COURSE SELECTION GUIDE FOR EXCHANGE STUDENTS

NCCU OIC

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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**	1. For the courses you didn't manage to select successfully in Phase I, please re-select in Phase II. 2. You can select ALL courses.
Phase I & II Course Enrollment Results	1. Click on "Course List" to see the courses you successfully enrolled into. 2. The courses you didn't get during Phase II will be automatically put on your waiting list.
Phases 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

Course Selection Phase	Description
Phase III: **Online Course Add/Drop**	1. Make sure you drop the course(s) you don't want to take. Delete the unwanted course(s) on your waiting list, or otherwise you may still be enrolled in those course(s). 2. The System will be closed for 2 hours (17:00-19:00) every day for course vacancy fill-in.
Phase IV: **Manual Add/Drop** with Course Instructor's Approval	1. After the online course add/drop period, 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 for their signature. * To **add** a course: submit the signed form to the Course Department that runs the course. * To **drop** a course: submit the signed form to the Registration Office. 2. **The maximum number of courses you can add is 5 for undergraduate students, and 3 for graduate students.** ** **Please confirm if all the courses you want to take are shown on your "Course List" in the system.**

COURSE SELECTION - PHASE V

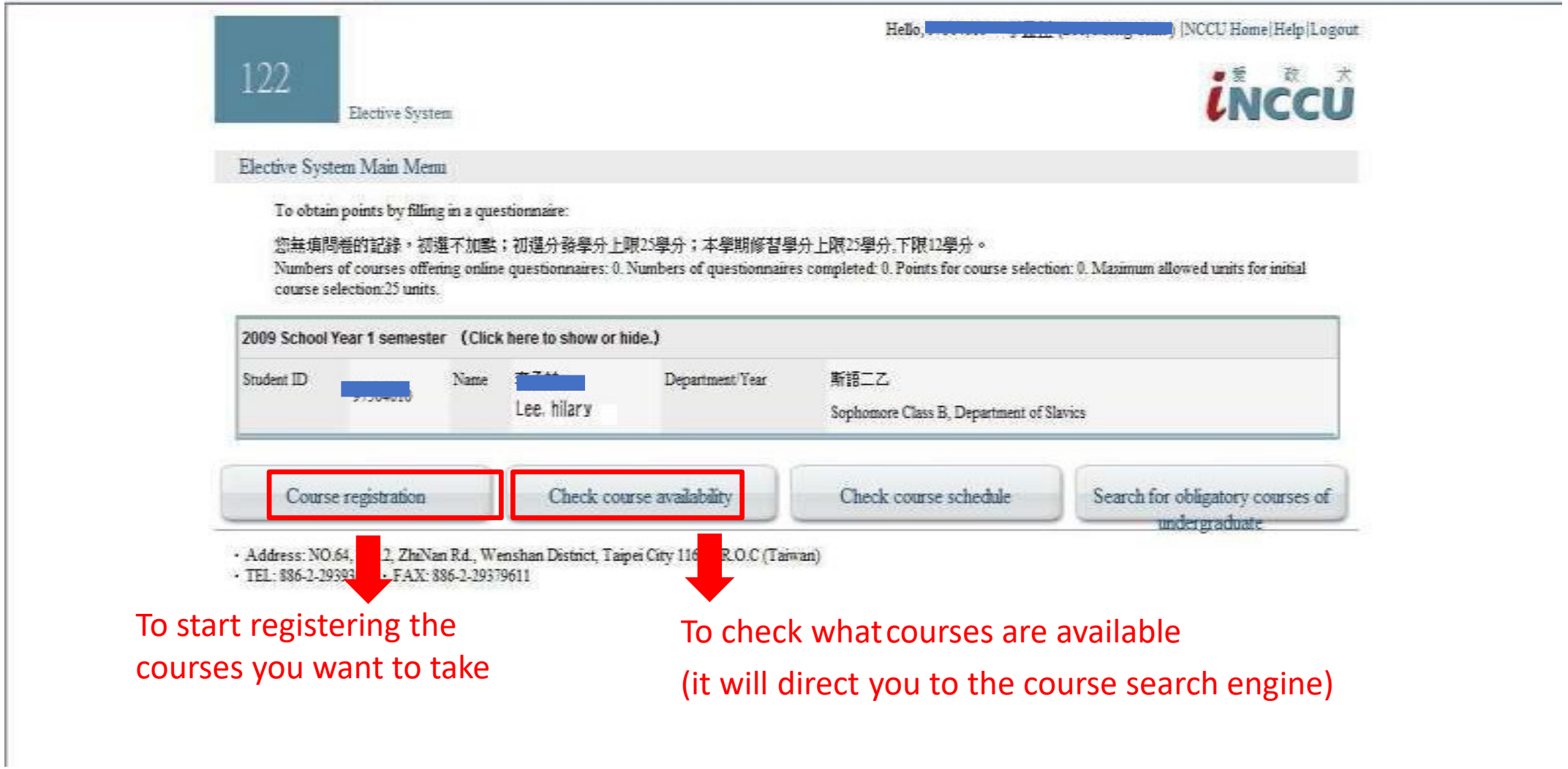
Course Selection Phase	Description
Phase V: **Course Withdrawal**	1. You're only allowed to withdraw **1** course. There will be a letter "W" on your transcript for the course you withdraw. 2. Method: (1) Download the course withdrawal form from the course selection system. (2) Ask for the course instructor's signature. (3) Submit the signed form to the Registration Office. * Withdrawal **will not** affect your semester score/grade average.

LOGGING INTO THE COURSE SELECTION SYSTEM

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

Mandarin Chinese Version: ➡ English Version: Click “English” on the top right corner

INTRODUCTION TO THE USER INTERFACE



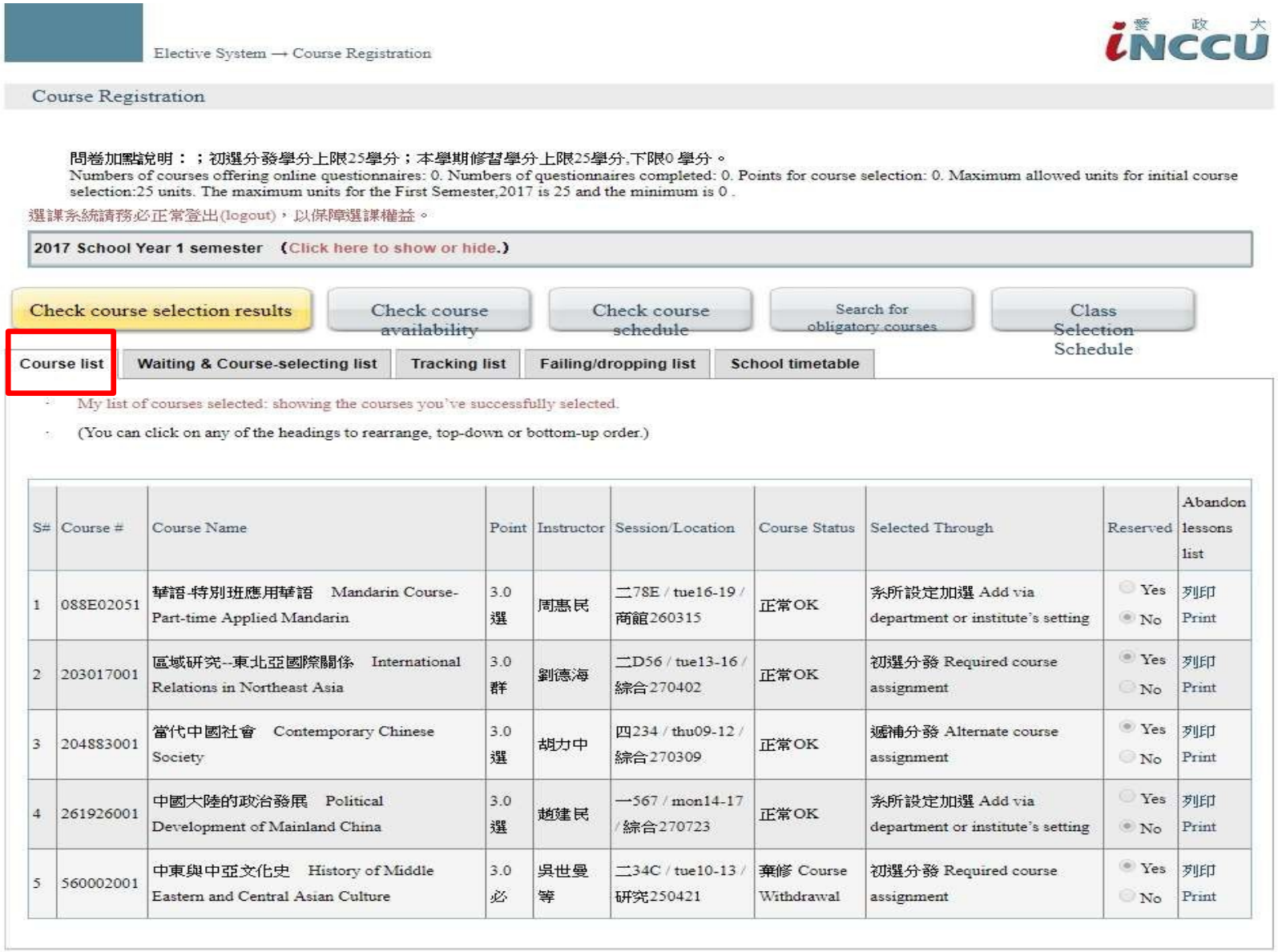
To start registering the courses you want to take

