

# Chung Yuan Christian University 2024-2025 Academic Year (Spring Semester)

## Course Registration from 12/11, 2024 to 2/24, 2025 8:00 A.M.

The maximum credit limit for students to take will increase to 25 credits per semester. (Paragraph 1&2, Article 18 of the Chung Yuan Christian University Academic Regulations)

Online Course Registration System <https://myself.cycu.edu.tw/#/login>

## Course Selection Guideline

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### Notices

1. The 1st stage Course Pre-registration in portion of courses and the order of registration has nothing to do with the selection of courses.
  2. During the 1st stage Course Pre-registration, the screening principle for Religion & Human Philosophy and Citizenship & History courses is that juniors and above (including Senior for the Department of Architecture and the Department of Finance and Law) are given priority
  3. During the 2nd stage Course Pre-registration, the system is open to students who are juniors and above (including Senior for the Department of Architecture and the Department of Finance and Law) can enroll the second Extended General education elective course (containing college-designated general ethics courses) and the second Religion Philosophy or Human Philosophy.
  4. Both the 1st and 2nd stage of course selection will be divided into three period and implement the diversion, which are as follows: (1) General courses/Teacher Education Program; (2) GE/Physical education/Military training courses; (3) All courses.
  5. The application of "CYCU Online Form for course selection" is from 1/9 to 1/17. Each course providing unit should complete the distribution and post on the course selection system before 2/16, 2025.
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### Teaching Evaluation

The Center of Teaching Professional Ethics Development 03-2652096

Answer Time : From 12/9, 2024 to 1/5, 2025

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### Course Search

Curriculum and Registration Division 03-2652031/2088

Query time : From 12/4, 2024

[https://itouch.cycu.edu.tw/active\\_system/CourseQuerySystem/eng/](https://itouch.cycu.edu.tw/active_system/CourseQuerySystem/eng/)

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### Relative regulation/ Information for course selection

Curriculum and Registration Division 03-2652034/2035/2088

Two stages of course pre-registration + Two stages of online course add/drop

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”. The class answer rate will not be considered.
  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/announcement/system announcement query.
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## Course selection confirmation

Curriculum and Registration Division 03-2652034/2035/2088

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 (before March 3rd, 2025)
  3. Course selection ends at 12 P.M. on March 4th, 2025. To ensure that your rights are protected, please be sure to check your course on course schedule.
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## Physical Education

Athletic Department 03-2651612

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

Physical education compulsory courses (0 credits): Starting from the 2013 academic year, bachelor's degree students must complete "Freshman Physical Education I" and "Freshman (Second Semester) to Sophomore Interest Physical Education" and choose three subjects before graduation, for a total of 4 semesters of required physical education courses.

\*Since the "Physical Education 2" course is no longer offered, those who have completed the Physical Education 2 course can apply for a hobby sports course.

PE elective courses (2 credits): Do not count towards graduation credits, welcome every student to take classes according to the plan.

Course Selection Instructions:

Freshman (First Semester): Enroll in the "Physical Education I" course, which is taken with your assigned class.

Freshman (Second Semester) to Sophomore: Students may freely select physical education courses based on their interests. A total of 3 semesters must be completed.

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## General Education Q&A

General Education Center 03-2656853 <https://cge.cycu.edu.tw>

General education course selection procedure for dummies

<https://www.youtube.com/watch?v=nwfKSsevRlo>

General Education for Graduate students

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## ELECT

Curriculum and Registration Division 03-2652032/2088

A private university alliance which is formed by 13 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.

<https://reurl.cc/1YkADX>

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## Incentives for Double Major and Minor

Curriculum and Registration Section 03-2652028

Provide incentives for study and completion. Encourage students for interdisciplinary learning.

<https://reurl.cc/9rb2yd>

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

Cashier Section 03-2652224

Payment term: 1/13 (Mon.), 2025 to 2/12(Wed.), 2025

Payment method: please refer to 113-2 tuition and fees payment notice

Check/print payment slip

[https://itouch.cycu.edu.tw/active\\_project/cycu2100h\\_01/cycu\\_14/atm\\_parent\\_login.jsp](https://itouch.cycu.edu.tw/active_project/cycu2100h_01/cycu_14/atm_parent_login.jsp)

### **Credit Fee Setting**

Curriculum and Registration Division 03-2652021

1. For taking 10 credits or more are required to set the full tuition and fees : Deferral graduates who haven't completed course selection, and in-service master's program, students of the Institute's third grade or above.

