NCCU
OIC

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 **ALL courses**.
Phase I & II are open 24 hours after it opens. **Course registration result is by random selection, not by first-come-first-served.**	
Course selection result of Phase I & II	1. Please go to "My Course List" to see the courses you successfully got into. 2. 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	1. Please make sure you drop the classes you don't want to take. 2. Please delete the unwanted courses in your waiting list; otherwise, you still have the chance to get in. 3. 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	1. 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. 2. To add: submit form to Course Dept. that open the course. 3. To drop: submit form to Registration Office 4. The max. course num. for adding is 5 for undergraduate students, 3 for graduate students.
Please confirm if all the courses you want to take are showing in your "Course List" in the system.	
Course Withdrawal (Download the withdrawal form online)	1. Only 1 course is allowed. There will be a letter "W" in your transcript for the course you withdraw. 2. Withdrawal **will not** affect your semester score average.

Frequently Asked Questions

1. **Can I take courses across departments?**
   Yes, you can take courses across departments. In other words, you can take courses under the department you are not enrolled under in NCCU.

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.

Frequently Asked Questions

5. **Why am I blocked from choosing the courses on Phase I & II?**
   > 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.

Frequently Asked Questions

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 set your course priority 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

Don't repeat in orders / 請勿重複

Frequently Asked Questions

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
B	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
C	12:10 - 13:00	G	20:10 - 21:00
D	13:00 - 14:00	H	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

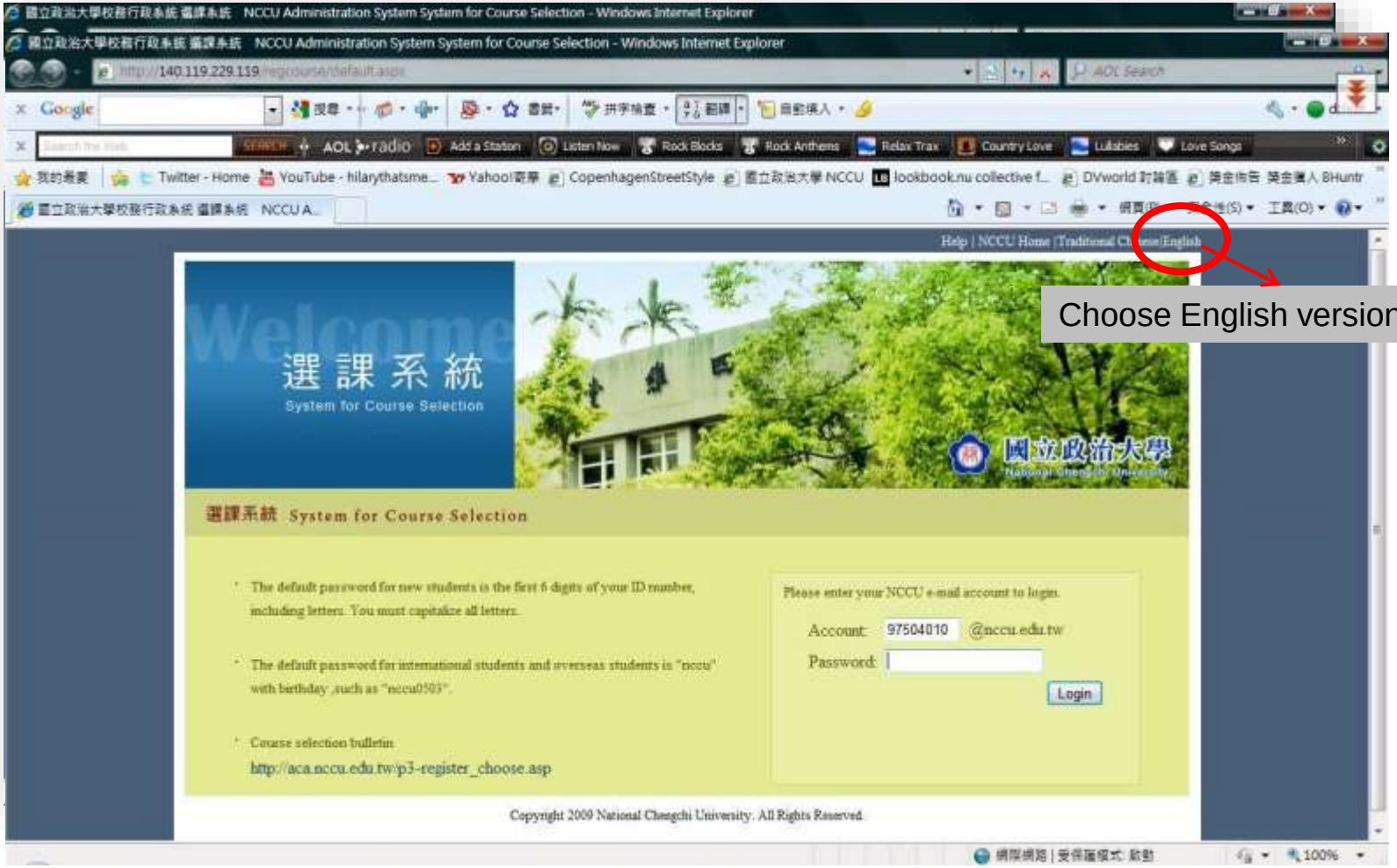
- Please drop the courses you do not want to take from the system. All the courses listed on your system “course list” will show up on your transcript.
- Please click the “Reserve” button and click “Save” for your priority courses or for the courses that you wanted to keep, to prevent those courses from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

Phase IV

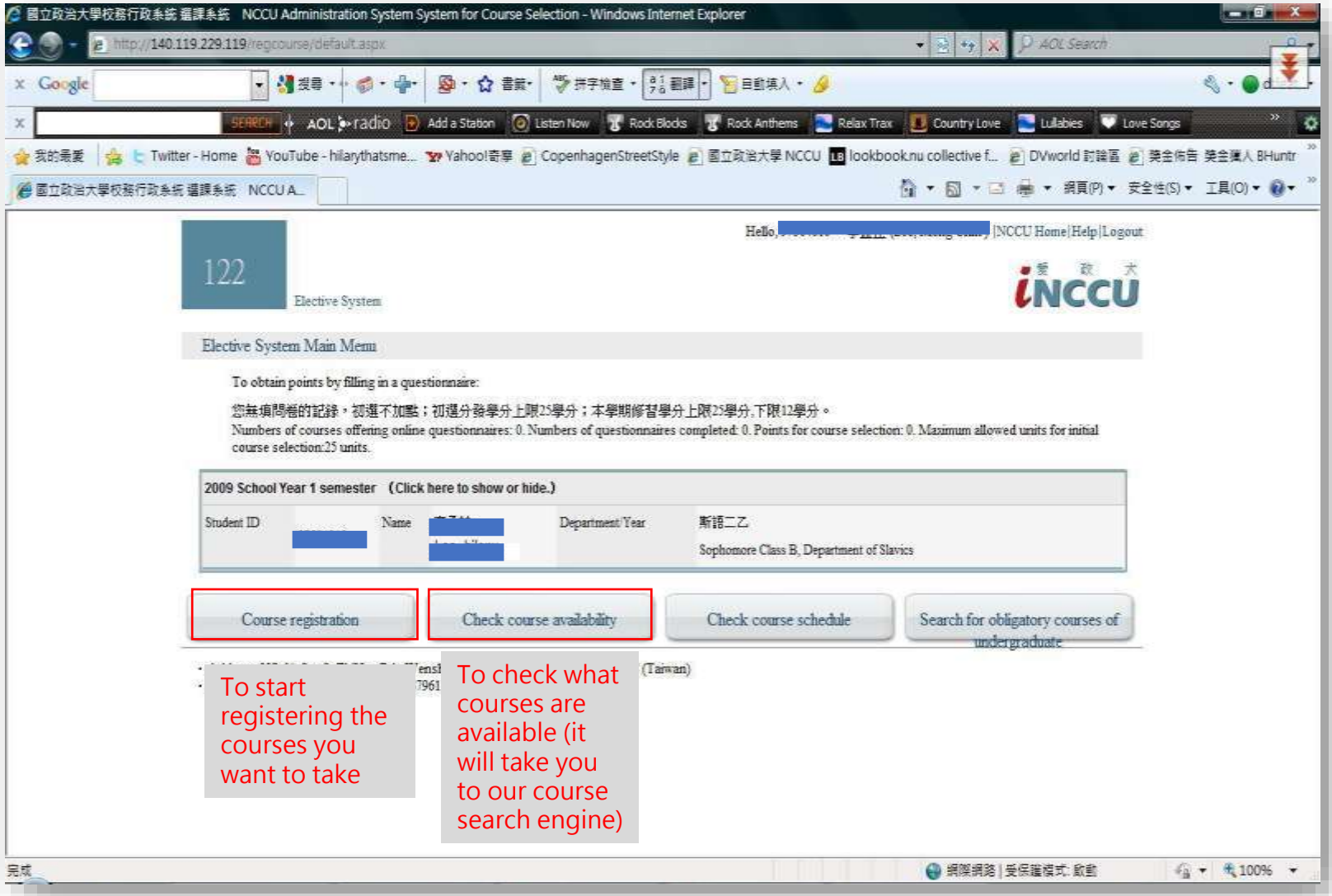
- If you want to add a course whose time conflicts with another course on your course list, you need to drop the course on your course list first, then you can add the new course. You adding the course will not succeed if you had not dropped the time conflicting courses, even though you get the signature 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

