

2017-18 Fall Semester Course Selection Notice

1. Course Selection Time

- (1) Initial Selection: From May 22, 12:30 pm. Selection is conducted in stages according to year of study.
- (2) Adding and dropping of initial selections: From June 6, 12:30 pm to June 8, **16:00 pm**.
- (3) Adding and dropping courses: From September 18, 12:30 pm to September 27, 12:30 pm. Selection is conducted in stages. For details concerning time and places, please see Schedule for Course Selection and Fee Adjustments.
- (4) Transfer student course selection (New student): The online Initial Course Selection will be on September 14, between 13:30 and **16:00**. The online adding and dropping courses will begin from 12:30 pm on September 18 through 12:30 pm on September 27.
- (5) New Student Course Selection: From September 18, 12:30 pm to September 27, 12:30 pm.
- (6) Students who do not plan to take required courses, or have waived courses that are not yet deleted; or students who have selected a year-long elective, but don't want to take the second semester of the course must first obtain their department director's approval, then go to the Curriculum Section (or Taoyuan Campus Academic Affairs Section) from **May 22-June 1**, to have the course deleted.
- (7) Students who wish to change the period for taking a required course, or wish to select minor, double-major, or pre-graduate courses; must get permission from the department director, and then go to the Curriculum Section (or Taoyuan Campus Academic Affairs Section) to have this data entered on **September 15, 8:30~ 11:30am**.
- (8) For changes in course selection which result from cancelled courses or courses divided into different class sections, students **must** go to the Curriculum Section (or the Taoyuan Campus Academic Affairs Section) to correct their course selection information on October 12-13. No application for correction will be accepted for any reason after October 13.
- (9) Confirm the selected courses: From October 6 to October 20. Students who do not confirm the selected courses before the deadline will be regarded as accepting the selected courses.
- (10) The Cloud Course Selection Agency System key in:
 - ① Initial selections: From May 16, 12:30 pm until 17:00, the day prior to the online course selection.

- ② Adding and dropping of initial selections: From September 11, 12:30 pm until 17:00, the day prior to the online course selection.

2. Course Selection Notes

- (1) Generally, students are limited to 25 credits per semester. The minimum course load for freshmen, sophomores and juniors is 12 credits, for seniors 9 credits, and for graduate students at least one course.
- (2) The maximum enrollment for each class is in accordance with the capacity of the classroom. Japanese courses are limited to 60 students. The minimum enrollment required to open a course is 30 for General Education Required and Elective courses. Physical Education electives require a minimum of 30 students.
- (3) No request to add a course will be approved if the class is full.
- (4) In order to guarantee the rights of students in the department through which the course is being offered, when initially selecting courses, students may only select courses from their home department. The computer will automatically cancel the course selection of students who do not follow this rule. Students who have taken an elective in another department, or taken an online course (Accounting, Economics, Statistics, and Calculus) and need to retake such a course must add this course during the Add/Drop period.
- (5) The students registering for sophomores and junior Physical Education need to select from the courses listed by the Physical Education Office. Overseas Chinese and School Sports Team classes are only provided for overseas and school sports team students.
- (6) Physical Education is an Elective for seniors. Students may only choose one course per semester. If students select more than one, the system will randomly delete any extras.
- (7) However, students' whose previous semester grade average was 80 or higher may select an additional one or two courses. A student must first have the department director's permission, and then go to the Curriculum Section (or Taoyuan Campus Academic Affairs Section) during the Add/Drop period to add a course.
- (8) Students can select a maximum of three General Education Courses (including Distance Courses). If students select more than three courses, the system will randomly delete extras.
- (9) Students are required to take at least 12 credit hours of General Education courses to graduate. There are three disciplines within General Education – Humanities, Social Science and Natural Science. The courses under each discipline are categorized into "Core Courses" and "Extended Courses." To meet the graduation requirements, students are required to take at least one 2-

credit-hour course in each category of each of the disciplines.

