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

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

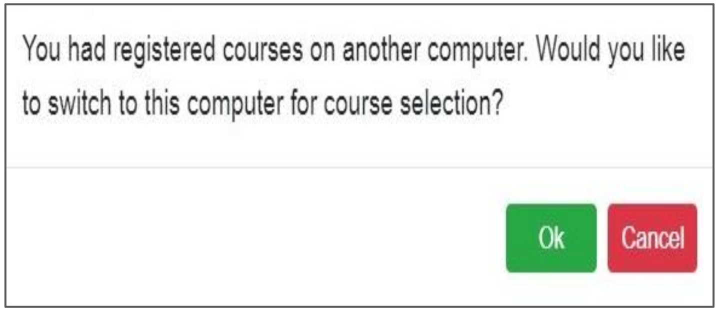
B. After logging in to the course selection system, if you do not perform any course selection assignments within 30 minutes, the system will automatically log out.

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?**"



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.

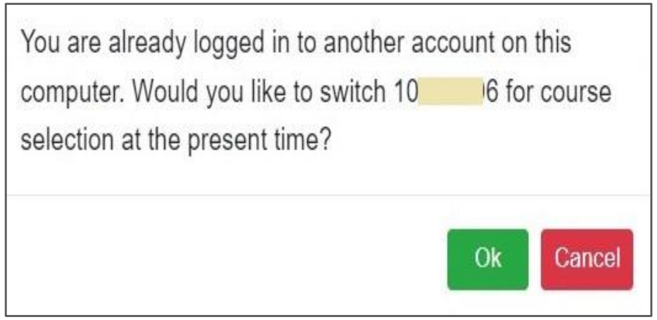
<Example> On the same computer or mobile phone open multi-windows and log into the course selection system with multiple Student ID.

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

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

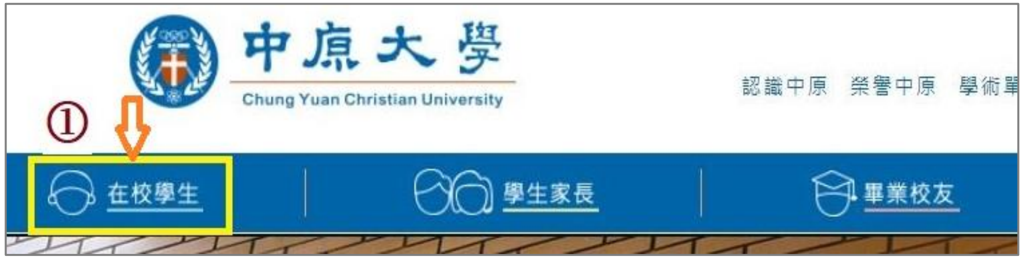
(2) If「Student ID 109XXXX2」has been logging in to the course selection system on Computer A with the 2nd webpage, the notification indicates that "**You are already logged in to another account on this computer. Would you like to switch 109XXXX2 for course selection at the present time?**"

(3) After clicking "Ok ", the account of the course selection system permission will be invalid in the first web-page immediately.

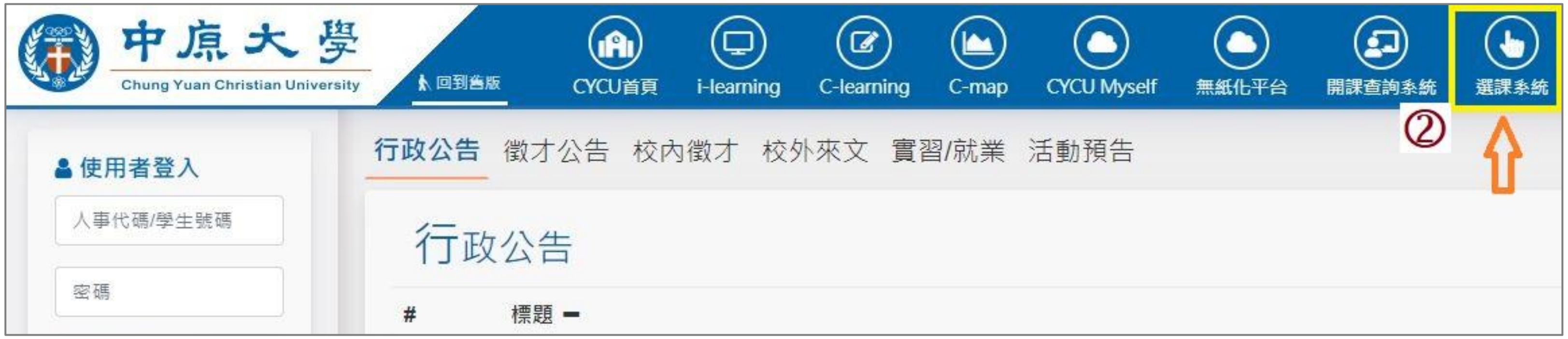


You are already logged in to another account on this computer. Would you like to switch 10[redacted]6 for course selection at the present time?

