Online Add/Drop Course Selection System

網路加退選選課系統

2020.07.13





System Login:

Log in to Taipei Tech Portal (北科校園入口網站)

• How to Access to Taipei Tech Portal?

(<u>LINK</u>)

Account : Your Student ID Default Password : Your birth date EX: For someone who born on August 26th 2020, your default password will be 20200826



Remember to change your password and log in with the new one again!







USTP: University System of Taipei





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Add Courses

Click Adding Classes

建 「一」 編出	立臺北科技大學 各加退選系統 Online Add/Drop Course Selection System											
> Enrollment De-enrollment Guide	Enrollment/De-enrollment Gui											
> Online enrollment	Day Division-Online Add/Drop System Guide											
de-enrollment	- Course Enrollment Policy, please refer to NTUT Student Enrollment Regulations-Day Division											
Dep Board												
Course Schedule	• 2019 Spring Course Selection Schedule											
Current Enrollment	Process											
Status	School starts											
Adding Classes	Online course selection system opened to Upcoming graduates (including extended status students) three days in advance.											
Withdraw in-proces authorization	Online course selection system opened to all students.											
> Paperwork Format-special	Special conditions of add/drop course using Paper-format (2nd week of school).											
Circumstances	Starting from the 3rd day of Week 3, students can confirm results of add/drop courses.											
General Courses	courses during finals.											
Program	Instructor's approval, undertaker of PE office's approval											
> Enrollment Confirmation	Adviser's approval											
View Results												

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Add Courses

• Methods of searching courses

> Enrollment De-enrollment Guide	Adding Classes														
> Online enrollment de-enrollment	Enrollment Period: Day Division 109/02/24 09:00-109/10/31 17:00														
Dep Board Course Schedule Current Enrollment Status Adding Classes Dropping Classes	1. To access to internal email via: External email via: Emails containing any information about enrollment/de-enrollment 1. To access to internal email via: External emails containing any information about enrollment/de-enrollment 1. Will be only sent to internal email address. If the email is sent by your course instructor, thesis advisor, director of department, the email will be sent to internal or external email addresses. Students are advised to check on own email inbox during the enrollment/de-enrollment period. 2. If one cannot be reached by off-campus email, please turn to Academic Affairs Division (undergraduate) or Section of Graduate Studies (postgraduate) to fill in the Change in Student Status Form. 3. When adding a course, postgraduate student has to acquire the approval from the adviser or director of institute.														
Withdraw in-pror authorization > Paperwork Format-special circumstances General Course	Method A: Enter Course Number; 0102030405 0607080910 Course Search														
Teacher Education Program Confirmation View Results Links	Method B: Select classes to add: Select Department : Specialist courses Select Class : 大三多元英文() Diversified English (I) Yall Yall Select Class : 大三多元英文() Diversified English (I) Yall Yall Select Class : Course Course Course Course Title Instructor Day and Time Type of Number														
學程專區 第二事長課程書 E Home	Number Type Authorization of of of of students students students students students students awaiting approval Method B Select Department and Class														
> Logout	□ 1 273497 P 2 1 Chinese Action Ch														

