

TKU Guidelines for Counseling Student Course Selection

Secretariat Regulation No. 1030000015 (06/13/2014)

1. “TKU Guidelines for Counseling Student Course Selection” were established in accordance with Article 2 of “TKU Regulations on Student Course Selection”; hereafter referred to as “These Guidelines.”
2. Each department and institute should hold a “Curriculum Explanation Meeting” for new students. The curriculum explanation should contain student course selection regulations, TKU Course Catalogs System, Curriculum Online System and other related things students should pay attention to in selecting courses (like required, selective, prerequisite, etc.), graduation requirements, etc. Each department and institute should after the Curriculum Explanation Meeting post online the aforementioned things students should pay attention to when selecting courses and graduation requirements on their respective webpage, so students can access them at any time.
3. Each related instructional and administrative office should assist in counseling students when selecting their courses to prevent students from complaining because they cannot obtain the courses they want. Students also should accept counseling when selecting courses; then when they are in the process of studying, they will obtain the best planning and learning outcome.
4. Those counseling in the selection of courses should understand the physical and mental qualities of the students, their learning ability and the graduation requirements; they should be familiar with TKU’s related required courses (including Physical Education, All-Out Defense Education Military Training, Nursing), selective courses, early graduation, credits waiver and transfer, exempted courses, General Education courses, teacher training courses, intercollegiate courses, payment and related rules and regulations.
5. The contents of counseling course selection should comprise:
 - a) The number of credit hours and the number of courses: suggestions as to whether or not to add courses or subtract courses;
 - b) Required and selective courses: suggestions as to which courses to take first;
 - c) Prerequisite courses: pay attention to the regulations of “prerequisite courses” to avoid being blocked when registering for a course;
 - d) General Education Courses: pay attention to the regulations for “Fundamental courses, University Core Courses, and Collegial Core Courses” to avoid missing any required courses;

【5-66】

- e) Life planning: recommend students take courses that match their interests, profession, academic advancement, aspirations, etc.;
 - f) Graduation requirements: remind students about regulations related to timely completion of various graduation conditions;
 - g) Solve problems: assist students solve problems related to their course selections.
6. This set of guidelines will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President. The same applies to any later amendments made.