103學年度第1學期課務相關日程表

	辦　理　事　項	日　　期	星　期	備　　註
	導師輔導學生選課	103/5/26~103/6/13	一~五	「導師密碼」由諮商中心製發
	上網填答教學評量	103/6/6~103/6/15	五~日	承辦單位：教學發展中心
	課程初選 (開放完成所有修習課程評量之在學同學優先選課)	103/6/9~103/6/16	一~一	6/9日早上9:00開始選課 6/16日晚上12:00截止
	公告初選分發結果 (請同學自行上網查詢、下載，須紙本者可洽課務組列印)	103/7/15 下午4:00前	二	公告於選課系統(網址: https://course.ncu.edu.tw)
※	加退選 (9/12日開始每天早上7:00~9:00分發,這段時間系統暫停服務)	103/9/10~103/9/22	三~一	9/10日早上9:00開始選課,9/22日晚上12:00截止
	列印課程密碼卡	103/9/12	五	送交系所辦公室
	開始上課	103/9/15	一	全校學生開始上課
※	**退選(只能退**，加退選須密碼卡之課程仍應持密碼卡退選)	103/9/23	二	9/23日早上9:00開始退選， 9/23日晚上12:00截止
	送出選課記錄表	103/9/24	三	送交系所辦公室
※	受理選課資料更正(僅上班時間受理,須繳交手續費每次100元)	103/9/25~103/9/29	四~一	申請表請至選課系統印製
	繳交選課記錄表 送出點名計分表	103/9/30	二	由系所辦公室彙送課務組 送交系所辦公室
※	繳交學分費	103/10/15~103/10/27	三~一	繳費單由出納組送交系所辦公室
	受理課程停修申請	103/10/27~103/12/12	一~五	申請表請至選課系統印製

～特別叮嚀～

1.請以 SPARC(計中 email)帳號、密碼登入選課系統 (https://course.ncu.edu.tw)，選課期間系統定於每日早上 7:00~9:00 做資料備份，同學選課請避開此時段。

2.各系所必修且排課時經系所指定預選對象之科目，均於初選前設定爲預選。學生若有特殊情形(如已申請抵免學分或提前修畢設定預選之課程)，請自行退選。

3.請同學務必參加初選，否則遇有人數限制之課程，會喪失優先選擇權，初選資料於初選截止後批次分發一次。

4.加退選階段：系統每天分發篩檢一次(早上 7:00~9:00 分發處理，這段時間系統暫停服務)，同學對於落選科目若仍有選修意願，務必再次上網登錄，等候下一次分發。

5.爲避免混淆，「導師密碼」及「課程密碼」字元範圍爲數字 0～9 與英文大寫字母 A～Z(但不含英文字母 I、O)。

6.大學部學生選課需向導師領取「導師密碼」，復學生、延修生若未分配導師，請向系主任領取，有問題可洽學務處諮商中心(TEL:57262、57263)。

Academic Calendar for Course Selection in Fall Semester 2014

Events	Date	Day	Remarks
Instructors assist students in selecting courses.	2014/5/26~2014/6/13	Mon.-Fri.	"Instructor Code" will be distributed by the Consultant Center
Fill the Teaching evaluation on line	2014/6/6~2014/6/15	Fri.-Sun.	Organizer Unit:Teaching and Learning Development center
Preliminary Phase (Students who finished Course Evaluation may have prior access to course selection.)	2014/6/9～2014/6/16	Mon.-Mon.	Course Selection begins at 9 a.m. on Jun 9th, and ends at 12 a.m. on Jun 16th.
Result Announcement for the Preliminary Phase (Please inquire or download the information from the website; students may also ask the Curriculum Section for paper form if needed.)	2014/7/15 Before 4 p.m.	Tues.	The announcement will be made on the following website of Course Selection: http://course.ncu.edu.tw
Amendment (Starts from Sep.12th, the system will be inaccessible everyday from 7~9 a.m. in order to distribute the latest list.)	2014/9/10～2014/9/22	Wed.-Mon.	Selected courses may be amended from 9a.m. on Sep 10th to 12 a.m. on Sep 22th.
Printing out Course Code	2014/9/12	Fri.	Submit to the department office.
Classes Begin	2014/9/15	Mon.	Classes begin for all students
Course Dropping (Dropping **ONLY**. For courses that require course code during Amendment Period need to apply the code again when withdrawing.)	2014/9/23	Tues.	Course dropping may be applied from 9:00 - 23:59 on Sep 23th.
Submitting Records of Selected Courses and Grading Record	2014/9/24	Wed.	Please submit both records to the department office.
Accepting Applications of Record Correction for Selected Course (during Office Hours, must pay a late processing fee of NT$100 per course)	2014/9/25 ~ **2014/9/29**	Thur.-Mon.	Application forms can be downloaded from the website of the Course Selection.
Submitting Records of Selected Courses and Grading Record	2014/9/30	Tues.	After handing in, all records will be submitted to the Curriculum Section by the department office.

Paying Credit Fees	2014/10/15～ 2014/10/27	Wed.-Mon.	Payment Slips will be handed to respective department offices by the Cashier Section.
Accepting Applications for Courses Withdrawal	2014/10/27～ 2014/12/12	Mon.-Fri.	Application forms can be downloaded from the website of the Course Selection.

～Attention～

1. Course selection is done by Internet. Please log in the course selection system by using the account and code from SPARC (https://course.ncu.edu.tw), or click the button of “course selection system” after logging in Portal (http://portal.ncu.edu.tw). Please avoid 7-9 a.m., for the system will be making data backup during these time.

2. Courses that are designated by the department as target students’ required subjects will be set primarily at the preliminary phase. Please withdraw them voluntarily for special occasion (such as ones that have been waived or taken previously).

3. Please make sure to attend preliminary phase, in case to forfeit your prior right of choosing curriculum that are number restricted.

4. Amendment: The system will distribute the latest result everyday from 7 to 9 a.m., the website will simultaneously be inaccessible. If students are still willing to take the courses that failed to be selected, please make sure to log in again and wait for the next distribution.

5. In order to avoid confusion, the character range of Instructor Code and Course Code are figures 0-9 as well as capitalized A-Z (however I & O are not included).

6. Undergraduates are required to have Instructor Code from instructors when selecting courses. For students of resumption and retaining status, please ask the chairperson of your department for the code. If there is any question, please consult with the Consultant Center at the Office of Student Affairs(EXT.:57262、57263).