

Instructions on Online Application System Operation for Intercollegiate Course Enrollment of NCKU Students

Login

1. On the login page, please select “NCKU Student” and enter “your student ID number” and “password” (the same login account and password for Cheng-Kung Portal).

2. Application procedures: Specified as shown in the table header.

(1) Basic Information

1. Please enter your mobile phone number and email address, updated if necessary, to facilitate further contacts.
2. **Graduate students** are required to enter the name of the thesis/dissertation advisor (the department chair if no advisor is assigned): Enter name→Search→Select department/institute faculty members.

學生資料	
姓名	性別 男
學號	
系所組別	中國文學系中國文學碩
學制	碩士 年級 一年級
*手機號碼	0111111111
*E-mail	k11111111111@email.ncku.edu.tw
*指導教授	陳建旭 查詢 請選擇
本學期校內選課總學分數	9.0

資料確認時間：2023-06-3

確認

請選擇
工業設計學系-陳建旭-教授
小兒學科-陳建旭-副教授
土木工程學系-陳建旭-教授

(2) Data of External Course Enrollment (Figure A)

- Course-offering school: Please select the current name of the school. For example: National Yangming Chiao Tung University (formerly National Chiao Tung University or National Yangming University).
 - Please select a school from the dropdown list.
 - Please select a school using a keyword search. Do not use a simplified character in place of its distinct traditional counterpart. For example, you may want to enter the Chinese character “臺” instead of its simplified variant character “台” as a keyword.
- Academic system: Please select “Others” for a two-year or five-year junior college.
- Chinese course title:
 - Please select [Course Title Search]: Enter keywords → Click [Search] to select a course with the same title and credit hours.
 - If no course with the same course title or credit hours is found, please select [Search by Typing]: Enter data in the columns of Chinese Course Title, English Course Title and Credit Hours (see **Figure B**)
- Class Time: After entering the course data, please click [Confirm Additional Time Slots] to complete the data entry. You are allowed to enter multiple class time slots.
- Distance Learning Courses: Please note that the credit hours for distance learning courses shall not exceed half of the total credit hours required for graduation.
- Reasons for Course Enrollment:
 - Credits required to be recognized by the major department/institute: As shown in **Figure C**.
 - Credits required to be recognized by other units: As shown in **Figure D**.
 - Others: No credits required to be recognized by NCKU: As shown in **Figure E**.
- Courses not offered by NCKU in this semester: In accordance with Article 2 of NCKU Regulations for Intercollegiate Course Enrollment, **“In principle, NCKU students are allowed to enroll in courses offered by other universities or colleges on the condition that the courses are not offered by NCKU in the current semester.”** Graduating students or deferred students from undergraduate programs shall upload the course syllabus with relevant documents certifying class scheduling conflict.

Figure A

(1) 基本資料維護 (2) 填寫外校課程資料 (3) 課程審核 (5) 完成校際選課詳細 登出

外校課程資料	
開課學校:	002 國立政治大學 <input type="button" value="關鍵字搜尋"/> <small>若您選擇的學校不在列表中，請先與教務處(50157)聯繫後再行動作。</small>
開課學系:	師培中心
開課學制:	<input checked="" type="radio"/> 學士班 <input type="radio"/> 碩士班 <input type="radio"/> 碩士在職專班 <input type="radio"/> 博士班 <input type="radio"/> 其他
中文科目名稱:	<input checked="" type="radio"/> 科目名稱查詢 <input type="text" value="請輸入課程名稱"/> <input type="button" value="查詢"/> <input type="button" value="鄉土體育教學研究[2.0學分]"/> <input type="radio"/> 自填
英文科目名稱:	RESEARCH ON TEACHING FOLK EXERCISE
學分數:	2.0
課程碼:	XX9E100 <small>(本欄位不開放學生填寫)</small>
上課時間:	星期: <input type="text" value="一"/> 時間: 8:00 ~ 10:00 分 <input type="button" value="確定增加時段"/> <input checked="" type="radio"/> 星期一 8:00-10:00
遠距教學課程:	授課時數1/2以上以遠距教學方式進行 <input type="radio"/> 是 <input checked="" type="radio"/> 否
英語授課:	<input type="radio"/> 是 <input checked="" type="radio"/> 否 <input checked="" type="radio"/> 認定為本系學分 <input type="radio"/> 認定為非本系學分(如: 輔系、雙主修、體育、通識、師培...) <input type="radio"/> 其他
修課原因:	選、必修: <input type="radio"/> 必修 <input checked="" type="radio"/> 選修 課程名稱: 體育研究 學分數: 2
為本學期校內未開設之課程:	<input checked="" type="radio"/> 是 <input type="radio"/> 否, 應屆或延畢生, 陳述無法於校內修課原因並檢附相關證明文件併同課程大綱上傳:
課程大綱:	<input checked="" type="button" value="選擇檔案"/> <input type="button" value="未選擇任何檔案"/> <small>僅接受pdf檔案</small>
<input type="button" value="送審"/>	

