臺北醫學大學
TAIPEI MEDICAL UNIVERSITY

2024-2025

COURSE SELECTION GUIDEBOOK

A Publication of Curriculum Section

Dear Freshmen,

 "Course Selection Guidebook" may assist you in solving problems related to course selection. The Guidebook includes course selection schedule, course selection procedure, notice for course selection, FAQs about course selection and related regulations. All this information is helpful for course selection. You may also refer to course introduction from the website of every department or institute. Furthermore, there is crucial information about course selection in the website of Office of Academic Affairs for reference. If you have any questions, you are welcomed to call or email us anytime. We hope you fully enjoy a fulfilling college life.

<div align="right">TMU Curriculum Section, Office of Academic Affairs</div>

Outline

Course Selection Schedule 2024-2025

Step	Fall Semester Time & Period	Spring Semester Time & Period	Students
1. Pre-selection	**2024/08/27 9:00** ~ **2024/08/29 17:00** (Online 24 hours)	**2024/12/31 9:00** ~ **2025/01/10 17:00** **2025/02/04 9:00** ~ **2025/02/06 17:00 (For returning student)** (Online 24 hours)	Freshmen
2. Priority Preference Registration	**2024/09/03 9:00** ~ **2024/09/05 17:00** (Online 24 hours)	**2025/02/11 9:00** ~ **2025/02/13 17:00** (Online 24 hours)	All
3. Courses Add / Drop	**2024/09/09 12:10** ~ **2024/09/19 13:00** (Online 24 hours)	**2025/02/17 12:10** ~ **2025/02/26 13:00** (Online 24 hours)	All
4. Course Selection List Confirmation & Final Corrections	**2024/09/27 9:00** ~ **2024/10/03 17:00** (Online 24 hours)	**2025/03/07 9:00** ~ **2025/03/13 17:00** (Online 24 hours)	All
5. Course Withdrawal	**2024/10/07 9:00** ~ **2024/11/29 17:00** (Online 24 hours)	**2025/03/17 9:00** ~ **2025/04/25 17:00 (For graduating class)** **2025/05/09 17:00 (For non-graduating class)** (Online 24 hours)	All

Please take your time to study this guide.

You should be aware that Curriculum Section will post the latest course related adjustments on Office of Academic Affairs website, and also send important message to your student email.

For 2024~2025 Academic Calendar, please refer to the following link:

https://www.tmu.edu.tw/File/Userfiles/0000000030/files/20240411001.pdf

Common Words Explanation

Here are some words/ explanation you need to know in TMU.

☆ 學年度/學期 Academic year/ semester

First semester equals to fall semester. Second semester equals to spring semester.

☆ 上課教室 General Classroom location

There is a four-digit code for classroom. The first digit indicates the building. The second digit indicates the floor. The third and four digit indicates the number of classrooms. Eg, 2101 means the first classroom at first(ground) floor, Teaching Building.

Classrooms	Buildings	Campus
2101~2305	Teaching Building	Xinyi Campus
3001~3201	Pharmacy and Nutrition Building	Xinyi Campus
6201~6204	Xing-Chun Building	Xinyi Campus
8001~8008	Comprehensive Medical Building (Rear Building)	Xinyi Campus
5103	Morphology Building	Xinyi Campus
1801	Teaching and Research Building	Shuangho Campus
9701~9705	Biomedical Technology Building	Shuangho Campus

☆ 遠距教學 Distance learning

Course might be taught in asynchronous learning or synchronous learning for at least half of the semester.

☆ 全英語授課 EMI

Course code with a letter "E" uses English as a medium of instruction

☆ 全學年課程 Full year course

Full year course means the course spans 2 semesters. Before taking the second semester course, you must complete the first semester course and score 40 or above.

☆ 碩士論文/博士論文 Thesis/ Dissertation

Not an actual lecture. Students must take the course in the graduation semester to apply for graduation defense. After passing the graduation

defense, you will get the score.

