

# National Taiwan University of Science and Technology

## Student Course Selection Guidelines

### A. Course Selection Rules

#### 1. Course Credit Requirements for undergraduate students:

Grades	Maximum Credits	Minimum Credits
1 <sup>st</sup> year	25	16
2 <sup>nd</sup> year	25	16
3 <sup>rd</sup> year	25	16
4 <sup>th</sup> year	25	9

- (1) The undergraduate summer courses will be conducted in accordance with the "Guidelines for Summer Course Offerings.":  
<https://www.academic.ntust.edu.tw/var/file/48/1048/img/2557/705027103.pdf>.
- (2) Students who study in the Teacher Education Program must follow the "Teacher Education Program Regulations": <https://www.tec.ntust.edu.tw/>.
- (3) The maximum credit hours for graduate students are subject to department-specific regulations.

#### 2. General Rules:

- (1) Students are not allowed to enroll in courses with conflicting schedules; any conflicting courses will be canceled (including inter-university courses).
- (2) Students should not take courses with the same course title and number of credits as courses that they previously have taken and passed or courses taken previously for which the credit has already been transferred. The credits and grades for any retaken courses will not be recorded on the student's transcript.
- (3) The number of credits obtained through distance learning courses must not exceed one-third of the total credits required for graduation.
- (4) Full-time graduate students cannot select courses open to executive Master's students (including the doctoral program for the Graduate Institute of Management).
- (5) Starting from the 2025 Spring semester, Specialized program students (such as In-service Master's Programs and Industry Master's programs) who wish to enroll in courses outside their program may do so through the online system during the add/drop period, but only for the courses approved by the instructor. For courses that are not open for online enrollment, students must obtain the

authorization code from the instructor during the course add-and-drop period in order to enroll.

- (6) Physical Education Courses for Undergraduate students:
- Lower grade students are not allowed to take PE courses which provide for higher grade students.
  - 1<sup>st</sup> to 3<sup>rd</sup> year students are not allowed to take the second PE course in one semester.
  - 4<sup>th</sup> year students who had already taken six PE courses (0 credit) with passing grades can take 1 credit PE course only for one semester. Additionally, no more than 2 credits for PE courses can be counted toward the total graduation credits.

### 3. Course Selection Principles:

- (1) During pre-selection course period, students are restricted to enroll in courses designated for the grade. (Higher grade students are not allowed to take courses offered to lower grade students; graduate courses are not available for undergraduate students.)
- (2) During the course adding and dropping period, higher grade students can select lower-grade courses which not fully occupied.
- (3) Third- and fourth-year undergraduate students may enroll in graduate courses if space permits.
- (4) Graduate students may take undergraduate courses; however, the credits and grades from these courses are generally not included in the calculation of academic grades, nor are they counted toward graduation credits. Additionally, extra fees may apply. In special cases, the matter will be handled according to the university's regulations.

➤ **Course Coding Rules presents as below(applicable for 3T and 3N courses)**

First digit of Serial code	Description	Example
Serial codes starting with a number $\leq 4$	Undergraduate Program	BA3616301
Serial codes starting with G	General education courses offered by different departments/institutes	ADG015301
Serial codes starting with a number $\geq 5$	Graduate Program	EE5035701

- (5) Short-term Intensive courses can be dropped before two-eighths of the teaching hours; however, the course cannot be dropped via Second Course withdrawal.
- (6) Master's or doctoral students who are going to graduate before the end of the semester should not take any courses. If they do, the courses taken will be canceled after they complete the graduation leaving procedure.
- (7) Students with dual enrollment statuses can only take the same course under one student ID in one semester.

## **B. Guidelines for Each Course Selection Phase**

### **1. General Instructions:**

- (1) Students should follow the Academic Calendar and the course selection schedule announced by the Office of Academic Affairs at each course selection phase.
- (2) Student information system: <https://i.ntust.edu.tw/student>
- (3) Daily course selection time: Subject to the course selection schedule announced each semester.
- (4) Course selection offices:
  - Undergraduate: Undergraduate Academic Affairs Division (1st floor, Administration Building)
  - Graduate: Graduate Academic Affairs Division (2nd floor, Administration Building)

### **2. Course Pre-selection:**

- (1) The system preselects required courses. Students must follow the "Course selection rules" when selecting courses. If students choose not to take the default required course, they may drop it directly during online course selection. However, they are not allowed to enroll in the required course of another class in the same academic year.
- (2) Each class should generally not exceed 55 students unless there are special circumstances. If enrollment exceeds 90 students, the department, institute, or division may arrange for separate classes.
- (3) The number of students select courses is not limited. However, the courses with equipment/venue requires, general education courses and elective foreign language courses will be determined the limitation of students based on demand.

