

## 亞洲大學學生選課須知

- 90.12.11 90 學年度第 1 學期第 3 次教務會議修訂通過  
91.06.12 90 學年度第 2 學期第 1 次教務會議修訂通過  
91.10.09 91 學年度第 1 學期第 3 次教務會議修訂通過  
92.06.12 91 學年度第 2 學期第 2 次教務會議修訂通過  
93.09.01 93 學年度第 1 學期第 1 次教務會議修訂通過  
94.09.23 93 學年度第 1 學期第 1 次教務會議修訂通過  
95.02.15 94 學年度第 2 學期第 1 次教務會議修正體例、第 1 至 16 點條文、第 3 至 16 點點次變更  
95.02.24 亞洲秘字第 9500742 號函發布  
103.04.10 102 學年度第 2 學期第 1 次教務會議通過修正  
103.04.29 亞洲秘字第 1030005297 號函發布  
105.01.06 104 學年度第 1 學期第 1 次教務會議通過修正第 2 點條文  
105.01.25 亞洲秘字第 1050000967 號函發布  
105.12.21 105 學年度第 1 學期第 1 次教務會議通過修正第 13 點條文  
106.01.16 亞洲秘字第 1060000700 號函發布  
107.12.03 107 學年度第 1 學期教務會議通過修正第 7、15 點條文  
108.01.16 亞洲秘字第 1080000614 號函發布  
108.12.09 108 學年度第 1 學期第 1 次教務會議通過修正第 1、2、5、9、10、12 點條文  
109.02.04 亞洲秘字第 1090001059 號函發布  
110.05.20 109 學年度第 2 學期第 1 次教務會議通過修正第 7 點  
110.07.05 亞洲秘字第 1100008420 號函發布  
110.12.08 110 學年度第 1 學期教務會議通過修正第 13、15 點條文  
110.12.28 亞洲秘字第 1100016829 號函發布  
112.05.10 111 學年度第 2 學期教務會議通過修正第 15 點條文  
112.05.30 亞洲秘字第 1120008055 號函發布

一、本校為規範選課相關事宜，特依本校學則第十七條，訂定本須知。

In order to regulate matters related to course selection at our school, these guidelines are established in accordance with Article 17 of our school's regulations."

二、選課作業分為預選、加退選及超修申請等，各項選課作業均須於教務處公告期間內辦理，逾期不予受理。

The course selection process includes pre-selection, add-drop registration, and over-enrollment application. All course selection activities must be completed within the period specified in the announcement by the Office of Academic Affairs. Late submissions will not be accepted."

「大三下學期至大四下學期學生」得於預選課程時依申請程序辦理減修，並登錄於「學生資訊系統」，其學期修習之學分，不受每學期最低學分數限制，惟「大三生」至少仍須修習 10 學分、「大四生」至少仍須修習 1 個科目之學分數。

"Students from the second semester of their junior year to the second semester of their senior year may apply for course reduction

during the course selection process. Upon approval, they can register for a reduced credit load through the Student Information System. During this period, they are not subject to the minimum credit requirement for each semester. However, junior students are still required to complete a minimum of 10 credits, and senior students are still required to complete at least one course for credit."

「學則」第十七條第1項第1款所稱「已修得相當學分數」，係指下列情形：  
"The term 'equivalent earned credit hours' as referred to in Article 17, Section 1, Item 1 of the school regulations refers to the following situations:"

(一)預選「大三下」課程學生-「實得」及「大三上學期期中考及格」之學分數合計達100學分以上者。

For students selecting courses during the 'second semester of their junior year' pre-selection, those whose total earned credits, including 'earned' and 'passed the midterm exam in the first semester of their junior year,' exceed 100 credits."

(二)預選「大四上」課程學生-「實得」及「大三下學期期中考及格」之學分數合計達116學分以上者。

Students in the 'first semester of their senior year' who have accumulated a total of 116 or more credits, including both 'actual earned' credits and 'passing grades in the mid-term exams of the second semester of their junior year,' are eligible for pre-selection of courses

(三)預選「大四下」課程學生-「實得」及「大四上學期期中考及格」之學分數合計達122學分以上者。

For students selecting courses during the 'second semester of their senior year' pre-selection, those whose total earned credits, including 'earned' and 'passed the midterm exam in the first semester of their senior year,' exceed 122 credits.

加選科目未完成加選手續者，其成績及學分不予承認；退選科目未完成退選手續者，以未退選論。

Students who have not completed the course registration procedure for adding courses will not have their grades and credits recognized for those courses. Similarly, for courses from which a student has not completed the withdrawal procedure, they will be considered as not having been withdrawn.

