

















■ Course registration schedule (Time stated in 24-hour format.)

Log-in to course registration system, FJCU Homepage > Students > System Menu > Courses and Academics








Course Registration Schedule		Course Registration	Details
Start	End		
12/2 09:00		Familiarization with course information  Course Information Search System 	The course registration system will be constantly updated with the latest information. Please review the curriculum information, syllabus, and credit exclusion list, and familiarize yourself with the course regulations and other relevant information prior to course selection.
12/10 09:00	12/20 16:00	Pre-registration (limited to current students)  Course registration system 	Pre-registration is conducted in accordance with the regulations of each department. Pre-registration information (limited to certain departments) is available on the course information website and on the individual websites of the relevant departments.
12/23 09:00	1/3 16:00	Checking pre-registration results/announcement Course registration system 	
1/16 09:00		Checking course registration results  Course list 	Refer to the course list for registration results
1/16 09:00	1/20 12:00	Adding Holistic Education Courses to Wish List Holistic Education Course Wish List  	1. Choose the General Education, Sophomore Physical Education (PE), and Sophomore Foreign Language courses that you would like to take. 2. Restricted to undergraduate students only.
1/21 16:00		Checking Holistic Education Courses distribution results Course registration system 	1. Please check the course list for distribution results. 2. Applicable only to undergraduates.



			Slot	Course registration application		Announcement of results
				Start	End	
2/5 09:00	2/13 03:00	Online pre-registration Course registration system 	1	2/5 09:00	2/10 03:00	2/11 12:00
			2	2/11 12:00	2/13 03:00	2/13 12:00
			Refer to the <u>course list</u> for distribution results.			
2/11 09:00	3/4 16:00 (Day division) 21:00 (SOCE)	Choosing courses from other schools  Course registration for external students 	1. FJCU students should, after filling in the relevant form for application for course registration at another institution, submit it to the Registrar for course registration. 2. Students from other institutions should login to the External Students Course Registration system and fill in the relevant details and complete the necessary forms to register for courses.			
2/17		Classes begin	All students must go to class starting from this day. This includes both courses they have already registered in and ones that they intend to register in. Not having successfully registered yet is not a valid reason to miss class.			
Course Registration Schedule		Course Registration	Details			
Start	End		Slot	Course registration application		Announcement of results
		Online add/drop period  Course registration system 				
2/17 09:00	2/24 03:00	Students who receive their registration slip for a HEC General Education course or Foreign Language course during the first week (17 to 22 Feb.) should log onto the <u>Registration Slip System</u> and register for the course in accordance with the allocated slot. Late registration will not be possible (not applicable to Masters/PhD students, in-service Masters students, and students 	1	2/17 09:00	2/18 03:00	2/18 12:00
			2	2/18 12:00	2/19 03:00	2/19 12:00
			3	2/19 12:00	2/20 03:00	2/20 12:00
			4	2/20 12:00	2/21 03:00	2/21 12:00
			5	2/21 12:00	2/24 03:00	2/24 12:00
			Refer to the <u>course list</u> for distribution results.			



Course Registration Schedule		Course Registration	Details
Start	End		
		selecting courses from other departments) General Education and Foreign Language courses open for registration  	
2/25 09:00 (Day division) 16:00 (SOCE)	2/27 16:00 (Day division) 21:00 (SOCE)	Choosing modules from other departments	For submission of manual add/drop form, please consult the relevant departments during respective office hours (day division/SOCE). ※Freshmen are not allowed to register for interdivisional courses; interdivisional courses cannot make up for more than one-third of total credits per semester. ※Any provisions outlined in the Regulations Governing the Implementation of Inter-University Course Selection shall take precedence.
2/24 12:00 (Day division) 16:00 (SOCE)	3/4 16:00 (Day division) 21:00 (SOCE)	Correcting course registration errors	For matters pertaining to manual add/drop form and other course registration correction issues, please consult the relevant departments during respective office hours (day division/SOCE).
2/24 12:00	3/5 8:00	Confirming course registration Course list  	One you are done with course registration, please make sure to confirm your course list online. For those who do not do so, it is assumed that course registration is error-free, and no correction will be possible once the deadline passes (please consult the relevant departments during respective office hours for day division/SOCE).
3/5	5/2 17:00 (Day division) 21:30 (SOCE)	<u>Applying to drop a course</u> Course list  	Apply to drop a course from your online course list, then print out the relevant documents and have it approved by your teacher and the department chair, before submitting it to the Curriculum Division (please consult the relevant departments



Course Registration Schedule		Course Registration	Details
Start	End		
			during respective office hours for day division/SOCE).