To check what courses are available (it will direct you to the course search engine)

INTRODUCTION TO THE USER INTERFACE

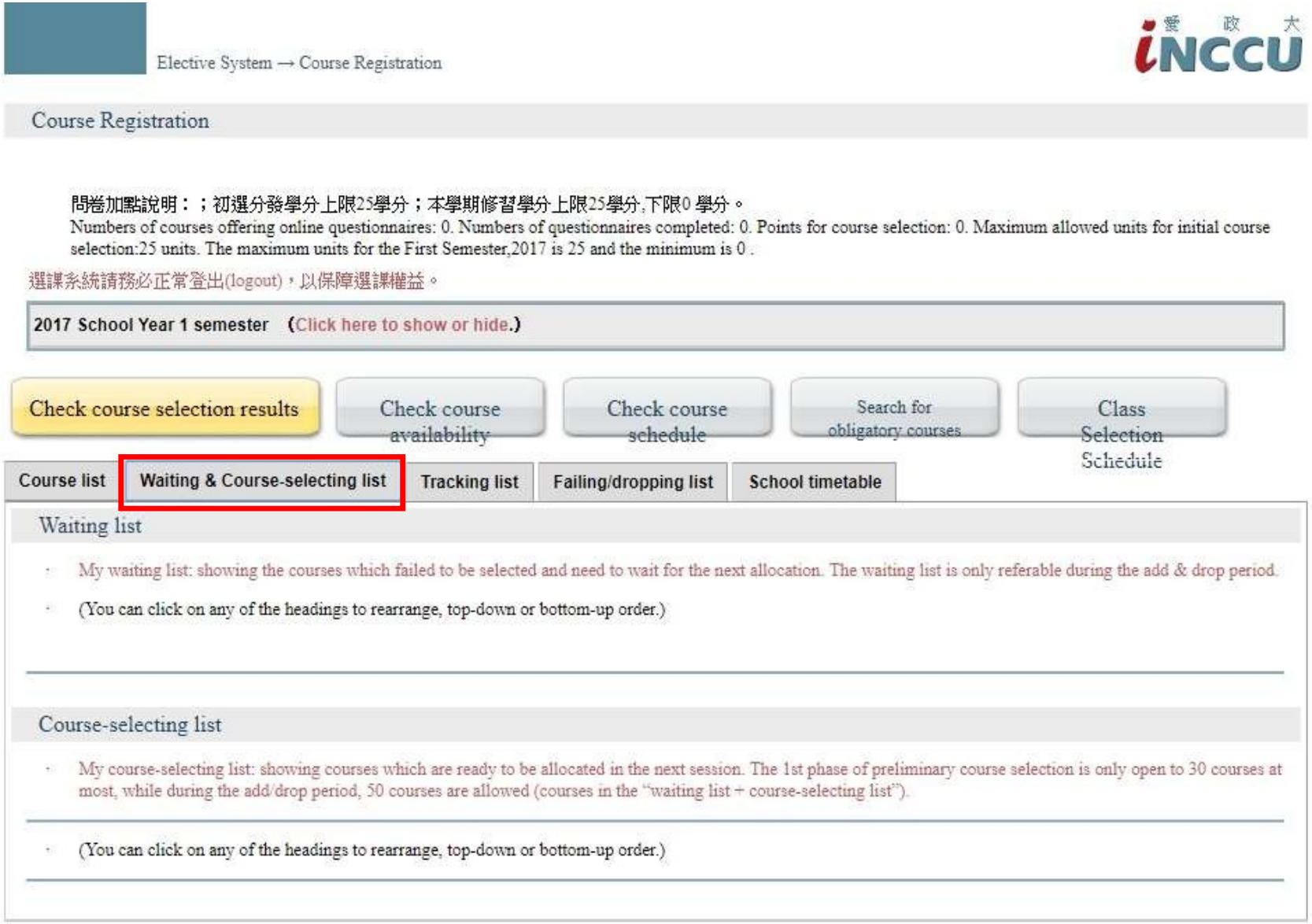
Course list:

It shows the courses you have successfully selected/registered.



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

INTRODUCTION TO THE USER INTERFACE



Waiting list:

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

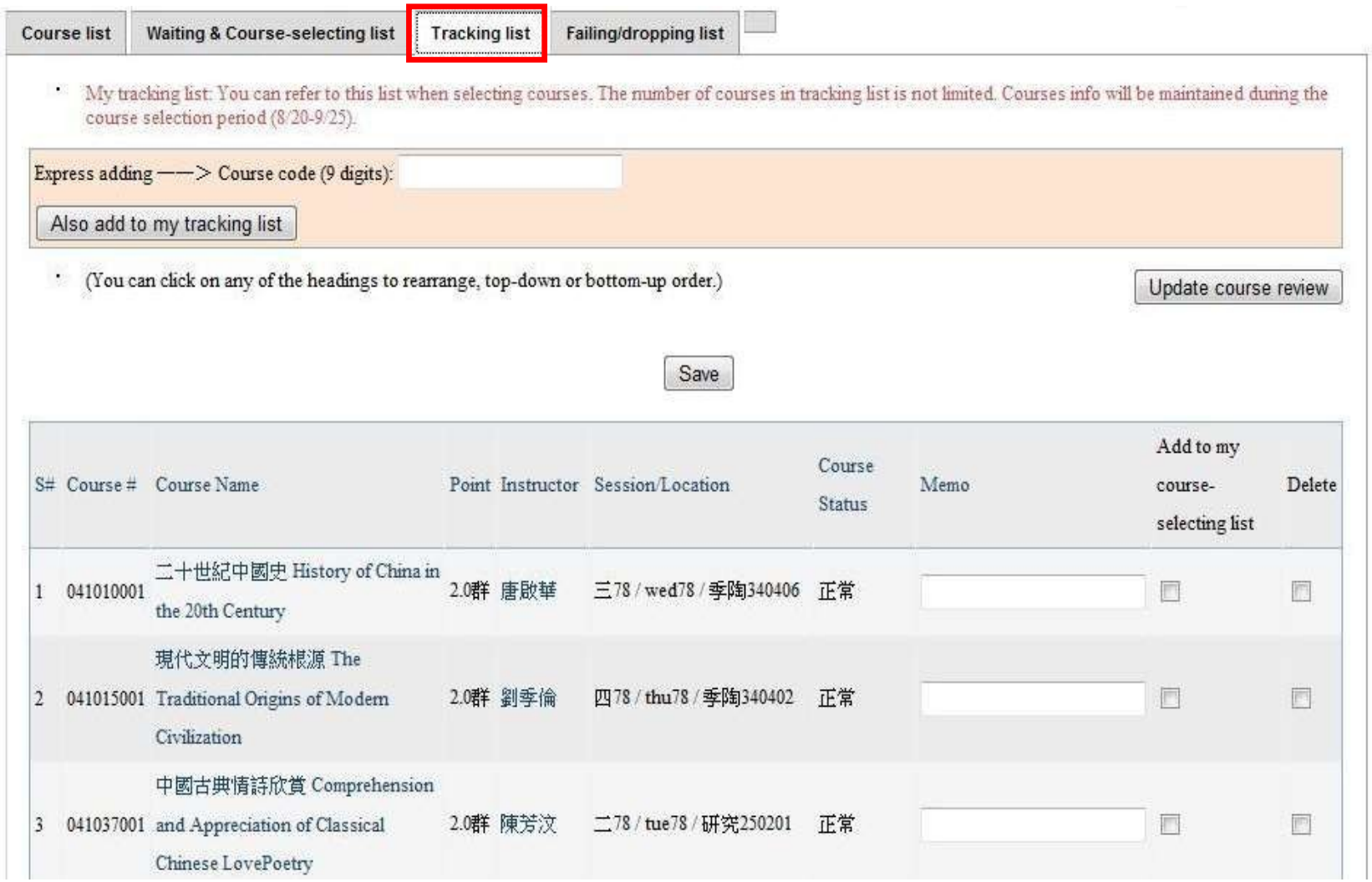
The waiting list is only available during the online add/drop period.

