

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

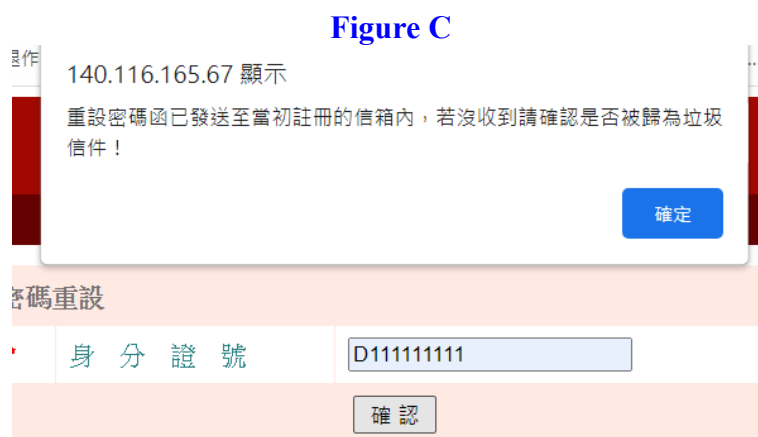
- I. First Login: Click [Apply for Account] in the [Non-NCKU Students] section on the left side of **Figure A**, complete your basic information in **Figure B**, and submit the data and confirm submission to start your course enrollment. While you are allowed not to immediately upload the Consent form for Intercollegiate Course Enrollment Course from your home school, you are required to complete your submission of the form by 5 pm on March 3 (Tuesday). If you fail to submit required data files before the designated submission deadline or if uploaded data files are incomplete, your application for course enrollment will not be accepted for further administration.

**Figure A**

**Figure B**

| 基本資料維護畫面  |  |
|---|--|
| <b>登入資訊</b>                                     |  |
| 身分證號  | <input type="text"/> (請填入正確身份證號，系統登入以此帳號做為驗證)  |
| 密碼  | <input type="password"/>   |
| 密碼確認  | <input type="password"/>   |
| <b>學生資料</b>                                     |  |
| 姓名  | <input type="text"/>   |
| 手機號碼  | <input type="text"/>   |
| 就讀學校  | 001 國立臺灣大學   |
|   | <input type="text"/> 關鍵字搜尋   |
|   | <small>若您的學校不在列表中，請先與本校教務處(2757575#50157)聯繫後再行動作。</small>  |
| 學號  | <input type="text"/>   |
| 系所  | <input type="text"/>   |
| 學制  | 大學   |
| 年級  | <input type="text"/>   |
| E-mail  | <input type="text"/>   |
| <b>所屬學校校際選課同意書</b>                              |  |
| 上傳同意書檔案   | <input type="button" value="選擇檔案"/> 未選擇任何檔案 <small>(僅可上傳一個檔案，若有數張同意書請合併為一個檔案後上傳，僅接受pdf或圖片格式)</small> |
| <small>請注意！各欄位請務必確實填寫，若有錯誤導致無法聯絡時，其實自負。</small> |  |
| <input type="button" value="確認"/>               |  |

- II. Click the [Forgot Password] link in **Figure A**, and the system will guide you to password reset as shown in **Figure C**. After entering and submitting your ID number, a password reset email will be sent to your registered email address. Follow the instructions in the email to reset your password.



### III. Operating Instructions:

#### 1. Basic Data Maintenance:

##### (1) 基本資料維護

Your profile was created when you applied for the account, as shown in **Figure B**. If there are any changes to your personal information, please update your profile here. The Consent Form for Intercollegiate Course Enrollment can be uploaded multiple times, with the last uploaded file used for review. If you have more than two forms, please merge them into one file before uploading submission.

