

國立臺北教育大學 112 學年度第 2 學期 學生註冊相關事項通知單 (日間學制適用)

National Taipei University of Education - 2023 Academic Year - Semester 2

Notice of Matters Related to Student Registration (Applicable to Daytime Programs)

112.12.7 簽奉核定
Approved on December 7, 2023

本學期正式上課日期為 113 年 2 月 19 日 (一)，有關註冊及其他相關事項，說明如下表：

The semester officially begins on February 19, 2024 (Monday). Notes for registration and other relevant matters are explained in the table below:

項目 Topic	日期 Dates	說明 Description	承辦單位 /分機 Implementation Unit /Ext.
教育部 學雜費減免 Tuition & Miscellaneous Fees Waiver Granted by the Ministry of Education	112 年 11 月 27 日 (一) ~ 112 年 12 月 15 日 (五) 止 From November 27, 2023 (Mon) to December 15, 2023 (Fri)	<p>一、申請者須為本校在學之各系所自費生且具下列身分之一者：軍公教遺族、現役軍人子女、特殊境遇家庭子女孫子女、身心障礙學生、身心障礙人士子女、低收入戶學生、中低收入戶學生或原住民籍學生。 Eligible applicants include self-funded students currently studying in any of the University's departments/institutes, and possessing any of the following identities: survivors of military and civil servants, children of active-duty military personnel, children/grandchildren of families with special circumstances, students with disabilities, children of persons with disabilities, students from low-income households, students from low and middle-income households, or students who are indigenous persons.</p> <p>二、除原住民籍、軍公教遺族學生該學制減免經本校核准在案者，逕予減免，減免資格未中斷或變更者，不須重新申辦，其他減免身份之學生均需重新驗證，俟驗證通過後，學校會在繳費單上扣減金額。(112 學年度第 2 學期復學者亦需重新驗證)。 Re-application is not required if students' waiver eligibility has not been interrupted or changed. Thus, daytime program waiver cases of students who are indigenous persons and students who are survivors of military and civil servants that have previously been approved by the University shall be directly processed. Students of other waiver identities must be re-verified. After the verification is passed, the University shall deduct the waived fees from the amount indicated on the Payment Sheet. (Re-verification is also required for students who resume their studies in the second semester of the 2023 academic year.)</p> <p>三、申請者需於 112 年 11 月 27 日 (一) ~ 112 年 12 月 15 日 (五) 止，持相關證明正本送教務處註冊與課務組申辦，未於規定時間申請辦理者，不予受理。(採通訊申請者，如謄本外之證件正本僅 1 份者請自附貼好郵票之掛號回郵信封俾便驗畢後正本寄還。)另，112 學年度第 2 學期入學新生請於取得學號後一週內完成申辦。 Applicants should submit their applications along with original copies of relevant supporting documents to the Office of Academic Affairs - Division of Registration & Curriculum between November 27, 2023 (Mon) to December 15, 2023 (Fri). Applications submitted outside the specified period will not be accepted. (For applications submitted by post that include sole-copies of original documents (non-duplicates), the applicants should include a self-addressed, stamped, registered mail envelope to facilitate the return of the original documents after verification.) Moreover, new students admitted in the second semester of the 2023 academic year are required to complete the application within 1 week after obtaining their student IDs.</p> <p>四、低收入戶、中低收入戶和特殊境遇家庭子女孫子女之學生(112-2 非延修生)如因新年度證件尚未核發者，可暫勿繳費，並於 113 年 1 月或 2 月取得證件後 3 日內向註冊與課務組申請減免。 For students from low-income households, students from low and middle-income households, and children/grandchildren of families with special circumstances (excluding extended study duration students in the second semester of the 2023 academic year), if the updated documents have not been issued, they can postpone the payment and submit their waiver applications to the Division of Registration & Curriculum within 3 days after receiving the documents in January or February 2024.</p> <p>五、申請表單可至本校首頁→公開校務→「學雜費專區」→「學雜費減免」→「學雜費減免相關表單」下載，或於「112 學年度第 2 學期日間學制自費生申請教育部學雜費減免注意事項」下載。 The application form can be downloaded from the University's Homepage → Campus Life → "Tuition & Miscellaneous Fees" → "Tuition & Miscellaneous Fees Waiver" → "Forms for Tuition & Miscellaneous Fees Waiver", or download the "Points to Note for Daytime Program Self-funded Students' Application for the Ministry of Education's Tuition & Miscellaneous Fees Waiver for the Second Semester of the 2023 Academic Year".</p>	註冊與 課務組 82226 Division of Registration & Curriculum 82226

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		<p>六、申請教育部學雜費減免注意事項請詳閱上開連結區之「112 學年度第 2 學期日間學制自費生申請教育部學雜費減免注意事項」。</p> <p>For information concerning the application for the Ministry of Education's tuition & miscellaneous fees waiver, please check the "Points to Note for Daytime Program Self-funded Students' Application for the Ministry of Education's Tuition & Miscellaneous Fees Waiver for the Second Semester of the 2023 Academic Year" via the above-mentioned link.</p>	
<p>選 課</p> <p>選課作業時間表及注意事項，請務必詳閱教務處註冊與課務組網頁或本檔案之選課注意事項。</p> <p>Course Selection</p> <p>Please read the Course Selection Schedule and Reminders posted on the web page of Office of Academic Affairs - Division of Registration & Curriculum, or the Appendix of this file for course selection times and other relevant information.</p>	<p>第一階段選課時間： 113 年 1 月 3 日（三）11:00～ 113 年 1 月 8 日（一）11:00 止</p> <p>Phase 1 Course Selection: From January 3, 2024 (Wed) 11:00 to January 8, 2024 (Mon) 11:00</p> <p>第二階段選課時間(請務必詳閱附件選課注意事項)： 分年級選課： 113 年 1 月 15 日（一）11:00～ 113 年 1 月 19 日（五）10:00 止 全校混選： 113 年 1 月 19 日（五）11:00～ 113 年 1 月 23 日（二）10:00 止</p> <p>Phase 2 Course Selection (see the Appendix for important information about course selection): Course Selection by Grade Level: From January 15, 2024 (Mon) 11:00 to January 19, 2024 (Fri) 10:00 Mixed Course Selection for All NTUE Students: From January 19, 2024 (Fri) 11:00 to January 23, 2024 (Tue) 10:00</p> <p>第三階段選課時間(請務必詳閱附件選課注意事項)： 113 年 2 月 19 日（一）11:00～ 113 年 3 月 4 日（一）12:30 止</p> <p>校際選課時間： 113 年 2 月 19 日（一）～ 113 年 3 月 1 日（五）止</p> <p>Phase 3 Course Selection (see the Appendix for important information about course selection): From February 19, 2024 (Mon) 11:00 to March 4, 2024 (Mon) 12:30</p> <p>Inter-school course selection: From February 19, 2024 (Mon) to March 1, 2024 (Fri)</p>	<p>一、選課作業時間表及注意事項，請詳閱教務處註冊與課務組網頁或本檔案後附之選課注意事項： https://academicntue.ntue.edu.tw/p/403-1002-96.php?Lang=zh-tw。</p> <p>Please read the Course Selection Schedule and Reminders posted on the web page of the Office of Academic Affairs - Division of Registration & Curriculum, or the Appendix of this file for course selection times and other relevant information. https://academicntue.ntue.edu.tw/p/403-1002-96.php?Lang=zh-tw.</p> <p>二、線上選課：https://nsa.ntue.edu.tw/。 Online Course Selection: https://nsa.ntue.edu.tw/</p> <p>三、依計中通知，未於 111 年 5 月 2 日前完成 iNTUE 密碼變更者，將停用帳號；發現帳號停用時，可於上班日向計算機與網路中心系統組申請重新啟用。如因帳號停用致逾期無法參與各階段選課，恕無法進行補加退選。 The iNTUE's accounts where the password has not been changed before May 22, 2022 will be deactivated. Those whose account has been deactivated may apply to the Systems Division of the Computer and Networking Center on workdays to reactivate their account. If students' account is deactivated and they cannot participate in the various phases of course selection according to deadlines, they will not be able to add-drop courses.</p> <p>四、教務處依據 109 學年度第 2 學期全校學生選課制度調整意向調查結果及 110 學年度第 1 學期第 1 次教務會議決議通過調整本校選課制度，因 iNTUE 校務整合資訊系統已建置完成，故 111 學年度第 1 學期起，將依新制選課制度進行選課，各階段選課詳細注意事項請詳閱選課須知。 Based on the result of the Academic 2020 Semester 2 school-wide student opinion survey on adjusting the course selection system and the approval of the 1st Academic Affairs Meeting of Academic Year 2021 Semester 1 to adjust the NTUE course selection system, given that the setup of the iNTUE System has been completed, courses selection will be conducted according to the new system as of Academic Year 2022 Semester 1. For detailed reminders on the various stages of course selection, please refer to "Instructions for Each Phase of Course Selection."</p> <p>五、系統預設密碼應自行更改並妥慎保密及牢記，系統使用注意事項請於選課前詳閱本檔案，並請依網頁說明正常操作系統。 The system default password should be changed by the user, and the user is responsible for memorizing and maintaining secrecy of the password. Please read this file carefully for important information about the use of the system before starting course selection, and follow the instructions on the web page for normal system operating procedures.</p> <p>六、應先填寫「學生學習成果導向問卷」，方得參加第一階段登記選課。請預先規劃選課科目節省選課時間，於各階段選課結束前再次確認選課狀況，並於選課結果公告後確認選課結果。 Students must first complete the student learning outcome-based assessment survey before they can participate in Stage 1 of the course registration and selection. Please plan courses in advance before selecting courses to save time during course selection. You must re-confirm your course selection status before the deadline of each course selection phase and confirm your course selection result after it is announced.</p> <p>七、特殊情形人工加簽期限：113 年 2 月 21 日（三）～2 月 29 日（四）止。使用條件為：(1)復學生、延修生加選必修課。(2)應屆畢業生重補修之課程已達人數上限，若不修習則無法如期畢業。(3)因開課單位課程變動，該科目以後不再開設，故需加選。(4)先修課程科目名稱變動，致無</p>	<p>註冊與 課務組 82018</p> <p>Division of Registration & Curriculum 82018</p>

