Instruction for Online Course Registration





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- 4 How to login Course Registration
- **5** How to add the course?
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- **Mow to search course Schedule?**



Notice(113-2 Academic Year)



Preferred Course Open

113/12/13 ~ 114/2/23

- •1st Period
 - > Student can't have 2(or more) same time courses in schedule. Please drop the course by yourself.
 - ➤ General Course (2 subject per semester)
- 2nd Period

114/2/17 • 9:00~114/2/24 • 7:00

,	1 st Period						
113/12/16 ~ 113/12/23 Please follow the Time & Identity							
12/16 09:00 ~ 12/17 07:00	Designate postgraduates & Post-Baccalaureate Program Students (Postgraduates who completed the teacher performance survey only)						
12/16 13:00 ~ 12/17 07:00	All Postgraduates (Post-Baccalaureate Program Students)						
12/17 09:00 ~ 12/18 07:00	Undergraduate Designate Senior (includes the 5 the year student of the department of Architecture and Urban Design) (includes the include postponed undergraduate student) (the 4th year student who completed the teacher performance survey only)						
12/17 13:00 ~ 12/18 07:00	Undergraduate -All 4 th year student [includes the 5 the year student of the department of Architecture and Urban Design]						
12/18 09:00 ~ 12/19 07:00	Undergraduate Designate Junior (the 3 rd year student who completed the teacher performance survey only)						
12/18 13:00 ~ 12/19 07:00	Undergraduate -All 3 rd year student						
12/19 09:00 ~ 12/20 07:00	Undergraduate Designate Sophomore (the 2 nd year student who completed the teacher performance survey only)						
12/19 13:00 ~ 12/20 07:00	Undergraduate -All 2 nd year student						
12/20 09:00 ~ 12/21 07:00	Undergraduate Designate Freshman (the 1st year student who completed the teacher performance survey only)						
12/20 13:00 ~ 12/21 07:00	Undergraduate -All 1st year student						
12/23 09:00 ~ 12/24 07:00	All students						

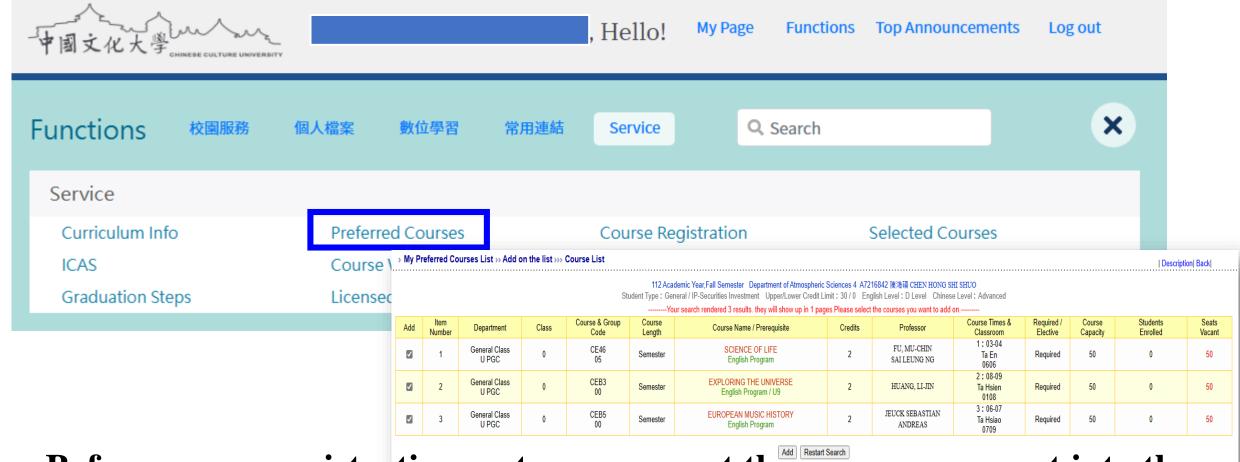


Credits Limits

		College	Graduate School (below 4 semesters)							
Status	1~3 grade	4 grade (including Department of Architecture and Urban Design 5 grade)	Master	Doctor						
Minimum	10 credits	9 credits	At least 1	2 credits	2 credits					
Maximum	25 credits	30 credits	subject	12 credits	9 credits					
Note.	The undergraduate students have academic grade average is above 80 in previous semester or current in graduate semester, or students be approved to attend minor, double major, and education programs could be up to 28 credits.									



