

# Rules & Regulations (CCU Year 113 Semester 2 for course registration)

## I. Course Registration Dates and Procedure

1. How to log-in?

Visit PCCU website [www.pccu.edu.tw](http://www.pccu.edu.tw) and click the item "Course Registration System."

2. For:

- (1) Postgraduates (includes postgraduates who compensate the basic courses of undergraduate) ;
- (2) Students at Daytime Section of undergraduate(includes postponed graduation student and return student)
- (3) Students at Minor at daytime section of undergraduate, Students at Double-major and education program from the undergraduate of continuing education school,2-year service program

3. Online system operation periods and rules

Preview		2024.12.13   2025.02.23	Allow students to record all the courses they wish to attend before making their final decision. This idea of operating "My Preferred Courses List" is to speed up course selection process.	
1st Period	Duration	2024.12.13   2024.12.18	12/16 09:00   12/17 07:00	Designate postgraduates (Postgraduates who completed the teacher performance survey only)
			12/16 13:00   12/17 07:00	All postgraduates
			12/17 09:00   12/18 07:00	Undergraduate- Designate Senior (the 4 <sup>th</sup> year student who completed the teacher performance survey only) 【includes the 5 <sup>th</sup> year student of the department of Architecture and Urban Design】 【includes the include postponed undergraduate student】
			12/17 13:00   12/18 07:00	Undergraduate- All 4 <sup>th</sup> year student 【includes the 5 <sup>th</sup> year student of the department of Architecture and Urban Design】 【includes the include postponed undergraduate student】
		2024.12.18   2024.12.25	12/18 09:00   12/19 07:00	Undergraduate- Designate Junior (the 3 <sup>rd</sup> year student who completed the teacher performance survey only)
			12/18 13:00   12/19 07:00	Undergraduate- All 3 <sup>rd</sup> year student
			12/19 09:00   12/20 07:00	Undergraduate- Designate Sophomore (the 2nd year student who completed the teacher performance survey only)
			12/19 13:00   12/20 07:00	Undergraduate- All 2 <sup>nd</sup> year student
			12/20 09:00   12/21 07:00	Undergraduate- Designate Freshman (the 1st year student who completed the teacher performance survey only)
			12/20 13:00   12/21 07:00	Undergraduate- All 1 <sup>st</sup> year student
			12/23 09:00   12/24 07:00	The rest students and who did not do the course register yet

