2026-27 Spring Semester
Course Selection Notice

I. Course Selection Time

(1) Initial Selection: From December 7, 12:30 pm. Selection is conducted in stages according to study year.

(2) Adding and dropping of initial selections: From December 22, 12:30 pm to December 24, 16:00 pm.

(3) Spring transfer student course selection (New student): The online Initial Course Selection will be on February 17, between 13:30 and 16:00 pm. The online adding and dropping courses will begin from 12:30 pm on February 22 through 12:30 pm on March 2.

(4) Adding and dropping courses: From February 22, 12:30 pm to March 2, 12:30 pm. Selection is conducted in stages. For details concerning time and place, please see Schedule for Course Selection and Fee Adjustments.

(5) Students who do not plan to take required courses or who 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) **December 4-24** to have the course deleted.

(6) Students who wish to change the period for taking a required course, or wish to select course for minor, double-major, must completed the request using e-form. The application date and time will be posted online in the News of the Academic Affairs Division website on December 28. The course selection result can inquire from the Course Schedule starting from 16:00 pm on February 18.

(7) 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 March 11-12. No application for correction will be accepted for any reason after March 12.

(8) Confirm the selected courses: From March 15 to March 26. Students who do not confirm the selected courses before the deadline will be regarded as accepting the selected courses.

(9)The Cloud Course Selection Agency System key in:

A. Initial selections: From December 1, 12:30 pm until 17:00 pm, the day prior to the online course selection.

B. Adding and dropping of initial selections: From February 16, 12:30 pm until 17:00 pm, the day prior to the online course selection.

C. Spring transfer student：From February 18, 12:30 pm until 17:00 pm, the day prior to the online course selection.

II. Course Selection Notes

(1) In accordance with Article 40 of the Academic Regulations ,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, Third Age University students, and "Thirty-Plus" University students at least one course.For students in the Bachelor's Degree Continuing Education Program, the maximum credit load per semester shall be determined by the respective undergraduate departments, divisions, or degree programs; however, the minimum requirement shall not be fewer than 9 credits.Students whose enrolled credits fall below the minimum required limit after the course add/drop period shall be required to take a leave of absence

(2) The maximum enrollment for a course is according to the largest capacity of the classroom, except for Japanese courses, which are limited to 60 students. The minimum enrollment required to open a course is 30 students for General Education and Core Required courses. Physical Education electives require a minimum of 30 students.

(3) No request to add 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, Calculus, or Statistics) and need to retake such a course must add this course during the Add/Drop period.

(5) The students registering for sophomores Physical Education need to select from the courses listed by the Physical Education Office. Students cannot select a course for which they have already earned credit. Overseas Chinese and School Sports Team classes are only provided for overseas and school sports team students.

(6) Physical Education is an Elective for **junior and 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) during Initial Selection. If students select more than three courses, the system will automatically randomly delete extras.

(9) General Education Courses：

A. Students enrolled in the 2024-25 academic year and before must take the 12 university-designated required General Education credits from the three following areas: "Humanities", "Social Sciences", and "Natural Sciences" Each area has 2 sections, the "Core Courses" and the "Extension Courses". Each student must take at least 1 course of 2 course credits each in the "Core Course" and the "Extension Course" prior graduation.

B. Students enrolled in the 2025-26 academic year and after must take 12 university-designated required General Education credits prior graduation. Students must take one course from the Core Courses in the three areas: "Humanities", "Social Sciences" and "Natural Sciences", (2 credits each), and one course from the Interdisciplinary Exploration course group in the newly established " Interdisciplinary Exploration and Self-directed study" area (3 credits). In total, students must take 4 courses. and accumulating 9 credits. Students must select 2 elective courses from the Extended Courses in the " Humanities," " Social Sciences," and " Natural Sciences " areas, and the self-directed study courses under the "Interdisciplinary Exploration and Self-directed study" area. These 2 courses must not be from the same area, and at least 3 credits in total.

(10) Students may only select one section of the same course. If students select more than one section, the system will randomly delete any extras.

