

# NCKU Notice of Course Enrollment

In accordance with the NCKU calendar for the 2019-20 academic year and related enrollment regulations, this notice of course enrollment, coded as (108) Jiao-Zhu-Zi No. 065, was issued by the Office of Academic Affairs on November 29, 2019 to provide registration instructions for course enrollment for the spring semester of 2020.

## **Registration and Enrollment Instructions:**

- I. Starting from this semester, the Online Course Information and Course Enrollment System is equipped with a pre-registration function. Please make best use of the function for course enrollment according to the operations manual.
- II. Students are allowed to use the pre-registration function scheduled to be open during each stage of course enrollment from the stage of pre-enrollment to the end of the third stage of course enrollment.
- III. Intercollegiate transfer students admitted in the spring semester of the 2019-20 academic year are enrolled in advance by the Division of Registrar in their major program-designated required courses and shall be allowed to register for courses during the second stage of course enrollment.
- IV. The maximum number of courses that can be applied for via online registration designated for the second and third stages of course enrollment, is shown in the following table for various categories:

Category (Code)	Maximum no. of courses
General Education (A9)	1. Students are required to register online for preferred courses for computer-selected enrollment. 2. Each student is allowed to register for a maximum of 3 courses ( <b>not including a course of Exploring Tainan</b> ) no later than the 2 <sup>nd</sup> stage. 3. Students are allowed to enter the number of courses they intend to be enrolled in when they register online for preferred courses for computer-select enrollment during the third stage of course enrollment. 4. A Chinese course of Exploring Tainan is not listed as an option for online registration. Students are enrolled in advance by the Division of Registrar into this course.
Physical Education (A2)	1
General Chinese (A7)	1
English Module Program (A1, serial numbers 101~500)	1
Second Foreign Language (A1, serial numbers 501~700)	1

- V. Under special circumstances (such as minor study, double-major study or the Educational Program), students who need to take courses over or below the required number of credits and are not allowed to register online for course enrollment should complete and submit a course overload or underload request form with a copy of transcript after the end of the 1st stage (1/21) and before the end of the 3rd stage (3/4), which shall be approved by the relevant offices and processed by Registrar Division.

- VI. Students who wish to drop or withdraw from a flexible intensive course shall submit an application with a written report, which shall be approved and processed by the department offering the course. It is not recommended that students drop the course after the start of the course. Under special circumstances, applications for course withdrawal may be processed at the discretion of academic units (departments, graduate institutes, and colleges) before the end of the course.
- VII. Students should keep a file/copy of registration records at every stage of course enrollment, and shall make confirmation online as designated by the Office of Academic Affairs.
- VIII. Please check out rules for computer-selected course enrollment in General Education at the Course Enrollment System. Registration by designated students in every stage of course enrollment is regulated as follows:

<b>Pre-enrollment of Required Courses for Undergraduate Programs</b>	
Duration	Starting from December 26
Designated Students	All continuing students
Notes	<ol style="list-style-type: none"> <li>1. Students are allowed to check their curriculum on the NCKU Course Catalog and log in the Online Course Information and Course Enrollment System to use the preliminary registration function for course enrollment during this stage.</li> <li>2. Undergraduate students are enrolled in advance by Registrar Division in the major program-designated required courses. They are allowed to log into the course enrollment system to check the pre-registered course enrollment, starting from December 26.</li> <li>3. For all continuing students, please ensure you can log into the system before the 1st Stage of Course Enrollment. If you fail to log into the system with your password, please contact the Cheng Kung Portal Consulting Services on the 1st floor of the Computer and Network Center (ext. 61010, 61045). <a href="#">(Please read FAQ Q1 at the Course Enrollment System.)</a></li> </ol>
Registration	Online NCKU Course Information & Enrollment System
<b>Online Pre-registration Function Status</b>	
Duration	Starting from 9:00 on December 26 to 17:00 on January 21
Notes	System closed at 17:00 on January 21, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward.
<b>1<sup>st</sup> Stage of Course Enrollment</b>	
Duration	Starting from 9:00 on January 13 to 17:00 on January 17
Designated Students	All students (excluding intercollegiate transfer students admitted in the spring semester of 2020 )
Notes	<ol style="list-style-type: none"> <li>1. All students, except those from the Department of Medicine in the fifth year of study, in the undergraduate programs are enrolled by Registrar Division in the department-designated required courses for their major program. All continuing students are only allowed to register for courses designated for their own class/class category and for preferred courses for computer-selected enrollment. No quota limit is set to each course enrollment during this stage.</li> </ol>

