

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. 17, was issued by the Office of Academic Affairs on May 2, 2024 to provide registration instructions for course enrollment for the fall semester of 2024.

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 fall semester of 2024, starting from 09:00, July 11.** Please note that the webpage of Course Catalog on the NCIACES website is equipped with a pre-registration function. Students are entitled to use the function for course enrollment according to the operations manual (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 programed 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. 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 onto the online course enrollment system to register for courses.** (Please read FAQs Q1 on the website of NCIACES).
- 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 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 shall be enrolled in advance by the Division of the Registrar in the 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 of the 2024-24 academic year will be enrolled in the course in advance before the 2nd stage of course enrollment. Waitlisted applicants admitted later are required to check with the Division of the Registrar for course enrollment. Reenrolling students and students who are required to repeat the course shall also be enrolled in advance by the Division of the Registrar in the course. 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 (踏溯台南辦公室) under the College of Liberal Arts 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

- V. 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 after the end of the 2nd stage (9/2) and before the end of the 3rd stage (9/25), 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 09:00 September 23 (9/23). Dropping courses thereafter will be noted as course withdrawals on the transcript.

- VI. 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.
- VII. 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.
- VIII. 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.
- IX. 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.
- X. 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 Fall Semester, 2024 attached below this notice.
- XI. 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, A1 Second Foreign Language)	52273
Depts. of Chinese Literature, Taiwanese Literature (A7 General Chinese)	52151 ∙ 502600	Military Training Office (A3 Military Training)	50722
AH Chinese Language Center	52040	Physical Education Office (A2 Physical Education)	81818

Exploring Tainan (AF) (Office, College of Liberal Arts)	52012	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.			



1st Stage of Course Enrollment

Confirmation of Required Course Enrollments for Undergraduate Programs	
Duration	09:00 July 11, 2024 to 09:00 July 15, 2024
Designated Students	All students (including re-enrolling students) (excluding freshman students and intercollegiate transfer students, admitted in the fall semester of 2024, 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 NCIACES website at https://course.ncku.edu.tw/. Please check out information about curriculum at the NCKU Course Catalog. 2. 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 on to the course enrollment system to confirm the required course enrollments in “My Course Schedule.” 3. Short-term exchange students and 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 website of NCIACES 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 the Registrar for further information.

Online Pre-registration Function in Operation for the 1 st Stage of Course Enrollment	
Duration	09:00, July 11 to 17:00, July 24
Designated Students	<ol style="list-style-type: none"> 1. All continuing students (including re-enrolling students) in undergraduate programs 2. New graduate students of 2024, extra-territorial students, and new exchange students
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 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 July 24.
Operation	Please log on to the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to use the function.
1 st Stage of Course Enrollment: Preliminary Enrollment	
Duration	09:00, July 15 to 17:00, July 19
Designated Students	<ol style="list-style-type: none"> 1. All continuing students (including re-enrolling students) in undergraduate programs 2. New graduate students of 2024, extra-territorial students, and new exchange students *Freshman students and intercollegiate transfer students in undergraduate programs, admitted in the fall semester of 2024, 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.

General Instructions on Course Enrollment:

1. All continuing students, except those from the Department of Medicine in the fifth year of study, in the undergraduate programs are enrolled by the Division of the Registrar in the department-designated required courses for their major program. All continuing students, except Multi-Disciplinary Studies Program students, are only allowed to register for courses designated for their own class/class category and for preferred courses for computer-selected enrollment. **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 enrolment 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) 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

