Tamkang University Spring 2021
Enrollment Schedule and Information

The system will be down for maintenance from 11:30 am to 12:30 pm during the enrollment period.

I. Enrollment Schedule

Item	Date & Time	Notes
Syllabus Available	Tue., 15th Dec., 2020, 12:30 pm	***Course Catalog: http://esquery.tku.edu.tw/acad** *** Online Enrollment System: https://www.ais.tku.edu.tw/elecos/** 1. Refer to this procedure to search for and view courses from the course catalog : Click on [English Version] → Click on [Course Search] to enter the system→ Choose one of the selection modes (College/Category/Instructor Name/Course Title/Course Time/Control Number) to narrow the search→Click on [Search] button→Press the underlined "Control Number" to display the syllabus of the course and use the Control Number to drop or add class during the adjustment period. 2. Students could arrange their courses on line. However, course arrangement does not mean the completion of course enrollment. 3. Courses must be enrolled on the Online Enrollment System webpage.
Courses Enrolled by Office of Academic Affairs	Wed., 16th Dec., 2020, 12:30 pm	1. Required courses and full academic year courses are automatically enrolled in by Office of Academic Affairs. (Continuing students, blocking students and returning students are not included) Office of Academic Affairs will previously include blocking courses. Once grades have been published, the blocking courses will be deleted. 2. Freshmen can enroll in variant PE course according to personal interests this semester. 3. Please check the website: http://sinfo.ais.tku.edu.tw/emis (Click on English Version)(The network course selection system has adopted the " TamKang University Single Sign On (SSO)" Account. If your student ID and password have not been logged in, you must first check in the " TamKang University Single Sign On (SSO)" web page to log in your Student ID number, and default password (The default password for freshmen and transfer students will be set as the last six digits of date of birth (yyyy/mm/dd), for example, if your birthday is 1997/01/05, your password will be 970105). This site offers the latest course information, which students can check on anytime. 4. To search for course information, click on the Course Information System. After entering student ID number and password, click on the Enrollment

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Item	Date & Time	Notes
		Archives.
General Education Core Curriculum Course Selection Priority Declaration. (Phase I)	Mon., 21st Dec., 2020, 12:30 pm to Wed., 23rd Dec., 2020, 4:30 pm	1.Every person can at most register for 10 courses. 2.Registration sequential order and filtering results are not related; there is no need to fight for classes. **3. College of business and management students must take the course "Introduction to computer"; therefore, do not enroll in any course in Computer Education Field in the Science domain.** 4. Please refer to the website for regulations: http://www.core.tku.edu.tw/Front/class/class3/Page.aspx?id=UDOf%2B%2FVxP3k=
Check the general core curriculum. screening results. (Phase I)	Thu., 24th Dec., 2020, 12:30 pm to Fri., 25th Dec., 2020, 11:30 am	Registration of classes requires computer screening to see if the selection has been made or not; you must within this time period check the screening of classes you have selected.
Period for dropping classes with time conflict.(the entire school) (Drop only)	Fri., 25th Dec., 2020, 12:30 pm to Sat., 26th Dec., 2020, 11:30 am	All the students of the school (including undergraduates and graduates); those who have selected classes that have time conflicts should go online and drop them.
General Education Core Curriculum Course Selection Priority Declaration (Phase II)	Mon., 28th Dec., 2020, 12:30 pm to Wed., 30th Dec., 2020, 4:30 pm	1.If a class has been selected in the first phase, it need not be selected again. 2.Every person can at most register for 10 courses. 3.Please based on the year of your entry take General Education Courses you should following regulations of the various colleges and fields (for details see General Education and Core Course Center.
Check the general core curriculum screening results. (Phase II)	Thu., 31st Dec., 2020, 12:30 pm to Sun., 3rd Jan., 2021, 11:30 am	Registration of classes requires computer screening to see if the selection has been made or not; you must within this time period check the screening of classes you have selected.
Enrollment Period	Mon., 18th Jan., 2021, 12:30 pm to Tue., 26th Jan., 2021, 11:30 am	**Online Enrollment System:** Click on (English Version) **https://www.ais.tku.edu.tw/elecos/** 1. Access to Course Enrollment is regulated by preassigned time in which differs across years. 2. Students who owe the tuition fee for the past semester are not able to do the course selection. Please check the website for the unpaid tuition fees: https://clf.finance.tku.edu.tw/announce 3. Time conflicts should be avoided. This applies to all sections of a course (lecture, TAs' drills, TAs' lab, etc.).

