網路選課操作說明 Online Course Enrollment Procedures

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一、如何進入選課系統

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.
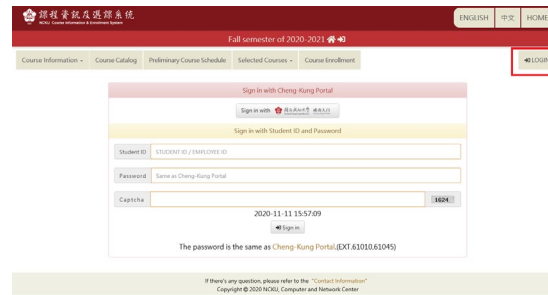
二、學士班選課內定

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】查詢內定結果和英文模組等級，若有問題可來電洽詢註冊組系所承辦人。

   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 and English Module Level 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.
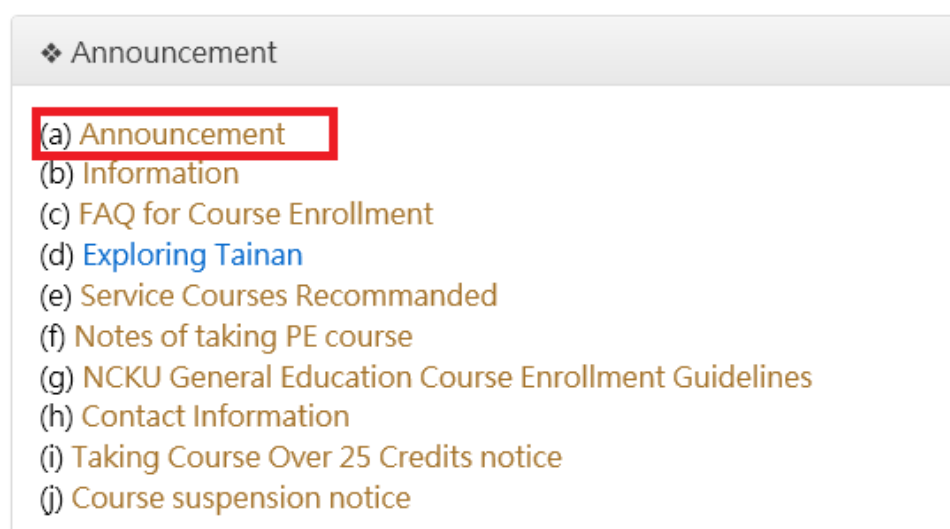

Figure 2.1 選課公告

Figure 2.2 選課清單

Figure 2.3 我的課表

2. 我的課表同一節次如有列兩門課程，即表衝堂，選課確認階段前擇一棄選。
   In case of course conflicts, i.e., two courses shown in the same timeslot on [My Course Schedule], please drop either one before the stage of course enrollment confirmation.

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].

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（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；通識課程可加入預排，以利處理預排志願登記。

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.

