

電腦選課系統

使用說明

**Course Selection System Manual**

Step 1-

Visit the YZU front page at <http://www.yzu.edu.tw>, and click **【English】** vision



繁體中文 | English

搜尋...



Plz choose "English"

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招生資訊

學術研究單位

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Portal



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選課系統



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在校生



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校友

活動報名 動態消息 線上請假 課表查詢  
元智大學 Portal  
課程消息 Android App 考試時程  
學期成績查詢 作業清單

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## Step 2 - Please select 【Course Selection System】



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Course Selection



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“Course Selection System”

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# Step 3- Please Select 【On-line Course Selection】

電腦選課(On-line Course Selection)

元智大學課程查詢系統(Yuan Ze University - University Curriculum)

Plz select  
“On-line Course Selection”

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# Step 4- Enter yours account (student ID: s\*\*\*\*\*) and PIN number (Change your PIN number for the first-time users)

The screenshot shows the '元智大學學生選課系統' (Yuan Ze University Student Course Selection System) interface. The language is set to 'English'. The login section includes fields for '帳號' (Account) and '密碼' (Password), with a CAPTCHA '0280'. A red box highlights the instruction: '帳號輸入為:s+學號, 如s921101 第一次使用選課系統, 請先進入個人Portal更改密碼'. A red oval highlights the browser requirement: '請使用Microsoft Internet Explorer 7 以上正式版的WWW瀏覽器。'. A large green callout bubble says 'Plz select "English"'. Another large green callout bubble says 'Enter yours account (student ID: s\*\*\*\*\*) and PIN number (Change your PIN number for the first-time users)'. The right side of the page contains a list of instructions for course selection, including '查課程', '以系所年級查詢', '以上課時間查詢', '加選', '退選', and '查課程詳細資訊'. A red box highlights the instruction: '請於右方按一下[結束選課]按鈕來結束, 勿直接關閉視窗。系統會將你所選成功的課程再顯示一次, 若確定無誤即可安心關閉視窗, 結束選課, 或者可選擇[顯示列印課表]'.

元智大學學生選課系統

系統需求

請選擇選課系統  
請輸入您的帳號及密碼

帳號：  
密碼：  
請輸入圖中所示的校驗碼  
0280

確定 取消

帳號輸入為:s+學號, 如s921101  
第一次使用選課系統, 請先進入個人Portal更改密碼

有選課及課程

請使用Microsoft Internet Explorer 7 以上正式版的WWW瀏覽器。

用s+學號為帳號及電子郵件密碼(第一次使用選課系統, 請先進入個人Portal更改密碼)來登入選課系統。

- 查課程：課程清單可依據系所年級及上課時間兩種方式來查詢你想加選的課程：
- 以系所年級查詢：點選畫面左上方的圖示即可轉換為查詢某系及某年級的課程。
- 以上課時間查詢：直接點選畫面右下方的課表清單, 即可轉換為查詢某一時間全部系所開的課程。
- 加選：選擇左方課程清單中所要加選的課程, 並點選於課程前方的圖示, 稍待一會即可在畫面的右方的課表清單中看到加選的課程, 表示已選成功。若系統顯示訊息視窗, 則表示此課程可能因檔修, 衝堂...等因素而不允許加選。
- 退選：於右方課表清單中點選欲退選課程前方的圖示, 稍待一會即可看見此門課已在課表清單中消失, 表示退選成功。若系統顯示訊息視窗, 則表示此課程可能因必修課, 人數不足...等因素而不允許退選。
- 查課程詳細資訊：於左方課程清單, 或者課表清單中點選一門課, 稍待一會於下方訊息視窗中看到課程的詳細資料

請於右方按一下[結束選課]按鈕來結束, 勿直接關閉視窗。系統會將你所選成功的課程再顯示一次, 若確定無誤即可安心關閉視窗, 結束選課, 或者可選擇[顯示列印課表]。

