

NCKU Notice of Course Enrollment

In accordance with the NCKU calendar for the 2020-21 academic year and related enrollment regulations, this notice of course enrollment, coded as (109) Jiao-Zhu-Zi No. 065, was issued by the Office of Academic Affairs on November 30, 2020 to provide registration instructions for course enrollment for the spring semester of 2021.

Registration and Enrollment Instructions:

- I. The NCKU Course Information and Course Enrollment System (NCIACES) is equipped with a pre-registration function. Please make best use of the function for course enrollment according to the operations manual (http://reg.acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_re.htm).
- 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.
- III. Intercollegiate transfer students admitted in the spring semester of the 2020-21 academic year are enrolled in advance by the Division of Registrar in their major program-designated required courses and are allowed to register for courses, starting from the second stage of course enrollment.
- IV. 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 the number of courses they intend to be enrolled in when they register online for preferred courses for computer-select enrollment during the third stage of course enrollment. 4. A Chinese course of Exploring Tainan (A9 574, 576) 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. Foreign students intending to enroll in an English-taught course of Exploring Tainan (A9 575, 577) shall register online.
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

- V. Under special circumstances (such as minor study, double-major study or the Educational Program), 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 after the end of the 1st stage (1/20) and before the end of the 3rd stage (3/11), which shall be approved by the relevant offices and processed by the Division of the Registrar.
- VI. Students who wish to drop or withdraw from any flexible intensive course shall submit an application with a written report (free format), which shall be approved and processed by the academic unit offering the course. It is not recommended that students drop the course after the start of the course. Under special circumstances, applications for course withdrawal may be processed at the discretion of the academic units (departments, graduate institutes, and colleges) before the end of the course.
- VII. Students should keep a file/copy of registration records at every stage of course enrollment, and shall check out “My Course Enrollment Schedule” online to confirm their course additions or withdrawals by the designated deadlines.
- VIII. Please check out enrollment-related regulations, including rules for computer-selected course enrollment in General Education, on the website of NCIACES. Registration by designated students in every stage of course enrollment is regulated, as shown in the NCKU Course Enrollment Schedule for Spring Semester, 2021 attached below this notice.
- IX. 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 http://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 http://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 、 50215	Foreign Language Center (A1 English, A1Second Foreign Language)	52273
Dept. of Chinese Literature (A7 General Chinese)	52151	Physical Education Office (A2 Physical Education)	81818
Military Training Office	50722	AH Chinese Language Center	52040

(A3 Military Training)			
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 http://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, 2021

Confirmation of Required Course Enrollments for Undergraduate Programs	
Duration	Starting from 9:00 on December 29, 2020 to January 11, 2021
Designated Students	All continuing students (excluding intercollegiate transfer students admitted in the spring semester of 2021 or those who fail to complete the student basic information form)
Notes	<ol style="list-style-type: none"> 1. Please check out enrollment-related regulations and rules for computer-selected course enrollment in General Education on the website of the NCKU Course Information and Course Enrollment System (NCIACES). Please check out information about curriculum at the NCKU Course Catalog. 2. For continuing students, please ensure you can log into the system before the 1st Stage of Course Enrollment. If you fail to log into 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). (Please read FAQ Q1 on the website of NCIACES). 3. Undergraduate students (including re-enrolled student and exchange students) are enrolled in advance by the Division of the Registrar in the major program-designated required courses. They should log into the course enrollment system to confirm the required course enrollments in “My Course Enrollment Schedule”. Graduate students are not enrolled in advance in courses. 4. Students of the Noah's Plan Short-term Visit Project are not enrolled in advance in courses. They are required to register for course enrollment online or with related offices.
Registration	Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to confirm your program-designated required course enrollments in “My Course Enrollment Schedule.” Please contact the staffer in charge of course enrollment for your program at the Division of Registrar for further information.

Online Pre-registration Function Status	
Duration	Starting from 9:00 on January 7 to 17:00 on January 19
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 following 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 January 19, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward.
1 st Stage of Course Enrollment	
Duration	Starting from 9:00 on January 11 to 17:00 on January 15
Designated Students	All students (excluding intercollegiate transfer students admitted in the spring semester of 2021 or those who fail to complete the student basic information form)