Dept. / Inst.	Dept./ Inst. Code-Serial Number Course System Number-Class Code Course No (Attribute Code)	Year Class group	Category	Course Name(Link to Curriculum Map) 📄 Remarks ❶ Special conditions for course selection	Credits Elective/ Required	Instructor	Selected /Space Available	Schedule /Classroom	Syllabus /Moodle	Add Course Preference-Enter	Pre-register	Request Form for Recognition of Credits
Chinese Literature CL	A119120-Z1 [FLC1001]	1	Lecture	**FOREIGN LANGUAGE(2)**	2 Required		0/full	[3]3~4	▸ Moodle			
Chinese Literature CL	**B1-003** B113221-1 [CL1102]	1	Lecture	**STUDIES AND PRACTICE OF SELECTED CHINESE LITERATURE WORKS 2** ❶ prerequisites《STUDIES AND PRACTICE OF SELECTED CHINESE LITERATURE WORKS 1/Required/2.0 Credits/Score>=0》	2 Required	Chen,Yi-Yuan	0/56	[2]3~4 Dept. Bldg. of Chinese Literature 21103	▸ syllabus ▸ Moodle	Add Course	Pre-register	Add Request
Chinese Literature CL	**B1-005** B111120 [CL1110]	1 2	Lecture	**INTRODUCTION TO CHINESE CLASSICS (2)** ❶ prerequisites《INTRODUCTION TO CHINESE CLASSICS (1)/Required/2.0 Credits/Score>=0》	2 Required	Huang, Sheng-sung	0/80	[5]3~4 Dept. Bldg. of Chinese Literature 21201	▸ syllabus ▸ Moodle	Add Course	Pre-register	Add Request
Chinese Literature CL	**B1-006** B111220-1 [CL1104]	1 2	Lecture	**INTRODUCTION TO LITERATURE (2)** ❶ prerequisites《INTRODUCTION OF LITERATURE (1)/Required/2.0 Credits/Score>=0》	2 Required	SU,MIN-YI	0/56	[2]1~2 Dept. Bldg. of Chinese Literature 21103	▸ syllabus ▸ Moodle	Add Course	Pre-register	Add Request
Chinese Literature CL	**B1-008** B140820-1 [CL1126]	1 2	Lecture	**APPRECIATION & COMPOSITION OF DRAMA** Online learning will be offered in condition of COVID-19 ❶ prerequisites《APPRECIATION & COMPOSITION OF DRAMA/Required/2.0 Credits/Score>=0》	2 Required	Lin,Hsing-Hui	0/40	[1]2~3 Dept. Bldg. of Chinese Literature 21103	▸ syllabus ▸ Moodle	Add Course	Pre-register	Add Request

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)、〔校共同其他課程〕(ex. A3 軍訓、A4 師培、A6 服務學習、AA 英授、AH 華語課程…等)、〔語文/體育志願課程〕(ex. A9 通識課程、A1 英文模組、A7 基礎國文、A2 體育…等) 等類別。
NCKU undergraduate program courses are classified into three categories:
1. [General Major Program-Designated Courses], including major program-designated required and elective courses;
2. Other General Curriculum, including Courses of Military Training (A3), Teacher Education Program (A4), Courses of Service study (A6), General courses taught in English (AA),and Chinese Language Center (AH).
3. [Preferred Courses], including General Education (A9), English Module (A1), General Chinese (A7), and Physical Education (A2).

Course Enrollment System> Online Course Enrollment Procedures

Figure 4.1 專業課程

2. **研究所**課程主要為〔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].

Figure 4.2 單科加選

Course Enrollment System> Online Course Enrollment Procedures

Figure 4.3 Enter CAPTCHA

（2）專業課程加選方法二：從【選課】項目>於預排開放作業期間，預先規劃課程加入進【預排科目清單】中，待選課開放從預排選課，加選完畢，查看「我的課表」。

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].
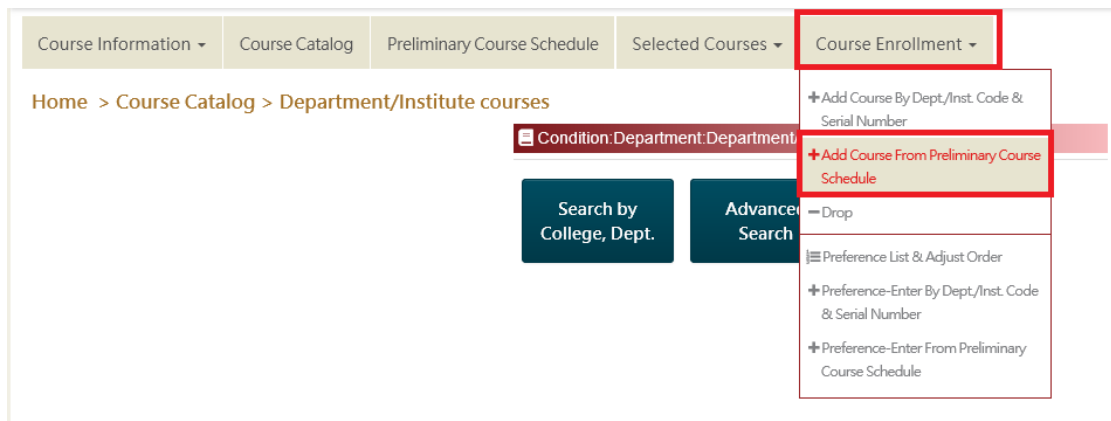
Figure 4.4 預排選課(選課前先使用預排規畫者，可使用此功能)

