NCKU Notice of Course Enrollment

In accordance with the NCKU calendar for the 2022-23 academic year and related enrollment regulations, this notice of course enrollment, coded as (111) Jiao-Zhu-Zi No. 017, was issued by the Office of Academic Affairs on May 2, 2022 to provide registration instructions for course enrollment for the fall semester of 2022.

Registration and Enrollment Instructions:

I.   The NCKU Course Information and Course Enrollment System (NCIACES) is equipped with a pre-registration function. Please make best use of the function for course enrollment according to the operations manual (https://reg-acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_re.htm.) This function is optional. Use it or not, your rights to course registration during the course enrollment period will not be affected. Latest information will be published on the homepage of the system.

II. Students are allowed to use the pre-registration function scheduled to be open during each stage of course enrollment from the confirmation stage of required course enrollments (administered by the Division of the Registrar) for undergraduate programs to the end of the third stage of course enrollment. In consideration of internet traffic and potential course changes, the pre-registration function is programed to list courses regardless of course-designated restrictions or prerequisites. The system will not screen pre-registered courses in terms of enrollment-related setups until the stage of online enrollment for course addition. Accordingly, the pre-registered course list will not be automatically imported into your final course enrollment list.

III. For continuing students, please ensure you can log on to the system before the 1st Stage of Course Enrollment. If you fail to log on to the system with your password, please contact the Cheng Kung Portal Consulting Services on the 1st floor of the Computer and Network Center (ext. 61010, 61045). Please read Q1 in FAQ on the website of NCIACES.

IV. The maximum number of courses that can be applied for via online registration designated for the second and third stages of course enrollment, is shown in the following table for various categories:

Category (Code)	Designated students	Maximum no. of courses
General Education (A9)	Undergraduate students	1. Students are required to register online for preferred courses for computer-selected enrollment. 2. Each student is allowed to register for a maximum of 3 courses (not including a course of Exploring Tainan) no later than the 2nd stage. 3. Students are allowed to enter the number of courses they intend to be enrolled in when they register online for preferred courses for computer-select enrollment during the third stage of course enrollment.
General Chinese (A7)	Undergraduate students	1
English Module Program (A1)	Undergraduate students	1 serial numbers 101~500
Second Foreign Language (A1)		1 serial numbers 501~700
Physical Education (A2)		1

V.   Under special circumstances (such as minor study, double-major study or the Educational Program), students who need to take courses over or below the required number of credits and are not allowed to register online for course enrollment should complete and submit a course overload or underload request form with a copy of transcript after the end of the 1st stage (7/26)

and before the end of the 3rd stage (9/22), which shall be approved by the relevant offices and processed by the Division of the Registrar.

VI. Students shall log on to the link for flexible intensive course enrollment on the NCIACES website to submit an application in order to specify reasons to drop or withdraw from any flexible intensive courses (microcredit courses). After the start of the course, enrolled students are not allowed to drop it. They are allowed only to withdraw from the course before the end of the course. Under specific circumstances, such as unscheduled courses or the closure of the link during the first stage of course enrollment, students unable to process applications online shall submit an application with a written report (free format) to drop or withdraw from a course according to the related notice published on the webpage of the academic unit offering the course. Should there be no notice, please contact the responsible staffer of the academic unit offering the course.

VII. Students are allowed to drop courses on the NCIACES website during each stage of course enrollment. They should keep a file/copy of registration records for every stage of course enrollment and check out "My Course Schedule" online to confirm their course additions (drops or withdrawals) by the designated deadlines.

VIII. Please check out enrollment-related regulations, including rules for computer-selected course enrollment in General Education, on the website of NCIACES. Registration by designated students in every stage of course enrollment is regulated, as shown in the NCKU Course Enrollment Schedule for Fall Semester, 2021 attached below this notice.

IX. Notes:

(1) The rules for Computer-Selected Course Enrollment (applicable to every stage of preferred course enrollment for the A9 category of General Education) are available on the website of the Division of the Registrar at https://reg-acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm.

(2) Contact information for offices in charge of course enrollment is available on the website of the Division of the Registrar at https://reg-acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm

Office (Course)	Ext.	Office (Course)	Ext.
Center for General Education (**A9** General Education)	**50212、50215**	Foreign Language Center (A1 English, A1Second Foreign Languag	**52273**
Depts. of Chinese Literature, Taiwanese Literature (A7 General Chinese)	**52151、502600**	Physical Education Office (A2 Physical Education)	**81818**
Military Training Office (A3 Military Training)	**50722**	AH Chinese Language Center	**52040**
Center for Teacher Education (A4CTE)	**50149**		
Extension numbers to department/institute/program offices for course enrollment are available on their websites.			
Information about route selection for the course of Exploring Tainan is available on the website of the Division of Registrar at https://reg-acad.ncku.edu.tw/p/412-1041-17043.php?Lang=zh-tw. For more information, please contact the College of Liberal Arts at ext. 52012.			

