

## NCKU Notice of Course Enrollment

In accordance with the NCKU calendar for the 2018-19 academic year and related enrollment regulations, this notice of course enrollment, coded as (107) Jiao-Zhu-Zi No. 021, was issued by the Office of Academic Affairs on May 7, 2018 to provide registration instructions for course enrollment for the fall semester of 2018.

### Registration and Enrollment Instructions:

- I. New transfer students for the 2018-19 academic year are allowed to complete their online registration for preferred courses in the category of General Education for computer-selected course enrollment from August 23 to 27.
- II. 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 (not including the course of Stepping Through Tainan's Past) no later than the 2 <sup>nd</sup> stage)
		according to rules of enrollment for the 3 <sup>rd</sup> stage
Physical Education	A2	1
English Module Program	A1, serial numbers 101~500	1
Second Foreign Language	A1, serial numbers 501~700	1

- III. 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 (including those who need to drop any other courses during this process) should complete and submit a course overload or underload request form with a copy of transcript after the end of the 1st stage (7/12) and before the end of the 3rd stage (9/27) designated for online course enrollment, which shall be approved by the relevant offices and processed by the Division of Registrar.
- IV. Students who wish to drop or withdraw from any flexible intensive course shall submit an application with a written report, which shall be approved and processed by the department offering the course.
- V. Registration by designated students in every stage of course enrollment is regulated as follows:

1 <sup>st</sup> Stage of Course Enrollment	
Duration	9am, July 5 to 12 am, July 10
Designated Students	<ol style="list-style-type: none"> <li>1. All continuing students</li> <li>2. New graduate students of 2018 (including extra-territorial students at NCKU)</li> <li>3. new exchange students</li> </ol>
Notes	<ol style="list-style-type: none"> <li>1. All continuing 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.</li> <li>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</li> </ol>

	<p>enrollment shall be completed during the second stage.</p> <ol style="list-style-type: none"> <li>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.</li> <li>4. If a course is conditionally set up with “no registration allowed during the first stage” in the course catalog system, it shall not be open to registration until the second stage.</li> <li>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.</li> <li>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.</li> <li>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 before 17:00 on July 11 ) is regulated as follows: <ul style="list-style-type: none"> <li>(1) General Education (A9) and Physical Education (A2) by undergraduate students.  <p style="text-align: center;">(The course of Stepping Through Tainan's Past is not listed as an option for online registration of GE courses in the first stage. Students will be enrolled in advance by the Registrar’s Division into this course, as specified in Note 1-(3) for freshman students in the second stage of course enrollment.)</p> </li> <li>(2) Second Foreign Language (A1, serial numbers 501~700) by all students</li> </ul> </li> <li>8. 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).</li> <li>9. Registration for preferred courses in the category of English Module Program (A1, serial numbers 101~500) for computer-selected enrollment is scheduled for the third stage.</li> </ol>	
Registration	Online Course Enrollment System	
Duration	9am to 5pm, July 12	
Designated Students	<ol style="list-style-type: none"> <li>1. All continuing undergraduate students</li> <li>2. new exchange students (undergraduate)</li> </ol>	
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 July 13).	
Registration	Online Course Enrollment System	
2 <sup>nd</sup> Stage of Course Enrollment		
Duration	9am, August 20 to 5pm, August 27	9am, August 23 to 5pm, August 27
Designated Students	Senior students and deferred students	Freshman students of 2018 (including extra-territorial freshman students)
	8/20 9:00~12:00	

	Junior students	8/20 13:00~17:00	
	Sophomore students	8/21 9:00~12:00	
	All graduate students	8/21 13:00~17:00	
	1. All continuing students 2. New graduate students of 2018	8/22 9:00~8/27 17:00	
Notes	<ol style="list-style-type: none"> <li>1. All students are allowed to cancel enrolled courses and/or enroll in new courses.</li> <li>2. Please refer to the designated schedule to register for courses during the period from August 21 to 22.</li> <li>3. Registration for any repeated freshman courses/Education Program courses (A4) shall not be allowed until August 24.</li> <li>4. Registration for any repeated courses in the categories of General Chinese (A7) shall not be allowed until the third stage of enrollment.</li> <li>5. Registration for preferred courses in the category of English Module Program (A1, serial numbers 101~500) for computer-selected enrollment is scheduled for the third stage.</li> <li>6. Undergraduate returning freshman students are allowed to register online for course enrollment, starting from August 22.</li> </ol>		<ol style="list-style-type: none"> <li>1. Freshman students are enrolled in advance by the Division of Registrar in the department-designated courses (including the Physical Education (A2) course) for the first year of their major program. <ol style="list-style-type: none"> <li>(1) 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 the Division of Registrar in the course of <i>Calculus</i>. They are advised to personally confirm this course enrollment.</li> <li>(2) Freshman students from the College of Medicine are required to register for the course of Communication, Compassion and Global Perspectives (Serial No.: <u>I5 016</u>).</li> <li>(3) Freshman students admitted since the fall semester of 2018 shall be enrolled in advance by the Division of Registrar in the course of <i>Stepping Through Tainan's Past</i> (Serial No.: <u>A9 574</u>) in <b>two batches</b> to attend classes in the fall semester or the spring semester. Returning students and students who are required to repeat the course shall also be enrolled in advance by the Division of Registrar in the course.</li> </ol> </li> <li>2. Undergraduate freshman students shall enroll in all required courses in the first-year curriculum of their program.</li> </ol>

