

Rules & Regulations (CCU Year 112 Semester 2 for course registration)

I. Course Registration Dates and Procedure

1. How to log-in?

Visit PCCU website www.pccu.edu.tw and click the item "Course Registration System."

2. For:

- (1) Postgraduates (includes postgraduates who compensate the basic courses of undergraduate) ;
- (2) Students at Daytime Section of undergraduate (includes postponed graduation student and return student)
- (3) Students at Minor at daytime section of undergraduate, Students at Double-major and education program from the undergraduate of continuing education school, 2-year service program

3. Online system operation periods and rules

Preview		2023.12.15 2024.02.28	Students can search and print out "Personal Course Registration Suggestion Sheet" via the Student Area.	
1st Period	Duration	2023.12.18 2023.12.25	12/18 09:00 12/19 07:00	Designate postgraduates (Postgraduates who completed the teacher performance survey only) 【includes the include postponed undergraduate student】
			12/18 13:00 12/29 07:00	All postgraduates 【includes the include postponed undergraduate student】
			12/19 09:00 12/20 07:00	Undergraduate- Designate Senior (the 4 th year student who completed the teacher performance survey only) 【includes the 5 th year student of the department of Architecture and Urban Design】
			12/19 13:00 12/20 07:00	Undergraduate- All 4 th year student 【includes the 5 th year student of the department of Architecture and Urban Design】
			12/20 09:00 12/21 07:00	Undergraduate- Designate Junior (the 3 rd year student who completed the teacher performance survey only)
			12/20 13:00 12/21 07:00	Undergraduate- All 3 rd year student
			12/21 09:00 12/22 07:00	Undergraduate- Designate Sophomore (the 2nd year student who completed the teacher performance survey only)
			12/21 13:00 12/22 07:00	Undergraduate- All 2 nd year student
			12/22 09:00 12/23 07:00	Undergraduate- Designate Freshman (the 1st year student who completed the teacher performance survey only)
			12/22 13:00 12/23 07:00	Undergraduate- All 1 st year student
			12/25 09:00 12/26 07:00	The rest students and who did not do the course register yet

