

National Taiwan University
Notes for Course Selection and Enrollment/Payment of Tuition & Fees

Spring Semester 2019

(January 8, 2019)

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Ⓜ Chinese version

1. National Taiwan University Course Selection Guidelines for Students

2. Course selection procedures

2.1. Preparation for course selection 【January 2 ~ 13】

2.1.1. Please read the following carefully to facilitate course selection:

2.1.1.1. The University Course Selection Guidelines for Students and Notes for Course Selection

2.1.1.2. Required courses of each department: Please go to the web address “<https://my.ntu.edu.tw/>” (hereinafter referred to as **myNTU**), click on “Course Learning[Ⓜ]” then “Inquiry for Compulsory Courses of Each Department[Ⓜ]”.

2.1.1.3. **Relative regulation/information for courses** in the websites of students’ home departments

2.1.1.4. **NTU Online** (hereinafter referred to as **NOL**) :

Please go to myNTU to click on “Courses” → Online course information (<http://nol.ntu.edu.tw/>).

The course information for the Spring Semester 2019 (2018-2) can be accessed online from **January 2**. Students can log into **NOL** with their account & password, used in the Computer and Information Networking Center of NTU. Once finding what they want to study, click on “add” at the rightmost column of the course to add it into “My class schedule” which can be imported into the System when Course Pre-registration begins on January 14.

Undergraduate students shall read the following information in NOL in detail:

- **Course selection specific notes of the home department including notes of double major departments** (after entering NOL, pressing “Courses by the Dept./Grad. Institute,” and selecting “Department”).
 - Course selection specific notes for General courses of [Chinese](#)^(CH) and [Foreign Languages](#)^(CH)
 - Course selection specific notes of course order segmentation for [Chemistry](#)^(CH) and [Calculus](#)^(CH) of courses with different classes
 - [Course Selection Guideline of Physical Education](#)^(CH)
 - [Online English Program](#)^(CH)
- 2.1.1.5. “[Curriculum Mapping of NTU](#)” or “[Map of General Education](#)” Please go to myNTU, click on “Courses”, then “Curriculum Mapping of NTU” or “Map of General Education”
- 2.1.2. Online Course Selection:
- 2.1.2.1. The System of Course Selection can be entered from any one of the following web sites:
- 2.1.2.1.1. [myNTU](#) → “Courses” → “Online Course Selection System I” or “Online Course Selection System II”
- 2.1.2.1.2. [NOL](#) → English → “Online Course Selection System I” or “Online Course Selection System II”
- 2.1.2.2. Account/Password for Course Selection:
- 2.1.2.2.1. The account & password are the same as those used to access the Computer and Information of Networking Center of the University.
- 2.1.2.2.2. The account number is the student ID, except that the English letter now is in lower case.
- 2.1.2.2.3. The default password is the first alphabetic letter (in lowercase) plus the last four digits of your personal ID. For those students without personal ID, the default password is four digits of the month and day of your birthday. The password can be changed online through the path [myNTU](#) → “Campus Resources^(CH)” → “[Password Changes for C&INC Email Account](#)”).
- 2.1.2.2.4. In case of forgotten password, please bring your student ID and go to the service counter at the first floor of the Computer and Information Networking Center in person to ask for assistance on the office hours.
- 2.1.2.3. Course Add:
- 2.1.2.3.1. For adding courses, a 5-digit **Serial Number**, **Curriculum Number** or **Curriculum Identity Number** on class schedule is available for use.
- 2.1.2.3.2. You can directly import the classes from the NOL/ My Class Schedule. Then set a desire order for each course to add.
- 2.1.3. Other Notes:
- 2.1.3.1. Students who do not pay all required fees and complete enrollment procedures by the deadline or have been granted registration extension but still fail to pay the required fees during the extended period should be flunked out. All selected courses, even have been confirmed, in the current semester are invalid and will be deleted.
- 2.1.3.2. Whether courses of doctoral level are opened to master students or undergraduate students, and whether courses of master’s level are opened to undergraduates are decided by instructors of the courses and director of the unit offering the courses. These decisions will also be declared at [NOL](#).
- 2.1.3.3. Students are not allowed to add or register higher level courses that are not opened for lower level students. But if students download “[Unblock Course Request Form](#)” online and obtain approvals/signatures from the corresponding class instructor and the director of the department offering the course, and submit the form to Office of

Academic Affairs before the deadline, they are not subject to this restriction.

