

111 學年度 第一學期 學生選課行事曆

一、學生選課時間表：

日 期	時 間	作業內容	適用對象	作業方式	相 關 注 意 事 項
5/25(三) 起	09:00 起	選課資料 公布	全體學生	至逢甲人資訊 服 務 入 口 (https://myfcu.fcu.edu.tw) →NID 登入 →「課程學習」 →「我的課表」 →「預選課表」 查詢。	本班(含資電學院學程)「必修」科目由系統直接轉入 個人預選資料中，其他科目須自行上網辦理「加選」。
5/30(一) 至 6/6(一)	09:00 24:00	網路預選	全體學生	至選課系統 (http://course.fcu.edu.tw) 辦 理 登 記	1.預選科目至多 30 學分（研究生 19 學分），且各科目 時間不得衝堂。 2.如需辦理必修科目退選，應洽各系辦公室申請。 3.預選資料處理依「資料集中、電腦隨機選取」作業。
6/7(二) 至 6/13(一)	09:00 17:00	主動與學習 導師約定 諮詢時間			1.學生預選資料必須於規定時間內與「學習導師」諮詢確認 (若無法聯絡到導師，請尋求系、所辦公室協助)。 2.「學習導師」如有建議，學生須重新在「選課系統」中再 修改預選資料後送出，始完成預選。
8/16(二)	09:00 起	新生查詢 課表	大學部、研 究所新生及 暑假轉學生	至逢甲人資訊 服 務 入 口 (https://myfcu.fcu.edu.tw) →NID 登入 →「課程學習」 →「我的課表」 →「修習課表」 查詢。	1.大學部新生、暑假轉學生(8/3 前報到註冊者)及研究所 新生：本班「必修」科目由系統直接轉入個人課表 中，其他選修科目，請於加退選期間自行上網辦理。 2.【中文思辨與表達(一)】由國語文教學中心，以跨系 分班方式統籌辦理開課時間。(本項不適用 <u>進修學士 班、國際生大一不分系及中文系</u>) 3.【大學基礎英文(一)】由系統分級轉入大一新生課 表。(本項不適用外文系、全校國際生大一不分系)。 4.【專業溝通英文(一)】採集中上課方式，由外語教學 中心統籌安排上課時間。 5.大一生公民參與、社會實踐、創意思考、人文與科技 由通識中心統籌安排上課時間。
		預選結果 公布	全體學生		
8/29(一)	09:00 24:00	網路 加退選	限應屆畢業 生、國貿全 英大三生及 延修生	餘 額 加 選	1.應屆畢業生及延修生得優先選課。 2.國貿全英大三生因大四須出國，得優先選課。
8/30(二) 至 8/31(三)	09:00 24:00	網路加退 選	全體學生	上 網 登 記	1.請於選課系統網頁，自行上網辦理加退選登記。 2.請留意選課系統之「課程公告」。 3. <u>9/2(五)下午公布上網登記結果。</u> 4.每次登錄選課作業閒置時間以 10 分鐘為限。

