Instruction for Online Course Registration
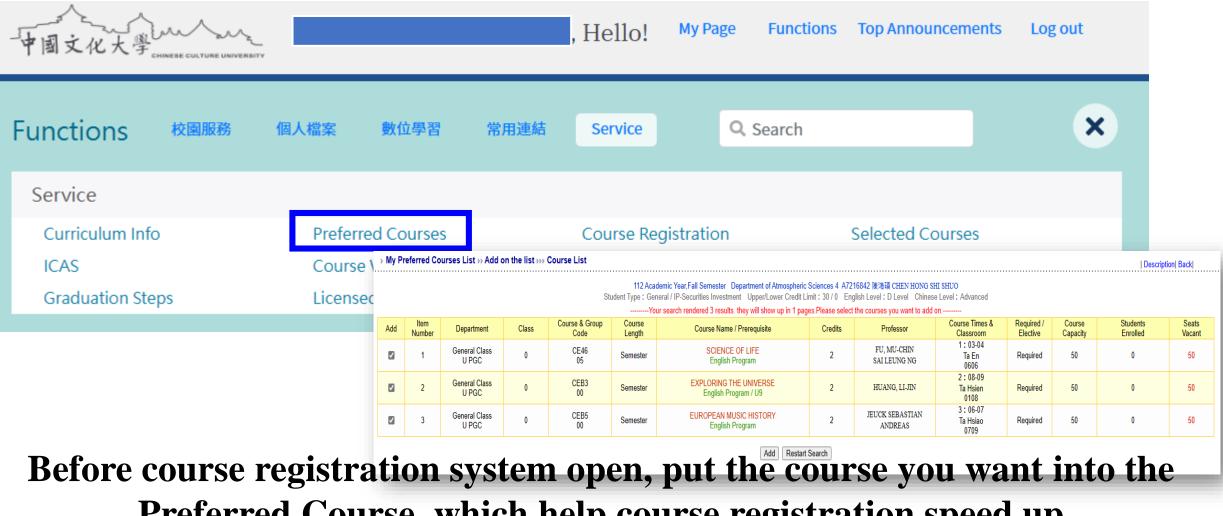
中國文化大學

CHINESE CULTURE UNIVERSITY

Freshman Course Registration Notice
(113-1 Academic Year)

●**Freshman-1ˢᵗ 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"**

● **2ⁿᵈ 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.			

Student Account→Function→Service→Preferred Courses

中國文化大學 CHINESE CULTURE UNIVERSITY

[_____], Hello!   My Page   Functions   Top Announcements   Log out

Functions   校園服務   個人檔案   數位學習   常用連結   **Service**   🔍 Search   ✕

Service

Curriculum Info	**Preferred Courses**	Course Registration	Selected Courses
ICAS	Course V		
Graduation Steps	Licensed		

› 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
☑	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
☑	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
☑	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

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|

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Add   Restart Search

Students can put several same courses in Preferred Courses list
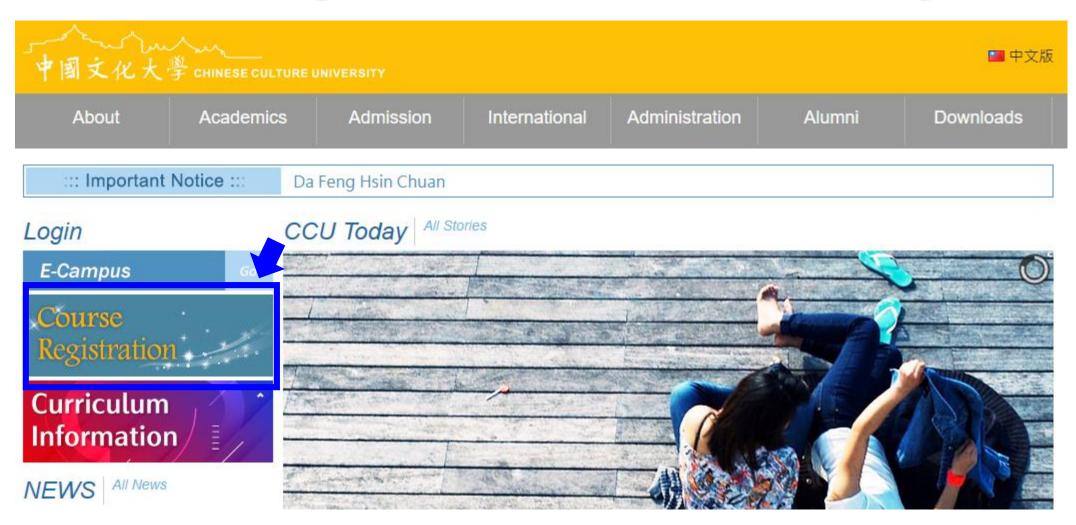**When course registration system open, student can choose "one" to add.**