2. Undergraduate students are only allowed to register for courses designated for their own class. Those who have been enrolled in advance by Registrar Division in a required-course group/class are only allowed to cancel the assigned enrollment. Any change in registration with regard to the assigned enrollment shall be completed during the second stage.
3. Graduate students are only allowed to register for courses designated for their own graduate program during this stage. They shall be allowed to register for courses designated for other graduate programs during the second stage.
4. If a course is conditionally set up with “no registration allowed during the first stage” at course catalog system, it shall not be open to registration until the second stage.
5. Continuing transfer students are allowed to register for courses designated for other, higher levels in the same-category class under their major program. They are not allowed to register for any courses designated for another category of classes at any level , or any courses designated for the first semester of the freshman year
6. Students in double major/minor programs are allowed to register for courses designated of other, higher levels for their second major/minor program. They are not allowed to register for any courses designated for the first semester of the freshman year.
7. Multi-Disciplinary Studies Program students are allowed to register for courses offered by other departments without enrollment requisites.
8. Registration for preferred courses for computer-selected enrollment (with a maximum of one course selected for each of the following categories, which will be announced before 17:00 on January 20) is regulated as follows:
  - (1) Undergraduate students only:
    - English (A1, serial numbers 101~500):

Students admitted before the 2014-15 academic year are not subject to the class placement list. Students are not allowed to enroll in two or more English module courses with the same title.
    - General Education (A9): a maximum of one course
    - Physical Education (A2):

Students who have completed 4 PE course credits (excluding outstanding student-athletes and students admitted through PE screening and review exams) are not allowed to register for preferred courses for computer-selected enrollment until the second stage to ensure a higher rate of course enrollment for those who have not completed required PE courses in this stage (a rate of 75% for freshman and sophomore students and 25% for juniors and seniors).
    - General Chinese (A7):

Students will be enrolled in advance by the Division of Registrar in the course of General Chinese bearing the same serial number, which they were enrolled in for the fall semester. Those who have not completed 4 course credits are allowed to register for preferred courses for computer-selected enrollment based on weighted average, with a

	maximum of one course to be selected. (2) All students: <ul style="list-style-type: none"><li>● Second Foreign Language (A1, serial numbers 501~700): A computer-selected enrollment based on weighted average shall be administered.</li></ul> 9. Registration for Remedial English courses (coded A3, A4, A5, A6, AA and AH) and online English courses for graduate students is scheduled for the second stage (from A1 701-702). 10. Freshman students from the five departments of Economics, Psychology, Transportation and Communication Management Science, Industrial and Information Management, and Business Administration are enrolled in advance by Registrar Division in the course of Calculus. They are advised to personally confirm this course enrollment.	
Registration	Online NCKU Course Information & Enrollment System	
Duration	Starting from 9:00 to 17:00 on January 21	
Designated Students	All undergraduate students	
Notes	All continuing undergraduates and new exchange students (undergraduate) are allowed to complete their second registration for their preferred courses in the category of General Education (A9) for computer-selected course enrollment. (A maximum of one course will be selected, the results will be announced before 17:00 on January 22).	
Registration	Online NCKU Course Information & Enrollment System	
Online Pre-registration Function Status		
Duration	Starting from 9:00 on January 30 to 17:00 on February 7	
Notes	System closed at 17:00 on February 7, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward.	
2 <sup>nd</sup> Stage of Course Enrollment		
Duration	Starting from 9:00 on February 3 to 17:00 on February 7	
Designated Students	Senior students (including deferred students)	2/3 09:00 ~ 12:00
	Junior students	2/3 13:00 ~ 17:00
	Sophomore students	2/4 09:00 ~ 12:00
	freshman students	2/4 13:00 ~ 17:00
	All students	2/5 09:00 ~ 2/7 17:00
Notes	1. All students are allowed to cancel enrolled courses and/or enroll in new courses. 2. Please refer to the designated schedule to register for courses during the period from February 3 to February 4. 3. Intercollegiate transfer students admitted in the spring semester of the 2019-20 academic year are enrolled in advance by the Division of Registrar in their major program-designated required courses. They are allowed to register for courses starting from the second stage of course enrollment. 4. Undergraduate students: (1) General Education (A9): According to regulations, the first priority for computer-selected course enrollment will be given to those who have failed to enroll in a maximum of	