Student Account—Function—Service—Preferred Courses



Before course registration system open, put the course you want into the Preferred Course, which help course registration speed up







Preferred Courses

Before course registration system open, put the course you want into the Preferred Course, which help course registration speed up

Student Account → **Function** → **Service** → **Preferred Courses**

112 Academic Year,Fall Semester Department of Atmospheric Sciences 4 A7216842 陳鴻碩 CHEN HONG SHI SHUO Student Type:General / IP-Securities Investment Upper/Lower Credit Limit:30 / 0 English Level:D Level Chinese Level:Advanced													
Your search rendered 3 results, they will show up in 1 pages. Please select the courses you want to add on													
Add	Item Number	Department	Class	Course & Group Code	Course Length	Course Name / Prerequisite	Credits	Professor	Course Times & Classroom	Required / Elective	Course Capacity	Students Enrolled	Seats Vacant
V	1	General Class U PGC	0	CE46 05	Semester	SCIENCE OF LIFE English Program	2	FU, MU-CHIN SAI LEUNG NG	1 : 03-04 Ta En 0606	Required	50	0	50
V	2	General Class U PGC	0	CEB3 00	Semester	EXPLORING THE UNIVERSE English Program / U9	2	HUANG, LI-JIN	2 : 08-09 Ta Hsien 0108	Required	50	0	50
V	3	General Class U PGC	0	CEB5 00	Semester	EUROPEAN MUSIC HISTORY English Program	2	JEUCK SEBASTIAN ANDREAS	3:06-07 Ta Hsiao 0709	Required	50	0	50

in Preferred Courses list When course registration system open, student can choose "one" to add.

