

Instruction for Online Course Registration



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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

1st 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 4th 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 3rd 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 2nd 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

Status	College			Graduate School (below 4 semesters)	
	1~3 grade	4 grade (including Department of Architecture and Urban Design 5 grade)	Postgraduates	Master	Doctor
Minimum	10 credits	9 credits	At least 1 subject	2 credits	2 credits
Maximum	25 credits	30 credits		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.				

Tips

Student Account → Function → Service → Preferred Courses

The screenshot shows the student portal interface. At the top, there is a navigation bar with the university logo, a user greeting, and links for 'My Page', 'Functions', 'Top Announcements', and 'Log out'. Below this is a secondary navigation bar with 'Functions', '校園服務', '個人檔案', '數位學習', '常用連結', and a 'Service' button. A search bar is also present. The main content area shows a 'Service' menu with 'Preferred Courses' highlighted. Below this, a 'Course Registration' section is visible, showing a list of courses with columns for Add, Item Number, Department, Class, Course & Group Code, Course Length, Course Name / Prerequisite, Credits, Professor, Course Times & Classroom, Required / Elective, Course Capacity, Students Enrolled, and Seats Vacant. Three courses are listed, each with a checked 'Add' box and 50 seats vacant.

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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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

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

★ It's not REAL course registration ! ★

Tips

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**

My Preferred Courses List >> Add on the list >>> Course List

[Description](#) | [Back](#)

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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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

Add

Restart Search

Students can put several same courses in Preferred Courses list

When course registration system open, student can choose "one" to add.

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

★ **It's not REAL course registration !** ★



Q:How to login Course Registration ?



A: CCU(English Version)→Course Registration

The screenshot shows the top navigation bar of the Chinese Culture University (CCU) English website. The header is yellow with the CCU logo and name in Chinese and English. A language selector shows the Chinese flag and "中文版". Below the header is a grey navigation menu with links for "About", "Academics", "Admission", "International", "Administration", "Alumni", and "Downloads". A blue banner below the menu contains the text "Important Notice" and "Da Feng Hsin Chuan". The main content area features a "Login" section with a blue arrow pointing to the "Course Registration" link. Other visible links include "E-Campus", "Curriculum Information", "NEWS", "CCU Today", and "All News". The background of the page shows a photograph of people sitting on a wooden deck.

01

Course Registration → Login Username & Password



The image shows a login form titled "Course Registration" on a blue background. The form includes a "Username" field, a "Password" field, a "Login" button, and a "forget password" link. A yellow callout box points to the Username field with the text: "Password= The password of student account", "Username: Student Number", and "Password: Set by yourself". To the left of the form is a stack of books and a globe. At the bottom, a text box with quotation marks contains two numbered instructions.

Course Registration

Username

Password

[forget password](#)

Password= The password of student account
Username: Student Number
Password: Set by yourself

“

1. In order to safeguard the rights and interests of students and fairness, from now on, students should log in from the specific portal for course selection.
2. Validation of "i'm not a robot" will be applied for those students who were suspected to use unlawful means for course election. Also, the school will impose the necessary punishment on those students.

”

01

Course Registration → Login Screen: Course List

Course List = Already enrolled courses

> [Course Registration](#) >> [List of Course Registration](#) | [Description](#) | [Rules & Regulations](#)

[List of Course Registration](#) | [Add Courses](#) | [Physical Education Course Selections](#) | [Set Credit Type](#)

112 Academic Year, Fall Semester Department of Atmospheric Sciences 4 [Redacted]

Student Type : General / IP-Securities Investment Upper/Lower Credit Limit : 30 / 0 English Level : D Level Chinese Level : Advanced

Select	Item Number	Department	Class	Course & Group Code	Course Length	Course Name / Prerequisite	Credits	Professor	Course Times & Classroom	Required / Elective	Credit Apply Forward	Course Capacity
<input type="checkbox"/>	1	Department of Chinese Music UMACM	3	1339 00	Semester	HISTORY OF WESTERN MUSIC English Program	2	LIEN, HSIEN-LIANG	2 : 03-04 HsiaoFeng 0903	Required	General	0
<input type="checkbox"/>	2	Department of Applied Mathematics USSAM	3	2183 00	Semester	ALGEBRA English Program	3	FUH, CHING-FEN	4 : 08-10 Ta Yi 0406	Elective	General	9

Total Credit : 5



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

> [Course Registration](#) >> [List of Course Registration](#)

[| Description](#) [| Rules & Regulations](#)

