

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?

([LINK](#))

Account : **Your Student ID**

Default Password : **Your birth date**
+tW

EX:

For someone who born on August 26th 2020,
your default password will be 20200826 tW

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

LOG IN
1



LOG IN
2



For single sign-on and security reason, please comply with the following rules by using Tech Portal.

1. At the first time sign-in the Taipei Tech portal or reset the password by system administrator, your default password, please change a new password right away.
2. Faculty, student and staff are reminded to change Taipei Tech Portal password regularly every 180 days. You will see the reminder message when you login portal 15 days before the password expiry.
3. The password must be eight to fourteen characters.
4. To make the password more complex, you must assign your password with at least one letter (a-z, A-Z) and one digit (0-9) or symbols.
5. Password can not be the same as the previous one.
6. The Password cannot be set as same as User Account.
7. Account will be locked after five repeated login failures in 5 minutes and no more login attempts will be allowed within 10 minutes.

If you forgot your password to sign-in the Taipei Tech Portal, please go to the online application page for more assistance.

Steps for Online Add/Drop Course Selection System

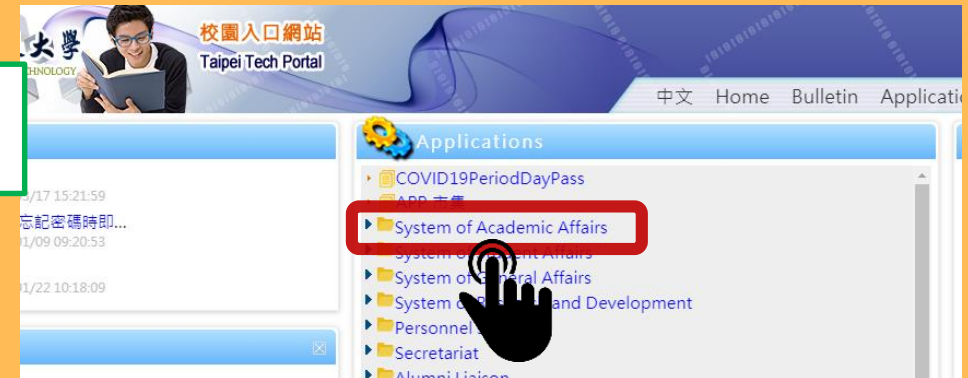
Step 1 Switch to English Version

1



Step 2 Select **System of Academic Affairs**

2



Steps for Online Add/Drop Course Selection System

Step 3 Click **Curriculum System in English**

Remember to fill in **Personal Information** before entering to Online Add/Drop Course Selection System.

