NCKU Notice of Course Enrollment

In accordance with the NCKU calendar for the 2020-21 academic year and related enrollment regulations, this notice of course enrollment, coded as (109) Jiao-Zhu-Zi No. 021, was issued by the Office of Academic Affairs on April 22, 2020 to provide registration instructions for course enrollment for the fall semester of 2020.

Registration and Enrollment Instructions:

I.   The NCKU Course Information and Course Enrollment System (NCIACES) is equipped with a pre-registration function. Please make best use of the function for course enrollment according to the operations manual (http://reg.acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_re.htm.) This function is optional. Use it or not, your rights to course registration during the course enrollment period will not be affected.

II.   Students are allowed to use the pre-registration function scheduled to be open during each stage of course enrollment from the confirmation stage of required course enrollments (administered by the Division of the Registrar) for undergraduate programs to the end of the third stage of course enrollment. In consideration of internet traffic and potential course changes, the pre-registration function is programed to list courses regardless of course-designated restrictions or prerequisites. The system will not screen pre-registered courses in terms of enrollment-related setups until the stage of online enrollment for course addition. Accordingly, the pre-registered course list will not be automatically imported into your final course enrollment list.

III. 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)	Designated students	Maximum no. of courses
General Education (A9)	Undergraduate students	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 (not including a course of Exploring Tainan) no later than the 2nd 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 (A9 574、576)is not listed as an option for online registration. Students are enrolled in advance by the Division of the Registrar into this course, and they shall choose their routes on the Route Selection System. Foreign students intending to enroll in an English-taught course of Exploring Tainan (A9 575、577)shall register online.
General Chinese (A7)	Undergraduate students	1
English Module Program (A1)	Undergraduate students	1 serial numbers 101~500
Second Foreign Language (A1)		1 serial numbers 501~700

Physical Education (A2)		1

IV. 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 (7/16) and before the end of the 3rd stage (9/24), which shall be approved by the relevant offices and processed by the Division of the Registrar.

V. Students who wish to drop or withdraw from any flexible intensive course shall submit an application with a written report (free format), which shall be approved and processed by the academic unit 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 the academic units (departments, graduate institutes, and colleges) before the end of the course.

VI. 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.

VII. Please check out enrollment-related regulations, including rules for computer-selected course enrollment in General Education, on the website of NCIACES. Registration by designated students in every stage of course enrollment is regulated, as shown in the NCKU Course Enrollment Schedule for Fall Semester, 2020 attached below this notice.

VIII. 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 on the website of the Division of the Registrar at http://reg.acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm.

(2) Contact information for offices in charge of course enrollment is available on the website of the Division of the Registrar at http://reg.acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm:

Office (Course)	Ext.	Office (Course)	Ext.
Center for General Education (**A9** General Education)	**50212、50215**	Foreign Language Center (A1 English, A1Second Foreign Language)	**52273**
Dept. of Chinese Literature (A7 General Chinese)	**52151**	Physical Education Office (A2 Physical Education)	**81818**
Military Training Office (A3 Military Training)	**50722**	AH Chinese Language Center	**52040**
Extension numbers to department/institute/program offices for course enrollment are available on their websites.			
Information about route selection for the course of Exploring Tainan is available on the website of the Division of Registrar at http://reg.acad.ncku.edu.tw/p/412-1041-17043.php?Lang=zh-tw. For more information, please contact the College of Liberal Arts at ext. 52012.			

