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
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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。

Article 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。

Article 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。

Article 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。

Article 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後一週內辦理完成，申請須經任課老師及系所主管之同意後送課務組。

Article 5. Students who fail to add or drop any course by the add or drop period deadline may complete the application to add and drop courses within one week after the deadline and is subject to prior approval of their course advisors and chairs of their departments/institutes, and shall be reported to the Division of Curriculum.

第六條　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。

Article 6. 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.

第七條　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。

Article 7. 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.

第八條　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，得依下列規定辦理停修：

一、學生申請停修課程，最遲應於當學期行事曆訂定之學期考試前二週至選課系統提出申請，並經任課教師等同意後始完成辦理。寒暑期修課應在學期考試前一天提出申請。

二、依規定繳交學雜費、學分費之課程停修後，其費用已繳交者不予退費，未繳交者仍應補繳。

三、經核准停修之課程，仍應登載於該學期成績單，並於成績欄註明「W」；其學分不計入該學期修習學分總數。

Article 8. Students who are unable to continue studies during the semester (upon expiration of the add or drop period deadline) may apply for course withdrawal in accordance with the following regulations:

A. Course withdrawal applications must be submitted through the Course Registration System no later than two weeks prior to the final examinations specified in the academic calendar for that semester, and shall be completed upon approval by the course instructor. Applications for winter or summer courses must be submitted at least one day before the final examination.

B. For courses with required tuition, miscellaneous fees, or credit fees, no refunds will be given if fees have already been paid. Unpaid fees must still be paid in full.

C. Approved withdrawn courses will still be recorded on the academic transcript for that semester, with a grade of "W" marked in the grade column. The credits for withdrawn courses will not be counted toward the total credits earned or taken for the semester.

第九條　本辦法經教務會議通過後實施，修正時亦同。

Article 9. The Policy shall be implemented upon passing the Academic Affairs Meeting. The same shall apply where the Policy is amended.