Chung Yuan Christian University 2023-2024 Academic Year (Fall Semester)

Course Registration from 8/2, 2023 to 9/19, 2023 8:00 A.M.

The maximum credit limit for students to take will increase to 25 credits per semester. (Paragraph 1&2, Article 18 of the Chung Yuan Christian University Academic Regulations)

Online Course Registration System https://myself.cycu.edu.tw/#/login

Course Selection Guideline 📢

🗔 Notices

1. The 1st stage Course Pre-registration in portion of courses and the order of registration has nothing to do with the selection of courses.
2. During the 1st stage Course Pre-registration, the screening principle for Religion & Human Philosophy and Citizenship & History courses is that juniors and above (including Senior for the Department of Architecture and the Department of Finance and Law) are given priority
3. During the 2nd stage Course Pre-registration, the system is open to students who are juniors and above (including Senior for the Department of Architecture and the Department of Finance and Law) can enroll the second Extended General education elective course (containing college-designated general ethics courses) and the second Religion Philosophy or Human Philosophy.
4. Both the 1st and 2nd stage of course selection will be divided into three period and implement the diversion, which are as follows: (1) General courses/Teacher Education Program; (2) GE/Physical education/Military training courses; (3) All courses.
5. The application of "Online Form for course selection" is from 8/30 to 9/6 16:00. Each course providing unit should complete the distribution before 9/11, 2023.

✏️ Teaching Evaluation

The Center of Teaching Professional Ethics Development 03-2652096
Answer Time：From Now to 6/11, 2023

➤ My mentor Course guidance system

Student Development Center 03-2652057
Provide course guidance and recommendations for students to consult before choosing courses.
https://mymentor.cycu.edu.tw

🔍 Course Search

Curriculum and Registration Division 03-2652031/2088

Query time：From 7/19, 2023

Courses for this semester: https://myself.cycu.edu.tw/#/login

Courses over the years: https://itouch.cycu.edu.tw/active_system/CourseQuerySystem/eng/

📌 Relative regulation/ Information for course selection

Curriculum and Registration Division 03-2652034/2035/2088

Two stages of course pre-registration + Two stages of online course add/drop

1. The system will screen according to the rules set by each department.

2. Under the same screening rules, students with high answer rate in teaching assessment will be given priority in enrollment.

3. The answer rate of teaching evaluation survey will affect the results of "Course Pre-registration-1st Stage", "Course Pre-Registration-2nd Stage" and "Online Course Add/Drop - 1st Stage". The class answer rate will not be considered.

4. According to article 22 of the school constitution, the course that have been credited will not be granted again nor counted toward the graduation credits.

5. For details of the substitute screening rules, please refer to the online course registration system/announcement/system announcement query.

OK Course selection confirmation

Curriculum and Registration Division 03-2652034/2035/2088

1. Students should confirm their course selection results after each course selection.

2. Please check the online course registration system during the course selection period (before September 26, 2023)

3. Course selection ends at 12 P.M. on September 27, 2023. To ensure that your rights are protected, please be sure to check your course on course schedule.

⭐ Physical Education Q&A

Athletic Department 03-2651612

Course Registration Notices about PE course selection: change class, transfer credit, add course etc.

PE required courses (0 credit): From 111-1 semester, undergraduates should take "Freshman PE (I)" and "Sophomore PE interests" (Choose two subjects) before graduation. 4 semesters of required PE courses in total.

PE elective courses (2 credits): Do not count towards graduation credits, welcome every students to take courses according to the plan.

📋 General Education Q&A

General Education Center 03-2656853   https://cge.cycu.edu.tw

General education course selection procedure for dummies

https://www.youtube.com/watch?v=6xYGA0UCDrc&t

General Education for Graduate students

General Education Center 03-2656853

⭐ ELECT

Curriculum and Registration Division 03-2652032/2088

A private university alliance which is formed by 13 excellent universities in Taiwan.