（2） 通識(GE)限學士班學生，網路登記志願課程方法一：選擇跨領域通識依列表查詢所有 A9 通識課程，直接志願登記（Preference Enter），

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可登記多科。

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**.

Figure 4.5 直接志願登記(電腦依學生登記志願抽籤選課)

登記志願完畢後，再進【選課】項目【登記清單與志願序調整】排定志願序，以利電腦抽籤作業。

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.

Figure 4.6 已登記志願課程，調整志願序

抽籤完畢，將於最新消息發佈訊息，抽籤結果自動轉入「我的課表」，同學可上網確認。

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.

Figure 4.7 於最新消息公告後，轉入「我的課表」

（4）限學士班學生，網路登記志願課程方法二：選課開放時間，從【選課】項目可依【預排志願登記】加選（預排開放期間有規劃登記志願加選者），再進入【登記清單與志願序調整】，調整你心目中抽中志願先後順序，以利電腦抽籤作業，抽籤完畢後，於最新消息發佈訊息，自動轉入「我的課表」，同學可上網確認。

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.
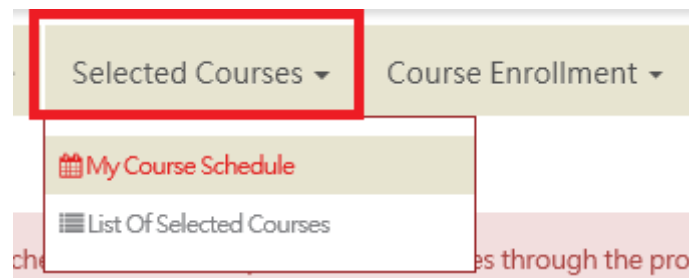

Figure 4.8 選擇從預排登記志願

五、第 3 階段網路選課，採 2 次志願課程登記

Registration for preferred courses according to two schedules during the 3rd stage of course enrollment

1. 第 3 階段網路選課期間，分 3-1、3-2 二次進行，除彈性密集課程外，全

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校課程採登記志願電腦抽籤選課，請詳閱選課首頁選課公告與抽籤規則。
Registration for preferred courses online during the 3rd stage of course enrollment shall be processed according to two schedules (Schedule 3-1 and Schedule 3-1). Students are required to register for preferred courses in the categories of courses designated for all NCKU students, excluding flexible intensive courses, for computer-selected enrollment. For detailed information, please read the NCKU Notice of Course Enrollment and the Rules of Computer-selected Course Enrollment.

2. 建議學生可用「進階課程查詢」，查目前課表為空之時段登記志願課程。

It is recommended that students use the function of [Advanced Search] to check out the vacant timeslots on the current course schedule to register for preferred courses.

