

National Chi Nan University Student Course Selection Guidelines for the 1st Semester of the 113th Academic Year

Approved by the 7th Academic Affairs Meeting of the 112th Academic Year on May 29, 2024
 Revised and approved by the 8th Academic Affairs Meeting of the 112th Academic Year on July 4, 2024

Course Selection Methods: Undergraduate General Education Course Selection University-wide Online
 Course Registration Add and Drop Courses

- ◎ To foster unity through university-wide, college, and departmental activities, Wednesday afternoons from 13:10 to 16:00 are designated as a time for collective activities for both faculty and students. Additionally, the final exams for Freshman and Sophomore English, the post-test (OOPT) for Sophomore English, and general education lectures are held during this time.
- ◎ **Freshman and sophomore undergraduate students are not allowed to add master’s courses online. If they wish to do so, they must manually add those courses. Undergraduate students are not permitted to enroll in doctoral courses. Junior and senior undergraduate students with special circumstances who need to add a course must go to the Course Affairs Section and complete a special manual course addition form.**
- ◎ Undergraduate students must enroll in no fewer than 12 credits and no more than 25 credits per semester during their first to third years. In special circumstances, with the approval of the department chair, students may add 1 to 3 courses or drop 1 to 2 courses in each semester. In their fourth year, students must enroll in at least one course (Article 15 of the University Regulations); Graduate students must follow the credit requirements specified by their respective departments each semester (Article 15 of the University Regulations). Extended study students who register must enroll in at least one course. Those who fail to comply must apply for a leave of absence and complete the departure procedures within a specified period. Failure to do so within the deadline, or if the leave of absence period has expired, will result in being considered as not having enrolled in any courses. (Article 33 of the University Regulations)
- ◎ Before selecting courses, please refer to the study regulations and the list of required courses of your department (or graduate institute).

1. Important Schedule for Student Course Selection for the 113-1 Semester

Phase	Course Selection Time	Lottery Announcement
First Phase Course Selection (Undergraduate students select general education courses and special sports courses)	08 / 26 (Mon) 11:00 ~ 08 / 28 (Wed) 10:00	08 / 28 (Wed)15:00
	Explanation: Before the official course selection, students must go online to select their preferred general education courses. The screening method is based on the students’ priority order. For those with the same priority, the ranking is determined by each student's “completed credits * grade weight * teaching evaluation survey weight.” If the scores are identical, a random order is generated by the computer. (1) Completed credits: If a student's completed credits are 0 (including freshmen and those with no general education course records after the second semester of enrollment), the total score is calculated as 1. For transfer students, the completed credits for their first semester of enrollment are also calculated as 1. (2) Grade weight: The weight for freshmen is 1.0; for sophomores, it is 1.2; for juniors, it is 1.3; and for seniors and above, it is 1.5. Transfer students' weights are calculated based on their year of entry. (3) Teaching evaluation survey weight: According to Article 5 of the university's “Teaching Evaluation Guidelines,” students who meet any of the following conditions are given priority for selecting their general education course preferences for the next semester, with a weight of 1. Those who do not meet these conditions will have a weight of 0. ① Students who have completed all questionnaires ② Students who have only one incomplete questionnaire. However, if a student is enrolled in only one course for the semester, they must complete the questionnaire for that course.	
Second Phase Course Selection	09 / 02 (Mon)11:00 ~ 09 / 03 (Tue)10:00	09 / 03 (Tue)10:50
	09 / 03 (Tue)11:00 ~ 09 / 04 (Wed)10:00	09 / 04 (Wed)10:50
	09 / 04 (Wed)11:00 ~ 09 / 05 (Thu)10:00	09 / 05 (Thu)10:50
	09 / 05 (Thu)11:00 ~ 09 / 06 (Fri)10:00	09 / 06 (Fri)10:50