	<b>Notification</b>	<ol style="list-style-type: none"> <li>1. Pre-graduate students who were admitted before 112.2 (the present student) can add/drop the course online, and the maximum number of masters course credits allowed per semester is 12. They aren't allowed to add M PFL and M PRC course.</li> <li>2. Students shall read the regulations and rules of course registration, also check on the relative announcements from departments, such as Academic Affairs, faculties, language laboratory, Teacher Training Center, Military Office, or Sport Center Office. The rules are such as "course list for taking on the other department", "higher grades required course", "Credit Limit "and "Pre-study or reserved course"</li> <li>3. Freshman courses like, "Chinese", "Foreign Language Field", "Language Laboratory", "GE", "Physical Education", "Military Courses" and "Interdisciplinary Program(IP) " are set the limit of class members and others. Please read details of each these course.</li> <li>4. For the course continuity, students in these cases not allow to change the groups: Required courses in the academic year length, Group Project Courses (like the design class of College of Environment), and Major and Minor Courses of College of Liberal Arts.</li> <li>5. About the General Education required credits: <ol style="list-style-type: none"> <li>(1) For the 4th Grade undergraduate students 【includes the 5th year student of the department of Architecture and Urban Design】 (A)who have not completed 10 credits of the General Education are allowed to choose 2 subjects of General Education in each semester. (B) who have completed 10 credits of the General Education are not allowed to select general education courses in 1st period. If your study general education in the wrong fields, want to retake computer classes with GE science instead, retake some closed classes of Interdisciplinary Program (IP) with GE instead (Please see the part of Liberal areas for detail) or retake History with designated GE Humanities instead, please visit us for correcting.</li> <li>(2) For students which are not stated above are only allowed to choose 2 subjects of General Education for each semester.</li> </ol> </li> <li>6. The course selected occurs the limit of Pre-study or Reserved will be deleted.</li> <li>7. In the case of same subject run on more than 1 class students could join 1 class only; and all added classes for the same subject will be removed if you against.</li> <li>8. (1) Students in Education Program, and senior students could take credits up to 30 during this period. Students who are approved to attend minor, double major, and education programs could take credits up to 28.  (2) Students should set up the credit types as "Education Program", "Minor", "Double major" or "Basic courses of undergraduate for postgraduate" if the courses taking are belong to those categories.</li> <li>9. The order of placing the Group Course and over members class students: <ol style="list-style-type: none"> <li>(1)The original class students(including return students)</li> <li>(2) Double-major and minor student on this faculty</li> <li>(3) The postponed graduation student of this faculty</li> <li>(4) Senior of this faculty  【includes the 5<sup>th</sup> year student of the department of Architecture and Urban Design】</li> <li>(5) Junior of this faculty</li> <li>(6) Sophomore of this faculty</li> <li>(7)Freshman of this faculty</li> <li>(8)Postgraduates who compensate the basic courses of undergraduate</li> <li>(9)The postponed graduation student from other faculties and in same college</li> <li>(10)The postponed graduation student from other colleges</li> <li>(11)Senior from other faculties and in same college  【includes the 5<sup>th</sup> year student of the department of Architecture and Urban Design】</li> <li>(12)Junior from other faculties and in same college</li> <li>(13)Sophomore from other faculties and in same college</li> <li>(14)Freshman from other faculties and in same college</li> <li>(15)Senior from other colleges  【includes the 5<sup>th</sup> year student of the department of Architecture and Urban Design】</li> <li>(16)Junior from other colleges</li> <li>(17)Sophomore from other colleges</li> <li>(18)Freshman from other colleges</li> </ol> </li> <li>10. If students want to join for the Special classes like, "Minor", "Double Major", and "Education Program", they shall enroll for these requirement as well.</li> </ol>
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	<b>Others</b>	<div>1. After 2025.1.2, students can look the system up for their result of 1<sup>st</sup> course registration period. If you forgot to register courses in the 1<sup>st</sup> period, you can process it in the 2<sup>nd</sup> period.</div> <div>2. The course over the maximum capacity of classroom, 180 students, will allow the department to open the new classes on Saturday. The principle of dividing students into as the group order of register courses.</div> <div>3. Please review and consider of your final list of selected courses. The maximum of withdrawing courses is 2.</div>
<b>The Returned Students, Transfer Students, New Postgraduates 1st Period</b>		
<b>Duration</b>	2025.02.13（Thursday） <b>9:00 a.m.</b> ～ 2025.02.15 <b>7:00 a.m.</b> （Saturday）	
<b>Notification</b>	<div>1. Transfer students only have Business Ethics and the Chinese cultural topics, please choose the classes by yourself after waive the credits.</div> <div>2. New postgraduates student only have required classes, other classes are selected by yourself.</div>	
<b>2<sup>nd</sup> Period</b>		
<b>2<sup>nd</sup> Period</b>	<b>Duration</b>	2025.02.17（Monday） <b>9:00 a.m.</b> ～ 2025.02.16 <b>7:00 a.m.</b> （Monday） <b>All students</b>
	<b>Notification</b>	<div>1. Pre-graduate students who were admitted in 113.1 (the new-coming student) can add/drop the course online, and the maximum number of masters course credits allowed per semester is 12. They aren't allowed to add M PFL and M PRC course.</div> <div>2. Any courses require for the pre-study or reserved courses will be deleted.</div> <div>3. In the case of same subject run on more than 1 class students could join 1 class only; and all added classes for the same subject will be removed if you against.</div>
	<b>Others</b>	<div>1. If students’ average grade higher than 80 points in last semester, it allows these students to take credits up to 30 in this period.</div> <div>2. Seniors of undergraduate 【includes the 5<sup>th</sup> year student of the department of Architecture and Urban Design】 reach the required credits of Common Education, 10 credits, could add 2 more courses of general education in this period.</div> <div>3. The vacancies of each classroom or course are limit as its size.</div> <div>4. After 2025.02.26, students can look up the accurate result of the 2nd course registration period.</div> <div>5. Students shall log-in and check on your latest course result.</div>

#### 4. Course Change:

Only students happen these cases can apply to "Manual Course Registration" for changing courses. Students not qualified in the listed cases shall operate by the online system to change course registration during the 2nd period. We do not accept students whose cases against on rules and regulations or the late course registration.

