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## 網路選課操作說明

### Online Course Enrollment Procedures

#### 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.

課程資訊及選課系統  
NCKU Course Information & Enrollment System

English 中文 HOME

Fall semester of 2020-2021

Course Information Course Catalog Preliminary Course Schedule Selected Courses Course Enrollment LOGIN

Announcement

- (a) Announcement of Course Enrollment
- (b) Information of Course Enrollment
- (c) FAQs for Course Enrollment
- (d) Exploring Tainan
- (e) Service Courses Recommended
- (h) Taking Course Over 25 Credits notice
- (g) Course suspension notice
- (h) Relevant Information
- (f) Quick Overview of all Courses
- (g) Quick Advanced Search
- (k) Non Current Course Catalog
- (l) Contact Information

News

Date	Content	Department
2019-12-23	The information about inter-university courses selection of Taiwan Comprehensive University System(NCKU, NSYSU, NCHU and CCU)	Curriculum Division

Notices

[Course Enrollment System]

- To safeguard your rights to course enrollment, please log in the system before the 1st Stage of Course Enrollment to confirm your password. If you fail to log into the system, please call us at +886-6-2757575 ext. 61010 or 61045 during office hours.
- In consideration of fairness and network congestion, please **do not open multi-windows** on your computer when you register for courses during the online course enrollment period to secure your rights to course enrollment.
- 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 recorded and you will be held solely responsible for any losses incurred because of this.
- Please observe Intellectual Property Rights (IPR), use authentic textbooks (new or used) for your classes. Do not photocopy any books or teaching materials without authorization, which may

If there's any question, please refer to the "Contact Information"

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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.

課程資訊及選課系統  
NCKU Course Information & Enrollment System

English 中文 HOME

Fall semester of 2020-2021

Course Information Course Catalog Preliminary Course Schedule Selected Courses Course Enrollment LOGIN

Sign in with Cheng-Kung Portal

Sign in with Student ID and Password

Student ID:

Password:

Captcha:

2020-11-11 15:57:09

Sign in

The password is the same as Cheng-Kung Portal (EXT 61010/61045)

If there's any question, please refer to the "Contact Information"

