

Updated Category:

☐ Addition ☐ Cancellation ☐ Instructors Alteration ☐ Class Timetable Alteration ☐ Other

➤ **Original course :**

| Year-level | Course Code | Class | Course Name | Course Type | Teacher Name (The first teacher is the main teacher.) | Guest lecturer | Credit | Hour(s) | Please follow the rules | | Session There is no need to schedule a time <input type="checkbox"/> Y <input type="checkbox"/> N No classroom planning is required <input type="checkbox"/> Y <input type="checkbox"/> N |
|------------|-------------|-------|-------------|-------------|--|---|--------|---------|-------------------------|-----------|---|
| | | | | | | | | | Max std. | Mini std. | |
| | | | | | | <input type="checkbox"/> Y <input type="checkbox"/> N | | | | | |

➤ **Course Alteration:**

| Year-level | Course Code | Class | Course Name | Course Type | Teacher Name (The first teacher is the main teacher.) | Guest lecturer | Credit | Hour | Please follow the rules | | Session There is no need to schedule a time <input type="checkbox"/> Y <input type="checkbox"/> N No classroom planning is required <input type="checkbox"/> Y <input type="checkbox"/> N |
|------------|-------------|-------|-------------|-------------|--|---|--------|------|-------------------------|-----------|---|
| | | | | | | | | | Max std. | Mini std. | |
| | | | | | | <input type="checkbox"/> Y <input type="checkbox"/> N | | | | | |

*** For courses such as Addition/Instructors Alteration, after the Curriculum Section enters the courses in the course registration system, please fill in the teacher profile website.**

【Course Type】 A Required course, B Required course, C Required course, D Elective Course、E General course, F Compulsory & Elective Course, G Compulsory/Elective Course which allow students' fail

➤ **Reasons for course alteration :**

- ☐ 1. Over-enrollment / Under-enrollment
☐ 2. Student request
☐ 3. Teachers also hold administrative positions
☐ 4. Newly hired full-time teachers
☐ 5. Confirmation of teachers to be hired
☐ 6. Teachers are overloaded/underloaded.
☐ 7. Teacher personal issue.
☐ 8. Teachers have not been approved by the Council of Educational Assessment / Teachers have not been hired
☐ 9. Arrangements/changes of departmental courses.
☐ 10. Adjust with other courses/departments.
☐ 11. Course overlapped/teacher timetable overlapped
☐ 12. Others: _____

➤ **Things to keep in mind :**

- ✳ For courses with changed sessions, the department needs to announce and notify students to re-elect, and the Academic Affairs Office will also announce the updated courses. (88-3 Academic Affairs Meeting)
✳ When the period of the sophomore compulsory course changes, it cannot be adjusted to the specific sessions of the general foreign language course arrangement
✳ **Additional courses need to fill in the following course information** : 文

- 1.Course Type : ☐General Courses ☐Practicum or experimental courses
 2.Semester:☐Fall Semester ☐Spring Semester ☐Summer Pre-session 1☐Summer Pre-session 2
☐Summer Courses 1 ☐Summer Courses 2
 3.Grades for which courses can be selected : _____ ~ _____ °
 4.Questionnaire Type : _____ ° **【A General Courses, B Experimental Courses, C Internship Courses, D Seminar or joint course by multiple teachers, E Physical Education, F English-taught courses】**
 5.Course Selection System Conditions:
 Selection Phase:

6.Course Add/Drop Availability by

| | |
|--|--|
| <input type="checkbox"/> Check enrollment maximum | <input type="checkbox"/> Students who didn't take the course in the previous semester cannot enroll |
| <input type="checkbox"/> Check enrollment minimum | <input type="checkbox"/> Students who previously passed the course cannot enroll |
| <input type="checkbox"/> Allow dropping required courses | <input type="checkbox"/> Restrict course selection to a specific department/year level |
| <input type="checkbox"/> Check for time conflicts | <input type="checkbox"/> Restrict to international students (university-wide) |
| <input type="checkbox"/> Check for the pre-requisite of a course | *Please one of the boxes <input type="checkbox"/> Check the same college <input type="checkbox"/> Check the same department <input type="checkbox"/> Check the same group |

| | |
|---|--|
| <input type="checkbox"/> Add allowed in Phase 1 | <input type="checkbox"/> Drop allowed in Phase 1 |
| <input type="checkbox"/> Add allowed in Phase 2 | <input type="checkbox"/> Drop allowed in Phase 2 |
| <input type="checkbox"/> Add allowed in Phase 3 | <input type="checkbox"/> Drop allowed in Phase 3 |

7.Cross-Department Course Enrollment in Final Two Days

| |
|---|
| <input type="checkbox"/> Phase 3 course selection open to students from other departments |
|---|

8. Course Attributes :

(1) Common Required Courses:

- ☐Chinese
☐Foreign Language
☐A Guide to Classics
☐General Education Course (LS 、LE 、GS 、GN)

(2) Professional Courses:

- ☐Digital Application Course
☐Topic and Implementation-oriented courses
☐Artificial Intelligence Course
☐Experiential Learning
☐Summer Preparatory Program
☐Interdisciplinary Program (Including Digital Inte Course properties disciplinary)
☐Executive Master Program (EMBA)
☐Common Required Programming Language (Fundamental Computer Programming only)
☐Service-Learning Course
☐Community-Oriented Course
☐Foreign language Course(Chinese, English, German, Japanese, Korean, Spanish, Thai, Vietnamese, Russian, Others:_____)
☐English-taught Course_____%
☐STEM Education Course
☐Distance Learning

9. Please have the departmental administrator input the following information in the academic system once it becomes available:

- (1) Add/Drop display message
 (2) Course notes (for student)
 (3) Course notes (for secretary)
 (4) Prerequisite course information for blocking rules
 (5) Class assignment rules
 (6) Eligibility Requirements for course selection to a specific department/year level

| Dean for Academic Affairs | Curriculum Section | Chief of Department | Course Instructor | Secretary of department |
|---------------------------|--------------------|---------------------|-------------------|-------------------------|
| | | | | |