	Notification	<ol style="list-style-type: none"> 1. Students shall read the regulations and rules of course registration, also check on the relative announcements from departments, such as Academic Affairs, faculties, language laboratory, Teacher Training Center, Military Office, or Sport Center Office. The rules are such as "course list for taking on the other department", "higher grades required course", "Credit Limit "and "Pre-study or reserved course" 2. Freshman courses like, "Chinese", "Foreign Language Field", "Language Laboratory", "GE", "Physical Education", "Military Courses" and "Interdisciplinary Program(IP)" are set the limit of class members and others. Please read details of each these course. 3. For the course continuity, students in these cases not allow to change the groups: Required courses in the academic year length, Group Project Courses (like the design class of College of Environment), and Major and Minor Courses of College of Liberal Arts. 4. About the General Education required credits: <ol style="list-style-type: none"> (1) Students have completed 10 credits of the General Education are not allowed to select general education courses in 1st period. If you (1)take a wrong GEC, (2)want to retake computer classes with GE science instead and (3) retake History with designated GE Humanities instead or (4)retake Interdisciplinary Program course, you can bring the correction application form to Academic Affairs Department to make a correction in the first phase class selection. (2) Students are only allowed to choose 2 subjects of General Education for each semester. 5. The course selected occurs the limit of Pre-study or Reserved will be deleted. 6. In the case of same subject run on more than 1 class students could join 1 class only; and all added classes for the same subject will be removed if you against. 7. (1) Students in Education Program, and senior students could take credits up to 30 during this period. Students who are approved to attend minor, double major, and education programs could take credits up to 28. (2) Students should set up the credit types as "Education Program", "Minor", "Double major" or "Basic courses of undergraduate for postgraduate" if the courses taking are belong to those categories. 8. The order of placing the Group Course and over members class students: <ol style="list-style-type: none"> (1)The original class students(including return students) (2) Double-major and minor student on this faculty (3) The postponed graduation student of this faculty (4) Senior of this faculty 【includes the 5th year student of the department of Architecture and Urban Design】 (5) Junior of this faculty (6) Sophomore of this faculty (7) Freshman of this faculty (8) Postgraduates who compensate the basic courses of undergraduate (9) The postponed graduation student from other faculties and in same college (10) The postponed graduation student from other colleges (11) Senior from other faculties and in same college 【includes the 5th year student of the department of Architecture and Urban Design】 (12) Junior from other faculties and in same college (13) Sophomore from other faculties and in same college (14) Freshman from other faculties and in same college (15) Senior from other colleges 【includes the 5th year student of the department of Architecture and Urban Design】 (16) Junior from other colleges (17) Sophomore from other colleges (18) Freshman from other colleges 9. If students want to join for the Special classes like, "Minor", "Double Major", and "Education Program", they shall enroll for these requirement as well.
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	Others	<div>1. After 2024.1.2, students can look the system up for their result of 1st course registration period. If you forgot to register courses in the 1st period, you can process it in the 2nd period.</div> <div>2. The course over the maximum capacity of classroom, 180 students, will allow the department to open the new classes on Saturday. The principle of dividing students into as the group order of register courses.</div> <div>3. Please review and consider of your final list of selected courses. The maximum of withdrawing courses is 2.</div>
The Returned Students, Transfer Students, New Postgraduates		
1st Period		
Duration	2024.02.19 (Monday) 9:00 a.m. ~ 2024.02.20 7:00 a.m. (Tuesday)	
2nd Period		
2nd Period	Duration	2024.02.20 (Tuesday) 9:00 a.m. ~ 2024.02.28 7:00 a.m. (Wednesday) (all students)
	Notification	<div>1. Any courses require for the pre-study or reserved courses will be deleted.</div> <div>2. In the case of same subject run on more than 1 class students could join 1 class only; and all added classes for the same subject will be removed if you against.</div>
	Others	<div>1.If students’ average grade higher than 80 points in last semester, it allows these students to take credits up to 30 in this period.</div> <div>2. Seniors of undergraduate 【includes the 5th year student of the department of Architecture and Urban Design】 reach the required credits of Common Education, 10 credits, could add 2 more courses of general education in this period.</div> <div>3. The vacancies of each classroom or course are limit as its size.</div> <div>4. After 2024.03.04, students can look up the accurate result of the 2nd course registration period.</div> <div>5. Students shall log-in and check on your latest course result.</div>

4. Course Change:

Only students happen these cases can apply to "Manual Course Registration" for changing courses. Students not qualified in the listed cases shall operate by the online system to change course registration during the 2nd period. We do not accept students whose cases against on rules and regulations or the late course registration.

Time	2024. 03. 04 (Monday) 、 2024. 03. 05 (Tuesday) 、 2024. 03. 06 (Wednesday) 9:00 ~ 16:00
Location	Room 1002, 10 Floor, Da En
Cases of Manual Course Registration	<p>According to Term 8 of CCU course registration regulation:</p> <ol style="list-style-type: none"> 1. Students have the time crushed on their selected courses 2. The setting of credits not match the requirement of Term 3 3. The selected courses is cancelation/open new class group or credit defer 4. Not the students affect leads the failure of operating online system
How to apply?	<ol style="list-style-type: none"> 1. Fill in the application form 2. Approval from the course department and dean 3. Submit the application form as the timeline 4. You can search your student area for the result of adding or dropping right away.
Application Form	Download from Academic Department. [Course selection correction application form]

6. After changing courses, such as adding or dropping, students have to log in the Student Area for confirming the changed result of courses and financial balance. Paying the insufficient credit fee or language laboratory fee, the courses you selected will be deleted after the payment deadline.