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## 二、學士班選課內定

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

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

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

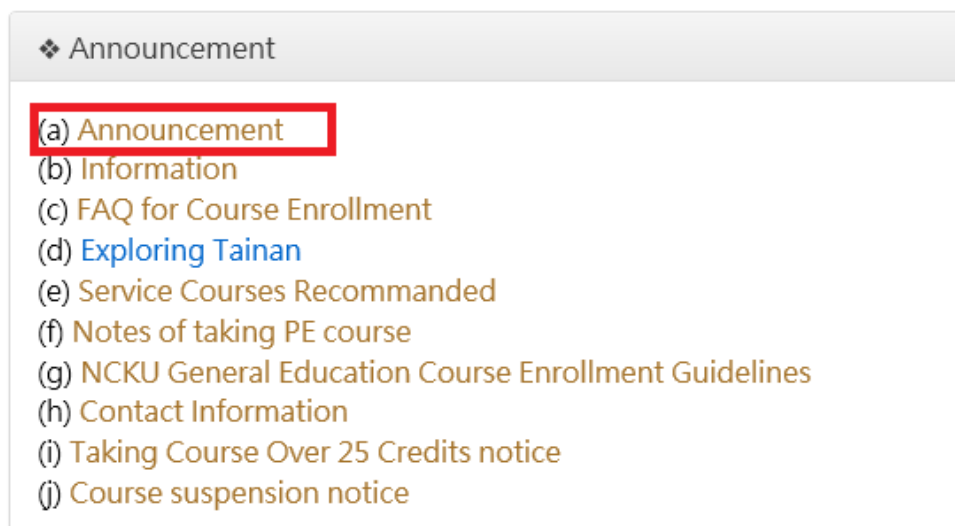


Figure 2.1



Figure 2.2

Home &gt; My Course Schedule

2020-11-11 16:31:40 814 Total credit(s) : 16

Print Report

Time Interval	Section	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	0	07:10 ~ 8:00							
	1	08:10 ~ 9:00		【B1-006】 INTRODUCTION TO LITERATURE (I) ( Location : Dept. Bldg. of Chinese Literature- 21103 )					
	2	09:10 ~ 10:00		【B1-006】 INTRODUCTION TO LITERATURE (I) ( Location : Dept. Bldg. of Chinese Literature- 21103 )					
	3	10:10 ~ 11:00		【B1-003】 STUDIES AND PRACTICE OF SELECTED CHINESE LITERATURE WORKS 1 ( Location : Dept. Bldg. of Chinese Literature- 21103 )		【B1-009】 APPRECIATION & COMPOSITION OF DRAMA ( Location : Dept. Bldg. of Chinese Literature-21103 )	【B1-002】 INTRODUCTION TO CHINESE CLASSICS (I) ( Location : Dept. Bldg. of Chinese Literature-21201 )		
	4	11:10 ~ 12:00		【B1-003】 STUDIES AND PRACTICE OF SELECTED CHINESE LITERATURE WORKS 1 ( Location : Dept. Bldg. of Chinese Literature- 21103 )		【B1-009】 APPRECIATION & COMPOSITION OF DRAMA ( Location : Dept. Bldg. of Chinese Literature-21103 )	【B1-002】 INTRODUCTION TO CHINESE CLASSICS (I) ( Location : Dept. Bldg. of Chinese Literature-21201 )		

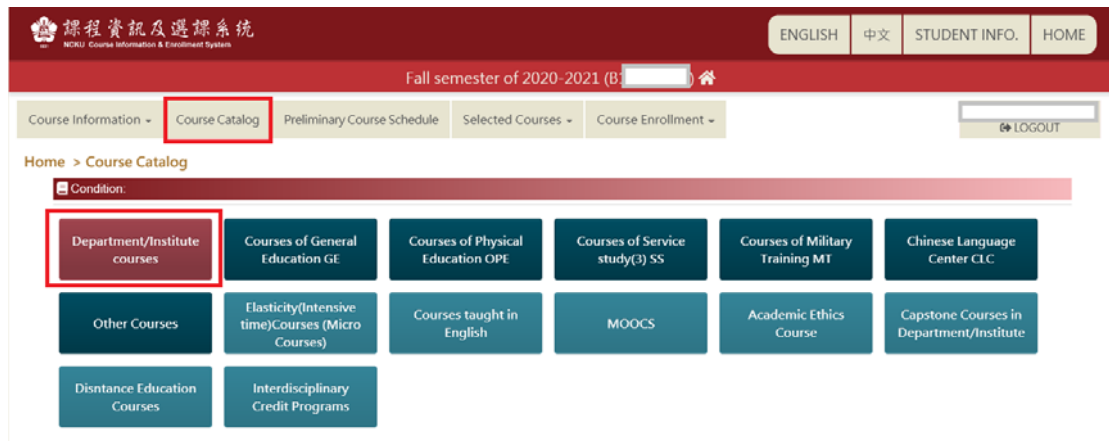
Figure 2.3

2. 我的課表同一節次如有列兩門課程，即表衝突，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].

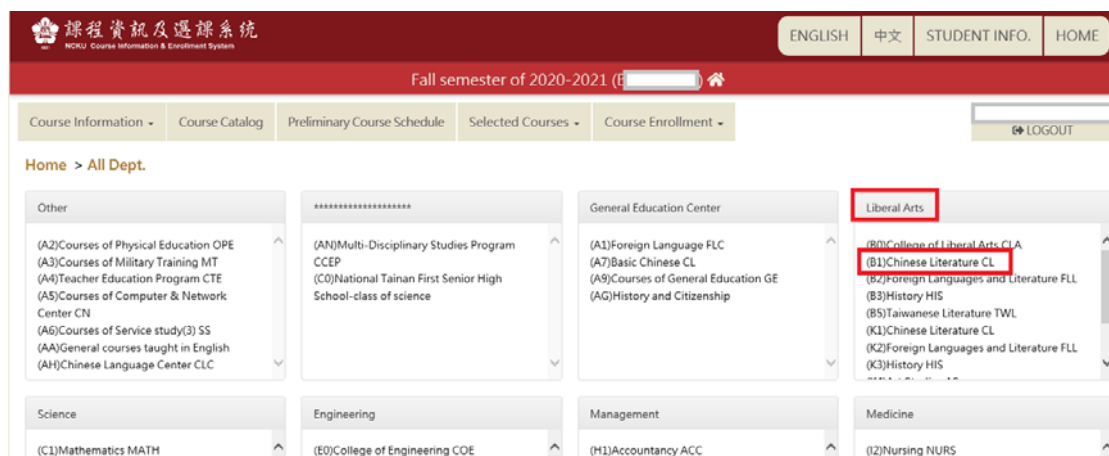
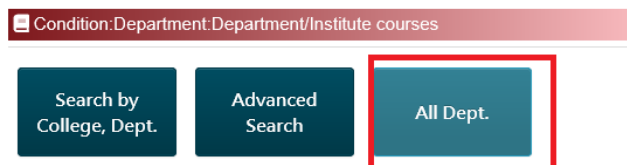
## Course Enrollment System&gt; Online Course Enrollment Procedures



(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.].