	<p>junior and senior curriculum for their class category.</p> <p>7. Multi-Disciplinary Studies Program students are allowed to register for courses offered by other departments for the same class level without enrollment requisites.</p> <p>8. 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. English Module Program (A1, serial numbers 101-500) for computer-selected enrollment is scheduled for the third stage.</p> <p>9. The course of Exploring Tainan(AF) is not listed as an option for online registration in the first stage. Students will be enrolled in advance by the Division of the Registrar into this course, as specified in Note 5 for course enrollment of freshman students in 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>
	<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 NCIACES website before 17:00 on July 23. 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> <p>(1-1) General Education (A9): According to the GE computer-selected course enrollment regulations, a maximum of one course will be selected.</p> <p>(1-2) Physical Education (A2), General Chinese (A7): Online registration for preferred courses for computer-selected enrollment is scheduled for the second stage of course enrollment when freshman students are allowed to register.</p> <p>(1-3) English module courses (A1, serial numbers 101~500) for undergraduate students: Online registration for preferred courses for computer-selected enrollment is scheduled for the third stage of course enrollment.</p> <p>(2) All students:</p> <p>Second Foreign Language (A1, serial numbers 501~700): Online registration for preferred courses for computer-selected enrollment is scheduled for the second stage of course enrollment when freshman students are allowed to register.</p>
Instructions on Second Registration for Preferred GE Courses for Computer-Selected Enrollment	
Duration	09:00 to 17:00, July 24
Designated Students	Undergraduate students
Notes	Undergraduate students are allowed to complete their second registration for their preferred courses in the category of General Education (A9) for computer-selected course enrollment. Should scheduling conflict arise between preferred courses, please drop unwanted conflicting courses during the stage of online enrollment designated for dropping courses.

	A maximum of one course will be selected and announced before 12:00 on July 26 . Priority is given to those who do not have any A9 GE course in 'My Course Schedule'.
Operation	Please log on to the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to register for computer-selected course enrollment.

2nd Stage of Course Enrollment

Confirmation of Required Course Enrollments for Freshman Students and Intercollegiate Transfer Students in Undergraduate Programs	
Duration	09:00, August 22 to 09:00, August 27
Designated Students	Freshman students and intercollegiate transfer students in undergraduate programs, admitted in the fall semester of 2024
Notes	<ol style="list-style-type: none"> Please check out enrollment-related regulations for computer-selected course enrollment in General Education on website of the NCKU Course Information and Course Enrollment System (NCIACES). Please check out information about curriculum at the NCKU Course Catalog. Freshman students, admitted in the fall semester of 2024, who have completed the student basic information form, are enrolled in advance, at 12:00, August 21, by the Registrar Division in the department-designated required courses for their major program. Intercollegiate transfer students in undergraduate programs, admitted in the fall semester of 2024, who have completed the student basic information form, are enrolled in advance, at 17:00, August 21, by the Registrar Division in the department-designated required courses for their major program. 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. You are required to log on to the online enrollment system and check out “My Course Schedule” to confirm your required course enrollments. For more information, please contact the staffer in charge of your program at the Division of the Registrar.
Operation	Please log on to the online enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ and check out “My Course Schedule” to confirm your required course enrollments. Contact the staffer in charge of your program at the Division of the Registrar for more information.

Online Pre-registration Function in Operation for the 2 nd -3 rd Stage of Course Enrollment	
Duration	09:00 August 22 to 17:00, September 18
Notes	<ol style="list-style-type: none"> Students are allowed to use the pre-registration function on the course enrollment system to plan for the 2nd and 3rd stage of course enrollment. Pre-registration is not the final course enrollment. Please register for courses or preferred courses for computer-selected enrollment based on the pre-registered course list during the designated stage of course enrollment. Students are allowed to check out their program-designated required courses and pre-registered courses in their personal pre-registered course list. The pre-registration function is closed at 17:00 on September 18, 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 website of NCIACES at https://course.ncku.edu.tw/ to use the function.
2 nd Stage of Course Enrollment	
Designated Course Registration Schedule by Class and Program	
Designated	Senior students and deferred students
	9:00~12:00, 8/26