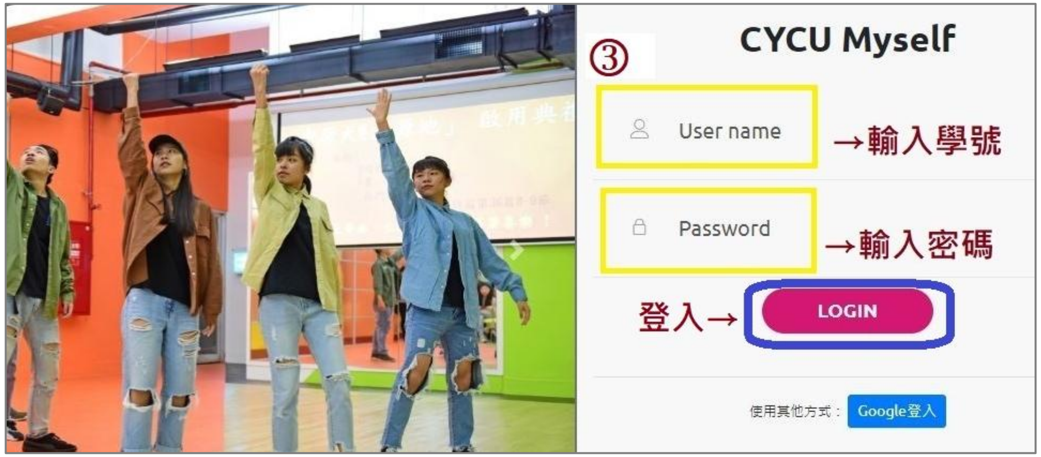
II. Course Selection System Path: https://myself.cycu.edu.tw/#/login


中原大學
Chung Yuan Christian University
認識中原
榮譽中原
學術單
在校學生
學生家長
畢業校友

①


中原大學
Chung Yuan Christian University
回到舊版
CYCU首頁
i-learning
C-learning
C-map
CYCU Myself
無紙化平台
開課查詢系統
選課系統
使用者登入
人事代碼/學生號碼
密碼
行政公告
徵才公告
校內徵才
校外來文
實習/就業
活動預告
行政公告
#
標題