Figure B

中文科目名稱：	<input type="radio"/> 科目名稱查詢 請輸入課程名稱 <input type="text"/> <input type="button" value="查詢"/> <input type="button" value="v"/>
	<input checked="" type="radio"/> 自填 <input type="text" value="台灣歷史"/>
英文科目名稱：	<input type="text" value="Taiwan History"/>
學分數：	<input type="text" value="3"/>
課程碼：	<input type="text"/> (本欄位不開放學生填寫)

Figure C

修課原因：	<input checked="" type="radio"/> 認抵為本系學分 <input type="radio"/> 認抵為非本系學分 <input type="radio"/> 其他
	選、必修： <input checked="" type="radio"/> 必修 <input type="radio"/> 選修
	課程名稱： <input type="text" value="微積分"/>
	學分數： <input type="text" value="3"/>

Figure D

修課原因：	<input type="radio"/> 認抵為本系學分 <input checked="" type="radio"/> 認抵為非本系學分(如：輔系、雙主修、體育、通識、師培...) <input type="radio"/> 其他
	<input type="radio"/> 認抵為本校輔系、雙主修學分
	<input type="radio"/> 認抵為外校輔系、雙主修學分
	<input type="radio"/> 認抵為領域通識學分
	<input type="radio"/> 認抵為通識語文學分
	<input checked="" type="radio"/> 認抵為教育學程：教育專業課程學分
	<input type="radio"/> 認抵為教育學程：專門課程學分(含第二專長)
	<input type="radio"/> 認抵為體育學分
	<input type="radio"/> 認抵為軍訓學分
	選、必修： <input checked="" type="radio"/> 必修 <input type="radio"/> 選修
	課程名稱： <input type="text" value="公民教育"/>
	學分數： <input type="text" value="2"/>

Figure E

修課原因：	<input type="radio"/> 認抵為本系學分 <input type="radio"/> 認抵為非本系學分(如：輔系、雙主修、體育、通識、師培...) <input checked="" type="radio"/> 其他
	其他： <input type="text" value="興趣選課"/>

8. Submission for Review: If the following window appears after submission for review, it means that the credits taken from externally-enrolled courses have exceeded 1/3 of the total credits taken for the semester, with no further submission for review allowed. According to Article 3 of NCKU Regulations for Intercollegiate Course Enrollment, “NCKU students are allowed to enroll in courses at other schools with a maximum of one-third of the total credits taken for the current semester, which shall be subject to the maximum credits of course enrollment allowed for each semester.”

140.116.165.67 顯示

校際選課學分數總合(13)/校內+校際選課學分數總合(33)應≤1/3

確定

(3) Course Review

1. Click the reviewer list in the [Review Status] section (marked as 1 in the Figure below) to open the [Approval Process] window, where you can check the current review process and comments.
2. When the red text appears in the [Review Status] section (marked as 2 in the Figure below), please upload the designated data files as soon as possible according to the instructions. Before uploading, please merge the data files with the previously uploaded syllabus into a single document to avoid the original uploaded entry being overwritten and lost. After uploading, check the box for [Submission Completed].
3. If the review status remains at [Advisor Review] (marked as 3 in the Figure below, which is a review process specific to graduate students), please remind your advisor to complete the review.
4. If you intend to cancel your application after submission of your course enrollment data, please click [Cancel Submission] (marked as 4 in the Figure below) to pause or stop the application process. Afterwards, you can click [Resubmit] to restart the process from the last saved point, with no need to renew an application.

校際選課系統
成大學生至外校選課之申請作業
National Cheng Kung University

(1) 基本資料維護 (2) 填寫外校課程資料 (3) 課程審核 (4) 核准課程 (5) 完成校際選課明細 退出

【已送審科目明細】各欄位若有紅字出現，請依紅字指示儘速辦理。

功能	科目名稱	學分數	開課學校	開課系所	開課學制	課程大綱(或補充說明)	審核狀態
取消送審	微積分(一)	2	008 國立中央大學	數學系	碩士在職專班	重新上傳	傳真送審前，請將課程大綱(或補充說明)掃描後，請將掃描後之課程大綱(或補充說明)上傳資料。 <input type="checkbox"/> 完成補件
重新送審	微積分	3	008 國立中央大學	數學系	碩士在職專班		傳真送審前，請將課程大綱(或補充說明)掃描後，請將掃描後之課程大綱(或補充說明)上傳資料。 <input type="checkbox"/> 完成補件
取消送審	遠程設計(二)	7					註冊組組長
取消送審	文件人體學	3					教務長核示 1
取消送審	企業管理之法理與實務專題研討二	2					指導教授審核
取消送審	演藝	1					會審單位審核
取消送審	不動產估價實務	3					指導教授審核 3

審核歷程

送出時間	審核時間	審核類別	審核結果	審核說明
2023-07-05 13:22:18		教務長核示	未審	
2023-07-04 13:14:36	2023-07-05 13:22:19	課務組組長	審核完成	
2023-06-30 15:44:33	2023-07-04 13:14:37	課務組承辦人審核	審核完成	
2023-06-30 14:32:31	2023-06-30 15:44:35	註冊組組長	審核完成	
2023-06-30 14:20:14	2023-06-30 14:32:32	註冊組承辦人審核	審核完成	
2023-06-30 14:19:48	2023-06-30 14:20:15	系所審核	同意修課不承認學分	
2023-06-30 14:18:40	2023-06-30 14:19:49	指導教授審核	同意	

