

How to print out Course Drop Form

1. Log in the System for Course Selection:

<https://selectcourse.nccu.edu.tw/regcourse/RegSub.aspx>

選課系統 System for Course Selection

- Cross-campus Course Selection System(NCCU Students)
<http://sgnweb.nccu.edu.tw/EXCourseIStu/Login.aspx>
- Cross-campus Course Selection System(students from other campuses)
<http://sgnweb.nccu.edu.tw/EXCourseOStu/Login.aspx>
- Total credit hours exceeding the maximum or falling below the minimum required for senior students
https://i.nccu.edu.tw/Login.aspx?ReturnUrl=/sso_app/NewMoltkeSSO.aspx&stanum=ldap&sid=90
- system for studying and selecting courses abroad
https://i.nccu.edu.tw/Login.aspx?ReturnUrl=/sso_app/NewMoltkeSSO.aspx&stanum=ldap&sid=176
- The default password for new students is the first 6 digits of your ID number, including letters. You must capitalize all letters.
- The default password for international students and overseas students is "nccu" with birthday ,such as "nccu0503".
- Course selection bulletin
http://aca.nccu.edu.tw/p3-register_choose.asp
- Course selection Q&A

Please enter your NCCU e-mail account to login.

Account: @nccu.edu.tw
Password:

Login

The NCCU course selecting system is for IE browser only. Mobile phone and tablet PC are not allowed to access the system.

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2. Click "Course List"

選課系統 → Course Registration

Course Registration

問卷加點說明：初選分發學分上限25學分；本學期修習學分上限25學分,下限0學分。
Numbers of courses offering online questionnaires: 0. Numbers of questionnaires completed: 0. Points for course selection: 0. Maximum allowed units for initial course selection:25 units. The maximum units for the Second Semester,2015 is 25 and the minimum is 0 .

選課系統請務必正常登出(logout), 以保障選課權益。

2015 School Year 2 semester (Click here to show or hide.)

Check course selection results | Check course availability | Check course schedule | Search for obligatory courses | Class Selection Schedule

Course list | Waiting & Course-selecting list

Tracking list | Failing/dropping list | School timetable

- My list of courses selected: showing the courses you've successfully selected.
- (You can click on any of the headings to rearrange, top-down or bottom-up order.)

Update course review

S#	Course #	Course Name	Point	Instructor	Session/Location	Course Status	Selected Through	Reserved	Dropping Courses Form
1	208872002	賽局理論入門 Game Theory	3.0	何靜嫻	—12C / mon12C / 綜合 270404	正常OK	遞補分發 Alternate course assignment	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>
2	304912001	無母數統計 Statistics	3.0	江振東	四234 / thu234 / 商館 260312	正常OK	遞補分發 Alternate course assignment	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>

3. Click on the column of “Dropping Course Form”, then click “Print”

Elective System → Course Registration

Course Registration

問卷加點說明：；初選分發學分上限25學分；本學期修習學分上限25學分,下限0學分。
 Numbers of courses offering online questionnaires: 0. Numbers of questionnaires completed: 0. Points for course selection: 0. Maximum allowed units for initial course selection: 25 units. The maximum units for the Second Semester, 2015 is 25 and the minimum is 0.

選課系統請務必正常登出(logout), 以保障選課權益。

2015 School Year 2 semester (Click here to show or hide.)

Check course selection results | Check course availability | Check course schedule | Search for obligatory courses | Class Selection Schedule

Course list | Waiting & Course-selecting list

Tracking list | Failing/dropping list | School timetable

My list of courses selected: showing the courses you've successfully selected.
 (You can click on any of the headings to rearrange, top-down or bottom-up order.)

Update course review

[Print]

S#	Course #	Course Name	Point	Instructor	Session/Location	Course Status	Selected Through	Reserve	Dropping Course Form
1	208872002	賽局理論入門 Game Theory	3.0	何靜韻	—12C / mon12C / 綜合 270404	正常OK	遞補分發 assignment	Alternate course	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2	304912001	無母數統計 Statistics	3.0	江振東	四234 / thu234 / 商館 260312	正常OK	遞補分發 assignment	Alternate course	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Waiting list

Step 2: Click “Print”

Step 1: Tick the course you want to drop

4. The Drop Form will pop up

National Chengchi University 2015 School Year 2nd semester Dropping Courses Form

※According to the Article 7 of the "National Chengchi University Guidelines for Course Selection for Students", here are the instructions in the "add/drop course by teacher's consent" phase:

- For adding: The course instructor shall consider students in the waiting list as the first priority in adding. Students shall print the "Course Addition Form" when the course is opened for adding. After the course instructor (or the director of course offering unit) has approved and signed the form, students may proceed to each course unit to add the course. (If a time conflict occurs during course addition, students must seek the approval of the course instructor and course unit before dropping the course.)
- For dropping: Student should print the "dropping request form" from the selected course list, signed by the course instructor (or the director of course offering unit) and submit to the Registration Office to complete the procedure.
- The maximum course number for adding is 5 for undergraduate students, 3 for graduate students.

Date: 2016/03/02

Department/Program	Student ID	Phone (Please)	Course instructor's signature
E-mail			
Course Code	Course Name	Instructor	Instructor's Approval Signature (Registration Office)
208872002	賽局理論入門		<input type="checkbox"/> Dropped <input type="checkbox"/> Not allow to drop (cbeyond add maximum number, cno approval signature from the instructor, cbelow the semestral minimum credit number)
Student's Signature	Total dropping courses number: (Amount to credits)	Approval of Registration Office	Total approved dropping courses number: (Amount to credits)
Sign:		Sign:	

※Please submit this form to the Registration Office personally in office hours

Course Dropping Form (Receipt for Students)			
Department/Program	Course Name	Student ID	Name
208872002	賽局理論入門 An Introduction to Game Theory	3.0	
Form Received Date by Registration Office		Approval of Registration Office	Total approved dropping courses number: (Amount to credits)
		Sign:	

※ According to "National Chengchi University Guidelines for Course Selection for Students", Within one week after the third phase of course selection, if students need to add or drop for special reasons, please enclose a proof and report with the approvals of the instructor and the course-offered program office and then submit the students' Departments for further process. The final approval will be made by the Dean of Academic Affairs.
 ※ Students shall inquire and confirm the final results from the online course selection system. Within one week after the "Add-Drop by teacher's consent" phase of the course selection. If any question, please contact the Registration Section.

5. Hand in the signed form to the Registration Office before **deadline**.