

# COURSE SELECTION GUIDE FOR EXCHANGE STUDENTS



1

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# COURSE SELECTION - PHASE I & II

Course Selection Phase	Description
Phase I: Initial Online Course Selection	You can select all courses  EXCEPT GENERAL and PE COURSES
Phase II: Online Course Selection	<ol> <li>For the courses you didn't manage to select successfully in Phase I, please reselect in Phase II.</li> <li>You can select <u>ALL courses</u>.</li> </ol>
Phase I & II Course Enrolment Results	<ol> <li>Click on "Course List" to see the courses you successfully enrolled into.</li> <li>The course you didn't get on Phase II will be automatically put in your waiting list.</li> </ol>
Phase I & II are available for 24 hours after the System opens.	Please note: The results are randomly allocated by the System, and not on a first-come, first-served basis.

# COURSE SELECTION - PHASE III & IV

<b>Course Selection Phase</b>	Description
Phase III: Online Course Add/Drop	<ol> <li>Make sure you drop the course(s) you don't want to take.</li> <li>Delete the unwanted course(s) on your waiting list, or otherwise the course(s) may still be enrolled.</li> <li>The System will be closed for 2 hours (17:00-19:00) every day for course vacancy fill-in.</li> </ol>
Phase IV:  Manual Add/Drop  with Course Instructor's Approval	<ol> <li>After the online course add/drop, if you still have any course(s) on the waiting list that you want to add or drop, please download the request form from the system and ask the course instructor's signature.</li> <li>* To add a course: submit the signed form to the Course Department that runs the course.</li> <li>* To drop a course: submit the signed form to the Registration Office.</li> <li>The maximum number of courses you can add is 5 for undergraduate students, and 3 for graduate students.</li> <li>** Confirm if all the courses you want to take are shown on</li> </ol>

# COURSE SELECTION - PHASE V

<b>Course Selection Phase</b>	Description
Phase V: Course Withdrawal	1. You're only allowed to withdraw 1 course. There will be a letter "W" on your transcript for the course you withdraw.
	<ol> <li>Method:</li> <li>Download the course withdrawal form from the course selection system.</li> <li>Ask the course instructor's signature.</li> <li>Submit the signed form to the Registration Office.</li> <li>Withdrawal will not affect your semester score/grade average.</li> </ol>

# LOGGING INTO THE COURSE SELECTION SYSTEM

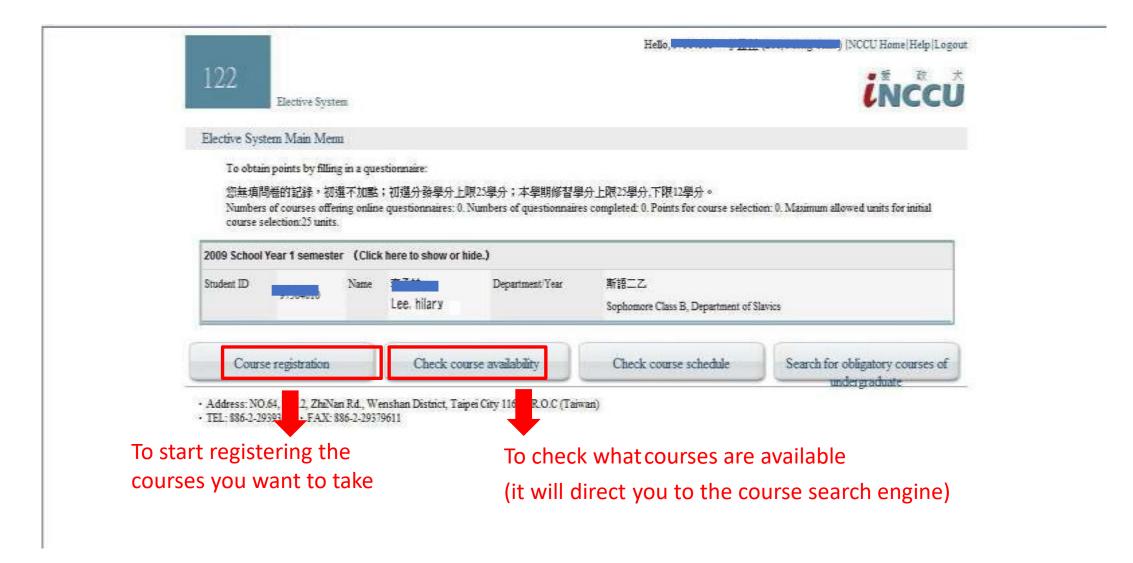
Course Selection System: <a href="https://selectcourse.nccu.edu.tw/regcourse/Default.aspx">https://selectcourse.nccu.edu.tw/regcourse/Default.aspx</a>