Course-Selecting list:

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

*** Only the courses on the Course-selecting list will be available for students to select and be allocated by the system.**
(Availability isn't guaranteed)

INTRODUCTION TO THE USER INTERFACE



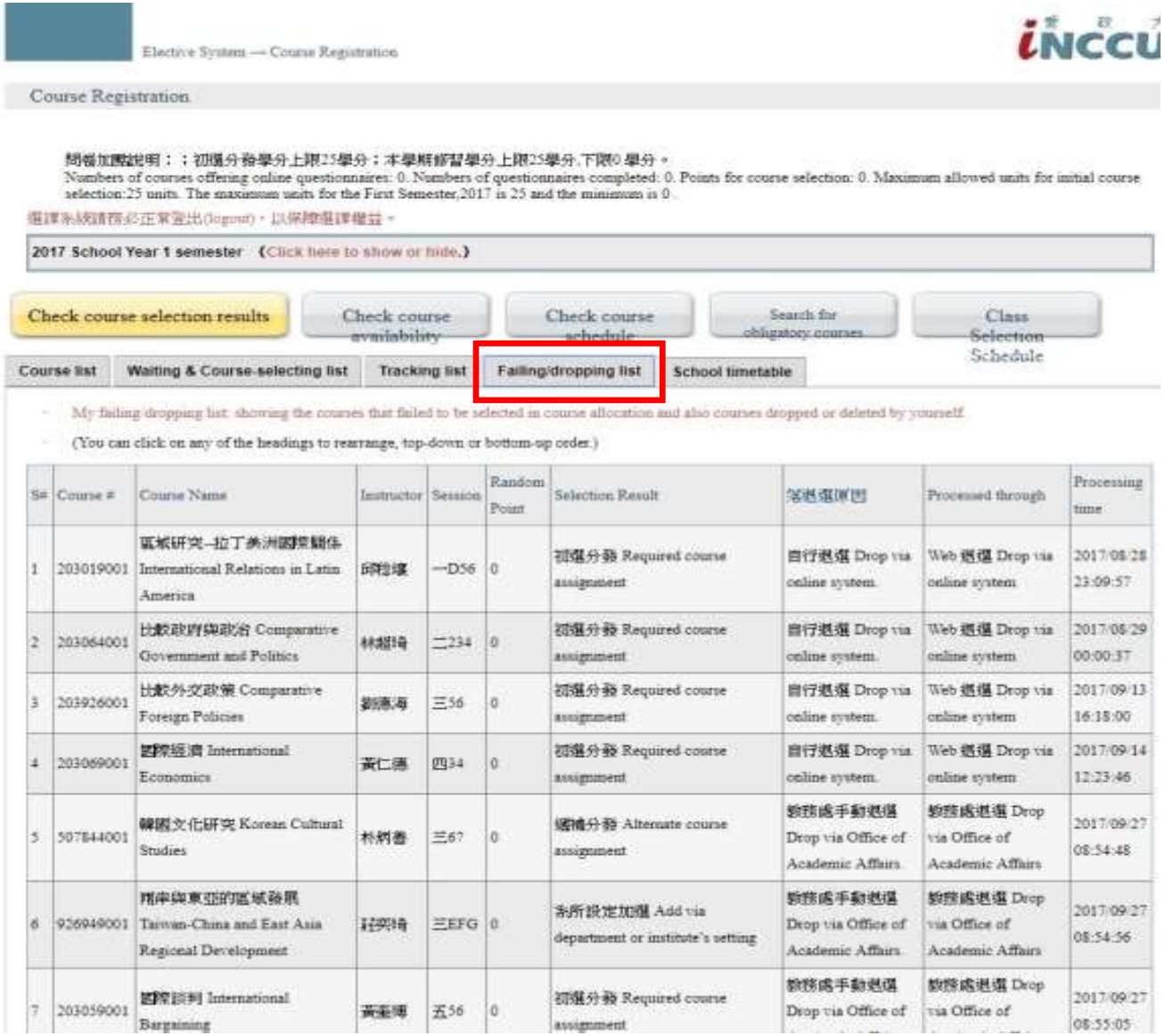
Tracking List:

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 taking.

You will need to put the courses you decide to enroll in from “Tracking list” to “**Course-Selecting list**” in order for the system to be able to allocate the courses.

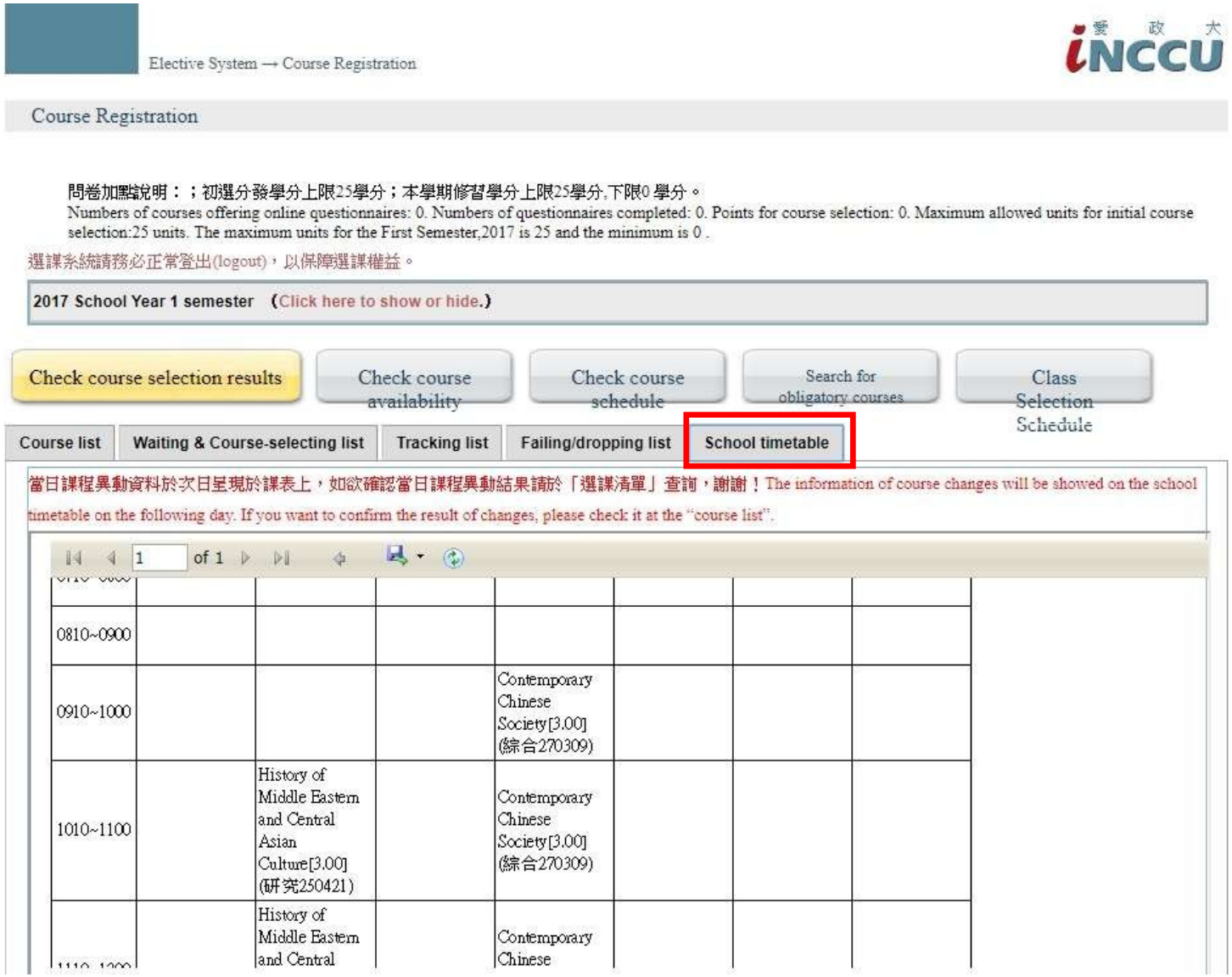
INTRODUCTION TO THE USER INTERFACE



Failing/Dropping List:

This shows the courses that you failed to enroll in during course selection/allocation phases, and the courses you dropped or deleted.