Home > Advanced Search

Condition:Day:Fri.,Department:Courses of General Education

| Course Name | | Instructor | | Day | | College | | Dept. | | Grade | |

Section □ 0 □ 1 □ 2 □ 3 □ 4 □ N □ 5 □ 6 □ 7 □ 8 □ 9 □ A □ B □ C □ D □ E   Search

Dept. / Inst.	Dept./ Inst. Code-Serial Number Course System Number-Class Code Course No (Attribute Code)	Year Class group	Category	Course Name(Link to Curriculum Map) Remarks ❶ Special conditions for course selection	Credits Elective/ Required	Instructor	Selected /Space Available	Schedule /Classroom	Syllabus /Moodle
Courses of General Education GE	A9-012 A92E600-1 [GE2148]		Area-Humanities	ART, DESIGN & LIFE The STEAM Project (Science, Technology, Engineering, Art, and Mathematics)	2 Required	WANG YA LUN	81/4	[5]5~6 National Open University Bldg. 53101	▶ Syllabus ▶ Moodle
Courses of General Education GE	A9-031 A92T400-1 [GE2070]		Area-Humanities	APPRECIATION AND PRACTICE OF THE LYRICS AND TUNES OF BALLADRY AND POEMS IN TAIWANESE HOKKIEN TAUGHT IN TAIWANESE LANGUAGE	2 Required	YANG,JIN-FONG	43/7	[5]3~4 Wei-Nong Building 7311	▶ Syllabus ▶ Moodle
Courses of General Education GE	A9-032 A92T400-2 [GE2070]		Area-Humanities	APPRECIATION AND PRACTICE OF THE LYRICS AND TUNES OF BALLADRY AND POEMS IN TAIWANESE HOKKIEN TAUGHT IN TAIWANESE LANGUAGE	2 Required	YANG,JIN-FONG	45/5	[5]5~6 Wei-Nong Building 7311	▶ Syllabus ▶ Moodle
Courses of General Education GE	A9-041 A92O500 [GE2004]		Area-Humanities	PHILOSOPHY OF LIFE AND CRITICAL THINKING: DEATH, LIFE, VALUE, AND MEANING Society, Technology and Medicine Program	2 Required	Chung-I Lin	45/5	[5]3~4 National Open University Bldg. 53101	▶ Syllabus ▶ Moodle
Courses of General Education GE	A9-103 A974000 [GE2245]		Area-Social Sciences	OUTLINE OF LAW Society, Technology and Medicine Program students enrolled in /before 2015 academic year,History and Citizenship	2 Required		230/20	[5]1~2 College of Bioscience and Biotechnology(south side) 89351	▶ Syllabus ▶ Moodle

3. 語文/體育課程登記：依選課公告「網路選課總計限修科數」規定限選 1 門，[我的課表] 已有選中此課程者，此階段即使登記也將不會抽中。
Registration for preferred courses in the categories of Language/Physical Education: A maximum of one course will be computer-selected for the same category in accordance with the maximum number of computer-selected courses specified in the NCKU Notice of Course Enrollment. If a preferred course for each category is listed on [My Course Schedule], other preferred courses registered online for the same category at this stage will not be selected.
(1)依通識課程選修要點規定，學士班 A7 大學國文、A1 英文模組於畢業前須修滿 4 學分，如同學已取得 4 學分，將無法登記；另依選課公告規定，每學期網路限選 1 門，[我的課表] 已有 A7 大學國文或 A1 英文模組者，建議無須登記。
In accordance with the NCKU Directions for General Education Course

Enrollment, undergraduate students are required to complete a minimum of 4 course credits for each of the categories of General Chinese (A7) and English Module Program (A1) before graduation. Those who have completed the requirement for each category are not allowed to register. Meanwhile, the NCKU Notice of Course Enrollment stipulates that a maximum of one preferred course for the same category will be computer-selected. If a preferred course in each category is listed on [My Course Schedule], registration for other preferred courses for the same category is not recommended.

(2)依體育選課須知規定,學士班 A2 體育於畢業前須修滿 4 門必修 0 學分,未修滿者可登記;另依選課公告規定,每學期網路限選 1 門,[我的課表]已有 A2 體育課程者,網路選課將無法選中。

In accordance with the Instructions on Physical Education Course Enrollment, undergraduate students are required to complete a minimum of 4 non-credit courses for the category of Physical Education (A2) before graduation. Those who have not completed the requirement are allowed to register. Meanwhile, the NCKU Notice of Course Enrollment stipulates that a maximum of one preferred course for the same category will be computer-selected per semester. If a preferred course for the category is listed on [My Course Schedule], other preferred courses registered online for the category will not be selected.

