

National Taiwan University Student's Course Selection, Registration and Tuition Payment Guides

I. Course Selection

- ◆ Course selection includes “initial selection” and “addition/withdrawal” procedures. The “initial selection” begins prior to the start of classes (summer or winter recess).
- ◆ During course selection periods, please refer to the university's calendar of events for certain regulations. For those who have not completed the course selection during the “initial selection” period, they must do so during the “addition/withdrawal” period at the start of classes. After this period, no more classes can be added.

1. Mandatory Courses

- In order to simplify students' course selection process, “mandatory courses” for undergraduate departments (courses which are mandatory and which must be added during scheduling) are entered directly by the computer prior to the “initial selection” period. If mandatory courses are not acceptable due to pre-requisites not being satisfied, they will be deleted automatically after the second stage of the “initial selection” period.
- There is no mandatory course management for graduate students.

2. Initial Selection

Please consult with the counseling teacher prior to selection of courses in order to avoid excessive changes and unnecessary stress during the addition/withdrawal period. The “initial period” is divided into two stages: “subject sign-up” (after which there is course allocation process) and “subject addition/withdrawal” (after which there is verification for unacceptable registrations). The courses are selected based on the 5-digit serial numbers printed on the course time schedule.

First stage (subject sign up) **(Aug. 20 ~ Aug. 24)**

- Online sign-ups for all subjects are accepted during this stage
- All first semester general requirements for each year level (including Chinese, English and foreign language fields) and physical education, calculus courses can be signed up for in the order of student's preference; physical

education during second semester can be signed up for in the order of student's preference.

- Please do not sign up for mandatory courses in order to avoid double registration.
- Please follow restrictions annotated next to the course description when selecting courses and refrain from signing up if pre-requisites are not fulfilled.
- Once the physical education course is added by the computer for first year undergraduate students during the first semester, no alterations can be made. If the student decides to drop the course, it cannot be added again during the initial selection period and the student must wait until the beginning of classes to add the available class section.
- Undergraduates' physical education I to IV are mandatory and physical education V to VIII are electives. Physical education courses for graduate students are considered electives and only one such course can be taken during a semester. Those with satisfactory physical education grades are granted 1 credit hour; however, the credit hour is not included in the minimum credit hours requirement for graduation. (For specific details concerning physical education, please refer to "Selection Guides for Physical Education courses").
- Once the first stage of the initial selection period ends, the allocation process is implemented.

Second stage (subject addition/withdrawal) **(Aug. 29 ~ Aug. 31)**

- Inquiries can be made for courses already added and courses that are still open can be added.
- The sign-up system still applies during this stage and all class restrictions still apply as well. Courses with restrictions on the maximum number of students must be allocated by the system and any unacceptable registration, time conflict or unsatisfactory requirement conditions will be deleted.
- **The final and official allocation results are published on the "Course Selection Results Inquiry" on the info page.**

Remarks:

- I. Those who do not satisfy the qualifications for Teacher's Education program cannot take teacher education courses.
- II. Daytime program students cannot take courses in the nighttime program and vice versa. Neither can students in the Division of Continuing Education in Bachelor Program take courses in the daytime program; one must comply with the university's "Student's Night-time and Day-time Course Selection Guidelines" as well as complete the "Night-time Study application Form" or "Day-time Study application Form" and submit it at the beginning of classes. However, students in Division of Continuing Education in Bachelor Program who have been approved to take program courses can sign up for the program courses during the "initial selection" period.
- III. Please do not change classes that have been prohibited from being changed by the department or graduate institute.
- IV. During the initial selection period of the 1st semester of every academic year, the Chinese and English/Foreign Language courses (those with course number xxx 8xxxx) are only open for first year students and for 2nd year students and above who have not finished taking all the courses in the same field. 2nd year students and above who again select courses in the English/Foreign Language which have already been taken and passed, will be blocked by the computer after the initial selection period; however, they can add the course at the beginning of classes if there are still remaining class openings.
- V. During the 2nd semester of every academic year, common subjects such as Chinese, English/Foreign Language and Calculus courses in the 2nd semester are already added by the computer program directly based on the class section taken by the student in the 1st semester; therefore, do not change class sections. No additions are accepted during the first stage as well.
Students who are re-taking Chinese and Calculus, please add the course based on special restrictions set by the Department of Chinese and Department of Mathematics (please access <http://info.ntu.edu.tw/> and select "Course inquiry (NTU's Course webpage)", "Course Inquiry System", "General Requirement Courses/Chinese", "Class Section Set up for Courses/Calculus Class Section Set up Guides" for detailed reading.)
Students who are re-taking English/Foreign Language in the 2nd semester can add the course during the 2nd stage of the selection period at the beginning of classes if there are still class openings. If they are half-year courses, the first and second semester courses can be independent and do not need to be the same class section.
- VI. Students who have taken but failed the university's collective English proficiency test must add the "Online English" course based on the course section scheduled by the university.

Students who registered to take the English proficiency test with the Language Proficiency Testing organization, but failed to pass the test must submit the test grade provided by the Testing organization and go to Audio Visual Education Center to add the “Online English” courses.

For guidelines concerning “Online English” program, please refer to <http://info.ntu.edu.tw/> and select “courses”, “Online English Program Main Page”.

- VII. For computer system’s allocation during initial selection period, please refer to <http://info.ntu.edu.tw/> and select “students”, “Computer Course Selection”, “Allocation Steps”.

3. Addition/withdrawal (begins on Sept. 26)

Beginning in the 1st semester of the 2007 academic year, the university implements a university-wide online course addition/withdrawal test project; the method is briefly described as follows:

- **Course categories:**

Courses can be divided into 3 categories [(1)(2)and(3)] based on the different “addition method” chosen by the course instructor. Each semester, the course inquiry system will annotate the “addition method” associated with each course. The three categories of classes are described below:

Category (1) Courses: there is no maximum number of student restriction; the students can add the course online directly and completes the procedure instantly.

However, those who do not satisfy the pre-requisites will face cancellation of the course at the end of the addition/withdrawal period due to unacceptable registration.

Category (2) Courses: Qualifications for taking the course (i.e. unacceptable addition due to pre-requisites not satisfied) and the maximum number of students are set and controlled by the course instructor during the addition/withdrawal period by the handing out of the “addition authorization code”. Students can add the course online by using the code and completing the addition online.

[Note: Authorization codes have a certain time validity period in order to avoid accumulation by students. The “white” authorization codes are given by the course instructor during the 1st and the 2nd week of classes and are limited to add courses online during the 2nd week. The “red” authorization codes are given during the third week by the instructor and can only be used during the third week. Authorization

codes left unused after their validity period are considered forfeited.]

Category (3) Courses: Students who wish to take courses in this category can sign up online. The system will then allocate per week depending on the “maximum number of students” set by the course instructor to precede the distribution operation.

However, those who do not satisfy the pre-requisites will be rejected after the addition/withdrawal period ends.

- Online addition/withdrawal Time schedule:
Mondays, Tuesdays, Thursdays and Fridays from 9 : 00~21:00 and Saturdays from 9:00~12:00 during the 2nd and 3rd week of classes. (Wednesday whole day and Saturday afternoons are reserved for allocation processes; thus there is no access)
[Note: During the 2nd week of the 1st semester of 2007 academic year, since Sept. 25 (Tue) is the Mid-Autumn Festival (day-off), and Sept. 24 (Mon) is an adjustment holiday, therefore from Wednesday through Saturday morning (Sept. 26 ~ Sept. 29 morning), there is online access for addition/withdrawal and there is allocation process during Saturday afternoon.]
- Other issues concerning addition authorization codes, maximum and minimum credit hour restrictions, addition and signing up for courses with time conflicts, allocation of signed up courses, and etc. can be found at <http://www.aca.ntu.edu.tw/aca2007/> by selecting “online addition/withdrawal zone”

4. Course Selection Confirmation (Scheduled access time: Oct. 8 (Mon) 3:00 p.m.)

During the fourth week of classes, the students must print the “Course Selection Confirmation Slip” for verification and records.

