

# Curriculum Section Q&A

Curriculum Section, October 14, 2011

## 1. Questions about course selection

**Q1: Where do I apply for a course registration ID and password?**

A1: You don't have to apply. As long as you are a student of the University (except for exchange students) you can register for courses online. Your login ID is the student number and the password is preset as the last four digits of your national ID number (for foreign students, the last four digits of your passport number or Alien Residence Certificate number). You may reset your password (10 digits maximum).

**Q2: How do I access the course registration system?**

A2: Visit the University's home page <http://www.tnua.edu.tw>, click on the CURRENT STUDENTS button on the top right-hand corner and access the online course registration system.

**Q3: Who should I talk to if I can't access the course registration system?**

A3: You may not be able to access the system because your student registration information is incorrect, or there may be problems with the system. Call the Curriculum Section (ext. 1225) or the Computer Center (ext. 2221) for help.

**Q4: When does pre-registration start each semester?**

A4: Course pre-registration for the next semester begins during the first week of the summer or winter break. Students can pre-register for the courses they are required to take in the next semester (evaluation for the courses from the previous semester must be completed first).

**Q5: What is two-stage course pre-registration?**

A5: All students go through a two-stage pre-registration process, except for new students taking their first semester at the University; they have only one stage pre-registration.

The first stage: Online registration for undergraduate students to pre-register for general education and physical education courses (graduate students may only pre-register for English proficiency courses). They must register online first and the system will then randomly assign classes to them. The Curriculum Section will then announce the class rosters.

The second stage: After the first-stage pre-registration rosters are

confirmed, in the second stage, students may select all other requirement and elective courses offered by the departments and institutes, as well as reconfirming their pre-registered courses. The second-stage registration process is conducted online on a first-come-first-served basis.

**Q6: What will happen if a course is closed because there aren't enough students?**

A6: Elective courses: Undergraduate courses with a roster of fewer than 10 students, and graduate courses with a roster of less than two students, will be closed. Announcements for closed courses will be made in the third week after class begins. Students who have selected such courses do not have to drop the courses themselves, as the Curriculum Section will automatically drop these courses from the students' program. Students from such closed courses may obtain a course registration form from the Curriculum Section and add a replacement course to their study upon approval by the course instructor.

**Q7: Do I have to go online to register for all the elective and requirement courses?**

A7: Students must register for all the elective and requirement courses online (unless the course description stipulates that the department or institute will assign the course to them, in which case the students don't have to register).

**Q8: Can undergraduate students select graduate courses?**

A8: Undergraduate students beginning from their third year can fill in an application form to enroll in graduate courses, subject to approval by the chairpersons of the departments and institutes, and the course instructors.

**Q9: Can I register for courses from other departments?**

A9: If the courses offered by one department are indicated as "open" to students from other departments and there are still openings, students may register for them.

**Q10: Do I still have a chance of registering for a course that is already full?**

A10: For a course that is already full, if the instructor and the department offering the course agree to accept more students, the department will have to ask the Curriculum Section to adjust the computer system to increase the number of students permitted for the course. Students who wish to take the course must then select it online. No course can be added simply through registration by the course instructors.

**Q11: Can I retake a course that I have already passed?**

A11: Students cannot retake courses that they have already passed, unless indicated in the course description.

Q12: How do students who have been suspended register for courses after they return to school?

A12: Students who wish to resume study in the coming semester may pre-register for courses online at the designated period. If they miss the registration period, they can still register for courses online during the course add/drop period.

Q13: How do exchange students register for courses?

A13 Fill in the Exchange Student Course Registration form and have course instructors sign it. Return it to the Curriculum Section during the course add and drop period and register in person.

Q14: May TNUA students exchanged to other schools enroll in courses offered by TNUA during the exchange period?

A14: Such exchange students may still enroll in TNUA courses online.

Q15: How can I confirm my course registration?

