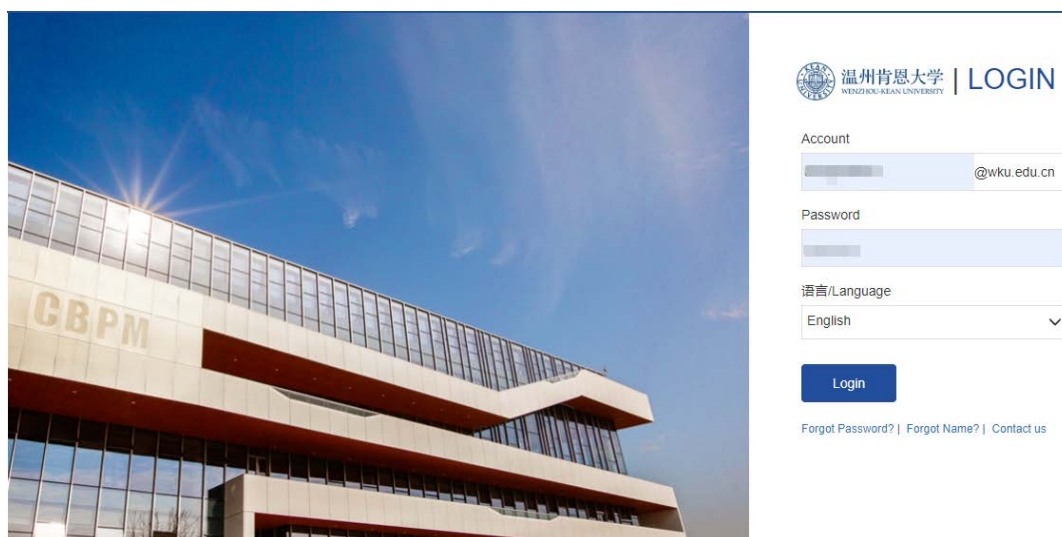


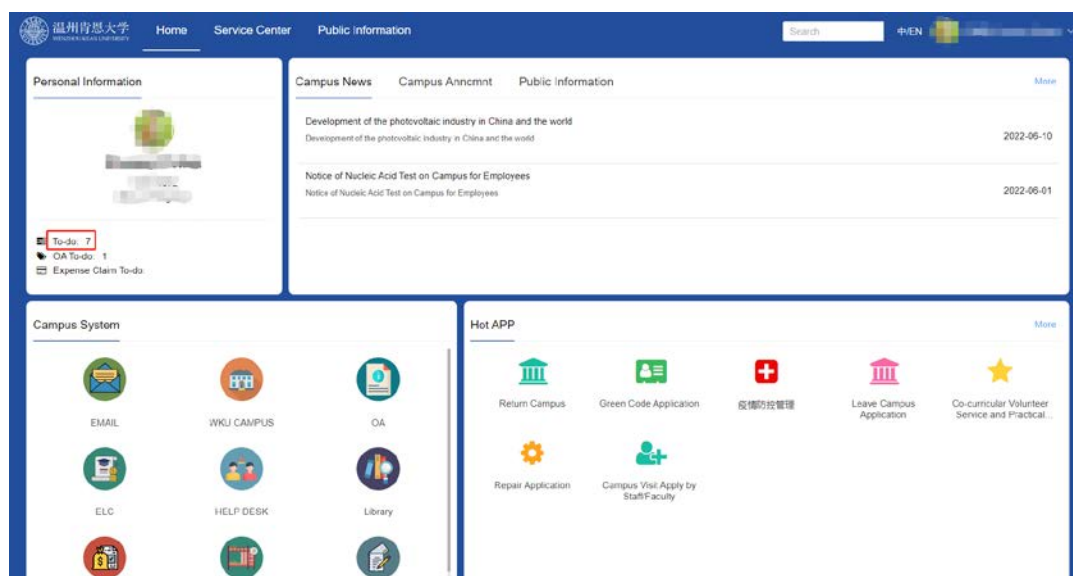
# Guide for ‘Application Form for KU Course Registration’ on ONCE

## How to Log in ONCE?

- Visit <https://once.wku.edu.cn>, and you will be directed to the log-in page. Please log in with your WKU e-mail username and password.