INTRODUCTION TO THE USER INTERFACE



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

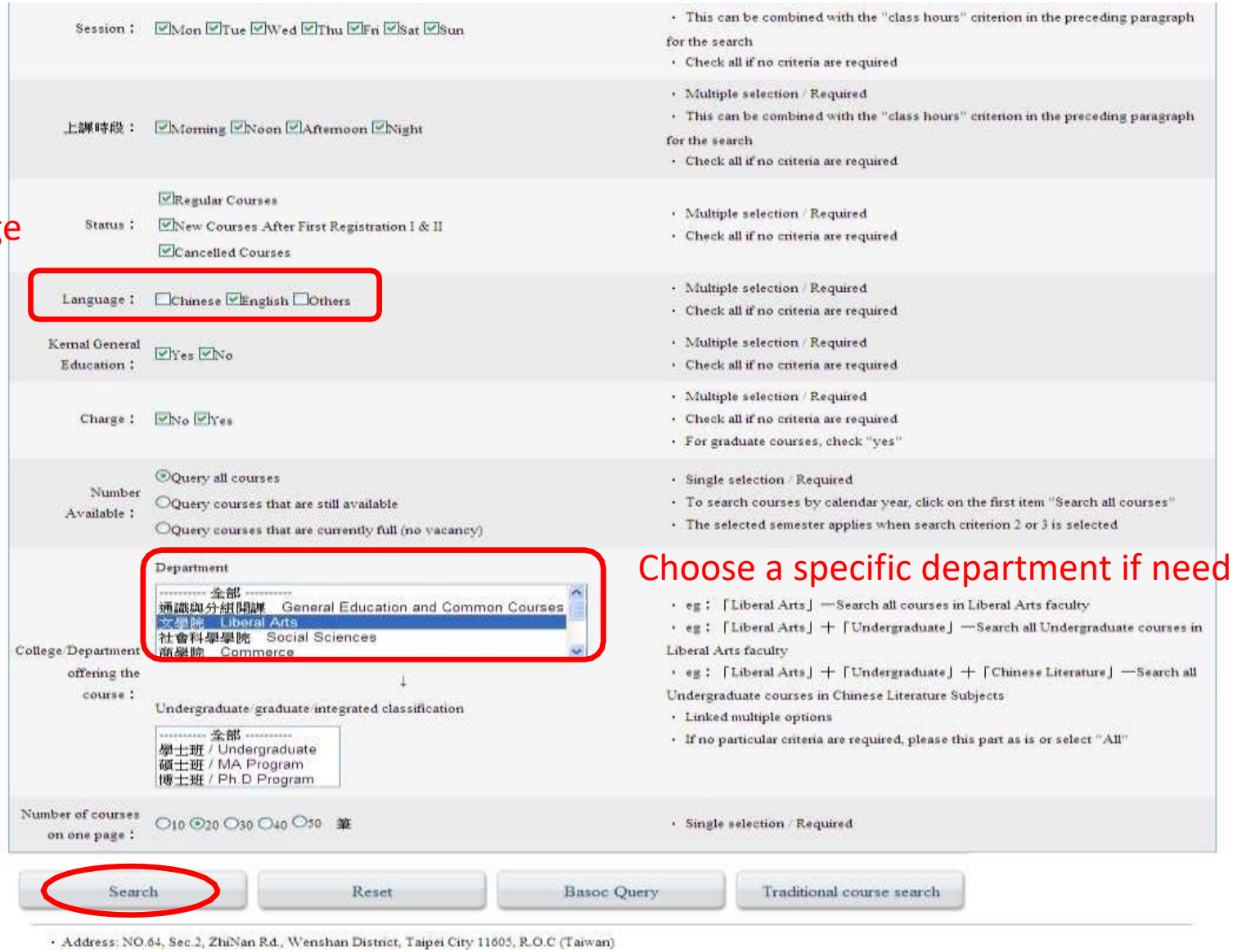
Select “English” if needed

Click “Advanced Query” for advanced search

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

COURSE SEARCH ENGINE -ADVANCED QUERY

Choose the lecturing language



Choose a specific department if needed

Click on “Search” for the results

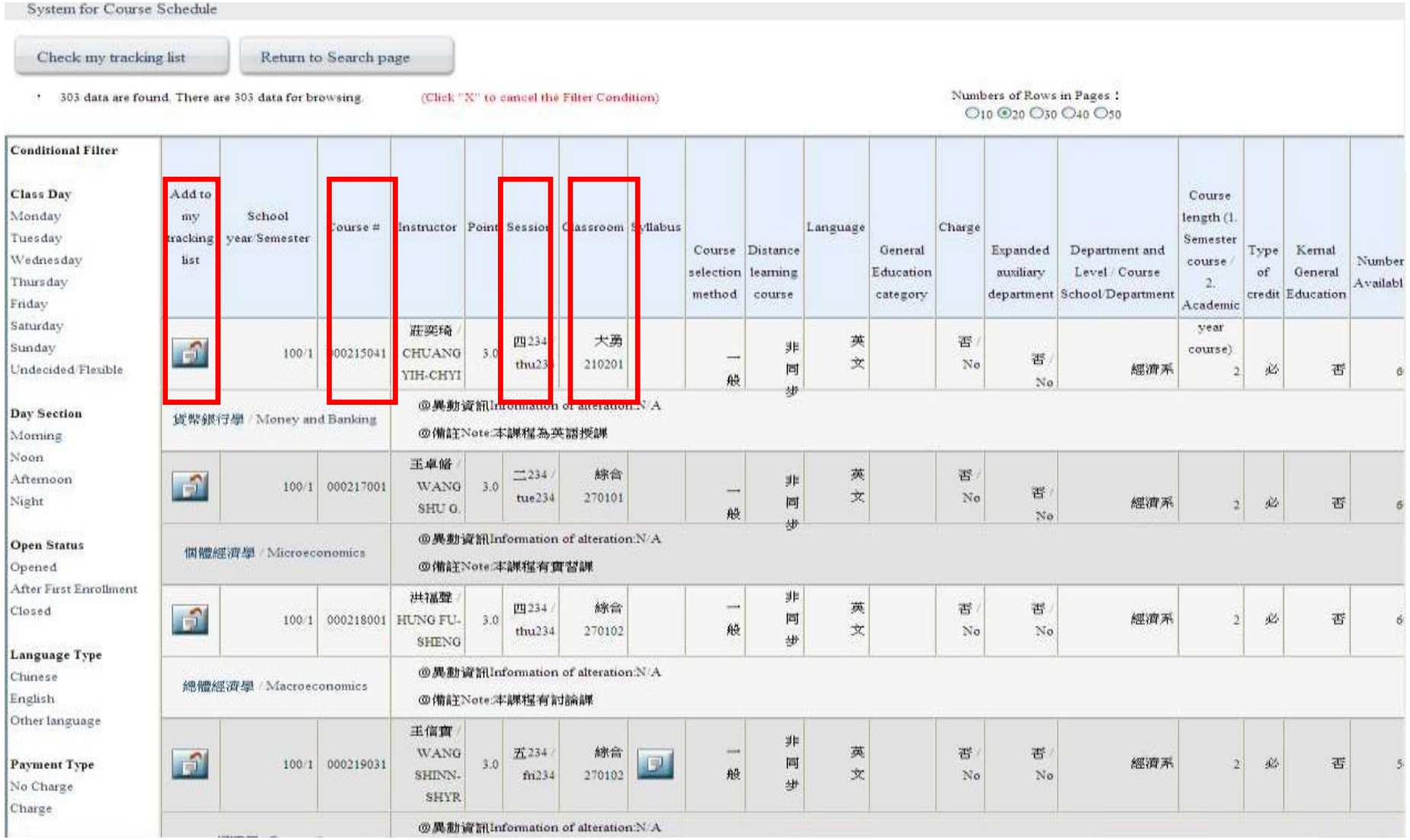
COURSE SEARCH ENGINE -SEARCH RESULTS

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

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

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

REGISTERING COURSES

Method 1:

Register courses from your "Tracking list”.