☆ 上課時間 Week/ session

There is a three-digit code for class schedule. The first digit indicates the day of the week. The third digit indicates the course unit. E.g., 101 means Monday, 08:10-09:00.

Unit	Time	Unit	Time	Unit	Time	Unit	Time
1	08:10-09:00	5	13:10-14:00	9	17:10-18:00	D	21:10-22:00
2	09:10-10:00	6	14:10-15:00	A	18:20-19:10		
3	10:10-11:00	7	15:10-16:00	B	19:15-20:05		
4	11:10-12:00	8	16:10-17:00	C	20:15-21:05		

☆ 學院課程 Core Courses for each college

Core Courses are provided by college. There are required and elective core courses for Master Program, PhD Program, and Postgraduate Program students.

☆ 微學程 Mini-program

A mini-program is interdisciplinary and composed of 6~8 credits. Follow the planning book and you can get the mini-program certificate.

☆ 跨領域學習 Interdisciplinary learning

There is a College of Interdisciplinary Studies at TMU. Students can take courses from the College of Interdisciplinary Studies or other colleges and departments to learn different fields of knowledge and waive credits.

☆ I'M@TMU

E-Learning Platform for TMU students. Professors will upload teaching materials and assignments here.

☆ 數位自學 Digital learning

After taking MOOCs courses approved by university-level meeting, students can apply for MOOCs course enrollment through the enrollment system managed by Digital Learning Center, College of Interdisciplinary Studies. For more information, please visit https://dsl.tmu.edu.tw/

☆ 教育部遠距規egulations by Ministry Of Education

According to the regulation offered by Ministry of Education, credits from distance learning shall not exceed half of total graduation credits.

☆ 行政教師 Administrative Advisor

To facilitate the administrative affairs of departments, institutes, and degree programs in TMU, Administrative Advisor can solve the academic-related problems and give students assistance in campus.

☆ 指導教師 Academic Advisor

Also known as graduate students' thesis or dissertation advisors.

Planning your studies

List of Course & Credits

To know your required course, credits or other notes for graduation requirement, you should check the List of Course & Credits first.

Searching the year of admission, Degree Program and Department/Graduate Institute, you can see form of Category, Course title, Credits and so on.

Path: Academic & Student Affairs Information System→ Curriculum → Curriculum Planning → List of Courses

*The elective course might not open in the semester listed in the form, so you should go to Course Query to check the actual course information or ask your program secretary.

*Thesis & Dissertation is not actually a real course. Add this course in the graduation semester, and you will get the score and credits after graduation defense.

Syllabus Query

To decide whether to add one course or not, here you can read the course description, grading standards, teaching method, reference materials, and syllabus for every week. Please refer to the syllabus carefully before you add courses.

Path: Academic & Student Affairs Information System→ Curriculum → Teaching Schedule → Syllabus Query

Course Query

You can find out all courses open in TMU by college, department, grade level, course title, whether it's distance learning, courses delivered in English, week and session.

Path: Academic & Student Affairs Information System→ Curriculum → Course Inquiry → Course Query

TMU Regulation for Course Selection[1]

Timeline and Principles

Course selection and registration shall be administered during the time promulgated in TMU's calendar. In case of natural disasters and other force majeure events, the Office of Academic Affairs may announce adjustment to the timeline of different selection stages. Students shall select and register for courses within the time specified. Should a student enroll in a course without the approval from the academic unit deemed relevant, the credits of the course will not be admitted.

Repeated Enrollment

Students passing a course must not retake the same course with the same number of credits. Should students retake the same course, the credits and the grade of the course will not be included in the required graduation credits.

If students are not approved for withdrawing from a course, fail to attend the class and take examinations, the student will receive a grade of zero.

Full Year Courses

Students taking a full year course shall complete the first semester and score 40 or above before taking the second semester.

Credit Requirements for Each Semester

Graduate students shall take 3 to 15 credits, but application for course reduction or overload is not required because this is not compulsory. However, graduate students are still required to take at least 1 course every semester.

