

“Online Course Selection Notice” for first Semester of 2020

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 th week
Primary selection for old students Online (including inquiry after order)	15 th -16 th weeks
Adding and dropping courses Online	Starting from the one week before school to the second week of the semester
Confirmation of the course selection	Third week of school

IV. Course Selection Time : Online teaching evaluation and students core ability survey time starts from June 1st 2020 [9:00] to June 24th 2020 [21:00]

※ **Primary Selection (15th -16th week of the second semester of the 2019 school year)**

1st Phase	June 9 th 2020 (Tuesday)- June 10 th 2020 (Wednesday) [Everyday 9:00-21:00]
1st Phase Announcement	June 12 th 2020 (Friday) [12:00]

2nd Phase	June 15 th 2020 (Monday) - June 17 th 2020 (Wednesday) [Everyday 15:00-21:00]
2nd Phase Announcement	June 16 th 2020 (Tuesday) - June 18 th 2020 (Thursday) [Everyday 15:00]

※ **Adding and Dropping courses (The one week before school to the third week of the semester ,in the first semester of the 2020 school year)**

1st Phase	September 10 th 2020 (Thursday)- September 12 th 2020 (Saturday) [Everyday 15:00-21:00]
1st Phase Announcement	September 11 th 2020 (Friday) 、 September 12 th 2020 (Saturday) 、 September 14 th 2020 (Monday) [Everyday 15:00]

2nd Phase	September 16 th 2020 (Wednesday)- September 18 th 2020 (Friday)
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	[Everyday 15:00-21:00]
2nd Phase Announcement	September 17 th 2020 (Thursday) 、 September 18 th 2020 (Friday) 、 September 21 th 2020 (Monday) [Everyday 15:00]

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, only students with the following requirements can try to make amends, by filling out an application form within the specified time of second week : September 22th 2020 (Tuesday) - September 26th 2020(Saturday).
 - (1) Graduating students that can not graduate due to lack to credit points (including students that have delayed graduation) .
 - (2) Students that have made excess selection.
 - (3) Students with insufficient credit points (including students that resume school career and transfer students) .
 - (4) Students with conflicting time tables.
 - (5) Other.(Please describe the reason)
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 1st Academic Meeting on the 2nd semester of the 2004 school year on October 26 2004 Amended and Passed by 1st Academic Meeting on the 2nd semester of the 2005 School year on February 21 2006
Amended and Passed by 2nd Academic Meeting on the 2nd semester of the 2005 School year on April 27 2006
Amended and Passed by 1st temporary academic meeting on the 2nd semester of the 2006 School Year on May 30 2007
Amended and Passed by 2nd Academic Meeting on the 1st semester of the 2008 School Year on October 14 2008
Amended and Passed by 2nd Academic Meeting on the 2nd semester of the 2009 School Year on March 23 2010
Amended and Passed by 4th Academic Meeting of the 2010 School year on June 7 2011
Amended and Passed by 1st Academic Meeting of the 2011 School year on September 20 2011
Amended and Passed by 4th Academic Meeting on the 2nd semester of the 2011 School Year on June 12 2012
Amended and Passed by 2nd Academic Meeting on the 1st semester of the 2012 School Year on December 11 2012
Amended and Passed by 3rd Academic Meeting on the 2nd semester of the 2012 School Year on April 16 2013
Amended and Passed by 2nd Academic Meeting on the 1st semester of the 2013 School Year on January 16 2014
Amended and Passed by 4th Academic Meeting on the 2nd semester of the 2013 School Year on June 17 2014
Amended and Passed by 2nd Academic Meeting of the 2015 School Year on December 29 2015
Amended and Passed by 1st Academic Meeting of the 2016 School Year on October 5 2016
Amended and Passed by 3rd Academic Meeting of the 2016 School Year on March 28 2017
Amended and Passed by 2nd Academic Meeting of the 2017 School Year on January 2 2018
Amended and Passed by 3rd Academic Meeting of the 2018 School Year on March 26 2019

- 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 7th 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 Department cannot electively choose courses of Master's in-service classes, the Office of Extensive Education and the affiliated college of continuing education, graduate school cannot electively choose courses of college and part-time master, 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. 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 : Classes cannot be opened, if professional courses, same department, same subjects, single class have not reached 15 people, course selection population of two classes have not reached 60 people, course selection population of prerequisite subjects have not reached 4 people.
2. Classes cannot be opened if elective subjects of Department of Day University and Specialist Department non-professional courses (including all-out defense education military training, P.E.) have not reached 25 people. Classes can be opened after the exception of the approval of projects, if course selection population have reached 20 people.
3. Double class : Same department() and same class, same subject has opened two classes, no matter whether the same time interval opened classes or whether the teaching of the same teacher is a double class.
4. Graduate School : Each subject cannot have fewer than 5 students, with the exception of the approval of projects.
5. Classes cannot be opened if Office of Extensive Education : Population of common compulsory subjects and elective course selection population have not reached 18 (graduation class contain 13 people).

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.

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