- 三、學生選課依本校相關選課注意事項及各學院、系（組）所、學程訂定之課程規劃、修課規定辦理，違反者所修學分不列入畢業總學分數。

Students must select courses in accordance with the relevant course selection guidelines of our school, as well as the course planning and enrollment regulations established by each college, department (or division), and program. Violations of these guidelines will result in the credits earned not being counted towards the total credits required for graduation."

- 四、學生應按年循序依課程規劃表規定修讀課程，如因特殊需要希跨學制、系、所、年級選課者，應於加退選時，填具「課程學分認定申請單」，經本系及該課程開課系所（中心）主管及授課教師同意後辦理；該「課程學分認定申請單」應交回學生所屬系所收存，作為嗣後畢業學分採計依據，未依規定辦理者，不採認該課程之學分。

Students are required to follow the course plan in chronological order according to their academic year. If there is a special need to deviate from the program, such as cross-enrolling in a different program, department, or year, students must submit a 'Course Credit Recognition Application Form' during the add-drop registration period. This form should be approved by the student's home department, the department (center) responsible for the course being taken, and the course instructor. The 'Course Credit Recognition Application Form' should be submitted to and retained by the student's department for future reference in credit calculation for graduation. Failure to follow this procedure will result in the non-recognition of credits for that course."

- 五、學生選課除各學院、系（組）所、學程規劃得合班上課者外，依下列規定辦理：

In addition to classes offered jointly by various colleges, departments (or divisions), and programs, students must adhere to the following regulations when selecting courses:"

- (一)學生選課以在原班級修習為原則，若與重補修科目衝堂者，經學系（組）所、學程主管核准後，始得辦理緩修或修習他班學分數、名稱相同之科目，惟重補修之科目應儘先修習。

Students should prioritize taking courses within their original class or year. If there is a scheduling conflict with a course needed for retaking or making up credits, students may, with the approval of the department (division), program, or academic unit, pursue deferred enrollment or take an equivalent course offered by another class, provided that the courses have the same credit value and name. However, courses required for retaking should be given priority."

- (二)學生重補修專業科目，須在原學院、系（組）所、學程修習，若該科目學分有變更或與本班之必修科目衝堂，經學系（組）所、學程主管同意，不在此限。

Students retaking specialized courses must enroll in the original college, department (division), or program where the course is offered. If there are changes in the credit value of the course or if it conflicts with a required course in the student's program, with the approval of the department (division) or program director, this requirement may be waived."

(三)大學日間部、進修學士班學生經所屬學系(組)、學程主管同意者，得互相跨學制修習科目。

Undergraduate students in the daytime program and extension bachelor's program may, with the approval of their respective department (division) or program director, enroll in courses across different academic programs."

(四)碩士班、碩士在職專班學生，經所屬學系(組)所、學程主管同意者，得互相跨修課程。

Master's program and master's in-service program students, with the approval of their respective department (division) or program director, may cross-enroll in courses across different programs."

六、學生應於選課作業結束後，自行至選課網站確認選課結果。如核對發現因電腦系統發生錯誤造成選課資料有誤者，應檢附選課結果之證明文件於選課截止一週內至教務處辦理更正，逾期即不予受理。確認後之選課清單未列之科目，若自行修習，所得成績不予登錄採計。

After the course selection process is completed, students must independently verify their course selections on the course selection website. If, upon verification, they discover that their course selection data is incorrect due to a computer system error, they must provide supporting documentation of the course selection results to the Office of Academic Affairs for correction within one week from the course selection deadline. Late submissions will not be accepted. Courses that are not listed on the confirmed course selection list, if taken independently, will not have their grades recorded or credits counted

七、學生選課優先順序依下列規定辦理：

The priority order for student course selection shall be in accordance with the following regulations:"

(一)各學院、系(組)所、學程開設科目，因教室座位或設備等之限制，無法容納全部欲修習之學生時，依下列優先順序同意，並以未超修之學生優先選課：1. 本班學生(含雙主修、輔系)2. 本學院、系(組)所、學程之學生 3. 他學院、系(組)、所、學程之學生 4. 他校學生。

When courses offered by various colleges, departments (divisions), or programs cannot accommodate all students who wish to enroll due to classroom seating or equipment limitations, priority will be granted in the following order,

with students who are not over-enrolled given preference: 1. Students of the same program (including double majors and minors) 2. Students from the same college, department (division), or program 3. Students from other colleges, departments (divisions), or programs 4. Students from other institutions."

(二)前款所列本學院、系(組)所、學程學生之優先順序如下:1.畢業班重補修學生 2.重補修學生 3.本學院、系(組)、所、學程上修學生。

The priority order among students from the same college, department (division), or program as listed in the preceding paragraph is as follows: 1. Graduating class students retaking courses 2. Students retaking courses 3. Students taking upper-level courses from the same college, department (division), or program."