教務處課務組 06-2757575 分機 50157 | 計網中心資訊系統發展組 製作 | 版權所

(4) Course Review (Figure F)

1. Click on the chosen text in the [Review Status] section (marked as 1 in Figure F) to understand the course credit transfer status (Figure G).
2. After selecting the course in the [Function] section, click [Generate the Consent Form for Intercollegiate Course Enrollment] (marked as 2 in Figure F) to create the form (Figure H). Take this form to the other school to complete your course enrollment.
3. Upon completion of your intercollegiate course enrollment, click [Upload Files] to upload the acknowledgement receipt of the consent form for intercollegiate course enrollment or other documents certifying that you have completed intercollegiate course enrollment (marked as 3 in Figure F).

Figure F

成功大學 National Cheng Kung University 校際選課系統 成大學生至外校選課之申請作業

(1) 基本資料維護 (2) 填寫外校課程資料 (3) 課程審核 (4) 核准課程 (5) 完成校際選課明細 登出 111 學年度第 2 學期

【已核准科目明細】

功能	科目名稱	學分數	開課學校	開課系所	開課學制	審核狀態	上傳至他校選課完成表件
<input checked="" type="checkbox"/>	運動與健康：初級帆船	1	009 國立中山大學	體育室	學士班	1 已核准	3 上傳檔案
<input type="checkbox"/>	倫理與法學	3	015 東海大學	法律系	碩士班	已核准	上傳檔案

2 產生校際選課同意書

Figure G

審核歷程

送出時間	簽核時間	簽核類別	簽核結果	簽核說明
2023-07-18 10:51:49	2023-07-18 10:52:40	教務長核示(代理人)	同意	
2023-07-18 10:51:28	2023-07-18 10:51:49	課務組組長(代理人)	審核完成	
2023-07-18 10:51:02	2023-07-18 10:51:28	課務組承辦人審核	審核完成	
2023-07-18 10:47:39	2023-07-18 10:51:02	註冊組組長(代理人)	審核完成	
2023-06-30 13:57:12	2023-07-18 10:47:39	註冊組承辦人審核	學生非延畢生或重修	
2023-06-30 13:56:00	2023-06-30 13:57:13	會簽單位審核(體育室)	同意修課並承認學分	
2023-06-30 13:54:13	2023-06-30 13:56:01	系所審核	同意修課不承認學分	

Figure H

國立成功大學 111 學年度第 2 學期校際選課同意書

茲同意本校 都叶系 學士班 學生 (F2))

至貴校 (國立中山大學) 選修下列課程，敬請惠予協助辦理。

課程系(所)	開課學制	課程名稱	學分數	遠距課程	上課時間	台綜大學士班學生
體育室	學士班	運動與健康：初級帆船	1	<input type="checkbox"/> 是 <input checked="" type="checkbox"/> 否	一(8:00至10:00)	<input type="checkbox"/> 重修 <input type="checkbox"/> 延畢 <input checked="" type="checkbox"/> 以上皆非

課務組

回執聯

—開課學校另有提供學生完成選課之證明文件時，本聯則無需核章送回—

貴校學生 (F2)) 業已完成下列校際選課事宜。

課程系(所)	開課學制	課程名稱	學分數	遠距課程	上課時間
體育室	學士班	運動與健康：初級帆船	1	<input type="checkbox"/> 是 <input checked="" type="checkbox"/> 否	一(8:00至10:00)

此致 國立成功大學

開課學校教務處相關單位核章處

(5) Intercollegiate Course Enrollment Completed

1. Intercollegiate course enrollment completed: Upon review and approval of data files for intercollegiate course enrollment by the Curriculum Division, it is confirmed that your intercollegiate enrollment is completed.
2. Click the [Enrolled Courses] section to search for review results from the relevant units.

科目名稱	學分數	開課學校	開課系所	開課學位	審核狀態
建築史學	4	017 輔仁大學	建築學系	碩士班	已選課

送出時間	審核時間	審核類別	審核結果	審核說明
2023-07-05 16:36:08	2023-07-05 16:39:02	教務長核示(代理人)	同意	
2023-07-05 16:35:50	2023-07-05 16:36:10	課務組組長	審核完成	
2023-07-05 16:35:25	2023-07-05 16:35:51	課務組承辦人審核	審核完成	
2023-07-05 16:35:02	2023-07-05 16:35:26	註冊組組長(代理人)	審核完成	
2023-07-05 16:34:33	2023-07-05 16:35:03	註冊組承辦人審核	審核完成	
2023-07-05 16:33:45	2023-07-05 16:34:35	系所審核	同意修課並承認學分	
2023-07-05 16:32:52	2023-07-05 16:33:46	指導教授審核	同意	