111 學年度第 2 學期選課日程表(公告)
Class Selection Schedule for 2023 Spring Semester (Announcement)   111.12

日期 Date	選課相關事項 Course selection info.	說明 Notes
111 年 12/23 起 Starting Dec.23, 2022	上網查詢課程及選課相關訊息 Course schedule and selection info. will become available online **開放學生追蹤清單登記** Register the Tracking list.	教學大綱及系所設定陸續增補中。 Syllabi and eligibility will be added as they become available.
12/26~112 年 2/20 Dec.26, 2022~ Feb.20, 2023	「被擋修科目允許選課登記」申請 (無法自行登記選課) 印表：12/26-112. 2/20 下午 5 點 送單：112. 1/10-2/20 下午 5 點 Accepting approval selection for blocked courses (courses that are blocked because you have not met all prerequisites) Form Printing from **Dec.26 to 5pm on Feb.20** Form Submission from **Jan.10 to 5pm on Feb .20**	如有被擋修科目無法選課，請上網列印申請單並經開課單位同意後，依選課流程進行課程登記及分發。 If you need approval to register for a blocked course, please print the request form online,and take it to the concerned department. Once approved, you will need to follow the flow of the Course Selection.
12/26~112 年 2/6 Dec.26, 2022~ Feb.6, 2023	**「學士班學生超減修習學分數」申請** **「學士班四年級學生體育補修」申請** Accepting applications to approve total credit hours exceeding the maximum or falling below the minimum required and to take PE class for senior students.	1.請於受理期間由網路提出申請 Please fill out the request on system within the specified time. 2. 1/10-1/11 及 2/7-2/8 系所審核，審核期間，系統關閉。 Departments Verification (Jan.10-Jan.11 and Feb.7-Feb.8)
112 年 1/16~1/18 Jan.16~Jan.18, 2023	**第一階段初選登記：** (1/16 上午 9:00- 1/18 下午 5:00 止) **First Initial Course Selection:** (From 9am on Jan.16 to 5pm on Jan.18) ＊本階段不開放登記體育、全民國防教育軍事訓練與通識課程＊(科目代碼 002 開頭；003 開頭；031、032、041~046、090 開頭) ＊Physical Education courses, All-out Defense Education Military Training courses and General courses are not allowed to registered in this period.	24 小時開放登記，復學生請直接參與初選登記。 Network will be operational 24 hours. Returning students should also complete course registration during initial selection. 開放已選上課程退選 Dropping courses is allowed during this period. 本階段分發後不列遞補科目 The unselected courses will not be kept in the waiting list in this enrollment period.
1/16~3/2 Jan.16~Mar.2	**國內校際選課申請作業** (1/16 上午 9:00- 3/2 下午 5:00 止) **Enrollment for Cross-campus Course Selection in Taiwan** (From 9am on Jan.16 to 5pm on Mar.2)	請於網路「校際選課申請系統」完成選課登記並列印表單於期限內申請完畢。 Please select the courses on the website of cross-campus course selection online and print out the application form. Students need to have the form signed by the course instructor and related units. Do hand in before the deadline.
1/16~3/9 Jan.16~Mar.9	**受理「允許重複修習認定、擋修認定」申請** (已選上課程) Accepting approval requests for repeat courses and blocked courses (courses that are blocked because you have not met all prerequisites)	如有重複修習特定科目及擋修科目認定之需要，請列印認定單並經系所同意後，至註冊組辦理允許修習申請。 If you need approval to register for a repeat course or a blocked course,

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		please print the request form, and take it to the concerned department. Once approved, you will need to go to Registration Office to apply for permission to take the course.
1/20~1/29 Jan.20~ Jan.29	**第一階段初選結果查詢(1/20 上午 9:00 起)** **Online results of the First Initial Course Selection** (From 9am on Jan.20 to Jan.29)	請同學自行上網查詢第一階段初選結果。 Please check the results of your First Initial Course Selection online.
1/30~2/1 Jan.30~ Feb.1	**第二階段初選登記：** (1/30 上午 09:00- 2/1 下午 5:00 止) **Second Initial Course Selection:** (From 9am on Jan.30 to Feb.1)	24 小時開放登記，復學生請直接參與初選登記。 Network will be operational 24 hours. Returning students should also complete course registration during initial selection. 開放已選上課程退選 Dropping courses is allowed during this period. 本階段未分發上課程列入遞補清單。 The unselected courses will be kept in the waiting list in this enrollment period.
2/3 Feb.3	**1.初選結果查詢(2/3 上午 9:00 起）** **Online results of the Initial Course Selection** (From 9am on Feb.3) **2.E-Mail 初選結果給同學** E-mail the results of Initial Course Selection to the students.	請同學自行上網查詢初選結果 (第二階段初選未選上課程，自動列入遞補名單，不需重新登記。) Please check the results of your Initial Course Selection online. If the selected courses was not successfully enrolled during the Second Initial Course Selection, the selected courses will automatically add to the waiting list. Please do not select the courses again during next courses selection.
2/13~2/20 Feb.13~ Feb.20	**加退選** 1.登　記：2/13 上午 9：00 起開放至 2/20 下午 5：00 截止。 2.遞補時間：加退選期間每日下午 5:00 停機 2 小時進行遞補。 3. 2/20 下午 5:00 加退選結束後，系統先進行衝堂排除，並於排除後，再進行最後遞補。 **Add-drop period** 1.Registration: From 9am on Feb.13 to 5pm on Feb.20. 2.Vacancies filled: Shut down for two hours and fill vacancies according to the established system of priority at 5:00 p.m. every day while add-drop period.	1. 請事先妥善設定「不被遞補退選」之科目，或刪除「遞補清單」不想要的課程。 2. 已在遞補中科目無需再加選。 3. 各科目一有缺額，即自動依學生身分別遞補序列之順序進行遞補。 4. 不欲修習之遞補中科目，請自行刪除。 1.Please ensure that you select the correct option if you do not want to be placed on the waiting list for a certain course, and/or delete all unwanted courses where you have already been placed on the waiting list. 2.If you are already on the waiting list, there is no need to add the course