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Add Courses

• Choose the courses

Step 1 Ticking the checkbox in the front

Step 2 Click Course Search

Step 3 Then tick the checkbox of the course you want to ADD

Step 4Finally clickMethod 1/2: Enrollment is sent



Drop Courses

Step 1 Click Dropping Classes

Step 2 Tick the checkbox of the course you want to DROP

Step 3 Enter the reason why you want to drop it

Step 4 Click Drop Course

Enrollment e-enrollment	Dropping Classes																		
uide Online enrollmer	,De-Enr	ollm	ient Perio	d:															
e-enrollment	Day Di	visio	n 109/02	/24 09:00~	109/10/	/31 17:0	<u>o</u>												
ourse Schedule	一、尨	的材	这内email	帳號:				;校外emai	い帳號:		• オ	皆有相	酮加退選資訊系	統皆只					
urrent Enrollment tatus	會發送	5至村	这内信箱;	若是授課教	8師、指	導教授	· 条所:	主管須與學	生連絡・則可能	能發送材	这内或校外信箱	道・請	同學於加退選期	間注意					
dding Classes	信箱内	容。																	
ropping Classes	A	89he	mail有誤明	痔・請同學	親洽註用	冊組(大尊	語 的或	研教組(研)	宅所)填寫學籍	禺動單"	•								
uthorization	De-Enrollment Course Info															Marchan			
Paperwork ormat-special rcumstances eneral Courses eacher Education	1	ļ	Course Number	Canceled	Course Type	Credits	Level	Language	Course Title	Class	Instructor	Day and Time	Type of Authorization	Minimum number of students	Current number of students	of students awaiting	Note	Unable to Drop Course/Warning	Reason
Enrollment onfirmation iew Results	0	1	270416		E	3.0	1	English	有限元素法 Finite Element Method	防災所 GCDPE	尹世洵Shih- Hsun Yin	1_6 /1_7 /1_8	Signature approval is required when de-enrollment doesn't reach the minimum	7	32	0			Input denie
LINKS ⁾ 程専區 5二専長課程専區	0	2	274475		E	2.0	1	Chinese	流行文化英文 Popular Culture in English	専業職 場英文 銜接計 畫	陳玉敏Yu Min Claire Chen	2_5 /2_6	Signature approval is required when de-enrollment doesn't reach the minimum	13	20	0			Input denie
ome Logout	0	3	273054		E	3.0	1	Chinese	數據科學概論 Introduction to Data Science	土木四 土木四 乙 4CE4A	陳偉堯 Walter Chen	3_2 /3_3 /3_4	Signature approval is required when de-enrollment doesn't reach the minimum	13	19	0			Input denie
	0	4	273334		Ρ	1.0	2	Chinese	専題討論 Seminar	防災所 GCDPE	陳立憲 尹世洵 Chen,Li- Hsien	3_7 /3_8	Signature approval is required when de-enrollment doesn't reach the minimum	7	103	0			Input denie
	0	5	273243		E	3.0	1	Chinese	實驗力學 Experimental Mechanics	防災所 GCDPE	胡宗和 Tzong-Her Hwu	4_6 /4_7 /4_8	Signature approval is required when de-enrollment doesn't reach the minimum	7	16	0			Input denie
<u>Ju</u>	2	6	273358		E	3.0	1	Chinese	地震工程 Fundamentals of Earthquake Engineering	防災所 GCDPE	黃昭勳 Huang,Chao Hsun	5_7 /5_8 /5_9	Signature approval is required when de-enrollment doesn't reach the minimum	7	22	0			reason
2		cour	se C	s: 15.0 Crea	dit (in-p	rocess a	uthori	zation cou	rses excluded)	_									y _

Enrollment Status

By clicking Current Enrollment Status, you can check the status of each course.

> Enrollment De-enrollment Guide	Current Enrollment Status																		
> Online enrollment de-enrollment	Status checkup viewing period: Day Division 109/02/24 09:00-109/10/31 17:00																		
Dep Board	Enrollment List (Authorization completed)																		
Course Schedule			Course			Course													
Status)	No	Numbe	Canc r	eled Dro	opped Type	Credit	s Hours	Stage	Language	Cour	se Title	Clas	is Insti	ructor	Day a	and Time	Note	
Adding Classes	Ì	1	273608			E	3.0	3	1	English/ Chinese	蛋白 Protein	質化學 Chemistry	分子. y 4MSE	三	<u>麗珠</u> IU TSAI	1_5/	4_7/4_8		
Withdraw in-process authorization		2	268089			E	2.0	4	1	Chinese	纖維複合 Fiber C Pra	合材料實習 omposites actice	分子 4MSE	四 <u>第</u> 4 <u>Kuo</u>	<u>雷慶</u> <u>, Chi-</u> ning	2_5/2_	_6/2_7/2_8	*分三可以上他 (上限25位)	5
> Paperwork Format-special circumstances		3	273368			E	2.0	2	1	Chinese	高分子 Optoe Po	光電材料 lectronic lymer	分子。 4MSE	三 陳 [3]	<u>秀慧</u> h <u>Hsiu-</u> Hui	4_3/4_4		*	
General Courses											産業用	- 用紡織品	- 	- التركي التر	道線				
Teacher Education Program		4	273366				2.0	2	1	Chinese	Introd Technic	uction to al Textile	4MSE4			5_	3/5_4		
> Enrollment Confirmation		Curr	ent Cred	it Hour	s (Only ı	up to the ma	ximum (credit ho	urs are	account	ed):9.0 C	redits ; T	eacher Edu	cation Progr	am = 0 (Credits.			
View Results																			
> Links	Links Enrollment Status																		
學程專區											Maximum	Current							
各			Course	Course	o	Course			Ту	pe of	number	number			Reaso	on of	Enrollment	Authorizatior	Authorizat
弟—寻衣沐住寻回		No.	Number	Туре	Credits	Title	Class	nstructo	Autho	orization	of	of	Status	Completion	Failu	re of	time	Details	Overdue
Home											students	students	;		Authori	zation			
> Logout		1	268089	E	2.0	纖維複合材 料實習 Fiber Composites Practice	分子 四 4MSE4	郭雪慶 Kuo, Chi- Ching	Sig app requir enro exce ma	nature roval is red when ollment æds the ximum	50	17	Successful enrollment	Y			109/03/02 19:02:10		
						產業用紡織			Sig	nature									