Research Ethic Course

Graduate students must complete required Research Ethics courses (0 credit) before applying for a degree examination or starting IRB research.

Registering for Courses Offered by Different Programs

A student intending to register for a course offered by a different department shall select the course on the Academic Affairs Information System during the course selection period. If the course is not open for selection, the student must submit the special application on system, to receive permission from the instructor of the course. Registration of general education courses also requires student's submission of

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[1] *The above rules are available in both Chinese and English. In the event of discrepancies, the Chinese version shall prevail.*

special application on system to receive permission from the instructor of the course and the administrative advisor of the Center of General Education.

The registration of graduate courses will be handled in accordance with the regulations of institutes, departments, and academic units deemed relevant.

Retaking Courses or Taking Make-up Courses

Students who need to retake courses or take make-up courses shall take the courses in the order stipulated by the institutes, departments, and academic units deemed relevant.

For full year courses, students who fail the first semester of a full year course with a score below 40 are not allowed to continue the course for the second semester. Students who earn a grade above 40 may be allowed to continue. Yet students must pass both the first and second semester of the course to have the credits included in graduation credits.

Sequential courses must be taken in accordance with the order stipulated by each department.

Tuition Fee for Extended Studies Students

The third grader of Master and PhD students need to pay tuition fee. Tuition will be calculated based on the hours taken in the semester. To prevent further procedures and issues arising from making up for late payments or refund, please complete the course selection process during the specified period. Those who fail to pay the tuition fee during the specified period, courses will be dropped from system. There is the list of special charged credits for extended studies students on website of Office of Finance & Office of Academic Affairs.

※Any matters not covered above shall be handled in accordance with TMU's School Regulations and relevant regulations.

Where can I find Academic & Student Affairs Information System

Path: School Front Page→ Administration→ Office of Academic Affairs→ Curriculum Section→ Course system and information→ Academic & Student Affairs Information System (Course selection)

Course Selection System Operation

Please make sure that you log in your student ID account, not your personal Gmail account.

Path: Academic & Student Affairs Information System→ Course Selection

Course Add/Drop

Path: Academic & Student Affairs Information System→ Course Selection→ Course add/drop

1. You can search by Course Code/ Course Title, Department (including co-hosted course), Class/Course Unit, Courses in English and Distance Learning.

    *For example: Searching Common Course for Postgraduate Students (Required) or Course Code A003E001 to find "Research Ethics" course.

2. Click each "Course Title" to check course syllabus.

3. Click "Add" for courses that you want to enroll.

4. Check the right list for courses you enrolled, and how many credits you got.

5. Click "Drop" for courses that you don't want to enroll.

Special Application for Course Add/Drop

Path: Academic & Student Affairs Information System→ Course Selection→ Special Application for Course Add/Drop

Should you can't enroll or drop a course by Course Add/Drop or have the following situations, you can try to submit Special Application for Course Add/Drop.

1. Select a course offered by other departments/institutes：

   Failed before or did not complete the very same course at applicant's department

2. Select course of double major / minor

3. Select course of interdisciplinary program / mini-program

4. Others

Step for adding course:

Finding course by Course Code/ Course Title, Department (including co-hosted course), Class/Course Unit, Courses in English and Distance Learning

Click "Submit" after selecting your reason.

Step for dropping course:

Scroll down, and you can see your application after clicking "submit".

Click "Procedure" to check current progress or instructor's response.

If you would like to withdraw your application, go to the front page of Academic & Students Affairs Information System. Right in the middle, there will be links for "待辦事項", which means "To-do application／works", and "可撤回待辦事項", which means "the application／ works you can withdraw". If you see nothing here, then you should check current progress and ask the professor to sign to return this application. Once you have all applications approved, there is no other way to cancel the applications.

Please remember that application must be submitted and approved before deadline, otherwise it will be cancelled.

Words Explanation

☆　簽核意見　Comment(s)

　　Comments from teacher or curriculum section staff.

