

YZU 1052 Course Selection Notice

On-line course selection system :

1. YZU homepage/Course Selection System
2. YZU homepage/Portal/Academics/Elective System/選課系統(Course Selection System)/On-line Course Selection.

Login : Please login the system with personal account and e-mail password. If you have any questions, please contact with Office of Library and Information Services.

Stage I. On-line course selection:

1. Period : **2016/12/08** 12:00 pm ~ **2016/12/14** 12:00 pm
2. There is no maximum limit for all courses in the stage I On-line course selection.
3. The compulsory courses of undergraduate school are arranged by Office of Academic Affairs; do not drop the arranged compulsory course. Your drop of the compulsory courses may result in failure to sign-up for the same course. Office of Academic Affairs will not accept any makeup sign-up selection of specific course.

Computer random-selection:

1. Stage I : **2016/12/19** 12:00 pm ~ **2016/12/22** 12:00 pm (**Limited to the students with course selection priority, of which the priority and courses mentioned should refer to the announcement; general students please attend Stage II**)
2. Stage II : **2016/12/30** 12:00 pm ~ **2017/01/03** 12:00 pm (**General students and those who have not been drawn at Stage I computer random-selection.**)
3. Office of Academic Affairs will post the list of the courses that exceed the maximum of the course for students who have priority enrollment from Stage I on **2016/12/16**. The list of the courses of Stage II for all other students will be posted on **2016/12/28**. Those who are qualified to sign-up for the courses, please follow the path **“Portal /Academics/Elective System/預選電腦抽籤(Drawing of Lots for Course Pre-selection)”** to access the computer random-selection. If any students who fail do so, would be considered giving up the course.

Stage II. On-line course selection:

1. Period : **2017/01/05** 12:00 pm ~ **2017/01/11** 12:00 pm (**The first day 01/05 is open only to fourth-year students and the prolonged study students of the four-year undergraduate program, and graduate students. The next day 01/06 12:00 pm is open for all the students**)
2. During the Stage II-course selection period, students can sign-up or drop the selected courses by using on-line system. During the Stage II and III of course selection period, students drop of the course that has reached the maximum capacity, the dropped quota will not be released immediately but randomly after a period of time (e.g., 10 minutes or 1 hour).
3. In the Stage II-course selection, if the number of students reaches the limit, the course will be locked by the system.
4. Credit fees are based on the records of Stage II on-line course selection. For those who need to pay credit fees (prolonged graduation students, two-year on-job undergraduate students and graduated school students), please confirm all the course selection at the end of Stage II.

Stage III. On-line course selection:

1. Period: **2017/02/13** 12:00 pm - **2017/03/01** 12:00 pm (The first day 02/13 is open only to fourth-year students and the prolonged study students of the four-year undergraduate program, and graduate students. The second day 02/14 12:00 pm is open for all the students)
Some of the departments will open the course selection for students from others departments on the third day of Stage III course selection. Please refer to the announcements.
2. Course dropping procedures :
 - a. If the number of students exceeds “minimum quota,” students can drop the course via on-line system. If the number of students is below or equal to the minimum quota, or the minimum quota of the course column shows “Y,” students cannot drop the course via on-line system.
 - b. Minimum quota: 15 people for undergraduate schools; 5 people for graduate schools.

Off-line course sign-up/drop (please complete YZU Course Sign-up/Drop Form) :

1. Period & Venue: **2017/02/13** 12:00 pm- **2017/03/08** 12:00 pm
 - (a) For **departmental courses**, sign up at the individual department offices.
 - (b) For **general foreign languages**, sign up at the R70210 office of International Language and Culture Center.
 - (c) Dropping the course, **General Chinese Language, Common Requisite History, Democracy, Ethics and Law, or all courses under Liberal Arts, Social Sciences, Natural Sciences and Life Sciences**, must be approved by the course instructors, and then delivered to the Curriculum Section of the Office of Academic Affairs for approval.
 - (d) For **freshman National Defense Study**, sign up at the 8204R Military Education Office.
 - (e) For **Physical Education course**, sign up at the 9A201R Physical Education Office.
 2. Offline course sign-up and drop is open only to those meeting the following qualifications: (1) transfer students or late registered newly-admitted students; (2) schedule conflict due to course rescheduling during the third stage; (3) course cancellation; (4) disqualification due to departmental rule; (5) due to illness, physician’s letter required. Qualified students are to complete the course sign-up form according to relevant department’s instruction.
- *No need to have the instructor’s signature but the signatures of the unit staff and director of the course in accordance with the course capacity before the deadline of on-line course selection. However, you must have the instructor’s consent, as well as unit staff and chairmen of the course while changing any practicums that clash.
3. All applications of adding or dropping courses must be completed within the stipulated deadline announced by the university and the application form must be personally signed.
 4. Students may not select courses with conflicting time schedules; those found to do so shall drop one of the courses, otherwise the scores of the courses will be considered as zero.
 5. According to the YZU Study Regulations, undergraduate students of all departments shall not take more than regulated credits of each school year; and may not select courses with conflicting time schedules. If students do not follow the regulation, the application will not be accepted.
 6. Before putting the YZU course sing-up/drop form into process, students should avoid conflicting time schedules of courses, and prolonged study students and students who should pay credit fees, need to finish the payment. When the Curriculum Section deals with the applications and finds that students

who do not follow the regulations or do not finish payment in the announced application period, the application will be dismissed by the office.

