



# **COURSE SELECTION GUIDE FOR EXCHANGE STUDENTS**



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# COURSE SELECTION - PHASE I & II

Course Selection Phase	Description
Phase I: <b>Initial Online Course Selection</b>	You can select all courses <u>EXCEPT GENERAL and PE COURSES</u>
Phase II: <b>Online Course Selection</b>	<ol style="list-style-type: none"><li>1. For the courses you didn't manage to select successfully in Phase I, please re-select in Phase II.</li><li>2. You can select <u>ALL courses</u>.</li></ol>
Phase I & II Course Enrollment Results	<ol style="list-style-type: none"><li>1. Click on "Course List" to see the courses you successfully enrolled into.</li><li>2. The courses you didn't get during Phase II will be automatically put on your waiting list.</li></ol>
Phases I & II are available for 24 hours after the System opens.	Please note: <b>The results are randomly allocated by the System</b> , and not on a first-come, first-served basis.

# COURSE SELECTION - PHASE III & IV

Course Selection Phase	Description
Phase III: <b>Online Course Add/Drop</b>	<ol style="list-style-type: none"><li>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).</li><li>2. The System will be closed for 2 hours (17:00-19:00) every day for course vacancy fill-in.</li></ol>
Phase IV: <b>Manual Add/Drop</b> with Course Instructor's Approval	<ol style="list-style-type: none"><li>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.<ul style="list-style-type: none"><li>* To <b>add</b> a course: submit the signed form to the <b>Course Department</b> that runs the course.</li><li>* To <b>drop</b> a course: submit the signed form to the <b>Registration Office</b>.</li></ul></li><li>2. The maximum number of courses you can add is <b>5</b> for undergraduate students, and <b>3</b> for graduate students.<ul style="list-style-type: none"><li>** Please confirm if all the courses you want to take are shown on your "Course List" in the system.</li></ul></li></ol>

# COURSE SELECTION - PHASE V

Course Selection Phase	Description
Phase V: <b>Course Withdrawal</b>	<ol style="list-style-type: none"><li>1. You're only allowed to withdraw <b>1 course</b>. There will be a letter "W" on your transcript for the course you withdraw.</li><li>2. Method:<ol style="list-style-type: none"><li>(1) Download the course withdrawal form from the course selection system.</li><li>(2) Ask for the course instructor's signature.</li><li>(3) Submit the signed form to the <b>Registration Office</b>.</li></ol></li></ol> <p>* Withdrawal <b>will not</b> affect your semester score/grade average.</p>

# 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

選課系統  
System for Course Selection

選課系統 System for Course Selection

- 經營管理碩士學程(EMBA)選課系統由此進：  
(限Chrome瀏覽器) <http://www.emba.sys.nccu.edu.tw/>
- 校際選課申請系統(本校生) [操作手冊]  
[https://i.nccu.edu.tw/Login.aspx?](https://i.nccu.edu.tw/Login.aspx?ReturnUrl=https://sgnweb.nccu.edu.tw/EXCourseIStu/Login.aspx&stanum=TW)  
[ReturnUrl=https://sgnweb.nccu.edu.tw/EXCourseIStu/Login.aspx&stanum=TW](https://i.nccu.edu.tw/Login.aspx?ReturnUrl=https://sgnweb.nccu.edu.tw/EXCourseIStu/Login.aspx&stanum=TW)
- 校際選課申請系統(外校生) [操作手冊]  
<https://sgnweb.nccu.edu.tw/EXCourseOStu/Login.aspx>
- 學生超選修學分數申請  
[https://i.nccu.edu.tw/sso\\_app/NewMoltkeSSO.aspx?sid=90](https://i.nccu.edu.tw/sso_app/NewMoltkeSSO.aspx?sid=90)
- 學生出國選課申請系統  
[https://i.nccu.edu.tw/sso\\_app/NewMoltkeSSO.aspx?sid=176](https://i.nccu.edu.tw/sso_app/NewMoltkeSSO.aspx?sid=176)
- 新生預設密碼為身份證字號前6碼，包含英文字，英文字母請大寫。
- 國際生及僑生預設密碼為：nccu(小寫)+出生月。
- 選課訊息  
<http://aca.nccu.edu.tw/zh/註冊組/選課訊息/>

