

## Important notice for course selection (Spring 2024)

### 1. Course information can be checked in the course catalog system.

The system will be updated frequently in accordance with the change of course schedule.

(<https://querycourse.ntust.edu.tw/querycourse/>) click onto the “Language” button to switch into English version.

### 2. Course Pre-registration Period : Dec. 22, 2023 to Jan. 2, 2024.

Please refer to the Course Selection Schedule below for the detail information.

- Online course selection can be processed via course selection system.(<https://courseselection.ntust.edu.tw/>)
- You can temporarily register for every course offered by **your department**; however, senior students cannot select courses offered for junior students, and undergraduates cannot select courses offered for postgraduates. If the number of pre-register students exceeds the class limit, the system will process a random assignment later. Please check your course list on Dec. 28, 2023 for the result. If the course you previously registered is missing, it means you have not been chosen for that class. You may add other courses with available vacancies from Dec. 29, 2023 to Jan. 2, 2024.

### 3. Students need to confirm their required courses which are added by the system for Spring 2024.

If you have any questions, please contact the staff of Office of Academic Affairs.( <https://www.academic.ntust.edu.tw/p/412-1048-8540.php?Lang=en>)

### 4. Relevant guidelines for course selection

#### Please confirm whether the required courses are added to your course list by the system.

※If those courses are not on your course list, please add the course by yourself.

※If you cannot add the required course, please contact both Curriculum Development Section and your department for more information about course selection regulations and graduation requirements.

#### Required courses will not be added by the system for the following students.

(1)students resuming their studies from a (4)5th / 6th year undergraduates  
leave of absence

(2)spring semester entrants

(5)students upgraded to a higher grade

(3)transfer students

(6)inter-disciplinary Bachelor’s program students

※During Course Adding and Dropping period, please contact your department for more information for graduation requirements and add the courses online by yourself. (An authorization code is required from the instructor if the class is full.)

#### Please avoid dropping the required course.

※If the required course can’t be added later on, students are responsible for the consequence.

※In accordance with NTUST *General Academic Regulations*, students should not take two courses scheduled for the same class period, or else both courses will be cancelled. (This also applies to authorization code selection operation. For more details, please check the regulations for course selection and school regulations.)

Double minor and double major (except for inter-disciplinary Bachelor's program entrants after 2018) students could add professional courses without the limitation of selecting courses offered by their own class.

**Students are not allowed to take a course with the same course title and course code again.**

※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.

- 5. Only courses offered by your major department are available via online course selection system during preliminary course registration period( Dec. 22, 2023 to Jan. 02, 2024).**
- 6. Intensive courses can be dropped before 2/18 of the teaching hours; however, they cannot be dropped via Second Course withdrawal.**
- 7. 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 cancelled after they complete the graduation leaving procedure.**
- 8. Senior students are not allowed to select courses offered for junior students.**