Students	Junior students	13:00~17:00, 8/26
	Sophomore students	9:00~12:00, 8/27
	All graduate students	13:00~17:00, 8/27
	1. All continuing students	9:00~ 22:00, 8/28
	2. New graduate students of 2024	9:00~ 22:00, 8/29 9:00~ 17:00, 8/30
Notes	<p>Instructions on General Course Enrollment:</p> <ol style="list-style-type: none"> Interdepartmental course enrollments are allowed during the 2nd and 3rd stages of course enrollment. Except courses coded A7, A9, A2, and A1 501-700 (preferred courses for computer-selected enrollment), students are allowed to register for courses on the website of NCIACES 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). Please register for courses according to the designated schedule for this stage. Undergraduate students are required to register for courses according to the schedule designated for their class during the period from August 26 to August 27. Students are not allowed to register for courses offered by programs at a different academic system during the period (e.g., undergraduate students are not allowed to register for graduate courses). All students (including graduate students) are allowed to enroll in new courses during the period from 09:00 on August 23 to 17:00 on August 25. All students (including freshman students in undergraduate programs) are allowed to register for courses 09:00~22:00 on August 28 to 29, and 09:00~17:00 on August 30. Intercollegiate transfer students officially admitted in the fall semester of 2024 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 with one credit. Re-admitted undergraduate freshman students are allowed to register for general courses and preferred courses for computer-selected enrollment, starting from August 23. They are also allowed to register for courses at their department office in the first week of school. Registration for freshman courses/Education Program courses (A4) shall not be allowed until August 28. 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/. Intercollegiate and interdepartmental transfer students who are not allowed to register for courses online because of course waivers are required to apply with their department office for additional course enrollments in the first week of class. <p>Instructions on Registration for Preferred Courses for Computer-Selected Enrollment:</p> <ul style="list-style-type: none"> Students are allowed to search for the courses (listed below) on the Course Catalog to plan for course enrollment, and register for preferred courses based on the pre-registered course schedule. Please enter multiple preferred courses in each category for computer-selected enrollment, with a maximum of one course selected in each category, in accordance with order of preference and regulations designated for each stage of course enrollment. <p>Registration for preferred courses in the categories of General Chinese (A7),</p>	

	<p>General Education (A9), Physical Education (A2) and Second Foreign Languages (A1 501-700) for computer-selected enrollment, which will be announced on the homepage of NCIACES before 17:00 on September 2 and imported into “My Course Schedule.” Should scheduling conflict arise between preferred courses, please drop unwanted conflicting courses during the stage of online enrollment designated for dropping courses.</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 do not have any A9 GE course in “My Course Schedule.” Then, upper class students will be given priority for computer-selected enrollment, with a maximum of 3 courses to be selected before this stage. A rate of 73% is programmed for sophomore students and upper-class students for computer-selected enrollment with a rate of 27% for freshman students. According to the regulations for computer-selected enrollment of General Education courses, a maximum of one course will be selected.</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>(3) Physical Education (A2): Students who have completed 4 PE courses are not allowed to register for preferred courses for computer-selected enrollment (excluding outstanding student-athletes and recommended students admitted through PE screening and review exam). Freshman students in the exclusive categories should register for courses with the Office of Physical Education. Please go to the coach of each team for further information. Freshman students are given priority to register for Physical Education (I) (Basic OO and Health Literacy). A rate of 25% is programmed for juniors and seniors. The remaining 75% is programmed for freshman and sophomore students.</p> <p>(4) English Module Program (A1, serial numbers 101-500): Registration for preferred courses in the category of English Module Program for computer-selected enrollment is scheduled for the third stage.</p> <p>2. All students: Second Foreign Language (A1, serial numbers 501~700): A rate of 85% is programmed for continuing students registering for computer-selected enrollment and 15% for freshman students. The remaining quota will be available for registration during the 3rd stage of course enrollment.</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.
Designated Application Form	Course overload or underload request form
Course Registration by Freshman Students	