☆　已簽核　Approved Successfully

　　The application is approved／signed by supervisor.

☆　簽核中　Under Signing

　　The application is in progress.

☆　待辦事項　To-do list

　　There is a system application that you should deal with.

☆　可撤回待辦事項 Withdrawable to-do list

There is a system application that you can withdraw.

Class schedule

For confirmation of your class schedule. You can also print out your class schedule and course list here.

❶Select semester

| Course List | Class Schedule | Print Schedule | 中文 |

Current Academic Year/Semester : Academic Year 110 Academic Year/Semester 1   Academic Year : 110 ▾   Academic Year/Semester : 1 ▾

❷Click Course list or Class schedule

Course List:

[1]【Each Page 20 Results Page 1 Total 1 Pages, Total 12 Results】

No.	Department	Course Code	Class	Course Title	Student Class	Grade Level	Credits	Required/Elective	Instructor	Week/Course units	Classroom Location
0001	Center for Liberal Arts	00000087		Performance art-classical music	Center for Liberal Arts1	1	2.0	Elective	Lai, Shu-Fang	303,304	3101
0002	Center for Liberal Arts	00000590		Forum of humanity & medicine	Center for Liberal Arts1	1	2.0	Required	Chiu, Chia-Hui	307,308	Xing-Chun Building, Exhibition Hall
0003	Center for Liberal Arts	00000750	A	Introduction to artificial intelligence	Center for Liberal Arts1	1	2.0	Required	Cheng, Hercy N. H.	105,106	3001
0004	Undergraduate Program in School of Medical Laboratory Science and Biotechnology	00050209		General biology	Undergraduate Program in School of Medical Laboratory Science and Biotechnology1	1	2.0	Required	Leu, Sy-Jye	403,404	3001
0005	Undergraduate Program in School of Medical Laboratory Science and Biotechnology	00050340		Ethics of medical laboratory science & career planning	Undergraduate Program in School of Medical Laboratory Science and Biotechnology1	1	1.0	Required	Kao, Shu-Huei	202	2204
0006	Undergraduate Program in School of Medical Laboratory Science and Biotechnology	00050342		Analytical chemistry	Undergraduate Program in School of Medical Laboratory Science and Biotechnology1	1	2.0	Required	Tsai, I-Lin	401,402	2103
0007	Undergraduate Program in School of Medical Laboratory Science and Biotechnology	00050345		General chemistry laboratory	Undergraduate Program in School of Medical Laboratory Science and Biotechnology1 ,Undergraduate Program in School of Medical Laboratory Science and Biotechnology1	1	1.0	Elective	Wu, Jui-Yu	205,206,207	2101,Medical Laboratory Science and Biotechnology Building, 3F Chemistry Laboratory
0008	Undergraduate Program in School of Medical Laboratory Science and Biotechnology	00050369	A	General chemistry	Undergraduate Program in School of Medical Laboratory Science and Biotechnology1 ,Undergraduate Program in School of Medical Laboratory Science and Biotechnology1	1	2.0	Required	Wu, Jui-Yu	301,302	2101
0009	Undergraduate Program in School of Medical Laboratory Science and Biotechnology	00050370		Discovery of blue ocean in medical technology	Undergraduate Program in School of Medical Laboratory Science and Biotechnology1	1	2.0	Elective	Chiu, Jeng-Jiann	103,104	5103

Class Schedule:

	MON	TUE	WED	THU	FRI	SAT	SUN
08:10-09:00			Wu, Jui-Yu General chemistry 2101	Tsai, I-Lin Analytical chemistry 2103	College English (II) 6201		
09:10-10:00		Kao, Shu-Huei Ethics of medical laboratory science & career planning 2204	Wu, Jui-Yu General chemistry 2101	Tsai, I-Lin Analytical chemistry 2103	College English (II) 6201		
10:10-11:00	Chiu, Jeng-Jiann Discovery of blue ocean in medical technology 5103		Lai, Shu-Fang Performance art-classical music 3101	Leu, Sy-Jye General biology 3001			
11:10-12:00	Chiu, Jeng-Jiann Discovery of blue ocean in medical technology 5103		Lai, Shu-Fang Performance art-classical music 3101	Leu, Sy-Jye General biology 3001			
12:10-13:00							
13:10-14:00	Cheng, Hercy N. H. Introduction to artificial intelligence 3001	Wu, Jui-Yu General chemistry laboratory 2101	Western cultural theory 2103	Chung, Yu-Chun Physical education - YoGa Table Tennis Room		
14:10-15:00	Cheng, Hercy N. H. Introduction to artificial intelligence 3001	Wu, Jui-Yu General chemistry laboratory Medical Laboratory Science and Biotechnology Building, 3F Chemistry Laboratory	Western cultural theory 2103	Chung, Yu-Chun Physical education - YoGa Table Tennis Room		

Priority Preference Registration

Path: Academic & Student Affairs Information System→ Course Selection→ Priority weight

Students who select courses reaching its full capacity must fill in priority preference for selection.

Step for Filling in Priority Weight:

Only displays course in your list that requires priority weight registration.

Click the blank area and "SAVE" after filling in all points of priority weight.

(1) Students can fill and adjust priority weight during the registration period.

(2) The final result depends on the latest data saved in the system.

(3) The total priority weights shall be 100 (10 extra weights will be granted to those who have confirmed course selection list and answered all the course evaluation questionnaires in the previous semester)

(4) Even when the priority weight is 0 (zero), there is a chance that the course may be added successfully. Students leaving nothing in the blanks for priority weights will be disqualified.

Draw result:

Department	Course code	Class	Course title	Grade level	Required/Elective	Capacity limits	Student enrolled	priority weight	Student's serial number	Admission number	Selected successfully	Give up filling the vacancy
Physical Education	0099PE10	E	Physical education - YoGa	1	Required	60		120	2	73	Yes	No

Priority weight filled / Total priority weight : 120/120

Selection results can be checked in the afternoon following the last day of registration.

The drawing order:

① Students intended for the course

② Students from the hosting department/program

③ Students with double/minor major in the hosting department/program

④ Students from the hosting college

⑤ Students from other colleges

⑥ Priority weight (senior students shall prevail with the same priority weight)

⑦ Random selection when the number of students enrolled exceeds course maximum capacity

Step for Filling Vacancies:

Vacancies due to any students dropping the courses will be filled with other students who register for the course in the order of precedence.

Click "Give up" if you don't want to fill in the vacancies.

Department	Course code	Class	Course title	Grade level	Required/Elective	Capacity limits	Student enrolled	priority weight	Student's serial number	Admission number	Selected successfully	Give up filling the vacancy
Language Center	00970010		Love & fantasy in the western literature	1	Elective	45	67	20	61	45	No	Give up
Physical Education	0099PE04	B	Physical education - Table Tennis	1	Required	45	54	80	12	45	Yes	No

Result after clicking "Give up"

Department	Course code	Class	Course title	Grade level	Required/Elective	Capacity limits	Student enrolled	priority weight	Student's serial number	Admission number	Selected successfully	Give up filling the vacancy
Language Center	00970010		Love & fantasy in the western literature	1	Elective	45	67	20	61	45	No	Yes
Physical Education	0099PE04	B	Physical education - Table Tennis	1	Required	45	54	80	12	45	Yes	No

(1) In the event of schedule conflicts, the course scheduled afterward for filling the vacancy will replace the original one.

(2) After all students on the waiting list have successfully registered for their intended courses, other students can add such courses through the system.

Check Results and Final Correction

Path: Academic & Student Affairs Information System→ Course Selection→ Checking results & final correction

All students shall check their course selection list every semester to ensure their right for course selection. Students will not be allowed to change their course enrollment status after the add / drop period.

Should you have the following situations, you can try to make adjustments. However, we do not accept students who forget to submit applications due to personal reasons.

