

NCKU Notice of Course Enrollment

In accordance with the NCKU calendar for the 2024-25 academic year and related enrollment regulations, this notice of course enrollment, coded as (113) Jiao-Zhu-Zi No. 47, was issued by the Office of Academic Affairs on December 9, 2024 to provide registration instructions for course enrollment for the spring semester of 2025.

Registration and Enrollment Instructions:

- I. **The NCKU Course Information and Course Enrollment System (NCIACES) is scheduled to open for the first stage of course enrollment for the spring semester of 2025, starting from 09:00, January 10.** The NCKU Course Information and Course Enrollment System (NCIACES) is equipped with a pre-registration function. Please make best use of the function according to the operations manual and simplified instructions for course enrollment (https://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. Latest information will be published on the homepage of the system.
- 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 programmed 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. Students are required to complete course addition during the designated online course enrollment stage.
- III. Intercollegiate transfer students admitted in the spring semester of the 2024-25 academic year, upon registration on January 24, are enrolled in advance by the Division of the Registrar in their major program-designated required courses and are allowed to register for courses, starting from the second stage of course enrollment.
- IV. For continuing students, please ensure you can log on to the system before the 1st Stage of Course Enrollment. If you fail to log on to 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). **To increase the effectiveness of course enrollment, the Cheng Kung Portal will not be available for you to log in for course registration during the three stages of online course enrollment. Please log on to the online course enrollment system to register for courses.** (Please read FAQs Q1 on the website of NCIACES).
- V. 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	<ol style="list-style-type: none">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 a maximum of 5 courses (1 to 5) they intend to be enrolled in when they register online for preferred courses

		for computer-select enrollment during the third stage of course enrollment.
Exploring Tainan (AF)	Undergraduate students	<ol style="list-style-type: none"> 1. A Chinese course of Exploring Tainan (AF) 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. 2. Freshman students admitted in the fall semester of 2024-25 (domestic students and overseas compatriot students) shall be enrolled in advance by the Division of the Registrar in the flexible intensive course of Exploring Tainan in two batches to attend classes in the fall semester (those whose student ID contains an eighth-digit odd number) or the spring semester (those whose student ID contains an eighth-digit even number). Intercollegiate transfer students admitted in the spring semester of 2024-25 will be enrolled in the course in advance by the Division of the Registrar by the 2nd stage of course enrollment. Those admitted after the designated stage should contact the staffer in charge at the Office of the Registrar to be enrolled in the course. Reenrolling students and students (excluding transfer students) who are required to repeat the course shall also be enrolled in advance by the Division of the Registrar in the course according to the eighth-digit even number of the student ID. 3. Foreign freshman intending to enroll in an English-taught course of Exploring Tainan will be enrolled in advance into this course by the Office of Exploring Tainan under the College of Liberal Arts (踏溯台南辦公室) before 3rd course enrollment stage, and they shall not choose their routes. 4. For further information, please contact the Division of the Registrar (regarding course enrollment) and the Office of Exploring Tainan (踏溯台

		南辦公室) under the College of Liberal Arts (regarding the Route Selection System) at ext. 52012.
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