②

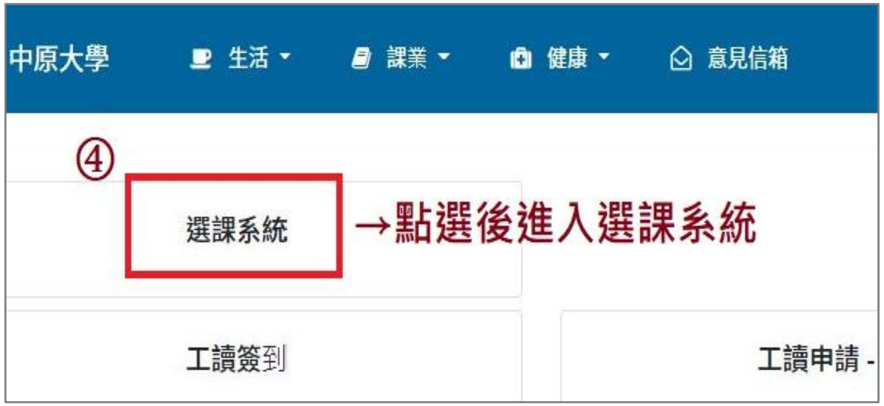

CYCU Myself
User name
Password
LOGIN
使用其他方式：
Google登入

③

→輸入學號

→輸入密碼

登入→

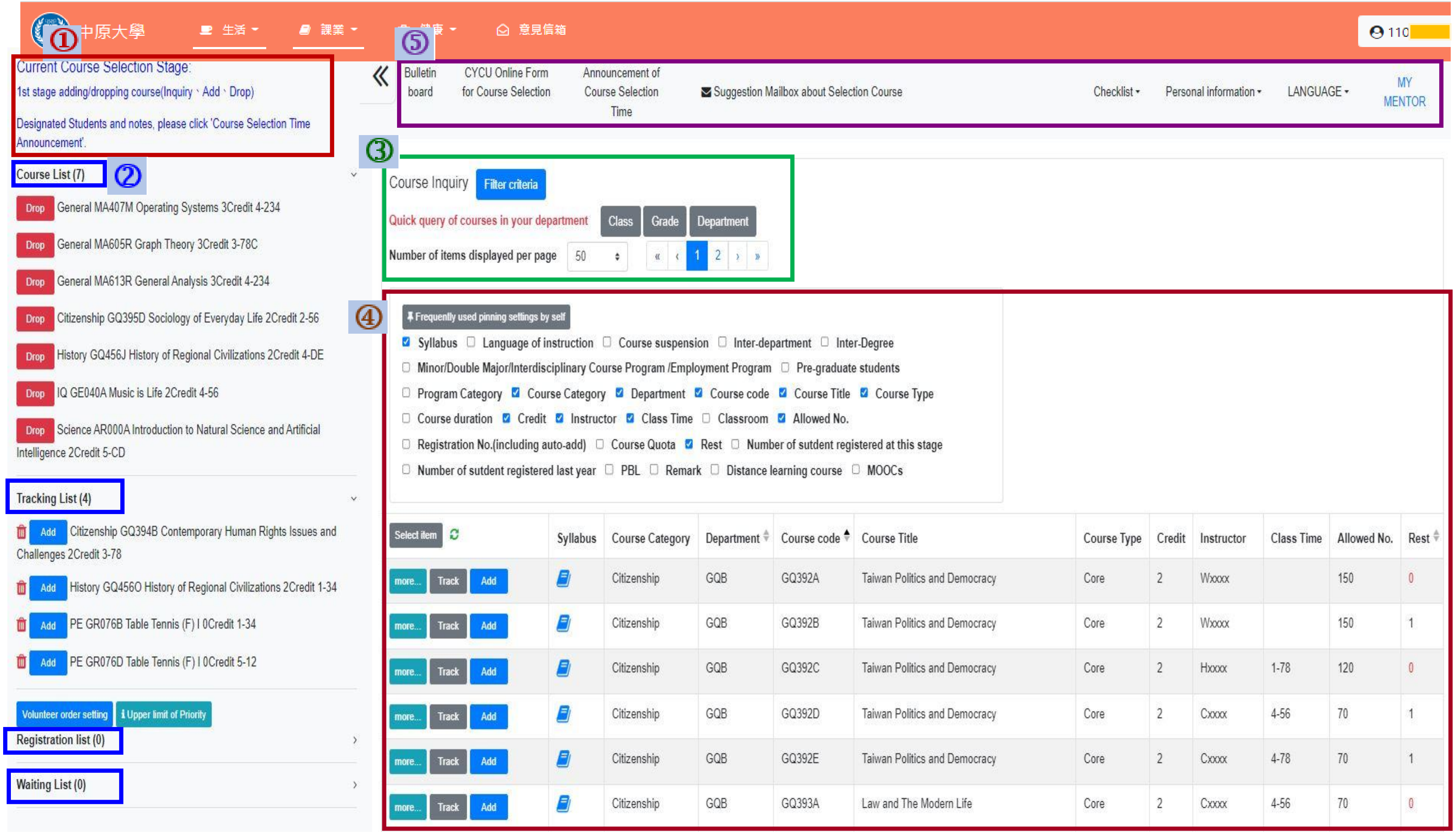

中原大學
生活
課業
健康
意見信箱
選課系統
工讀簽到
工讀申請 -

④

→點選後進入選課系統

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

A. The Brief Overview of System Screen


中原大學
生活
課業
…康
意見信箱
110[redacted]
①
②
③
④
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
Filter criteria
Class
Grade
Department
«
‹
1
2
›
»
Frequently used pinning settings by self
Select item
Volunteer order setting
Upper limit of Priority

Current Course Selection Stage:

1st stage adding/dropping course(Inquiry、Add、Drop)

Designated Students and notes, please click 'Course Selection Time Announcement'.

Course List (7)

- Drop General MA407M Operating Systems 3Credit 4-234
- Drop General MA605R Graph Theory 3Credit 3-78C
- Drop General MA613R General Analysis 3Credit 4-234
- Drop Citizenship GQ395D Sociology of Everyday Life 2Credit 2-56
- Drop History GQ456J History of Regional Civilizations 2Credit 4-DE
- Drop IQ GE040A Music is Life 2Credit 4-56
- Drop Science AR000A Introduction to Natural Science and Artificial Intelligence 2Credit 5-CD

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)

Course Inquiry

Quick query of courses in your department

Number of items displayed per page 50

☑ 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 sutdent registered at this stage
☐ Number of sutdent 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
more... Track Add		Citizenship	GQB	GQ392A	Taiwan Politics and Democracy	Core	2	Wxxxx		150	0
more... Track Add		Citizenship	GQB	GQ392B	Taiwan Politics and Democracy	Core	2	Wxxxx		150	1
more... Track Add		Citizenship	GQB	GQ392C	Taiwan Politics and Democracy	Core	2	Hxxxx	1-78	120	0
more... Track Add		Citizenship	GQB	GQ392D	Taiwan Politics and Democracy	Core	2	Cxxxx	4-56	70	1
more... Track Add		Citizenship	GQB	GQ392E	Taiwan Politics and Democracy	Core	2	Cxxxx	4-78	70	1
more... Track Add		Citizenship	GQB	GQ393A	Law and The Modern Life	Core	2	Cxxxx	4-56	70	0

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

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)

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".

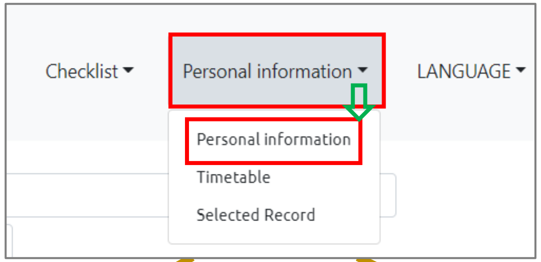
G. LANGUAGE：To switch between the language of "Chinese" and "English" from the drop-down list.