1st Stage of Course Enrollment

Confirmation of Required Course Enrollments for Undergraduate Programs	
Duration	9:00 July 6, 2022 to 17:00 July 13, 2022
Designated Students	**All students** (excluding freshman students and intercollegiate transfer students, admitted in the fall semester of 2022, or those who fail to complete the student basic information form)
Notes	1. Please check out enrollment-related regulations and rules for computer-selected course enrollment in General Education on website of the NCKU Course Information and Course Enrollment System (NCIACES). Please check out information about curriculum at the NCKU Course Catalog. 2. Undergraduate students (including re-enrolled student and exchange students) are enrolled in advance by the Division of the Registrar in the major program-designated required courses. They should log on to the course enrollment system to confirm the required course enrollments in "My Course Schedule". 3. Graduate students are not enrolled in advance by the Division of the Registrar in courses.
Operation	Please log on to the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to confirm your program-designated required course enrollments in "My Course Schedule." Please contact the staffer in charge of course enrollment for your program at the Division of the Registrar for further information.

Online Pre-registration Function in Operation for the 1st Stage of Course Enrollment	
Duration	9am, July 8 to 17:00, July 21
Notes	1. Continuing students are allowed to use the pre-registration function on the course enrollment system to plan for the 1st stage of course enrollment. 2. Students are allowed to check out their program-designated required courses and pre-registered courses in their personal pre-registered course list. 3. The pre-registration function is closed at 17:00 on July 21, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward.
Operation	Please log on to the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to use the function.
1st Stage of Course Enrollment: Preliminary Enrollment	
Duration	9:00, July 14 to 17:00, July 18
Designated Students	1. All continuing students (including re-enrolling students) in undergraduate programs 2. New graduate students of 2022, extra-territorial students, and new exchange students 3. Freshman students and intercollegiate transfer students in undergraduate programs, admitted in the fall semester of 2022, are enrolled in advance by the Division of the Registrar in their major program-designated required courses and are allowed to register for courses, starting from the second stage of course enrollment.
Notes	General Instructions on Course Enrollment: 1. All continuing students, except those from the Department of Medicine in the

fifth year of study, in the undergraduate programs are enrolled by the Division of the Registrar in the department-designated required courses for their major program. All continuing students, except Multi-Disciplinary Studies Program students, are only allowed to register for courses designated for their own class/class category and for preferred courses for computer-selected enrollment. During this stage, required courses are available for enrollment with no quota limit, while each elective course is set for enrollment with a designated quota limit.

2. Undergraduate students are only allowed to register for courses designated for their own class. Those who have been enrolled in advance by the Division of the Registrar in a required-course group/class are only allowed to cancel the assigned enrollment. Any change in registration with regard to the assigned enrollment shall be completed during the second stage.

3. If a course is conditionally set up with "no registration allowed during the first stage" in the course catalog system, it shall not be open to registration until the second stage.

4. **Transfer students (including those returning from Hong Kong)** are allowed to register for courses designated for other levels in the same-category class under their major program. They are not allowed to register for any courses designated for another category of classes at any level, or any courses designated for the first semester of the freshman year.

5. **Students in double major/minor programs** are allowed to register for courses designated of other levels for their second major/minor program. They are not allowed to register for any courses designated for the first semester of the freshman year.

6. Multi-Disciplinary Studies Program students are allowed to register for courses offered by other departments for the same class level without enrollment requisites.

7. **Graduate students** are only allowed to register for courses designated for their own graduate program during this stage. They shall be allowed to register for courses designated for other graduate programs during the second stage.

8. Registration for coded A3, A4, A5, A6, AA, AH, A1 701(Online Remedial English) , and A1 702 (Online English courses for graduate students) is scheduled for the second stage.
   English Module Program (A1, serial numbers 101-500) for computer-selected enrollment is scheduled for the third stage.

9. The course of Exploring Tainan(AF) is not listed as an option for online registration in the first stage. Students will be enrolled in advance by the Division of the Registrar into this course, as specified in Note 5 for course enrollment of freshman students in the second stage.

