

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 log in Portal.

Current Students Prospective Students Faculty/Staff Alumni

YUAN ZE UNIVERSITY

E-mail Portal Library Freshmen Calendar IT Services

About YZU Admissions Academics Administration ESDG

EN TW

DISCOVER 元智 校園深度探索活動

Plz log in "Portal"

112學年度 大學甄選入學 學生暨家長訪校日

**活動內容**

- 學涯指南 / 接軌國際、企業最愛、樂活元智
- 校園導覽

**歡迎參加對象**

誠摯歡迎同學及家長  
呼朋引伴，一同親身體驗

**活動時程**

共三梯次，現場報名

學涯指南 / 10:00、11:00、13:30  
校園導覽 / 10:30、11:30、14:00

**活動地點**

學涯指南 / 六館一樓有庠廳  
接待地點 / 一館前紅磚道

360度 環景照片 線上導覽 QRcode

DISCOVER 元智 校園深度探索活動

參加活動，即贈精美小禮物一份！

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

Plz select  
“Course Selection System”

Office of Academic Affairs

University Curriculum

**Course Selection**

Enrollment Online

Graduation Clearance

New Course Survey

Five-categorical Studies  
Registration

Service-Learning

Clubs & Activities

Accommodation  
Application

Leave Request

# 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”

## 選課系統個資聲明

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- 1.配合司法單位合法的調查。
- 2.依法配合相關權責機關依職務需要之調查或使用。
- 3.符合相關法令與規範之安全保護要求下，進行網站服務維護管理及系統調整等作業。

# 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) login page. The interface includes a language selection dropdown menu with 'English' highlighted, a login form with fields for '帳號' (Account) and '密碼' (Password), and a CAPTCHA field with the value '0280'. A red box highlights the 'English' option in the language menu, with a callout bubble stating 'Plz select "English"'. Another red box highlights the account and password instructions: '帳號輸入為:s+學號, 如s921101' and '第一次使用選課系統, 請先進入個人Portal更改密碼'. A red oval highlights a system requirement: '請使用Microsoft Internet Explorer 7 以上正式版的WWW瀏覽器。'. The right side of the page contains a list of instructions for course selection, including steps for searching by course number or time, selecting and dropping courses, and viewing course details. A large callout bubble at the bottom left repeats the step 4 instructions: 'Enter yours account (student ID: s\*\*\*\*\*) and PIN number (Change your PIN number for the first-time users)'. The page also features a '系統需求' (System Requirements) section and a '有選課及課程' (Course Selection and Course) section.

元智大學學生選課系統

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

系統需求

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. On the left, there is a login form with fields for 'Account' and 'Password', and a 'Verification Code' field containing 'WCUL'. Below the form are 'OK' and 'Cancel' buttons. 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 red-bordered box at the top right containing the text: 'We recommend that your computer must have Microsoft Explorer 7 or above.' Below the login form, there are instructions: '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 separate box at the bottom left provides contact information: 'If having any problems about course registration, please contact the Office of Academic Affairs, the extensions numbers are 2930,2933'. On the right side, there is a 'Registration Instructions' section with a numbered list of steps: 1. Login, 2. Courses Enquiry, 3. Department, 4. Time, 5. Elect course, 6. Withdraw, 7. Course Enquiry, 8. Complete Registration, and 9. Notifications. The 'Notifications' section includes three bullet points: '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.', and 'After login the registration system, if you do not operate it within 5 minutes, the system will automatically close.' The final bullet point states: 'The standardize registration version is based upon Academic Affair Office.'

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.

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. **Elect 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-based course selection system. At the top, there is a header with a logo and the text "選課系統". Below the header, a status bar displays "1002-The Second Stage of Onli...", "The maximum credits : 25", "The minimum credits : 16", "Taken credits : 20", and a "Registration End" button. The main interface is divided into a left-hand side for search and a right-hand side for a course list.

**Search Panel (Left):**

- Department: 602 Chinese Linguistics and Literature
- Grade: 3 Grade
- Course keywords: CC316,A,2 Editing and Covering(II), CC362,A,3 Selected Author of Ci Poetry, CC366,A,3, CC367,A,3