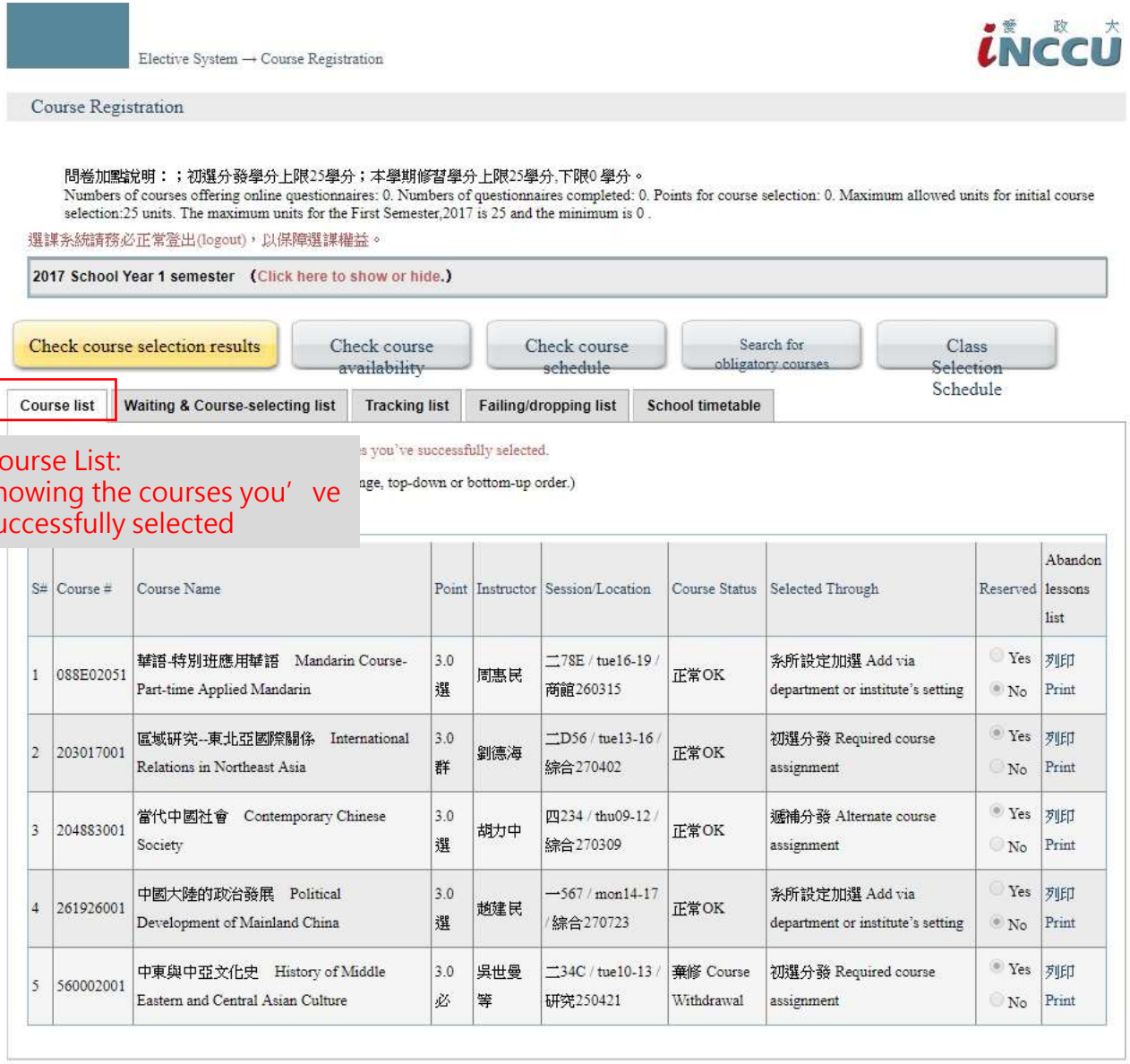
Course Selection System: https://selectcourse.nccu.edu.tw/regcourse/Default.aspx



User Interface Introduction 使用者介面

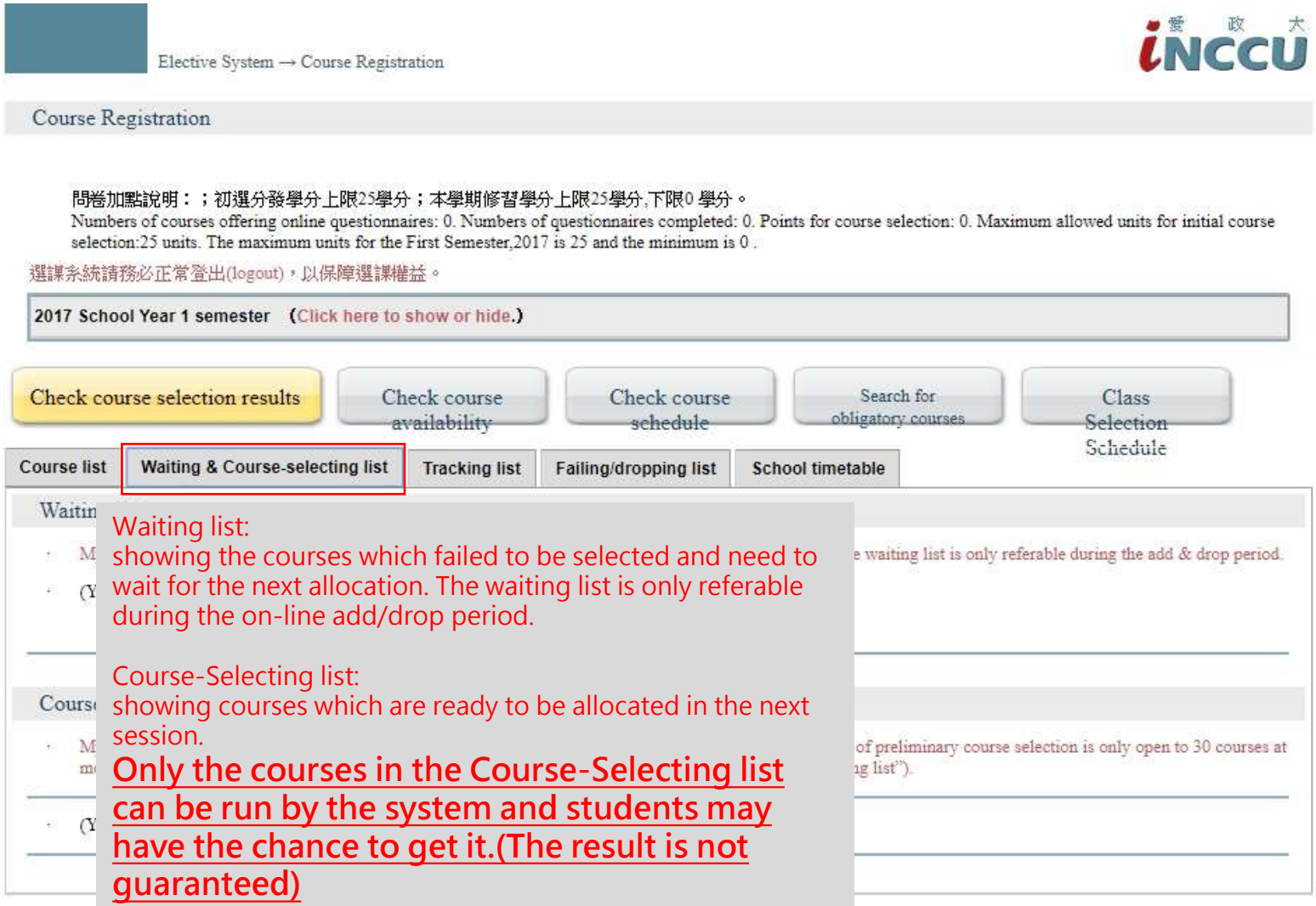


User Interface Introduction 使用者介面

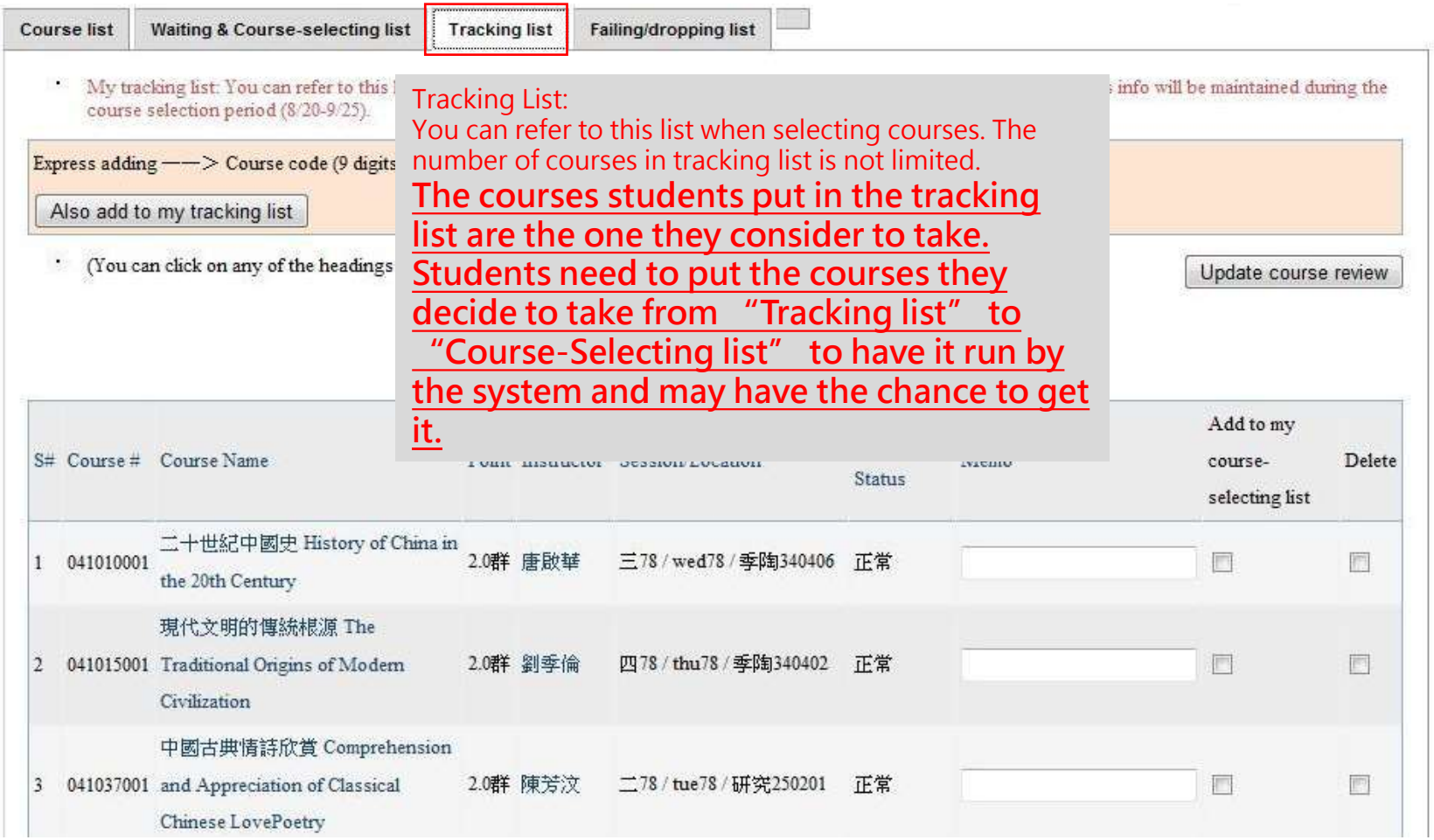


S#	Course #	Course Name	Point	Instructor	Session/Location	Course Status	Selected Through	Reserved	Abandon lessons list
1	088E02051	華語-特別班應用華語 Mandarin Course-Part-time Applied Mandarin	3.0 選	周惠民	二78E / tue16-19 / 商館260315	正常OK	系所設定加選 Add via department or institute's setting	Yes / No	列印 Print
2	203017001	區域研究--東北亞國際關係 International Relations in Northeast Asia	3.0 群	劉德海	二D56 / tue13-16 / 綜合270402	正常OK	初選分發 Required course assignment	Yes / No	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	Yes / No	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	一567 / mon14-17 / 綜合270723	正常OK	系所設定加選 Add via department or institute's setting	Yes / No	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	初選分發 Required course assignment	Yes / No	列印 Print

