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National Chi Nan University Student Course Selection Guidelines for the 2nd Semester of the 114th Academic Year

💣💣💣Course Selection Methods: Undergraduate General Education Course Selection ⇨⇨ University-wide Online Course Registration ⇨⇨Add and Drop Courses 💣💣💣

◎ To foster unity through university-wide, college, and departmental activities, Wednesday afternoons from 13:30 to 16:20 are designated as a time for collective activities for both faculty and students. Additionally, the final exams for Freshman and Sophomore English, the post-test (OPT) for Sophomore English, and general education lectures are held during this time.

◎ According to the resolution approved at the 629th Administrative Meeting on July 22, 2025, the starting time for afternoon classes at our school will be changed from 13:10 to 13:30, and all subsequent afternoon class periods will be adjusted accordingly. This change will take effect beginning in the second semester of the 114th academic year.

◎ **Freshman and sophomore undergraduate students are not allowed to add master's courses online. If they wish to do so, they must manually add those courses. Undergraduate students are not permitted to enroll in doctoral courses. Junior and senior undergraduate students with special circumstances who need to add a course must go to the Course Affairs Section and complete a special manual course addition form. PhD students are not allowed to enroll in master's courses designated for the "3g" level, as these courses are already open to 3rd and 4th year undergraduate students. They may only enroll in master's courses designated for the "g" level. Additionally, courses designated for master's level students (indicated by course level "g") must not ultimately include a mixed enrollment of undergraduate, master's, and doctoral students. (Undergraduate, master's, and doctoral students may not be combined in the same class).**

◎ Undergraduate students must enroll in <u>no fewer than 12 credits and no more than 25 credits per semester during their first to third years. In special circumstances, with the approval of the department chair, students may add 1 to 3 courses or drop 1 to 2 courses in each semester. In their fourth year, students must enroll in at least one course</u> (Article 15 of the University Regulations); Graduate students must follow the credit requirements specified by their respective departments each semester (Article 15 of the University Regulations). Extended study students who register must enroll in at least one course. Those who fail to comply must apply for a leave of absence and complete the departure procedures within a specified period. Failure to do so within the deadline, or if the leave of absence period has expired, will result in being considered as not having enrolled in any courses. (Article 33 of the University Regulations).

◎ Students who are enrolled in the Third Life University Special Program are required to complete the designated credit program during the "Specialist Program Period" in accordance with the plan submitted to the Ministry of Education. Course registration during this period will be collectively processed by each department and submitted to the Registrar's Office for system entry.

◎ Before selecting courses, please refer to the study regulations and the list of required courses of your department (or graduate institute).

1. Important Schedule for Student Course Selection for the 114-2 Semester

Phase	Course Selection Time	Lottery Announcement
The first stage of Course	115 / 02 / 03 (Tues) 11:00 ~ 115 / 02/ 05 (Thurs) 10:00	115/ 02 / 05 (Thurs) 15:00

Selection (Undergraduate students select general education courses and special sports courses)	**Explanation**:

Explanation:
Before the official course selection, students must go online to select their preferred general education courses. The screening method is based on the students' priority order. For those with the same priority, the ranking is determined by each student's "completed credits * grade weight * teaching evaluation survey weight." If the scores are identical, a random order is generated by the computer.

(1) Completed credits: If a student's completed credits are 0 (including freshmen and those with no general education course records after the second semester of enrollment), the total score is calculated as 1. For transfer students, the completed credits for their first semester of enrollment are also calculated as 1.

(2) Grade weight: The weight for freshmen is 1.0; for sophomores, it is 1.2; for juniors, it is 1.3; and for seniors and above, it is 1.5. Transfer students' weights are calculated based on their year of entry.

