National Yunlin University of Science and Technology
Notes for Course Selection
國立雲林科技大學選課注意事項

1. Pre-registration

一、預選

1.1 Before the Course Pre-registration Period, required courses will have been pre-assigned into students' class schedule. That is, the home department/institute will pre-assign lists of students into required courses, but this does not including General Education courses, Physical Education courses, Literature and Innovation (Interest Options). (Student groups might be arranged based on students' student numbers.) If there is any required course not pre-assigned, students need to add it online into their class schedule by themselves.

(一) 預選前，「必修課程」開課單位設有帶入功能，即依開課單位設定由系統匯入該班學生名單，(匯入課程類型含前後段或單雙號分組教學，但不含通識、體育興趣選項必修、文學與創新(興趣選項)。)無帶入之必修課請學生自行網路加選。

1.2 Current students: Please select courses online during the Course Pre-registration Period in accordance with the school calendar. As for freshman students, transfer students and re-taking students, please go to the Registration Division of the Office of Academic Affairs to finish all enrollment procedures first; thereafter you can select courses online during the Course Pre-registration Period in accordance with the school calendar.

(二) 在校生：依行事曆公告預選日期，上網預選課程。新生、轉復學生：請至註冊組完成當學期註冊申請後，依行事曆公告預選日期上網預選課程。

1.3 The course system will perform a class allocation during the pre-registration period if any course is set with a capacity limit. Allocation priority is not based on the sequential order in which a certain course was selected. In other words, the student list will be randomly allocated by the department and grade of the students. Students should check the course selection results online at noon on the first working day after the pre-registration period. Other courses without capacity limits are not subject to the restriction of allocation. Students can select a course successfully right after they finish the course selection process.

(三) 預選時，有人數限制課程採批次作業 (不是先搶先贏)，請於預選結束次一上班日中午上網查詢結果；其餘則採即時處理 (即選即上)。

1.4 Allocation priority: the class of a certain year of the home department/institute opened the course>higher graders of the eduction system of the home department/institute opened the course (including students with minor and dual majors)> lower graders of the eduction system of the home department/institute opened the course>higher graders of the home department/institute opened the course>lower graders of the students of the home department/institute opened the course>students of other departments/institutes (During Course Add/Drop Period, the system will only tell students if they are allowed to select a certain course or not instead of keeping any priority for any student. Students can select a course successfully right after they finish the course selection process. If any

department/institute wants to any priority for their students, it should please have its students select courses during the first stage of the Pre-Registration Period.)

(四) 前項批次優先順序：本班＞本系本學制高年級(含輔系、雙主修身分者)＞本系本學制低年級＞本系所高年級＞本系所低年級＞外系。(加退選期間採用即時選課，系統將只判斷是否允許選課而不提供優先權保證，開課班級想享有優先選課權，請記得於在校生第一次預選時選課，以確保自身權益。)

1.5 Pre-Registration: The course selection rules for General Education courses, Physical Education courses, Literature and Innovation (Interest Options) are listed below:

(五) 預選：「通識、體育興趣選項 (必修)、文學與創新(興趣選項)」選課規則如下：

1.5.1 General Education courses, Physical Education courses, Literature and Innovation (Interest Options) can be selected depending on students' preferences. Each student can select 10 of each kind of the above courses and the system will perform a class allocation. Only one class will be allocated.

1. 通識、體育興趣選項 (必修)、文學與創新為興趣選項，可選填10個志願，由電腦批次作業分發，至多批次分發 1 門課。

1.5.2 The categories of "Sincerity, Honor, Perseverance and Originality" under General Education courses are not valid. The allocation priority for General Education courses: senior> freshman> sophomore>junior. Students are allowed to take one General Education course each semester. If any student takes more than one course during a semester, the credits from other courses will not be counted in their graduation credits.

2. 「通識」課程取消「誠、敬、恆、新」分類，批次優先順序：四年級＞一年級，二年級，三年級。

1.5.3 The allocation priority for Physical Education courses (required): sophomore>senior>junior

3. 「體育興趣選項」(必修) 批次優先順序：二年級＞四年級＞三年級。

1.5.4 The allocation priority for " Literature and Innovation (Interest Options)":

senior>freshman>sophomore and junior

4. 「文學與創新(興趣選項)」批次優先順序：四年級＞一年級＞二年級，三年級。

1.5.5 The allocation priority for "Literature and Innovation: Creative Thinking" can only be taken in the fall semester. "Literature and Innovation: Practicum" can only be taken in the spring semester. If students have taken " Literature and Innovation: Creative Thinking," "Literature and Innovation: Practicum" will be pre-assigned for them in the spring semester. The Center of General Education pre-assigns students to the courses manually. If students fail in both "Literature and Innovation: Creative Thinking" and "Literature and Innovation: Practicum," they can take 2 courses under the category of Civilization before graduation.