請使用NCCU電子郵件帳號登入

帳號：  @nccu.edu.tw

密碼：

登入

為確保選課系統功能完整相容，限用  
IE7(含以上)、Chrome、Edge瀏覽器，  
並請勿使用行動通訊器材

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選課系統  
System for Course Selection

選課系統 System for Course Selection

- 經營管理碩士學程(EMBA)選課系統由此進：  
(限Chrome瀏覽器) <http://www.emba.sys.nccu.edu.tw/>
- Cross-campus Course Selection System(NCCU Students) [User Manual]  
[https://i.nccu.edu.tw/Login.aspx?](https://i.nccu.edu.tw/Login.aspx?ReturnUrl=https://sgnweb.nccu.edu.tw/EXCourseIStu/Login.aspx&stanum=TW)  
[ReturnUrl=https://sgnweb.nccu.edu.tw/EXCourseIStu/Login.aspx&stanum=TW](https://i.nccu.edu.tw/Login.aspx?ReturnUrl=https://sgnweb.nccu.edu.tw/EXCourseIStu/Login.aspx&stanum=TW)
- Cross-campus Course Selection System(students from other campuses) [User Manual]  
<https://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/sso\\_app/NewMoltkeSSO.aspx?sid=90](https://i.nccu.edu.tw/sso_app/NewMoltkeSSO.aspx?sid=90)
- system for studying and selecting courses abroad  
[https://i.nccu.edu.tw/sso\\_app/NewMoltkeSSO.aspx?sid=176](https://i.nccu.edu.tw/sso_app/NewMoltkeSSO.aspx?sid=176)
- The default password for new students is the first 6 digits of your ID number, including 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/zh/註冊組/選課訊息/>

Please enter your NCCU e-mail account to login.

Account:  @nccu.edu.tw

Password:

Login

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

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# INTRODUCTION TO THE USER INTERFACE

The screenshot shows the NCCU Elective System Main Menu. At the top left, there is a blue box with the number '122' and the text 'Elective System'. At the top right, there is a greeting 'Hello, [redacted]' followed by links for 'NCCU Home', 'Help', and 'Logout'. Below this is the NCCU logo. The main menu section is titled 'Elective System Main Menu' and contains instructions in English and Chinese about obtaining points by filling in a questionnaire. Below the instructions, there is a section for the '2009 School Year 1 semester' with a link to 'show or hide'. A table displays student information: Student ID (redacted), Name (Lee, hilary), and Department/Year (Sophomore Class B, Department of Slavics). At the bottom, there are four buttons: 'Course registration', 'Check course availability', 'Check course schedule', and 'Search for obligatory courses of undergraduate'. Red boxes highlight the 'Course registration' and 'Check course availability' buttons. Red arrows point from these buttons to explanatory text at the bottom of the slide.

122 Elective System

Hello, [redacted] | NCCU Home | Help | Logout

**iNCCU**

**Elective System Main Menu**

To obtain points by filling in a questionnaire:  
您無填問卷的記錄。初選不加點；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12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.

2009 School Year 1 semester (Click here to show or hide.)

Student ID	[redacted]	Name	[redacted]	Department/Year	斯語二乙
	97504010		Lee, hilary		Sophomore Class B, Department of Slavics

**Course registration** **Check course availability** Check course schedule Search for obligatory courses of undergraduate

• Address: NO.64, Sec. 2, ZhongNan Rd., Wenshan District, Taipei City 116, R.O.C (Taiwan)  
• TEL: 886-2-29339333 • FAX: 886-2-29379611


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

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 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。

2017 School Year 1 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.)

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	<input type="radio"/> Yes <input checked="" type="radio"/> 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	<input checked="" type="radio"/> Yes <input type="radio"/> 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	<input checked="" type="radio"/> Yes <input type="radio"/> 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	<input type="radio"/> Yes <input checked="" type="radio"/> 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	<input checked="" type="radio"/> Yes <input type="radio"/> No	列印 Print