- 2.1.3.4. Students, who have not passed the test of Teacher Education Program and are not qualified to study the Teacher Education Program, are not allowed to take the following courses (Curriculum Identity Number is P01 XXXXX): 1. Teaching Methods/Materials, 2. Practicum, 3. Teacher Internship, 3. Service Learning Education.
Other courses in TEP will be opened up to 7 seats for students who are not qualified to study in TEP. **Course code P01 U6XXX is not a TEP credit and is therefore exempt from TEP credit fees and is open for all students for elective credits'**
- 2.1.3.5. **Overseas Chinese students and international students wish to retake 'College Chinese for Overseas Chinese Students and International Students', 'College Chinese: Enhanced Preparatory Course for Overseas Chinese Students', or 'College Chinese: Enhanced Preparatory Course for International Students', please go to the Office of the Department of Chinese Literature. The Department will refer to students' Chinese language proficiency test scores to assist students in enrolling in the appropriate course.**
- 2.1.3.6. Undergraduate students have to pass at least one of full-year general education common core of Foreign Language in order to satisfy the full-year credits requirement for that major area.
- 2.1.3.7. Undergraduate students exempted from taking Freshman English from 2010 Fall, new undergraduate students who are exempted from taking Freshman English will be regarded as being exempted from taking general education common core of foreign language.
- 2.1.3.8. Online English Program:
 - 2.1.3.8.1. Online English I and Online English II are assigned to be the general education common core for undergraduate students who enter the University after 2002 academic year.
 - 2.1.3.8.2. For those students who are eligible for the 7th Article of "[National Taiwan University Guidelines for the Implementation of Online English Program](#)[Ⓢ]", can apply for the exemption of Online English Program according to the process period, stipulated by the University calendar. Please go to the website (<https://my.ntu.edu.tw/>) click on "Students" then click on "[Application for Exemption from the Online English Program](#) 免修進階英語申請[Ⓢ]".
 - 2.1.3.8.3. Student who was exempted from taking Freshman English is allowed to be exempted from taking Online English Program at the same time.
 - 2.1.3.8.4. For those students who are not eligible for exemption of Online English Program, please follow the following instructions to fulfill the requirement:
 - 2.1.3.8.4.1. please notice the announcement of 'Application for Group Enrollment for GEPT - High-Intermediate level 全民英檢中高級初試報名[Ⓢ]' in accordance with the specific dates in the University Academic Calendar, which is held by LTTC, online through group registration of the University. The score will be the basis to exempt or to assign in an appropriate class of the second year courses of the Online English Program.
 - 2.1.3.8.4.2. For those students who have voluntarily attended but failed the English Proficiency tests listed in the 7th Article of "[National Taiwan University Guidelines for the Implementation of Online English Program](#)[Ⓢ]", please bring the score report to room 307 of the Audio Visual Education Center to add course of Online English Program after classes begin.
 - 2.1.3.8.5. For related regulation of Online English Program can be checked at myNTU and then click on keys by the path ("Courses Learning[Ⓢ]" → "[Online English Program Home Page](#)" or NOL → "Online English Program" → "the Specific Notes for Online English Program").
 - 2.1.3.8.6. Online English Program will be offered only Fall/Spring semester due to the limited resources. For fear of delay the graduation period, students are required to

take the English proficiency test as soon as possible either to apply for Online English Program exemption or to complete Online English Program.

- 2.1.3.9. Course selection of exchange/visiting students are not subject to the constraint of prerequisite courses and the minimum credit regulation for degree students. If there is any other regulation made by courses instructors and departments that offering the courses, it shall be followed instead. For example:
 - 2.1.3.9.1. Exchange students require 2 courses or 4 credits each semester.
 - 2.1.3.9.2. GMBA courses and required courses conducted in English offered by College of Management are not opened for international exchange/visiting students to select during the period of pre-registration.
- 2.1.3.10. No matter who borrows computer from other person, shares computer with other person or lend whose computer to other person, new users should close each browser which have used (it means new user should close the entire myNTU completely). After previous user's all myNTU closed, new user can re-enter myNTU to log into Course Selection System to select classes. That can avoid addition/deleting classes of new user are part of previous user's data.
- 2.1.3.11. During course selection period, if any special situation occurred and needed to be declared urgently, the Academic Affairs Office will declare it in the "Announcements/News" in the myNTU (i.e. "NTU campus announcements").
- 2.1.3.12. Inter-University Course Selection:
 - 2.1.3.12.1. NTU students select courses of other universities, and students of other university select NTU's courses are only available for those universities/departments which have signed the collaboration agreements. Please go to NOL then click on keys by the path (Enter for Inquiry → English → "Others" → "[inter-university course selection](#)"[Ⓢ]) to inquire information about inter-university courses.
 - 2.1.3.12.2. Inter-university course selection should be applied in **written form**. Please download the [application form of inter-university course selection](#)[Ⓢ] from the webpage of Undergraduate/Graduate Academic Affairs Division of Office of Academic Affairs. All procedures of course selection have to be completed **by the end of two week after the classes begin. (The deadline this semester falls on 228 long weekend, thus it is extended to March 4)**
- 2.1.4. Students in need of help regarding course selection can contact the following staff or offices:
 - 2.1.4.1. **Staffs of student's home department** who are in charge of arranging courses or examining the qualification of graduation.
 - 2.1.4.2. **Mentors** (for undergraduate students): If students want to find out who their mentors are, they can contact their home department offices or visit [myNTU](#) to click "Students" and to option "Personal Information". Student can search their mentor's contact method through signing in "Registration of Personal Information" then click mentor information.
 - 2.1.4.3. **Advisors** (for graduate students)
 - 2.1.4.4. Office in charge of course selection in the corresponding Academic Affairs Offices

