

VIII. Online Form for Course Selection (1/5)

A. Inquiry "Online Form for Course Selection Guidelines"

(1) Inquiry period: is available when the "pre-scheduled course timetable" is opened each semester." You can click on the "Online Course Selection Form" to access the search function.



(2) How to check the procedure:

1. Key in the Contact Information: Phone number and E-mail (Required Fields)

2. Choose the course providing unit: Select "College", "Department", and "Degree" from the drop-down menu to display the course selection criteria for the inquired course offering units. Please read the regulations carefully to facilitate the course selection review by the course providing unit. 《Note: If you see "The course providing unit does not offer an online form," it means that the course providing unit is not accepting applications during this phase. 》

Fill in the CYCU Online Form: 2023-08-30 00:00:00 ~ 2023-09-06 16:00:00
Each course providing unit should complete the distribution and post on the course selection system before 2023-09-11 23:59:00

Enter contact information*:

① 0912-xxxxxx | xxx@gmail.com

Select the course providing unit:

② College of Business | Department of Finance | Bachelor | >---Grade---<

Department of Finance(Bachelor)Please read the notes on Course Selection carefully.

Contact person: 張瑜庭 | Phone Number: 03-265-5701 | E-MAIL: elle84316@cycu.edu.tw

財金系選課須知

****請加退選的同學，務必將加退選原因寫在「選課留言」****

本系學生初修必修課程以修習本系本班為原則，不可換班上課。若有重修低年級必修課程而造成衝突者，需寫「學生報告書」經主任核可後，始可跨班修習；其他年級學生不可跨修高年級之必修課程。(特殊狀況：如國外交換生。)

1. 重複修習「課程名稱相同」之課程，其重複修習之學分課程不予承認。
2. 各學期可修學分數上、下限：

年級	畢業學分數	下限	上限
大一~大三	128學分	12學分	25學分
大四	128學分	9學分	25學分

VIII. Online Course Selection Form (2/5)

B. Produce for the Online Course Selection Form

- (1) **Opening time of the application:** After the completion of the "First Stage Adding/Dropping Course" in each semester, and the accurate time will be determined according to the "Course Selection Guideline and Schedule".
- (2) **Announcement of course selection results:** Distribution will be completed before the classes begin in each semester.
- (3) **How to check the procedure:**
 1. **Key in the Contact Information:** Phone number and E-mail (Required Fields)
 2. **Choose the course providing unit:** Select "College", "Department", and "Degree" from the drop-down menu to display the course selection criteria for the inquired course offering units. Please read the regulations carefully to facilitate the course selection review by the course providing unit. 《Note: If you see "The course providing unit does not offer an online form," it means that the course providing unit is not accepting applications during this phase. 》

Fill in the CYCU Online Form: 2023-08-30 00:00:00 ~ 2023-09-06 16:00:00
Each course providing unit should complete the distribution and post on the course selection system before 2023-09-11 23:59:00

Enter contact information*:

① 0912-xxxxxx xxx@gmail.com

Select the course providing unit:

② College of Business Department of Finance Bachelor >---Grade---<

Department of Finance(Bachelor)Please read the notes on Course Selection carefully.

▼ Contact person: 張瑜庭 Phone Number: 03-265-5701 E-MAIL: elle84316@cycu.edu.tw

財金系選課須知

*****請加退選的同學，務必將加退選原因寫在「選課留言」******

本系學生初修必修課程以修習本系本班為原則，不可換班上課。若有重修低年級必修課程而造成衝突者，需寫「學生報告書」經主任核可後，始可跨班修習；另低年級學生不可跨修高年級之必修課程。(特殊狀況：如國外交換生。)

1. 重複修習「課程名稱相同」之課程，其重複修習之學分課程不予承認。
2. 各學期可修學分數上、下限：

年級	畢業學分數	下限	上限
大一~大三	128學分	12學分	25學分
大四	128學分	9學分	25學分

VIII. Online Course Selection Form (3/5)

3. Open the Course Registration (Add/ Drop)

- a. Choosing the required course to click "Add" or "Drop". 《Please note that the number of courses you can apply for is limited by the course providing unit.》
- b. Enter the 「Course Message」 : **Optional**. You may fill in relevant explanations according to the regulations of the department offering, providing them as a reference for the reviewing.
- c. Upload the file: **Optional**. You may upload supporting documents for course selection according to the regulations of the department offering the course, such as screenshots of the teacher's approval for adding the course or required course grades, which will serve as a reference for the course review process. If this function is not displayed, it means that you can't upload any files.

