

NCUE 2nd Semester, A.Y. 2024

Notes and Schedule for Course Selection

I. Course Selection Process

Since Jan. 3	Course Search
Jan. 8 (PM 3:00) - Feb. 2 (PM 3:00)	Course Pre-selection <ul style="list-style-type: none">Maximum of 27 credits (Not including the PE courses of the first and second year).Only "student teachers" can select the education program courses during this course selection period.Seniors, second years (or higher) of M.S. student and second years (or higher) of Ph.D. students have higher priority to get the education program courses.
Feb. 6	Course pre-selection Results <ul style="list-style-type: none">Students must check the course list online on this day.
Feb. 15 (PM 3:00) - Mar. 1 (PM 11:59)	Course Selection <ul style="list-style-type: none">Students should take at least 1 course per semester.Maximum of 27 credits (Not including graduate students).Course Overload/Course Upgrade: See pages 4 for details.
Feb. 19 (AM 8:00) - Mar. 1 (PM 11:59)	Online Application of Instructor's Consent for Course Add
Mar. 4 - 8	Course Revision <ul style="list-style-type: none">Please fill out the application form: "Course Revision and Payment Application Form".200 TWD per subject.If a course is closed, students may take another course by an agreement from teacher in three days. (Agreement will be the signature on the application form).
Apr. 22 - May. 17 (PM 5:00)	Course Withdrawal <ul style="list-style-type: none">Educational Administration System>Course Selection>SC070 Course Withdrawal Application. Students need to track the approval progress.Student should at least have a course after withdraw from courses.



Online Course Selection System


NCUE Home Page (<http://www.ncue.edu.tw/>) → Current Students → Educational Administration System for Students

II. Course Selection Instructions


Course Pre-selection

Random course assignment for pre-selection.


 Course Selection Period: **Jan. 8 (3:00 PM) - Feb. 2 (3:00 PM)**

 Announcement of pre-selection results:


Feb. 6 (3:00 PM)

 How to select courses:

Educational Administration System > Course Selection > **SC010 Course Pre-selection.**

 Courses not open for student online course selection:

1. Required general education courses including “*Enlightening and Practicing of Careerlife*” and “*Artificial Intelligence and Its Application*”: **Not open for online course selection.** The Curriculum Section has imported these courses for the freshmen. The others who want to take these courses please see page 3 (Online Application of Instructor’s Consent for Course Add) for details.
2. Freshman English: **Not open for online course selection.** The Curriculum Section has imported this course for the freshmen. The others who want to take this course please follow the guideline “[Course Selection Note for Freshman English and Advanced Foreign Language](#)”.
3. Sophomore PE: **Not open for online course selection.** Imported by the Curriculum Section.

 Random assignment procedure:

1. After a student took a course during the pre-selection period 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.
 - Education program courses: **Only "student teachers" can select the education program courses during this course selection period.** Students can only get 3 Education program courses online.
 - General education courses (not includes “*Enlightening and Practicing of Careerlife*” and “*Artificial Intelligence and Its Application*”):
 - A. The seniors have the top priority for assigning general education course in the second semester of each year.
 - B. Each student can select 10 general education courses in the pre-selection course. These courses 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.
 - C. The assignment order is random by student id and course id.
 - D. Since the assignment is done randomly there would be no competitive condition between students.

Notes:


1. During the pre-selection period, 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 during this period to have a better user experience.
 2. Courses could not be selected due to the missing score of prerequisite courses during the pre-selection period can be selected in the [Course Selection](#) period as shown below.
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Course Selection

In the course selection period, student get his/her course immediately while selecting it.

 Course Selection Period: **Feb. 15 (3:00 PM) - Mar. 1 (11:59 PM)**

In the first and second weeks of the semester (**Feb. 19 8:00 AM**), students can only apply for [general education courses](#) and [education program courses](#) by Online Application of Instructor's Consent for Course Add.


 How to select courses: Educational Administration System > Course Selection > **SC020 Course Selection**.


 Notes: Students can only get [1 general education course](#) and [3 education program courses](#) online. To get more of these courses, please wait until the [Online Application of Instructor's Consent for Course Add](#) period as shown below.

Online Application of Instructor's Consent for Course Add

Only if you are not able to add a course from SC020 Course Selection, apply for a course during this period.

 Apply Period: **Feb. 19 (8:00 AM) - Mar. 1 (11:59 PM)** 【The first and second weeks of the semester】

 How to apply: Educational Administration System > Course Selection > **SC030 Online Application of Instructor's Consent for Course Add**. Students need to track the approval progress.


 Notes: The course is selected only when the application status shows [\[Add Successful\]](#).

III. Course Overload

Undergraduates who want to having more than 27 credits in a semester may apply for a "free overload" or "self-pay overload".

	Object	Period	How to apply
Free Overload	<p>*Students with excellent grades. A maximum of "4 credits" per semester can be applied for free.</p>	<p>In the course selection period</p>	<p>http://aps.ncue.edu.tw/over_credit/ online apply. The credits limit will be increased after approval by the director, then you can select courses in the Educational Administration System. Notice that the application can only be used once, and at most 4 credits which is free per semester.</p>
Self-pay Overload	<ol style="list-style-type: none">1. Students who want to pay the fee.2. Students with excellent grades and want to take more than 31 credits.	<p>The first and second weeks of the semester</p>	<p>Students should fill the form to Curriculum Section with the sign by his/her adviser, department director and the course instructor. Pay the credit fee before Apr. 3.</p>


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


 Current semester transfer students and previous semester foreign exchange students applying for free course overload: You can get the application form the Curriculum Section.

IV. Course Upgrade

1. Students who are juniors or above want to take graduate courses.
2. Master students want to take doctoral courses.


 Apply Period: The first and second weeks of the semester.


 How to apply: Students should fill the form to Curriculum Section with the sign by his/her department director and the course instructor. Pay the credit fee before **Apr. 3**.

 Notes: No credit fee for pre-graduate students who enroll in our graduate courses (**Maximum of 27 credits including Undergraduate Courses and graduate courses**).

V. Course Revision

Students 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 period will cost you NT\$200 for each course.

 Apply Period: **Mar. 4 - 8**

 How to apply: Students should fill the form to Curriculum Section with the sign by the course instructor. Pay the fee NT\$200 for each course.


 Notes:

1. 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.
2. 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 in three days after the course selection period.


VI. Course Withdrawal

Online apply. Students need to track the approval progress before the deadline.

 Apply Period: **Apr. 22 - May. 17 (5:00 PM)**

 How to apply: Educational Administration System > Course Selection > **SC070 Course Withdrawal**.

Students need to track the approval progress.

 Regulations:

1. At most 2 courses can be withdrawn during this period.
2. Students should **at least have a course** after withdraw from courses.
3. Students should pay the credit fee before apply for course withdrawal.

VII. Credit Regulations

1. Students should take at least 1 course per semester.
2. Undergraduates can take up to 27 credits per semester. To have more than 27 credits, please see pages 4 (Course Overload) for details.

VIII. Credit Fee

Students who delay graduation, take graduate courses, or take self-pay course overload must pay the credit fee before **Apr. 3**.

Please go to [the website of Bank of Taiwan](#) to print out the credit fee bill by yourself, and the printing date will be announced by the Cashier Section.

If you do not pay the credit fee within two weeks after the deadline, you will receive zero points for the selected courses.

IX. Course Regulations

You can see the course regulations at [NCUE Course Selection Area](#).



Course Selection Form & Course Selection Note

<https://acadaff.ncue.edu.tw/var/file/2/1002/img/958/course.html>



Contact Us

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