- (10) Students may only select one section of the same course. Students who are not graduating cannot choose course sections for graduating seniors. If students select more than one section, the system will randomly delete any extras.
- (11) Students who select language courses will be charged the lab fee. Tuition fees for Teacher Education Program are charged separately. Beginning with those enrolled in the 2009-10 academic year, students will be charged the Internet resources fee. Those who were enrolled prior to the 2009-10 academic year and take computer-related courses will be charged the lab fee. Focused Course Program students must pay extra tuition fees.
- (12) Students are not permitted to drop courses required by their department. Course scheduling that conflicted with each other will be dealt in accordance with the Procedures for Course Selection.
- (13) Any student who does not pay tuition and fees by the deadline may not add/drop courses.
- (14) Selection, grading, and attendance for Simultaneous and Non-simultaneous Distance Education Courses will be conducted in accordance with relevant regulations. After selecting a Distance Education Course, students need to contact the teaching assistant for that course. In regards to earning a degree, credits earned through Distance Education Courses may not account for more than half of the credits toward graduation.
- (15) If the course section a student wishes to select is full, they may consider being put on the waiting list. If another student drops the course, students will be added according to the waiting list. If students are on the waiting list for a class, and decide not to wait for a position in this class, they are asked to immediately go online and delete their names from the list. No one with a schedule conflict or who has already selected over 25 credits will be added to a class automatically. Once the add/drop period is over, no automatic additions are permitted.
- (16) When selecting courses, students are strictly forbidden to use external software programs that disrupt the course selection function in any way. Violators will be dealt in accordance with the Ming Chuan University Merit and Demerit Procedures.
- (17) Students are asked to protect their passwords to prevent tampering with course selection records.
- (18) Students are responsible for confirming the results of their course selections within the given time. After selecting courses, students must print out the course selection record then log out of the Student System, return to the main screen and close the browser.

(19) For other regulations related to course selection, please refer to the relevant sections in the Student Handbook.

3. Add/Drop Additional Fees (Payment and Refunds)

- (1) Additional Fees: Students should print out the additional fees statement; and pay the fees at the Taipei Fubon Bank or the Post Office, do an ATM transfer, or use a credit card. Payment period: Deadline is November 13, 2017. Students who fail to pay the required fees prior to the deadline will be dealt in accordance with the Procedures for Course Selection.
- (2) Refund of Fees: Refunds will be automatically transferred to the student's bank account. Prior to Monday, November 6, students are required to enter bank account information online via the Student Information Network, and select Student Payment Bank Account Information. Alternatively, students can take a copy of their bank passbook to the Bursar and apply for change of bank/bank account data. From Monday, November 13, students can check their accounts to ensure that the refund has been deposited.

4. Other

(1) Course Schedule Timetable

Taipei Campus

Section NO.	01	02	03	04	20	05	06	07
Time	08:10	09:10	10:10	11:10	12:10	13:10	14:10	15:10
	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00
Section NO.	08	09	40	50	60	70		
Time	16:10	17:10	18:30	19:25	20:20	21:15		
	17:00	18:00	19:20	20:15	21:10	22:05		

Taoyuan Campus

Section NO.	01	02	03	04	20	05	06	07
Time	08:10	09:10	10:10	11:10	12:00	12:50	13:50	14:50
	09:00	10:00	11:00	12:00	12:50	13:40	14:40	15:40
Section NO.	08	09	40	50	60	70		
Time	15:50	16:50	18:00	18:55	19:50	20:45		
	16:40	17:40	18:50	19:45	20:40	21:35		