(University-wide online course registration)	09 / 06 (Fri)11:00 ~ 09 / 09 (Mon)10:00	09 / 09 (Mon)10:50
	Explanation: 1. Under the course registration system, if a student does not get selected for a course, their selection will automatically carry over to the next phase of the course selection lottery. If a student does not wish to participate in the next lottery, they should change the retention status to “No” or manually delete the course from the system to avoid being selected in the subsequent lottery. 2. Starting from the 113th academic year, the Course Affairs Section will no longer print course selection confirmation slips. Students should check the Online Course Selection System after each phase of course distribution to verify their selected courses and credits are correct.	
Third Phase Course Selection (Online Course Registration and Manual Add/Drop)	09 / 09 (Mon)11:00 ~ 09 / 10 (Tue)10:00	09 / 10 (Tue)10:50
	09 / 10 (Tue)11:00 ~ 09 / 11 (Wed)10:00	09 / 11 (Wed)10:50
	09 / 11 (Wed)11:00 ~ 09 / 12 (Thu)10:00	09 / 12 (Thu)10:50
	09 / 12 (Thu)11:00 ~ 09 / 13 (Fri)10:00	09 / 13 (Fri)10:50
	09 / 13 (Fri)11:00 ~ 09 / 16 (Mon)10:00	09 / 16 (Mon)10:50
	09 / 16 (Mon)11:00 ~ 09 / 18 (Wed)10:00	09 / 18 (Wed)10:50
	09 / 18 (Wed)11:00 ~ 09 / 19 (Thu)10:00	09 / 19 (Thu)10:50
	09 / 19 (Thu)11:00 ~ 09 / 20 (Fri)10:00	09 / 20 (Fri)10:50
	09 / 20 (Fri)11:00 ~ 09 / 23 (Mon)10:00	09 / 23 (Mon)10:50
	Students must drop courses online by themselves through the system, with the deadline extended to 17:00 on September 23.	
Explanation: 1. If a student is not selected during the second phase of course registration, they may register again and participate in the lottery during the third phase. 2. Under the course registration system, if a student is not selected for a course, their selection will automatically carry over to the next phase of the course selection lottery. If a student does not wish to participate in the next lottery, they should change the retention status to “No” or manually delete the course from the system to avoid being selected in the subsequent lottery. 3. Starting from the 1st semester of the 113th academic year, students will use an “authorization code” for manual course addition. During the manual add/drop period, students must obtain the authorization code from the course instructor. →To add a course, students should go to the [Academic Affairs System] during the designated online manual add/drop period →select [Course Addition Authorization Code Entry] from the left menu →enter the “Course Number” to find the course and input the authorization code to complete the addition. The deadline for using the authorization code for course addition is 10:00 AM on September 23. Students can drop courses online by themselves through the system, with the deadline extended to 5:00 PM on September 23. 4. The addition of Freshman PE and special sports courses will be handled centrally by the Physical Education Division of the General Education Center. Course instructors will not provide authorization codes for these courses. 5. Starting from the 113th academic year, the Course Affairs Section will no longer print course selection confirmation slips. Students should check the Online Course Selection System after each phase of course distribution to verify that their selected courses and credits are correct.		

2. Course Selection Procedure:

(1) Internet Course Selection Procedure:

Enter the university's website (<http://www.ncnu.edu.tw>) → Click on **【Single Sign-On】** at the top right corner → Click on the [Login] function at the top right corner → Enter your username and password to complete the login → Select **【Academic Affairs System】** → Click on **【SSO login】** → From the left menu, select **【Online Course Selection】** → Depending on the course selection phase, enter **【Undergraduate Student Preference Registration (First Phase)】** or **【Student Course Registration (First Phase)】** → Select the desired courses as displayed on the screen, then click **【Add Course】** or **【Register Course】**. For courses without assigned classrooms, please check the Academic Affairs System regularly for updates.

☆ **Strongly recommended:** Before selecting courses, please first go to **【Course Search】** to review the course syllabus and related information.

(2) Manual Course Selection Procedure:

- Course instructors must first use the **【Generate Course Addition Authorization Code】** function to select the course for which they want to create an authorization code. Generate the authorization code and print the “Course Addition Authorization Code Collection Signature List.”
- Students must obtain the authorization code from the course instructor. → During the designated online manual add/drop period, log in to the **【Academic Affairs System】** → From the left menu, select **【Course Addition Authorization Code Entry】** → Enter the “Course Number” to find the course, then input the authorization code to complete the course addition.