Notes	<p>General Instructions on Course Enrollment:</p> <ol style="list-style-type: none"> 1. All students, except those from the Department of Medicine in the fifth year of study, in the undergraduate programs are enrolled by Registrar Division in the department-designated required courses for their major program. All continuing students are only allowed to register for courses designated for their own class/class category and for preferred courses for computer-selected enrollment. No quota limit is set to each course enrollment during this stage. 2. Undergraduate students are only allowed to register for courses designated for their own class. Those who have been enrolled in advance by Registrar Division 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. 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. 4. If a course is conditionally set up with “no registration allowed during the first stage” at course catalog system, it shall not be open to registration until the second stage. 5. 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. 6. Students in double major/minor programs are allowed to register for courses designated of other, higher 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. 7. Multi-Disciplinary Studies Program students are allowed to register for courses offered by other degree program departments without enrollment prerequisites. 8. Registration for Remedial English courses (coded A3, A4, A5, A6, AA and AH) and online English courses for graduate students is scheduled for the second stage (from A1 701-702). 9. Freshman students from the five departments of Economics, Psychology, 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.
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	<p>Instructions on First Registration for Preferred Courses for Computer-Selected Enrollment:</p> <p>1. First registration 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 homepage of NCIACES before 17:00 on January 18) is regulated as follows:</p> <p>(1) Undergraduate students only:</p> <ul style="list-style-type: none"> ● General Education (A9): a maximum of one course ● 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 80% for freshman and sophomore students and 20% for juniors and seniors. ● General Chinese (A7): Students will be enrolled in advance by the Division of Registrar in the course of General Chinese bearing the same serial number, which they were enrolled in for the fall semester. Those 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 (A1, serial numbers 101~500): Students admitted before the 2014-15 academic year are not subject to the class placement list. 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.
Registration	Online NCKU Course Information & Enrollment System
Instructions on Second Registration for Preferred GE Courses for Computer-Selected Enrollment	
Duration	Starting from 9:00 to 17:00 on January 19
Designated Students	All undergraduate students
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. (A maximum of one course will be selected, the results will be announced on the homepage of NCIACES before 12:00 on January 21).
Registration	Online NCKU Course Information & Enrollment System

Online Pre-registration Function in Operation for the 2 nd Stage of Course Enrollment		
Duration	Starting from 9:00 on January 27 to 17:00 on February 2	
Notes	<ol style="list-style-type: none"> 1. Please check out information about curriculum at the NCKU Course Catalog. Students are allowed to use the pre-registration function on the course enrollment system to plan for the following 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. Intercollegiate transfer students, admitted in the spring semester of 2021, who have completed the student basic information form, are enrolled in advance, before 9:00, January 27, by the Registrar Division in the department-designated required courses for their major program. They are required to log into the online enrollment system and check out "My Course Enrollment Schedule to confirm their required course enrollments. Those admitted later who are not enrolled in advance shall register for courses at the course-offering program office in the first week of class. 4. The pre-registration function is closed at 17:00 on February 2, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward. 	
Operation	Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to use the function.	
2 nd Stage of Course Enrollment		
Duration	Starting from 9:00 on January 28 to 17:00 on February 2	
Designated Students	Senior students (including deferred students)	1/28 09:00 ~ 12:00
	Junior students	1/28 13:00 ~ 17:00
	Sophomore students	1/29 09:00 ~ 12:00
	freshman students	1/29 13:00 ~ 17:00
	All students	1/30 09:00 ~ 2/2 17:00
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 website of NCIACES at https://course.ncku.edu.tw/. 2. Undergraduate students are required to register for courses according to the schedule designated for their class during the period from January 28 to January 29. All students (including graduate students) are allowed to enroll new courses during the period from 9:00 on January 30 to 17:00 on February 2. 3. Intercollegiate transfer students admitted in the spring semester of the 2020-21 academic year are enrolled in advance by the Division of Registrar in their major program-designated required courses. They are allowed to register for courses starting from the second stage of course enrollment. 4. Registration for Education Program courses (A4) shall not be allowed until 9:00 on January 30. 5. Physical Education (A2): Seniors or deferred students who intend to add PE courses to meet the requirement of graduation shall apply for enrollment according to the public notice of the Office of Physical Education. 	

	<p>Instructions on Registration for Preferred Courses for Computer-Selected Enrollment:</p> <p>1. Undergraduate students:</p> <p>(1) 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.</p> <p>(2) General Chinese (A7): Those who have not completed 4 course credits are allowed to register for 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 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> <p>3. The results will be announced on the homepage of NCIACES before 12:00 on February 5. Selected courses will be imported into "My Course Enrollment Schedule".</p>
Registration	Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to register for courses.

