

ONCE 'KU Course Registration' Tutorial

(中文版请见第 6 页)

Students must first register for KU courses themselves through the Student Self-Service. If you are unable to register for a particular course and see the following error messages displayed in the upper-right corner of the Student Self-Service webpage, you may then apply for the course through ONCE:

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

For any error messages not listed, please contact the Office of the Registrar for clarification before submitting the ONCE form.

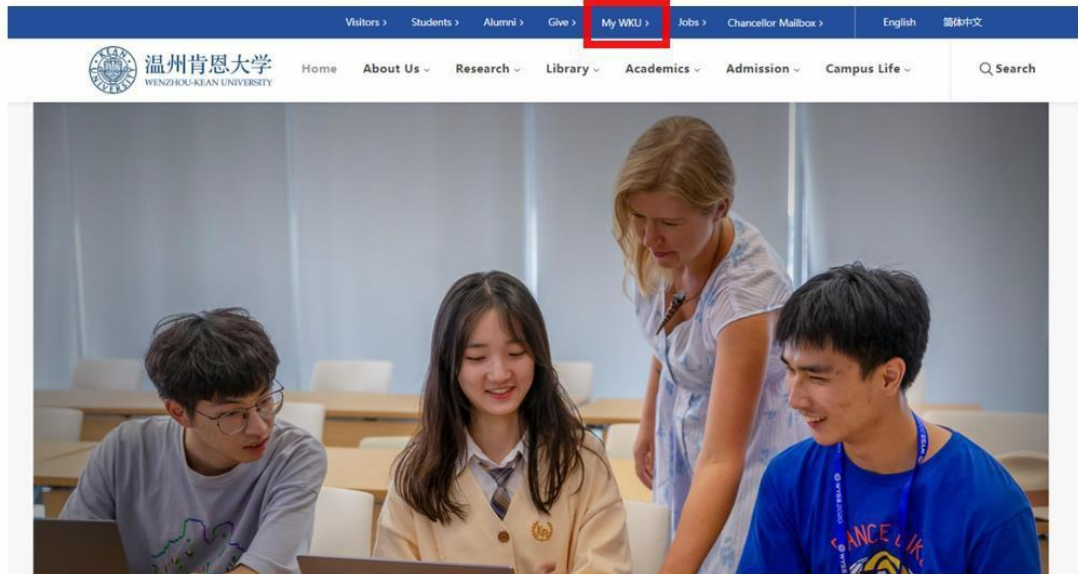
Important Notes:

1. Confirm that the meeting time of the applied course **does not conflict** with the meeting times of any of your registered courses. If a conflict exists, the Office of the Registrar will return the form.
2. If you are considering dropping a registered course after successfully registering for the course you applied for, but are unsure whether your application will be approved, please select **"Change Course"** on the form. The Office of the Registrar will drop the 'Current Course No. & Section' listed on the form on your behalf when processing it.
3. Please ensure that all information is filled out correctly.
 - 3.1 The question **"Are you applying to retake a course?"** is intended for students who wish to repeat a course. If you have already taken or withdrawn from the course you are applying for, please check "Yes". If you have taken or withdrawn from the course twice, or if you took the course once but received a grade of B- or higher, the form will go to the college dean for review. Forms that are filled out incorrectly will be returned by the Office of the Registrar.
 - 3.2 The question **"Is the applied course an overload credit course?"** is intended for students who wish to take more credits than the standard limit. The credit limits are: 19 credits for the spring and fall semesters, 7 credits for the summer session, and 4 credits for the winter session. If registering for the applied course will cause your total credits to exceed these limits, please check "Yes". Once the Office of the Registrar approves the form, it will go to the Office of Financial Services, which will require payment for the overload tuition. Forms that are filled out incorrectly will be returned by the Office of the Registrar.