日 期	時 間	作業內容	適用對象	作業方式	相 關 注 意 事 項
9/8(四)	09:00 12:00	餘額科目之 現場選課	限應屆畢業 生、國貿全 英大三生及 延修生	本人持「現場 選課申請單」， 至各受理地點 當場辦理選 課。(通識選修 課程不適用)	1. 現場選課地點，如『二、作業說明』。 2. 「現場選課申請單」，可至「註冊課務組網頁/學生/課程與選課：選課資訊/選課表單」下載。
	14:00 17:00	不開放網路 加退選科目 之現場選課	日間 學制生		1. 場選課地點，如『二、作業說明』。 2. 如需辦理必修科目退選，應洽各系辦公室申請。
	18:30 20:30		夜間 學制生		1. 現場選課地點於各該學系辦公室。 2. 如需辦理必修科目退選，應洽各系辦公室申請。
	13:00 24:00	網路 加退選	全體學生	餘額加選	1. 各年級學生可自行上網辦理加退選。 2. 通識選修課程一律在網路上辦理加退選。 3. 通識課程依「通識課程選課須知」辦理。
9/9(五) 至 9/20(二)	00:00 24:00				
9/19(一) 至 9/20(二)	09:00 12:00	不開放網 路加退選 科目之現 場選課	全體學生	本人持「現場 選課申請單」， 至各受理地點 當場辦理選 課。(通識選修 課程不適用)	1. 現場選課地點，如『二、作業說明』。 2. 如需辦理必修科目退選，應洽各系辦公室申請。
	14:00 17:00				
	18:30 20:30		夜間 學制生		
9/20(二)	09:00 起	確認個人 選課資料 截止日 (學分費核 算基準日)	全體學生 (特別是以 學分數計收 費用者)	至逢甲人資訊 服 務 入 口 (https://myfcu.fcu.edu.tw) →NID 登入 →「課程學習」 →「我的課表」 →「修習課表」 查詢。	學生需於 9/8~9/20，至逢甲人資訊服務入口 (https://myfcu.fcu.edu.tw) →NID 登入→「課程 學習」→「我的課表」→「修習課表」核對選課科目 (逾期未確認者，以選課系統所存資料為準)。
9/22(四) 至 9/29(四)	09:00 17:00	停開科目 改選	限停開科目 之選課生	本人持「停開 科目後改選申 請單」，至註冊 課務組辦理。	1. 9/26 起退選科目仍須繳費且不予退費。(亦不可要求改選) 2. 加退選後停開科目，公布於註冊課務組網頁及各上課教室，如需改選其他科目，限於 9/29 前辦理。 3. 「停開科目後改選申請單」，可至「註冊課務組網頁/學生/課程與選課：選課資訊/選課表單」下載。
9/26(一) 至 12/2(五)	09:00 17:00	加選截止 後退選	申請退選者	上 網 申 請	1. 學生於選課系統登錄提出申請，退選科目若為本班開設之必修科目需經系主任或其授權代理人核准後方可退選，其他選修及非本班所開設之必修科目上網申請完成後，即確認退選，退選科目在該學期及歷年成績單上均留存退選紀錄，以 W 註記。 2. 退選本班必修之申請程序須於 12/2 前完成核定。(逾期視同放棄申請) 3. 退選後修習學分總數不得低於規定之最低學分數。

二、作業說明

(一)「現場選課」地點：

科目	地點	科目	地點
專業課程	各系辦公室	中文思辨與表達	資電館一樓國語文教學中心
大學基礎英文、專業溝通英文、大三英文	資電館一樓外語教學中心	微積分	理學大樓四樓微積分教學中心
公民參與、社會實踐、創意思考、人文與科技	人言大樓十樓通識教育中心	普通物理	理學大樓四樓物理教學研究中心
全民國防教育軍事訓練課程	行政二館二樓軍訓室	體育課程	體育館一樓體育教學中心

(二) 有關選課相關注意事項，攸關同學權益，務必請洽各開課單位(參閱前述地點)或其網頁查詢。

(三) 開課資料請自行上網查詢課程檢索。

2022 Fall Semester Course Selection Calendar

I. Course Selection Calendar:

Date	Time	Event/Action	Eligibility	Instructions	Additional information
Beginning on 5/25 (Wed)	After 09:00	Posting of course selection information	All students	MYFCU Information System (https://myfcu.fcu.edu.tw) → NID Login → Courses → Course Selection Information → My Schedule Inquiry	The system will automatically select required courses (including Information and Electrical Engineering programs). Students must add other courses through the online course selection system.
5/30 (Mon) to 6/6 (Mon)	09:00 24:00	Online course selection	All students	Course Selection System (https://course.fcu.edu.tw)	<ol style="list-style-type: none"> 1. No more than 30 credits (19 credits for graduate students) may be selected. Note that the system will not accept time conflicts. 2. Students must apply to the relevant department office to drop a required course. 3. Course selection data is processed according to data centralization and system processes.
6/7 (Tue) To 6/13 (Mon)	Office hours	Academic advisor (by appointment)			<ol style="list-style-type: none"> 1. Course schedules must be approved by an academic advisor within the specified time period (if unable to reach your academic advisor, contact the relevant department or graduate institute office for assistance). 2. If an academic advisor requests changes to the course schedule, the student must use the online course selection system to revise the course schedule.