Students in the alliance can apply domestic exchange students, double majors/minors, inter-collegiate course taking and other relevant inter-school collaboration measures. Through inter-school and interdisciplinary cooperation, students can broaden their horizons and be well prepared to connect to the world.

https://reurl.cc/VLa0Vn

🔶 Incentives for Double Major and Minor

Curriculum and Registration Section 03-2652028

Provide incentives for study and completion. Encourage students for interdisciplinary learning.

https://reurl.cc/AA1Mgj

💲 Inquiry about the tuition and fees / Make up for the credit fee

Please print and stamp the tuition and fees payment form.

Payment method: please refer to 112-1 tuition and fees payment notice Payment term： 8/7, 2023 to 9/6, 2023

Payment credit fee: Students of the Institute's third grade or above and in-service master's program, students in the course of education, deferral graduates. (The credit fee will be calculated at 2 credits for PE, Military training courses, English (I) & (II), English Listening and Speaking in Lab (I) & (II), and Business English Conversation (I)&(II).) Retake English Listening and Speaking in Lab must pay language internship fee. Students who have selected some music-related courses (including General Education), are required to pay professional venue equipment maintenance fee or instrument performance guidance fee.

Payment notice

Payment method: Cashier Section 03-2652224

📌 Check/print payment slip

Curriculum and Registration Division 03-2652021/2088

https://itouch.cycu.edu.tw/active_project/cycu2100h_01/cycu_14/atm_parent_login.jsp

Credit Fee Setting: For students who need to set the credit fee. Ex: Deferral graduates who haven't completed course selection, students of the Institute's third grade or above and in-service master's program, students in the course of education and student who need to pay student loan, please read:

https://www.cycu.edu.tw/tuition.html

Payment for Course Add Period after Back to School

If there is any change after the class starts, please go to our system to check the credit fee you should pay next day.

Deadline: 9/28, 2023.   Overdue courses will be withdrawn without objection.

⭐ Graduation Threshold of English Competence and English Required Courses

Language Center 03-2656664

Students admitted to the bachelor's program in the 101 academic year must pass the English proficiency test approved by the university before they are allowed to graduate.

https://ann.cycu.edu.tw/aa/frontend/AnnItem.jsp?sn=44536

Courses Retake Practical English (I), English (I), English Listening and Speaking in Lab (I). Please register online from 8/30, 2023 until 9/6, 2023.

To select "Skills for English Language Testing", English Enhancement Courses and Second Foreign Language Courses.

📋 College of Business：03-2655021

Courses Retake Practical English (III): Since 111-1 semester, the course will be cancelled. Please take "Business English Conversation (I)"to replace the course.

⭐ EMI Courses (English as a Medium of Instruction)

Curriculum and Registration Division 03-2652026/2088

Students enrolled in bachelor's degree programs starting from 104 academic year are required to take 2 EMI courses before graduation.【Excluding English (I)&(II), English Listening and Speaking in Lab (I)&(II), Practical English (I)&(II) and Business School – Business English Conversation (I)&(II), Skills for English Language Testing (except for ALLS students)】

https://ann.cycu.edu.tw/aa/frontend/AnnItem.jsp?sn=48067

112-1 Course Selection Schedule

From 12:10-12:40 P.M. and 16:00-16:30 P.M. every day, Course selection system will be closed during this time. For the rest of time, students can log in to inquiry and use the pre-registration for course schedule, except during the system performing synchronization and program.