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

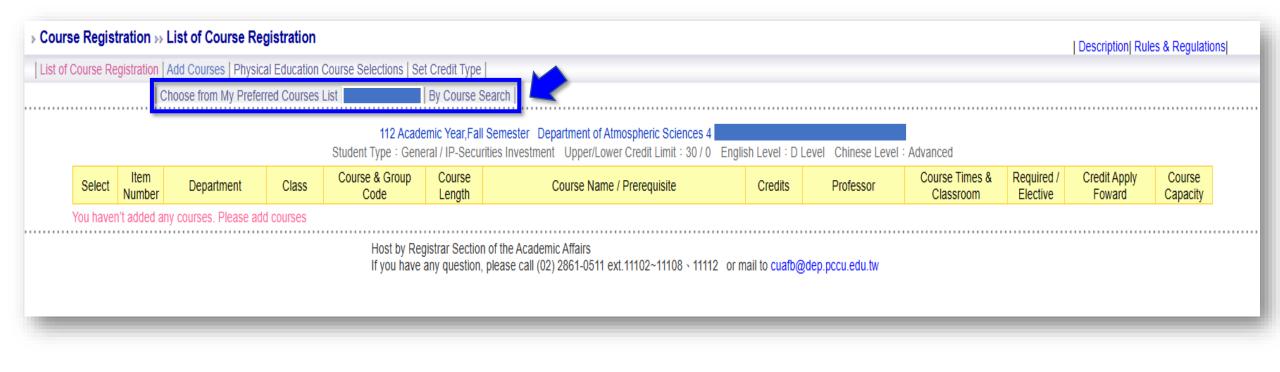# Course Registration→Login Username & Password

Course Registration

Username

Password

⊙ forget password

Login

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= <u>Already enrolled courses</u>

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

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

03 "Add" course

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

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

| 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   vanced

Advanced Search...

College	General Education Curriculum ⌄	Department	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 Genera ⌄ Category Humanity ⌄	Course Name	☐ ☐ Keyword Searching (Search by part words)
Required / Elective	⦿ All ○ Required ○ Ele...ve	Professor Name Faculty ID	(Search by uncor...
Major Type	All ⌄	Course Type	All

Notice
Notice

s & Regulations⟩

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Sample：Search ”General Class”

College：General Education Curriculum

Department：General Class(UPGC)

Common Subjects and General Education：　Other General Education

Category：Humanity、Society、Nature
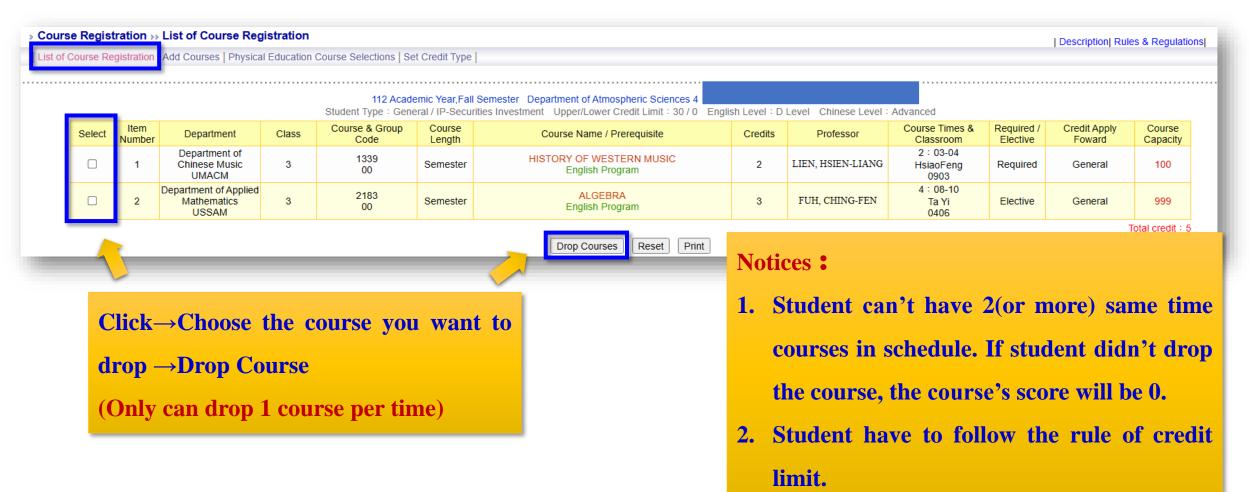　　　　(Please choose any category you want，2 subjects per semester)

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

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.---------

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[Add] [Restart Search]

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
> 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 |
> |---|---|---|---|---|---|---|---|---|---|---|---|---|
> | ☐ | 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 |
> | ☐ | 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.**

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 Building１０Ｆ）
Phone：０２－２８６１－０５１１
ext.１１１０４～１１１０９

Ｅｍａｉｌ：cuafb@dep.pccu.edu.tw

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