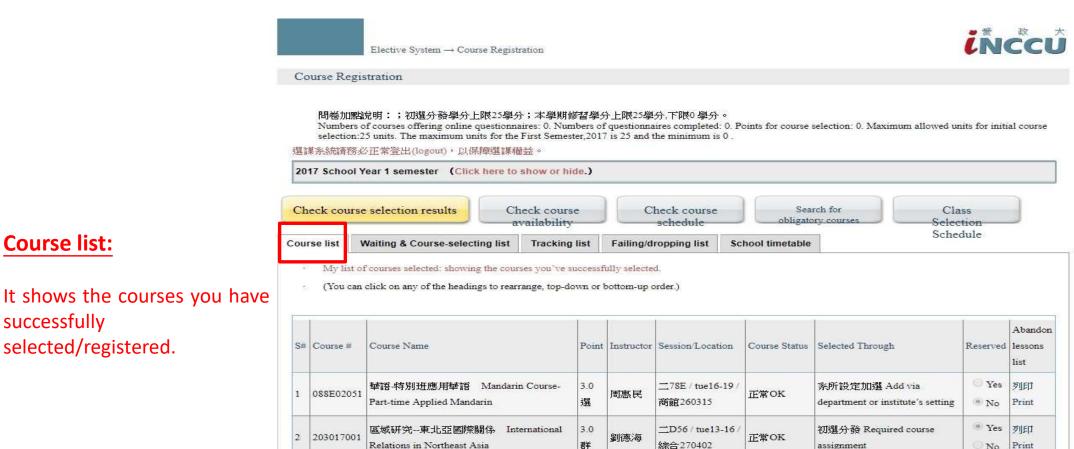
Mandarin Chinese Version: Click "English" on the top right corner 

English Version:









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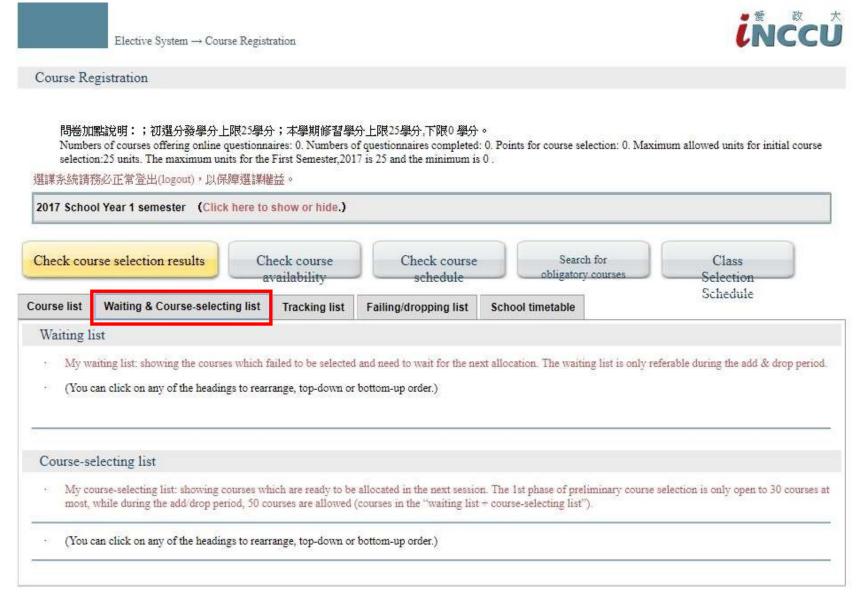
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**Course list:** 

successfully

selected/registered.



## **Waiting list:**

This shows the courses which failed to be selected and you will need to wait for the next system allocation.

