Guide for Online Course Registration



中國文化大學 CHINESE CULTURE UNIVERSITY

Tips

Student Account→Function→Service→Preferred Courses



› My Preferred Courses List ›› Add on the list ››› Course List | Description| Back|

112 Academic Year,Fall Semester Department of Atmospheric Sciences 4 A7216842 陳鴻禧 CHEN HONG SHI SHUO
Student Type：General / IP-Securities Investment Upper/Lower Credit Limit：30 / 0 English Level：D Level Chinese Level：Advanced

--------Your search rendered 3 results. they will show up in 1 pages.Please select the courses you want to add on.--------

Add	Item Number	Department	Class	Course & Group Code	Course Length	Course Name / Prerequisite	Credits	Professor	Course Times & Classroom	Required / Elective	Course Capacity	Students Enrolled	Seats Vacant
☑	1	General Class U PGC	0	CE46 05	Semester	SCIENCE OF LIFE English Program	2	FU, MU-CHIN SAI LEUNG NG	1：03-04 Ta En 0606	Required	50	0	50
☑	2	General Class U PGC	0	CEB3 00	Semester	EXPLORING THE UNIVERSE English Program / U9	2	HUANG, LI-JIN	2：08-09 Ta Hsien 0108	Required	50	0	50
☑	3	General Class U PGC	0	CEB5 00	Semester	EUROPEAN MUSIC HISTORY English Program	2	JEUCK SEBASTIAN ANDREAS	3：06-07 Ta Hsiao 0709	Required	50	0	50

Add Restart Search

Before course registration system open, put the course you want into the Preferred Course, which help course registration speed up

★ It’s not REAL course registration ！★

Tips

Preferred Courses：

Before course registration system open, put the course you want into the Preferred Course, which help course registration speed up

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Add Restart Search

Students can put several same courses in Preferred Courses list
When course registration system open, student can choose “one” to add.

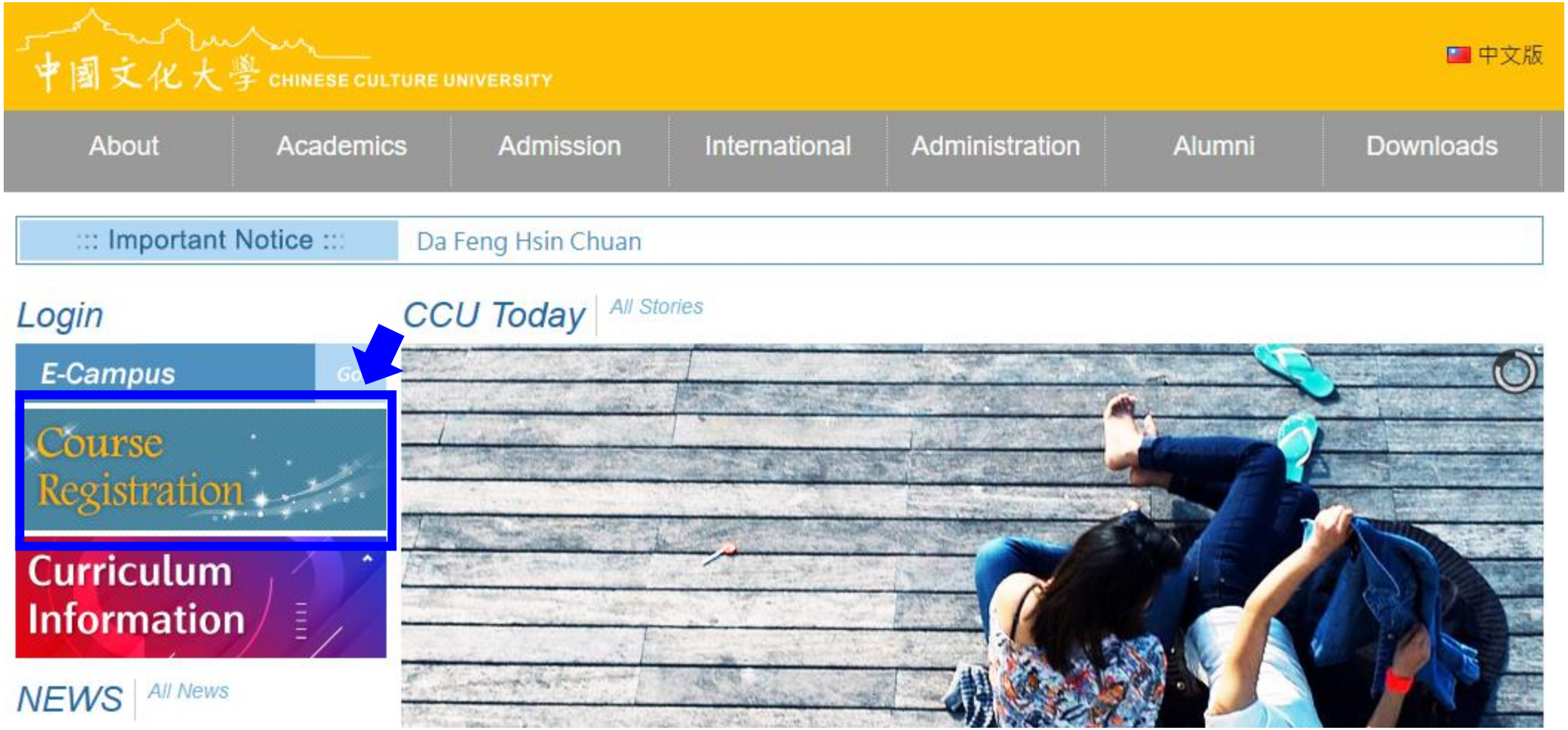
Preferred Courses→Add Course→Search the course you want→Add Course

