University of Taipei's Instructions for Course Selection

I.   University of Taipei's Guidelines for Curriculum and Course Selection 104.4.22

II. Procedures for Course Selection

    A.   Preparations

        (A)   Please refer to the following information to prepare course selection.

            1.   The University's Guidelines for Curriculum and Course Selection and the Instructions for Course Selection.

            2.   Relevant rules and course information announced by each department, Center for General and Liberal Education, Center for Teacher Education.

        (B)   Online course selection

            1.   Please visit The University's Homepage / School System. Enter the account and password, click "Directly Login for Course Selection" to start course selection.

            2.   For rules about preset accounts and passwords, please refer to the instructions appearing on the lower part of "School System" page.

        (C)   Please notice:

            1.   Students who do not pay the tuition and fees by the deadline or those who apply for enrollment postponement yet fail to pay the tuition and fees within the extended deadline shall be withdrawn from the University. Courses selected for the semester shall be invalid and cancelled.

            2.   Taking courses in advance or across different academic levels shall be handled in accordance with the relevant regulations stipulated by the University.

            3.   Students who have not been qualified as educational program students shall select courses in educational program via the online system and shall not add courses in educational programs via the Course Add Form.

            4.   Exchange or visiting students need not conform to the rules about taking basic courses first and the requirement of minimum credits.

5. Students who use others' computers, share computers, or lend computers to others shall close all the browsers opened or used by the former user, that is, close all the pages. The next user shall login the system for course selection after the procedure. Otherwise the next user may add or delete the records belonging to the former user.

6. During the course selection, if there should be any emergency to announce, the Office of Academic Affairs shall announce it on "Latest News" posted by the University's Curriculum Division under Office of Academic Affairs.

7. Students who apply to take intercollegiate courses shall complete the whole course selection process by the end of first week of the University.

(D) Students may consult the following competent authorities for assistance and advice for course selection:

1. Staff in their department offices who are responsible for arranging courses or examining the qualifications of graduation.

2. Undergraduates' mentors.

3. Graduates' advisors.

4. Academic or relevant authorities who are in charge of course selection:
Curriculum Division on Boai Campus (02) 2311-3040
College of Education - Ext. 1122;
College of Humanities and Arts (except for Department of Dance) -
Ext. 1112; College of Science - Ext. 1123;

Tianmu Campus (02) 2871-8288
School of Kinesiology (including Department of Dance, Department of Recreation and Sport Management, and Department of Exercise and Health Sciences) – Ext. 7503;
School of Kinesiology (including Department of Ball Sports, Department of Athletics, and Department of Aquatic Sports, Department of Martial Arts and Department of Sport Performing Art) - Ext. 7504.
Center for General and Liberal Education on Boai Campus (02)
2311-3040 Ext. 1163   Tianmu Campus (02) 2871-8288 Ext. 3202

Center for Teacher Education on Boai Campus (02) 2311-3040 Ext. 8342

Tianmu Campus (02) 2871-8288 Ext. 3703

B. Pre-selected courses

    (A) Pre-selected (required) courses:

        1. To simplify course selection procedures, required courses for undergraduates will be pre-selected in advance before students login in the system. It is advised not to drop pre-selected courses in the absence of special circumstances. If you have to drop the pre-selected courses, please apply to drop the course to the course organizers with the Course Drop Form. Required courses may not be pre-selected by the departments under special circumstances. Students shall pay close attention to the announcement of their departments.

        2. Pre-selected courses for two semesters: For undergraduate courses that are divided into two semesters, the Curriculum Division will pre-select the courses of the second semester for students who have taken courses in the first semester. Courses may not be pre-selected by the departments under special circumstances. Students shall pay close attention to the announcement of their departments.

    (B) Transfer students who have exempted courses pre-selected by the system shall drop the course to the course organizers with the Course Drop Form.

    (C) During the second round of course selection, after the registration of grades of the former semester, the system will block courses if the students do not pass the prerequisite courses.

C. First round course selection - pre-selection

    (A) General courses

    Students in the classes organizing the courses have priorities for course selection in the first and second days. Students in the departments organizing the courses, double majors, minors, and students in educational programs for early childhood education and special education have priorities since the third day.

    Cross-department course selection and course selection for credit programs are open on the fourth day (except for courses only open to certain classes or departments). For example:

    Course Title: Financial Mathematics

    Course open for: the A Class in the second grade in Department of Mathematics

    In this example, the class organizing the course is the A Class in the second grade in Department of Mathematics. All the classes above the second grade in Department of Mathematics belong to the departments organizing the courses.