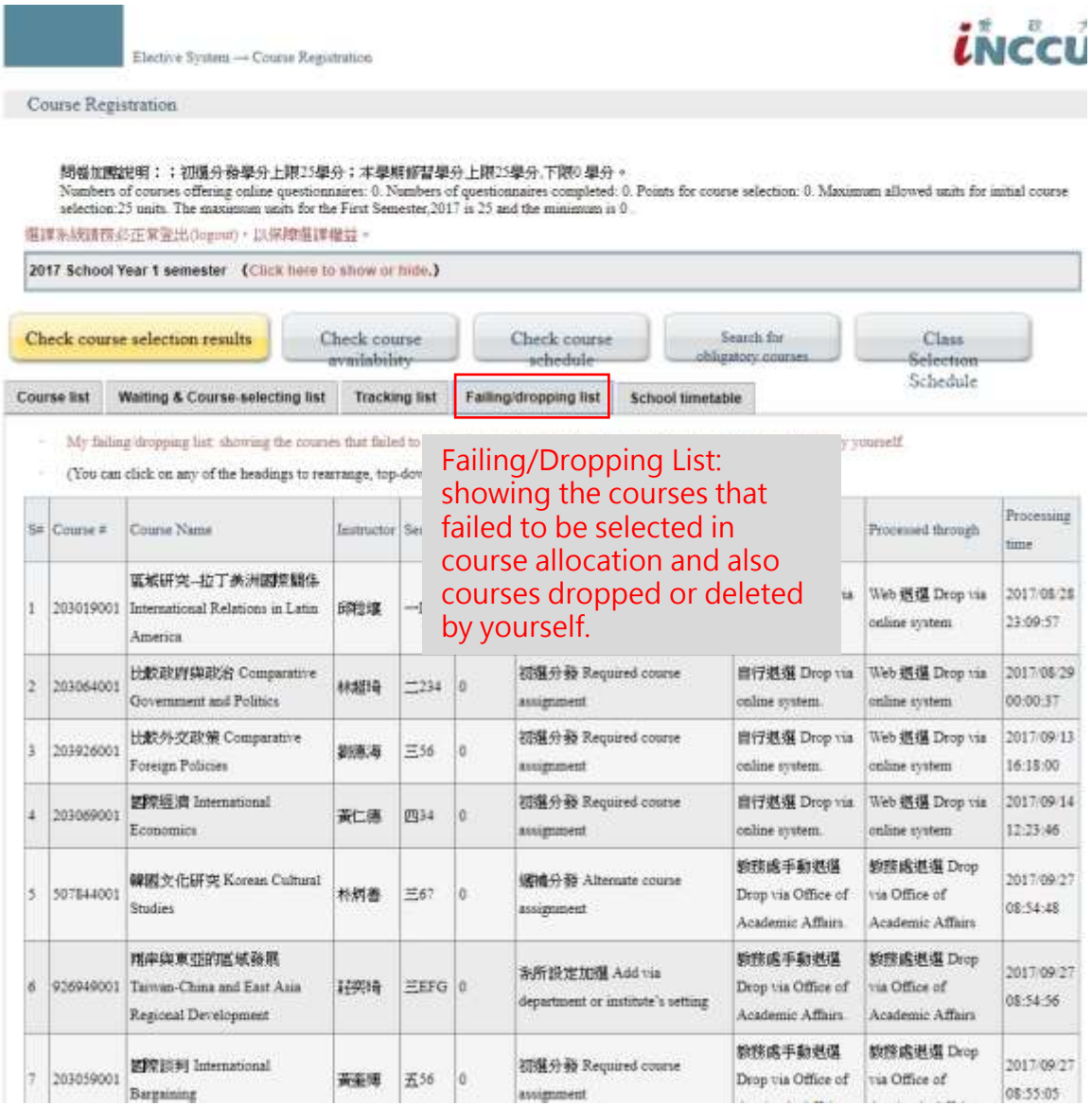
User Interface Introduction 使用者介面



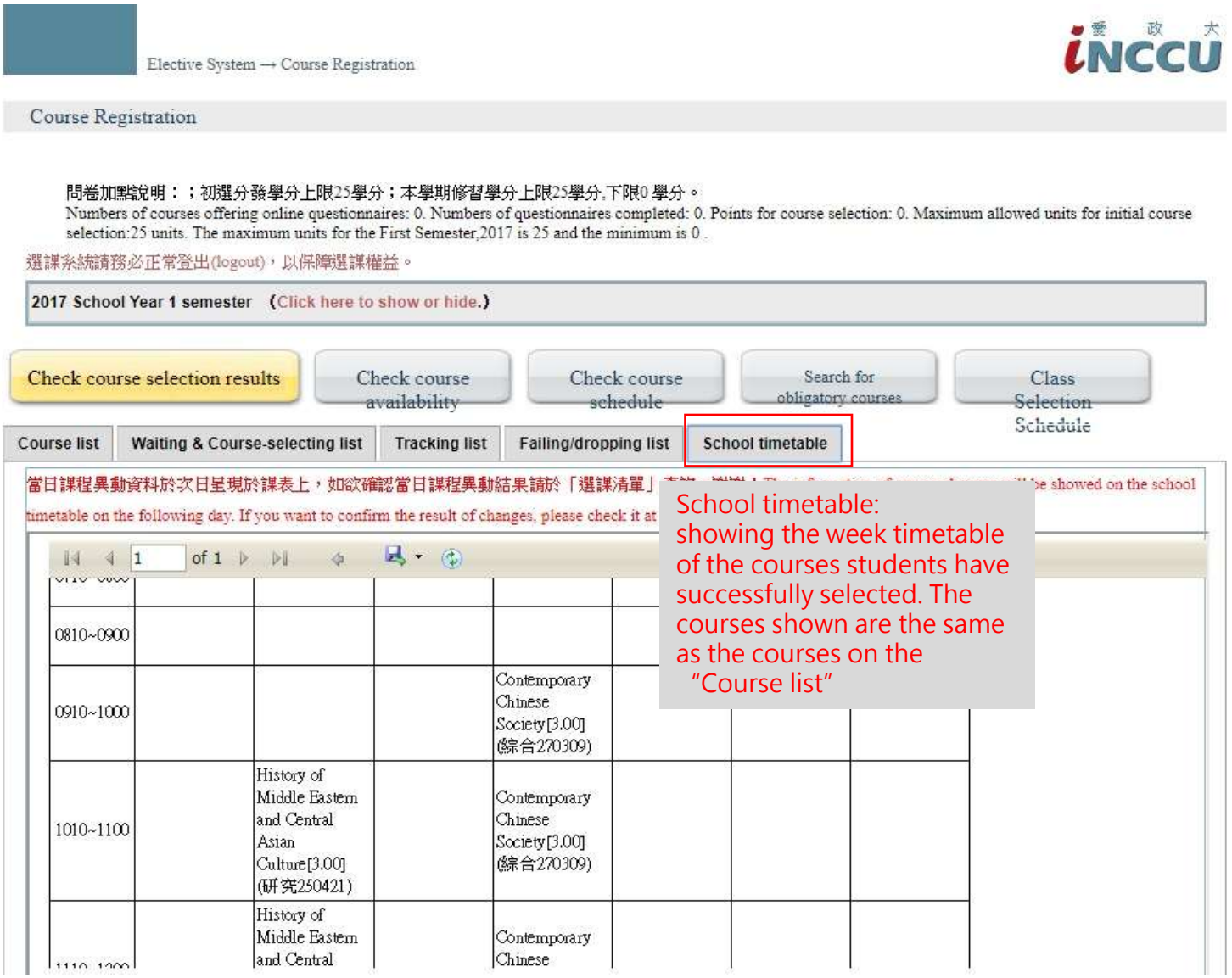
User Interface Introduction 使用者介面



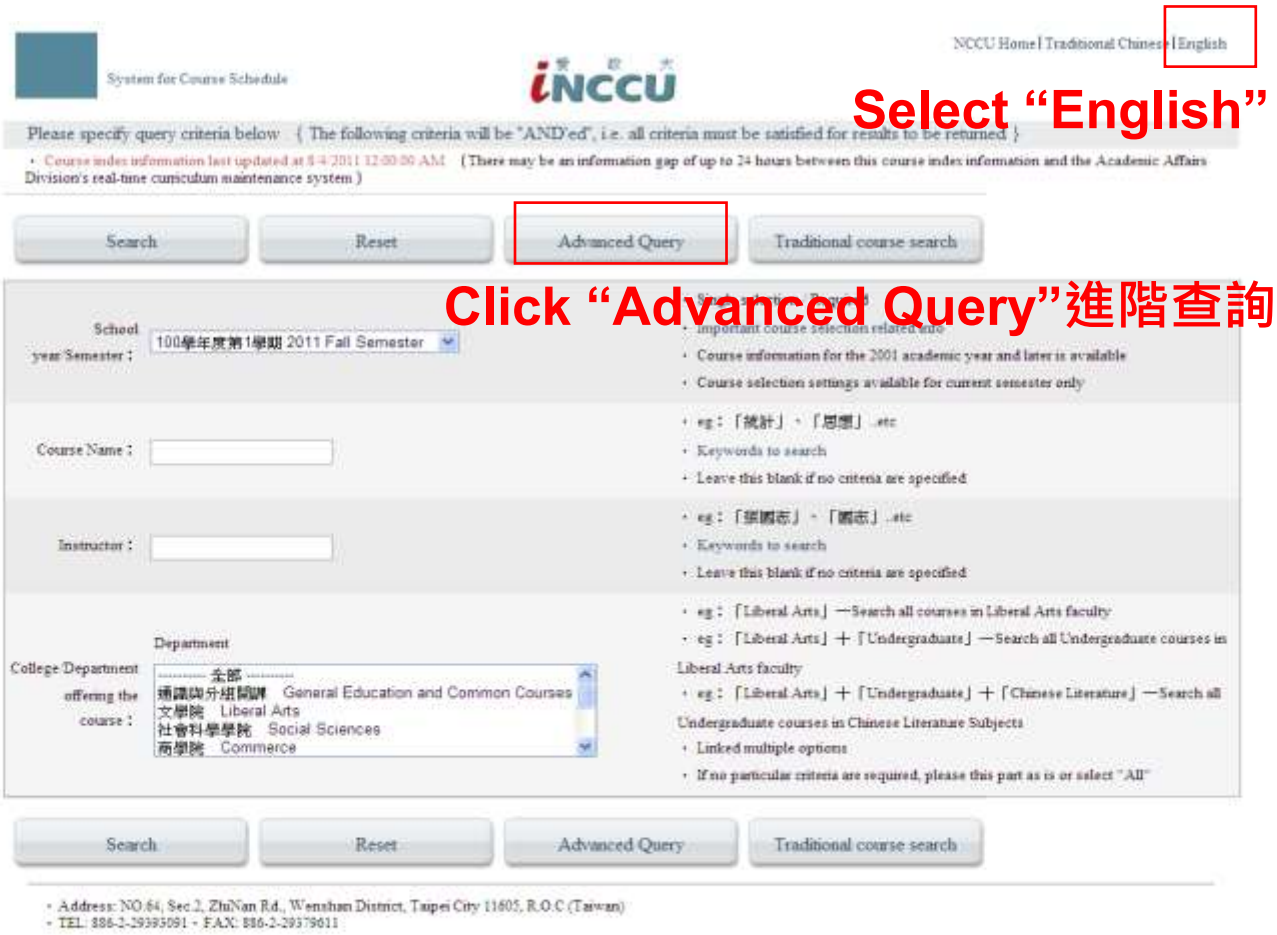
