

National Taiwan University

Course Selection Guidelines for Students

Approved by the 2nd Academic Affairs meeting on the 2nd semester of 2010-2011 academic year on June 10, 2011

Entry into force and promulgation on June 21, 2011

Chapter 1 General Principles

- Article 1 National Taiwan University (hereafter referred as “the University”) enacts this Guidelines for students to select courses.
- Article 2 The processes of course selection, including Course Pre-registration and Course Add/Drop, are processed in accordance with the specific dates in the University Academic Calendar.
- If natural disasters and/or situation of the force majeure occurred, the Academic Affairs Office shall announce to adjust time schedule of each course selection stage
- Article 3 Students taking courses shall follow the regulation of general education common core courses by the University, department requirement of subjects and credits standard according to each individual student’s entry year. Except for the following kinds of students:
1. Transfer students and/or students changed major via downgrade shall follow the standard of the entry year corresponding to the class which they transferred-in.
 2. Students, who suspended at the first semester of their entry year, shall follow the standards for their reenrollment years.
- Article 4 Undergraduate students are required to take the following courses and credits:
1. General education common core courses: General education common core courses for undergraduate students entering in different academic years are listed in Table 1.
 2. General and Liberal Education (GLE) courses: Students shall conform to the “National Taiwan University Implementation Regulation of General and Liberal Education” to take such courses.
 3. Required subjects and credits specified by each home department/institute.
- Undergraduate students taking Service Learning Courses shall refer to regulation of the “National Taiwan University Implementation Regulations Regarding Service Learning” .
- Undergraduates taking Courses of Online English Program shall refer to regulation of the “National Taiwan University Guidelines for the Implementation of Online English Program”.
- Article 5 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 units offering the courses. These decisions will also be declared at <https://nol.ntu.edu.tw>. Distinctions among courses of undergraduate students, master, and doctoral students are listed in Table

2.

Article 6

Maximum credits for students to take in each semester are listed as follows:

1. Graduate students: 20 credits (not including thesis). If there is any other regulation made by student's home department, it shall be followed instead.
2. Undergraduate students: 25 credits. But the following students are allowed to take more credits:
 - (1) Outstanding students, whose average grades (GPA) of the previous semester are 3.38 and above or whose ranking are within top 10% of students' home department (or group), can take up to 31 credits.
 - (2) Students, who have minor or study in TEP, can take up to 31 credits.
 - (3) Students, who have double-majors, can take up to 33 credits.
3. Continuing education bachelor program: 20 credits

Departments, which require students to complete more credits to graduate, can file a special request to raise maximum credits. Once having approval from the dean of Office of Academic Affairs, it will then be declared by the Office of Academic Affairs.

Undergraduate students under special situation, who would like to take more credits than two of above-mentioned regulations, have to submit a petition and obtain approval/signature from their mentors, the director of the home department and the dean of Office of Academic Affairs.

Article 7

Minimum credits for students to take in each semester are listed as follows:

1. Graduate students: one course (including thesis) of any credit. If there is any other regulation made by student's home department, it shall be followed instead.
2. Undergraduate students: 15 credits. (9 credits for students at the last year)
3. SPACS students: 6 credits (but the 5th year students or students extending their terms of study shall select at least one course of any credit.)

Departments under special circumstances can file a special request to lower minimum credit limits. Once having approval from the dean of Office of Academic Affairs, it will then be declared by the Office of Academic Affairs.

Undergraduate students, who extend their terms of study, or elite athlete students, who are representing the University or the Nation to take athletics training or competition, shall select at least one course of any credit. Other undergraduate students under special situation, who would like to take less credit than two of above-mentioned regulations, have to submit a petition and obtain approval/signature from their mentors and the director of the home department. 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 their approvals/signatures from the director of the home department.

Article 8

Special regulation of courses selection:

1. Student cannot take courses with conflict class schedules; otherwise these courses will be deleted by the system automatically.
2. Suspension students shall complete reenrollment before being allowed to select

courses.

