National Yang Ming Chiao Tung University Student Course Registration Policy

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

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.

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.

Article 3 The course registration counseling in each department’s/institute’s continuing education programs 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.

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

Article 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.

Article 6 Students who fail to complete their course registration within the designated period may be required to perform duty as student workers without pay for four hours.
Article 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.”

Article 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, and the students have to integrate the course timetable and adopt flexible teaching sessions, unless the organizing unit confirms that no conflict with any course actually exists. If the student retakes the course and receives a grade no less than D, for the course taken by them previously, they may apply to take courses conflicting with each other, provided that they may only take the course conflicting with another course for no more than one session per week in a semester.

Article 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, continuing 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.

Article 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”).
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,

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