

Course Selection Introduction For Exchange Students National Chengchi University

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Course Selection - Phase I & II									
Course Selection Info	Description								
Phase I: Online Course Selection	You can select all courses EXCEPT GENERAL and P.E COURSES								
Phase II: Online Course Selection	For the course you didn't get on Phase I, please choose it again on Phase II. You can select <u>ALL courses</u> .								
Phase I & II are of Course registration result is by rand	pen 24 hours after it opens. dom selection, not by first-come-first-served.								
Course selection result of Phase I & II	 Please go to "My Course List" to see the courses you successfully got into. The course you didn't get on Phase II will be automatically put in your waiting list. 								

Course Selection - Phase III & IV



Course Selection Info	Description
Phase III: Online Course Add/Drop	 Please make sure you drop the classes you don't want to take. Please delete the unwanted courses in your waiting list; otherwise, you still have the chance to get in. System will be closed two hours every day at 17:00 for course vacancy fill-in.
Phase IV: Manual Add/drop with Course Instructor's Approval	 After the online add/drop, if you still have classes (in waiting list) you want to add or classes (in course list) you want to drop. Please download the request form from the system for instructor's approval signature. To add: submit form to Course Dept. that open the course. To drop: submit form to Registration Office The max. course num. for adding is 5 for undergraduate students, 3 for graduate students.
Please confirm if a are showing in yo	all the courses you want to take our "Course List" in the system.
Course Withdrawal (Download the withdrawal form online)	 Only 1 course is allowed. There will be a letter "W" in your transcript for the course you withdraw. Withdrawal will not affect your semester score average.



- 2. How many credits are suggested to take per semester? The suggested total credits per semester are 12-18 credits, but since different courses have different loading, you can adjust it on their own.
- 3. What are the limitations for exchange students in choosing courses?
 - > IMBA courses (course code starts with 933) and On-Job Training Programs are not available to exchange students. IMBA and On-Job Training courses are exclusive to their students.
 - > Extended Minor Courses with credit fee will not be available to exchange students.
 - > The total credit per semester can not exceed 25 credits.
- 4. Are undergraduate students allowed to take graduate courses? Undergraduate students are allowed to take graduate courses under the permission of the professor of that course. They can only add it during Phase IV by having the course add request form signed by the professor.





- You might be an undergraduate student who want to choose a graduate course.
- > You might be blocked due to the course's pre-requisite requirement. For example, the pre-requisite for "Investment" is "Financial Management". Students need to study the pre-requisite courses before taking that course.
- > That course might be open only to certain department students (it is set up by the department that opens the course).

Nevertheless, you still have an opportunity to add it during Phase IV by having the course add request form signed by the professor.

6. Can I take P.E. courses (e.g. Basketball, Volleyball)?

Yes, you can only add it during Phase IV by having the course add request form signed by the professor. You are only allowed to take one P.E. course per semester.

Please note that because P.E. courses is a required course (criteria for graduation) for undergraduate degree students, they will have higher priority when choosing P.E. courses.



7. Can I add many courses at the same class session to the selecting list on Phase I & II?

You can choose many courses at the same class session (e.g. Tuesday 09:00-12:00) to the selection list, but you will only get one in the end since the system will prevent you from having course time conflict.

Please <u>set your course priority</u> when selecting multiple courses at the same class session. For the course you want more, please put it at higher priority (i.e. with smaller number). For example, if priority 2, 5, 8 are all the course on Tuesday 09:00-12:00, if you did not get the course for priority 2, the system will still run the priority 5 for you. If you get the priority 5 course then, the system will not run the priority 8 for you.

Prioritize your courses / 決定志願序

HCourse #	can click on any of the headings to rearrange, top-dov	Poin	t Instructe	order.) orSession/Location	Don't re	epea	Name Identity	ord	ers	/請勿重礼
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2 351792001	固定收益应券:分析與創新 Fixed Income Securities: Analytics and Derivatives	3.0 588	博冶美	二234 / me234 / 研究 250303	ïЕЖ	30	外施(非大 四)			
3 359860001	策略管理個案研討 Case Studies in Strategic Management	1.0 592	沈炳欽	三2/wed2/商館 260914	1時間調動が20/11/01 ~ 軟定調動が20/11/01	50	外院(非大) 四)	-		
4 461914001	數位電視與新媒體 Digital TV and New Media	3.0 湖	神子(精育王	三678/wed678/大勇 210404	ш ж	20	(本系非本) (非大四)	9H		
5 461915001	國際傳播:跨文化觀點 International Communication : Cross-Cultural Perspectives	3.0 552	#¥fMAX	四234/thu234/大勇 210404	正常	20	本系非本日 (非大四)	at 🧹		
6 461919001	策略傳播在科學講題上之應用 Strategic Communication and the Popularization ofEmerging Technologies	3.0 592	脑彩仁	四 567 / thu567 / 大政 210404	теж	20	未系非本日 (非大四)	æ 🔝		
7 461927001	人際傳播 Human Communication	3.0 398	劉文英	三EFG/wedEFG/大 碘210404	正*	8	本系非本) (非大四)	ar 🔛		