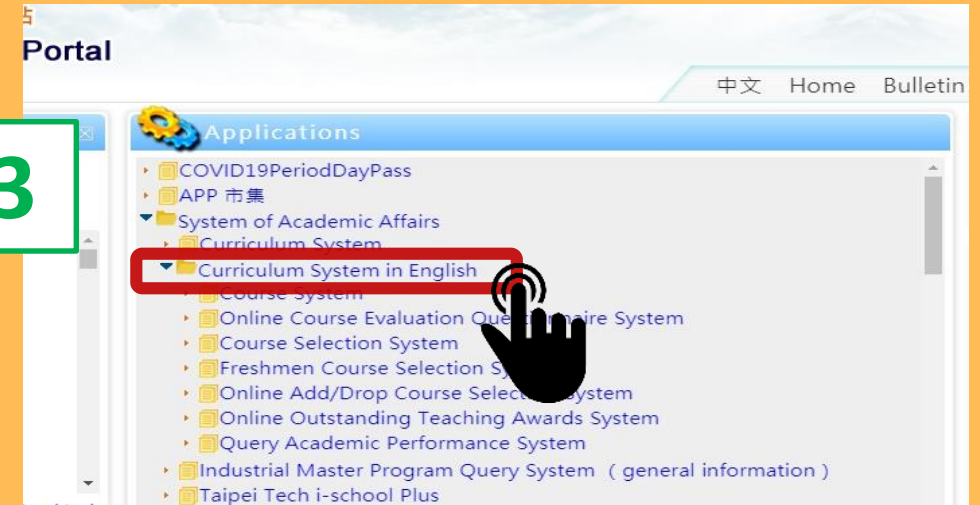
NOTE

Step 4 Click **Freshmem Course Selection System**

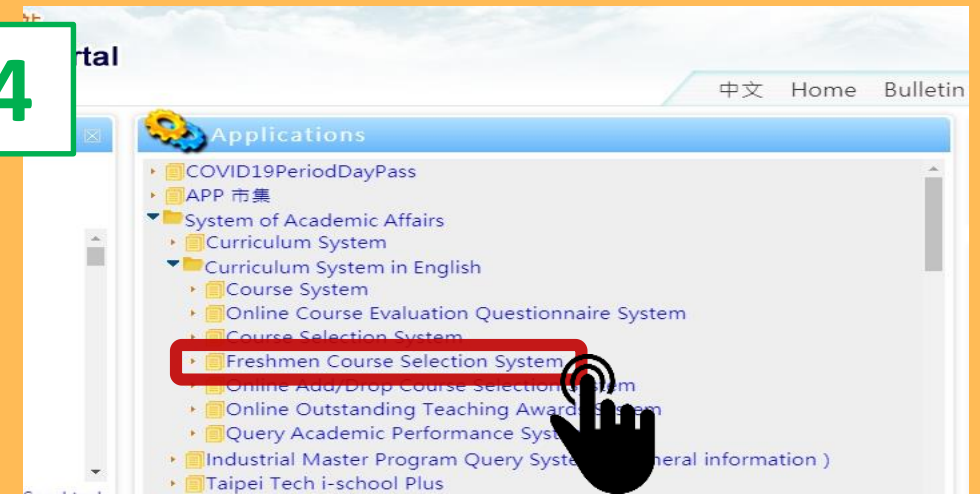
Apply to: Undergraduates, Master and PhD students.
(Except for Exchange students, Inter-school course taken students and USTP students)

USTP: University System of Taipei

3

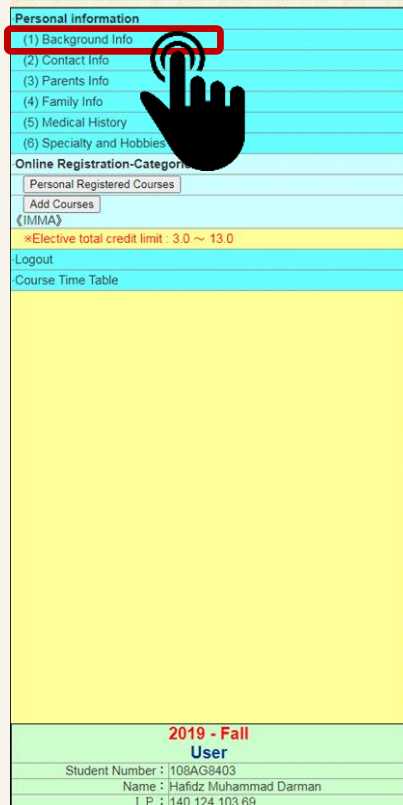


4



Steps for Online Add/Drop Course Selection System

Step 5 Fill in **Personal Information** step by step.



Personal information

- (1) Background Info
- (2) Contact Info
- (3) Parents Info
- (4) Family Info
- (5) Medical History
- (6) Specialty and Hobbies

Online Registration-Category

Personal Registered Courses

Add Courses

(iMMA)

※Elective total credit limit : 3.0 ~ 13.0

Logout

Course Time Table

2019 - Fall

User

Student Number : 108AG8403

Name : Hafidz Muhammad Darman

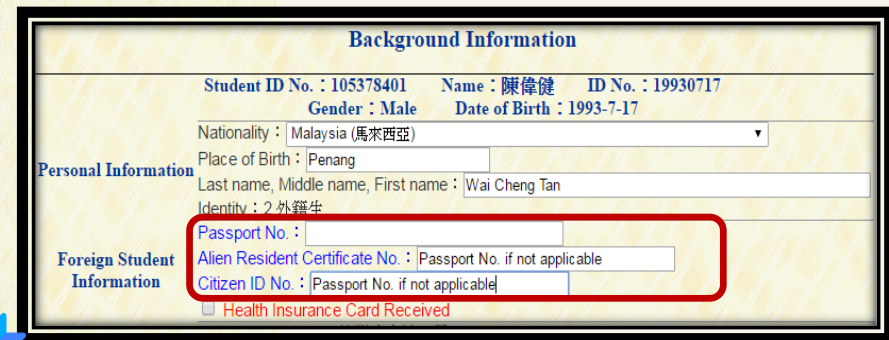
I P : 140.124.103.69

National Taipei University of Technology Freshmen Course Selection System

Remarks:

1. Please fill out all the required forms by sequence.
2. Please **double-check** before you click "save".
3. **ATTENTION:**All blanks must be filled in before you can begin course selection.
4. The system is available from 2020-02-04 09:00 to 2020-02-13 17:00
5. This system is for international students **only**. If you have any questions, please contact Office of International Affairs: 02-2771-2171 ext. 6513.

