

National Taiwan University's Online Course Addition and Withdrawal Test Project
 (Approved by the 2nd Academic Affairs Meeting in the 2nd Semester of 2006 Academic Year)

I.	Test Project's preparation procedures and associated measures for the online course addition and withdrawal for the 1 st semester of 2007 academic year:
	1. Prior to the arrangement of courses for the 2 nd semester of 2006 academic year, each academic unit must obtain each subject course's "restrictions", "maximum students allowed" and the addition/withdrawal period's "addition method" from the course instructors.
	<p>(1) "Restrictions": student identification conditions such as "limited to department students only" set up by each subject course is only applicable during the first registration period and not applicable during the addition and withdrawal period.</p> <p>(2) "Maximum students allowed":</p> <p>A. The number of maximum students allowed must be set during the first registration period. Whenever possible, set the limit to the maximum number of students acceptable by the instructor (or as permitted by the classroom size) in order to decrease the number of additions and withdrawals after the beginning of classes. Furthermore, for requirement courses, the maximum number of students allowed must include students in one's own department, students with double majors and students with minors.</p> <p>B. During the addition and withdrawal period, the course instructor decides whether or not to set the maximum student restriction. [Note: The course administration system provides the previous semester's student number limitation in each course as well as the number of registrations during the first registration period as a reference for the staff arranging the course timetable]</p> <p>(3) "Addition method" during the addition/withdrawal period: Each course instructor shall decide on one of the following three methods:</p> <p>① The course instructor does not set the maximum number of students limitation, and the students add the course online directly and complete the procedure instantly. [Note: most professional courses belong to this category]</p> <p>② Once the course instructors have selected the students, he or she gives out "addition authorization codes" which allows students to add the course online directly and instantly. [Note: If this method is chosen, the registration qualifications (i.e. pre-qualification conditions not satisfied...) and the maximum number of students permitted</p>

		<p>during the addition/withdrawal period shall be totally controlled by the course instructor through the handing out of authorization codes].</p> <p>③ After the students have registered the request for course addition online, based on the “maximum number of students” set by the course instructor for the addition/withdrawal period, there shall be two allocation processes during a week. [Note: If a course in this category is full and the student has a need to register for the course due to special reasons, he or she may download the “Teacher’s Consent Form for Course Registration” online during the third week of classes. After completing the form and obtaining approval signatures from the course instructor and the director of the department / graduate institute, it must be submitted to the Academic Affairs section for registration prior to the end of the third week.]</p>
	2.	<p>Directors of individual departments must establish the “maximum and the minimum number of credits” to be taken by undergraduate students of each year level depending on the amount of credit hours required for graduation determined by the department, and must publish such information on the course information system for inquiries.</p> <p>“Maximum number of credit hours allowed”: 20 for masters and Ph.D. students (Master’s thesis and Ph.D. thesis not included); for undergraduate students, the limit can be set between 25~33 and students who add courses online in the ①② category or register for courses in the ③ category must not exceed this limit.</p> <p>“Minimum number of credit hours allowed”: 0 for Master’s and Ph.D. students. For undergraduate students in the 4-year programs, the limit can be set between 9~15 for students in the first year through the third year, 3~9 for students in the fourth year and 0 for students postponing graduation. Students whose total number of credits falls below the limits after the registration process must submit a “Request Form for Credit Hour Reduction”; otherwise, they shall be dismissed from the university in compliance with article 42 of university’s Academic Policies.</p> <p>3. Individual departments can access information on courses already registered by the students during the registration period in order to facilitate counseling of student’s course registration process.</p> <p>4. The course registration system displays the current number of students who have already “added” and who have “registered” for each course. And once the total number of students who have “added” the course exceeds the “maximum number of students”, the system will display a warning message.</p>
II.		Online Addition and Withdrawal Implementation Method:
	1.	Once the classes have started, courses can be classified into ①② and③ categories as described previously depending on the “Addition Method” chosen

- by the course instructor.
2. During the first week of classes, students are allowed to sit in at any course in any of the categories and can obtain “addition authorization codes” from instructors of courses in the ② category.
 3. During the second and the third week of classes, open access for students to add and withdraw classes online for an entire period of two weeks.
 4. Hours of access: Mondays, Tuesdays, Thursdays and Fridays from 9:00~21:00 and Saturdays from 9:00~12:00. (Wednesdays and Saturday afternoons are dedicated for allocation processes and access is closed)
 5. Withdrawal method: Withdrawals can be performed online.
 6. Addition method: Using the different methods described previously for courses in categories ①② and ③.
 7. Restrictions for additions:
 - (1) When adding courses, the total number of credit hours must not exceed the “Maximum number of credit hours allowed”. If total credit hours of the added courses (including those already registered) reach the upper limit, certain courses must be dropped in order to add courses.
 - (2) When courses in the ① and ② categories have conflicts with the courses already added or have the same course number, then no additions shall be accepted. [Note: “Overlaps” do not include taking two courses in the same subject during the same semester as defined by article 16 of NTU’s Academic Policies, except when stipulated otherwise by the individual department.]
 8. Allocation Procedures:
 - (1) Check for course changes and update the course inquiry system; execute the allocation process based on the most recent course file.
 - (2) Allocation method for courses in the ③ category [Note: allocate based on serial numbers in increasing order]:
 - A. If the number of registered students is less than the maximum allowed, select all.
 - B. If the number of registered students exceeds the maximum allowed:
Elective courses: use random selection by computer.
Requirement courses: select based on subject’s identity. Priority is given to department students, double major students and students with minors. If the number still exceeds the maximum within the same priority level, then use random selection by computer.
 - C. Courses with time conflicts or having the same course number (but different time sections) can be registered; however, only one course (or one time section) will be allocated.
 - D. If after adding a course A (or section), another course B and C (or time section) are added having a conflict with course A (or time section), and when also allocation is made for either course B or C (or time