8. What is a course time conflict? Can I take courses back-to-back? The system will prevent students from having course time conflict. For example, you will not get both the course on Tuesday 14.00-17.00 and Tuesday 16:00-18:00, because there is a one-hour conflict time (16:00-17:00). It is possible for students to get courses back-to-back. There is a 10 minutes break between each class session. Thus, students can take the course on 10:10-13:00 as the next course will start on 13:10-16.00.

A	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	E	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

Common Course Selection Mistakes

Phase I & II

- If you can not or are not eligible to select the course, you can still add the course during Phase IV under the permission of the professor. If a prerequisite form is also needed, please have it signed by the professor.
- If there is a time conflict between two courses, you can only choose one. For example, if you get Tue 567 course, then you can not get Tue 78 in the system.



Common Course Selection Mistakes

Phase III

- Please drop the courses you do not want to take from the system. All the courses listed on your system "course list" will show up on your transcript.
- Please click the "Reserve" button and click "Save" for your priority courses or for the courses that you wanted to keep, to prevent those courses from being substituted by the courses from your waiting list.

Phase IV

- If you want to add a course whose time conflicts with another course on your course list, you need to drop the course on your course list first, then you can add the new course. You adding the course will not succeed if you had not dropped the time conflicting courses, even though you get the signature from the professor.
- Undergraduate students can only add maximum 5 courses and Master/Doctoral student can only add maximum 3 courses.



Logging into the System 登入系統

Course Selection System: https://selectcourse.nccu.edu.tw/regcourse/Default.aspx



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20 - 12 http://1	140.119.229.119/regcourse/default.aspx			▼ Not Search	
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Elective System \rightarrow Course Registration

Course Registration

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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.

選課系統請務必正常登出(logout),以保障選課權益。

Check course selection results		Ch	eck course vailability	Check course schedule oblig		h for courses	Class Selection
ourse list	Waiting & Course-select	ing list	Tracking list	Failing/dropping list	School timetable		Schedule

showing the courses you' ve successfully selected

s	# Course #	Course Name	Point	Instructor	Session/Location	Course Status	Selected Through	Reserved	Abandon lessons list
1	088E02051	¹⁵¹ 華語·特別班應用華語 Mandarin Course- Part-time Applied Mandarin		周惠民	二78E / tue16-19 / 商館260315	正常OK	条所設定加選 Add via department or institute's setting	💿 Yes 🖲 No	列印 Print
2	203017001	001 Relations in Northeast Asia		劉德海	二D56 / tue13-16 / 綜合270402	正常OK	初選分發 Required course assignment	YesNo	列印 Print
3	204883001	當代中國社會 Contemporary Chinese Society	3.0 選	胡力中	四234 / thu09-12 / 綜合270309	正常OK	遞補分發 Alternate course assignment	YesNo	列印 Print
4	261926001	中國大陸的政治發展 Political Development of Mainland China	3.0 選	趙建民		正常OK	条所設定加選 Add via department or institute's setting	YesNo	列印 Print
5	560002001	中東與中亞文化史 History of Middle Eastern and Central Asian Culture	3.0 必	吳世曼 等	二34C / tue10-13 / 研究250421	棄修 Course Withdrawal	初雖分發 Required course assignment	YesNo	列印 Print

Elective System \rightarrow 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 First Semester, 2017 is 25 and the minimum is 0.