7. If the cases not listed on the document, it follows CCU relative regulations.

II. Course notes and relevant regulations

Through the online system you could receive more information of your interesting courses, such as course outline, course content, or course registration of operating instructions. According to this "Rules and Regulations" and relative rules from each department group on course registration.

You shall more care for these special following matters. For insufficient items, please refers to CCU course registration laws.

	Notes and relevant regulations	Ask for																					
Study Regulation	<p>1. Some courses require students to take the study course in order, students has to study these courses as the arrangement; only the re-take students could take them simultaneously.</p> <p>2. For experiments and practicum courses, students shall correct their choice courses first or, they will be refused to study on these courses; excluded language courses.</p> <p>3. The required courses of one-year length students must take the same course in their 1st and 2nd semester to complete whole course credit as the concept of the curriculum coherence. If students take one-year length course and only attend one semester or fail at any one semester, it will deny the received credit of this course from the graduation credits.</p> <p>4. Students could have to correct the time-crushed courses. If students fail to correct their course timetable on time, the subject will be graded on “zero.” Also, students who did not follow with their chosen courses /classes, the grade will not be recognized, even you attend on each class.</p> <p>5. Student is not allowed to repeat on studying at the same subjects except to the physical education.</p> <p>6. The courses offered by the “College” can be taken by all students. The passing score for postgraduate studies (non-basic subjects) is 70, and for undergraduate students is 60.</p>	Registrar Section, Academic Affairs Department #11104~11109																					
Credit limit	<p>1.The credit limit in each semester</p> <table><tr><th rowspan="2">Credits</th><th colspan="3">Bachelor</th><th colspan="2">Post-graduate</th></tr><tr><th>Freshman Sophomore Junior</th><th>Senior 【includes the 5th year student of the department of Architecture and Urban Design】</th><th>Over 4th year</th><th>Master</th><th>Doctoral</th></tr><tr><td>At least</td><td>10</td><td>9</td><td rowspan="2">At least 1 subject</td><td>2</td><td>2</td></tr><tr><td>Up to</td><td>25</td><td>30</td><td>12</td><td>9</td></tr></table> <p>2. The undergraduate students have academic grade average is above 80 in previous semester or current in graduate semester, or students be approved to attend minor, double major, and education programs could be up to 28 credits.</p> <p>3. Each faculty will decide the total study credits for the postgraduate students add to take the basic disciplines subjects.</p>		Credits	Bachelor			Post-graduate		Freshman Sophomore Junior	Senior 【includes the 5 th year student of the department of Architecture and Urban Design】	Over 4 th year	Master	Doctoral	At least	10	9	At least 1 subject	2	2	Up to	25	30	12
Credits	Bachelor			Post-graduate																			
	Freshman Sophomore Junior	Senior 【includes the 5 th year student of the department of Architecture and Urban Design】	Over 4 th year	Master	Doctoral																		
At least	10	9	At least 1 subject	2	2																		
Up to	25	30		12	9																		