★ It’s not REAL course registration ！★

START

Q :How to login Course Registration ?

A : CCU(English Version)→Course Registration



01 Course Registration→Login Username & Password



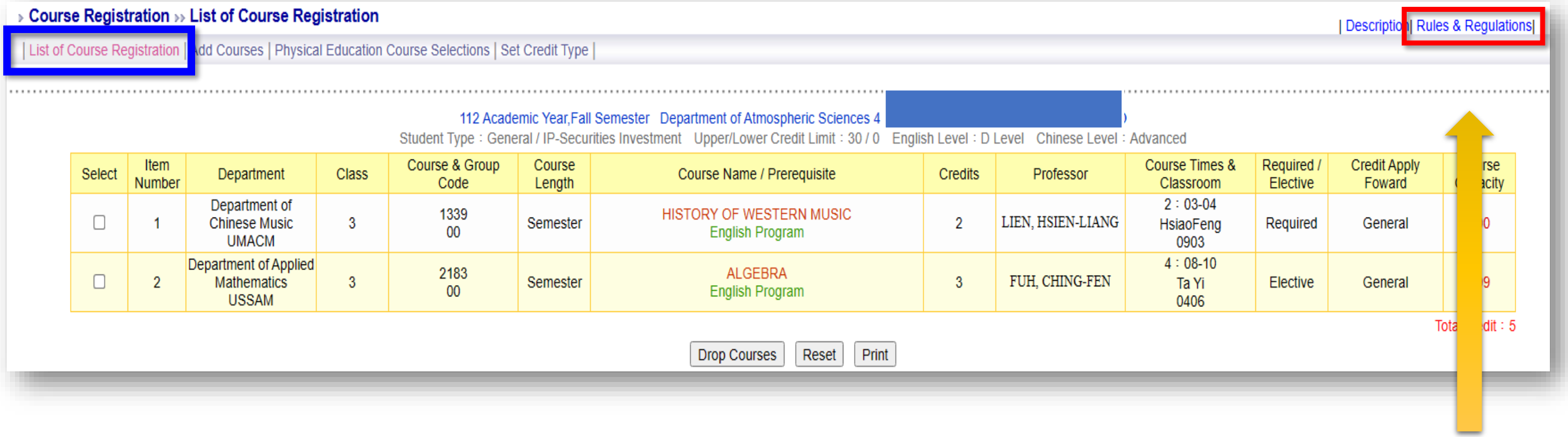
Password= The password of student account