After finishing, you can start selecting courses!



Background Information

Student ID No. : 105378401 Name : 陳偉健 ID No. : 19930717

Gender : Male Date of Birth : 1993-7-17

Nationality : Malaysia (馬來西亞)

Place of Birth : Penang

Last name, Middle name, First name : Wai Cheng Tan

Identity : 2 外僑生

Passport No. :

Alien Resident Certificate No. : Passport No. if not applicable

Citizen ID No. : Passport No. if not applicable

☐ Health Insurance Card Received

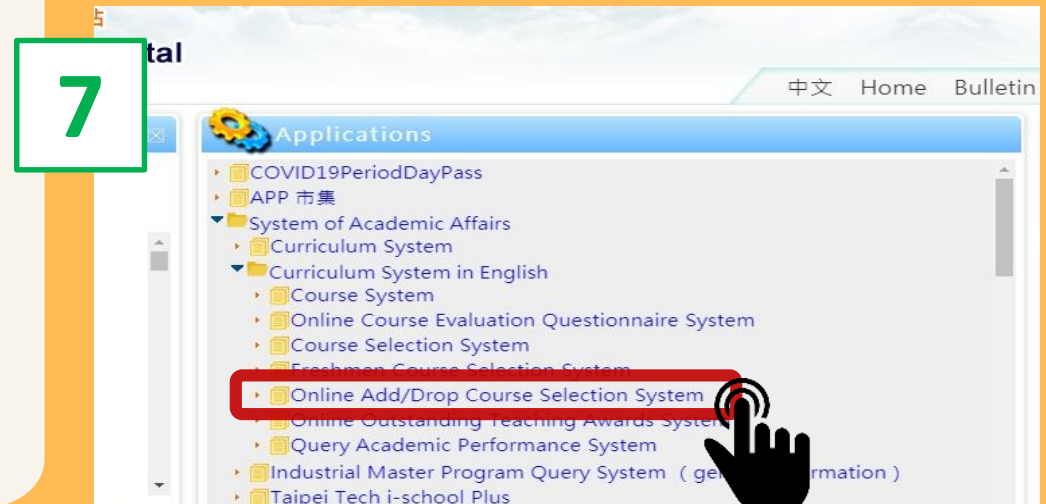
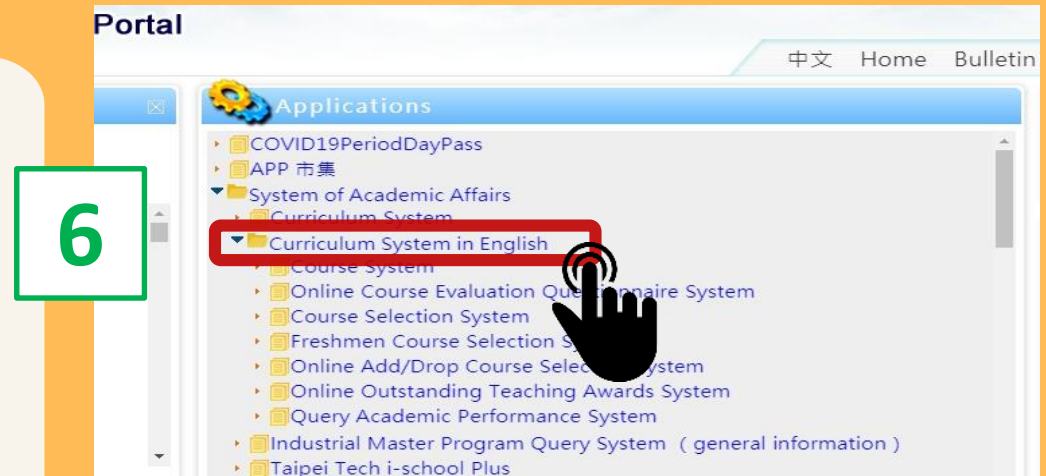
Notice:

If you don't have Alien Resident Certificate No. or Citizen ID No.,
Please fill in your Passport Number for both blanks.