■ Payment Guidelines



Payment Guidelines:

1. For details and announcements on paying tuition, miscellaneous fees, and credit fees, please visit <http://tuition.ga.fju.edu.tw/InchargeStudent/>

Who needs to pay fees charged per credit?

- i. Students who have declared a minor and students who are enrolled in a credit certificate program (with classes opened separately). Codes with D-__9_ and D-K __ _ require separate fees.
Note: Students taking courses with the following codes must pay extra fees even if their minor has been approved: D-__9_ or C-__9_.
 - ii. Students enrolled in the Teacher Education Program.
 - iii. Students taking language practice courses.
 - iv. Day division students who are delaying degree completion and taking 9 credits or less. Students who are delaying degree completion and taking 10 or more credits should pay full tuition and miscellaneous fees. Credits taken at another university either domestically or abroad count as part of the 10 credits.
 - v. With the exception of Masters/PhD students and in-service Masters students, credit fees need to be paid in accordance with the standard of the department offering that particular course; credit fees for courses taken by Masters/PhD students and in-service Masters students need to be paid in accordance with standard of the classes to which they belong. If the credits are not recognized by their departments/college, the students have to pay the fees in accordance with the department offering that particular course, and the department needs to issue a certificate one week before the announcement of credit fee payments, which needs to be submitted to the Cashier Section.
 - vi. Masters/PhD students and in-service Masters students would during the first week of lessons have to get their department chair to sign off on their manual add/drop form, and head to the Office of Physical Education to add the 1-credit DATP3 course. This result will only be recorded and will not count towards the cumulative grade for the semester. Said students who fail to pay for the full fees shall have to pay for 2 credits of Physical Education class.
2. For the fee payment schedule (language internship fees), miscellaneous fees and so forth, please refer to the announcements “Miscellaneous Fees” section of the website of the Office of General Affairs.
 3. For each credit fee (including language internship fees), miscellaneous fees and so forth, please refer to the announcements at the FJCU homepage and download the form between 8 April 2025 and 22 April 2025 at <https://school.taishinbank.com.tw/>.



■ Pre-Registration Reminders

Prior to selecting courses, please check the relevant course details including course syllabus, credit exclusion list, course regulations, course type, and so forth. Do take note of the university website as well as the websites of individual departments for relevant details on course selection to aid your course registration planning.

1. Check if your desired course has a pre-requisite or sequential restriction.
2. Check if there is a scheduling conflict on your course list.
3. Make sure you are on track to complete all required courses.
4. Before registering in a course offered by another program or division, please consult with them about any restrictions.
5. Make sure to follow all regulations when retaking or making up credit for a course missed in the past.
6. Make sure that you are taking a proper amount of credits (i.e. neither more nor less than stipulated in regulations).
7. Please register for courses based on your schedule and interests. Do not wait to see if a course taught by a specific instructor becomes available – you may miss the registration deadline and be forced to delay graduation.
8. Graduating students should double check that they are on track to meet graduation requirements. They must take any courses or credits they are missing in order to graduate on time.
9. **All students must go to class beginning the first day. This includes both courses you have already registered in and ones that you intend to register in. The instructor has the authority to prevent students from adding or dropping the class as well as the authority to order their withdrawal if they have been absent.**
10. Some courses are not covered by regular tuition – they require additional fees charged per credit (please refer to tuition guidelines for details). If you do not wish to take a course that charges extra fees, please make sure that no such course is on your Course List by the deadline to correct registration errors.
11. Students returning from a semester leave of absence may need to make adjustments to their course selection strategy. It is recommended that these students plan ahead and seek advice from the relevant departments offering their desired courses.



