

National Taiwan University's "Online Course Addition/Withdrawal" Q&A

1. When does it start?

A: The implementation of online course addition/withdrawal test phase begins in the first semester of 2007 academic year. At the start of classes, the university will no longer distribute the printed "course addition/withdrawal registration form". Instead, at the prescribed time, the students must access the info webpage to input addition or withdrawal information and confirm the results online.

2. Can any course be added online?

A: Course's "addition method" varies depending on the course instructor, and overall it can be classified into three categories: ①② and ③. Each semester, the course information system will register the addition method associated with each course. The three classifications are as follows:

Courses in category ①: There is no limitation on the number of students, and the students can add the course online directly and complete the procedure online. However, those who do not satisfy the pre-requisites will be rejected after the addition/withdrawal period ends.

Courses in category ②: Qualifications for taking the course (i.e. unacceptable addition due to pre-requisites not satisfied) and the maximum number of students are set and controlled by the course instructor during the addition/withdrawal period by the handing out of the "addition authorization code". Students can add the course online by using the code and completing the addition online. [Note: authorization codes have a certain time validity period in order to avoid accumulation by students. The "white" authorization codes are given by the course instructor during the 1st and the 2nd week of classes and are limited to add courses online during the 2nd week. The "red" authorization codes are given during the third week by the instructor and can only be used during the third week. Authorization codes left unused after their validity period are considered forfeited.]

Courses in category ③: Students who wish to take courses in this category can sign up online. The system will then allocate twice per week depending on the "maximum number of students" set by the course instructor for the addition/withdrawal period. However, those who do not satisfy the pre-requisites will be rejected after the addition/withdrawal period ends.

3. Course registration schedule?

A: 1st week of classes: sit-ins allowed for courses in all categories and white “addition authorization codes” can be requested from category ② instructors.

2nd week of classes: Courses in all categories can be withdrawn directly online.

Courses in category ① can be added online and for those who have already obtained “white” authorization codes for courses in category ② can add the course online.

Courses in category ③ can be signed up for online on Monday and Tuesday; the system will allocate on Wednesday. Courses in category ③ can be signed up for online again on Thursday, Friday and Saturday morning and the system will allocate again on Saturday afternoon.

3rd week of classes: Courses can be withdrawn directly online.

Courses in category ① can be added online and for those who have already obtained “red” authorization codes for courses in category ② can add the course online.

Courses in category ③ can be signed up for online on Monday and Tuesday; the system will allocate on Wednesday. Courses in category ③ can be signed up for online again on Thursday, Friday and Saturday morning and the system will allocate again on Saturday afternoon.

4th week of classes: “Course Selection Confirmation Slip” must be printed online and kept for future records.

4. Internet access time schedule?

A: Mondays, Tuesdays, Thursdays and Fridays from 9:00~21:00 and Saturdays from 9:00~12:00 during the 2nd and 3rd week of classes. (Wednesday whole day and Saturday afternoons are reserved for allocation processes; thus there is no access)

5. Is there any credit hour limitation for additions and withdrawals?

A: Chairpersons 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 as determined by the department, and must publish such information on the course information system for inquiries.

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.

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 request must be completed within the 3rd week of classes; otherwise, no excess credit hours may be taken and those with insufficient credit hours shall receive mandatory dismissal in compliance with article 42 of the university’s Academic policies.

6. Can courses with time conflicts be added or signed up for?

A: If there is any time conflict between courses already added and courses in category ① and ②, no additions will be accepted.

Courses in category ③ can be signed up for even when there is a time conflict with other course sessions; however, only one session will be allocated at the end.

7. Can courses with the same course number but different sessions with no time conflicts be added or signed up for?

A: If courses in category ① and ② have time conflicts with courses already added, they will not be accepted then.

For courses in category ③, only one session will be allocated at the most. [Note: The “Overlaps” referred to in article 16 of the Academic policies does not include taking two courses in the same subject during the same semester.

8. How are the courses in category ③ allocated?

A: Allocated based on serial numbers in increasing order.

A. If number of registered students is less than the maximum allowed, select all.

B. If 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 can be registered; however, only one course will be allocated.

D. If after adding a course A, another course B and C are added having a conflict with course A, and when also allocation is made for either course B or C, the system will automatically delete the original registration for course A. [Note: this is a concept of holding on to what you have until finding a better opportunity]

9. What happens when the “Addition authorization codes” given to category ②

instructors are insufficient?

- A. Prior to the beginning of classes and up until the third week of classes, the Undergraduate Academic Affairs Section, Academic Affairs Division prints off white and red authorization codes with validity dates for course instructors based upon each course's "Maximum students allowed". When authorization codes are insufficient, instructors can request more from the Academic Affairs Division at any time.

10. How can the course instructor make sure that the student who receives the "Addition authorization code" and the one who actually uses it to add the course online is the same person?

- A: The "Signature Form for Receiving Addition Authorization Code" has a column for student signatures; therefore, instructors must examine the student's ID card at the time of giving out the authorization code and request the student to sign the form and fill in the student number as well. This form is to be used as evidence in case of disputes.

(For example if the course instructor notices that there are students who appear on the name list without being given authorization codes, he or she can use this form as evidence and request the Academic Affairs Division in writing to nullify the course from the student's registration list.)

11. If a student loses the authorization code prior to adding the course, or if the authorization code has already expired, what happens then?

- A. If the student has signed the "Signature Form for Receiving Addition Authorization Code" at the time of receiving the code, the student can request the instructor to check the form and also obtain the code's reference number; with the reference number the student can add the course online before the expiration date of the code.

If the student has not signed the form and has not copied down the reference number, or if the authorization code has already expired, the student has no other choice but to request another valid authorization code from the instructor.

12. If a student has already added a course online after receiving the authorization code, but then inadvertently dropped the same course, what happens then?

- A. Each authorization code can only be used by one person. If the student has added a course online and then drops it, the original user of the authorization code can use the same code to add the course again within the validity period of the code. However, if the code has already expired, the student has no other choice but to request another valid authorization code from the instructor.

13. Does the “Addition authorization code” have a duplicate or a succeeding number? Can it easily be guessed or cracked open by a program?
- A. The authorization codes are 10-digit random numbers and they are different for each course; the Academic Affairs Division has special measures to prevent the codes from being cracked.
14. If a student must take a category ③ course but fails to receive the allocation or is unable to add the course online for a particular reason, what is the remedy?
- A. 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 category ② and ③ courses 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 chairperson of the department / graduate institute. 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 chairperson of the department / graduate institute. Prior to the end of the 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.
15. Are there any computer downtimes or traffic issues?
- A: The Academic Affairs Division’s server has been updated and also since the online additions and withdrawals are not on a “first come first serve” basis, there should not be this kind of situation.
16. Is there any reason why the online access cannot be 24 hours?
- A: The Administration Building has encountered power outages recently. The computer when under abnormal power down conditions has the possibility of losing massive amount of data; when this happens, the consequences are irreparable. Even though the Academic Affairs Division has a back up electric artifact, it can only sustain for a short period of time; thus, when the online access is open during non-working hours, there is always someone at the Division for surveillance. Once the Administration building has a back up emergency power generator in place, there will be further considerations for 24 hour online access.
17. Since the students are the ones who enter the addition/withdrawal information online, why is there a need for online confirmation during the prescribed period?

A: 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. Therefore, during the fourth week of classes, the students must print the “Course Selection Confirmation Slip” for verification and records.