User Interface Introduction 使用者介面



User Interface Introduction 使用者介面



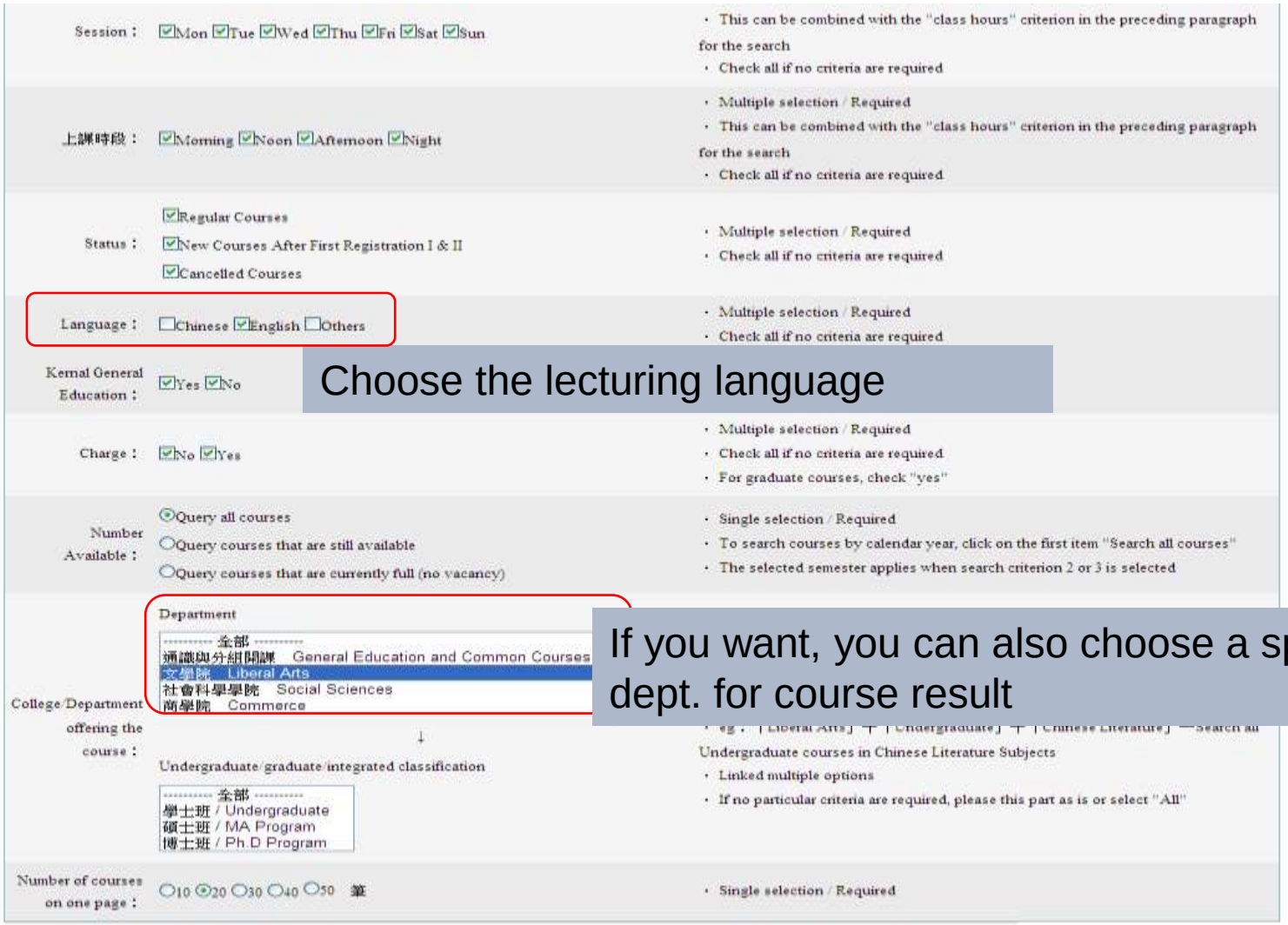
Course Search Engine 課程查詢



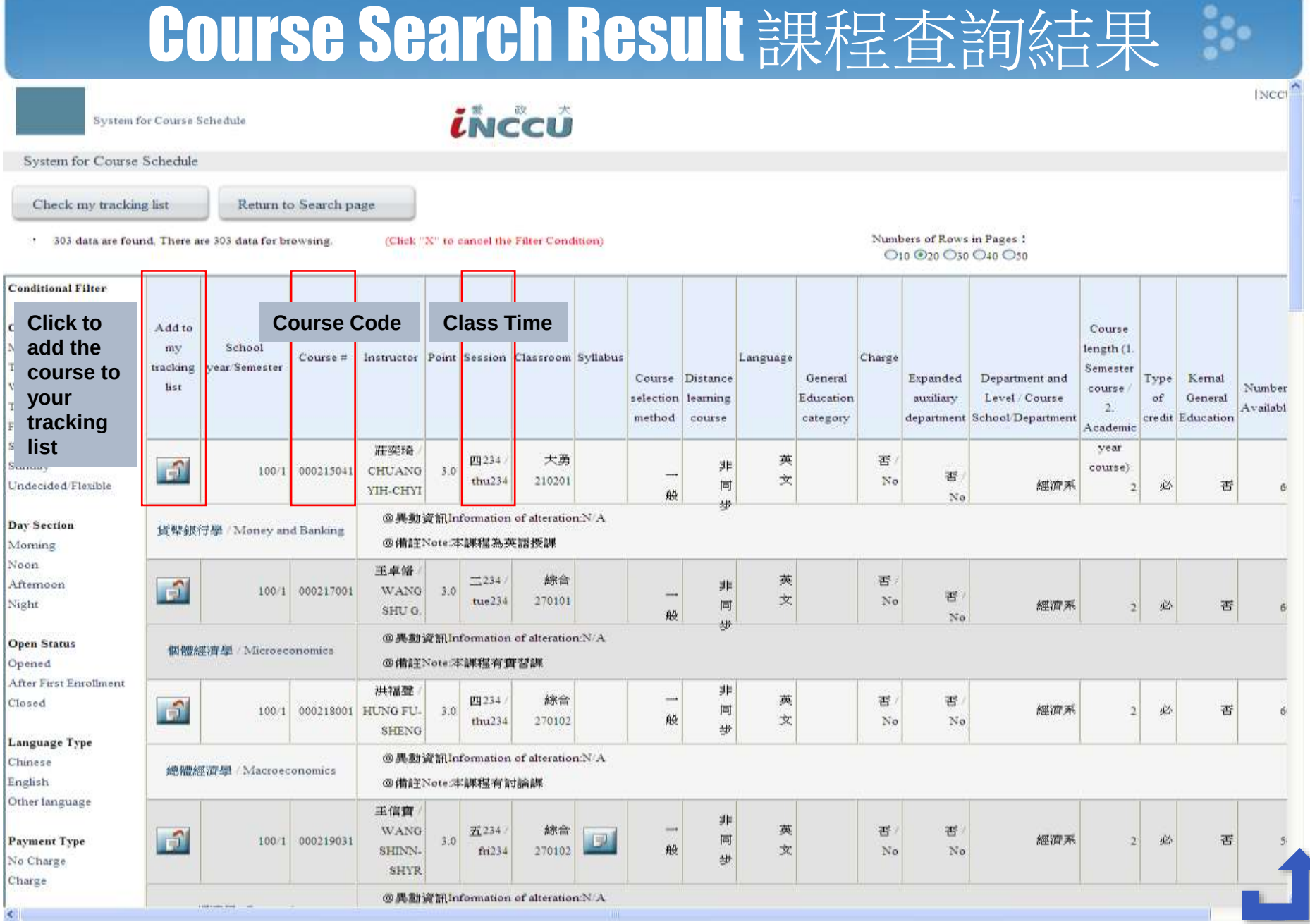
Select “English” if needed.

