

Course Selection Guideline

Online Course Registration System: <https://csys.cycu.edu.tw/>

Teaching Evaluation

The Center of Teaching Professional Ethics Development 03-2652096

Answer Time : From 12/14, 2020 to 1/10, 2021

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 12/8, 2020

https://itouch.cycu.edu.tw/active_system/CourseQuerySystem/eng/

Relative regulation/ information for courses

Curriculum and Registration Division 03-2652035/2088

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 ” .
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.

2nd stages of course pre-registration + 2nd stages of online course add/drop

Course selection confirmation

Curriculum and Registration Division 03-2652035/2088

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 (by March 4, 2021)
3. Course selection ends at 12 P.M. on March 5, 2021. To ensure that your rights are protected, please be sure to check your course on itouch/ academic/course schedule.

General Education Q&A

Center for General Education 03-2656853

<https://cge.cycu.edu.tw>

General education course selection procedure for dummies

<https://youtu.be/zohj7sdsjHo>

Readmitted Student

Curriculum and Registration Division 03-2652035/2088

1. Please contact the department office for required courses.
2. Practical English, Listening and Speaking in Lab should follow the regulations of Course Selection Guideline and register online.
3. For the rest of the courses: Please follow the regulations of on-site course selection and contact the department of curriculum.

ELECT

A private university alliance which is formed by 12 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.

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

Please print and stamp the tuition and fees payment form. (No mail service will be provided. Please provide the receipt on the registration date for inspection).

Payment method: please refer to 109-2 tuition and fees payment notice

Payment term: 1/11,2021 to 2/17,2021

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 and military training courses.)

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

[please complete payment before registration]

<https://ann.cycu.edu.tw/aa/frontend/AnnItem.jsp?sn=31773>

Check/print payment slip

Curriculum and Registration Division 03-2652021/2088

Course selection and amount setting: Students who need to pay fee or student loan, and the course selection has not been confirmed yet.

Remember fill in the amount of credit fee application online.

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

Make up the credit fee

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

Deadline: 3/8,2021

Overdue courses will be withdrawn without objection.

[Please refer to the 109-2 notice on the additional credit fee]

<https://ann.cycu.edu.tw/aa/frontend/AnnItem.jsp?sn=31773>

Graduation Threshold of English Competence

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 (II), (except business school, department of ALLS, department of ACLL) English (II), English Listening and Speaking in Lab (II) and Skills for English Language Testing, please register online. (from now until 2/22, 2021 17:00)

<https://ann.cycu.edu.tw/aa/frontend/AnnItem.jsp?sn=30427>

College of Business : 03-2655021

Courses Retake Practical English (II), Practical English (IV), Please register online. (from now until 2/25, 2021 17:00)

https://docs.google.com/forms/d/e/1FAIpQLSdVVPPhDMTqziGTBkFABs0M-RxZG__0zydg7EpBzP_dPrbIfdA/viewform

Select Second Foreign Language Courses

Language Center 03-2656664

Are you going to **exchange or study abroad**? Language center offers multiple foreign language elective courses. Lets' start from the basics!

<https://ann.cycu.edu.tw/aa/frontend/AnnItem.jsp?sn=38856>

EMI Courses (English as a Medium of Instruction)

Curriculum and Registration Division 03-2652026/2089

Students enrolled in bachelor's degree programs starting from 104 academic year are required to take **2 EMI courses** (excluding English, English Listening and Speaking in Lab, practical English(I)&(II) and business school practical English 1 to 4 before graduation).

<https://ann.cycu.edu.tw/aa/frontend/AnnItem.jsp?sn=42176>

Physical Education

Athletic Department 03-2651612

109-2 Course Registration Notices about PE course selection:change class,transfer credit,add course etc.

