

# Instruction for Online Course Registration



# Course Registration

**Before you start registering your courses, you need to have a student ID to login onto MyCCU system.**

**<https://ecampus.pccu.edu.tw/ecampus/default.aspx>**



Hi,student

Forgot password?

I'm not a student

Log in

## Useful Links

[學生專車時間表](#)

[兵役資訊](#)

[學生平安保險](#)

[學生意見反映](#)

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Course Registration



Calendar



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# MyCCU



Tips

# Student Account → Function → Service → Preferred Courses

中國文化大學 CHINESE CULTURE UNIVERSITY

Hello! My Page Functions Top Announcements Log out

Functions 校園服務 個人檔案 數位學習 常用連結 Service Search

Service Curriculum Info **Preferred Courses** Course Registration Selected Courses ICAS Graduation Steps Course License

> My Preferred Courses List >> Add on the list >>> Course List [Description] [Back]

112 Academic Year, Fall Semester Department of Atmospheric Sciences 4 A7216842 陳鴻禧 CHEN HONG SHI SHUO  
Student Type : General / IP-Securities Investment Upper/Lower Credit Limit : 30 / 0 English Level : D Level Chinese Level : Advanced  
-----Your search rendered 3 results. they will show up in 1 pages. Please select the courses you want to add on.-----

Add	Item Number	Department	Class	Course & Group Code	Course Length	Course Name / Prerequisite	Credits	Professor	Course Times & Classroom	Required / Elective	Course Capacity	Students Enrolled	Seats Vacant
<input checked="" type="checkbox"/>	1	General Class U PGC	0	CE46 05	Semester	SCIENCE OF LIFE English Program	2	FU, MU-CHIN SAI LEUNG NG	1 : 03-04 Ta En 0606	Required	50	0	50
<input checked="" type="checkbox"/>	2	General Class U PGC	0	CEB3 00	Semester	EXPLORING THE UNIVERSE English Program / U9	2	HUANG, LI-JIN	2 : 08-09 Ta Hsien 0108	Required	50	0	50
<input checked="" type="checkbox"/>	3	General Class U PGC	0	CEB5 00	Semester	EUROPEAN MUSIC HISTORY English Program	2	JEUCK SEBASTIAN ANDREAS	3 : 06-07 Ta Hsiao 0709	Required	50	0	50

Add Restart Search

**Before course registration system open,  
put the course you want into the Preferred Course.**

Tips

**Preferred Courses** : Before course registration system open, put the course you want into the Preferred Course, which help course registration speed up

**Student Account**→**Function**→**Service**→**Preferred Courses**

> My Preferred Courses List >> Add on the list >>> Course List

| Description | Back |

112 Academic Year, Fall Semester Department of Atmospheric Sciences 4 A7216842 陳鴻碩 CHEN HONG SHI SHUO

Student Type : General / IP-Securities Investment Upper/Lower Credit Limit : 30 / 0 English Level : D Level Chinese Level : Advanced

-----Your search rendered 3 results. they will show up in 1 pages. Please select the courses you want to add on.-----

Add	Item Number	Department	Class	Course & Group Code	Course Length	Course Name / Prerequisite	Credits	Professor	Course Times & Classroom	Required / Elective	Course Capacity	Students Enrolled	Seats Vacant
<input checked="" type="checkbox"/>	1	General Class U PGC	0	CE46 05	Semester	SCIENCE OF LIFE English Program	2	FU, MU-CHIN SAI LEUNG NG	1 : 03-04 Ta En 0606	Required	50	0	50
<input checked="" type="checkbox"/>	2	General Class U PGC	0	CEB3 00	Semester	EXPLORING THE UNIVERSE English Program / U9	2	HUANG, LI-JIN	2 : 08-09 Ta Hsien 0108	Required	50	0	50
<input checked="" type="checkbox"/>	3	General Class U PGC	0	CEB5 00	Semester	EUROPEAN MUSIC HISTORY English Program	2	JEUCK SEBASTIAN ANDREAS	3 : 06-07 Ta Hsiao 0709	Required	50	0	50

Add

Restart Search

Students can put several same courses in Preferred Courses list

When course registration system open, student can choose "one" to add.