[Attachment]　NCKU Course Enrollment Schedule for Fall Semester, 2020

Confirmation of Required Course Enrollments for Undergraduate Programs	
Duration	June 24 to July 6
Designated Students	**All students (except undergraduate freshman students of 2020)**
Notes	1. Please check out enrollment-related regulations and rules for computer-selected course enrollment in General Education on website of the NCKU Course Information and Course Enrollment System (NCIACES). Please check out information about curriculum at the NCKU Course Catalog. 2. For 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). (Please read FAQ Q1 on the website of NCIACES. 3. Undergraduate students (including re-enrolled student and exchange students) are enrolled in advance by the Division of the Registrar in the major program-designated required courses. They should log into the course enrollment system to confirm the required course enrollments in "My Course Enrollment Schedule".
Operation	Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to confirm your program-designated required course enrollments in "My Course Schedule."
Online Pre-registration Function in Operation for the 1st Stage of Course Enrollment	
Duration	9am, June 24 to 5pm, July 15
Notes	1. Continuing students are allowed to use the pre-registration function on the course enrollment system to plan for the following stage of course enrollment. 2. Students are allowed to check out their program-designated required courses and pre-registered courses in their personal pre-registered course list. 3. The pre-registration function is closed at 17:00 on July 15, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward.
Operation	Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to use the function.
1st Stage of Course Enrollment: Preliminary Enrollment	
Duration	9:00, July 7 to 17:00, July 10
Designated Students	1. All continuing students (including re-enrolling students) in undergraduate programs 2. New graduate students of 2020, extra-territorial students, and new exchange students
Notes	General Instructions on Course Enrollment: 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 the 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 the 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" in the course catalog system, it shall not be open to registration until the second stage.

5. Transfer students (including those returning from Hong Kong) are allowed to register for courses designated for other 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 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 for the same class level without enrollment requisites.

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 701-702).

Instructions on First Registration for Preferred Courses for Computer-Selected Enrollment:

1. First 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 on the homepage of NCIACES before 12:00 on July 14) is regulated as follows:

   (1) Undergraduate students only:

   (1-1) General Education (A9): The course of Exploring Tainan is not listed as an option for online registration of GE courses in the first stage. Students will be enrolled in advance by the Division of the Registrar into this course, as specified in Note 1-(3) for freshman students in the second stage of course enrollment.

   (1-2) 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 80% for freshman and sophomore students and 20% for juniors and seniors.

   (2) All students:

   Second Foreign Language (A1, serial numbers 501~700): A rate of 85% is programed for continuing students registering for courses on level (I) (e.g., 34 students will be selected for Japanese (I) with an enrollment quota of 40) and 15% for freshman students. A rate of 100% is programed for continuing students registering for courses on higher levels.

	2. English module courses (A1, serial numbers 101~500) for undergraduate students: Online registration for preferred courses for computer-selected enrollment is scheduled for the third stage of course enrollment.
	3. General Chinese (A7): Online registration for preferred courses for computer-selected enrollment is scheduled for the second stage of course enrollment when freshman students are allowed to register.

Instructions on Second Registration for Preferred GE Courses for Computer-Selected Enrollment	
Duration	9:00 to 17:00, July 15
Designated Students	Undergraduate students
Notes	Undergraduate students 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 and announced before 12:00pm on July 17.
Operation	Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to register.

Online Pre-registration Function in Operation for the 2nd Stage of Course Enrollment	
Duration	9:00 August 14 to 17:00, August 24
Notes	1. Freshman students please check out enrollment-related regulations and rules for computer-selected course enrollment in General Education on website of the NCKU Course Information and Course Enrollment System (NCIACES). Please check out information about curriculum at the NCKU Course Catalog.
	2.Students are allowed to use the pre-registration function on the course enrollment system to plan for the following stage of course enrollment.
	2. Students are allowed to check out their program-designated required courses and pre-registered courses in their personal pre-registered course list.
	3. The pre-registration function is closed at 17:00 on August 24, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward.
Operation	Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to use the function.

2nd Stage of Course Enrollment		
Designated Course Registration Schedule by Class and Program		
Designated Students	Senior students and deferred students	9:00~12:00, 8/17
	Junior students	13:00~17:00, 8/17
	Sophomore students	9:00~12:00, 8/18
	All graduate students	13:00~17:00, 8/18
	1. All continuing students 2. New graduate students of 2020	9:00, 8/19 ~ 17:00, 8/24

