

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 (unless they are enrolled in continuing education programs) must successfully complete the following courses:
PE I, PE II, PE III, and PE IV. PE I and PE II have to be selected in the first and second semester of the first year of study.
Undergraduate students (except continuing education programs) who enrolled in 2009 or later and have selected the curriculum plan and regulations of 2009 or a later version also must successfully complete Service Learning I and II.

6. 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.

Undergraduate students who enrolled in 2012 or earlier and have selected the general education curriculum plan and regulations of 2012 or a former version are still based on the original general education curriculum.

The total number of general education credits and other relevant regulations for undergraduate students in the Meilun Campus Area who enrolled in 2008 or earlier are still based on the original general education syllabus.

7. The credit requirements per semester are determined by the home departments and degree programs.
8. 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.
9. 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.
10. Students are not allowed to register for courses with conflicting schedules. Registrations for courses that students are unable to attend will be cancelled.
11. 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.
12. Only students who are enrolled in primary or secondary education programs can register for teacher training courses.
13. 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.
14. 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.
15. Course registration after the deadline

a. Students who fail to register for courses within the specified deadline during the initial registration period, are not allowed to add or withdraw from courses at a later date unless they obtain permission from the department head who will in turn notify the Office of Academic Affairs.

Students who have been authorized to register for their courses during the course addition and withdrawal period must serve as volunteers at their home departments or degree programs for eight hours (undergraduate students) or four hours (graduate students) before the end of the semester unless special circumstances exist that are beyond the student's responsibility.

b. 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.

16. 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. If students still have outstanding fees after they graduate, they are flagged as debtors and are required to pay off all their debts before they complete their checkout procedures.

17. Registrations for courses that are offered outside the university

a. Students are only authorized to register for external courses if the university doesn't offer the same courses in the respective semester.

b. Total credit for external courses taken by undergraduate students may not exceed six credits per semester or one third of all credits earned inside the university in the respective semester. This regulation doesn't apply to external courses that are taken during the summer term.

c. Graduate students, PhD candidates, and undergraduate students who have delayed their graduation can sign up for external courses according to the regulations of their home departments or degree programs.

d. Students who wish to apply for registration for external courses are required to do so within one week after the start of the semester or within two weeks after the start of the summer term if they wish to sign up for external summer courses. The approved application form has to be submitted to the home department or degree program and the Office of Academic Affairs for reference purposes.

e. Students who register for external courses must familiarize themselves and

abide by the regulations of the academic institution that offers the courses.

f. The application form for the registration for external courses has to be downloaded from the webpage of the Office of Academic Affairs. The student has to fill in all required information including recognition of courses and credit transfer. The form has to be signed and endorsed by the department and agency heads.

18. 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.**
19. Special rules and regulations exist for foreign students who shall not be subject to the above restrictions
20. For matters that are not specified in these guidelines, the related regulations and guidelines of the university shall apply.
21. These reminders and all amendments are subject to approval by the Academic Affairs Committee and the President before they are implemented