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		<p>法完成網路選課。(5)其他經開課單位依學生修習狀況專業判斷同意加簽者。</p> <p>The Manual Course Add-on for Special Circumstances Application Form will be accepted from February 21, 2024 (Wednesday) to February 29, 2024 (Thursday). The application is applicable to the following students and conditions (criteria for general education courses and education courses are separately determined): (i) Add-on for required courses for re-admitted students and extended study duration students. (ii) Graduating students who must repeat a course that has already reached the maximum student quota, but who will not be able to graduate if they do not take the course. (iii) Courses that will no longer be offered in the future due to changes in the course offering unit and must therefore be taken. (iv) Online course selection cannot be successfully completed due to changes in the titles of pre-requisite courses. (v) Others approved by the course offering unit according to its professional judgment of the student's learning status.</p>	
<p>繳納學雜費 (含 研究生學雜費基 數)</p> <p>Tuition & Miscellaneous Fees Payment (Including Graduate Students' Basic Tuition and Miscellaneous Fees)</p>	<p>113 年 1 月 24 日 (三) ~ 113 年 2 月 19 日 (一) 止</p> <p>From January 24, 2024 (Wed) to February 19, 2024 (Mon)</p>	<p>一、112學年度第2學期學雜費繳費單預定於113年1月24日(三)起開放網路下載列印。請於113年1月24日(三)至2月19日(一)持繳費單，利用下列方式繳款：(1)ATM轉帳 (2)郵局櫃檯 (3)中國信託銀行櫃檯 (4)各地超商 (5)信用卡 (6)台灣PAY。</p> <p>The Tuition & Miscellaneous Fees Payment Sheet for the second semester of the 2023 academic year is scheduled to be available for online download and printing starting January 24, 2024 (Wed). Please take the Payment Sheet to make payments through any of the following methods during the period from January 24, 2024 (Wed) to February 19, 2024 (Mon): (1) ATM transfer; (2) post office counter; (3) CITIC Bank counter; (4) local convenience store; (5) credit card; and (6) Taiwan PAY.</p> <p>二、學生可透過本校首頁→公開校務→學雜費專區→「學雜費繳費及線上查詢」→「線上查詢與繳交學費」→「學生繳費作業」進行(1)補印繳費單(2)列印繳費證明單(3)查詢繳費記錄(4)線上繳費等功能。</p> <p>Students can visit the University's Homepage → Campus Life → Tuition & Miscellaneous Fees → “Tuition and fees payment and online inquiry(including reprinted payment slips and receipts)” → “Online inquiry and payment of tuition fees (including reprinted payment slips and receipts)” → “Student Payment” to (1) reprint the payment sheet; (2) print the payment certificate; (3) check payment records; and (4) make online payments, etc.</p> <p>三、「大學部延畢生(不含交換生)、修習專班課程學生、研究生」、音樂系之術科主副修音樂指導費(碩班術科主修、大一術科副修、輔系術科主修)、樂器鍵盤及設備維護費...等之學分(雜)費相關費用於加退選截止後另行開單繳納之第二階段繳費，繳費日期另行公告(欲申請就學貸款者，請依第4頁生活輔導組「辦理就學貸款」項目辦理，分機82043)。注意：期中申請停修課程者，依本校「學生申請停修課程實施要點」規定，仍應繳納相關費用，已繳費者不予退費，未繳費者仍應補繳。</p> <p>Separate payment sheets for phase-two payment shall be issued after the course drop/add deadline for the credit (or miscellaneous) fees of graduation-deferred undergraduate students (not including exchange students), students taking special program courses, and graduate students, as well as the individual instruction fees for Department of Music majors and minors studying practical courses (major courses for master's students, minor courses for freshmen, major courses for music minors) and their musical instrument/keyboard and equipment maintenance fees...etc. The payment period shall be separately announced. (Students intending to apply for student loans should follow the Student Life Assistance Division's “Student Loan Regulations and Procedures” specified on page 4 of this file. The extension number is 82043). Note: Students who apply withdrawing from courses during the semester shall still pay relevant fees as regulated by the University's “Implementation Guidelines for Application to Withdraw from Courses”. The paid fees shall not be refunded, and the unpaid fees shall still be paid.</p> <p>四、欲辦理112學年度第2學期休(退)學者，如於113年2月19日(一)(含)前辦理，不需繳交學雜費(學雜費基數)。112年2月20日(二)起辦理休(退)學者，須繳納學雜費(學雜費基數)，並得依規定辦理部分退費。</p> <p>For students who intend to apply for study suspension (or withdrawal) in the second semester of the 2023 academic year, if the application process commences on or before February 19, 2024 (Mon), the payment of tuition &</p>	<p>註冊與 課務組 82226</p> <p>Division of Registration & Curriculum 82226</p>

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		<p>miscellaneous fees (or basic tuition and miscellaneous fees) is not required. If the application process commences on or after February 20, 2024 (Tue), the payment of tuition & miscellaneous fees (or basic tuition and miscellaneous fees) shall be required, and some of the paid fees may be refunded in accordance with relevant regulations.</p> <p>五、以 ATM 或網路繳款，請依繳費單指示操作。如接獲不明電話指示繳款或退費，切勿聽信，請逕與本校連絡，以防受騙。 *如有繳費管道疑問，請洽總務處出納組，分機 82070、82076。 For payments made by ATM or online, please follow the instructions indicated on the Payment Sheet to complete the payment. Never follow any payment or refund instructions given through unidentified phone calls, as these are most likely scams. If you receive such phone calls, please contact the University promptly and stay safe from scammers. * For any questions about payment channels, please contact the Cashier Division (General Affairs Office) at extensions 82070 and 82076.</p>	
<p>辦理就學貸款 Student Loans</p>	<p>113 年 1 月 22 日 (一) ~ 113 年 2 月 28 日 (三) 止 From January 22, 2024 (Mon) to February 28, 2024 (Wed)</p>	<p>一、本校受理學生就學貸款之時間為 113 年 1 月 22 日 (一) ~113 年 2 月 28 日 (三) 止，欲申貸學分費之研究生及需另行申貸學分費之大學部學生，請先至教務處註冊與課務組領取「學分費及音樂指導費辦理就學貸款申請表」填寫並送註冊與課務組核章，以利後續辦理相關貸款事宜。(詳見學務處生活輔導組網頁左邊「本單位業務」-「就學貸款」-「就學貸款須知」)(如有更動，以教育部最新公布實施之高級中等以上學校學生就學貸款相關要點辦理)。 The scheduled time for the University to accept student loan applications is from January 22, 2024 (Mon) to February 28, 2024 (Wed). For graduate students who intend to apply for credit fee loans and undergraduate students who need to apply for separate credit fee loans, please complete the “Application Form for Credit Fee Loan and Music Instruction Fee Loan” received from the Office of Academic Affairs - Division of Registration & Curriculum, and submit the completed form to the Division for approval so that subsequent loan procedures can be processed. (For details, please visit the website of the Office of Student Affairs - Student Life Assistance Division, and click “Business of the Division” on the left side of the page, then select “Student Loan” – “Student Loan Guide”). (For any changes to student loan regulations, the latest “Guidelines for Loans for Students of Senior High or Higher Education Schools” announced and implemented by the Ministry of Education shall apply.)</p> <p>二、務請完成銀行對保程序，及上本校學生資訊系統辦理線上申請，並於申請期限內至生輔組繳交書面資料，未完成書面資料繳交者視為未完成就學貸款程序。 Student loan applicants should complete relevant authentication procedures required by banks, and submit loan applications via the iNTUE system. Relevant written documents must be submitted to the Student Life Assistance Division before the application deadline. Applicants who do not submit the required written documents will be deemed as not having completed the loan procedures.</p>	<p>生活 輔導組 82043 Student Life Assistance Division 82043</p>
<p>學生團體保險費 Student Group Insurance Premium</p>	<p>113 年 1 月 24 日 (三) ~ 113 年 2 月 19 日 (一) 止 From January 24, 2024 (Wed) to February 19, 2024 (Mon)</p>	<p>一、本學期學生團體保險費依註冊繳費單所列金額繳納。 Students are required to pay the Student Group Insurance Premium specified in this semester’s Enrollment Payment Sheet.</p> <p>二、學生團體保險為非強制性保險，同學若選擇不參加學生團體保險時，應由家長或本人 (已成年) 簽署切結書送生活輔導組存查。 Student Group Insurance is not compulsory insurance. Students who choose not to join this insurance must submit an affidavit signed by their parents or themselves (for adult students) to the Student Life Assistance Division for filing and reference.</p> <p>三、若於註冊日前辦理休學或退學時，當學期已繳之保險費將予退費。惟休學同學仍具有加保權益，可選擇是否加保。 For students who have completed study suspension or withdrawal procedures prior to the enrollment date, the paid premium for the semester shall be refunded. However, study-suspended students are still eligible for the group</p>	<p>生活 輔導組 82055 Student Life Assistance Division 82055</p>