Intensive English - Postgraduate and Doctoral	<ol style="list-style-type: none"> 1. Course notes : "intensive English: Listening/Speaking", "Intensive English: Reading" Only 200 students will released in the 1st stage of course registration, and only 50 will be allowed the order of priority will be in the list at the end: (A) Doctoral 7-year and Master 4-year. (B) Doctoral 4.5.6-year and Master 3-year. (C) Doctoral 2.3-year and Master 4-year. (D) Doctoral 1-year and Master 1-year. 2. The case of the same priority level students will be decided as the course register time. Students shall confirm the result by online since 2024.1.3 	Registrar Section, Academic Affairs Department #11109
Intensive English - Undergraduate	<ol style="list-style-type: none"> 1. According to the regulation, the undergraduate students enroll from the academic year 100 should pass an official English language proficiency test, take the Intensive English Class I&II or attend the supplementary exam to meet the Language Proficiency requirement. 2. The postgraduate students are not allowed to select Intensive English Class (I) and Intensive English Class (2). 	Registrar Section, Academic Affairs Department #11109
Freshman Chinese	<ol style="list-style-type: none"> 1. Freshmen student will be arranged into the Freshmen Chinese as their literary ability suggested. <ol style="list-style-type: none"> (1) For the "Freshman Chinese", each student has an evaluated Chinese language proficiency level. Students can read their own Chinese language proficiency levels on the above area of the selected course list. Such as, transfer students face no reference level; students can select courses as their own evaluation. (2) The freshman students 'Chinese' as request to adjust level, please process the demand during the course registration periods. Requested students shall receive the signature from their original arranged class teachers on the "Course Correction Form" and status as "Unable to adapt to the current level and must be allocated into the proper level"; then, carry the signed form to visit the Office of Academic Affairs. (3) Please contact the Department of Chinese Literature group, if the students inquire on course content and class teachers. 2. The Freshman Chinese recognize as the semester year-long curriculum. Students shall join with the same class as the principle, nor allow to take disorderly the 2nd semester Freshman Chinese for the first. The special statuses will follow the Terms 5 Article 13 of CCU Course Registration. 	Department of Chinese Literature group #21305 Course Registration Center for Common subject and General Education #18505

Foreign language courses	<ol style="list-style-type: none"> 1. The foreign language courses study only allow to work the language course and language laboratory under the same language. For example, students study the language course, "Foreign: Japanese" shall match practice, "Foreign: Japanese practice." Course code for each language as follows: CB06 JAPANESE CB37 JAPANESE LANGUAGE LABORATORY CB09 KOREAN CB38 KOREAN LANGUAGE LABORATORY CB12 GERMAN CB39 GERMAN LANGUAGE LABORATORY CB15 FRESHMAN FRENCH CB40 FRENCH LANGUAGE LABORATORY CB21 FRESHMAN ENGLISH CB36 ENGLISH CONVERSATION LABORATORY 2. English courses in the foreign language field were divided into A, B, C, D of 4 grades. <ol style="list-style-type: none"> (1) Every student should have an approved elective English proficiency level, students can choose the same level of access classes [English proficiency level in the course list above (body respectively); when no such transfer student grades, students can visualize the extent of their own choice]. (2) Students on the election but not the next election, such as A level students are not optional B or C grade classes, and students are optional C-Class B or Class A Class. (3) Choose their own reelection directly on the network (three). If the level of demand reduction, please enrollment period, after the original grade classroom teachers in the "English level adjustment application" unable to adapt to an endorsement on the signature level, level of proof must fall, Dean of Academic Affairs group to handle. Application forms can be downloaded from the Office of Academic Affairs Academic Affairs website. (4) The foreign language course in the field of Academic Affairs Academic group handle, but students for lectures, classroom teachers have any questions, unknown, please contact the Office of each language , English language courses , please contact the center . 3. The foreign language courses for academic programs in the field to attend the same class as the principle of non- self-change group semesters. The special statuses will follow the Terms 5 Article 13 of CCU Course Registration. 	<p>English / English Laboratory #24405 、 24406</p> <p>Japanese #23205</p> <p>French #23905</p> <p>German #24205</p> <p>Korean #23305</p> <p>Course Registration</p> <p>Center for Common subject and General Education #18505</p>
Physical Education Curriculum	<p>Relevant principles and requirements to attend as Annex.</p>	<p>Department of Physical Education #16602</p>

Liberal areas

1. Student can take two GE Courses selected from Humanities, Social, and Natural course each semester, unless you are the senior student, and have not matched the 10 credit hours GEC, you can take three GECs. If you have taken 10 credit hours GEC, you cannot take the GEC in the first priority. If you take a wrong GEC, want to retake computer classes with GE science instead and retake History with designated GE Humanities instead, you can bring the correction application form to Academic Affairs Department to make a correction in the first phase class selection.