Duration	9:00~ 22:00, 8/28 9:00~ 22:00, 8/29 9:00~ 17:00, 8/30
Designated Students	Freshman students of 2024 (including extra-territorial/overseas freshman students)
Notes	<p>Instructions on General Course Enrollment:</p> <ol style="list-style-type: none"> Freshman students are enrolled in advance by the Division of the Registrar in the department-designated courses for the first year of their major program. However, they are allowed to register for courses on the website of NCIACES 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). <ol style="list-style-type: none"> 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 the Division of the Registrar in the course of <i>Calculus</i>. They are advised to personally confirm this course enrollment. Only freshman students from the College of Medicine are allowed to register for the course of Communication, Compassion and Global Perspectives (Serial No.: I5-13) as an elective course. They should personally register for the course. Undergraduate freshman students shall enroll in all required courses in the first-year curriculum of their program. Any such required-course enrollment in other programs under exceptional circumstances shall be approved by the Vice President for Academic Affairs. If a course is conditionally set up with “no registration allowed during the first stage” in the course catalog system, students shall register to enroll in the course in this stage. Undergraduate freshman 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. Registration for courses in other programs by freshman students is scheduled for the third stage of online course enrollment. <ol style="list-style-type: none"> AF course of Exploring Tainan: <ol style="list-style-type: none"> A Chinese course of Exploring Tainan 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. Freshman students admitted in the fall semester of 2024 shall be enrolled in advance by the Division of the Registrar in the 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. Reenrolling students and students who are required to repeat the course shall also be enrolled in advance by the Division of the Registrar in the course. 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.

(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 (踏溯台南辦公室) under the College of Liberal Arts before 3rd course enrollment stage, and they shall not choose their routes.

Instructions on Registration for Preferred Courses for Computer-Selected Enrollment:

1. Students are allowed to use the pre-registration function at the link of Course Catalog to register for preferred courses in the categories of General Education (A9, required), General Chinese (A7, required), Military Training (A3, elective), PE (A2), and Second Foreign Language (A1, elective) for computer-selected enrollment during this stage, with a maximum of one course selected for each category according to the GE computer-selected course enrollment regulations. The results will be publicized on the homepage of NCIACES **before 17:00 on September 2.**

(1) General Education (A9):

According to regulations, students are allowed to register for their preferred courses for computer-selected enrollment, which will result in a maximum of one course selected for each category. A rate of 27% is programmed for freshman students for computer-selected enrollment.

(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.

(3) Second Foreign Language (A1, elective, serial numbers 501~700):

A rate of 85% is programmed for continuing students registering for computer-selected enrollment and 15% for freshman students. The remaining quota will be available for registration during the 3rd stage of course enrollment.

Physical Education (A2):

Students who have completed 4 PE courses are not allowed to register for preferred courses for computer-selected enrollment, excluding outstanding student-athletes and recommended students admitted through PE screening and review exam. Freshman students in the exclusive categories should register for courses with the Office of Physical Education. Please go to the coach of each team for further information.

Freshman students should register for Physical Education I (BASIC XX AND HEALTH LITERACY). A rate of 75% is programmed for freshman and sophomore students registering for computer-selected enrollment and 25% for juniors and seniors.

(4) Military Training (A3, elective):

Draftees-to-be are entitled to submit a transcript of military training courses to deduct the duration of military service (for local students).

2. Registration for preferred courses in the category of English Module Program (A1, serial numbers 101~500) for computer-selected enrollment is scheduled for the third stage.