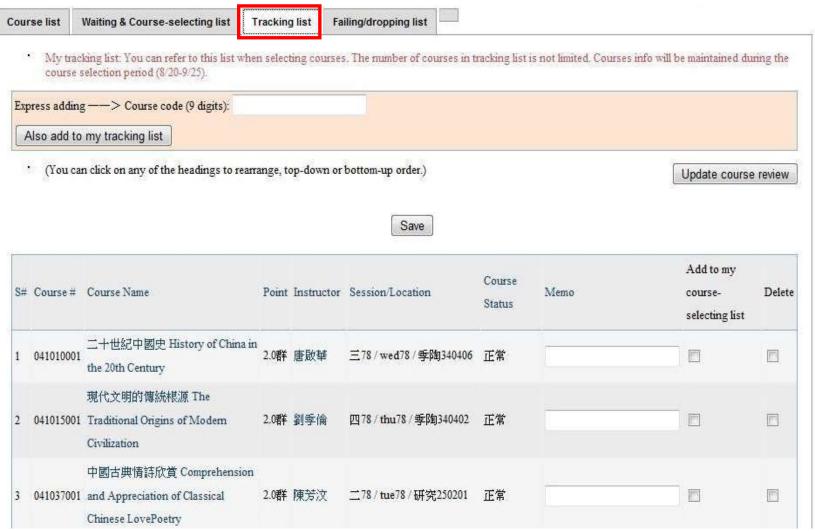
The waiting list is only referable during the online add/drop period.

### **Course-Selecting list:**

It shows the courses which are ready to be allocated in the next session.

\* Only the courses on the Course-selecting list will be available for students to select and be allocated by the system.

(The result is not guaranteed)

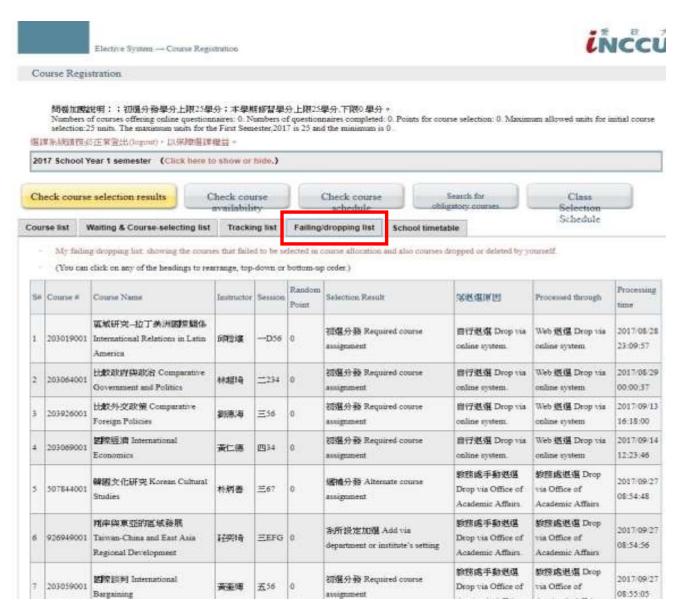


## **Tracking List:**

You can refer to this list when selecting courses. The number of courses on the tracking list is not limited.

\* The courses you put on the tracking list are the ones you consider to take.

You will need to put the courses you decide to take from "Tracking list" to "Course-Selecting list" in order for the system to allocate the courses.



### **Failing/Dropping List:**

This shows the courses that failed to be selected in course allocation phases, and the courses dropped or deleted by you.



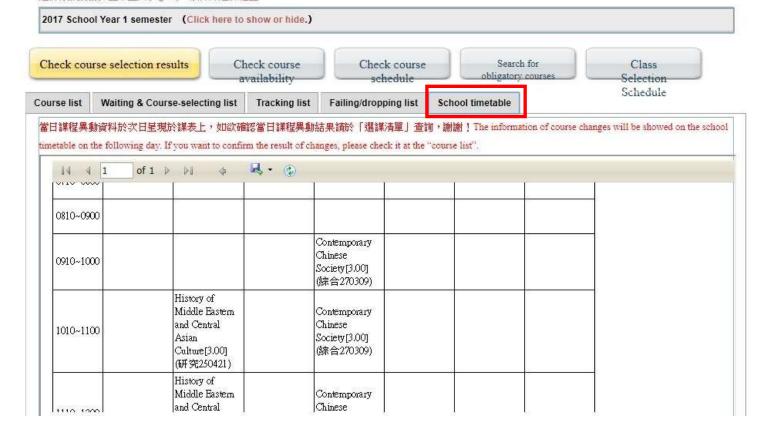


#### Course Registration

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 First Semester 2017 is 25 and the minimum is 0.