(3) Teaching evaluation survey weight: According to Article 5 of the university's "Teaching Evaluation Guidelines," students who complete the end-of-semester teaching evaluation survey and meet the following conditions will receive adjusted weights for their priority in selecting general education courses for the next semester. The specific standards are outlined in the table below:

Required Number of Courses	Actual Number of Completed Courses	Teaching Evaluation Survey Weight
N courses	0 courses	1.0x
1 course	1 course	2.0x
2courses	1 course	2.0x
	2 courses	2.0x
3 courses	1 course	1.2x
	All completed or missing 1 course	2.0x
4 courses	1 course	1.2x
	2 courses	1.5x
	All completed or missing 1 course	2.0x
5 courses	1 course	1.2x
	2 courses	1.2x
	3 courses	1.5x
	All completed or missing 1 course	2.0x
6 courses	1 course	1.2x
	2 courses	1.2x
	3 courses	1.5x
	4 courses	1.5x
	All completed or missing 1 course	2.0x
7 courses and above	1 course	1.2x
	2 courses	1.2x
	3 courses	1.2x
	4 courses	1.5x
	5 or more courses (not achieving "all completed or missing 1 course")	1.5x
	All completed or missing 1 course	2.0x
Special Cases	Freshmen, transfer students, returning students, and domestic/international exchange students who have no teaching evaluation survey records for the previous semester	2.0x

	115 / 02 / 09 (Mon) 11:00 - 115 / 02 / 10 (Tues) 10:00	115 / 02 / 10 (Tues) 10:50
	115 / 02 / 10 (Tues) 11:00 - 115 / 02 / 11 (Wed) 10:00	115 / 02 / 11 (Wed) 10:50
	115 / 02 / 11 (Wed) 11:00 - 115 / 02 / 12 (Thurs) 10:00	115 / 02 / 12 (Thurs) 10:50
	115 / 02 / 12 (Thurs) 11:00 - 115 / 02 / 13 (Fri) 10:00	115 / 02 / 13 (Fri) 10:50
The second stage of course selection (all students in the school, including graduate students, can select courses online)	**Explanation:** **Priority order for student course registration and allocation in the 2nd stage and 3rd stage:** 1. The computer will randomly select students at the end of each registration period. The default order of priority is as follows: (1) Students in the class will be given priority to enroll in the class; (2) Students in the department's cohort system, or students with dual major, minor, or credit program status in the department, will be selected in order of seniority; (3) Students from other departments within the cohort system will then be considered, also in descending order of academic year; (4) If there is a vacancy, we will provide students of different academic systems to select from the highest to the lowest grade. 2. **Course Registration System**: If a course is not successfully registered, it will automatically remain in the queue for the next stage of the course lottery. If you do not wish to participate in the next lottery, please change the retention status to "No" or manually delete the course from the system to avoid being selected in subsequent lotteries. 3. The system conducts a lottery daily from 10:00 AM to 11:00 AM during the course registration period, and course registration will be paused during this time. 4. Starting from the 113th academic year, the Course Affairs Section will no longer print course selection confirmation slips. Students should check the Online Course Selection System after each phase of course distribution to verify their selected courses and credits are correct.	
	115 / 02 / 23 (Mon) 11:00 - 115 / 02 / 24 (Tues) 10:00	115 / 02 / 24 (Tues) 10:50
	115 / 02 / 24 (Tues) 11:00 - 115 / 02 / 25 (Wed) 10:00	115 / 02 / 25 (Wed) 10:50
	115 / 02 / 25 (Wed) 11:00 - 115 / 02 / 26 (Thurs) 10:00	115 / 02 / 26 (Thurs) 10:50
	115 / 02 / 26 (Thurs) 11:00 - 115 / 03 / 02 (Mon) 10:00	115 / 03 / 02 (Mon) 10:50
	115 / 03 / 02 (Mon) 11:00 - 115 / 03 / 03 (Tues) 10:00	115 / 03 / 03 (Tues) 10:50
	115 / 03 / 03 (Tues) 11:00 - 115 / 03 / 04 (Wed) 10:00	115 / 03 / 04 (Wed) 10:50
	115 / 03 / 04 (Wed) 11:00 - 115 / 03 / 05 (Thurs) 10:00	115 / 03 / 05 (Thurs) 10:50
	115 / 03 / 05 (Thurs) 11:00 - 115 / 03 / 06 (Fri) 10:00	115 / 03 / 06 (Fri) 10:50
	115 / 03 / 06 (Fri) 11:00 - 115 / 03 / 09 (Mon) 10:00	115 / 03 / 09 (Mon) 10:50
The third stage of Course Selection (Online Course Registration and Manual Add/Drop)	**Explanation:** 1. If a student is not selected during the second phase of course registration, they may register again and participate in the lottery during the third phase. 2. Under the course registration system, if a student is not selected for a course, their selection will automatically carry over to the next phase of the course selection lottery. If a student does not wish to participate in the next lottery, they should change the retention status to "No" or manually delete the course from the system to avoid being selected in the subsequent lottery. 3. Starting from the 1st semester of the 113th academic year, students will use an "authorization code" for manual course addition. During the manual add/drop period, students must obtain the authorization code from the course instructor → To add a course, students should go to the [Academic Affairs System] during the designated online manual add/drop period → Select [Course Addition Authorization Code Entry] from the left menu → Enter the "Course Number" to find the course and input the authorization code to complete the addition. The deadline for adding authorization code is 17:00 on March 09. Students who wish to withdraw from the course online are requested to withdraw from the course in the system by themselves, and the deadline is extended to 17:00 on March 09. 4. The manual course selection of Freshman PE and special sports courses will be handled centrally by the Physical Education Division of the General Education Center. Authorization codes will not be provided by course instructors. The manual course selection period for special sports and Freshman PE courses is from 8:00 a.m. on February 23, 2026 to 10:00 a.m. on March 9, 2026. The manual course selection for special sports courses is open only to senior students and above; for Freshman PE courses, it is open only to sophomore students and above. Students are required to bring their student ID cards in person to the lobby of the Physical Education Center to sign up. The manual course selection will be conducted in queue order, with separate lines for Freshman PE and special sports courses. Due to equipment and venue limitations, each specialty sports course offers 4 additional enrollment spots, while Freshman Physical Education offers 8 additional spots. 5. The system conducts a lottery daily from 10:00 AM to 11:00 AM during the course registration period, and course registration will be paused during this time. 6. Starting from the 113th academic year, the Course Affairs Section will no longer print course selection confirmation slips. Students should check the Online Course Selection System after each phase of course distribution to verify that their selected courses and credits are correct.	