Enrollment Confirmation



- Time : from week 3
- Confirm Course Registration Result for Online Add/Drop Course Selection System
- After checking everything is correct, please click Results Confirmed

> Enrollment De-enrollment Guide	Enrollment Confirmation												
> Online enrollment de-enrollment	Confirmation Period:												
Dep Board	Day Division-Matters requiring attention about results of enrollment												
Course Schedule	 Day Division-Matter's requiring attention about results of emotiment 1. Over credit limit:25 Credits - Please complete the enrollment transaction as soon as possible , and then confirm. 2. To confirm the enrollment, please check "Confirm the result". If the result is false, please don't tick the box of "confirm the result". Then immediately report to Registration Division of Office of Academic Affairs. Confirm the result until the status of enrollment is correct. 3. Students are advised to acquire "Form of changes in adding/dropping courses" from Registration Division of Office of Academic Affairs if you encounter the following situations. Provide reasons for the changes and acquire the course instructor's signature along with the authorization from the office of department. Return the form to Division of Registration. 												
Current Enrollment Status													
Adding Classes													
Dropping Classes													
Withdraw in-process authorization													
> Paperwork Format-special circumstances	 (1) the enrolling credits exceed the maximum and the dropping course is required (2) the enrolling credits below the minimum and the adding course is required 												
General Courses	 (3) the course is canceled and the adding course is required (4) the adding course is not in accord with the curriculum 4. If the result of the enrollment cannot be confirmed before due, then the students are not eligible to apply for mid-semester de-enrollment or pre-enrollment for the part computer. 												
Teacher Education Program													
> Enrollment Confirmation													
View Results	- List of Enrollmont												
> Links	Course Course Course No. Course Title Canceled Credits Hours Class Instructor Day and Time Room												
學程專區	Number Type												
第二專長課程專區	1 274630 學期校外實習 E 9.0 40 土木四甲 4CE4A												
Home	Current Credit Hours : 9.0 (Credits of withdrawn course(s) are listed.) Results Confirmed												

For further information olease refer to following link : https://reurl.cc/GV6n5W

Online Course Withdraw System

Step 1

Click Online Course Withdraw System

From Week 5

Step 2

Tick the checkbox in the front of the course you want to **WITHDRAW**

Step 3 Click Withdraw Course

TAIPEI Online Course Withdrawal System							ourse /ithdrawal uide	Online Co Withdrav	ourse l val ▼ s	Paperwork Format- Relate special Circumstance Links			ogout 1	辺換 語言 ▼		
Select	No.	Course Number	Canceled	Course Type	Credits	Level	Language	Course Title	Class	Instructor	Day and Time	Current Number of Students	Number of Students Awaiting Approval	Note	Unable to Withdraw Course/Warning	Reason
	6	281227		E	1.0	1	ф	Language of Professional English Presentation	國際觀培 養(大)	王伯雅	4_A	25	0	^{起,尚} 四A、 B、C節 上課, 共6次		Do not en
	7	281031 281185		R	2.0	1	ф Ф	Marriage and Family Human Rights Images and Social Action	博雅選修 (五) 多元學習 課程(大)	<u>陳小英</u> <u>鄭怡愛</u>	5_3 /5_4 5_5 /5_6 /5_7	53 32	0	社會向 度		Do not en Do not en
	9	281228		E	1.0	1	φ	English Job Interview Tips and Tricks	國際觀培 養(大)	林煜善	5_9	15	0	9/18 起,周 五9、A 節上 課,共9 次		Do not en

Credit available to withdraw: 18.0 Credits

Withdraw

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