#### 2. Course Selection:

##### (2) 選課

- (I) Click the link marked as 1 in **Figure D**: To understand the location of the [Unit Code] and [Course Serial Number] in the NCKU Course Catalog System.
- (II) Click the link marked as 2 in **Figure D**: This will guide you to the NCKU Course Catalog System to search for courses, as shown in Figure E. If the Course Catalog System shows that the course is 【Full】 or 【Limited to the department students】 , it is recommended that you should not select the course. However, you can apply for other courses, and then the instructor and the course-offering department will review whether to approve the additional selection.
- (III) Course Selection: After entering the [Unit Code] and [Course Number], complete Steps 3-5 as shown in **Figure D** to temporarily save the data files for course selection; then complete Steps 6-7 to submit the course data for review.

Figure D

新增選課暫存

單位代號:  科目序號:  3. 2.

[新增選課暫存](#) [查詢課程](#)

[點我觀看說明](#)

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選課暫存區

| 科目名稱     | 開課單位 | 學系代號 | 開課序號 | 選必修 | 學分數 | 計費學分數 | *選課原因                               | 狀態  | 功能                   |
|----------|------|------|------|-----|-----|-------|-------------------------------------|-----|----------------------|
| 自由車 (男女) | 體育室  | A2   | 201  | 必修  | 0   | 2     | <span style="color: red;">4.</span> | 選課中 | <a href="#">取消選課</a> |

5. 7.

Figure E

| 系所名稱    | 系號+序號<br>課程碼+分班碼<br>屬性碼         | 年級<br>班別<br>組別 | 類別  | 科目名稱(連結課程地圖)<br>備註 0 限選條件                    | 學分<br>選必修 | 教師姓名<br>*主負責老師  | 已選課人數/餘額 | 時間/教室              | 課綱<br>/Moodle      |
|---------|---------------------------------|----------------|-----|--|-----------|---|----------|--------------------|--------------------|
|         | I512700<br>[MED1104]            |                |     | 0 限本系  | 必修        |   |          | 第三講堂               | ▶ Moodle           |
| 醫學系 MED | 15-009<br>A92H400-1<br>[GE2170] | 1              | 人文學 | 生命倫理學 醫學、科技與社會學程(STM)<br>0 限醫學系必修選修<br>0 限本系 | 2<br>必修   | 林鵬展*<br>賴維淑<br>辛致偉<br>吳晉祥<br>薛尊仁<br>王秀雲<br>何宗憲<br>陳剛文<br>張尹凡<br>簡偉明 | 88/4     | [2]3-4 醫學院<br>第一講堂 | ▶ 課程大綱<br>▶ Moodle |
| 醫學系 MED | 15-010<br>I520500<br>[MED1103]  | 1              | 講義  | 普通社會學 醫學、科技與社會學程(STM)<br>0 限醫學系選修<br>0 限本系   | 2<br>必修   | 黃于玲*  | 87/額滿    | [2]1-2 醫學院<br>第一講堂 | ▶ 課程大綱<br>▶ Moodle |

### 3. Course Review:

#### (3) 課程審核

To track the general review process: **Instructor** → **Course-offering unit** → **Curriculum Division**. If you see a red text on the screen (marked by the green box in Figure F), please address the problem immediately to avoid affecting your rights to course enrollment.

- (I) Text marked as 1 in Figure F: The red text in the [Review Status] section indicates that the consent form for course enrollment from your home school is not uploaded. Please upload the form on the page of Basic Data Maintenance (click the link marked in green in Figure B).
- (II) Text marked as 2 in Figure F: According to the instruction, please contact the course instructor to receive approval for course enrollment.
- (III) Text marked as 3 in Figure F: According to the instruction, please contact the course instructor to receive the consent form for course selection and upload the form here. Since course review is administered online, a red text will not appear unless the course instructor sets a specific requirement.
- (IV) Text marked as 4 in Figure F: Please click here to cancel course selection during the review process.