Method 2:

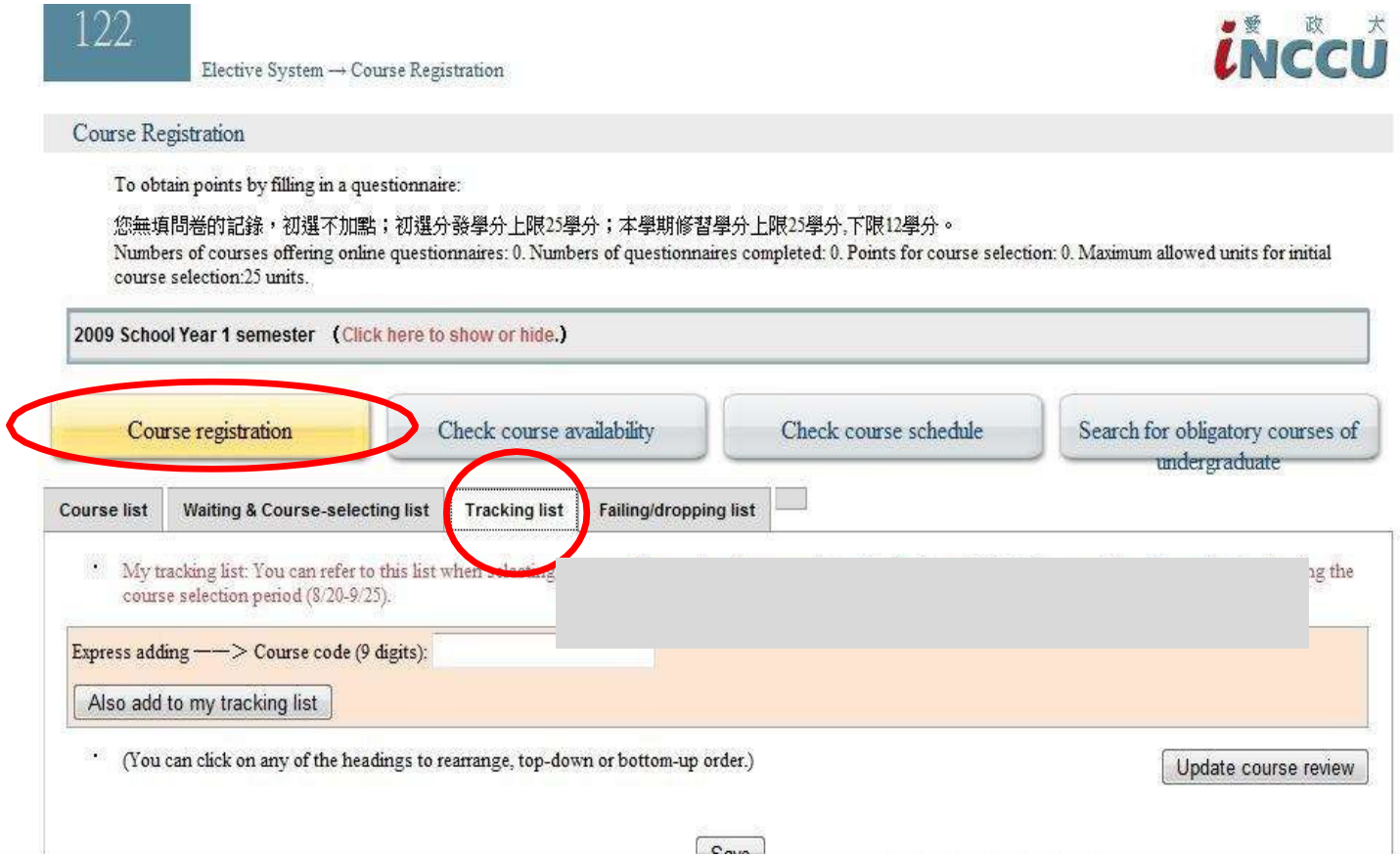
Register a course by entering its 9-digit course code.
(also called "express adding”)

Either way, remember to prioritize your selected courses.

REGISTERING COURSES- METHOD 1

REGISTER COURSES FROM “TRACKING LIST”

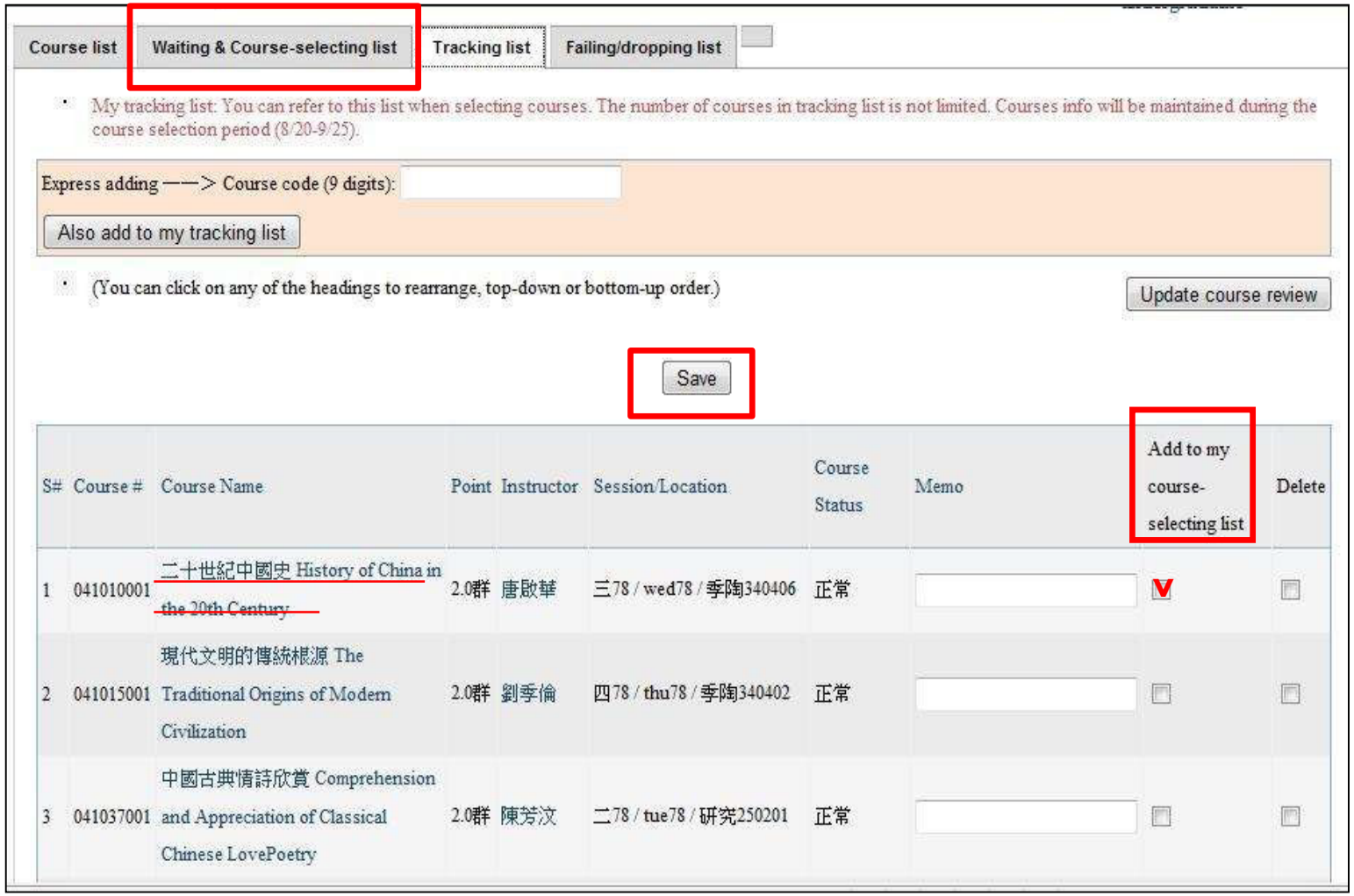
1. **Click “Course registration”.**
2. **Then click “Tracking list”.**



NOTE: The Tracking list contains the courses you’re considering taking but have not yet decided. It’s just like a shopping list, so the courses appearing here do not mean they’re successfully registered.

REGISTERING COURSES- METHOD 1

REGISTER COURSES FROM "TRACKING LIST"