Date	Time	Event/Action	Eligibility	Instructions	Additional information
8/16 (Tue)	After 09:00	New students should check course schedule	Undergraduate students, graduate students and summer vacation transfer students	MYFCU Information System (https://myfcu.fcu.edu.tw) → NID Login → Courses → Course Selection Information → My Schedule Inquiry	<ol style="list-style-type: none"> 1. The system will automatically select required courses for new undergraduate students, graduate students and summer vacation transfer students (register before 8/3). Adding or dropping other courses must be completed before the course add/drop deadline. 2. The Chinese Language and Literature Teaching Center determines class enrollment in the CRITICAL THINKING AND EXPRESSION IN CHINESE (1) by combining students from different departments (Please note: this item is not applicable to Continuing Education Bachelor Programs, FCU Pre-major Program for International Freshman Students and the Department of Chinese Literature). 3. The system will automatically select GENERAL ENGLISH (1) based on level (Please note: this item is not applicable to Department of Foreign Languages and Literature and FCU Pre-major Program for International Freshman Students). 4. COMMUNICATION SKILLS FOR MAJOR-RELATED ENGLISH (1) is based on collective group teaching and the schedule is arranged by the Foreign Language Center. 5. The Center for General Education will arrange the schedule for the following first-year courses: Citizen Participation, Social Practices, Humanities and Technology, and Creative Thinking.
		Posting of course selection results	All students		

Date	Time	Event/Action	Eligibility	Instructions	Additional information
8/29 (Mon)	09:00 24:00	Online add/drop courses	Graduating students, third- year Bachelor's Degree in International Business Administration in English, Department of International Business students, and probationary students	Add remaining courses	<ol style="list-style-type: none"> 1. Priority is given to graduating students and probationary students. 2. Priority is also given to third-year Bachelor's Degree in International Business Administration in English, Department of International Business students as they are required to spend their fourth year abroad.
8/30 (Tue) to 8/31 (Wed)	09:00 24:00	Online add/drop courses	All students	Online registration	<ol style="list-style-type: none"> 1. Online adding and dropping of courses is completed through the course selection system. 2. Please pay attention to Course Announcements for information about course changes. 3. Online registration results will be posted on the afternoon of 9/2 (Fri). 4. After logging in, system inactivity for ten minutes will trigger an automatic log out.

Date	Time	Event/Action	Eligibility	Instructions	Additional information
9/8 (Thu)	09:00 12:00	On-site registration for remaining courses	Graduating students, third-year Bachelor's Degree in International Business Administration in English, Department of International Business students, and probationary students	Students must bring an on-site course selection list to the appropriate on-site registration location to register for courses (on-site registration is not available for general education courses)	<ol style="list-style-type: none"> 1. On-site course registration locations are listed in the supplemental instructions. 2. On-site course registration forms can be downloaded from the Registration and Curriculum Section Website.
	14:00 17:00	Courses requiring on-site registration	Daytime program students		<ol style="list-style-type: none"> 1. On-site course registration locations are listed in the supplemental instructions. 2. An application to drop a required course must be made at the relevant department office.
	18:10 20:30		Evening program students		<ol style="list-style-type: none"> 1. On-site course registration is available at the relevant department office. 2. An application to drop a required course must be made at the relevant department office.

