

## ONCE 'KU Course Registration' Tutorial

(中文版请见第 5 页)

Students must register for KU courses by yourselves through KeanWISE first. If you cannot register for a particular course and see the following error messages displayed on the upper right corner of the KeanWISE webpage, then you can apply for this course through ONCE:

- Registration in ... puts student in <b>overload</b> for ...Petition is required.
- <b>Prerequisite(s)</b> ...
- A Granted <b>Petition</b> is required for registration in ...
- ...: Failed Section registration <b>restriction</b> rules.
- The section is <b>full</b> .

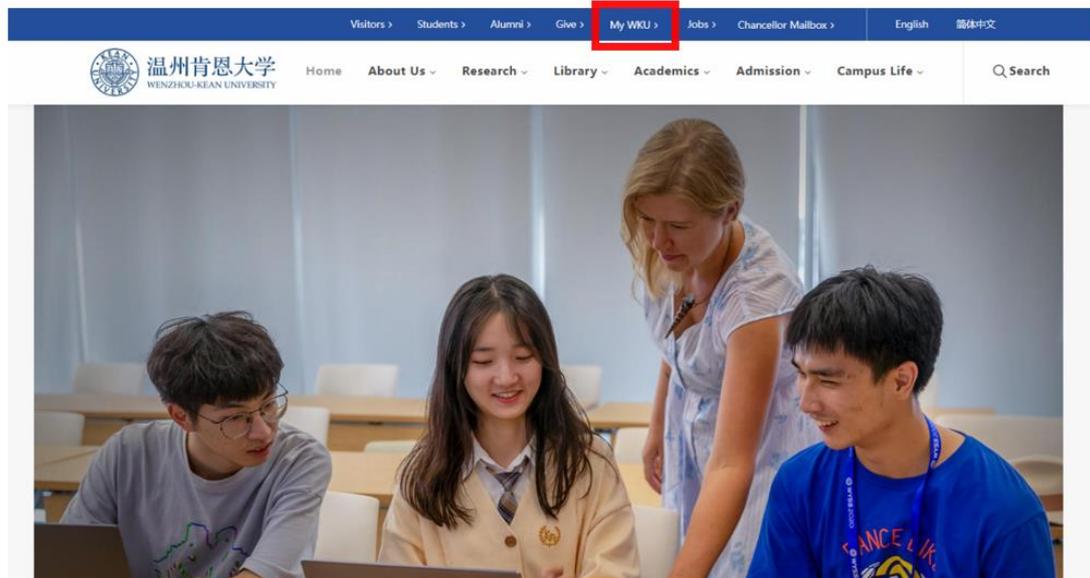
*For error messages unlisted, please contact the Office of the Registrar for clarification before submitting the ONCE form.*