9. 注意：  
因WWW環境的限制, 請勿連續按鈕動作, 否則系統反應時間會更久。  
勿同時用兩台以上的電腦登入系統, 否則造成個人選課資料不正確, 請自行負責！

- 若進入選課系統後若5分鐘內沒有任何選課動作, 系統將自動斷線。
- 本系統限制每位同學每次選課時間為5分鐘, 時間到後自動斷線。
- 最後選課結果以教務處的資料庫記錄為準。



# Step 5-Enter your account ( s + student ID ) & Password ( Plz change your password during your first access to the system )

The screenshot shows the 'Yuan Ze University Course Selection System' login interface. It includes a language dropdown set to 'Traditional Chinese', a selection of the 'Course Selection System', and a login form with fields for 'Account', 'Password', and a verification code. A green callout bubble points to the password field with the text: 'Your individual ID no. is the password while first access'. A red oval highlights a recommendation: 'We recommend that your computer must have Microsoft Explorer 7 or above.' Below the login form, instructions state: 'The account is s + Student ID, ex: s921101. The first time to log on the Course Registration System, please enter "Portal" to change your Password. The first time to log on the Course Registration System, please enter "Portal"'. A 'Registration Instructions' sidebar lists steps 1-9, including login, course enquiry, department selection, time selection, course selection, withdrawal, and complete registration. A bottom callout box provides contact information for the Office of Academic Affairs.

Yuan Ze University Course Selection System

Traditional Chinese

Please select Course Selection System

Please enter your account and password.

Account :

Password :

Please enter the verification code showed in the box.

WCUL

OK Cancel

The account is s + Student ID, ex: s921101  
The first time to log on the Course Registration System, please enter "Portal" to change your Password.  
The first time to log on the Course Registration System, please enter "Portal"

If having any problems about course registration, please contact the Office of Academic Affairs, the extensions numbers are 2930,2933

Registration Instructions

- We recommend that your computer must have Microsoft Explorer 7 or above.
- 1. **Login** : please use "s" + student number as user name and school email account code to use the registration system. Please submit Personal Portal first to change your code then login the registration system.(Change PIN Number)
- 2. **Courses Enquiry** : It is arranged by department and time. :
- 3. **Department** : Click on the icon on the left above to enquire the course information.📌
- 4. **Time** : Click on the **School Curriculum** on the right below then you can acquire all the courses from the different departments.
- 5. **Select course** : If you would like to select a certain course, click the icon on the left side of the course title📌. If the course appears on the right form, it suggests that you select the course successfully into your curriculum. Or if the message windows appear, it suggests that you may not select the course for some reasons.
- 6. **Withdraw** : Click on the icon📌. If the course vanishes from your course curriculum on the right side form then it means that you have successfully withdrawn the course.
- 7. **Course Enquiry** : If you would like to know more information about certain course, you can click on the specific course then it will appear in the message windows.
- 8. **Complete Registration** : If you complete registration, click on the "Complete Registration". Do not close the windows directly; it may result in failure of previous registration. The system will show your full course again. If there is no any default in your course, then you can safely close your registration window. Or if you would like to copy curriculum form, you could click the icon "copy" to copy.
- 9. **Notifications** :
  - Because of the limitation of WWW environment, do not double click the icon or it will take more time for the computer to response.
  - Do not login the same account on two computers at the same time or it may cause defaults on personal information.
    - After login the registration system, if you do not operate it within 5 minutes, the system will automatically close.
  - The standardize registration version is based upon Academic Affair Office.

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# Step 6- Access to the course selection system

( Left-hand side : Course search; Right-hand side : Course list; Lower side: Course information )

The screenshot shows a web interface for a course selection system. At the top, there is a header with a logo and the text "選課系統". Below the header, there is a navigation bar with the text "1002-The Second Stage of Onl...", "Chinese Linguistics", and "康湘宜". To the right of the navigation bar, there is a status bar showing "The maximum credits : 25 The minimum credits : 16 Taken credits : 20" and a "Registration End" button.