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Item	Date & Time	Notes
		Your presence is requested at all sections of a course. 4. The maximum of General Core Courses selection are 3 courses. Each General Core Course is limited to select one course. General core curriculum during the initial selection is limited to one field (including voluntary selection and classes already having screen). 5. Since Fall 2017, undergraduate freshmen should enroll in General Core Curriculums 14 credits. The General Core Curriculums included the domain of Humanity, Sociology and Science. Each domain should be enrolled in at least 2 credits. You can't enroll over 2 courses at the same field. College of business and management students must take the course "Introduction to computer"; therefore, do not enroll in any course of Computer Education Field in the Science domain. In addition, all students in English-taught department (or programs) have to enroll in "course instructed in all English" class. 6. **General Core courses will provide additional 5 quotas during the Adjustment Period. Seniors have priority to add these courses.** 7. For those senior or Junior students who have attended GEPT Intermediate Level test voluntarily but failed to pass (students have to register on their field office first) are eligible to take "English Tutorial". 8. In order to take **6** more credits, you have to be approved for Minor, Double Major, or Program. **(The overtake courses should be enrolled by yourself at the Enrollment Period.)** **9.** If your average grades of previous semester are beyond 80 (a grade A), the overtake courses should be enrolled by yourself at the Adjustment Period. 10. The table of your current class schedule is displayed for viewing on EMIS at http://sinfo.ais.tku.edu.tw/emis right after your selection in real time.
Students with an Honors Program (Online Enrollment Period)	Wed., 27th Jan., 2021, 12:30 pm to Thu., 28th Jan., 2021, 11:30 am	The list of qualified students of Honors Program and the schedule of online application will be sent to students by TKU e-mail on January 26. Relevant information will be published on the website of Honors Program → The latest news.
A notification of course	The notification is sent in two days after your course adjustment.	The notification is automatically sent to individual's TKU e-mail address：

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Item	Date & Time	Notes
adjustment is sent by e-mail.		9-digit student ID@s□□.tku.edu.tw or 9-digit student ID@gms.tku.edu.tw (for 2020 Enrollment student) (□□ are the 2nd and 3rd digits in your student ID number, representing the academic year you are in.) For example: 405000123@s05.tku.edu.tw
Classes Commence Announce the List of Impacted Students (Please check on website for personal Course Enrollment Table)	Mon., 22nd Feb., 2021	1. The Course Enrollment Table is available at the web page: http://sinfo.ais.tku.edu.tw/emis 2. Students taking courses below the minimum number of credits, blocked, beyond the maximum credit limits, conflicted, or not taking any courses are considered impacted. Impacted students must add or drop courses by web access during the Adjustment Period.
Adjustment Period	Tue., 2nd Mar., 2021, 12:30 pm to Mon., 8th Mar., 2021,11:30 am	**Online Enrollment System:** Click on [English Version] **https://www.ais.tku.edu.tw/elecos/** 1. Access to Course Adjustment is regulated by preassigned appointments in which appointment times differ across years. 2. Students who fail to register and pay the tuition after course selection period, their add/drop record will be eliminate by the Office of Academic Affairs. After registering and paying tuition, students are required to do manual course add/drop themselves. 3. See the Course Adjustment Table at (http://sinfo.ais.tku.edu.tw/emis) 4. First come first served. The general core curriculum in the add drop period of the first phase can select the 2nd class. In the second phase a third class can be selected.
A notification of course adjustment is sent by e-mail.	The notification is sent in two days after your course adjustment.	The notification is automatically sent to individual's TKU e-mail.
Petitions to Center for General Education & Core Curriculum	Wed., 3rd Mar., 2021 to Mon., 8th Mar., 2021	1.Petition requirement: the requests to file the petitions will be processed on an exception basis only seniors and juniors (transfer students). 2. **Procedures for Petitions:** **Students must download a Petition Form on Center for General Education & Core Curriculum** (http://www.core.tku.edu.tw/Main.aspx) and complete the form with all required signatures. Students must send the Petition Form to the Field Office. (For more information, please check the Petition Form). The application will not be accepted when the maximum course