(The website is <http://info.ntu.edu.tw/>, select “students”, “Course Selection Results Inquiry”)

Beginning this week, no more additions/withdrawals are accepted. Except for cases where graduation qualifications are affected or where there is possible dismissal and withdrawal, the student can complete the “Student Report” to seek assistance prior to the end of the week.

5. Discontinuation

If the student is unable to continue a course study after the addition/withdrawal has ended, the student must request discontinuation of one subject based on the stipulations of the “Student’s Study Discontinuation Guidelines” within the deadline as prescribed in the university’s academic calendar.

◆ Note:

- I. The credit hours of courses which have been taken more than once with satisfactory grades or which have been granted exemption for a course with the same name shall not be included in the computation of minimum credit hour requirement for graduation. However, this does not include cases where the department has other guidelines.
- II. Scope of course study:
 - (1) Undergraduate students: Mandatory courses must be completed first prior to selecting elective courses as required by the pertaining department's course schedule for the particular year level.
 - ※ For general requirement foreign language courses that are a year-long course, the student must have one subject with a full-year satisfactory grade in order to be considered as having completed the required credit hours.
 - ※ Liberal Education courses: Please refer to "General Education Course Selection Guidelines".
 - ※ Undergraduate students must take courses based on the standards set by the "Current Academic Year" and "Department's Mandatory Courses and Credit Hours" and the "Credit Hour Requirement Table for Graduation". However, students in the following categories are exempt from such requirements:
 - Transfer students, students lowering year level and changing departments: must follow standards set for the particular academic year.
 - Students who are withdrawing from the university during the 1st semester of the entrance: must follow standards set during the year of reinstatement.(Please refer to <http://info.ntu.edu.tw/> and select "courses", "Inquiry for Individual Department /Graduate Institute's Mandatory Courses")
 - (2) Master's and Ph.D. Graduate students: must complete all mandatory courses as stipulated by the mandatory course schedule set by the pertaining department /graduate institute for the "Academic Year of Student's Entrance". Afterwards, the student can select elective courses based on the instructions of the Advisor and of the Dean; the scope of the selection are as follows:
 - Master's students: graduate school courses and higher-level courses for undergraduate students (numbers starting with "U") and Master's courses (numbers starting with "M").
 - Ph.D. students: graduate school courses, higher-level courses for undergraduate students (numbers starting with "U"), Master's courses (numbers starting with "M") and Ph.D. courses (numbers starting with "D").
 - (3) Graduate students taking courses for the undergraduate level shall be granted

credit hours with a passing grade of 70 points; however, whether these shall be included in the minimum credit hour requirement for graduation shall be decided by the individual department (graduate institute).

- (4) In principle, undergraduate students cannot take Master's courses (those starting with "M") and Master's students cannot take Ph.D.'s courses (those starting with "D"); they will be cancelled during the initial selection period. However, in order to satisfy the need of some exceptional students, the students can download and print the "Teacher's Consent Form for Course Addition" from the Academic Affairs Division Website "Online Addition/Withdrawal Zone" during the 3rd week of classes. Once it is approved by the course instructor and the chairperson of the department, the student can submit the form to the academic affair unit for addition prior to the 3rd week of classes.

- III. Undergraduate students admitted beginning in the 2002 academic year (including those in the Division of Continuing Education in Bachelor Program) who have not been exempted from taking the "Online English" program or who have not taken any "Online English" program course can register for the mid-high level General English Proficiency Test in June conducted by a university-authorized Language Testing organization. The grade of such test shall be used to place 2nd year undergraduate students into the appropriate Online English course or for the exemption of such course.
- IV. Other regulations concerning courses must be conducted in accordance with the university's academic policies and pertinent education stipulations.