Instructions on First Registration for Preferred Courses for Computer-Selected Enrollment:

1. First registration for preferred courses for computer-selected enrollment (with a maximum of one course selected for each of the following categories, which will be announced on the NCIACES website before 13:00 on July 20. In case of a class scheduling conflict, students shall drop conflicting courses in the following stage of

course enrolment. First registration for preferred courses for computer-selected enrollment is regulated as follows:

(1) Undergraduate students only:

(1-1) General Education (A9): According to the GE computer-selected course enrollment regulations, a maximum of one course will be selected.

(1-2) Physical Education (A2): Students who have completed 4 PE courses (excluding outstanding student-athletes and students admitted through PE screening and review exams) are not allowed to register for preferred courses for computer-selected enrollment until the second stage to ensure a higher rate of course enrollment for those who have not completed required PE courses in this stage . A rate of 80% for freshman and sophomore students and 20% for juniors and seniors.

(1-3) General Chinese (A7): Online registration for preferred courses for computer-selected enrollment is scheduled for the second stage of course enrollment when freshman students are allowed to register.

(1-4) English module courses (A1, serial numbers 101~500) for undergraduate students: Online registration for preferred courses for computer-selected enrollment is scheduled for the third stage of course enrollment.

(2) All students:

Second Foreign Language (A1, serial numbers 501~700): Online registration for preferred courses for computer-selected enrollment is scheduled for the second stage of course enrollment when freshman students are allowed to register.

Instructions on Second Registration for Preferred GE Courses for Computer-Selected Enrollment	
Duration	9:00 to 17:00, July 21
Designated Students	Undergraduate students
Notes	Undergraduate students are allowed to complete their second registration for their preferred courses in the category of General Education (A9) for computer-selected course enrollment. A maximum of one course will be selected and announced before 17:00 on July 25. In case of a class scheduling conflict, students shall drop conflicting courses in the following stage of course enrolment.
Operation	Please log on to the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to register.

2nd Stage of Course Enrollment

Confirmation of Required Course Enrollments for Freshman Students and Intercollegiate Transfer Students in Undergraduate Programs	
Duration	9:00 August 19 to 17:00, August 21
Designated Students	Freshman students and intercollegiate transfer students in undergraduate programs, admitted in the fall semester of 2022
Notes	1. Please check out enrollment-related regulations for computer-selected course enrollment in General Education on website of the NCKU Course Information and Course Enrollment System (NCIACES). Please check out information about curriculum at the NCKU Course Catalog. 2. Freshman students and intercollegiate transfer students in undergraduate programs, admitted in the fall semester of 2022, who have completed the student basic information form, are enrolled in advance, during 13:00-17:00, August 18, by the Registrar Division in the department-designated required courses for their major program. Those admitted later who are not enrolled in advance shall

	register for courses at the course-offering program office in the first week of class.
	3. You are required to log on to the online enrollment system and check out "My Course Schedule" to confirm your required course enrollments. For more information, please contact the staffer in charge of your program at the Division of the Registrar.
Operation	Please log on to the online enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ and check out "My Course Schedule" to confirm your required course enrollments. Contact the staffer in charge of your program at the Division of the Registrar for more information.

Online Pre-registration Function in Operation for the 2nd Stage of Course Enrollment	
Duration	9:00 August 19 to 17:00, August 26
Notes	1. Students are allowed to use the pre-registration function on the course enrollment system to plan for the 2nd stage of course enrollment. 2. Students are allowed to check out their program-designated required courses and pre-registered courses in their personal pre-registered course list. 3. The pre-registration function is closed at 17:00 on August 26, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward.
Operation	Please log on to the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to use the function.

2nd Stage of Course Enrollment

Designated Course Registration Schedule by Class and Program

Designated Students	Senior students and deferred students	9:00~12:00, 8/22
	Junior students	13:00~17:00, 8/22
	Sophomore students	9:00~12:00, 8/23
	All graduate students	13:00~17:00, 8/23
	1. All continuing students 2. New graduate students of 2022	9:00, 8/24 ~ 17:00, 8/26
Notes	Instructions on General Course Enrollment: 1. Except courses coded A7, A9, and A1 501-700, students are allowed to register for courses within the enrollment quota on the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/. 2. Please register for courses according to the designated schedule for this stage. 3. Intercollegiate transfer students officially admitted in the fall semester of 2022 are enrolled in advance in program-designated required courses. Those who have completed their admission procedures are allowed to register for courses according to the designated schedule for this stage. All of them will be enrolled in a flexible intensive course of Exploring Tainan with one credit. 4. Re-admitted undergraduate freshman students are allowed to register for general courses and preferred courses for computer-selected enrollment, starting from August 24. They are also allowed to register for courses at their department office in the first week of school. 5. Registration for freshman courses/Education Program courses (A4) shall not be allowed until August 24. Instructions on Registration for Preferred Courses for Computer-Selected Enrollment: 1. Registration for preferred courses in the categories of General Chinese (A7), General Education (A9) and Second Foreign Languages (A1 501-700) for computer-selected enrollment, which will be announced on the homepage of