2. Students in the course of education

<https://www.cycu.edu.tw/tuition.html>

### **Payment for Course Add Period after Back to School**

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

Deadline: 3/3(Mon.), 2025. Overdue courses will be withdrawn without objection.

### **Refund procedure for tuition and miscellaneous fees**

Accounting Office 03-2652415

After the conclusion of the Course Selection period, the final course selection and tuition fees will be calculated. Excess payments will be refunded and the deficiencies need to be made up. The accounting office will handle the refund process by the end of March.

\* For payment regulations, please refer to the following website. <https://reurl.cc/nLbDre>

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## Graduation Threshold of English Competence and English Required Courses

Language Center 03-2656664

English Graduation Threshold: Undergraduate students must pass an English proficiency test approved by the university to be eligible for graduation. For detailed regulations, please refer to the URL.

Courses Retake Practical English (II), English (II), English Listening and Speaking in Lab (II): Courses with remaining seats (not limited to your department) can be registered through the Course Selection System starting from the first phase. Students wishing to enroll in "Low-intermediate classes" must register via the "CYCU Online Form for Course Selection" in the Course Selection System. (Limited to students with an admission English proficiency test score of 6 or below.

Application for Required English Courses Exemption (English I, II; English Listening and Speaking I, II; Practical English I, II): Students who are exempt from these courses must still make up the credits to ensure they meet the graduation credit requirements and avoid being unable to graduate..

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### College of Business: 03-2655021

Courses Retake Practical English (IV): Since 111-1 semester, the course will be cancelled. Please take "Business English Conversation (II)" to replace the course.

Application time: Please register online from now to 2/21(Fri.) at noon, 2025.

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## EMI Courses (English as a Medium of Instruction)

Curriculum and Registration Division 03-2652026/2088

Students enrolled in bachelor's degree programs starting from 104 academic year are required to take 2 EMI courses before graduation. 【Excluding English (I)&(II), English Listening and Speaking in Lab (I)&(II), Practical English (I)&(II) and Business School – Business English Conversation (I)&(II), Skills for English Language Testing (except for ALLS students)】 <https://ann.cycu.edu.tw/aa/frontend/AnnItem.jsp?sn=48067>

## 113-2 Course Selection Schedule

From 12:10-12:40 P.M. and 16:00-16:30 P.M. every day, Course selection system will be closed during this time. For the rest of Course selection stage, students can log in to inquiry and use the pre-registration for course schedule, except during the system performing synchronization and program.

Pre-registration for Course Schedule	From 12/4	<ul style="list-style-type: none"> <li>The Pre-Schedule Timetable function can be accessed and operated through the Course Selection System.</li> <li>The courses in the pre-scheduled timetable are for scheduling reference only and do not represent registered or successfully selected courses.</li> </ul>
Course Pre-registration 1st Stage	Junior, Senior, fifth year students of the bachelor program, deferral graduates 12/11, 2024 09:00-23:59	<ul style="list-style-type: none"> <li><b>The order of registration has nothing to do with the selection of courses</b></li> <li>Courses registered for this stage do not mean that you have been selected</li> <li>Under the same screening order, students with high answer rate in teaching evaluation will be enrolled first. The class answer rate will not be considered.</li> <li>Students who have taken a general education elective course (excluding college-designated general ethics courses) are not allowed to register another one.</li> </ul>
	Freshmen, Sophomore Graduate students 12/12, 2024 09:00-23:59	<ul style="list-style-type: none"> <li>Religion and Philosophy courses: students above Junior (Senior for the Department of Architecture and the Department of Finance and Law) are given priority for screening.</li> <li>Life &amp; Civil &amp; History courses: students above Junior (Senior for the Department of Architecture and the Department of Finance and Law) are given priority for screening.</li> </ul>
	All students From 12/13 09:00 to 12/15 23:59	<ul style="list-style-type: none"> <li>After 16:30 every day, you can check the number of registrations for each course.</li> <li>Students who have the status of minor, double major, teacher education program, interdisciplinary course program, employment program, micro program and pre-graduate, students can only take the above-mentioned related courses of their own status.</li> </ul>
Check screening results	From 12/18, 2024 9:00 to 12/23, 2024	<ul style="list-style-type: none"> <li>12/16 to 12/17 is the homework screening period, and 12/23 09:00 to 13:00 is the course deletion period. The above two periods will completely close the course selection system</li> <li>Before 12/23 at 8:59 AM, 2024 please drop the courses that clash with other courses or exceed the maximum credit.</li> <li>Since 12/23 at 9:00 AM, 2024 the system will delete any courses with <b>unqualified credits</b> and have <b>conflicts in schedule</b> (except automatic selection). After 12/23 at 13:00PM, please confirm whether the class has been cancelled due to the above reasons.</li> </ul>
Course Pre-registration 2nd Stage	From 12/25 9:00 to 12/27, 2024 16:00	<ul style="list-style-type: none"> <li>Screen every day from 12/25,2024 to 12/27,2024 (16:00-16:30)</li> <li>No registration for conflict courses.</li> <li>Students who have chosen a PE class (elective) are not allowed to register another one.</li> <li>Students who have taken a military training course are no longer allowed to register another one.</li> <li>Students under Sophomore (Junior for the Department of Architecture and the</li> </ul>