II. Physical Education Course Selection Guidelines

1. Physical Education I through IV are undergraduate mandatory courses and students will be granted one credit hour if he or she passes the course or be unable to graduate if he or she fails the course. Physical Education V through VIII are elective courses and one credit hour is granted for those who pass the course. Credit hours for mandatory courses and for elective courses cannot be used interchangeably nor can Physical education courses taken during different periods be used interchangeably to satisfy requirements. Physical education grades are included in the computation of the semester's average grade and accumulated grade; however, Physical education's credit hours are not included in the computation of minimum requirements for graduation.
2. Physical education I must be taken during the 1st semester of the 1st year; Physical education II must be taken during the 2nd semester of the 1st year.
Physical education III must be taken during the 1st semester of the 2nd year.

One can also re-take or make up for Physical education I. Physical education IV must be taken during 2nd semester of the 2nd year and Physical education II and III can also be retaken or made up for during the same semester. Beginning in the 3rd year, students can take Physical education V through VIII in the proper order and can also retake or make up for Physical education I through IV.

(Physical education I can only be taken in the 1st semester and Physical education II can only be taken in the 2nd semester; Physical education III and IV can be taken in either 1st or 2nd semester).

3. When adding a Physical Education course on the online system, one does not need to enter the specific course type; the Academic Affairs Division will place the student into the appropriate course type depending on the individual student's Physical education records and the pertaining class section; any unacceptable course type registration or breach of qualifications shall result in cancellation.
4. There is a maximum of 2 Physical Education courses restriction per semester, including retakes, make-ups or first time selection. Neither can one take a Physical education course that is meant for a subsequent semester. (Master's and Ph.D. students can only take one Physical education course per semester)
5. Special Physical Education Course application qualifications:
University Team class: Must be selected by individual university team as well as the coach.
Special class: Students who are not suitable for strenuous exercise due to physical disabilities or physiological diseases can request for such a course by providing a medical certification from a public hospital to the Physical Education's Office.
6. Students changing majors must take the Physical Education course that corresponds to the year level after the change. Students who are lowering year level are exempt from taking Physical Education course that corresponds to the same year level after the change.
7. Physical Education courses in the daytime program and the nighttime program cannot be selected interchangeably (Physical education courses for Division of Continuing Education in Bachelor Program starts with "E").
8. The Physical Education Office's contact number is: 3366-9513.

III. Military Education Course Selection Guidelines

1. Military Education courses are considered elective courses. Those who have selected Military Education courses must carefully verify the course list in order to

prevent situations where Military Education course grades are unable to be registered.

2. Students who wish to participate in the exam for Reserve Officers must have completed four semesters of Military Training Courses prior to registration (registration accepted during 1st semester of 4th year) and the average grade must be 70 points or above (for all 4 semesters) in order to qualify for taking the exam. (If a Military Education course grade is below 60 during a semester or not taken yet, it shall not be included in computing the total average).
3. Military Training for undergraduate students must be taken in the proper order. Graduate students who are unable to reach Reserve Officer exam qualifications due to unsatisfactory Military Training grades in the undergraduate program must complete Military Training I, II, III and IV prior to taking the Reserve Officer exam due to differences in the academic system.

IV. Liberal Education Course Selection Guidelines

*** Liberal education courses are mandatory courses; students who have not completed the required credit hours cannot graduate:**

Undergraduate students: Students admitted between 1997~2006 academic year must complete 12 credit hours of liberal education courses.

Students admitted after the 2007 academic year must complete 18 credit hours of liberal education courses.

- ◎ Transfer students and students changing departments by lowering the year level must comply with the standards of the academic year of entrance.
- ◎ Students who withdraw from the university during the first semester of the year of entrance must comply with the standards of the academic year of reinstatement.