# INTRODUCTION TO THE USER INTERFACE

The screenshot shows the 'Course Registration' page of the INCCU Elective System. At the top, there is a blue header with the text 'Elective System → Course Registration' and the INCCU logo. Below the header, a grey bar contains the text 'Course Registration'. The main content area includes a notice about course selection limits and a warning to log out. A dropdown menu shows '2017 School Year 1 semester'. Below this are five buttons: 'Check course selection results' (highlighted in yellow), 'Check course availability', 'Check course schedule', 'Search for obligatory courses', and 'Class Selection Schedule'. A row of tabs includes 'Course list', 'Waiting & Course-selecting list' (highlighted with a red box), 'Tracking list', 'Failing/dropping list', and 'School timetable'. The 'Waiting list' section contains a description of the waiting list and a note about rearranging the list. The 'Course-selecting list' section contains a description of the course-selecting list and a note about rearranging the list.

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 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。

2017 School Year 1 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

Waiting list

- My waiting list: showing the courses which failed to be selected and need to wait for the next allocation. The waiting list is only referable during the add & drop period.
- (You can click on any of the headings to rearrange, top-down or bottom-up order.)

Course-selecting list

- My course-selecting list: showing courses which are ready to be allocated in the next session. The 1st phase of preliminary course selection is only open to 30 courses at most, while during the add/drop period, 50 courses are allowed (courses in the "waiting list + course-selecting list").
- (You can click on any of the headings to rearrange, top-down or bottom-up order.)

## 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 next session.

**\* 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

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	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	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	041015001	現代文明的傳統根源 The Traditional Origins of Modern Civilization	2.0群	劉季倫	四78 / thu78 / 季陶340402	正常	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	041037001	中國古典情詩欣賞 Comprehension and Appreciation of Classical Chinese Love Poetry	2.0群	陳芳汶	二78 / tue78 / 研究250201	正常	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 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

Elective System — Course Registration

Course Registration

問卷加壓說明：；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.

選擇系統請務必正常登出(logout)，以保障選擇權益。

2017 School Year 1 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 failing/dropping list, showing the courses that failed to be selected in course allocation and also courses dropped or deleted by yourself.  
(You can click on any of the headings to rearrange, top-down or bottom-up order.)

S#	Course #	Course Name	Instructor	Session	Random Point	Selection Result	筆選退選原因	Processed through	Processing time
1	203019001	區域研究-拉丁美洲國際關係 International Relations in Latin America	邱曉瓊	一D56	0	初選分發 Required course assignment	自行退選 Drop via online system.	Web 退選 Drop via online system.	2017/08/28 23:09:57
2	203064001	比較政府與政治 Comparative Government and Politics	林耀琦	二234	0	初選分發 Required course assignment	自行退選 Drop via online system.	Web 退選 Drop via online system.	2017/08/29 00:00:37
3	203926001	比較外交政策 Comparative Foreign Policies	劉國海	三56	0	初選分發 Required course assignment	自行退選 Drop via online system.	Web 退選 Drop via online system.	2017/09/13 16:18:00
4	203069001	國際經濟 International Economics	黃仁德	四34	0	初選分發 Required course assignment	自行退選 Drop via online system.	Web 退選 Drop via online system.	2017/09/14 12:23:46
5	307844001	韓國文化研究 Korean Cultural Studies	林炳春	三67	0	備選分發 Alternate course assignment	教務處手動退選 Drop via Office of Academic Affairs.	教務處退選 Drop via Office of Academic Affairs.	2017/09/27 08:54:48
6	926949001	兩岸與東亞的區域發展 Taiwan-China and East Asia Regional Development	莊英崎	三EFG	0	系所設定加選 Add via department or institute's setting	教務處手動退選 Drop via Office of Academic Affairs.	教務處退選 Drop via Office of Academic Affairs.	2017/09/27 08:54:56
7	203059001	國際談判 International Bargaining	黃麗卿	五56	0	初選分發 Required course assignment	教務處手動退選 Drop via Office of Academic Affairs.	教務處退選 Drop via Office of Academic Affairs.	2017/09/27 08:55:05

## 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



愛 政 大  
iNCCU

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 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。

2017 School Year 1 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

當日課程異動資料於次日呈現於課表上，如欲確認當日課程異動結果請於「選課清單」查詢，謝謝！The information of course changes will be showed on the school timetable on the following day. If you want to confirm the result of changes, please check it at the "course list".