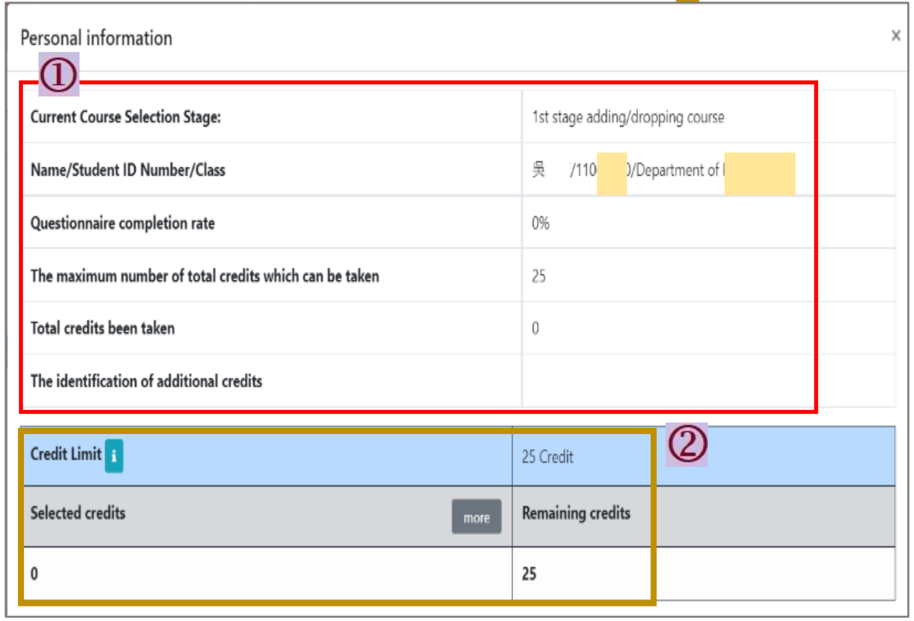
H. MY MENTOR：The link of MY MENTOR

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].



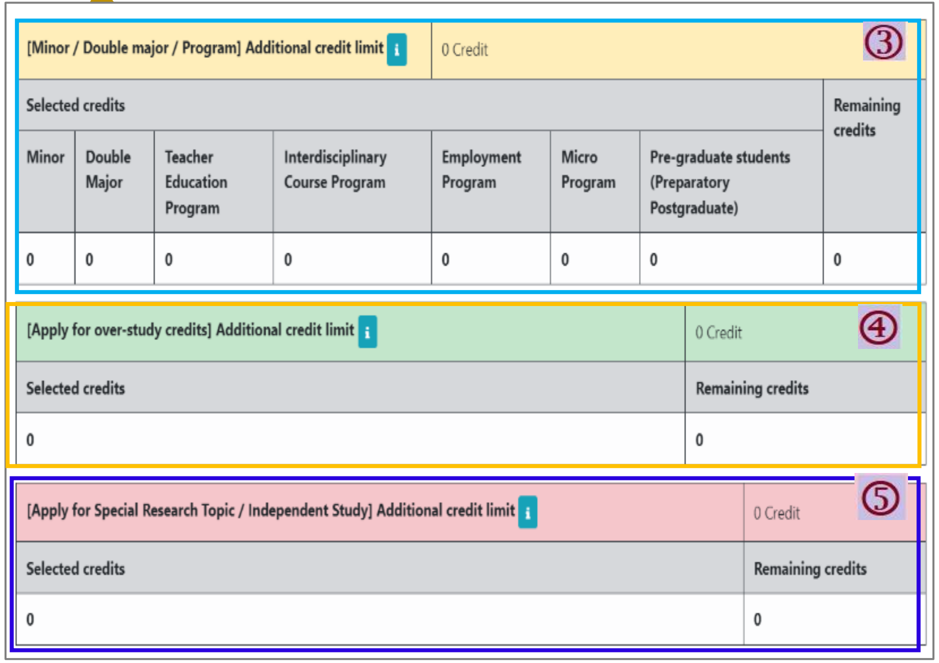

Personal information ×

①

Current Course Selection Stage:	1st stage adding/dropping course
Name/Student ID Number/Class	吳 /110[redacted])/Department of [redacted]
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	25 Credit
Selected credits more	Remaining credits
0	25


③

[Minor / Double major / Program] Additional credit limit 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	0 Credit
Selected credits	Remaining credits
0	0

⑤

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

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

(2) Introduction for the detail of various items

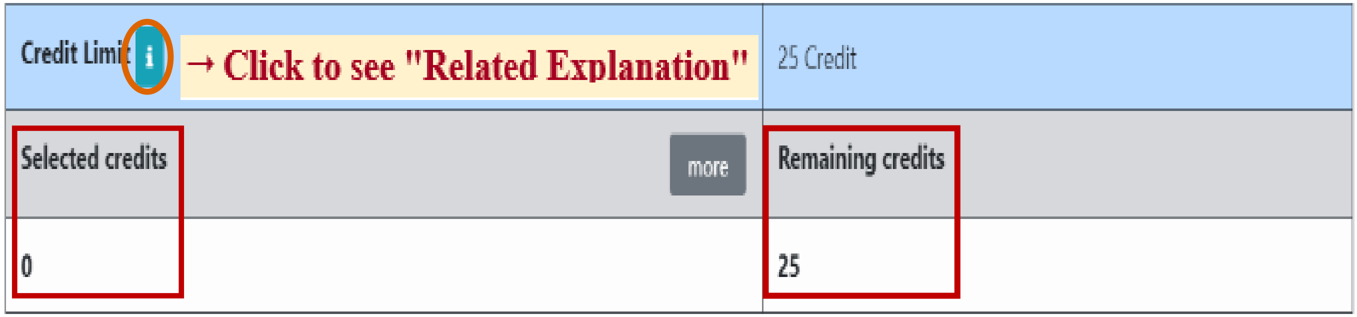
1. Personal Information：To check the Current Course Selection Stage, Personal Information, Completion rate of the teaching assessment questionnaire, the maximum number of total credits which can be taken/ the maximum credits have already been taken, the identification of additional credits.