- VI. Under special circumstances (such as academic excellence, minor study, double-major study or the Educational Program) approved by the Office of Academic Affairs, applicants are allowed to enroll in courses with a maximum of 31 credits. Under other circumstances, 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 before the end of the 3rd stage (2/25), which shall be approved by the relevant offices and processed by the Division of the Registrar. Please note that dropping courses for underload study should be completed by 12:00 February 25 (2/25). Dropping courses thereafter will be noted as course withdrawals on the transcript.
- VII. Flexible intensive courses: Students shall log on to the link for flexible intensive course enrollment on the NCIACES website to submit an application in order to specify reasons to drop or withdraw from any flexible intensive courses (microcredit courses). After the start of the course, enrolled students are not allowed to drop it. They are allowed only to withdraw from the course before the end of the course. Under specific circumstances, such as unscheduled courses or the closure of the link during the first stage of course enrollment, students unable to process applications online shall submit an application with a written report (free format) to drop or withdraw from a course according to the related notice published on the webpage of the academic unit offering the course. Should there be no notice, please contact the responsible staffer of the academic unit offering the course.
- VIII. Coursera (online courses): Undergraduate students who receive approval from their major departments are allowed to enroll in Coursera upon the import of approved roster into the course enrollment system. Financially or socially disadvantaged students are required to apply to the Center for Teaching and Learning Development. Students who receive the authorized user account shall enroll in courses in accordance with regulations for each stage of course enrollment.
- IX. Students are allowed to drop courses on the NCIACES website during 1-3 stage of course enrollment. They should keep a file/copy of registration records for every stage of course enrollment and check out “My Course Schedule” online to confirm their course additions (drops or withdrawals) by the designated deadlines.
- X. Please do not use any plug-in to process your course enrollment, as it may interrupt normal operation of the online enrollment system. If you do use a plug-in, your IP address will be blocked and you will be held solely responsible for any resulting losses. **Students are advised to avoid interfering with the computer of another person or infringing upon the rights and interests of the public or another person through the use of computer programs.**
- XI. Please check out enrollment-related regulations, including rules for computer-selected course enrollment in General Education, on the NCIACES website. Registration by designated students in every stage of course enrollment is regulated, as shown in the NCKU Course Enrollment Schedule for Spring Semester, 2024-25 attached below this notice.
- XII. 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 https://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 https://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 、 50216	Foreign Language Center (A1 English, A1Second Foreign Language)	52273
Depts. of Chinese Literature, Taiwanese Literature (A7 General Chinese)	52151 、 52600	Physical Education Office (A2 Physical Education)	81818
Military Training Office (A3 Military Training)	50722	AH Chinese Language Center	52040
Center for Teacher Education (A4CTE)	50149		
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 https://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 Spring Semester, 2024-2025

1st Stage of Course Enrollment

Confirmation of Required Course Enrollments for Undergraduate Programs	
Duration	9:00 January 10, 2025
Designated Students	All students (excluding intercollegiate transfer students admitted in the spring semester of 2025 or those who fail to complete the student basic information form)
Notes	<ol style="list-style-type: none">1. Please check out the curriculum on the homepage of your major department, enrollment-related instructions and rules for computer-selected course enrollment in General Education on the website of the NCKU Course Information and Course Enrollment System (NCIACES), and curriculum information at the NCKU Course Catalog before you begin to process your course enrollment.2. Undergraduate students (including re-enrolling students and exchange students) are enrolled in advance by the Division of the Registrar in the major program-designated required courses. They should log on to the course enrollment system to confirm the required course enrollments in “My Course Schedule”.3. Graduate students are not enrolled in advance by the Division of the Registrar in courses.
Operation	Please log on to the course enrollment system on the NCIACES website at https://course.ncku.edu.tw/ to confirm your program-designated required course enrollments in [My Course Schedule].

Online Pre-registration Function period	
Duration	9:00, January 10 to 17:00, February 17
Notes	<ol style="list-style-type: none">1. Continuing students are allowed to use the pre-registration function on the course enrollment system to plan for the 1st -3rd 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 February 17, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward.
Operation	Please log on to the course enrollment system on the NCIACES website at https://course.ncku.edu.tw/ to use the function to import pre-registered courses into [My Course Schedule] during the stages of online course enrollment.

1 st Stage of Online Course Enrollment: Preliminary Enrollment	
Duration	9:00, January 14 to 17:00, January 17
Designated Students	All students (excluding intercollegiate transfer students admitted in the Spring semester of 2025 or those who fail to complete the student basic information form)
Administrative Motivation	To safeguard the rights of students to course enrollment based on their own class (category) of the major department (institute)
General Instructions on Course Enrollment:	
Notes	<ol style="list-style-type: none">1. All continuing students, except graduate students and students from the Department of Medicine in the fifth year of study, are enrolled by the Division of the Registrar in the department-designated required courses for their major program. They are only allowed to register for courses or computer-selected

course enrollment designated for their own class/class category. **During this stage, required courses are available for enrollment with no quota limit, while elective courses are generally set for enrollment with a designated quota limit. An elective course may be set for enrollment with no quota limit by the course-offering department.**