### Notes:

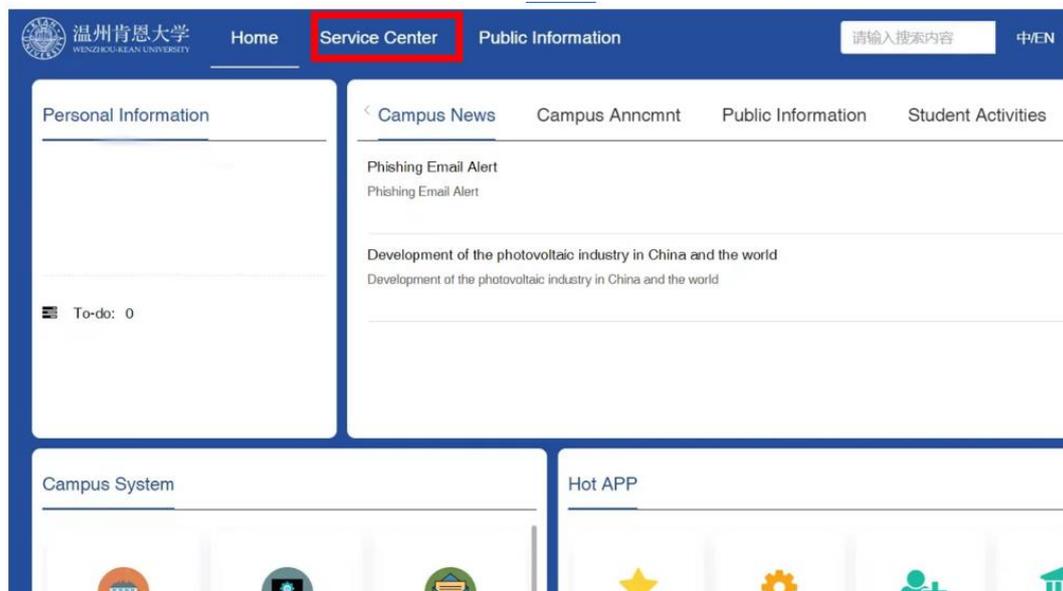
1. Please make sure all information is filled in correctly, especially the question "Is the applied course an overload credit course?" needs to be checked accurately. The credit limit is 19 credits for spring and fall semesters, 7 credits for summer session, and 4 credits for winter session. If the total credit will be exceeded after registering for the applied course, please check 'Yes' for the question. After the Office of the Registrar agrees, the process will go to the Office of Financial Service, and the Office of Financial Service will ask you to pay for the overload credit tuition. If the form is filled in incorrectly, it will be returned by the Office of the Registrar.
2. Confirm that the time of the applied course does not conflict with that of the registered courses. If there is a conflict, the Office of the Registrar will return the form.
3. If you are considering dropping a registered course after successfully registering for the applied course, while you are not sure whether the application can be approved, then please make sure you choose "Change Course" on the form. The Office of the Registrar will help you drop the 'current course & section' on the form when processing the form.
4. The application needs to be approved by the instructor and the college before going to the Office of the Registrar. The Office of the Registrar processes the forms in the order all forms were received. There will be a large amount of applications during registration periods. Please wait patiently and pay attention to the progress of the process.
5. If all the above conditions are met, you can feel safe to attend the class. If the Office of the Registrar has not processed the application form before class starts, and you cannot obtain class materials or other documents through systems such as Canvas, please contact the instructor via email or by visiting their offices to get a link or seek help.

## Steps:

1. Visit the official website of Wenzhou-Kean University: <https://wku.edu.cn/>. Click 'My WKU' to enter the PC version of ONCE.



2. Click 'Service Center'.



3. Find 'Office of Registrar' and click 'KU Course Registration Application'.

The screenshot shows the Wenzhou University Service Center website. The top navigation bar includes 'Home', 'Service Center', and 'Public Information'. A search bar is located on the right. Below the navigation bar, there is a search input field and several filter categories: 'Service Object', 'Service Theme', 'Service Department', and 'Application Label'. The 'Service Department' list includes 'Office of Registrar', which is highlighted with a red box. Below this, a row of application cards is displayed. The 'KU Course Registration Application' card is highlighted with a red box and shows a score of 4.2. Other cards include 'Grade Recalculation' (Score: 4), 'KU Course Withdra...' (Score: 5), 'Academic Ranking' (Score: 4.6), and 'Student Score'.

4. Click 'Apply', and start the process.

The screenshot shows the 'KU Course Registration Application' page. The top navigation bar is the same as in the previous screenshot. The page title is 'KU Course Registration Application' with an average score of 4.2. There are 'Apply' and 'Rate' buttons. Below the title, there is a 'Basic information' section with a table of details:

Service Name	KU Course Registration Application	Dept	Office of Registrar
Service Object	Student	Person in charge	Office of Registrar
Location		Contact Number	55870163
Online/Offline	Online Offline Combine	Assist Dept	
Due Date	1工作日	Service Time	

Below the table, there are sections for 'Description' and 'Application Materials'.

- Fill in the form. This form is only open during the course registration period. Please make sure you pay attention to the Last Day to Add/Drop Courses shown in the academic calendar (<https://wku.edu.cn/en/academics/academic-calendar/>).

The screenshot shows the '美方课程注册申请' (American Course Registration Application) form on the Wenzhou Keen University website. The form is divided into several sections, each with specific instructions and highlighted radio buttons:

- Requested adjustment:** Contains radio buttons for 'Add Course' and 'Change Course'. A red box highlights the 'Add Course' button. Instruction: 'Please read note No.3 listed above and check the box.'
- Academic Year & Term:** Instruction: 'Select the corresponding semester.'
- Applied Course No. & Section / Available Seats / Capacity of Applied Section:** Two columns. Left column instruction: 'Select the course you intend to apply for.' Right column instruction: 'Fill it out as shown on KeanWISE, e.g., 12/35.'
- College that offers the course:** Instruction: 'Select the corresponding college where the course is offered.'
- Is the instructor TBD (to be determined)?** (Only select TBA if you have confirmed the instructor is not assigned in the system. Otherwise, the form may not be acted upon.) Instruction: 'Only select "Yes" if you have confirmed the instructor is not assigned on KeanWISE or not shown in the ONCE "instructor" list here. Otherwise, the form may not be acted upon.' A red box highlights the 'Yes' radio button.
- Instructor:** Instruction: 'Select as shown on KeanWISE.'
- Are you retaking the applied course?** A red box highlights the 'Yes' radio button. Instruction: 'Check whether you are retaking this course.'
- Is the applied course an overload credit course?** (credit maximum for undergraduate students: 19 credits for spring and fall semesters, 7 credits for summer session, 4 credits for winter session) A red box highlights the 'Yes' radio button. Instruction: 'Please read note No.1 listed above. If the total credit will be exceeded after registering for the applied course, please check "Yes" for the question. The credit limit is 19 credits for spring and fall semesters, 7 credits for summer session, and 4 credits for winter session.'
- Reason:** Instruction: 'State the reasons accurately and clearly.'

At the bottom right of the form, there is a blue button labeled '提交' (Submit).

- Submit the form. Wait patiently for the form to be reviewed by the instructor and the college, then to be processed by the Office of the Registrar. If you have any questions, please read the notes above first.

## ONCE “美方课程注册申请” 业务教程

学生需先自行通过 KeanWISE 注册美方课程。若你无法自行注册某门课程，并在 KeanWISE 页面右上角看到以下报错信息，则可通过 ONCE 申请该课程：

- Registration in ... puts student in <b>overload</b> for ...Petition is required.
- <b>Prerequisite(s)</b> ...
- A Granted <b>Petition</b> is required for registration in ...
- ...: Failed Section registration <b>restriction</b> rules.
- The section is <b>full</b> .

如遇到表格中未列出的报错信息，请在提交 ONCE 表格之前联系教务部咨询。

注意事项：

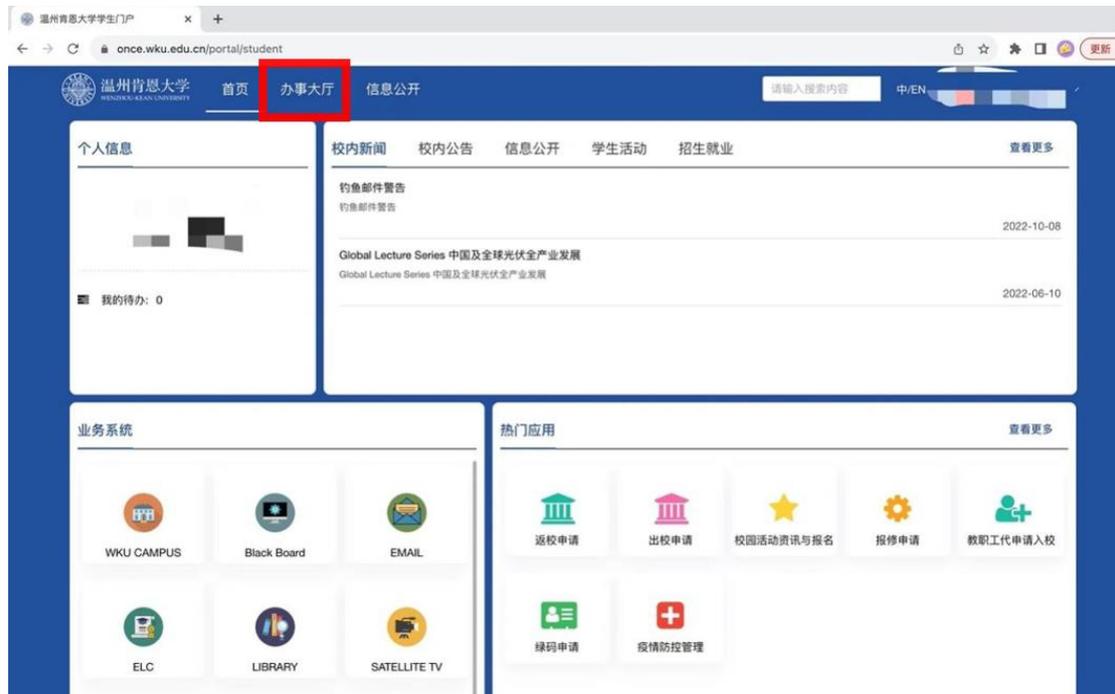
1. 请确认所有信息均填写正确，尤其是倒数第二个问题 “Is the applied course an overload credit course? 是否超学分选课” 需正确勾选。春秋学期学分上限 19 学分，夏季上限 7 学分，冬季上限 4 学分，如果注册当前申请课程后会超出学期学分上限，务必勾选 Yes，在教务部同意后流程会转到财务部，由财务部要求你缴费。若表单填写错误，会被教务部退回。
2. 确认申请的课程时间与已注册课程不冲突，若冲突会被教务部退回。
3. 如果你在考虑成功申请一门课之后将已注册的一门课退掉，但又不确定申请的课程能否被审批通过，那请务必在表单中勾选 “Change Course 换课”，教务部在处理表单时会帮你退掉相应课程。
4. 申请需要先通过教授和学院同意，才会转到教务部。教务部按照时间顺序处理表单，特殊时期加课量大，请各位同学耐心等待并及时关注进程。
5. 如果上述条件皆满足，可以先去上课。若上课前申请表尚未被教务部处理完成，无法通过 Canvas 等系统获取上课材料或其他文件，请先通过邮件或当面联系教授获取链接或寻求帮助。