Please note that there is one more step to register courses!!!

Tips

# Student Account → Function → Service → Preferred Courses

The screenshot shows the user interface of the Chinese Culture University website. At the top left is the university logo with the text '中國文化大學 CHINESE CULTURE UNIVERSITY'. To the right of the logo is a blue bar containing a user's name (redacted) and the text ', Hello!'. Further right are navigation links: 'My Page', 'Functions', 'Top Announcements', and 'Log out'. Below this is a teal navigation bar with the word 'Functions' on the left and a search box on the right. In the center of the teal bar are several menu items: '校園服務', '個人檔案', '數位學習', '常用連結', and 'Service'. The 'Service' menu is highlighted with a white box. Below the teal bar is a white area containing a grid of service options. The 'Course Registration' option is highlighted with a blue border, and a black arrow points to it from below. Other options in the grid include Curriculum Info, Preferred Courses, Selected Courses, ICAS, Course Withdraw, Renewal, Online Survey, Graduation Steps, Licensed Software, and Contact Info.

Service			
Curriculum Info	Preferred Courses	<b>Course Registration</b>	Selected Courses
ICAS	Course Withdraw	Renewal	Online Survey
Graduation Steps	Licensed Software	Contact Info	

Click on Course Registration to go  
the Registration Page.

# Course Registration → Login Username & Password



The image shows a login form for course registration. The form is titled "Course Registration" in a stylized yellow font. It features two input fields: "Username" and "Password". The "Username" field is highlighted with a blue border. Below the input fields is a "Login" button and a "forget password" link. To the left of the form is a stack of books. To the right is a yellow callout box with instructions. Below the form is a text box with two numbered points.

## Course Registration

Username

Password

[forget password](#)

**Password= The password of student account**  
**Username: Student Number**  
**Password: Set by yourself**

“

1. In order to safeguard the rights and interests of students and fairness, from now on, students should log in from the specific portal for course selection.
2. Validation of "i'm not a robot" will be applied for those students who were suspected to use unlawful means for course election. Also, the school will impose the necessary punishment on those students.

”

01

# Course Registration → Login Screen: Course List

## Course List = Already enrolled courses

> Course Registration >> List of Course Registration

[List of Course Registration](#) | [Add Courses](#) | [Physical Education Course Selections](#) | [Set Credit Type](#) | [Description](#) | [Rules & Regulations](#)

112 Academic Year, Fall Semester Department of Atmospheric Sciences 4 [Redacted]

Student Type : General / IP-Securities Investment Upper/Lower Credit Limit : 30 / 0 English Level : D Level Chinese Level : Advanced

Select	Item Number	Department	Class	Course & Group Code	Course Length	Course Name / Prerequisite	Credits	Professor	Course Times & Classroom	Required / Elective	Credit Apply Forward	Course Capacity
<input type="checkbox"/>	1	Department of Chinese Music UMACM	3	1339 00	Semester	HISTORY OF WESTERN MUSIC English Program	2	LIEN, HSIEN-LIANG	2 : 03-04 HsiaoFeng 0903	Required	General	0
<input type="checkbox"/>	2	Department of Applied Mathematics USSAM	3	2183 00	Semester	ALGEBRA English Program	3	FUH, CHING-FEN	4 : 08-10 Ta Yi 0406	Elective	General	9

Total Credit : 5

[Drop Courses](#) [Reset](#) [Print](#)



Please read the “Rules & Regulations” carefully before course registration

02

# Q : How to “add” Course ?

A : It has 3 ways to add course

(1)by from My Preferred Course

(2)by Course Search

> [Course Registration](#) >> [List of Course Registration](#)

[| Description](#) [| Rules & Regulations](#)

[| List of Course Registration](#) [| Add Courses](#) [| Physical Education Course Selections](#) [| Set Credit Type](#)

[Choose from My Preferred Courses List](#)  [By Course Search](#)



112 Academic Year, Fall Semester Department of Atmospheric Sciences 4

Student Type : General / IP-Securities Investment Upper/Lower Credit Limit : 30 / 0 English Level : D Level Chinese Level : Advanced