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		numbers have reached. Evening School students must send the Petition Form to the Academic Affairs Curriculum Division (A209).
Petitions to Cross Registration please fill out a "Listing of Courses Taken" **(ATRX-Q03-001-FM217-06)**	Mon., 22nd Feb., 2021 to Mon., 8th Mar., 2021	**Procedures for Petitions:** Students must download a **Listing of Courses Taken (ATRX-Q03-001-FM217-06)** on Curriculum at Office of Academic Affairs and complete the form with all required signatures. Students must send the Petition Form to Curriculum Division (A209). http://english.acad.tku.edu.tw/form/atrxfm216.doc
Petitions to General and Specialized Required Courses which has reached limit "**Petition Form (ATRX-Q03-001-FM218-03)**	Wed., 3rd Mar., 2021 to Mon., 8th Mar., 2021, 1. Seniors and 5th Graders: Wed., 3rd Mar., 08:10 to Mon., 8th Mar., 21:00 2. Juniors: Thu., 4th Mar., 08:10 to Mon., 8th Mar.,21:00 3. Sophomores: Fri., 5th Mar., 08:10 to Mon., 8th Mar., 21:00 4. Freshmen: Mon., 8th Mar., 08:10 to Mon., 8th Mar.,21:00	1. The requests to file the petitions will be processed on an exception basis only: The limit number of students taking general and specialized required courses is reached. Freshman English is granted as an exception. 2. **Procedures for Petitions:** Students must download a **Petition Form (ATRX-Q03-001-FM218-03)** on Curriculum Division website and complete the form with all required signatures. Students then send the Petition Form to Curriculum Division (A209). http://english.acad.tku.edu.tw/form/atrxfm218.pdf
List of Impacted Students	Thu.,11th Mar., 2021 to Fri., 12th Mar., 2021	Students taking courses below the minimum number of credits, blocked, beyond the maximum credit limits, conflicted, or not taking any courses are considered impacted. Impacted students must file the "Petitions Form" to Curriculum Division (A209) during the eligible period as listed in left column. Curriculum Division will process the case at the expiry of the appointment based on Article 16 in "(14-1)TKU Regulations on Student Course Selection". (http://www.ac.tku.edu.tw/web/url.php?class=205).
Notice about Cancelled Courses	Fri., 12th Mar., 2021 2:00 pm	1. To search for updated course information, Please visit the Curriculum Division website at (http://www.acad.tku.edu.tw/CS/main.php) 2. Impacted students are automatically sent a notification by email **advising you to enroll in the other class at Curriculum Division whenever a course on your schedule has been cancelled.**
Drop classes during the semester	Mon.,17th May, 2021, 12:30pm ~ Fri.,21st May, 2021, 20:30 pm	**Drop class website: https://www.ais.tku.edu.tw/elecos** 1. Students must drop the class online by himself or herself during the add-drop period. After the

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Item	Date & Time	Notes
		deadline for withdrawal, all requests will not be accepted. 2. Students can only drop 2 courses in a semester. Course of study suspension will be stated on the semester's score transcript and historic score transcript and the remark of "Study Suspension" will be stated on the score column. **3. Undergraduate delayed graduate students, graduate and PhD students have to enroll at least 1 course after dropping classes during the semester. Undergraduate and department of architecture seniors have to enroll at least 12 credits after dropping classes during the semester. Undergraduate seniors, department of architecture Seniors have to enroll at least 9 credits after dropping classes during the semester. Night school students have to enroll at least 10 credits after dropping classes during the semester.** 4. The credit fee will not refund after dropping classes during the semester. For those who owe the credit fee still have to pay in this semester.

★ **Those students who want a paper copy of the Course Enrollment Table, please print out one on your own.**

II. Notes:

1. General Education Curriculum required credits:
   1.1. Since Fall 2015, 31 credits, it included Fundamental Knowledge Curriculum (13 credits) and General Core Curriculum (18 credits).
   1.2. Since Fall 2017, 26 credits, it included Fundamental Knowledge Curriculum (12 credits) and General Core Curriculum (14 credits).
   1.3. The maximum of General Core Courses selection are 3 courses. Each General Core Course is limited to select one course. General core curriculum during the initial selection is limited to one field (including voluntary selection and classes already having screen).In the add drop period of the first phase can select the 2nd class. In the second phase a third class can be selected.
   1.4. For more information, please visit "Center for General Education and Core Curriculum (Website: http://www.core.tku.edu.tw/main.php) to check the regulations of General Education Curriculum.
2. The English (II) course is automatically grouped within each college by the placement in terms of students' scores of English (I), excluding the following English-taught Programs: Division of Global Commerce, Department of International Business, Department of Diplomacy and International Relations, and Bachelor's Program in Global Financial Management. If you want to drop this course, please consider carefully since it cannot be added again through the Curriculum Online System. Those who are not assigned to an English (II) course should follow the procedure announced on the English Department website (https://www.tflx.tku.edu.tw/english/opinion/1175).
3. Starting from the academic year of 2015, the course of "Foreign Language" includes 4 credits of "English (I)" and 4 credits of "English (II)" or any other foreign language, with the same language

being selected for the first and second semesters. Those who have successfully selected another language via the Curriculum Online System are required to drop the previously assigned course of "English (II)." Please consider carefully that "English (II)" cannot be added after being dropped.