Figure F

【已送審科目明細】 各欄位若有紅字出現，請依紅字指示做處理

| 功能                      | 科目名稱   | 開課單位   | 學系代號 | 開課序號 | 選必修 | 學分數 | 計費學分數 | 上傳授課教師同意文件<br>(非必要，有上傳資料與學系可代教師審理)                    | 審核狀態                                    |
|-------------------------|--------|--------|------|------|-----|-----|-------|---|---|
| 4. <a href="#">取消送審</a> | 音樂文化導引 | 通識中心   | A9   | 002  | 必修  | 2   | 2     | <input type="button" value="上傳檔案"/>                   | 2. 請洽授課老師，徵詢同意<br>授課教師審核中               |
| <a href="#">取消送審</a>    | 音樂劇研究  | 藝術所    | K4   | 002  | 選修  | 3   | 3     |   | 1. 請於步驟(1)基本資料維護處上傳本課程所屬學校同意書<br>課務組審核中 |
| <a href="#">取消送審</a>    | 音樂劇研究  | 戲劇碩士學程 | K8   | 010  | 選修  | 3   | 3     | 3. 請上傳教師同意選課文件<br><input type="button" value="上傳檔案"/> | 授課教師審核中                                 |

教務處課務組 06-2757576 分機 60157 | 計網中心資訊系統發展組 製作 | 國立成功大學 版權所有 © NCKU All Rights Reserved.

4. Approved Courses:

**(4) 核准課程**

Upon review and approval of courses, credit fees can be paid in installments. Select the courses you intend to pay for (as shown in Figure G) and click [Generate ATM Payment Account]. While you are allowed to generate multiple payment slips for approved courses, please do not pay for the same course multiple times.

Figure G

【已核准科目明細】

| 勾選科目                                | 審核狀態 | 科目名稱 | 開課單位 | 學系代號 | 開課序號 | 選必修 | 學分數 | 計費學分數 | 單科費用   |
|-------------------------------------|------|------|------|------|------|-----|-----|-------|--------|
| <input checked="" type="checkbox"/> | 待繳費  | 結構實驗 | 土木所  | N6   | 321  | 選修  | 3   | 3     | 14,100 |
| <input type="checkbox"/>            | 待繳費  | 專題討論 | 護理所  | T2   | 013  | 必修  | 0   | 1     | 1,600  |

5. Print Payment Slips:

**(5) 列印繳費單**

You can choose to make payments via ATM transfer (including online banking transfer) or at the counter (as shown in Figure H). Please be reminded not to pay for the same course twice.

- (I) ATM transfer or online banking transfer: Confirm whether the course title is correct, and complete the transfer within the designated payment period according to the bank code, payment number and payment amount on the ATM payment slip (as shown in Figure I).
- (II) Counter payments: You are allowed to make counter payments (with payment slips as shown in Figure J) at the Bank of Taiwan only. Other financial institutions are not designated by NCKU for counter payments.

Figure H

【繳款科目明細】

| 繳費單號             | 功能  | 課程名稱   | 開課單位 | 學系代號 | 開課序號 | 選必修 | 學分數 | 計費學分數 | 單科費用  |
|------------------|---|--------|------|------|------|-----|-----|-------|-------|
| 3141002120550053 | <a href="#">列印ATM繳費單</a><br><a href="#">列印臨櫃繳費單</a> | 撞球(男女) | 體育室  | A2   | 226  | 必修  | 0   | 2     | 2,040 |

Figure I

國立成功大學110學年度第1學期  
外校生校際選課ATM繳費單

※ATM轉帳繳費台灣銀行代號：004 繳款編號：3141072120550051  
繳款期限：1101112 09:00 ~ 1110813 17:00

列印日期及時間：2022/8/1 14:11:00

學生基本資料

|    |  |      |  |
|----|--|------|--|
| 學校 |  | 系所學制 |  |
| 學號 |  | 姓名   |  |

選課資料

| 課程名稱      | 開課單位 | 必(選)修 | 學分數 | 計費學分數 | 單科費用  |
|-----------|------|-------|-----|-------|-------|
| 體適能運動(男女) | 體育室  | 必修    | 0.0 | 2.0   | 2,040 |
| 專題討論      | 護理所  | 必修    | 0.0 | 1.0   | 1,600 |

