

# I. How to Set Up the Online Course System Environment (1/2)

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A. You can use those browsers such as Chrome, Firefox, Edge, Safari, etc.

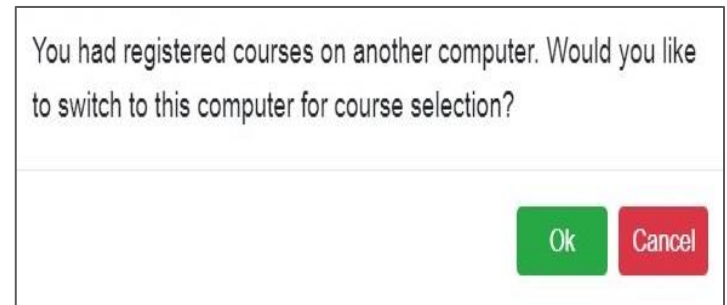
B. After logging in to the course selection system, if you do not perform any course selection assignments [within 30 minutes](#), the system will automatically log out.

C. The same Student ID only can be logged into the course selection system on the same computer or mobile phone.

**<Example> The same student number log in to the system by using multiple computers or mobile phone.**

(1) 「 Student ID 108XXXX1 」 has been logging in to the course selection system on Computer A.

(2) If 「 Student ID 108XXXX1 」 has been logging in to the course selection system on Computer B, the notification from Computer B indicates that **“You had registered courses on another computer. Would you like to switch to this computer for course selection?”**



(3) After clicking "Ok ", the account of the course selection system permissions will be transferred from Computer A to Computer B.

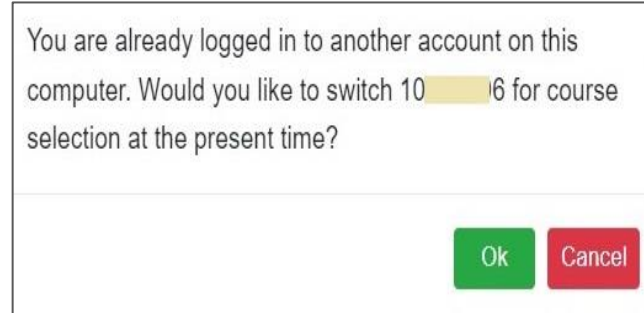
D. The same computer or mobile phone only can use one Student ID to log into the course selection system.

**<Example> On the same computer or mobile phone open multi-windows and log into the course selection system with multiple Student ID.**

# I. How to Set Up the Online Course System Environment (2/2)

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- (1) 「 Student ID 108XXXX1 」 has been logging in to the course selection system on Computer A with the 1st webpage.
- (2) If 「 Student ID 109XXXX2 」 has been logging in to the course selection system on Computer A with the 2nd webpage, the notification indicates that **“You are already logged in to another account on this computer. Would you like to switch 109XXXX2 for course selection at the present time?”**
- (3) After clicking "Ok ", the account of the course selection system permission will be invalid in the first web-page immediately.



You are already logged in to another account on this computer. Would you like to switch 109XXXX2 for course selection at the present time?

Ok

Cancel

## II. Course Selection System Path: <https://myself.cycu.edu.tw/#/login>



# III. Introduction to the function of the Course Selection System (1/11)

## A. The Brief Overview of System Screen

**1** 中原大學

**2** Current Course Selection Stage:  
1st stage adding/dropping course(Inquiry · Add · Drop)  
Designated Students and notes, please click 'Course Selection Time Announcement'.

