

# “Online Course Selection Notice” for First Semester of 2024

## Academic Year, National Formosa University

### I. Primary Selection

1. Old students, students that have delay graduation : students who need to select their courses online during primary selection period.
2. Screening principles of course selection operations ; during primary selection, courses that have population limitations operate by order ( students that first do the selection doesn't mean that they definitely get what they want ) . The results of the primary selection will be announced during the announcement time.
3. **Priority of previous batch : Current class >students of this department have delayed graduation >students of other departments that have delayed graduation> senior class of this department >junior class of our department> other departments.** ( Time period for adding and dropping courses adopt the registration system to select courses. The system only determines whether it allows course selection, and does not provide the promise of priority. If classes want to enjoy the priority of selecting courses, they have to select their courses during primary selection, to ensure their own rights. )
4. **Priority of literacy courses : Students that have delayed graduation>Senior students of Four-Year College of Technology> Senior Student of Two-Year College of Technology> Junior Year of Four-Year College of Technology>First Year of Two-Year College of Technology>Sophomore Year of Four-Year College of Technology>Freshman Year of Four-Year College of Technology .**
5. **Priority of Graduate School Courses : Current Class>PhD Student for this department >Masters program of this our department> PhD program of other departments > Masters program of other departments>Students that have delayed graduation > Senior year students of college.**
6. For elective courses that have population limits or courses that are assigned by volunteer, please retain the time period of that course. And if there are already other courses that occupy such time period, then that student loses the priority to take that course.
7. If there are situations of excess selection, conflict of time tables, the system will not accept.

### II. Adding and Dropping Courses

1. The adding and dropping courses of this semester adopt the online registering and filtering method. This needs to be done by selection order, and when meeting conditions of excess selection, conflict of time tables, the system will decline this selection.
2. **Please select courses online according to the regulations of the maximum and minimum limit of credit points :** for details, please check the third point of the regulations, the one regarding students selecting courses.

3. Students should check the results online after it have been announced, to make sure that they have successfully added and dropped courses as they wish.
4. If students did not select their courses online, due to neglect of saving data properly or not catching up on time etc. personal reasons, and hence influence issues such as credit point fees and graduation qualification; then in order to be fair, that student cannot add or drop any courses. 「V、2.」 are an exception in this case, in which they can be subsidized.

### III. Course Selection Time Schedule

Schedule	Course Selection
System has imputed the compulsory subjects of each department before primary selection	Before the 15 <sup>th</sup> week
Primary selection for old students Online ( including inquiry after order )	15 <sup>th</sup> -16 <sup>th</sup> weeks
Adding and dropping courses Online	From the one week before school starts to the first week of the semester
Confirmation of the course selection	Second week of school

### IV. Course Selection Time : Online teaching evaluation and students core ability survey time starts from

May 20<sup>th</sup> 2024 [9:00] to June 21<sup>th</sup> 2024 [21:00]

#### ※ Primary Selection ( 15<sup>th</sup> -16<sup>th</sup> week during the second semester of the 2023 school year)

<b>1<sup>st</sup> Phase</b>	May 28 <sup>th</sup> 2024 (Tuesday)- May 29 <sup>th</sup> 2024 (Wednesday) [Everyday 9:00-22:00]
<b>1<sup>st</sup> Phase Announcement</b>	May 31 <sup>th</sup> 2024 (Friday) [12:00]

<b>2<sup>nd</sup> Phase</b>	June 2 <sup>nd</sup> 2024 (Sunday) - June 4 <sup>th</sup> 2024 (Tuesday) [Everyday 16:00-22:00]
<b>2<sup>nd</sup> Phase Announcement</b>	June 3 <sup>th</sup> 2024 (Monday) - June 5 <sup>th</sup> 2024 (Wednesday) [Everyday 16:00]

#### ※ Adding and Dropping courses (The one week before school to the first week of the semester ,in the first semester of the 2024 school year)

Septemper 2 <sup>nd</sup> 2024 (Monday) - Septemper 4 <sup>th</sup> 2024 (Wednseday) [Everyday 16:00-22:00]
Septemper 3 <sup>th</sup> 2024 (Tuesday) 、 Septemper 4 <sup>th</sup> 2024 (Wednseday) 、 Septemper 5 <sup>th</sup> 2024(Thursday) [Everyday 16:00]

