

112 學年度 第二學期 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
12/22(五) 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	1. 本班「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」。 2. 通識基礎必修【公民參與、社會實踐、創意思考、人文與科技、現代公民與社會實踐、科學與人文的對話】選課方式詳見通識中心官網公告。 3. 【中文思辨與表達(二)】由國語文教學中心，以跨系分班方式統籌辦理開課時間。(本項不適用進修學士班、國際生大一不分系及中文系) 4. 【大學基礎英文(二)】由系統分級轉入大一新生課表。(本項不適用外文系)。 5. 【大學精進英文(二)】由系統分級轉入大二新生課表。(本項不適用外文系)。
12/27(三) 至 1/3(三)	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。 4. 外籍生及僑生依規定不得選修進修學制課程、及其他開在夜間、例假日授課之班別。 5. 網路選課時，各階段不能跨部跨學制選修課程。詳見作業說明(四)~(六)。
1/4(四) 至 1/11(四)	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。
1/22(一)	09:00 起	寒假轉學生 查詢課表	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	寒假轉學生(1/18 前報到註冊者)：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。
		預選結果 公布	全體學生		
1/26(五)	09:00 24:00	網路 加退選	限應屆畢業生、 國企全英大三生 及延修生	餘額加選	1. 應屆畢業生及延修生得優先選課。 2. 國企全英班大三生因大四須出國，得優先選課。
1/29(一) 至 1/30(二)	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>1/31(三)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。
2/16(五)	09:00 12:00	餘額科目之 現場選課	限應屆畢業生、 國企全英大三生 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. 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。
	18:30 20:30		夜間 學制生		1. 現場選課地點於各開課單位辦公室。 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. 2/19(一)開始上課。 2. 各年級學生可自行上網辦理加退選。 3. 通識選修課程一律在網路上辦理加退選。 4. 通識課程依「 通識課程選課須知 」辦理。
2/17(六) 至 2/27(二)	00:00 24:00				

日 期	時 間	作業內容	適用對象	作業方式	相 關 注 意 事 項
2/26(一) 至 2/27(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。 3. 在學生每學期修習總學分數之規定，請詳閱本校學生選課要點第4點辦理。 4. 加退選截止日仍未完成選課程序者，將依本校學則第39條第6款，應予休學，且計入休學年限內計算。若休學年限已屆滿，則應予退學。
	14:00 17:00				
	18:30 20:30		夜間 學制生		
2/27(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 2/26~2/27 期間，核對本學期選課科目，逾期未確認者，以選課系統所存資料為準。
3/1(五) 至 3/8(五)	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. 2/28 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 3/8 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。
3/4(一) 至 5/13(一)	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， <u>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。</u> 2. 退選本班必修之申請程序須於 5/13 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 1F 國語文教學中心 分機 5533
大學基礎英文、大學精進英文、專業溝通英文、實用職場英文	資電館 1F 外語教學中心 分機 5881	微積分	理學大樓 4F 微積分統籌課程辦公室 分機 5106
公民參與、社會實踐、創意思考、人文與科技、現代公民與社會實踐、科學與人文的對話	人言大樓 10F 通識教育中心 分機 2144	普通物理	理學大樓 4F 普通物理統籌課程辦公室 分機 5071
全民國防教育軍事訓練課程	行政二館 2F 軍訓室 分機 2517	體育課程	體育館 1F 體育教學中心 分機 5927

(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](#)】。

(四) 依本校學生選課要點第8點，外籍生及僑生不得選修進修學制課程、及其他開在夜間、例假日授課之班別。

(五) 網路選課時，各階段不能跨部跨學制選修課程。申請跨部跨學制修課請由註冊課務組網頁下載【學生選修跨部跨學制科目班級申請單】，填畢後依申請程序辦理。

(六) 選修通識課程請依就讀學制之開課時段或規定為原則。

2024 Spring Semester Course Selection Calendar

I. Course Selection Calendar:

Date	Time	Event/action	Eligibility	Instructions	Additional information
Beginning on Dec. 22(Fri)	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.	<ol style="list-style-type: none"> The system will automatically select required courses. It is necessary to add other courses through the online course selection system. The Center for General Education will arrange the schedule for the following first-year courses: CITIZEN PARTICIPATION, SOCIAL PRACTICES, HUMANITIES AND TECHNOLOGY, CREATIVE THINKING, MODERN CITIZENSHIP AND SOCIAL PRACTICE, THE DIALOGUE BETWEEN SCIENCE AND HUMANITIES. The Chinese Language and Literature Teaching Center determines class enrollment in the [CRITICAL THINKING AND EXPRESSION IN CHINESE (2)] 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). The system will automatically select [GENERAL ENGLISH (2)] based on level (Please note: this item is not applicable to Department of Foreign Languages and Literature).
Dec.27(Wed) to Jan. 3 (Wed)	09:00 24:00	Online course selection	All students	MyFCU Information System https://myfcu.fcu.edu.tw → NID Login → Courses → Course Selection Information → Course Selection System.	<ol style="list-style-type: none"> No more than 30 credits (19 credits for graduate students) may be selected. There can be no conflicts in class times for selected courses. Application must be made to the department office to drop a required course. Course selection data is processed according to data centralization and computer random access processes. In accordance with the point 8 of the University's Student Course Selection Guidelines., international and overseas Chinese students are not allowed to take extension-education-system and nondaytime courses. Inter-daytime-nondaytime or inter-academic-system courses cannot be taken in any phases of network course selection. Please see the 『II. Supplemental Instructions』.
Jan. 4 (Thu) To Jan. 11 (Thu)	Academic advisor (by appointment)				<ol style="list-style-type: none"> Course schedules must be approved by an academic advisor within the specified time period (if unable to reach your academic advisor, contact the department or graduate institute office for assistance). If the academic advisor requests changes to the course schedule, the student must revise the course schedule in the online course selection system.
Jan. 22 (Tue)	After 09:00	winter vacation transfer students should refer to course schedule	Transfer students	MyFCU Information System https://myfcu.fcu.edu.tw → NID Login → Courses	Winter vacation transfer students registered before Jan. 18: The system will automatically select required courses. Adding or dropping of other courses is to be carried out online before the course add/drop deadline.