**3** Course Inquiry [Filter criteria](#)  
Quick query of courses in your department [Class](#) [Grade](#) [Department](#)  
Number of items displayed per page 50

**4** Frequently used pinning settings by self  
 Syllabus  Language of instruction  Course suspension  Inter-department  Inter-Degree  
 Minor/Double Major/Interdisciplinary Course Program /Employment Program  Pre-graduate students  
 Program Category  Course Category  Department  Course code  Course Title  Course Type  
 Course duration  Credit  Instructor  Class Time  Classroom  Allowed No.  
 Registration No.(including auto-add)  Course Quota  Rest  Number of student registered at this stage  
 Number of student registered last year  PBL  Remark  Distance learning course  MOOCs

Select item	Syllabus	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time	Allowed No.	Rest
<a href="#">more...</a> <a href="#">Track</a> <a href="#">Add</a>		Citizenship	GQB	GQ392A	Taiwan Politics and Democracy	Core	2	Wxxxx		150	0
<a href="#">more...</a> <a href="#">Track</a> <a href="#">Add</a>		Citizenship	GQB	GQ392B	Taiwan Politics and Democracy	Core	2	Wxxxx		150	1
<a href="#">more...</a> <a href="#">Track</a> <a href="#">Add</a>		Citizenship	GQB	GQ392C	Taiwan Politics and Democracy	Core	2	Hxxxx	1-78	120	0
<a href="#">more...</a> <a href="#">Track</a> <a href="#">Add</a>		Citizenship	GQB	GQ392D	Taiwan Politics and Democracy	Core	2	Cxxxx	4-56	70	1
<a href="#">more...</a> <a href="#">Track</a> <a href="#">Add</a>		Citizenship	GQB	GQ392E	Taiwan Politics and Democracy	Core	2	Cxxxx	4-78	70	1
<a href="#">more...</a> <a href="#">Track</a> <a href="#">Add</a>		Citizenship	GQB	GQ393A	Law and The Modern Life	Core	2	Cxxxx	4-56	70	0

**5** Bulletin board CYCU Online Form for Course Selection Announcement of Course Selection Time Suggestion Mailbox about Selection Course Checklist Personal Information LANGUAGE MY MENTOR

**Tracking List (4)**  
[Add](#) Citizenship GQ394B Contemporary Human Rights Issues and Challenges 2Credit 3-78  
[Add](#) History GQ456O History of Regional Civilizations 2Credit 1-34  
[Add](#) PE GR076B Table Tennis (F) I 0Credit 1-34  
[Add](#) PE GR076D Table Tennis (F) I 0Credit 5-12

**Registration list (0)**

**Waiting List (0)**

Volunteer order setting Upper limit of Priority

### III. Introduction to the function of the Course Selection System (2/11)

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#### B. Description of each function

- ① **Current Course Selection Stage** : is shown as the status of the current course selection stage. The System is under maintenance from 12:10-12:40 & 16:00-16:30 every day.
- ② **Checklist on the Left** : To Click the symbol 「<<」 can hide/open the list on the left. The list information includes "Course List", "Tracking List", "Registration List", and "Waiting List", which are directly shown on the left side of the screen.
- ③ **Course Inquiry** : To Click the "Filter criteria" can search for the courses you want to register or add according to the requirements.
- ④ **Table of Course Inquiry** : To check 「choose the shown field」 means display the detail of the courses.
- ⑤ **Above the list of function**
  - A. **Bulletin board** : Important course selection information announcement
  - B. **Online Form for Course Selection** : Can apply for courses offered by each opening unit (departments/institutes), along with relevant detailed information and guidelines.
  - C. **Announcement of Course Selection Time** : To check the opening time of the system about 「Two Stages of Course Registration」 + 「Two Stages of Online Course Add/Drop」
  - D. **Suggestion Mailbox about Selection Course** : To ask questions about course selection or to provide some advice for the course selection system.

### **III. Introduction to the function of the Course Selection System (3/11)**

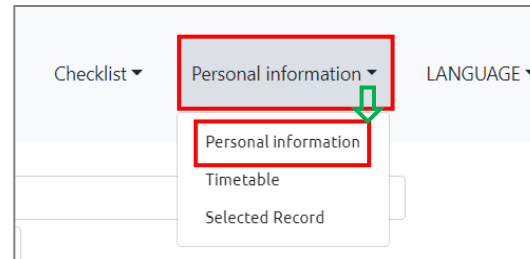
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- E. Checklist :** To view the list information contains "Course List", "Tracking List", "Registration List", and "Waiting List" from the drop-down list.
- F. Personal information :** To view course selection credits, timetable, course selection related history from the drop-down list including "Personal information", "Timetable", "Selected Record".
- G. LANGUAGE :** To switch between the language of "Chinese" and "English" from the drop-down list.
- H. MY MENTOR :** The link of MY MENTOR

# III. Introduction to the function of the Course Selection System (4/11)

## C. To view Personal Information and Course Selection Credits

(1) The [Personal Information] visible after you click on [Personal Information].