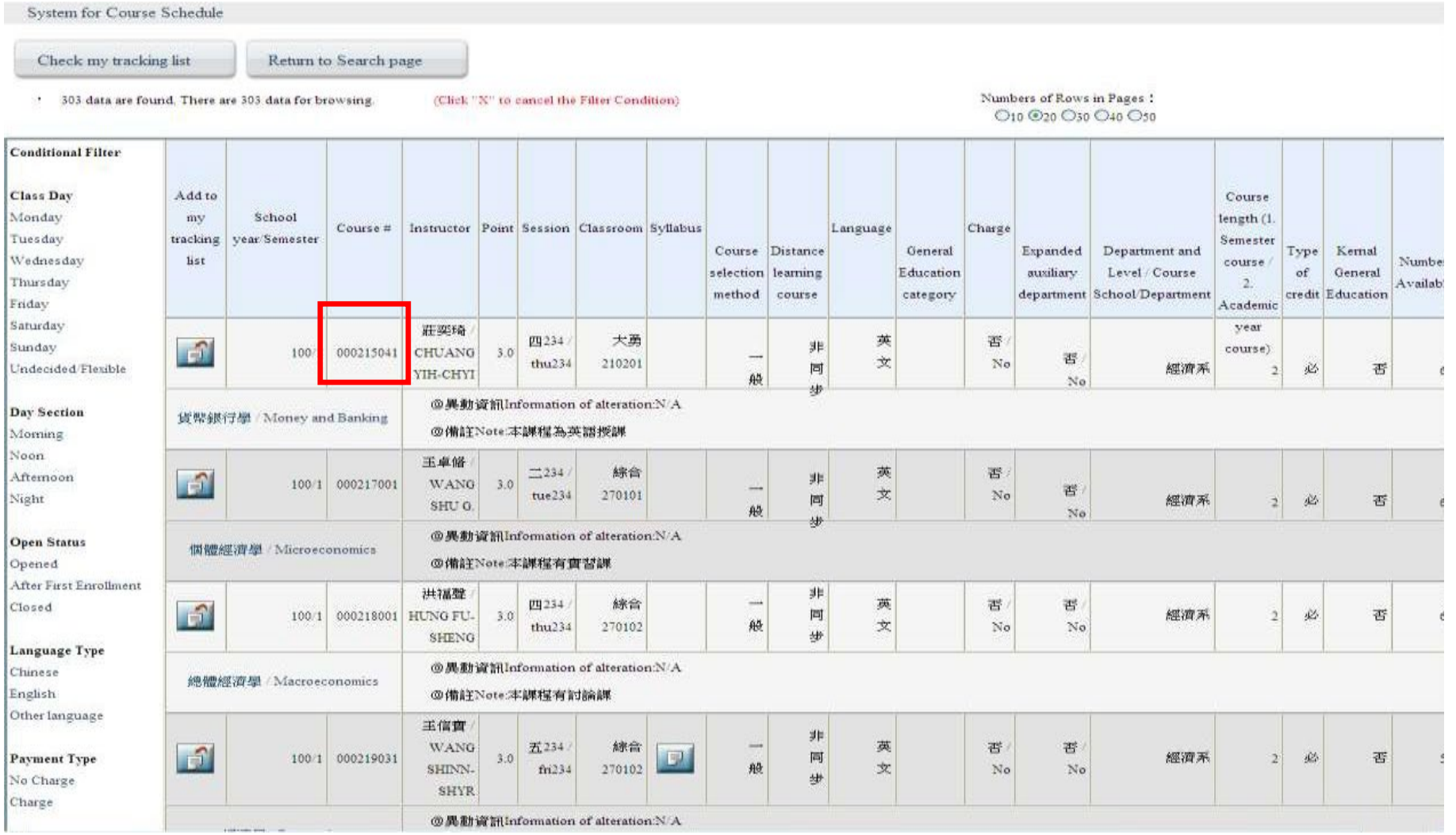
3. Tick the box under "Add to my course-selecting list" to register the course.

4. Click "Save".

5. Click "Waiting & Course-selecting list" to check the courses you just registered.

REGISTERING COURSES- METHOD 2

REGISTER COURSES BY ENTERING THE COURSE CODE



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

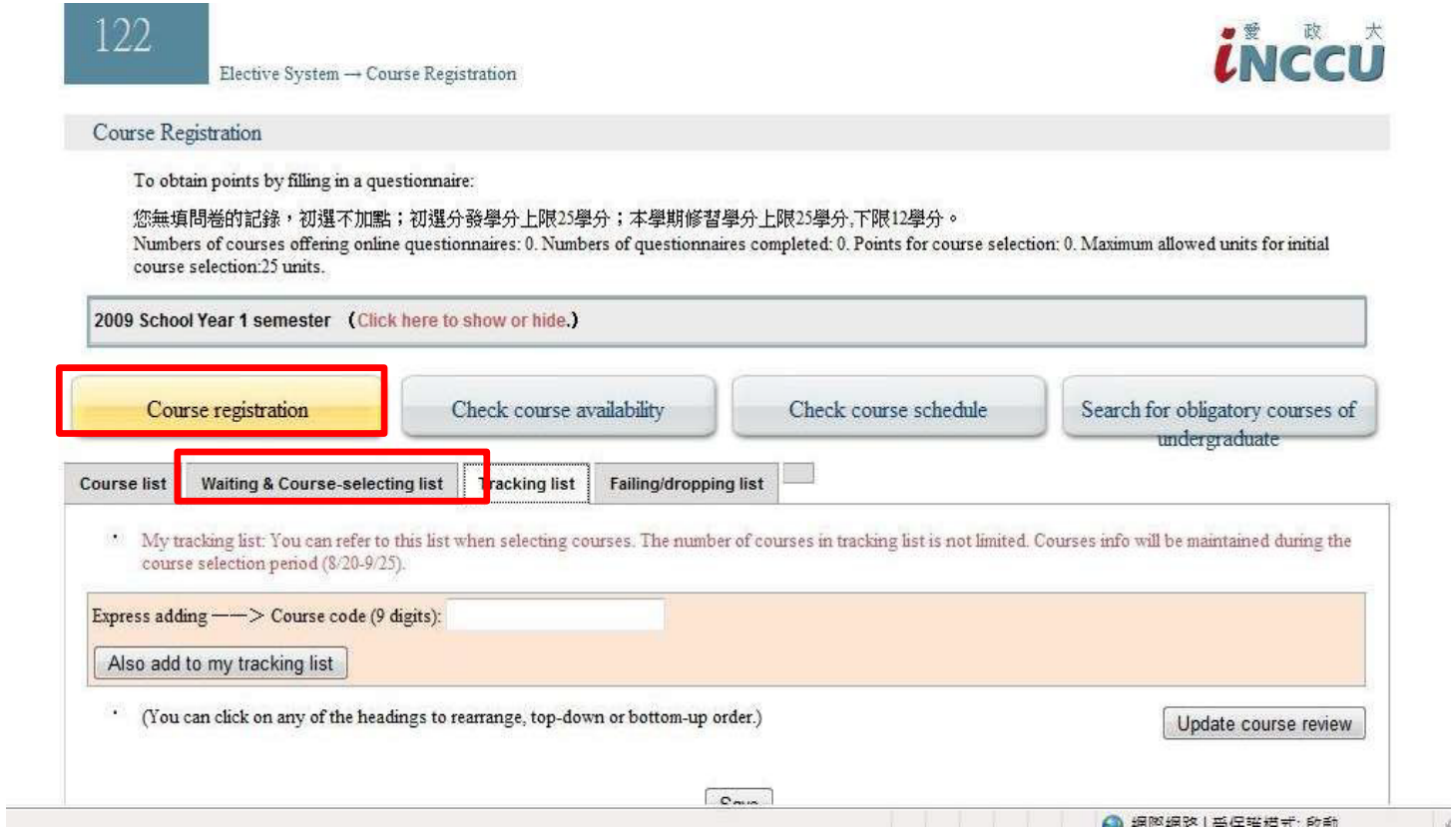
Payment Type
No Charge
Charge

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	Numbe Availab
	100/	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	
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	王卓倍 / 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	
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	
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-SHYR	3.0	五234 / fri234	綜合 270102		一般	非同步	英文		否 / No	否 / No	經濟系	2	必	否	
			◎異動資訊Information of alteration:N/A															