Office & Telephone	Students
Undergraduate Academic Affairs Division (02)3366-2388 ext. 211~222, 224, 225, 204	1. All undergraduate students from College of Liberal Arts, Science, Social Science, Engineering, Bioresources & Agriculture, Management, Electrical Engineering & Computer Science, Law & Life Science 2. College of Medicine: Freshmen in Department of

	<p>Nursing & all freshmen & sophomores in other Departments</p> <p>3. College of Public Health: all Freshmen</p> <p>4. Students of Department of Continuing Education</p>
<p>Graduate Academic Affairs Division (02)3366-2388 ext. 402, 403, 415, 416, 408~412</p>	<p>Graduate students from College of Liberal Arts, Science, Social Science, Engineering, Bioresources & Agriculture, Management, Electrical Engineering & Computer Science, Law & Life Science</p>
<p>Branch Office of Academic Affairs-Medicine (02)2312-3456 ext. 88024, 88025, 88027</p>	<p>1. College of Medicine: undergraduate students other than freshmen in Department of Nursing, juniors & above in all other Departments & all graduate students & Second Degree Bachelor of Science in Nursing</p> <p>2. College of Public Health: undergraduate students other than freshmen & all graduate students</p>

2.2. Process for “Pre-assign” in advance

2.2.1. Process for “Pre-assign”

2.2.1.1. Courses that clearly indicated as “pre-assign” in the “required/elective” column on NTU Online, are requested to be required courses by each home department for their undergraduates and designated to be placed the curriculum number and class (hereafter as refer to pre-assign courses).

2.2.1.2. In order to simplify course selection procedures, the pre-assigned courses will be brought into the record of course selection directly by Undergraduate Academic Affairs Division. Unless under special situations, please do not drop these pre-assign courses. However, please drop the pre-assigned course which credits have been transferred or waived.

2.2.1.3. There is no pre-assign process for incoming exchange/ visiting students, graduate students and undergraduate students in their extended study term.

2.2.2. Second semester courses of full year courses would be assigned to the same class according to the previous semester.

2.2.3. First semester courses of full year courses of previous semester have not been collected completely during the period of pre-registration, the scores will be regarded as “pass” to process courses brought in advance. After the period of pre-registration - stage 2, if the grades of prerequisite courses have not been arrived, they will be regarded as “X”. If these grades do not conform to the requirement of prerequisite courses, the courses will be blocked.

2.3. Course Pre-registration—Stage 1

【January 14 (Monday) to January 17 (Thursday), 9:00-next day 3:00 daily】

2.3.1. In Stage 1, all subjects can be registered online, except situations as follow:

2.3.1.1. Classes which have been set as “not open in course pre-registration period” by offered unit are not accepted for pre-registration.

2.3.1.2. Classes, having been brought into the courses record in advance, are not accepted dual enrollment.

Regarding to other pre-assign classes, if they were dropped, they can be re-registered and be allocated by the rules of allocation. **(Remark: Student dropped the pre-assign class and then re-registered back the original class, the class was not guarantee to be selected successfully. Therefore students shall consider very**

carefully before dropping any pre-assign courses.)

