**Course Selection Information Sheet**
(Fall Semester 2013)

The following information applies to Exchange Students admitted through the College of Management Exchange Program ONLY, please read through the information carefully.

NTU Online Course Information can be accessed via [https://nol.ntu.edu.tw/nol/guest/index.php](https://nol.ntu.edu.tw/nol/guest/index.php)


**Please note that students MUST select courses using the NTU online course selection system NOT the course information website.**

NTU Course Selection Results can be accessed at [http://info.ntu.edu.tw/infoen.asp](http://info.ntu.edu.tw/infoen.asp) → click on ‘Students’ → click on ‘Course Selection Results’

### COURSE SELECTION SCHEDULE

**1st Stage Course Selection Period (August 19~22, 2013)**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/19 ~ 08/22 (9am – 3am)</td>
<td>1st Stage Course Selection Period</td>
</tr>
<tr>
<td>08/23 ~ 08/26</td>
<td>System closed for course allocation</td>
</tr>
<tr>
<td>08/26 3pm ~ 08/27 3am</td>
<td>1st Stage Course Selection Results available</td>
</tr>
</tbody>
</table>

**2nd Stage Course Selection Period (August 27~29, 2013)**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/27 ~ 08/29 (9am – 3am)</td>
<td>2nd Stage Course Selection Period</td>
</tr>
<tr>
<td>08/29 ~ 09/02</td>
<td>System closed for course allocation</td>
</tr>
<tr>
<td>09/02 3pm ~ 09/09 3am</td>
<td>2nd Stage Course Selection Results available</td>
</tr>
</tbody>
</table>

**Online Course Add/Drop Period (September 09 ~ 22, 2013)**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/09 9am ~ 09/21 noon</td>
<td>Online Course Add/Drop</td>
</tr>
<tr>
<td>09/22 9am ~ 09/23 8am</td>
<td>Online Course Drop Only</td>
</tr>
<tr>
<td>Wednesdays 9am ~ 3pm (9/11, 9/18)</td>
<td>System closed for course allocation</td>
</tr>
<tr>
<td>Saturdays noon ~ Sunday 3am (9/14, 9/21)</td>
<td></td>
</tr>
<tr>
<td>Wednesdays 3pm (9/11, 9/18)</td>
<td>Course Selection Results available</td>
</tr>
<tr>
<td>Sundays 9am (9/15, 9/22)</td>
<td></td>
</tr>
<tr>
<td>2013/09/21 noon</td>
<td>Deadline for Adding Courses Online</td>
</tr>
<tr>
<td>2013/09/23 8am</td>
<td>Deadline for Dropping Courses Online*</td>
</tr>
</tbody>
</table>

*Courses dropped during the online course drop periods will not have “W” (Withdraw) notifications on the transcript. According to NTU regulations, after the online course drop deadline, students may only apply for a course withdrawal. No exceptions can be made.

09/30/2013 ~ 10/04/2013: Course Confirmation Period
09/23/2013 ~ 12/06/2013: Course Withdrawal Period*

*Students may only withdraw from 1 class per semester; a “W” (Withdraw) notification will be shown on the transcript.)
IMPORTANT INFORMATION ON COURSE SELECTION

1. It is possible that some of the courses you are interested in do not have online course outlines or syllabuses available; you may have to decide based on the course names alone at the moment.

2. During the 1st and 2nd Course Selection Period, you will be able to add/drop courses using the online course selection system. Not all courses are opened to exchange students during the 1st and the 2nd course selection period. Majority of courses are limited to students from the course offering departments during these 2 course selection periods.
   Courses are not allocated on a first come first serve basis; instead, all students are placed in a roster and are selected randomly by the computer system at the end of each course selection period. Students must log in to the course selection results to view their course list during the assigned period of time listed on the course selection schedule above.

3. Exchange students are encouraged to attend desired classes during the first 2 weeks of the semester (course “shopping” period).

4. Final course selection - online course add/drop period (course “shopping” period) will take place in the first two weeks of classes, and during this period you will be able to add (using the selection methods stated on NTU online course information website) and/or drop courses (with no “W” [Withdraw] notifications on the transcript) on the online course selection system. As all students at NTU have the same course selection schedule, the system sometimes experience technical failure due to the massive number of users logging in at the same time. Students are strongly advised to contact the help desk or the College of Management international office when they experience technical difficulties with the course selection system during the online course add/drop period to avoid future complications.

COURSE INFORMATION

1. Exchange students are eligible to register in both undergraduate and graduate level courses. You are NOT restricted to courses of certain colleges or of certain levels.

2. Exchange students are not allowed to enroll in the following 5 types of courses: Executive MBA courses, continuing education courses, distance learning courses, teacher education program courses and practical training courses from the School of Medicine.

3. Exchange students are required to register for a minimum of 3 NTU credits and a maximum of 15 NTU credits per semester during the exchange. You are strongly advised to check with your home school regarding requirements on course load while studying abroad.

*IMPORTANT* Please read through the ‘Quick Guide: Accessing the Course List and Course Selection’ carefully for instructions.
QUICK GUIDE: Accessing the Course List

The following instructions apply to College of Management Exchange Students ONLY.