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		<p>insurance, and can choose to join the insurance if they want.</p> <p>四、依合約本校每學期開學後二個月內應送交加保名單及保費予保險公司，保險期間追溯自學期開始時生效，逾期保險公司將拒絕給付各項損害，故逾催繳期限方繳費的同學，無法加保亦無法退費。</p> <p>As regulated by the agreement, the University will send the list of added insurees and the premiums to the insurance company within 2 months after the semester starts, and the insurance shall cover a period starting from the beginning of the semester. Compensation claimed by insurees added after the specified deadline will be refused by the insurance company. Thus, students who pay their premiums after the late payment deadline will not be added to the insuree list, and the paid premiums will not be refunded.</p>	
<p>兵役申請 (緩徵、儘召)</p> <p>Military Service Applications (Draft Deferment/ Post-School Mobilization)</p>	<p>申辦期限：至開學日止</p> <p>Deadline for applications: New semester start date</p>	<p>申辦兵役(緩徵-未服役、儘召-服常備役)，請於開學日前，進入校務整合資訊系統(iNTUE)-兵役，檢視服役狀態是否正確，未填請補實資料，學校盡速完成審查作業，函文內政部役政署(緩徵)及縣市後備指揮部(儘召)審復作業，結果請同學自行進入系統查詢准否與期限日期。</p> <p>For military-service-related applications and affairs (draft deferment for students who have not served; post-school mobilization for students in the Standing Soldier Service category), please enter the iNTUE system– Military Service page to check if your military service status is correct prior to the start date of the new semester. Moreover, please update the information if the up-to-date data has not been entered into the system. The University will complete relevant review operations as soon as possible and send official letters to the Conscription Agency, Ministry of the Interior (for draft deferment cases) and corresponding county or city reserve commands (for post-school mobilization cases) for further review to be conducted. Students are required to enter the system and check by themselves if the applications have been approved or not, and obtain the information about related deadlines or dates.</p>	<p>校園 安全組 82056</p> <p>Campus Security Division 82056</p>
<p>住宿須知</p> <p>Notes for Dormitory Residents</p>	<p>開宿時間： 113年2月17日(六)8時</p> <p>Dormitory opening: February 17, 2024 (Sat) 08:00</p>	<p>一、112學年第2學期住宿費繳費自113年1月8日(一)起至113年1月18日(四)止，繳費單請自行上網至校首頁/學雜費專區列印下載繳費單，可利用全臺ATM轉帳、信用卡、郵局櫃檯、中信銀櫃檯、各地超商等方式進行繳款(除ATM轉帳為隔日入帳外，其餘繳費方式皆須3至10工作天後入帳)，超過期限未繳納者視同放棄，本組將釋放床位給申請遞補同學住宿。</p> <p>The payment period for dormitory fees for the second semester of the 2023 academic year is from January 8, 2024 (Mon) to January 18, 2024 (Thu). Please visit the University's Homepage → "Tuition & Miscellaneous Fees" to download the Payment Sheet. Payment can be made via ATM transfer, credit card, post office counter, CITIC Bank counter, local convenience stores across Taiwan, etc. (ATM transfers will be credited the next day; all other payment methods require 3 to 10 working days for processing). Students who fail to pay by the deadline will be deemed to have given up their accommodation, and the Division will release the beds to waitlisted students.</p> <p>二、請境外生與本校一般生同樣遵守並配合本校開、封宿時間，購買來回機票或另行規劃行程。</p> <p>Overseas students and local students alike are expected to abide by the opening and closing times of the University's dormitories and take these times into account when buying round-trip air tickets or planning itineraries.</p> <p>三、依據本校學生宿舍住宿申請及輔導管理辦法第6條第4項規定，未經學務處生活輔導組同意，私自轉讓住宿權利及擅自調換寢室床位者記10點，情節嚴重者將予以退宿處分，特此說明。</p> <p>In accordance with Paragraph 4, Article 6 of the University's "Regulations on Student Dormitory Accommodation Application and Relevant Guidance and Management" students who privately transfer accommodation rights or arbitrarily change designated dormitory beds without the consent of the</p>	<p>生活 輔導組 82054</p> <p>Student Life Assistance Division 82054</p>

項 目 Topic	日 期 Dates	說 明 Description	承辦單位 /分機 Implement ation Unit /Ext.
		Office of Student Affairs' Student Life Assistance Division will be given 10 demerits. For a serious violation, the student will be dismissed from the dormitory.	



112 學年度第 2 學期選課注意事項

Course selection schedule and reminders for Academic Year 2023 Semester 2

一、選課作業時間表 ※正式上課日期為 113 年 2 月 19 日(一)，學生須於上課第 1 天起全程參與課程。

Course selection schedule ※Classes officially begins on February 19, 2024(Monday). Students must fully attend classes on the first day of class.