1 of 1

0810~0900							
0910~1000				Contemporary Chinese Society [3.00] (綜合270309)			
1010~1100		History of Middle Eastern and Central Asian Culture [3.00] (研究250421)		Contemporary Chinese Society [3.00] (綜合270309)			
1110~1200		History of Middle Eastern and Central		Contemporary Chinese			

## 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

Please specify query criteria below { The following criteria will be "AND'ed", i.e. all criteria must be satisfied for results to be returned. }

• Course index information last updated at 4/4/2011 12:00:00 AM (There may be an information gap of up to 24 hours between this course index information and the Academic Affairs Division's real-time curriculum maintenance system.)



Click "Advanced Query" for advanced search

School year Semester :	100學年度第1學期 2011 Fall Semester	<ul style="list-style-type: none"><li>• Single selection / Required</li><li>• Important course selection related info</li><li>• Course information for the 2001 academic year and later is available</li><li>• Course selection settings available for current semester only</li></ul>
Course Name :	<input type="text"/>	<ul style="list-style-type: none"><li>• eg : 「統計」 + 「思想」 .etc</li><li>• Keywords to search</li><li>• Leave this blank if no criteria are specified</li></ul>
Instructor :	<input type="text"/>	<ul style="list-style-type: none"><li>• eg : 「華國志」 + 「國志」 .etc</li><li>• Keywords to search</li><li>• Leave this blank if no criteria are specified</li></ul>
College Department offering the course :	<div>Department ----- 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</div>	<ul style="list-style-type: none"><li>• eg : 「Liberal Arts」 — Search all courses in Liberal Arts faculty</li><li>• eg : 「Liberal Arts」 + 「Undergraduate」 — Search all Undergraduate courses in Liberal Arts faculty</li><li>• eg : 「Liberal Arts」 + 「Undergraduate」 + 「Chinese Literature」 — Search all Undergraduate courses in Chinese Literature Subjects</li><li>• Linked multiple options</li><li>• If no particular criteria are required, please this part as is or select "All"</li></ul>

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



• Address: NO.64, Sec.2, ZhuNan Rd., Wenshan District, Taipei City 11605, R.O.C (Taiwan)  
• TEL: 886-2-29393091 • FAX: 886-2-29379611

