

Instruction for Online Course Registration



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.				

Tips

Student Account→Function→Service→Preferred Courses

The screenshot shows the Chinese Culture University (CHINESE CULTURE UNIVERSITY) student account interface. The user is logged in as 'Hello!'. The navigation bar includes 'My Page', 'Functions', 'Top Announcements', and 'Log out'. The 'Functions' section is expanded, showing '校園服務', '個人檔案', '數位學習', '常用連結', and 'Service'. The 'Service' dropdown menu is open, highlighting 'Preferred Courses'. Below this, the 'Course Registration' section is visible, showing a table of preferred courses. The table has columns: 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, all with 'Required' status 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 English website interface. At the top, the header features the university's name in Chinese and English, a language toggle for '中文版', and a navigation menu with links: About, Academics, Admission, International, Administration, Alumni, and Downloads. Below the header, a blue banner contains the text '::: Important Notice ::: Da Feng Hsin Chuan'. The main content area is divided into two columns. The left column includes a 'Login' section with a blue arrow pointing to the 'Course Registration' link, which is highlighted with a blue box. Below this are links for 'E-Campus', 'Curriculum Information', and 'NEWS'. The right column features a large image of two people sitting on a wooden deck, with the text 'CCU Today' and 'All Stories' above it.

01

Course Registration→Login Username & Password



The image shows a login form titled "Course Registration" in a stylized yellow font with a blue background. The form includes a "Username" field and a "Password" field, both with white text boxes. A blue box highlights the "Username" field, and a yellow arrow points from a yellow box on the right to it. Below the fields are a "Login" button and a "forget password" link. To the left of the form is a stack of books. At the bottom, there is a yellow box with two numbered points and quotation marks.

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

[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 Forward	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

03

“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
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

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

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.

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](#) | [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

《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"/> <small>(Please enter 4-digit course code and 2-digit group code)</small>
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="checkbox"/> Search by uncor
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

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

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 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.

07

Q:How to search “course Schedule” ?

A:Student Account→Function→Service→Selected Courses

The screenshot shows the Chinese Culture University (CCU) student portal. At the top, there is a header with the university's logo and name in Chinese and English. To the right of the logo is a blue rectangular box, followed by the text ", Hello!". Further right are links for "My Page", "Functions", "Top Announcements", and "Log out". Below the header is a teal navigation bar with the word "Functions" on the left and a search bar on the right. In the center of the navigation bar are several menu items: "校園服務", "個人檔案", "數位學習", "常用連結", and "Service". The "Service" menu item is highlighted with a blue box. Below the navigation bar is a white area with a grid of service links. The links are: "Curriculum Info", "Preferred Courses", "Course Registration", "Selected Courses", "ICAS", "Course Withdraw", "Renewal", "Online Survey", "Graduation Steps", and "Licensed Software". The "Selected Courses" link is highlighted with a blue box, and a large black arrow points down from it. Below the service links is a section titled "Selected Courses" with a right-pointing arrow. This section contains a form with a yellow background. The form has a label "Academic year Semester" and two radio buttons: "Semester" (selected) and "Academic Record". Below the radio buttons is a text input field containing "112" and a label "Academic Year". To the right of the input field are four radio buttons: "Fall" (selected), "Spring", "Summer 1", "Summer 2", and "Summer Program". At the bottom right of the form is a "Search" button.

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 Withdraw Renewal Online Survey

Graduation Steps Licensed Software Contact Info

Selected Courses

Academic year Semester

☒ Semester ☐ Academic Record

112 Academic Year ☒ Fall ☐ Spring ☐ Summer 1 ☐ Summer 2 ☐ Summer Program

Search

**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