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.



→Click to see "Related Explanation"

Credit Limit	25 Credit
Selected credits	Remaining credits
0	25

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

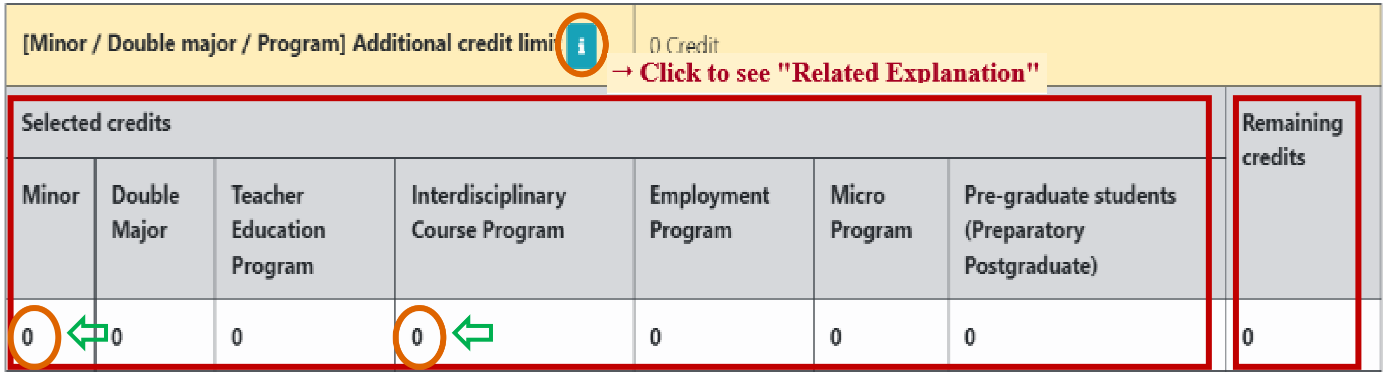
3.「Minor / Double major / Program」Additional credit limit：6 Credits；For students who have selected related courses such as Minor / Double major / Program, the "selected credits" will be calculated according to the course type.

※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.



[Minor / Double major / Program] Additional credit limi | 0 Credit

→ Click to see "Related Explanation"

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)

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:

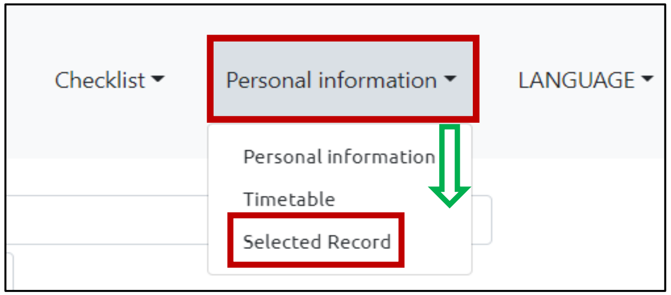
(1) According to the Chung Yuan Christian University Student applying for over-study credits Regulations, students would like to take courses such as "Special Research Topic / Independent Study" must be approved by the dean of the department. The credits for the above courses can be added to the credit 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.

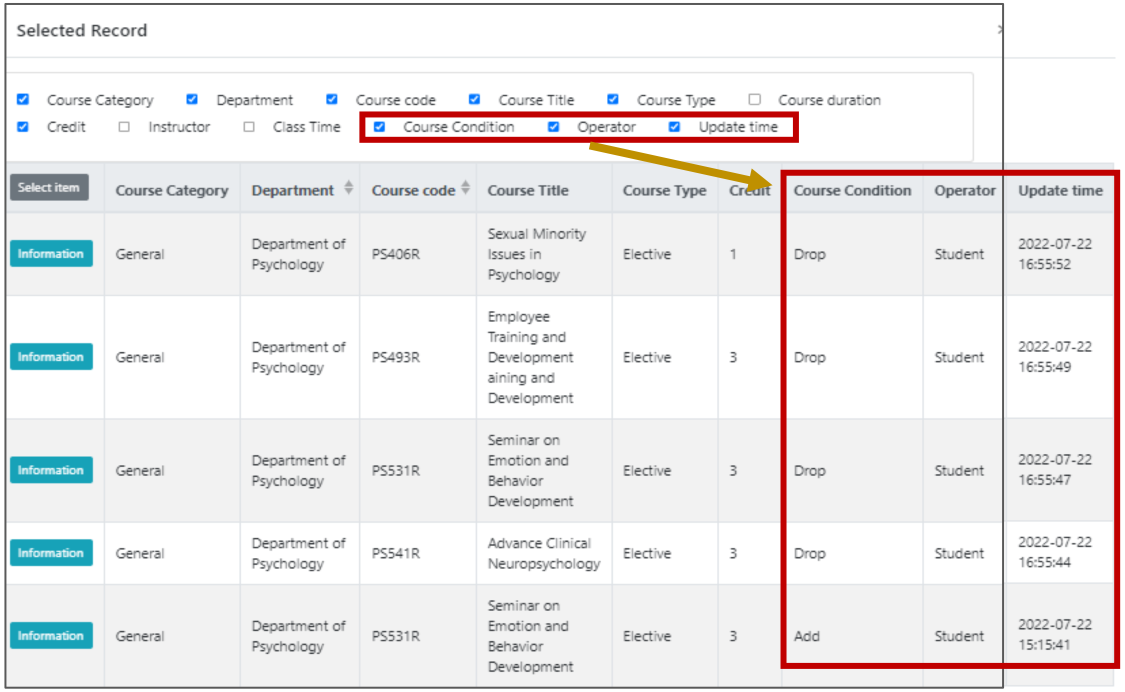
III. Introduction to the function of the Course Selection System (8/11)