# COURSE SEARCH ENGINE -ADVANCED QUERY

Choose the lecturing language

Session :	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun	<ul style="list-style-type: none"><li>This can be combined with the "class hours" criterion in the preceding paragraph for the search</li><li>Check all if no criteria are required</li></ul>
上課時段 :	<input checked="" type="checkbox"/> Morning <input checked="" type="checkbox"/> Noon <input checked="" type="checkbox"/> Afternoon <input checked="" type="checkbox"/> Night	<ul style="list-style-type: none"><li>Multiple selection / Required</li><li>This can be combined with the "class hours" criterion in the preceding paragraph for the search</li><li>Check all if no criteria are required</li></ul>
Status :	<input checked="" type="checkbox"/> Regular Courses <input checked="" type="checkbox"/> New Courses After First Registration I & II <input checked="" type="checkbox"/> Cancelled Courses	<ul style="list-style-type: none"><li>Multiple selection / Required</li><li>Check all if no criteria are required</li></ul>
Language :	<input type="checkbox"/> Chinese <input checked="" type="checkbox"/> English <input type="checkbox"/> Others	<ul style="list-style-type: none"><li>Multiple selection / Required</li><li>Check all if no criteria are required</li></ul>
Kernel General Education :	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<ul style="list-style-type: none"><li>Multiple selection / Required</li><li>Check all if no criteria are required</li></ul>
Charge :	<input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<ul style="list-style-type: none"><li>Multiple selection / Required</li><li>Check all if no criteria are required</li><li>For graduate courses, check "yes"</li></ul>
Number Available :	<input checked="" type="radio"/> Query all courses <input type="radio"/> Query courses that are still available <input type="radio"/> Query courses that are currently full (no vacancy)	<ul style="list-style-type: none"><li>Single selection / Required</li><li>To search courses by calendar year, click on the first item "Search all courses"</li><li>The selected semester applies when search criterion 2 or 3 is selected</li></ul>
College/Department offering the course :	<div>Department ..... 全部 .....</div> <div>通識與分組開課 General Education and Common Courses</div> <div>文學院 Liberal Arts</div> <div>社會科學學院 Social Sciences</div> <div>商學院 Commerce</div> <div>↓</div> <div>Undergraduate/graduate/integrated classification</div> <div>..... 全部 .....</div> <div>學士班 / Undergraduate</div> <div>碩士班 / MA Program</div> <div>博士班 / Ph.D Program</div>	<ul style="list-style-type: none"><li>eg : 「Liberal Arts」 — Search all courses in Liberal Arts faculty</li><li>eg : 「Liberal Arts」 + 「Undergraduate」 — Search all Undergraduate courses in Liberal Arts faculty</li><li>eg : 「Liberal Arts」 + 「Undergraduate」 + 「Chinese Literature」 — Search all Undergraduate courses in Chinese Literature Subjects</li><li>Linked multiple options</li><li>If no particular criteria are required, please this part as is or select "All"</li></ul>
Number of courses on one page :	<input type="radio"/> 10 <input checked="" type="radio"/> 20 <input type="radio"/> 30 <input type="radio"/> 40 <input type="radio"/> 50 筆	<ul style="list-style-type: none"><li>Single selection / Required</li></ul>
<div><div>Search</div><div>Reset</div><div>Basic Query</div><div>Traditional course search</div></div>		

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

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																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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# 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”.

122 Elective System → Course Registration

INCCU

Course Registration

To obtain points by filling in a questionnaire:  
您無填問卷的記錄，初選不加點；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12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.

2009 School Year 1 semester (Click here to show or hide.)

Course registration Check course availability Check course schedule Search for obligatory courses of undergraduate

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

My tracking list: You can refer to this list when selecting 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

**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”

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):

(You can click on any of the headings to rearrange, top-down or bottom-up order.)

S#	Course #	Course Name	Point	Instructor	Session/Location	Course Status	Memo	Add to my course-selecting list	Delete
1	041010001	<del>二十世紀中國史 History of China in the 20th Century</del>	2.0群	唐啟華	三78 / wed78 / 季陶340406	正常	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	041015001	現代文明的傳統根源 The Traditional Origins of Modern Civilization	2.0群	劉季倫	四78 / thu78 / 季陶340402	正常	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	041037001	中國古典情詩欣賞 Comprehension and Appreciation of Classical Chinese Love Poetry	2.0群	陳芳汶	二78 / tue78 / 研究250201	正常	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	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 Available
<b>Class Day</b> Monday Tuesday Wednesday Thursday Friday Saturday Sunday Undecided/Flexible		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
<b>Day Section</b> Morning Noon Afternoon Night	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	王卓儒 / WANG SHU G.	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	
<b>Open Status</b> Opened After First Enrollment Closed	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	洪福登 / 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	
<b>Language Type</b> Chinese English Other language	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	5	
<b>Payment Type</b> No Charge Charge				@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

122 Elective System → Course Registration

INCCU

Course Registration

To obtain points by filling in a questionnaire:  
您無填問卷的記錄，初選不加點；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12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.