7. While the application is approved, students can check the course information in the portal system (Portal/Academics/Elective System) at their best convenience.
8. Notice for prolonged graduation students, two-year undergraduate students and students who should pay credit fees: all of the payment refunds will be completed before **2017/03/15** 4:00 pm School will process the payment refund procedures for all qualified students after the deadline of confirmation for course sign-up sheets. (Those who have Far Eastern International Bank account will have refund priority).

Inquiry of course data & confirmation for course sign-up sheets:

Students should access to the system and follow the procedures, Portal/Academics/Elective System, and confirm the course selection sheet; if you have any problems about the course selection sheets, you must contact the Curriculum Section in the Office of Academic Affairs before **2017/03/15** 4:00 pm If you do not finish the confirmation before the deadline, the office will process the course selection based on the records in the system, Portal /Academics/Elective System/選課清單.

Course withdrawal:

1. Application period : **2017/05/02** 12:00 pm - **2017/06/02** 12:00 pm
2. Applying for withdrawing one course must be through on-line application procedures, and follow the path: Student Portal→ Study File→ Course withdrawal application. While the application is processed, the application cannot be changed, please think carefully before you process the application. If students have happened some special serious issues and need to apply for withdrawing two or more (inclusive) courses, in this situation the application should process with the proof documents (transcript of previous semester if students whose number of failed credits account for 1/2 of the total number of credits for courses taken during the semester for two consecutive semesters) and dealt with by hand; the on-line application for withdrawing one course which student send previously, will be dismissed. In this case, students must apply for withdrawing courses through the **printed application form** and follow the procedures: course instructor→ advisor→ chairman of department that is responsible for the course→ approved by all of chairmen of departments that student study at→ approved by Office of Academic Affairs.
3. The credits of the course which is applied for withdrawing will not be included in the credit records of the specific semester. After applying for withdrawing course, the credits of course selection still needs to meet the minimum limitation regulation. The course of withdrawing still will be listed on the transcript, and marked the word “withdrawing” in the grade column.

Notice :

1. After students have finished the on-line course selection, please must confirm all of details before logout the system. Students can login to system, Portal/Academics/Elective System/選課清單, and check and confirm all of selected course schedule in the period of course selection and anytime during the semester.
2. The official students’ course selection data is based on the records in the system (Portal /Academics/Elective System/選課清單). All adding or dropping of courses must be completed within

the stipulated deadline announced by the university. No requests for adding or dropping of courses shall be processed after the deadline.

3. For the courses with time adjustment (including required course), course selection system will delete the old time selection and add in the new time selection automatically. If the add-in course with new time causes course schedule conflict, Curriculum Section will inform the student by e-mail. Student will have to delete the overlapping course before enrolling deadline.
4. All-Out Defense Education and Researching of Military courses for freshmen will be arranged by Curriculum Section, it can be checked in the “Portal/Academics/Elective System/選課清單”.
5. Undergraduate program: Undergraduate students of all departments shall not take less than 16 credits or more than 25 credits of courses each semester from their 1st to 3rd academic years and shall not take less than 9 credits or more than 25 credits of courses in their 4th academic year. (Summer session is included)
6. Course load increase: Students whose academic average score of previous semester is 80 or more. Students who study credit program or have applied for minor/double major in the previous semester. The course selection system will increase the maximum credit limitation of course selection to 31 credits automatically for qualified students. No need to apply.

Course load reduction: Apply for it through Student Portal System/on-line course selection system. After the application is processed, please hand in Parent Consent Form to the office of department; while the application is approved by chairmen of departments, students should access to course selection system personally and apply for dropping course. When the students apply for reducing credit load, they should at least take one course in every semester (not included physical education, military education, and service-learning course) and the specific course should not be “0” credit (excluding exchange students).

Students who apply for “course load increase / course load reduction” must finish course selection in the Stage III course selection period. In this situation the YZU course sign-up/drop form will not be accepted.

7. Students should finish all the course selection in the stage III course selection, especially for students who need more credits to meet the regulation. While the course selection ends and students whose credits of course selection haven't met the regulation, following is the process procedure: students who apply for Course load reduction and have special reasons, the applications should be approved by the chairman of department or they will be dismissed by the school.
8. Students should attend the first class when the course starts and should not be absent for not signing up the course. Instructors have the right not to accept the course sign-up application of students who are absent.
9. If the compulsory courses which are arranged by office of Academic Affairs students have applied for advanced standing or had taken before, students should apply for dropping course themselves during the period of course selection.
10. If courses of all departments have special needs which cannot be operated on the on-line system, (for example, students must select the courses of their departments, and meet the graduation qualification) please make the inquiry at the office of department.
11. According to the regulation of MOE distance learning implementation measures: the credit limit of taking distance learning courses (included advanced standing) is no more than 50% of total credits for

meeting the graduation qualification.

12. The physical education is the prescribed course but with 0 credit. Freshman's physical education is a class activity and arranged by school. Students cannot attend others courses of the second-year or third- year. The 2nd year or 3rd year undergraduate students should attend the physical course of the term of the year; unless students have special reasons (Need to apply), should not apply for suspension of course. Students who receive an F in the physical education must go to the Physical Education Office and apply for retaking the course. Please notice that students cannot retake two physical courses in the same semester.
13. Students should attend the practicum in the scheduled time, and the instructor should follow the teaching plan which is planned by the departments. The approach of the course with conflicting time schedules: students should apply for the same course taught by the same instructor but in different scheduled time; and the application should be approved by the departments in charge.
14. Should not request to drop course with YZU course sign-up/drop form by giving up the minor /double major.