Username: Student Number

Password: Set by yourself

01 Course Registration→Login Screen: Course List

Course List= Already enrolled courses



Please read the "Rules & Regulations" carefully before course registration

02

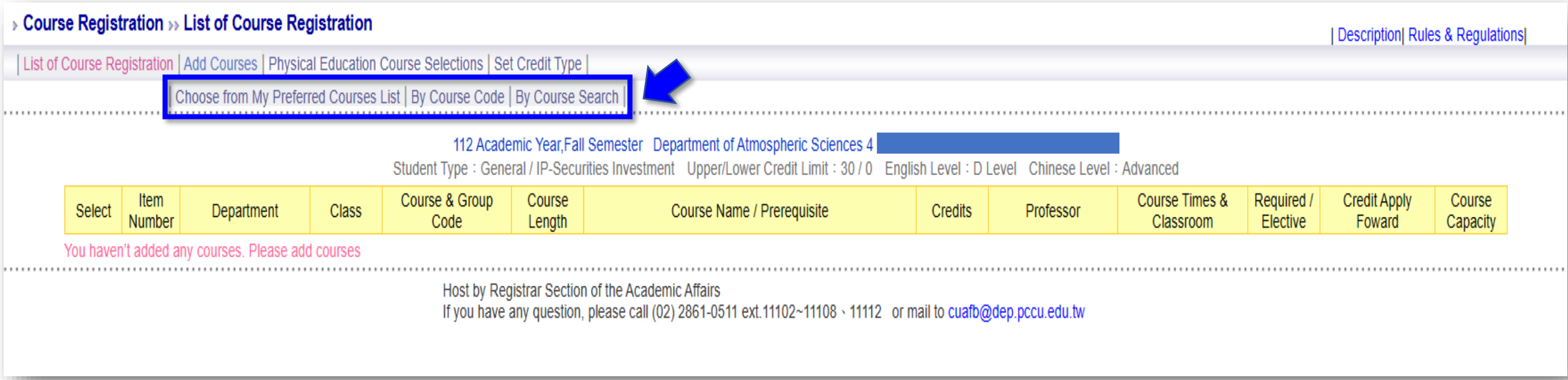
Q：How to “add” Course？

A：It has 3 ways to add course

(1)by from My Preferred Course

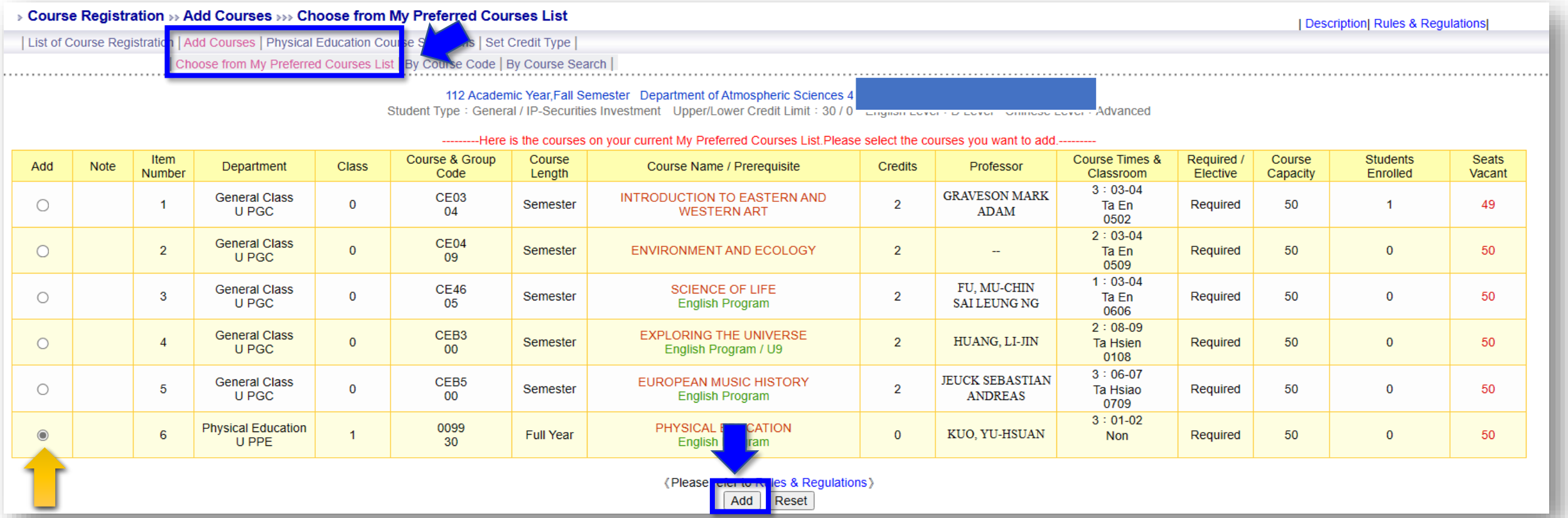
(2)by Course Code

(3)by Course Search



03 “Add” course

A：Click→Add course→by from My Preferred Course



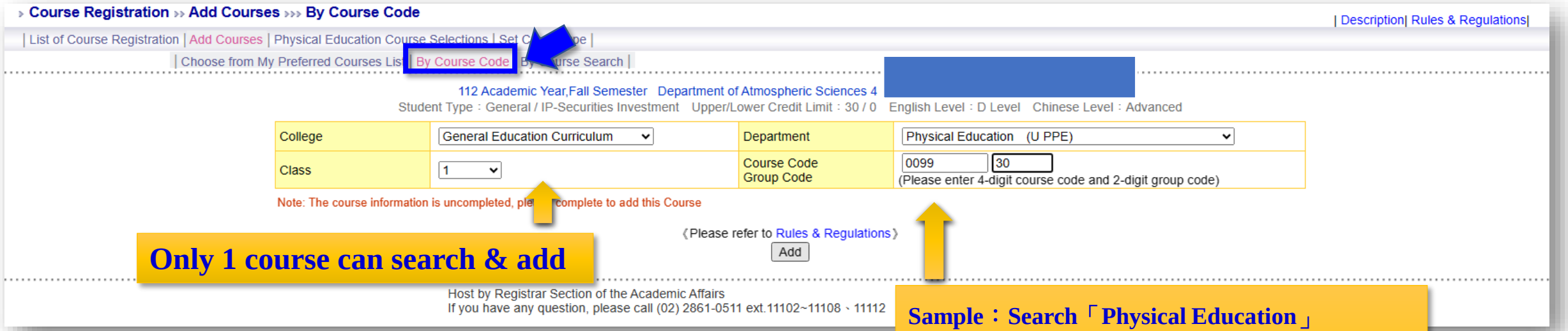
Click：the course you want(only 1 subject)→Add→Check

Field Add「*」represent the course already in List, student can’t add the course again.