Undergraduate students in the Division of Continuing Education in Bachelor Program: must complete 8 credit hours of liberal education courses.

*** Important information for students admitted during the 2007 academic year:**

- (1) Starting in the 2007 academic year, liberal education courses are classified into 8 major fields: "Literature and Art (A1)", "History Concepts (A2)", "World Civilization (A3)", "Philosophy and Moral Thoughts (A4)", "Civic Awareness and Social Analysis (A5)", "Quantitative Analysis and Mathematical Literacy (A6)", "Material Science (A7)", and "Life Sciences (A8)"; students must complete at least 18 credit hours of Liberal education courses.
- (2) Students must comply with the "Mandatory Liberal Education Courses Table Designated by Individual Colleges and Departments" as published by the

Commission for General Education and complete the liberal education course in the field designated by the student's department; the student must take at least one course in each of the designated fields. When students take liberal education courses that are not in the department's designated field, the credit hours of such course shall not be computed as Liberal Education credit hours. Foreign students are not under the above restriction.

- (3) When a liberal education course belongs to two fields at the same time, it shall be included in the computation of only one field.
- (4) Professional courses in individual departments (graduate institutes) or programs which are reviewed by the Commission for General Education to be equivalent to a liberal education course (fields with reference numbers ending with “*”) are considered to have the same credit hours as the equivalent liberal education course.
- (5) If the professional courses considered to be the same as liberal education courses are the same with the mandatory courses required by the student's department at the time of graduation or are offered by the student's department at time of graduation, then in this case they are not computed as liberal education course credit hours.
- (6) Liberal education course credit hours are included in the computation of the student's minimum requirement for graduation. However, whether the excess credit hours or the non-qualified liberal education course's credit hours are to be considered as elective's credit hours is to be decided by the student's department of graduation.

*** Important information for students admitted during the 2006 academic year or before:**

- (1) The Liberal education courses are classified into 4 main fields: “Anthropology (G1)”, “Social Science (G2)”, “Material Science (G3)” and “Life Science (G4)”. Beginning in 2007 academic year, liberal education courses are classified into 8 fields; therefore the classification of liberal education course beginning in 2007 academic year is done as follows:
 - A. Courses in the following fields : “Literature and Art (A1)”, “History Concepts (A2)”, “World Civilization (A3)”, and “Philosophy and Moral Thoughts (A4)” belong to the “Anthropology (G1)” field.
 - B. Courses in the “Civic Awareness and Social Analysis (A5)” field belong to the “Social Science (G2)” field.
 - C. Courses in the “Quantitative Analysis and Mathematical Literacy (A6)” and

“Material Science (A7)” belong to “Material Science (G3)” field.

D. Courses in the “Life Science (A8)” field belong to the “Life Science (G4)” field.

- (2) Liberal education courses can be selected using either one of the following two methods:
 - A. Except for the field pertaining to the student’s department, the other three fields must all be selected from.
 - B. Except for the field pertaining to the student’s department, one must select two fields out of the remaining three and select 4 credit hours at least per field. Note: To find out which field a department belongs to, please refer to “Field Categorization Table for Individual Departments”.
- (3) When a student selects a liberal course that belongs to the department’s own field (i.e. the Chinese department belongs to the “Anthropology (G1)” field, and the student selects “Literature and Art (A1)”, “History Concepts (A2)”, “World Civilization (A3)”, and “Philosophy and Moral Thoughts (A4)”), it shall not be included in the computation of liberal education course’s credit hours.
- (4) When a liberal education course belongs to two fields at the same time, it shall be included in the computation of only one field.