Click “Advanced Query”進階查詢

Course Search Engine 課程查詢



Course Search Result 課程查詢結果



Interpreting Class Session 上課時間轉換表

Timetable 時間表

A	06:10 - 07:00	5	14:10 - 15:00
B	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
C	12:10 - 13:00	G	20:10 - 21:00
D	13:00 - 14:00	H	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

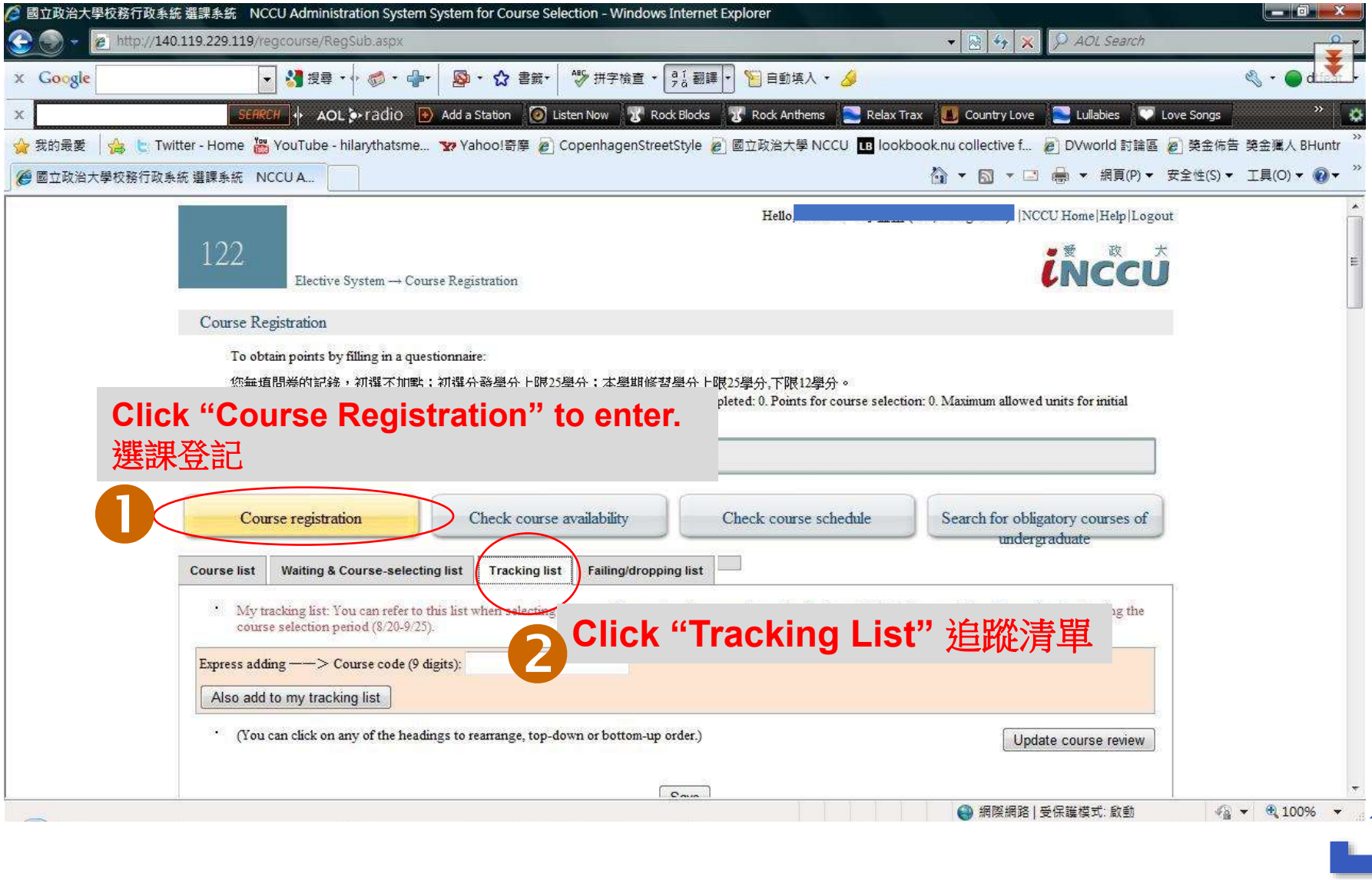
Two Ways to Register Courses

1. Register courses from your “Tracking List.” [go to instruction page]

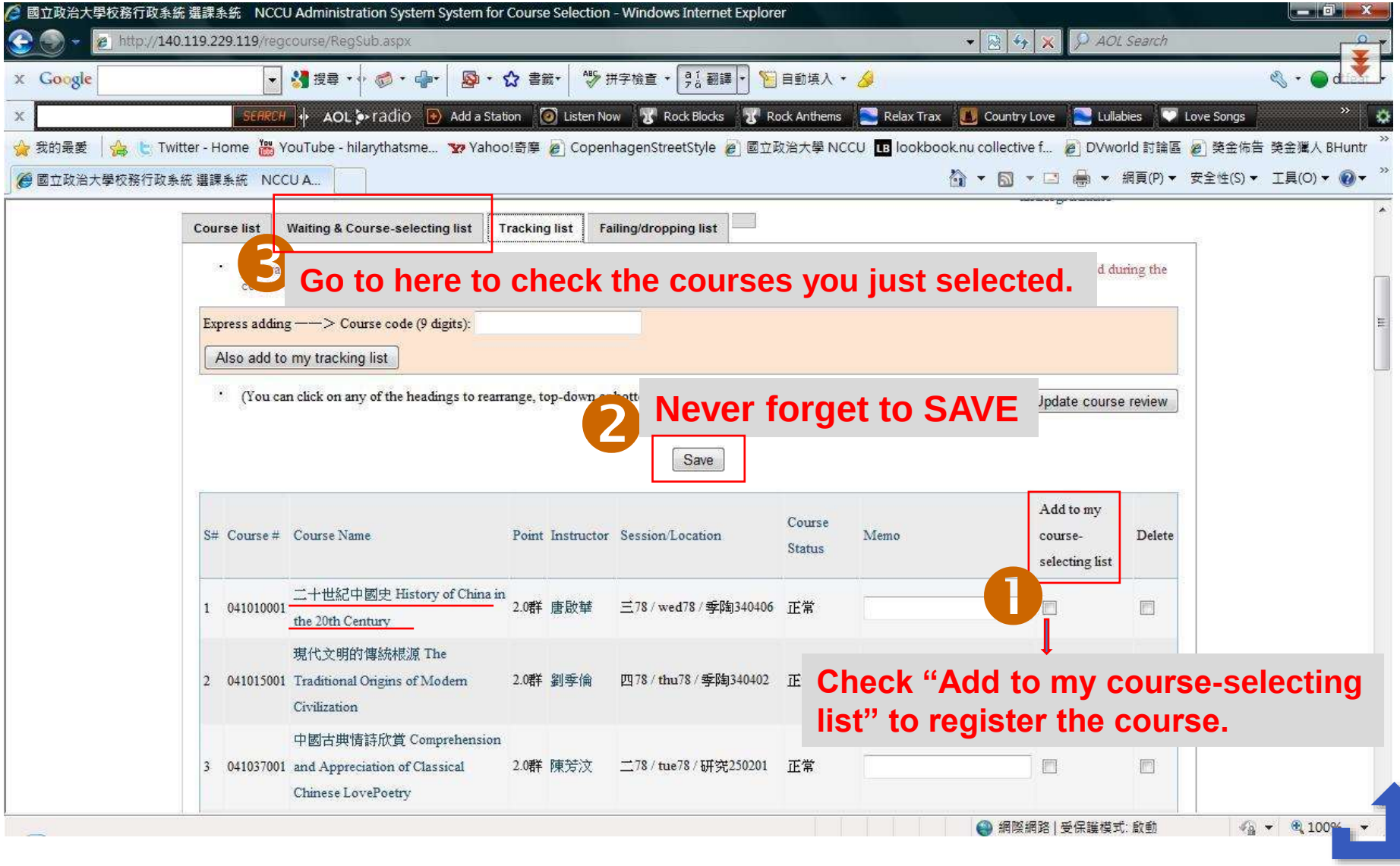
2. Register courses by entering their 9-digit course code (also called “express adding”). [go to instruction page]

>> Last step: Decide your course priority [Go!]