			<p>Department of Finance and Law) who have taken a general education elective course (excluding college-designated general ethics courses) are not allowed to register another one.</p> <ul style="list-style-type: none"> <li>•Students above Junior (Senior for the Department of Architecture and the Department of Finance and Law) could register the second general extended elective course (containing college-designated general ethics courses)</li> <li>•Students above Junior (Senior for the Department of Architecture and the Department of Finance and Law) could register the second Religion course or Philosophy course.</li> <li>•Screening order, students with high answer rate according to teaching evaluation will be enrolled first. The class answer rate will not be considered.</li> <li>•Students who have the status of minor, double major, teacher education program, interdisciplinary course program, employment program, micro program and pre-graduate, students can only take the above-mentioned related courses of their own status.</li> </ul>
Course query & drop		12/28 9:00 to 12/31 21:00, 2024	•Query screening results, drop courses
Online Course Add/Drop 1st Stage	General courses/ Teacher Education Program	From 1/2 to 1/3, 2025 22:00 to 08:00 (on alternate day)	<ul style="list-style-type: none"> <li>•Students who register first will be enrolled first, and complement orderly</li> <li>•If the course is full, students have to wait for substitute. Please visit the course selection system to learn more about the process.</li> <li>•Screening order, students with high answer rate according to teaching evaluation will be enrolled first. The class answer rate will not be considered.</li> </ul>
	GE/ Physical education/ Military training courses	From 1/3 22:00 to 1/6 08:00	<ul style="list-style-type: none"> <li>•Students who register first will be enrolled first, and complement orderly</li> <li>•If the course is full, students have to wait for substitute. Please visit the course selection system to learn more about the process.</li> <li>•Students who have chosen a PE class (elective) are not allowed to add another one.</li> <li>•Students who have chosen a military training class are not allowed to add another one.</li> <li>•Students who have taken a general education elective course (excluding college-designated general ethics courses) are no longer allowed to add another one</li> <li>•Screening order, students with high answer rate according to teaching evaluation will be enrolled first. The class answer rate will not be considered.</li> </ul>
	All courses	From 1/6 to 1/8, 2025 22:00 to 08:00 (on alternate day)	<ul style="list-style-type: none"> <li>•Students who register first will be enrolled first, and complement orderly</li> <li>•If the course is full, students have to wait for substitute. Please visit the course selection system to learn more about the process.</li> <li>•Students who have chosen a PE class (elective) are not allowed to add another one.</li> <li>•Students who have chosen a military training class are not allowed to add another one.</li> <li>•Students who have taken a general education elective course (excluding college-designated general ethics courses) are no longer allowed to add another one</li> <li>•Screening order, students with high answer rate according to teaching evaluation will be enrolled first. The class answer rate will not be considered.</li> </ul>
Students who have the status of minor, double major, teacher education program, interdisciplinary course program, employment program, micro			

program and pre-graduate, students can only take the above-mentioned related courses of their own status.