3. Students with dual enrollment status cannot use different ID numbers to take a course of the same curriculum number and the same class in a semester.
4. Students, who go abroad on Student Exchange Program, cannot select courses in the University during their abroad study period. But if thesis is the only remaining requirement to graduate, the student can select thesis at his/her last semester of abroad study period for graduation.
5. Course selection of exchange/visiting students are not subject to any constraints of year of study, status, prerequisite courses and above-mentioned minimum credit regulation. If there is any other regulation made by courses instructors and departments that offering the courses, it shall be followed instead.
6. Inter-University Course Selection:
NTU students select other universities' courses, or students of other universities select NTU's courses are only allowed for those universities/departments which have signed the collaboration agreements. Moreover, the course selection shall be applied in written form and all procedures of application have to be completed by the end of 2nd week after the classes begin.

Article 9 Students, who do not pay all required fees and complete enrollment procedures by the deadline, will be flunked out according to the University Academic Policies. All selected courses, even have been confirmed, in the current semester are invalid and will be deleted. But, if students have filed a special request, obtained approvals from the Office of Academic Affairs for making up to pay the all required fees and complete the enrollment procedures later, they can process courses selection in accordance with every course selection regulation in the Guideline.

Article 10 After finishing each stage of course selection, students shall print out or keep a record of the course selection results by themselves and go to Course Selection System to check the course selection results in the System at the required date to confirm selected subjects.

Chapter 2 Pre-registration

Article 11 To simplify course selection procedures, Office of Academic Affairs may pre-assign courses before the course selection operation begins.
For undergraduate students extending their terms of study and graduate students, pre-assign process acts only on those full year courses from first semester into second semester, but not on required courses.

Article 12 Stage 1 of online course pre-registration, students shall first register courses online then the System will do class allocation. Course registration shall conform to the regulation of course selection of each individual course. The implementation rules of class allocation are as follows:

1. Chinese, English & other foreign languages, Calculus: The System will process in order of Chinese, English & other foreign languages, and Calculus. The courses will be allocated according to students' preset desires. If the number of registrations exceeds the class capacity, allocation priority will be given in order of students' completion rate of Online Teaching Survey (OTS) and year of study.
2. Subjects other than those mentioned in the previous item:

- (1) Class allocation procedures are as follows:
 - (1.1) Classes of General and Liberal Education (not including professional courses) will be processed first, then those classes of other subjects.
 - (1.2) Classes with capacity limits will be processed first, then those without capacity limits.
 - (1.3) A serial number will be assigned to each course by using random numbers. Courses will then be processed in ascending order of serial numbers. If the course conflicts in class schedule with an allocated course or the course has the same curriculum number but different in classes, the System will allocate courses according to the order of desires preset by students when processing classes in conflict.
- (2) The System will not allocate courses which conflict in class schedule with pre-assign courses or confirmed courses in Chinese, English & other Foreign Languages, and Calculus.
- (3) When the number of registrations students exceeds the capacity of the class, the rules of classes allocation are as follows:
 - (3.1) Required courses: Priority will be given in order of students' status, year of study and then completion rate of OTS.
 - (3.2) Elective courses: Priority will be given in order of students' status, completion rate of OTS and then year of study.
 - (3.3) PE courses: Priority will be given in order of required credits, completion rate of OTS then and year of study.

Regarding to the priorities of the student status, they are based on the majors assigned in the "Designated for" column of each individual class in NTU online. Allocations are made in order of majors/double-majors and then minors. For courses conducted in English, foreign students without two kinds of above-mentioned student status will be allocated as the third priority.

Regarding to priority of "year of study", it is determined by the year of study in the student status records in the system which belongs Office of Academic Affairs.

1. The priority orders of year of study are as follows:
 - (1.1) Senior year or above of undergraduate students and/or second year or above of master/doctoral graduate students.
 - (1.2) Junior year of undergraduate students and/or first year of master/doctoral graduate students.
 - (1.3) Sophomore.
 - (1.4) Freshman.
2. For Teacher Education Program, sophomore/junior of undergraduates and first year of master/doctoral students have the same allocation priority.
3. Undergraduate exchange/visiting students have the same priorities as those of junior undergraduate students.

Regarding to completion rate of OTS, it is determined by the answering rate in the course survey of previous semester.

For those students who suspended studies or went abroad on Student Exchange Program in the previous semester, their completion rates of OTS are set as 100% automatically.

Article 13 Stage 2 of Online Pre-registration still uses the process that registers first and then allocates. Course registration shall conform to the regulation of course selection of

each individual course. Student shall not register any course neither the curriculum number is the same as that of any confirmed course nor conflicts in schedule with any confirmed courses.