The main content area is divided into two sections. On the left, there is a "Course Search" section with a "Department" dropdown menu set to "602 Chinese Linguistics and Literature", a "Grade" dropdown menu set to "3 Grade", and a "Course keywords" field. Below the search field, there is a list of course keywords: "CC316,A,2 Editing and Covering(II)", "CC362,A,3 Selected Author of Ci Poetry", "CC366,A,3", and "CC367,A,3".





On the right, there is a table of course offerings. The table has columns for "Tue", "Wed", "Thu", and "Fri". The rows are numbered 3 through 11. The table contains the following data:

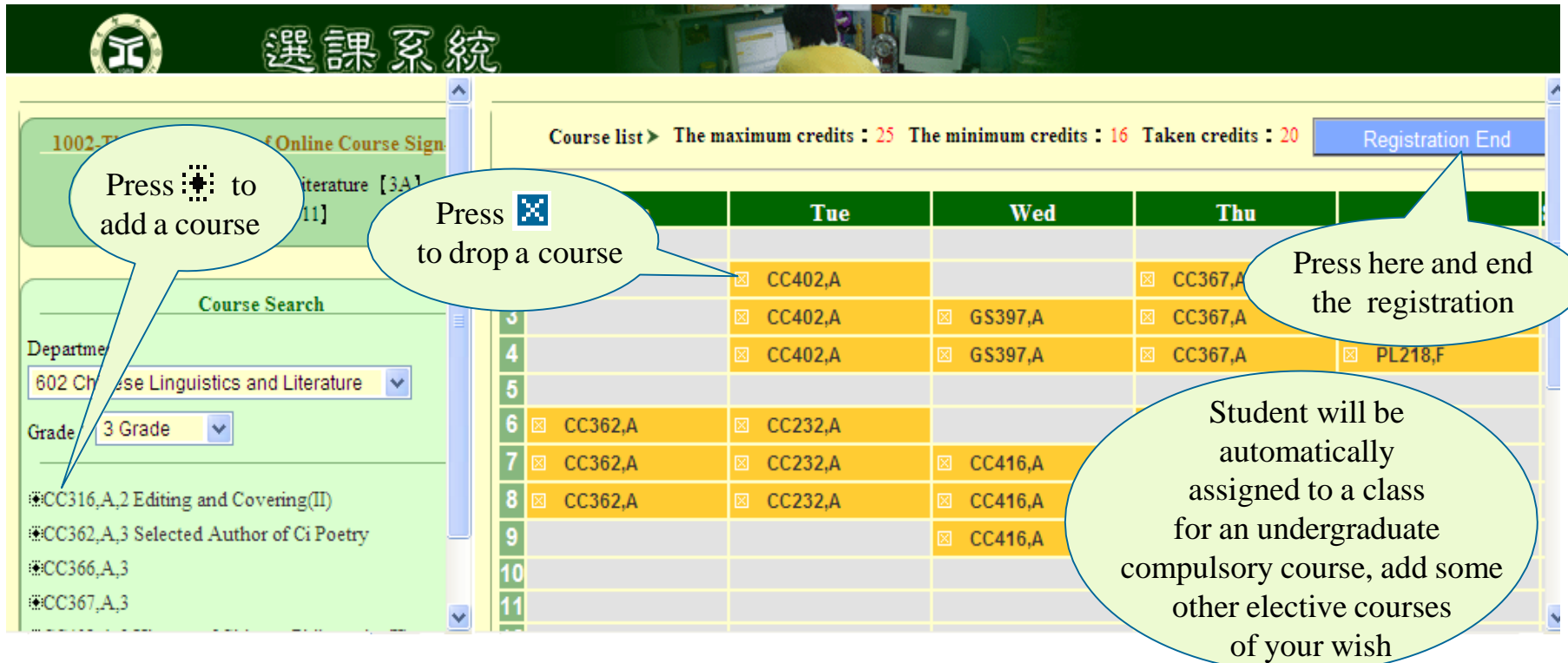
	Tue	Wed	Thu	Fri
3	<input checked="" type="checkbox"/> CC402,A		<input checked="" type="checkbox"/> CC367,A	
4	<input checked="" type="checkbox"/> CC402,A	<input checked="" type="checkbox"/> GS397,A	<input checked="" type="checkbox"/> CC367,A	<input checked="" type="checkbox"/> PL218,F
5		<input checked="" type="checkbox"/> GS397,A	<input checked="" type="checkbox"/> CC367,A	<input checked="" type="checkbox"/> PL218,F
6	<input checked="" type="checkbox"/> CC362,A	<input checked="" type="checkbox"/> CC232,A		<input checked="" type="checkbox"/> CC167,A
7	<input checked="" type="checkbox"/> CC362,A	<input checked="" type="checkbox"/> CC232,A	<input checked="" type="checkbox"/> CC416,A	<input checked="" type="checkbox"/> CC167,A
8	<input checked="" type="checkbox"/> CC362,A	<input checked="" type="checkbox"/> CC232,A	<input checked="" type="checkbox"/> CC416,A	<input checked="" type="checkbox"/> CC167,A
9		<input checked="" type="checkbox"/> CC416,A		
10				
11				