Select	Item Number	Department	Class	Course & Group Code	Course Length	Course Name / Prerequisite	Credits	Professor	Course Times & Classroom	Required / Elective	Credit Apply Foward	Course Capacity
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You haven't added any courses. Please add courses

Host by Registrar Section of the Academic Affairs

If you have any question, please call (02) 2861-0511 ext.11102~11108 · 11112 or mail to [cuafb@dep.pccu.edu.tw](mailto:cuafb@dep.pccu.edu.tw)

# “Add” course

## A : Click→Add course→by from My Preferred Course

> [Course Registration](#) >> [Add Courses](#) >>> [Choose from My Preferred Courses List](#) [| Description](#) [| Rules & Regulations](#)

[| List of Course Registration](#) | [Add Courses](#) | [Physical Education Course Selections](#) | [Set Credit Type](#) | [Choose from My Preferred Courses List](#) | [By Course Code](#) | [By Course Search](#) |

112 Academic Year, Fall Semester Department of Atmospheric Sciences 4 XXXXXXXXXX  
 Student Type : General / IP-Securities Investment Upper/Lower Credit Limit : 30 / 0 English Level : B Level Chinese Level : Advanced

-----Here is the courses on your current My Preferred Courses List. Please select the courses you want to add.-----

Add	Note	Item Number	Department	Class	Course & Group Code	Course Length	Course Name / Prerequisite	Credits	Professor	Course Times & Classroom	Required / Elective	Course Capacity	Students Enrolled	Seats Vacant
<input type="radio"/>		1	General Class U PGC	0	CE03 04	Semester	INTRODUCTION TO EASTERN AND WESTERN ART	2	GRAVESON MARK ADAM	3 : 03-04 Ta En 0502	Required	50	1	49
<input type="radio"/>		2	General Class U PGC	0	CE04 09	Semester	ENVIRONMENT AND ECOLOGY	2	--	2 : 03-04 Ta En 0509	Required	50	0	50
<input type="radio"/>		3	General Class U PGC	0	CE46 05	Semester	SCIENCE OF LIFE English Program	2	FU, MU-CHIN SAI LEUNG NG	1 : 03-04 Ta En 0606	Required	50	0	50
<input type="radio"/>		4	General Class U PGC	0	CEB3 00	Semester	EXPLORING THE UNIVERSE English Program / U9	2	HUANG, LI-JIN	2 : 08-09 Ta Hsien 0108	Required	50	0	50
<input type="radio"/>		5	General Class U PGC	0	CEB5 00	Semester	EUROPEAN MUSIC HISTORY English Program	2	JEUCK SEBASTIAN ANDREAS	3 : 06-07 Ta Hsiao 0709	Required	50	0	50
<input checked="" type="radio"/>		6	Physical Education U PPE	1	0099 30	Full Year	PHYSICAL EDUCATION English Program	0	KUO, YU-HSUAN	3 : 01-02 Non	Required	50	0	50

⟨ Please click to [Rules & Regulations](#) ⟩

**Click : the course you want(only 1 subject)→Add→Check**

**Field Add 「\*」 represent the course already in List, student can't add the course again.**

04

# “Add” course

## A : Click→Add course→by course search

> Course Registration >> Add Courses >>> By Course Search

[Description](#) | [Rules & Regulations](#)

[List of Course Registration](#) | [Add Courses](#) | [Physical Education Course Selections](#) | [Set Credit Type](#)

[Choose from My Preferred Courses List](#) | [By Course Code](#) | **By Course Search**

112 Academic Year, Fall Semester Department of Atmospheric Sciences 4  
Student Type : General / IP-Securities Investment Upper/Lower Credit Limit : 30 / 0

Advanced Search...