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Remarks: Students are reminded that the deadline for course selection confirmation is March 18th, 2026. If the number of students enrolled in a course does not meet the minimum enrollment requirement as specified in the university's course scheduling guidelines, the course will be canceled.

2. Course Selection Procedure:

(1) Internet Course Selection Procedure:

Enter the university's website (http://www.ncnu.edu.tw) → Click on【Single Sign-On】 at the top right corner→ Click on the [Login] function at the top right corner → Enter your username and password to complete the login → Select 【The New Generation Academic Affairs System】→ Click on【SSO login】→ From the left menu, select 【Online Course Selection】→ Depending on the course selection phase, enter【Undergraduate Student Preference Registration (First Phase)】or【Student Course Registration (Second Stage)】→ Select the desired courses as displayed on the screen, then click 【Add Course】 or 【Register Course】.For courses without assigned classrooms, please check the Academic Affairs System regularly for updates.

☆ Strongly recommended: Before selecting courses, please first go to 【Course Search】to review the course syllabus and related information.

(2) Manual Course Selection Procedure:

1. Course instructors must first use the【Generate Course Addition Authorization Code】function to select the course for which they want to create an authorization code. Generate the authorization code and print the "Course Addition Authorization Code Collection Signature List."

2. Students must obtain the authorization code from the course instructor → During the designated online manual add/drop period, log in to the【Academic Affairs System】→ From the left menu, select【Course Addition Authorization Code Entry】→ Enter the "Course Number" to find the course, then input the authorization code to complete the course addition.

(3) Inter-University Course Registration Procedure:

Please carefully review the guidelines for inter-university course registration. Log in to the New Generation Academic Affairs System and navigate to **Student Section → Online Course Registration → Inter-University Course Application**. Fill in the name of the target university, department, and course title, then click **Print** to generate the application form. The printed form must be approved and signed by your department and the Registration and Curriculum Division of the Academic Affairs Office at our university. Once approved, take the inter-university course registration form to the target university to complete the registration process.