Preferred Course→Add Course→Search the course you want→Add Course

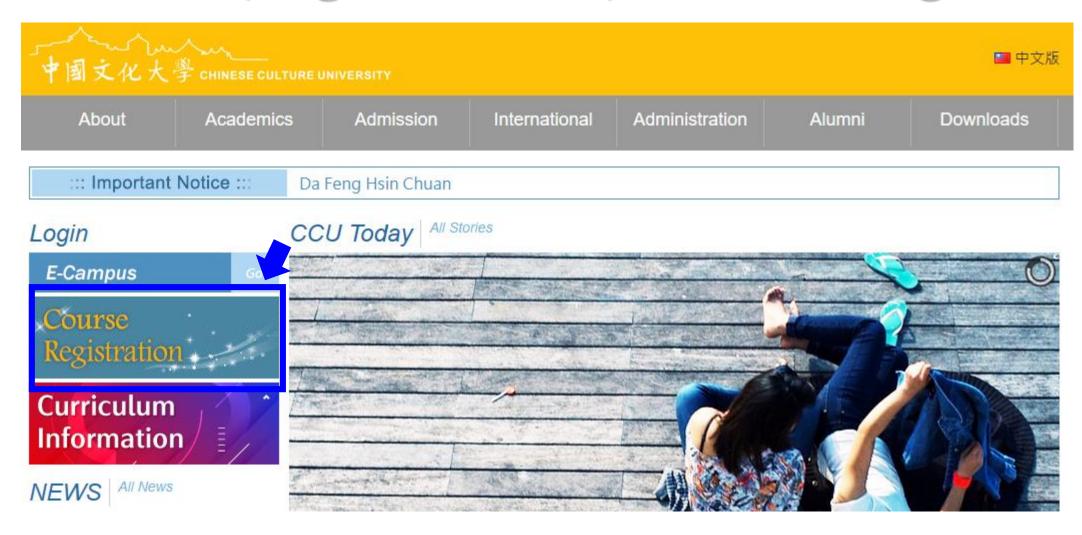




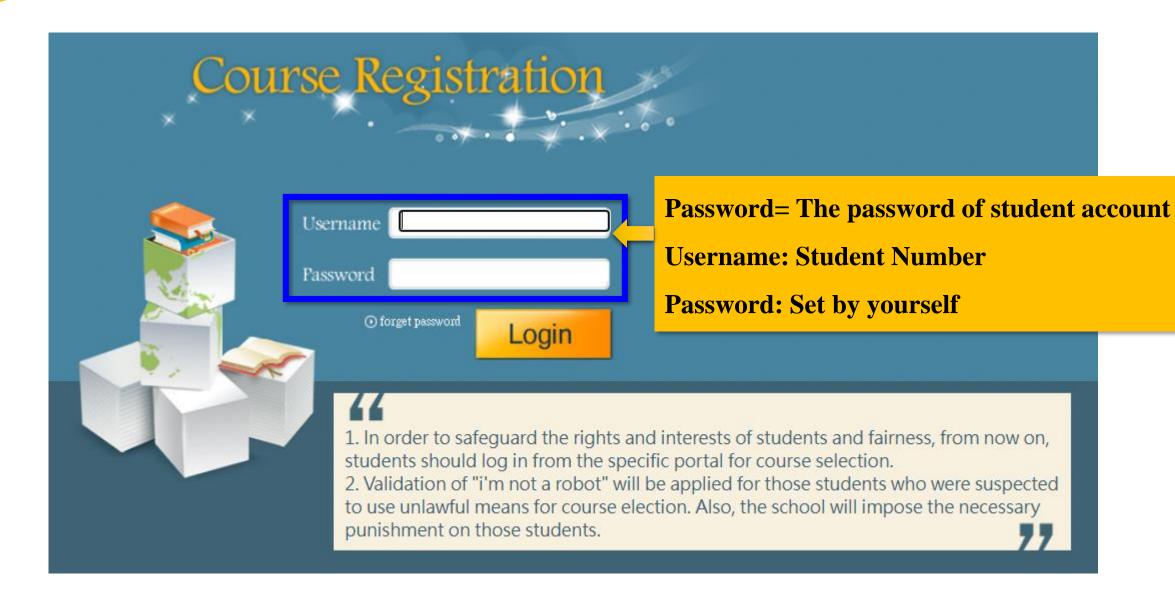
Q:How to login Course Registration?



A: CCU(English Version)→Course Registration



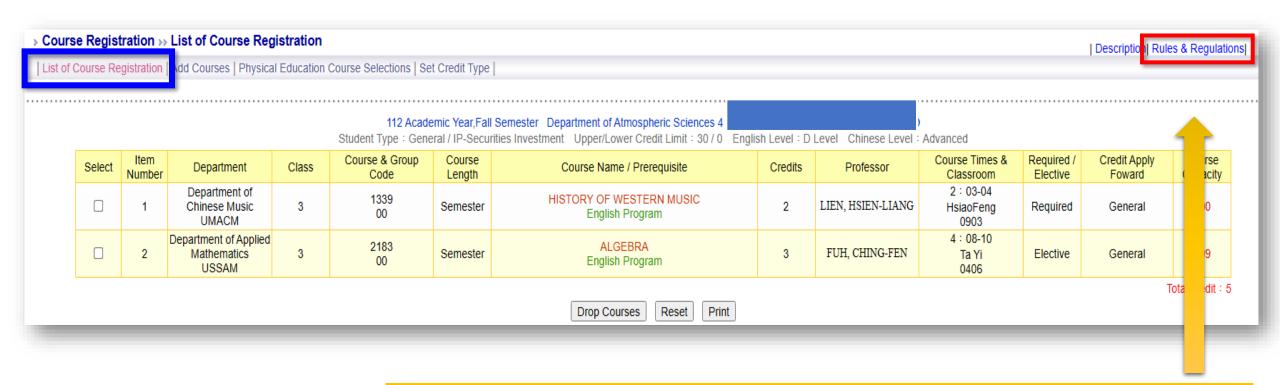
Course Registration→Login Username & Password