<b>Time</b>	2025. 02. 26 (Wednesday) 、 2025. 02. 27 (Thursday) 9:00 ~ 16:00
<b>Location</b>	Room 1002, 10 Floor, Da En
<b>Cases of Manual Course Registration</b>	According to Term 8 of CCU course registration regulation: 1. Students have the time crushed on their selected courses 2. The setting of credits not match the requirement of Term 3 3. The selected courses is cancelation/open new class group or credit defer 4. Not the students affect leads the failure of operating online system
<b>How to apply?</b>	1. Fill in the application form 2. Approval from the course department and dean 3. Submit the application form as the timeline 4. You can search your student area for the result of adding or dropping right away
<b>Application Form</b>	Download from Academic Department. [ <a href="#">Course selection correction application form</a> ]

- After changing courses, such as adding or dropping, students have to log in the Student Area for confirming the changed result of courses and financial balance. Paying the insufficient credit fee or language laboratory fee, the courses you selected will be deleted after the payment deadline.
- If the cases not listed on the document, it follows CCU relative regulations.

## **II. Course notes and relevant regulations**

Through the online system you could receive more information of your interesting courses, such as course outline, course content, or course registration of operating instructions. According to this "Rules and Regulations" and relative rules from each department group on course registration.

You shall more care for these special following matters. For insufficient items, please refers to CCU course registration laws.

	Notes and relevant regulations	Ask for																			
Study Regulation	<div><div><div>1. Some courses require students to take the study course in order, students has to study these courses as the arrangement; only the re-take students could take them simultaneously.</div><div>2. For experiments and practicum courses, students shall correct their choice courses first or, they will be refused to study on these courses; excluded language courses.</div><div>3. The required courses of one-year length students must take the same course in their 1st and 2nd semester to complete whole course credit as the concept of the curriculum coherence. If students take one-year length course and only attend one semester or fail at any one semester, it will deny the received credit of this course from the graduation credits.</div><div>4. Students could have to correct the time-crushed courses. If students fail to correct their course timetable on time, the subject will be graded on "zero." Also, students who did not follow with their chosen courses /classes, the grade will not be recognized, even you attend on each class.</div><div>5. Student is not allowed to repeat on studying at the same subjects except to the physical education.</div><div>6. The courses offered by the "College" can be taken by all students. The passing score for postgraduate studies (non-basic subjects) is 70, and for undergraduate students is 60.</div></div></div>	Registrar Section, Academic Affairs Department 11104~11109																			
Credit limit	<div><div><div>1. The credit limit in each semester</div><table><tr><td rowspan="2">Credits</td><td colspan="2">Bachelor</td><td colspan="2">Post-graduate</td></tr><tr><td>Freshman Sophomore Junior</td><td>Senio (includes the 5<sup>th</sup> year student of the department of Architecture and Urban Design)</td><td>Master</td><td>Doctoral</td></tr><tr><td>At least</td><td>10</td><td>9</td><td>2</td><td>2</td></tr><tr><td>Up to</td><td>25</td><td>30</td><td>15</td><td>12</td></tr></table></div><div><div>2. The undergraduate students have academic grade average is above 80 in previous semester or current in graduate semester, or students be approved to attend minor, double major, and education programs could be up to 28 credits.</div><div>3. Each faculty will decide the total study credits for the postgraduate students add to take the basic disciplines subjects.</div><div>4. For pre-graduate students, the maximum number of masters course credits allowed per semester is 12.</div></div></div>		Credits	Bachelor		Post-graduate		Freshman Sophomore Junior	Senio (includes the 5 <sup>th</sup> year student of the department of Architecture and Urban Design)	Master	Doctoral	At least	10	9	2	2	Up to	25	30	15	12
Credits	Bachelor			Post-graduate																	
	Freshman Sophomore Junior	Senio (includes the 5 <sup>th</sup> year student of the department of Architecture and Urban Design)	Master	Doctoral																	
At least	10	9	2	2																	
Up to	25	30	15	12																	