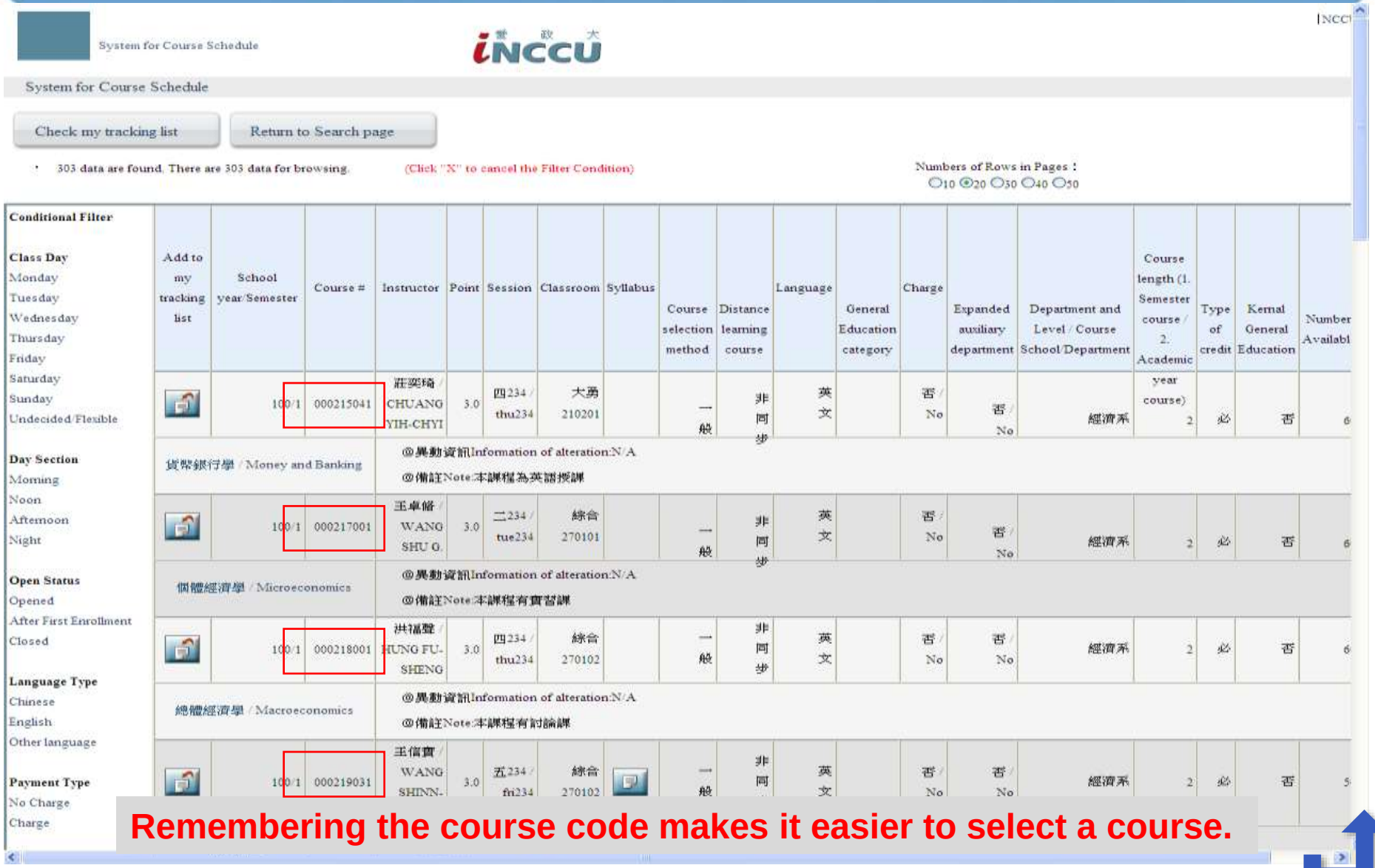
1. Register courses from your “Tracking List”



This is your "Tracking List"



2. Register courses by entering their course code



System for Course Schedule

iNCCU

System for Course Schedule

Check my tracking list | Return to Search page

303 data are found. There are 303 data for browsing. (Click "X" to cancel the Filter Condition)

Numbers of Rows in Pages : ○10 ◉20 ○30 ○40 ○50

Conditional Filter

Class Day
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Undecided/Flexible

Day Section
Morning
Noon
Afternoon
Night

Open Status
Opened
After First Enrollment
Closed

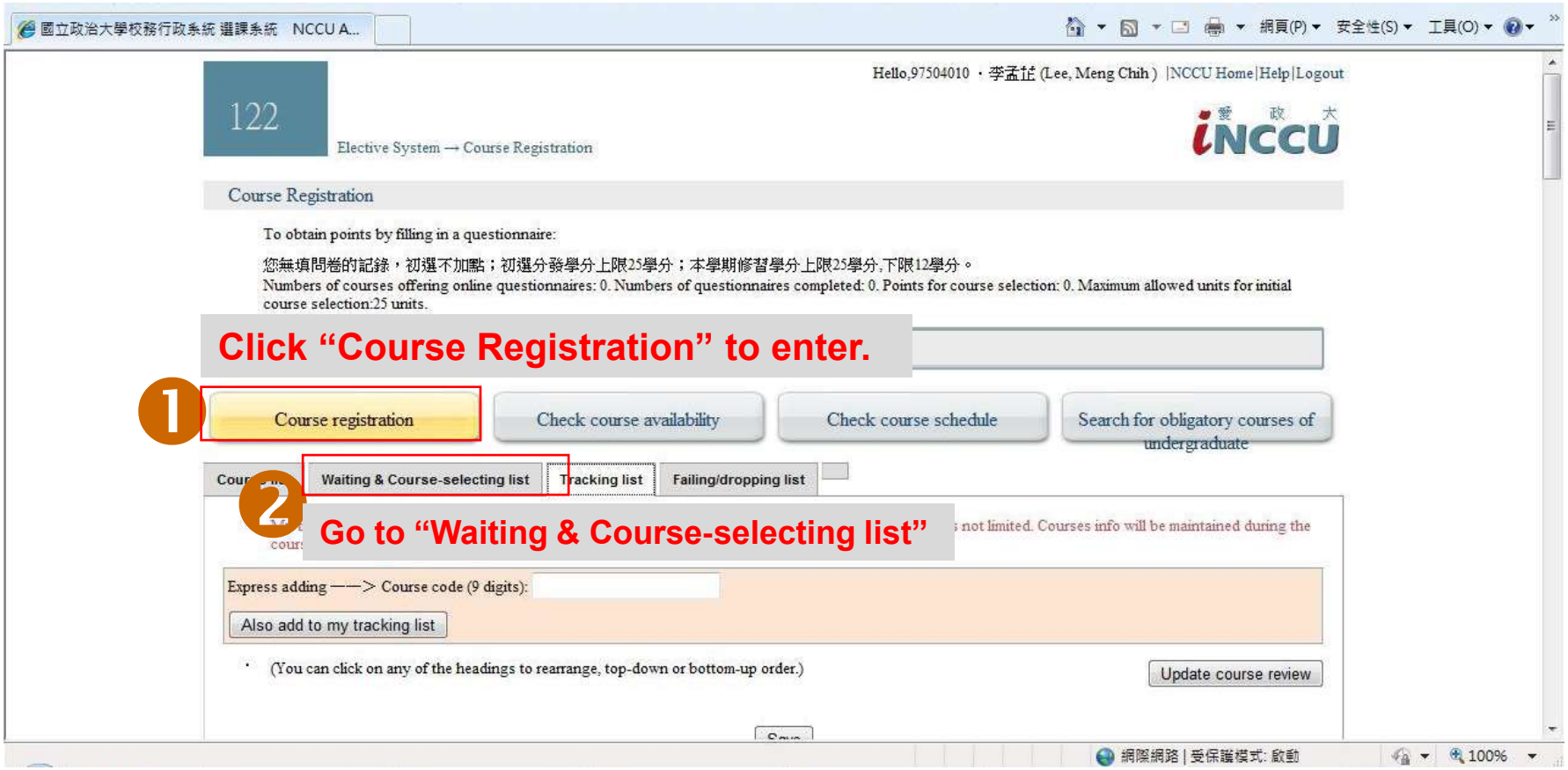
Language Type
Chinese
English
Other language

Payment Type
No Charge
Charge

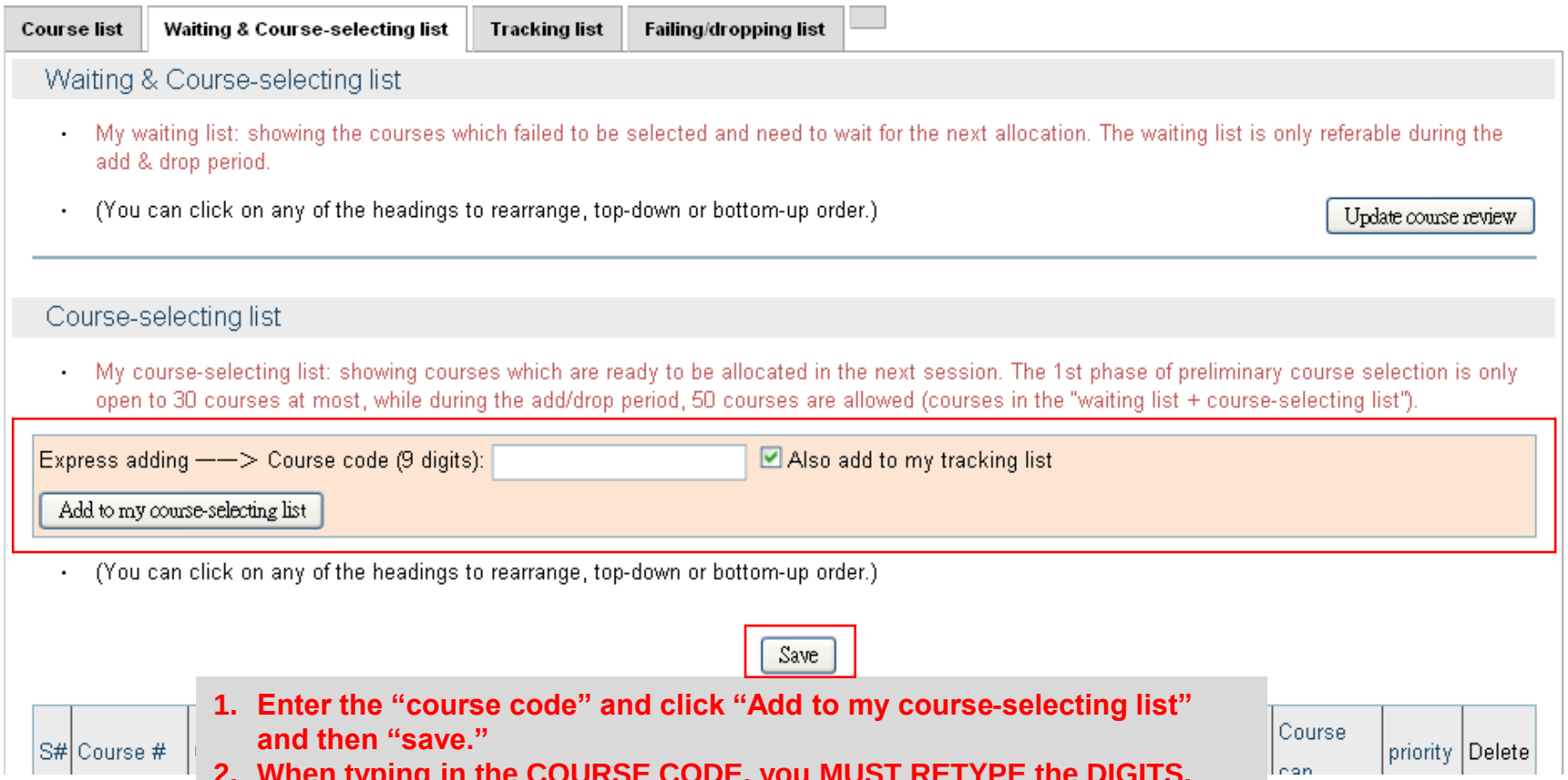
Add to my tracking list	School year/Semester	Course #	Instructor	Point	Session	Classroom	Syllabus	Course selection method	Distance learning course	Language	General Education category	Charge	Expanded auxiliary department	Department and Level / Course School/Department	Course length (1. Semester course / 2. Academic year course)	Type of credit	Kernal General Education	Number Availabl
	100/1	000215041	莊奕琦 / CHUANG YIH-CHYI	3.0	四234 / thu234	大勇 210201		一般	非同步	英文		否 / No	否 / No	經濟系	2	必	否	6
貨幣銀行學 / Money and Banking			◎異動資訊Information of alteration:N/A ◎備註Note:本課程為英語授課															
	100/1	000217001	王卓敏 / WANG SHU O.	3.0	二234 / tue234	綜合 270101		一般	非同步	英文		否 / No	否 / No	經濟系	2	必	否	6
個體經濟學 / Microeconomics			◎異動資訊Information of alteration:N/A ◎備註Note:本課程有實習課															
	100/1	000218001	洪福聖 / HUNG FU-SHENG	3.0	四234 / thu234	綜合 270102		一般	非同步	英文		否 / No	否 / No	經濟系	2	必	否	6
總體經濟學 / Macroeconomics			◎異動資訊Information of alteration:N/A ◎備註Note:本課程有討論課															
	100/1	000219031	王信實 / WANG SHINN-	3.0	五234 / fri234	綜合 270102		一般	非同	英文		否 / No	否 / No	經濟系	2	必	否	5

Remembering the course code makes it easier to select a course.

