Instruction for Online Course Registration

CHINESE CULTURE UNIVERSITY

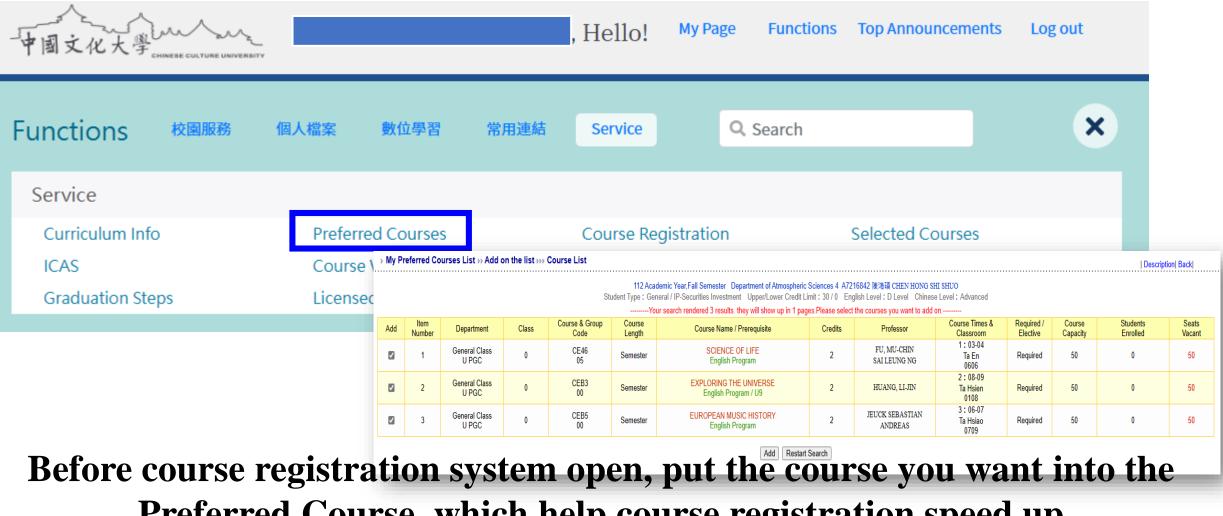# Freshman Course Registration Notice
(112-1 Academic Year)

●**Freshman-1ˢᵗ Period：9/7、9:00~9/9、7:00**

> ➢**Only allow to add / drop "General Course" (2 subject per semester)**

> ➢**Only allow to add / drop First grade's "Physical Education"**

> ➢**Freshman selected foreign language subjects such as, "France, Germany, Japan, Korea, Russia" during online registration are only allowed to select or drop: "Freshman Foreign Language Courses" and " Freshman Language Laboratory Courses". 。**

> ➢**Please add / drop your own "General Course" & "Physical Education"**

● **2ⁿᵈ Period：9/12、9:00~9/20、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)	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.				

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！★

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
☑	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

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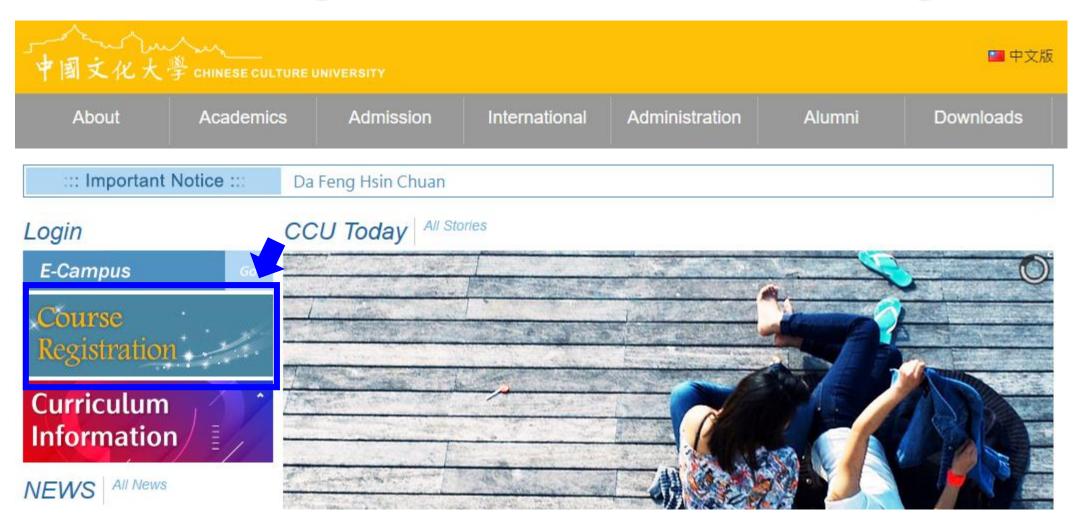**When course registration system open, student can choose "one" to add.**

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

01 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= __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
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	0
☐	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 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

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 Sections | 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

---------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
○		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
○		2	General Class U PGC	0	CE04 09	Semester	ENVIRONMENT AND ECOLOGY	2	--	2：03-04 Ta En 0509	Required	50	0	50
○		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
○		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
○		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 EDUCATION English Program	0	KUO, YU-HSUAN	3：01-02 Non	Required	50	0	50

〈Please refer to Rules & 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.

"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 Code |
>
> | 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

College	General Education Curriculum ▼	Department	Physical Education (U PPE) ▼
Class	1 ▼	Course Code Group Code	0099 30 (Please enter 4-digit course code and 2-digit group code)

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

Only 1 course can search & add

〈Please refer to Rules & Regulations〉
[Add]

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

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　　　　　　　　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...	Professor Name Faculty ID	[ ] (Search by uncom...
Major Type	All ▼	Course Type	All

Notice
Notice

s & Regulations》

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

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

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⦿	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]

Click→the course you want→add course

(Only can add 1 course per time)

※ General Course, 2 subject per semester

06 "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

中國文化大學 CHINESE CULTURE UNIVERSITY