

國立中正大學學生選課須知

Requirements of Course Selection for National Chung Cheng University Students

95年6月12日第84次教務會議通過

The 84th Academic Affairs Meeting has approved this draft on June 12, 2006.

100年5月16日第102次教務會議修正通過

The 102th Academic Affairs Meeting has adopted this draft on May 16, 2011.

107年11月12日第122次教務會議修正通過

The 122th Academic Affairs Meeting has adopted this draft on Nov.12, 2018.

一、本須知依國立中正大學（以下簡稱本大學）學則第十一條規定訂定。

1. These requirements are constituted by the 11th article of the National Chung Cheng University Law.

二、本大學學生選課，分第一階段及加退選二階段辦理。

2. The procedures of the course selection for the CCU students include two phases of the course addition and dropping.

三、本大學學生應依所屬學系（所）、學程規定之畢業學分及各類必修科目，規劃選課及修習時程。

3. CCU students should formulate their courses of selection and learning procedures with the reference to their departments (graduate school), the credits for graduation that the education program requires, and every sort of required course.

四、本大學學生選課日期、方式及系統開放時間等事項，教務處得依實際需要於當學期之選課系統規定之。

4. According to practical requirements, the Office of Academic Affairs should provide our CCU students with the date, the measures, and the open day under the course selection system in each semester.

五、本大學學生應於規定期限內進入本大學選課系統選課；任課教師加簽，以教室最適容量之5%為限，學生如有加簽課程，應於加退選第二週期間將加簽單送教務處教學組處理後，再進入本大學選課系統選課。

5. Our CCU students should select their courses under the CCU system of course selection with its allotted time; those teachers giving students extra signatures should consider the limit of 5% of the most proper classroom capacity. If students have the extra-signed courses, they should send their extra-signed sheets to the Office of Academic Affairs in the second week of the course addition and dropping and then select courses by entering the CCU course selection system.

六、本大學學生加退選後，應於加退選截止後一週內查詢選課結果並自行列印，以確認所選之科目。

6. After the course of addition and dropping our CCU students should consult the result of the course selection and print it out in one week of the deadline of the course

addition and dropping to affirm the selective subjects.

七、本大學學生除下列情形之一者外，不得辦理異常處理：

- (一) 修習學分不足或情況特殊時，得辦理異常處理。但加退、選之科目，應經任課教師、本系（所）或學程之主管簽章同意。
- (二) 選課錯誤，且經查非歸責於學生者。
- (三) 學士班：限停開課程、必修擋修、大四（含）以上畢業、導師不同意學生多修、少修之課程。

研究所：限停開課程、導師不同意學生多修、少修之課程、「專題討論」或「書報討論」課程（在校之研究生每學期均須修習）。

上述狀況均須於加退選截止日後一週內完成，逾期不予受理；辦理異常處理獲通過者，每一加退選科目須繳交行政處理費一百元。

選課期間因不可抗拒之因素，經專案奉准更正者，不受前項之規範。

7. Our CCU students cannot deal with unusual dispositions, except one of those conditions as follows:

- (1) Those who takes insufficient credits or has distinctive situations should deal with the unusual disposition. However, those subjects of the course addition and dropping should be approved by the teacher who gives lessons and the superintendent of either their department or education program with their signatures.
- (2) Students who select courses by mistake and ascribe no blame after investigation.
- (3) Undergraduates: Only non-giving courses, rejection of taking required courses, graduation for the seniors, and courses that the teacher disapproves of taking more or less.
- (4) Postgraduates: Only non-giving courses, courses that the teacher disapproves of taking more or less, and courses of either “seminar” or “book discussion” (Postgraduates must take these courses each semester).

Students have to deal with unusual dispositions within one week after the end of the second-period of course selection and pay NT\$100 administration fee for each unusual disposition case.

八、本大學學生於選課後因特殊情形，無法繼續修習課程，得申請放棄修讀。

- (一) 本大學學生申請放棄修讀已選修之課程，應於選課系統申請辦理。
- (二) 本大學學生申請棄選課程，應於本大學行事曆規定日期內申辦完畢。
- (三) 每位本大學學生放棄修讀課程每學期以一科為限，且修習學分數低於八學分（含）者，不得辦理棄選。

8. Owing to some special situations after the course of selection, our CCU students who cannot continuously take the course must make an application for the course withdrawal.

- (1) Our CCU students must apply for the withdrawal of the selective course via the course selection system.
- (2) Our CCU students who have applied for the withdrawing course should complete the procedures before the deadline which CCU calendar recommends.
- (3) The course that each CCU student withdraws should be only one subject each semester. Those who takes the credits under 8 is not permitted withdrawing.

九、本大學學生放棄修讀之課程其成績登錄、學分計算及學分費繳交等依下列規定

辦理：

- (一) 放棄修讀課程仍登載於該學期成績單及歷年成績表，惟成績欄註明「W」（棄選）。
- (二) 放棄修讀課程之學分數不計入該學期修習學分總數。
- (三) 依規定應繳交學分費之課程棄選後，其學分費已繳交者不予退費，未繳交者仍應補繳。

9. The grade registration, the credit calculation, and the credit fee for our CCU students who has withdrew their courses should comply with the following regulations:

- (1) The withdrawing course is still printed on the school report card both in that semester and over the years. The only thing is that the grade column will mark out a “W” (withdrawal).
- (2) The credit of the withdrawing course doesn't count in the total credits of that semester.
- (3) After withdrawing the course that requires the credit fee, those who have paid cannot demand a refund. Those who haven't paid still have to pay the credit fee.

十、其他有關本大學學生選課事項，於本辦法未規定時，依本大學學則暨相關規定辦理。

10. Other matters of the selection course for our CCU students should follow the Regulations of CCU.

十一、本須知經教務會議通過後公告施行，修正時亦同。

11. These regulations and their revisions are implemented after being approved by the Academic Affairs Meeting.