A15: Related information is available from the PERSONAL COURSE REGISTRATION INQUIRY section at the CURRENT STUDENTS portal:  
<http://203.71.172.237/EIP/login.aspx>

Q16: What should I do if I want to add or drop courses past the deadline?

A16: No courses can be added or dropped past the deadline.

Q17: What is the minimum and maximum number of credits for a semester?

A17: Pre-undergraduate preparatory programs: No less than 26 credits per semester. There is no maximum number of credits.

Undergraduate programs: No less than 16 credits for each of the semesters in the first three years, and no less than nine credits for each of the semesters in the final year. There is no maximum number of credits.

Graduate programs: The University does not have a general regulation stipulating the number of minimum or maximum credits. The number is determined by the respective graduate institutes themselves.

Q18 If I have questions about the final list of courses selected, what should I do?

A18: Please contact the Curriculum Division Office.

Q19: How do I enroll for summer courses at the University?

A19: 1. All students may apply for summer courses except for those who have flunked out of the University, and those who are suspended. Each class must have at least 20 students enrolled, with the exception of independent studies. However, if five or more students have selected the

- course, and they or their departments are willing to cover the remaining credit fees for a 20-student class, the summer course will still be opened.
2. Plans for summer courses must be approved by the respective departments' related meetings, which will then submit a proposal to the Office of Academic Affairs by May 25 (for the first summer session) or by June 20 (for the second summer session).

**Q20: How do I register for courses from other universities?**

A20: Follow the required procedures, deadlines, and payment requirements. Return the application form – with all required chops – to the Curriculum Section under the Office of the Academic Affairs before the end of course add and drop period. No application is accepted beyond the deadline.

## **2. Academic Warnings**

**Q21: How many absences from class will warrant a withdrawal from the University? What are the regulations?**

A21: Article 37 of the TNUA Statutes:

Students' absences fall into two categories: approved absence (including business leaves and sick leaves), which have received permission; and unapproved absence where students' request for a leave has been rejected or whose permitted leave has been overstayed. Absence is handled in accordance with the following rules:

1. For courses where absences are involved (excluding absence occasioned by school duty, pregnancy, child birth, approved leave for taking care of children under three years old, and maternal leave), grades shall be given at the instructors' discretion.
2. Except for participation in particular projects exempted by the Ministry of Education, any student whose length of approved absence accumulates to one third of the total course hours for the semester (including time spent overseas) shall be ordered to take a leave of absence from the University.
3. Students who accumulate 45 hours of unapproved absence shall be withdrawn from the University.

**Q22: Why am I being given a warning?**

A22: The University's Academic Warning Rules are generally given in the following stages:

1. Early warnings are given to undergraduate students who failed to pass half of their credits in the previous semester.
2. Mid-term warnings are given to students who are identified by the course instructors as often missing their course work, being late to class, leaving

early, often being absent, or being inattentive during class.

3: Absence warnings are given to students who have been absent without permission for 25 hours of all classes registered.

### **3. Course withdrawal**

**Q23: What are the rules for withdrawing from courses?**

- A23: 1. A student may withdraw from one course each semester, under the condition that after the withdrawal, the total number of remaining credits will still meet the minimum requirements as stipulated by the TNUA Statutes.
2. Students may not ask to withdraw from courses in the preparatory years of the seven-year program, independent studies, undergraduate courses with fewer than 12 students, and graduate courses with fewer than 10 students.

**Q24: When do I apply for course withdrawal?**

- A24: Fill in an application form for course withdrawal and obtain the consent from the class adviser and chairpersons of the department (institutes). The application must be submitted to the Office of Academic Affairs before three fourths of the semester has passed. The deadline is based on the University calendar. No application is accepted beyond the deadline.

### **4. Tuition and fees**

**Q25: Which students need to pay credit fees after the course add and drop period closes?**

- A25: 1. All students who are delaying graduation (including undergraduate students, students in the seven-year program, and graduate students beginning from their fifth semester), who are in professional training programs, or who are in additional programs.
2. Students who are taking English proficiency courses

**Q26: What are the tuition and fees for students delaying graduation and students in professional training programs?**

- A26: 1. Students extending their undergraduate programs (including the seven-year program) have to pay tuition and fees only if they take nine credits or less. However, they have to pay the full tuition and miscellaneous fees if they take 10 credits or more.
2. Graduate students and professional training master's students who are

extending their study must pay credit fees according to the number of credits they take.

