

Q&A for How to Use Authorization Code

A. Q1: What are Authorization Codes?

A:

Based on the course enrollment need, the Authorization Codes will be issued when students cannot add/drop courses via the Student Information System. The course instructors can download the Authorization Codes by themselves from the school website and provide the codes to students who want to enroll the courses. When students get the Authorization Codes, they can use the codes to enroll the courses in the Student Information System before the designated date.

Q2: How do I obtain and use an Authorization Code?

A:

- (1) If you can't select courses online, please attend the course and inquire for the Authorization Code. Please log in to the Students Information System to select course by putting in the Authorization Code.
- (2) Student must sign in the sheet provided by the course instructor, while obtaining the Authorization Code. The Authorization Code cannot be traded or transferred to other students. In the future, any unauthorized enrollment will be informed in writing by professors to Office of Academic Affairs and the course will be cancelled directly in the timetable.
- (3) For more information, please see "Handbook-How to Use Authorization Code"

Q3: Can I use the Authorization Codes from NTU and NTNU?

A:

Yes, but students can only ask for the Authorization Codes of the courses in NTUST course catalog. However, the courses which cannot be found in NTUST course catalog are not allowed to be enrolled even if students get the Authorization Codes from instructor.

After obtaining the Authorization Codes, please log in to the Student Information System, click "Authorization Code selection (for selecting NTU and NTNU course)", then key in the code to fulfill the procedure.

Q4: Does it mean that I can enroll the course for guarantee when I obtained the Authorization Code?

A:

Basically, yes. However, under some circumstance below, it's NOT allowed to enroll the courses by using the Authorization Code, (if students misuse the Authorization Code to add the courses, the courses will be directly dropped by Office of Academic Affairs:

- (1) The time conflict courses.
- (2) The courses which students had already taken before, including the exempt course.

- (3) Retake the required courses with different credits number.
 - (4) 1st and 2nd grade students to take the graduate courses.
 - (5) Junior students take two or more graduate courses which are only opened for graduate students.
 - (6) Take the 2nd physical education course (0 credit) for one semester, 1st to 3rd grade students take physical education course (1 credit), lower grade students take physical education course which is originally provided to the higher grade students.
 - (7) Undergraduate students take more credits over the limitation, e.g. the GPA for previous semester is higher than 3.38 or equal, students who take educational program, minor and double major. The credit limitation for the above students is 31 credits.
 - (8) Take 8 or more educational program credits.
 - (9) Undergraduate students take 2 or more inter-universities courses (or more than 6 credits).
 - (10) After taking or exempting the basic required English courses, undergraduate students can select the higher level English courses. The Language Center will confirm the status after the adding/dropping course period.
 - (11) Students take courses which are offered by In-service Master's program and doctoral courses from Institute of Management.
 - (12) Students take courses which are offered by EMBA. (EMBA courses only for EMBA students and doctoral students of Institute of Management)
- The manual form for special reasons is applicable for situation (3)(6)(8), after Academic Affairs Office evaluate the status.

Q5: Except for the above conditions, is there any other limitation for using Authorization Code?

A:

Students who have special need to take the required courses in other departments while the department has set the limitations for those students. Please directly consult with the department office and get the approval from the department office. After the department office remove the settings of limitation, students can enroll the courses by using Authorization Code.

The courses which have been set with certain limitations will be announced on the department website before the adding/dropping course period.

Q6: Can I drop the course after I enrolled it by using the Authorization Code?

A:

Yes.

Students can add or drop the courses by using the Authorization Codes during the adding/dropping courses period. However, the Authorization Code shall be valid based on the name list professors provide and is NOT allowed to transfer to others.

Q7: What if I forgot to enroll for the course online after I obtained an Authorization Code?

A:

The Authorization Codes could only be used during adding/dropping period. It will be invalid after the designated date and the course could not be added or dropped for any other reason.

If there is any further inquiry, please directly contact the Academic Affair Office (Registrar Section/Graduate Studies).