(4) Procedure for suspension a course:

Please read the regulations for students to apply for course suspension and then go to New Generation Academic Affairs System → Student Area → Online Course Selection → Suspension Application → Click on the course you want to suspend and click "print" the application form, and then send the paper copy to the Registration and Curriculum Division of the Academic Affairs Office after it has been signed by the instructor, tutor, and department (institute) chairperson. The submission period is from the course registration confirmation deadline until the course withdrawal deadline specified in the academic calendar.

3. Regulations for Taking University-Wide Mandatory Courses

(1) Chinese Critical Thinking and Expression：

1. **Starting from the 113th academic year**, the course selection guidelines for new students enrolled in "Chinese Critical Thinking and Expression" (4 credits) are as follows:

(1) The "Chinese Critical Thinking and Expression" course is an "academic year-long course." Students must enroll in the same class for both the first and second semesters. For example, if you enroll in "Chinese Critical Thinking and Expression I: Reading and Writing (College of Humanities A)" in the first semester, you must continue with "Chinese Critical Thinking and Expression II: Diverse Applications (College of Humanities A)" in the second semester. The Academic Affairs System will import the student enrollment data from the first semester in advance. Students with special course selection requirements should withdraw from the current course in the Academic Affairs System and register for another class section.

(2) If you are unable to complete the online course selection during the designated period, please fill out the "114-2 Chinese Critical Thinking and Expression Manual Course Addition Preference Form" from February 14, 2026 to before 12:00 noon on March 6, 2026 (URL: https://reurl.cc/v7RW7e). You will receive a notification regarding the scheduled course within three working days. Do not directly request an authorization code from the course instructor.

(3) Department of Chinese Language and Literature students take "Guidance in Reading and Writing (I) (II)" classes a or b based on the last digit of their student ID number being odd or even.

(4) Overseas Chinese and International students admitted from the 2024 academic year onward are not permitted to substitute the "Chinese Critical Thinking and Expression" course with "Chinese Language for Overseas and International Students" course.

(5) If you have any questions regarding the "Chinese Critical Thinking and Expression" course selection, please contact the part-time assistant at the Department of Chinese Language and Literature for assistance. (Phone: 049-2910960, extension 2603).

2. Course selection guidelines for **registered students from the 105th to the 112th academic years** enrolled in "Chinese Critical Thinking and Expression" (4 credits) / "Chinese Language for Overseas and International Students" (4 credits) are as follows:

  (1) "Chinese Critical Thinking and Expression" is taken over two semesters, with 2 credits each semester, totaling 4 credits.

  (2) Overseas and international students may take the "Chinese Language for Overseas and International Students" course at a level determined by their Chinese language proficiency test results upon entry, which may also qualify them for credit exemption.

  (3) Students who have not yet completed the "Chinese" course by the 112th academic year should enroll in "Chinese Critical Thinking and Expression I: Reading and Writing" to fulfill the "Chinese (I)" requirement and "Chinese Critical Thinking and Expression II: Diverse Applications" to fulfill the "Chinese (II)" requirement.

(2) English: Course selection notes for students enrolling in English courses (totaling 6 credits) **from the 113th academic year and onward** are as follows:

  (1) *Cross-disciplinary ESAP: Textual Interpretation and Composition, Cross-disciplinary ESAP*: *Critical Thinking and Expression:* Students are required to take 2 credits each in the first and second semesters. Students with an odd student ID number should enroll in class a, while those with an even student ID number should enroll in class b (this rule does not apply to combined classes).

  (2) After completing the university's self-administered English proficiency pre-test, freshmen must switch to *Cross-disciplinary ESAP: Textual Interpretation and Composition—Basic I and II or Cross-disciplinary ESAP: Critical Thinking and Expression—Advanced I and II* during the add/drop period according to the course list published by the Language Teaching Center. Students are not permitted to enroll in a different class without special reasons.