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. 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.
4. **Transfer students** (including those returning from Hong Kong or overseas Taiwanese students admitted under a special project) in sophomore or upper classes 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.
5. **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.
6. Under the semester-based class-grade advanced placement system (students may advance to an upper class-grade from fall or spring semester) starting from the spring semester of the 2024-25 academic year, a returning student from study suspension is allowed to register for courses in the department curriculum designated for the lower class and the upper class. For example, a freshman student returning from study suspension at the Department of Mathematics is allowed to register for courses in the department freshman and sophomore curriculum. However, returning students are only allowed to register for courses designated for their class category. For example, a sophomore student of Class Category C returning from study suspension at the Department of Mechanical Engineering is allowed to register for courses in the department freshman, sophomore and junior curriculum for Class Category C. The Department of Architecture is an exception based on its unique category classification. A sophomore student returning from study suspension is allowed to register for courses in the department freshman and sophomore curriculum for both Class Categories A and B. A junior student returning from study suspension is allowed to register for courses in the department sophomore curriculum for both Class Categories A and B. However, they are only allowed to register for courses in the department junior and senior curriculum for their class category.
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. Freshman students from the five departments of Economics, Psychology,

	<p>Transportation and Communication Management Science, Industrial and Information Management, and Business Administration are enrolled in advance by Registrar Division in the course of Calculus. They are advised to personally confirm this course enrollment.</p> <p>9. Registration for coded A3, A4, A5, A6, AA, AH, A1 701 (Online Remedial English), and A1 702 (Online English courses for graduate students) is scheduled for the second stage.</p> <p>10. 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.</p>
Instructions on First Registration for Preferred Courses for Computer-Selected Enrollment	
Duration	09:00 January 14 to 17:00 January 17
Designated Students	All continuing students (including re-enrolling students)
Notes	<p>Students are allowed to register 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 NCIACES website before 17:00 on January 20. In case of a class scheduling conflict, students shall drop conflicting courses during the stage of online enrollment designated for dropping courses. First registration for preferred courses for computer-selected enrollment is regulated as follows:</p> <p>(1) Undergraduate students only:</p> <ul style="list-style-type: none"> ● General Education (A9): According to the GE computer-selected course enrollment regulations, a maximum of one course will be selected. ● Physical Education (A2): Students who have completed 4 PE courses (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 25% is programmed for juniors and seniors, with 75% for freshman and sophomore students. ● General Chinese (A7): Students who have not completed 4 course credits are allowed to register for preferred courses for computer-selected enrollment based on weighted average, with a maximum of one course to be selected. ● English module courses (A1, serial numbers 101~500): Students are required to register for preferred courses for computer-selected enrollment according to the class placement list and course enrollment regulations of the Foreign Language Center. Students are not allowed to enroll in two or more English module courses with the same title. <p>(2) All students:</p> <ul style="list-style-type: none"> ● Second Foreign Language (A1, serial numbers 501~700): A computer-selected enrollment based on weighted average shall be administered, a maximum of one course will be selected.
Instructions on Second Registration for Preferred Courses for Computer-Selected Enrollment	
Duration	9:00 to 17:00 January 22

Designated Students	Undergraduate students (including re-enrolling students)
Notes	<p>Students are allowed to complete their second registration for preferred courses of General Education (A9) for computer-selected enrollment according to the order of preference and rules for each stage of computer-selected enrollment. Priority is given to those who do not have any A9 GE course in [My Course Schedule].</p> <ul style="list-style-type: none"> ● General Education (A9): Registration for preferred courses during this stage will result in a maximum of one computer-selected course, with a maximum of two courses selected by the end of this stage. The results will be announced on the website of the Latest Information before 13:00 on January 24 and the selected courses will be imported into [My Course Schedule]. Should a class scheduling conflict arise between preferred courses, please drop unwanted conflicting courses during the stage of online enrollment designated for dropping courses.
Operation	<ol style="list-style-type: none"> 1. Please log on to the course enrollment system on the NCIACES website at https://course.ncku.edu.tw/ to check out [My Course Schedule]. 2. Please register for your preferred courses for computer-selected course enrollment.