(3)A1 第二外語為選修課程,每學期網路選課限選 1 門,[我的課表]已有選中此課程者,網路選課將無法選中。

Students are allowed to register for preferred courses in the category of Second Foreign Language (A1, elective) with a maximum of one computer-selected course enrollment per semester. If a preferred course for the category is listed on [My Course Schedule], other preferred courses registered online for the category will not be selected.

(4)A1-701 線上補強(限學士班),須修滿英文模組課程 4 學分後方可登記 ,網路選課限選 1 門。

Undergraduate students who have completed English Module courses with a minimum of 4 credits are allowed to register for preferred courses in the category of Remedial English (A1-701) with a maximum of one computer-selected course.

(5)A1-702 研究所英文(限研究所)等課程,網路選課限選 1 門。

Graduate students are allowed to register for preferred courses in the category of English Courses for Graduate Students (A1-702) with a maximum of one computer-selected course.

4. 通識課程登記志願課程後,學生可自行選擇 1-5 門想抽中課程數。

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Students are allowed to enter a maximum of 5 courses (1 to 5) they intend to be enrolled in when they register online for preferred courses for computer-selected enrollment during the third stage of course enrollment.

5. 專業(AN~ZZ)課程/校共同其他課程(A3、A4、A5、A6、AA、AH)登記
   如會計系預選工資系或交管系課程，假設目前星期五課表尚有空堂，可採用

   「進階課程查詢」功能加入預排或登記志願清單。

   Registration for specific curriculum (AN~ZZ)/other general curriculum (A3, A4, A5, A6, AA, and AH):
   For example, students of the Department of Accountancy or the Department of Transportation and Communication who have vacant timeslots for courses on Friday on [My Course Schedule] are allowed to use the function of [Advanced Search] to pre-register courses or register for a list of preferred courses.

Home > Advanced Search

| Condition:Day:Fri.,Department:Courses of General Education |

| Course Name | | Instructor | | Day | Fri. ∨ | College | Management ∨ |
| Dept. | Industrial and Information Management ∨ | | | Grade | ∨ | | |

Section ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ A ☐ B ☐ C ☐ D ☐ E   **Search**

若與我的課表衝堂，將無法登記。

You are not allowed to register for a course if it involves a schedulding conflict with [My Course Schedule].

Home > Advanced Search

| Condition:Day:Fri.,Department:Industrial and Information Management,grade:2 |

| Course Name | | Instructor | | Day | Fri. ∨ | College | Management ∨ |
| Dept. | Industrial and Information Management ∨ | | | Grade | 2 ∨ | | |

Section ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ A ☐ B ☐ C ☐ D ☐ E ☐ ⊘ Hide Conflicting Courses   **Search**

Dept. / Inst.	Dept./ Inst. Code-Serial Number Course System Number-Class Code Course No (Attribute Code)	Year Class group	Category	Course Name(Link to Curriculum Map) ▤ Remarks ❶ Special conditions for course selection	Credits Elective/ Required	Instructor	Selected /Space Available	Schedule /Classroom	Syllabus /Moodle	Add Course Preference-Enter	Pre-register	Request Form for Recognition of Credits
Industrial and Information Management IIM	H3-056 H321700 [IIM3225]	2	Lecture	BUSINESS COMMUNICATION NETWORK	3 Elective	Wang,Hei-Chia	0/60	[3]3~4 Dept. Bldg. of Industrial Management Science 61102 [5]2 Dept. Bldg. of Industrial Management Science 61102	▸ Syllabus ▸ Moodle	Preference Enter	Pre-register	Add Request

在網路選課開放期間，學生可登記志願課程。

During the 3ʳᵈ stage of online course enrollment, students are allowed to register for preferred courses.

Course Enrollment System> Online Course Enrollment Procedures
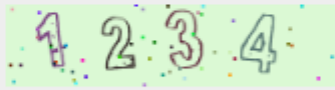

課程登記成功，須至選課>登記清單與志願序調整，調整此群組志願次序，以利電腦抽籤。

Upon completion of registrations, you must go to [Course Enrollment]> [Preference list & adjust order] to adjust the preference list to facilitate the computer-selected enrollment.

