

## 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. 061, is issued by the Office of Academic Affairs on December 1, 2015 to provide registration instructions for course enrollment for the spring semester of 2015.

### Registration and Enrollment Instructions:

- I. 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	Maximum no. of courses
General Education	A9(before 2 <sup>nd</sup> Stage of Course Enrollment)	3
Physical Education	A2	1
English	A1, serial numbers 101~500	1
Second Foreign Language	A1, serial numbers 501~700	1

- II. Registration by designated students in the second stage of course enrollment, from February 15 to 19, is regulated as follows:

Date	Time	Designated students
2/15	9:00~12:00	Senior students (including deferred students)
2/15	13:00~17:00	Junior students
2/16	9:00~12:00	Sophomore students
2/16	13:00~17:00	freshmen students
2/17~2/19	9:00~17:00	All students

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

1 <sup>st</sup> Stage of Course Enrollment	
Duration	9am, January 18 to 5pm, January 25
Designated Students	All students
Notes	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>4. Continuing transfer students are allowed to register for courses designated for the same-category class of other levels under their major program.</li> <li>5. Students in double major/minor programs are allowed to register for courses designated for their second major/minor program.</li> <li>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"> <li>(1) Citizenship and History (AG) by freshman students.</li> <li>(2) English (A1, serial numbers 101~500), General Education (A9) and</li> </ol> </li> </ol>

	<p>Physical Education (A2) by undergraduate students.</p> <p>(3) Second Foreign Language (A1, serial numbers 501~700) by all students.</p> <p>7. The enrollment of General Chinese (A7) has been designated by the Division of Registrar. Those who intend to change their enrollment or to be enrolled in a class shall complete their registration in the second stage.</p> <p>8. Registration for Remedial English courses (coded A3, A5, A6, AA and AH) and online English courses for graduate students is scheduled for the second stage.</p>		
Registration	Online		
Duration	9am to 5pm, January 28		
Designated Students	All undergraduate students		
Notes	All undergraduates 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		
<b>2<sup>nd</sup> Stage of Course Enrollment</b>			
Duration	9am, February 15 to 5pm, February 19		
Designated Students	All students		
Notes	<ol style="list-style-type: none"> <li>1. Please refer to the designated schedule shown in the preceding Paragraph 2 to register for courses during the period from February 15 to 16</li> <li>2. Registration for Education Program courses on a first-come-first-enrolled basis shall not be allowed until February 17.</li> <li>3. Students are allowed to cancel or add any course enrollment during this period.</li> </ol>		
Registration	Online		
<b>3<sup>rd</sup> Stage of Course Enrollment</b>			
Duration	February 22 to February 26	9am, March 1 to 5pm, March 7	March 9 to March 11
Designated Students	Returning students and deferred students for the 2015-2016 academic year, Students newly accepted for the 2016-2017 academic year	All students	Students who have to complete course enrollment under special circumstances
Notes	<ol style="list-style-type: none"> <li>1. Please complete course enrollment through the department in charge of the course that is being applied for.</li> <li>2. Those who are not</li> </ol>	<ol style="list-style-type: none"> <li>1. All courses are open for students to add or drop during this period.</li> <li>2. General Education courses are open for students to drop during this period. Those who</li> </ol>	Please complete course enrollment through the department in charge of the course that is being applied for.

	<p>allowed to register online for specific courses with a prerequisite course requirement shall register for the courses upon approval of the department offering the courses.</p> <p>3. FLLD students are allowed to register with the NCKU Eagle Project Office for General Education English courses in the category of Module III.</p>	<p>intend to add a General Education course shall register for computer-selected enrollment, students can fill in the number of courses intend to be selected ,the results of which will be announced on March 9. 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.</p>	
Registration	Department office	Online	Department office
<b>Course Enrollment Confirmation</b>			
Duration	March 14 to 22		
Designated Students	All students		
Notes	<p>1. Those who fail to confirm their course enrollment during this period shall not be eligible to carry out or change their course enrollment at a later date.</p> <p>2. 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.</p>		
Registration	Online		
<b>Course Withdrawal</b>			
Deadline	May 6		
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 paid.		
Application	Course withdrawal application: Website of Division of Registrar→Application Form		

#### IV.

- (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 →Course Enrollment System→Announcement).
- (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 →Course Enrollment System→Information):

General Education: 50212, 50215; English (Eagle Project Office): 52273; Citizenship: 52250;

History: 52340; General Chinese: 52151

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