時間 Time	工作事項 Tasks	備註 Reminders	
12/27	公告全校課表 All class schedules in NTUE announced.	12/27(三)16:00 前公告全校課表，請進入 iNTUE 校務整合系統→訪客登入→數位服務→公開課表查詢 網址：https://nsa.ntue.edu.tw iNTUE (https://nsa.ntue.edu.tw/)→Guest Login→Digital Service→Open class list search	
12/20~1/8	填寫學生學習成果導向問卷 Complete student learning outcome-based assessment survey.	學生學習成果導向問卷填寫完畢後，方得參加第一階段登記選課。 Students must complete the student learning outcome-based assessment survey before they may participate in Stage 1 of course registration and selection.	
1/3~1/8	第一階段選課 (登記選課) (含日間學制碩博班、大學部學生) Phase 1 Course Selection (Register course selection)	1.選課系統開放時間：1/3(三)11:00 ~ 1/8(一)11:00 止。 Opening time of the course selection system: 1/3 11:00 ~ 1/8 11:00 2.大學部必修課將由系統先行帶入，請再行確認。 The system will lead students to required courses in the undergraduate department. Please confirm the courses. 3.大三大四體育興趣選項填志願及一般選修課程登記 Complete preference for physical education sports interest courses of the junior year and register for general elective courses.	
1/12	第一階段選課結果公佈 Results of Phase 1 course selection announced.	1/12(五)16:00 前公布第一階段選課結果，請登入 iNTUE 校務整合系統查閱。 Log in to the iNTUE System to inquire.	
1/15~1/23	第二階段選課(登記選課) · 1/15 11:00~1/19 10:00 大學部各年級選課僅能登記加選該年級課程) Phase 2 Course Selection (Register course selection. 1/15 11:00~1/19 10:00 in the course selection for all undergraduate levels, students may only select courses that correspond to their grade level).		
	對象 Target	選課時間 Course Selection Schedule	
	大四以上、碩士、博士 Senior year or above, master's, doctoral students	1/15 11:00 ~ 1/16 10:00	公告抽籤結果(詳說明 2) Lottery Announcement (Description 2) 1/16 10:50
	大三 Junior students	1/16 11:00 ~ 1/17 10:00	1/17 10:50
	大二 Sophomore students	1/17 11:00 ~ 1/18 10:00	1/18 10:50
	大一 Freshman students	1/18 11:00 ~ 1/19 10:00	1/19 10:50
	全校學生(含碩博士班)跨選修外系所課程 選課 All NTUE students (including master's and doctoral programs) selecting courses from outside their departments.	1/19 11:00 ~ 1/22 10:00 1/22 11:00 ~ 1/23 10:00	1/22 10:50 1/23 10:50
說明： Description：	<p>1.登記選課時皆預設該課程未選中會保留至第二階段選課期間下一次抽籤，如果僅想參與該次抽籤，未選中就不保留至下次抽籤者，請務必自行調整保留狀態為「否」。未抽中課程且未調整保留狀態為「否」者，如不想參加下一次抽籤，請務必自行進系統刪除該課程，避免於後續抽籤被抽中。 In the course selection registration, if a course selection is not successful, the default setting will reserve the course for the next lottery in Phase 2 of the course selection. Students who wish to participate only in this lottery and who do not wish to reserve the course for the next lottery if they did not successfully get the course must adjust their course reservation status to "No". If you were not selected for the course and have not adjusted your status to "no," and do not wish to participate in the next lottery, please be sure to delete the course yourself from the system to avoid being selected in subsequent lotteries.</p> <p>2.因本階段選課尚未即時檢核重複修課、先修課程未通過，及選課結束後須辦理選課人數未達開課人數下限停開等，故各次抽籤結果非第二階段最終選課結果，請於第二階段選課最終結果公佈(2/5)後再次進系統確認選課結果。 This phase of the course selection does not provide real-time inspection of repeat courses, whether course pre-requisites have been met, and whether at the end of the course selection, the number of enrolled students meets the minimum quota for offering the course. Therefore, the outcome of each lottery in the Phase 2 course selection is not the final result. Students should enter the system again to confirm their course selection after the final result of the Phase 2 course selection is announced (2/5).</p> <p>3.本階段選課人數恰達或低於開課人數下限之課程尚可退選。 At this stage of the course selection, students may add-drop courses in which the number of students in the course is equal to or lower than the required minimum number of students.</p>		
2/5	第二階段選課最終結果公佈 Final result of Phase 2 course selection announced.	2/5(一) 16:00 公布第二階段選課最終結果，請務必進入 iNTUE 校務整合系統查詢選課結果 Students must log in to the iNTUE System to check their course selection results.	

2/19	正式上課 Classes officially begin.																					
2/19~3/04	<p>第三階段選課(登記選課) Phase 3 Course Selection((Register course selection.))</p> <table border="1"> <thead> <tr> <th>選課時間 Course Selection Schedule</th> <th>公告抽籤結果 Lottery Announcement</th> </tr> </thead> <tbody> <tr> <td>2/19(一) 11:00 ~ 2/20(二) 10:00</td> <td>2/20 10:50</td> </tr> <tr> <td>2/20(二) 11:00 ~ 2/21(三) 10:00</td> <td>2/21 10:50</td> </tr> <tr> <td>2/21(三) 11:00 ~ 2/22(四) 10:00</td> <td>2/22 10:50</td> </tr> <tr> <td>2/22(四) 11:00 ~ 2/23(五) 10:00</td> <td>2/23 10:50</td> </tr> <tr> <td>2/23(五) 11:00 ~ 2/26(一) 10:00</td> <td>2/26 10:50</td> </tr> <tr> <td>2/26(一) 11:00 ~ 2/27(二) 10:00</td> <td>2/27 10:50</td> </tr> <tr> <td>2/27(二) 11:00 ~ 2/29(四) 10:00</td> <td>2/29 10:50</td> </tr> <tr> <td>2/29(四) 11:00 ~ 3/01(五) 10:00</td> <td>3/01 10:50</td> </tr> <tr> <td>3/01(五) 11:00 ~ 3/04(一) 12:30</td> <td>3/04 13:30</td> </tr> </tbody> </table> <p>說明： Description :</p> <p>1.日間學制學生(含碩博士班學生跨選進修學制課程)應依前述規定時間上網加退選課，逾期不予補辦。 <u>Day school program students (including master's and doctoral students who are taking courses of extension education program outside their programs) should go online to add-drop courses by the abovementioned deadline. Add-drops will not be accepted after the deadline.</u></p> <p>2.第二階段選課登記選課未抽中，第三階段如仍欲參與該課程抽籤者，請於第三階段選課期間再次登記參與抽籤。 Students who did not successfully register for a course during Phase 2 of the course selection may register for another lottery during the Stage 3 course selection if they still wish to participate in the Stage 3 course selection lottery for the said course.</p> <p>3.登記選課時皆預設該課程未選中會保留至第三階段選課期間下一次抽籤，如果僅想參與該次抽籤，未選中就不保留至下次抽籤者，請務必自行調整保留狀態為「否」。未抽中課程且未調整保留狀態為「否」者，如不想參加下一次抽籤，請務必自行進系統刪除該課程，避免於後續抽籤被抽中。 In the course selection registration, if a course selection is not successful, the default setting will reserve the course for the next lottery in Phase 3 of the course selection. Students who wish to participate only in this lottery and who do not wish to reserve the course for the next lottery if they did not successfully get the course must adjust their course reservation status to "No". If you were not selected for the course and have not adjusted your status to "no," and do not wish to participate in the next lottery, please be sure to delete the course yourself from the system to avoid being selected in subsequent lotteries.</p> <p>4.開學後選課人數恰達或低於開課人數下限之課程，不再受理退選，惟經授課教師及全體修課同學同意並理解該課程將因此停開者不在此限。 Add-drop is not accepted for courses in which the number of students in the course is equal to or lower than the required minimum number of students once school has begun. However, courses in which the course instructor and all students in the course have agreed and understood that the said courses will be suspended as such are not subject to this provision.</p>	選課時間 Course Selection Schedule	公告抽籤結果 Lottery Announcement	2/19(一) 11:00 ~ 2/20(二) 10:00	2/20 10:50	2/20(二) 11:00 ~ 2/21(三) 10:00	2/21 10:50	2/21(三) 11:00 ~ 2/22(四) 10:00	2/22 10:50	2/22(四) 11:00 ~ 2/23(五) 10:00	2/23 10:50	2/23(五) 11:00 ~ 2/26(一) 10:00	2/26 10:50	2/26(一) 11:00 ~ 2/27(二) 10:00	2/27 10:50	2/27(二) 11:00 ~ 2/29(四) 10:00	2/29 10:50	2/29(四) 11:00 ~ 3/01(五) 10:00	3/01 10:50	3/01(五) 11:00 ~ 3/04(一) 12:30	3/04 13:30	
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2/19~3/01	受理校際選課申請 Accepting applications for inter-school course selection.	<u>校際選課應於雙方學校規定期間內辦理完成。</u> <u>Inter-school course selection should be completed within the deadline set by both schools.</u>																				
2/21~2/29	特殊情形人工加簽申請 Application for manual add-on for special circumstances.	逕洽各欲加簽課程之開課單位填寫申請單，先經開課單位依申請條件審核加簽資格通過，再經任課教師及開課單位主管核章同意，於期限內繳回開課單位，始完成申請。 Please contact each course offering unit to complete the application form for the course add-on. The course offering unit must first review the eligibility and approve the add-on in accordance with the application requirements. The course instructor and the director of the course offering unit must then approve, and the application submitted to the course offering unit within the deadline in order to complete the application.																				
3/11	發送選課清單 Send course selection list																					
3/19	選課清單簽名繳回截止日 Deadline for signing and returning the course selection list.	各系所依班級學號排序後，於 3/19(二)17:00 之前送回教務處註冊與課務組，逾時視同未完成註冊。 After sorting their students by class and student number, all departments and institutes should submit their list to the Division of Registration and Curriculum of the Office of Academic Affairs before 3/19. Registration will be regarded as incomplete for those who fail to do so by the deadline.																				

二、網路選課系統

Online course selection system

(一)本校網址：<https://www.ntue.edu.tw/>；iNTUE 校務整合資訊系統(選課系統)網站：<https://nsa.ntue.edu.tw/>；教務處註冊與課務組網站：<https://academicntue.ntue.edu.tw/p/403-1002-96.php?Lang=zh-tw>。凡有關選課之相關公告，將適時公布於選課網頁或教務處註冊與課務組網站，其效力與正式公告相同，請同學隨時注意相關訊息。

NTUE Website：<https://www.ntue.edu.tw/>；iNTUE Website：<https://nsa.ntue.edu.tw/>；Curriculum of the Office of Academic Affairs website：<https://academicntue.ntue.edu.tw/p/403-1002-96.php?Lang=zh-tw>。All relevant announcements on course selection shall be duly posted on the course selection webpage or the website of the Division of Registration and Curriculum of the Office of Academic Affairs and shall have the same validity as official announcements. Students are reminded to pay attention to the relevant information at any time.