Course Registration—Login Screen: Course List

Course List=Already enrolled courses



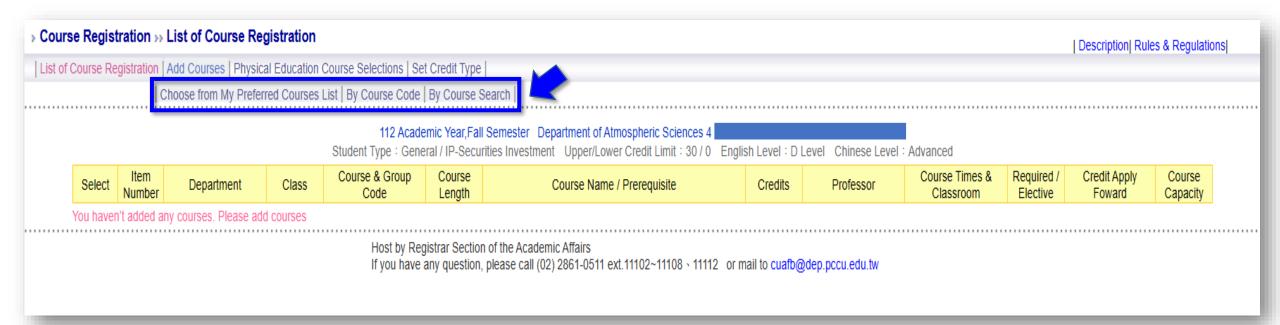
Please read the "Rules & Regulations" carefully before course registration



Q: How to "add" Course?



- A: It has 3 ways to add course
 - (1) by from My Preferred Course
 - (2)by Course Code
 - (3) by Course Search





A: Click→Add course→by from My Preferred Course

	Course Registration	Add Courses	Choose from M	ly Preferred Courses List	
~	Course Registration 77	Muu Courses ***	CHOOSE HOIH W	iy i referieu courses List	

| Description| Rules & Regulations|

| List of Course Registration | Add Courses | Physical Education Course | Set Credit Type |

Choose from My Preferred Courses List By Course Code By Course Searce

112 Academic Year, Fall Semester Department of Atmospheric Sciences 4

Student Type: General / IP-Securities Investment Upper/Lower Credit Limit: 30 / 0 English Edver - Dicator Onlineae Edver - Advance

------Here is the courses on your current My Preferred Courses List. Please select the courses you want to add.------

Add	Note	Item Number	Department	Class	Course & Group Code	Course Length	Course Name / Prerequisite	Credits	Professor	Course Times & Classroom	Required / Elective	Course Capacity	Students Enrolled	Seats Vacant
0		1	General Class U PGC	0	CE03 04	Semester	INTRODUCTION TO EASTERN AND WESTERN ART	2	GRAVESON MARK ADAM	3 : 03-04 Ta En 0502	Required	50	1	49
0		2	General Class U PGC	0	CE04 09	Semester	ENVIRONMENT AND ECOLOGY	2		2 : 03-04 Ta En 0509	Required	50	0	50
0		3	General Class U PGC	0	CE46 05	Semester	SCIENCE OF LIFE English Program	2	FU, MU-CHIN SAI LEUNG NG	1 : 03-04 Ta En 0606	Required	50	0	50
0		4	General Class U PGC	0	CEB3 00	Semester	EXPLORING THE UNIVERSE English Program / U9	2	HUANG, LI-JIN	2 : 08-09 Ta Hsien 0108	Required	50	0	50
0		5	General Class U PGC	0	CEB5 00	Semester	EUROPEAN MUSIC HISTORY English Program	2	JEUCK SEBASTIAN ANDREAS	3 : 06-07 Ta Hsiao 0709	Required	50	0	50
•		6	Physical Education U PPE	1	0099 30	Full Year	PHYSICAL ECATION ram	0	KUO, YU-HSUAN	3 : 01-02 Non	Required	50	0	50

(Please Lefer to To les & Regulations)