When a student selects more than one liberal education course with one of them belonging to the department’s own field, only one of the two will be recognized as a liberal education course.
- (5) If a liberal education course is offered by the pertinent department (graduate institute) or belongs to the professional course offered by a program (fields codes ending with “*”), the computation of such course’s credit hours is as follows:
 1. If it is over 2 credit hours, only 2 credit hours per course is recognized (Year-long, 1st semester plus 2nd semester is considered as one course).
 2. If a subject course is the same as a required course or an elective course in the student’s department, the credit hour of such course cannot be used.
- (6) Starting in 2007 academic year, general requirements such as “History”, “National Constitution” and “Civic Education” will no longer be offered. Students taking courses in the field of “History Concepts (A2)”, “World Civilization (A3)” can be counted towards general requirement for “History”. Courses in the field of “Civic Awareness and Social Analysis (A5)” can be counted towards general requirements for “National Constitution” or “Civic Education”. Courses that can be counted towards other field’s general requirements are approved and published by the Commission for General Education. For details, please refer to “Table of Liberal Education Courses that satisfies General Requirement Subjects.”

- (7) Liberal education course's credit hours are included in the computation of student's minimum requirement for graduation. However, whether the excess credit hours or the non-qualified liberal education course's credit hours are to be considered as elective credit hours is to be decided by the student's department of graduation.

V. Registration and Tuition Payment Guide

The tuition payment voucher for existing students is mailed via post office at the end of August. New students and transfer students must print the form online.

For tuition payment details and printing of payment voucher, please go to <http://mis.cc.ntu.edu.tw/reg/>

* Please refer to the University's General Policies article 11, 11-1, 12 and 50-1 for related regulations.

For those who have not received the payment voucher or who have lost the voucher, they can download the payment details from online 2 days after the distribution. Students can pay the tuition after printing off the voucher.

The miscellaneous tuition fees are based upon the regulations and standards set by the Ministry of Education and those of this University's Administrative Meetings.

Overseas Chinese Students and foreign students must obtain their tuition payment voucher from their department's office or request the voucher from the Cashier.

For tuition fees standards, principles and related issues, please refer to <http://cashier.cc.ntu.edu.tw/>

Note:

Students applying for tuition waiver or student loan must go to <http://info.ntu.edu.tw> and select "students", "application for tuition waiver", "application for student loan" to log in for the application; once past the deadline, no application shall be processed. After downloading the application form, one must submit the form to the processing department (Personal Counseling Section of the Student Affairs Division for undergraduate students, and Student Counseling Section for students in the Division of Continuing Education in Bachelor Program) for application procedures. Undergraduate students and students in the Division of Continuing Education in Bachelor Program who need to change the payment voucher after completing the above described procedure, must go to the Cashier and the General Affairs Section of the Division of Continuing Education correspondingly to complete the procedure.

VI. Tuition payment guidelines for undergraduate students extending their study term

【Period I】

Students must pay accidental & death insurance premiums and Internet access fees prior to the start of classes. Failure to remit such payments is considered as non-registration.

【Period II】

1. The credit hour fees or full tuition amount is to be decided depending on the actual number of credit hours taken (night-time credit hours and teacher education credit hours not included) after the addition/withdrawal period. Fees for 9 credit hours or less are based upon the credit hour fee standards set by the college to which the student belongs. For 10 credit hours or more, the student must pay the entire tuition fee as set by the standards of the college to which the student belongs.

Payment vouchers for credit hour fees are mailed during the 7th week of classes every semester.

2. Fees for teacher's education credit hours are based on separate standards. For details please refer to: <http://www.education.ntu.edu.tw/>
3. Biotech program courses have additional material fees.
4. Language practicum courses have additional practicum fees.
5. Credit hour fees for night-time program courses must be remitted to the Division for Continuing Education and Professional Development as stipulated by the "Student's Night-time and Day-time Program's Guidelines".
6. Students extending their study term who must apply for student loan must request the Cashier to modify the payment amount prior to the applying for the loan. Afterwards the student must complete the required procedures for loan application (please refer to the information on the webpage of Student Affairs Division's Personal Counseling Section).