

## SOP of Student Grade Record Checking

### 1. Log into iNCCU system



### 2. Click on "Online Mark Inquiry"(成績查詢)



### 3. Select the Year and Semester to check your score.



The screenshot shows the NCCU Information System interface. The main navigation bar includes 'Students', 'Faculty', 'Staff', and 'Administration'. The current page is 'Online Mark Inquiry (成績查詢)'. Below the navigation bar, there are links for 'Semester Grades', 'Course Exemption', 'History Study Records', and 'Languages'. The main content area contains two red notices: one stating that since the 2017-2018 academic year, scores can be queried from a specific path, and another stating that the scope of marks available for enquiry is limited to the period when the Office of Academic Affairs inputs the information. Below the notices is a form with two dropdown menus: 'School year' set to '106' and 'Semester' set to '1'. A green 'Submit' button is located below the form. At the bottom of the page, the contact information for the Office of Academic Affairs Registration Section is provided: (02)29393091 ext.53276.

Online Mark Inquiry Semester Grades Course Exemption History Study Records Languages

※ Since 2017-2018 academic year, query and print personal course score from the following path :  
nccu/Campus web info. portal/Students/Personal Info/學行成績查詢紀錄證明

※ The scope of marks available for enquiry is limited to the period when the Office of Academic Affairs inputs the information.

School year 106

Semester 1

Submit

Office of Academic Affairs Registration Section (02)29393091 ext.53276