八、屬電腦篩選之科目，同學應於規定時間內上網選課，經由系統亂數篩選後再公告選上學生名單。

For courses subject to computerized selection, students must select their courses online within the specified timeframe. After the system performs a random selection process, the list of selected students will be announced."

九、本校博士班、碩士班、碩士在職專班學生每學期之修習學分數，應依學則第十七條規定修習。其修課除相關法令另有規定者外，應依下列規定辦理：

Doctoral, master's, and master's in-service program students at our school must adhere to the regulations specified in Article 17 of the school regulations regarding the number of credits to be taken each semester. In addition to any relevant legal requirements, their course registration should be conducted according to the following regulations

(一)博士班學生除所屬學院、系(組)所、學程規定與碩士班、碩士在職專班合開之科目者外，不得修習大學部、推廣教育學分班、碩士在職專班、碩士班之科目。

Doctoral program students, except for courses jointly offered with master's programs by their respective college, department (division), or program, are not allowed to take undergraduate, continuing education credit classes, or courses from master's in-service programs and master's programs."

(二)碩士班、碩士在職專班學生不得修習大學部及推廣教育學分班之科目，碩士班學生亦不得修習碩士在職專班之必修科目。惟各研究所規定之先修科目，得至大學部修習。

Master's program students and master's in-service program students are not allowed to take undergraduate or continuing education credit classes. Additionally, master's program students are not permitted to enroll in the mandatory courses of the master's in-service program. However, they may enroll

in prerequisite courses as required by their respective graduate programs, which may be offered at the undergraduate level."

- (三) 博士班學生補修所屬學系(組)所、學程規定之先修科目以七十分為及格，不列入學期學業平均成績，亦不計入個人畢業學分。未補修及格前，不得參加學位考試。

Doctoral program students retaking prerequisite courses as required by their department (division), program, are considered to have passed with a minimum score of 70, and these grades are not included in the semester's academic average or counted towards individual graduation credits. Students are not eligible to take the degree examination until they have successfully retaken these prerequisite courses."

- (四) 碩士班、碩士在職專班學生補修所屬學系(組)所、學程規定之先修科目以六十分為及格，不列入學期學業平均成績，亦不計入個人畢業學分。未補修及格前，不得參加學位考試。

Master's program students and master's in-service program students retaking prerequisite courses as required by their department (division), program, are considered to have passed with a minimum score of 60, and these grades are not included in the semester's academic average or counted towards individual graduation credits. Students are not eligible to take the degree examination until they have successfully retaken these prerequisite courses."

- 十、本校大學日間部、進修學士班學生每學期之修習學分數，應依學則第十七條規定修習。

Undergraduate students in the daytime program and extension bachelor's program at our school must adhere to the regulations specified in Article 17 of the school regulations regarding the number of credits to be taken each semester.

- 十一、學生不得因加、退選科目，而使其應修學分數少於或超過規定之應修學分數上下限。

Students are not allowed to add or drop courses in a way that would result in their total required credits falling below or exceeding the specified lower and upper credit limits."

- 十二、本校學則第十七條第一項第五款所稱之得減修之特殊原因，係指學生前一學期學業成績有二科以上不及格及僑生、外國籍學生國語文程度較差者，第一至第三學年每學期修習學分數，經所屬學系(組)、學程主管及教務處同意，得酌予減少，以不超過四學分為限，惟同意減修之學分數，其學分費不予退費，未繳交者仍應予補繳。

The special reasons for being eligible for course reduction, as referred to in Article 17, Section 1, Item 5 of the school regulations, pertain to students who have received failing grades in two or more courses in the previous semester and to overseas

students and foreign nationals with poor proficiency in the Chinese language. During the first to third academic years, with the approval of their respective department (division) or program director and the Office of Academic Affairs, students may be granted a reduction in the number of credits taken per semester, not exceeding four credits. However, the tuition fees for the approved reduced credits will not be refunded, and any outstanding fees must still be paid."

- 十三、各學制學生未於正常期間，修習完成畢業所須學分或畢業門檻條件者（下稱延修生），次學期應至少選修一個科目，該科目如為 0 學分者，除體育另依規定繳費外，餘依各學制學分費標準，應繳交 1 學分之學分費；延修生最高修習學分數不得逾各學制、年級最高修習學分數。

延修生應依學校公告期限內上網加退選，並適用跨學制、跨學系與跨校選課等相關規定。

Students from various academic programs who have not completed the required credits or graduation criteria for graduation within the normal timeframe (referred to as extended study students) must, in the following semester, enroll in at least one course. If the selected course is worth 0 credits, they must pay the prescribed fee, excluding physical education. For other courses, they should pay the tuition fee for 1 credit, following the credit fee standards for each academic program. Extended study students are not allowed to exceed the maximum number of credits for their respective academic program and year.