Students who study for double majors or minors of a mathematics degree are considered double majors and minors.

(B) For courses opened for educational studies program by the Center for Teacher Education, educational program students in the departments organizing the courses have priorities in the first three days. Non-educational program students may choose the courses since the fourth day, yet the course selection is still limited to certain grades and departments, and the system will still block advanced courses if failure in basic ones exists. Courses for "Teaching and Content" and "Teacher Internships" are not open to non-educational program students.

(C) Courses for General and Liberal Arts Education and Required Courses for the whole University:

1. Courses for general and liberal arts education and required courses for the whole university that are not open to a specific class, such as the 1st semester of Chinese courses and physical education in Boai Campus, shall be handled "first come, first served."

2. Required Courses for the whole University that are open to a specific class shall be pre-selected (such as freshman Chinese and English courses in Tianmu Campus; Freshmen English in Boai Campus).

(D) System rules for course selection:

1. When students add courses via the system, the system will stop students from choosing courses with conflict lecture sessions, exceeding the maximum of credits, retaking the same courses in the same semester or in different semesters, taking courses for the opposite gender, taking courses limit to certain grades/departments/classes/student identities, taking courses with no vacancies, or taking courses with special limitation, etc.

2. When students drop courses via the system, the system will stop students from dropping credits below the minimum credit requirement or dropping the pre-selected courses.

Please notice:

1. Some courses may still only open to certain grades/departments after the fourth day depending on the course organizers' announcements and settings.

2. After the first period of course selection, courses not registered by the minimum requirement of students will be closed by the system automatically, including courses open for individual students. Students shall make sure that they have finished the course selection process in the first period.

3. There shall be no priorities during the second period of course selection. Students shall make sure that they have selected the professional courses

D. Add/drop courses in the second period
   (A) Add/drop courses via the online system:
   After the first period, course organizers may close courses, open new courses, or adjust the number of students. Students shall confirm the results of the course selection on the system again.
   (B) System rules for course selection:
      1. When students add courses via the system, the system will stop students from choosing courses with conflict lecture sessions, exceeding the maximum of credits, retaking the same courses in the same semester or in different semesters, taking courses for the opposite gender, taking courses limit to certain grades/departments/classes/student identities, taking courses with no vacancies, or taking courses with special limitation, etc.
      2. When students drop courses via the system, the system will stop students from dropping credits below the minimum credit requirement or dropping the pre-selected courses.
   (C) Add/Drop courses by submitting Course Add/ Drop Form
      1. Students can only add courses on paperwork under special circumstances: students in their last semester, students extending term of study, students resuming studies in the semester, transfer students, students taking advanced courses of upper levels, special students suggested by Counseling Center, students whose grades were top 20% in their classes, graduates taking supplementary courses for undergraduates, double majors, minors, educational program students, students taking freshman Chinese and English courses with class/department restrictions, students taking credit programs or cross-level courses.
      2. Courses not registered by the minimum requirement of students shall be dropped on paperwork.
      Please note:
      1. As specified in the above paragraph, students can only add courses on paperwork under special circumstances. When students add courses, the courses shall not exceed 10% over the maximum requirement of student numbers. The principle does not apply to required courses.
      2. For the maximum and minimum of credits taken in one semester, please refer to University of Taipei Regulations.
E. Confirm the results of course selection.

(A) Students shall confirm the results of course selection whether they add/drop courses or not.

(B) The system will send a list of results to the students via e-mail after confirmation. Students will receive the email in the mailbox provided by the University's Computer and Network Center.

(C) When confirming the results, students may ask for add/drop courses within the week (depending on announced schedule) by submitting the "Student Report" and Course Add/ Drop Form to their departments or institutes and competent authorities of academic affairs under the following circumstances:
   1. Students who haven't completed all the required courses and credits in their last semester.
   2. Students who do not meet the requirement for number of credits may only add courses to the minimum of required number of credits. The students shall only select courses still with vacancies. Any such application will be rejected past the aforementioned time period.

(D) During the confirmation, students are not allowed to drop courses. They can only apply to withdraw courses in the middle of the semester in accordance with relevant regulations.

(E) Student who fail to confirm the results of course selection on the online system shall take the computer records as the final results. Corrections for any error found afterwards shall be refused by the University.