3. Regulations for Taking University-Wide Mandatory Courses

(1) Chinese Critical Thinking and Expression/Chinese Language for Overseas and International Students :

1. **Starting from the 113th academic year**, the course selection guidelines for new students enrolled in “Chinese Critical Thinking and Expression” (4 credits) and “Chinese Language for Overseas and International Students” (4 credits) are as follows:
 - (1) The “Chinese Critical Thinking and Expression” course is scheduled according to the student's respective college and department. If you have special course selection needs, please drop the course in the Academic Affairs System and register for a different class.
 - (2) The “Chinese Critical Thinking and Expression” course is an “academic year-long course.” Students must enroll in the same class for both the first and second semesters. The Academic Affairs System has a mechanism to prevent taking different sections. For example, if you enroll in “Chinese Critical Thinking and Expression I: Reading and Writing (College of Humanities A)” in the first semester, you must continue with “Chinese Critical Thinking and Expression II: Diverse Applications (College of Humanities A)” in the second semester.
 - (3) If you are unable to complete the online course selection during the designated period, please fill out the “113-1 Chinese Critical Thinking and Expression Manual Course Addition Preference Form” between September 5 and September 20, 2024 (URL: <https://reurl.cc/v7RW7e>). You will receive a notification regarding the scheduled course. Do not directly request an authorization code from the course instructor.
 - (4) Department of Chinese Language and Literature students will be assigned to “Guidance in Reading and Writing (I) (II)” classes a or b based on the last digit of their student ID number being odd or even.
 - (5) Overseas and international students may take the “Chinese Language for Overseas and International Students” course at a level determined by their Chinese language proficiency test results upon entry, which may also qualify them for credit exemption.
 - (6) If you have any questions regarding the “Chinese Critical Thinking and Expression” course selection, please contact the part-time assistant at the Department of Chinese Language and Literature for assistance. (Phone: 049-2910960, extension 2603)
2. Course selection guidelines for **registered students from the 105th to the 112th academic years** enrolled in “Chinese Critical Thinking and Expression” (4 credits) / “Chinese Language for Overseas and International Students” (4 credits) are as follows:
 - (1) “Chinese Critical Thinking and Expression” is taken over two semesters, with 2 credits each semester, totaling 4 credits.
 - (2) Overseas and international students may take the “Chinese Language for Overseas and International Students” course at a level determined by their Chinese language proficiency test results upon entry, which may also qualify them for credit exemption.
 - (3) Students who have not yet completed the “Chinese Literature” course by the 112th academic year should enroll in “Chinese Critical Thinking and Expression I: Reading and Writing” to fulfill the “Chinese Literature (I)” requirement and “Chinese Critical Thinking and Expression II: Diverse Applications” to fulfill the “Chinese Literature (II)” requirement.

(2) English:

1. **Beginning the 110th academic year**, the course selection notes for new students enrolling in English courses (totaling 6 credits) are as follows:
 - (1) Freshman English: Students are required to take 2 credits each in the first and second semesters. Students with an odd student ID number should enroll in section A, while those with an even student ID number should enroll in section B (this does not apply to combined classes).
 - (2) Sophomore English: 2 credits are required. The following departments offer the course only in the first semester: Public Policy and Administration, Educational Policy and Administration, Counseling Psychology and Human Resource Development, International and Comparative Education, Civil Engineering, Advanced English Class, and College of Education Bachelor’s Program. The following departments offer the course only in the second semester: Foreign Languages and Literature, Chinese Language and Literature, History, College of Science Bachelor’s Program, College of Management Bachelor’s Program, and Nursing. All other departments offer the course in both semesters, and students may choose to take it in either semester.
 - (3) After completing the university’s self-administered English proficiency pre-test, freshmen must switch to “Basic English” or “Advanced English” during the add/drop period according to the list published by the Language Center. Students are not allowed to enroll in a different class without special reasons.

- (4) Bachelor's program students enrolling in the 113-1 semester must take the university's self-administered English proficiency pre-test. Students will be individually notified of the detailed test schedule, and it will be announced on the Language Center's webpage.
2. Course Selection Notes for **registered students from the 105th to 109th academic years** enrolling in English Courses (totaling 6 credits):
 - (1) Freshman English: Students are required to take 2 credits each in the first and second semesters. Students with an odd student ID number should enroll in section A, while those with an even student ID number should enroll in section B (this does not apply to combined classes).
 - (2) Sophomore English: 2 credits are required. The following departments offer the course only in the first semester: Public Policy and Administration, Educational Policy and Administration, Counseling Psychology and Human Resource Development, International and Comparative Education, Civil Engineering, Advanced English, and College of Education Bachelor's Program. The following departments offer the course only in the second semester: Foreign Languages and Literature, Chinese Language and Literature, History, College of Science Bachelor's Program, College of Management Bachelor's Program, and Nursing. All other departments offer the course in both semesters, and students may choose to take it in either semester.
 - (3) Students, except those assigned to "Basic English Class" and "Advanced English Class," are to attend classes according to their respective departments. Cross-department course selection is not allowed without special reasons.