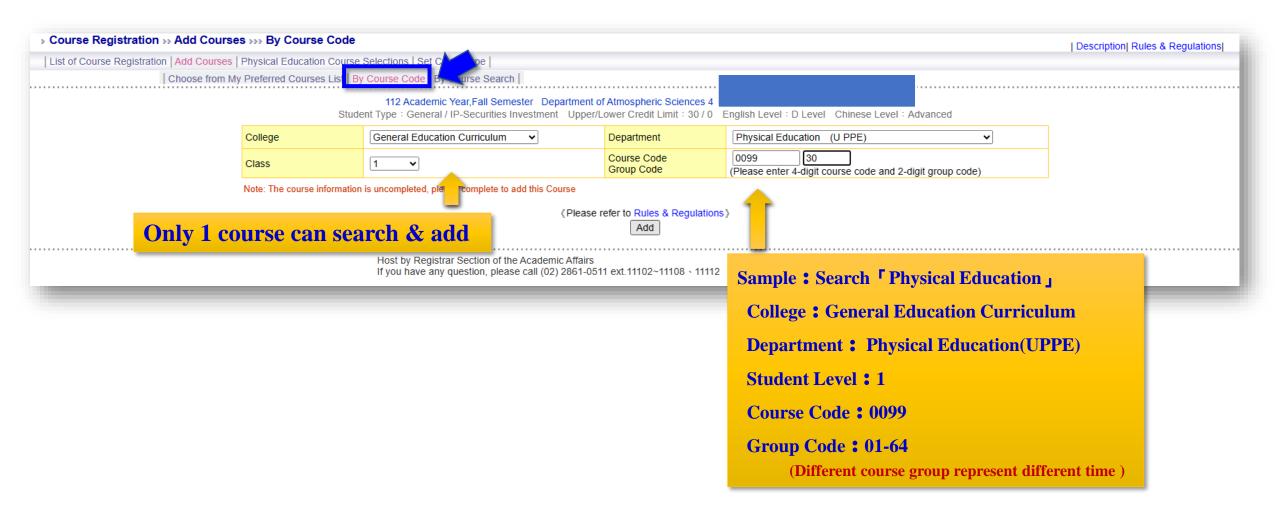
Add Reset

Click: the course you want(only 1 subject)→Add→Check

Field Add [*] represent the course already in List, student can't add the course again.



A : Click→Add course→by course code



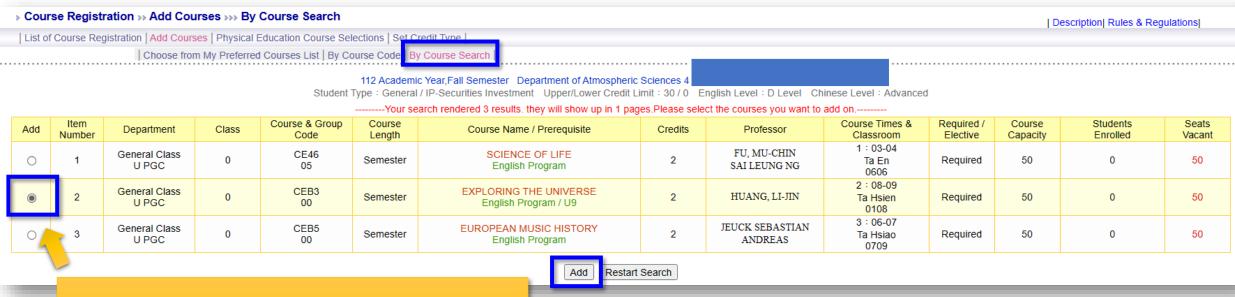


A : Click→Add course→by course search

→ Course Registration → A	dd Courses >>> By Course Search		Description Rules & Regulations
	oose from My Preferred Courses List By Course Code By Course Search		
	112 Academic Year,Fall Semester Department of Atmosp Student Type : General / IP-Securities Investment Upper/Lower Cr		lvanced
College	General Education Curriculum 🔻	Department	Advanced Search General Class (U PGC) ✓
Student Level	All	Course Code Group Code	(Please enter 4-digit course code and 2-digit group code)
Common Subjects and General Education	Other General Category Humanity (V	Course Name	(Search by part words)
Required / Elective	All	Professor Name Faculty ID	(Search by uncor Sample : Search "General Class"
Major Type	All	Course Type	All
-	rch "General Class" neral Education Curriculum	s & Regulations)	Course name: Humanity General Class ✓ Keywords searching (Please key in any category name you want)
Department	General Class(UPGC)		
Common Sub	jects and General Education: Other General Education		
	umanity · Society · Nature hoose any category you want, 2 subjects per semester)		Novt Stone
			Next Steps



A: Click→Add course→by course search



Click→the course you want→add course

(Only can add 1 course per time)