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	PS531R	Seminar on Emotion and Behavior Development	Elective	3	Drop	Student	2022-07-22 16:55:47
Information	General	Department of Psychology	PS541R	Advance Clinical Neuropsychology	Elective	3	Drop	Student	2022-07-22 16:55:44
Information	General	Department of Psychology	PS531R	Seminar on Emotion and Behavior Development	Elective	3	Add	Student	2022-07-22 15:15:41

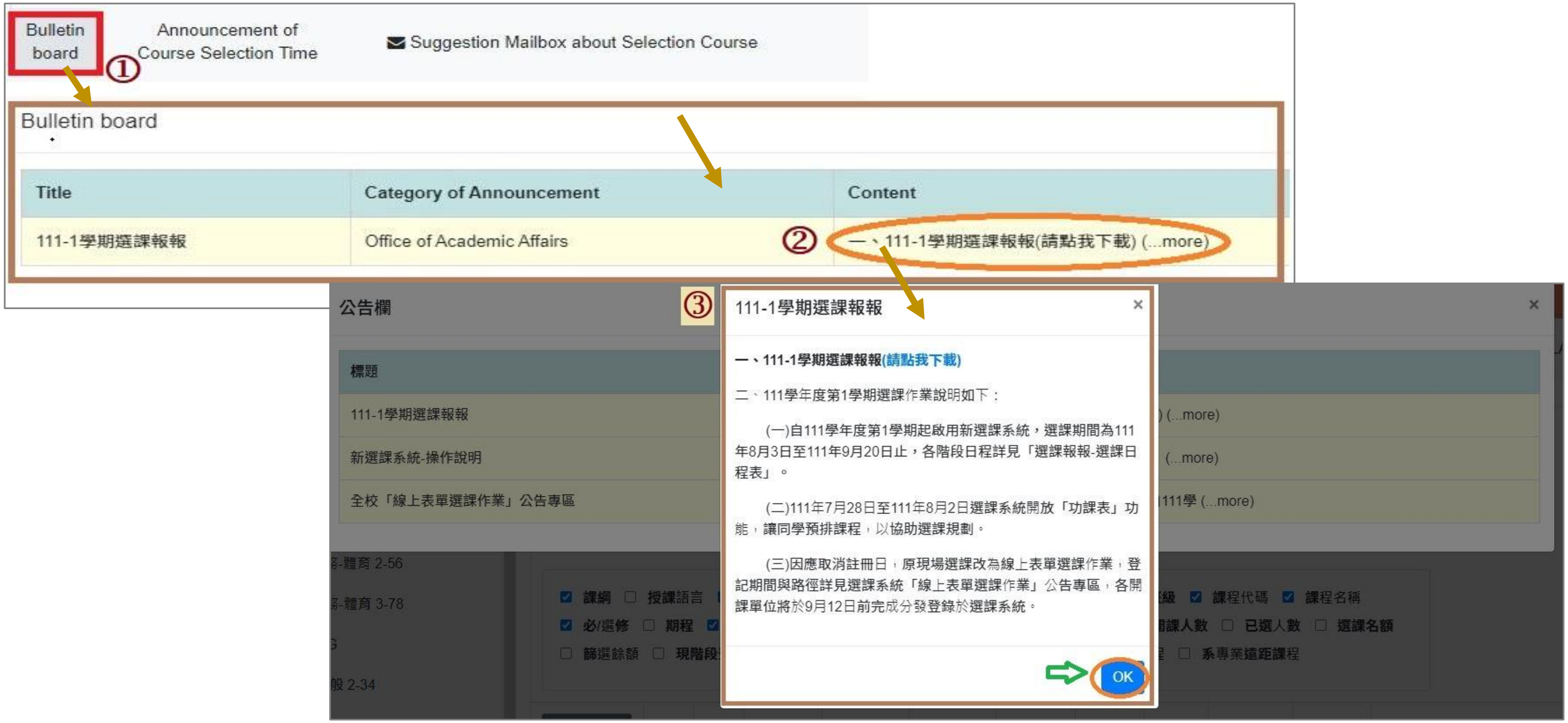
III. Introduction to the function of the Course Selection System (9/11)

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.