The allocation rules in this stage are the same as those of stage 1, except the System will only process those classes with remaining capacities again in ascending order of serial numbers.

Article 14 Rules of allocation for GLE courses:

1. For students, who admitted to the University in 2006 academic year or before, GLE courses not in the major area of their home departments will be allocated first. For students, who admitted to the University in 2007 academic year or later, GLE courses assigned by their home departments will be allocated first.
2. Each GLE course will reserve 25% of class capacity for freshman and sophomore. The rest of capacity will then be allocated according to students' year of study in descending order (but undergraduates have higher priorities than graduates).

Article 15 After allocation, the System will process course blocking as follows:

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 courses will be blocked.
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 from department) will be blocked at the period of pre-registration. It can be added only after classes begin.

Courses selection of second semester (during winter vacation), those courses having blocked according to restriction of previous item 1, if the grades of prerequisite courses have arrived at Office of Academic Affairs before classes begin and have conformed to the requirement of prerequisite courses, they will be unblocked.

Chapter 3 Course Add/Drop

Article 16 Online course add, after the classes begin, is divided into 3 types. The type of each individual course is determined by the instructor of the class and declared in NTU Online.

Type 1: There are no capacity limits. Students can add courses online directly.

Type 2: 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](#).

Type 3: 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.

Class instructor may request the student to present the student ID, when issuing the [permission number](#). If a student adds course without a proper [permission number](#), instructor may inform the Office of Academic Affairs in written to cancel that particular course selection.

Article 17 Course add/drop schedule after classes begin :

1. Online course add/drop will be processed during Week 1 & 2 after classes begin according to the schedule declared by the Office of Academic Affairs at each semester.
2. Week 3 after classes begin:
 - (1) Online course add is closed. But if the situation fits Article 21 of this Guideline, Course Add Request Form will be processed manually.
 - (2) Online course drop is only accessible in 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.

Article 18

Restrictions on online course add and registration are as follows:

1. Courses add or registration shall still conform to the maximum credit requirement in Article 6.
2. Students are not allowed to add courses of Type 1 and Type 2, if those courses conflict in schedule with any confirmed courses.
3. Students are not allowed to add courses of Type 1 and Type 2, if curriculum numbers are identical with those of confirmed courses. Special topics/studies, seminar, and those special courses having reported to the Office of Academic Affairs through the departments, however, are not subject to this restriction.
4. Students are not allowed to add or register Type 1 and Type 3 courses, if students fail to fulfill the prerequisite requirements or those courses are only opened for higher level students but not lower level students. But if students download “Unblock Course Request Form” online and obtain approval/signature from the corresponding class instructor and the director of the department offering the course, and submit the form to the Office of Academic Affairs within two weeks after classes begin, they are not subject to this restriction.
5. To add PE courses, it must satisfy to all regulations in “Course Selection Regulations for Physical Education” of the University.
6. Regarding to the restrictions of student status, in the column of “Limits on Course-adding/dropping” of each individual course in NTU Online, are only applied to pre-registration stage, but not applied to course-add/drop after classes begin. For those courses that are only opened for students of Executive Master’s program, other students are not allowed to take. But if students fulfill the requirement of Executive Master’s program and have obtained approval/signature from the corresponding class instructor and the director of the department offering the course, they are not subject to this restriction.
7. The total number of students of each course may not exceed the capacity of

classroom by more than 10%. Moreover, for any type 3 course, the total number of students cannot exceed the capacity limit specified by the instructor of that particular course.

Article 19 For allocation of type 3 courses, the System will allocate in ascending order of serial numbers and according to the order of desires preset by students for classes in conflict. When the number of registrations exceeds the capacity limit of the course, for the cases of elective courses, the System will allocate directly through random number selection; while for the cases of required courses, the System will allocate based on the student status in order of majors/double-majors then minors. For courses conducted in English, foreign students without two kinds of above-mentioned student status will be allocated as the third priority. If the number of students exceeds course capacity due to students with the same priority, the System will allocate the course through random number selection.

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.