The Substitute Class of History
CEA2: ISSUES OF CHINESE ODERNIZATION
CEA3: HISTORY AND SOCIETIES OF CHINA
CEA4: APPRECIATION OF CHINESE HISTORICAL RELICS
The Substitute Class of Computer
GE <u>Science</u> instead

2. Undergraduate GEC classes are not counted as basic courses for graduate students. To preserve the rights for undergraduate students, first stage of class registration are not open for graduate students. Graduate students can choose their classes on the second stage.
3. Only Chinese, foreign language, and computer information GEC, you can take them from your own department. Beside that, all the GECs held by your own college cannot be counted into your graduated requirement credits. The course held by GEC center can be recognized as GEC requirement credits.
4. Other regulation, please refer to the principles and requirements to attend school " Center for Common subject and General Education website -- <https://uge.pccu.edu.tw/>

Center for
Common
subject and
General
Education
#18505

Interdisciplinary Program(IP)	<ol style="list-style-type: none"> 1. Students who are sophomore on 112 academic year and finalized their own Interdisciplinary Program no need to register for the courses of the Interdisciplinary Program. The courses will be automatically added to students' courses list and students are not allow to drop those Interdisciplinary Program courses. 2. 2nd stage : <ol style="list-style-type: none"> (1)All students who are admitted on 112 academic year can not register for Interdisciplinary Program courses. (2)Students are not allow to drop those Interdisciplinary Program courses in the courses list. (3)Transfer students should register for Interdisciplinary Program courses by themselves after finalized their Interdisciplinary Program. (4)Students who are admitted before 105 academic year and those who are in Global Business Department 2nd grade and above, can add any Interdisciplinary Program courses. 3. Notices : <ol style="list-style-type: none"> (1)Interdisciplinary Program courses are not foundation courses for graduate students. To preserve the rights for undergraduate students, graduate students are not allowed to select those courses. (2)If you have any further questions about Interdisciplinary Program course registration, please come to the Center for Common subject and General Education at 10th floor, Da-en Building. (3)Students with Interdisciplinary Program can only add the courses of their own Interdisciplinary Program. Due to original Interdisciplinary Program is not available anymore, students who haven't completed all courses can only select the designated Interdisciplinary program courses from the same department. 	Center for Common subject and General Education #18505
Business Ethics and the Chinese cultural topics	<ol style="list-style-type: none"> 1. From 1st year to 4th grade undergraduates are required to attend the "class meeting time" for business ethics ad Chinese Cultural topics. This meeting runs 2 hours per month. 2. The list of "class meeting time" will automatically be imported as the class list. The class time and venue will refer to faculty's announcement. 3. Any conditions cause the time conflict on this class meeting time have to visit the academic dept. for arrange. 4. Please check the graduation requirement of this class: https://cur.pccu.edu.tw/var/file/41/1041/img/166/111611858.pdf https://cur.pccu.edu.tw/var/file/41/1041/img/166/HL30.pdf 	Faculties Assistant
National Defense Education military training courses	<ol style="list-style-type: none"> 1. "National Defense Education military training" is the same as the "military training" courses amendments made. 2. The National Defense Education military training is for the semester compulsory subject, no credits; originally set to attend principle. 3. This course is not apply to the foreign and Mainland China students. 	Office of Military Training/14607