Callouts provide additional information:

- A callout pointing to the search section says: "Define the dept/grade. Click and select what you want or use keywords to search & relevant data will be shown below".
- A callout pointing to the status bar says: "Current credits taken , won't be able to drop if it's lower that the minimum credits load".
- A callout pointing to the table says: "You can also click the blank and search courses".

# Step 7- How to add & drop courses

Item	Content
Add 	Choose a course listed at left-hand side, it will be shown at the right-hand side course list once you add it  ; if a message window appears, it means you are not allowed to add it due to schedule conflict or department rules.
Drop 	Choose a course list at the right-hand side course list, it will not appear on the course list once you drop it  ; if a message window appears, it means you are not allowed to drop it due to minimum quota, i.e. 15 people for the undergraduate program, or 5 people for graduate program at the stage III online course selection (Ask the dept. offers the course if they can assist with your course drop)
Registration End	Do not close the window directly after using! Press “Registration End” and the courses selected will be shown again, double check and then close it if it is of your wish.



The screenshot shows the '選課系統' (Course Selection System) interface. On the left, there is a 'Course Search' section with a department dropdown set to '602 Chinese Linguistics and Literature' and a grade dropdown set to '3 Grade'. Below this, a list of courses is shown, including 'CC316,A,2 Editing and Covering(II)', 'CC362,A,3 Selected Author of Ci Poetry', 'CC366,A,3', and 'CC367,A,3'. A callout bubble points to the 'add' icon (a grid of dots) next to 'CC367,A,3' with the text 'Press  to add a course'. The main area displays a 'Course list' table with columns for days of the week (Tue, Wed, Thu) and rows for course numbers. A callout bubble points to the 'drop' icon (a grid of dots with an 'X') next to 'CC402,A' in the Tuesday column with the text 'Press  to drop a course'. Another callout bubble points to a blue button labeled 'Registration End' in the top right corner with the text 'Press here and end the registration'. A large callout bubble at the bottom right contains the text: 'Student will be automatically assigned to a class for an undergraduate compulsory course, add some other elective courses of your wish'. At the top of the course list, it says 'Course list > The maximum credits : 25 The minimum credits : 16 Taken credits : 20'.





## Step 8- Registration end

The courses selected will be shown again, double check and then close it if it is of your wish.

Your registration courses list is as following :

Serial Number	Course ID	Class	Course Name	Credit	Course Type	Teacher
1	CL165	P2	Chinese	2	Required course	林妙芬
2	CN102	B	Calculus(II)	3	Required course	李世凱
3	CN104	B	General Physics(II)	3	Required course	賴文彬
4	CN109	B	Programming Language	3	Required course	李建誠
5	CN111	B	Digital Logic Design	3	Required course	賴薇如
6	CN118	B	Logic Circuit Lab.	1	Required course	賴薇如
7	CN122	B	General Physics Lab.(II)	1	Required course	李建育
8	LC203	D2	English(II): Freshmen English; Entry-level	2	Required course	郭怡潔
9	MT109	B2	All-Out Defense Education and Researching of Military - All-Out Defense	0	Required course	王巧慧
10	PL101	L2	Physical Education	0	Required course	余泳樟


Show the courses table

Print

Please go to **Portal** to verify your course registration information!

