

# 中大本校同學至他校校際選課程序：

## The Procedure of Inter-Campus Course Selection: For NCU Students

### 1. 中大本校需要的流程 Required Procedure in NCU

- (1) 所有教育部認可的大學與獨立學院均可前往校際選課（須詢問系上是否承認該門課）。

Courses offered by all universities and independent colleges recognized by the Ministry of Education are available for selection (Please ask your department first whether the course you are choosing is recognized by the department).

- (2) 自行上網查詢或詢問他校校際選課及繳費期限、課號課名上課時間教室等。

Check the website or ask the school for specific information, including the procedure of their course selection, due date for credits fee, course code, course schedule and classroom, etc.

- (3) 請登入選課系統 (<https://cis.ncu.edu.tw/Course/>) 登入系統 ->課程加退選->校際選課資料登錄->列印校際選課單一式三份。

Please enter the course selection system (<https://cis.ncu.edu.tw/Course/>)

→ Selection Amendment of Courses → log in & Register for Inter-Campus Course Selection → Print the Application Form in triplicate

- (4) 經導師/指導教授及系所主任同意簽名。（修習外校共同必修、通識、教育學程課程須先經本校開課單位簽章）

Receive the permission (signature) from your advisor and the head of the department. For required courses, general knowledge courses, and education courses in other universities, it is required to get the permission first from the hosting department of NCU.

### 2. 外校需要的流程 Required Procedure in Other Universities

- (1) 外校課程的任課老師簽章、課程所屬系所主管簽章。

Receive the permission (signature) from the course instructor and the head of the hosting department.

- (2) 外校出納組繳納學分費。但台灣聯大、中原、元智開設之學期課程不需至外校出納組繳納學分費（碩士班同學學分費會併入本校學分費總額）

Please pay the credits fee at the Cashier Section in the university you are taking the course from, except for semester courses taken in the University System of Taiwan (UST), CYCU and YZU in which the total credits fee will be combined with other credits fees taken in NCU.

修讀在職專班課程須先簽准

Ask permission of OAA by formal document before taking courses of in-service program.

(3)至外校教務處課務組簽章。

Receive the signature from the Curriculum Division of the Office of Academic Affairs at the university you are taking the course from.

**3. 將辦好的校際選課單於中大本校規定的期限內繳回中大課務組，並自行影印乙份留存。**

**Submit the Application Form to the Curriculum Division of NCU before the due date. Please make sure to save one copy for yourself.**

4. 繳回截止日期： Due Date of Submitting the Application Form:

學期選課：應於當學期課程加退選截止日前。

For Courses during the Semester: Please submit the form before the due date of Selection Amendment of Courses.

人工加退選期間辦理者須比照本校生另交手續費 100 元。

Those who submit the form of manually add/drop courses are required to pay a late processing fee of NT\$100 per course the same as NCU students.

暑期選課：於對方校際學校暑期課程開課前。

For Courses in the summer term: Please submit the form to the Curriculum Division before the summer courses begin.

**核章後的校際選課申請表正本繳回課務組後，始完成選課程序，否則視同未選課**；如因故欲退選外校課程，須依開課學校規定辦理退選手續，並通知本校課務組。

The procedure of course selection will be completed **only when** the application form is submitted.

Please follow the instruction of the hosting school if you intend to drop the course, and then inform the Curriculum Division of NCU.