Extended study students must complete their course selection via the online add-drop registration system within the school's specified period and comply with relevant regulations regarding cross-program, cross-department, and cross-institution course selection.

- 十四、各學院、系(組)所、學程遇有新舊科目交替，重補修科目之修習，應以新科目規定為準，其規則如下：

In cases where colleges, departments (divisions), or programs have a transition between old and new courses, the retaking of courses should adhere to the regulations of the new courses. The rules are as follows:

- (一) 原必修科目不再列為必修科目，且該科目不再開課時，專業科目得由各學系(組)所、學程主管指定另一科目取代，如為基礎課程或通識課程，則由通識教育中心主任指定另一科目取代。

When a former required course is no longer mandatory and is no longer offered, professional courses may be replaced by another course designated by the department (division) or program director. If the course is a foundational or general education course, it will be replaced by another course designated by the Director of the General Education Center."

(二) 新訂科目之學分數較舊訂科目學分數少者，以新訂科目學分數為準。  
If the newly established course has fewer credits than the old course, the credit value of the newly established course will be considered.

(三) 有前款情形者，其畢業學分數不得因此減少，應另修習與該系相關之科目補足畢業學分。

In cases mentioned above, where the graduation credit requirements do not decrease due to such changes, students should take additional courses related to their department (division) to fulfill the graduation credit requirements

十五、本校學生修習科目，須遵守下列規定：

Students at our school must adhere to the following regulations when taking courses:

(一) 修習之科目除了「可衝堂課程」之外不得衝堂，否則不論上課多久，衝堂之每一科目學期總成績均以零分登錄。「可衝堂課程」係指非同步授課且經核可認定可衝堂而不影響修讀之課程。

When taking courses, students are not allowed to schedule courses that conflict with each other, except for 'courses with overlapping schedules' (asynchronous courses) that have been approved as not affecting each other's completion. In cases of schedule conflicts, regardless of the duration of the overlapping time, a grade of zero will be recorded for each conflicting course in the semester. 'Courses with overlapping schedules' are those that are not conducted synchronously and have been approved as not conflicting with other courses.

(二) 修讀輔系或雙主修之學生得以申請修讀時段重疊兩門課，但其中一門必須為「可衝堂課程」，且必須先經授課教師簽署同意並完成申請後才得以辦理衝堂修課。

Students pursuing a minor or double major may apply to have two courses with overlapping schedules, provided that one of the courses is an 'asynchronous course' (a course that is not conducted synchronously) and that they have obtained the consent of the instructors of both courses and completed the application process before scheduling conflicting classes.

(三) 已修習及格之科目，不可重複修習，否則第二次修習之科目學分不計入該學期應修習最低學分數，亦不列入畢業學分數計算。

Subjects that have been successfully completed and passed cannot be retaken. If a subject is retaken, the credits earned for the second attempt will not be counted toward the minimum credits required for that semester and will not be included in the calculation of graduation credits.

(四) 有連續性或先後修習之科目，未經修習先修科目且成績及格者，不

得修習後修科目。若該學院、系(組)所、學程有特別規定者，從其規定。For courses that have a prerequisite or are taken in a sequence, students must complete and pass the prerequisite course before enrolling in the subsequent course. If the college, department (division), or program has specific regulations regarding this matter, those regulations should be followed.

(五) 旁聽生若因任課老師不同意或教室座位及設備不足，得不接受旁聽。Auditing students may be denied the opportunity to audit a course if the instructor does not agree or if there is insufficient seating or equipment in the classroom.

(六) 體育為零學分，未通過者應重修，否則不得畢業。Physical education courses are worth zero credits. Students who do not pass these courses must retake them; otherwise, they will not be eligible for graduation.

(七) 「全民國防教育軍事訓練」課程為通識博雅 2 學分(110 學年度起入學新生適用)。

The 'National Defense Education and Military Training' course is a 2-credit general education course (applicable to students entering from the 2021 academic year onwards).

(八) 學生加修輔系或雙主修者，依各學系(組)、學程規定之輔系、雙主修科目表修習。

Students pursuing a minor or double major must follow the course list provided by their respective department (division) or program for the minor or double major, as per the regulations.

十六、本須知經教務會議通過陳請校長核定後公布施行，修訂時亦同。

These regulations, as well as any revisions, shall be promulgated and implemented after approval by the Academic Affairs Council and submission for approval by the President.