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選課系統請務必正常登出(logout),以保障選課權益。

2017 School Year 1 semester (Click here to show or hide.)

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1	041010001	二十世紀中國史 History of China in the 20th Century	2.0群	唐啟華	三78/wed78/季陶340406	正常	1		
2	<mark>0</mark> 41015001	現代文明的傳統根源 The Traditional Origins of Modern Civilization	2.0君羊	劉季 <mark>倫</mark>	四78/thu78/季陶340402	正常			
3	041037001	中國古典情詩欣賞 Comprehension and Appreciation of Classical Chinese LovePoetry	2.0群	陳芳汶	二78 / tue78 / 研究250201	正常			

Elective System ---- Course Registration



Course Registration

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Numbers of course 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.

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2017 School Year 1 semester (Click here to show or hide.)

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-	203926001	出数外交政策 Comparative Foreign Policies	2018:4	三56	o	初報分發 Required cou assignment	rse 自行逃强 Drop via online system.	Web 遺壇 Drop via online system	2017/09/13 16:18:00	
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7	203059001	図究語判 International Bargaining	英奎塔	五56	0	初報分發 Required cou	ne 即務成手動建選 Drop via Office of	数终虑进强 Drop via Office of	2017/09/27	



Elective System \rightarrow Course Registration

Course Registration

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2017 School Year 1 semester (Click here to show or hide.)

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1010~110		History of Middle Eastern nd Central Asian Sulture[3.00] 研究250421)		Contemporary Chinese Society[3.00] (综合270309)						
1110,100	H N a	listory of Middle Eastern nd Central		Contemporary Chinese						



Course Search Engine 課程查詢

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System	m for Course Schedule	NCCU Home Traditional Chinese English
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Searc	h Reset	Advanced Query Traditional course search
School year Semester :	100樂年度第1學期 2011 Fall Semester 👻	ick "Advanced Query"進階查詢 · Course information for the 2001 academic year and latter is available · Course selection settings available for current semester only
Course Name :		+ eg:「就計」、「周想」_etc + Keywords to search + Leave this blank if no criteria are specified
Instructor :		 eg:「梁國志」、「國志」.etc Envywords to search Leave this blank if no criteria are specified
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Address: NO.64, Sec.2, ZhiNan Rd., Wennhan District, Taipei City 11605, R.O.C (Taiwan)
 TEL 200 2 Souther Control of C

- TEL: 886-2-29393091 - FAX: 886-2-29379611

Course Search Engine 課程查詢

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Session :	CMon Tue Wed Thu PFn Sat Sun	 This can be combined with the "class hours" criterion in the preceding paragraph for the search Check all if no criteria are required
上練時段:	Moming Noon Daftemoon Night	 Multiple selection / Required This can be combined with the "class hours" criterion in the preceding paragraph for the search Check all if no criteria are required
Status :	⊠Regular Courses ⊡New Courses After First Registration I & II ⊠Cancelled Courses	 Multiple selection / Required Check all if no criteria are required
Language :		Multiple selection / Required Check all if no criteria are required
Kernal General Education :	Choose the lea	cturing language
Charge :	DNo DYes	 Multiple selection / Required Check all if no criteria are required For graduate courses, check "yes"
Number Available :	 Query all courses Query courses that are still available Query courses that are currently full (no vacancy) 	 Single selection / Required To search courses by calendar year, click on the first item "Search all courses" The selected semester applies when search criterion 2 or 3 is selected
llege/Department offering the	Department 一 全部 通識與分組開課 General Education and Common Courses 文學院 Liberal Arts 社會科學學院 Social Sciences 商學院 Commerce	If you want, you can also choose a spe dept. for course result
course :	4 Undergraduate graduate integrated classification	Undergraduate courses in Chinese Literature Subjects
	全部 學士班 / Undergraduate 碩士班 / MA Program 博士班 / Ph.D Program	 If no particular criteria are required, please this part as is or select "All"

TEL - 886-2.29393091
 FAX-886-2.293

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rent Re				②異動 i	in in in	formation	of alteratio	n:N/A		1						1/			

Timetable 時間表

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	E	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

Ex. thu567 = Thursday, 14:10 - 17:00



Locating the Classroom 教室查詢

E.g. Classroom Location: 270109 "27" means the bldg.'s number "01" means it's on 1F "09" means it's on Room 9

Campus Map: https://oic.nccu.edu.tw/Post/510



Two Ways to Register Courses



- 2. Register courses by entering their 9-digit course code (also called "express adding"). [go to instruction page]
- >> Last step: Decide your course priority [Go!]