Home > Course Catalog > Department/Institute courses



(2) 進入系所課程畫面>於預排開放期間，加入預排科目（Pre-register）。

Please enter your department under the link of [All Dept.] to pre-register for the intended courses.

A. 學士班本系必修已內定，故一般專業課程學士班僅需預排選修課程或無列在「我的課表」之課程或有修輔雙之課程；通識課程可做預排志願登記。

Undergraduate students are already enrolled by the system in their major program-designated required courses. Therefore, they are allowed to pre-register for intended elective courses, courses not included in [My Course Schedule], or courses designated for a minor or double major program; or general education courses for preference enrollment.

B. 研究所預排本所或無列在「我的課表」之課程，或於選課開放時再行加選。

Graduate students are allowed to pre-register for major program courses, or courses not included in [My Course Schedule]; or add courses during the course enrollment stage.

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) (2) Remarks (1) 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	A119120-21 [FLC1001]	1	Lecture	FOREIGN LANGUAGE(2)	2 Required		0/11	[3]-4	• Moodle			
Chinese Literature CL	B1-003 B113221-1 [CL1102]	1	Lecture	STUDIES AND PRACTICE OF SELECTED CHINESE LITERATURE WORKS 2 • prerequisites: «STUDIES AND PRACTICE OF SELECTED CHINESE LITERATURE WORKS 1» Required 2.0 Credits(Score=>0)	2 Required	Chen, Yi-Yuan	0/56	[2]-4 Dept. Bldg. of Chinese Literature 21103	• syllabus • Moodle	Add Course	Pre-register	Add Request
Chinese Literature CL	B1-005 B111220-1 [CL1110]	1 2	Lecture	INTRODUCTION TO CHINESE CLASSICS (2) • prerequisites: «INTRODUCTION TO CHINESE CLASSICS (1)» Required 2.0 Credits(Score=>0)	2 Required	Huang, Sheng-sung	0/90	[5]-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) • prerequisites: «INTRODUCTION TO 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 • 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)及〔志願課程〕(ex. A9 通識課程、A1 英文模組、A7 基礎國文、A2 體育…等)兩大類。

NCKU undergraduate program courses are classified into two categories:

1. [General Major Program-Designated Courses], including major program-designated required and elective courses;
2. [Preferred Courses], including General Education (A9), English Module (A1), General Chinese (A7), and Physical Education (A2).

2. 研究所課程僅〔一般專業課程〕。

〔一般專業課程〕在選課前可先進課程查詢「系所課程」流覽。

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

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

Major program-designated course addition (option 1):

Please enter the page of [all Dept.] during the course enrollment stage.  
 Select the intended course, click on [Add Course] and enter CAPTCHA.  
 Upon completion, check out if the intended course is listed on [My Course Schedule].

Chinese Literature CL	<b>B1-006</b> B111220-1 [CL1104]	1 2	Lecture	INTRODUCTION TO LITERATURE (2) ● 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	<b>B1-008</b> B140820-1 [CL1126]	1 2	Lecture	APPRECIATION & COMPOSITION OF DRAMA ● 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
Chinese Literature CL	<b>B1-009</b> B140820-2 [CL1126]	1 2	Lecture	APPRECIATION & COMPOSITION OF DRAMA ● prerequisites: (APPRECIATION & COMPOSITION OF DRAMA/Required/2.0 Credits/Score=0)	2 Required	Lin,Hsing-Hui	0/40	[4]3-4 Dept. Bldg. of Chinese Literature 21103	● syllabus ● Moodle	Add Course	Pre-register	Add Request
Chinese Literature CL	<b>B1-010</b> B117920 [CL0002]	1 1	Practice	SERVICE STUDY (2)	0 Required	CHING-FEI LEE	0/full	[5]N	● syllabus ● Moodle	Add Course	Pre-register	Add Request
Chinese Literature CL	<b>B1-011</b> B110820 [CL1126]	1 2	Lecture	FOUR BOOKS(2) ● prerequisites: (FOUR BOOKS (1)Elective/2.0 Credits/Score=0)	2 Elective	DYLO, WENG-JANG, YU	0/56	[1]5-6 Dept. Bldg. of Chinese Literature 21103	● syllabus ● Moodle	Add Course	Pre-register	Add Request
Chinese Literature CL	<b>B1-012</b> B113000 [CL1114]	1	Lecture	CHINESE PHONETICS ● prerequisites: (INTRODUCTION TO LINGUISTICS/Elective/2.0 Credits/Score=0)	2 Elective	CHENSUNG LIN	0/56	[2]5-6 Dept. Bldg. of Chinese Literature 21101	● syllabus ● Moodle	Add Course	Pre-register	Add Request

Figure 4.1

Add following course ?