04

“Add” course

A：Click→Add course→by course code



Only 1 course can search & add

Sample：Search「Physical Education」

College：General Education Curriculum

Department： Physical Education(UPPE)

Student Level：1

Course Code：0099

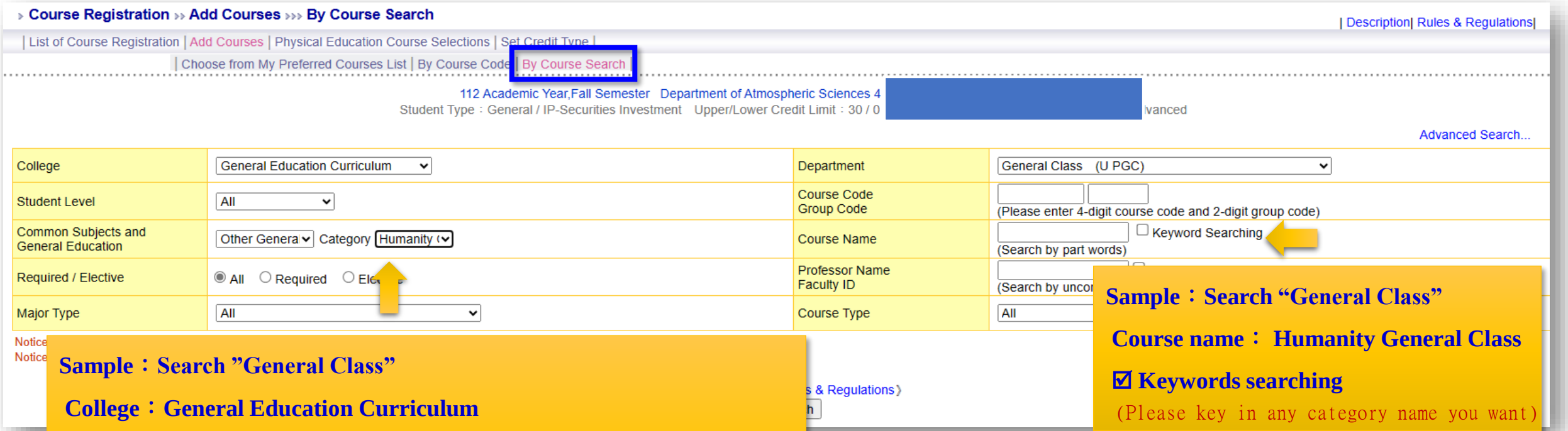
Group Code：01-64

(Different course group represent different time)

05

“Add” course

A：Click→Add course→by course search



Sample：Search ”General Class”

College：General Education Curriculum

Department：General Class(UPGC)

Common Subjects and General Education： Other General Education

Category：Humanity、Society、Nature

(Please choose any category you want, 2 subjects per semester)

