

國立陽明交通大學學生選課作業辦法

National Yang Ming Chiao Tung University Student Course Registration Policy

110 年 05 月 26 日 109 學年度第 2 次教務會議通過

Passed at 2nd Academic Affairs Meeting of Academic Year 2020 on May 26, 2021

112 年 03 月 07 日 111 學年度第 3 次教務會議通過

Passed at 3th Academic Affairs Meeting of Academic Year 2023 on March 7, 2023

第一條 國立陽明交通大學（以下簡稱本校）為學生選課作業及輔導學生選課，特訂定本辦法。

Articel 1. National Yang Ming Chiao Tung University (hereinafter referred to as “NYCU”) hereby enacts the Policy to process students’ course registration affairs and guide students to select courses.

第二條 學生選課分初選及開學後加退選。初選於前一學期期末辦理（新生於第一學期開學前），開學後加退選於開學第一、二週辦理，學生應於選課期間內完成選課。

Articel 2. The Course Registration Procedure is divided into the initial course registration and add and drop period after school begins. The initial course registration takes place at the end of the previous semester (before the first semester begins, in the case of freshmen). Add and drop period has to be finished within the first and second week after school begins. All course registration should be completed within the period of time designated for course registration.

第三條 各系所專班之選課輔導至遲於加退選截止一週內完成。

加退選截止前，輔導學生加退選之課程，由學生或各系所專班於網路上辦理加選或退選。

加退選截止後，輔導學生加退選之課程由系所專班彙整，於加退選截止一週內送課務組更正選課。

Articel 3. The course registration counseling in each department, institute, in-service education program and degree program shall be completed no later than one week after the add or drop period deadline expires.

The courses for which students are provided with the course registration counseling service may be added or dropped by students or each department's/institute's continuing education program online by the add or drop period deadline.

Upon expiration of the add or drop period deadline, the courses for which students are provided with the course registration counseling service shall be compiled by the department's/institute's continuing education program and submitted to the Division of Curriculum for correction within one week upon expiration of the add or drop period deadline.

第四條 加退選截止後，學生應自行上網查詢選課結果，以確認所選之科目。

Articel 4. Students have to check and confirm the results online voluntarily upon expiration of the add or drop period deadline.

第五條 逾期加退選於加退選截止一週內辦理，辦理須經任課老師及系所主管之同意後送課務組，並義務工讀四小時。非個人因素造成之逾期加退選，得免義務工讀。

Articel 5. Students who fail to add or drop any course by the add or drop period deadline may apply to add and drop courses subject to prior approval of their course advisors and chairs of their departments/institutes, and shall be reported to the Division of Curriculum, and will be required to perform duty as student workers without pay for four hours. Notwithstanding, in the case of overdue course registration caused by any circumstances other than personal factors, the students may be exempted from performance of duty as student workers.

第六條 學生選修之課程於學期中(逾期加退選期限截止後)無法繼續修習時，依「國立陽明交通大學學生停修課程辦法」辦理。

Articel 6. Students who are unable to continue studies during the semester (upon expiration of the add or drop period deadline) may apply the “National Yang Ming Chiao Tung University Student Course Withdrawal Application Policy.”

第七條 學生於同一時段內不得衝堂修讀兩個科目，如經發現，兩科目成績均以等第 X 計算，整合性課表及彈性授課時段等，經開課單位確認無實際衝堂修讀情事者，不在此限。

若學生因前次修課成績不及格而重修課程，可申請衝堂修課，每學期每週限一節衝堂。

Articel 7. Students are not allowed to attend two subjects conflicting with each other in the same session. Otherwise, the grades of both subjects will be calculated based on the X grade. If the students take the integration courses or flexible teaching sessions and the department confirms that no conflict with any course actually exists, the students can apply for two courses with a clash in the schedule.

Students can apply for two courses with a clash in the schedule owing to the failing grades in the previous course, withing the limit of one clashed session per week each semester.

第八條 學生修習分兩學期(含)以上授課之課程，各學期間之內容有前後次序者，非經院(系、所、專班、學位學程)及任課老師之同意，不得顛倒修習；上學期成績不及格者，如經院(系、所、專班、學位學程)及任課老師同意，得准繼續修習下學期科目。

前項連續性之課程，由各院(系、所、專班、學位學程)訂定公佈之。

Articel 8. Students who take courses planned to be taught across two semesters (inclusive) or more, which are required to be taken in order in each semester, are not allowed to reverse the order in which the courses shall be taken, unless with the approval of the college (department, institute, in-service education program and degree program) and the course instructor; if the student receives a failing grade in the previous semester, they may be allowed to continue taking the subject in the next semester upon approval of the college (department, institute, continuing education program and degree program) and the course instructor.

The sequential courses referred to in the preceding paragraph shall be defined and announced by each college (department, institute, continuing education program and degree program).

第九條 系統工程與科技學士學位學程(以下簡稱系統學程)學生不適用本辦法第二、三、五、六、七條之規定。

系統學程之學期起迄時程，依照系統學程教育計畫之各年班之全期教育學曆與使用時間基準表。

- 一、系統學程學生選課，分初選及開學後加退選。初選於前一學期期末辦理（新生於第一學期預備週），開學後加退選於開學第一週辦理，學生應於選課期間內完成選課。
- 二、系統學程之選課輔導為開學第二週，輔導學生加退選之課程由系統學程助理至網路辦理。
- 三、學生於同一時段內不得衝堂修讀兩個科目，如經發現，兩科目成績均以等第 X 計算。

Articel 9. Article 2, Article 3, Article 5, Article 6 and Article 7 herein shall not apply to students of the Bachelor Degree Program of System Engineering and Technology (hereinafter referred to as the "System Program").

The System Program's semester starting and ending dates will be determined based on the academic calendar and timetable applicable to the education plan of the System Program for each grade/class in a whole term.

1. The System Program's Course Registration Procedure is divided into the initial course registration and the add and drop period after school begins. The initial course registration takes place at the end of the previous semester (before the first semester begins, in the case of freshmen). The add and drop period has to be finished within the first week after school begins. All course registration should be completed within the period of time designated for course registration.
2. The course registration counseling for the System Program's students will be provided during the second week after school begins. The courses regarding course registration counseling on how to add and drop courses will be provided online by assistants of the System Program.

3. Students are not allowed to attend two subjects conflicting with each other in the same session. Otherwise, the grades of both subjects will be calculated based on the X grade,

第十條 本辦法經教務會議通過後實施，修訂時亦同。

Articel 10. The Policy shall be implemented upon passing the Academic Affairs Meeting. The same shall apply where the Policy is amended.