2024 Spring Semester Course Selection Calendar

Date	Time	Event/action	Eligibility	Instructions	Additional information
		Posting of course selection results	All students	→ Course Selection Information → My Schedule Inquiry.	
Jan. 26 (Fri)	09:00 24:00	Online add/drop course	Graduating students, 3rd year Bachelor of International Business Administration Program students and probationary students	Adding of 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 of International Business Administration students as they are required to spend their fourth year abroad.
Jan.29(Mon) To Jan.30(Tue)	09:00 24:00	Online add/drop course	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 Jan. 31 (Wed). 4. After logging in, system inactivity for ten minutes will trigger an automatic log out.
Feb. 16 (Fri)	09:00 12:00	On-site registration for remaining courses	Graduating students, 3rd year Bachelor of International Business Administration Program students and probationary students	Students must bring 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 『II. Supplemental Instructions』. 2. On-site course registration forms can be downloaded from the Registration and Curriculum Section Website. (Student area→Courses and electives→Course selection information→Course selection form)
	14:00 17:00	Courses requiring	Daytime program students		<ol style="list-style-type: none"> 1. On-site course registration locations are listed in the 『II. Supplemental Instructions』. 2. Application to drop a required course must be made at the department office.
	18:30 20:30	on-site registration	Nighttime program students		<ol style="list-style-type: none"> 1. On-site course registration is available at department offices. 2. Application to drop a required course must be made at the department office.
	13:00 24:00	Online add/drop course	All students	Adding of remaining courses	<ol style="list-style-type: none"> 1. Monday, February 19 Spring semester classes begin. 2. All students can add or drop courses online. 3. Without exception, add/drop procedures for general education courses are to be carried out online.
Feb.17 (Sat)	00:00				

2024 Spring Semester Course Selection Calendar

Date	Time	Event/action	Eligibility	Instructions	Additional information
to Feb. 27(Tue)	 24:00				4. General education course selection is to be carried out in accordance with general education course selection guidelines.
Feb.26(Mon) to Feb.27(Tue)	09:00 12:00	Courses requiring on-site registration	All students	Students must bring 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).	1. On-site course registration locations are listed in the 『II. Supplemental Instructions』. 2. Application to drop a required course must be made at the department office. 3. For the regulations on the total number of credits to be taken by students in each semester, please refer to point 4 of the University's Student Course Selection Guidelines. 4. Students who have not completed the course selection process by the last day to add courses will be suspended in accordance with Article 39, Paragraph 6 of the Feng Chia University Laws and Regulations, which will be included in the period of suspension. If the allowable period of suspension has been reached, the student shall be withdrawn from University.
	14:00 17:00		Nighttime program students		
	18:30 20:30				
Feb. 27(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.tw → NID Login → Courses → Course Selection Information → My Schedule Inquiry.	From February 26 to 27 , students should confirm course schedule. The course schedule saved in the system will be considered the correct course schedule if confirmation is not made before the deadline.
Mar.1 (Fri) to Mar. 8 (Fri)	09:00 17:00	Course selection to replace a cancelled course	Students enrolled in a cancelled course	Students should visit the Registration and Curriculum Section to submit an application to select a course to replace a cancelled course	1. Payment made for course(s) dropped on or after Feb.28 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 Mar. 8. 3. Application forms for a course schedule change following a course cancellation can be downloaded from the Registration and Curriculum Section Website. (Student area→ Courses and electives→Course selection information→Course selection form)

2024 Spring Semester Course Selection Calendar

Date	Time	Event/action	Eligibility	Instructions	Additional information
Mar.4 (Mon) to May.13 (Mon)	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"> 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. Procedures for required course withdrawals must be completed before May. 13 (students who fail to meet the application deadline shall be considered to have abandoned the application to drop a course). 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:

- Upper division courses—Department Offices
- General Physics—Office of Coordinated Course in General Physics, 4th floor S.
- All-Out Defence Education Military Training—Military Education Office, 2nd floor AD.
- Calculus—Office of Coordinated Course in Calculus, 4 nd floor S.
- General English, Communication Skills For Major-Related English and Third-year English—Foreign Language Center, 1st floor IE.
- Citizen Participation, Social Practices, Humanities and Technology, and Creative Thinking—Center for General Education, 10th floor RY.
- 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.

D. The 2024 Spring Semester Course Selection Calendar is prepared according to the Chinese New Year holiday dates and the University calendar.

E. In accordance with the point 8 of the University's Student Course Selection Guidelines., international and overseas Chinese students are not allowed to take extension-education-system and nondaytime courses.

F. Inter-daytime-nondaytime or inter-academic-system courses cannot be taken in any phases of network course selection. To add inter-academic-system courses, students should download the "Application for Students to Take Inter-daytime-nondaytime or Inter-academic-system Subject Classes" at the Registration and Curriculum Section webpage, fill in the form, and follow the application procedures.

G. The selection of general education courses should be based on the course schedule or regulations of the academic system in which you are enrolled in principle.