

## Important Reminders for the Course Registration Process

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1. These reminders are based on Article 11 of the University Regulations
2. Students have to comply with the dates, times, and methods specified by the university when registering for courses. Students have to familiarize themselves with the course syllabus and these reminders before they sign up for courses.
3. Course syllabi and reminders for the registration process shall be announced by the Office of Academic Affairs before the start of the course registration period as a reference for students.
4. The registration process is divided into an initial phase and a course addition and withdrawal period. The initial registration phase begins at the end of the preceding semester (or before the start of the semester for newly enrolled students). The course addition and withdrawal period will be held at a specified time after the official start of the semester. Students have to register for courses within a specified deadline. After the end of the official course registration period, it is impossible to modify course selections.  
Students who are unable to select certain courses because they are already filled to capacity or due to other factors, can request the instructor's permission to manually sign up for his course within one week after the end of the course addition and withdrawal period provided that the classroom capacity allows it.
5. Undergraduate students are required to complete liberal education and optional core courses ( including obligatory/elective courses, listed courses ) . The number of required credits and other relevant regulations is based on the NDHU regulations for core courses curriculum, the reminders for core courses selection.
6. The credit requirements per semester are determined by the home departments and degree programs.
7. If students attend courses that run for the whole Academic Year only for one semester or earn scores for only one semester, departments and degree programs shall determine whether these courses will count toward their graduation credits.

Departments and degree programs shall determine whether courses are related to each other or have to be taken in a certain sequence.

8. Repeated registration for courses of the same name and the same number of credits will not result in additional credits and will not count toward the semester grade average. Except the thesis course which is counted by number of times.
9. Students are not allowed to register for courses with conflicting schedules. Registrations for courses that students are unable to attend will be cancelled.
10. Students have to withdraw from courses whose schedules conflict with another course due to class time changes after the start of the semester. If students don't withdraw from these courses, their registrations will be cancelled by the university.
11. Only students who are enrolled in primary or secondary education programs can register for teacher training courses.
12. Students are not allowed to register for courses of another department or program if a student's home department or degree program offers the same required courses in the respective semester.
13. If graduate students register for undergraduate courses or continuing education or extension programs, they have to pay the credit fees for those courses. The scores for courses that are not part of the official curriculum of the MA program will not count toward their grade point average or the minimum graduation requirements of the respective department or degree program.
14. Students are not allowed to add or withdraw from courses after the deadline unless they have special circumstances and need to obtain written permission within one week after the end of the deadline.
15. Payment of credit fees and miscellaneous fees
  - a. Graduate students and PhD candidates, students who are enrolled in education programs, and undergraduate students who have delayed their graduation shall pay their credit and miscellaneous fees within the specified deadline.
  - b. Students who fail to pay their credit and miscellaneous fees by the end of the semester forfeit their right to register for courses in the following semester. According to "Guidelines for the Handling of Delayed Payment of Tuition and Miscellaneous Fees", students should pay the credit fee in accordance with regulations each semester. Those who have not completed the payment one week before the final exam of the semester shall be ordered to withdraw from school.
16. The relevant regulations and application methods for inter-school course selection shall be handled in accordance with the "Directions for Selecting Courses in Other Schools".
17. The course selection confirmation form serves as official proof of course registration. The student should log in Course Selection System to confirm the result of course registration. If student doesn't confirm the courses after the due date, Office of Academic Affairs will see the selected courses as confirmation on Course Selection System.
18. Special rules and regulations exist for foreign students who shall not be subject to the above

restrictions

19. For matters that are not specified in these guidelines, the related regulations and guidelines of the university shall apply.
20. These reminders and all amendments are subject to approval by the Academic Affairs Committee and the President before they are implemented