

107 學年度第 1 學期 交換生選課注意事項 Precautions of Course Selection for Exchange Students (2018 Fall)

※選課網址：請於系統開放時間在本校「學生資訊系統」內之「選課系統」進行選課。

For course selection, please visit: https://cof.ntpu.edu.tw/student_new.htm

Enroll your courses via Course Selection System (under Student Information System) during course selection period.

※請務必先向母校確認您欲修的課程是否得抵認學分，再行選課。

International exchange students should consult with an advisor of your home institution about the courses that you plan to take and better be pre-approved by your home institution to make sure your study plan (timetable) meets your home university degree requirements.

選課階段 Period	年級對象 Student	起迄日期及時間 Available Time	注意事項 Notices																								
第一次初選 Courses Pre-Selection—stage I	全校學生 All students	08/01 08:30 至 08/07 17:00 8/14 公告選課結果 2018/08/01 08:30 to 2018/08/07 17:00 Announce the result of course selection on 2018/08/14(Tue)	1. 交換生取得學號後，即可在選課系統選課。 Exchanges students could select courses in Course Selection System after getting the Student ID. 2. 交換生應在線上完成選課，惟系統上無法加選之課程者(如名額已滿課程、學士班學生上修碩士班課程)，請於 9/25 至 10/02 「重大事由加退選」期間至選課系統，線上申請重大事由加退選。您需列印出申請表，依程序經各單位核章後，送至課務組辦理選課。(收件截止日期：10/02)																								
第二次初選 Courses Pre-Selection—stage II	全校學生 All students	08/21 08:30 至 08/27 17:00 09/04 公告選課結果 2018/08/21 08:30 to 2018/08/27 17:00 Announce the result of course selection on 2018/09/04 (Tue)	Exchange students should select courses online, unless the class is full and not available on system(ex: Undergraduate students take Master courses). In this case, you could add/drop courses under significant ground. To do so, you will need to fill in the application form on line, print it out and submit your application form to Curriculum Section during Sep.25 th to Oct.2 nd . (submit deadline: Oct.2 nd)																								
加、退選 Course Adding/ Dropping	學士生 Undergraduate Student	09/11 08:30 至 09/20 17:00 2018/09/11 08:30 to 09/20 17:00 請依分流時間表登入 Login as timetabled.	1. 學士班學生選課系統作業分流機制說明(分流時間表)： Bachelors should login Course Selection System accounting to the timetable below: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>時間/日期 Time / Date</th> <th>9/11 Sep.11th</th> <th>9/12 Sep.12th</th> <th>9/13 Sep.13th</th> <th>9/14-9/19 Sep.14th to Sep.19th</th> <th>9/20 Sep.20th</th> </tr> </thead> <tbody> <tr> <td>08:30-12:00</td> <td>4年級 Senior(4)</td> <td>3年級 Junior(3)</td> <td>2、1年級 Sophomore Freshman (1,2)</td> <td style="text-align: center;">分發作業 暫停選課 Course selection service suspended</td> <td>全校學生 All Students</td> </tr> <tr> <td>12:00-17:00</td> <td>4年級 Senior(4)</td> <td>3年級 Junior(3)</td> <td>2、1年級 Sophomore Freshman (1,2)</td> <td>全校學生 All Students</td> <td>全校學生 All Students</td> </tr> <tr> <td>下午5點 至翌日上午8:30 17:00 - Until next day 08:30</td> <td>4年級 Senior(4)</td> <td>4、3年級 Senior Junior (3,4)</td> <td>全校 All Students</td> <td>全校學生 All Students</td> <td style="text-align: center;">下午7時後 可查詢選課結果 Final result of course selection available online after 7 p.m.</td> </tr> </tbody> </table>	時間/日期 Time / Date	9/11 Sep.11 th	9/12 Sep.12 th	9/13 Sep.13 th	9/14-9/19 Sep.14 th to Sep.19 th	9/20 Sep.20 th	08:30-12:00	4年級 Senior(4)	3年級 Junior(3)	2、1年級 Sophomore Freshman (1,2)	分發作業 暫停選課 Course selection service suspended	全校學生 All Students	12:00-17:00	4年級 Senior(4)	3年級 Junior(3)	2、1年級 Sophomore Freshman (1,2)	全校學生 All Students	全校學生 All Students	下午5點 至翌日上午8:30 17:00 - Until next day 08:30	4年級 Senior(4)	4、3年級 Senior Junior (3,4)	全校 All Students	全校學生 All Students	下午7時後 可查詢選課結果 Final result of course selection available online after 7 p.m.
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碩博士生 Graduate Student	09/11 08:30 至 09/20 17:00 2018/09/11 08:30 to 2018/09/20 17:00	2. 選課分發說明： (1) 9/14-9/19 期間系統將於每日上午 08:30 至 12:00 進行課程分發作業，系統作業時暫停選課服務，學生無法在線上加退選。學生得於 12:00 後檢視當日的課程分發結果，若分發結果顯示您未選上欲加選的課程，學生則需重新線上加選，系統不會自動帶入。 From Sep.14 th to Sep.19 th , course selection service will be suspended during 8:30-12:00 as system is working on curriculum distribution. Students could check for the results of your course selection online after 12:00 and you fail adding the course, you will need to add in the course you like to take again online, the system won't bring in automatically. (2) 9/20 線上選課開放至 17:00，課程分發系統作業時間為下午 5-7 點。學生得於晚上 7 點後檢視分發結果。 Course selection service is available until 5 p.m on Sep.20 th , and students could check for the results of your course selection online after 7 p.m. 3. 碩博士班下修學士班課程，及學士班學生選修進修學士班課程，得於 9/14 12:00 至 9/20 17:00 期間在線上跨學制選修。 Graduate students who like to take undergraduate courses and undergraduate students who like to take courses from Extension Education Center could make across-department-course-selection online from Sep.14 th 12:00 to Sep.20 th 17:00. 4. 大陸交換生需加選至少選 2 門日間部課程，才能選進修部課程。																									