2009 School Year 1 semester (Click here to show or hide.)

Course registration Check course availability Check course schedule Search for obligatory courses of undergraduate

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

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

Course list

Waiting & Course-selecting list

Tracking list

Failing/dropping list

Waiting & Course-selecting list

- My waiting list: showing the courses which failed to be selected and need to wait for the next allocation. The waiting list is only referable during the add & drop period.
- (You can click on any of the headings to rearrange, top-down or bottom-up order.)

Update course review

Course-selecting list

- My course-selecting list: showing courses which are ready to be allocated in the next session. The 1st phase of preliminary course selection is only open to 30 courses at most, while during the add/drop period, 50 courses are allowed (courses in the "waiting list + course-selecting list").

Express adding ——> Course code (9 digits):  ☒ Also add to my tracking list

Add to my course-selecting list

(You can click on any of the headings to rearrange, top-down or bottom-up order.)

Save

S#	Course #	Course Name	Point	Instructor	Session/Location	Course Status	Course can	priority	Delete
----	----------	-------------	-------	------------	------------------	---------------	------------	----------	--------

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

問卷加點說明：099：開放線上填問卷的科目數共4科，所填問卷份數共0份。初選加點0點；初選分發學分上限99學分；本學期修習學分上限99學分，下限0學分。  
Numbers of courses offering online questionnaires in 2010 First Semester:4. Numbers of questionnaires completed: 0. Points for course selection: 0. Maximum allowed units for initial course selection:99 units.

選課系統請務必正常登出(logout)，以保障選課權益。

2010 School Year 2 semester (Click here to show or hide.)

Course registration | Check course availability | Check course schedule | Search for obligatory courses of undergraduate

Course list | **Waiting & Course-selecting list** | Tracking list | Failing/dropping list | School timetable

**Waiting list**

My waiting list: showing the courses which failed to be selected and need to wait for the next allocation. The waiting list is only referable during the add & drop period.  
(You can click on any of the headings to rearrange, top-down or bottom-up order.)

Update course review

Save

**Course-selecting list**

My course-selecting list: showing courses which are ready to be allocated in the next session. The 1st phase of preliminary course selection is only open to 30 courses at most, while during the add/drop period, 50 courses are allowed (courses in the "waiting list + course-selecting list").

Express adding —> Course code (9 digits):  ☒ Also add to my tracking list.

Add to my course-selecting list

(You can click on any of the headings to rearrange, top-down or bottom-up order.)

S#	Course #	Course Name	Point	Instructor	Session/Location	Course Status	Course cap	Waiting Identity	priority	Delete
1	265940001	中小企業創業與管理 Small and Medium Enterprise Management Seminar	3.0	林月雲	三234 / wed234 /	正常	20	外院(非大四)	<input type="text"/>	<input type="checkbox"/>
2	351792001	固定收益證券：分析與創新 Fixed Income Securities: Analytics and Derivatives	3.0	傅治英	二234 / tue234 / 研室 250303	正常	30	外院(非大四)	<input type="text"/>	<input type="checkbox"/>
3	339860001	策略管理個案研討 Case Studies in Strategic Management	1.0	沈榮紋	三2 / wed2 / 商館 260914	時間異動於20/11/01，教室異動於20/11/01	50	外院(非大四)	<input type="text"/>	<input type="checkbox"/>
4	461914001	數位電視與新媒體 Digital TV and New Media	3.0	詳備註	三678 / wed678 / 大勇 210404	正常	20	本系非本班(非大四)	<input type="text"/>	<input type="checkbox"/>
5	461915001	國際傳播：跨文化觀點 International Communication: Cross-Cultural Perspectives	3.0	詳備註	四234 / thu234 / 大勇 210404	正常	20	本系非本班(非大四)	<input type="text"/>	<input type="checkbox"/>
6	461919001	策略傳播在科學議題上之應用 Strategic Communication and the Popularization of Emerging Technologies	3.0	施琮仁	四267 / thu267 / 大勇 210404	正常	20	本系非本班(非大四)	<input type="text"/>	<input type="checkbox"/>
7	461927001	人際傳播 Human Communication	3.0	劉文英	三EFG / wedEFG / 大勇 210404	正常	20	本系非本班(非大四)	<input type="text"/>	<input type="checkbox"/>