(二)**系統預設密碼應自行更改並妥慎保密及牢記**，若忘記密碼，請逕向所屬系所助教查詢。登入系統時可點選帳號或密碼輸入框右邊的眼睛按鈕檢查輸入帳密是否正確，如密碼輸入錯誤達3次，帳號將被鎖住15分鐘。

Students shall independently change the default password provided by the system, remember their password and keep it in a safe place.

Those who forget their password should check with their department teaching assistant and log in. When logging into the system, click on the eye icon on the right side of the account or password box to see if the account password has been entered correctly. If the password is entered incorrectly 3 times, the account will be locked for 15 minutes.

- (三)依計中通知，未於 111 年 5 月 2 日前完成 iNTUE 密碼變更者，將停用帳號；如發現 iNTUE 校務整合系統帳號被停用，可於上班日向計算機與網路中心系統組申請重新啟用(校內分機：82905(陳小姐)、82901(胡小姐))。如因帳號停用致逾期無法參與各階段選課，恕無法進行補加退選。

Please be sure to change the NTUE system's password before May 2 ,2022. Accounts where the password has not been changed will be deactivated. Those whose account has been deactivated may apply to the Systems Division of the Computer and Networking Center on workdays to reactivate their account (Campus extensions: 82905 (Ms. Chen), 82901 (Ms. Hu)). If students' account is deactivated and they cannot participate in the various phases of course selection according to deadlines, they will not be able to add-drop courses.

- (四)iNTUE 校務整合資訊系統提供跨瀏覽器服務，可使用 Chrome、Edge、Firefox、Safari、iOS(iPhone)、Android(安卓)瀏覽器操作，關閉瀏覽器請先按畫面右上角登出鈕登出系統，維護自身帳號安全。另，網頁如閒置 20 分鐘將被自動登出。

The iNTUE System provides cross-browser services for browsing with Chrome, Edge, Firefox, Safari, iOS (iPhone), and Android. To close a browser, please click the logout button on the upper right corner of the screen and log out of the system to ensure account security. In addition, the webpage will automatically log out if idle for 20 minutes.

- (五)搜尋資料時，如發現搜尋結果區塊空白未顯示資料，建議可改用無痕瀏覽器重新操作。

When searching for information, if you find that the search results section is blank and no data is displayed, it is recommended to try again using an incognito browser.

- (六)學生應先填寫學生學習成果導向問卷，方得參加第一階段登記選課。選課前請預先規劃選課科目，以節省選課時間。

Students must first complete the student learning outcome-based assessment survey before they can participate in Stage 1 of the course registration and selection. Please plan courses in advance before selecting courses to save time during course selection.

- (七)如要加選課程，請勾選要加選的課程，如加選課程為必修課，請按必修課程清冊區塊〔+登記加選〕鈕加選；如加選課程為選修課，請按選修課程清冊區塊之〔+登記加選〕鈕加選，兩區塊之登記加選鈕不可混用，故必修課和選修課請分別登記加選。

If you want to add courses, please check the courses you want to add. If the added courses are required courses, please click the [+Registered courses] button in the list of required courses to add them; if the added courses are elective courses, please click The [+Registered courses] button in the list of elective courses can be selected. The registration and selection buttons in the two sections cannot be mixed. Therefore, please register and select the required courses and elective courses separately.

- (八)於系統執行加退選後，建議可自行截取加退選成功及已登記選課清冊畫面，並務必再次確認已登記選課清冊是否確實已加退選成功，於該階段選課結束前應再次確認選課狀況。

After the system has executed the course add-drop, students are recommended to capture the screens for successful course add-drop and registered course selection list. In addition, students should re-confirm whether the courses on their registered course selection list have been successfully added or dropped, and re-check their course selection status before the end of the course selection stage.

- (九)因系統畫面會依據使用者螢幕大小增減其呈現資訊，故請同學務必自行點開[+]按鈕查閱課程完整資訊。

The system screen will increase or decrease the display of information according to the size of the user's screen. Therefore, students must click the [+] button to view the complete course information.

三、選課注意事項

Reminders for course selection

- (一)請同學詳閱本校選課辦法，依據所屬入學年度之新生課程計畫表選課，並於規定時間內完成各項相關手續。

Students are reminded to carefully read the NTUE course selection regulations and select courses according to the new student course curriculum for the academic year of enrollment. In addition, students must complete all relevant procedures within deadlines.

- (二)為維護全校學生修課公平性，學校開設之課程不應以對價關係進行交易，請同學務必謹慎選課並自律。

To ensure course fairness for all NTUE students, courses offered by NTUE shall not engage in any quid pro quo exchanges. Students should practice self-discipline when selecting courses.

- (三)教務處依據 109 學年度第 2 學期全校學生選課制度調整意向調查結果及 110 學年度第 1 學期第 1 次教務會議決議通過調整本校選課制度，因 iNTUE 校務整合資訊系統已建置完成，故 111 學年度第 1 學期起，將依新制選課制度進行選課，各階段選課詳細注意事項請詳見「四、各階段選課說明」。

Based on the result of the Academic 2020 Semester 2 school-wide student opinion survey on adjusting the course selection system and the approval of the 1st Academic Affairs Meeting of Academic Year 2021 Semester 1 to adjust the NTUE course selection system, given that the setup of the iNTUE System has been completed, **courses selection will be conducted according to the new system as of Academic Year 2022 Semester 1. For detailed reminders on the various stages of course selection, please refer to "IV. Instructions for Each Phase of Course Selection."**

- (四)本校自 107 學年度起調整課表節次時間如下，請依調整後之節次時間上課：

節次	時間	節次	時間	節次	時間	節次	時間	節次	時間	節次	時間
0M	7:10-8:00	3	10:10-11:00	0N	自上午開始上課至第 0N 節者 12:10-13:00	5	13:30-14:20	8	16:30-17:20	10	19:15-20:00
1	8:10-9:00	4	11:10-12:00			6	14:30-15:20	0E	17:30-18:20	11	20:10-20:55
2	9:10-10:00					7	15:30-16:20	9	18:30-19:15	12	20:55-21:40

As of Academic Year 2018, NTUE has adjusted the timetable of the class, as follows. Please take courses according to the adjusted class timetable.

Period	Time	Period	Time	Period	Time	Period	Time	Period	Time	Period	Time
0M	7:10-8:00	3	10:10-11:00	0N	For those with uninterrupted classes from morning until Lesson 0N: The 0N lesson hours are 12:10-13:00.	5	13:30-14:20	8	16:30-17:20	10	19:15-20:00
1	8:10-9:00	4	11:10-12:00	6		14:30-15:20	0E	17:30-18:20	11	20:10-20:55	
2	9:10-10:00			7		15:30-16:20	9	18:30-19:15	12	20:55-21:40	

- (五)本學年期各年級修習學分上下限：大一每學期不得少於 15 學分，不得多於 27 學分；大二、三每學期不得少於 15 學分；大四每學期至少於校內修習一門課；大學部延修生如需在籍該學期至少需修習一門課程。依據本校學則第 43 條規定，如大四任一學期之總修習學分

為 0，該學期不納入學期學業成績排名計算。

The maximum and minimum course credits for each grade level in the current academic year: **Freshman students must take no less than 15 credits and no more than 27 credits per semester. Sophomore and junior students must take no less than 15 credits per semester. Senior students must take at least one course in NTUE per semester. Undergraduate students extending their duration of study must take at least one course in the current semester to retain their student status.** In accordance with the provisions of Article XLIII of the NTUE Constitution, for senior students whose total course credit is 0 in any semester, the said semester will not be included in the calculation for semester academic ranking.

(六)開課人數上下限及加退選限制：

Maximum and minimum number of students for the course and add-drop restrictions:

1. 大學部開課人數以 10 人為下限，50 人為上限；研究所碩士班 4 人為下限、博士班 2 人為下限，25 人為上限；通識課程 15 人為下限，50 人為上限。

Undergraduate courses must have a minimum of 10 students to offer the course and a maximum of 50 students. Master's program courses must have a minimum of 4 students and doctoral program courses must have a minimum of 2 students to offer the course, and a maximum of 25 students. General education courses must have a minimum of 15 students and a maximum of 50 students.