## 具体操作步骤:

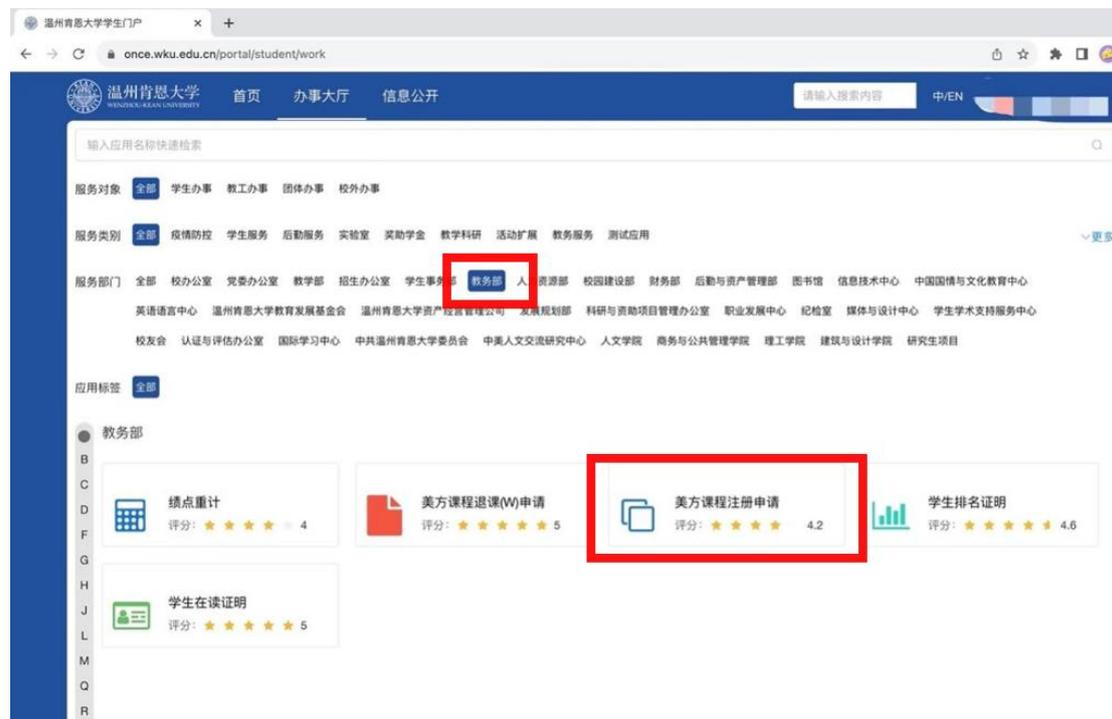
1. 进入温州肯恩大学官网 <https://wku.edu.cn/>, 点击 My WKU 进入电脑版 ONCE。