- 2.3.2. Students are allowed to select up to 99 classes in addition to those above-mentioned subjects. While registration, students have to set the desire order for courses with conflict in schedule or classes with the same curriculum. If there are courses with conflict in schedule or classes with the same curriculum number, the System will allocate in the order of these preset desires. College Chinese(II) are preferentially assigned to domestic students who have not studied College Chinese (I).
- 2.3.3. Regarding to the rules of classes allocations, please refer to the regulation of the Article 12 &14 of the University “Course Selection Guidelines for Students”.
- 2.3.4. Regarding to maximum credits for allocation, please refer to “[Credit Requirements Sheets for Spring Semester 2019](#)”.
- 2.3.5. Please mind the following situations:
 - 2.3.5.1. Students do not need to register classes which are brought into course selection record in advance. If course is pre-assigned and brought into course selection record in advance has passed or exempted by approval, student should drop the course. Or courses which are pre-assigned and brought into course selection record conflict each other, student should drop others in case that all of conflict courses will be deleted at the end of course selection.
 - 2.3.5.2. If courses specified by pre-assign are not automatically brought into the System, it probably happens any reason for not to be brought. In such cases, students should register those pre-assign courses on their own.
 - 2.3.5.3. The classes with the same number curriculum could be taken only one per semester, excluding those previously have been reported by each department to the Office of Academic Affairs.
 - 2.3.5.4. The course that have been credited would be blocked while allocating in Stage 2, excluding those previously have been reported by each department to the Office of Academic Affairs.
 - 2.3.5.5. Please comply with restrictions in the column of Limits on Course-adding/dropping and the column of remark in the course selection system to select courses. Please do not register the courses unless the restrictions are fitted. System will block courses at the end of Pre-registration-Stage 2 in accordance with the restriction.
 - 2.3.5.6. Students who need to re-take Chinese or Calculus (or take them for makeup credits) should do so according to the requirements laid down by the Department of Chinese Literature or Mathematics. More information can be found at myNTU then click on the path as (course →NTU Course Information(NOL) → NTU Course Inquiry System) to choose the “General Courses” for general education common core/[Chinese](#) and the Courses with Multiple Sessions/ specific notes of [Calculus](#) to find and read their specific notes carefully.
 - 2.3.5.7. GMBA courses of the College of Management and required courses conducted in English are only opened for GMBA and College of Management academic degree students (not including international exchange students) to select during the pre-registration. If there are remaining classes capacities at the end of pre-registration period, those capacities will be opened for international and out of college students to add.
 - 2.3.5.8. As the system will favor students who select courses offered by their own departments during the Stage 1, students are advised to take advantage of this stage and select all the required/required-elective courses specified by their own departments.
 - 2.3.5.9. During each stage of course selection, students can print out the course selection results by themselves for reference, if they think courses have been selected completely.

The system of “course selection results” in myNTU will reserve those results of each stage in pre-registration, each allocation after classes begin and logs record for

students to look them up. In addition, students can click on “Inquiry of Students Population of Taking General/Liberal Education Courses” in the entry page of the “course selection system” to check in real-time the maximum capacity, confirmed and enrolled number of students, and remain capacity of all General/Liberal Education Courses in the current semester. (All courses will be shown at the same time. Students do not need to key in curriculum numbers one by one. Users can choose their prefer sort method.)

- 2.3.6. Courses allocation of Stage 1 will be processed from January 18, 2019 (Friday) to January 21 (Monday). Please go to myNTU, click on “Students” and “Course Selection Results” to check the allocation results from 15:00 of January 21.

2.4. Course Pre-Registration - Stage 2

【January 22 (Tuesday) to January 24 (Thursday), 9:00-next day 3:00 daily】

- 2.4.1. During Stage 2, students can inquire all classes of fulfillment selection then **add (still use the way of “pre-register”) those remaining capacity classes** which are available for selection. Course registration should conform to the regulation of course selection of each individual course. **Student should not register any course whose curriculum number is the same with curriculum number of any confirmed course or conflicts in schedule with any confirmed courses.**
- 2.4.2. The allocation rules in this stage are the same as those of stage 1, please refer to the regulation of the Article 13&14 of the University “Course Selection Guidelines for Students”. Credits maximum, please refer to “[Credit Requirements Sheets for Spring Semester 2019](#)”. Bachelor degree students at this stage found that the previous semester GPA has reached 3.9 and the credit limit is not raised to 31 credits, can contact the academic staff to identify and correct.
- 2.4.3. After the end of the allocation process, the System will process course blocking as follows:
- 2.4.3.1. If the grades of prerequisite courses have not been arrived, they will be regarded as “X”. If these grades do not conform to the requirement of prerequisite courses, the course will be blocked.
- 2.4.3.2. Re-taking course with the same curriculum number of any passed courses (except thesis, seminar, special topic/studies, or courses that have been reported to the Office of Academic Affairs by home department in advance) will be blocked at the period of pre-registration. It can be added only after classes begin.
- 2.4.3.3. Students only take laboratory courses offered by the Department of Chemistry but do not take lecture ones.
- 2.4.3.4. Students, who are not qualified to Teacher Education Program, select four kinds of courses which are only offered to students of Teacher Education Program.
- 2.4.4. Please check the allocation results of this stage from 15:00 of January 28 (Monday) at myNTU and then click on “Students” → “Course Selection Results”.

2.5. Online Course Add/Drop

【February 18 (Monday) ~ March 2 (Saturday) at noon 12:00, Online Course Add/Drop opened】

【March 3 (Sunday) Only Online Course Drop】

- 2.5.1. Course Classification:

Courses are classified into 3 types according to 3 different methods of course add after classes begin. Each type will be assigned one particular method by the class instructor, and be announced by NTU online first.

Type 1 courses: There are no capacity limits. Students can add courses online directly but when additions are over 400 the System will stop addition. Additions

made by students who fail to fulfill the course requirements will be blocked.