Bulletin board
Announcement of Course Selection Time
Suggestion Mailbox about Selection Course
①
②
③
公告欄
×
OK

Bulletin board

Title	Category of Announcement	Content
111-1學期選課報報	Office of Academic Affairs	一、111-1學期選課報報(請點我下載) (...more)

標題	
111-1學期選課報報	) (...more)
新選課系統-操作說明	(...more)
全校「線上表單選課作業」公告專區	111學 (...more)

111-1學期選課報報

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：

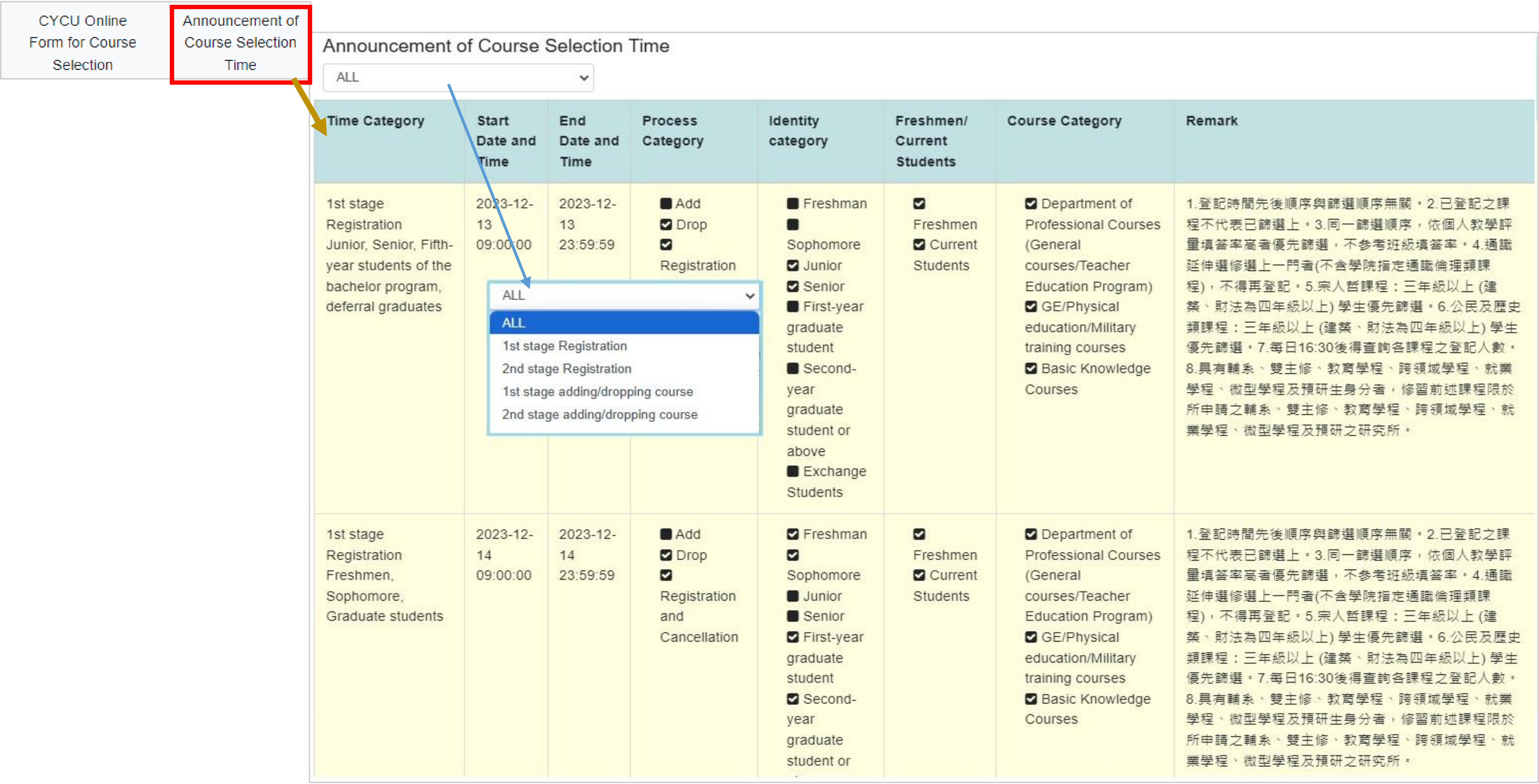
(一)自111學年度第1學期起啟用新選課系統，選課期間為111年8月3日至111年9月20日止，各階段日程詳見「選課報報-選課日程表」。

(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。

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 and use the drop-down menu to select each course registration phase.