4. Each course of Spanish (I), French (I), and Japanese (I) is provided with 2 or 3 lab classes given at different periods of time to prevent from class conflict. In other words, only one lab class is required for those who have selected any of these courses.
5. Undergraduates, who intend to take Freshmen Campus and Community service-learning, please bring the student ID card and enroll at Military Training Dept. during the first week of the semester.
6. Normal Course Loads.
   - 6.1 Graduate School
     - 6.1.1 All graduate students / PhD students are expected to enroll in at least one course and not permitted to enroll beyond the maximum number of 15 credits.
     - 6.1.2 Extensive graduate students are expected to enroll in at least one course and not permitted to enroll beyond the maximum number of 12 credits
   - 6.2 Undergraduate
     - 6.2.1 All freshmen, sophomores, juniors and Architecture seniors are expected to enroll in at least 12 credits and not permitted to enroll beyond the maximum number of 25 credits. (International business Junior C class , and the Lanyang Campus Day Division Junior classes are not included.)
     - 6.2.2 All seniors and Architecture 5th graders are expected to enroll in at least 9 credits and not permitted to enroll beyond the maximum number of 25 credits.
     - 6.2.3 All night school students are expected to enroll in at least 10 credits and not permitted to enroll beyond the maximum number of 25 credits.
     - 6.2.4 All continuing students are expected to enroll in at least one course and not permitted to enroll beyond the maximum number of 25 credits.
     - 6.2.5 For Course inquiry and regulation of Honors Program, please refer to the website of Office of Academic Affairs, Registration Division (http://www.acad.tku.edu.tw/RS/main.php) → regulation → Implementation Guidelines for the TKU Honors Program.
   - 6.3 Two-year Program for Executives
     - 6.3.1 All juniors and seniors are expected to enroll in at least 9 credits and not permitted to enroll beyond the maximum number of 20 credits.
     - 6.3.2 All continuing students are expected to enroll in at least 1 course and not permitted to enroll beyond the maximum number of 20 credits.
7. All students should avoid time conflicts when enrolling in courses. This applies to all sections of a course (lecture, lab, drills, etc) or the courses will receive 0 point.
8. All Prerequisites should be completed according to the regulation of each department.
9. **Duplicate credits in the same subject are counted towards the regulated credits once only.**
10. **Credits in All-out defense education military training(II), credits in PE for seniors, and credits in English Tutorial do not count as regular graduation credits.**
11. **"The Minors" indicates that these courses are served for minors. Either minors or majors have to pay the extra fee.**
12. For more enrollment rules, please see the Enrollment Regulations at http://www.acad.tku.edu.tw/CS/downs/super_pages.php?ID=CS401

13.Notice about PE Classes:

13.1. New students enrolled in and before the 2016 fall semester must attend PE classes during their first, second, and third years (6 semesters). New students enrolled in the 2017 fall semester must

attend PE classes during their first and second year (4 semesters).

13.2. P.E class for freshmen (second semester) and sophomore are compulsory subject which based on personal interest.

13.3. The elective course is one course credit which cannot include in graduation threshold or transfer credit point for freshmen and sophomore compulsory subject.

13.4. If students have a conflicting class or have not enrolled in class officially at the first week, they have to attend the original PE class and receive written proof with the instructor's signature or they will be regarded as an absence.

13.5. Notice for the retake of P.E class:

13.5.1 5 seats offered by sophomore PE are available for junior and seniors who want to retake P.E classes. Online enrollment is required. Special P.E classes are offered to seniors if they fail to choose P.E. class during the Enrollment Period Phase II and Adjustment Period.

13.5.2. Students in senior year and above can choose the second P.E. class during the Adjustment Period Phase II .

14.5.3 No on-the-spot P.E. class selection will be provided, all students must select P.E. class online.

13.6. Adaptation PE is offered for blind students, physically and mentally disabled students,-and students with a chronic disease cross ages and genders. Students injured during the semester can be permitted to transfer to Adaptation PE before the thirteenth week. The course requests medical certificate prescribed by the hospital or Sanitation and Health Care Center.

