Instructions on course registration procedure

I. The registration system can be accessed in two periods: the first period and the add/drop period.

    A. The first period: At the end of this period, the online system will process all requests and determine the final list.

        a. The automatic pre-selection of required courses:

In order to simplify the process, the required courses or courses indicated as "pre-assign" of each department are already selected into students' course list before the first period phase begins. Except new students, the pre-selected courses still need to be checked and verified in order to avoid issues of double booking or prerequisite course requirement.

If there is other personal consideration (Ex: the pre-selected courses can be exempted or have already been taken), students should drop the course during this phase.

        b. The course registration system will distribute and verify in accordance with "The Qualification for Course Taking" as noted in the memo of Course Schedule.

The options for course selection can be classified in two fields: General Courses and Specific Interests. Specific Interests Courses includes: Chinese, Chinese Writing, Physical Education (excluding Freshman PE), Military Instruction, Teacher Education Program, Core and General Education Courses, Student Service-Learning, Calculus (College of Sciences, Engineering, Electrical Engineering and Computer Science), General Physics (College of Sciences, Engineering), General Physics Laboratory, Second Year English, English for Graduate Students, Academic English Writing, Japanese, German, French, Spanish, Thai, Vietnamese, Korean, English Required, English Elective. Others are categorized as General Courses.

    i. The regulation of Specific Interests Courses distribution:

      Course Selection System will process according to the condition below:

        1. The fields of students' major

        2. The system log-in sequential order

        3. The random order lotted by the system

    ii. The regulation of General Courses distribution:

      Courses which adopt certain priority of selection for students or limitation of class size will process the distribution and verification according the following two conditions:

        1. The fields of students' major.

        2. The random order lotted by the system

    B. The Add/Drop period: 2026/02/09~2026/02/12、2026/02/23~2026/03/06

The selection result will be verified and distributed by the course registration system everyday from February 11 to 13 and February 24 to March 7, between 07:00 a.m. and 09:00 a.m. during which the course registration system will be closed.

Except for few courses that requires "Course Code" from the lecturer or the home department (depending on individual condition, students will have to consult the lecturer before taking certain courses), the status of course adding and dropping of other courses will be automatically distributed by the system.

    a. Procedures for no "Course Code":

    i. Dropping:

      The system will directly remove the course from students' course list based on the updated selection results.

ii.Adding:

  1. Courses without specific limitation: the course will be directly added in students' course list.

  2. Courses with specific limitation (of priority and class size):
  The distribution will be processed according to the same regulation as in the first period phase.

 b. Code-needed Courses

  i. Dropping:

  Log in the correct code and the system will directly remove the course from students' course list.

  ii. Adding:

  Log in the correct code and the system will directly add the course in students' course list.

C. Manually Add/Drop courses: (Any dropping or adding courses has to be signed by the lecturer. Each application will charge NT$ 100 to process)

 a.Date：2026/03/10~2026/03/12

 b.Procedures：Login to the course schedule planning system → Add/Drop courses → Add/Drop Course Application Form → Print the form → Instructor's Signature → Cashier Office (to pay NT$ 100 in cash) or Curriculum Division (to pay NT$ 100 by Easy Card) → Curriculum Division

D. Confirmation:

 During the confirmation period, login to the course schedule planning system confirms the result of the course selection. Students who do not confirm the result of the course selection will have to follow the result recorded by the registration system. No appeal for remedy will be accepted.

E. Applying for course withdrawal:

 a. Requests for course withdrawal will be limited to one course per semester and be contingent on the student meeting the minimum semester credit hours after the withdrawal. Course fees will not be refunded for the withdrawn course. The credit hours of any course from which a student has withdrawn will not be counted towards the student's total credit hours for that semester, but a record of the withdrawal will appear on the student's transcript in the form of a "W" for "withdrawn" entered in the grading field.

 b. Withdrawal date and procedure:

 During the course withdrawal date(2026/04/07~2026/05/15) shown on the notice, login to the course schedule planning system -> Add/Drop courses -> Course Withdraw Application Form -> Print the form and have it signed by the course instructor and major (department, class, program) supervisor, and bring it to the curriculum division before the deadline.

F. Other Notifications:

 a. Before registration: browse through the course outline so you know what will be instructed in the class.

 b. Course for Physical Education Field:

  i. Students can only select one PE course when selecting courses. Those who need to take two PE courses should apply from the office of Physical Education within one week after the

Add/Drop period ends.

    ii. Only seniors who have taken the whole school year of freshman PE and three PE courses of specific interests can select the one-credit PE courses (with the course numbers started as "PE4"). Others who select such courses will be blocked by the system.

c. Courses for Teacher Training Program:

The courses only open for students who take the program. Each student can take at most four courses in this program.

d. Courses for Core General Education:

Each student can take at most two courses in this field.

e. Course blocking, prerequisite course requirement and conjoint courses:

Some courses are under the rules of Course Blocking, Prerequisite Course Requirement or Conjoint Courses. Courses cannot be successfully selected if the system detects any disqualification in the students' record over the years. If the grade of a course in the previous semester didn't be reported during the first period, the system will automatically mark that course as "**passed**". However, student should drop the course under the rules aforementioned during the Add/Drop period if there is any disqualification in the grades report.

*Course blocking: Courses requiring its takers to pass certain courses in advance. (Ex: Course BA1002 will be blocked by BA1001 if students intend to take BA1002 without passing BA 1001).

*Prerequisite Course Requirement: Courses requiring its takers to only have the record of certain courses in advance without necessarily passing those courses.

*Conjoint Courses: Courses requiring its takers to take simultaneously or in advance certain courses without necessarily passing those courses.

f. Time Conflict:

With regard to the high tendency of alteration and uncertainty of students' tentative course schedule, the system will not block any courses when there's time conflict, which will be noted on students' course registration schedule. Students will then drop either course before the Add/Drop period ends, or the Curriculum Registration will remove all these courses from the schedule by regulation.

g. Any priority of course registration will be invalid if students did not select the course in the first period phase.

Some courses will set up priority of registration or capacity limits for students in certain condition; however, if students do not select the courses in the first period course registration or in the first day of the Add/Drop course registration, the priority will be invalid. (Courses requiring "Course Code" can be excluded from this regulation)

Example:

    Course A has the class size limitation of 50 students and gives the first priority to the freshmen of English major, the sophomore and the above students of English majors or those who take English as double-major secondly, minor majors of English the third.

    Freshman A of English major does not select Course A during the first period phase. After the period, the course has already fully booked. On the first day of the Add/Drop phase, two students drop the course, several seniors of English major, double and minor majors have selected Course A. If on this day, student A still hasn't selected course A, he or she will lost the priority to select the course successfully. If on the second day of the Add/Drop phase, no student drop course A, students A will not be able to select Course A for its class size limitation

is already reached. Student A can only have the possibility to select Course A if other students decide to drop during this period.

h. Courses unsuccessfully selected will not be reserved for the next registration result distribution.

The registration result distribution will process everyday during the Add/Drop phase. If students still want to take the course unsuccessfully selected due to the limitation of class size, he/she must select the course again from the system, and wait for the next distribution.