2. Register courses by entering their course code



2. Register courses by entering their course code

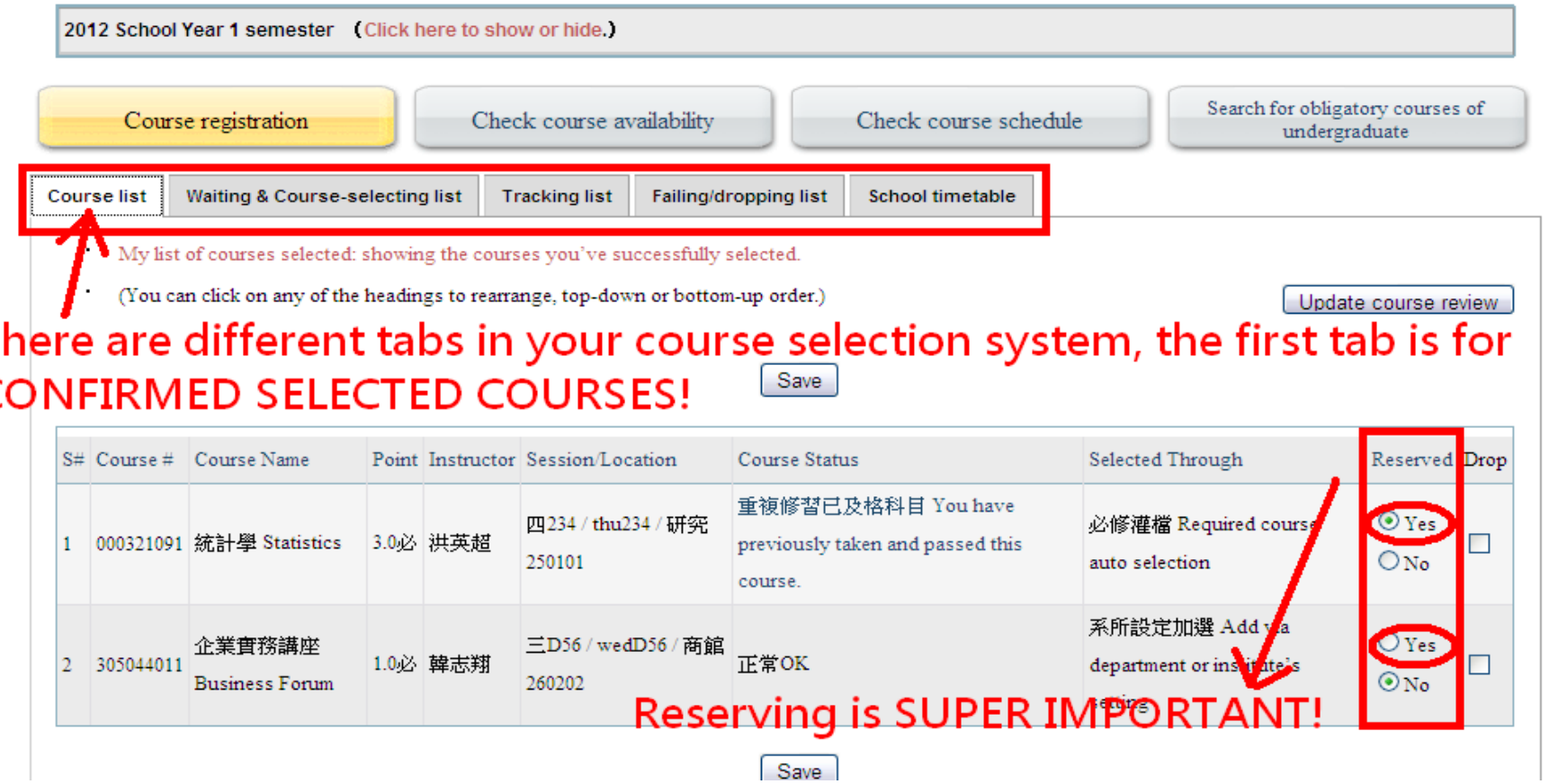


1. **Enter the “course code” and click “Add to my course-selecting list” and then “save.”**
2. **When typing in the COURSE CODE, you MUST RETYPE the DIGITS, BECAUSE COPY & PASTE will RESULT IN SYSTEM ERROR, AND CANNOT BE ADDED!**

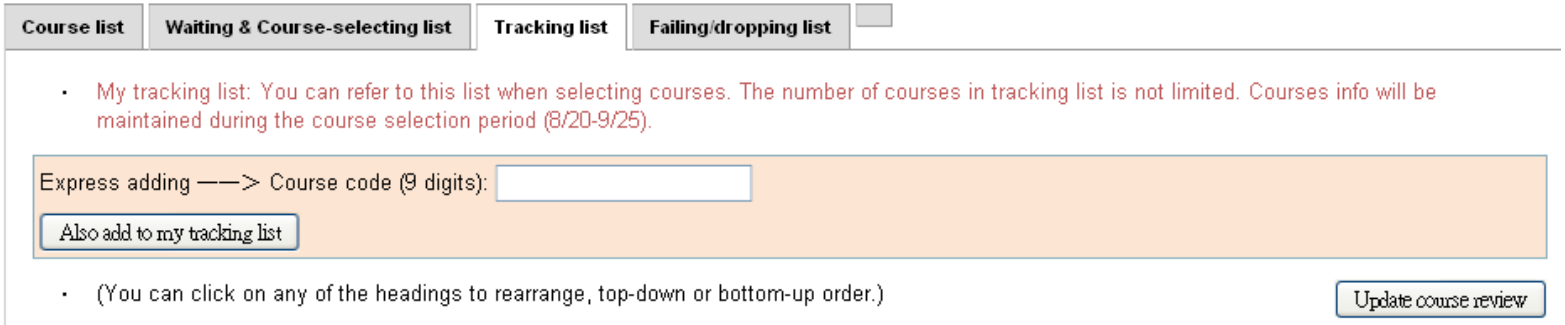
Last Step: Go to COURSE-SELECTING LIST to decide your course priority

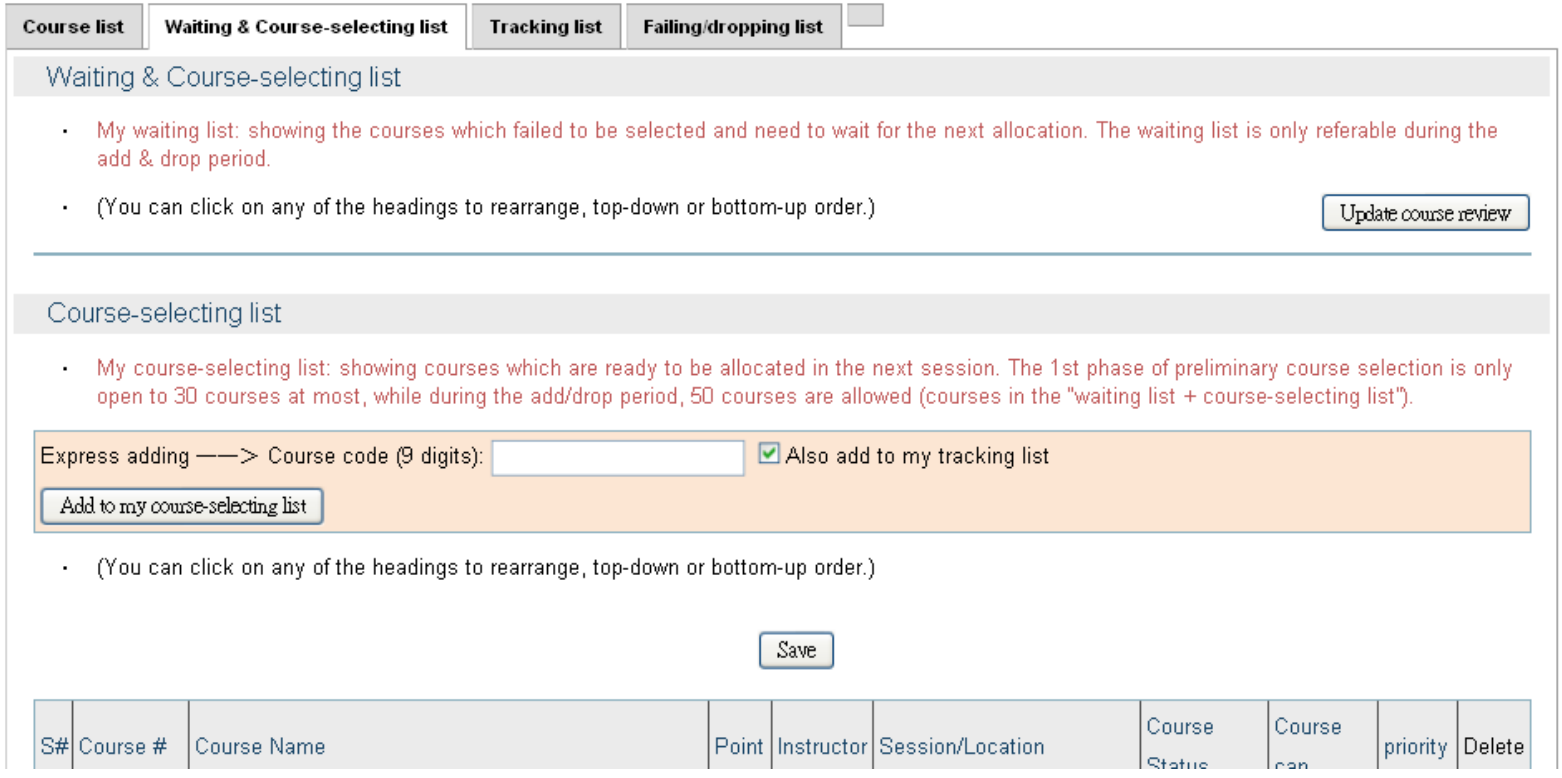
Leave it there and let the system decide