1. Find the course code.

REGISTERING COURSES- METHOD 2

REGISTER COURSES BY ENTERING THE COURSE CODE



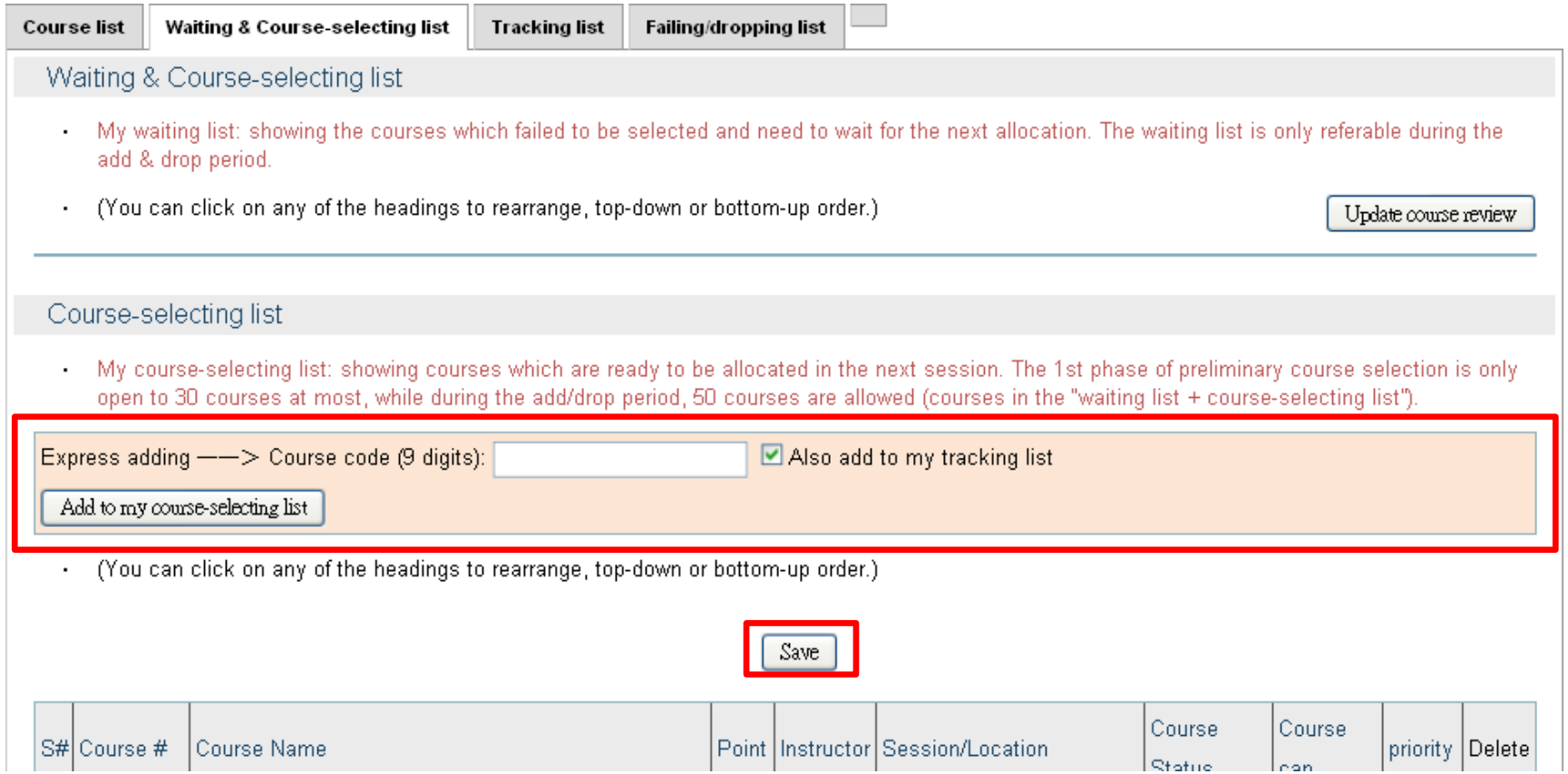
2. Click "Course registration".

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".

REGISTERING COURSES- METHOD 2

REGISTER COURSES BY ENTERING THE COURSE CODE

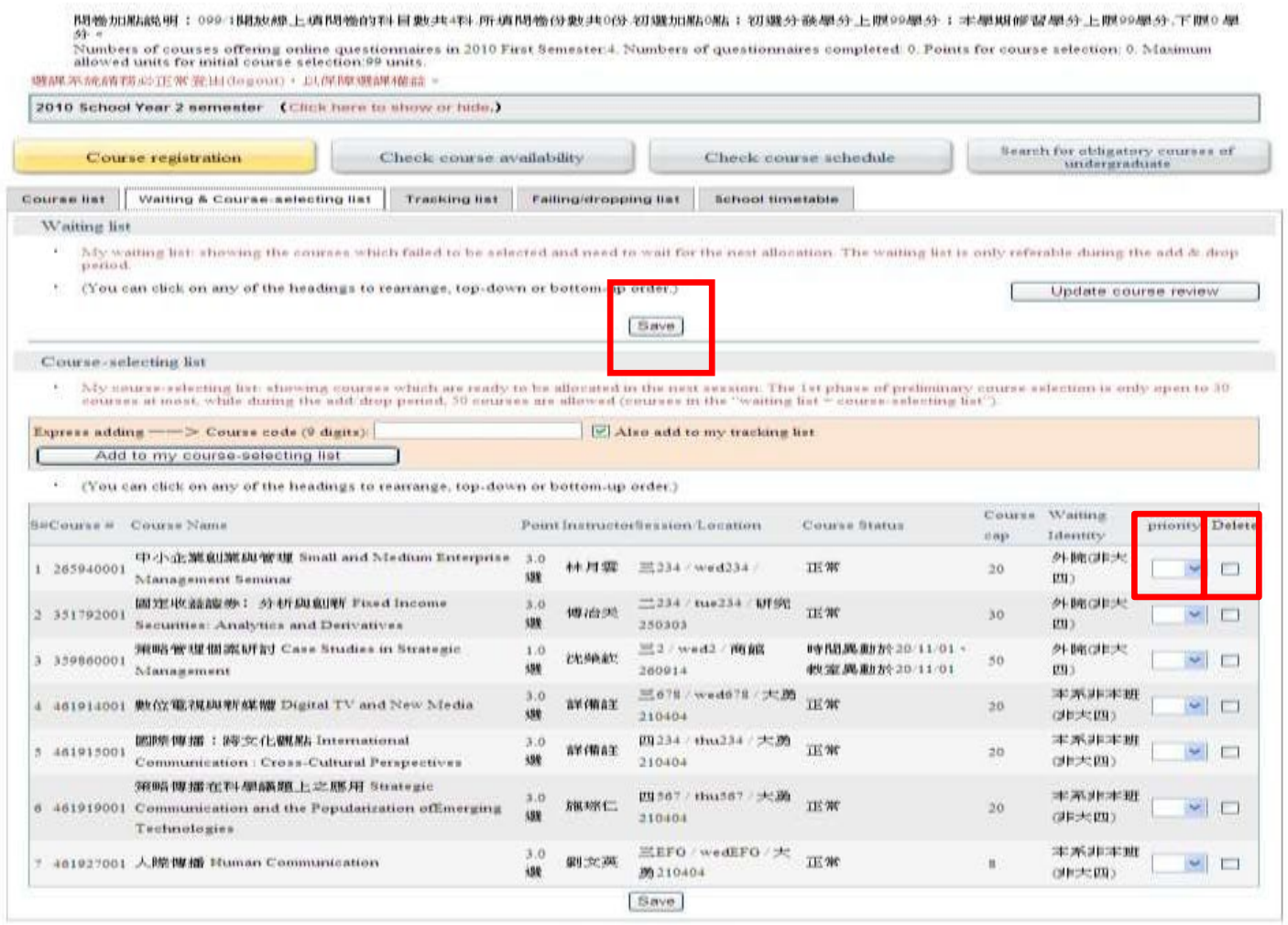


4. Enter the "course code" and click "Add to my course-selecting list".

5. Click "save."

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

REGISTERING COURSES-
PRIORITIZE THE REGISTERED COURSES



NOTE:

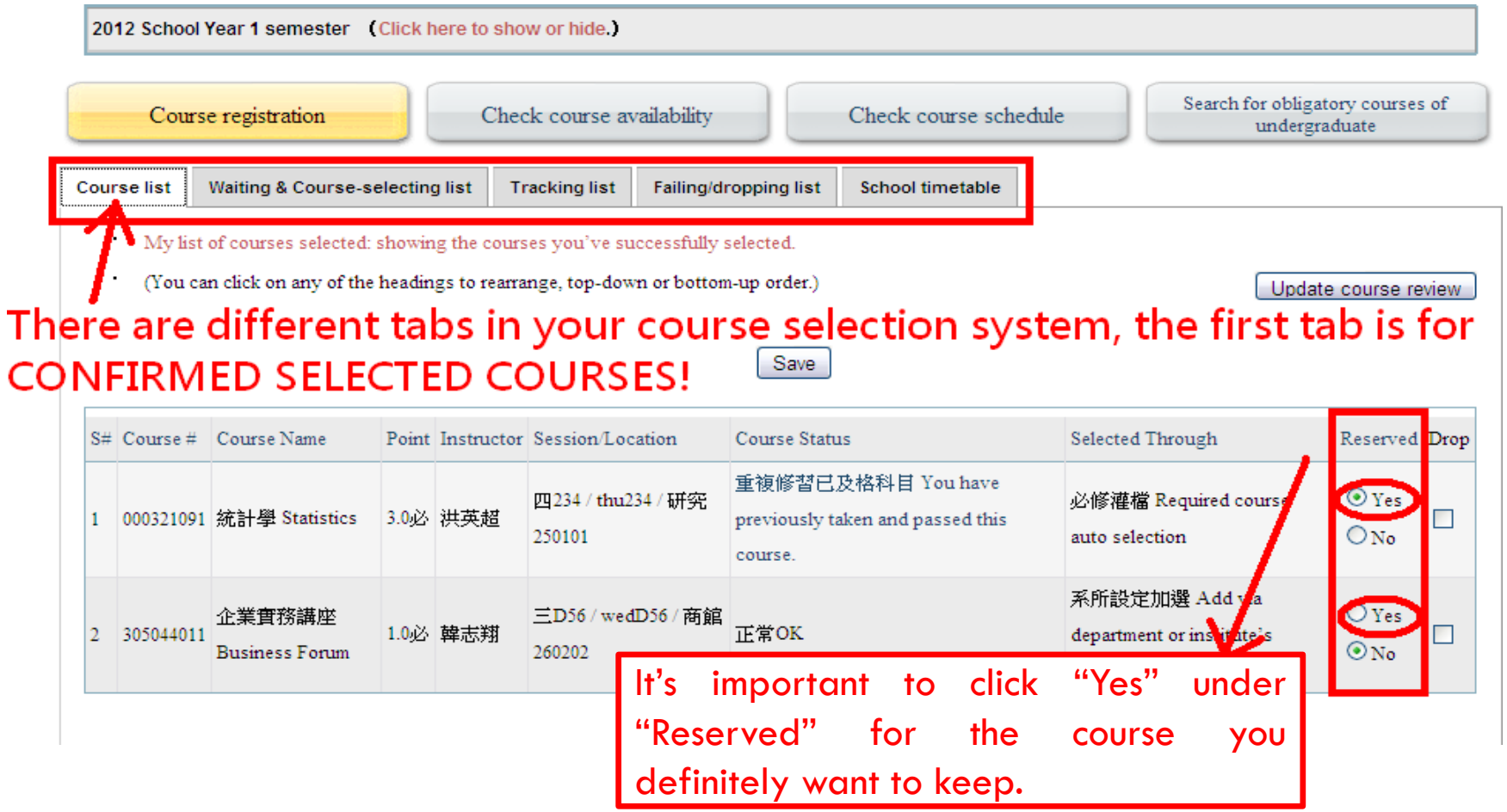
1. Remember to prioritize the registered courses and ensure that the order of preference is clear. You cannot repeat the same number in the order.

