

Course Selection Q&A

2019/08/26

English Major Course Selection Questions:

Q: What do I do when my Foreign Language and the Departments Course both have time conflicts?

A: We ask students to select extra small group courses or mandatory courses as a backup plan. (Small group courses have a limited number of students).

Q: How to switch group courses in the Department?

A: You may switch the group courses during the course selection week; if the course is full, when the semester starts contact the department to apply for group course selections according to the application time and then you may manual add the course. However, manual course selections also have a limit of students.

Q: Why can't I select the courses opened by the Department?

A: Please go online and select your coursed during the course selection dropout week. If you are a senior, delayed student contact the department during the course selection dropout week for application, however manual course selections have a limit of students.

Q: How do I select the “Ability of Expressing in Spoken and Written Chinese” opened by the Core Curriculum?

A: The “Ability of Expressing in Spoken and Written Chinese” course will be available for selection during the second semester in your sophomore year, during the first course selection the system will automatically select the course.

Q: How do I select “Advance English”?

A: Seniors must provide the GEPT official grade transcript to the department assistant to register; the department will give the name list to the Office of Academic Affairs for automatic selection. Those who did not take the GEPT cannot select “Advance English”.

Q: I'm an undergraduate; I can't select mandatory courses opened by the department. May I select courses opened by the Division of Continuing Education?

A: Undergraduates may only select mandatory courses opened for undergraduates. There is no restriction for seniors or delayed graduation students, students must write a student course selection report (Form downloads are available in the Office of Academic Affairs webpage). The professor's signature → English Department → Office of Academic Affairs

Q: How do I add the Foreign Language Course?

A: Please contact the Foreign Language department assistant of your choice for manual course selection. (Do not ask the class professor)

Q: Can sophomores take the senior "English Translation" course?

A: "English Translation" is a senior course, mandatory courses opened by the department allow only students of that year to select the course, and lower year students may not select higher year courses.

Q: How do I manually select Core Curriculum courses?

A:

- Manual Course Selection Requirement: Seniors or juniors who are missing Core Curriculum courses
- Each disciplines manual course selection procedure, preparation time please go to the Office of Academic Affairs Core Curriculum/ Form Downloads for the application papers.
- Students may send the application forms to your respected department office, if there are no vacancies then the application will not be accepted, Bachelor of Continued Education students must include the course professor's signature then send the application to the Office of Academic Affairs.

Q: If I didn't take German (I), can I take German (II)?

A: If you did not take German (I), you can take German (II). However you must need to ask the class professors' permission to do so.

Common Used Forms for English Majors 101

Form	Suited for...	Suited Courses	Manual Selection Procedures
English Department Manual Course Selection Application Form (Elective Courses)	Seniors, Delayed Graduates	Elective Courses opened by the English Department	Application form→Course professors DO NOT need to sign→Contact the English Department for Manual Course Selections
English Department Group Courses Manual Course Selection Application Form	Seniors, Delayed Graduates, Transfer Students, Junior Abroad Students	English Composition (I)(II)(III), English Conversation, Oral Communication, Oral Presentation, English Translation	Application form→Course professors DO NOT need to sign→Contact the English Department for Manual Course Selections
TKU Bachelor Mandatory Courses Manual Course Selection Form	Bachelor Students	All mandatory courses for Undergraduates	Application form→Course professors need to sign→Contact the English Department for approval
TKU Bachelor Course Selection Report Form	Applied to all students	Multidisciplinary courses, special cases	Application form→Course professors need to sign→Contact the English Department for the Deans' approval→Office of Academic Affairs
TKU Bachelor Core Curriculum Manual Course Selection Application Form	Seniors, Delayed Graduates, Transfer Students	Core Curriculum Courses	Apply according to the Core Curriculum Manual Course Selection procedures

Students of Other Majors Q&A

Q: How do students who are in the Educational Program/ Course select the department's professional English course?

A: Students may write the "Course Selection Report" for large classes, ask for the course professors' signature → English Department → Office of Academic Affairs.
For smaller courses contact the department according to the course selection week to apply for manual course selection for the course, however manual course selections have a number restriction.

Q: How do Minor/ Dual Degree students select courses?

A: Large courses (English Literature (I), English Literature (II)) may select the course;
Smaller courses (English Conversation, Oral Communication, English Composition (I)(II)) are only available for students who are pursuing their **Minor Degree**.

Q: May Non- English majors, Minor/ Dual Degree student's selection course opened under the English department?

A: If the course selection system specifies "English majors only" then said course is only available for students in the English Department, students of other majors may not select the course.

Q&A Credit Waivers for Transfer Students

Q: If I transfer from A university to TKUs' English Department, can freshman courses like P.E., Military Training, Nursing etc. credits be waived?

A:

1. P.E : To waiver credits for P.E., males waiver for Male P.E., females waiver for Female P.E. (the course system will automatically select). For example:
 1. Sophomores: may waiver freshman P.E.
 2. Juniors: may waiver freshman, sophomore P.E.
2. Military Training, Nursing: Only freshman mandatory course can be waived. Sophomore elective courses may not be waived.
 1. Males may waiver Military Training (I)
 2. Females may waiver Nursing (I)

Q: If I transfer from A university to TKUs' English Department, if I did not take English Courses in my freshman year in my original university, may I waiver the departments "Freshman English"?

A: The English Department provides an English Examination, students who pass may search for similar English courses from your original university to waiver for the course.

Q: I was originally a Computer Science and Information Engineer major and transferred to the English Department, I already took "English (I)" in my freshman year, may I waiver "English (I)" specifically for English majors?

A: Non-English majors must participate in an English Examination, those who pass can search for similar English courses to apply for credit waivers.

Q: When can transfer students attend the English Examination for "Freshman English"?

A: When the semester begins, the department will notify the dates on the department website.