2. 加選：未達開課人數下限而停開之課程，或選課人數達開課人數上限之課程，不再受理加選。

退選：(1)本班之必修科目，除特殊原因（如學分抵免）外，不可退選。

- (2) **第二階段選課期間選課人數恰達或低於課程開課人數下限之課程仍可退選；開學後加退選階段選課人數恰達或低於開課人數下限之課程，不再受理退選，惟經授課教師及全體修課同學同意並理解該課程將因此停開者不在此限。如尚有退選課程需求者，請於第二階段選課期間於系統退選。**

Course add-on: Course add-on is not accepted for courses that are suspended due to not meeting the required minimum number of students, or for courses that have reached the maximum number of students.

Course drop: (i) Except for special reasons (such as credit transfer and waiver), required program courses cannot be dropped.

- (ii) **During Phase 2 of course selection, course drop is accepted for courses in which the number of students is equal to or less than the required number of students. During the add-drop stage after school has started, course drop will not be accepted for courses in which the number of students is equal to or less than the required number of students. However, courses in which the course instructor and all students in the course have agreed and understood that the said courses will be suspended as such are not subject to this provision. For students who need to drop courses, please go to the system to drop courses during Phase 2 of the course selection.**

- (七)全學年之科目，若是上學期不及格需於上學期重補修，若是下學期不及格則需於下學期重補修。唯為使重補修大三體育興趣選項之同學順利重補修，已於 100 學年度起取消大三體育興趣選項「如因成績不及格須重修者，需於次學年起相同學期重修」之規定。For courses that extend over the entire academic year, those who fail a course offered in Semester 1 must repeat the course in Semester 1; and those who fail a course offered in Semester 2 must repeat the course in Semester 2. However, to allow students to successfully re-take their junior year physical education interest course, the stipulation that “those who fail a course and who must repeat the course shall repeat the course in the same semester of the following academic year” has been revoked for junior year physical education interest courses as of the 2011 academic year.

- (八)依選課辦法第 6 條規定：「學生選課以在隸屬班級修習為原則，且以隸屬班級之必修科目為優先……。」故如為所屬系(所、學位學程)畢業要求之專門學分，學生應修習所屬班別所開課程，未經核准，不應自行於其他單位或班別修習。

In accordance with the provisions of Article VI of the Course Selection Regulations, “Students shall generally select courses according to their class, and shall prioritize taking required courses in their class...” Therefore, if the graduation qualifications of the student's department (institute, degree program) require special course credits, the student should take courses offered at their grade level, and may not take courses from other units or other classes without approval.

- (九)本校已取消「提昇學生英語能力實施辦法」原規定之學士班學生英語能力畢業門檻(各系所如有自訂之畢業門檻，從其規定)，但仍鼓勵同學報考英語或其他外語能力檢定，提升自我競爭力。

NTUE has revoked the Student English Proficiency Improvement Implementation Regulations which originally stipulated the English proficiency graduation threshold for bachelor's degree students (for departments and institutes that have independent graduation thresholds, their requirements shall prevail). However, students are still encouraged to take proficiency tests for English or other foreign languages to increase their competitiveness.

- (十)訂有先修科目之課程，其先修科目未修習完畢者，不得選修後修課程。 **已修習及格及核准抵免之科目，不得重複修習**

For courses with pre-requisites, students who have not fulfilled the pre-requisites are not allowed to take the courses and then take the pre-requisites courses. **Those who have taken and passed a course and are approved for course transfer and waiver may not re-take the course.**

- (十一) **選修輔系專班、學分學程專班及非師資生修習教育學程課程需另繳學分費，請同學留意。**

Students should note that additional credit fees will be charged for programs in their minoring departments, credit course programs, and education program courses for non-teacher education students.

- (十二)凡經核定修讀輔系及雙主修之學生，均請依本校學士班學生修讀輔系辦法及本校學生修讀雙主修辦法之規定辦理。

Approved minor or dual major students should proceed according to the provisions of the NTUE Undergraduate Student Department Minor Regulations and the NTUE Student Double Majors Regulations.

- (十三)本校自 100 學年度第 2 學期開放同學申請停修課程起，每學期申請停修課程之人數及課程數皆持續增加，不僅影響其他同學選課權益亦影響上課品質，故 **請同學務必謹慎規劃選課，且申請停修課程務必慎思**。本校將視同學停修狀況檢討是否修訂現行「學生申請停修課程實施要點」。

Since NTUE allowed students to apply for withdrawal from courses in Academic Year 2011 Semester 2, the number of withdrawal applications and the number of courses withdrawn from in each semester have been increasing. This not only affects the rights of other students in their course selection, but also affects the quality of the classes. Therefore, **students should carefully plan their course selection and think carefully before applying to withdraw from their courses.** NTUE will be reviewing whether to revise the current Students Course Withdrawal Application Implementation Regulations according to the student course withdrawal situation.

- (十四)自 106 學年度入學之學士班大一新生開始，依本校學則第十七條規定：自 106 學年度入學之學士班大一新生開始，依本校學則第十七條規定：「學生畢業所需學分及課程，除依本學則第二十一條至第二十四條條文規定外，應依入學學年度學校公佈之學士班新生課程計畫表及本校「開課實施辦法」相關規定辦理。前項學士班課程計畫表中彈性課程部分，**學生至少應修畢下列各款課程之一：一、本系精進課程。二、他系或他組開設之跨域專長模組。三、學分學程。四、微型學分學程。五、教育專業課程。**學生選課及加、退選悉依本校「選課辦法」辦理。」請同學審慎規劃修課，於畢業前修畢前述課程。請同學審慎規劃修課，於畢業前修畢前述課程。

Beginning with new bachelor's program freshmen enrolled in the 2017 academic year, students should carefully plan their courses and complete the aforementioned courses before graduation, as per the provisions of Article XVII of the NTUE Constitution:” Required graduation credits and required courses shall be handled in accordance with the provisions of Articles 21 to 24 of the School Regulations, the new student undergraduate curriculum announced by the school for the academic year of enrollment and the NTUE Course Offering Implementation Regulations.

In the undergraduate curriculum in the preceding paragraph, students shall complete at least one of the following courses in their flexible course selection: 1. Advanced courses in the department. 2. Cross--domain professional modules offered by other departments or groups. 3. Credit program courses. 4. Micro credit program courses. 5. Professional education courses. Student course selection and course add--drop shall be handled in accordance with the NTUE Course Selection Regulations.”.

(十五)其他各課程相關規定，請務必參閱各課程的〔備註〕欄。

Please refer to the [Remarks] column of each course for other relevant regulations of each course.

(十六) iNTUE 校務整合資訊系統/線上選課/選課查詢(學生)/選課結果頁籤為最終選課結果，如欲查詢各階段選課結果，請查閱該階段頁籤。 iNTUE / Online course selection / Selected course search (student) / course selection results tab shows the final course selection results. If you want to check the course selection results for each phase, please refer to the tab for that phase.

四、各階段選課說明：選課包括「第一階段選課」、「第二階段選課」與「開學後第三階段選課」。

Instructions for Each Phase of Course Selection.: Course selection includes Phase 1 Course Selection, Phase 2 Course Selection, and Phase 3 Course Selection After School Starts.

(一)課表公告位置：iNTUE 校務整合資訊系統/訪客登入/數位服務/公開課表查詢。

Location of course schedule announcements: iNTUE → Guest Login → Digital Service → Open class list search

(二)第一階段「登記選課」：(全校同學均可登記)

Phase 1 Course Selection(Register course selection) :

1. 科目登記：(1)選課位置：iNTUE 校務整合資訊系統/線上選課/學生登記選課(第一階段)。

(2)進入選課頁面後，系統會呈現您的基本資料及所屬班級之課程。最上排為已登記選課清冊，為開課單位事先帶入之必修課程，請同學務必再行確認是否正確，如有缺漏請於選課期間自行加選，**入學時已辦理抵免之課程，務必自行上網辦理退選，選修課則請自行選修。**

(3)同一科目僅能擇一時段登記，如登記人數超過各科人數上限，則以亂數抽籤決定名單。但有特殊規定者，從其規定。

(4)本階段選課期間選課系統僅就是否衝堂、111 學年度第 2 學期之前(含 111 學年度第 2 學期)是否曾修習同名課程進行即時檢核；其餘之課程限修、擋修條件(先修科目是否及格、112 學年度第 1 學期修習之同名課程及格致重複修習等)將於第二階段選課結束後進行檢核，如有不符選課條件者，將於第二階段選課結束逕予刪除，**請自行衡量登記選課時是否登記已修習之同名課程或先修科目未通過之課程，並請留意選課結果之公布。**

(5)依教務處於 109 學年度第 2 學期針對全校學生進行選課制度調整意向調查結果，所有填答學生中約 89%學生贊成第一階段選課期間教育學程課程限師資生及教程生登記選課，**爰自 110 學年度第 1 學期起，教育學程課程於第一階段選課僅提供目前已取得師資生及教程生資格之學生登記選課。**

Course registration: (i) Conducted on the course selection system: iNTUE → Online course selection → Student registration & course selection (Phase 1)。

(ii) After entering the course selection page, the system will display your basic information and the courses in your class. The top row is the list of courses already registered, which are required courses set in advance by the course offering units. Students are reminded to confirm whether their course list is correct and add any courses that have been omitted during the course selection period. **For courses that have been transferred and waived at the time of admission, students must go online to drop them. Students should also select their own elective courses.**

(iii) Only one class period may be selected for the same course. If the number of registrations exceeds the maximum number of students allowed in a course, the student list will be determined by a randomized lottery. However, for courses with special regulations, the regulations will prevail.

