

- **Problems about courses**

Q1 Will all courses in the 2021 fall semester be held online?

A1 For the first two weeks of 2021 fall semester (from 22 Sep to 5 Oct), all courses offered by NTUST will be held online. From 6 Oct, courses with 50 or more students are strongly recommended to be instructed online. Depending on instructors, students may be divided into smaller groups to have courses in turn, or courses may be offered online. Courses with less than 50 students will be held offline. Instructor who have concerns about teaching offline courses, may apply for online courses.

Q2 How can students search for information if their courses will be offered remotely ?

A2 (a) Please log into Moodle (<https://moodle.ntust.edu.tw/>), and search for the courses you take this semester. Please click on name of the course” to get to the course, where you will find information if the courses will be offered remotely (and if the mode will be synchronous or asynchronous). If instructors have not yet published any information, please contact the instructors or the departments.

(b) Questions on how to log into Moodle are explained on (<https://moodle.ntust.edu.tw/>). Please carefully read through the instructions.

Q3 If Taiwan Tech decides that all courses have to be held online due to the pandemic situation, can instructors ask students to join onsite courses?

A3 If all of the courses are held online, instructors may not ask students to join courses in classrooms.

Q4 If all of the courses are held online, how do students audit courses? How do instructors operate the system?

A4 (a) If all of the courses are held online, students may contact instructors to receive the permission for auditing. After being granted permission, there are two methods to take the course. First, you can ask instructors to enroll you as auditing student. Second, you can ask instructors to give you the password for the course. After you receive the password, please log into Moodle , go to the page of the course, and key in the password, so that you can audit the course.

(b) Instructors who accept auditing students, can enroll students as auditing students on Moodle. Alternatively, you can set a password for your courses and give it to your students, so that they can take the course.

(c) Instructions: <https://pse.is/3lrcqz>

Moodle is going to be adjusted and updated, so the pages and buttons may be different. New instructions will be provided.

- **Problems about classrooms**

Q1 If all of the courses are held online, can instructors record courses in classrooms?

A1 If courses need to be recorded in advance to be offered online, instructors can apply to make a reservation for the recording studio. The number of people per room is limited to 5.

Q2 If all of the courses are held online, can students apply to book classrooms?

A2 For the first two weeks (from 22 Sep to 5 Oct), classrooms are only for instructors to record courses and for oral exams (the number of people per room is limited to 5). From 6 Oct onwards, students can book classrooms. Please note that only static activities are allowed and that the number of people per room is limited to half of the seating capacity. Epidemic prevention regulations have to be followed.

- **Problems about course selection**

Q1 Since courses are offered online during Sept. 22 to Oct 5, will the schedule for the add -and-drop-period be adjusted?

A1 The add-and-drop-period is from Sept. 22, 9:00 to Oct. 5, 2021, 17:00. The period will not be adjusted. Please note that students should complete their choices before the deadline. Any late applications will NOT be processed.

Q2 Can I add courses with remaining openings during the add-and-drop-period?

A2 Yes, the stage is on the basis of “first come, first served”

Q3 How do I request an authorization code from the instructor when a class has reached its full capacity?

A3 Students may contact the instructors or the departments via email and request for the authorization codes. After receiving the code, please log in to the Student Information System to add the course by filling in the authorization code. Please contact the department or visit the department website for the instructor's contact information.

Q4 How can students know the courses provided by which institute/department?

A4 Students can search for the sheet-"Coding for the Course Offering Dept/Grad. Institute", first capital two digits of course code, means the abbreviation for the Department Name, which provide the courses.
Eg. HC1234701 → HC means Inter-Disciplinary Bachelor's Program;
CC3456301→means Dept. of Humanities and Social Sciences, and so on.

Q5 The way for processors to provide Authorization code is different, how can students search it quickly?

A5 We are making survey for processors. Once survey collection completed, we will announced it on the Academic Affairs Office (supposed on Sep. 16), please kindly wait it patiently.

Q6 What to do if I have received authorization codes but fail to add the courses via course selection system due to special reasons, i.e. course prerequisites, student status, undergraduate students taking two PE courses in one semester?

A6 Please fill in the "[Taiwan Tech- Special Course Adding Form](#)" and email it to the corresponding division along with supporting documents, such as transcripts. After the application is approved, the courses will be added by Academic Affairs Office.

Division of the Registrar (undergraduate studies : apply@mail.ntust.edu.tw

Division of Graduate Studies (graduate studies) : course@mail.ntust.edu.tw

Q7 How do I know whether courses are successfully added?

A7 If Students add courses via course selection system, they can confirm the result immediately in the system. If they send an email to office of academic affairs due to special reasons, they will have to wait for three days Please check the results in the student information system as well. (Students will be notified if the application is not approved). If there is any problem, please contact the Division of the Registrar (undergraduate studies) or Division of

Graduate Studies (graduate studies). Please note that this channel is for corrections only, courses cannot be added or dropped any longer.

Q8 Can I take courses offered by National Taiwan University and National Taiwan Normal University?

A8 NTU system courses can be selected via NTUST course selection system. If courses reach their full capacity, students may ask for the authorization codes from the instructor. Please process the course selection in accordance with NTU and NTNU regulations.

Q9 There is no vacancy for general courses. What can I do?

A9 students who were not able to select any General Course can register at the Center of General Education. More relevant courses might be offered in the next semester.

Q10 How do I apply for credit transfer?

A10 Application for credit transfer begins from Aug. 20 to Sep. 24. Students may apply for credit transfer to the department, institute, program they are enrolled in.

Q11 When can new students pick up their student ID card?

A11 In undergraduate classes, class leaders may pick up the ID cards at the Division of Registrar as soon as face-to face courses are held. If an individual student needs the student ID card for other purposes before that date, he/she can pick it up after Sep. 17, 2021. Graduate students will be informed when and where to pick up their ID cards on Sep. 22, 2021.