	NCIACES before 17:00 on August 30 and imported into My Course Schedule.
	2. Undergraduate students:
	(1) General Education (A9):
	According to regulations, the first priority for computer-selected course enrollment will be given to those who have failed to enroll in a maximum of one General Education course as a result of the first registration. Next upper class students will be given priority for computer-selected enrollment, with a maximum of 3 courses to be selected before this stage.
	(2) General Chinese (A7):
	Those who have not completed 4 course credits are allowed to register for their preferred courses for computer-selected enrollment based on weighted average, with a maximum of one course to be selected.
	(3) English Module Program (A1, serial numbers 101-500):
	Registration for preferred courses in the category of English Module Program for computer-selected enrollment is scheduled for the third stage.
	3. All students:
	Second Foreign Language (A1, serial numbers 501~700):
	A rate of 85% is programed for continuing students registering for computer-selected enrollment and 15% for freshman students. The remaining quota will be available for registration during the 3rd stage of course enrollment.
Operation	Please log on to the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to register for courses.
Designated Application Form	Course overload or underload request form
Course Registration by Freshman Students	
Duration	9:00, August 24 to 17:00, August 26
Designated Students	Freshman students of 2022 (including extra-territorial/overseas freshman students)

Notes	Instructions on General Course Enrollment:
	1. Freshman students are enrolled in advance by the Division of the Registrar in the department-designated courses (including the Physical Education (A2) course) for the first year of their major program.
	(1) Freshman students from the five departments of Economics, Psychology, Transportation and Communication Management Science, Industrial and Information Management, and Business Administration are enrolled in advance by the Division of the Registrar in the course of *Calculus*. They are advised to personally confirm this course enrollment.
	(2) Only freshman students from the College of Medicine are allowed to register for the course of Communication, Compassion and Global Perspectives (Serial No.: I5 13) as an elective course. They should personally register for the course.
	2. Undergraduate freshman students shall enroll in all required courses in the first-year curriculum of their program. Any such required-course enrollment in other programs under exceptional circumstances shall be approved by the Vice President for Academic Affairs. If a course is conditionally set up with "no registration allowed during the first stage" in the course catalog system, students shall register to enroll in the course in this stage.
	3. Undergraduate freshman students are only allowed to register for courses designated for their own class. Those who have been enrolled in advance by the Division of the Registrar in a required-course group/class are only allowed to cancel the assigned enrollment.
	4. Registration for courses in other programs by freshman students is scheduled for the third stage of online course enrollment.
	5. AF course of Exploring Tainan:
	(1)A Chinese course of Exploring Tainan is not listed as an option for online registration. Students are enrolled in advance by the Division of the Registrar into this course, and they shall choose their routes on the Route Selection System.
	(2) Freshman students admitted in the fall semester of 2022 shall be enrolled in advance by the Division of the Registrar in the course of Exploring Tainan in two batches to attend classes in the fall semester (those whose student ID contains an eighth-digit odd number) or the spring semester. Reenrolling students and students who are required to repeat the course shall also be enrolled in advance by the Division of the Registrar in the course. For further information, please contact the Division of the Registrar (regarding course enrollment) and the Office of Exploring Tainan (踏溯台南辦公室) under the College of Liberal Arts (regarding the Route Selection System) at ext. 52012.
	(3) Foreign freshman intending to enroll in an English-taught course of Exploring Tainan will be enrolled in advance into this course by the Office of Exploring Tainan under the College of Liberal Arts(踏溯台南辦公室) before 3rd course enrollment stage, and they shall not choose their routes.

Instructions on Registration for Preferred Courses for Computer-Selected Enrollment:

1. Students are allowed to use the pre-registration function at the link of Course Enquiry to register for preferred courses in the categories of General Education (A9, required), General Chinese (A7, required), Military Training (A3, elective), and Second Foreign Language (A1, elective) for computer-selected enrollment during this stage, with a maximum of one course selected for each category according to the GE computer-selected course enrollment regulations. The results will be publicized on the homepage of NCIACES before 17:00 on August 30.