Precautions Elective Physical Education Curriculum

Time	Students will be register Elective and Required courses in the same time by school system, which clearly shown subject name, class time and date.
Procedure	<p>The 1st period :</p> <p>(A) "Freshmen": in the first grade, students are not able to choose elective courses, because students must take required courses.</p> <p>(B) " Sophomore - Senior Students " :</p> <ol style="list-style-type: none"> 1. As School Buletin, all sophomore can take 6 elective courses which students interested in, also can take "sport" courses. 2. Please pay attention, when students chose elective courses to avoid mistakes in the future. 3. If in some semester no elective physical education curriculum, just take freshmen physical education curriculum. <p>Second period:</p> <p>Based on first step above, if have any situations when choose courses in the future, please take choose first then upload it in the school system. In the first and second period, students have to choose one physical / sport course, then based on school bulletin 3 working days after second period (2/23 2/26, 2/27) (elective courses list) please choose one sport course, (sport courses form) – this form must download by yourself in the school system and also bring yearly transcript to Da Xiao 503 to register.</p>
General principle	<ol style="list-style-type: none"> 1. The credit of sport courses for bachelor students is zero; every semester at least must attend one course. 2. Do not allow to take same courses in different semester, one course just can take once. 3. Especially for students with disabilities, please take elective self-classes, which provide self-teaching complete with general practice. In addition, all the documents will be submitted to the instructor to do special examination. 4. The elective advanced courses should be able to measure the level of individual athletic skills to reach the instructor rating criteria, without the subjects and foundation or self-assessment. 5. The elective sport courses recommended that the courses completed by primary prerequisite courses before elective advanced courses in the first and second period finish. No special reason are not allowed on it. 6. Office of Academic Affairs (U PRO) opened "badminton" elective courses (2 credits per semester); badminton credit can't change to other courses credit.

Weight (s) Revised Principles	<ol style="list-style-type: none"> 1. Freshmen should take a whole year curriculum, and if you are not pass in first semester, then you have to take that course again in the next semester. 2. Fail at Physical Education curriculum, students may retake within further any semester, not limited to the original subjects. The retake is 1 extra for only. 3. Students who did not take Physical Education curriculum in their 2nd/3rd grade year have to take these 2 in their 4th year and not allow to take 2 subjects of physical education curriculum in in their 3rd grade year at same time. 4. The max of physical education curriculum to the senior students (4th grade-year and extension student) is 2 subjects each semester. 5. To add the extra physical education curriculum should be operate in the 2nd period. Please bring "course list" (subject to completion of a selected physical education),"PE add/delete application form" and "transcript" to visit us. Room 503, Department of Physical Education office, Da Xiao Building Vacancies will appear on the line.
Class venue fees	<ol style="list-style-type: none"> 1. Besides the "Bowling" course, the rest of physical education curriculum happens in Yangmingshan Campus. The class places will be updated in 2 days before the school open. It will announce on the school website home page, sports room website, great filial piety, gymnasium entrance hall and righteous. 2. Bowling Place: Yuan Shan Bowling Hall (Zhongshan North Road, No. 6, paragraph 5, Taipei City TEL: 02-2881-2277). 1st week meeting point: in front of the gymnasium (2nd floor entry) 3. The number of "Bowling" lessons need to charge. 4. To attend a "Swimming and Stand up paddle boarding and core exercise" class, students shall pay for the "campus sport facility fee" NTD 800. "Freshman physical education curriculum" includes 5 weeks swimming lessons and students need to pay for the "campus sport facility fee" NTD 600. If you pay for it, you can use the pool from 5 pm to 10 pm during Monday through Friday and 8a.m. to 5p.m. on weekend and holidays (Please show your student ID). Must wear personal gears (caps, swimsuits, goggles). No the beach pants and white swimming trunks to males. No bikinis or white swimsuits. 5. The class ask the prepare personal equipment: "Judo", "badminton", "table tennis", "tennis", "skating", etc. 6. Anyone have the following health conditions is banned to attend "swimming and Stand up paddle boarding and core exercise class": (A) Suffering from infectious diseases such as sexually transmitted diseases, tuberculosis, skin diseases and eye diseases, such as the short-term can not be cured. (B) Prescribed by a doctor who can not swim, such as heart disease, epilepsy, severe asthma, hypertension, physical trauma.
physical condition	<p>New students who can not attend the Freshman physical education curriculum due to the above condition are expected to pay first. Also, presented to the classroom teachers the certificate from the public hospitals. After this apply to the refund step, the swimming class teacher will carry your transfer to the other physical education class.</p>
Other	<ol style="list-style-type: none"> 1. Any more questions, please visit Room 503, Department of Physical Education office, Da Xiao Building 2. The updates will be announced.