

# Chienkuo Technology University (CTU) Course Selection Regulation

Students must select courses in accordance with the procedures of course selection, adding and dropping course.

(Course selection system: <http://db.ctu.edu.tw/student/login.aspx>)

1. Course selection: students must log onto the system to enroll courses. To log onto the course selection system, they must enter their Student ID numbers, Identification Card numbers (international student, birth dates, and passwords). Students can change their passwords after logging onto the system.

## 1.1 Course selection Period:

1<sup>st</sup> semester: Concurrent students should enroll courses during the end of the previous semester. New students please refer to Academic calendar for course selection schedule.

2<sup>nd</sup> semester: All students must enroll courses during the end of the first semester.

- 1.2 The system will enroll required courses automatically for each class onto the student course selection reports. While enrolling in courses, students should follow the “*Guidelines for Course selection Verification on the system*” (see Appendix #1) and log onto the system to enroll courses. If students do not intend to take the required courses loaded by system, they can drop the courses via system. However, they are not allowed to select that courses opened for other classes in the same academic year.

- 1.3 Except for special reasons, course sizes in every department should not exceed 55 students.

- 1.4 During the period of course selection via system, in principal, there is no limit to enrollment numbers for each class. However, due to restrictions created by limited equipment or facility space, General Studies Courses and Elective Foreign Language Courses may be restricted to a limited size in advance.

Note 1 : Courses with quota will be open for enrollment for five days from the first day of course selection. Once the enrollment period ends, the system will process random allocation for those courses. Allocation results will be released on bulletin boards of the departments offering these courses. During the period from released date to course selection deadline, students are still allowed to select these courses.

Note 2: Undergraduates can not select postgraduate courses during the Course selection period. If undergraduates intend to take postgraduate courses, they should enroll during the course add/drop period.

- 1.5 After verifying the courses you have enrolled in via the system, follow the system’s instruction, and press the button the course selection report back to myself the system will send the report to all students . If you have any questions concerning the report, log onto the system again or contact the computer center (Tel: 04-7111111ext.2122) to verify your report.

2. Adding and dropping course : (At this stage, the priority is on a first-come, first-served basis. A course is closed upon full enrollments.)

- 2.1.1 After course selection period ends, each department should set a course selection limit. The size of a course that has no quota limit should not be over 55. If a course size is under 55, the course is open to course adding and dropping via the system.

- 2.1.2 The following courses are open to course adding and dropping on the system.

- 2.1.2.1 Postgraduate courses which are open to senior undergraduate students.

- 2.1.2.2 Under the same undergraduate program, senior-year students taking junior-year undergraduate courses which are still available.

### 3. Course Correction

3.1 “Course selection reports” will be issued after add/drop period. Should any discrepancies discovered, student can request for course correction to Section of Registration/Graduate Section during correction period. However, students are not allowed to utilize for the purpose of course adding/dropping.

3.2 Cashier Section will announce the dates for paying credit fee bill after correction period ends, please pay the credits fees (except for zero-credit courses) before due. The Academic Affairs Office will announce the names of unpaid students and mark “course credit fees unpaid; course withdraw” on the transcripts for that semester.

4. If students have any questions concerning course selection , please contact the following:

Curriculum Section (for undergraduate students): 04-7111111 ext.1302-1307

### 5. Inter-university Course Selection Notice

5.1 Inter-university course selection should be applied in written form. To download the form for inter-university course selection, please go to the webpage of Administration/Office of Academic Affairs/Office of Graduate Studies/ Forms download. All procedures must be completed within course adding/dropping period.

5.2 If a student wishes to select a course offered by another university, in principle it should be a course not offered by this university, and the class time should not conflict with that of courses that the student has selected at this university; otherwise, the selection of the off-campus course will be cancelled.

5.3 Students from other universities who wish to select courses at this university must do so within the period for adding and dropping courses each semester. Their course grades will be determined according to the relevant regulations set out in this university's General Academic Regulations.

5.4 This university may collect payment of tuition, laboratory, and materials fees from students electing its courses from outside the university.

5.5 Students selecting courses offered by other universities must do so according to the following regulations: The student must fill out the form for selecting courses offered by other universities, and after having it approved by the student's department, graduate program, or study program, take it to the other university to sign up for the course.

5.6 If a student who wishes to select courses offered by other universities does not follow these procedures in doing so, the credits from the courses will not be recognized.

## Appendix #1

### Course Selection Verification Regulation

#### 1. Maximum and Minimum Credits

Student type	Maximum	Minimum
Freshmen	27	16
Sophomores	27	16
Juniors	27	16
Seniors	36	9

2. A student is prohibited from selecting courses for which there is a time conflict; otherwise, both courses will be disregarded.
3. A student is not allowed to take a course with the same title and credits as any previously taken course; otherwise, the latter course grade will be disregarded