

NCHU Procedures for Online Auditing Applications

Look up

- Read the guidelines for auditing and regulations for application.
- Look up for courses that allows auditing in the Course Information System.

Student ID

- Go to Non-NCHU Students Academic Record Application System, log in by your ID number and fill in your personal information.

Add courses

- Log in to Academic Affairs Information System to select courses.
- Start time of the system and deadline: from the day of the announcement to the second week of the beginning of the school day.

Add courses

- Add or drop courses.
- Log in to the system to see whether the instructor approve the selection of the course or whether you receive an approved email.

Print

- Audit in classes the 1st-2nd week.
- Log in to the system to print application form.

Review qualification

- Submit the application form to the Office of Academic Affairs to review qualification.
- Submit identification card and student identification card for inspection (identification cards will be given back to students after the inspection).

Payment

- Take the application form and go to the Cashier Division on the 2nd floor to pay the tuition.

Pickup request

- Go to the Office of Academic Affairs to submit the application form and confirm the selected courses (deadline: two weeks before the beginning of the school day).
- Provide a one-inch headshot for an auditing card.

Announce-ment

- Acceptance list will be announced online the 4th week.
- Collect the auditing card.

Drop courses

- Students may apply to drop courses 6 weeks before the beginning of the school day.
- Students may apply for refund based on regulations.

Finish

- NCHU will issue a credit certification at the end of every semester when students complete the courses.