2. Delete the course you don't want to take from the list (optional).

3. Click "Save".

After the order of the priority is set, it's done.

REGISTERING COURSES-
RESERVE COURSES



NOTE:

Click "Yes" under "Reserve" for the course(s) you want to keep; otherwise, if there is a timetable clash between courses, the non-reserved one will be replaced by another course.

? FAQS ?

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 is 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) and On-Job Training Programs are not available to exchange students. IMBA and On-Job Training courses are exclusive to their degree-seeking students.
- Extended Minor Courses which have a credit fee will not be available to exchange students.
- The maximum number of NCCU credits a student can take is 25 credits per semester (for undergraduates).

? FAQS ?

4. Are undergraduate students allowed to take graduate courses?

Undergraduate students may be allowed to take graduate courses if the course instructor gives their permission for you to do so. This can be done during Phase IV, where the course instructor needs to sign the Course Add Form and you will 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 their permission for you to do so. Please note that you **CANNOT get the credit(s)** for the course, only a grade will be given. If your home university accepts it, OIC may issue you a separate proof to verify how many NCCU credits the course is worth.

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

Yes, but you can only add a 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 courses is a required course for degree-seeking undergraduate students, as such, they will have a higher priority when choosing PE courses.

FAQS

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

- You might be an undergraduate student who is trying to choose a graduate course or vice versa.
- 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 only open to certain department students (it is set up by the department that runs the course).

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

8. What is a course schedule conflict?

The system will prevent students from having course schedule conflict.

For example, you will not be able to enroll in both courses on Tuesday 14:10-17:00 and Tuesday 16:10-18:00, because there is a one-hour overlap (16:10-17:00).

? FAQS ?

9. Can I add multiple courses with 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 in the end you will only be able to enroll in one as the system will prevent you from having course schedule conflict.

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

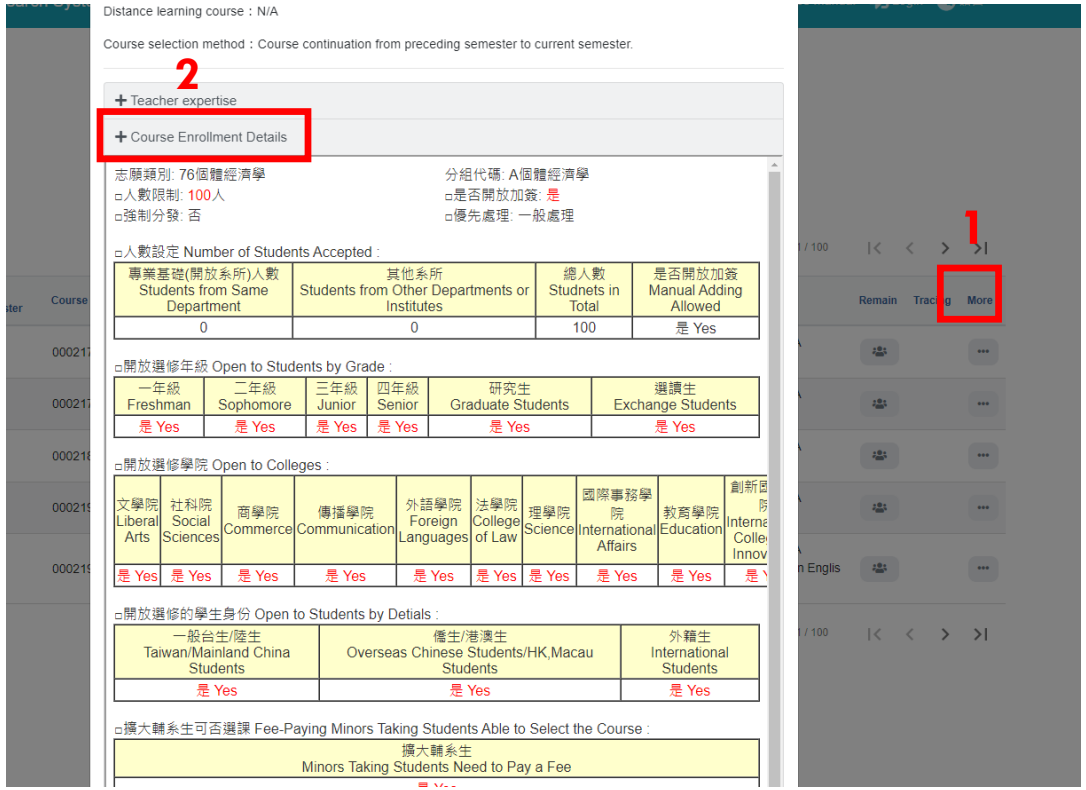
For example, if “priority 2, 5, 8” are all on Tuesday 09:10-12:00, if you did not get the course placed at “priority 2”, the system will try to allocate you with the course with “priority 5”. If you get the course with “priority 5”, then the system will not allocate the course with “priority 8” to you.

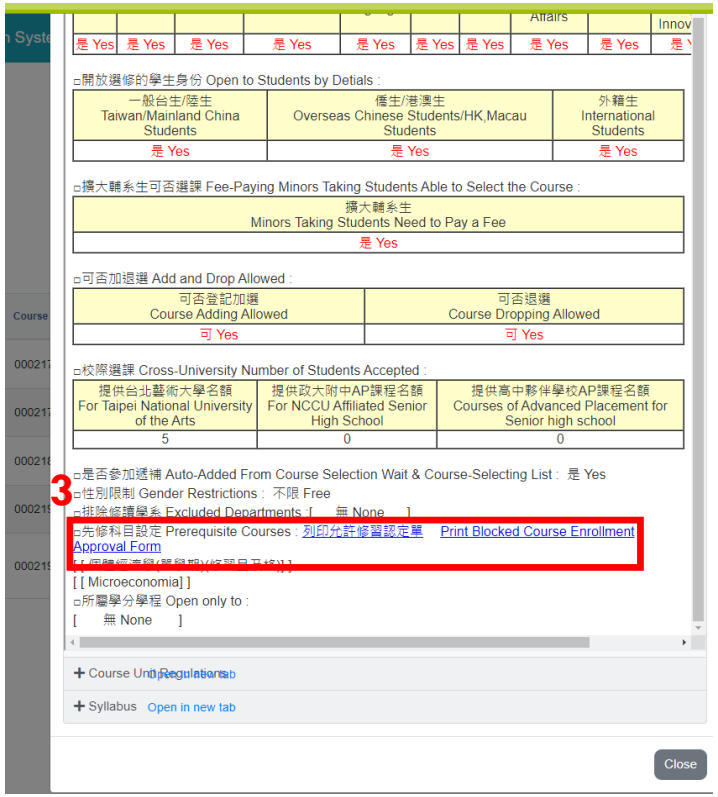
FAQS

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: https://qrysub.nccu.edu.tw/ 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 schedule 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

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