Department-designated required course enrollment (administered by the Division of the Registrar) for intercollegiate transfer students admitted in the spring semester of 2025	
Duration	12:00-17:00, January 24
Notes	<ol style="list-style-type: none"> 1. Students are allowed to check out their major program-designated curriculum on the homepage of the major department, enrollment instructions on the website of the NCKU Course Information and Course Enrollment System (NCIACES), and related curriculum information (required and elective courses, and courses descriptions) at the NCKU Course Catalog where they can use the pre-registration function to plan for the 2nd-3rd stage of course enrollment. 2. Intercollegiate transfer students, admitted in the spring semester of 2025, who have completed the student basic information form, are enrolled in advance by the Division of the Registrar in the department-designated required courses for their major program (not applicable to required courses with a prerequisite setup) before 17:00, January 24. They are required to log on to the online enrollment system and check out [My Course Schedule] to confirm their required course enrollments. Those admitted later who are not enrolled in advance shall register for courses during the 3rd stage of course enrollment.
Operation	Please log on to the NCKU Course Catalog on the NCIACES website at https://course.ncku.edu.tw/ to use the pre-registration function.

2nd Stage of Course Enrollment

Designated Course Registration Schedule by Class and Program		
Planning Motivation	Students are allowed to enroll in courses designated for the same class level in the major department in the first stage of enrollment. They will not be allowed to enroll in courses designated for students of other departments until after the 2nd stage of enrollment.	
Designated Students	Senior students and deferred students	9:00~12:00, 2/4
	Junior students	13:00~17:00, 2/4
	Sophomore students	9:00~12:00, 2/5
	freshman students	13:00~17:00, 2/5

	All students	9:00~ 22:00, 2/6 9:00~ 22:00, 2/7 9:00~ 12:00, 2/8
Notes	<p>Instructions on General Course Enrollment:</p> <ol style="list-style-type: none"> 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 NCIACES website at https://course.ncku.edu.tw/ within the enrollment quota set on the Course Catalog (the remaining quota will be shown as <10 if the number is smaller than 10). 2. Intercollegiate transfer students officially admitted in the spring semester of 2024-25 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 (AF) with one credit. Meanwhile, they are required to select their routes for the course. <hr/> <p>Instructions on Online Course Additions:</p> <ol style="list-style-type: none"> 1. Please register for courses according to the designated schedule for this stage. Undergraduate students (including transfer students in a sophomore or upper class) are required to register for courses according to the schedule designated for their class during the period from February 4 to February 5. 2. All students (including graduate students) are allowed to enroll in new courses during the period from 09:00~22:00 on February 6 to 7, and 09:00~12:00 on February 8. 3. Registration for Teacher Education Program courses (A4) is scheduled for February 6 starting from 9:00. Students shall enroll in courses in accordance with Article 9 of NCKU Regulations for Teacher Education Program. Upon admission to an NCKU graduate program (a doctoral and master's program), NCKU teacher education students who intend to undertake studies on the graduate program along with the teacher education program are required to submit a completed application form for "Transfer of Teacher Education Student Qualifications to NCKU Graduate School" with the admission notice to the Center for Teacher Education. Upon approval, they are allowed to register for courses with the status of graduate student on the website of NCIACES at https://course.ncku.edu.tw/. 4. Physical Education (A2): Undergraduate students are allowed to register for courses during this stage. Seniors or deferred students who intend to add PE courses to meet the requirement of graduation shall apply for enrollment according to the announcement of the Office of Physical Education. <hr/> <p>Instructions on Registration for Preferred Courses for Computer-Selected Enrollment:</p> <p>Students are allowed to register for preferred courses for the categories of General Education (A9), General Chinese (A7) and Second Foreign Language (A1) for computer-selected enrollment according to the order of preference and rules for each stage of computer-selected enrollment. The computer-selected courses will be announced on the webpage of of Latest Information and imported into [My Course Schedule] before 13:00 on February 9. In case of a class scheduling conflict, students shall drop conflicting courses during the stage of online enrollment designated for dropping courses.</p> <ol style="list-style-type: none"> 1. Undergraduate students: <ul style="list-style-type: none"> ● General Education (A9): According to regulations, the first priority for computer-selected course enrollment will be given to those who have failed to enroll in a maximum of one General Education course as a result of the first registration. Next upper class students will be given priority for computer-selected enrollment, with a maximum of 3 courses to be selected before this stage. ● General Chinese (A7): Those who have not completed 4 course credits are allowed to register for 	

	<p>their preferred courses for computer-selected enrollment based on weighted average, with a maximum of one course to be selected.</p> <p>2.All students: Students are allowed to register for their preferred courses in the category of Second Foreign Language (A1) for computer-selected enrollment based on weighted average, with a maximum of one course to be selected.</p>
Operation	Please log on to the course enrollment system on the NCIACES website at https://course.ncku.edu.tw/ to register for courses.