Article 20 After the last allocation, according to Article 16, is processed, confirmed courses will be blocked if one of the following situations occurred:

1. Students, who are not qualified to Teacher Education Program, select courses which are only offered to students of Teacher Education Program.
2. Students have selected a course, but do not satisfy the requirement specified in the "Remark" column of that particular course in the NTU Online. Moreover, the class instructor or the director of the department offering that course has informed the Office of Academic Affairs in written.
3. Students do not complete enrollment procedures before the deadline or have been granted registration extension but still fail to pay the required fees during the extended period.

Article 21 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 office of academic affairs by the deadline to add courses manually:

1. Graduating students will not be able to graduate in the current academic year unless they take some specified courses.
2. Courses taken in the current semester do not fulfill the minimum credit requirement.
3. Students would like to take 2 seminar or special topics/studies courses, which have the same curriculum number but with different contents.
4. The course has been agreed to take by instructor's professional judgment.

Total number of students of each course after added shall not exceed the classroom capacity by more than 10%.

Chapter 4 Course Selection Confirmation

Article 22 Students shall confirm their course selection results online with those declared by the

Office of Academic Affairs in the 4th week after classes begin. For those students who fail to confirm results, Office of Academic Affairs will not accept any appeal for remedy, even if there are any mistakes or errors in the results.

Article 23 During the Course Selection Confirmation period, 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:

1. Students are about to graduate but still short of some subjects or credits.
2. Credits of courses taken do not fulfill the minimum credits requirements.

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.

Chapter 5 Others

Article 24 For those courses that students have not taken officially according to regulations of the Guideline, the corresponding scores and credits will not be admitted.

Article 25 Instructors and director of the home department can enter [Inquiry for the Number of Students Enrolling for a Course](#) to query their students’ situation on course selection and give them advices if necessary.

Article 26 Summer courses will be processed according to the University Academic Policies, Guideline of Teaching Summer Courses and Notes of Selecting Summer Courses declared by the Office of Academic Affairs.

Article 27 Matters not covered in this Guideline shall be conducted in accordance with the University Academic Policies and its relative regulations.

Article 28 The Guideline, after adopted by the Academic Affairs Meeting, shall enter into force on the date of promulgation.

Table 1: Credits of subjects of general education common core courses for undergraduate students enter in different academic years

Entry academic year	Subjects of Core Courses and Credit				Physical Education	Service Learning
1997	Constitutional Law of ROC and Civil education Area 2	Chinese Language area 6	Foreign or English Language Area 6	History Area 4	1,2,3,4 4	×
1998	Constitutional Law of ROC and Civil education Area 2	Chinese Language Area 6	Foreign or English Language Area 6	History Area 4	1,2,3,4 4	Service learning 1,2,3 0
1999-2001	Constitutional Law of ROC and Civil education Area 2	Chinese Language Area 6	Foreign or English Language Area 6	History Area 4	1,2,3,4 4	Service learning 1,2,3 0
2002-2006	Constitutional Law of ROC and Civil education Area 2	Chinese Language Area 6	Foreign or English Language Area 6 Online English Program 1, 2 0	History Area 4	1,2,3,4 4	Service learning 1,2,3 0
2007-2010	×	Chinese Language Area 6	Foreign or English Language Area 6 Online English Program 1, 2 0	×	Physical Fitness (or PE 1) & Special kinematics group (or PE 2,3,4) 3	Service learning 1,2,3 0
From 2011	×	Chinese Language Area 6	Foreign or English Language Area 6 Online English Program 1, 2 0	×	Physical Fitness & Special kinematics group 3	Service learning 1,2,3 0

Table 2 Distinction in curriculum numbers of undergraduate, master and doctoral classes

Curriculum Number		
The 2nd-6th digital are the abbreviation of unit. Take department of Chinese/Medicine as an example	Latest 4 digital are basic Curriculum Number	Remark
CHIN	1000-1999	classes of 1st year undergraduates
CHIN	2000-2999	classes of 2nd year undergraduates
CHIN	3000-3999	classes of 3rd year undergraduates
CHIN	4000-4996	classes of 4th year undergraduates
	4997-4999	undergraduate thesis
CHIN	5000-5999	high level classes of undergraduates or classes of the 5th year School of Medicine/Dentistry/Veterinary Medicine
MED	6000-6999	classes of the 6th year School of Medicine/Dentistry
CHIN	7000-7998	classes of the master graduate or classes of the 7th year School of Medicine
	7999	master graduate thesis
CHIN	8000-8998	classes of doctoral graduate
	8999	doctoral graduate thesis