13.7. Off-Campus PE classes

13.7.1. For one semester, a 850-NT fee is charged for Golf class, and 680 NT for Billiard class. Students will be dropped the class and cannot enter the court if they do not pay the fee before the 5th week of instruction.

13.7.2. The first class will be undergone in the school, and off-campus starting from Week 2 for Golf class.

13.8. Important notice on choosing class for sports representative's students:

All representatives from freshman until sophomores are required to attend classes with sport expertise. If that sport does not have an expertise class, students will have to take non-expertise classes. Freshmen and sophomore sport representatives must obey rules of the class.

13.9. Other important notices:

13.9.1. Students taking skating classes must prepare skates on their own. To enroll in swimming activity class officially, students have to prepare swimsuit, swimming cap, and swimming trunks on their own and apply for Swimming Admission Card.

13. 9.2. All of the Gymnasium class may be subject to change and have the class in the outdoor court when the Gymnasium is not available.

13. 9.3. Students enrolling in "Physical Education Of Service Curriculum In Certificate Of Lifesaving"、"Physical Education Of Service Curriculum In Badminton " and "Physical Education Of Service Curriculum In Taekwondo " must complete 18-hours service after school.

淡江大學 109 學年度第 2 學期選課作業日程表及注意事項

一、選課作業日程表

事項	日期及時間	說 明
開放課程查詢系統	109/12/15(星期二)12:30～	***課程查詢系統： http://esquery.tku.edu.tw/acad/** ***選課網址：https://www.ais.tku.edu.tw/elecos/** 1、點選「開課序號」可查詢教學計畫表。 2、可模擬排課表，但不代表選課成功。 **3、選課一定要在選課網址選課。**
代選課程公告	109/12/16(星期三)12:30～	***隨時查詢最新選課資料：http://sinfo.ais.tku.edu.tw/emis** >>步驟：學生查詢→輸入學號、密碼→查詢選課資料 1、凡屬全學年課程、單學期必修課程均由本處代選 (**不含延修生、擋修學生及延修復學生**)。**109(1)成績尚未公布前，本處仍將先代選擋修課程，俟成績公布後再刪除應擋修之課程。** 2、**本學期一年級體育為興趣選課，大一學生請自行上網選課。**
通識核心課程 選填志願登記 (第一階段)	109/12/21(星期一)12:30～ 109/12/23(星期三)16:30	1、每人可最多登記 10 科。 2、登記先後順序與篩選結果無關，無須搶課。 3、商管學院大一學生已代選「資訊概論」一科，選填志願登記時請勿選科學領域之資訊教育學門。 4、各系不承認為畢業學分數之通識教育課程科目名稱總表，詳通識與核心課程中心網頁： http://www.core.tku.edu.tw/Front/class/class3/Page.aspx?id=UDOf%2B%2FVxP3k=
查詢通識核心課程 篩選結果 (第一階段)	109/12/24(星期四)12:30～ 109/12/25(星期五)11:30	登記之課程須經過電腦篩選後才可確定是否選上，請務必於此段時間內上網查詢篩選上之課程。
退選衝堂課程	109/12/25(星期五)12:30~ 109/12/26(星期六)11:30	**全校學生(含大學部、研究所)**若有代選科目(含篩選上通識課程)衝堂者，請自行上網退選。
通識核心課程 選填志願登記 (第二階段)	109/12/28(星期一)12:30～ 109/12/30(星期三)16:30	1、已於第一階段篩選上 1 科者，不得再選填。 2、每人可最多登記 10 科。 3、登記先後順序與篩選結果無關，無須搶課。
查詢通識核心課程 篩選結果 (第二階段)	109/12/31(星期四)12:30～ 110/1/3(星期日)11:30	登記之課程須經過電腦篩選後才可確定是否選上，請務必於此段時間內上網查詢篩選上之課程。
初選	110/1/18(星期一)中午 12:30～ 1/26(星期二)上午 11:30	***選課網址：https://www.ais.tku.edu.tw/elecos/** ***選課後請立即於 http://sinfo.ais.tku.edu.tw/emis 查詢** 1、各年級選課時間：詳各年級初選開放時間表。 2、**欠繳前學期學雜費之學生不得辦理初選，補繳完成 3 個工作天後始可辦理網路選課。查詢欠繳學雜費網址：https://clf.finance.tku.edu.tw/announce** 3、**課程如屬正課帶實習課**者，同學需**以實習課之開課序號選課(加退選)**，實習課需隨班上課，不得衝堂。 4、通識核心課程每學期至多選修三學門，同一學門以選修 1 科為限，先選先上。 5、**通識核心課程**均開設於“0”年級，請於各年級選課開放時間選修。**於加退選第一階段每班另增加 5 個名額，供應屆畢業生優先線上選課。**全英語學系(組、學程)學生須選全英語授課之課程。 6、**外語學院共同科「進修英文」，限日間部大四及大三符合以下任一條件之學生修習：英文能力測驗（二）成績未達畢業門檻標準，或已報考但未通過相當於全民英語檢定**