■ Things to Note

1. Course registration is based on a slot-based submission of a wish list of desired courses, rather than first-come, first-served. Students need only log into the course registration system in accordance with their assigned time slot to submit their wish list. Make sure to check your course list after registration during your assigned time slot.
2. If you encounter an error code while registering for your courses, you should drop the course or manually correct the error in accordance with the regulations. If you fail to do so within the deadline for registration correction, the Curriculum Division will erase your course selection details. As such, if you do not rectify a course registration error in accordance with the recommended course of action per the error code, you will not be deemed as registered for a particular class even if you were to attend class.
3. Your department secretary will be able to help you with course registration for certain modules that you are unable to add/drop yourself; please refer to the relevant department for help with course registration for modules you are unable to add/drop as a student user.
4. In accordance with Article 11 of the Regulations Governing Course Selection and Registration, “students can take up to 25 credits per semester (excluding the School of Medicine); students enrolled in a minor, double major, credit courses (including micro courses), the Teacher Education Program, and recent graduates may take up to 32 credits.” Additionally, “students enrolled in a minor, double major, or the Teacher Education Program, recent graduates, or those who have an average grade of 80 or higher in the previous semester, may take up to 36 credits after obtaining permission of their advisor and program director.” Students who have taken more than 36 credits due to special circumstances will be allowed to do so after submitting approval of the Dean of their respective faculty as well as the Dean of Academic Affairs.

The number of credits master’s and doctoral students can take each semester is to be determined by each department (or institute); however, if the total number of credits exceeds 25, approval from the department’s (or institute’s) director is required.

Application for credit overload: students must submit their grade transcripts (including ranking), study plan and the Credit Overload Application Form, which must have been reviewed by the student’s academic mentor, department chair, and college dean to the Office of Academic Affairs. The deadline for processing is the same as the deadline for correction of course selection errors (for more information, see the course selection website).

5. Complete your course registration before the online add/drop period. If you are unable to do so, you should, in accordance with the timings announced by the relevant departments, submit a manual add/drop list before the end of the deadline to correct course registration. Late submissions will not be accepted.
6. Following the deadline to correct course registration errors, students who do not meet the minimum number of credits by the end of this phase will be ordered on a leave of absence. If the maximum allowed period for a leave of absence has been reached, students will be expelled instead. Students delaying graduation must register in at least one module or they will be expelled. This includes students in the Teacher Education Program.

Day division: minimum 12 credits for freshmen, sophomores and juniors; 9 credits for seniors

SOCE division: minimum 10 credits for freshmen, 9 credits for sophomores to seniors



Note: These restrictions do not apply to students performing a practicum in the Teacher Education Program, or those who have not yet fulfilled the basic requirements for foreign language proficiency set by their department, as well as the University's basic requirements for Chinese, English, and information literacy competency.

7. Students delaying graduation and students resuming studies after a LOA should select courses based on their own needs. To avoid conflict in course registration, these students will not be included for automatic class registration.

8. Confirm courses:

The course list is crucial in securing your course registration, and students should per regulations confirm their course list for the semester online no later than before the end of the course registration correction period. No correction to course registration will be allowed past the deadline, and those who fail to confirm their course list online will be assumed to have error-free course registration, with the latest file recorded by the system as the final course registration result.

※The correction of course registration must, in accordance with the regulations, be completed within the deadline at the Curriculum Division. Your course instructor cannot simply add/drop you from course attendance list and have it recognized as such. Even if you do attend classes, it will not be officially recorded, and for courses you are registered for and did not drop before the end of the deadline, your score will be recorded as 0. Your TronClass subject list or your instructor's attendance sheet is not official proof of course registration.

9. ※From the 2018-2019 academic year, undergraduates (including those in the two-year in-service nursing program, but not including post-undergraduate departments) are no longer required to take a Chinese proficiency test. Assessment in information literacy is still required. Individual programs determine requirements for English proficiency.