**[B1-006] introduction To Literature (2)**

CAPTCHA

1234

1 2 3 4

Submit Cancel

Figure 4.2 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，規劃的【預排科目清單】中加選，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].





- (2) 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)，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**.

Course Information

Course Catalog

Preliminary Course Schedule

Selected Courses

Course Enrollment

LOI CHON

LOGOUT

Home > All Dept. > Courses of General Education

Dept. / Inst.	Dept./Inst. Code-Serial Number Course No (Attribute Code)	Year Class group	Category	Course Name(Link to Curriculum Map) [i] Remarks [o] 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
Courses of General Education GE	A9-001 A9ZF300 [GE2155]		Area- Humanities	POP MUSIC APPRECIATION AND PRACTICE The STEAM Project (Science, Technology, Engineering, Art, and Mathematics) [i] MOOCs, students enrolled in/before 2015 academic year, Philosophy and Art	2 Required	YANG, JIN-FONG	0/100	[3]5-6 Jin- Way lecture theater 4001	[i] syllabus [o] Moodle	Preference Enter	Pre-register	Add Request
Courses of General Education GE	A9-002 A9ZF100 [GE2153]		Area- Humanities	INTRODUCTION OF MUSICAL CULTURE The STEAM Project (Science, Technology, Engineering, Art, and Mathematics) [i] Online learning will be offered in/before 2015 academic year, Philosophy and Art	2 Required	YANG, JIN-FONG	0/100	[2]3-4 College of Bioscience and Biotechnology (south side) 893S1	[i] syllabus [o] Moodle	Preference Enter	Pre-register	Add Request
Courses of General Education GE	A9-004 A9ZE800 [GE2150]		Area- Humanities	DRAMA AND FILM The STEAM Project (Science, Technology, Engineering, Art, and Mathematics) [i] students enrolled in/before 2015 academic year, Philosophy and Art	2 Required		0/85	[3]5-6 College of Bioscience and Biotechnology (south side) 893S1	[i] syllabus [o] Moodle	Preference Enter	Pre-register	Add Request

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.

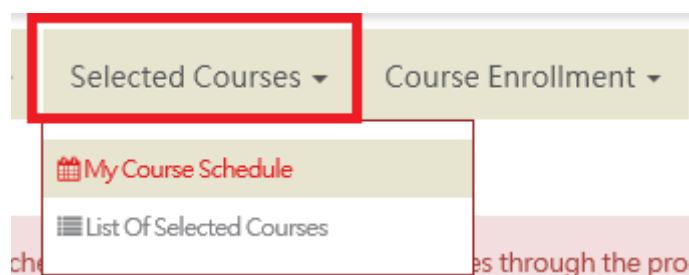


## Course Enrollment System&gt; Online Course Enrollment Procedures

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) (2) Remarks (3) Special conditions for course selection	Credit Elect Req	Schedule /Classroom	Syllabus /Moodle	Add Course Preference-Enter	Pre-register	Request Form for Recognition of Credits
Courses of General Education GE	A9-001 A92F300 [GE2155]		Area-Humanities	POP MUSIC APPRECIATION AND PRACTICE (2) MOOCs, students enrolled in before 2015 academic year, Philosophy and Art	2	[3]5-6 Jin-Way lecture theater 4001	► syllabus ► Moodle	Preference-Enter	Pre-register	Add Request
Courses of General Education GE	A9-002 A92F100 [GE2153]		Area-Humanities	INTRODUCTION OF MUSICAL CULTURE (2) students enrolled in before 2015 academic year, Philosophy and Art	2	[2]3-4 College of Bioscience and Biotechnology (south side) 89351	► syllabus ► Moodle	Preference-Enter	Pre-register	Add Request
Courses of General Education GE	A9-004 A92E800 [GE2150]		Area-Humanities	DRAMA AND FILM (2) students enrolled in before 2015 academic year, Philosophy and Art	2	[3]5-6 College of Bioscience and Biotechnology (south side) 89351	► syllabus ► Moodle	Preference-Enter	Pre-register	Add Request

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.



