Online Course Registration System
User Guide
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Route

一般選課系統
Online Course Registration System
Course Registration Instructions

- Add / Drop courses
  - Add course / Drop course
- Check courses
  - Query course / Class Schedule
- Class schedule
  - Course Selection Help / Present semester's course / Previously offered classes
- Teacher Evaluation Form
  - Fill in Teacher Evaluation Form / Lucky draw / Look up Teacher Evaluation Form Results
- Teacher Appraisal Survey
- Query course outline
- Change personal information
  - Change password / Change E-mail address / Change personal URL
  - Change Supervisor / Supervisor
- Leave Course Selection System
- Reset personal preferences

Add and Drop Course
• Please make sure you understand the core requirements of your majors (undergraduate student) or curriculum and regulations of your programs (graduate students)
Emulator:
Emulator is like “Shopping cart”. You can put the course you are interested in first before the official course registration (Emulator is for planning use only, there will be no schedule conflict/restriction check).

Regist course:
Regist course is like “Checkout”. You need to add courses to your “regist list”. You may not be able to register a course if it conflicts with another course. If you see “Limited”, it means you are currently not eligible for the course registration. Please contact the Dept. offering the course for further information and assistance.
Emulator:
Step1. Choose "Department of course offering"
Step2. Choose the course you would like to register
Step3. Click 「+」
Step4. Click 「Add to my wishlist」
Step 5. Your class wishlist

Step 6. If you want to remove a course from your wishlist, click “x” and then click “remove from my wishlist”
Regist Course

Step 7. When you finished your course planning, click “Regist course”

Step 8. Click “show wishlist”, and you can find courses you plan to register at the bottom

Step 9. Click “add+” to add course you would like to register

Step 10. Click “add” again, and the course will be on your regist list
You can find the courses you registered on the regist list. If you would like to drop a course, please click “Drop” or “Cancel”.
If you cannot add/drop courses due to special circumstances, please go to Division of Curriculum’s website, download and fill out “Online Course Add and Drop Application Form”.
If the course shows "Limited", it means you are currently not eligible for the course registration. Please contact the Dept. offering the course for further information and assistance.
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• Click “My class schedule”, and you can find your course timetable
Cross-college Course Taking

- Application procedure: please select “Cross-college Course” through the Online Course Selection System and search for the course you need. If the course is already present in the list, please add it directly; if the course is not listed, please “add” new course information and then print the “Cross-college Course Taking Application Form” in order to finish this step of the procedure. After printing out your application, the procedure flow is as follows: (1) obtain the signature of your advisor (2) obtain the signature of the chairman of the department (3) go to NYCU Curriculum Division (4) obtain the signature of the course instructor (5) obtain authorization from the department that offers the course (6) go to Curriculum Division of the other university (not NYCU) (7) go to the Cashier’s Office of the other university (not NYCU) (8) go to NYCU Curriculum Division again.
Confirm Courses Status

- Please 『confirm courses status』 and 『query course status』 on the online course registration system to make sure all courses selected are correct before the course registration deadline.