NCKU Notice of Course Enrollment

In accordance with the NCKU calendar for the 2016-17 academic year and related enrollment regulations, this notice of course enrollment, coded as (105) Jiao-Zhu-Zi No. 077, was issued by the Office of Academic Affairs on December 1, 2016 to provide registration instructions for course enrollment for the spring semester of 2017.

Registration and Enrollment Instructions:

I. 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	3 (before the 2nd stage)
		According to rules of enrollment for the 3rd stage
Physical Education	A2	1
English Module Program	A1, serial numbers 101~500	1
Second Foreign Language	A1, serial numbers 501~700	1

II. 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 (1/24) and before the end of the 3rd stage (3/10), which shall be approved by the relevant offices and processed by the Division of Registrar.

III. Registration by designated students in every stage of course enrollment is regulated as follows:

1st Stage of Course Enrollment	
Duration	9am, January 16 to 5pm, January 20
Designated Students	All students
Notes	1. All students, except those from the Department of Medicine in the fifth year of study, in the undergraduate programs are enrolled by the Division of Registrar 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. 2. Undergraduate students are only allowed to register for courses designated for their own class. Those who have been enrolled in advance by the Division of Registrar 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. Registration for preferred courses for computer-selected enrollment (with a maximum of one course selected for each of the following categories, the results of which will be announced by January 24.) is regulated as follows: (1) English (A1, serial numbers 101~500) by undergraduate students. 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. (2) General Education (A9) and Physical Education (A2) by undergraduate students. (3) Second Foreign Language (A1, serial numbers 501~700) by all students. 8. The enrollment of General Chinese (A7) has been designated by the Division of Registrar. Those who intend to change their enrollment or to be enrolled in a class shall complete their registration in the second stage. 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).
Registration	Online Course Enrollment System
Duration	9am to 5pm, January 24
Designated Students	All undergraduate students
Notes	All undergraduates 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.
Registration	Online Course Enrollment System
2nd Stage of Course Enrollment	
Duration	9am, February 6 to 12pm(at noon), February 15
Designated Students	Senior students (including deferred students) — 2/6 09:00 ~ 12:00 Junior students — 2/6 13:00 ~ 17:00 Sophomore students — 2/7 09:00 ~ 12:00 freshmen students — 2/7 13:00 ~ 17:00 All students — 2/8 09:00 ~ 2/15 12:00
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 6 to 7. 3. Education Program courses (A4) shall not be allowed until 9am, February 8.
Registration	Online Course Enrollment System
3rd Stage of Course Enrollment	

Duration	February 20 to February 24	9am, March 1 to 5pm, March 6	March 8 to March 10
Designated Students	Returning students and deferred students for the 2016-2017 academic year, Students newly accepted for the 2017-2018 academic year	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 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. 3. FLLD students are allowed to register with the NCKU Eagle Project Office for English courses in Module III.	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 students to drop during this period. 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 on March 7. 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	Please complete course enrollment through the department in charge of the course that is being applied for.

		indicated on their transcripts. 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.	
Registration	Department office Eagle Project Office	Online	Department office
Course Enrollment Confirmation			
Duration	9am, March 13 to 5pm, March 17		
Designated Students	All students		
Notes	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. 2. Those whose course enrollment applications fail to meet the related credit, graduation requirements or due to any course changes shall submit a completed Application Form for Overdue Course Enrollment and consult with their course instructors, related department office and the Division of Registrar to complete additional course enrollment actions. Should there be more courses than are required, students are only allowed to withdraw from them.		
Registration	Online		
Course Withdrawal			
Deadline	9am, March 13 to 5pm, May 5		
Designated Students	Those who decide to withdraw from courses		
Notes	1. Course withdrawal will be processed online starting with the 2016-2017 academic year. 2. Course withdrawal will be indicated on the student's transcript, and no refund will be made.		
Registration	Online		
Designated Application Form	Undergraduate students shall complete a course withdrawal form if they are short of 16 credits due to the integrated General factor.		

IV.

(1) The rules for Computer-Selected Course Enrollment (applicable to every stage of preferred course enrollment for the A9 category of General Education) are available at the website of the Division of Registrar (Division Website→Online Service →Course Enrollment System→Information → Regulations & Note).

(2) Contact information for the department staff in charge of course enrollment is available at the website of the Division of Registrar (Division Website→Online Service →Course Enrollment

System→Information→Contact us):

General Education: 50212, 50215; English (Eagle Project Office): 52273; General Chinese: 52151

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