退選 Dropping Courses	全校學生 All students	09/21 08:30 至 09/24 17:00 2018/09/21 08:30 to 2018/09/24 17:00	此階段僅開放學生於線上退選，不得加選課程。 逾退選期間則不得再辦理退選。 Apply for Course Dropping only, and students are not allowed to drop your course after this period.
線上確認 選課結果- 學生個人課表 Confirm class timetable online	全校學生 All students	09/25 08:30 至 10/01 17:00 2018/09/25 08:30 to 2018/10/01 17:00	1. 學生皆應至選課系統查詢選課結果，檢核所選科目及學分數無誤後按下確認鈕，以確立學生個人課表。 To complete course enrollment, students should login Course Selection System to confirm final class timetable on line. 2. 未於期限內在線上確認選課結果者，視同已確認，並不得提出異議。 Students who did not confirm the final course selection outcome will be deemed as has confirmed and your objection will be invalided .
重大事由 加退選 Add or Drop Courses Under Significant Grounds	全校學生 All students	09/25 08:30 至 10/02 17:00 (收件截止日期：10/02) 2018/09/25 08:30 to 2018/10/02 17:00 (submit deadline: Oct.2nd)	有系統無法加選之課程者(如名額已滿課程、學士班學生上修碩士班課程)，請於此期間至選課系統，線上申請重大事由加退選(同一時段相同課程以加選未滿班課程為限)，填寫完後需列印出來並依申請表之核章程序完成後送至課務組辦理選課。 *加退選事由：請☑「境外非學位生」。 When certain class is full and not available on Course Selection System(ex: Undergraduate students take Master courses), exchange students could add courses under significant ground, however, <u>under same class time, we will assign student to the class which is not full.</u> To complete the process, students should fill in the application form online, print it out and submit your application form to Curriculum Section. *Please ☑ “Exchange students” for reason of adding or dropping course.
棄修 Withdraw Courses	全校學生 All students	11/12 08:30 至 11/23 17:00 2018/11/12 08:30 to 2018/11/23 17:00	1. 於「確認選課」後，因故無法繼續修習課程，得申請放棄修習，每學期以1科為限。 Students are allowed to withdraw <u>one course</u> each semester. 2. 棄修課程仍須登載於該學期成績單，於成績欄註明「W」(withdraw)。 Withdrawn course will still be listed on transcript with “W”(withdraw) marked in the grade section. 3. 棄修課程之學分數不計入該學期修習學分總數。 The credit of certain withdrawn course won't be account to the semester total credit hours. 4. 依規定應繳交學分費之課程棄修後，其已繳交之學分費不予退費，未繳交者仍應補繳。 Students are not able to get credit fee back after withdrawing course, and for those who haven't pay credit fee still have to pay for the fees after withdrawing course.