3. Ordinary students who take courses from professional training programs must also pay the credit fees for those courses.

Q27: If I still have to pay credit fees after the course add and drop period ends, how do I pay them?

A27: During the scheduled payment period, download the payment form from the TUITION AND MISCELLANEOUS FEES section after accessing the CURRENT STUDENTS portal on the University homepage. Follow the schedules and methods of payment shown in the form. You may also obtain the form and pay at the Cashier Section of the University during office hours.

Q28: If I am an exchange student to another local or foreign school during my years of extension, should I pay credit fees?

A28: Yes, in this condition, you still have to pay full tuition and fees at the University.

## 5. Evaluation

Q29: How is evaluation conducted?

A29: Academic evaluation can be conducted at the Student Online Service section of the Current Students portal (<http://203.71.172.237/EIP/login.aspx>)

Q30: When can the evaluation be done?

A30: Beginning from the seventeenth week of each semester to the first week of the winter or summer break.

## 6. Miscellaneous

Q31: What is the class schedule?

A31: The table of class codes and corresponding times

Category	Self-determined	Early morning	Morning				Noon	Afternoon				Evening				
Class	-	M	1	2	3	4	N	5	6	7	8	9	10	11	12	13
Class time	Jointly set by students and teachers	7:30   8:20	8:30   9:20	9:30   10:20	10:30   11:20	11:30   12:20	12:20   1:10	1:10   2:00	2:00   3:00	3:00   4:00	4:00   5:00	5:00   6:00	6:00   7:00	7:00   8:00	8:00   9:00	9:00   10:00

Q32: What do the classroom codes mean?

A32: The codes for each of the buildings are:

B: Student Activity Center

C: Teaching Building

CH: Concert Hall  
D: Department of Dance  
F: Department of Fine Arts  
K: Arts and Activity Complex  
L: Library  
M: Department of Music  
M2: Department of Music, Hall 2  
R: Research Building  
T: Department of Theater Arts

Q33: For a one-year course, do I have to complete both semesters to receive credit? May I take the second-semester class first and then the first-semester class later?

A33: According to the regulations, you have to complete the first semester first. If you do not follow the regulations, the online course registration system will reject the selection. However, if you get approval from the course instructor to take the second semester class first, you may go the Curriculum Section and register for the course in person.

Q34: How can I get information about the syllabuses of all courses and teaching materials?

A34: Syllabuses: Go to the COURSE INQUIRY section from the online course selection system and click on the course you want to inquire about; or go to the Office of Academic Affairs' COURSE DESCRIPTION AND SYLLABUS INQUIRY SYSTEM  
<http://academic.tnua.edu.tw/course/class-summary.html>

Teaching materials: You may check the teaching materials only of the courses you have enrolled in. You may obtain the information from the COURSE INQUIRY (INCLUDING TEACHING MATERIALS) section of the STUDENT ONLINE SERVICE SYSTEM from the CURRENT STUDENTS portal.

Q35: What are the graduation requirements?

A35: Undergraduate programs:

Minimum credits as stipulated in the course list (including requirement and elective courses, general education courses, military training courses);

+ required physical education courses;

+ English proficiency test;

+ service requirements;

+ cross-disciplinary learning week requirements (for students enrolled

- after Academic Year 2011) ;
- + other requirements set by respective departments.

Graduate programs:

- Minimum credits as stipulated in the course list (including requirement and elective courses);
- + foreign language requirements stipulated by the concerned graduate institutes;
- + paper presentation, solo concerts or others stipulated by the concerned institutes;
- + other requirements set by the concerned institutes and departments;
- + degree examination;
- + dissertations submitted to the Office of Academic Affairs.