(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.

## Course Enrollment System&gt; Online Course Enrollment Procedures

Course Information ▾ Course Catalog Preliminary Course Schedule Selected Courses ▾ Course Enrollment ▾

Home > All Dept. > Courses of General Education

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 ⓘ Special conditions for course selection	Cred Elect Req		Schedule /Classroom	Syllabus /Moodle
Courses of General Education GE	A9-001 A92F300 [GE2155]		Area-Humanities	POP MUSIC APPRECIATION AND PRACTICE The STEAM Project (Science, Technology, Engineering, Art, and Mathematics) MOOCs, students enrolled in/before 2015 academic year, Philosophy and Art	2 Required		[3]5~6 Jin-Way lecture theater 4001	▶ syllabus ▶ Moodle
Courses of General Education GE	A9-002 A92F100 [GE2153]		Area-Humanities	INTRODUCTION OF MUSICAL CULTURE The STEAM Project (Science, Technology, Engineering, Art, and Mathematics) Online learning will be offered in condition of COVID-19 students enrolled in/before 2015 academic year Philosophy and Art	2 Required	YANG, JIN-FONG	[2]3~4 College of Bioscience and Biotechnology (south side) 893S1	▶ syllabus ▶ Moodle

+ Add Course By Dept./Inst. Code & Serial Number  
 + Add Course From Preliminary Course Schedule  
 - Drop  
 Preference List & Adjust Order  
 + Preference-Enter By Dept./Inst. Code & Serial Number  
 + Preference-Enter From Preliminary Course Schedule

## 五、棄選作業 Procedures for Dropping Courses

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

Course Information ▾ Course Catalog Preliminary Course Schedule Selected Courses ▾ Course Enrollment ▾

Home > Drop

System Time : 2020/12/28 16:57

DEPARTMENT / INSTITUTE CODE	COURSE SERIAL NUMBER	COURSE NAME	CORE / ELECT	CREDIT	TYPE	TIME	ROOM	Drop
B1	011	FOUR BOOKS(2)	ELECTIVE	2	Lecture	Monday 5~6	21103 (Dept. Bldg. of Chinese Literature-21103)	- Drop

Total credit(s) : 2

The list doesn't include courses that have already received grades (Ex. the flexible intensive courses), but total credit(s) are included them!

+ Add Course By Dept./Inst. Code & Serial Number  
 + Add Course From Preliminary Course Schedule  
 - Drop  
 Preference List & Adjust Order  
 + Preference-Enter By Dept./Inst. Code & Serial Number  
 + Preference-Enter From Preliminary Course Schedule

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

Course Information ▾ Course Catalog Preliminary Course Schedule Selected Courses ▾ Course Enrollment ▾

Home > Drop

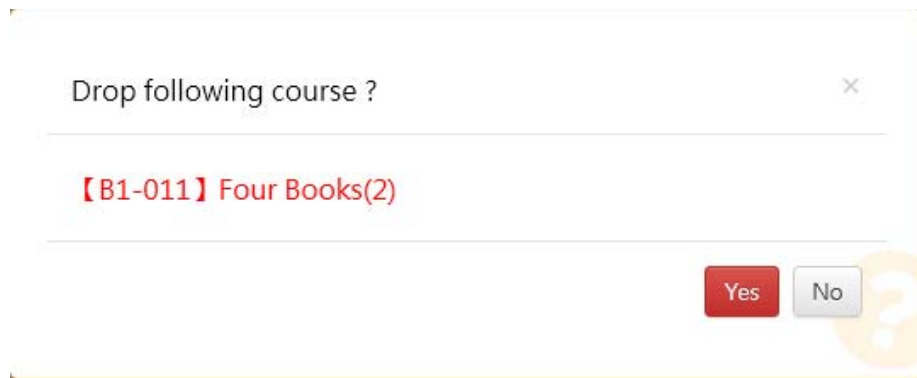
System Time : 2020/12/28 16:59

DEPARTMENT / INSTITUTE CODE	COURSE SERIAL NUMBER	COURSE NAME	CORE / ELECTIVE	CREDIT	TYPE	TIME	ROOM	Drop
B1	011	FOUR BOOKS(2)	ELECTIVE	2.0	Lecture	Monday 5~6	21103 (Dept. Bldg. of Chinese Literature-21103)	- Drop

Total credit(s) : 2

The list doesn't include courses that have already received grades (Ex. the flexible intensive courses), but total credit(s) are included them!

- 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.

