

Course Selection Schedule for the 2nd semester of Academic Year 2012-2013 (Spring 2013)

Time	Events
2012/12/25	Course catalog announcement on line
Course enrollment period 2013/01/03~ 2013/01/14	1. Course selection system website: http://e-service.ntust.edu.tw/student_system_en/stu_login.aspx
	2. Course selection schedule: 102/01/03 - 01/07 Course selection system available
	102/01/08 - 01/09 Random registration distribution for courses over size limit performed by system. (system suspended for 2 days)
	102/01/10 Students may log on system and check the final result of computer random registration. (system suspended for 1 day)
	102/01/11 - 01/14 Student may register the courses with remaining openings on line. The stage is on the basis of first come, first served.
	3. system open hours: 9 : 00 - 23 : 00.
2013/02/18	Class representative may collect “ <u>Student course list before adding/dropping</u> ” at individual department office.
Course adding/dropping period 2013/02/18 至 2013/03/04 止	1. Please refer to “course selection notice” on <u>course selection website</u> for further detail regulations. 2. After verifying the courses you have enrolled in via the website, follow the system’s instruction, and press the button E-mail the Course selection list back to myself. The system will send the list to all students by e-mail. If you have any questions concerning the list, log onto the system again or contact the computer center to verify your list. 3 system open hours: 9 : 00 - 23 : 00
2013/03/05-03/06	Course adding/dropping via manual operation under special circumstances.
2013/03/11	Class representative may collect “ <u>student course lists after course adding/dropping</u> ” at Office of Academic Affairs.
2013/03/11 至 2013/03/15 止	1. “Student course list after adding/dropping” will be issued after course adding/dropping period. Should any incompliance discovered, student can request for course correction to Section of Graduate Section during correction period. However, students are not allowed to use for the purpose of course

	<p>adding/dropping.</p> <p>2. Cashier Section will send a credit fee bill (except for zero-credit courses) after correction period ends. The Academic Affairs Office will announce the names of the non-payment students and mark “Non-payment of credit fees in accordance with regulations; credits withdrawn” on their semester transcript and education program transcript.</p>
<p>2nd course withdraw (via manual operation)</p> <p>2013/04/29 至 2013/05/21 止</p>	<p>1. The total credits for student who apply 2nd course withdrawal shall not be lower than required credits. No credit fee will be refunded after withdrawal.</p> <p>2. Withdrawn course will be shown “withdraw” on the transcript.</p>

※ Division for course selection:

Undergraduates: Section of the Registrar; (1st floor, Administration Building)

Master/ Doctor degree: Section of Graduate Studies (2nd floor, Administration Building)