Online Pre-registration Function in Operation for the 3 rd Stage of Course Enrollment	
Duration	Starting from 9:00 on February 26 to 17:00 on March 5
Notes	<p>1. Students are allowed to use the pre-registration function on the course enrollment system to plan for the following stage of course enrollment.</p> <p>2. Students are allowed to check out their program-designated required courses and pre-registered courses in their personal pre-registered course list.</p> <p>3. The pre-registration function is closed at 17:00 on March 5, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward.</p>
3rd Stage of Course Enrollment	
Department/Institute/Program Office Course Enrollment	
Duration	8:30, February 22 to 17:00 February 26
Designated Students	<p>(1) Intercollegiate transfer students admitted in the spring semester of the 2020-21 academic year</p> <p>(2) Graduate students newly accepted for the 2021-22 academic year</p> <p>(3) Non-freshman students of joint degree programs</p> <p>(4) Reenrolling students for the 2020-21 academic year</p> <p>(5) Deferred students for the 2020-21 academic year</p> <p>(6) Students not eligible for online registration</p> <p>(7) Overseas Taiwanese students admitted under a special project</p>
Notes	<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 open exclusively to reenrolling students, deferred students, intercollegiate transfer students admitted in the spring</p>

	<p>semester of the 2020-21 academic year who are not enrolled in GE courses, and Overseas Taiwanese students admitted under a special project.</p> <p>3. Students who are not eligible to register online for specific courses with a prerequisite course requirement, including those on any joint and double degree program and intercollegiate transfer students admitted in the spring semester of the 2020-21 academic year are allowed to register for the courses upon approval of the course-offering department.</p> <p>4. FLLD students are allowed to register with the NCKU Eagle Project Office for English courses in Module III.</p> <p>5. 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>6. Students are allowed to drop courses online, starting from this stage.</p>
Operation	Students are required to complete course enrollment with designated application forms (course addition request form, or course overload or underload request form) through the office of the course-offering department/institute/program. A course underload request requires no approval from the instructor.
Online Course Enrollment	
Duration	09:00 on March 2 to 17:00 on March 5
Designated Students	All students
Notes	<p>General Course Enrollment Instructions:</p> <p>1. All courses, except flexible intensive courses, are open for students to add or drop during this period based on the designated enrollment quota. Students shall apply to the course-offering program office to drop a flexible intensive course.</p> <p>2. Those who drop any enrolled courses before the end of this stage will receive a refund of credit fees. Afterwards, students will not be refunded for any course withdrawal. A dropped course will not be noted on the academic transcript.</p> <p>Preferred Course Enrollment Instructions:</p> <p>1. General Education courses are open for students to drop during this period.</p> <p>2. Those who intend to add a General Education course shall register for computer-selected enrollment (Registration will be invalid if a class scheduling conflict or overloaded course enrollment arises).</p> <p>3. Students can fill in the number of intended courses to be selected, the results of which will be announced before 12:00 on March 8. Selected courses will be imported into "My Course Enrollment Schedule". 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>
Operation	Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to register for courses.
Course Enrollment Under Special Circumstances	

Duration	13:00 on March 8 to 17:00 on March 11
Designated Students	Students who are required to complete course enrollment under special circumstances (course cancelation, instructor change, schedule change, graduation requirement, or minimum course enrollment requirement)
Notes	<ol style="list-style-type: none"> 1. Students are required to complete course enrollment with a course addition request form through the office of the department/institute/program offering the course that is being applied for in accordance with classroom capacity and related regulations. 2. 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.
Operation	Students are required to complete course enrollment with designated application forms (course addition request form, or course overload or underload request form) through the office of the department/institute/program offering the course that is being applied for. A course underload request requires no approval from the instructor.

Stage of Course Enrollment Confirmation

Duration	Starting from 9:00 on March 12 to 17:00 on March 15
Designated Students	All students
Notes	<ol style="list-style-type: none"> 1. 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 at a later date. 2. Should there be more courses than are required, students shall withdraw from them online, and no refund will be made for any course withdrawal. 3. Under special circumstances, students shall submit a written report, which shall be approved by course instructors, department chair, and director of the Registrar's Division, to process related course enrolments at the Registrar's Division. 4. Those 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 Registrar Division.
Operation	<ol style="list-style-type: none"> 1. Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to confirm your course enrollments. 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. 2. Students shall submit a written report (free format) or a course underload request form to apply for course underload.

Stage of Course Withdrawal

Deadline	Starting from 13:00 on March 8 to 17:00 on May 21
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 except those for flexible intensive courses shall be processed online. Withdrawal from a flexible intensive course shall be processed by the office of the department offering the course. 2. 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 Registrar Division. 3. Course withdrawal will be indicated on the student's transcript, and no refund will be made.
Operation	<ol style="list-style-type: none"> 1. Please log into the course enrollment system on the website of NCIACES 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.