You can check your test results here: Student Information Platform > Academic Performance Query > Grade Query. Refer to the HEC website announcement for relevant information on benchmarks and complementary measures.

10. From 2010 onwards, credits earned by taking HEC courses (including Physical Education courses) in excess of requirements cannot be used to satisfy elective requirements for graduation.

“Physical Education” includes both required and elective courses, and “All-Out Defense Education Military Training” offers only elective courses starting from the 2024 academic year. These elective courses are designed to offer credits for military service, remedial purposes, or personal interest, and do not count towards graduation requirements.

Freshman and sophomore Physical Education courses may not be replaced by ATP3 (1 credit) elective courses.

11. Starting from the 2024 academic year, the All-Out Defense Education Military Training course is no longer a common required course. Students who wish to retake this course should add the “All-Out Defense Education Military Training” (year-long course) elective course on their own, which consists of a one-credit course during both the first and second semester. Students in all grades (including graduate program students) who need to offset their military service or are interested in taking this course should select the “All-Out Defense Education Military Training-OOOO” (semester course) as a 2-credit elective course



online. Only one course may be selected at a time; those who wish to select a second course should use a physical add/drop application form after obtaining permission from the Military Education and Student Safety Division, but may not repeat the same course.

12. When applying for graduation, the number of credits obtained from distance learning courses may not exceed one-half of the total number of required credits.
13. Refer to the list of school regulations for relevant clauses.

■ Course Registration Enquiries



Relevant Units

Unit	Office Location	Extension Number	Course
Military Education and Student Safety Division	Cardinal Yu Pin Admin Building YP217 (day division) SOCE ES201 (SOCE division)	2299 2801	Military Training (Nursing)
<u>Office of Physical Education</u>	Cho-Chang Building 1 st Floor	2916, 2921	Physical Education
<u>Holistic Education Center</u>	SOCE ES205	3120 3121 3120, 3122, 3128	Chinese Literature Foreign Languages General Education Courses
Center of Teacher Education	Liberal Enlightenment Hall LE7A	3053, 3082, 3083	Teacher Education program
Office of the Vice Dean of CFLL	LA116	3718	University-wide Electives for Advanced English (D-V101)
Registration Division	Cardinal Yu Pin Admin Building YP203 (day division) SOCE ES201 (SOCE division)	3097 2285, 2245	
Note: Refer to the relevant departments for information on courses. Take note of each department's announcement for additional information on courses			



Course Registration Error Codes and Troubleshooting

Error Code	Definition	What to do
C	Scheduling conflict	Drop the course.
E	Course not offered	The course has been cancelled or its title has changed. Drop the course and choose a different one.
H	Repeat registration of course	<ol style="list-style-type: none"> Drop the course. In accordance with the regulations, students may not retake a course that they previously passed. If a student repeats a course, the new credits will not count towards graduation requirements. Students may be able to repeat a course under unique circumstances (e.g. it is required for a minor or double major). In that case, the course must be added manually.
L	Grade for first semester class below 50%	<ol style="list-style-type: none"> Drop the course. Students who wish to continue must complete the Registration Form for the Second Half of a Yearlong Course with Less Than



Error Code	Definition	What to do
		50 Points, have it stamped by the instructor and their program director, and then submit it to the Curriculum Division.
F	Failed first semester of a year-long course	<ol style="list-style-type: none"> 1. Drop the course. 2. Students who failed, withdrew from, or did not enroll in the first semester of a year-long course may be able to take the course during the second semester. First receive permission from the instructor and your program director, then complete and submit the Registration Form for the Second Half of a Yearlong Course with Less Than 50 Points to the Curriculum Division.
R	Sequential course restriction	<ol style="list-style-type: none"> 1. Drop the course 2. Students may add the course manually if they received permission from the department offering the course.
D	Course code repeated	Drop courses until the error disappears.
V	Course only available to students enrolled in the Teacher Education Program	Drop the course or apply to take the course at the Center of Teacher Education.
Z	Class grades not received	Please verify your grade for the course. If you receive an L, F, or R, but still want to take the course, please follow the instructions above to resolve the problem. If you do not wish to continue, please drop the course.
P	Individual grade not received	



■ Curriculum Changes

I. Foreign Languages

- i. Starting from the 2023-2024 academic year, Foreign Language courses can be added as elective courses. Those who wish to add a Foreign Language course should ask for a Foreign Language course registration slip during the first week of classes (February 17-22), log onto the Registration Slip System during the online add/drop period, and register for the course in accordance with the allocated slot. Late registration will not be possible (not applicable when choosing modules from other departments).