Steps for Online Add/Drop Course Selection System

Step 6 Click **Curriculum System in English**

Step 7 Then choose **Online Add/Drop Course Selection System**



Add Courses

- Click **Adding Classes**



國立臺北科技大學
網路加退選系統 Online Add/Drop Course Selection System

Welcome :

Enrollment/De-enrollment Guide

Day Division-Online Add/Drop System Guide

- 一、Course Enrollment Policy, please refer to [NTUT Student Enrollment Regulations-Day Division](#)
- 二、2019 Spring Course Selection Schedule

Process
School starts
Online course selection system opened to Upcoming graduates (including extended status students) three days in advance.
Online course selection system opened to all students.
Special conditions of add/drop course using Paper-format (2nd week of school).
Starting from the 3rd day of Week 3, students can confirm results of add/drop courses. To all students: Please check all course status, or else you will not be able to drop courses during week 5 to 12, nor pre-select courses during finals.
Instructor's approval, undertaker of PE office's approval
Adviser's approval

Add Courses

- Methods of searching courses

Adding Classes

Enrollment Period:
Day/Division: 109/02/24 09:00-109/10/31 17:00

1.To access to internal email via: [redacted] External email via: [redacted]. Emails containing any information about enrollment/de-enrollment 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.

Method A: Enter Course Number:

01. [] 02. [] 03. [] 04. [] 05. []
06. [] 07. [] 08. [] 09. [] 10. []
Course Search

Method B: Select classes to add:

Select Department : [Specialist courses]
Select Class : [大二多元英文(一) Diversified English (I)]

Select No.	Course Number	Course Type	Credits	Level	Language	Course Title	Instructor	Day and Time	Type of Authorization	Maximum number of students	Minimum number of students	Current number of students	The number of students awaiting approval	Note	
<input type="checkbox"/>	1	273497	P	2	1	Chinese	基礎英文閱讀與字彙(二) Basic English Reading and Vocabulary II	林嘉彤 Ching-Hua Lin	1_3/1_4/2_5	Signature approval is required when enrollment exceeds the maximum/ Signature approval is required when	50	13	34	0	

Method A

Enter **Course Number**

Method B

Select **Department** and **Class**

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 4 Finally click **Method 1/2: Enrollment is sent**

The screenshot shows the NTUT course selection interface. It includes a table of courses and a search bar. The steps are as follows:

- Step 1:** Ticking the checkbox in the front. An arrow points to the checkbox for the course "Introduction to Information Security" (Course No. 273931).
- Step 2:** Click **Course Search**. An arrow points to the "Course Search" button.
- Step 3:** Then tick the checkbox of the course you want to **ADD**. An arrow points to the checkbox for the course "Introduction to Information Security" (Course No. 273931).
- Step 4:** Finally click **Method 1/2: Enrollment is sent**. An arrow points to the "Method 2: Enrollment is sent" button.

Additional text boxes provide context:

- An orange box says: "The course you are searching for".
- A green box says: "The course you want to add".

The table below shows the course details:

選 No.	Course Number	Course Type	Credits	Level	Language	Course Title	Class	Instructor	Day and Time	Type of Authorization	Maximum number of students	Minimum number of students
	273931	E	3	1	Chinese	資訊安全導論 Introduction to Information Security		魏鎔志 Yu-Chih Wei	5_2/5_3/5_4	Signature approval is required when enrollment exceeds the maximum/ Signature approval is required when de-enrollment doesn't reach the minimum	50	
	273931	選	3.0	1	Chinese	資訊安全導論 Introduction to Information Security	資財二甲 4IFM2A	魏鎔志 Yu-Chih Wei	5_2/5_3/5_4	加選超過上限時簽核/ 退選低於下限時簽核	50	13

*加選時請確認課程的退選簽核條件若為【退選免簽核】，且【已選人數】低於下限，加選後則無法網路退選，需使用紙本退選。

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**

Dropping Classes

De-Enrollment Period:
Day Division 109/02/24 09:00-109/10/31 17:00

一、您的校內email帳號：[redacted]；校外email帳號：[redacted]。若有相關加退選資訊系統皆只會發送至校內信箱；若是授課教師、指導教授、系所主管須與學生連絡，則可能發送校內或校外信箱，請同學於加退選期間注意信箱內容。
二、校外email有誤時，請同學親洽註冊組(大學部)或研教組(研究所)填寫學籍異動單。

Dropping Classes

	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	Number of students awaiting approval	Note	Unable to Drop Course/Warning	Reason
<input type="checkbox"/>	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 denied
<input type="checkbox"/>	2 274475		E	2.0	1	Chinese	流行文化英文 Popular Culture in English	專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 denied
<input type="checkbox"/>	3 273054		E	3.0	1	Chinese	數據科學概論 Introduction to Data Science	土木四甲土木四乙 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 denied
<input type="checkbox"/>	4 273334		P	1.0	2	Chinese	專題討論 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 denied
<input type="checkbox"/>	5 273243		E	3.0	1	Chinese	實驗力學 Experimental Mechanics	防災所 GCDPE	胡崇和 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 denied
<input checked="" type="checkbox"/>	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

Current Credit Hours: 15.0 Credit (in-process authorization courses excluded)

Drop course

Enrollment Status

By clicking [Current Enrollment Status](#), you can check the status of each course.

