

# NCUE 1<sup>st</sup> semester of 2018-2019 (2018/8/1~2019/1/31)

## The student course selection schedule and rules

Agreement of school course committee since 2018/5/2.

### I. Student Course selection schedule :



#### About authentication code :

1. Please get it from teacher after signing on the authentication list in person.
2. The code should be used in time, it will become invalid once expire.
3. Each code can only use once. The authentication code can not be re-issued.



## II. The student course selection has 2 phases: A. Pre-selection B. Course selection

### Phase A. Pre-selection

1. Students take the courses online and the results will be generated after a random course assignment procedure.
2. Duration :
  - (1) Part 1. Current students: 2018/6/19 Tue. PM3:00~2018/7/13 Fri. PM3:00
  - (2) Part 2. Incoming freshmen, transfer students and early admission students: 2018/8/27 Mon. PM3:00~2018/9/4 Tue. PM3:00
3. Random assignment procedure
  - (1) After a student took a course in Pre-selection phase the course will be included in random assignment procedure.
  - (2) If a course has too many students in it, the following priority will decide which of them remains.
    - i. **General education course (not includes “*Enlightening and Practicing of Careerlife*”)**
      - a. Each student can select 10 general education courses in the pre-selection course. These course can be conflicted by each other but not with the courses imported by Curriculum Section. After the random assignment procedure, each student may have at most 1 general education course.
      - b. The assignment order is randomized by student id and course id.
      - c. The seniors has the top priority for assigning general education course in the second semester of each year
      - d. Since the assignment is done randomly there would be no competitive condition between students.
      - e. In the pre-selection phase, no matter how early you take the course, the probability to get the course is the same with the later one. We sincerely recommend students to avoid the system loading peak in this phase to have a better user experience.
    - ii. ***Enlightening and Practicing of Careerlife* course**  
This course doesn't open for student course selection, the Curriculum Section has imported this course for the freshmen. The others who want to take this course should apply authentication code from the teacher.
    - iii. **Teacher education course**  
Only the students qualified by the Center of Teacher Education can take these courses online. Seniors, second years (or higher) of M.S. student and second years (or higher) of Ph.D. students have higher priority to get the teacher education course.
    - iv. Freshmen English, Sophomore PE: Not allow online course selection. Imported by Curriculum Section.
    - v. PE courses and military education courses for juniors and seniors: Students should select by themselves and will be randomly assigned.
    - vi. Priority of the courses arranged by each department:  
The student in class > The student of its department > Other department student
4. All the course will be filled in students until it reach the maximum number of student or no student needs it.
5. Pre-selection results announce date:
  - (1) Part 1. Current students: 2018/7/23 Mon.
  - (2) Part 2. Incoming freshmen, transfer students and early admission students: 2018/9/6 Thu.

### Phase B. Course selection

1. In the course selection phase, student get his/her course immediately while selecting it. No more course assignment in this phase.
2. If a course reaches its maximum number of student, student can take this course by authentication code.
3. Courses could not be selected due to the missing score of prerequisite course in the pre-selection phase can be selected in course selection phase.
4. Duration: 2018/9/10 Mon. PM 3:00~2018/9/28 Fri. PM 11:59

- (1) A week before the beginning of the semester(2018/2/21 Mon. PM 3:00~2018/2/26 Mon. AM 7:59)  
The authentication code shall be open on the following duration. Student can only get 1 general education course and 3 teacher education(2 required and 1 elective subject) online. To get more of there course, one should wait until the second period as shown below.
- (2) The first and second week of the semester(2018/2/26 Mon. PM 3:00~2018/3/9 Mon. PM 11:59)

#### 5. The rules of authentication code

- (1) Student should ask teacher for authentication code by signing on the authentication list in person. Each code can only be used once. After a code is been used, it becomes invalid. Make sure to keep the code save since it will not be re-issued if lost.
- (2) If you have a code that you decide not to use it, you should inform the teacher to delete your sign on the authentication list. So that teacher may control the number of student in class.
- (3) Applying authentication code with the circumstances below will make you forbid from using it next semester. (In ii.~v. the course taken by the code will be cancelled.)
  - i. Give your code to another student.
  - ii. Use the code without signing on the authentication list.
  - iii. Impostors who get/use the code.
  - iv. Use a fake student id for the code.
  - v. Other special cirumstances.

6. \*Qualified student may apply for having more than 27 credits in this semester on [http://aps.ncue.edu.tw/over\\_credit/](http://aps.ncue.edu.tw/over_credit/) during the second duration of course selction. Notice that the application can only be used once, and at most 4 credits which is free.

\*The student whose average score in previous semester is the top 30% of the class or is over 80 while no subjects failed.

7. If you want to take more than 31 credits or you want to pay the fee for doing it, you should fill the form to Curriculum Section with the sign by your adviser and department director and the authentication code stands for the agreement of teacher. After the application, you should pay the fee before 2018/4/13/.  
(<http://acadaff.ncue.edu.tw/ezfiles/21/1021/img/808/OverloadOwnExpense.doc>)

8. \*\*Qualified student wants to select the superior course such as an undergraduate student takes the master course or a M.S. student takes a doctoral course, should bring the form with authentication code to Curriculum Section and pay the fee before 2018/4/13.  
([http://acadaff.ncue.edu.tw/ezfiles/21/1021/img/810/student\\_up.doc](http://acadaff.ncue.edu.tw/ezfiles/21/1021/img/810/student_up.doc))

\*\*The students after junior who has the agreement of the advisor and department director.

### III. Manual course revision

1. Student should check his/her course list before the end of course selection to see if there are time conflict, double selection or miss selection...etc. To modify your course list after course selection phase will cost you NT\$200 for each operation. For instanse, one should pay NT\$400 for changing a course to another since it composed of 2 operation to do it.
2. The course dropping application only accept when it does not affect the course. That means, if the student number of the course is getting too low to keep the course, the application will not be taken. For example, an undergraduate course will be force to close if there are only 9 students in class.
3. If a course is closed since it doesn't have enough student involved. The department/center which holding this course should help the student in this class to choose another course by the agreement of the teacher before 2018/3/14.

### IV. Mid-term course dropping

1. Duration: 2018/4/30 Mon.~2018/5/25 Fri.
2. How to apply: Fill in the [course dropping application](#) and hand it to Curriculum Section in person. A copy will return to student for reservation.
3. A student should still have at least 1 course after mid-term course dropping application. At most 2 courses

can be dropped during this duration.

4. The fee will not return and those who hasn't pay the fee can not apply course dropping.

#### **V. Notes for transfer student**

Student transfers in current semester can apply for having at most 31 credits in this semester. Those who are \*qualified student may have applied it for free. (A transcript of previous semester is needed as a prove.)

#### **VI. Student platform**

1. Link: <https://webap.ncue.edu.tw/Student>
2. Available during student course selection.