### V. Course Selection Confirmation

1. No matter whether students can add or drop course, they should all confirm the results after the time period has expired.
2. If students discover that there are courses that they miss selecting a course after the time period has expired, by filling out an application of online (<https://ecare.nfu.edu.tw/>) within the specified time of first week : September 20<sup>th</sup> 2024- September 24<sup>th</sup> 2024.
3. Students that did not confirm the results of their selection after the time period has expired should accept that their selection results will be as the computer has recorded. Students can make no amendments even if they discover any mistakes later.
4. Students should add and drop courses in the time frame of each semester specified by the regulations. After the time period has expired, they have no reasons to add or drop any course.

# Course Selection Keypoints of National Formosa University Students

Amended and Passed by 1<sup>st</sup> Academic Meeting on the 2<sup>nd</sup> semester of the 2004 school year on October 26 2004 Amended and Passed by 1<sup>st</sup> Academic Meeting on the 2<sup>nd</sup> semester of the 2005 School year on February 21 2006  
Amended and Passed by 2<sup>nd</sup> Academic Meeting on the 2<sup>nd</sup> semester of the 2005 School year on April 27 2006  
Amended and Passed by 1<sup>st</sup> temporary academic meeting on the 2<sup>nd</sup> semester of the 2006 School Year on May 30 2007  
Amended and Passed by 2<sup>nd</sup> Academic Meeting on the 1<sup>st</sup> semester of the 2008 School Year on October 14 2008  
Amended and Passed by 2<sup>nd</sup> Academic Meeting on the 2<sup>nd</sup> semester of the 2009 School Year on March 23 2010  
Amended and Passed by 4<sup>th</sup> Academic Meeting of the 2010 School year on June 7 2011  
Amended and Passed by 1<sup>st</sup> Academic Meeting of the 2011 School year on September 20 2011  
Amended and Passed by 4<sup>th</sup> Academic Meeting on the 2<sup>nd</sup> semester of the 2011 School Year on June 12 2012  
Amended and Passed by 2<sup>nd</sup> Academic Meeting on the 1<sup>st</sup> semester of the 2012 School Year on December 11 2012  
Amended and Passed by 3<sup>rd</sup> Academic Meeting on the 2<sup>nd</sup> semester of the 2012 School Year on April 16 2013  
Amended and Passed by 2<sup>nd</sup> Academic Meeting on the 1<sup>st</sup> semester of the 2013 School Year on January 16 2014  
Amended and Passed by 4<sup>th</sup> Academic Meeting on the 2<sup>nd</sup> semester of the 2013 School Year on June 17 2014  
Amended and Passed by 2<sup>nd</sup> Academic Meeting of the 2015 School Year on December 29 2015  
Amended and Passed by 1<sup>st</sup> Academic Meeting of the 2016 School Year on October 5 2016  
Amended and Passed by 3<sup>rd</sup> Academic Meeting of the 2016 School Year on March 28 2017  
Amended and Passed by 2<sup>nd</sup> Academic Meeting of the 2017 School Year on January 2 2018  
Amended and Passed by 3<sup>rd</sup> Academic Meeting of the 2018 School Year on March 26 2019  
Amended and Passed by 4<sup>th</sup> Academic Meeting of the 2019 School Year on June 16 2020  
Amended and Passed by 1<sup>st</sup> Academic Meeting of the 2020 School Year on October 13 2020  
Amended and Passed by 2<sup>nd</sup> Academic Meeting of the 2020 School Year on December 29 2020  
Amended and Passed by 2<sup>nd</sup> Academic Meeting of the 2021 School Year on December 28 2021  
Amended and Passed by 1<sup>st</sup> Academic Meeting of the 2022 School Year on September 27 2022

