Academic Affairs Meetings)**
- ( 13 ) **Article 37, Academic regulation:** Academic performance is evaluated by multiple methods of assessment. Course instructors judge the performance of the student based on reports, general performance, exhibitions, mid-term exams and final exams for each semester. Assessment criteria are listed in the Curriculum Outlines. Exam schedules are determined according to the University calendar and are subject to change depending on individual course instructors. All changes must follow the University guidelines.
- ( 14 ) A maximum of 50% of the total credits for graduation can be credits awarded from distance learning program. **(University Distance Learning Program Guidelines by Ministry of Education)**
- ( 15 ) Course selection should comply with the rules and regulations. Any breach of regulations will face necessary liability.
- ( 16 ) Any matters not mentioned here are dealt with in accordance with University regulations.

NSYSU Guidelines for Course Codes

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

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

1. English Abbreviations of departments: English abbreviations of the course-offering department.

2. Level Code: Educational system the course is offered to:

- (1) 1~4 undergraduate degree course
- (2) 5~6 masters degree course
- (3) 7~8 Ph.D. courses
- (4) 9 Continuing education courses

3. Course Type Code: Type of course and level suitability (From 01 to 99, the more basic the course, the small the number is. )

4. Class: If more than one class is offered with the same name in the same department, a class code will be used (A to Z)

英文法規翻譯內容若有疑義，以中文法規為主。

For the avoidance of doubt in English version regulation, Chinese version will be prevailing.

# 國立中山大學

## 110 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 110 年 6 月 2 日本校第 168 次教務會議通過
- 選課系統網址：<https://selcrs.nsysu.edu.tw/>
- 選課系統建議使用 IE 瀏覽器進行操作。

## 目 錄

一、選課相關時程.....	1
二、選課前注意事項.....	2
三、選課說明.....	3
四、各階段辦理方式及注意事項	
(一) 必修課程確認.....	4
(二) 超修學分申請.....	4
(三) 校際選課申請 (本校生) .....	4
(四) 初選第 1 階段.....	4
(五) 初選第 2 階段.....	5
(六) 加退選第 1、2 階段.....	5
(七) 選課異常處理.....	6
(八) 確認選課紀錄.....	7
(九) 棄選.....	7
五、選課結果篩選次序.....	7
六、選課相關規定.....	8
【附錄】本校課號編碼原則.....	10

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
110-1 課程查詢	6 / 24 (四) 09:00 起	
必修課程確認	9 / 7 (二) 09:00	10 / 6 (三) 17:00
系所輔導學生選課	9 / 7 (二) 09:00	10 / 6 (三) 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】	9 / 7 (二) 09:00	10 / 6 (三) 17:00
超修學分申請 (上網列印，紙本簽核)	9 / 7 (二) 09:00	10 / 6 (三) 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)	9 / 7 (二) 09:00	9 / 9 (四) 17:00
初選 1 《結果公布》	9 / 10 (五) 14:00	
初選 2	9 / 13 (一) 09:00	9 / 15 (三) 17:00
初選 2 《結果公布》	9 / 16 (四) 14:00	

【加退選】

加退選 1	9 / 29 (三) 09:00	9 / 30 (四) 17:00
加退選 1 《結果公布》	10 / 1 (五) 14:00	
加退選 2	10 / 5 (二) 09:00	10 / 6 (三) 17:00
加退選 2 《結果公布》	10 / 7 (四) 14:00	

【異常處理】

選課異常處理 (上網列印，紙本簽核)	10 / 8 (五) 09:00	10 / 14 (四) 17:00 (請自行掌握列印及簽核時間)
確認選課紀錄	10 / 8 (五) 09:00	10 / 21 (四) 17:00

【學分費繳交】

學分費繳交(暫訂)	11 / 1 (一)	11 / 9 (二)
-----------	------------	------------

【棄選】

棄選 (上網列印,紙本簽核)	12 / 3 (五) 09:00	12 / 10 (五) 17:00 (請自行掌握列印及簽核時間)
-------------------	------------------	-------------------------------------

※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/](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  
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，可於選課系統網頁/學號及密碼查詢/密碼查詢，或攜帶學生證於上班時間至註冊課務組查詢。
2. 「**選課操作說明**」：教務處首頁／學生專區／相關系統／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 次校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](mailto: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：中文系(3051)、英語文：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  
註冊課務組：(2130~2134)
3. **系所輔導學生選課**：  
※課程地圖網頁：<http://epp.nsysu.edu.tw/>  
※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) 經確認之預配課程或各階段選上之課程，開學後二週(加退選結束日)均未到堂上課者（逢假日未上課不計），系所或任課教師均得以書面於選課異常處理階段前通知逕行辦理退選，學生不得異議。
- (六) 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】
- (七) 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。
- (八) 全英語學士專班(分組/班)學生應選修全英語之跨院選修及博雅向度課程。
- (九) 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（得選修相同課程），合計 4 學分，修習完畢後可選讀運動與健康選修課程；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) 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。
- (十一) 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。
- (十二) 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。
- (十三) 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)』, 申請表請自備一式二份, 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, 通識教育課程需經西灣學院核准), 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、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：以選上一門為限，加退選階段可加選第二門。
  - (2)博雅課程：95~99 學年度入學學生以選上二門為限、100 學年度以後入學學生以選上一門為限(加退選階段可加選第二門)。
  - (3)運動與健康：以選上二門不同選項課程(含重修或補修)為限。
  - (4)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，各階段博雅課程加選以三門為限，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)		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，各階段博雅課程加選以三門為限，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」、音樂系、劇藝系之「限本系(含特定年級)學生修習」及管理學院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 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」並繳交至註冊課務組辦理；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註冊課務組；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，除中文思辨與表達課程依第(5)點辦理外，通識課程【博雅課程、服務學習課程】及【英語文課程】選課異常處理作業新增加簽貼紙流程，由授課教師同意加簽後，於選課紀錄異常處理申請表上黏貼加簽貼紙並簽名後，備齊相關文件(異常處理單西灣學院簽章區所列應附文件)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(中文思辨與表達、英語文課程除外)未選上任何一門課者。

(4)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)。

(5)中文思辨與表達課程未選上者，請持申請單至中文系辦理(僅任課教師簽名者不受理)。

- 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。
- 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

- 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。
- 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』。
- 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註冊課務組查詢，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。
- 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

- 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。
- 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。）
- 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。
- 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。（146 次教務會議）
- 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。
- 倘對公布資料有疑義，請於 110.12.17 (五)前至教務處註冊課務組查詢，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			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	大二	大一	大四			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	

- 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）。
- 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順序或增加點數加選。

## 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) 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。**(學則第 40、42 條)

(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) 「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 學分中必修共 8 學分依通識教育架構規定計入最低畢業學分數，但另 4 學分則計入修習總學分數。另設「英語文」領域選修課程，得計入最低畢業學分，但不得抵免「英語文」必修 4 學分。**(國立中山大學通識教育課程架構)**
- (十) 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)**
- (十一) 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)**
- (十二) 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)**
- (十三) **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。
- (十四) 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)**
- (十五) 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。
- (十六) 本須知未盡事宜，依本校相關規定辦理。

【附錄】

## 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)。