(1) General Education (A9):
According to regulations, students are allowed to register for their preferred courses for computer-selected enrollment, which will result in a maximum of one course selected for each category.

(2) General Chinese (A7):
Those who have not completed 4 course credits are allowed to register for their preferred courses for computer-selected enrollment based on weighted average, with a maximum of one course to be selected.

(3) Second Foreign Language (A1, elective, serial numbers 501~700):
A rate of 85% is programed for continuing students registering for computer-selected enrollment and 15% for freshman students. The remaining quota will be available for registration during the 3rd stage of course enrollment.

(4) Military Training (A3, elective):
Draftees-to-be are entitled to submit a transcript of military training courses to deduct the duration of military service (for local students).

2. Registration for preferred courses in the category of English Module Program (A1, serial numbers 101~500) for computer-selected enrollment is scheduled for the third stage.

Online Pre-registration Function in Operation for the 3rd Stage of Course Enrollment	
Duration	9:00, September 1 to 17:00, September 16
Notes	1. Students are allowed to use the pre-registration function on the course enrollment system to plan for the following stage of course enrollment. Please note that the quota limit of course enrollments with course-designated restrictions or prerequisites is subject to change by September 8. 2. Students are allowed to check out their program-designated required courses and pre-registered courses in their personal pre-registered course list. 3. The pre-registration function is closed at 17:00 on September 16, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward.
Operation	Please log on to the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/index.php?c=auth to use the function.

3rd Stage of Course Enrollment

English Module Program Course Enrollment

Duration	9:00, September 2 to 17:00, September 3
Designated Students	Undergraduate students (except FLLD students)
Notes	1. The class placement list of freshman students of 2022 for English Module Program is scheduled to be published on the website of NCKU Course Information and Course Enrollment System by 17:00 September 1. Accordingly, students are required to register for an English module course. Those who have received a CEFR certificate of higher-level English proficiency and who plan to take a higher-level English module course are required to complete their registration with the Foreign Language Center, scheduled for September 5 to 6. 2. Students are required to register for preferred courses in the category of English Module Program, starting from 9:00 on September 2. The registration results will be published (will be imported into "My Course Schedule") before 8:00 on September 5. 3. Students are not allowed to enroll in two or more English module courses with the same title. 4. For re-enrolling, new transferred, or exchange students, please go to the NCKU Course Information and Enrollment System to choose an English course directly. Those who intend to enroll in English courses for the following semester shall complete an English proficiency test at a non-NCKU institute by the end of the current semester and register for English modules with the test results at the Foreign Language Center during the period from Week 5 to Week 17 in the current semester. 5. Registration for an English Module Program by continuing students shall be completed before 17:00 on September 6. Those who fail to do so will not be allowed to register until the following semester. Students admitted before the 2014-15 academic year are not subject to the class placement list. 6. Students are allowed to drop courses online.
Operation	Please log on to the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to register for courses.

Department/Institute/Program Office Course Enrollment	
Duration	9:00, September 5 to 17:00, September 8
Designated Students	New transfer students, non-freshman students on joint degree programs, reenrolling students and deferred students for the 2022-23 academic year; graduate students admitted after the second stage of course enrollment; students not eligible for online registration; Noah's plan short-term visit project students; Enrollment Project for Taiwanese Students Returning from Overseas
Notes	1. Please complete course enrollment through the department/institute/program offering the course that is being applied for. 2. Registration for General Education courses is open exclusively to reenrolling students, deferred students, and transfer students without a GE course enrollment. They shall register with the Center for General Education. 3. Those who are not allowed to register online for specific courses with a prerequisite course requirement shall register for the courses upon approval of the department offering the courses. 4. Interdepartmental transfer students (continuing students) of the Department of Architecture are allowed to register for courses designated for lower classes at the department office. 5. Students are allowed to drop courses online. 6. Students who are not eligible for online registration and who plan to register for an English module course (A1, serial number 101-500) shall complete their registration with the Foreign Language Center according to relevant regulations during the period from 9:00, September 19 to 17:00, September 22.
Operation	Students are required to complete course enrollment with designated application forms (course addition request form, or course overload or underload request form) through the office of the department/institute/program offering the course that is being applied for. A course underload request requires no approval from the instructor.
Online Course Enrollment	
Duration	9:00, September 12 to 17:00, September 16
Designated Students	All students
Notes	Instructions on General Course Enrolment: 1. All courses, except General Education courses (A9), are open for students to add or drop during this period. 2. Students shall log onto the link for flexible intensive course enrollment on the NCIACES website to drop or withdraw from a flexible intensive course according to Paragraph VI of the Registration and Enrollment Instructions. 3. Those who drop any enrolled course (棄選, defined and noted as dropping a course) before the end of this stage are not required to pay for its credit fees. Afterwards, students who withdraw from any course (退選, defined and noted as a course withdrawal) are required to pay for its credit fees. A dropped course will not be noted on the academic transcript.