3rd Stage of Course Enrollment

Online Course Enrollment			
	The 1 st session of the 3 rd stage of course enrollment scheduled for online enrollment	The 2 nd session of the 3 rd stage of course enrollment scheduled for online enrollment	
Duration	09:00, February 13 to 17:00, February 14	09:00 to 17:00, February 17	
Designated Students	All students (Please register for preferred courses in the categories of courses designated for all NCKU students, excluding flexible intensive courses, for computer-selected enrollment.)		
Notes	<p>Instructions on Enrollment of Flexible Intensive Courses: Students are allowed to directly enroll in all flexible intensive courses, except for those in the category of General Education, which are programmed to be registered for computer-selected enrollment. Please log on to the link for flexible intensive course enrollment on the NCIACES website to enroll in, drop or withdraw from a flexible intensive course according to Paragraph VII of the Registration and Enrollment Instructions.</p> <p>Instructions on Registration for Preferred Courses for Computer-Selected Enrollment:</p> <ol style="list-style-type: none"> At this stage, students are allowed to process course enrollments simultaneously online and at the office of the department/institute/program. Students may go to the webpage of the NCKU Course Catalog to plan pre-registered course enrollments for the 3rd stage. At this stage, students are allowed to drop courses online in the computer-selected enrollment categories of Languages (A1, A7)/Physical Education (A2), General Education (A9), and Specific Curriculum (AN~ZZ)/other general curriculum if they have been enrolled by computer selection. Those who intend to add courses in the three categories shall register for preferred courses for computer-selected enrollment. A random computer-selection will be administered in the designated order of the three categories and the registered preferred courses (please refer to the rules for computer-selected enrollment). 		
	Order of Categories (based on the enrollment	Course	Maximum of Selected Courses

quota)			
1. Languages (A1, A7) /Physical Education (A2)	English Module Courses (A1 100~500)	1	
	Second Foreign Language (A1 501-700)	1	
	Remedial English and English Courses for Graduate Programs (A1 >701)	1	
	Physical Education (A2)	1	
	General Chinese (A7)	1	
2. General Education (A9)	General Education (A9)	Enter a maximum of 5 intended courses	
3. Specific Curriculum (AN~ZZ)/Other General Curriculum (e.g., All-Out Defense Education (A3))	Specific Curriculum (AN~ZZ)/Other General Curriculum	Not limited	

3. Maximum of one computer-selected course for the same course category:

In the computer-selected enrollment of Languages (A1, A7)/Physical Education (A2), registration for preferred courses for computer-selected enrollment will result in a maximum of one computer-selected course with the same department code for the same course category. If a preferred course is selected, subsequent preferred courses with the same department code for the same course category will be invalid.

4. Class scheduling conflict:

Registration for preferred courses will be invalid should a class scheduling conflict arise between the computer-selected course and any course on [My Course Schedule], or other preferred courses registered.

5. Maximum of course credits:

Registration for preferred courses will be invalid should enrolled courses on My Course Schedule exceed 25 credits (maximum for general students), or 31 credits (maximum for those approved under special circumstances, such as academic excellence, minor study, double-major study or the Educational Program).

