

Rules & Regulations (CCU Year 115 Semester 1 for course registration)

1. How to log-in?

Visit PCCU website www.pccu.edu.tw and click the item “Course Registration System.”

2. The eligible participants for online course selection are students enrolled in the University’s formal academic programs.

3. Preview: 2026/6/19-9/20 : Allow students to record all the courses they wish to attend before making their final decision. This idea of operating “My Preferred Courses List” is to speed up course selection process.

4. Online system operation periods and rules

1. Students must select courses in accordance with the University’s Course Selection Regulations.
2. Students should carefully review the Course Selection Guidelines and the regulations announced by each department or program, including rules on taking courses from other departments, enrolling in upper-year required courses, credit limits, and prerequisite or course restriction requirements. Any course selected without meeting prerequisite or restriction requirements will be removed.
3. General courses offered by the Colleges are open to students from all academic programs. For graduate students, the passing grade for non-foundation courses is 70, while for undergraduate students the passing grade is 60.
4. Priority for Course Enrollment and Section Allocation in Over-Subscribed Courses:
 1. Students of the class (including readmitted students)
 2. Double major and minor students
 3. Students of the department with extended study status
 4. Fourth-year students of the department (including fifth-year students of the Department of Architecture)
 5. Third-year students of the department
 6. Second-year students of the department
 7. First-year students of the department
 8. Graduate students taking undergraduate foundation courses as make-up courses
 9. Students with extended study status from other departments within the same college
 10. Students with extended study status from departments in other colleges
 11. Fourth-year students from other departments within the same college (including fifth-year Architecture students)
 12. Third-year students from other departments within the same college
 13. Second-year students from other departments within the same college
 14. First-year students from other departments within the same college
 15. Fourth-year students from other colleges (including fifth-year Architecture students)
 16. Third-year students from other colleges
 17. Second-year students from other colleges
 18. First-year students from other colleges
5. Courses offered exclusively for minor, double major, or teacher education programs will treat

students with the relevant status as the primary class students.

6. Undergraduate–master’s integrated program students may take no more than 12 graduate credits per semester, and they aren't allowed to add M PFL and M PRC course.
7. Students whose enrolled semesters exceed the required number of semesters are considered students with extended study duration. Students must confirm their status and register during the designated course selection period to avoid affecting their course selection rights.

5. Course Selection Date and Regulation

1st Period (Grade-Based Course Selection)	
Credit Eligibility Category	Course Registration Opens
Designate postgraduates (Postgraduates who completed the teacher performance survey only) 【includes undergraduate students who postpone graduation】	6 / 22 09:00 6 / 23 07:00
All postgraduates 【includes the postgraduate students in on-the-Job Training Program who attend basic subjects in undergraduate and the undergraduate students who attended in the second semester in 2025 (114.2) and postpone graduation in the first semester 2026 (115.1)】	6 / 22 13:00 6 / 23 07:00
Undergraduate- Designate Senior (the 4 th year student who completed the teacher performance survey only) 【includes the 5th year student of the department of Architecture and Urban Design】	6 / 23 09:00 6 / 24 07:00
Undergraduate- All 4 th year student 【includes the 5th year student of the department of Architecture and Urban Design】	6 / 23 13:00 6 / 24 07:00
Undergraduate- Designate Junior (the 3 rd year student who completed the teacher performance survey only)	6 / 24 09:00 6 / 25 07:00
Undergraduate- All 3 rd year student	6 / 24 13:00 6 / 25 07:00
Undergraduate- Designate Sophomore (the 2nd year student who completed the teacher performance survey only)	6 / 25 09:00 6 / 26 07:00
Undergraduate- All 2 nd year student	6 / 25 13:00 6 / 26 07:00
All students (Including students formally enrolled in the Division of Continuing Education.)	6 / 26 09:00 6 / 27 07:00
Regulations and Restrictions	
1. Freshman courses such as “Chinese” and “Foreign Language: Reading and Listening” are not open	

for course selection during this stage.

2. Students with Teacher Education Program status or graduating students may enroll in up to 30 credits in the system during this stage.
3. Students with a Minor / Double Major may enroll in up to 28 credits in the system. They may still submit the Application Form for Additional Course Enrollment for Minor / Double Major Students to the Academic Affairs Section to apply for one extra course.
4. For courses selected under Minor, Double Major, or Teacher Education Program, students must set the credit type themselves during course selection.
5. General Education courses: Students may take up to 2 General Education courses per semester. Students who have already completed 10 General Education credits may not select additional courses during the first stage. If students selected the wrong General Education field or need to retake a discontinued cross-disciplinary course, they may follow the course selection schedule for each grade and submit a Course Correction Form to the General Education Center during this stage.
6. Starting August 1, 2026, students may check the Stage 1 course selection results in the system. Students who did not select courses should proceed during the Stage 2 course selection period.
7. Undergraduate students admitted before Fall 2025 (114.1) and approved to take master's-level courses (former integrated bachelor–master program students) may select courses online during Stage 1 according to their grade-level schedule.

**The returning students, Transfer students, New postgraduates and Freshman Students
1st Period**

Duration: 2026.9.10 (Thursday) 9:00 a.m. ~ 2026.9.12 (Saturday) 7:00 a.m.