(3) Information Technology

Beginning the 113th academic year, new students will take the "Information Technology" course (1 credit)

The course is offered in the first semester of each academic year, regardless of department, and is worth 1 credit.

(4) Social Service Learning / Service Learning

1. **Beginning the 113th academic year**, new students will take the "Social Service Learning" (1 credit)
The course is taken either in the first or second semester, totaling 1 credit. Classes are allocated according to the student's department, and students are not allowed to enroll in a different class without special reasons.
2. **Registered students from the 110th academic year until the 112th academic years** will take "Social Service Learning" (2 credits):
The course is taken either in the first or second semester, totaling 1 credit. Classes are allocated according to the student's department, and students are not allowed to enroll in a different class without special reasons.
3. **Starting from the 105th academic year until the 109th academic year**, new students will take "Service Learning" (1 credit):
The course is taken either in the first or second semester, totaling 1 credit. Classes are allocated according to the student's department, and students are not allowed to enroll in a different class without special reasons.

(5) Freshman Physical Education

1. **Beginning the 113th academic year**, new students will take Freshman Physical Education (2 credits):
 - (1) The course is divided between the first and second semesters, with 1 credit each semester.
 - (2) In the first semester of the freshman year, students will attend classes according to their department, coordinated with the school sports day, fitness pre-test, and water self-rescue swimming test. In the second semester, students will be divided into classes based on different sports and can choose courses according to their interests. Additionally, a fitness post-test will be conducted.
 - (3) In the first semester of Freshman Physical Education, undergraduate departments and college bachelor's programs with fewer than 40 students will combine classes. In the second semester, courses with fewer than 40 students will not be offered.
 - (4) Students who qualify for the university's adaptive physical education classes can waive the Freshman Physical Education course after completing 2 semesters.
 - (5) Students who are unable to take adaptive physical education courses must proactively obtain certification documents from a teaching hospital, public hospital, or medical center. These documents must be approved by the Physical Education Office before students can apply for exemption from adaptive physical education courses, specialized sports courses, Freshman Physical Education courses, or general physical education courses. Students who meet the exemption criteria

must still make up the exempted credits with other courses in order to graduate.

2. **Registered students from the 110th academic year until the 112th academic year** will take Freshman Physical Education (1 credit):
 - (1) The course is divided between the first and second semesters, with 0.5 credits each semester.
 - (2) In the first semester of the freshman year, classes are conducted according to the department, coordinated with the school sports day, fitness tests, and water self-rescue swimming tests. However, undergraduate departments and college bachelor's programs with fewer than 40 students will combine classes.
 - (3) In the second semester of the freshman year, students are divided into classes based on sports activities and can freely choose courses according to their interests.
 - (4) Students with disabilities can take adaptive physical education classes for both semesters to waive the Freshman Physical Education course.
3. **Registered students from the 105th academic year until the 109th academic year** will take Freshman Physical Education (0 credits):
 - (1) The course is divided between the first and second semesters, with 0 credits each semester.
 - (2) In the first semester of the freshman year, classes are conducted according to the department, coordinated with the school sports day, fitness tests, and water self-rescue swimming tests. However, undergraduate departments and college bachelor's programs with fewer than 40 students will combine classes.
 - (3) In the second semester of the freshman year, students are divided into classes based on sports activities and can freely choose courses according to their interests.
 - (4) Students with disabilities can take adaptive physical education classes for both semesters to waive the Freshman Physical Education course.

