

# **Course Selection Guidance System for Students in the Department of Chemical Engineering**

February 18, 2005 Approved for implementation in the Department Meeting  
April 20, 2005 Approved for implementation in the Department Meeting

- Article 1** The course selection guidance system for students of all levels in the Department of Chemical Engineering is implemented in accordance with the university and departmental course selection regulations.
- Article 2** For undergraduate students, course selection guidance is primarily provided by class advisors, who assist and oversee students' course selection matters. Students may consult their advisors about course-related issues before registration. After the add/drop period, the Office of Academic Affairs will issue the course selection list, which must be signed by the advisor to complete the course selection process. The department office prepares a graduation requirement checklist for each freshman, which is provided to the advisor. The advisor retains this checklist until the student graduates and ensures accurate verification and guidance each semester.
- Article 3** For graduate students, the Office of Academic Affairs, Graduate Studies Division, issues course selection lists to the students. The students' respective advisors assist with guidance and confirm the course selection by signing the lists.
- Article 4** This system shall be announced and implemented upon approval by the Departmental Meeting.

※Appendix : Important Notes on Course Selection Guidance for Students

1. Please refer to the detailed graduation requirements for students of the respective year level or graduate students (available at the following website: <http://www.che.nchu.edu.tw/college.htm>) .
2. Maintain the transcripts of the advisor's students for each semester.
3. Please refer to the university's Office of Academic Affairs regulations, course selection guidelines, language course enrollment regulations (for freshmen), credit exemption guidelines (for students from other schools, visiting students, international exchange students, transfer students, and inter-departmental transfer students), the early graduation policy for outstanding students, and the graduation qualification review procedures for undergraduate students (for senior students and above).

◎Please visit the website at :

<http://www.nchu.edu.tw/~indodep/chinese/chinese-index.htm>

4. Please refer to the Department of Chemical Engineering

◎Undergraduate Course Selection Regulations

(Website : [http://www.che.nchu.edu.tw/LINK/BS/CHE\\_course\\_law.doc](http://www.che.nchu.edu.tw/LINK/BS/CHE_course_law.doc))

◎Master's Program Enrollment Regulations

(Website : <http://www.che.nchu.edu.tw/default6.htm>)

◎Doctoral Program Enrollment Regulations

(Website : <http://www.che.nchu.edu.tw/default5.htm>)

5. For the Teacher Education Program, please refer to the National Chung Hsing University Regulations for Students Enrolled in the Teacher Education Program. (Website :

[http://www.nchu.edu.tw/etc/menu1/menu1\\_4\(apply%20methods\)/1.htm](http://www.nchu.edu.tw/etc/menu1/menu1_4(apply%20methods)/1.htm))、

Application Form for the Teacher Education Program in the Department of Chemical Engineering. (Website :

[http://www.nchu.edu.tw/~che/course/92/93\\_e.doc](http://www.nchu.edu.tw/~che/course/92/93_e.doc)).