section), the system will automatically delete the original registration for course A (or time section). [Note: this is a concept of holding on to what you have until finding a better opportunity]

9. “Addition Authorization Code” for courses in the ② category (hereinafter referred to as the “Authorization Code”):
 - A. Prior to the beginning of classes and up until the third week of classes, and based upon each course’s “Maximum students allowed”, the Academic Affairs Division shall print white and red authorization codes with validity dates for course instructors.
 - B. Course instructors have authority to grant students the permission to add a course: when the course instructor agrees to grant permission to add a course, he or she will do so by giving an authorization code which allows the student to add the course online. (For example, the course instructor may begin distributing white authorization codes during the 1st week and the 2nd week of classes, and distribute red authorization codes during the 3rd week of classes.)
 - C. In order to avoid the case of different persons obtaining an authorization code from the course instructor and adding the course online, the instructor must examine the student’s ID card at the time of receiving the authorization code and request the student sign the “Signature Form for Receiving Addition Authorization Code” and fill in the ID number and the name. This form can be used as evidence in case of disputes.
 - D. Authorization codes have a certain time validity. White authorization codes can only be used to add courses online during the 2nd week of classes, and red authorization codes can only be used during the 3rd week of classes. Authorization codes not used after their validity period expired are considered forfeited.
 - E. Course instructors may request additional authorization codes from the Academic Affairs Division at any time.
 - F. An authorization code consists of 10 random numbers and the codes are different for different courses.
 - G. One authorization code is limited to one person’s use. If a student decides to drop a course after adding it, only the original student may use the same code to add the same course before the code expires.

10. **Imposing blockage of unacceptable course registrations**

At the end of the 3rd week of classes and as the online course addition and withdrawal period ends, the Academic Affairs unit shall implement compulsory dismissal of candidates who do not fulfill the pre-requisites for taking a course or those who are taking Teacher Education courses but who fail to satisfy the qualifications for such courses. Other cases demanding involvement of the

	Academic Affairs unit include time conflicts due to course changes or other intervention as requested by course instructors.
III.	Other related matters:
	<ol style="list-style-type: none"> 1. Undergraduate students who, due to special circumstances must take credit hours above the “Maximum credit hours allowed” or who must take credit hours below the “Minimum credit hours allowed” as stipulated by each department, must complete the “Request Form for Exceeding or Reducing Credit Hours”. The paperwork must be completed within the 3rd week of classes. 2. If a course added by a student does not meet the pre-requisite requirements of the course, or if due to other reasons the student is not able to add a course online (i.e. only 2 “special topic” are allowed per semester; or “Maximum students allowed” is reached, however the student must take such course in order to graduate on time), the student can request exception by obtaining approval from the course instructor and the chair of the department. The student in this case must download the “Instructor’s Consent for Course Addition” form online, then print and complete it during the third week of classes and obtain the signatures from the course instructor and the chair of the department. Prior to the end of third week of classes, the form must be submitted to the pertaining academic unit for addition process; once past the deadline, no request will be processed. Those who do not meet the pre-requisite requirements are disallowed from adding the course. 3. Addition confirmation: <ol style="list-style-type: none"> (1) Regardless of whether the student is adding or dropping a course, the “Course Selection Confirmation Slip” must be printed from online during the fourth week of classes for reference. If a student’s graduation qualifications are hampered or if a student faces possible mandatory dismissal prior to the end of the fourth week of classes, the student must complete the “Student Report” and seek remedial assistance from course instructors or the pertaining academic unit. (2) At the end of the fourth week of classes, the Academic Affairs Division prints each individual student’s “Course Registration List” and sends them to each department / graduate institute for the signature and approval of the student’s counseling teacher and department chair; afterwards, the
	<ol style="list-style-type: none"> 4. Night-time Courses: Students in the day-time degree program who wish to take night-time courses must comply with the regulations of the “Student’s Night-time and Day-time Course Study Guidelines” and present the request in writing within the first three weeks of classes. 5. Day-time Courses: Students in the Division of Continuing Education in Bachelor Program who wish to take day-time courses, except for the program students who can add the

	<p>program courses online, the rest must comply with the “Student’s Night-time and Day-time Course Study Guidelines” and present the request in writing within the first three weeks of classes.</p>
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