Personal information

①

Current Course Selection Stage:	1st stage adding/dropping course
Name/Student ID Number/Class	吳 /110 0/Department of
Questionnaire completion rate	0%
The maximum number of total credits which can be taken	25
Total credits been taken	0
The identification of additional credits	

②

Credit Limit <i>i</i>	25 Credit
Selected credits	more Remaining credits
0	25

③

[Minor / Double major / Program] Additional credit limit <i>i</i>							0 Credit
Selected credits							Remaining credits
Minor	Double Major	Teacher Education Program	Interdisciplinary Course Program	Employment Program	Micro Program	Pre-graduate students (Preparatory Postgraduate)	
0	0	0	0	0	0	0	0

④

[Apply for over-study credits] Additional credit limit <i>i</i>		0 Credit
Selected credits		Remaining credits
0		0

⑤

[Apply for Special Research Topic / Independent Study] Additional credit limit <i>i</i>		0 Credit
Selected credits		Remaining credits
0		0



### III. Introduction to the function of the Course Selection System (5/11)

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#### (2) Introduction for the detail of various items


**1. Personal Information :** To check the Current Course Selection Stage, Personal Information, Completion rate of the teaching assessment questionnaire, the maximum number of total credits which can be taken/ the maximum credits have already been taken, the identification of additional credits.

**2. Credit Limit : 25 Credits ;** You can view "Selected credits" and "Remaining credits".

※ Related Explanation:

(1) According to Article 18 of the Chung Yuan Christian University Academic Regulations, the maximum number of credits for students to take should not exceed 25 credits per semester.

(2) When 「Credit Limit」, 「Minor / Double major / Program Additional credit limit」, 「Apply for over-study credits Additional credit limit」, 「Apply for Special Research Topic / Independent Study Additional credit limit」 is displayed as "zero", you can't be add.

Credit Limit  → Click to see "Related Explanation"	25 Credit
Selected credits 	Remaining credits
0	25



### III. Introduction to the function of the Course Selection System (6/11)

3. 「Minor / Double major / Program」 Additional credit limit : 6 Credits ; For students who have selected related courses such as Minor / Double major / Program, the "selected credits" will be calculated according to the course type.

※Related Explanation:

- (1) According to Article 18 of the Chung Yuan Christian University Academic Regulations and Article 5 of CYCU Regulations of Undergraduate Students Studying Master's Degree Program Courses, students who have the minor, double majors, teacher education program, interdisciplinary courses, employment courses, and preparatory postgraduate, can add 6 credits to his/her maximum credits limit. However, those course credits are limited for the current semester.
- (2) If the "selected credits" exceed 6 credits, the "remaining credits" will display "0". Then, those more than 6 credits will be counted into the "credit limit."
- (3) 「Minor / Double major / Program Additional credit limit」 is displayed as "zero", you don't have the qualifications for this requirement.

Selected credits							Remaining credits
Minor	Double Major	Teacher Education Program	Interdisciplinary Course Program	Employment Program	Micro Program	Pre-graduate students (Preparatory Postgraduate)	
0	0	0	0	0	0	0	0

### III. Introduction to the function of the Course Selection System (7/11)

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**4. 「Apply for over-study credits」 Additional credit limit : 3 Credits ; The application time will be based on the announcement of each semester.**

**※Related Explanation:**

- (1) According to the Chung Yuan Christian University Student applying for over-study credits Regulations, students who meet the "excellent grades over study" or "graduate qualification overtakes", can add 3 credits to his/her maximum credits limit.
- (2) 「Apply for over-study credits Additional credit limit」 is displayed as "zero". You don't complete the application process or your application doesn't pass.