[| List of Course Registration](#) [| Add Courses](#) [| Physical Education Course Selections](#) [| Set Credit Type](#)

[Choose from My Preferred Courses List](#) [| By Course Code](#) [| By Course Search](#)



112 Academic Year, Fall Semester Department of Atmospheric Sciences 4

Student Type : General / IP-Securities Investment Upper/Lower Credit Limit : 30 / 0 English Level : D Level Chinese Level : Advanced

Select	Item Number	Department	Class	Course & Group Code	Course Length	Course Name / Prerequisite	Credits	Professor	Course Times & Classroom	Required / Elective	Credit Apply Foward	Course Capacity
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You haven't added any courses. Please add courses

Host by Registrar Section of the Academic Affairs

If you have any question, please call (02) 2861-0511 ext.11102~11108 · 11112 or mail to cuafb@dep.pccu.edu.tw

“Add” course

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

> [Course Registration](#) >> [Add Courses](#) >>> [Choose from My Preferred Courses List](#) [| Description](#) [| Rules & Regulations](#)

[| List of Course Registration](#) | [Add Courses](#) | [Physical Education Course Selection](#) | [Set Credit Type](#) | [Choose from My Preferred Courses List](#) | [By Course Code](#) | [By Course Search](#) |

112 Academic Year, Fall Semester Department of Atmospheric Sciences 4 XXXXXXXXXX
 Student Type : General / IP-Securities Investment Upper/Lower Credit Limit : 30 / 0 English Level : B Level Chinese Level : Advanced

-----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
<input type="radio"/>		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
<input type="radio"/>		2	General Class U PGC	0	CE04 09	Semester	ENVIRONMENT AND ECOLOGY	2	--	2 : 03-04 Ta En 0509	Required	50	0	50
<input type="radio"/>		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
<input type="radio"/>		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
<input type="radio"/>		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
<input checked="" type="radio"/>		6	Physical Education U PPE	1	0099 30	Full Year	PHYSICAL EDUCATION English Program	0	KUO, YU-HSUAN	3 : 01-02 Non	Required	50	0	50

(Please click to [Rules & Regulations](#))

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.

04

“Add” course

A : Click→Add course→by course code

> **Course Registration** >> **Add Courses** >>> **By Course Code** | [Description](#) | [Rules & Regulations](#) |

| [List of Course Registration](#) | [Add Courses](#) | [Physical Education Course Selections](#) | [Set Course](#) |

| [Choose from My Preferred Courses List](#) | **By Course Code** | [By Course Search](#) |

112 Academic Year, Fall Semester Department of Atmospheric Sciences 4 [Redacted]

Student Type : General / IP-Securities Investment Upper/Lower Credit Limit : 30 / 0 English Level : D Level Chinese Level : Advanced

College	<input type="text" value="General Education Curriculum"/>	Department	<input type="text" value="Physical Education (U PPE)"/>
Class	<input type="text" value="1"/>	Course Code Group Code	<input type="text" value="0099"/> <input type="text" value="30"/> <small>(Please enter 4-digit course code and 2-digit group code)</small>

Note: The course information is uncompleted, please complete to add this Course

< Please refer to [Rules & Regulations](#) >

Host by Registrar Section of the Academic Affairs
If you have any question, please call (02) 2861-0511 ext.11102~11108、11112

Only 1 course can search & add

Sample : Search 「Physical Education」
College : General Education Curriculum
Department : Physical Education(UPPE)
Student Level : 1
Course Code : 0099
Group Code : 01-64
(Different course group represent different time)

05

“Add” course

A : Click→Add course→by course search

> Course Registration >> Add Courses >>> By Course Search

| Description | Rules & Regulations |

| List of Course Registration | [Add Courses](#) | Physical Education Course Selections | Set Credit Type |

| Choose from My Preferred Courses List | By Course Code | **By Course Search** |

112 Academic Year, Fall Semester Department of Atmospheric Sciences 4
Student Type : General / IP-Securities Investment Upper/Lower Credit Limit : 30 / 0

Advanced Search...

