1. Please be sure to read the Course Selection Guidelines carefully for detailed information on course selection methods and requirements at various stages before starting your course selection process.
2. You are advised to use Internet Explorer when using the system.
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1. Download course selection guidelines

Notes: Please be sure to read Course Selection Guidelines carefully for detailed information of course selection methods and requirements at various stages before starting your course selection process.

(1) Online course selection system-->Regulations --->Notice of course selection
(2) Homepage of the Office of Academic Affairs -->Regulations-->Students-->Course selection guidelines for current semester.

2. Course finder for current semester

(1) Go to the Course Selection System, and select “Current course” (see picture 1) to open the course finder page. (To view courses offered in the past or courses delivered in English in the current semester, please click on “Non-current course” or “Intl. exchange program” respectively.)

(Picture 1)

(2) To view the list of courses offered by any particular department in the current semester, open course finder pages (see picture 2), select your target department in “Course search by department/faculty” box, and click on 【Search】. The result will show a full list of courses offered by the department in the semester.

(3) Other options: You can also search courses by instructors, by course codes, by course titles, by timetables or access courses still available.
For example, select “Department of Chinese Literature” in the course search by department section and then click on 【Search】 , a full list of available courses offered by the department will show up (see picture 3). Meanwhile please make sure that you meet the requirements of the selected courses and that the course can fit into your timetable.

Select “Course title” to view the syllabus of a particular course.

Please note down the “Course code” of the courses you intend to select. You will be required to enter course codes into online course selection system.

**3. Select courses**

(1) **Login to the online course selection system**

A. Sign in at the "Homepage for Course Selection System" with login account, password and verification code, and click 【Login】 (see picture 4).
B. Important notices to students

(A) Default login account for NSYSU students: Student ID; for non-NSYSU students: national ID

(B) Default password for NSYSU students is the last 6 digits of the national ID number; for non-NSYSU students, the password is set by the individual student

(C) Once logging in, please change your password immediately to ensure the security of your account.

(D) If you forget your login account and password, please go to the homepage of the course selection system and click “Inquiry regarding student no. and password”.

(E) For non-NSYSU students intending to select courses via the inter-institutional course selection scheme, please go to “NSYSU Office of Academic Affairs website/Course selection system/Inquiry/Inter-institutional/Course network for students from other schools” before the add/drop period to fill in a personal information form. A set of login account (national ID number) and password for the course selection system will be assigned.

(F) When using the system, you are advised to use internet explorer.

(Picture 4)

(2) Confirm pre-assigned required courses

Notes: Before proceeding with the course selection, you must confirm pre-assigned required courses first.

A. Login to the course selection system, select “Confirm pre-assigned required courses” (see picture 5).

(picture 5)
B. Please check all pre-assigned required courses in the current semester. Please untick the box "save courses" if you do not intend to select the course (see picture 6). For other requires courses, please find out the course codes of these courses and add them to your selection.

C. Once you have selected courses, click on the 【submit】 button.

(picture 6)

D. Once confirmed, the selected pre-assigned required courses will be displayed at the bottom of the window.

E. After completing the stage of confirming pre-assigned required courses, the current course selection stage will appear in the upper left-hand corner (i.e. “preliminary selection 1”, “preliminary selection 2”, “add/drop courses 1”, “add/drop courses 2”). You can sign on any of these stages to add/drop courses (see picture 7). During the non-course selection time, the current course selection stage will appear "Not available for course add/drop”.

(picture 7)
(3) Add/Drop courses by stage

A. Preliminary selection 1

Notes: The method of “points allocation” is used to add courses at this stage. This stage is for undergraduate students to select General Education courses. Please first read through the Course Selection Guideline corresponding to your student status, to find out what courses the student is eligible to select at each stage. A maximum of three courses can be selected in each category with a total of 100 priority points to allocate. The student is allowed to allocate 0-100 priority points to any course depending on their own preferences.

(A) Select the registration stage (i.e., “preliminary selection 1”) (see picture 8) to add/drop courses.