3 rd Stage of Course Enrollment	
English Module Program Course Enrollment	
Duration	9:00, September 6 to 17:00, September 7
Designated Students	Undergraduate students (except FLLD students)
Notes	<ol style="list-style-type: none"> 1. The class placement list of freshman students of 2024 for English Module Program is scheduled to be published on the website of NCKU Course Information and Course Enrollment System by 16:00 September 5. Students are allowed to log onto the system to check out the placement on My Course Schedule. Accordingly, students are required to register for an English module course. Those who have received a CEFR certificate of higher-level English proficiency and who plan to take a higher-level English module course are required to complete their registration with the Foreign Language Center during the period from Week 5 to Week 17 in the current semester. 2. Students are required to register for preferred courses in the category of English Module Program, starting from 9:00 on September 6. The registration results will be published (will be imported into “My Course Schedule”) before 17:00 on September 8. 3. Students are not allowed to enroll in two or more English module courses (score ≥ 60) with the same title. 4. For re-enrolling, new transfer, or exchange students of the semester, may choose an English course on the NCKU Course Information and Enrollment System without any module. Current students who have not register for a module cannot select an English course in the current semester. Those who intend to enroll in English courses in the following semester shall complete an English proficiency test and register for an English module with the transcripts or certificates at the Foreign Language Center from Week 5 to Week 17 in the current semester. If you have any questions, please contact the Foreign Language Center (ext. 52273). 5. Students are allowed to drop courses online.
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	
Duration	9:00, September 9 to 17:00, September 12
Designated Students	<ol style="list-style-type: none"> 1. Intercollegiate transfer students (with a notice of acceptance), interdepartmental transfer students (based on the admission list), reenrolling students (with application documents for early reenrollment) for the 2023-24 academic year. 2. Graduate students admitted after the second stage of course enrollment (with a notice of acceptance for waitlisted applicants). 3. Students who are not eligible for online registration.
Notes	<ol style="list-style-type: none"> 1. The staffer in charge of course enrollment at each department/institute/program is required to help designated students register for course enrollment. If necessary, students should produce related documents to identify their student

	<p>status. Each department/institute/program is required to administer course enrollment for those who are not allowed to register for course enrollment during the period from the end of the 2nd stage of course enrollment to the beginning of the third stage of course enrollment or who have no course enrollment on the schedule.</p> <ol style="list-style-type: none"> 2. Registration for General Education courses is open exclusively to reenrolling students and intercollegiate transfer students without a GE course enrollment. They shall register with the Center for General Education. This registration process is not applicable to those who have dropped computer-selected GE courses. 3. Students who meet the eligibility criteria for this stage and wish to add the A1 English course should go to the Foreign Language Center. Those who have already enrolled in an English course at the previous stage and have dropped the course will not be accepted for the English course addition. 4. Those who are not 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. For example, the department sets a prerequisite requirement for students to complete the course of Calculus (I) before they are allowed to enroll online in the course of Calculus (II). Students who are denied online enrollment of Calculus (II) due to waiver of Calculus (I) may register with the academic unit offering the course. 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. 6. Non-designated students are required to register online for preferred courses. Those who need additional course enrollment shall apply to the academic unit offering the course in accordance with related regulations. 7. Students are allowed to drop courses online during the designated period. 	
Operation	<ol style="list-style-type: none"> 1. Course addition request forms are available on the website of each department/institute, and an application form for study overload/underload can be downloaded from the website of the Division of the Registrar. 2. Please complete your course addition with a course addition request form or an application form for study overload/underload at the office of the course-offering department/institute/program. A course underload request requires no approval from the instructor. 3. For students who are allowed to add courses for the categories General Education (A9). General Chinese (A7), English (A1 1-500)and Second Foreign Language (A1 501-700), or Physical Education (A2) without approval from the instructor, please complete your additional enrollment in accordance with the regulations of the course-offering academic units as specified on their websites. 	
Online Course Enrollment		
	The 1 st timeslot of the 3 rd stage of course enrollment scheduled for online enrollment	The 2 nd timeslot of the 3 rd stage of course enrollment scheduled for online enrollment
Duration	09:00, September 9 to 17:00, September	09:00, September 16 to 17:00,

	12	September 18
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 onto 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 VI 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"> 1. 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 Course Catalog to plan pre-registered course enrollments for the 3rd stage. 2. 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. 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 arises between the computer-selected course and any course on My Class Schedule, or other preferred courses registered. 5. Maximum of course credits: Registration for preferred courses will be invalid should enrolled courses on My Class 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. A9 General Education courses: Undergraduate students are allowed to enter a maximum of 5 preferred courses. Those who do not have A9 general education courses in My Class Schedule will 	