II. Cancellation of All-Out Defense Education Military Training as a common required course for freshmen

- i. Starting from the 2023-2024 academic year, new students no longer have All-Out Defense Education Military Training as a common required course.
- ii. Students enrolled in or before the 2023-2024 academic year who wish to retake All-Out Defense Education Military Training should independently add the “All-Out Defense Education Military Training” (year-long course) online as an elective, earning 1 credit per semester, restricted to students in their sophomore year or above with priority given to seniors. Credits from retaken courses cannot count towards graduation elective credits outside the department.
- iii. Students of all levels (including graduate students) interested or needing to offset military service can independently add the “All-Out Defense Education Military Training -OOOO” as a 2-credit elective for the semester.
- iv. Online course registration is limited to one course; if you wish to add a second course, approval from the Military Education and Student Safety Division is required. Manual addition through an application form is necessary, but the same course may not be repeated.

III. Cancellation of the requirement of two mandatory Historical and Cultural Studies credits as part of General Education Courses

- i. Starting from the 2024-2025 academic year, students no longer need to complete at least 2 Historical and Cultural Studies credits as part of the General Education Courses. This applies retroactively to students from the 2024-2025 academic year onwards, exempting them from the minimum 2-credit requirement for Historical and Cultural Studies courses.
- ii. The Historical and Cultural Studies courses will become part of the General Education Courses across the three domains of Holistic Education Courses.

■ HEC Courses Outline

Fundamental Courses	8 credits	Introduction to University Life (2 credits); Philosophy of Life (4 credits); Professional Ethics (2 credits); and Physical Education (0 credits/8 credit hours per semester)
Core Abilities	12 credits	Chinese Literature (4 credits); Foreign Languages (8 credits total, at least 4 credits in Freshman English, and 4 credits in the second year, which can be Topics in English or a second foreign language); Information Literacy (0 credits) ※0 credits for Information Literacy refers to the University's basic information competency skills (this requires taking a computer information course approved by the University, attaching an external computer information-related certificate or passing the University's own information competency test).
General Education Courses	12 credits	Arts and Humanities (4 credits); Natural Science and Technology (4 credits); Social Sciences (4 credits) ※ Undergraduates must earn 12 General Education credits before graduation.



I. Course Registration guidelines

T y p e	Course title		Course length/ credits	HEC Wish List	Course registration			
					Freshman	Sophomore (including transfer students)	Junior (including transfer students)	Senior
F u n d a m e n t a l C o u r s e s	Introduction to University Life (IT)		Per semester; 2 credits	--	Your department will automatically register you for your respective course; there is no need to come to the HEC to register for this module			
	Philosophy of Life (LT)		Per academic year; 4 credits	--				
	Professional Ethics (ET)		Per semester; 2 credits	--				
	Physical Education		Freshmen Physical Education (AT-00; where 00 denotes department code)	Per semester; 0 credits (4 hours)	--	Automatically registered; students with special circumstances and relevant proof should head to the Office of Physical Education to manually drop the course	<ul style="list-style-type: none">Students retaking this class should register for it online.	
			Sophomore Physical Education (ATP2)	Per semester; 0 credits (4 hours)	Sophomores or students retaking this module	Ineligible	Please register through the Holistic Education Course Selection System or during online registration and the add/drop period.	
	<div>1. Freshmen and sophomores must take a zero-credit PE course each semester. Students must complete two Freshman PE courses (AT-00) and two Sophomore PE courses (AT-P2) in order to graduate. (Students from other departments and exchange students should not register for courses marked W, X, Y, Z as these are specifically for students from the PE department.) Courses offered in different semesters but with the same title, teacher, and time slot can be acknowledged.</div> <div>2. Students who have a Disability Handbook or medical proof of disease or injury issued by a doctor should register for AT-P0, and provide supporting documents to the instructor on the first day of class. The credits can be used to make up for ATP2.</div> <div>3. Freshmen may only take one AT-00 (substitution for mandatory courses) each semester.</div> <div>4. Students in their sophomore or higher year who need to repeat an AT-00 course can still only take one AT-00 course per semester, but may simultaneously register in one sophomore physical education (AT-P2) course.</div> <div>5. Freshmen PE and Sophomore PE are required 0-credit course for freshmen and sophomores, and cannot be substituted or made up with the Elective ATP3 (1 credit).</div>							



