

NCKU Notice of Course Enrollment

In accordance with the NCKU calendar for the 2015-16 academic year and related enrollment regulations, this notice of course enrollment, coded as (104) Jiao-Zhu-Zi No. 025, was issued by the Office of Academic Affairs on June 17, 2015 to provide registration instructions for course enrollment for the fall semester of 2015.

Registration and Enrollment Instructions:

- I. Starting from the 2015-2016 academic year, foreign students at NCKU, including overseas compatriot students, international students, mainland Chinese students and exchange students will follow the same course enrollment procedure of local students. Course enrollment by course selection sheet in person when the semester starts will not be available anymore for all students. During the 1st and 2nd stages, some students may not be allowed to add some courses due to the prerequisite requirements. They may consult with their own/host departments or institutes on the first three days of the semester (3rd stage) for a possible direct enrollment.
- II. New transfer students for the 2015-2016 academic year are allowed to complete their online registration for preferred courses in the category of General Education for computer-selected course enrollment from August 17 to 21.
- III. The maximum number of courses that can be applied for via online registration is shown in the following table for various categories:

Category	Code	Maximum no. of courses
General Education	A9	3
Physical Education	A2	1
Sophomore English	A1, serial numbers 101~500	1
Second Foreign Language	A1, serial numbers 501~700	1

- IV. Registration by designated students in the second stage of course enrollment, from August 12 to 21, is regulated as follows:

Date	Time	Designated students
8/12	9:00~12:00	Senior students (including deferred students)
8/12	13:00~17:00	Junior students
8/13	9:00~12:00	Sophomore students
8/13	13:00~17:00	All graduate students
8/14~8/21	9:00~17:00	All students

- V. Registration by designated students in every stage of course enrollment is regulated as follows:

1 st Stage of Course Enrollment	
Duration	9am, July 6 to 5pm, July 10
Designated Students	<ol style="list-style-type: none"> 1. All continuing students 2. New graduate students for the 2015-2016 academic year 3. new exchange students
Notes	<ol style="list-style-type: none"> 1. 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 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. 2. 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. 3. If a course is conditionally set up with “no registration allowed during the first stage,” it shall not be open to registration until the second stage.

	<ol style="list-style-type: none"> 4. Continuing transfer students are allowed to register for courses designated for the same-category class of other levels under their major program. 5. Students in double major/minor programs are allowed to register for courses designated for their second major/minor program. 6. Registration for preferred courses for computer-selected enrollment (with a maximum of one course selected for each of the following categories) is regulated as follows: <ol style="list-style-type: none"> (1) General Education (A9) and Physical Education (A2) by undergraduate students (2) Second Foreign Language (A1, serial numbers 501~700) by all students (3) Sophomore English (A1, serial numbers 301~500) by sophomore students 7. Registration for Remedial English courses (coded A3, A4, A5, A6, AA and AH) is scheduled for the second stage. 	
Registration	Online	
Duration	9am to 5pm, July 22	
Designated Students	<ol style="list-style-type: none"> 1. All continuing undergraduate students 2. new exchange students (undergraduate) 	
Notes	All continuing undergraduates and new exchange students (undergraduate) are allowed to complete their second registration for their preferred courses in the category of General Education (A9) for computer-selected course enrollment.	
Registration	Online	
2nd Stage of Course Enrollment		
Duration	9am, August 12 to 5pm, August 21	9am, August 17 to 5pm, August 21
Designated Students	<ol style="list-style-type: none"> 1. All continuing students 2. New graduate students for the 2015-2016 academic year 3. new exchange students 	Freshman of 2015
Notes	<ol style="list-style-type: none"> 1. Please refer to the designated schedule shown in the preceding Paragraph III to register for courses during the period from August 12 to 13. 2. Registration for any repeated freshman courses/Education Program courses shall not be allowed until August 17. 3. Registration for any repeated courses in the categories of Citizenship and History (AG), General Chinese (A7) or Freshman English for General Purposes shall not be allowed until the third stage of enrollment. 	<ol style="list-style-type: none"> 1. Freshman students are enrolled in advance by the Division of Registrar in the department-designated courses (including the Physical Education (A2) course) for the first year of their major program. However, they are required to complete registration for preferred courses for computer-selected enrollment in the categories of General Education (A9), General Chinese (A7), Citizenship and History (AG), and Freshman English for General Purposes (A1, serial numbers 101~300). 2. Transfer students for the 2015-2016 academic year are allowed to complete registration for preferred courses for computer-selected

		<p>enrollment in the category of General Education (A9) during this period.</p> <p>3. Registration for Educational Program courses by all students is scheduled for this period, starting from August 18.</p> <p>4. Freshman students should check their level of English proficiency when completing registration for preferred courses in the category of Freshman English for General Purposes for computer-selected enrollment (search online for English proficiency level: course enrollment system → course enrollment notice → English proficiency ranking criteria and personal English proficiency level).</p>		
Registration	Online	Online		
3rd Stage of Course Enrollment				
Duration	September 15 to 17	September 14 to 16	9am, September 21 to 5pm, September 25	September 29 to October 1
Designated Students	Freshman · Sophomore	New transfer students, new-international students , returning students and deferred students for the 2014-2015 academic year	All students	Students who have to complete course enrollment under special circumstances
Notes	<p>1.Registration of englishEnglish course preferences(9/15-9/17)</p> <p>2.English course enrollment publicized(9/18)</p>	<p>1.Please complete course enrollment through the department in charge of the course that is being applied for.</p> <p>2.Registration for General Education courses is</p>	<p>1. All courses are open for students to add or drop during this period.</p> <p>2. General Education courses are open for students to drop during this period. Those who intend to add a</p>	Please complete course enrollment through the department in charge of the course that is being applied for.

		open exclusively to international students, returning students, new exchange students and deferred students.	General Education course shall register for computer-selected enrollment. †The results of which will be announced on Sept. 29. Students are not allowed to drop a General Education course, if they have been enrolled by computer selection. However, they may withdraw from the course, which will be indicated on their transcripts.	
Registration	Department office		Online	Department office
Course Enrollment Confirmation				
Duration	October 5 to 14			
Designated Students	All students			
Notes	<ol style="list-style-type: none"> <u>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. Those who fail to confirm their course enrollment during this period shall not be eligible to carry out or change their course enrollment</u> at a later date. Those whose course enrollment applications fail to meet the related credit or graduation requirements shall consult with their course instructors, related department office and the Division of Registrar to complete additional course enrollment actions. 			
Registration	Online			
Course Withdrawal				
Deadline	November 29			
Designated Students	Those who decided to withdraw from courses			

Notes	Course withdrawal will be indicated on the student's transcript, and no refund will be made paid .
Application	Course withdrawal application: Website of Division of Registrar→Application Form

VI.

- (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 at the website of the Division of Registrar (Division Website→Online Service→Students→Course Enrollment System→Announcement of Course Enrollment).
- (2) Contact information for the department staff in charge of course enrollment is available at the website of the Division of Registrar (Division Website→Online Service→Students→Course Enrollment System→Enrollment Consultation Service Personnel).

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