  (3) *Cross- Disciplinary ESAP: Cross-Cultural Communicative Skills:* This is a required two-credit course. In the 114th academic year, the following departments will offer the course only in the first/fall semester: Department of Counseling Psychology and Human Resource Development, Department of Educational Policy and Administration, Department of Public Policy and Administration, Department of Southeast Asian Studies, Department of Civil Engineering, Department of International and Comparative Education, Department of Social Policy and Social Work, Department of Elder Health, and Long-Term Care Management for Indigenous Students Program.

  The following departments will offer the course only in the second/spring semester: Department of History, Bachelor of Science and Technology, Interdisciplinary Program of Education, Department of Foreign Languages and Literature, Interdisciplinary Program of College of Management, Indigenous Culture Industry and Social Work Program for Undergraduate Indigenous Students, Nursing, and Department of Chinese Language and Literature.

  All the other departments will offer the course in both semesters, and students may choose to take it in either semester.

(3) Information Technology

1. **Beginning the 114th academic year**, new students will take the "Information Technology" course (2 credit)

  (1) First-year students are required to take "Information Technology (1)" in the first semester and "Information Technology (2)" in the second semester.

  (2) Students from the Department of Computer Science and Information Engineering, Department of Electrical Engineering, Bachelor of Science and Technology, and Department of Information Management may waive the course. Students who choose to waive the course must complete the equivalent credits with other courses.

2. **Beginning the 113th academic year**, new students will take the "Information Technology" course (1 credit)

  (1) The course is offered in the first semester of each academic year, regardless of department, and is worth 1 credit.

  (2) Starting from the 114th academic year, the Information Technology course will be adjusted to 1 credit per semester, with one credit offered in the first semester and one in the second. Students who have not yet completed the Information Technology course are advised to take "Information Technology (1)" in the first semester (114-1), or "Information Technology (2)" in the second semester (114-2).

(4) Social Service Learning

1. **Beginning the 113th academic year**, new students will take the "Social Service Learning" (1 credit)

  (1) The course is taken either in the first or second semester, totaling 1 credit.

  (2) Starting from the 114th academic year, the Social Service Learning course will be removed from the list of required courses. Students who have not yet completed this course are advised to take "Service Learning." (議題式社會服務學習)

2. **Registered students from the 110th academic year until the 112th academic years** will take "Social Service Learning" (2 credits):

  (1) The course is taken either in the first or second semester, totaling 1 credit. Classes are allocated according to the student's department, and students are not allowed to enroll in a different class without special reasons.

  (2) Starting from the 114th academic year, the Social Service Learning course will be removed from the list of

required courses. Students who have not yet completed this course should take "Service Learning (1)" (議題式社會服務學習(上)) in the first semester (114-1), or "Service Learning (2)" (議題式社會服務學習(下)) in the second semester (114-2).

(5) Freshman Physical Education

    1. **Beginning the 113th academic year**, new students will take Freshman Physical Education (2 credits):

        (1) The course is divided between the first and second semesters, with 1 credit each semester.

        (2) In the first semester of the freshman year, students will attend classes according to their department, coordinated with the school sports day, fitness pre-test, and water self-rescue swimming test. In the second semester, students will be divided into classes based on different sports and can choose courses according to their interests. Additionally, a fitness post-test will be conducted.

        (3) In the first semester of Freshman Physical Education, undergraduate departments and college bachelor's programs with fewer than 40 students will combine classes. In the second semester, courses with fewer than 40 students will not be offered.

        (4) Students who qualify for the university's adaptive physical education classes can waive the Freshman Physical Education course after completing 2 semesters.

        (5) Students who are unable to take adaptive physical education courses must proactively obtain certification documents from a teaching hospital, public hospital, or medical center. These documents must be approved by the Physical Education Office before students can apply for exemption from adaptive physical education courses, specialized sports courses, Freshman Physical Education courses, or general physical education courses. Students who meet the exemption criteria must still make up the exempted credits with other courses in order to graduate.