T y p e	Course title	Course length/ credits	HEC Wish List	Course registration			
				Freshman	Sophomore (including transfer students)	Junior (including transfer students)	Senior
G e n e r a l E d u c a t i o n C o u r s e s							
	Social Sciences (ST) Arts and Humanities (PT) Natural Science and Technology (NT)	Per semester, 2 credits	No restrictio ns	Please register during online registration or the add/drop period. You can also use the HEC Open Course Registration Slip.			
	1. Prior to course registration, students should look on the Online Student Portal and go to (Courses and Academics > Course Description) check the exemption list of general education courses for each department. Then, students should look on the Online Student Portal and go to (Courses and Academics > Check my Grades > Current Grades > Graduation Credit Verification > Holistic/Required courses) to check the status of their general courses, in order not to register erroneously. 2. Students from the History Department are not required to take the Historical and Cultural Studies course (STT8/PTT8/NTT8); said students will not receive credit for these classes if they register for it. History for Overseas Chinese Students is only available for overseas Chinese and international students. 3. HEC course wish list: to be randomly distributed after filling in the wish list. ■ HEC course: A maximum of 20 courses can be filled on the wish list (with only 1 course to be distributed). Seniors and students delaying graduation should fill in at least 5 spots to be distributed. Seniors will get priority in distribution, with at most 50% of the senior cohort to be prioritized. 4. Online course registration and add/drop: GE courses is limited to 2 modules distributed (inclusive of both wish list and online registration results). 5. General Education Courses should be registered via online registration (including course registration slip), within the online add/drop period. It cannot be manually added. 6. General Education Courses interdivisional course selection slots: ■ Day division students selecting SOCE courses: Refer to the announcement on 2/25 by the SOCE ES201 office ■ SOCE students selecting day division courses: Refer to the announcement on 2/25 by the HEC office Students are not allowed to ask their course instructor to manually add an interdivisional course.						
C h i n e s e	Chinese Literature (CT)	Per year; 4 credits, 2 per semester	--	The HEC will assign you to a class ※ Freshmen resuming their studies should confirm their assigned classes with the HEC	1. Please register online during online registration or the add/drop period if you are retaking or making up credit for the first semester portion of this course. (You may take a Chinese Literature course offered by a program other than your own.)* 2. During the online registration period, do not request instructors to manually add your enrollment. *Students in the Department of Chinese must take the course hosted by the Department of Chinese.		



