

# 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.

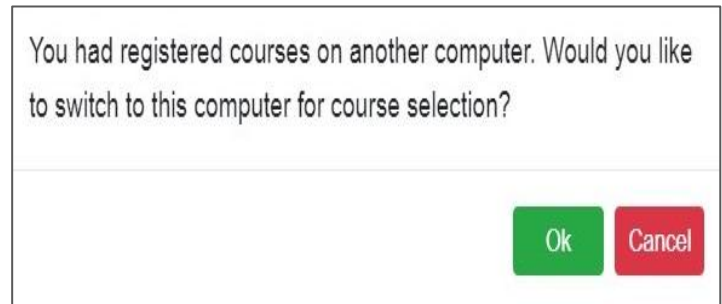
B. After logging in to the course selection system, if you do not perform any course selection assignments within 30 minutes, the system will automatically log out.

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

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

2

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

Volunteer order setting

Upper limit of Priority

Registration list (0)

Waiting List (0)

5

Bulletin board

CYCU Online Form for Course Selection

Announcement of Course Selection Time

RECOGNITION CRITERIA FOR FULL ENGLISH PROFESSIONAL COURSES

☒ Suggestion Mailbox about Selection Course

Checklist

Personal information

LANGUAGE

3

Course Inquiry 

Filter criteria

Quick query of courses in your department

Class Grade Department

Number of items displayed per page 50

« < 1 2 > »

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 |
|-------------------|----------|-----------------|------------|-------------|-------------------------------|-------------|--------|------------|------------|-------------|------|
| 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    |

4

### 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].

The diagram illustrates the navigation path from the main menu to the Personal Information page. The main menu includes 'Checklist', 'Personal information', and 'LANGUAGE'. The 'Personal information' dropdown menu is highlighted with a red box, and the 'Personal information' option is also highlighted with a red box. Arrows point from the 'Personal information' option in the menu to the 'Personal information' page and the 'Selected Record' page.

**Personal information page layout:**

① Current Course Selection Stage: 1st stage adding/dropping course

Name/Student ID Number/Class: 吳 /11 20/Department of

The maximum number of total credits which can be taken: 25

Total credits been taken: 0

The identification of additional credits

② Credit Limit: 25 Credit

Selected credits: 0

Remaining credits: 25

**Selected Record page layout:**

③ [Minor / Double major / Program] Additional credit limit: 0 Credit

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

④ [Apply for over-study credits] Additional credit limit: 0 Credit

| Selected credits | Remaining credits |
|------------------|-------------------|
| 0                | 0                 |

⑤ [Apply for Special Research Topic / Independent Study] Additional credit limit: 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.

|                                                                                                                                      |      |                   |
|--------------------------------------------------------------------------------------------------------------------------------------|------|-------------------|
| Credit Limit  → Click to see "Related Explanation" |      | 25 Credit         |
| Selected credits                                                                                                                     | more | 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 limit ⓘ 0 Credit<br>→ Click to see "Related Explanation" |              |                           |                                  |                    |               |                                                  | 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                                                | 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.

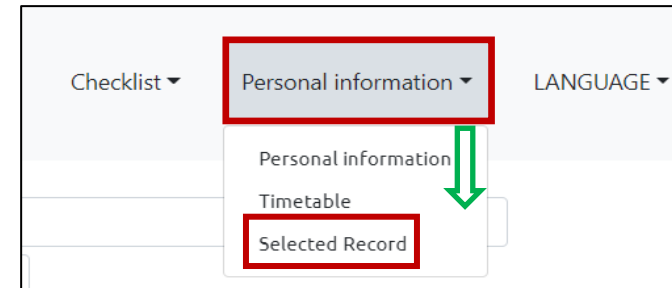
※Related Explanation:

- (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                                                                                                                                                                                                                                                                              |                 |                          |             |                                                          |             |        |                  |          |                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------|-------------|----------------------------------------------------------|-------------|--------|------------------|----------|---------------------|
| <input checked="" type="checkbox"/> Course Category <input checked="" type="checkbox"/> Department <input checked="" type="checkbox"/> Course code <input checked="" type="checkbox"/> Course Title <input checked="" type="checkbox"/> Course Type <input type="checkbox"/> Course duration |                 |                          |             |                                                          |             |        |                  |          |                     |
| <input checked="" type="checkbox"/> Credit <input type="checkbox"/> Instructor <input type="checkbox"/> Class Time <input checked="" type="checkbox"/> Course Condition <input checked="" type="checkbox"/> Operator <input checked="" type="checkbox"/> 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.

The screenshot illustrates the process of viewing course selection announcements. It features a main window with a 'Bulletin board' tab and a table of announcements. A red box and arrow labeled ① point to the 'Bulletin board' tab. A yellow box and arrow labeled ② point to the 'more' link in the content of the first announcement. A third yellow box and arrow labeled ③ point to the 'OK' button in the detailed announcement window that appears after clicking 'more'.

**Bulletin board**

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

**111-1學期選課報**

一、111-1學期選課報(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-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。

**OK**

### 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

Announcement of Course Selection Time

| Time Category                                                                                             | Start Date and Time    | End Date and Time      | Process Category                                                                                                                              | Identity category                                                                                                                                                                                                                                                                                                                           | Freshmen/ Current Students                                                                           | Course Category                                                                                                                                                                                                                                                          | Remark                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------|------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1st stage Registration<br>Junior, Senior, Fifth-year students of the bachelor program, deferral graduates | 2023-12-13<br>09:00:00 | 2023-12-13<br>23:59:59 | <input type="checkbox"/> Add<br><input checked="" type="checkbox"/> Drop<br><input type="checkbox"/> Registration                             | <input type="checkbox"/> Freshman<br><input type="checkbox"/> Sophomore<br><input checked="" type="checkbox"/> Junior<br><input checked="" type="checkbox"/> Senior<br><input type="checkbox"/> First-year graduate student<br><input type="checkbox"/> Second-year graduate student or above<br><input type="checkbox"/> Exchange Students | <input checked="" type="checkbox"/> Freshmen<br><input checked="" type="checkbox"/> Current Students | <input checked="" type="checkbox"/> Department of Professional Courses (General courses/Teacher Education Program)<br><input checked="" type="checkbox"/> GE/Physical education/Military training courses<br><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<br>Freshmen, Sophomore, Graduate students                                          | 2023-12-14<br>09:00:00 | 2023-12-14<br>23:59:59 | <input type="checkbox"/> Add<br><input checked="" type="checkbox"/> Drop<br><input checked="" type="checkbox"/> Registration and Cancellation | <input checked="" type="checkbox"/> Freshman<br><input checked="" type="checkbox"/> Sophomore<br><input type="checkbox"/> Junior<br><input type="checkbox"/> Senior<br><input checked="" type="checkbox"/> First-year graduate student<br><input checked="" type="checkbox"/> Second-year graduate student or                               | <input checked="" type="checkbox"/> Freshmen<br><input checked="" type="checkbox"/> Current Students | <input checked="" type="checkbox"/> Department of Professional Courses (General courses/Teacher Education Program)<br><input checked="" type="checkbox"/> GE/Physical education/Military training courses<br><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.

A screenshot of the 'Set i-touch password' form. It has three input fields: '原密碼 Original password' with the instruction '請輸入剛剛登入系統之密碼 Just enter the itouch login password', '新密碼 New password' with the instruction '最少8碼 · 最多15碼 at least 8 characters and cannot exceed 15 characters', and '確認新密碼 Confirm the new password' with the instruction '請再輸入一次您的新密碼 enter the new password again'. Below these fields, there is a section for '密碼強度' (Password strength) with four 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], and 4. 特殊符號(但不能使用 +, -, \*, ^, %, ~, =, &). At the bottom is a button labeled '變更密碼(Change Password)'.

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