淡江大學 109 學年度第 2 學期選課作業日程表及注意事項

事項	日期及時間	說 明
		(GEPT)中級初試以上畢業門檻者。 7、經核准加修輔系、雙主修、學程者均可超修 **6** 學分(**請逕行於初選課時超修**)。 8、大學部前學期學業平均成績在 80 分以上者，請於**加退選開放選課時間**再行超修。 9、辦理「期中退選」課程，每學期以二科為限，退選科目仍須登記於該學期及歷年成績單，且於成績欄加註「停修」字樣，但不計入該學期所修學分總數，加選課程請審慎。
榮譽學程學生(網路選修榮譽學程課程)	不分年級： 110/1/27(三)中午 12:30～1/28(四)上午 11:30	符合修讀榮譽學程名單及開放線上申請修讀時間，預計於 **1 月 26 日(星期二)以校級 e-mail 方式另函通知學生，相關資訊亦將同步公告於榮譽學程網頁/最新消息專區。**
電子郵件寄發選課異動資料	選課完第 2 天寄發。	寄至學生校級個人電子信箱： 學號 9 碼@s□□.tku.edu.tw 或學號 9 碼@gms.tku.edu.tw(109 入學學生) □□(學號第 2、3 碼)代表入學年度，例：406000123@s06.tku.edu.tw
開始上課--各系公告選課異常學生名單**(個人初選選課資料請至網頁查詢)**	110/2/22(星期一)	***查詢個人選課資料及上課地點：** **http://sinfo.ais.tku.edu.tw/emis** **選課異常包含低修、擋修、超修、衝堂、有註冊無選課，學生應於加退選期間自行上網加選或退選。**
加退選	110/3/2(星期二)中午 12:30～3/8(星期一)上午 11:30	***選課網址：https://www.ais.tku.edu.tw/elecos/** ***選課後請立即於 http://sinfo.ais.tku.edu.tw/emis 查詢** 1、各年級選課時間：詳各年級加退選課開放時間表。 2、**加退選課程結束後如尚未完成註冊繳費者，逕由教務處課務組刪除選課資料，俟完成註冊繳費後，再自行補辦選課。** 3、**先選先上**，通識核心課程於加退選**第一階段可選第 2 科、第二階段可選第 3 科**。 4、辦理「期中退選」課程，每學期以二科為限，退選科目仍須登記於該學期及歷年成績單，且於成績欄加註「停修」字樣，但不計入該學期所修學分總數，加選課程請審慎。
電子郵件寄發選課異動資料	選課完第 2 天寄發	寄至學生校級個人電子信箱
加簽通識核心課程，填送「**通識核心課程加簽申請書**」	110/3/3(星期三)～3/8(星期一)	1、加簽條件：**大 4 學生及大 3 轉學生尚缺通識核心課程者。** **2、加簽流程：請至教務處通核中心**（網址：http://www.core.tku.edu.tw/down/archive.php?class=210）下載申請書→依申請書上規定時間及方式辦理；進學班經任課老師簽名後將申請書送至教務處課務組（A209 室）。
加選不同學制課程，填送「**學生選課報告**」	110/2/22(星期一)～**3/8(星期一)**	**加選流程**：請至教務處（網址：http://www.acad.tku.edu.tw/CS/main.php）→課務組→表格下載「**學生選課報告**」(ATRX-Q03-001-FM217-06)→經任課老師、系主任簽章→課務組(A209 室)
加簽「共同必修」、「各系專業必修」人數已額滿科目，填送「大學部必修課程選課加簽單」	110/3/3(星期三)～3/8(星期一)，各年級繳交時間： (一)4～5 年級： **3/3(三)08:10～3/8(一)21:00** (二)3 年級： **3/4(四)08:10～3/8(一)21:00** (三)2 年級： **3/5(五)08:10～3/8(一)21:00**	1、加簽條件：限**共同必修及各系專業必修人數已額滿科目**。 2、**加簽流程**：網路加選→人數額滿→至教務處→課務組(網址：http://www.acad.tku.edu.tw/CS/main.php）→表格下載「大學部必修課程選課加簽單」(ATRX-Q03-001-FM218-03）→符合加簽規定→課務組(A209 室)。