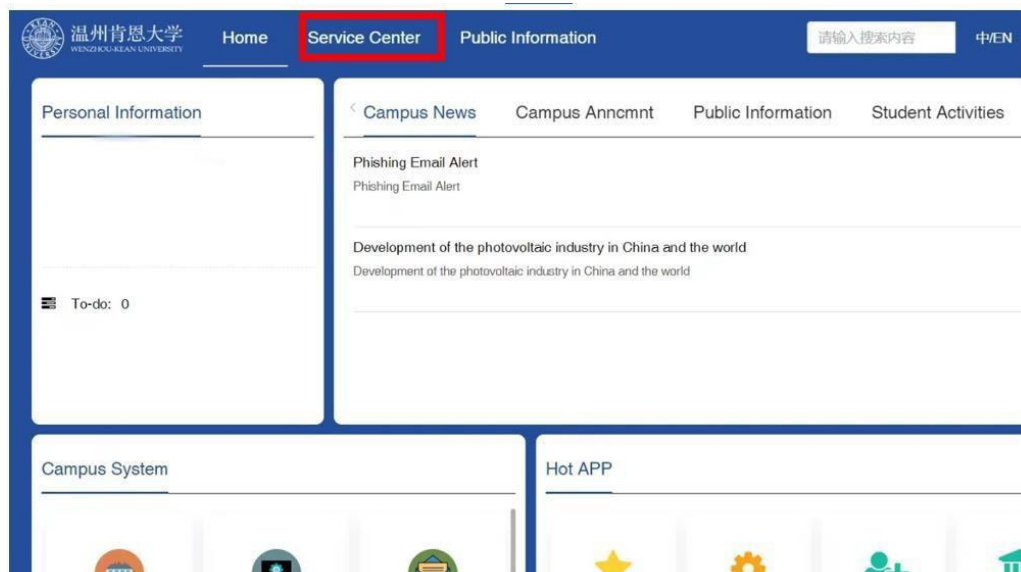
- 3.3 For the question **“Is the instructor TBA?”**, only select “TBA” if you have confirmed that no instructor is assigned in the Student Self-Service. Otherwise, the form may not be acted upon.
4. The application must be approved by the instructor and the college(s) before it reaches the Office of the Registrar. The Office of the Registrar processes forms in the order they are received. During registration periods, there is a high volume of applications, so please be patient and monitor the progress of your application.
 5. If all the above conditions are met, and your application has reached the Office of the Registrar for processing, you may attend the class without worry. If the Office of the Registrar has not processed your application before class begins, and you cannot access class materials or other documents through platforms such as Canvas, please contact the instructor by email or visit their office to request a link or assistance.
 6. You are not allowed to submit duplicate applications for the same course section within a single semester/session. If you wish to resubmit a form for the same course section, please cancel your current in-progress form first.

Steps:

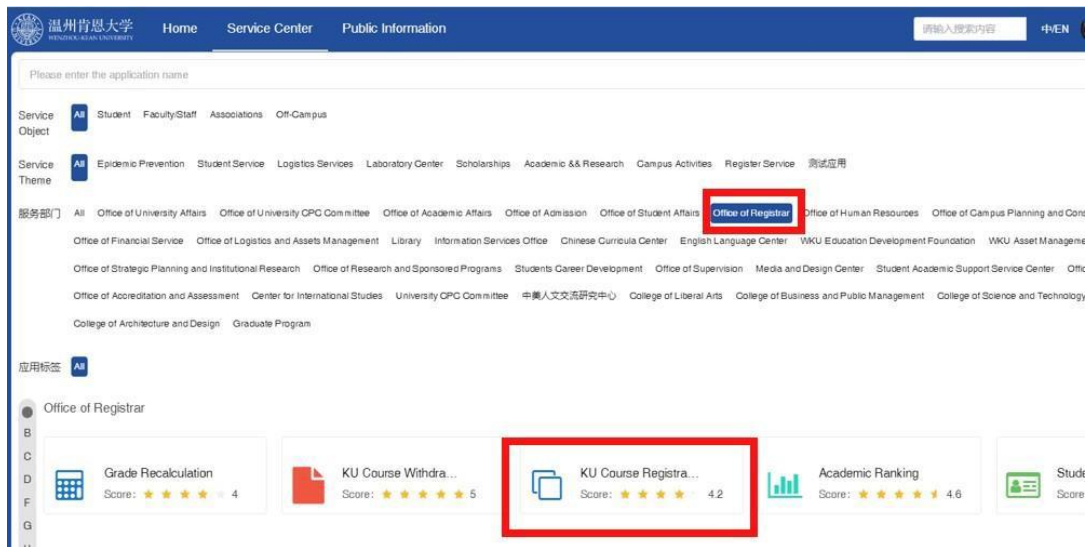
1. Visit the official website of Wenzhou-Kean University: <https://wku.edu.cn/>. Then click 'My WKU' to access the PC version of ONCE.