選讓系統請務必正常登出(logout),以保障選讓權益。

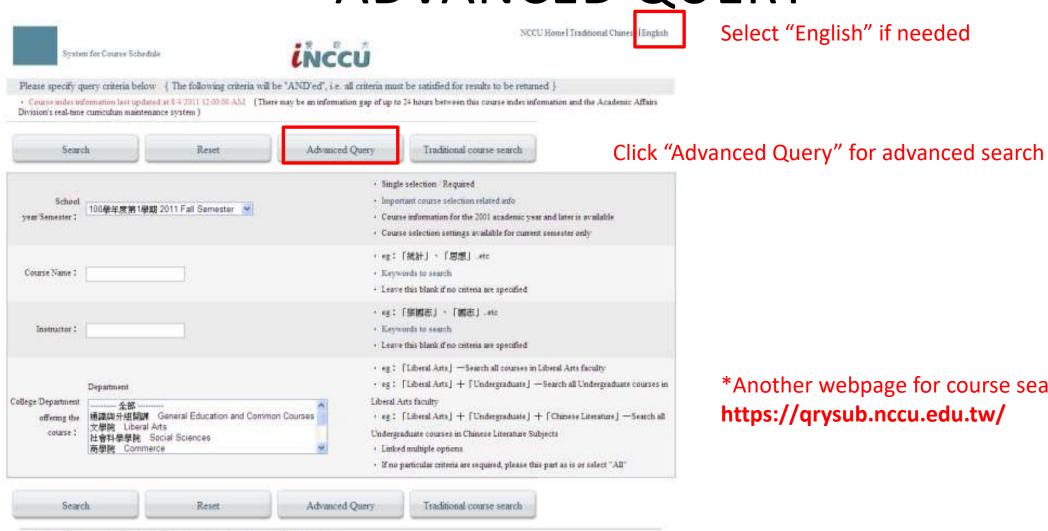


#### **School timetable:**

This shows the weekly timetable of the courses you have successfully enrolled onto.

The courses shown here are the same as the courses shown on the "Course list".

# COURSE SEARCH ENGINE -ADVANCED QUERY



\*Another webpage for course search engine: https://qrysub.nccu.edu.tw/

Select "English" if needed

Address: NO.64, Sec. 2, ZhiNan Rd., Wenshan District, Tuper City 11605, R.O.C (Tarwan)

<sup>-</sup> TEL 886-2-29393091 - FAX: 886-2-29379611

# COURSE SEARCH ENGINE -ADVANCED QUERY

· This can be combined with the "class hours" criterion in the preceding paragraph Session: Won Tue Wed Thu Fri Sat Sun for the search · Check all if no criteria are required · Multiple selection / Required · This can be combined with the "class hours" criterion in the preceding paragraph 上課時段: 『Morning 『Noon 『Afternoon 『Night for the search · Check all if no criteria are required Regular Courses · Multiple selection / Required Choose the lecturing language Status: New Courses After First Registration I & II · Check all if no criteria are required Cancelled Courses · Multiple selection / Required Language : Chinese Finglish Others · Check all if no criteria are required · Multiple selection / Required Kemal General Yes WNo Education : · Check all if no criteria are required · Multiple selection / Required Charge : WNo Wyes · Check all if no criteria are required · For graduate courses, check "yes" Query all courses · Single selection / Required Number Ouerv courses that are still available To search courses by calendar year, click on the first item "Search all courses" Available: The selected semester applies when search criterion 2 or 3 is selected OQuery courses that are currently full (no vacancy) Choose a specific department if needed Department 通識與分組開課 General Education and Common Courses · eg : [Liberal Arts] - Search all courses in Liberal Arts faculty · eg : [Liberal Arts] + [Undergraduate] - Search all Undergraduate courses in 社會科學學院 Social Sciences College Department Liberal Arts faculty 商機憶 Commerce offering the · eg : [Liberal Arts] + [Undergraduate] + [Chinese Literature] - Search all course: Undergraduate courses in Chinese Literature Subjects Undergraduate graduate integrated classification · Linked multiple options ----- 全部 · If no particular criteria are required, please this part as is or select "All" 學士班 / Undergraduate 碩士班 / MA Program 博士班 / Ph.D Program Number of courses O10 ®20 O30 O40 O50 \$ · Single selection / Required on one page : Traditional course search Reset Basoc Query