- (4) After the system's random selection, four-year program students can be assigned up to three general education courses, and two-year program students up to two. Students who do not receive any general education courses may register with the General Education Division within three days after the course pre-selection to help plan additional courses for the next semester. If new courses are added, registered students will be notified but must still enroll online to confirm their selection.
- (5) The number of foreign language elective courses may be increased based on the number of students registered online.
- (6) The following courses require manual selection or an authorization code during the add/drop period:
  - A. Two-year program students needing to take courses from the first or second year of a four-year program due to special circumstances
  - B. Enroll in the required courses of other departments.
  - C. Enroll in elective courses from other departments that are restricted to their own students.
  - D. Retake required courses.
  - E. Retake courses from other departments counted as major requirements.
- (7) After confirming course selection, student click "Submit Selection Results" to return to the "E-mail" button. The system will send the results to student's email. For any issues, student can check the system again or contact the computing center.

### **3. Adding and Dropping Period:**

- (1) The stage is on the basis of first come, first served.
- (2) Limits will be applied to courses without prior restrictions. Courses with remaining quotas will be open for online adding/dropping.
- (3) The following courses will be open for adding/dropping period:
  - A. Graduate courses open to third- and fourth-year undergraduate students.
  - B. For undergraduate students, senior students may enroll in unfilled courses intended for junior students.
- (4) During the add/drop period, general education courses are open to all students for online selection. Manual add/drop is not allowed. If a course reaches its enrollment limit during the course pre-selection, it may remain open if the General Education Division approves an increase of up to 10%.
- (5) Classrooms are assigned based on enrollment limits. Requests for room changes due to enrollment adjustments will be considered based on availability.

- (6) If student can't select courses online, please attend the course and inquire for the Authorization Code. However, under these circumstances authorization codes cannot be used for:
- A. Time-conflicting courses.
  - B. Repeated courses (including exempted courses and transfer credits)
  - C. First-year and second-year undergraduate students enrolling in graduate courses.
  - D. Third-year and above undergraduate students exceeding the limit of two non-open graduate courses.
  - E. Undergraduate students taking extra PE courses beyond the limit.
  - F. Undergraduate students exceeding credit limits without special approval. (Students with a GPA of 3.38 or higher in the previous semester, or students in education programs, minor programs, or double majors whose maximum credit limit exceeds 31 credits)
  - G. Undergraduate students can only take two inter-university courses or 6 credits.
  - H. Undergraduate students must complete or be exempt from the first-year compulsory English courses, then can select advanced-level English courses. (Language Centre will check this after the add/drop course period ends)
  - I. Full-time graduate students enrolling in in-service graduate courses.
- (7) Special reasons present as below for adding courses require prior approval before the add/drop course period deadline.
- A. Fourth-year undergraduate students enroll second PE course in one semester (Approval by Physical Education office)
  - B. Transfer students with a GPA of 3.38 or higher in the previous semester at their former university.
  - C. Education program students would take an additional 2 to 6 credits in their final semester (Approval by Education program office)
  - D. Graduate students may count undergraduate courses toward their graduation credits.
  - E. Other very special personal circumstances (provide documents to prove that taking exceeding credit limit is necessary and explain the reasons in detail).

#### **4. Course Correction:**

- (1) After the add/drop course period, students must confirm their course selection in the system. If there are any mistakes, they should be corrected at the Office of Academic Affairs.
- (2) Two weeks after course correction, students will receive notice via e-mail send by Cashier section to print credit fee payment sheet. The name list of students who haven't completed credits fee payments will be announced. And those courses will be cancelled and marks as "cancelled" in the transcript.

**5. Second Course Withdrawal:**

- (1) Students may apply for a second course withdrawal via the Student Information System, print out the application form, and submit it before the designated deadline to the Registrar Section/Graduate Studies, Academic Affairs Office.
- (2) For undergraduate students, the total credits are not less than the required minimum credits for the semester after second course withdrawal. However, undergraduates who are in their last year or those with extended school years have to take at least one course.
- (3) The paid credit fees are not refundable. The courses that dropped will be marked as "W" (withdrawn) on the transcript.
- (4) Intensive courses cannot be dropped via Second Course Withdrawal.