Query course selection	From 1/9, 2025	Query the result of course selection	
<p>" Online Form for Course Selection "</p> <p>From 1/9 to 1/17,2025.</p> <p>* Please go to the following path to register: Course Selection System/ Online Form for Course Selection</p> <p>Each course providing unit should complete the distribution and post on the course selection system before 2/16.</p>	Course	Opening Unit	Applicant
	Courses opened by each department	Each department	<ol style="list-style-type: none"> <li>1.This semester's transfer student, returning students, students delaying their graduation, fresh graduates.</li> <li>2.minor/double major students and cross - field program students in this semester.</li> <li>3.For other targets, please refer to the announcements issued by each department.</li> </ol>
	Philosophy of life, Philosophy of religion course	Chaplaincy	This semester's transfer student, returning students and fresh graduates of this semester, deferral graduates.
	General education compulsory course and extended elective course	Center of general education	<ol style="list-style-type: none"> <li>1.This semester's transfer students, returning students, deferral graduates, and fresh graduates of this semester</li> <li>2.Students taking Humanities program, innovation and entrepreneurship program, public administration program</li> <li>3.For fresh graduates of this semester and exchange students, please refer to the announcement on the official website of the General Education Center</li> </ol>
	Required English Courses (Only for enrolling in Low-intermediate Classes)	Language Center	<ol style="list-style-type: none"> <li>1. This semester's transfer students, returning students, deferral graduates, fresh graduates, and retaking students.</li> <li>2. Registration Rules for Low-intermediate Class: English (II) and Practical English (II) are limited to students whose English entrance exam score is 6 or below. English Listening and Speaking (II) is only available for students who have previously taken the Low-intermediate Classes (evening classes) in their first year. Transfer students must provide supporting evidence of their English exam scores to register.</li> <li>3. For the courses English (II), English Listening and Speaking in Lab (II), and Practical English (II), please refer to the course registration announcement from the Language Center for further details.</li> </ol>
PE course	PE office	<ol style="list-style-type: none"> <li>1. This semester's transfer student, returning students and fresh graduates of this semester, deferral graduates, overseas Chinese students.</li> <li>2.Students who want to add second PE class (for new graduates and those who retake the freshmen PE class)</li> <li>3. Freshmen transfer to special classes (diagnosed by a doctor with physical or mental disabilities that make them unsuitable for more intense physical activities or group sports; Students with a BMI greater than 34 or less than</li> </ol>	

			16; Students who are unable to participate in physical tests due to injuries caused by accidents and whose recovery will take longer than 1-2 months. Those who meet the above conditions must provide medical certification from a regional or equivalent-level hospital for that semester.)
Online Course Add/Drop 2nd Stage	General courses/ Teacher Education Program	From 2/17 to 2/19, 2025 22:00 to 08:00 (on alternate days)	Students who register first will be enrolled first
	GE/ Physical education/ Military training courses	From 2/19 to 2/21 22:00 to 08:00 (on alternate days)	<ul style="list-style-type: none"> <li>•Students who register first will be enrolled first</li> <li>•A second general education extended elective course is available (Heaven, Human, Thing, Me)</li> <li>•Students who have chosen a PE class (elective) are not allowed to add another one.</li> </ul>
	All courses	From 2/21 22:00 to 2/24 8:00	<ul style="list-style-type: none"> <li>•Students who register first will be enrolled first</li> <li>•A second general education extended elective course is available (Heaven, Human, Thing, Me)</li> <li>•Students who have chosen a PE class (elective) are not allowed to add another one.</li> </ul>
	Students who have the status of minor, double major, teacher education program, interdisciplinary course program, employment program, micro program and pre-graduate, students can only take the above-mentioned related courses of their own status.		
Course selection deadline	2/24,2025 08:00 A.M.	•Please choose your course carefully	
Course selection queries	Open all day from 2/24,2025 to 3/3 ,2025	<ul style="list-style-type: none"> <li>•Please check your courses in the course selection system</li> <li>•If you have any questions about the course, please contact the opening units by 3/3,2025</li> </ul>	
Course changes	All the courses (including general education and PE courses) From 2/25, 2025 to 3/3, 2025 (09:00-12:00;14:00-16:00 everyday)	<ul style="list-style-type: none"> <li>•Only the following conditions will be accepted: (for general courses, please go to the center of general education)</li> <li>1.Students who have a change in class time, resulting in a conflicted schedule</li> <li>2.Students whose courses are deleted and need to add additional courses</li> <li>3.Students who are unable to attend classes because of violation of the department's schedule</li> <li>4.Students who have proof of illness or accident and have been approved by the dean</li> <li>5.Students need to add or drop courses after credits have been transferred or waived</li> <li>6.Students whose study credits do not meet the requirements</li> </ul>	
Course confirmation	From 3/4, 2025 12:00	•Please confirm the course selection result (Student E-network > Learning footprint > Student course information query)	
<p><b>Remind you that according to the rule 13 of the CYCU school constitution:</b></p> <p><b>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.</b></p>			
<p>For related course information such as Minor, Double major, Pre-graduate students, please go to inquire <a href="#">the list of required courses</a>.</p> <p>For related course information such as Interdisciplinary course program, Employment program and Micro program, please go to inquire <a href="#">CYCU Course Information</a> and <a href="#">Online Course Registration System</a>.</p>			