

# Instruction for Online Course Registration



# **Freshman Course Registration Notice (113-1 Academic Year)**

## **● Freshman-1<sup>st</sup> Period : 9/5 、 9:00 ~ 9/7 、 7:00**

- Only allow to add / drop “General Course” (2 subject per semester)**
- Only allow to add / drop First grade’s “Physical Education”**
- Freshman can withdraw from English Reading and Conversation (I) and then register for other language courses (such as French, Japanese, Korean, Russian) in the curriculum.**
- Please add / drop your own “General Course” & “Physical Education”**

## **● 2<sup>nd</sup> Period : 9/9 、 9:00 ~ 9/16 、 7:00**

# Credits Limits

Status	College		Graduate School (below 4 semesters)	
	1~3 grade	4 grade (including Department of Architecture and Urban Design 5 grade)	Master	Doctor
Minimum	10 credits	9 credits	2 credits	2 credits
Maximum	25 credits	30 credits	15 credits	12 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, the university logo and name '中國文化大學 CHINESE CULTURE UNIVERSITY' are visible. A navigation bar includes 'My Page', 'Functions', 'Top Announcements', and 'Log out'. Below this, a secondary navigation bar has '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 'Service' dropdown menu is open, with 'Preferred Courses' highlighted. Below this, a 'My Preferred Courses List' is displayed, showing a table of selected courses. The table has 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 !** ★

START

# Q:How to login Course Registration ?

## A: CCU(English Version)→Course Registration

The screenshot displays the CCU website interface. At the top, the university's name is written in Chinese (中國文化大學) and English (CHINESE CULTURE UNIVERSITY). A language selector in the top right corner shows the Chinese flag and the text "中文版". Below the header is a navigation menu with the following items: 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 on the left with a sub-menu containing "E-Campus", "Course Registration", and "Curriculum Information". A blue arrow points to the "Course Registration" link. To the right of the "Login" section is the "CCU Today" section with a link to "All Stories". At the bottom left, there is a "NEWS" section with a link to "All News". The background of the page shows a photograph of two 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. Below the form is a text box with two numbered points.

## 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

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

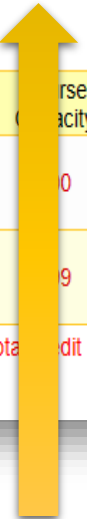
112 Academic Year, Fall Semester Department of Atmospheric Sciences 4 [Redacted]

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

[Drop Courses](#) [Reset](#) [Print](#)



Please read the “Rules & Regulations” carefully before course registration



02

# Q : How to “add” Course ?

A : It has 3 ways to add course

(1)by from My Preferred Course

(2)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 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](mailto: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 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 : 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 refer 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 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"/> <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**

04

# “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

05

# “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 [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	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

Drop Courses Reset Print

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.

06

# Q:How to search “course Schedule” ?

A:Student Account→Function→Service→Selected Courses

The screenshot displays the user interface of the Chinese Culture University student portal. At the top left, the university's logo and name are visible. The user is logged in, indicated by a blue box containing a name and the text ", Hello!". Navigation links include "My Page", "Functions", "Top Announcements", and "Log out". Below this, a secondary navigation bar features "Functions", "校園服務", "個人檔案", "數位學習", "常用連結", and a highlighted "Service" button. A search bar is also present. The "Service" menu is expanded, showing a grid of options: Curriculum Info, ICAS, Graduation Steps, Preferred Courses, Course Withdraw, Licensed Software, Course Registration, Renewal, Contact Info, and Selected Courses. The "Selected Courses" option is highlighted with a blue box, and a large black arrow points downwards from it. Below the menu, a section titled "> Selected Courses" is shown, containing a form with the following fields: "Academic year Semester" (highlighted in yellow), "Semester" (selected with a radio button), "Academic Record" (radio button), "Academic Year" (input field with "112"), "Fall" (selected with a radio button), "Spring" (radio button), "Summer 1" (radio button), "Summer 2" (radio button), "Summer Program" (radio button), and a "Search" button.



**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](mailto:cuafb@dep.pccu.edu.tw)**