(picture 8)

(B) Add courses (see picture 9)

a. Select 【add】 in the drop-down menu of “Add/drop” column.

b. Key in the 【course code】 in the “Course code” column. For course codes view the course finder.

c. Key in the 【allocated points】 for the course in the “Points” column. (up to a total of 100 points)

d. Click on 【Submit】.
e. If a message showing “course to be added” appears in the “Course record” column, the course has been successfully added (see picture 10).

f. An error message appears when the course has NOT been successfully added. The student must adjust their selection based on the given error code or select courses at other stages (see picture 11).
(C) Drop courses (picture 12)
   a. Select 【drop】 in the drop-down menu of “Add/drop” column.
   b. Key in the 【course code】 in the “Course code” column.
   c. Do not need to key in any number in the “Points” column.
   d. Click on 【Submit】.

   e. Dropped courses will not appear in the list of “Current record of course selection” (see picture 13). If a course was dropped by mistake, the student must register again to add the course.
   f. Select “Back to add/drop menu” to return to the screen for course registration.
To find out if a course has been successfully added, please login to the course selection system with login account and password, and go to "Inquiry regarding course selection results" according to the dates for the selection result announcements.

For other detailed rules and regulations for this selection stage, please refer to Course Selection Guideline.

**B. Preliminary selection 2 and add/drop courses**

**Notes:** The method of “priority number” is used to add courses at this stage. This stage is for students to select General Education courses and professional courses. Please first read through the Course Selection Guideline corresponding to your student status, to find out what courses the student is eligible to select at each stage. Students are required to list courses in the order of preference. The correct way to list the order of preference is: 1, 2, 3...etc. Each preference must correspond with a number which cannot be repeated. A maximum of 20 courses can be listed.

(A) Select the registration stage (i.e. “Preliminary selection 2”, “Add/drop courses 1”, “Add/drop courses 2”) (see picture 14) to add/drop courses.
(picture 14)

(A) Select course registration stage (i.e., "Preliminary selection 2") to add/drop

(B) Add courses (see picture 15)
   a. Select 【add】 in the drop-down menu of “Add/drop” column.
   b. Key in the 【course code】 in the “Course code” column. For course codes view the course finder.
   c. Key in 【numbers】 in the order of preference for the intended courses in the "Priority number" column (The order of preference is for both General Education courses and professional courses)
   d. Click on 【Submit】

(picture 15)

   (B)-a Select 【add】
   (B)-b Key in 【course code】
   (B)-c Key in 【priority number】
   (B)-d Click on 【Submit】

   e. If a message showing “course to be added” appears in the “Course record” column, the course has been successfully added (see picture 16).
f. An error message appears when the course has NOT been successfully added. The student must adjust their selection based on the given error code or select courses at other stages (see picture 17).

(C) Drop course (see picture 18)

a. Select 【drop】 in the drop-down menu of “Add/drop” column.

b. Key in the 【course code】 in the “Course code” column.

c. Do not need to key in any number in the “Priority number” column.

d. Click on 【Submit】.
e. Dropped courses will not appear in the list of “Current record of course selection” (see picture 19). If a course was dropped by mistake, the student must register again to add the course.

f. Select “Back to add/drop menu” to return to the screen for course registration.

(D) To find out if a course has been successfully added, please login to the course selection system with login account and password, and go to "Inquiry regarding course selection results" according to the dates for the selection result announcements.

(E) For other detailed rules and regulations for this selection stage, please refer to Course Selection Guideline.
(4) View course selection results by stage

Notes: To find out if a course has been successfully selected at each stage, please login to the course selection system according to the dates of the result announcements.

(1) Login to course selection system, select “Inquiry regarding course selection result” (see picture 20).

(2) To view the result, select “Information on current course selection”.

(Picture 20)

(1) Click “Inquiry regarding course selection result”

(2) Click “Information on current course selection”

(3) To find out if a course has been successfully selected, see “course selection result” column indicates “Selected” or ”Non-Selected”. (see picture 21).

(4) The reason for “Non-Selected” course will be shown in the “Remarks” column.

(Picture 21)

(3)“course selection result” column indicates “Selected” or “Non-Selected”

(4) Reasons for ”Non-Selected” courses
(5) Confirm course selection at the stage of “Confirmation of Course Selection Records”

Notes: Regardless of your course selection you must visit the course selection system to confirm the selection at the stage of “Confirmation of course selection records” even if you selected no courses. For those who fail to confirm their selection on the website before the deadline, the information stored in the system will be deemed as official and final. The course selection result has a great impact on the rights of the student and their academic plans, and is subsequently used as part of the academic record. Please be sure the confirmation is made.

(1) Login to the course selection system, select “Inquiry regarding course selection result” (see picture 22).

(2) Select “Confirming the course selection for the semester”

(picture 22)

(1) Click “Inquiry regarding course selection result”

(2) Click “Confirming the course selection for the semester”

(3) To confirm the course selection records, please click ”Course Records Confirm” (see picture 23). You can also choose to print out the records. Inquiries regarding the course selection results can be made to the Office of Academic Affairs before the deadline.