		<p>Any such required-course enrollment in other programs under exceptional circumstances shall be approved by the Vice President for Academic Affairs. If a course is conditionally set up with “no registration allowed during the first stage” in the course catalog system, students shall register to enroll in the course in this stage.</p> <p>3. Undergraduate freshman 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.</p> <p>4. Undergraduate freshman students are required to register for preferred courses for computer-selected enrollment during this stage, with a maximum of one course selected for each of the following categories as follows: General Education (A9), General Chinese (A7) and Military Training (A3). The results will be publicized on the webpage of the Division of Registrar before 17:00 on August 31.</p> <p>5. Registration for Educational Program courses by all students is scheduled for this period, starting from August 24.</p> <p>6. Registration for preferred courses in the category of English Module Program (A1, serial numbers 101~500) for computer-selected enrollment is scheduled for the third stage.</p>		
Registration	Online Course Enrollment System	Online Course Enrollment System		
Designated Application Form	Course overload or underload request form			
<b>3<sup>rd</sup> Stage of Course Enrollment</b>				
Duration	9am, September 07 to 5pm, September 8	September 10 to 14	9am, September 17 to 5pm, September 20	1pm, September 21 to 12pm September 27
Designated Students	Undergraduate students (Except	New transfer students, joint degree	All students	Students who have to complete course

	FLLD students)	program students, returning students and deferred students for the 2018-19 academic year, students not eligible for online registration, and FLLD students		enrollment under special circumstances
Notes	<p>1. The class placement list of freshman students of 2018 for English Module Program is scheduled to be published on the course enrollment system by 5pm September 6 Accordingly, students are required to register for an English module course. Those who have received a CEFR certificate of higher-level English proficiency and who plan to take a higher-level English module course are required to complete their registration with the Eagle Project Office, scheduled for</p>	<p>1. Please complete course enrollment through the department in charge of the course that is being applied for.</p> <p>2. Registration for General Education courses is open exclusively to, returning students and deferred students.</p> <p>3. Those who are not allowed to register online for specific courses with a prerequisite course requirement shall register for the courses upon approval of the department offering the courses.</p> <p>4. FLLD students are allowed to register with the NCKU Eagle Project Office for English courses in Module III.</p>	<p>1. All courses, except General Education courses (A9), are open for students to add or drop during this period.</p> <p>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</p>	<p>1. Please complete course enrollment through the department in charge of the course that is being applied for.</p> <p>2. Applications will be processed for those 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 <i>Thesis/Dissertati</i></p>

	<p>9/10-9/14.</p> <p>2. Students admitted before the 2014-15 academic year are not subject to the class placement list.</p> <p>3. Students are required to register for preferred courses in the category of English Module Program, starting 9am September 7. The registration results will be published (on the personal course enrollment checklist) before 17:00 on September 9.</p> <p>4. Students are not allowed to enroll in two or more English module courses with the same title.</p>	<p>5. Students who are not eligible for online registration and who plan to register for an English module course (A1, serial number 101-500) shall complete their registration with the NCKU Eagle Project Office according to relevant regulations during the period from 14:00, September 21 to 12:00, September 27.</p>	<p>fill in the number of intended courses to be selected, the results of which will be announced before 14:00 on September 21. 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 course (棄選, defined and noted as dropping a course) before the end of this stage are not required to pay for its credit fees. Afterwards, students who withdraw from any course (退選,</p>	<p><i>on Writing on the course enrollment checklist.</i></p>
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			defined and noted as a course withdrawal) are required to pay for its credit fees.	
Registration	Online	Department office Eagle Project Office	Online	Department office
Designated Application Form		1. Course addition request form 2. Course overload or underload request form	Course overload or underload request form	Course addition request form

#### Course Enrollment Confirmation

Duration	September 28 to October 2
Designated Students	All students
Notes	<ol style="list-style-type: none"> <li>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>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.</li> </ol>
Registration	Online
Designated Application Form	Application Form for Overdue Course Enrollment

#### Course Withdrawal

Deadline	9am, September 28 to 5pm, November 23
Designated Students	Those who decide to withdraw from courses
Notes	<ol style="list-style-type: none"> <li>All withdrawals except those for flexible intensive courses shall be processed online.</li> <li>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, which shall be approved and processed by the Division of Registrar.</li> <li>Course withdrawal will be indicated on the student's transcript, and no refund will be made.</li> </ol>
Registration	Online

#### VI. Notes:

- (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→Announcement).  
(2) Contact information for offices in charge of course enrollment is available at the website of the Division of Registrar (Division Website→Online Service →Course Enrollment System→Contact Information) at [http://reg.acad.ncku.edu.tw/ezfiles/55/1055/img/2680/choose\\_cont.htm](http://reg.acad.ncku.edu.tw/ezfiles/55/1055/img/2680/choose_cont.htm):  
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): 50405; Military Training (Military Training Office): 50722.

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