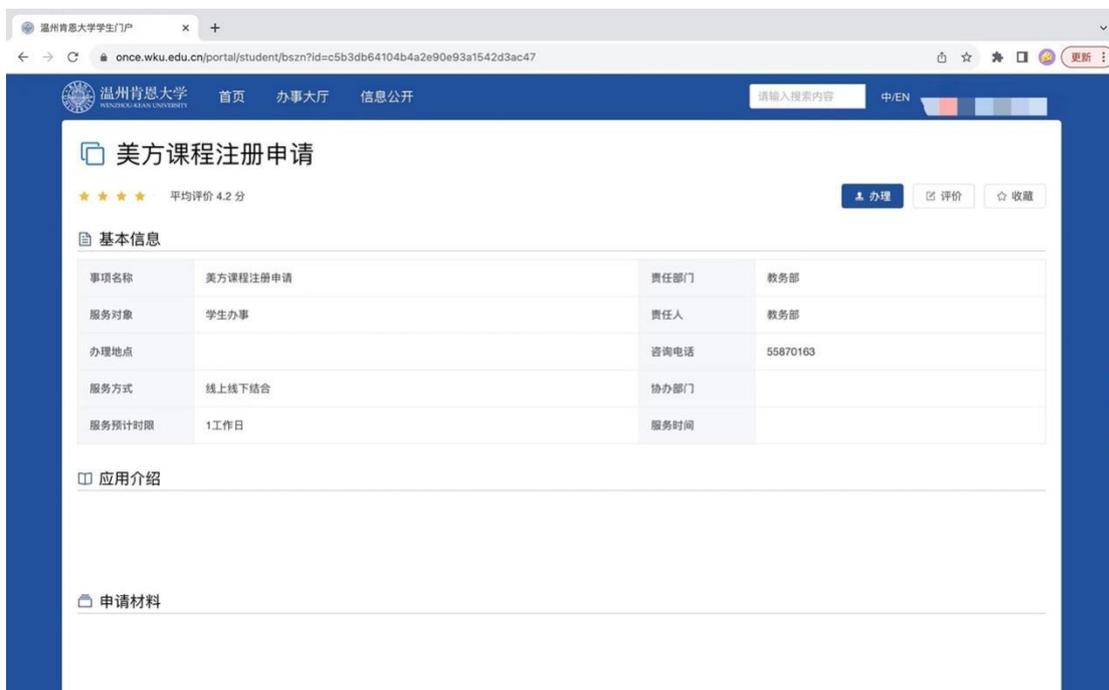
2. 点击“办事大厅”。



### 3. 找到“教务部”，点击美方课程注册申请。



### 4. 点击办理，进入办事流程。



5. 填写表单。本表单仅在选课期间开放，请务必关注教学日历中的课程注册调整截止日(<https://wku.edu.cn/academics/cal/>)。

温州肯恩大学  
WENZHOUCHEEN UNIVERSITY

美方课程注册申请

美方课程注册申请

审批中心

我的待办

抄送我的

我的申请

我的已办

我的草稿

Requested adjustment

Add Course  Change Course 请阅读上方的注意事项第 3 点，再进行勾选

Academic Year & Term

选择相应学期

Applied Course No. & Section Available Seats / Capacity of Applied Section

选择你要申请的课程 根据 KeanWISE 上的显示填写，eg. 12/35

College that offers the course

选择相应的开课学院

Is the instructor TBD(to be determined)? (Only select TBA if you have confirmed the instructor is not assigned in the system. Otherwise, the form may not be acted upon.)

Yes  No 仅在你确认 KeanWISE 上未安排老师，或此处的老师列表中无法找到该老师的情况下选择“是”。否则，本表单可能不被受理。

Instructor

选择 KeanWISE 上显示的教授

Are you retaking the applied course?

Yes  No 勾选是否为重修的课程

Is the applied course an overload credit course? (credit maximum for undergraduate students: 19 credits for spring and fall semesters, 7 credits for summer session, 4 credits for winter session)

Yes  No 请阅读上方的注意事项第 1 点。如注册申请的课程后学分将超过上限，请选择“是”。春季学期和秋季学期的学分上限为 19 学分，夏季学期为 7 学分，冬季学期为 4 学分。

Reason

请输入内容

如实填写理由

提交

6. 提交表单，并耐心等待任课老师审核、学院审核，及教务部操作。如有疑问请先阅读上方的注意事项。