	one General Education course as a result of the first registration. Next upper class students will be given priority for computer-selected enrollment, with a maximum of 3 courses to be selected before this stage. (2) General Chinese (A7): Those who have not completed 4 course credits are allowed to register for their preferred courses for computer-selected enrollment based on weighted average, with a maximum of one course to be selected. 5. All students are allowed to register for their preferred courses in the category of Second Foreign Language (A1) for computer-selected enrollment based on weighted average, with a maximum of one course to be selected. 6. Registration for Education Program courses (A4) shall not be allowed until 9:00 on February 5. 7. Physical Education (A2): Seniors or deferred students who intend to add PE courses to meet the requirement of graduation shall apply for enrollment according to the public notice of the Office of Physical Education.		
Registration	Online NCKU Course Information & Enrollment System		
Online Pre-registration Function Status			
Duration	Starting from 9:00 on February 17 to 17:00 on February 27		
Notes	System closed at 17:00 on February 27, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward.		
3 <sup>rd</sup> Stage of Course Enrollment			
Duration	February 17 to February 21	09:00 on February 24 to 17:00 on February 27	09:00 on March 2 to 17:00 on March 4
Designated Students	(1)Returning students (2) Deferred students for the 2019-20 academic year (3) Students not eligible for online registration (4)Students newly accepted for the 2020-21 academic year (5)Intercollegiate transfer students admitted in the spring semester of the 2019-20 academic year (6)Non-freshman students of joint degree programs	All students	Students who have to complete course enrollment under special circumstances
Notes	1. Please complete course enrollment through the department in charge of the course that is being applied for. 2. Those who are not allowed to register online	1. All courses, except General Education courses (A9), are open for students to add or drop during this period. 2. General Education courses are open for	1. Please complete course enrollment through the department in charge of the course that is being applied for. 2. Applications will be processed for those

	<p>for specific courses with a prerequisite course requirement and students on any joint and double degree program shall register for the courses upon approval of the department offering the courses.</p> <p>3. Registration for General Education courses is open exclusively to, returning students and deferred students.</p> <p>4. FLLD students are allowed to register with the NCKU Eagle Project Office for English courses in Module III.</p>	<p>students to drop during this period (except a flexible intensive course). Those who intend to add a General Education course shall register for computer-selected enrollment (Registration is allowed even if the quota is full. However, registration will be invalid if a class scheduling conflict arises). Students can fill in the number of intended courses to be selected, the results of which will be announced before 17:00 on March 1. Students are not allowed to drop a General Education course if they have been enrolled by computer selection. However, they may withdraw from the course, which will be indicated on their transcripts.</p> <p>3. Those who drop any enrolled courses before the end of this stage will receive a refund of credit fees. Afterwards, students will not be refunded for any course withdrawal.</p>	<p>whose course enrollment applications fail to meet the related credit or graduation requirements due to any course changes or other special factors.</p> <p>3. Graduate students who have completed their minimum course credit requirement for graduation and who have not enrolled in any course may apply for a note of Thesis/Dissertation Writing on the course enrollment checklist.</p> <p>4. During the stage of course enrollment by department offices, should there be other requirements designated by any department offices, students should follow those requirements.</p>
Registration	Department office	Online	Department office
	Eagle Project Office		
Course Enrollment Confirmation			
Duration	Starting from March 5 to March 9		



Designated Students	All students
Notes	<ol style="list-style-type: none"> <li>1. All students are required to review and conduct a final confirmation about their course selection online during this period. No course adjustment may be made at a later date.</li> <li>2. Should there be more courses than are required, students shall withdraw from them online, and no refund will be made for any course withdrawal.</li> <li>3. Under special circumstances, students shall submit a written report, which shall be approved by course instructors, department chair, and director of the Registrar's Division, to process related course enrolments at the Registrar's Division.</li> <li>4. Those who take courses below the required minimum number of credits and who decide not to add courses shall complete and submit a course underload request form, which shall be approved and processed by Registrar Division.</li> </ol>
Registration	Online NCKU Course Information & Enrollment System
<b>Course Withdrawal</b>	
Deadline	Starting from 9:00 on March 2 to 17:00 on May 15
Designated Students	Those who decide to withdraw from courses
Notes	<ol style="list-style-type: none"> <li>1. All withdrawals except those for flexible intensive courses shall be processed online. Withdrawal from a flexible intensive course shall be processed by the office of the department offering the course.</li> <li>2. Students who need to take courses below the required minimum number of credits under special circumstances are required to complete and submit a course underload request form for related course withdrawals, which shall be approved and processed by Registrar Division.</li> <li>3. Course withdrawal will be indicated on the student's transcript, and no refund will be made.</li> </ol>
Registration	Online NCKU Course Information & Enrollment System

IX. Notes:

- (1) The rules for Computer-Selected Course Enrollment are available at the website of the NCKU Course Information & Enrollment System (Announcement).
- (2) Contact information for offices in charge of course enrollment is available on the website of the NCKU Course Information & Enrollment System (Announcement).  
A9 General Education: 50212, 50215; A1 English; A1Second Foreign Language (Foreign Language Center): 52273; A7 General Chinese (Dept. of Chinese Literature): 52151; A2 Physical Education (Physical Education Office): 81818; A3 Military Training (Military Training Office): 50722; AH Chinese Language Center: 52040.
- (3) Information about route selection for a course of Exploring Tainan is available on the website of the NCKU Course Information & Enrollment System (Announcement).  
For more information, please contact the College of Liberal Arts at ext. 52012.

*This English version was translated from the original Chinese text. In the event of any discrepancy, the Chinese will take precedence.*

