

CJCU Student Course Selection Operation Guidelines

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Article 1: The student course selection process is divided into initial selection, course addition or reduction, and anomaly handling phases; which shall be completed by the specified deadlines.

Article 2: Student course selection shall be based on the courses listed in the online course selection system and announced by the Office of Academic Affairs each semester. Selection of courses of a higher year or another department shall be audited by the course holding units.

Article 3: Initial selection: Implemented using the computer network selection method with CJCU's Internet "Student Course Selection System." Completion of the initial selection is regarded as the completion of Internet confirmation (effective after registration). Students may print a copy of the "Individual Course Selection List" to check the course selection results.

Article 4: The actual course selection time shall be based on the date announced.

Article 5: Course addition or reduction: After completing the course selection process, students should confirm the course selection results on-line, and the course selection shall be regarded as

having completed the course confirmation via the Internet.

Article 6: Anomaly handling: After completion of the course addition or reduction phase, students who meet anomaly handling conditions shall fill out an "Anomaly Handling Application Form" and submit the form to the Registration and Curriculum Section. Students shall complete the anomaly handling by the prescribed deadline, and late anomaly handling applications shall be rejected regardless of the reasons for application.

Article 7: In principle, students shall take required courses in their class. Students shall not select conflicting subjects, or said subjects shall be canceled. Credits gained from repeated courses shall not be recognized.

Article 8: The upper and lower limits of course credits shall be subject to the CJCUC Academic Regulations.

Article 9: Students applying for extra credits shall meet the following provisions: grade point average for the previous semester is 80 or higher, or 70 or higher and ranked in the top 15% of the class (or perform better than 85% of the other students). Transfer students shall be assessed based on the previous semester grades from the original school before the transfer under the same standard as specified above. However, the total number of extra credits gained for the semester shall not exceed 31. For students that have exceeded the upper credit limit after the course selection period has ended, the course credits that exceed the limit will be deleted. The deletion order shall be from the latest course selected to the earliest course selected. Students who need to pay additional credit fees after the course

addition or reduction deadline shall pay the fee before the mid-term exam week. Overdue payment shall result in course deletion, and the credits for said courses shall not be counted for the semester. For students whose tuition is based on the credit fee, course deletion order shall be based on the student course selection order from the latest course selected to the earliest course selected until the course in which the tuition has been paid.

Article 10: Students who wish to apply for a minor, a second major, credit offset, inter-institute course selection, etc., shall complete the application procedure and course selection by the deadline provided. Late applications shall be rejected.

Article 11: There are no restrictions on the choice of courses between different academic systems, but the recognition of the graduation credits shall be handled according to "Chang Jung Christian University Graduation Qualification Audit Operation Guidelines" and the "Chang Jung Christian University Day Division Course Modularization Implementation Regulation".

Article 12: Common mandatory courses, (military training, physical education) language mandatory courses (Chinese, English, Basic Foreign Language), and general mandatory courses (general education, core general education, or college-designated ethics courses) shall be handled according to the various course selection precautionary items.

Article 13: Students enrolled in external sports (swimming, golf, or bowling) courses shall agree to let the office of physical education purchase additional group accident insurance (NT\$1

million plus additional accident medical insurance of NT\$100 thousand) in order to select the three physical education courses specified above. After course selection, the students shall pay the insurance premium to the office of physical education starting from the first day of school until the day of course selection deadline at 5 pm. If the premium fee cannot be paid before the deadline, the course selection data will be deleted. The person whose data has been deleted is required to fill in Anomaly Handling Application Form to reselect the original physical education courses before course selection anomaly handling.

Article 14: Matters not covered by this Guideline shall be subject to the CJCU Academic Regulations and the relevant laws and regulations.

Article 15: This Guideline shall be implemented after approval by the Academic Affairs Meeting, promulgated for implementation by the president, and the same shall apply to amendments.