Type 2 courses: Class instructor will issue course add [permission number](#) to control the capacity and qualification of the class by himself/herself. **Students can then add courses online with the given [permission number](#).**

⊙ The addition of selective physical education courses from the "physical fitness" or "physical activity and exercise" group must be dealt with in the third week through the "Petition of Instructor's Consent for Course Add".

⊙ For those students who wish to enroll in the Freshman English course, please refer to the "Freshman English" on the website of Department of Foreign Languages and Literatures and follow the procedure noted in News and Announcements. Students do not have to go to the class to request for adding because the instructors don't have any permission number to issue

⊙ **Inter-university courses of NTNU and NTUST could be added online with the given permission number when classified as Type 2.**

Type 3 courses: Class instructor has preset the class capacity. **After students register the class online, the System will perform allocation four times according to remaining capacity of the class during the online course add period. Additions made by students who fail to fulfill the course requirements will be blocked.**

While registration, students have to set the desires orders for classes which are conflict with courses plan. The System will allocate courses according to the order of desire when processing classes in conflict.

⊙ **Only type 3 courses of NTNU and NTUST could be over-enrolled online with the given permission number.**

2.5.2. Course Add/Drop schedule:

2.5.2.1. Week 1 & 2 after classes begin:

2.5.2.1.1. Monday, Tuesday, Thursday, Friday from 9:00 to next day 03:00 and Saturday from 9:00 to 12:00, the System will be opened for course add/drop online for every type of classes.

2.5.2.1.2. Whole day Wednesday and the afternoon of Saturday, System will process the course-allocation of the third type of classes. Hence, the online course-add/drop will be closed.

2.5.2.1.3. Allocation results of course selection will be opened for inquiry on Wednesday 15:00 & Sunday 9:00.

2.5.2.2. Week 3 after classes begin:

2.5.2.2.1. Course add: Online course-add is closed.

2.5.2.2.2. Course drop: Online course drop is only accessible at the first day of this week (from Sunday 9:00 AM to Monday 8:00 AM). After then, no any course drop is allowed. Students can only abide by the regulation of "National Taiwan University Student's Course Withdrawal Guidelines" to apply for course withdrawal (but not course drop). But if there is any situation of the force majeure or any special situation not attributed to students, such that students cannot do course drop online in time. Students may file a "Special Request Form" together with relative evidence document to obtain the approval/signature from the class instructor and the director of the home department. And then submit the approved report and the document to the Office of Academic Affairs by Friday of this week. After verified by the Office of Academic Affairs and approved by the dean of the Office of Academic Affairs, the course can then be dropped.

Week	Date	Day	9:00~12:00	12:00~15:00	15:00~ next day 03:00	Remark
First week	2/18	Mon	Online course selection (Add/drop/register)			
	2/19	Tue				
	2/20	Wed	Processing		Inquiry for the result of course allocation opened	System is closed during the period of processing
	2/21	Thu	Online course selection (Add/drop/register)			
	2/22	Fri				
	2/23	Sat	Online course selection (Add/drop/register)	Processing		System is closed during the period of processing
Second week	2/24	Sun	Inquiry for the result of course allocation opened			
	2/25	Mon	Online course selection (Add/drop/register)			
	2/26	Tue				
	2/27	Wed	Processing		Inquiry for the result of course allocation opened	System is closed during the period of processing
	2/28	Thu	Online course selection (Add/drop/register)			
	3/1	Fri				
	3/2	Sat	Online course selection (Add/drop/register)	Processing		System is closed during the period of processing
Third week	3/3	Sun	Online courses drop only and Inquiry for the result of course allocation opened			Sunday 9:00 am to Monday 8:00 am
	3/4 to 3/8	Mon to Fri	Blocking process for the Type 1/Type 3 of classes which violate the restrictions of pre-required courses. Only accept course-add with Petition of Instructor's Consent for Course Add.			System closed. Office time is 8:00 to 17:00 daily.

- 2.5.3. Regarding to **restrictions for on online course add and registration**, please refer to the regulation of the Article 18 of the University “Course Selection Guidelines for Students”.
- 2.5.4. Regarding **maximum credit**, please refer to “[Credit Requirements Sheets for Spring Semester 2019](#)”.
- 2.5.4.1. For special situations like as following, students may fill in the “[Course Overload Request Form](#)” then obtain the approval and signature from their mentor and the director of the home department and the dean of Office of Academic Affairs. Once having approval/signature and after the staff in charge adjusting the maximum credit limit, students may then add/register online up to approved credit limit.
- 2.5.4.1.1. Inter-university transfer students who need to make up credits, and whose GPA of the previous semester in the previous universities are above GPA 3.38 and above (or average grade are 80 and above out of 100).
- 2.5.4.1.2. Intra-university transfer students who need to make up credits, and whose GPA of the previous semester in the previous universities are above GPA 2.92 and above (or average grade are 75 and above out of 100).
- 2.5.4.1.3. Genius Olympiad students who need to take courses beneficial to their competing in Science Olympiad.