Notes	Instructions on General Course Enrollment:
	1. Except courses coded A7, A9, and A1 501-700, students are allowed to register for courses within the enrollment quota on the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/.
	2. Please register for courses according to the designated schedule for this stage.
	3. Intercollegiate transfer students officially admitted in the fall semester of 2020 are enrolled in advance in program-designated required courses. Those who have completed their admission procedures are allowed to register for courses according to the designated schedule for this stage. All of them will be enrolled in a flexible intensive course of Exploring Tainan with one credit.
	4. Re-admitted undergraduate freshman students are allowed to register for general courses and preferred courses for computer-selected enrollment, starting from August 19. They are also allowed to register for courses at their department office in the first week of school.
	5. Registration for freshman courses/Education Program courses (A4) shall not be allowed until August 20 when freshman students are allowed to register.
	Instructions on Registration for Preferred Courses for Computer-Selected Enrollment:
	1. Registration for preferred courses in the categories of General Chinese (A7), General Education (A9) and Second Foreign Languages (A1 501-700) for computer-selected enrollment will result in a maximum of one course selected for each category, which will be announced on the homepage of NCIACES before 17:00 on August 26 and imported into My Course Enrollment Schedule.
	2. 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.
Operation	Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to register for courses.
Designated Application Form	Course overload or underload request form
Course Registration by Freshman Students	
Duration	9:00, August 20 to 17:00, August 24
Designated Students	Freshman students of 2020 (including extra-territorial/overseas freshman students)

Notes	Instructions on General Course Enrollment:

	1. Freshman students are enrolled in advance by the Division of the Registrar in the department-designated courses (including the Physical Education (A2) course) for the first year of their major program.
	    (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 the Registrar in the course of *Calculus*. They are advised to personally confirm this course enrollment.
	    (2) Only freshman students from the College of Medicine are allowed to register for the course of Communication, Compassion and Global Perspectives (Serial No.: I5 14) as an elective course. They should personally register for the course.
	    (3) Freshman students admitted in the fall semester of 2020 shall be enrolled in advance by the Division of the Registrar in the course of Exploring Tainan (Serial No.: A9 576) **in two batches** to attend classes in the fall semester (those whose student ID contains an eighth-digit odd number) or the spring semester. Reenrolling students and students who are required to repeat the course shall also be enrolled in advance by the Division of the Registrar in the course. For further information, please check with the office responsible for course enrollment.
	2. Undergraduate freshman students shall enroll in all required courses in the first-year curriculum of their program. 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.
	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 the Registrar in a required-course group/class are only allowed to cancel the assigned enrollment.
	4. Registration for courses in other programs by freshman students is scheduled for the third stage of online course enrollment.

	Instructions on Registration for Preferred Courses for Computer-Selected Enrollment: 1. Students are allowed to use the pre-registration function at the link of Course Enquiry to register for preferred courses in the categories of General Education (A9, required), General Chinese (A7, required), Military Training (A3, elective), and Second Foreign Language (A1, elective, a selection rate of 15% is programed for freshman students registering for courses on level (I)) for computer-selected enrollment during this stage, with a maximum of one course selected for each category. The results will be publicized on the homepage of NCIACES before 17:00 on August 26. 2. 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.

Online Pre-registration Function in Operation for the 3rd Stage of Course Enrollment	
Duration	9:00 August 28 to 17:00, September 18
Notes	1. Students are allowed to use the pre-registration function on the course enrollment system to plan for the following stage of course enrollment. 2. Students are allowed to check out their program-designated required courses and pre-registered courses in their personal pre-registered course list. 3. The pre-registration function is closed at 17:00 on September 18, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward.
Operation	Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/index.php?c=auth to use the function.

3rd Stage of Course Enrollment

English Module Program Course Enrollment

Duration	9:00, September 4 to 17:00, September 5
Designated Students	Undergraduate students (except FLLD students)
Notes	1. The class placement list of freshman students of 2020 for English Module Program is scheduled to be published on the website of NCKU Course Information and Course Enrollment System by 17:00 September 3. 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 Foreign Language Center, scheduled for September 7 to 8. 2. Students are required to register for preferred courses in the category of English Module Program, starting from 9:00 on September 4. The registration results will be published (on the personal course enrollment checklist) before 17:00 on September 6. 3. Students are not allowed to enroll in two or more English module courses with the same title. 5. Registration for an English Module Program by continuing students shall be completed by September 8. Those who fail to do so will not be allowed to register until the following semester. Students admitted before the 2014-15 academic year are not subject to the class placement list.
Operation	Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to register for courses.