**Course List (Right):**

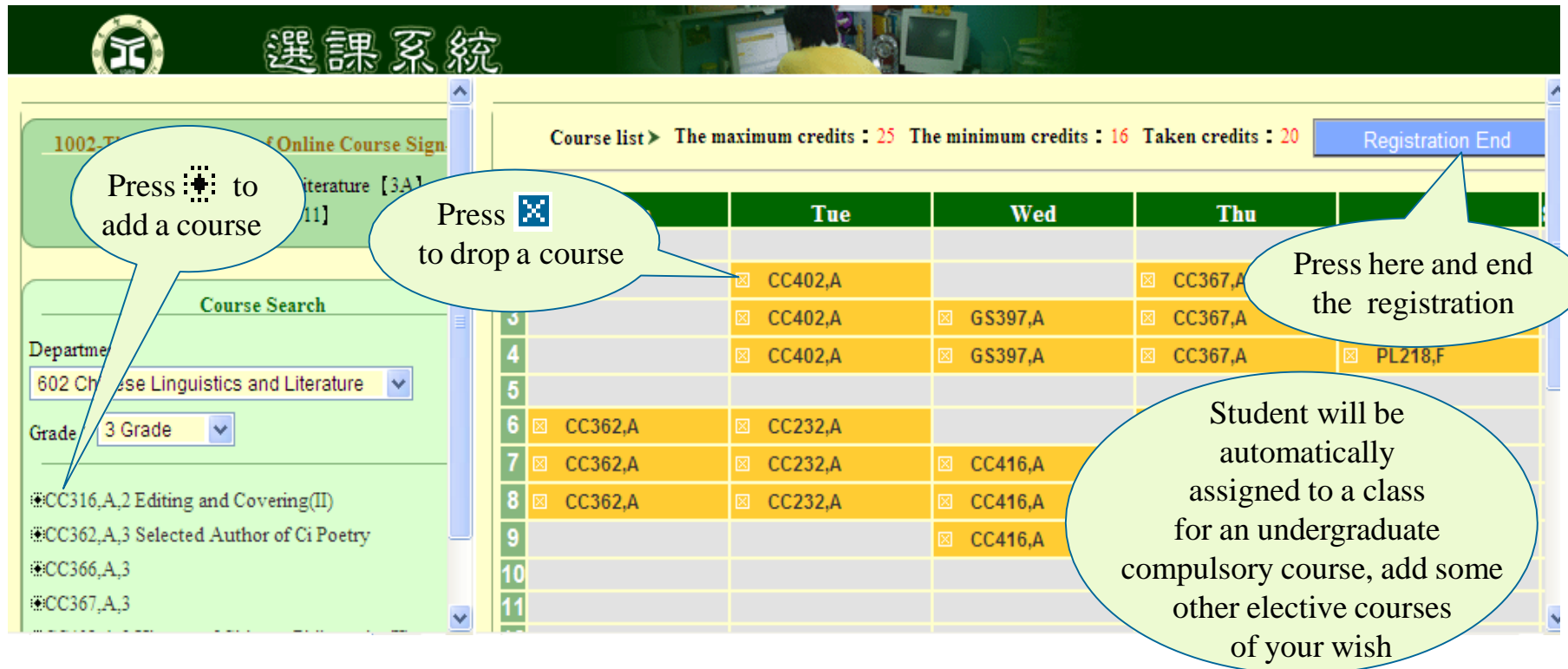
	Tue	Wed	Thu	Fri
3	<input checked="" type="checkbox"/> CC402,A		<input checked="" type="checkbox"/> CC367,A	
4	<input checked="" type="checkbox"/> CC402,A	<input checked="" type="checkbox"/> GS397,A	<input checked="" type="checkbox"/> CC367,A	<input checked="" type="checkbox"/> PL218,F
5				
6	<input 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:**

- "Define the dept/grade. Click and select what you want or use keywords to search & relevant data will be shown below" (points to the search panel).
- "Current credits taken , won't be able to drop if it's lower that the minimum credits load" (points to the "Taken credits : 20" status).
- "You can also click the blank and search courses" (points to a blank cell in the course list table).

# 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 cross with dots) and says 'Press  to add a course'. In the center, a course list table is displayed with columns for days of the week (Tue, Wed, Thu) and rows for course numbers. A callout bubble points to the 'drop' icon (a cross with an X) and says 'Press  to drop a course'. On the right, a 'Registration End' button is visible. A callout bubble points to this button and says 'Press here and end the registration'. At the bottom right, a large callout bubble says '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 interface, there are statistics: '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 :

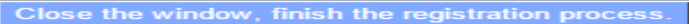
Click  → press , and it's done.

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

Current Students Prospective Students Faculty/Staff Alumni

YUAN ZE UNIVERSITY

E-mail Portal Library Freshmen Calendar IT Services

About YZU Admissions Academics Administration ESDG

EN TW

Plz login "Portal"

112學年度 大學甄選入學 學生暨家長訪校日

**活動內容**

- 學涯指南 / 接軌國際、企業最愛、樂活元智
- 校園導覽

**歡迎參加對象**

誠摯歡迎同學及家長  
呼朋引伴，一同親身體驗

**活動時程**

共三梯次，現場報名

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**活動地點**

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接待地點 / 一館前紅磚道

360度 環景照片 線上導覽 QRcode

DISCOVER 元智 校園深度探索活動

參加活動，即贈精美小禮物一份！

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

Choose the semester course list of your wish

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.**



**Made by  
Curriculum Section, Office of  
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