T y p e	Course title	Course length/ credits	HEC Wish List	Course registration			
				Freshman	Sophomore (including transfer students)	Junior (including transfer students)	Senior
	Chinese Literature for Overseas Chinese Students (CTE0)	Per year; 6 credits, 3 per semester			1. Students retaking this class should head to the HEC prior to the first lesson for registration. 2. Only overseas Chinese students and foreign students are allowed to take the Chinese Literature for Overseas Chinese Students class 3. Only 4 credits of the Chinese Literature for Overseas Chinese Students course will be recognized as graduation credits.		
Fr e s h m e n F o r e i g n L a n g u a g e s	Foreign Languages (Advanced English)	Per year; 4 credits, 2 per semester	--	HEC will assign you to a class ※For freshmen resuming studies, check with HEC if you have not been registered for class	1.Initial registration for class during the online registration and add/drop period (not available for the day division). 2.Adding or dropping courses online (requires course registration slip): ※Students retaking this class must register for an English class commensurate with freshmen, and are not allowed to change to a different standard. ※Students from the SOCE retaking this class, please enquire at the English department office with regard to class registration. ※Students retaking Basic English may choose an interdivisional class to register.		
	Foreign Languages (Intermediate English)						
	Foreign Languages (Basic English)						
S o p h o m o r e F o r e i g n L a n g u a g e s	Foreign Languages – Non-English Themes in English	Per semester, 2 credits	Sophomores and transfer students from this academic year	Ineligible	Please register through the Holistic Education Course Selection System or during online registration and the add/drop period (you can also use the HEC Open Course Registration Slip).	Students retaking this class should register for it during online registration and the add/drop period (requires course registration slip). *Transfer students for the current semester may select their courses during the HEC wish list selection period.	
	Foreign Languages – Non-English	Per year; 4 credits, 2 per semester	--				



T y pe	Course title	Course length/ credits	HEC Wish List	Course registration			
				Freshman	Sophomore (including transfer students)	Junior (including transfer students)	Senior
	<p>Note:</p> <ol style="list-style-type: none">1. Topics in English is divided into three levels: Advanced, Intermediate, and Basic. Students who took Advanced or Intermediate English as a freshman are recommended to take Advanced Topics in English; those that took Intermediate English as a freshman are recommended to take Intermediate Topics in English; and those that took Basic English as a freshman are recommended to take Basic Topics in English.2. The Intermediate Topics in English module is a per semester class, and cannot be taken again by those who have already successfully passed it. Retaking this class when you have already passed it will not count towards your graduation credits.3. Certain sophomore English classes will not be listed on the HEC wish list for course registration, in accordance with the relevant departments. Please check for course availability online and check out the notes section.4. You may fill a maximum of 20 Sophomore Foreign Language courses on the HEC wish list, but only 1 course will be randomly assigned to you (for the upcoming semester, non-English foreign language courses will not be available for selection on the wish list).						



II. General Education & Foreign Language Course Registration Slip



1. Target group:

Day division courses: students in 2-year program, day division undergraduates (including exchange students)

SOCE courses: SOCE undergraduates

2. Not applicable to: Graduate students, students choosing modules from other departments

3. HEC and Foreign Language courses added via the registration slip are not limited by the 2 General Education courses restriction per semester for online course registration.

4. Each course registration slip is unique, and each slip can only be used once by each individual. If you drop a course registered using the registration slip, you will not be able to add back the course using the same slip. Automatic registration via the course registration slip is not allowed.

104 學年度第 1 學期 加選課程授權碼暨學生簽名單

(開學第一週加退選階段系統開放登記期間皆可使用)

授課教師	戴怡音	課程名稱	音樂賞析		
課程代碼	DP TA800115	上課時間	每週一D3-D4	上課教室	AM418
網路開課人數	65	選課條 可加簽人數	5	教室容量	75

- ◎使用說明：
1. 不適用對象：研究所學生、越部選課學生。
 2. 若您同意學生加選本課程，請發給學生乙張【加選課程授權碼-學生領取聯】。
 3. 學生領取選課條前，先查驗學生證，並請學生在簽名欄位親筆簽名，避免學生私自轉讓【加選課程授權碼】。日後教師若發現有未經授權而加選者，應通知課務組註銷該選課紀錄。
 4. 學生領取選課條後，於〔網路加退選階段〕之〔登記〕時段，以 LDAP 帳號、密碼登入選課條系統，輸入【加選課程授權碼】進行加選作業，逾期作廢。
 5. 請老師妥善保存，作為核對「點名計分及簽到名冊」及成績上傳之依據。