<b>Intensive English - Postgraduate and Doctoral</b>	<p>1.Course notes : "intensive English: Listening/Speaking", "Intensive English: Reading"</p> <p>Only 200 students will released in the 1st stage of course registration, and only 50 will be allowed the order of priority will be in the list at the end:</p> <p>(A) Doctoral 7-year and Master 4-year.</p> <p>(B) Doctoral 4.5.6-year and Master 3-year.</p> <p>(C) Doctoral 2.3-year and Master 4-year.</p> <p>(D) Doctoral 1-year and Master 1-year.</p> <p>2.The case of the same priority level students will be decided as the course register time. Students shall confirm the result by online since 2025.1.2</p>	<p>Registrar Section, Academic Affairs Department 11109</p>
<b>Intensive English - Undergraduate</b>	<p>The postgraduate students are not allowed to select Intensive English Class (I) and Intensive English Class (2).</p>	<p>Registrar Section, Academic Affairs Department 11109</p>
<b>Freshman Chinese</b>	<p>1. Freshmen student will be arranged into the Freshmen Chinese as their literary ability suggested.</p> <p>(1) For the "Freshman Chinese", each student has an evaluated Chinese language proficiency level. Students can read their own Chinese language proficiency levels on the above area of the selected course list. Such as, transfer students face no reference level; students can select courses as their own evaluation.</p> <p>(2) The freshman students 'Chinese' as request to adjust level, please process the demand during the course registration periods. Requested students shall receive the signature from their original arranged class teachers on the "Course Correction Form" and status as "Unable to adapt to the current level and must be allocated into the proper level"; then, carry the signed form to visit the Office of Academic Affairs.</p> <p>(3) Please contact the Department of Chinese Literature group, if the students inquire on course content and class teachers.</p> <p>2. The Freshman Chinese recognize as the semester year-long curriculum. Students shall join with the same class as the principle, nor allow to take disorderly the 2nd semester Freshman Chinese for the first. The special statuses will follow the Terms 5 Article 13 of CCU Course Registration.</p>	<p>Department of Chinese Literature group 21305</p> <p>-----</p> <p>Course Registration</p> <p>Center for Common subject and General Education 18502, 18507</p>

## Foreign language courses

1. From academic year 113 onwards, "Foreign Language" and "Language Lab" courses in the foreign language field have merged into "Foreign Language: Reading and Conversation (I)" and "Foreign Language: Reading and Conversation (II)," restricted to the same language. These year-long courses span two semesters and require two years of study. For instance, if English is chosen, students must complete both "Foreign Language: English Reading and Conversation (I)" and "Foreign Language: English Reading and Conversation (II)." Subject codes for each language are provided below:

Freshman Year	Sophomore Year
CB47 ENGLISH READING AND CONVERSATION(1)	CB48 ENGLISH READING AND CONVERSATION(2)
CB49 JAPANESE READING AND CONVERSATION(1)	CB50 JAPANESE READING AND CONVERSATION(2)
CB51 KOREAN READING AND CONVERSATION(1)	CB52 KOREAN READING AND CONVERSATION(2)
CB53 FRENCH READING AND CONVERSATION(1)	CB54 FRENCH READING AND CONVERSATION(2)
CB55 RUSSIAN READING AND CONVERSATION(1)	CB56 RUSSIAN READING AND CONVERSATION(2)

2. In the foreign language field, English courses are all taught in proficiency-based classes, divided into three levels: A, B, and C.
  - (1) Each student has a registered English proficiency level, which has been filed upon admission. Students can only select classes online within their registered proficiency level. The student's English proficiency level is indicated above the course selection list. Transfer students without a registered proficiency level may select classes according to the assessment of their own abilities.
  - (2) Students can select courses at their proficiency level or higher but cannot select courses below their proficiency level. For example, students at Level A cannot choose classes at Levels B or C, while Level C students can choose classes at Levels B or A.
  - (3) Students can directly change their selections online. If there is a need to change to a lower-level class, students must—during the course selection period—obtain the signature of their current level instructor on the "Request for Lowering English Proficiency Level" form, indicating their inability to adapt to their current level. The students should apply for change of class with the above proof at the General Education Center. The application form can be downloaded from the General Education Center website.
  - (4) For inquiries regarding course selection in the foreign language department, please contact the General Education Center. However, if students have any questions about course content or instructors, they can contact the respective language department offices. For English courses, please contact the Language Center.