**5. 「Apply for Special Research Topic / Independent Study」 Additional credit limit : Up to 3 Credits and will be based on the number of credits in the course applied for. The application time will be based on the announcement of each semester.**

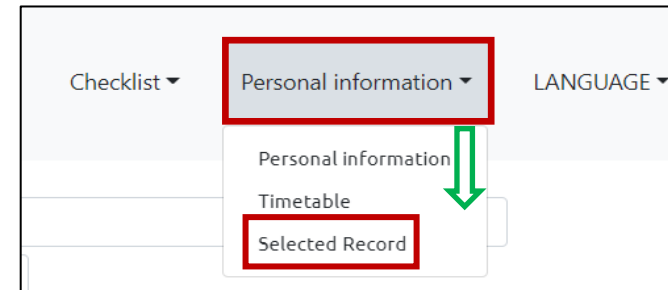
**※Related Explanation:**

- (1) According to the Chung Yuan Christian University Student applying for over-study credits Regulations, students would like to take courses such as "Special Research Topic / Independent Study" must be approved by the dean of the department. The credits for the above courses can be added to the credit limit.
- (2) 「Apply for Special Research Topic / Independent Study Additional credit limit」 is displayed as "zero". You don't complete the application process or your application doesn't pass.

### III. Introduction to the function of the Course Selection System (8/11)

#### D. To check the Record of Course Selection

(1) The [Selected Record] visible after you click on [Personal Information].



(2) Check "Course Condition", "Operator", "Update time" can view information such as course selection results and related course selection process.

Selected Record

Course Category  Department  Course code  Course Title  Course Type  Course duration  
 Credit  Instructor  Class Time  Course Condition  Operator  Update time

Select item	Course Category	Department	Course code	Course Title	Course Type	Credit	Course Condition	Operator	Update time
Information	General	Department of Psychology	PS406R	Sexual Minority Issues in Psychology	Elective	1	Drop	Student	2022-07-22 16:55:52
Information	General	Department of Psychology	PS493R	Employee Training and Development aining and Development	Elective	3	Drop	Student	2022-07-22 16:55:49
Information	General	Department of Psychology	PSS31R	Seminar on Emotion and Behavior Development	Elective	3	Drop	Student	2022-07-22 16:55:47
Information	General	Department of Psychology	PSS41R	Advance Clinical Neuropsychology	Elective	3	Drop	Student	2022-07-22 16:55:44
Information	General	Department of Psychology	PSS31R	Seminar on Emotion and Behavior Development	Elective	3	Add	Student	2022-07-22 15:15:41

### III. Introduction to the function of the Course Selection System (9/11)

#### E. Important Announcement of Course Selection

- (1) To Click "Bulletin Board" will jump out of the information from the window.
- (2) Click "more" in the content to view detailed the announcement information which you want to know.
- (3) Click "OK" to close the window.

The screenshot illustrates the process of viewing a detailed announcement from the Bulletin Board. It is divided into three numbered steps:

- Step 1:** A red box highlights the "Bulletin board" link in the top navigation bar, with a yellow arrow pointing to it and a circled "1".
- Step 2:** A yellow box highlights a table row in the "Bulletin board" section. The table has columns for "Title", "Category of Announcement", and "Content". The row contains the title "111-1學期選課報報", the category "Office of Academic Affairs", and the content "一、111-1學期選課報報(請點我下載) (...more)". A yellow arrow points to the "more" link, and a circled "2" is next to the content.
- Step 3:** A detailed announcement window is shown, titled "111-1學期選課報報". It contains the following text:
  - 一、111-1學期選課報報(請點我下載)
  - 二、111學年度第1學期選課作業說明如下：
    - (一)自111學年度第1學期起啟用新選課系統，選課期間為111年8月3日至111年9月20日止，各階段日程詳見「選課報報-選課日程表」。
    - (二)111年7月28日至111年8月2日選課系統開放「功課表」功能，讓同學預排課程，以協助選課規劃。
    - (三)因應取消註冊日，原現場選課改為線上表單選課作業，登記期間與路徑詳見選課系統「線上表單選課作業」公告專區，各開課單位將於9月12日前完成分發登錄於選課系統。The window has an "OK" button at the bottom right, highlighted with a green arrow and a circled "3".