Click on "Search" for the results

# COURSE SEARCH ENGINE -SEARCH RESULT

# Add to my selecting list:

Click it to add the course to your "tracking list"

#### Course #:

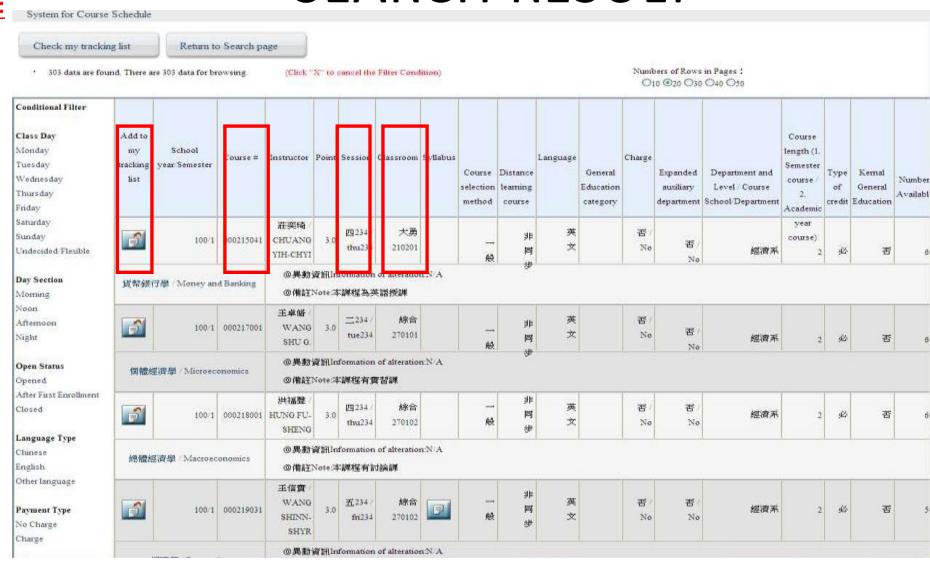
Course code, which is easy for you to add courses later

## **Session:**

Class time

#### **Classroom:**

Where the class will take place



# TIMETABLE FOR CLASS SESSION

А	06:10 - 07:00	5	14:10 - 15:00
В	07:10 - 08:00	6	15:10 - 16:00
1	08:10 - 09:00	7	16:10 - 17:00
2	09:10 - 10:00	8	17:10 - 18:00
3	10:10 - 11:00	Ē	18:10 - 19:00
4	11:10 - 12:00	F	19:10 - 20:00
С	12:10 - 13:00	G	20:10 - 21:00
D	13:00 - 14:00	Н	21:10 - 22:00

E.g. Tue 567= the course will take place on Tuesdays from 14:10-17:00

# LOCATION OF CLASSROOMS

## E.g.

```
Classroom Location: 270109
"27" = the building number
"01" = 1st floor
"09" = Room 9
```

## **Campus Map:**

https://www.nccu.edu.tw/p/426-1000-13.php?Lang=en

# REGISTER COURSES

## Method 1:

Register courses from your "Tracking list".

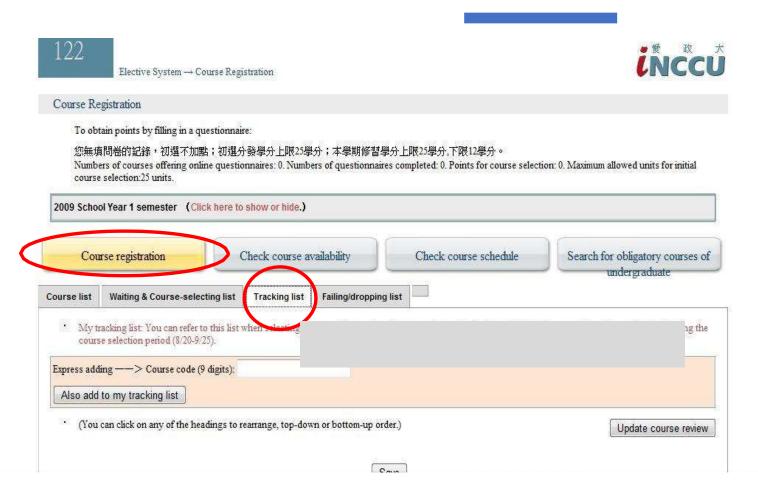
## **Method 2:**

Register a course by entering its 9-digit course code. (also called "express adding")

Either way, remember to prioritize your selected courses.