- 2.5.4.1.4. Graduating students who are about to graduate but still short of some subjects or credits.
- 2.5.4.1.5. I am applying for early graduation that I need sufficient credits to graduate. (early graduation application approved)
- 2.5.4.1.6. Students who have others very unusual personal reasons and can specifically prove that they need credit capacity expansion.
- 2.5.4.2. Requests made by the following groups of students will usually be denied:
 - 2.5.4.2.1. Students whose reasons for request are not specific enough.
 - 2.5.4.2.2. Students who select courses not urgently needed for graduation and occupy the seats.
 - 2.5.4.2.3. Students who have failed half the courses (two-thirds for international/overseas Chinese/aboriginal students) in one semester and made no steady progress in the previous 2 semesters.
- 2.5.4.3. The approved credit raising will be applicable from the stage 2 of the pre-registration period.
- 2.5.5. [Permission number](#) for Type 2 Courses:
 - 2.5.5.1. It is up to classes instructors to decide if they want to give students the permission numbers. When students obtain the code, they can add course online.
 - 2.5.5.2. The number is a 10-digit random number. Each permission number of each course is different. (NTNU 13 digits, NTUST 10 digits)
 - 2.5.5.3. Instructors may check the student ID when issuing permission numbers to students and ask recipients to put their name and student ID number on the signature column of “course-add permission number and signature form”. If a class instructor accuses that the recipient of permission number is not the same person as course add online and the instructor does not accept the student with no permission number taking the course, unit in charge of the Office of Academic Affairs will delete that non-authorized course selection.
 - 2.5.5.4. **Every permission number is only allowed to be used by a single authorized student.**
 【Remark: If the student drops the same course after course-add online, he/she may use the same permission number to add that course again by the end of the period of online course-add. 】
 - 2.5.5.5. The total number of students of each course may not exceed the capacity of classroom by more than 10%. If instructor applied to issue more permission number after classes begin, a control mechanism by the classroom capacity will be activated.
- 2.5.6. **The allocation of Type 3 courses** will be processed in according with the regulation of Article 19 of the University “Course Selection Guidelines for Students.”
 - 2.5.6.1. **Students are allowed to register several classes with the same curriculum number or with conflicts in class schedules, but only one of them will be allocated at most.**
 【Remark: Special courses, such as independent study/special topic/special project, research, seminar, etc., which have been reported to the Office of Academic Affairs by department allowing students to enroll more than one class in one semester, may be allocated to a student for more than one class. If you are allocated to more than one class, and would like to take only one of them, please remember to drop the others online at March 3 (Sunday).】
 - 2.5.6.2. **When the System allocates a new registration course to a student, if the course conflicts in schedule with a confirmed course or has the same curriculum number but different in class to a confirmed course, the original confirmed course will be deleted by System automatically.**
- 2.5.7. Regarding to [minimum credits](#), please refer to the regulation of Article 7 of “Course Selection Guidelines for Students” and “[Credit Requirements Sheets for Spring Semester 2019](#)”.

If the final credit of course selection does not meet regulations mentioned above, student has to file a "[Course Underload Request Form](#)", get approvals and signatures from the mentor and the director of home department, and finish all necessary procedures in the corresponding Office of Academic Affairs within three weeks after classes begin. Otherwise he/she will be suspended/expelled from school in accordance with the article 42 and 48 of **NTU Academic Policies**.

But for those students at their last year of study (not including students extending their terms of study), if they can fulfill the graduation requirement by taking less than 9 credits in each semester, they are allowed to do so after obtaining the approvals/signatures from their director of the home department.

2.5.8. Course Selection Results:

2.5.8.1. System will keep every entry record of log in/log out and course-add/drop/register. To inquire records just click the "**log**".

2.5.8.2. Students should make sure to click "**confirm**" in order to save the entry into file, every time you add/drop/register a course. Please also make sure **log out** after course selection to keep the complete course selection results.

2.6. Manual Course Add **【March 4 (Monday) ~ March 8 (Friday)**

2.6.1. Petition of Instructor's Consent for Course Add:

2.6.1.1. [Petition of Instructor's Consent for Course Add](#) is applied to all courses of all types. It will be opened for download from March 3 (Sunday), 9:00 to **March 8 (Friday) 17:00**.

2.6.1.2. Under the following circumstances, students shall download and complete the "[Petition of Instructor's Consent for Course Add](#)" in the third week after classes begin, obtain the signatures of the classes' instructors, and submit the form to the corresponding unit of academic affairs by the deadline to add courses manually.

2.6.1.2.1. Graduating students will not be able to graduate in the current academic year unless they take some specified courses.

2.6.1.2.2. Courses taken in the current semester do not fulfill the minimum credit requirement.

2.6.1.2.3. Students would like to take 2 seminar or special topics/studies courses, which have the same curriculum number but with different contents.