5. 「文學與創新－創意思考」為上學期課程，「文學與創新－創新實踐」為下學期課程。學生上學期選修到「文學與創新－創意思考」，則下學期必定要修習「文學與創新－創新實踐」，由通識中心以人工方式將修課名單匯入。

「文學與創新-創意思考」及「文學與創新-創新實踐」課程，修課學生成績若不及格，則可於畢業前任選 2 門「文學與創新」課程。

1.6 Sequential order of allocation for each category if more than one course is selected in the same time slot: Literature and Innovation (Interest Options)> physical education course (required)>General Education course>courses open by home college/department with capacity limits>other elective courses (for example, elective language courses open by the Center of General Education, physical education courses, military training courses, general elective courses and the Teacher Program).

（六）類別批次順序：文學與創新(興趣選項)＞體育興趣選項 (必修)＞通識＞院系所有人數限制課程＞其他選修【通識中心開設之語文選修、體育選修、軍訓、共同選修、教育學程等】)

1.7 If students want to take courses with capacity limits or the four categories of courses in **Article 1.5**, they should preserve the time slots for the courses. If any selected course has time conflicts with the above courses, the system will not allocate it to the student.

（七）如欲選修有人數限制的課程或志願分發的課程，請保留該課程之修課時段，如該時段已選修其他課程，將喪失該門課批次資格。

1.8　If students want to select a course successfully, the credits of selected courses shall be less than the stipulated maximum credits of their home department/institute, course conflicts in their class schedule shall not exist, and the minimum credits of each semester shall have been reached. As for General Education courses and Physical Education courses, only one course can be counted in the graduation credits for each category even if more than one course of these two categories are taken. (For example, 2 credits will be counted in the graduation credits even if students choose 10 classes under General Education courses.)

（八）線上選課如遇有超修、衝堂、學分不足等情況時，系統將不予接受。通識、體育等多志願課程只計算一次學分 (例如選 10 個志願的通識課只計算1門課)。

二、全校學生加退選
2. Course Add/Drop

2.1　During the Course Add/Drop Period, students can add courses online directly. If students want to select a course successfully, the credits of selected courses shall be less than the stipulated maximum credits of their home department/institute, course conflicts in their class schedule shall not exist, and the minimum credits of each semester shall have been reached.

（一）加退選作業採即時處理，不經由批次處理，即選即上，如遇有超修、衝堂、學分不足等情況時，系統將不予接受。

2.2　Students shall follow regulations related to maximum/minimum credits stipulated by their home department/institute. (Please refer to Article 3 of "Course Selection Guidelines" for further informration.)

（二）網路選課須遵守學分上、下限規定選課 (詳見選課要點第 3 點規定)。

2.3　After finishing their course selection, students shall confirm the results of their selection on Class Schedule under　Course Information in the System of Academic Affairs on the school's website.

（三）學生選課後，應至「教務資訊系統 / 課程資訊 / 學期選課資料」確認加退選作業是否成功。

2.4　If students' credit tuition or graduation are affected by any personal reasons such as students'

own carelessness in saving and confirming   their course selection or not being able to select courses in time, they can add/drop courses after the stipulated deadline only in accordance with Article 14 of the "Course Selection Guidelines". However, students who are not eligible for Article 14 cannot add/drop courses.

(四) 學生如因疏忽未儲存資料或未依規定時間上網選課等個人因素，以致影響學分費、畢業資格等問題，除選課要點第 14 點規定得請求補救外，為求公平性一律不准再加、退選。

2.5　Please print your class schedule on the Print the Course Selection Results under My Courses in the System of Academic Affairs on the school's website on the next day of the deadline of the Course Add/Drop Period and one week before the mid-term.

(五) 加退選截止隔天至期中考前一週退選結束前，請至「教務資訊系統 ／ 我的選課 ／ 選課結果清單列印」列印當學期選課資料存查。

3. Required Courses
三、必修課程修習

3.1　Students shall take required courses opened by their home class/department and they are not allowed to drop any required courses at random.