English /24406  
 Japanese /23205  
 French /23905  
 German /24205  
 Korean /23305  
 Russian /23505  
 Center for  
 Common  
 subject and  
 General  
 Education  
 18502, 18507

3. For students admitted before (or in) the academic year 112, the principles for retaking or making up foreign language courses are as follows: Foreign language courses are year-long courses. Students must remain in the same class throughout the academic year; changing to another class in the second semester is not allowed. Any exceptions should follow Article 5, Section 13 of the university's "Course Selection Regulations."

	Course Code & Name
<b>Freshman English</b>	CB21 FRESHMAN ENGLISH
	CB06 JAPANESE
<b>Language Labs</b>	CB36 ENGLISH CONVERSATION LABORATORY
	CB37 JAPANESE LANGUAGE LABORATORY
<b>Retake Guidelines</b>	1. English courses have no level distinctions; students can choose their courses according to the schedule. 2. Offered in the second year of the Day Division's General Curriculum. 3. Students can select courses during the first phase of course selection.

	Course Code & Name	
<b>Foreign Languages</b>	CB09 KOREAN	CB15 French FRESHMAN
<b>Retake Course</b>	J903 ELEMENTARY KOREAN GRAMMAR I or J904 ELEMENTARY KOREAN GRAMMAR II	1098 READINGS IN FRENCH 1
<b>Language Labs</b>	CB38 KOREAN LANGUAGE LABORATORY	CB40 FRENCH LANGUAGE LABORATORY
<b>Retake Course</b>	J908 PRIMARY KOREAN LISTENING-SPEAKING TRAINING I or J909 PRIMARY KOREAN LISTENING-SPEAKING TRAINING II	E507 FRENCH PRONUNCIATION TRAINING

**To offer students flexible learning opportunities, they may take new foreign language courses in place of older ones. The guidelines on restructuring and retaking general foreign language courses have been updated. Please see Appendix 2 for details.**

4. Students majoring in Japanese, Korean, Russian, and French are not allowed to choose courses categorized as "Foreign Language: Reading and Conversation" offered by their respective departments. For example, students majoring in Japanese cannot select "Foreign Language: Japanese Reading and Conversation," and students majoring in Korean cannot select "Foreign Language: Korean Reading and Conversation."

Physical Education Curriculum	Relevant principles and requirements to attend as Annex.	Office of Physical Education/16602							
Liberal areas	<p>1. Student can take two GE Courses selected from Humanities, Social, and Natural course each semester. If you have taken 10 credit hours GEC, you cannot take the GEC in the first priority. If student has: (1) take a wrong GEC, (2) retake computer classes with GE science instead (3)retake some closed classes of Interdisciplinary Program (IP) with GE course instead (4) retake History with designated GE Humanities instead, you can bring the correction application form to Academic Affairs Department to make a correction in the first phase class selection.</p> <table><tr><td>Applicable for students who are admitted before or on the 105 academic year</td></tr><tr><td>The Substitute Class of History</td></tr><tr><td>CEA2: ISSUES OF CHINESE ODERNIZATION</td></tr><tr><td>CEA3: HISTORY AND SOCIETIES OF CHINA</td></tr><tr><td>CEA4: APPRECIATION OF CHINESE HISTORICAL RELICS</td></tr><tr><td>The Substitute Class of Computer</td></tr><tr><td>Students who were supposed to take "computer information" class, can take "<u>science common subject</u>" as retake classes instead.</td></tr></table>	Applicable for students who are admitted before or on the 105 academic year	The Substitute Class of History	CEA2: ISSUES OF CHINESE ODERNIZATION	CEA3: HISTORY AND SOCIETIES OF CHINA	CEA4: APPRECIATION OF CHINESE HISTORICAL RELICS	The Substitute Class of Computer	Students who were supposed to take "computer information" class, can take " <u>science common subject</u> " as retake classes instead.	Center for Common subject and General Education/18502, 18507
	Applicable for students who are admitted before or on the 105 academic year								
	The Substitute Class of History								
	CEA2: ISSUES OF CHINESE ODERNIZATION								
	CEA3: HISTORY AND SOCIETIES OF CHINA								
	CEA4: APPRECIATION OF CHINESE HISTORICAL RELICS								
	The Substitute Class of Computer								
	Students who were supposed to take "computer information" class, can take " <u>science common subject</u> " as retake classes instead.								
	<p>2. Undergraduate GE courses are not counted as basic courses for graduate students. To preserve the rights for undergraduate students, first stage of class registration are not open for graduate students. Graduate students can choose their classes on the second stage.</p>								
	<p>3. Only Chinese, foreign language, and computer information GEC, you can take them from your own department. Beside that, all the GECs held by your own college cannot be counted into your graduated requirement credits. The course held by GEC center can be recognized as GEC requirement credits.</p>								
<p>Other regulation, please refer to the principles and requirements to attend school "Center for Common subject and General Education " website.</p>									
<p><a href="https://pse.is/4yg84w">https://pse.is/4yg84w</a></p>									