2.6.1.2.4. The course has been agreed to take by instructor's professional judgment.

2.6.1.3. After the deadline of course drop, in according with the regulation of Article 8 of "Course Selection Guidelines for Students", students are **not allowed to add courses with conflict schedule**, nor courses with the same curriculum number as a confirmed course even if they are different in class.

2.6.1.4. Students have to complete the approval procedure and submit it to relevant units of academic affairs by 17:00 at **March 8 (Friday)** for classes scheduled on Monday to Thursday, and at March 11 (Monday) for classes scheduled on Friday. No application will be accepted after the deadline.

2.6.1.5. **Students who have not been enrolled in Freshmen English by the online course add/drop period can apply to the Office of Foreign Languages and Literature for approval of "Petition of Instructor's Consent for Course Add"**.

2.6.2. **Blocking process:** The System will process course blocking in according with the regulation of Article 20 of the University "Course Selection Guidelines for Students".

2.7. Course Selection Confirmation

【March 11 (Monday) 9:00 ~ March 15 (Friday) 24:00】

2.7.1. Students, no matter they make course add/drop or not, should confirm their course selection results during the 4th week after classes begin. Please go to **myNTU**, click

on “Students”, and then “Course Selection Results”. **【Remark: Since CEIBA is a teaching platform, all data of CEIBA come from the system of course selection originally, but teacher can add/delete data in CEIBA by themselves. Therefore, students should not only look course selection results up at CEIBA.】**

- 2.7.2. Confirmation letter will be sent to students by E-mail to the student ID@ntu.edu.tw after confirmed completely.
- 2.7.3. Students can fill a “Special Request Form” and request for a make-up course add to their classes instructors, the home department and the corresponding Office of Academic Affairs by the end of the 4th week after classes begin, if one of following situations occurs:
 - 2.7.3.1. Students are about to graduate but still short of some subjects or credits.
 - 2.7.3.2. Credits of courses taken do not fulfill the minimum credits requirements.
- 2.7.4. During the Course Selection Confirmation period, if students find out they have taken more courses than they originally intended, they only can do course withdrawal but not course drop.
- 2.7.5. If students fail to confirm the results of course selection in this stage, computer records in the System of the Office of Academic Affairs will be considered as the final results. No appeal for remedy will be accepted, even if there are any mistakes or errors in the course selection.

2.8. Course Withdrawal

【March 4 (Monday) ~ May 17 (Friday), 8:00-17:00 daily】

Students can request a course withdrawal after the end of the course add/drop if they cannot continue studying in the course specified. They should read carefully the *NTU Course Withdrawal Guidelines* and withdraw it, **Applicants should apply online and print the application with ratification by the instructor and the department head before deadline and submit the form to the Office of Academic Affairs during the specified period of time.**

【Remark: Undergraduate students in their extended study term when they take credits less than/equal to 9 credits, the credit tuition is charged but more than 10 credits the full tuition is charged. In according with the regulation of Article 6 of “National Taiwan University Students Course Withdrawal Guideline”, student still needs to pay the credits tuition. Therefore “credits” said as above mentioned includes withdrawal credits.】

3. Notes for course selection of General/Liberal Education curriculum

- 3.1. Undergraduates admitted to the University in or after academic year 2016 must obtain 15 credits of Liberal Education courses.
- 3.2. Effective from academic year 2007 the Liberal Education curriculum covers 8 core areas, namely “Literature and Arts (A1),” “Historical Thinking (A2),” “World Civilization (A3),” “Philosophy and Moral Reasoning (A4),” “Civil Awareness and Social Analysis (A5),” “Quantitative Analysis and Mathematics (A6),” “Materials Science (A7),” and “Life Sciences (A8).” Students are required to earn at least 15 credits to fulfill the Liberal Education requirement.
- 3.3. Students must take 3 out of 5 or 6 core areas designated by their departmental affiliation (the designated core areas for each department can be referred to this [URL](#)[Ⓜ]). Once students complete at least one course in each of the 3 designated areas, they are exempted from the restriction of designated areas and can choose any course in any area.
- 3.4. Students are allowed a maximum of 6 credits of Core Competencies to be counted towards their Liberal Education workload. The Core Competencies Curriculum will be publicized in NTU’s course curriculum catalog. The Core Competencies Curriculum includes academic/professional communications, design, and computer programming,

