Important notice for course selection (spring 2023)

1. Course information can be checked in the course catalog system.

The system will be updated frequently in accordance with the change of course schedule.
(https://querycourse.ntust.edu.tw/querycourse/)

2. Course selection period for spring 2023: Dec 23, 2022 to Jan 3, 2023.

Online course selection can be processed via course selection system.
(https://courseselection.ntust.edu.tw/)

3. Preliminary Course Registration Period : Dec 23, to Dec 26, 2022.

You can temporarily register for every course offered by your department; however, senior students cannot select courses offered for junior students, and undergraduates cannot select courses offered for postgraduates. If the number of pre-register students exceeds the class limit, the system will process a random assignment later. Please check your course list on **Dec 29, 2022** for the result. If the course you previously registered is missing, it means you have not been chosen for that class. You may add other courses with available vacancies from **Dec 30, 2022 to Jan 3, 2023**.

4. Students need to confirm their required courses which are added by the system for spring 2023.

If there are any errors or questions, please contact the staff of Office of Academic Affairs.

5. Relevant guidelines for course selection

Please confirm whether the required courses are added to your course list by the system.
※If those courses are not on your course list, please add the course by yourself. ※If you cannot add the required course, please contact both Curriculum Development Section and your department for more information about course selection regulations and graduation requirements.
Required courses will not be added by the system for the following students.
（1）students returning from leave of absence   (4)5th / 6th year undergraduates   (2)spring semester entrants   (5)students upgraded to a higher grade   (3)transfer students   (6)inter-disciplinary Bachelor's program students   ※Please contact your department for more info mation for graduation requirements and add the courses online by yourself . (An authorization code is required from the instructor if the class is full.).
Please avoid dropping the required course unless it's necessary, except that the time of the required course overlaps with another course.
※If the required course can't be added later on, students are responsible for the consequence. ※In accordance with NTUST school regulations, students are not allowed to select timetable conflict courses (which means two courses open at the same time); otherwise, both courses will not be eligible for graduate requirements. (This also applies to authorization code selection operation. For more details, please check the regulations for course selection and school regulations.)

Double minor and double major (except for inter-disciplinary Bachelor's program entrants after 2018) students could add professional courses without the limitation of selecting courses offered by their own class.

Students are not allowed to take a course with the same title again.

※If students have taken and passed certain courses, or have transferred credits of those courses, those courses can't be selected again; otherwise, the same courses will not be recognized for graduate requirements

6. **Only courses offered by your major department are available via online course selection systemduring preliminary course registration period.**
7. **Intensive courses can be dropped before 2/18 of the teaching hours; however, they cannot bedropped via second course withdrawal.**
8. **Master's or doctoral students who are going to graduate in midterm should not take any courses.The courses taken will be cancelled after they complete the graduation leaving procedure.**
9. **Senior students are not allowed to select courses offered for junior students.**

2023 Spring Course Selection Schedule

Course Announcement		
Course	Time	Note
Taiwan Tech courses	Dec. 16, 2022	Course information can be found via Course Catalog System.
NTU System courses	Jan. 31, 2023 (schedule time)	

Special Attendance

●Course Catalogue System：https://querycourse.ntust.edu.tw/querycourse/

●Course Selection System：https://courseselection.ntust.edu.tw/

●**Fifth or Sixth year undergraduate students, graduate students taking courses offered by undergraduate program, and students taking courses offered by teacher education center** need to pay extra credit fees during Mar. 20 to Mar. 30, 2023. If the fees are not paid, the courses will be cancelled after being announced by Office of Academic and the cancelled course will be especially marked on the transcript.

	Time	Details	
Course Pre-registration Period of Taiwan Tech for current students	Dec. 23, 2022 to Jan. 3, 2023	Dec. 23, 2022 9:00 a.m. to Dec. 26, 2022 5:00 p.m.	Course Pre-registration via Student Information System.
		Dec. 27, 2022 to Dec. 28, 2022	The system performs a random selection for courses over size limitation. (Course selection function is temporarily closed.)
		Dec. 29, 2022 9:00 a.m.	Please log in to the Student Information System to check the result of computer random selection. (Course selection function is temporarily closed)
		Dec. 30, 2022 9:00 a.m. to Jan. 3, 2023 5:00 p.m.	Student may register the courses with remaining openings. The stage is on the basis of first forestalls to win. For courses without limitation, students may continue to register the courses online.
Course Pre-registration Period of NTU System	Feb. 7, 2023 to Feb. 10, 2023	Feb. 7, 2023 9:00 a.m. to Feb. 9, 2023 12:00 noon	Course Pre-registration via Student Information System.
		Feb. 9, 2023 Afternoon.	The system performs a random selection for courses over size limitation. (Course selection function is temporarily closed)

		Feb. 10, 2023 9:00 a.m.	Please log in to the Student Information System to check the result of computer random selection.
Course Adding and Dropping Period For NTUST, NTU, NTNU courses	Feb. 20, 2023 9:00 a.m. to Mar. 7, 2023 5:00 p.m.	● The stage is on the basis of first forestalls to win. ● The Authorization Code Operation: If you can't select courses online, please attend the course and inquire for the Authorization Code. Please log in to the Student Information System to select course by putting in the Authorization Code. If you fail, please contact Office of Academic Affairs. ● For NTU System courses: Authorization Code is only valid when NTU and NTNU provide such courses to NTUST online. ● After finishing your course selection, please follow the instruction of the system and press the button Send the course schedule to your E-mail Box. You will receive the result via NTUST student E-mail account. If there is any question, please log in to the system again or directly consult with the computer center.	
Inter-University Course Selection	Feb. 20, 2023 To Mar. 7, 2023	● Inter-University courses that are not offered by NTU or NTNU should be selected by manual operation. Please fill in the "Inter-University Course Selection Form" and submit it to Office of Academic Affairs. ● Extra credit fees should be paid.	
Correction Period of the Course Selection	Mar. 8, 2023 To Mar. 10, 2023	After finishing the course adding and dropping, students should log in to the Student Information System to confirm the course schedule. If there is any mistake, please consult with the Registrar Section/Graduate Studies, Office of Academic Affairs. However, this period is for course correction only, no more adding or dropping can be made.	
2nd Course Withdrawal Period	May. 1, 2023 9:00 a.m. To May 18, 2023 5:00 p.m.	● Please withdraw via the Student Information System. Print out the application form, and send it before the designated deadline to the Registrar Section/Graduate Studies, Academic Affairs Office. ● For undergraduate students, after they drop courses, the total credit number should not be lower than required semester required credits. However, undergraduates who are in their last year or those with extended school years have to take at least one subject. ● The paid credit fees are not refundable. The courses that dropped will be marked as "W"(withdrawn) on the transcript. ● Intensive courses cannot be dropped via 2nd course withdrawal.	

Division for Course Selection:

◆ Undergraduate program: Section of the Registrar; (1st floor, Administration Building)

◆ Master's/ Doctoral program: Section of Graduate Studies (2nd floor, Administration Building)

◆ Course selection system: https://courseselection.ntust.edu.tw/

(International students can click onto the "Language" button to switch into English version.)

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