**總金額：3,640**

附註一：請確認上述課程為您所欲報名科目，再至ATM轉帳繳費，30分鐘後您可以上網點選【完成繳費課程】瀏覽已報名科目之現況，繳費完成者方完成校際選課報名手續。

Figure J

國立成功大學110學年第1學期校際選課報名  
臺灣銀行臨櫃繳費單

第一聯：繳款人收執聯

|   |                  |      |
|---|------------------|------|
| 銷帳編號：                                       | 3141502120550064 | 收訖戳印 |
| 繳費金額：                                       | 新台幣 14100 元整     |      |
| 繳費說明：請保留以便備查或申請退費                           |                  |      |
| 繳費時間：自 110年11月12日 09:00 ~ 111年8月13日 17:00 止 |                  |      |
| 請至臺灣銀行各分行繳款                                 |                  |      |

國立成功大學110學年第1學期校際選課報名  
臺灣銀行臨櫃繳費單

第二聯：收款單位收執聯

|             |   |      |
|-------------|---|------|
| 銷帳編號：       | 3141502120550064  | 收訖戳印 |
| 繳費金額：       | 新台幣 14100 元整  |      |
| 代收類別：       | 131418  |      |
| 交易代號：       | G6101   |      |
| 請至臺灣銀行各分行繳款 |   |      |
| 認證碼：        |  |      |
| 經辦：         | 會計：   | 主管：  |

## 6. Print Your Course Enrollment and Payment Certificate:

### (6) 完成繳費課程及列印證明單

- (I) Upon completion of your course payment, click [Print the Intercollegiate Course Enrollment and Payment Certificate] as shown in **Figure K** to have the certificate (**Figure L**) printed and submitted to your home school. It certifies that you have completed the NCKU-designated procedures for intercollegiate course enrollment, with no need for NCKU to seal the consent form from your home school.
- (II) At the end of the semester, course grades are available for inquiry. Final grades will be recorded by NCKU Division of the Registrar's and sent in an official letter to your home school.

**Figure K**

【選課資料狀態查詢】

| 課程名稱      | 開課單位     | 學系代號 | 開課序號 | 選必修 | 學分數 | 成績 | 臨時學號      |
|-----------|----------|------|------|-----|-----|----|-----------|
| 體適能運動(男女) | 體育室      | A2   | 208  | 必修  | 0   |    | XX1101001 |
| 適應體適能     | 體育室      | A2   | 209  | 必修  | 0   |    | XX1101001 |
| 防身術(男女)   | 體育室      | A2   | 312  | 必修  | 0   |    | XX1101001 |
| 拳擊有氧(男女)  | 體育室      | A2   | 313  | 必修  | 0   |    | XX1101001 |
| 專題討論      | AMBA碩士學程 | RD   | 101  | 選修  | 0   |    | XX1101001 |

列印校際選課明細及繳費證明單

**Figure L**

## 國立成功大學110學年度第1學期 外校生校際選課及繳費證明單

學校：  
系所：  
學制：  
學號：  
姓名：

| 課程名稱      | 開課單位     | 必(選)修 | 學分數 | 單科費用  |
|-----------|----------|-------|-----|-------|
| 體適能運動(男女) | 體育室      | 必修    | 0   | 2,040 |
| 適應體適能     | 體育室      | 必修    | 0   | 0     |
| 防身術(男女)   | 體育室      | 必修    | 0   | 0     |
| 拳擊有氧(男女)  | 體育室      | 必修    | 0   | 0     |
| 專題討論      | AMBA碩士學程 | 選修    | 0   | 0     |

注意事項：

1. 上列課程已完成選課繳費程序，除開課人數不足停開外，不得辦理退費。
2. 如有選修電腦或語言教學課程，應另繳實習費。
3. 本證明單茲證明學生已完成本校校際選課程序，不另行於貴校申請單上核章。