※ 課程查詢系統 Course Query System : https://sea.cc.ntpu.edu.tw/pls/dev_stud/course_query_eng.eng_main

「課程查詢系統」可查詢全校課程，依據不同查詢條件(選擇學制、學院、系所、學期、課程名稱、教師姓名等)，點選送出查詢，即可列出符合搜尋條件之課程資料(含上課時間及教室、課程的必選修類別等)，點選課程的「科目名稱」，即可查詢課程大綱。

Enter course query system to search courses, according to different query conditions (education system, college, department, semester, course title, instructor name, etc.) Click enter to see the list of course information that meets the search criteria (include time, classroom, category (required/optional), etc.), and click “Course Name” to search syllabus.

*不同學制的課程，依據課程「流水號」的第一碼而有所不同：U是日間部學士班課程、M是日間部碩士班課程、N是進修學士班課程、P是碩士在職專班課程。日間部課程在三峽校區上課，進修部課程在台北校區上課。

Students can distinguish it from the first code of the serial number; U is for courses of Bachelor program in day school, M is for courses of Master program in day division, N is for courses of the Bachelor Program of Extension Education and P is for Master on-the-job training program. Day division takes course in Sanxia campus, Extentsion education takes course in Taipei campus.

※ 交換生選課及學分規定 Academic administrative matters (course enrollment for exchange students)

- 交換學生除了交換系所課程外，也可選擇其他系級的課程(須取得授課教師同意)。
All exchange/visiting students can take courses offered by departments/institutes outside of their majors, however consider students must have sufficient knowledge for certain courses, you should consult with the professor/ instructor of certain course before enrolling in a certain course. (Professor's approval is required)
- 交換生選修課程不受年級、身分、先修科目等條件限制(即原則上於選課系統可以選入的課程均可修習)，但開課系所或授課教師另有規定者，從其規定。
Exchange student could be unrestricted by grade, status, prerequisite subject and minimum limit of credit. (Basically students could choose courses that could be selected in the course selection system) However, if the department that offers the class or the class instructor sets other regulations, such regulations should be observed.
- 交換學生修讀學分的規定 Exchange/Visiting of student credit regulations:
(1) 每學期至少修讀一門課程，並請依各交換學系(所)及母校規定每學期至少修讀之學分規定修習課程；至多修讀25學分。
Exchange/Visiting student is required to take at least one course each semester, and if your department or home universities have other regulations, you will need to add other regulations into consideration.
***Most 25 credits most in one semester.**
(2) 大陸交換生需至少選2門日間部課程，才能選進修部課程。
Exchange/Visiting Students from Mainland China (PRC) must take at least two day time courses before your apply for extension program courses.
- 即使在原學校已修滿畢業學分，於臺北大學交換期間仍須依上述規定選修課程。
Even if you have completed your graduation credit in your home university, you will still have to follow the regulations above.

※選課操作手冊、選課Q&A 下載網址: <https://goo.gl/CaazdT>

Course Selection System Manual, Course Selection FAQ for Exchange Students: <https://goo.gl/CaazdT>

※如對選課有任何疑問或無法登入學生資訊系統進行選課，請來信課務組與我們聯繫，謝謝！

E-mail : course@mail.ntpu.edu.tw

If you have any questions about course selection or unable to enter the system, please contact us!