(iv) At this Phase of the course selection period, the course selection system only conducts real-time inspection for conflicting course schedules, and whether students have already taken courses with the same course titles prior to Semester 2 of Academic Year 2022 (including Semester 2 of Academic Year 2022). Other conditions, such as course restrictions and course blocking (whether the student has passed the pre-requisite courses, already taken and passed a course with the same course title in Semester 1 of the Academic Year 2023 and hence will be repeating the course, etc.) will be inspected at the end of Phase 2 of the course selection. Selected courses that fail to meet course selection conditions will be deleted at the end of Phase 2 of the course selection. When registering and selecting their courses, **students should check whether they have previously taken courses with the same course title and whether they have met the course pre-requisites, and check the announcements for their course selection results.**

(v) **Based on the results of the Academic 2020 Semester 2 school-wide student opinion survey on adjusting the course selection system, about 89% of the students who responded to the survey agreed that during Phase 1 of the course selection, the selection of education program courses should be limited to teacher education students and education program students. Therefore, as of Semester 1 of Academic Year 2021, education program courses will only be open to students who have been qualified for teacher education and education programs during Phase 1 of the course selection.**

2. 志願填寫：(1)選課位置：iNTUE 校務整合資訊系統/線上選課/日間學生志願登錄(第一階段)。

(2)**目前僅適用於大三填寫大三體育興趣選修科目，其他學制及年級同學不需填寫。**

(3)所填志願於本階段選課結束後，由選課系統之電腦程式依選課條件檢查，如有不符選課條件者，將逕予刪除，請留意選課結果之公布。

(4)前一學期修習之課程，因該課程成績於本階段選課期間尚未公告，系統無法即時檢核是否已及格，請同學自行斟酌是否於本學期再次填寫同一課程之志願序，如因此而再次抽中該課程，於第二階段選課結束系統檢核該課程成績及格，本學期抽中之該課程將逕予刪除，請同學另行選修其他課程。

Course preferences:(i) Conducted on the course selection system: iNTUE → Online course selection → Student preference login

(ii) Applicable only to sports interest courses.

(iii) At the end of this course selection stage, course preferences will be checked against course selection conditions by the computer program of the course selection system. Selected courses that fail to meet course selection conditions will be deleted, so students are reminded to check the announcements for their course selection results.

(iv) **Since the course grades of courses taken in the previous semester are not yet announced during this stage of the course selection, the system cannot provide real-time inspection of whether students have passed their courses. Therefore, students should decide whether to keep their preference order for the same course for the current semester. If the said course is successfully selected, the system will inspect the course grade at the end of Stage 2 of the course selection. If the student has passed the course and successfully selected the said course for this semester, the course will be deleted, and the student should select other courses.**

3. 第一階段選課結果公布：1月12日(五)於iNTUE 校務整合資訊系統/線上選課/選課查詢(學生)/第一階段公告，請同學務必上網查

看選課結果，以進行第二階段選課。

Phase 1 course selection result announcement: The result will be announced on the iNTUE on **January 12 (Friday)**. Students are reminded to go online to check their course selection results and proceed with Phase 2 course selection. (iNTUE / Online course selection / Selected course search (student) / Phase 1)

(三) 第二階段「登記選課」:

Phase 2 Course Selection(Register course selection):

1. 第二階段選課為「登記選課」，選課系統位置為 iNTUE 校務整合資訊系統/線上選課/學生登記選課(第二、三階段)。
Phase 2 course selection is **Course Registration and Selection**, and is conducted on the course selection system: iNTUE→Online course selection→ Student registration & course selection (Phase 2 & Phase 3).
2. 本階段選課前半係依同學所屬學制及年級分梯次開放線上登記選課，大學部各年級學生於分梯次選課時僅能加選所屬年級課程，如有修習其他年級課程需求者，可於本階段選課後半開放全校混選時登記加選，請留意各選課時間進行選課。
The online course selection during the first half of this stage of course selection is diverted according to the academic program and grade level of the students. **During each session of course selection, undergraduate students at all grade levels can only add courses from their respective grade levels. Those who need to take courses from other grade levels may register and add the courses during the latter half of this course selection stage when courses are open to all grade levels throughout the school.** Please note the various course selection schedule to select courses.
3. 選課時程表所列各身分選課期間內可上網登記欲選課程，於該次選課結束後將依選課人數上限及該課程剩餘名額篩選出「已選中」與「未選中」學生。登記選課時皆預設該課程未選中會保留至第二階段選課期間下一次抽籤，如果僅想參與該次抽籤，未選中就不保留至下次抽籤者，請務必自行調整保留狀態為「否」。未抽中課程且未調整保留狀態為「否」者，如不想參加下一次抽籤，請務必自行進系統刪除該課程，避免於後續抽籤被抽中。
During the course selection time for the respective student status listed in the course selection schedule, students may go online to register for the courses they wish to select. At the end of this course selection, students will be "Selected" or "Not Selected" for their courses based on the maximum number of students allowed in the course and the remaining availability of the course quota. **In the course registration and selection, courses that are not successfully selected will default to the next lottery in Phase 2 of the course selection. Students who wish to participate only in this lottery and who do not wish to reserve an unsuccessfully selected course for the next lottery must adjust their course reservation status to "No".** If you were not selected for the course and have not adjusted your status to "no," and do not wish to participate in the next lottery, please be sure to delete the course yourself from the system to avoid being selected in subsequent lotteries.
4. 本階段選課期間選課系統僅進行衝堂、111 學年度第 2 學期之前(含 111 學年度第 2 學期) 是否曾修習同名課程進行即時檢核；其餘之課程限修、擋(先)修等條件(先修科目是否及格、112 學年度第 1 學期修習之同名課程及格致重複修習等)將於本階段選課結束後進行檢核，如有不符選課條件者，將逕予刪除，請自行衡量登記選課時是否登記已修習之同名課程或先修科目未通過之課程，並請留意選課結果之公布。
At this phase of the course selection, the course selection system only conducts real-time inspection for conflicting course schedules, and whether students have already taken courses with the same course titles prior to Semester 2 of Academic Year 2022 (including Semester 2 of Academic Year 2022). **Other conditions, such as course restrictions and course blocking or pre-requisites** (whether the student has passed the pre-requisite courses, already taken and passed a course with the same course title in Semester 1 of the Academic Year 2023 and hence will be repeating the course, etc.) **will be inspected at the end of this phase of the course selection. Selected courses that fail to meet course selection conditions will be deleted.** When registering and selecting their courses, students should check whether they have previously taken courses with the same course title and whether they have met the course pre-requisites, and check the announcements for their course selection results.
5. 本階段選課人數恰達或低於課程開課人數下限之課程仍可退選，開學後第三階段選課人數恰達或低於開課人數下限之課程，不再受理退選，惟經授課教師及全體修課同學同意並理解該課程將因此停開者不在此限。如尚有課程退選需求者，請於第二階段選課期間於系統退選。
At this phase of the course selection, students may drop courses in which the number of students in the course is equal to or lower than the required minimum number of students. During Phase 3 of the course selection when school has started, course drop will not be accepted for courses in which the number of students is equal to or less than the required number of students. However, courses in which the course instructor and all students in the course have agreed and understood that the said courses will be suspended as such are not subject to this provision. For students who need to drop courses, please go to the system to drop courses during Phase 2 of the course selection.
6. 本階段選課結束選課人數未達最低開課人數下限，且開課單位未申請保留開課之課程即予停開，第三階段不開放選修。原選修課程停開者，請於開學後第三階段選課期間補選修其他課程或於次學期選修。
At the end of this course selection stage, courses in which the number of enrollments did not meet the required minimum number of students for offering the course and where the course offering unit has not applied to reserve the course offering, the course will be suspended and will not be open for selection in Stage 3 of the course selection. Those whose selected courses have been suspended should make up for these courses with other courses during Stage 3 of the course selection when school starts or select the courses in the next semester.
7. 第二階段選課期間各次抽籤因重複修課、先修科目未通過或停開等情形尚未檢核，故非最終選課結果，**最終選課結果公佈日期為 2 月 5 日(一)，同學請務必於本階段選課結果公布時，登入系統(iNTUE 校務整合資訊系統/線上選課/選課查詢(學生)/第二階段)再次重覆確認下一學期之選課資料**，並於課程時間準時上課。
In the various lotteries in Phase 2 of the course selection, inspection is not conducted for repeat courses, whether course prerequisites have been met, and whether courses have been suspended. Therefore, the results of the lotteries are not final. The final result of the course selection will be announced on February 5. At the end of this course selection stage when the result is announced, students are reminded to log in to the system (iNTUE / Online course selection / Selected course search (student) / Phase 2) to re-confirm their course selection information for the next semester and be sure to attend classes according to the course schedule.