Course Pre-registration 1st Stage	Junior, Senior, fifth year students of the bachelor program, deferral graduates 8/2, 2023 09:00-23:59	• The order of registration has nothing to do with the selection of courses • Courses registered for this stage do not mean that you have been selected • Under the same screening order, students with high answer rate in teaching evaluation will be enrolled first. The class answer rate will not be considered. • Students who have taken a general education elective course (excluding college-designated general ethics courses) are not allowed to register another one. • Religion and Philosophy courses: students above Junior (Senior for the Department of Architecture and the Department of Finance and Law) are given priority for screening.
	Sophomore Graduate students 8/3, 2023 09:00-23:59	• Life & Civil & History courses: students above Junior (Senior for the Department of Architecture and the Department of Finance and Law) are given priority for screening.
	All students From 8/4 09:00 to 8/6 23:59	• After 16:30 every day, you can check the number of registrations for each course. • Students who have the status of minor, double major, teacher education program, interdisciplinary course program, employment program, micro program and pre-graduate, students can only take the above-mentioned related courses of their own status.
Check screening results	From 8/9, 2023 9:00 to 8/14, 2023	•8/7 to 8/8 is the homework screening period, and 8/14 09:00 to 13:00 is the course deletion period. The above two periods will completely close the course selection system •Before 8/14 at 8:59 AM, 2023 please drop the courses that clash with other courses or exceed the maximum credit. •Since 8/14 at 9:00 AM, 2023 the system will delete any courses with unqualified credits and have conflicts in schedule (except automatic selection). After 8/14 at 13:00PM, please confirm whether the class has been cancelled due to the above reasons.
Course Pre-registration 2nd Stage	From 8/15 9:00 to 8/17, 2023 16:00	•Screen every day from 8/15,2023 to 8/17,2023 (16:00-16:30) •No registration for conflict courses. •Students who have chosen a PE class (compulsory or elective) are not allowed to register another one. •Students who have taken a military training course are no longer allowed to register another one. •Students under Sophomore (Junior for the Department of Architecture and the Department of Finance and Law) who have taken a general education elective course (excluding college-designated general ethics courses) are not allowed to register another one. •Students above Junior (Senior for the Department of Architecture and the

			Department of Finance and Law) could register the second general extended elective course (containing college-designated general ethics courses) •Students above Junior (Senior for the Department of Architecture and the Department of Finance and Law) could register the second Religion course or Philosophy course. •Screening order, students with high answer rate according to teaching evaluation will be enrolled first. The class answer rate will not be considered. •Students who have the status of minor, double major, teacher education program, interdisciplinary course program, employment program, micro program and pre-graduate, students can only take the above-mentioned related courses of their own status.
	Course query & drop	8/18 9:00 to 8/20 21:00, 2023	•Query screening results, drop courses
Online Course Add/Drop 1st Stage	General courses/ Teacher Education Program	From 8/21 to 8/23, 2023 22:00 to 08:00 (on alternate day)	•Students who register first will be enrolled first, and complement orderly •If the course is full, students have to wait for substitute. Please visit the course selection system to learn more about the process. •Screening order, students with high answer rate according to teaching evaluation will be enrolled first. The class answer rate will not be considered.
	GE/ Physical education/ Military training courses	From 8/23 to 8/28, 2023 22:00 to 08:00 (on alternate days) (Open all day on holidays)	•Students who register first will be enrolled first, and complement orderly •If the course is full, students have to wait for substitute. Please visit the course selection system to learn more about the process. •Students who have chosen a PE class (compulsory or elective) are not allowed to add another one. •Students who have chosen a military training class are not allowed to add another one. •Students who have taken a general education elective course (excluding college-designated general ethics courses) are no longer allowed to add another one •Screening order, students with high answer rate according to teaching evaluation will be enrolled first. The class answer rate will not be considered.
	All courses	From 8/28 22:00 to 8/29 08:00	•Students who register first will be enrolled first, and complement orderly •If the course is full, students have to wait for substitute. Please visit the course selection system to learn more about the process. •Students who have chosen a PE class (compulsory or elective) are not allowed to add another one. •Students who have chosen a military training class are not allowed to add another one. •Students who have taken a general education elective course (excluding college-designated general ethics courses) are no longer allowed to add another one •Screening order, students with high answer rate according to teaching evaluation will be enrolled first. The class answer rate will not be considered.
	Students who have the status of minor, double major, teacher education program, interdisciplinary course program, employment program, micro program and pre-graduate, students can only take the above-mentioned related courses of their own status.		