- Click ‘To-do’ under ‘Personal Information’, and you will see the tasks waiting for your approval.



- Under 'My To-Do', the default order of the pending tasks is from the newest to the oldest. Please kindly process all requests in the order they were received. You can click 'Start time' to change the order.
- Click 'Process' to check the detail of the application form.

The screenshot shows a web application interface with a navigation bar at the top containing 'My To-Do' (with a red notification badge '5'), 'CC Me', 'My Application', 'My Completed', 'My Draft', and 'Proxy Process'. Below the navigation bar is a search and filter section with input fields for 'Applicant', 'ProcessName', and 'Summary', and a 'Time' range selector with 'Start time' and 'End time' fields. There are also 'Search' and 'Reset' buttons. Below this is a toolbar with 'Refresh', 'Assign a task', and 'Batch approval' buttons. The main content is a table with the following columns: '> ...', a checkbox, 'Process and Summary', 'StepName', 'Status', 'Applicant', 'Start time', and 'Operation'. The table contains six rows of data, all with a status of 'Processing'. Red arrows point to the 'Start time' and 'Process' links in the first row.

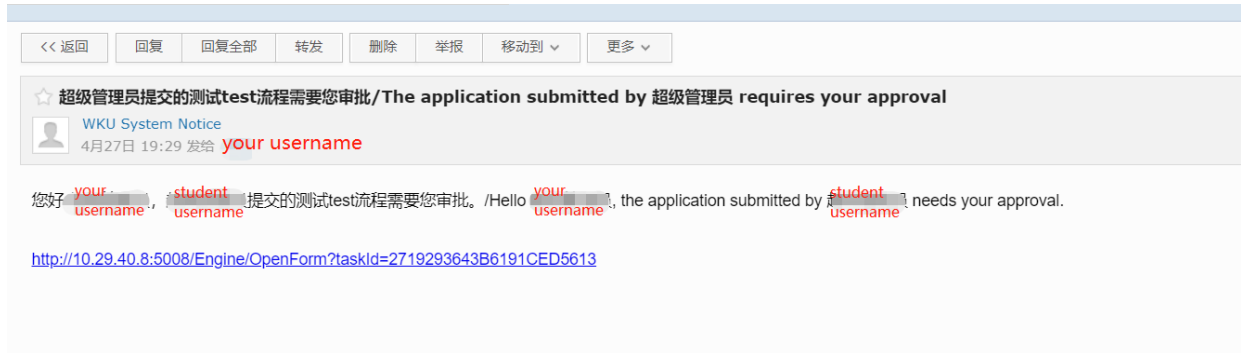
> ...	<input type="checkbox"/>	Process and Summary	StepName	Status	Applicant	Start time	Operation
>	<input type="checkbox"/>	[blurred]	[blurred]	Processing	[blurred]	[blurred]	Process Progress
>	<input type="checkbox"/>	[blurred]	[blurred]	Processing	[blurred]	[blurred]	Process Progress
>	<input type="checkbox"/>	[blurred]	[blurred]	Processing	[blurred]	[blurred]	Process Progress
>	<input type="checkbox"/>	[blurred]	[blurred]	Processing	[blurred]	[blurred]	Process Progress
>	<input type="checkbox"/>	[blurred]	[blurred]	Processing	[blurred]	[blurred]	Process Progress