(一) 必修課程學生選課以修習本系、本班所排定之科目為原則，亦即不可任意退選必修科目。

3.2　If students have to drop their required courses or take any required course opened by other class due to the situation of re-taking or transferring, they shall fill out the "Application Form for Dropping Required Courses or Taking Required Courses of Other Class" and present themselves in person at the Curriculum and Teaching Division of Office of Academic Affairs to finish all required procedures.

(二) 學生因重修、轉系等因素，以致必修須退選或跨班修習他班必修科目，必須填寫「學生必修科目退選或跨班修習申請表」，於加退選期間親至教務處課教組辦理。

3.3　For competency-based courses students are pre-assigned into the course directly by the department/institute opened the courses. If students have any problem adding, dropping or re-taking courses, they should visit the department/institute opened the courses directly.

(三) 「能力分班」類型必修課程，名單由開課單位依分班標準自行鍵入該班學生名單，學生加選、退選或重補修登記等問題，請逕洽開課單位辦理。

3.4　If students want to take any required courses opened by other departments as their own elective course, re-take any required course of lower grades, or re-take general courses opened by the Center of General Education, they don't have to fill out any form and can directly select the above courses online.

(四) 修習他系必修做為自己的選修、重修低年級必修課程或跨班重修通識中心所開設之全校「共同必修」科目，均可以直接上網選課，請不用填表。

3.5　If students have to drop any required course due to the situation of course blocking, the department of the students shall build the student list and build the list into the System of Academic Affairs during the Courses Add/Drop Period.

(五) 因擋修規定須退選必修科目，請系辦統一製作名單，於加退選前匯入教務資訊系統。

3.6　Students can take only one Physical Education course during each semester (Not including the students who have to re-take the course). If students who want to re-take a Physical Education course, they can have up to 10 preferences online.

(六) 體育興趣選項必修每學期限修 1 門 (因重修致一學期須同時修習2門必修體育者除外)。
重修體育興趣選項必修課，可直接上網選填 10 個志願。

4. Super Senior

Super seniors have to select at least 1 course during the Pre-Registration Period or Course Add/Drop Period. Students not taking any course shall apply for suspension. For those who do not apply for suspension, the university will suspend their schooling by force.

四、大學部延修生

應於預選或加退選期間上網至少修 1 門課，如未修課應辦理休學申請，未申請者強制休學。

5. In-Service Graduate Students Taking Day Division Courses

According to Article 8 of "Guidelines of Academic Affairs for In-Service Graduate Students," "If in-service graduate students have to take any day division course due to some special needs, they can only take 3 credits or less than one-third of the total credits of the semester (credits which will not be counted in the graduation credits are not included in this article). The credits of day division courses should be less than one-third of students' graduation credits. The credit tuition will follow the tuition standard of the in-service program.

Courses which will not be included in the graduation credits are those from the Teacher Program, English Elite Program, English Reading for Specific Purposes, and undergraduate courses. In-service students who only take 3 credits in a semester shall fill out the "Application Form" and make an in-person visit to the Curriculum and Teaching Division of the Office of Academic Affairs to finish all procedures required during the Course Add/Drop Period.

五、在職專班學生修習日間部選課

依辦理研究所碩士在職專班教務處理要點第八點規定：「碩士在職專班學生因特殊需求得修習日間部課程，其選課學分數三學分或以不超過該學期修習總學分數三分之一 (不列入畢業學分課程不在此限)，並以不超過該畢業學分數三分之一為限，學分費依在職專班收費標準辦理。」

不列入畢業學分課程如教育學程、英語菁英學程、研究所專技英文閱讀及大學部課程。當學期只修讀 3 學分者必須填寫「申請表」，於加退選期間親至課教組辦理。

6. Course Selection Guidelines for Exchange Students（**Approved by the 68th Interim Meeting of Academic Affairs on May 6th, 2011.**）**:**

六、交換生選課規則（依**100**年**5**月**6**日第**68**次臨時教務會議通過）：

6.1 International exchange students, exchange students from the Mailand China and visiting students are not restricted to their grade, status, prerequisite courses and minimum credits when selecting courses. However, the maximum credits for each semester shall be less than 25. (Prerequisite courses will not be built into the above students' class schedules.)