2. Click 'Service Center'.



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



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



5. Fill out the form. This form is only open during the course registration period. Please make sure you note the Last Day to Add/Drop Courses as indicated in the academic calendar (www.wku.edu.cn/en/academics/academic-calendar).

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| * Requested adjustment | |
| <input type="radio"/> Add Course <input type="radio"/> Change Course Please read Important Note No.2 as listed above and check the box. | |
| * Academic Year & Term | |
| Select the corresponding term. <small>Please select</small> | |
| * Applied Course No. & Section | Available Seats / Capacity of Applied Section |
| Select the course you intend to apply for. <small>Please select</small> | Fill it out as shown on Student Self-Service, e.g.,12/35. <small>Please enter the content</small> |
| * College that offers the course | |
| Select the corresponding college where the course is offered. <small>Please select</small> | |
| * Are you applying to retake a course? | |
| <input type="radio"/> Yes <input type="radio"/> No Please read Important Note No.3.1 as listed above and check the box. | |
| * Is the instructor TBA? | |
| <input type="radio"/> Yes <input type="radio"/> No Please read Important Note No.3.3 as listed above and check the box. | |
| * Instructor | |
| Select as shown on Student Self-Service. <small>Please select</small> | |
| 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. If the total credit will be exceeded after registering for the applied course, please select 'Yes' for the question. If you don't select Yes when you are applying for an overload credit course, the form will be returned.) | |
| <input type="radio"/> Yes <input type="radio"/> No Please read Important Note No.3.2 as listed above and check the box. | |
| * How many credits do you plan to take this semester, including the courses you have applied for through ONCE? | |
| Please enter the total credits you plan to take in the corresponding term. <small>Please enter the content</small> | |
| Reason (Please outline the reasons in English) | |
| State the reasons accurately and clearly. <small>Please enter the content</small> | |

6. Submit the form. Please wait patiently while the form is reviewed by the instructor and the college(s), and then processed by the Office of the Registrar. If you have any questions, refer to the notes above first.

ONCE “美方课程注册申请” 业务教程

学生须先通过Student Self-Service自行注册美方课程。若你无法自行注册某门课程，并在Student Self-Service页面右上角看到以下报错信息，则可通过ONCE申请该课程：