<b>Interdisciplinary Program(IP)</b>	<ol style="list-style-type: none"> <li>1. Students who are sophomore on 113 academic year and finalized their own Interdisciplinary Program no need to register for the courses of the Interdisciplinary Program. The courses will be automatically added to students' courses list and students are not allow to drop those Interdisciplinary Program courses.</li> <li>2. 2nd stage : <ol style="list-style-type: none"> <li>(1)All students who are admitted on 113 academic year can not register for Interdisciplinary Program courses.</li> <li>(2)Students are not allow to drop those Interdisciplinary Program courses in the courses list.</li> <li>(3)Transfer students should register for Interdisciplinary Program courses by themselves after finalized their Interdisciplinary Program.</li> <li>(4)Students who are admitted before 105 academic year and those who are in Global Business Department 2<sup>nd</sup> grade and above, can add any Interdisciplinary Program courses.</li> </ol> </li> <li>3. Notices : <ol style="list-style-type: none"> <li>(1)Interdisciplinary Program courses are not foundation courses for graduate students. To preserve the rights for undergraduate students, graduate students are not allowed to select those courses.</li> <li>(2)If you have any further questions about Interdisciplinary Program course registration, please come to the Center for Common subject and General Education at 10<sup>th</sup> floor, Da-en Building.</li> <li>(3)Students with Interdisciplinary Program can only add the courses of their own Interdisciplinary Program. Due to original Interdisciplinary Program is not available anymore, students who haven't completed all courses can only select the designated Interdisciplinary program courses from the same department.</li> </ol> </li> </ol>	<p>Center for Common subject and General Education/ 18507</p>
<b>Business Ethics and the Chinese cultural topics</b>	<ol style="list-style-type: none"> <li>1. From 1<sup>st</sup> year to 4th grade undergraduates are required to attend the "class meeting time" for business ethics ad Chinese Cultural topics. This meeting runs 2 hours per month.</li> <li>2. The list of "class meeting time" will automatically be imported as the class list. The class time and venue will refer to faculty's announcement.</li> <li>3. Any conditions cause the time conflict on this class meeting time have to visit the academic dept. for arrange.</li> <li>4. Please check the graduation requirement of this class:  <a href="https://cur.pccu.edu.tw/var/file/41/1041/img/166/111611858.pdf">https://cur.pccu.edu.tw/var/file/41/1041/img/166/111611858.pdf</a>  <a href="https://cur.pccu.edu.tw/var/file/41/1041/img/166/HL30.pdf">https://cur.pccu.edu.tw/var/file/41/1041/img/166/HL30.pdf</a> </li> </ol>	<p>Faculties Assistant</p>
<b>National Defense Education military training courses</b>	<ol style="list-style-type: none"> <li>1. "National Defense Education military training" is the same as the "military training" courses amendments made.</li> <li>2. The National Defense Education military training is for the semester compulsory subject, no credits; originally set to attend principle.</li> <li>3. This course is not apply to the foreign and Mainland China students.</li> </ol>	<p>Office of Military Training/14703</p>