	<p>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 Class Schedule. The winning rate based on priority is $3/11=27\%$.</p>	
	<p>7. As course enrollments are processed simultaneously online and at the office of the department/institute/program during this stage, the enrollment quota is subject to change by September 12. 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 September 13 (9/13). The results will be announced on the webpage of Latest Information within the NCIACES website before 08:30 on September 16 (9/16) and imported into My Class Schedule. Students are allowed to drop a computer-selected General Education course online during the designated period.</p>	<p>7. Computer selection of preferred courses is scheduled for September 19 (9/19). The results will be announced on the webpage of Latest Information within the NCIACES website before 17:00 on September 21 (9/21) and imported into My Class Schedule. Students are allowed to drop a computer-selected General Education course online during the designated period from 09:00 September 22 to 09:00 September 23.</p> <p>8. The deadline for dropping courses online is scheduled for 09:00 September 23. 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.	
Course Enrollment Under Special Circumstances		
Duration	9:00, September 23 to 17:00 September 25	
Designated Students	<p>1. Priority is given to students who are required to complete course enrollment under special circumstances (course cancelation, instructor change, schedule change, graduation requirement, or minimum course enrollment requirement).</p> <p>2. Students approved by the instructor or in accordance with the regulations of the department/institute/program.</p>	
Notes	<p>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.</p> <p>Only after the third stage computer-selected course enrollment is announced will request to add courses be accepted by the General Education Center.</p> <p>2. Should scheduling conflict arise, students should complete the procedure of dropping unwanted courses/course withdrawals before they apply to the office of department/institute for course addition. The staffer in charge may fail to</p>	

	<p>process course addition due to scheduling conflict.</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.</p>
Operation	<ol style="list-style-type: none"> 1. Please complete your course addition with a course addition request form at the office of the course-offering department/institute/program. 2. Please complete your course enrollment for Service Learning (A6) at the Curriculum Division with your original program-designated course addition request form approved by the instructor. 3. Please complete your course enrollment for Remedial English courses (AA) or courses of the Computer and Network at the Division of the Registrar with your original program-designated course addition request form approved by the instructor. 4. Please complete your course enrollment for General Education (A9). General Chinese (A7), English (A1 1-500) and Second Foreign Language (A1 501-700), or Physical Education (A2) in accordance with the regulations of the course-offering academic units as specified on their websites. 5. Please complete your course enrollment for study overload or underload according to the designated procedures. A course underload request requires no approval from the instructor. Without special approval, students are not allowed to take more than 31 credits. Violation will result in cancellation of courses added at a later stage.

Dropping Courses in the Designated Stages of Course Enrollment	
Dropping courses in the 1st stage of online course enrollment	
Duration	9:00, July 15 to 17:00, July 24
Designated Students	All students
Dropping courses in the 2nd and 3rd stages of online course enrollment	
Duration	09:00, August 26 to 17:00, August 26 09:00, August 27 to 17:00, August 27
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	09:00, August 28 to 17:00, September 12
Designated Students	All students
Duration	09:00, September 16 to 17:00, September 18

Designated Students	All students
Duration	09:00, September 22 to 17:00, September 23
Designated Students	All students

Stage of Course Enrollment Confirmation	
Duration	09:00, September 26 to 17:00, September 30
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. No refund will be made for course withdrawals. 3. Under special circumstances (course cancelation, instructor change, graduation requirement), students shall submit a written report (free A4 format), which shall be 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. 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 the Division of the Registrar.
Operation	Please log on to 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.

Stage of Course Withdrawal	
Deadline	9:00, September 23 to 17:00, December 6
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 flexible intensive course enrollment on the NCIACES website according to Paragraph VI of the Registration and Enrollment Instructions. 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.
Operation	<ol style="list-style-type: none">1. Please log on to 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.