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

如遇到表格中未列出的报错信息，请在提交 ONCE 表格之前联系注册办咨询。

重要说明：

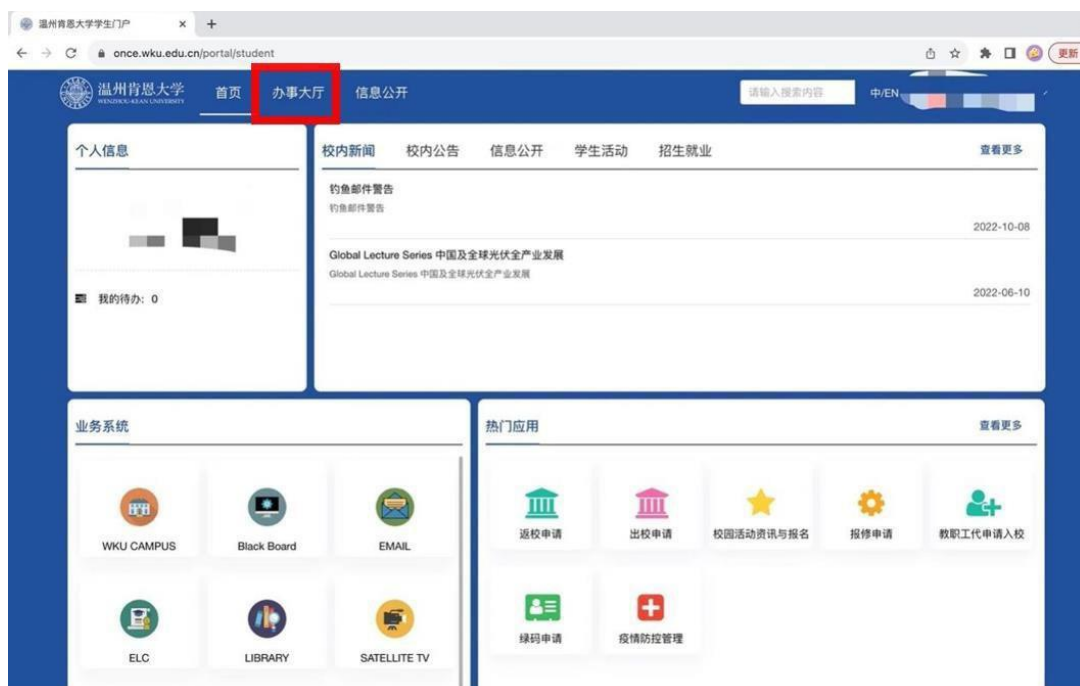
1. 请确认申请课程的上课时间与已注册课程的上课时间**不冲突**。如果存在冲突，注册办将退回表单。
2. 如果你考虑在成功注册所申请课程之后将已注册的一门课退掉，但不确定申请的课程能否被审批通过，请在表单中勾选“**Change Course 换课**”，注册办在处理表单时会代你退掉表单中列出的“Current Course No. & Section 当前班级”。
3. 请确保所有信息填写正确。
 - 3.1 “**Are you applying to retake a course?**” 这个问题是针对希望重修课程的学生设计的。如果你之前已经修过或退过 (W) 你现在申请的课程，请选择“YES”。如果你已经修过或退过 (W) 该课程两次，或者只修过一次但成绩是B-或以上，表单将流转至学院院长审核。填写不正确的表单将由注册办退回。
 - 3.2 “**Is the applied course an overload credit course?**” 这个问题是针对希望修超过规定学分的学生设计的。学分上限为：春季和秋季学期19学分，夏季7学分，冬季4学分。如果修这门课程会使你的总学分超过上述限制，请选择“YES”。注册办同意后，表单将流转至财务部，你需要支付超出部分的学分学费。填写不正确的表单将由注册办退回。
 - 3.3 对于“**Is the instructor TBA?**” 这个问题，只有在你确认Student Self-Service上尚未安排任课教师时才选择“TBA”，否则表单可能不会被处理。
4. 表单必须先获得任课教师和学院批准后，才会流转至注册办。注册办将按照表单收到的时间顺序进行处理。注册期间申请量较大，请耐心等待并关注申请进度。
5. 如果以上所有条件都已满足，且你的表单已到达注册办等待处理，你可以安心去上课。如果注册办在开课前尚未处理你的申请，且你无法通过Canvas等平台获取课程资料或其他文件，请通过电子邮件或当面联系任课教师获取链接或寻求帮助。
6. 你无法提交同一学期内同一课程班级的重复申请。如果你想重新提交相同课程班级的申请，请先取消当前正在进行的表单。