## REGISTER COURSES FROM "TRACKING LIST"

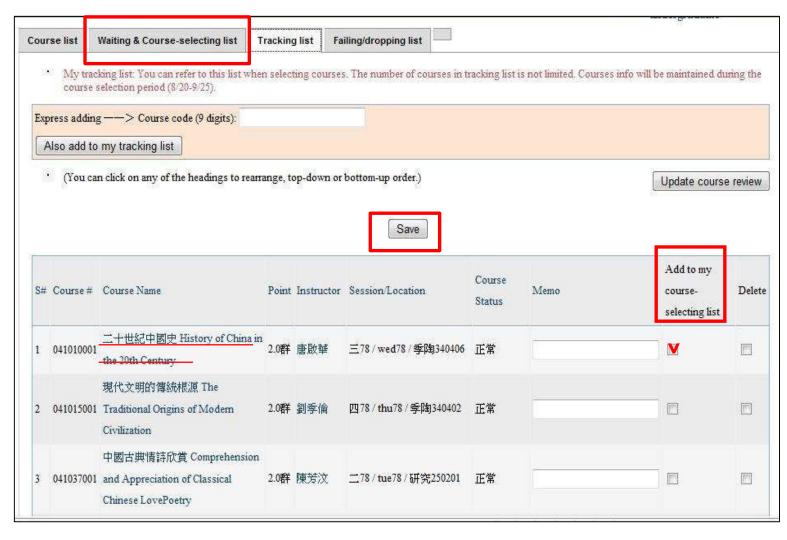
- 1. Click "Course registration".
- 2. Then click "Tracking list".



NOTE: The Tracking list contains the courses you've intended to take, but not yet decided.

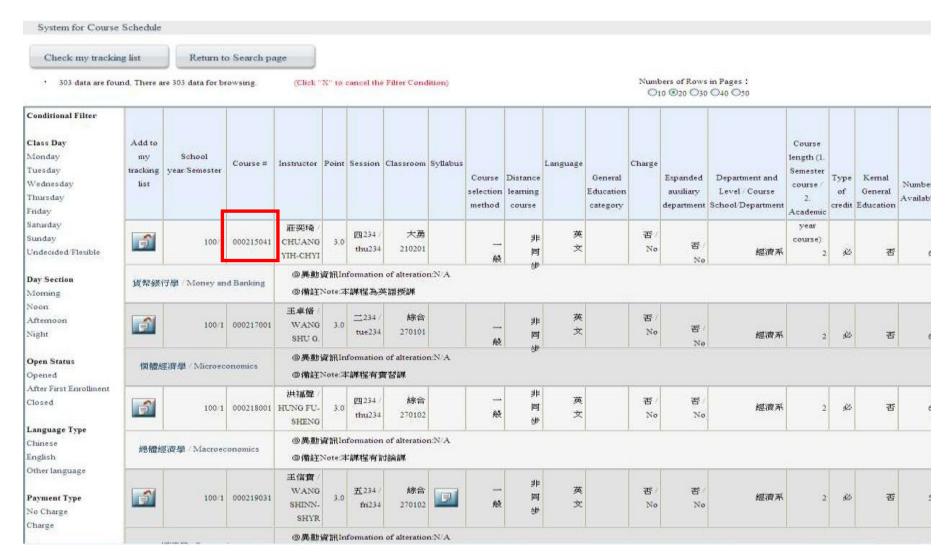
Just like a shopping list, so the courses appearing here do not mean they're successfully registered.

## REGISTER COURSES FROM "TRACKING LIST"



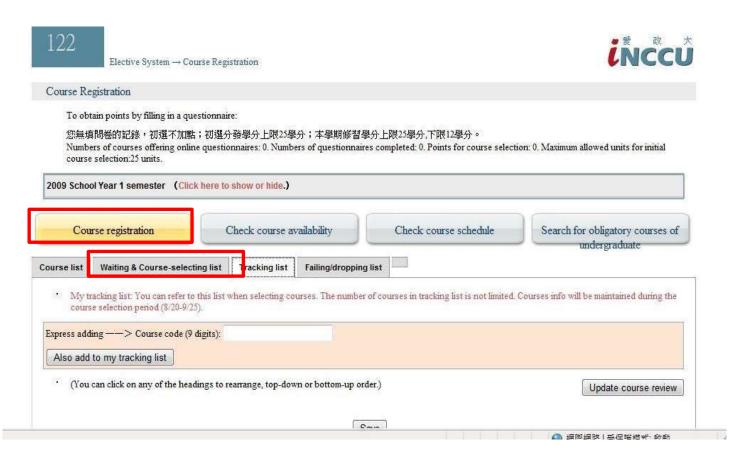
- 3. Tick the box under "Add to my course-selecting list" to register the course.
- 4. Click "Save".
- 5. Click "Waiting & Course-selecting list" to check the courses you just registered.