Close the window, finish the registration process.

# Step 9- Print out the class timetable :


Click  → press , and it's done.

Your registration courses table is as following :

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1			Physical Education(Required course)免排		English(II): Freshmen English; Entry-level(Required course)3209		
2	Programming Language(Required course)70204		Physical Education(Required course)免排	General Physics Lab.(II)(Required course)70309	English(II): Freshmen English; Entry-level(Required course)3209		
3	Programming Language(Required course)70204	All-Out Defense Education and Researching of Military - All-Out Defense(Required course)2008		General Physics Lab.(II)(Required course)70309	Chinese(Required course)60203		
4	Programming Language(Required course)70204	All-Out Defense Education and Researching of Military - All-Out Defense(Required course)2008		General Physics Lab.(II)(Required course)70309	Chinese(Required course)60203		
5							
6	Logic Circuit Lab. (Required course)70308			General Physics(II) (Required course)70205	Calculus(II) (Required course)70112		
7	Logic Circuit Lab. (Required course)70308	Digital Logic Design(Required course)70204	General Physics(II) (Required course)70205	General Physics(II) (Required course)70205	Calculus(II) (Required course)70112		
8	Logic Circuit Lab. (Required course)70308	Digital Logic Design(Required course)70204		General Physics(II) (Required course)70205	Calculus(II) (Required course)70112		
9		Digital Logic Design(Required course)70204					
10							
11							
12							
13							
14							

Please go to [Portal](#) to verify your course registration information!



# Step 10- Confirm the course list of the semester

Visit YZU front page, click **【English】** , and press **【Portal】** , enter your account & password



繁體中文 | English

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Step 11- Select **【 Elective System 】** and click **【 Course Selection List 】** , you'll be able to search the course list of any semester.

The screenshot shows a university website interface. On the left, there are navigation links: 'Quick Links', 'My Page', and a list of courses including 'Contemporary History of China', 'All-Out Defense Education and Researching of Milit', 'English(I): Freshmen English; Intermediate-level', and 'Introduction to Computer Science'. The main content area features a breadcrumb trail: 'Course Selection List' (highlighted with a red box), 'Drawing of Lots for Course Pre-selection', and 'Pre-election (Students without Priority for Course Selection)'. Below this is a dropdown menu with three options: '1031 Course Selection List', '1032 Course Selection List' (highlighted with a blue box), and '1033 Course Selection List'. A green callout bubble points to the '1032 Course Selection List' option, containing the text 'Choose the semester course list of your wish'. Below the dropdown is a table of course details.

Year	Semester	Course Code	Class	Course Name	Course status	Credit	Status	Time	Room
103	2	CL165	P2	Chinese	Required course	2		503 504	
103	2	CN102	B	Calculus(II)	Required course	3		506 507 508	
103	2	CN104	B	General Physics(II)	Required course	3		307 406 407 408	
103	2	CN109	B	Programming Language	Required course	3		102 103 104	
103	2	CN111	B	Digital Logic Design	Required course	3		207 208 209	
103	2	CN118	B	Logic Circuit Lab.	Required course	1		106 107 108	70308
103	2	CN122	B	General Physics Lab.(II)	Required course	1		402 403 404	70309
103	2	LC202	D1	English(II): Freshmen English ; Intermediate-level	Required course	2		501 502	
103	2	MT109	B2	All-Out Defense Education and Researching of Military - All-Out Defense	Required course	0		203 204	
103	2	PL101	L2	Physical Education	Required course	0		301 302	



**If you have any inquiries,  
please do not hesitate to contact  
Curriculum Section, Office of Academic Affairs.**



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