6. General Education courses (A9):

Undergraduate students are allowed to enter a maximum of 5 preferred courses. Those who do not have A9 general education courses in [My Course Schedule] will be given priority in computer selection. However, with limited remaining quota at this stage, priority does not entail a higher winning rate of enrollment. For example, the remaining enrollment quota is 3, and 21 students have registered for preferred courses for computer selection. 11 of them do not have A9 general education courses in [My Course Schedule]. The winning rate based

	on priority is 3/11=27 %.
	<p>7. Computer selection of preferred courses is scheduled for February 15 (2/15). The results will be announced on the webpage of Latest Information within the NCIACES website before 16:30 on February 15 (2/15) and imported into [My Course Schedule]. Students are allowed to drop a computer-selected course online during the designated period.</p> <p>7. The enrollment quota is subject to change by February 17. Please note quota change when you register for preferred courses for computer-selected enrollment.</p> <p>8. Computer selection of preferred courses is scheduled for February 18 (2/18). The results will be announced on the webpage of Latest Information within the NCIACES website before 16:30 on February 18 (2/18) and imported into My Course Schedule.</p> <p>9. The deadline for dropping courses online is scheduled for 12:00 February 25. Those who drop any enrolled course (棄選, defined 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 on the transcript) are required to pay for its credit fees. A dropped course will not be noted on the academic transcript.</p>
Operation	Please log on to the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to register for courses.

Application for Online Course Additions	
Duration	08:30, February 19 to 12:00, February 25 (Applications shall be reviewed by the instructor for approval by 17:00, February 25.)
Designated Students	Students who are required to add courses
Notes	<ol style="list-style-type: none"> 1. Students applying for online course additions are not allowed to register repeatedly for the same course addition (including the one disapproved by the instructor). If you fail to register for a course with an unspecified instructor, please contact the course-offering unit or the Curriculum Division for a specific setup. 2. Students are required to process course additions for the categories of English Module Courses (A1 1-500), Foreign Languages (A1 501-700), Physical Education (A2), General Chinese (A7), General Education (A9) in accordance with the regulations of the course-offering units. For detailed information, please visit their websites. 3. The course of Exploring Tainan (AF) and its route selection model are not included in the application for course additions. 4. Students who intend to take more than 31 credits in the semester are not allowed to use the online course-adding system. They are required to print out, complete and submit the online consent form for course additions and a course overload or underload request form to the department or the course-offering unit for approval and to the Division of the Registrar for course additions. For those who fail to receive approval by 17:00 on February 27, course additions for study overload will be cancelled. 5. Without special approval, students are not allowed to enroll in courses with more than 31 credits. Violation will result in cancellation of overloaded courses in accordance with the course addition schedule (in descending order of timeline).

	<p>6. Restrictions for course addition: Only 2 courses can be registered if there's a conflict with 'My Course Schedule' or 'Course Add Checklist'.</p> <p>(1) If the addition course conflicts with the course in 'My Course Schedule': Once the course addition is approved, the conflicting course in 'My Course Schedule' will be marked 'Dropped,' and the new course will be added.</p> <p>(2) If the addition course conflicts with the other course in 'Course Add Checklist': The conflicting course in the 'Course Add Checklist' will be marked 'Cancelled,' and the approved course addition will be listed.</p>
Operation	Please log on to 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 for Students with Specific Status	
Duration	9:00, February 17 to 17:00, February 18
Designated Students	<p>(1) Intercollegiate transfer students admitted in the spring semester of the 2024-25 academic year (with a notice of acceptance for verification)</p> <p>(2) Graduate students approved for early admission in the 2024-25 academic year (with a certificate of early admission for verification)</p> <p>(3) Reenrolling students approved for early reenrollment in the 2024-25 academic year (with a certificate of early reenrollment for verification)</p> <p>(4) The Dep./Institute Announcement</p>
Notes	<p>1. Registration for General Education courses(A9) is open exclusively to early reenrolling students and transfer students admitted in the spring semester without a GE course enrollment. They shall register with the Center for General Education.</p> <p>2. For English module courses (A1 101-500), only transfer students for the current spring semester (113-2) who were admitted after the second stage of course enrollment and 113-2 semester early reenrolling students with no English courses will be eligible for English course additions at the Foreign Language Center.</p> <p>3. Interdepartmental transfer students (continuing students) of the Department of Architecture are allowed to register for courses designated for lower classes at the department office.</p> <p>4. For intercollegiate transfer students admitted in the spring semester or returning early reenrolling students, the department office should administer course additions for their enrollment in the program-designated required courses, while the staffer in charge at the Division of the Registrar should help them to be enrolled in the course of Exploring Tainan (AF-101).</p> <p>5. For new graduate students approved for early admission, the institute office should help them enroll in required courses or specific-topic seminar courses.</p>
Operation	The department/institute office staffer should log on to the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to help the designated students process course enrollments.