(一) 原則上國際交換生、大陸地區交換生及訪問生，於交換或訪問期間選課不受年級、身分、先修科目及修習學分數下限等條件限制，惟每學期修習學分數不得多於 25 學分。(註：系統不匯入該班必修課程)

6.2 Students can take no more than 2 General Education courses only.

（二）通識課程每學期至多以 2 門為限。

6.3 Students who want to take courses open by in-service programs shall pay the tuition credit in accordance with the credit tuition standard of in-service programs.

（三）選讀碩士在職專班課程，學分費依在職專班收費標準辦理。

6.4 Matters not covered in the notes shall be conducted in accordance with the regulations of the Office of Academic Affairs.

（四）上述未盡事宜，悉依本校教務規章規定辦理。

7. Disabled Students

Disabled students in need of assistance regarding course selection can contact staff at the Resources Classroom of Cousel Center for an evaluation. After the evaluation by staff at the Counseling Center, staff at the Curriculum and Teaching Division will help students if the result of the evaluation is needed. Students must remember that the application shall be finished by the Pre-registration Pediod and Course Add/Drop Period.

七、身心障礙生選課申請

身心障礙學生於選課上須課教組代為建置者，請先經諮輔中心資源教室評估後，提出申請，申請書請於預選前及加退選前送至課教組。

8. Explanation of Codes:

8.1 Session and Codes of Classrooms:

a. Session:	A=08:10-09:00	E=13:10-14:00	I=18:10-19:00	W=06:10-07:00
	B=09:10-10:00	F=14:10-15:00	J=19:10-20:00	X=07:10-08:00
	C=10:10-11:00	G=15:10-16:00	K=20:10-21:00	Y=12:10-13:00
	D=11:10-12:00	H=16:10-17:00	L=21:10-22:00	Z=17:10-18:00
b. Codes of Classroom:	EM=Building 1 of the College of Engineering	EN=Building 6 of the College of Engineering	DH=Building 1 of the College of Humanities and Applied Sciences	TL=Library
	EL= Building 2 of the College of Engineering	MA=Building 1 of the College of Management	DS= Building 2 of the College of Humanities and Applied Sciences	AC=Information Center
	ES= Building 3 of the College of Engineering	MB= Building 2 of the College of Management	DC=Buildings 1 and 2 of the College of Design	ASP=Swimming Pool
	EC= Building 4 of the College of Engineering	MD= Building 3 of the College of Management	DA=Building 3 of the College of Design	GA=Student Center

	EB= Building 5 of the College of Engineering	VT=Building of Technological and Vocational Education	DW=Idea Factory	PD=Gymnasium

八、代碼說明

(一) 節次時段及教室代碼：

a. 節次時段：

A=08:10-09:00	E=13:10-14:00	I=18:10-19:00	W=06:10-07:00
B=09:10-10:00	F=14:10-15:00	J=19:10-20:00	X=07:10-08:00
C=10:10-11:00	G=15:10-16:00	K=20:10-21:00	Y=12:10-13:00
D=11:10-12:00	H=16:10-17:00	L=21:10-22:00	Z=17:10-18:00

b. 教室：

EM=工程一館	EN=工程六館	DH=人科一館	TL=圖書館
EL=工程二館	MA=管理一館	DS=人科二館	AC=資訊中心
ES=工程三館	MB=管理二館	DC=設計一、二館	ASP=游泳館
EC=工程四館	MD=管理三館	DA=設計三館	GA=學生活動中心
EB=工程五館	VT=技職大樓	DW=設計工坊	PD=體育館

8.2 Codes for Course Information System:

a. The numbers, "0-4-2," indicate 0 hours of lecture a week, 4hours of practical learning a week and 2 credits for the course.

b. The words "1-CD/EM201" under the column of "Schedule/Location" indicates that the course takes place on Monday (1 denotes the first day of the work week) and   at EM201. EM is the code for Building 1 of the College of Engineering. 2 in the EM201 indicates the classroom is located on the second floor and 01 is the number of the classroom.

(二) 課程時間表內之代碼說明：

a.「學分組合」：如「0－4－2」，其中 0 為講授時數，4 為實習時數，2 則為學分數。

b.「星期-節次/教室」欄中「1－CD/EM201」之代表意義：

　　1 表星期一；CD 表上課時段；EM201 表上課教室：EM 為工程一館、2 為二樓，01 為教室編號。