(6) Featured Sports

1. **Starting from the 110th academic year**, registered students will take Feature Sports (2 credits):
 - (1) The Featured Sports courses include archery, golf, swimming, sports dance, tennis, boating, and outdoor adventure education, with each course worth 1 credit. Students can start taking these courses from their sophomore year, with a maximum of one course recognized per semester. Before graduation, students must complete at least two Featured Sports courses totaling 2 credits. Students with disabilities can take adaptive physical education classes for two semesters to waive the Featured Sports course requirement.
 - (2) Students enrolled in Featured Sports courses must participate in the university-wide Spring Hike activity during the semester. Participation in these activities will be included as part of the course evaluation, accounting for 5% to 10% of the total course grade for the semester.
 - (3) For students taking the Featured Sports — Boating course, the university does not provide transportation to and from Sun Moon Lake. Students must arrange their own transportation for attending the classes.
2. **Registered students from the 105th academic year until the 109th academic year** will take Featured Sports (1 credit):
 - (1) The Featured Sports courses include archery, golf, swimming, ballroom dancing, tennis, and boating, with each course worth 0.5 credits. Students can start taking these courses from their sophomore year, with a maximum of one course recognized per semester. Before graduation, students must complete at least two Featured Sports courses, totaling 1 credit. Students with disabilities can take adaptive physical education classes for two semesters to waive the Featured Sports course requirement.
 - (2) Courses related to aquatic and outdoor exploration will be conducted in accordance with the Sports Administration's regulations on teacher-student ratios and the capacity of on-site equipment. Starting from the 112th academic year, the Featured Sports Boating course will be held at Sun Moon Lake, and students must bear their own transportation costs for traveling to and from the location.

(7) General Education Lectures (0 credits): Students must attend at least 6 General Education lectures before graduation.

4. General Education Course Requirements:

- (1) **Starting from the 113th academic year**, new students are required to take elective courses in the General Education fields (totaling 15 credits).
The four main General Education fields are as follows, and students can cross-count up to 4 credits across these fields (subject to approval by the General Education Center):

1. Humanities Field: Includes the subfields of Arts, History, Philosophy, and Culture. Students must complete at least 3 credits in this field.
 2. Social Sciences Field: Includes the subfields of Law, Politics and Education, and Socioeconomics and Management. Students must complete at least 3 credits in this field.
 3. Natural Sciences Field: Includes the subfields of Engineering and Technology, and Life and Sciences. Students must complete at least 3 credits in this field.
 4. Special General Education Field: Includes the subfields of International Connections (Southeast Asia), Net Zero Sustainability (Green Concepts), and Social Innovation (Local Realization). Students must complete at least 3 credits in this field.
- (2) **Starting from the 110th academic year until the 112th academic year**, registered students are required to take elective courses in the General Education fields (totaling 16 credits).
The four main General Education fields are as follows, and students can cross-count up to 4 credits across these fields (subject to approval by the General Education Center):
1. Humanities Field: Includes the subfields of Literature and Arts, and History, Philosophy, and Culture. Students must complete at least 4 credits in this field.
 2. Social Sciences Field: Includes the subfields of Law, Politics, and Education, and Socioeconomics and Management. Students must complete at least 4 credits in this field.
 3. Natural Sciences Field: Includes the subfields of Engineering and Technology, and Life and Sciences. Students must complete at least 4 credits in this field.
 4. Special General Education Field: Includes the subfields of International Connections (Southeast Asia), Net Zero Sustainability (Green Concepts), and Social Innovation (Local Realization). Students must complete at least 4 credits in this field.
- (3) **Starting from the 105th academic year until the 109th academic year**, registered students are required to take elective courses in the General Education fields (totaling 19 credits).
1. Humanities Field: Includes the subfields of Literature, Arts, and History, Philosophy and Culture. Students must take at least one course from each subfield, totaling at least 5 credits.
 2. Social Sciences Field: Includes the subfields of Law, Politics, and Education, and Socioeconomics and Management. Students must take at least one course from each subfield, totaling at least 5 credits. °
 3. Natural Sciences Field: Includes the subfields of Engineering and Technology, and Life and Sciences. Students must take at least one course from each subfield, totaling at least 5 credits.
 4. Special General Education Field: Includes the subfields of Southeast Asia, Green Concepts, and Local Realization. Students must freely choose two of these subfields and take at least one course in each, totaling at least 4 credits.