## Precautions Elective Physical Education Curriculum

<b>Time</b>	During the announced registration period set by the Office of Academic Affairs, students must enroll in Physical Education (PE) courses using the online course registration system.						
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1. It is important for students to be aware of the two phases involved in the course registration process. Freshmen students are only permitted to add or drop PPE2 during the first phase, while sophomore, junior, and senior students can add or drop PE courses within the allotted time frame.</li> <li>2. The second phase is specifically for students who could not register for PE courses during the first phase or for those with conflicting course schedules. During this phase, students may add PE courses if open spots are available.</li> </ol>						
<b>General Policy</b>	<ol style="list-style-type: none"> <li>1. The PE Curriculum consists of non-credit courses. It is recommended that students take at least one PE course per semester.</li> <li>2. The PE Curriculum consists of Freshman PE and Non-freshman PE. Freshman PE comprises PPE1 and PPE2. PPE1 is for the spring semester, and PPE2 is for the fall only.</li> <li>3. Students must complete four PE courses to fulfill the graduation requirement: PPE1, PPE2, and two non-freshman PE courses.</li> <li>4. In a single semester, freshmen can only enroll in one Freshman PE course. Sophomore, junior, and senior students are allowed to enroll in a maximum of two PE courses.</li> <li>5. Students cannot enroll in multiple PE courses with the same course code during one semester.</li> <li>6. Only the courses with available open spots can be selected.</li> <li>7. Adapted Physical Education (APE) is a specialized program designed to meet the needs of students with disabilities. Students enrolled in APE must submit the required documentation to their teacher on the first day of class.</li> <li>8. Students must register for PE courses by the end of the second course registration phase.</li> </ol>						
<b>Course Retake Policy</b>	<ol style="list-style-type: none"> <li>1. Students who fail to pass 0099 PHYSICAL EDUCATION must retake the courses. <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Course/Code/Semester</th><th>Retake Course/Course Code</th></tr> </thead> <tbody> <tr> <td>PHYSICAL EDUCATION/0099/Fall</td><td>PHYSICAL EDUCATION 1/PPE1</td></tr> <tr> <td>PHYSICAL EDUCATION/0099/Spring</td><td>PHYSICAL EDUCATION 2/PPE2</td></tr> </tbody> </table> </li> <li>2. Students who did not pass or enroll in PE courses may retake or re-register for any subsequent semester.</li> <li>3. To retake a course or re-register for it, students must follow the rules outlined in the General Policy.</li> </ol>	Course/Code/Semester	Retake Course/Course Code	PHYSICAL EDUCATION/0099/Fall	PHYSICAL EDUCATION 1/PPE1	PHYSICAL EDUCATION/0099/Spring	PHYSICAL EDUCATION 2/PPE2
Course/Code/Semester	Retake Course/Course Code						
PHYSICAL EDUCATION/0099/Fall	PHYSICAL EDUCATION 1/PPE1						
PHYSICAL EDUCATION/0099/Spring	PHYSICAL EDUCATION 2/PPE2						
<b>Venue and Fee</b>	<ol style="list-style-type: none"> <li>1. The course venue will be announced on the school website, the 2nd and 3rd floor entrances of Da Xiao Building, 2 days before the start of the new semester.</li> <li>2. The Bowling class will be held at the Yuan-Shan Bowling Hall (No. 6, Section 5, Zhongshan North Road, Taipei City, Tel: 02-2881-2277). The class will meet in front of the gymnasium (2nd floor entry) in the first week. Students will be charged the fee based on the number of games they play.</li> <li>3. For the "Swimming" and "Stand Up Paddle Boarding and Core Exercise" classes, students must pay the "Campus Sports Facility Fee" of NTD 800.</li> <li>4. Freshman students enrolled in physical education must pay the "Campus Sports Facility</li> </ol>						