Step 1
- Go to NTU Online Course Information [https://nol.ntu.edu.tw/nol/guest/index.php](https://nol.ntu.edu.tw/nol/guest/index.php)
  - Click on 'English' for the English version of the website.
Step 2

- For English-taught courses, go to the 'Courses taught in English' section.
Step 3:
- Browse through the course list and select courses that you would like to take.
- **A:** By clicking on the selection bar, you can find courses offered by the College of Management and by other colleges within NTU. For your reference, most business-related courses are under the College of Management and the College of Social Sciences (for Economics courses).

- **B:** Course list for Fall Semester 2013 is available online on August 1st, 2013. Please choose 2013-1 for Fall Semester 2013.

- **C:** Course level may be distinguished by the notation in the Curriculum Identity Number - **No notation** = Undergraduate; **E** = English-taught; **U** = Upper division course for both Undergraduates and Graduates; **M** = Graduate; **D** = PhD (e.g., 723ED6500 = English-taught PhD course, 701E21700 = English-taught Undergraduate course)

- **D:** Please note down the Serial Number for each course or click on add to add the course to your planned course schedule. (*Please note that students MUST select courses using the NTU online course selection system NOT the course information website.*)

- **E:** 1 NTU credit = 1 contact hour per week over one semester (18 Weeks). For your reference only: 1 NTU Credit = 2 ECTS = 1 US Credit.

- **F:** Please note that not all courses are open to exchange students during the online 1st and 2nd course selection periods. Majority of courses are limited to students from the course offering departments during these 2 selection periods.

- **G:** The class time for NTU courses are listed as study blocks, please see the chart below for your reference: (e.g., Wed234 = the class will be held on Wednesdays from 9:10~12:10)

<table>
<thead>
<tr>
<th>Block</th>
<th>Class Time</th>
<th>Block</th>
<th>Class Time</th>
<th>Block</th>
<th>Class Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7:10-8:00</td>
<td>12</td>
<td>12:20-13:10</td>
<td>9</td>
<td>17:30-18:20</td>
</tr>
<tr>
<td>0</td>
<td></td>
<td>1</td>
<td>8:10-9:00</td>
<td>5</td>
<td>13:20-14:10</td>
</tr>
<tr>
<td>1</td>
<td>9:10-10:00</td>
<td>6</td>
<td>14:20-15:10</td>
<td>A</td>
<td>18:30-19:20</td>
</tr>
<tr>
<td>3</td>
<td>11:20-12:10</td>
<td>8</td>
<td>16:30-17:20</td>
<td>C</td>
<td>20:25-21:15</td>
</tr>
</tbody>
</table>

- **H:** Selection Method (*This information is used ONLY during the online course add/drop period*)
  1. There is no limit on the number of people allowed for the course, please add your selection directly online.
  2. Please acquire the authorization code from the course instructor and then add your selection. (Not available during the 1st and 2nd stage Course Selection Periods. The 'Authorization Code' can be acquired from the instructor during the first two weeks of the semester).
  3. There is a limit on the number of people allowed for the course, please add your selection online and wait for allocation.*

*With selection method 3, once you add your selection online and are selected by the system randomly, the course will be automatically listed on your course list, no confirmation is required. Students are strongly advised to check back on the NTU online course selection system for course list updates.*
QUICK GUIDE: Course Selection

<The following instructions apply to College of Management Exchange Students ONLY>

- NTU online course selection system can be accessed at https://my.ntu.edu.tw/Default.aspx?lang=eng

Step 1

- Under Courses, click on ‘Course Selection System I’ or ‘Course Selection System II’.
Log-in with your NTU student ID and password.

- **ACCOUNT NAME** = NTU student number
  EXAMPLE: A12345678 = a12345678 (lowercase letter)
- **PASSWORD** is preset as a + month and day of your birthday
  EXAMPLE: September 1 (Birthday) = a0901
Step 3

- Registering for courses: Click on ‘Other course’ under ‘Register’ to begin.

Or

- If you have added courses to your course plan on NTU Online Course Information website, click on ‘Import from Course Plan’, courses should then be automatically imported to the course selection system.
- Enter the course ‘Serial Number’ and click ‘Confirm’. Repeat this step until all desired courses are added.
- Students may choose courses with conflicted schedule by inputting your course priority in the course conflict box. Courses will be allocated according to your preference.

**Important Note:**

1. There are 3 stages to the NTU online course selection (1st stage course selection, 2nd stage course selection, and online course add/drop period - usually the first two weeks of the semester).
2. If you are unsuccessful at selecting courses during the 1st and 2nd stage online course selection periods, which most of you would experience, you are advised to attend classes in the first 2 weeks of the semester and to add desirable courses using the selection methods stated on NTU online course information website during the online course add/drop period.

**Selection Method:** *(This information is used ONLY during the online course add/drop period)*

1. There is no limit on the number of people allowed for the course, please add your selection directly online.
2. Acquire the authorization code from the course instructor and then add your selection (Not available during the 1st and 2nd stage Course Selection Periods. The ‘Authorization Code’ can be acquired from the instructor during the first two weeks of the semester).
3. There is a limit on the number of people allowed for the course, please add your selection online and wait for allocation. **"**

*With selection method 3, once you add your selection online and are selected by the system randomly, the course will be automatically listed on your course list, no confirmation is required. Students are strongly advised to check back on the NTU online course selection system for their course list update.*
- Course Drop: Click on 'De-register' to begin. Select the course(s) to drop from the course list.
Step 5

It is very important that students log-in to the system to ensure all courses selected were successfully added.

Confirmation of Course Enrollment: Click on ‘List’ for a list of your courses. Check the course serial number(s) to ensure you have registered the correct course.