

NTUST Course Selection Regulation and Schedule for Spring 2019 (2 pages)

- **Choosing courses before you arrive:**

Pre-selection period online: Choose courses at your department & your level.

NTU&NTNU course selection period online: Choose courses which are provided from NTU & NTNU.

- **Choosing courses when you arrive: (adding & dropping)**

Online selection: Choose courses at your level & your department & other department(s).

Manual selection: To choose courses at different level & or when courses are full online, however, the manual selection should follow the courses selection rules.

NOT every manual selection will be accepted.

- **Credit requirements each semester:**

For Undergraduate students: maximum 25 credits.

For Graduate student: at least one course (usually 3 credits).

(optional) General courses: Up to 3 courses (course code starts with GE, SA and the 3rd digit is G)

(optional) Physical Education course (with 1 credit only)

(optional) Up to 2 NTU system courses (6 credits)

- **Courses NOT open to exchange students:**

- Courses with prerequisites
- Graduate program courses M6, M4 and M2 (for EMBA only)
- Course code starts with EP
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- **Link for course list**

<http://140.118.31.215/querycourse/querycondition.aspx>

- **Link for course selection (Exchange information system)**

http://140.118.31.170/Exchange_Stu/Login.aspx

NOTE:

1. Undergraduate students can only select the courses from the enrolled department & courses code starts with CC, FE, GE, TC via online system during pre-selection period.
2. Students cannot take two courses with same course title.
3. If time conflict occurs, all conflicted courses will NOT be recognized. The courses will be cancelled without notice.
4. NTU&NTNU courses can only be selected via the NTUST system, or with Authorization Code. NTU and NTNU courses which don't provide for NTUST student, will NOT be selected by using the Authorization Code.
5. Every student can select 2 NTU system courses (6 credits) ONLY.
6. Students cannot select course of NTU system at different level.
7. If there is same course title in NTUST and NTU system, student can only select the course in NTUST.

Course Selection Schedule:

- There are stages for course adding:
 - Stage 1. The course selection period: Dec. 21, 2018 – Jan. 02, 2019
 - Stage 2. NTU&NTNU course selection period: Feb. 14, 2019 – Feb. 16, 2019
 - Stage 3. The course adding/dropping period: Feb. 18, 2019 – Mar. 04, 2019
 - Stage 4. Second course withdraw: Apr. 29, 2019 – May 16, 2019
- The courses selection system is opened from 9 am. to 11pm. (GMT+8 =Taiwan Standard Time) every day during selection period, except for **Dec. 25 – 27 and Feb. 15(afternoon)**

1. Course Pre-selection period Dec. 21, 2018 - Jan. 02, 2019 NOTE: NTU&NTNU courses can NOT be selected during this period.	Course Registration Dec. 21 - Dec. 24, 2018	<ul style="list-style-type: none"> • During the period of on-line course registration, in principal, there is NO limitation to the course enrolled number. However, due to the equipment/facility/space restrictions, General Knowledge Courses and Elective Foreign Language Courses may restrict class size in advance. The system will make selection randomly if too many students select the courses.
	Stop courses selected (System will be closed temporarily) Dec. 25 - Dec. 26, 2018	<ul style="list-style-type: none"> • STOP selection • The system will make selection randomly if too many students select the courses.
	Checking the result of system randomly selection Dec. 27, 2018	<ul style="list-style-type: none"> • STOP selection • Students can check the final result of the system randomly selection. If the courses are not shown on the schedule, it means the course has dropped by the system automatically. Please select other courses with remain quotas.
	Course Selection (Keeping on selecting courses) Dec. 28, 2018 - Jan. 02, 2019	<ul style="list-style-type: none"> • Students can select courses with remain quotas. • This stage is on the basis of first forestalls to win.
2. NTU & NTNU courses Pre-registration period Feb. 14 - Feb. 16, 2019	Course Registration Feb. 14 – Feb. 15 (12:00)	<ul style="list-style-type: none"> • There are some quotas for each course, student can register courses at this stage first. The system will make selection randomly if too many students select the courses.
	Stop courses selected (System will be closed temporarily) Feb. 15 (after 12:01)	<ul style="list-style-type: none"> • STOP selection • The system will performs a random selection for courses over size limitation.
	Checking the result of system randomly selection Feb. 16	<ul style="list-style-type: none"> • Students can check the final result of the system randomly selection.
3. Course Adding/Dropping period Feb. 18 - Mar. 04, 2019 Including NTUST, NTU, NTNU courses	Course Adding/Dropping Feb. 18 - Mar. 04	<ul style="list-style-type: none"> • The stage is on the basis of first forestalls to win. Every course will set student number quota, and students can select courses via on-line system, unless the quota is fully occupied. • The Authorization Code Operation: Please attend the course and inquiry if the professor could provide the Authorization Code. Please log in the <u>course selection system</u> to select the course by keying the Authorization Code. If encounters any particular problems, the Authorization Code cannot be used to select courses, please consult with the Academic Affair Office. • For NTU/NTUT System courses: Authorization Code is only valid when NTU and NTNU provide such courses to NTUST online. NTU and NTNU courses which don't provide for NTUST student, will NOT be selected by using the Authorization Code.
4. Second course withdraw Apr. 29 - May 16, 2019	Second course withdraw Apr. 29 - May 16	<ul style="list-style-type: none"> • Withdraw classes. • If you withdraw course during the period, the courses name will still show on your transcript with a 'W' mark.

Office: Section of Registrar (for undergraduate students) - Administrative Building 1F
 Section of Graduate Studies (for graduate students) -Administrative Building 2F