College	<input type="text" value="General Education Curriculum"/>	Department	<input type="text" value="General Class (U PGC)"/>
Student Level	<input type="text" value="All"/>	Course Code Group Code	<input type="text"/> <input type="text"/> (Please enter 4-digit course code and 2-digit group code)
Common Subjects and General Education	<input type="text" value="Other General Education"/> Category <input type="text" value="Humanity"/>	Course Name	<input type="text"/> <input type="checkbox"/> Keyword Searching
Required / Elective	<input checked="" type="radio"/> All <input type="radio"/> Required <input type="radio"/> Elective	Professor Name Faculty ID	<input type="text"/> (Search by unco...)
Major Type	<input type="text" value="All"/>	Course Type	<input type="text" value="All"/>

Sample : Search "General Class"

College : General Education Curriculum

Department : General Class(UPGC)

Common Subjects and General Education : Other General Education

Category : Humanity , Society , Nature

(Please choose any category you want, 2 subjects per semester)

Sample : Search "General Class"

Course name : Humanity General Class

Keywords searching

(Please key in any category name you want)



Next Steps

05

“Add” course

A : Click→Add course→by course search

> [Course Registration](#) >> [Add Courses](#) >>> [By Course Search](#) | [Description](#) | [Rules & Regulations](#) |

| [List of Course Registration](#) | [Add Courses](#) | [Physical Education Course Selections](#) | [Set Credit Type](#) |

| [Choose from My Preferred Courses List](#) | [By Course Code](#) | [By Course Search](#)

112 Academic Year, Fall Semester Department of Atmospheric Sciences 4 [Redacted]

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
<input type="radio"/>	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
<input checked="" type="radio"/>	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
<input type="radio"/>	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

Click→the course you want→add course

(Only can add 1 course per time)

※ General Course, 2 subject per semester

“Drop” course

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

> [Course Registration](#) >> [List of Course Registration](#) | [Description](#) | [Rules & Regulations](#) |

[List of Course Registration](#) | [Add Courses](#) | [Physical Education Course Selections](#) | [Set Credit Type](#) |

112 Academic Year, Fall Semester Department of Atmospheric Sciences 4

Student Type : General / IP-Securities Investment Upper/Lower Credit Limit : 30 / 0 English Level : D Level Chinese Level : Advanced

Select	Item Number	Department	Class	Course & Group Code	Course Length	Course Name / Prerequisite	Credits	Professor	Course Times & Classroom	Required / Elective	Credit Apply Foward	Course Capacity
<input type="checkbox"/>	1	Department of Chinese Music UMACM	3	1339 00	Semester	HISTORY OF WESTERN MUSIC English Program	2	LIEN, HSIEN-LIANG	2 : 03-04 HsiaoFeng 0903	Required	General	100
<input type="checkbox"/>	2	Department of Applied Mathematics USSAM	3	2183 00	Semester	ALGEBRA English Program	3	FUH, CHING-FEN	4 : 08-10 Ta Yi 0406	Elective	General	999

Total credit : 5

Click→Choose the course you want to drop →Drop Course
(Only can drop 1 course per time)

Notices :

1. Student can't have 2(or more) same time courses in schedule. If student didn't drop the course, the course's score will be 0.
2. Student have to follow the rule of credit limit.

07

Q:How to search “course Schedule” ?



A:Student Account→Function→Service→Selected Courses

The screenshot shows the user interface of the Chinese Culture University student portal. At the top left is the university logo with the text '中國文化大學 CHINESE CULTURE UNIVERSITY'. To the right of the logo is a blue rectangular area containing a user ID, followed by the text ', Hello!'. Further right are navigation links: 'My Page', 'Functions', 'Top Announcements', and 'Log out'. Below this is a teal navigation bar with the word 'Functions' and several menu items: '校園服務', '個人檔案', '數位學習', '常用連結', and 'Service'. A search bar with a magnifying glass icon and the text 'Search' is also present. The 'Service' menu is expanded, showing a grid of options: 'Curriculum Info', 'Preferred Courses', 'Course Registration', 'Selected Courses', 'ICAS', 'Course Withdraw', 'Renewal', 'Online Survey', 'Graduation Steps', 'Licensed Software', and 'Contact Info'. The 'Selected Courses' option is highlighted with a blue rectangular box, and a large black arrow points downwards from it. Below the service menu, there is a section titled '> Selected Courses'. This section contains a form with a yellow background for the 'Academic year Semester' label. The form includes radio buttons for 'Semester' (selected) and 'Academic Record', a text input field containing '112' for the 'Academic Year', and radio buttons for 'Fall' (selected), 'Spring', 'Summer 1', 'Summer 2', and 'Summer Program'. A 'Search' button is located at the bottom right of the form.

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 : 0 2 – 2 8 6 1 – 0 5 1 1
ext. 1 1 1 0 4 ~ 1 1 1 0 9**

E m a i l : cuafb@dep.pccu.edu.tw