# Process to Review:

## Step 1: Receive Notifications

### 1.1 From E-mail

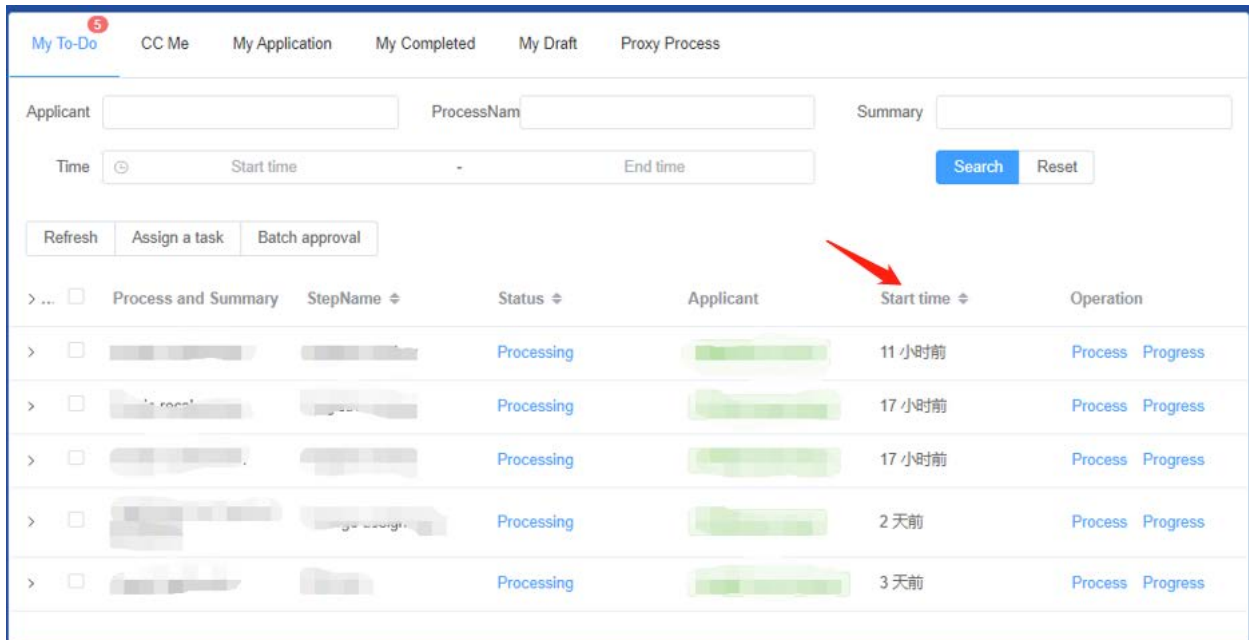
When your WKU e-mail box receives a request e-mail from WKU System Notice regarding ‘Application Form for KU Course Registration’, please click the link below to review the student’s application.



### 1.2 From ONCE

When you receive a request message on ONCE regarding ‘Application Form for KU Course Registration’, please click the requested task to review the student’s application.

Please note that: the default order of the pending tasks is from the newest to the oldest. Please kindly process all requests in the order they were received. You can click ‘Start time’ to change the order.



## 2. Review the Student's Application

Please review the student's personal information and the applied course information.

### Application Form for KU Course Registration

Examination and approval flow chart    Print

ApplyNo.20220629EB4419

Personal Information	
* Name	* Student ID
* Gender	* Student Type
* Contact No.	
* College	* Major
* WKU Email	* KU Email
Course Information	
* Requested adjustment	
<input type="radio"/> Add Course <input type="radio"/> Change Course	
* Academic Year & Term	
* Applied Course No. & Section	* Available Seats / Capacity of Applied Section

## 3. Make Your Decision

Under the application form, you can approve or return the application. If you return the form, please kindly provide your comments.

Process History				
Steps	Handler	Status	Comment	Handle Time
Applicant (re)submission		Submit		2022-06-29 14:26:45
				2022-06-29 14:35:29

Please enter the opinion

Approve    Return

After the application is denied at any stage or fully approved, students will receive an automatic notification from both E-mail and ONCE.