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一、如何进入选课系统

How to Access the Online Course Enrollment System

1. 課程資訊及選課系統，連結網址：https://course.ncku.edu.tw

Please log into the Course Information and Enrollment System at https://course.ncku.edu.tw

2. 系統首頁：包含系統功能列（上方金色區塊選項）、課程公告（左方）、最新消息（右上）、注意事項（右下）、相關系統諮詢人員（頁尾），同學可連結讀取相關資訊。

The Homepage contains a menu of links (block in gold on the top), Announcement (on the left), News (top right), Notices (bottom right), and system consultant information (bottom) for course enrollments. You are allowed to access links to read related information.

3. Login：登入密碼與成功入口相同。系統密碼問題請查看首頁 FAQs 之 Q1。

Please enter your password for Cheng-Kung Portal to log into the system.

You may read Q1 of FAQs for information on the password for the system.
二、學士班選課內定

Undergraduate Students Automatically Enrolled by the System in Program-designated Required Courses

1. 學士班第一階段選課前內定必修課程, 請查看【選課公告】選課內定說明。
   內定完成後開放該學期選課登入，學生可於【我的課表】查詢內定結果，若有問題可來電洽詢承辦人。

Undergraduate Students are enrolled automatically by the system in their major program-designated required courses before the first stage of course enrollment. Please read the information on designated required course enrollment under the link of [Announcement]. Upon completion of designated enrollment, you are allowed to log into the course enrollment system at https://course.ncku.edu.tw/ to confirm your program-designated required course enrollments in [My Course Schedule]. Please contact the staffer in charge of course enrollment for your program at the Division of Registrar if you have questions about this process.

- Announcement
- (a) Announcement
- (b) Information
- (c) FAQ for Course Enrollment
- (d) Exploring Tainan
- (e) Service Courses Recommended
- (f) Notes of taking PE course
- (g) NCKU General Education Course Enrollment Guidelines
- (h) Contact Information
- (i) Taking Course Over 25 Credits notice
- (j) Course suspension notice

Figure 2.1

Selected Courses ▼ | Course Enrollment ▼

- My Course Schedule
- List Of Selected Courses

Figure 2.2
三、預排選課 Pre-registration for Course Enrollments

1. 預排功能: 開放期間可讓學生依我的課表空白課堂部分做選課前預排規劃，選課開放時仍需加選（從預排加入選課或單獨自行加選）。

Students are allowed to use the pre-registration function on the course enrollment system during the designated period to plan for course additions, which shall be processed by students during the stage of course enrollment.

2. 一般課程之預排，選擇課程查詢>系所課程方塊磚>點選系所。

To pre-register for general courses, please find [All Dept.] under the link of [Department/Institute courses], visible after you click on [Course Catalog].
（1）進入所有系所畫面，例如欲加選中文系課程，點選該系。
Please click on the intended course on the page of [All Dept.].

（2）進入系所課程畫面，於預排開放期間，加入預排科目（Pre-register）。
Please enter your department under the link of [All Dept.] to pre-register for the intended courses.

A. 學士班本系必修已內定，故一般專業課程學士班僅需預排選修課程或無列在「我的課表」之課程或有修輔雙之課程；通識課程可做預排志願登記。
Undergraduate students are already enrolled by the system in their major program-designated required courses. Therefore, they are allowed to pre-register for intended elective courses, courses not included in [My Course Schedule], or courses designated for a minor or double major program; or general education courses for preference enrollment.
B. 研究所預排本所或無列在「我的課表」之課程,或於選課開放時再行加選。Graduate students are allowed to pre-register for major program courses, or courses not included in [My Course Schedule]; or add courses during the course enrollment stage.

四、選課作業 Course Enrollment Procedures

選課共分 3 個階段(請查看選課公告),不同階段會顯示不同開放功能選單。Three stages of course enrollment are scheduled, as shown in the NCKU Notice for Course Enrollment, with various functions designated for specific stage.

1. 學士班課程分為 [一般專業課程] (ex. 系上必修、選修課程) 及 [志願課程] (ex. A9 通識課程、A1 英文模組、A7 基礎國文、A2 體育…等) 兩大類。

NCKU undergraduate program courses are classified into two categories:

1. [General Major Program-Designated Courses], including major program-designated required and elective courses;

2. [Preferred Courses], including General Education (A9), English Module (A1), General Chinese (A7), and Physical Education (A2).

2. 研究所課程僅 [一般專業課程]。

[一般專業課程] 在選課前可先進課程查詢「系所課程」流覽。

NCKU graduate program courses refer only to your major-program designated courses. You are allowed to browse [All Dept.] before course enrollment.

（1）專業課程加選方法一：進入系所課程畫面>於選課開放期間，進入課程查詢後。查詢欲加選科目，直接加選 (Add Course), 輸入驗證碼，加選完成查看「我的課表」。

Major program-designated course addition (option 1):
Please enter the page of [all Dept.] during the course enrollment stage. Select the intended course, click on [Add Course] and enter CAPTCHA. Upon completion, check out if the intended course is listed on [My Course Schedule].

Major program-designated course addition (option 2):
Please click on the bar of [Add Course From Preliminary Course Schedule] under the link of [Course Enrollment] to add the intended course during the pre-register operation stage. Upon completion, check out if the intended course is listed on [My Course Schedule].
Course Enrollment System > Online Course Enrollment Procedures

Undergraduate students only

Online registration for preferred courses for computer-selected enrollment for (option 1): Please check out General Education courses (A9) under the link of [Course Catalog]. Select the intended courses (multiple choices allowed) and click on Preference Enter.

Upon registration, please click on the bar of Preference List & Adjust Order under the link of [Course Enrollment] to make a preference list for computer-selected enrollment.

登記志願完畢後，再進【選課】項目【登記清單與志願順序調整】排定志願順序，以利電腦抽籤作業。
The result of computer selection will be announced at the latest information. The resulting enrollment will be imported into [My Course Schedule]. You are allowed to confirm online.

Undergraduate students only
Online registration for preferred courses for computer-selected enrollment (option 2): During the stage of course enrollment, Please click on the bar of Preference-Enter From Preliminary Course Schedule and the bar of Preference List & Adjust Order, under the link of [Course Enrollment], to make a preference list for computer-selected enrollment.

The result of computer selection will be announced at the latest information. The resulting enrollment will be imported into [My Course Schedule]. You are allowed to confirm online.
五、棄選作業 Procedures for Dropping Courses

1. 棄選，網路選課開放期間，學生欲刪除選課，可從選課>棄選操作處理。
   Students are allowed to click on [Drop] under the link of [Course Enrollment] to drop intended courses during the course enrollment stage.

2. 直接在棄選的科目上點選，並按【棄選】按鍵。
   Please select the intended course and click on [Drop].

3. 顯示[課程棄選確認]訊息，按下【確定】鍵。
   Please click on [Yes] to confirm and drop the intended course.
4. Display the confirmation message.
This notification indicates that you have completed procedures for dropping the intended course.

Message notification

Drop 【B1-011】Four Books(2) successfully!