    2. **Registered students from the 110th academic year until the 112th academic year** will take Freshman Physical Education (1 credit):

        (1) The course is divided between the first and second semesters, with 0.5 credits each semester.

        (2) In the first semester of the freshman year, classes are conducted according to the department, coordinated with the school sports day, fitness tests, and water self-rescue swimming tests. However, undergraduate departments and college bachelor's programs with fewer than 40 students will combine classes.

        (3) In the second semester of the freshman year, students are divided into classes based on sports activities and can freely choose courses according to their interests.

        (4) Students with disabilities can take adaptive physical education classes for both semesters to waive the Freshman Physical Education course.

(6) Featured Sports: Starting from the 110th academic year, registered students will take Feature Sports (2 credits):

    1. The Featured Sports courses include archery, golf, swimming, sports dance, tennis, boating, and outdoor adventure education, with each course worth 1 credit. Students can start taking these courses from their sophomore year, with a maximum of one course recognized per semester. During the first phase of course selection, students may be selected for only one course through the lottery system. Before graduation, students must complete at least two Featured Sports courses totaling 2 credits. Students with disabilities can take adaptive physical education classes for two semesters to waive the Featured Sports course requirement.

    2. Students enrolled in Featured Sports courses must participate in the university-wide Spring Hike activity during the semester. Participation in these activities will be included as part of the course evaluation, accounting for 5% to 10% of the total course grade for the semester.

    3. For students taking the Featured Sports — Boating course, the university does not provide transportation to and from Sun Moon Lake. Students must arrange their own transportation for attending the classes.

(7) General Education Lectures (0 credits): Students must attend at least 6 General Education lectures before graduation.

4. General Education Course Requirements:

  (1) **Starting from the 113th academic year**, new students are required to take elective courses in the General Education fields (totaling 15 credits). The four main General Education fields are as follows, and students can cross-count up to 4 credits across these fields (subject to approval by the General Education Center):

    1. Humanities Field: Includes the subfields of Literature and Art, History, Philosophy and Culture, and AI Collaboration in Cultural Creativity. Students must complete at least 3 credits in this field.

    2. Social Sciences Field: Includes the subfields of Law, Politics and Education, Society, Economy and Management, and Data Science Analysis. Students must complete at least 3 credits in this field.

    3. Natural Sciences Field: Includes the subfields of Engineering and Technology, Life and Sciences, and Programming. Students must complete at least 3 credits in this field.

    4. Special General Education Field: Includes the subfields of International Connections (Southeast Asia), Net Zero Sustainability (Green Concepts), and Social Innovation (Local Realization). Students must complete at least 3 credits in this field.

  (2) **Starting from the 110th academic year until the 112th academic year**, registered students are required to take elective courses in the General Education fields (totaling 16 credits).

  The four main General Education fields are as follows, and students can cross-count up to 4 credits across these fields (subject to approval by the General Education Center):

  1. Humanities Field: Includes the subfields of Literature and Arts, and History, Philosophy, and Culture.　Students must

complete at least 4 credits in this field.

2. Social Sciences Field: Includes the subfields of Law, Politics, and Education, and Socioeconomics and Management. Students must complete at least 4 credits in this field.

3. Natural Sciences Field: Includes the subfields of Engineering and Technology, and Life and Sciences. Students must complete at least 4 credits in this field.

4. Special General Education Field: Includes the subfields of International Connections (Southeast Asia), Net Zero Sustainability (Green Concepts), and Social Innovation (Local Realization). Students must complete at least 4 credits in this field.

5. Other Course-Related Regulations

(1) Basic English Proficiency Requirements for Bachelor's Program Students:

1. Students who meet the basic English proficiency requirements set by their department can submit official transcripts or certificates of the relevant tests to the university's Language Teaching Center at any time for registration. This will serve as the basis for the "English Basic Proficiency Passed" certification by the university. For students who meet the department's English proficiency requirements, their academic transcript will indicate "English Basic Proficiency Met" along with the type of test passed and the corresponding score.

