# YZU Course Selection Notice for 2026 Spring Semester
# (115-2 Semester)

**On-line course selection system：**

1. YZU homepage/Course Selection System
2. YZU homepage/Portal/Office of Academic Affairs/Course Selection/選課系統(Course Selection System)/On-line Course Selection.

Stage I On-line course selection:

1. Period：**2026/11/19** 12:00 pm ~**2026/11/25** 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：**2026/11/27** 12:00 pm ~ **2026/11/30** 12:00 pm **(*Limited to the students with course selection priority, of which the priority and courses mentioned should refer to the announcement; the other students could attend Stage II course selection*)**
2. Stage II：**2026/12/07** 12:00 pm ~**2026/12/10** 12:00 pm **(*For all students, including the students with course selection priority who haven't 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 **2026/11/26**. The list of the courses of Stage II for all other students will be posted on **2026/12/04**. Those who are qualified to sign-up for the courses, please follow the path **"Portal /Office of Academic Affairs /Course Selection/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：**2026/12/17** 12:00 pm ~ **2026/12/23** 12:00 pm **(*At first day-12/17 the course selection is given priority to senior students and above, as well as graduate students. The next day-12/18 is open for all 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: **2027/02/18 12:00 pm ~ 2027/03/02 12:00 pm (*At first day-2/18 the course selection is given priority to senior students and above, as well as graduate students. The next day-2/19 is open for all 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 application**

**(A completed YZU Course Sign-up/Drop Application Form should be submitted)**

1. Period & Venue: **2027/02/18 12:00 pm ~ 2027/03/09 12:00 pm**
   (a) For **departmental courses**, registered at the department offices (offering the course).
   (b) For **General Foreign Languages courses**, registered at the office of International Language and Culture Center (R70210).
   (c) For **General Education courses**, registered at the office of the General Education (R5506).
   (d) For **Physical Education course**, registered at the office of Physical Education (9A201R).

   ＊ While changing the time of any practice lessons overlapping with others, please have the signed consent of the instructor first, and then the unit staff and director of the course given.
2. **The off-line course sign-up/drop application to be open for the following eligible applicants: (1) Students who enroll later in this semester (including freshmen, transfer students, and students changing majors); (2) Schedule conflict due to course rescheduling during the third stage; (3) Course cancellation; (4) Disqualification due to departmental rule; (5) Students who, due to illness, are unable to add courses by themselves during the course selection period and must provide a medical certificate.** Qualified students are to complete the course sign-up/drop form according to relevant departments' instruction.
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/Office of Academic Affairs /Course Selection) at their best convenience.
8. Notice for delayed graduation and students who pay credit fees: The expiration date of counting refunds should be on **2027/03/16** 4:00pm in accordance with the portal system. Payment refunds will be processed when the checking list of course taking has been confirmed.

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

Students should access to the system and follow the procedures, Portal/Office of Academic Affairs /Course Selection, 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 **2027/03/16** 4:00pm 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/Office of Academic Affairs /Course Selection/Course Selection List.

Course withdrawal:

1. Application period：**2027/04/27 12:00 pm ~ 2027/05/14 12:00 pm**
2. Applying for withdrawing one course must be through on-line application procedures, and follow the path: Student Portal→ Learning Profile→ **Withdrawal**. 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/Office of Academic Affairs/Course Selection/Course Selection List, and check and confirm all of selected course schedule in the period of course selection and anytime during the semester.
2. 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)

3. Course load increase/ reduction Application

(a) **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.

(b) **Course load reduction:**

Apply for it through Student Portal/Learning Profile/**Course reduction**. After submitting the application, students should wait for approval from the department chair. Once the application has been approved, students must log in to the course selection system to drop the 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 studying abroad as an 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.

4. 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.

5. If courses of all departments have special needs which cannot be operated on the on-line system, (ex. students must select the courses of their departments, and meet the graduation qualification) please **make the inquiry at the office of department**.

6. 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.

7. **The physical education** course is prescribed but with 0 credit. Freshman's physical education is a class activity and arranged by school, these students cannot attend others courses. Please notice that students cannot retake two physical courses in the same semester.

8. 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.

9. Should not request to drop course with YZU course sign-up/drop form by giving up the minor/double major.

10. Students who violate the YZU related regulations when selecting courses will suffer disciplinary

action.