(11) **Undergraduate students who wish to enroll in graduate-level courses or courses above their current year level must apply in advance and obtain approval from their department or school before registration, those violating the rule, the system will delete the courses.**

(12) Students who select English or Japanese language courses will be charged the lab fee. Tuition fees for Teacher Education Program are charged separately. Students will be charged the Internet resources fee. Focused Course Program students must pay extra tuition fees.

(13) Students are not permitted to drop courses required by their department. According to the Procedures for Course Selection, students are not allowed to choose different courses in the same time period.

(14) Any student who does not pay tuition and fees by the deadline may not add/drop courses.

(15) 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 log on to the Moodle system to view the courses and relevant regulations. In regard to earning a degree, credits earned through Distance Education Courses may not account for more than half of the credits toward graduation.

(16) If the course section students wish to select is full, they may consider being put on the waiting list. If another student drops the course, students will be added in the order of the 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. Those with a schedule conflict or who has already selected over 25 credits cannot be put on a waiting list. Once the add/drop period is over, no automatic additions are permitted.

(17) When selecting courses, students are strictly forbidden to use external software programs that disrupt the course selection function in any way. Violators will be punished in accordance with the Student Merit and Demerit Procedures.

(18) Students are asked to protect their passwords to prevent tampering with course selection records.

(19) 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.

(20) For other issues related to course selection, please refer to the General Provisions for Study and Procedures for Course Selection in the Student Handbook.

III. Add/Drop Additional (Refund) Fees

(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 April 19, 2027**.** Students who fail to pay the required fees prior to the deadline will be dealt in accordance to the Procedures for Course Selection.

(2) Refund of Fees: Refunds will be automatically transferred to the student's bank account. Prior to April 19, 2027 students are required to enter bank account information online via the Student Information Network, and select Student Payment Bank Account Information. From April 26, 2027 students can check their accounts to ensure that the refund has been deposited.

IV. Other

(1) Course Schedule Timetable

Taipei Campus

Section No.	01	02	03	04	20	05	06
Time	08:10 | 09:00	09:10 | 10:00	10:10 | 11:00	11:10 | 12:00	12:10 | 13:00	13:10 | 14:00	14:10 | 15:00

Section No.	07	08	09	40	50	60	70
Time	15:10 | 16:00	16:10 | 17:00	17:10 | 18:00	18:30 | 19:20	19:25 | 20:15	20:20 | 21:10	21:15 | 22:05

Taoyuan Campus

Section No.	01	02	03	04	20	05	06
Time	08:10 | 09:00	09:10 | 10:00	10:10 | 11:00	11:10 | 12:00	12:00 | 12:50	12:50 | 13:40	13:50 | 14:40

Section No.	07	08	09	40	50	60	70
Time	14:50 | 15:40	15:50 | 16:40	16:50 | 17:40	18:00 | 18:50	18:55 | 19:45	19:50 | 20:40	20:45 | 21:35