4. Click "Save" to confirm the application.

The screenshot shows the course selection interface. On the left, a table lists courses with 'Add' buttons. On the right, there is a form for entering a message and uploading a file, with 'Save' and 'Cancel' buttons at the bottom.

Annotation 1: Points to the 'Add' buttons in the course table.

Annotation 2: Points to the 'Message for Course Selection' text area.

Annotation 3: Points to the 'Browse' button for file upload.

Annotation 4: Points to the 'Save' button.

Text boxes:

- Top left: Register/Drop course: (with a blue arrow pointing to the table)
- Top center: The quantity of course application limited: Core:5 items limited to fill.Elective:Unlimited.
- Top right: Click and enter the courses you need to query. (with a blue arrow pointing to the search filters)

Department	Course Category	Course code	Course Title	Credit	Course Type	Class Time
MEB	General	ME051A	Calculus (I)	3	Core	1-56 4-2 4-2
MEB	General	ME051B	Calculus (I)	3	Core	4-34 1-8 1-8
MEC	General	ME051C	Calculus (I)	3	Core	4-34 1-8 1-8

Message for Course Selection: (0/300)

File: Choose a file or drop it here... (Browse)

(Save) (Cancel)

VIII. Online Course Selection Form (4/5)

(4) Registered Course List

1. Situations on Online Form for Course Selection are as follows:

No.	Conditions	Audit Result / Time
1	The course providing unit has not yet been completed.	Reviewing
2	The application was canceled by the student. (The course providing unit has not yet reviewed.)	Cancel the Add/Cancel the Drop
3	The course application has been approved, and the add/drop process has been completed.	Pass(add)/Pass(drop)
4	The course review is not approved lead to add or drop courses successfully.	Not Passed
5	Course Overlap	Add Fail (Two courses shown in the same time slot in course list.)
6	Chosen courses have the same name	Add Fail (Courses of the same name have been added and can't be added again!)
7	Credits Overload	Add Fail (The total credits are already full, excluding Minor/Double major/Interdisciplinary Course Program /Employment Program/Teacher Education Program/Micro Program.)

VIII. Online Form for Course Selection (5/5)

2. **Review Opinion:** Explanations or reasons provided by the course providing unit regarding the audit results.
3. **Cancel the Add/Drop:** By clicking on the button, the course selection or withdrawal application will be canceled, which will be displayed in the "Approval Result/Time" column. 《Note: If the course unit has already completed the course review, the application cannot be canceled. Please contact the course unit for further assistance.》
4. **Edit :** can renew the data of the "Course Message" and "Upload the file."

★ List of registered courses

	Index	Add/Drop	Each course providing unit	Department	Course Category	Course code	Course Title	Credit	Course Type	Class Time	Classroom	Message for Course Selection	File	① Audit results/Time	② Review opinion
③ Cancel to Add Edit	1	Add	Department of Biomedical Engineering	BEB	General	BE334G	Clinical Engineering	3	Elective	3-EFG	E8-315	教授好，我是電資學院的學生，有預計參加生醫產業就業課程，希望可以加簽上這堂課！	test.JPG	Admission is under review.	符合延肄加選資格
④	2	Add	Department of Electronic Engineering	ELB	General	EL452L	Introduction to Microelectronic Packaging	3	Elective	2-567	C2-318			Fail to add (Courses of the same name have been added and can't be added again) /2023-05-10 10:55:34	
	3	Add	Department of Electronic Engineering	ELB	General	EL423G	Embedded Micro-Processor System	3	Elective	5-DEF	E6-410			Fail to add (Courses of the same name have been added and can't be added again) /2023-05-10 10:55:34	