Sample：Search “General Class”

Course name： Humanity General Class

☑ Keywords searching

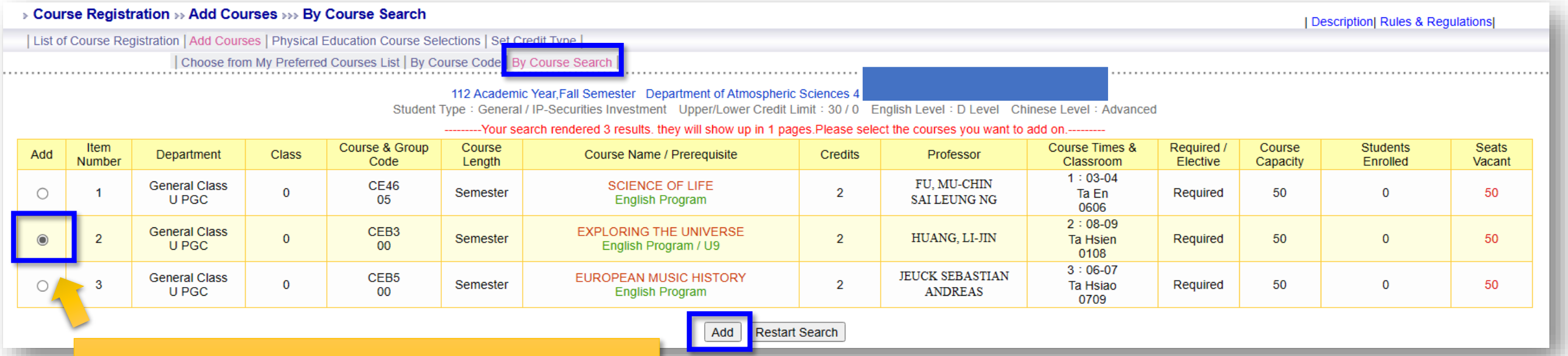
(Please key in any category name you want)

Next Steps

05

“Add” course

A：Click→Add course→by course search



Click→the course you want→add course

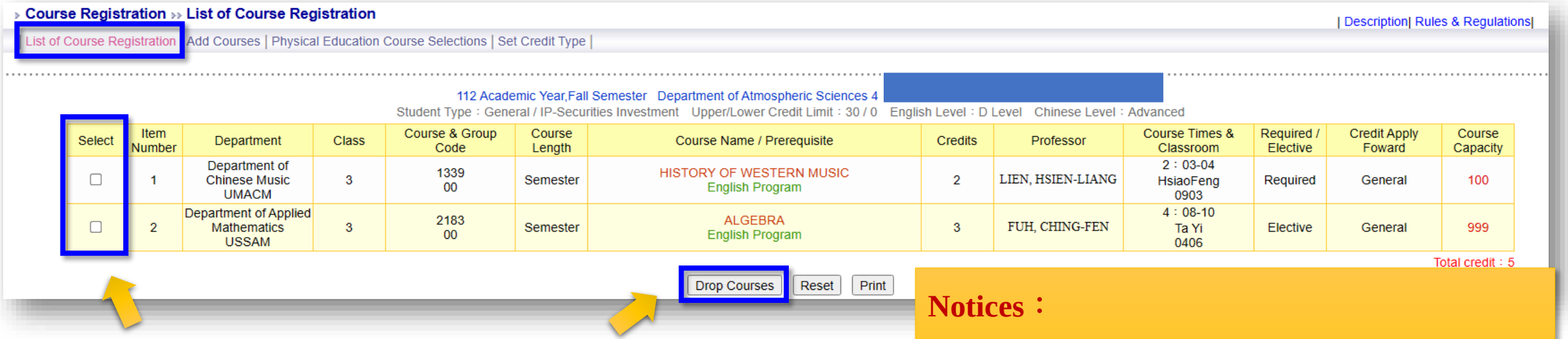
(Only can add 1 course per time)

※ General Course, 2 subject per semester

06

“Drop” course

Click→Course List→choose the course you want to drop(only 1 subject)→click Drop course



Click→Choose the course you want to drop →Drop Course

(Only can drop 1 course per time)

Notices：

1. **Student can’t have 2(or more) same time courses in schedule. If student didn’t drop the course, the course’s score will be 0.**
2. **Student have to follow the rule of credit limit.**

07

Q :How to search “course Schedule” ?

A:Student Account→Function→Service→Selected Courses