(2) Draft Schedule for Course Selection and Fee Adjustment

Step		Date and Time	Location and Notes
Course selection advising		11/30 to 12/04	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 (department directors approval required) or 3) do not plan to continue taking a year-long elective course.		12/04 to 12/24	Curriculum Section, Taoyuan Academic Affairs Section
Cloud Course Selection Agency System Key in		12/01 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	5th year students of Architecture department, 4th year students, 2nd year graduate school students, 2nd year graduate school executive class students, 2nd year doctoral students	12/07 10:00 am post the course selection result from the Cloud Course Selection Record	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: 12/08 from 16:00 pm to 12/09 12:30 pm 12/10 from 16:00 pm to 12/14 12:30 pm 12/15 from 16:00 pm to 12/16 12:30 pm 12/17 from 16:00 pm to 12/22 12:30 pm ※ **For retake courses and elective course from other department, please select them during the add/drop period.**
		12/07 from 12:30 pm to 12/08 **16:00 pm** (Add/ Drop)	
	3rd year, 1st year graduate school students, 1st year graduate school executive class students, 1st year doctoral students	12/09 10:00 am post the course selection result from the Cloud Course Selection Record	
		12/09 from 12:30 pm to 12/10 **16:00 pm** (Add/ Drop)	
	2nd year students	12/14 10:00 am post the course selection result from the Cloud Course Selection Record	
		12/14 from 12:30 pm to 12/15 16:00 pm (Add/ Drop)	
	1st year students	12/16 10:00 am post the course selection result from the Cloud Course Selection Record	
		12/16 from 12:30 pm to 12/17 16:00 pm (Add/ Drop)	
Adding and dropping of initial selections	All students	12/22 from 12:30 pm to 12/24 16:00 pm (Add/ Drop)	
Results of initial course selection available on the Internet.		01/06 from 12:30 pm	1. Any location that has Internet access. 2. Computer labs on campus are closed during weekends.
Returning students' registration and course selection		01/20 from 12:30 pm to 01/22 16:00 pm	
Extended-year students' registration and course selection		01/21 from 12:30 pm to 01/22 16:00 pm	
		01/21 from 12:30 pm to 02/01 23:59 pm payment period	
		02/16 delete the course selection information for those whom did not complete payment	
		02/22 to 03/02 (Add/Drop) manually	Curriculum Section, Taoyuan Academic Affairs Section, Bursar Section, Taoyuan General Affairs Section
Spring transfer student course selection (enrollment date of February, 2027)		Class change for Required courses and postpone courses 02/17 from 08:30 am to 11:30 am	Curriculum Section, Taoyuan Academic Affairs Section
		02/17 from 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.
		Cloud Course Selection Record from 02/18 12:30 pm until 17:00 pm, the day prior to the Online Course Selection	

Step		Date and Time	Location and Notes
		02/22 10:00 am post the course selection result from the Cloud Course Selection Record	
		02/22 from 12:30 pm to 03/02 12:30 pm Online Add/Drop	
Cloud Course Selection Agency System Key in		02/16 12:30 pm until 17:00 pm, the day prior to the Online Course Selection	Any location that has Internet access.
Students who wish to change the period for taking a required course, or wish to select course for minor, double-major (must have department director's approval) (excluding request of taking exceeded credits) Apply the request using e-form. The application date and time will be posted online in the News of the Academic Affairs Division website on December 28.		The course selection result can inquire from the Course Schedule starting from 16:00 pm on February 18.	Curriculum Section, Taoyuan Academic Affairs Section
Add/Drop Courses Online	5th year students of Architecture department, 4th year students, 2nd year graduate school students, 2nd year graduate school executive class students, 2nd year doctoral students	02/22 10:00 am post the 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.**
		02/22 from 12:30 pm to 03/02 12:30 pm	
	3rd year, 1st year graduate school students, 1st year graduate school executive class students, 1st year doctoral students	02/23 10:00 am post the course selection result from the Cloud Course Selection Record	
		02/23 from 12:30 pm to 03/02 12:30 pm	
	2nd year students	02/24 10:00 am post the course selection result from the Cloud Course Selection Record	
		02/24 from 12:30 pm to 03/02 12:30 pm	
	1st year students	02/25 10:00 am post the course selection result from the Cloud Course Selection Record	
		02/25 from 12:30 pm to 03/02 12:30 pm	
Post Add/Drop query regarding position assignments		03/05 from 12:30 pm	Any computer lab or location that has Internet access.
Course cancellation announcement		03/10	
Adjustment in students' schedules for courses which cannot be offered due to low enrollment or other factors		03/11 to 03/12	Curriculum Section, Taoyuan Academic Affairs Section.
Remove course selection data and Moodle course enrollments for unregistered students.		**03/12**	Curriculum Section, Taoyuan Academic Affairs Section.
Confirm the selected courses		03/15 to 03/26	Confirm the selected courses before the deadline.
Students who must make fee adjustments must go online and print out the fee invoices.		04/12 to 04/19	Students who need to pay extra fee may log onto the Student Information System and select Fees Query/Itemized Fees Query/Print/Add Credit Hour Tuition.
Students who receive a refund must fill in or confirm the account number online.		Before 04/19	Log onto Student Information System and select Fees Query/Student Payment Bank Account Information.
Refund		After 04/26	