	Instructions on Registration for Preferred Courses for Computer-Selected Enrollment:
	1. General Education courses are open for students to drop during this period.
	2. Those who intend to add a General Education course shall register for computer-selected enrollment (Registration will be invalid should a class scheduling conflict or overloaded enrollment arises).
	3. Students can fill in the number of intended courses to be selected. The results will be announced before 10:00 on September 19 and imported into My Course Schedule. Students are not allowed to drop a General Education course if they have been enrolled by computer selection. They are allowed to withdraw from the course.
Operation	Please log on to the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to register for courses.

Course Enrollment Under Special Circumstances	
Duration	9:00, September 19 to 17:00 September 22
Designated Students	Students who are required to complete course enrollment under special circumstances (course cancelation, instructor change, schedule change, graduation requirement, or minimum course enrollment requirement)
Notes	1. Students are required to complete course enrollment with a course addition request form through the office of the department/institute/program offering the course that is being applied for in accordance with classroom capacity and related regulations. Only after the third stage computer-selected course enrollment is announced will request to add courses be accepted by the General Education Center. 2. Graduate students who have completed their minimum course credit requirement for graduation and who have not enrolled in any course may apply for a note of *Thesis/Dissertation Writing* on the course enrollment checklist.
Operation	1. Please complete your course addition with a course addition request form at the office of the course-offering department/institute/program. 2. Please complete your course enrollment for Service Learning (A6) at the Curriculum Division with your original program-designated course addition request form approved by the instructor. 3. Please complete your course enrollment for Remedial English courses (AA) or courses of the Computer and Network at the Division of the Registrar with your original program-designated course addition request form approved by the instructor. 4. Please complete your course enrollment for General Education (A9). General Chinese (A7), English (A1 1-500)and Second Foreign Language (A1 501-700), or Physical Education (A2) in accordance with the regulations of the course-offering academic units as specified on their websites. 5. Please complete your course enrollment for study overload or underload according to the designated procedures. A course underload request requires no approval from the instructor.

Stage of Course Enrollment Confirmation	
Duration	09:00, September 23 to 17:00, September 27

Designated Students	All students
Notes	1. All students are required to review and conduct a final confirmation about their course selection online during this period. No course adjustment may be made at a later date. 2. Should there be more courses than are required, students shall withdraw from them online. No refund will be made for course withdrawals. 3. Under special circumstances (course cancelation, instructor change, graduation requirement), students shall submit a written report (free format), which shall be approved by course instructors, department chair, and director of the Division of the Registrar, to process related course enrolments at the Division of the Registrar. 4. Those who take courses below the required minimum number of credits and who decide not to add courses shall complete and submit a course underload request form, which shall be approved and processed by the Division of the Registrar.
Operation	1. Please log on to the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to confirm your course enrollments. Undergraduate students who are short of credits for Comprehensive General Education courses are required to print out and complete an application form for related course enrollment, which shall be processed by the Division of the Registrar. 2. Students shall submit a written report (free format) or a course underload request form to apply for course underload.

Stage of Course Withdrawal	
Deadline	09:00, September 23 to 17:00, December 2
Designated Students	Those who decide to withdraw from courses (in accordance with the maximum and minimum requirements of course credits)
Notes	1. All withdrawals shall be processed online. 2. Withdrawal from a flexible intensive course shall be processed at the link for flexible intensive course enrollment on the NCIACES website according to Paragraph VI of the Registration and Enrollment Instructions. 3. Students who need to take courses below the required minimum number of credits under special circumstances are required to complete and submit a course underload request form for related course withdrawals, which shall be approved and processed by the Division of the Registrar. 4. Course withdrawal will be indicated on the student's transcript, and no refund will be made.
Operation	1. Please log on to the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to withdraw from courses. 2. Those enrolled in courses below the required minimum number of credits shall submit a course underload request to apply for course withdrawal, which shall be approved and processed by the Division of the Registrar.

This English version was translated from the original Chinese text. In the event of any discrepancy, the Chinese will take precedence.