College	<input type="text" value="General Education Curriculum"/>	Department	<input type="text" value="General Class (U PGC)"/>
Student Level	<input type="text" value="All"/>	Course Code Group Code	<input type="text"/> <input type="text"/> (Please enter 4-digit course code and 2-digit group code)
Common Subjects and General Education	<input type="text" value="Other General Education"/> Category <input type="text" value="Humanity"/>	Course Name	<input type="text"/> <input type="checkbox"/> Keyword Searching
Required / Elective	<input checked="" type="radio"/> All <input type="radio"/> Required <input type="radio"/> Elective	Professor Name Faculty ID	<input type="text"/> <input type="text"/> (Search by unco...)
Major Type	<input type="text" value="All"/>	Course Type	<input type="text" value="All"/>

**Sample : Search "General Class"**

**College : General Education Curriculum**

**Department : General Class(UPGC)**

**Common Subjects and General Education : Other General Education**

**Category : Humanity , Society , Nature**

**(Please choose any category you want, 2 subjects per semester)**

**Sample : Search "General Class"**

**Course name : Humanity General Class**

**Keywords searching**

**(Please key in any category name you want)**



**Next Steps**

04

# “Add” course

## A : Click→Add course→by course search

> [Course Registration](#) >> [Add Courses](#) >>> [By Course Search](#) | [Description](#) | [Rules & Regulations](#) |

| [List of Course Registration](#) | [Add Courses](#) | [Physical Education Course Selections](#) | [Set Credit Type](#) |

| [Choose from My Preferred Courses List](#) | [By Course Code](#) | [By Course Search](#)

112 Academic Year, Fall Semester Department of Atmospheric Sciences 4 [Redacted]

Student Type : General / IP-Securities Investment Upper/Lower Credit Limit : 30 / 0 English Level : D Level Chinese Level : Advanced

-----Your search rendered 3 results. they will show up in 1 pages. Please select the courses you want to add on.-----

Add	Item Number	Department	Class	Course & Group Code	Course Length	Course Name / Prerequisite	Credits	Professor	Course Times & Classroom	Required / Elective	Course Capacity	Students Enrolled	Seats Vacant
<input type="radio"/>	1	General Class U PGC	0	CE46 05	Semester	SCIENCE OF LIFE English Program	2	FU, MU-CHIN SAI LEUNG NG	1 : 03-04 Ta En 0606	Required	50	0	50
<input checked="" type="radio"/>	2	General Class U PGC	0	CEB3 00	Semester	EXPLORING THE UNIVERSE English Program / U9	2	HUANG, LI-JIN	2 : 08-09 Ta Hsien 0108	Required	50	0	50
<input type="radio"/>	3	General Class U PGC	0	CEB5 00	Semester	EUROPEAN MUSIC HISTORY English Program	2	JEUCK SEBASTIAN ANDREAS	3 : 06-07 Ta Hsiao 0709	Required	50	0	50

Click→the course you want→add course

(Only add 1 course per time)

※ General Course, 2 subjects per semester

05

# “Drop” course

Click→Course List→choose the course you want to drop(only 1 subject)→click Drop course

> Course Registration >> List of Course Registration | Description | Rules & Regulations |

List of Course Registration | Add Courses | Physical Education Course Selections | Set Credit Type |

112 Academic Year, Fall Semester Department of Atmospheric Sciences 4 [Redacted]

Student Type : General / IP-Securities Investment Upper/Lower Credit Limit : 30 / 0 English Level : D Level Chinese Level : Advanced

Select	Item Number	Department	Class	Course & Group Code	Course Length	Course Name / Prerequisite	Credits	Professor	Course Times & Classroom	Required / Elective	Credit Apply Forward	Course Capacity
<input type="checkbox"/>	1	Department of Chinese Music UMACM	3	1339 00	Semester	HISTORY OF WESTERN MUSIC English Program	2	LIEN, HSIEN-LIANG	2 : 03-04 HsiaoFeng 0903	Required	General	100
<input type="checkbox"/>	2	Department of Applied Mathematics USSAM	3	2183 00	Semester	ALGEBRA English Program	3	FUH, CHING-FEN	4 : 08-10 Ta Yi 0406	Elective	General	999

Total credit : 5

Drop Courses Reset Print

Click→Choose the course you want to drop →Drop Course  
(Only can drop 1 course per time)

## Notices :

1. Student can't have 2(or more) courses at same time, or they won't get the credits.