### III. Introduction to the function of the Course Selection System (10/11)

F. To Check the Course Selection time of each stage : Click "Announcement of Course Selection Time" to view.

Bulletin board	CYCU Online Form for Course Selection	Announcement of Course Selection Time					
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Time Category	Start Date and Time	End Date and Time	Process Category	Identity category	Freshmen/ Current Students	Course Category	Remark
1st stage Registration Junior, Senior, Fifth-year students of the bachelor program, deferral graduates	2023-12-13 09:00:00	2023-12-13 23:59:59	<input type="checkbox"/> Add <input checked="" type="checkbox"/> Drop <input checked="" type="checkbox"/> Registration and Cancellation	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input checked="" type="checkbox"/> Junior <input checked="" type="checkbox"/> Senior <input type="checkbox"/> First-year graduate student <input type="checkbox"/> Second-year graduate student or above <input type="checkbox"/> Exchange Students	<input checked="" type="checkbox"/> Freshmen <input checked="" type="checkbox"/> Current Students	<input checked="" type="checkbox"/> Department of Professional Courses (General courses/Teacher Education Program) <input checked="" type="checkbox"/> GE/Physical education/Military training courses <input checked="" type="checkbox"/> Basic Knowledge Courses	1.登記時間先後順序與篩選順序無關。2.已登記之課程不代表已篩選上。3.同一篩選順序，依個人教學評量填答率高者優先篩選，不參考班級填答率。4.通識延伸選修選上一門者(不含學院指定通識倫理類課程)，不得再登記。5.宗人哲課程：三年級以上(建築、財法為四年級以上)學生優先篩選。6.公民及歷史類課程：三年級以上(建築、財法為四年級以上)學生優先篩選。7.每日16:30後得查詢各課程之登記人數。8.具有輔系、雙主修、教育學程、跨領域學程、就業學程、微型學程及預研身分者，修習前述課程限於所申請之輔系、雙主修、教育學程、跨領域學程、就業學程、微型學程及預研之研究所。
1st stage Registration Freshmen, Sophomore, Graduate students	2023-12-14 09:00:00	2023-12-14 23:59:59	<input type="checkbox"/> Add <input checked="" type="checkbox"/> Drop <input checked="" type="checkbox"/> Registration and Cancellation	<input checked="" type="checkbox"/> Freshman <input checked="" type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input checked="" type="checkbox"/> First-year graduate student <input checked="" type="checkbox"/> Second-year graduate student or	<input checked="" type="checkbox"/> Freshmen <input checked="" type="checkbox"/> Current Students	<input checked="" type="checkbox"/> Department of Professional Courses (General courses/Teacher Education Program) <input checked="" type="checkbox"/> GE/Physical education/Military training courses <input checked="" type="checkbox"/> Basic Knowledge Courses	1.登記時間先後順序與篩選順序無關。2.已登記之課程不代表已篩選上。3.同一篩選順序，依個人教學評量填答率高者優先篩選，不參考班級填答率。4.通識延伸選修選上一門者(不含學院指定通識倫理類課程)，不得再登記。5.宗人哲課程：三年級以上(建築、財法為四年級以上)學生優先篩選。6.公民及歷史類課程：三年級以上(建築、財法為四年級以上)學生優先篩選。7.每日16:30後得查詢各課程之登記人數。8.具有輔系、雙主修、教育學程、跨領域學程、就業學程、微型學程及預研身分者，修習前述課程限於所申請之輔系、雙主修、教育學程、跨領域學程、就業學程、微型學程及預研之研究所。

### III. Introduction to the function of the Course Selection System (11/11)

#### G. Account, Set up Password and Log out the System

(1) Click "Student number" on the top right corner.



(2) Click "Account Security Settings" can update the mobile phone number.



(3) Click "Set i-touch password" can change the password.



(4) Click "Log out" to log out of the system.