Date	Time	Event/Action	Eligibility	Instructions	Additional information
9/8 (Thu)	13:00 24:00	Online add/drop courses	All students	Add remaining courses	<ol style="list-style-type: none"> 1. All students can add or drop courses online. 2. Without exception, add/drop procedures for general education courses are to be carried out online. 3. General education course selection is to be carried out in accordance with general education course selection guidelines.
9/9 (Fri) to 9/20 (Tue)	09:00 24:00				
9/19 (Mon) to 9/20 (Tue)	09:00 12:00	Courses requiring on- site registration	All students	Students must bring an on-site course selection list to the appropriate on-site registration location to add or drop courses (on-site registration is not available for general education courses)	<ol style="list-style-type: none"> 1. On-site course registration locations are listed in the supplemental instructions. 2. An application to drop a required course must be made at the relevant department office.
	14:00 17:00				
	18:10 20:30		Evening program students		

Date	Time	Event/Action	Eligibility	Instructions	Additional information
9/20 (Tue)	After 09:00	Deadline for course schedule confirmation (start of fiscal period for students paying credit fees)	All students (especially students paying on a per credit basis)	MYFCU Information System (https://myfcu.fcu.edu.t <u>w</u>) → NID Login → Courses → Course Selection Information → My Schedule Inquiry	1. From September 8 to 20, students should visit “Courses” on the MYFCU Information System and click on “Course Selection Information.” then on “My Schedule” to view and confirm the course schedule. The course schedule saved in the system will be considered the correct course schedule if confirmation is not made before the deadline.
9/22 (Thu) to 9/29 (Thu)	09:00 17:00	Course selection period for replacing a cancelled course.	Students enrolled in a cancelled course	Students should visit the Registration and Curriculum Section to submit an application to select a replacement for a cancelled course	<ol style="list-style-type: none"> 1. Payments for a course(s) dropped on or after September 26 will not be refunded (adding a course to replace the dropped course(s) is not allowed). 2. Course cancellations are posted on the Registration and Curriculum Section Website and on classroom bulletin boards. If a student would like to add a course to replace a cancelled course, the deadline for doing so is September 29. 3. Application forms for a course schedule change following a course cancellation can be downloaded from the Registration and Curriculum Section Website.

Date	Time	Event/Action	Eligibility	Instructions	Additional information
9/26 (Mon) to 12/2 (Fri)	09:00 17:00	Course drop period after the add/drop selection deadline	Students applying to drop a course	Applications must be submitted online	<ol style="list-style-type: none"> 1. Students must put forward an application in the Course Selection system. Students must receive the approval of the department director (or an authorized representative) to drop a required course of the student's affiliated department. Students must confirm that the elective course or required course from outside of the affiliated department has been dropped. For the student's transcript, a "W" for withdrawn will be recorded for the dropped course. 2. Procedures for required course withdrawals must be completed before December 2 (students who fail to meet the application deadline shall be considered to have abandoned the application to drop a course). 3. Following the course drop, the total number of credits for the semester shall not be less than the required minimum.

II. Supplemental Instructions:

A. On-site course registration locations:

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| <ul style="list-style-type: none"> • Upper division courses—Department Offices • All-Out Defence Education Military Training—Military Education Office, 2nd floor AD. | <ul style="list-style-type: none"> • General Physics—Physics Teaching and Research Center, 4th floor S. • Calculus—Calculus Teaching Center, 4th floor S. |
| <ul style="list-style-type: none"> • General English, Communication Skills For Major-Related English and Third-year English—Foreign Language Center, 1st floor IE. • Citizen Participation, Social Practices, Multiculturalism, and Creative Thinking—Center for General Education, 10th floor RY. | |
| <ul style="list-style-type: none"> • Critical Thinking And Expression In Chinese —Chinese Language and Literature Teaching Center, 1st floor IE. • Physical Education courses—Physical Education Center, 1st floor SC. | |

B. For important notices and information about course selection procedures, visit the office of the relevant department (refer to the list of department office locations above) or search online.

C. Information about course offerings is available online through the course search function.