1. Course was closed, so students want to add another course
2. Insufficient number of credits
3. Other special reasons.

Step for checking results:

Students must check course selection list every semester to ensure their right for course selection.

(1) If the course list is correct, click "Course List Correct. Click here to confirm!".

(2) If there is anything wrong, click "I want to make adjustments. Click here!."

Step for adding course:

Students may add courses in the system after clicking "I want to make adjustments. Click here!."

Scroll down, and you can see your application after clicking "Submit".

Click "Procedure" to check current progress or instructor's responses.

Step for Dropping course:

To drop courses, please complete the hard copy application form (Course Selection Request Form) and submit to the Curriculum Section.

Withdrawal

After the add/drop period, if students are unable to focus on their schoolwork due to personal conditions, either physically or mentally, or unforeseen family issues, may apply for course withdrawal.

The course withdrawn will still appear on the semester academic records as "I" (incomplete), but will not be counted in the total semester credits. So be careful to select your courses.

Step for withdrawing course:

Scroll down, and you can see your application after clicking "Submit". Click "Procedure" to check current progress or instructor's responses.

Q & A

Q1：I forget my email password.

A1：Foreign students' password will preset as "tmu" and date of birth.
For example: tmuYYYYMMDD. Or you can go to school front page→
Students→ "電子郵件帳號密碼變更或同步", which means to reset your password.

Q2：I need to know more information about Research Ethic course.

A2：Check the website of curriculum section _ Research Ethic.

Q3：Can I take courses offered by other departments?

A3：You can use the special application for course add/drop function via the system. Before you take courses from other departments, we suggest that you check with your own department to see if the credits can be waived to ensure your own right.

Q4：Can I audit a class?

A4：You can ask instructor to get approval. And the instructor has authority to set you as a member in I'm@TMU system, so you can download the teaching materials, such as handouts or EverCam file.

Q5：I add a course during Course Add/Drop. However, my information does not show on instructor's students list, or I'm@TMU system.

A5：Make sure you've added the class successfully, which means you will see the class on your course list. The instructor may re-download the students list to receive a new list. During Course Add/Drop, I'm@TMU system will reload every midnight, so please check it again next morning. If your information still does not show in I'm@TMU system, you can dial the main number: 6620-2589 then enter the extension number 10307 to find Ms. Huang.

Q6：The courses list is different between I'm@TMU system and Academic & Student Affairs Information System.

A6：Course list on Academic & Student Affairs Information System will be correct.

Contact

Department, Institute, Program:

For questions related to required course, credits, certify teacher, course contents, department chair and the administrative advisor, please consult with office of your department / Institute / Program.

Office of Information Technology:

Please dial the main number: 6620-2589 then enter the extension number 10300.

Curriculum section:

Please dial the main number: 2736-1661 then enter the extension number below.

Member	Extension & E-mail	College
Mrs. Shen, Rue Chien (沈汝倩小姐)	2121/ ruechien@tmu.edu.tw	College of Medicine
Ms. Liu, Jr Ning (劉芷寧小姐)	2122/ ning0426@tmu.edu.tw	College of Medical Science and Technology Core Courses for Postgraduate (Required) Center of General Education
Ms. Chiu, Li Lin (邱麗鈴小姐)	2124/ lily0729@tmu.edu.tw	College of Pharmacy
Mrs. Lin, Yu Ching (林玉靖小姐)	2127/ yuching@tmu.edu.tw	College of Oral Medicine College of Interdisciplinary Studies
Ms. Cheng, Kuei Chih (鄭貴之小姐)	2128/ kueichih@tmu.edu.tw	College of Nutrition College of Public Health Core Courses for Postgraduate (Elective)
Mr. Lee, Jing Gao (李京高先生)	2129/ keith9454@tmu.edu.tw	College of Nursing College of Humanities and Social Sciences
Mr. Liu, Yu Cheng (劉宇晟先生)	(02)6620-2589 #10441 dyccliu@tmu.edu.tw	College of Biomedical Engineering College of Management