(2) Draft Schedule for Course Selection and Fee Adjustment

Step		Date and Time	Location and Notes
Course selection advising		5/15 to 5/19	Individual department offices
Students must have information deleted manually if they 1) do not plan to take required courses, 2) have waived courses that are not deleted (must have department director's approval) or 3) do not plan to continue taking a year-long elective course.		5/22 to 6/1	Curriculum Section, Taoyuan Academic Affairs Section
Cloud Course Selection Agency System Key in		5/16 12:30 pm until 17:00 pm, the day prior to the Online Course Selection	Any location that has Internet access.
Online Initial Course Selection	5 th year students of Architecture department, 4 th year students, 2 nd year graduate school students, 2 nd year graduate school executive class students, 2 nd year doctoral students (in 2017-18)	5/22 10:00 am post the course selection result from the Cloud Course Selection Record 5/22 from 12:30 pm to 5/23 16:00 pm (Add/ Drop)	1. Any location that has Internet access. 2. Any computer lab on campus during lunch hour and whenever the lab is available (Labs are closed during weekends). 3. Course selection system maintenance shutdown schedule: ● 5/23 from 16:00 pm to 5/24 12:30 pm ● 5/25 from 16:00 pm to 5/21 12:30 pm ● 6/1 from 16:00 pm to 6/6 12:30 pm ※ For retake courses and elective course from other department, please select them during the add/drop period.
	Juniors (in 2017-18)	5/24 10:00 am post the course selection result from the Cloud Course Selection Record 5/24 from 12:30 pm to 5/25 16:00 pm (Add/ Drop)	
	Sophomores (in 2017-18)	5/31 10:00 am post the course selection result from the Cloud Course Selection Record	
		5/31 from 12:30 pm to 6/1 16:00 pm (Add/ Drop)	
	All students	6/6 12:30 pm to 6/8 16:00 pm	
	Results of initial course selection available on the Internet.		
Returning student online course selection		9/4 from 12:30 pm to 9/6 16:00 pm	1. Any location that has Internet access. 2. Computer labs on campus are closed during weekends.
Extended Study Period students online course selection		9/5 from 12:30 pm to 9/6 16:00 pm	
Extended Study Period student graduate school/ executive class student online		9/5 12:30 pm to 9/8 24:00 payment	

Step		Date and Time	Location and Notes
course selection		period	
		9/13 delete the course selection information for those whom did not complete payment	
Transfer new student online course selection (September 2017 enrolled)		9/14 08:30 am to 11:30 am change the class section for required courses	Individual department offices, Curriculum Section, Taoyuan Academic Affairs Section
		9/14 13:30 pm to 16:00 pm online course selection	1. Any location that has Internet access. 2. Computer labs on campus are closed during weekends.
		9/11 12:30 pm to the day before the online add/drop deadline 17:00 pm Cloud Course Selection Record	
		9/18 12:30 pm to 9/27 12:30 pm online add/drop	
Cloud Course Selection Agency System Key in		9/11 12:30 pm until 17:00, the day prior to the Online Course Selection	Any location that has Internet access.
Course selection must be done manually with department director's approval for: class change for required courses, Minor courses, Double Major courses and graduate students' pre-requisite courses.		9/15 from 8:30AM to 11:30AM	Curriculum Section, Taoyuan Academic Affairs Section
Freshmen, 1 st year graduate school students, 1 st year graduate school executive class students, 1 st year doctoral students		9/18 10:00 am post course selection result from the Cloud Course Selection Record	Any location that has Internet access. ● Course registration and selection for remedial or other department classes are to be done during the add/drop period.
		9/18 from 12:30PM to 9/27 12:30PM	
Add/Drop Courses Online	5 th year students of Architecture department, 4 th year students, 2 nd year graduate school students, 2 nd year graduate school executive class students, 2 nd year doctoral students	9/19 10:00 am post the course selection result from the Cloud Course Selection Record	● Course registration and selection system shut down for maintenance on 9/22 13:00PM to 16:00PM. ● Please do not attempt to add or drop classes during the system shutdown.
		9/19 from 12:30PM to 9/27 12:30PM	

Step		Date and Time	Location and Notes
	Juniors	9/20 10:00 am post the course selection result from the Cloud Course Selection Record	
		9/20 from 12:30PM to 9/27 12:30PM	
	Sophomores	9/21 10:00 am post the course selection result from the Cloud Course Selection Record	
		9/21 from 12:30PM to 9/27 12:30PM	
Post Add/Drop query regarding position assignments	9/29 from 12:30PM	Any computer lab or location that has Internet access.	
Course cancellation announcement	10/6		
Confirm the selected courses	10/6 to 10/20		
Adjustment in students' schedules for courses which cannot be offered due to low enrollment or other factors	10/12 to 10/13	Curriculum Section, Taoyuan Academic Affairs Section.	
Students who must make fee adjustments must go online and print out the fee invoices.	11/6 to 11/13	Students who must make fee adjustments may log onto the Student Information Network and select "Look up/Print Fee Invoice", click "Payment/Receive Payment", "Inquiry/Print Payment Details", and then click "Credit Hour Tuition for Adding and Dropping Courses".	
Students who receive a refund must fill in or confirm the account number online.	Before 11/6	Log onto Student Information Network and select "Payment/Receive Payment" then click "Student Refund Account Number".	
Deadline for paying fee adjustment	Until 11/13		