具体操作步骤:

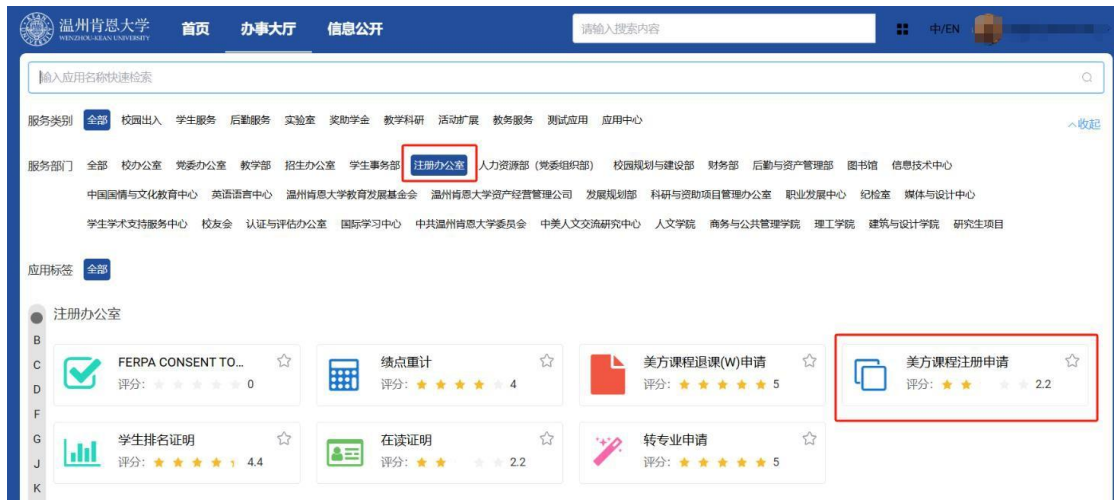
1. 进入温州肯恩大学官网 <https://wku.edu.cn/>, 点击My WKU进入电脑版ONCE。



2. 点击“办事大厅”。



3. 找到“注册办公室”，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(www.wku.edu.cn/zh-hans/academics/cal)。

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| * Requested adjustment | |
| <input type="radio"/> Add Course <input type="radio"/> Change Course 请阅读上方列出的重要说明第2条，并勾选相应选项。 | |
| * Academic Year & Term | |
| 请选择相应学期。 <small>Please select</small> | |
| * Applied Course No. & Section | Available Seats / Capacity of Applied Section |
| 请选择你想申请的课程。 <small>Please select</small> | 请根据Student Self-Service上显示的填写，如12/35。 <small>Please enter the content</small> |
| * College that offers the course | |
| 请选择开设该课程的学院 <small>Please select</small> | |
| * Are you applying to retake a course? | |
| <input type="radio"/> Yes <input type="radio"/> No 请阅读上方列出的重要说明第3.1条，并勾选相应选项。 | |
| * Is the instructor TBA? | |
| <input type="radio"/> Yes <input type="radio"/> No 请阅读上方列出的重要说明第3.3条，并勾选相应选项。 | |
| * Instructor | |
| 请根据Student Self-Service上显示的选择。 <small>Please select</small> | |
| 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. If the total credit will be exceeded after registering for the applied course, please select 'Yes' for the question. If you don't select Yes when you are applying for an overload credit course, the form will be returned.) | |
| <input type="radio"/> Yes <input type="radio"/> No 请阅读上方列出的重要说明第3.2条，并勾选相应选项。 | |
| * How many credits do you plan to take this semester, including the courses you have applied for through ONCE? | |
| 请填写你计划在该学期修的总学分。 <small>Please enter the content</small> | |
| Reason (Please outline the reasons in English) | |
| 请准确清晰地填写理由。 <small>Please enter the content</small> | |

6. 提交表单，并耐心等待任课老师审核、学院审核，及注册办操作。如有疑问请先阅读上方的重要说明。