- I . This keypoint is stipulated according to the regulations announced by the Ministry of Education and the actual needs of our school.
- II . For students that have completed course selection process not according to regulated procedure or pay credit-related fees before the end of the 7<sup>th</sup> week of each semester, their course selection records will be deleted and elective credit points will not be recognized.
- III . The attended credit points that students of each school system can have are regulates as below :  
College Department : ( P.E. credit points of the freshman years are calculated individually )
  1. First,second and third grades of Four-year College of Technology cannot be lower than 16 credit points, and can not be more than 25 credit points. Fourth grade of Four-year College of Technology cannot be lower than 9 credit points, and cannot be more than 25 credit points.
  - 2.First grade of Two-year College of Technology cannot be lower than 16 credit points, and can not be more than 25 credit points. Second grade of Two-year College of Technology cannot be lower than 9 credit points, and cannot be more than 25 credit points.
  - 3.In order to maintain the already separated standard, day school students have to take other departments and schools credit points for at most 12 credit points each semester. For cases that are special and passed by departmental meetings, there may be an exception. Students of the Office of Extensive Education when taking credit points of other departments, should follow the course standards specified by each department.
  4. When students of the Office of Extensive Education choose courses of the day school for electives, the credit points they take cannot surpass 1/3 of the total credit points of that semester. But delay graduated student,graduated class,transfer student, student of transfer to another department , restore student ,and students who take Practical Training course of the whole semester can surpass the limit.

## Graduate School :

The credit points of graduate students in their first two years cannot be more than 12 credit points, but if the Department head (Director) has passed his approval, students can take an additional 1 to 3 credit points. There are exceptions if other departments have other regulations.

Winter or Summer off-campus practicum training courses credit points of each school system as

above are not calculated into maximum and minimum of students' selected credit points.

Specialist Department :

First,second and third grades of Five-year system ,and First grade of Two-year system cannot be lower than 20 credit points per semester, and can not be more than 34 credit points. Fourth,fifth grades of Five-year system and two grade of Two-year system must not be less than 12 credit points per semester, and no more than 28 credits.

- IV. College Department students that meet the standard of each subject reaching passing grade, with their rank being the first 20% of their class; students can take an additional 1-3 credit points after the Director's approval, and take courses of higher grade levels. For those that have flunked more than 2 subjects, The department dean can from its own selection take away 1 to 5 credit points by some consideration.
- V. The academic elective special provisions:
1. Third,fourth grades of Four-year College,and first,second grades of Two-year College can choose courses of graduate school,the attended credit points could be recognised as of elective courses for graduation ; fourth,fifth grades of Specialist Department five-year system and first,second grades of Two-year system can choose courses of college ,the attended credit points could be recognised as of Specialist Department elective subjects courses for graduation.
  - 2.College of Engineering and the College of Electrical and Computer Engineering cannot electively choose Calculus of College of Applied Arts and Sciences and Calculus of College of Management.
  3. Department of Day University and Specialist cannot electively choose courses of Master's on-the-job special class and the Office of Extensive Education, Department of University cannot electively choose courses of Specialist Department, Graduate School are not allowed to choose courses of master's on-the-job special ,if special circumstances, must through the guidance Professor and Department Head be approved to attend, and as the credits for graduation may not take credit, and in accordance with the regulations on students' academic fees.
  4. Students should take the required courses scheduled by the department or class as a principle, but if the department has its own special regulations, the regulations shall be followed;the limits that lower grade students taking higher grade courses of each school system are regulated by each department.
- VI. Of the courses taken by the students, if there is a regulation of order regarding their subjects, students that have not taken prerequisite subjects or students that have flunked prerequisite subjects, cannot take subsequent courses without the permission of their class teacher and department dean. Either that, or the score of the credit points cannot be admitted. Also, the retaking of the same course for more than two times, can only be counted as one time credit point of graduation qualification.
- VII. All continuous subjects need to be taken, and should all reach passing grades for the credit points to be recognized.
- VIII. Students can not take courses that have conflicting time tables. Situation of conflicting time tables should be resolved during the time period of adding or dropping courses. If students do not drop any conflicting course, then the scores of all the subjects that have been conflicted will be counted as 0.
- IX. If students want to apply for offsetting credit points, then they should complete the application procedure inside the specified time limit. They should also add or drop courses at the specified time period. Procedures will not be dealt with after the due date.