> Enrollment De-enrollment Guide

> Online enrollment de-enrollment

Dep Board

Course Schedule

Current Enrollment Status

Adding Classes

Dropping Classes

Withdraw in-process authorization

> Paperwork Format-special circumstances

General Courses

Teacher Education Program

> Enrollment Confirmation

View Results

> Links

學程專區

第二專長課程專區

Home

> Logout

Current Enrollment Status

Status checkup viewing period:
Day_Division 109/02/24 09:00-109/10/31 17:00

Enrollment List (Authorization completed)

No	Course Number	Canceled	Dropped	Course Type	Credits	Hours	Stage	Language	Course Title	Class	Instructor	Day and Time	Note
1	273608			E	3.0	3	1	English/Chinese	蛋白質化學 Protein Chemistry	分子三 4MSE3	蔡麗珠 LI-CHU TSAI	1_5/4_7/4_8	
2	268089			E	2.0	4	1	Chinese	纖維複合材料實習 Fiber Composites Practice	分子四 4MSE4	郭雪慶 Kuo, Chi-Ching	2_5/2_6/2_7/2_8	*分三可以上修(上限25位)
3	273368			E	2.0	2	1	Chinese	高分子光電材料 Optoelectronic Polymer	分子三 4MSE3	陳秀慧 Chen Hsiu-Hui	4_3/4_4	*
4	273366			E	2.0	2	1	Chinese	產業用紡織品 Introduction to Technical Textiles	分子四 4MSE4	鄧道興	5_3/5_4	

Current Credit Hours (Only up to the maximum credit hours are accounted):9.0 Credits ; Teacher Education Program : 0 Credits.

Enrollment Status

No.	Course Number	Course Type	Credits	Course Title	Class	Instructor	Type of Authorization	Maximum number of students	Current number of students	Status	Completion	Reason of Failure of Authorization	Enrollment time	Authorization Details	Authorization Overdue
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	Signature approval is required when enrollment exceeds the maximum	50	17	Successful enrollment	Y		109/03/02 19:02:10		
				產業用紡織			Signature								

Enrollment Confirmation

MUST-DO!!!!

- 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
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學程專區

第二專長課程專區

Home

Enrollment Confirmation

Confirmation Period:
Day Division 109/03/18 00:00~109/10/31 17:00

Day Division-Matters requiring attention about results of enrollment

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.

(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

(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 next semester.

List of Enrollment

No.	Course Number	Course Title	Canceled	Course Type	Credits	Hours	Class	Instructor	Day and Time	Room
1	274630	學期校外實習 Semester Practical Training		E	9.0	40	土木四甲 4CE4A			

Current Credit Hours : 9.0 (Credits of withdrawn course(s) are listed.)

Results Confirmed



For further information
please refer to following link :
<https://reurl.cc/GV6n5W>



Online Course Withdraw System

From Week 5

Step 1


Click [Online Course Withdraw System](#)

Step 2

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

Step 3

Click [Withdraw Course](#)

 **Online Course Withdrawal System**

Course

Withdrawal

Guide

Online Course

Withdrawal

Paperwork Format-

special Circumstance

Related

Links

Logout

語言

切換

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
<input type="checkbox"/>	6	281227		E	1.0	1	中	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		<input type="text" value="Do not en"/>
<input type="checkbox"/>	7	281031		R	2.0	1	中	Marriage and Family	博雅選修(五)	陳小英	5_3 /5_4	53	0	社會向度		<input type="text" value="Do not en"/>
<input checked="" type="checkbox"/>	8	281185		E	3.0	1	中	Human Rights Images and Social Action	多元學習課程(大)	鄭怡雯	5_5 /5_6 /5_7	32	0			<input type="text" value="Do not en"/>
<input type="checkbox"/>	9	281228		E	1.0	1	中	English Job Interview Tips and Tricks	國際觀培養(大)	林煜蒼	5_9	15	0	9/18起，周五9、A節上課，共9次		<input type="text" value="Do not en"/>

Credit available to withdraw: 18.0 Credits