	<p>Fee" of NTD 600.</p> <p>5. The students who pay the fee will be allowed to use the pool from 7 am to 8 am, 12 pm to 1 pm, 5 pm to 8 pm on weekdays, and 8 am to 12 pm on Saturdays throughout the semester. Students must wear appropriate swimming gear, such as caps, swimsuits, and goggles. Male students should not wear beach pants or white swimming trunks; female students should not wear bikinis or white swimsuits.</p> <p>6. For classes such as Judo, Badminton, Table Tennis, and Tennis, students must bring their own equipment.</p>
<b>Requirements for Physical Condition</b>	<p>1. Students with the following health conditions cannot attend the "Swimming" and "Stand Up Paddle Boarding and Core Exercise" classes.</p> <p>(1) Infectious diseases such as sexually transmitted diseases, tuberculosis, skin diseases, and eye diseases that cannot be cured in the short term.</p> <p>(2) Doctor's orders not to swim due to heart disease, epilepsy, severe asthma, hypertension, or physical trauma.</p> <p>2. Students who cannot attend the Freshman PE due to the aforementioned health conditions must follow the process below.</p> <p>3. First, they are expected to pay the fee upfront. Next, they should provide a certificate from a public hospital to their teacher. This certificate should confirm that they cannot participate in the program due to the aforementioned conditions. Once this step is completed, they can apply for a refund. The teacher will then assist in transferring the student to an alternate PE class.</p>
<b>Other</b>	<p>1. The school website will announce any updates regarding PE course registration.</p> <p>2. Please contact the Physical Education Office in Room 503 of the Da Xiao Building for assistance with PE course registration.</p>

## Principle for Retaking General Foreign Language Courses under Curriculum Reform

**Credit Hours of the Old System (the academic year 112 and before)** Total credit hours: 6

**Applicable to freshmen admitted before the 112th academic year (inclusive)**

"CB21 FRESHMAN ENGLISH" (1st semester: 2 credits; 2nd semester: 2 credits; total: 4 credits)

"CB36 ENGLISH CONVERSATION LABORATORY" (1st semester: 1 credit; 2nd semester: 1 credit; total: 2 credits)

**Credit Hours of the New System (the academic year 113 and afterward)** Total credit hours: 6

"CB47 ENGLISH READING AND CONVERSATION (1)" (1st semester: 1.5 credits; 2nd semester: 1.5 credits; total: 3 credits)

"CB48 ENGLISH READING AND CONVERSATION (2)" (1st semester: 1.5 credits; 2nd semester: 1.5 credits; total: 3 credits)

Situation 1: I need to retake both CB21 and CB36 in both the first and the second semester.

I should take and complete the following two courses to fulfill the requirements:

CB47 ENGLISH READING AND CONVERSATION (1)

CB48 ENGLISH READING AND CONVERSATION (2)

Situation 2: I only need to retake courses for one of the semesters.

See the chart below to find the cases that suits you:

		Old system (subjects that need to be re-revised)			
		CB21 FRESHMAN ENGLISH Last semester/2 hours/2 credits	CB21 FRESHMAN ENGLISH Next semester/2 hours/2 credits	CB36 ENGLISH CONVERSATION LABORATORY Last semester/2 hours/1 credits	CB36 ENGLISH CONVERSATION LABORATORY Next semester/2 hours/1 credits
New system (subjects you want to study)	CB47 ENGLISH READING AND CONVERSATION(1) Last semester/3 hours/1.5 credits	V		◆	
	CB47 ENGLISH READING AND CONVERSATION(1) Next semester/3 hours/1.5 credits		V		◆
	CB48 ENGLISH READING AND CONVERSATION(2) Last semester/3 hours/1.5 credits	V		◆	
	CB48 ENGLISH READING AND CONVERSATION(2) Next semester/3 hours/1.5 credits		V		◆

V→Taking "CB47 ENGLISH READING AND CONVERSATION(1)" or "CB48 ENGLISH READING AND CONVERSATION(2)" can replace " CB21 FRESHMAN ENGLISH ". The missing 0.5 credits must be made up for graduation credits from other subjects.

◆→Taking "CB47 ENGLISH READING AND CONVERSATION(1)" or "CB48 ENGLISH READING AND CONVERSATION(2)" can replace " CB36 ENGLISH CONVERSATION LABORATORY " and is recognized as 1 credit.

**Other notes:**

1. For those who have passed the foreign language courses under the old system, taking more English courses under the new system will not be counted as repeated courses. Whether the additional courses taken will be recognized as foreign department credits will be determined by the student's department.
2. A language lab fee is required to study " CB47 ENGLISH READING AND CONVERSATION(1)" and " CB36 ENGLISH CONVERSATION LABORATORY ".
3. Re-revision of other foreign languages shall be handled in accordance with this re-revision principle.