1. Register courses from your "Tracking List"

Ø 國立政治大學校務行政系統 選課系統 NCCU Administration System System for Course Selection - Windows Internet Explorer ④ ● Ø → Ø → Ø → Ø → Ø →	 AOL Search
× Google	& - ● d
SEARCH 🚸 AOL 🄄 Add a Station 💿 Listen Now 😗 Rock Blocks 😗 Rock Anthems 🚍 Relax Tra	ax 📕 Country Love 🚬 Lullabies 🐺 Love Songs 👋 🌼
🚖 我的最愛 🛛 🍰 🌜 Twitter - Home 🛗 YouTube - hilarythatsme 🦖 Yahoo!奇摩 🖉 CopenhagenStreetStyle 🍃 國立政治大學 NCCU 💶 lookbe	ook.nu collective f 👩 DVworld 討論區 👩 築金佈告 葵金獵人 BHuntr 浴
@ 國立政治大學校務行政系統 選課系統 NCCU A	▲ ▼ 图 ▼ □ ₩ ▼ 網頁(P) ▼ 安全性(S) ▼ I具(O) ▼ Ø ▼ [≫]
Hello	NCCU Home Help Logout
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Course Registration	
To obtain points by filling in a questionnaire: 您每意意。你就是我们就是,初课不加要:初课分器墨分上限25墨分;本墨期修碧墨分上限25墨分;下限12墨分。 Pleted: 0. Points for course selection 算法要登記	on: 0. Maximum allowed units for initial
Course registration Check course availability Check course schedule Course list Waiting & Course-selecting list Tracking list Failing/dropping list	Search for obligatory courses of undergraduate
My tracking list: You can refer to this list when selecting course selection period (8/20-9/25). Express adding> Course code (9 digits):	"追蹤清單
Also add to my tracking list • (You can click on any of the headings to rearrange, top-down or bottom-up order.)	Update course review
(Qaua)	

This is your "Tracking List"

...

🥖 國立政治大學校務行政系統	選課系統 NCCU	J Administration System System for	Course Selection	- Windows Internet Explore	r		
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2. Register courses by entering their course code NCCI inccú System for Course Schedule System for Course Schedule Check my tracking list Return to Search page Numbers of Rows in Pages : * 303 data are found. There are 303 data for browsing. (Click "X" to cancel the Filter Condition) O10 @20 O30 O40 O50 **Conditional Filter** Class Day Add to Course Monday School my length (1 Instructor Point Session Classroom Syllabus Language Charge Course # Tuesday tracking year/Semester Semester Distance General Expanded Department and Kernal Course Type Wednesday list course Number Education auxiliary Level / Course General selection learning of Thursday Availabl department School/Department method course category credit Education Friday Academic Saturday 莊奕琦 vear 四234 大勇 英 否 -非 Sunday course) 100/1 000215041 CHUANG 3.0 否 thu234 210201 文 No Undecided/Flexible 同 經濟系 否 必 TH-CHYI 般 No 44 @異動資訊Information of alteration:N/A Day Section 貨幣銀行學 / Money and Banking @備註Note:本課程為英語授課 Morning Noon 玉卓脩 2234 綜合 英 否 Afternoon e î 非 100/1 000217001 WANG 3.0 否 文 tue234 270101 No Night 同 經濟系 콤 必 3 SHU O <u>#</u>\$ No @異動資訊Information of alteration:N/A **Open Status** 個體經濟總/Microeconomics @储許Note:本課程有實習課 Opened After First Enrollment 洪福聲 湖岸 pq234 綜合 英 否 콤 Closed 1 同 經濟系 否 000218001 UNG FU. 3:0 2 必 般 文 thu234 270102 No No 步 SHENG Language Type @異動資訊Information of alteration:N/A Chinese 總體經濟墨(Macroeconomics English @備註Note:本課程有討論課 Other language 主信實 非 英 五234 퍔 WANG 綜合 晋 1 同 經濟系 蒊 Payment Type 100/1 000219031 3.0 2 325 99 文 SHINN. fri234 270102 No No No Charge Remembering the course code makes it easier to select a course. Charge (4)

2. Register courses by entering their course code

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Hello,97504010 · 李孟]	1 ^t (Lee, Meng Chih) NCCU Home Help Logout
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Course Registration	
To obtain points by filling in a questionnaire:	
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Click "Course Registration" to enter.	
Course registration Check course availability Check course schedule	Search for obligatory courses of undergraduate
Course-selecting list Tracking list Failing/dropping list	
Go to "Waiting & Course-selecting list" anot limited	d. Courses info will be maintained during the
Express adding ——> Course code (9 digits):	
Also add to my tracking list	
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2. Register courses by entering their course code