- to name a few.
- 3.5. Students can substitute up to 3 credits of University Chinese in fulfillment of the same number of credits in any one core area of the Liberal Education A1 to A4 core areas, and vice versa. In short, the credit sum of Chinese and Liberal Education is 18 credits; students can choose either of the below options to fulfill their requirement of Chinese and Liberal Education:
 - (1) 6-credits of Chinese + 12-credits of Liberal Education (Once they have completed courses in 2 designated core areas, students can take any course of any core area as long as the course doesn't conflict with Code below);
 - (2) 3-credits Chinese + 15-credits of Liberal Education (Once they complete a course in 3 designated core areas, students can take any course of any core area as long as the course doesn't conflict with Code below).
 - 3.6. The departmental courses approved and publicized by the Center for General Education can be counted towards the Liberal Education requirement (the approved ones can be referred to this [URL](#)). Nevertheless, if the course is offered by the student's major department and/or is counted as a required course for graduation, it is forbidden to be counted towards fulfillment of the student's Liberal Education requirement.
 - 3.7. If students take more than the aforementioned required 15-credits of Liberal Education courses, the excess will be counted as elective course credits. Whenever a student's affiliated department sets specific provisions regarding the Liberal Education requirement, that provision shall prevail.

4. **Military Training Courses**

- 4.1. [Spring semester 2019 the Specific Notes of Course Selection for Military Training Courses](#)[Ⓢ]
- 4.2. More information on MT matters can be found at [Student Safty Division](#)

5. **Physical Education Courses**

- 5.1. [The University Regulation of Course Selection for Physical Education](#)[Ⓢ]
- 5.2. The University [the Course Selection Guideline for Physical Education](#)[Ⓢ]

6. **Notes for Enrollment/Payment of Tuition & Fees**

- 6.1. The university will not post paper payment notice. Students should download it from <https://mis.cc.ntu.edu.tw/reg/default.asp>.
- 6.2. All students should make payment for tuition and fees from **February 1 to February 15, 2019**. Enrollment is deemed complete upon the receipt of payment. (Graduating students and students to be expelled are not subject to this requirement.)
- 6.3. Please mind of the regulation of Article 11, 11-1, 12, 50-1 of the [National Taiwan University Academic Policies](#) carefully.
- 6.4. Inquiry the payment time, standard, principle and notes about the payment of tuition & fees can be found at myNTU then click on keys by the path ("Students" → "[Tuition and Miscellaneous Fees and Payment](#)[Ⓢ]"). Print invoice of payments for tuition and fees, please go to the website of <https://mis.cc.ntu.edu.tw/reg/>
- 6.5. Process for tuition & fees waiver/ student loan (for local students):
Tuition waivers or student loans can only apply online on the Student of Assistance Division website (waivers: <https://info2.ntu.edu.tw/discount/> loan: <https://info2.ntu.edu.tw/loan/>) within the specific provided period. (Another path is myNTU → "Students" → "Application for Tuition Waiver" or "Application for Student Loan.") After application, students should bring the completed form and required documents to relevant offices to complete the application (Student Assistance Division and its branches on Medicine campus for undergraduate students. No application will be accepted after the deadline

6.6. **Payment of Tuition & Fees During 2nd Stage of Course Selection:** Students who study the following specific courses will be charged additionally after the end of course-add/drop:

- TEP courses for TEP students: credit tuition (http://www.education.ntu.edu.tw/cur/curriculum_03.htm)
- Bio-Tec Program courses: fees for the biotechnology program.
- Language courses with AV language laboratory: Oral-aural Training Fee.

7. **Payment of Tuition & Fees for Undergraduate Students on an Extended Basis**

7.1. **Stage 1 February 1 to February 15, 2019**

- 7.1.1. Students should make the payment of incidentals, student insurance & internet connection service fees before the classes begin. Enrollment will be considered unsuccessful if the payment is not made.
- 7.1.2. Students on an extended basis, who wish to make early payment of Stage 2 in order to apply for student loans, should apply for changing the amount of payment on the tuition payment invoice at the Undergraduate Academic Affairs Division first (and its branches on Medicine campus), and then apply for student loans in accordance with the all procedures. More info about the student loan procedures can be found at the Student Assistance Division website (<https://my.ntu.edu.tw/loan/>).
- 7.1.3. Students, on an extended basis and exchanged abroad, make their payment of full tuition/miscellaneous fees/student insurance/internet service fee in the Stage 1 period. They will not be charged again in Stage2.

7.2. **Stage 2 March 28 to April 10, 2019**

- 7.2.1. After the courses add/drop, the amount of payment depends on the study credits (excluding Teacher Program credits; including withdrawn credits):
 - Less than/equal to 9 credits: Credit tuition is charged according to NTU College Payment Scheme for study credits.
 - More than 10 credits: Full tuition is charged according to NTU College Payment Scheme for Tuition.
- 7.2.2. TEP credit tuition for Teacher Education Program students is charged separately. The information please refer to the website: http://www.education.ntu.edu.tw/cur/curriculum_03.htm
- 7.2.3. Fees for the biotechnology program for Bio-Tec Program courses are charged additionally.
- 7.2.4. Oral-aural Training Fee by Language courses with AV language laboratory is charged additionally by Language courses.