Department/Institute/Program Office Course Enrollment

Duration	9:00, September 7 to 17:00, September 11
Designated Students	New transfer students, non-freshman students on joint degree programs, reenrolling students and deferred students for the 2020-21 academic year; graduate students admitted after the second stage of course enrollment; students not eligible for online registration; Noah's plan short-term visit project students; Enrollment Project for Taiwanese Students Returning from Overseas and FLLD students
Notes	1. Please complete course enrollment through the department/institute/program offering the course that is being applied for.

	2. Registration for General Education courses is open exclusively to reenrolling students, deferred students, and transfer students without a GE course enrollment. They shall register with the Center for General Education. 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. 4. FLLD students are allowed to register with the Foreign Language Center for English courses (A1) in Module III. 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 Foreign Language Center according to relevant regulations during the period from 9:00, September 21 to 12:00, September 24.
Operation	Students are required to complete course enrollment with designated application forms (course addition request form, or course overload or underload request form) through the office of the department/institute/program offering the course that is being applied for. A course underload request requires no approval from the instructor.
Online Course Enrollment	
Duration	9:00, September 14 to 17:00, September 18
Designated Students	All students
Notes	Instructions on General Course Enrolment: 1. All courses, except General Education courses (A9), are open for students to add or drop during this period. 2. 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, defined and noted as a course withdrawal) are required to pay for its credit fees.
	Instructions on Registration for Preferred Courses for Computer-Selected Enrollment: 1. General Education courses are open for students to drop during this period. 2. Those who intend to add a General Education course shall register for computer-selected enrollment (Registration will be invalid should a class scheduling conflict or overloaded enrollment arises). 3. Students can fill in the number of intended courses to be selected. The results will be announced before 12:00 on September 21 and imported into My Course Enrollment Schedule. Students are not allowed to drop a General Education course if they have been enrolled by computer selection. They are allowed to withdraw from the course.
Operation	Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to register for courses.
Course Enrollment Under Special Circumstances	
Duration	9:00, September 21 to 12:00 September 24
Designated Students	Students who are required to complete course enrollment under special circumstances (course cancelation, instructor change, schedule change, graduation requirement, or minimum course enrollment requirement)

Notes	1. Students are required to complete course enrollment with a course addition request form through the office of the department/institute/program offering the course that is being applied for in accordance with classroom capacity and related regulations.
	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.
Operation	Students are required to complete course enrollment with designated application forms (course addition request form, or course overload or underload request form) through the office of the department/institute/program offering the course that is being applied for. A course underload request requires no approval from the instructor.

Stage of Course Enrollment Confirmation	
Duration	13:00, September 24 to 17:00, September 28
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. Should there be more courses than are required, students shall withdraw from them online. No refund will be made for course withdrawals.
	3. Under special circumstances, students shall submit a written report (free format), which shall be approved by course instructors, department chair, and director of the Division of the Registrar, to process related course enrolments at the Division of the Registrar.
	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 the Division of the Registrar.
Operation	1. Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to confirm your course enrollments. Undergraduate students who are short of credits for Comprehensive General Education courses are required to print out and complete an application form for related course enrollment, which shall be processed by the Division of the Registrar.
	2. Students shall submit a written report (free format) or a course underload request form to apply for course underload.

Stage of Course Withdrawal	
Deadline	13:00, September 21 to 17:00, December 4
Designated Students	Those who decide to withdraw from courses (in accordance with the maximum and minimum requirements of course credits)
Notes	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/program offering the course.
	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 the Division of the Registrar. 3. Course withdrawal will be indicated on the student's transcript, and no refund will be made.
Operation	1. Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to withdraw from courses. 2. Those enrolled in courses below the required minimum number of credits shall submit a course underload request to apply for course withdrawal, which shall be approved and processed by the Division of the Registrar.

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