以滑鼠拖拉點選志願排序，確認不再異動後可鎖定志願清單。

Use the mouse to drag the preferred order, and then lock the desired choice after confirming that it will not change.

六、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。

Course Enrollment System> Online Course Enrollment Procedures

Students are allowed to click on [Drop] under the link of [Course Enrollment] to drop intended courses during the course enrollment stage.
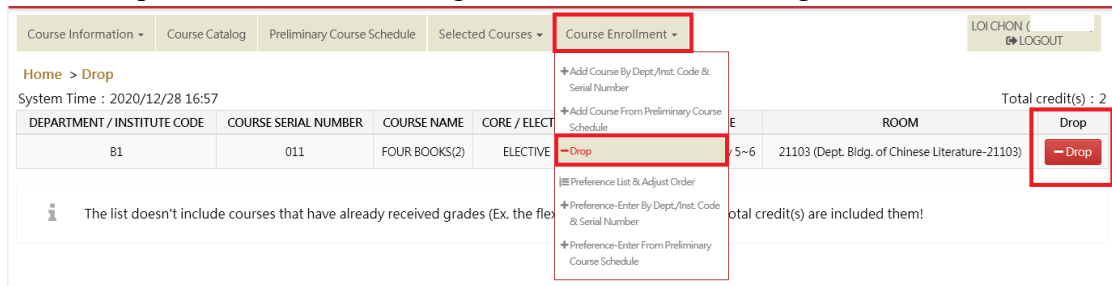

Figure 4.10 棄選選單

2. 直接在棄選的科目上點選，並按【棄選】按鍵。

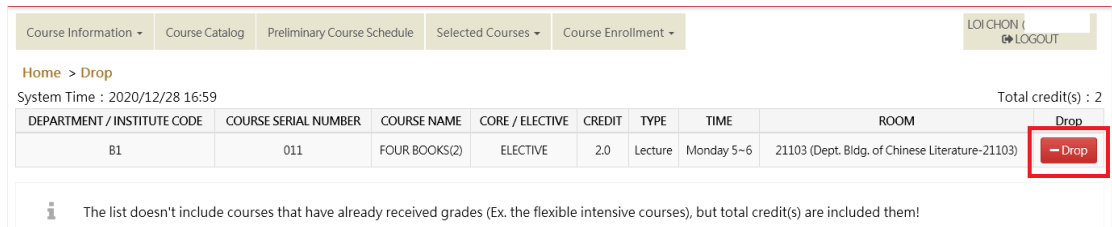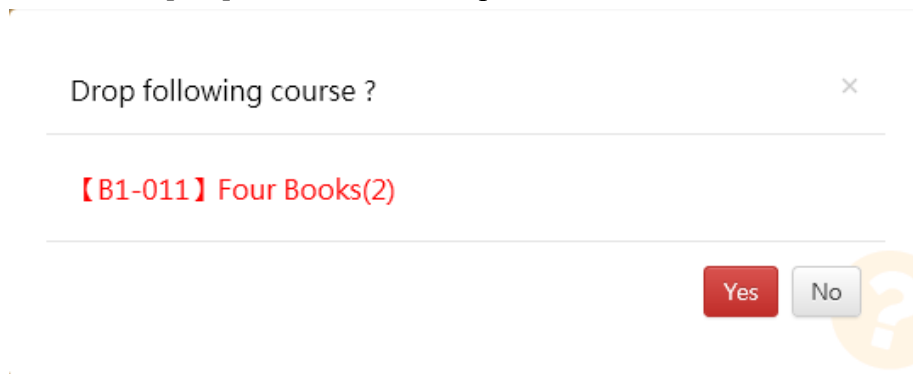Please select the intended course and click on **[Drop]**.

Figure 4.10 棄選功能

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. 顯示確認棄選成功之訊息通知。

This notification indicates that you have completed procedures for dropping the intended course.