淡江大學 109 學年度第 2 學期選課作業日程表及注意事項

事項	日期及時間	說 明
	(四) 1 年 級： **3/8(一)08:10～3/8(一)21:00**	
各系公告選課異常學生名單並辦理更正	110/3/11(星期四)～ 3/12(星期五)	選課異常包含低修、擋修、超修、衝堂、有註冊無選課，學生應於左述期限內持「學生選課報告」至課務組(A209 室)辦理更正，逾期未更正者，依「淡江大學學生選課規則」第十六條辦理（網址：http://www.acad.tku.edu.tw/CS/main.php→課務組→「法規章程」→淡江大學學生選課規則）。
停開課程公告	110/3/12(星期五) 下午 14：00	1.公告在教務處課務組網頁→「最新訊息」，網址： http://www.acad.tku.edu.tw/CS/main.php 2、以校級電子郵件信箱通知停開課程相關學生，**低修者需速至課務組加選其他課程、有影響之學生亦可至課務組辦理改選。**
期中退選	**110/05/17(星期一)中午 12:30～05/21(星期五) 20:30**	***退選課程網址：https://www.ais.tku.edu.tw/elecos/** 1、學生辦理期中退選課程，應於退選開放時間，自行以網路退選，逾期不予受理。 **2、學生辦理期中退選課程，每學期以 2 科為限，退選科目仍須登記於該學期及歷年成績單，且於成績欄加註「停修」。** 3、大學部延修生及碩、博士班學生期中退選後，當學期修習科目數不得少於 1 科（含論文）；日間部學士班 1、2、3 年級及建築學系 4 年級學生期中退選後，當學期修習學分總數不得少於 12 學分、進修學士班不得少於 10 學分；學士班 4 年級、建築學系 5 年級學生期中退選後，當學期修習學分總數不得少於 9 學分。 4、**學生依規定應繳交學分費（學分學雜費、電腦與網路使用費、語言實習費）之課程期中退選後，已繳交費用者不予退費，未繳交者仍應補繳。**

★有需要紙本選課小表的同學請自行列印。

二、相關選課注意事項

(一)通識教育課程：

1、104 學年度起分為基本知能課程（13 學分）、通識核心課程（18 學分），共 31 學分。

2、106 學年度起分為基本知能課程（12 學分）、通識核心課程（14 學分），共 26 學分。

3、通識核心課程每學期至多選修三學門，同一學門以選修一科為限則，同一學門已修過 2 科及格者不可再加選；從選填志願到初選結束限選 1 科，加退選第一階段可選第 2 科、第二階段可選第 3 科；加退選第一階段每班另增加 5 個名額，提供應屆畢業生優先線上選課。
請至「教務處 通識與核心課程中心」（網址：http://www.core.tku.edu.tw/main.php）→「規章辦法」或「選課相關規定」→通識教育課程施行規則查詢。

(二)「英文（二）」課程，日間部採**以學院為單位能力分班**（不含國企系國際商學全英語組、外交與國際關係系全英語學士班及全球財務管理全英語學士學位學程）並已代選，同學如要退選(不開放網路加選)，請務必審慎考慮。**重修生及未被代選之學生，擬選修「英文（二）」者，**請依英文系網頁／最新消息／通識外語學門公告辦理（網址：https://www.tflx.tku.edu.tw/english/opinion/1175 ）。

(三)依「淡江大學學生修讀外國語文學門課程實施要點」，自 104 學年度起入學之大一新生，「外國語文學門」8 學分含大一應修習「英文（一）」4 學分、大二得自由選修「英文（二）」或其他外文 4 學分。修習英文或其他外文者，上、下學期必須為同一語種始得承認。**擬選修其他外文者，請以網路加選欲選修的外文，確定加選成功之後，再退選「英文（二）」。「英文（二）」一經退選則無法再以網路加選，請務必審慎考慮。**

(四)擬選修外語學門「西班牙文（一）」、「法文（一）」與「日文（一）」者，每班正課各有 2 至 3 個實習課，即學生選課時應先確定正課時間再從實習課（2 至 3 個）選擇其中之一個可上課時間的開課序號搭配。

(五)外語學院共同科「進修英文」，限日間部大四及大三「英語能力未達畢業門檻者」之學生修習。請見英文系網頁／通識外語學門／進修英文說明（網址：https://www.tflx.tku.edu.tw/english/web_page/963 ）。