5. Other Course-Related Regulations

(1) Basic English Proficiency Requirements for Bachelor's Program Students:

1. Students who meet the basic English proficiency requirements set by their department can submit official transcripts or certificates of the relevant tests to the university's Language Teaching Center at any time for registration. This will serve as the basis for the "English Basic Proficiency Passed" certification by the university. For students who meet the department's English proficiency requirements, their academic transcript will indicate "English Basic Proficiency Met" along with the type of test passed and the corresponding score.
 2. Students who do not meet the basic English proficiency requirements set by their department by their junior year (inclusive) can choose one of the following methods to complete the registration:
 - (1) Register for "Online English Practice" on the Language Center's official website and pass the in-person final exam.
 - (2) Complete the "English Learning Portfolio" point collection according to the corresponding level of the department's basic English proficiency requirements.
 3. For details, please refer to the Implementation Guidelines for Basic English Proficiency Requirements for Bachelor's Program Students at our university.
- (2) **Class Schedule Conflict and Repeated Course Enrollment Prohibited:** Students are not allowed to enroll in more than one course at the same class time; violations will result in a zero score for each course. Repeating a course that has already been passed will not count towards credits or grades. (Academic Regulations, Article 17)
- (3) **Attendance Policy:** If a student is absent (excused or unexcused) for more than one-third of the total class hours of any subject in an academic year, they are not allowed to take the Final Exam for that subject. If a student is absent (excused or unexcused) for more than one-third of the total class hours in a semester, they will be required to take a leave of absence. The school will notify the student to complete the leave of

absence and withdrawal procedures within a specified time. Failure to do so, or if the two-year leave of absence period has expired, will result in dismissal from the university. If a student is truant for more than one-third of the total class hours in a semester, they will be dismissed from the university. (Academic Regulations, Article 36)

- (4) **Tuition Fee Payment:** After the course selection confirmation deadline, please make payment as soon as possible within the payment deadline.
 - (5) In accordance with the “National Chi Nan University Language Teaching Center Language Laboratory and Language Practicum Fee Management Regulations,” our university charges a “Language Practicum Fee” of NT\$750 per semester for freshman students. For transfer students in their sophomore year or above, a “Language Practicum Fee” of NT\$750 will be charged during the semester they enroll.
 - (6) For bachelor’s students extending their study period (extended graduation students), as well as master’s, doctoral, and on-the-job master’s program students taking zero-credit courses, fees will be charged based on the number of class hours per week, with one hour equating to one credit. The fee structure is as follows:
 1. Bachelor’s Program Extended Graduation Students:
 - (1) At the beginning of the semester, only student accident insurance fees will be collected. Tuition and miscellaneous fees will not be collected in advance. After the course add/drop period is finalized, the total fees will be calculated based on the number of credits taken and other applicable fees.
 - (2) For students taking 9 or more credits, full tuition and miscellaneous fees will be charged. For students taking more than 5 but no more than 8 credits, half of the tuition and miscellaneous fees will be charged. For students taking 4 or fewer credits, one-quarter of the tuition and miscellaneous fees will be charged.
 2. Graduate Students: At the beginning of the semester, a base tuition and miscellaneous fee will be collected. After the course add/drop period is finalized, the total fees will be calculated based on the number of credits taken.
- (8) Students are strongly advised to securely keep their university system passwords. It is highly recommended to update your password before course selection to prevent unauthorized use.**

※ National Chi Nan University Class Time Code Reference Table:

1. Day Codes: Represented by Arabic numerals, 1-7 for Monday to Sunday.
2. Time Period Codes: a=08:10-09:00 ; b=09:10-10:00 ; c=10:10-11:00 ; d=11:10-12:00 ; e=13:10-14:00 ; f=14:10-15:00 ; g=15:10-16:00 ; h=16:10-17:00 ; i=17:10-18:00 ; j=18:10-19:00 ; k=19:10-20:00 ; l=20:10-21:00 ; m=21:10-22:00 ; x=06:10-07:00 ; y=07:10-08:00 ; z=12:10-13:00
3. Example: 2bcd indicates class time on Tuesday from 9:10 AM to 12:00 PM; 1cd3f indicates class time on Monday from 10:10 AM to 12:00 PM and on Wednesday from 2:10 PM to 3:00 PM.

***For other course selection-related matters, please refer to the university’s academic regulations and the relevant regulations of each department (institute).**