Save

## 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

2012 School Year 1 semester (Click here to show or hide.)

Course registration Check course availability Check course schedule Search for obligatory courses of undergraduate

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

Save

S#	Course #	Course Name	Point	Instructor	Session/Location	Course Status	Selected Through	Reserved	Drop
1	000321091	統計學 Statistics	3.0必	洪英超	四234 / thu234 / 研究 250101	重複修習已及格科目 You have previously taken and passed this course.	必修灌檔 Required course auto selection	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2	305044011	企業實務講座 Business Forum	1.0必	韓志翔	三D56 / wedD56 / 商館 260202	正常OK	系所設定加選 Add via department or institute's	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>

It's important to click "Yes" under "Reserved" for the course you definitely want to keep.

## NOTE:

Click "Yes" under "Reserved" 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.



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## FAQS

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## 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.

Distance learning course : N/A

Course selection method : Course continuation from preceding semester to current semester.

**2**

+ Teacher expertise

+ Course Enrollment Details

志願類別: 76個體經濟學  
 □人數限制: 100人  
 □強制分發: 否

分組代碼: A個體經濟學  
 □是否開放加修: 是  
 □優先處理: 一般處理

□人數設定 Number of Students Accepted :

專業基礎(開放系所)人數 Students from Same Department	其他系所 Students from Other Departments or Institutes	總人數 Students in Total	是否開放加修 Manual Adding Allowed
0	0	100	是 Yes

□開放選修年級 Open to Students by Grade :

一年級 Freshman	二年級 Sophomore	三年級 Junior	四年級 Senior	研究生 Graduate Students	選讀生 Exchange Students
是 Yes	是 Yes	是 Yes	是 Yes	是 Yes	是 Yes

□開放選修學院 Open to Colleges :

文學院 Liberal Arts	社科院 Social Sciences	商學院 Commerce	傳播學院 Communication	外語學院 Foreign Languages	法學院 College of Law	理學院 Science	國際事務學 院 International Affairs	教育學院 Education	創新學院 Innov
是 Yes	是 Yes	是 Yes	是 Yes	是 Yes	是 Yes	是 Yes	是 Yes	是 Yes	是 Yes

□開放選修的學生身份 Open to Students by Details :

一般台生/陸生 Taiwan/Mainland China Students	僑生/港澳生 Overseas Chinese Students/HK,Macau Students	外籍生 International Students
是 Yes	是 Yes	是 Yes

□擴大轉系生可否選課 Fee-Paying Minors Taking Students Able to Select the Course :

擴大轉系生 Minors Taking Students Need to Pay a Fee
是 Yes

1

Remain Track More

3

□開放選修的學生身份 Open to Students by Details :

一般台生/陸生 Taiwan/Mainland China Students	僑生/港澳生 Overseas Chinese Students/HK,Macau Students	外籍生 International Students
是 Yes	是 Yes	是 Yes

□擴大轉系生可否選課 Fee-Paying Minors Taking Students Able to Select the Course :

擴大轉系生 Minors Taking Students Need to Pay a Fee
是 Yes

□可否加退選 Add and Drop Allowed :

可否登記加選 Course Adding Allowed	可否退選 Course Dropping Allowed
可 Yes	可 Yes

□校際選課 Cross-University Number of Students Accepted :

提供台北藝術大學名額 For Taipei National University of the Arts	提供政大附中AP課程名額 For NCCU Affiliated Senior High School	提供高中夥伴學校AP課程名額 Courses of Advanced Placement for Senior high school
5	0	0

□是否參加選課 Auto-Added From Course Selection Wait & Course-Selecting List : 是 Yes

□性別限制 Gender Restrictions : 不限 Free

□排除修讀學系 Excluded Departments : [ 無 None ]

□先修科目設定 Prerequisite Courses : 列印允許修習認定單 Print Blocked Course Enrollment Approval Form

□所屬學分學程 Open only to : [ 無 None ]

+ Course Unit Regulations

+ Syllabus Open in new tab

Close

# 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.