Query course selection	From 8/29, 2023	Query the result of course selection	

		Course	Opening Unit	Applicant
"CYCU Online Form for course selection" From 8/30 to 9/6. 16:00 ＊For registration period, please refer to the announcement of each Department/ Institute in the area. Each course providing unit should complete the distribution before 9/11.		Courses opened by each department	Each department	1.This semester's transfer student, returning students, students delaying their graduation, fresh graduates, Pre-graduate students 2.minor/double major students and cross - field program students in this semester
		Philosophy of life, Philosophy of religion course	Chaplaincy	This semester's transfer student, returning students and fresh graduates of this semester, deferral graduates.
		General education compulsory course and extended elective course	Center of general education	1.This semester's transfer students, returning students, deferral graduates, and fresh graduates of this semester 2.Students taking Humanities program, innovation and entrepreneurship program, public administration program 3.For exchange students, please refer to the announcement on the official website of the General Education Center
		English (I) Practical English (I) English Listening and Speaking in Lab (I) Low-intermediate Class	Language Center	1. This semester's transfer students, returning students, and fresh graduates of this semester, deferral graduates and students who retake courses in this semester 2. English Listening and Speaking in Lab (I) Low-intermediate Class: The course will only open to students who have taken Low-intermediate Class in freshman year.
		PE course	PE office	1. This semester's transfer student, returning students and fresh graduates of this semester, deferral graduates, overseas Chinese students. 2.Students who want to add second PE class (for new graduates and those who retake the freshmen PE class) 3.Freshmen transfer to special classes(Weight control group, physical disability group, internal disorder group)
		Environmental service learning	Guidance and Counseling Section	This semester's transfer student, returning students and students who retake courses in this semester
Course selection for freshmen		From 9/7 22:00,2023 to 9/9 16:00, 2023	112-1 semester freshman(Graduates, undergraduates, transfer students)	
Online Course Add/Drop 2nd Stage	General courses/ Teacher Education Program	From 9/12 to 9/15, 2023 22:00 to 08:00 (on alternate days)	Students who register first will be enrolled first	
	GE/ Physical education/ Military training courses	From 9/15 to 9/18 22:00 to 08:00 (on alternate days) (Open all day on holidays)	•Students who register first will be enrolled first •A second general education extended elective course is available (Heaven, Human, Thing, Me) •Students who have chosen a PE class (compulsory or elective) are not allowed to add another one.	

	All courses	From 9/18 22:00 to 9/19 8:00	•Students who register first will be enrolled first •A second general education extended elective course is available (Heaven, Human, Thing, Me) •Students who have chosen a PE class (compulsory or elective) are not allowed to add another one.
	\multicolumn{3}{l|}{Students who have the status of minor, double major, teacher education program, interdisciplinary course program, employment program, micro program and pre-graduate, students can only take the above-mentioned related courses of their own status.}		
Course selection deadline	9/19,2023 08:00 A.M.		•Please choose your course carefully
Course selection queries	Open all day from 9/19,2023 to 9/26 ,2023		•Please check your courses in the course selection system •If you have any questions about the course, please contact the opening units by 9/26,2023
Course changes	All the courses (including general education and PE courses) From 9/20, 2023 to 9/26, 2023 (09:00-12:00;14:00-16:00 everyday)		•Only the following conditions will be accepted: (for general courses, please go to the center of general education) 1.Students who have a change in class time, resulting in a conflicted schedule 2.Students whose courses are deleted and need to add additional courses 3.Students who are unable to attend classes because of violation of the department's schedule 4.Students who have proof of illness or accident and have been approved by the dean 5.Students need to add or drop courses after credits have been transferred or waived 6. Students whose study credits do not meet the requirements
Course confirmation	From 9/27, 2023 12:00		•Please confirm the course selection result (Student E-network > Learning footprint > Student course information query)

Remind you that according to the rule 13 of the CYCU school constitution:

The scores of students who have not registered for the course but audit will not be recognized at the end of the semester. For those who have already chosen a course but have not gone through the procedures of withdrawing from the course, the total score of the course shall be calculated with zero.

For related course information such as Minor, Double major, Pre-graduate students, please go to inquire the list of required courses.

For related course information such as Interdisciplinary course program, Employment program and Micro program, please go to inquire Online Course Registration System or CYCU Course Information.