CYCU Online Form for Course Selection
Announcement of Course Selection Time
ALL
ALL
1st stage Registration
2nd stage Registration
1st stage adding/dropping course
2nd stage adding/dropping course

Announcement of Course Selection Time

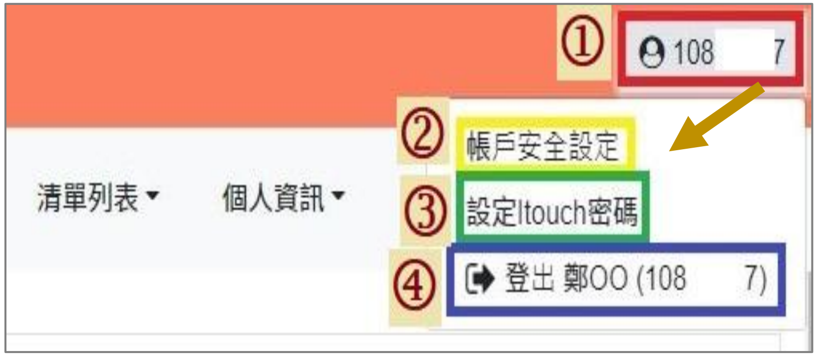
ALL

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	■ Add ☑ Drop ☑ Registration	■ Freshman ■ Sophomore ☑ Junior ☑ Senior ■ First-year graduate student ■ Second-year graduate student or above ■ Exchange Students	☑ Freshmen ☑ Current Students	☑ Department of Professional Courses (General courses/Teacher Education Program) ☑ GE/Physical education/Military training courses ☑ 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、微型學程及預研生身分者，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	■ Add ☑ Drop ☑ Registration and Cancellation	☑ Freshman ☑ Sophomore ■ Junior ■ Senior ☑ First-year graduate student ☑ Second-year graduate student or	☑ Freshmen ☑ Current Students	☑ Department of Professional Courses (General courses/Teacher Education Program) ☑ GE/Physical education/Military training courses ☑ 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、微型學程及預研生身分者，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。

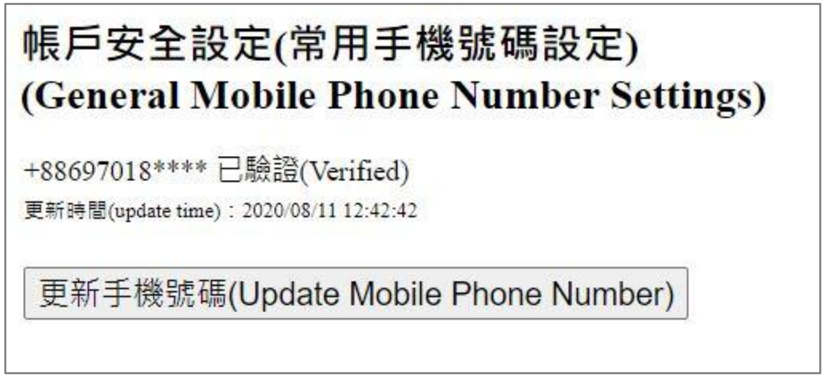
III. Introduction to the function of the Course Selection System (11/11)

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

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


①
108[redacted]7
②
帳戶安全設定
清單列表
個人資訊
③
設定Itouch密碼
④
登出 鄭OO (108[redacted]7)

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



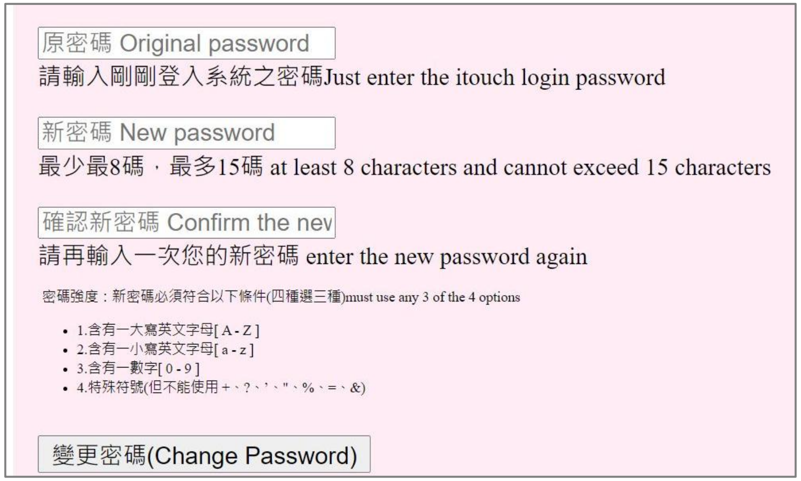
帳戶安全設定(常用手機號碼設定)
(General Mobile Phone Number Settings)

+88697018**** 已驗證(Verified)

更新時間(update time)：2020/08/11 12:42:42

更新手機號碼(Update Mobile Phone Number)

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



原密碼 Original password

請輸入剛剛登入系統之密碼Just enter the itouch login password

新密碼 New password

最少最8碼，最多15碼 at least 8 characters and cannot exceed 15 characters

確認新密碼 Confirm the nev

請再輸入一次您的新密碼 enter the new password again

密碼強度：新密碼必須符合以下條件(四種選三種)must use any 3 of the 4 options

- 1.含有一大寫英文字母[A - Z]
- 2.含有一小寫英文字母[a - z]
- 3.含有一數字[0 - 9]
- 4.特殊符號(但不能使用 +、?、'、"、%、=、&)

變更密碼(Change Password)

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