## 2024 Spring Course Selection Schedule

Course Announcement			
Course	Time	Note	
<b>Taiwan Tech courses</b>	Dec. 15, 2023	Course information can be found via Course Catalog System.	
<b>NTU System courses</b>	Jan. 23, 2024 (schedule time)		
Special Attendance			
<ul style="list-style-type: none"> <li>● Important Information : <a href="https://reurl.cc/rDDnv4">https://reurl.cc/rDDnv4</a></li> <li>● Course Catalogue System : <a href="https://querycourse.ntust.edu.tw/querycourse/">https://querycourse.ntust.edu.tw/querycourse/</a></li> <li>● Course Selection System : <a href="https://courseselection.ntust.edu.tw/">https://courseselection.ntust.edu.tw/</a></li> <li>● <b>Fifth or Sixth year undergraduate students, graduate students taking courses offered by undergraduate program, and students taking courses offered by teacher education center</b> need to pay extra credit fees during Mar. 13 to Mar. 22, 2024. If the fees are not paid, the courses will be cancelled after being announced by Office of Academic and the cancelled course will be especially marked on the transcript.</li> </ul>			
M	Time	Details	
<b>Course Pre-registration Period of Taiwan Tech for Current Students</b>	Dec. 22, 2023 to Jan. 02, 2024	Dec. 22, 2023 9:00 a.m. to Dec. 25, 2023 5:00 p.m.	Course Pre-registration via Student Information System.
		Dec. 26, 2023 to Dec. 27, 2023	The system performs a random selection for courses over size limitation. (Course selection function is temporarily closed.)
		Dec. 28, 2023 9:00 a.m.	Please log in to the Student Information System to check the result of computer random selection. (Course selection function is temporarily closed)
		Dec. 29, 2023 9:00 a.m. to Jan. 2, 2024 5:00 p.m.	Student may register the courses with remaining openings. The stage is on the basis of first come, first served for course enrollment. For courses without limitation, students may continue to register the courses online.
<b>Course Pre-registration Period of NTU System</b>	Jan. 30, 2024 to Feb. 2, 2024	Jan. 30, 2024 9:00 a.m. to Feb. 01, 2024 12:00 noon	Course Pre-registration via Student Information System.

		Feb. 01, 2024 Afternoon.	The system performs a random selection for courses over size limitation. (Course selection function is temporarily closed)
		Feb. 02, 2024 9:00 a.m.	Please log in to the Student Information System to check the result of computer random selection.
<b>Course Adding and Dropping Period for All Students. For NTUST, NTU, NTNU courses</b>	Feb. 19, 2024 9:00 a.m. to Mar. 01, 2024 5:00 p.m.	<ul style="list-style-type: none"> <li>● The stage is on the basis of first come, first served.</li> <li>● The Authorization Code Operation: If you can't select courses online, please attend the course and inquire for the Authorization Code. Please log in to the Student Information System to select course by putting in the Authorization Code. If you fail, please contact Office of Academic Affairs.</li> <li>● For NTU System courses: Authorization Code is only valid when NTU and NTNU provide such courses to NTUST online.</li> <li>● After finishing your course selection, please follow the instruction of the system and press the button <b>Send the course schedule to your E-mail Box.</b> You will receive the result via NTUST student E-mail account. If there is any question, please log in to the system again or directly consult with the computer center.</li> </ul>	
Inter-University Course Selection	Feb. 19, 2024 To Mar. 01, 2024	Inter-University courses that are not offered by NTU or NTNU should be selected by manual operation. Please fill in the "Inter-University Course Selection Form" and submit it to Office of Academic Affairs.	
Correction Period of the Course Selection	Mar. 04, 2024 To Mar. 06, 2024	After finishing the course adding and dropping, students should log in to the Student Information System to confirm the course schedule. If there is any mistake, please consult with the Registrar Section/Graduate Studies, Office of Academic Affairs. However, this period is for course correction only, no more adding or dropping can be made.	
2 <sup>nd</sup> Course Withdrawal Period	Apr. 22, 2024 9:00 a.m. To May 09, 2024 5:00 p.m.	<ul style="list-style-type: none"> <li>● Please withdraw via the Student Information System, print out the application form, and send it before the designated deadline to the Registrar Section/Graduate Studies, Academic Affairs Office.</li> <li>● For undergraduate students, the total credit count should not fall below the required minimum credits for the semester after they drop courses. However, undergraduates who are in their last year or those with extended school years have to take at least one subject.</li> <li>● The paid credit fees are not refundable. The courses that dropped will be marked as "W"(withdrawn) on the transcript.</li> <li>● Intensive courses cannot be dropped via 2<sup>nd</sup> Course Withdrawal.</li> </ul>	

#### Division for Course Selection:

- ◆ Undergraduate program: Section of the Registrar; (1<sup>st</sup> floor, Administration Building)
- ◆ Master's/ Doctoral program: Section of Graduate Studies (2<sup>nd</sup> floor, Administration Building)
- ◆ Course selection system: <https://courseselection.ntust.edu.tw/>