

## Ming Chuan University Procedures for Course Selection

Passed at the Academic Affairs Committee Meeting on December 23, 2010

Passed at the Academic Affairs Committee Meeting on May 15, 2014

- Article 1 These procedures are established for students regarding course selection and are in accordance with the General Provisions for Study.
- Article 2 Students in each program of this university must follow these procedures, the course selection notice of the current semester, and the schedule for course selection when selecting courses. If there are any natural disasters or other unavoidable situations occur, the Academic Affairs Division will post an adjusted schedule and procedures for each stages of the course selection.
- Article 3 Course selection is conducted in four stages; the initial selection, the adding and dropping of initial selections, the adding and dropping of courses, and manual selection. Students must follow the regulations of their departments' course framework when selecting courses and complete the course selection procedures within the required course selection deadlines. Late applications will not be accepted under any conditions.
- Article 4 Students should follow the regulations of their designated department/ school's graduation credits and take the required course credits according to their year level from each category. For courses offered in series or those with prerequisites, students should take the courses in the required order set by their departments' course framework.
- Article 5 During the initial selection stage, in order to guarantee the rights of the students in the department through which the course is being offered, students can only select courses from their home department. Students who do not follow this rule will have extra-departmental courses cancelled. In the adding and dropping courses stage, students can select courses from another department and/or retake a course.
- Article 6 Students should not select course that cause course conflicts and only one class section for the same course may be selected each semester. In a given semester, any time-conflicting courses or repeated courses will be cancelled.
- Article 7 Students should take their required courses with their original class. Approval by their Department Chair is required prior to changing class sections or taking courses in exceptional cases when courses conflict with repeated courses, required courses from the higher class year level are taken by one in a lower class year level, or courses for the graduating class being selected by one in a non-graduating class. All other courses not meant for the original class will be cancelled for violators.

- Article 8 During the adding and dropping courses stage, if a student selects a course that is full, they will be put on a waiting list that is operated by the computerized quota assurance system. Students who do not want to be put on a waiting list should cancel this online. After the deadline of the adding and dropping courses, no students will be added from the waiting list.
- Article 9 After the deadline of the adding and dropping courses stage, students who need to reselect courses due to selected courses no longer being offered or the class section being divided, being dropped due to not following the course selection regulations, or special cases approved to reselect courses due to exceptional situations, should apply for correction within the required deadline. Aside from the abovementioned, no changes of course selection are accepted.
- Article 10 The maximum enrollment for each class is restricted by the capacity of the classroom. No adding to a class is allowed once the maximum enrollment is reached. The minimum enrollment required to open a course is 30 for the common curriculum and the General Education courses.
- Article 11 Students should confirm their course selection results online. For students who do not confirm their course selection results and later realize there are mistakes with their course selection, no changes to course selection are accepted. For those who do not confirm their course selection results within the required period at the end of the course selection for each semester, the course selection results shown in the system are deemed as correct and accurate based on the data of the information system.
- Article 12 Students should pay any credit hours tuition after the adding and dropping courses stage. After being notified, those who do not complete the payment for a course within the required period, that course will be treated the same as course-reduction and will not count into the semester grade calculation.
- Article 13 The regulations and procedures for required course credits, taking course credits at each year level that are above or below the framework are treated in accordance with the General Provisions for Study. Application for course-reductions processed in accordance with the Procedures for Post-midterm Course-reduction Application.
- Article 14 Students take General Education courses in accordance with the Procedures for General Education Course Selection. Students take Physical Education courses in accordance with the Procedures of Physical Education.
- Article 15 Students should not use any software programs or other means of disrupting the course selection system. Violators will be dealt with in accordance with the Regulations for Campus Network Management.
- Article 16 Students select Summer Session courses in accordance with the Guidelines

for Offering and Teaching Summer Courses.

Article 17 Students may take courses at another university in accordance with the Procedures for Inter-collegiate Course Selection.

Article 18 Matters not covered in these procedures will be dealt with in accordance with the General Provisions of Study and other relevant regulations.

Article 19 Upon being passed by the Academic Affairs Committee and approved by the president, these procedures were announced and implemented.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***