2. Students who do not meet the basic English proficiency requirements set by their department by their junior year (inclusive) can choose one of the following methods to complete the registration:

(1) Register for "Online English Practice" on the Language Teaching Center's official website and pass the in-person final exam.

(2) Complete the "English Learning Portfolio" point collection according to the corresponding level of the department's basic English proficiency requirements.

3. For details, please refer to the Implementation Guidelines for Basic English Proficiency Requirements for Bachelor's Program Students at our university.

(2) Class Schedule Conflict and Repeated Course Enrollment Prohibited: Students are not allowed to enroll in more than one course at the same class time; violations will result in a zero score for each course. Repeating a course that has already been passed will not count towards credits or grades. (Academic Regulations, Article 17)

(3) Attendance Policy: If a student is absent (excused or unexcused) for more than one-third of the total class hours of any subject in an academic year, they are not allowed to take the Final Exam for that subject. If a student is absent (excused or unexcused) for more than one-third of the total class hours in a semester, they will be required to take a leave of absence. The school will notify the student to complete the leave of absence and withdrawal procedures within a specified time. Failure to do so, or if the two-year leave of absence period has expired, will result in dismissal from the university. If a student is truant for more than one-third of the total class hours in a semester, they will be dismissed from the university. (Academic Regulations, Article 36)

(4) Tuition Fee Payment: After the course selection confirmation deadline, please make payment as soon as possible within the payment deadline. Payment of tuition and miscellaneous fees for credit courses: Third-party university students should pay their fees as soon as possible within the payment period after the course selection confirmation deadline during the credit course period.

(5) In accordance with the "National Chi Nan University Language Teaching Center Language Laboratory and Language Practicum Fee Management Regulations," our university charges a "Language Practicum Fee" of NT$750 per semester for freshman students. For transfer students in their sophomore year or above, a "Language Practicum Fee" of NT$750 will be charged during the semester they enroll.

(6) For bachelor's students extending their study period (extended graduation students), as well as master's, doctoral, and on-the-job master's program students taking zero-credit courses, fees will be charged based on the number of class hours per week, with one hour equating to one credit. The fee structure is as follows:

1. Bachelor's Program Extended Graduation Students:

(1) At the beginning of the semester, only student accident insurance fees will be collected. Tuition and miscellaneous fees will not be collected in advance. After the course add/drop period is finalized, the total fees will be calculated based on the number of credits taken and other applicable fees.

(2) For students taking 9 or more credits, full tuition and miscellaneous fees will be charged. For students taking more than 5 but no more than 8 credits, half of the tuition and miscellaneous fees will be charged. For students taking 4 or fewer credits, one-quarter of the tuition and miscellaneous fees will be charged.

(3) During the period of normal study and extended study period, no credit fee will be charged for over-study.

2. Graduate Students: At the beginning of the semester, a base tuition and miscellaneous fee will be collected. After the course add/drop period is finalized, the total fees will be calculated based on the number of credits taken.

(8) Students are strongly advised to securely keep their university system passwords. It is highly recommended to update your password before course selection to prevent unauthorized use.

※ National Chi Nan University Class Time Code Reference Table:

1. Day Code: Represented by Arabic numerals, 1-7 for Monday to Sunday.

2. Time Code:

Time code	a	b	c	d	e	f	g	h
Class time	08:10 - 09:00	09:10 - 10:00	10:10 - 11:00	11:10 - 12:00	13:30 - 14:20	14:30 - 15:20	15:30 - 16:20	16:30 - 17:20
Time code	i	j	k	l	m	x	y	z
Class time	17:30 - 18:20	18:30 - 19:20	19:30 - 20:20	20:30 - 21:20	21:30 - 22:20	06:10 - 07:00	07:10 - 08:00	12:10 - 13:00

3. Example: 2bcd indicates class time on Tuesday from 9:10 AM to 12:00 PM; 1cd3f indicates class time on Monday from 10:10 AM to 12:00 PM and on Wednesday from 2:30 PM to 3:20 PM.

＊For other course selection-related matters, please refer to the university's academic regulations and the relevant regulations of each department (institute).