(四) 開學後第三階段「登記選課」:

Phase 3 Course Selection after school begins(Register course selection):

1. 開學後第三階段選課為「登記選課」，選課系統位置為 iNTUE 校務整合資訊系統/線上選課/學生登記選課(第二、三階段)。
Phase 3 Course Selection after school begins is **Course Registration and Selection** and is conducted on the course selection system: iNTUE→Online course selection→ Student registration & course selection (Phase 2 & Phase 3).
2. 選課時程表所列選課期間內可上網登記欲選課程，於該次選課結束後將依選課人數上限及該課程剩餘名額篩選出「已選中」與「未選中」學生。第二階段選課登記選課未抽中，第三階段如仍欲參與該課程抽籤者，請於第三階段選課期間再次登記參與抽籤。登記選課時皆預設該課程未選中會保留至第二階段選課期間下一次抽籤，如果僅想參與該次抽籤，未選中就不保留至下次抽籤者，請務必自行調整保留狀態為「否」。未抽中課程且未調整保留狀態為「否」者，如不想參加下一次抽籤，請務必自行進系統刪除該課程，避免於後續抽籤被抽中。

During the course selection periods listed in the course selection schedule, students can go online to register for the courses they wish to select. At the end of this course selection stage, students will be "Selected" or "Not Selected" for their courses based on the maximum number of students allowed in the course and the remaining availability of the course quota. Students who are not selected in Stage 2 for their desired courses and who wish to participate in the lottery for the said courses in Stage 3 must register again for the lottery during Stage 3 of the course selection. **In the course registration and selection, courses that are not successfully selected will default to the next lottery in Phase 2 of the course selection. Students who wish to participate only in this lottery and who do not wish to reserve an unsuccessfully selected course for the next lottery must adjust their course reservation status to "No".** If you were not selected for the course and have not adjusted your status to "no," and do not wish to participate in the next lottery, please be sure to delete the course yourself from the system to avoid being selected in subsequent lotteries.

3. 本階段各次抽籤結果請至系統(iNTUE 校務整合資訊系統/線上選課/選課查詢(學生)/第三階段)確認。

Please go to the system(iNTUE→Selected course search (student) →Phase 3) to confirm the results of the various lotteries at this phase.

4. 大學部同學如欲上修研究所課程，請至教務處註冊與課務組表單下載「大學部上修碩士班課程申請單」填妥申請修習課程資訊，經所屬系主任及開課所長核准後，始得選修。

Undergraduate students who wish to take courses above their grade level may go to the website of the Division of Registration and Curriculum of the Office of Academic Affairs to download the Undergraduate Students Taking Upper Division Master's Program Courses Application Form and complete the course application information. The application must be approved by the student's department director and the director of the institute offering the course before the student may select the course.

5. 開學後選課人數恰達或低於開課人數下限之課程，不再受理退選，惟經授課教師及全體修課同學同意並理解該課程將因此停開者不在此限。

After school has started, course drop will not be accepted for courses in which the number of students is equal to or less than the required number of students. However, courses in which the course instructor and all students in the course have agreed and understood that the said courses will be suspended as such are not subject to this provision.

6. 如已通過抵免學分之科目，務必請於本階段上網退選該課程，本階段選課期間所有選課條件均採線上即時判斷與處理；**日間學制學生(含碩博士班學生跨選進修學制課程)請於規定時間上網加退選課，逾期不予補辦。**

For courses that have been transferred and waived, students must go online to drop them at this stage. At this stage of the course selection, all course conditions will undergo real-time online inspection and processing. **Full-time program students (including master's and doctoral students who are taking courses outside their programs) should go online to add-drop courses by the abovementioned deadline. Add-drops will not be accepted after the deadline.**

7. 延修生、復學生選課與一般在學生相同，應依時間及規定辦理，必修課若無法自行完成網路選課，可於規定期限內至各開課單位領取特殊情形人工加簽申請單辦理人工加選。

Course selection for extended study duration students and re-admitted students is the same as that of general enrolled students. These students should register and select their courses according to schedule and regulations. If students are unable to complete the online course selection for required courses, they can go to the respective course offering unit before the deadline to complete the Manual Course Add-on for Special Circumstances Application Form to add the courses.

8. 領取特殊情形人工加簽申請單辦理人工加選期限：113年2月21日(三)至113年2月29日(四)。使用對象和條件(通識課程及教育學程條件另訂之)：(1)復學生、延修生加選必修課。(2)應屆畢業生重補修之課程已達人數上限，若不修習則無法如期畢業。(3)因開課單位課程變動，該科目以後不再開設，故需加選。(4)先修課程科目名稱變動，致無法完成網路選課。(5)其他經開課單位依學生修習狀況專業判斷同意加簽者。

The Manual Course Add-on for Special Circumstances Application Form will be accepted from February 21, 2024 (Wednesday) to February 29, 2024 (Thursday).

The application is applicable to the following students and conditions (criteria for general education courses and education courses are separately determined): (i) Add-on for required courses for re-admitted students and extended study duration students. (ii) Graduating students who must repeat a course that has already reached the maximum student quota, but who will not be able to graduate if they do not take the course. (iii) Courses that will no longer be offered in the future due to changes in the course offering unit and must therefore be taken. (iv) Online course selection cannot be successfully completed due to changes in the titles of pre-requisite courses. (v) Others approved by the course offering unit according to its professional judgment of the student's learning status.

五、校際選課

Inter-school course selection

- (一) 112學年度第2學期日間學制學生校際選課申請期間為113年2月19日至3月01日，如欲至他校校際選課者，請於本校及修課學校申請期間內依規定一次同時辦理完成。

The application period for inter-school course selection for full-time program students in Academic Year 2023 Semester 2 is February 19 to March 01, 2024. Students who wish to select courses from other schools should complete their course selection within both deadlines set by NTUE and the schools offering the courses.

- (二) 大學部學生校際選課之科目學分數不得超過該學期在本校總學分數之三分之一(例：於校內修習15學分，於校外至多得申請修習5學分)。研究生每學期校際選課學分數，得經所屬系(所、學位學程)主管同意不受上述學分之限制。

Inter-school courses taken by undergraduate students should not exceed one-third of their total credits taken in NTUE for the current semester (for example, students taking 15 credits in NTUE are limited to a maximum of 5 credits outside of NTUE). The number of inter-school course credits taken by graduate students is not subject to the above credit restriction upon the approval of their department (institute, degree program) director.

- (三) 國立臺灣大學與本校簽訂有兩校之校級校際選課協議書，兩校學生校際選課(以學期課程為限，不包含暑期課程)，依原肄業學校規定繳費，免繳開課學校學分費。

National Taiwan University and NTUE have signed an institutional level inter-school course selection agreement. Students from the two universities (limited to semester courses, excluding summer courses) selecting inter-school courses will pay to their matriculating school in accordance with regulations and are exempt from paying course credit fees to the school offering the courses.

- (四) 國立臺灣大學通識課程申請修課方式及認列領域請詳閱本校通識教育中心網站。

To apply for National Taiwan University general education courses and for the list of recognized domains, please refer to the NTUE Center for General Education website.

- (五) 於本校已修畢之同名課程，不得於校外重複修課；於外校修畢之同名課程，亦不得於本校重複修課。

Courses with the same course title that have been completed in NTUE may not be repeated outside NTUE; courses with the same course title completed in other schools may not be repeated in NTUE.

- (六) 本校校際選課申請流程、校際選課申請表及詳細注意事項請詳閱教務處註冊與課務組選課專區網頁：

<https://academicntue.ntue.edu.tw/p/412-1002-485.php>

For the inter-school course selection application process, inter-school course selection application form, and detailed reminders and instructions, please refer to the course selection section on the website of the Division of Registration and Curriculum of the Office of