Click reserve for courses you don't want to lose

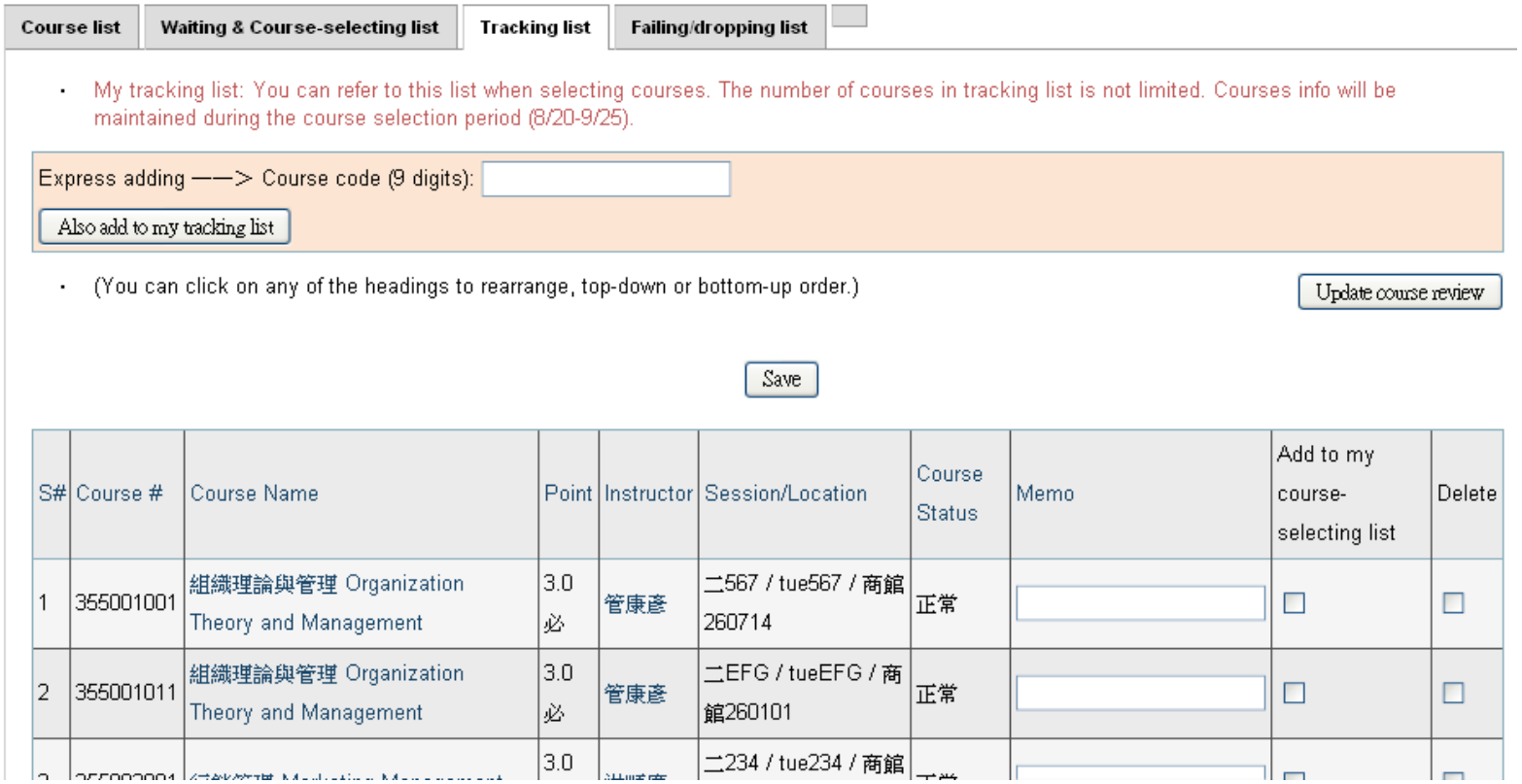


Appendix: Tracking list vs. Waiting & Course-selecting list





Appendix: Tracking list vs. Waiting & Course-selecting list



Course list | Waiting & Course-selecting list | Tracking list | Failing/dropping list

- My tracking list: You can refer to this list when selecting courses. The number of courses in tracking list is not limited. Courses info will be maintained during the course selection period (8/20-9/25).

Express adding ——> Course code (9 digits):

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

Save

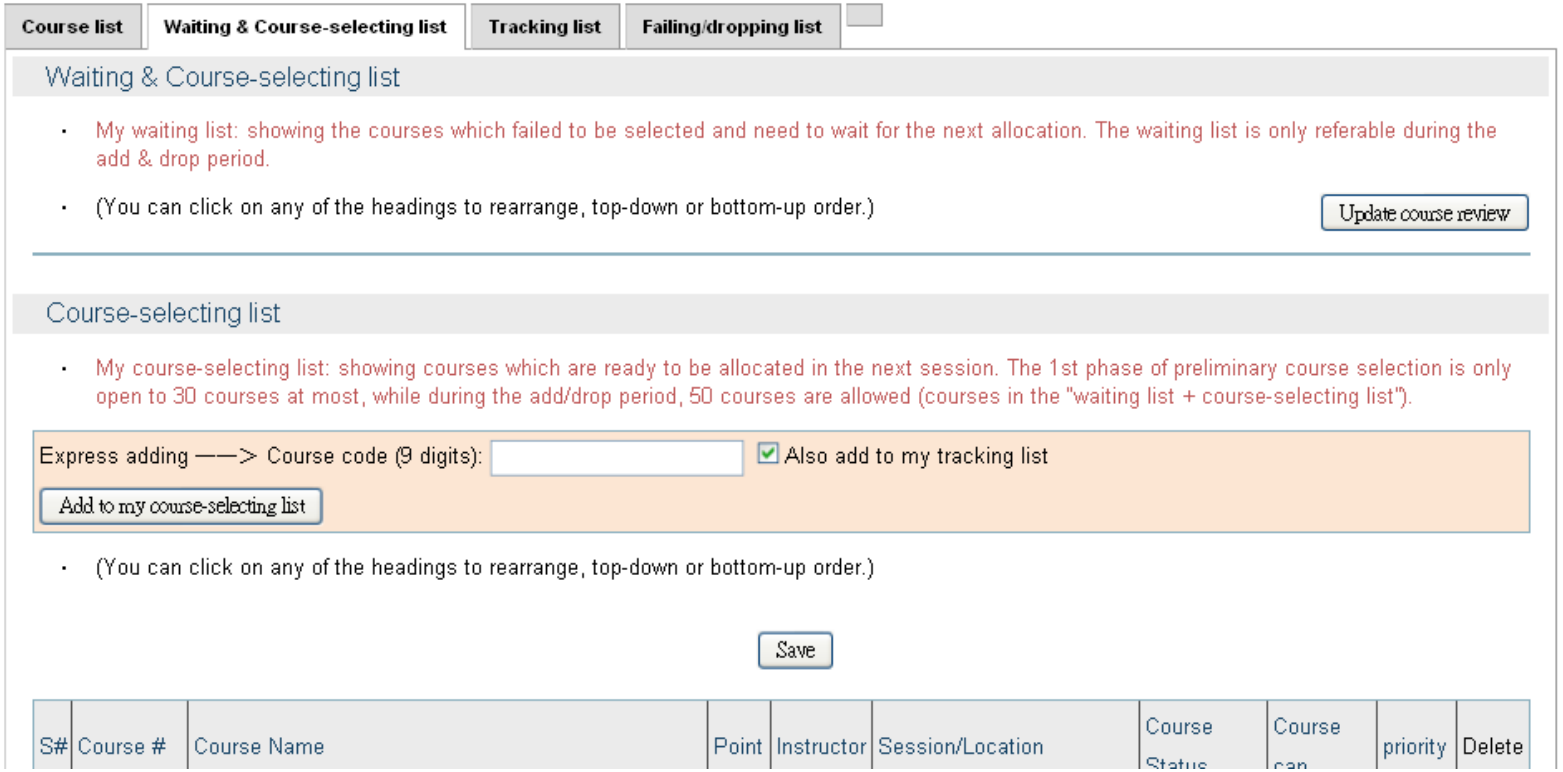
S#	Course #	Course Name	Point	Instructor	Session/Location	Course Status	Memo	Add to my course-selecting list	Delete
1	355001001	組織理論與管理 Organization Theory and Management	3.0 必	管康彥	二567 / tue567 / 商館260714	正常			
2	355001011	組織理論與管理 Organization Theory and Management	3.0 必	管康彥	二EFG / tueEFG / 商館260101	正常			
3			3.0		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."

Appendix: Tracking list vs. Waiting & Course-selecting list



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.

Appendix: Tracking list vs. 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	二234 / tue234 / 商館 260713	正常	50	1	☐
2	355001011	組織理論與管理 Organization Theory and Management	3.0 必	管康彥	二EFG / tueEFG / 商館 2[illegible]010[illegible]	正常	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	管康彥	二567 / tue567 / 商館 260714	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	三567 / wed567 / 研究 250420	正常	25	4	☐
8	355617001	領導與統御—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	一567 / mon567 / 商館 260312	正常	40	6	☐
5	355017001	作業管理 Operations Management	3.0 必	李易諭	二567 / tue567 / 商館 [illegible]	正常	50	7	☐

Prioritize!

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