Notification

1. First-year undergraduate students may only add the following courses during this stage:
Foreign Language: Reading and Listening (I) (non-English category)
General Education courses
First-year Physical Education courses
All other courses must be added or dropped during the second-stage add/drop period.
2. Returning students (readmitted students) will have courses for their grade level preloaded into the system; please adjust your course selection as needed.
3. Transfer students will only have the Ethics course preloaded. Any additional courses required after credit transfer must be added by the students themselves.
4. New graduate students will have only required courses preloaded. All other courses must be selected by the students themselves.

**2nd
Period**

2026.9.14 (Monday) 9:00 a.m. ~ 2026.9.20 (Sunday) 7:00 a.m.

All students

Regulations and Restrictions

1. Undergraduate students whose average academic score in the previous semester is 80 or above may add courses in the system up to a maximum of 30 credits during this stage.
2. Fourth-year undergraduate students (including fifth-year Architecture students) who have already

completed 10 General Education credits may add up to two additional General Education courses during this stage.

3. Course enrollment during this stage must not exceed the course capacity. Enrollment is granted on a first-come, first-served basis according to available seats at the time of registration.
4. Course records that do not comply with regulations—such as prerequisite restrictions, course blocking requirements, or those requiring class splitting due to over-enrollment will be automatically removed. Students must check their course selection results online. Starting September 23, 2026, students may view and print their Second-Stage Course Selection Results in the system.
5. Undergraduate students admitted in Spring 2026 (114.2) to take Master’s-level courses under the Bachelor–Master Integrated Program may select courses online during this stage.

Course Change:

Only students happen these cases can apply to “Manual Course Registration” for changing courses. Students not qualified in the listed cases shall operate by the online system to change course registration during the 2nd period. We do not accept students whose cases against on rules and regulations or the late course registration.

Time	2026.9.23 (Wednesday) 、2026.9.24 (Thursday) From 9:00 to 16:00 on weekdays
Location	Room 1002, 10 Floor, Da En
Cases of Manual Course Registration	According to Term 8 of CCU course registration regulation: <ol style="list-style-type: none"> 1. Schedule conflicts among selected courses. 2. The setting of credits not match the requirement of Term 3 3. The selected courses are cancelled 、open new class group or credits are waived/transferred 4. Due to reasons not attributable to the student, they were unable to add or drop courses during the regular course selection period.
How to apply?	<ol style="list-style-type: none"> 1. Fill in the application form 2. Approval from the course department and dean 3. Submit the application form as the timeline 4. You can search your student area for the result of adding or dropping on next day.
Application Form	Download from Academic Department.

6. Common required courses and General Education courses should follow the course regulations announced by the Common Subjects and General Education Center.
7. All-Out Defense Education Military Training Course For students admitted in the 2024 academic year (113)or earlier who need to retake required courses, please enroll in the 0-credit All-Out Defense course (Course Code: MT63). This course is only for students who need to retake the course. Students who do not meet the eligibility requirements will be automatically dropped after each course selection phase ends.
8. Ethics Courses

1. Undergraduate students in Years 1–4 (including Year 5 students in the Department of Architecture) must take the course “Topics in Chinese Culture” offered by their class.
Students in Years 2–4 (including Year 5 students in the Department of Architecture) must take “Professional Ethics” offered by their class.
2. These courses will be pre-assigned by the Office of Academic Affairs for the entire class (except extended-study students). Class time and location will be announced by each department.
3. If the ethics course conflicts with a minor, double major, or other required course and needs to be dropped, added, or retaken, please download the “Ethics Course Add/Drop or Retake Application Form” from the Academic Affairs Office website.
After completing the form and arranging a counseling time with your advisor, submit it to the Office of Academic Affairs Registrar Section before September 18th to process the add/drop.

9. University Core Course

1. First-year undergraduate students in the first semester are required to take the “University Core Course” offered by their class.
2. This course will be pre-assigned by the Office of Academic Affairs for the entire class. Class time and location will be announced by each department.

10. Intensive English Courses are supporting courses for the university’s Global Competency Assessment.

- (1) Course registration notes for graduate students: “Intensive English: Listening & Speaking” and “Intensive English: Reading & Writing”

1. Online registration opens in the first phase. The waiting list quota is limited to 200 students. The course-offering unit will then remove students based on the priority order, and the final enrollment limit is 50 students.

Registration priority is as follows:

- (1) PhD Year 7 and Master’s Year 4
- (2) PhD Years 4–6 and Master’s Year 3
- (3) PhD Years 2–3 and Master’s Year 2
- (4) PhD Year 1 and Master’s Year 1

2. If students share the same priority level, selection will be determined by registration time (first come, first served).

Please be sure to check your registration results online on August 1, 2026.

- (2) Undergraduate courses “Intensive English (I)” and “Intensive English (II)”

These courses cannot be used to substitute for graduate-level Intensive English courses and are not open to graduate students.

11. After the add/drop period ends, in addition to confirming that your registered courses are correct, please check your financial records in the Student Portal and pay any outstanding credit fees or language lab fees within the specified deadline to avoid course cancellation.
12. Any matters not covered above shall be handled in accordance with the relevant university regulations.