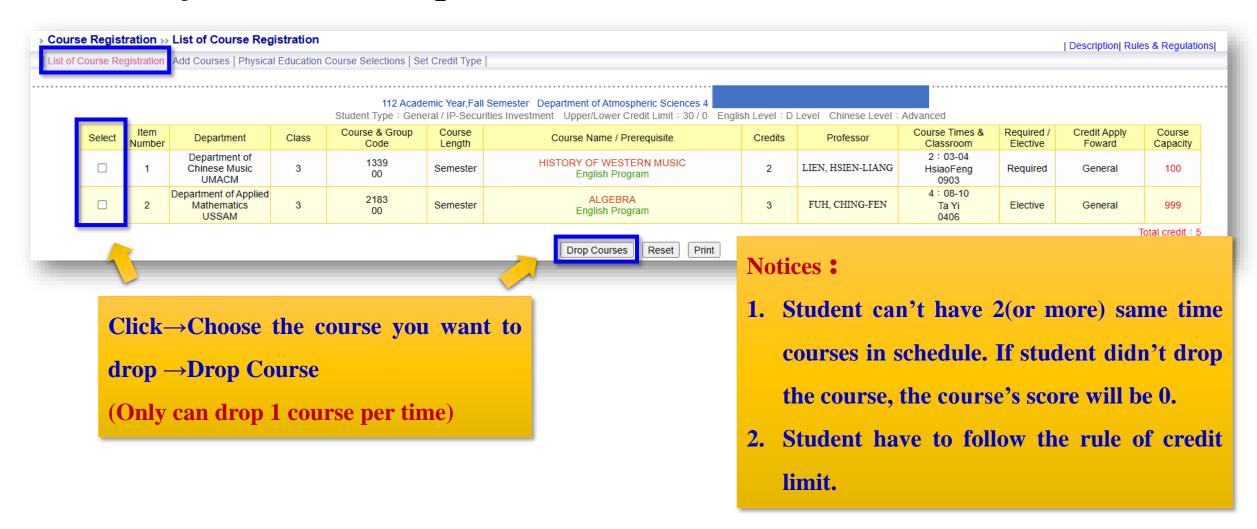
X General Course, 2 subject per semester



"Drop" course



Click→Course List→choose the course you want to drop(only 1 subject)→click Drop course

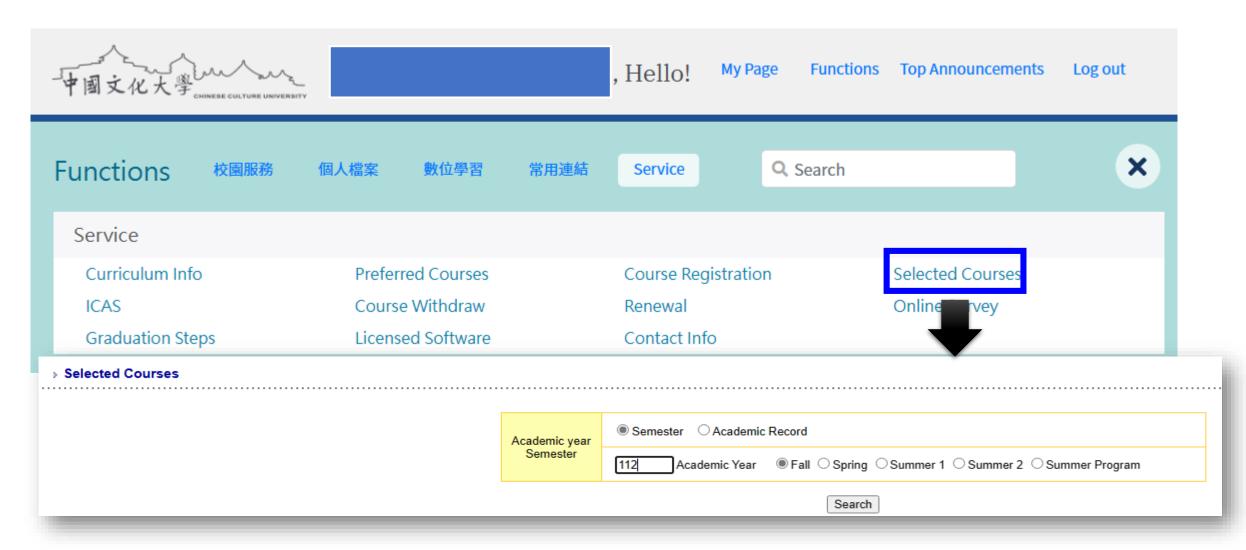




Q:How to search "course Schedule"?



A:Student Account—Function—Service—Selected Courses



If you have any question about Course Registration, please contact your Department Office, or

Organized by: Office of Academic Affairs
Registrar Section
(Da En Building 1 0 F)
Phone: 02-2861-0511

ext. 1 1 1 0 4~1 1 1 0 9

Ema i 1 : cuafb@dep.pccu.edu.tw