X. If the course selection data records of the adding and dropping courses need to complete online confirmation before the end of course selection data correct the application process, Not to complete confirmation, the data will be regarded as worthless. Furthermore, besides the confirming of the date, the changing of the demands should record reprimand or perform campus service for 4 hours during the semester of that course selection, for modifying one subject for every course selection semester. Furthermore, besides the course selection semester, the record of one minor offense or do campus service 8 hours should be done for modifying each subject.

X I . Regulations of the course population of elective courses are as below :

1. Department of Day University and Specialist Department : If the number of elective courses for the same department (subject) is less than 12 in a single class, and the total number of students in a double class is less than 60, no class will be offered.
2. Department of Day University and Specialist Department : Non-professional courses (including general education courses, national defense education, military training, and physical education), if the number of elective courses is less than 20 people, class will not be offered.
3. Double class : The same department (subject) in the same grade and the same course opened in two classes, regardless of whether the classes start at the same time or the same teacher teaches as a double class.
4. Graduate School : There should be no less than five people in each course of the institute, but they can be exempted from this limit if approved by the project.
5. Classes cannot be opened if Office of Extensive Education : Common compulsory courses and non-professional elective courses of the school, if the number of elective courses does not reach 15 persons, no courses will be offered; If the number of elective courses for the department's major courses is less than ten, the class will not be offered, but if the number of classes is less than 10 (inclusive), a special project is required to start the class.

X II . After the adding and dropping courses of the Department of Day University and Specialist Department elective courses, if course selection population is insufficient enough for minimum count to open classes, course selection population's professional subjects have reached the population of 5 people ; When population of non professional subjects have reached 10 people, teachers can continue to teach classes. And only when course hours are listed as basic teaching hours, the overspending hour expense cannot be retrieved, as each teacher takes one subject for one semester as the limit.

X III . When new students enroll in college, they are categorized by background (voluntarily), such as new students of this department or new students of another department. New students with the background of not belonging to this department can be further classified to two types. The department dean should appoint a specialists (such as homeroom teacher) to consult with students of another department to conduct their best course selection (prerequisite subjects), in order to rapidly enter excellent learning status.

X IV . Each department should at its latest, announce “practical topics” of the college department during the first week of school. This provides choices to students. The population of each set of students should be made individually.

X V . The charging criterion for the extension of studying time limits are as follows :

1. College Day School, Office of Extension Education : Extension of studying time limits are

limited to students that have chosen courses of 9 credit points, still should register and pay according to general students' standards. For students that have taken courses that have not reached the 9 credit point standard, they have to pay for hours of credit fees.

2. Graduate school : For extension of studying time, Master and PhD students should register and pay for base tuition and fees according to general students' standards. However, they do not have to pay for hours of credit fees.
3. Specialist Department : To extend the duration of study for students who have taken 10 credits for elective courses, they should still be registered and paid according to the general student. If you fail to reach 10 credits, you will be required to pay credit hourly fees.

XVI. After course selection, if needed, student can apply “Mid-term withdrawal course-selection” after mid-term exam.

1. Application Procedure: Apply in accordance with the procedures announced by the Academic Affairs Office, complete withdrawal from the Department Chair agree.
2. Application time: The principle is at the eighth week to the twelfth week after the start of semester, and the time is based on the announcement of the Academic Affairs Office
3. There is no limit to the number of subjects withdrawn in the mid-term. After withdrawal, the total course credits must still not be lower than the minimum required credits for the semester. Extension students should keep at least one course, students should complete the online confirmation of the course selection record form before the end of the semester after the mid-term withdrawal course selection.
4. The minimum number of students in each course after the withdrawal of courses at this stage will not be restricted by the 11th and 12th points of course selection rule.
5. Those who have paid the credit fee will not be refunded, and those who have not paid can still withdraw after paying.
6. If each department (subject) has special regulations for withdrawal of courses, the regulations shall be followed.
7. After student completes the mid-term withdrawal, the semester transcript and the calendar year transcript will be marked with " withdrawal " in the "Semester Result" column of the subject.
8. After the application deadline, the Academic Affairs Office will notify the instructor of the course withdrawal information.

XVIII. This keypoint after being passed for academic meetings, and implement after approval. The same goes with the amendment.