(picture 23)

3. Click "Course Records Confirm"
4. Printable Course Selection Related Forms

(1) Credit Overload Application Form

Notes: Governed by the NSYSU academic regulations, the maximum credit limits are: 25 for undergraduate degree; 12 for master's degree for continuing education program; and 15 for master's degree and PhD degree. If you intend to exceed the limit this semester, please apply for credit overload. Undergraduate students are permitted to exceed the limit by 1-2 subjects per semester.

A. Before the closing date to apply for credit overload, please login to the course selection system, and select “Related information on course selection” (see picture 24).

B. Select print out the “Credit overload application form”

( picture 24 )

C. Key in required fields (see picture 25)
   (A) Please key in a number in the “Number of overload credit requested” column. (Undergraduate students are permitted to key in up to 6 credit points)
   (B) Please provide reasons for credit overload in “Reasons” column.
   (C) Click on 【 Submit 】 to send out the form
   (D) Print out “Credit overload application form” (see picture 26).

(picture 25)
D. The “Credit overload application form” must be signed by the applicant; approved by the advisor (or faculty mentor) and the department head of the student. The application needs to be submitted to the Office of Academic Affairs of Curriculum Division before the deadline. Application for credit overload will only be granted to lift the bar of the maximum semester credits. The student must add courses in the course selection system during the course selection period.

(2) Application for Exceptional Circumstances in Course Selection

Notes: Please ensure the application meets the requirements in the “Criteria for applying for exceptional circumstances in course selection” in the Course Selection Guideline. Applications that fail to meet the said criteria will not be accepted and will be returned to the applicant's academic department.

A. Please login to the course selection system and select “Related information on course selection” (see picture 27) before the application deadline for exceptional circumstances in course selection.

B. Select print out the ”Application for exceptional circumstances in course selection”
C. Fill in all required fields
   (A) The system will display a full list of courses that have been both successfully and unsuccessfully selected (see picture 28).

(B) Add courses
   a. When the intended course with exceptional circumstances in course selection is shown in the list (see picture 29):
      (a) Check the box “selections” column
      (b) Select 【add】 in the drop-down menu of “Add/drop course” column.
      (c) Select an appropriate reason from the drop-down menu in the “Reason for application” column.
      (d) Click on 【Submit】 to print out “Application for exceptional circumstances in course selection” (see picture 30).
b. When the intended course with exceptional circumstances in course selection is *NOT* shown in the list (see picture 31):

(a) Go to the “orange colour zone” on the screen

(b) Key in the 【course code】 in the “Course code” column.

(c) Select 【add】 in the drop-down menu of “Add/drop” column.

(d) Click on 【Submit】
(d) Select an appropriate reason from the drop-down menu in the “Reason for application” column.
(e) Click on [Submit] to print out “Application for exceptional circumstances in course selection” (see picture 30).

(Picture 31)

(C) Drop Courses (see picture 32):
   a. Check the box “selections” column
   b. Select [drop] in the drop-down menu of “Add/drop course” column.
   c. Select an appropriate reason from the drop-down menu in the “Reason for application” column.
   d. Click on [Submit] to print out “Application for exceptional circumstances in course selection” (see picture 30).

(Picture 32)
(D) The form of “Application for exceptional circumstances in course selection” must be signed by the course instructor, the applicant, and the department head of the student. The application needs to be submitted to the General Education Centre (for general education courses) or to the Office of Academic Affairs of Curriculum Division (for professional courses) before the deadline.

(3) Course Withdrawal Form

Notes: Students are allowed to withdraw up to 2 courses, provided the total credits obtained after course withdrawal meet the minimum credit requirement. Courses will be listed in the grade report with the course withdrawal sign next to them but will not be counted as part of the academic record.

A. Please login to the course selection system and select “Related information on course selection” before the application deadline for application of course withdrawal (see picture 33).

B. Select print out the "Course Withdrawal Form"

(picture 33)

C. Check the courses to drop in “Select” column (see picture 34)

(picture 34)
D. Click on 【Submit】 and print out “Course withdrawal form” (see picture 35)

![Course Withdrawal Form](Picture 35)

E. The “Course withdrawal form” must be signed by the course instructor, the applicant, the advisor (or faculty mentor), and the department head of the student. The application must be submitted to the Office of Academic Affairs of Curriculum Division before the deadline.