## REGISTER COURSES BY ENTERING THE COURSE CODE



1. Find the course code.

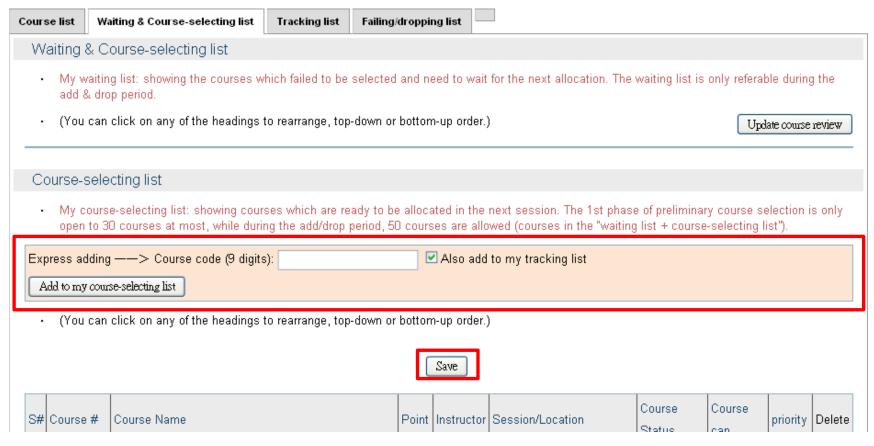
## REGISTER COURSES BY ENTERING THE COURSE CODE



- 2. Click "Course registration".
- 3. Click "Waiting & Course-selecting list".

NOTE: The "Waiting & Course-selecting list" is like a shopping cart, you're about to pay. For the course you intend to take, don't forget to put them on your "Waiting & Course-selecting list".

## REGISTER COURSES BY ENTERING THE COURSE CODE



4. Enter the "course code" and click "Add to my course-selecting list".

5. Click "save."

When typing in the course code, you MUST TYPE THE DIGITS DIRECTLY (not copy and paste), or otherwise it will result in system error.

# REGISTER COURSES-

## PRIORITIZE THE REGISTERED COURSES

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#### **NOTE:**

- 1. Remember to prioritize the registered courses, and ensure the order of preference is clear, but you cannot repeat the same number in the order.
- 2. Delete the course you don't want to take from the list (optional).
- 3. Click "Save".

After prioritizing the orders, then it's done.

# REGISTER COURSES-

## **RESERVE COURSES**



#### **NOTE:**

Click "Yes" under "Reserve" for the course(s) you want to keep, or otherwise if time conflict happens then the course you didn't reserve will be replaced by another course.



## 1. Can I take courses across different departments?

Yes, as long as there is no restrictions set forth by the course department, you can take courses across departments.

## 2. How many NCCU credits are suggested to take per semester?

The suggested total credits a student takes are 12-18 NCCU credits (1NCCU credit= 2ECTS) per semester, but since different courses have different workloads, you can adjust how many credits you would prefer to take accordingly.

## 3. What are the limitations for exchange students in choosing courses?

- IMBA courses (course code starts with 933), IMAS, EMBA and On-Job Training Programs are not available to exchange students.
- Extended Minor Courses with credit fee will not be available to exchange students.
- The maximum NCCU credits a student can take is 25 credits per semester (for undergraduates).



## 4. Are undergraduate students allowed to take graduate courses?

Undergraduate students may be allowed to take graduate courses if the course instructor gives his/her permission for you to do so. This can be done during the Phase IV, where the course instructor needs to sign on the Course Add Form and you'll need to submit the signed form to the course department.