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	3.Once the add-drop period ends on Feb.20 at 5pm, the system will remove any conflicting class times and then fill any new vacancies.	again. 3.As soon as a vacancy becomes available the next student down on the waiting list will be registered for the course. 4.Please delete all unwanted courses where you have already been placed on the waiting list.
2/21 Feb.21	加退選結果查詢(2/21 上午 9:00 起) **Online add-drop results**(From 9am on Feb.21)	因尚有課程加簽暨退課及選課檢核,故仍有變動,請於3/3 上午 09:00 起務必再確認。 After the period of "Add-drop course with the approval of the course instructor", the system will make a final check for your course selection eligibility, so there might be adjustments still. For this reason, please make sure to check the results again after 9am on Mar.3.
2/21~3/1 Feb.22~Mar.1	課程加簽暨退課 加簽單、退課單列印:2/21 上午 9:00 至 3/1 晚間 12:00 止 加簽單、退課單收件:2/21 上午 9:00 至 3/2 中午 12:00 止 **Add-drop course with the approval of the course instructor** **Add-drop course request forms can be printed from 9am on Feb.21 to Mar.1** **Add-drop course request forms can be submitted for processing from 9am on Feb.21 to 12pm on Mar.2.**	1.加簽:學生自系統列印「加簽單」請任課教師或授權開課單位主管簽名同意後,至開課單位辦理加選。 Add course:Students need to have the adding request form signed by the course instructor (or the instructor authorized the director of course offering unit) and submit to the course-offered program office. 2.退課:學生自「選課清單」列印「退課單」經任課教師或授權開課單位主管簽名同意後,送教務處註冊組辦理退選。 Drop course:Students need to have the dropping request form signed by the course instructor (or the instructor authorized the director of course offering unit) and submit to the Registration Office. 3. 學生於本階段辦理「加簽暨退課」,退課不計額度;學士班加課以 5 門課程為限;碩、博士班加課以 3 門課程為限。 The maximum course number for adding is 5 for undergraduate students, 3 for postgraduate students.
3/3 Mar.3	**E-Mail 選課結果給同學** E-mail the final results of course enrollment to the students	

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3/3~3/9 Mar.3~Mar.9	**非歸責學生事由選課處理**（符合選課辦法規定之非歸責學生事由者，持選課報告單簽案辦理，3/3 上午 09:00 至 3/9 下午 5:00） **Course corrections with irresistible reasons** (From 9am on Mar.3 to 5pm on Mar.9)	因非歸責學生事由須加退選課程者，請檢附相關證明文件及學生選課報告說明，經任課教師及開課單位同意，送請學生所屬系所簽辦，經教務長同意後辦理。 If students need to add or drop in this period for irresistible reasons (e.g. system errors), please enclose a proof and report with the approvals of the instructor and the course-offered program office and then submit the students' Departments for further process. The final approval will be made by the Dean of Academic Affairs.
3/3~3/10 Mar.3~Mar.10	**學生於選課系統確認選課結果** **Confirm the final enrollment result on-line**	
4/17~4/28 Apr.17~ Apr.28	**棄修課程** 棄修單列印：4/3 上午 9:00 至 4/28 下午 5:00 止 棄修單收件：4/17 上午 9:00 至 4/28 下午 5:00 止 **Course Withdrawal** (Apr.17–Apr.28) **Course withdrawal request forms can be printed from 9am on Apr.3 to 5pm on Apr.28.** **Course withdrawal request forms can be submitted for processing from 9am on Apr.17 to 5pm on Apr.28.**	登入選課系統，於「選課清單」列印申請單，經任課老師簽章同意，送註冊組辦理。 Students will need to complete the course withdrawal form with instructor's approval when applying for dropping an enrolled course to submit to the Registration Office for final approval.

選課小叮嚀:

一、系統保留與不保留設定--

  選上科目若有設定保留者，則不會被擠退。

  X錯誤認知--**不保留即系統會幫我刪除。**

  正確作法--**已選上但不要的課，一定要「自行退課」。**

  X錯誤認知--遞補科目設定**不保留即系統會幫我刪除。**

  正確作法--**遞補中之科目，但不想要被遞補上的課，一定要「刪除」。**

二、遞補制度的作用

  目的在於避免學生整天掛網，等待分發結果。

  X錯誤認知--**遞補 80 號，一定不會被遞補 。**

  正確作法--**遞補中之科目，但不想要被遞補上的課，一定要「刪除」。**

三、加簽暨退課時間加課數說明:

  學士班加課上限是五門；碩、博士班加課上限是三門。科目計算係以開課單位於此期間協助完成加選課進行累計，並不因學生退選學系加課科目而減計。例:甲生經開課單位加選了 A 及 B 二門課，其累計加課數，即為 2 門，雖學生之後退選 B 課，但不影響加課數計算，仍為 2 門。