<https://ann.cycu.edu.tw/aa/frontend/AnnItem.jsp?sn=34525>

109-2 Course Selection Schedule

From 12:10-12:40 P.M. and 16:00-16:30 P.M. everyday. Course selection system **will be closed** during this time

Course Pre-registration 1 st Stage	Senior, fifth year students of the bachelor program, deferral graduates, graduate students From 12/16,2020 09:00-13:30	<ul style="list-style-type: none"> The order of registration has nothing to do with the selection of courses After 16:30 every day, you can check the number of registrations for each course Courses registered for this stage do not mean that you have been selected Screening order, students with high answer rate according to teaching evaluation will be enrolled first 		
	Sophomore, Junior, graduate students From 12/16,2020 14:00-18:30			
	All students From 12/16,2020 18:30 to 12/17,2020 23:59			
Check screening results	From 12/21,2020 09:00 to 12/22,2020 23:59	<ul style="list-style-type: none"> Before 12/22,2020, please drop the courses that clash with other courses or exceed the maximum credit Since 12/23,2020 9:00 the system will delete any courses with unqualified credits and have conflicts in schedule (except automatic selection). Please confirm whether the class has been cancelled due to the above reasons 		
Course Pre-registration 2 nd Stage	From 12/28,2020 09:00 to 12/30,2020 16:00	<ul style="list-style-type: none"> No registration for conflict courses Students who have chosen a PE class are not allowed to register another one Students who have taken a military training course are no longer allowed to register another one Students who have taken a general education elective course (Heaven, Human, Thing, Me) are not allowed to register another one Screening order, students with high answer rate according to teaching evaluation will be enrolled first Screen everyday from 12/28,2020 to 12/30,2020 (16:00-16:30) 		
Course query & drop	12/31,2020 09:00 to 1/4, 2021	<ul style="list-style-type: none"> Query screening results, drop courses 		
Online Course Add/Drop 1 st Stage	From 1/5 to 1/8, 2021 22:00 to 08:00 (on alteruate day)	<ul style="list-style-type: none"> 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 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 (Heaven, Human, Thing, Me) are no longer allowed to add another one Screening order, students with high answer rate according to teaching evaluation will be enrolled first 		
Query the result of course selection	From 1/13,2021	Query the result of course selection		
On-site course selection 2/22,2021 (Registration day) 09:00-12:00; 13:30-16:00 (For those who meet the requirements, please fill in the course selection form at the location)	Please refer to the announcement of the opening unit in terms of the following information			
	Course	Opening Unit	Location	Applicant
	PE course	PE office	Gymnasium Curriculum Section	This semester's transfer student, exchange students, overseas Chinese students, returning students, students delaying their graduation(those who retake the freshmen PE class should participate in the course first), students who want to add second PE class (for fresh graduates who have to take freshmen PE class)
	Philosophy of life,Philosophy of religion course	Chaplaincy	The first floor of the middle building in Holistic Village	Transfer students, returning students and fresh graduates of this semester, deferral graduates.
	Environmental service learning	Guidance and Counseling Section	The third floor of Dickson Lee Hall	Transfer students, returning students and students who retake courses in this semester
	Courses opened by each department	Each department	Department office	Transfer students, returning students, students delaying their graduation, fresh graduates, minor/double major students and cross - field program students in this semester
	General education compulsory course and extended elective course	Center of general education	Room 813, south building, Holistic village	This semester's transfer students, returning students, students delaying their graduation, students taking Humanities program, innovation and entrepreneurship program, public administration program ※For new graduates and exchange students, please refer to the official website of the general education center
Online Course Add/Drop 2 nd Stage	From 2/23,2021 to 2/26,2021 (From 09:00 to 21:00 everyday)	<ul style="list-style-type: none"> Only for your course selection queries 		
	From 2/23,2021 to 3/2,2021 22:00 to 08:00 (on alternate days) (Open all day on holidays)	<ul style="list-style-type: none"> A second general education extended elective course is available (Heaven, Human, Thing, Me) Students who register first will be enrolled first 		
course selection deadline	3/2,2021 08:00 A.M.	<ul style="list-style-type: none"> Please choose your course carefully 		
course selection queries	Open all day from 3/2,2021 to 3/4,2021	<ul style="list-style-type: none"> Please check your courses in the course selection system If you have any questions about the course, please contact the opening units by 3/4,2021 		
Course changes	All the courses (including general education and PE courses) From 3/2,2021 to 3/4,2021 (09:00-12:00;14:00-16:00 everyday)	<ul style="list-style-type: none"> 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 		
Course confirmation	Since 3/5, 2021 12:00	<ul style="list-style-type: none"> 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.