Department/Institute/Program Office Course Enrollment Under Special Circumstances	
Duration	09:00, February 26 to 17:00, February 27
Designated	1. Students who are required to complete course enrollment under special

Students	<p>circumstances arising from course change made by the course-offering unit (course cancellation, instructor change, or schedule change) after the beginning of the semester on February 17</p> <p>2. Graduate students who have not enrolled in any course or undergraduate students who have enrolled in courses with less than 3 credits.</p>
Notes	<p>1. For undergraduate students who have enrolled in courses with less than 3 credits, the department office is allowed to enroll them in courses based on remaining quotas or in program-designated required courses, without approval by the instructor.</p> <p>2. For graduate students who have not completed their minimum course credit requirement for graduation and who have not enrolled in any course, the department/institute/program office is allowed to enroll them in specific-topic seminar courses without approval by the instructor.</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/Dissertation Writing</i> on the course enrollment checklist in accordance with the regulations of the department/institute/program.</p> <p>4. In-service graduate students shall process their course enrollment in accordance with the regulations of the course-offering unit.</p> <p>5. Should course addition request forms signed for approval by the instructors within the last stage of course enrollment exceed the capacity of the designated classroom, the department/institute/program office may change the classroom to enroll students in order of application or cease to enroll students according to classroom capacity.</p>
Operation	<p>Please complete your course enrollment in accordance with NCKU Notice of Course Enrollment and the regulations of the department/institute/program.</p>

Dropping Courses in the Designated Stages of Course Enrollment	
Dropping courses in the 1st stage of online course enrollment	
Duration	9:00, January 14 to 17:00, January 22
Designated Students	All students
Dropping courses in the 2nd stage of online course enrollment	
Duration	9:00, February 4 to 17:00, February 4 9:00, February 5 to 17:00, February 5
Designated Students	Students are allowed to log on to the course enrollment system to drop courses during the time slot scheduled for their class.
Duration	9:00, February 6 to 12:00, February 8

Designated Students	All students
Dropping courses in the 3rd stages of online course enrollment	
Duration	9:00, February 13 to 12:00, February 25
Temporary Suspension	The system will not be open for students to drop courses on the dates of February 15 and 18 when it is scheduled to process computer-selected course enrollment and import the results into [My Course Schedule].
Designated Students	All students

Stage of Course Enrollment Confirmation	
Duration	9:00, February 27 to 17:00, March 3
Designated Students	All students
Notes	<ol style="list-style-type: none"> 1. Please log on to the course enrollment system on the NCIACES website at https://course.ncku.edu.tw/ to confirm your course enrollments. No course adjustment may be made at a later date. 2. 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. 3. Should there be more courses than are required, students shall withdraw from them online. No refund will be made for course withdrawals. 4. Owing to non-student factors that infringe upon the rights of students to course enrollment, students shall submit a written report (free A4 format) specifying student number, reasons, and date of application. The report shall be signed by the applicant and 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. 5. Undergraduate students 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	Please log on to the course enrollment system on the NCIACES website at https://course.ncku.edu.tw/ to confirm your course enrollments.

Stage of Course Withdrawal	
Deadline	12:00, February 25 to 17:00, May 16
Designated Students	Those who decide to withdraw from courses (in accordance with the maximum and minimum requirements of course credits)
Notes	<ol style="list-style-type: none"> 1. All withdrawals shall be processed online. 2. Withdrawal from a flexible intensive course shall be processed at the link for

	<p>flexible intensive course enrollment on the NCIACES website according to Paragraph VII of the Registration and Enrollment Instructions.</p> <ol style="list-style-type: none"> 3. 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. 4. Course withdrawal will be indicated on the student's transcript, and no refund will be made. 5. In accordance with the maximum and minimum requirements of course credits and course enrollment regulations, undergraduate students (non-deferred students) who complete their application for study underload are required to enroll in course with a minimum of 3 credits, and graduate students (who have not applied for thesis/dissertation writing) are required to enroll in a minimum of 1 course.
Operation	<ol style="list-style-type: none"> 1. Please log on to the course enrollment system on the NCIACES website 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.