(六)日間部擬重(補)修「校園與社區服務學習」課程者，請於第 1 週上課前找任課教官確認上課地點。

(七)每學期修習學分數之規定：

1、研究生：

（1）碩、博士班：至少 1 科，至多 15 學分。

（2）碩士在職專班：至少 1 科，至多 12 學分。

2、大學日間部、進修學士班：

（1）日間部一、二、三年級（不含國際企業學系國際商學全英語組及蘭陽校園日間部各學系三年級赴國外進修之學生）、建築學系四年級：至少 12 學分，至多 25 學分；進修學士班至少 10 學分，至多 25 學分。

（2）四年級、建築學系五年級：至少 9 學分，至多 25 學分。

（3）延修生：至少 1 科，至多 25 學分。

（4）修讀榮譽學程之選課規定請詳教務處註冊組網頁→法規章程→淡江大學榮譽學程實施要點。

3、學士後多元專長培力課程：每學期至多二十五學分。

(八)學生所修習之課程，其上課時間不得衝突，如有衝突科目，學期成績均以零分計算。

(九)凡各系訂有先修課程之科目，學生需依規定先行修習。

(十)同一課程，重覆修習 2 次（含）以上，僅計算 1 次學分數於畢業學分數內。

(十一)大二「全民國防教育軍事訓練課程（二）」及「體育選修」課程、「進修英文」之學分數均不列入畢業學分數計算；修習校共通課程「運動志工精神與服務」、「山野活動與環境探索」及「運動與生活概論」3 科，只承認 2 學分為畢業學分。

(十二)凡課程表中註明「輔系班」者，表示該科系另行開班之輔系科目，選修該課程之同學無論是否具有加修輔系資格，均需另行繳費。

(十三)其他選課相關規定請參考「淡江大學學生選課規則」

http://www.acad.tku.edu.tw/CS/downs//super_pages.php?ID=CS401

(十四)體育課選課須知

1、105 學年度前(含)之入學新生一至三年級每學期均必修體育、106 學年度入學新生起一至二年級每學期均必修體育。

2、一年級下學期及二年級學生修習體育興趣選項必修課程。

3、體育選修課程，計 1 學分（不列入畢業學分，且不可抵大一至大二必修體育課程）。

4、開學第 1 週，修體育課程如有因與學科衝堂或尚未完成體育選課手續者，應先暫時在欲選班級上體育課，並取得上課證明(課後持「體育課上課證明單」請任課教師簽名)，否則該週體育課視為曠課。

5、重補修事宜：

(1)體育課興趣班，於初選第 1 階段每班提供 5 個名額供重補修學生線上選課。初選第 2 階段與加退選週如仍有未額滿之班級，開放重補修學生選課。

(2)大四以上學生（含大四）可於加退選週第 2 階段線上選第 2 門必修體育課程。

(3)體育課程不提供現場加簽作業，請同學務必於選課期間線上選課。

6、適應體育班：限障礙生或罹患重大疾病的學生修課，不分年級、性別皆可修課。凡因病或受傷而修習適應體育班時，應出具醫院或本校衛生保健組之診斷證明文件交予任課老師。學期中(第十三週前)受傷者亦可持相關證明文件改修適應體育班。

淡江大學 109 學年度第 2 學期選課作業日程表及注意事項

7、校外教學科目：

(1)選修「高爾夫球興趣班」及「撞球興趣班」者，須另付球資購卷才算完成選課，每學期高爾夫 850 元、撞球 680 元，繳費事宜逕洽合作場館，球卷使用期限為當學期結束日，交通自理。授課達 5 週若仍未交付球資費者將予以退選，合作場館可拒絕該生進入使用場地。

(2)「高爾夫球興趣班」開學第 1 週於校內上課，第 2 週起至校外合作場館上課。

8、運動代表隊選課注意事項：一至二年級運動代表隊學生，可修習運動專長班之課程。若該代表隊項目未設置運動專長班，則修習其他非專長班之課程。一、二年級參與校隊訓練外仍須按規定上課。

9、其他注意事項：

(1)修習直排輪課程請自備直排輪鞋；修習游泳課請自備泳衣、泳帽或泳褲，並辦理游泳證或購買單次卷入館。

(2)如遇重大慶典布場與場地借用等情形，體育館受影響之室內課程一律改至室外場地上課。

(3)修習「體育專業知能服務-水上救生證照」、「體育專業知能服務-羽球」、「體育專業知能服務-跆拳道」課程除校內上課外，須志願校外服務 18 個小時。