加選課程授權碼 (學生領取聯)	領取學生填寫並親筆簽名 【教師存聯】		加選課程授權碼 【教師存聯】
	系級/學號	姓名	
× 課程名稱：音樂賞析 課程代碼：DP TA800115 授課教師：戴怡音 加選課程授權碼：8270379882 使用期限：106年11月14日下午14:00止 【學生領取聯】	系級： 學號：		加選課程授權碼： 8270379882 【教師存聯】
× 課程名稱：音樂賞析 課程代碼：DP TA800115 授課教師：戴怡音 加選課程授權碼：3972713149 使用期限：106年11月14日下午14:00止 【學生領取聯】	系級： 學號：		加選課程授權碼： 3972713149 【教師存聯】
× 課程名稱：音樂賞析 課程代碼：DP TA800115 授課教師：戴怡音 加選課程授權碼：5346895221 使用期限：106年11月14日下午14:00止 【學生領取聯】	系級： 學號：		加選課程授權碼： 5346895221 【教師存聯】
× 課程名稱：音樂賞析 課程代碼：DP TA800115 授課教師：戴怡音 加選課程授權碼：2676814302 使用期限：106年11月14日下午14:00止 【學生領取聯】	系級： 學號：		加選課程授權碼： 2676814302 【教師存聯】
× 課程名稱：音樂賞析 課程代碼：DP TA800115 授課教師：戴怡音 加選課程授權碼：4538634578 使用期限：106年11月14日下午14:00止 【學生領取聯】	系級： 學號：		加選課程授權碼： 4538634578 【教師存聯】

樣張

CT[2017/11/14 13:33:36]-2/1-1/1



III. Manual Correction for HEC Registration Errors

Time period: 25 February 2025 to 4 March 2025

For day division students, please head to the Holistic Education Center (ES205) from 9:00 to 12:00, or 13:00 to 16:00.

For SOCE students, please head to Office of the Academic Affairs Night Division Office (ES201) from 16:00 to 21:00.

Courses	Conditions	Manual Registration Correction Workflow
General Education Courses	Graduating students who are in danger of delaying their graduation due to insufficient credits for these courses, following the end of the online course add/drop period.	<ol style="list-style-type: none"> Documents needed: HEC Course Enrolment Summary List, course list post-online add/drop period. Procedure: Please complete all administrative procedures within the deadline; applications past the deadline will not be accepted. <ul style="list-style-type: none"> How to register in HEC courses after the deadline if you're a graduating student (day division undergraduates): (1) submit HEC Form for Course Registration After Deadline, (2) get signed permission from the instructor of the course you would like to take, (3) send the permission form back to the HEC office for reviewing and administration (4) after your application is approved, complete the Add/Drop Course Form, have it stamped by the HEC and signed by the director of your program, and then submit it to the Registrar. How to register in HEC courses after the deadline if you're a graduating student (night division undergraduates): You will need to submit through the SOCE office ES201 (1) submit HEC Form for Course Registration After Deadline, (2) get signed permission from the instructor of the course you would like to take, (3) submit the permission form to the SOCE office of the Office of Academic Affairs (ES201), (4) after your application is approved, complete the Add/Drop Course Form, have it stamped by the SOCE office ES201 and signed by the director of your program, and then submit it to the Registrar.
	Course registration error code stated on manual add/drop form, or those falling under these 3 conditions: <ol style="list-style-type: none"> Erroneously registering for a course on their program course exclusion list. The student also has/transferred credit for the HEC course on their list. The student has already dropped four credits worth of HEC courses. 	Submit the add/drop form to the HEC office > have it stamped by the HEC > have it stamped by your department > submit it to the Registrar.
Foreign Language courses	Graduating students who are in danger of delaying their graduation due to insufficient credits for their program, following the end of the online course add/drop period.	Submit the add/drop form with signed approval by your course instructor to the HEC office > have it stamped by the HEC > have it stamped by your department > submit it to the Registrar.
	Course registration error code, credit overload, course not recognized by department	Submit the add/drop form to the HEC office > have it stamped by the HEC > have it stamped by your department > submit it to the Registrar.



Courses	Conditions	Manual Registration Correction Workflow
Chinese	Graduating students who are in danger of delaying their graduation due to insufficient credits for their program, following the end of the online course add/drop period.	Submit the add/drop form with signed approval by your course instructor to the HEC office > have it stamped by the HEC > have it stamped by your department > submit it to the Registrar.

