

CYCU Course Selection Notes and Notice

Passed at the second Academic Affairs Meeting, spring semester, Academic Year 2021 on July 20, 2022

- Article 1 To handle relevant matters of student course selection, CYCU formulates the Notice in accordance with Article 14 of the *CYCU Academic Regulations*.
- Article 2 Students shall take the courses in accordance with the required subjects and credits form of their entrance Academic Year. For students of institutions transfer and department transfer to a lower grade, they shall take the courses in accordance with the required subjects and credits form of the study years they transfer to.
- Article 3 Students who suspended their studies shall complete school resumption procedures before commencing course selection.
- Article 4 Students shall not enroll in courses whose times overlap, otherwise, all overlapping courses shall be canceled.
- Article 5 The course selection procedures can be divided into different stages such as the 1st and 2nd course pre-registration stage, the 1st and 2nd course selection stage, the online form for course selection, and course changes. Course selection schedule shall be handled in accordance with the announcement from the Office of Academic Affairs.
- Article 6 Before commencing the course selection, each department and the course-offering units shall set up the rules such as automatic course-adding, course-screening conditions, and quota for each course selection stage.
- Article 7 The first pre-registered stage shall be handled by registering first and screening later, the Rules are as follows:
- A. Students shall register for the courses in accordance with the announced registration schedule of schooling and years of study.
 - B. Students may register for the courses at overlapping times.
 - C. The order of registration has nothing to do with the screening order.
 - D. Course registered for this stage does not mean that you have been selected.
 - E. Screening by the conditions set by each department and the course-offering units.
 - F. Under the same screening order, students with high response rate of individual teaching evaluation questionnaires will be prioritized to screen. The class response rate will not be considered. Under the same screening order and individual response rate, students will be randomly screened.

In 1st pre-registered stage, the maximum credits for each student are 34. After the results come out, students shall drop the courses that exceed the maximum credits or clash with other courses within the deadline. For students who do not drop the courses in accordance with the preceding paragraph, the course selection system will automatically delete the courses of unqualified credits or the overlapping time.

Article 8 The Second pre-registered stage shall be handled by registering and screening each day, the Rules are as follows:

- A. No registration for conflict courses.
- B. Students who already have had one PE class (compulsory or elective) may not register another one.
- C. Students who already have had one military training course may not register another one.
- D. Students who already have had one general education extensive elective course (excluding college-designated general ethics courses) may not register another one.
- E. During second registered stage, system conducts screening every day.
- F. Courses which are not successfully elected will be screened again by the system the next day.

Article 9 The Rules of course adding and screening for first course selection stage are as follows:

- A. Students who already have had one general education extensive elective course may not add another one.
- B. Students who already have had one PE class (compulsory or elective) may not add another one.
- C. Students who already have had one military training course may not add another one.
- D. Whether the students will successfully add the course is based on their registration order. Students will be automatically complemented in order.
- E. The complementary order is based on the screening condition set by each department and course-offering units. Under the same complementary order, students with high response rate of individual teaching evaluation questionnaires will be prioritized to complement. The class response rate will not be considered. Under the same complementary order and individual response rate, students will be randomly complemented.

Article 10 The Rules of course adding and screening for second course selection stage are as follows:

- A. Students who register first will be enrolled first. No complementary measures.
- B. It is available to add a second general education extensive elective course.
- C. Students who already have had one PE class (compulsory or elective) may not add another one.
- D. Students who already have had one military training course may not add another one.

Article 11 During the period of online form for course selection, the departments and the course-offering units shall handle the course registration for students who cannot complete selecting courses during 1st and 2nd course pre-registration stage and 1st course selection stage. The eligible students including transfer students from other institutions, readmitted students, postpone graduation, graduating students, minor or double major students, or students with specific regulations set by the department or course- offering units.

Shall finish distribution and entry on the course selection system before the new semester starts.

Article 12 Students may apply for changing the courses if they have the following situations in three weeks after the new semester starts:

- A. The changes of class time lead to the overlapping courses.
- B. Students who need to add other courses due to the cancellation of selected courses.
- C. Students who cannot enroll in the courses due to the violation of the department's regulations for prerequisites.
- D. Students with justifiable cause may enclose the certificate and get the approval by the chair.
- E. Freshmen need to add or drop the courses due to the courses waiver.

Article 13 The selected courses shall be dropped by the university if students have the following situations:

- A. Students did not take the relevant courses for the exceeding credits.
- B. The payments for the selected courses credits are overdue.
- C. Students did not drop the overlapping courses due to the changes of class time.
- D. The department will inform the Office of Academic Affairs if students

violate the rules of prerequisites and do not drop the courses.

Article 14 Students shall check their selected courses results during the selected course verification period. If there are questions for the selected courses, the University will not offer any remedial measure.

Article 15 Matters not covered in the Notice shall be handled in accordance with the University's *Academic Regulations* and other relevant regulations.

Article 16 The Notice shall be implemented upon passage at the Academic Affairs Meeting and submission to the President for promulgation. Any amendments shall be processed accordingly.