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	CANNOT BE AD	DED!		- , -	

3



Last Step: Go to COURSE-SELECTING LIST to decide your course priority

2010 School	Year 2 nementer	ere to show or hide.)									
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Cours	e registration	Check course av	ailability		Check cour	se schedule	Rear	h for obligatory undergradua	courses o fe	e	
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Address: NO.64, Sec.2, ZhiNan Rd., Wenshan District, Taipei City 11605, R.O.C (Taiwan)
 TEL: 886-2-29393091 • FAN: 886-2-29379611

Leave it there and let the system decide





Click reserve for courses you don't want to lose

	Course	e registration		Chec	k course availability	Check course sched	ule Search for oblig underg	atory courses of graduate
Cou	rse list	Waiting & Course-s	electing	list Tr	acking list Failing/di	ropping list School timetable		
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S#	Course #	Course Name 統計學 Statistics	Point In 3.0,22 %	nstructor 共英超	Session/Location 四234 / thu234 / 研究 250101	Course Status 重複修習已及格科目 You have previously taken and passed this course.	Selected Through 必修灌檔 Required course auto selection	Reserved D



Course list	Waiting & Course-selecting list	Tracking list	Failing/droppi	ing list					
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	Save											
S#	Course #	Course Name	Point	Instructor	Session/Location	Course Status	Memo	Add to my course- selecting list	Delete			
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2	355001011	組織理論與管理 Organization Theory and Management	3.0 必	管康彥	EFG / tueEFG / 商 館260101	正常						
2	255002004		3.0	SLLmat rate	二234 / tue234 / 商館							

Tracking list contains the courses you've intended to take, but yet decided.

Just like a shopping list.

NOTICE! Courses appearing here do not mean they're successfully selected. To add them, please check "Add to my course-selecting list" and click "save."

Cours	e list V	Vaiting & Course-selecting list	Tracking list	Failing/dropping			
Wa	aiting & (Course-selecting list					
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Co	ourse-sel	ecting list					
•	My cour open to	rse-selecting list: showing cour 30 courses at most, while duri	ses which are re ng the add/drop	eady to be allocate period, 50 courses	the next session. The 1st phase of preliminary allowed (courses in the "waiting list + course-s	course selection is electing list").	s only
Exp	ress addir	ng ——> Course code (9 digits) <mark>:</mark>		add to my tracking list		
A	dd to my coi	urse-selecting list					
•	(You ca	n click on any of the headings t	to rearrange, top	o-down or bottom-u	der.)		
				Si			
S#	Course #	Course Name		Point In	ctor Session/Location	course priority	Delete

On the contrary, (Waiting &) Course-selecting list is a shopping cart, you're confident to pay for them.

For the course you really want, don't forget to put them on your (Waiting &) Course-selecting list.

S#	Course #	Course Name	Point	Instructor	Session/Location	Course Status	Course cap	priority	Delete
3	355003001	行銷管理 Marketing Management	3.0 必	洪順慶	<u> </u>	正常	50	1 💌	
2	355001011	組織理論與管理 Organization Theory and Management	3.0 1	i n	二EFC tu EF€ / 商館 2 010	З [#]	43	10 💌	
10	359886001	質性研究方法研討 Qualitative Research Methods	3.0 選	蕭瑞麟	四D56 / thuD56 / 商館 260304	正常	30	2 💌	
1	355001001	組織理論與管理 Organization Theory and Management	3.0 必	管康彦	<u> </u>	正常	43	3 💌	
7	355607001	文化創意產業概論 Introduction to Cultural and Creative Industries	3.0 選	韓志翔	兰567 / wed567 / 研究 250420	正常	25	4 🗸	
8	355617001	領導與統御一以國際觀點探討 Leadership:International Perspective	3.0 選	林月雲	三234 / wed234 / 商館 260714	正常	25	5 🗸	
4	355004001	財務管理 Financial Management	3.0 必	顏錫銘	—567 / mon567 / 商館 260312	正常	40	6 🗸	
5	355017001	作業管理 Operations Management	3.0	李易諭	<u>二</u> 567 / tue567 / 商館	正常	50	7 💌	

Like most of us, budget is limited, so you have to prioritize your courses, and the order MUST NOT repeat!