### 5. Are graduate students allowed to take undergraduate courses?

Graduate students may be allowed to take undergraduate courses if the course instructor gives his/her permission for you to do so. Please note that you **CANNOT** get the credit(s) for the course, only grade will be given. If your home university is fine with it, OIC may issue you a separate proof to verify how many NCCU credits the course worth.

## 6. Can I take PE courses (e.g. Basketball, Volleyball)?

Yes, but you can only add any PE course during Phase IV by asking the course instructor to sign on the course add form. Also, you are only allowed to take ONE PE course per semester.

Please note that PE course is a required course for degree-seeking undergraduate students, so they will have a higher priority when choosing PE courses.



## 7. Why am I blocked from choosing courses on Phase I & II?

- You might be an undergraduate student who wants to choose a graduate course.
- You might be blocked due to the course's pre-requisite requirements (e.g. the pre-requisite for taking "Investment" is to take "Financial Management" in advance).
- That course might be open only to certain department students (it is set up by the department that runs the course).

Nevertheless, you still have an opportunity to add a course during Phase IV by having the "course add form" signed by the course instructor.

#### 8. What is a course time conflict?

The system will prevent students from having course time conflict.

For example, you will not get both courses on Tuesday 14:10-17:00 and Tuesday 16:10-18:00, because there is a one-hour conflict time (16:10-17:00).



# 9. Can I add many courses at the same class session to the Course-selecting list in Phase I & II?

Yes, you may choose several courses, which are scheduled at the same timeslots on the course-selecting list (e.g. Tuesday 09:10- 12:00), but you will only get one in the end as the system will prevent you from having course time conflict.

Please set your course priority when selecting multiple courses with the same timeslots. For the course you prefer, please put it at higher priority (i.e. with smaller number).

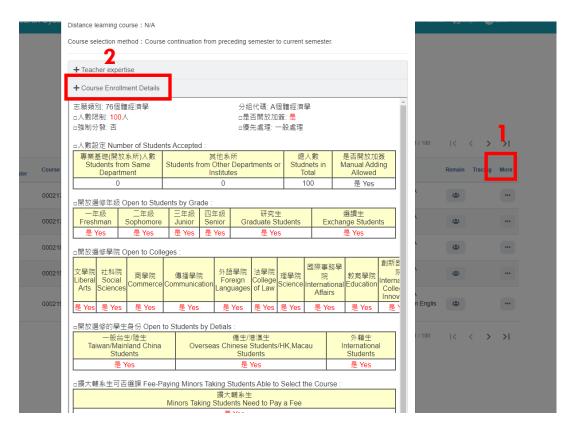
For example, if "priority 2, 5, 8" are all on Tuesday 09:10-12:00, if you did not get the course placed at "priority 2", the system will try to allocate you with the course with "priority 5". If you get the course with "priority 5", and then the system will not allocate the course with "priority 8" for you.

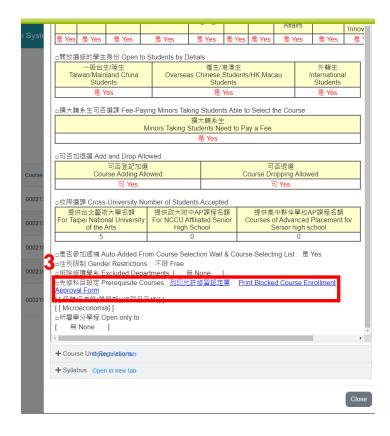


## 10. What's a prerequisite form?

If you aren't able to/aren't eligible to select a course, you can still add the course during Phase IV under the permission of the course instructor. If a prerequisite form is also needed, please also have it signed by the course instructor.

A prerequisite form can be found via the course search engine: <a href="https://qrysub.nccu.edu.tw/">https://qrysub.nccu.edu.tw/</a> when you click on "More" for the course you'd like to add.





# REMINDERS

#### Phase III

Please remove the courses you do not want to take from the list in the system. All the courses listed in your "Course list" will be shown on your transcript.

Please click the "Reserve" button and then "Save" for the courses that you want to keep, in order to prevent those courses from being replaced by the courses from your waiting list.

#### Phase IV

If you want to add a course, which has a time conflict with another course on your course list, you need to drop the course on your course list first, and then you can add the new course.

The new course will not be added successfully if you don't drop the time conflicting course first, even if you have the signature from the course instructor.

Undergraduate students can only add a maximum of 5 courses and

Master/Doctoral student can only add a maximum of 3 courses.