

University of Macau
Information and Communication Technology Office

User Document Number 70-00006

User Guide for Submission of Add/Drop Requests on the Web

All students of the bachelor's degree programmes (with the exception of the Faculty of Law) can submit requests for course add/drop on the web.

To perform Submission of Add/Drop Requests, you can go to this URL <http://isw.umac.mo> during add/drop period.

Type your Student no. and Password. Then press [Sign On].

Submission of Add/Drop Requests

User Login

Please enter your Student No. and Password

Student No. : (e.g. TA123456)

Password :

Invalid Login

Timetable for Submission of Course Add/Drop Requests on the Web

	Date and Time
1st Round Requests	10/09 07:00 ~ 10/09 15:00
2nd Round Requests	10/09 22:00 ~ 11/09 15:00
3rd Round Requests	11/09 22:00 ~ 12/09 15:00

Timetable for Checking of Course Add/Drop Results on the Web

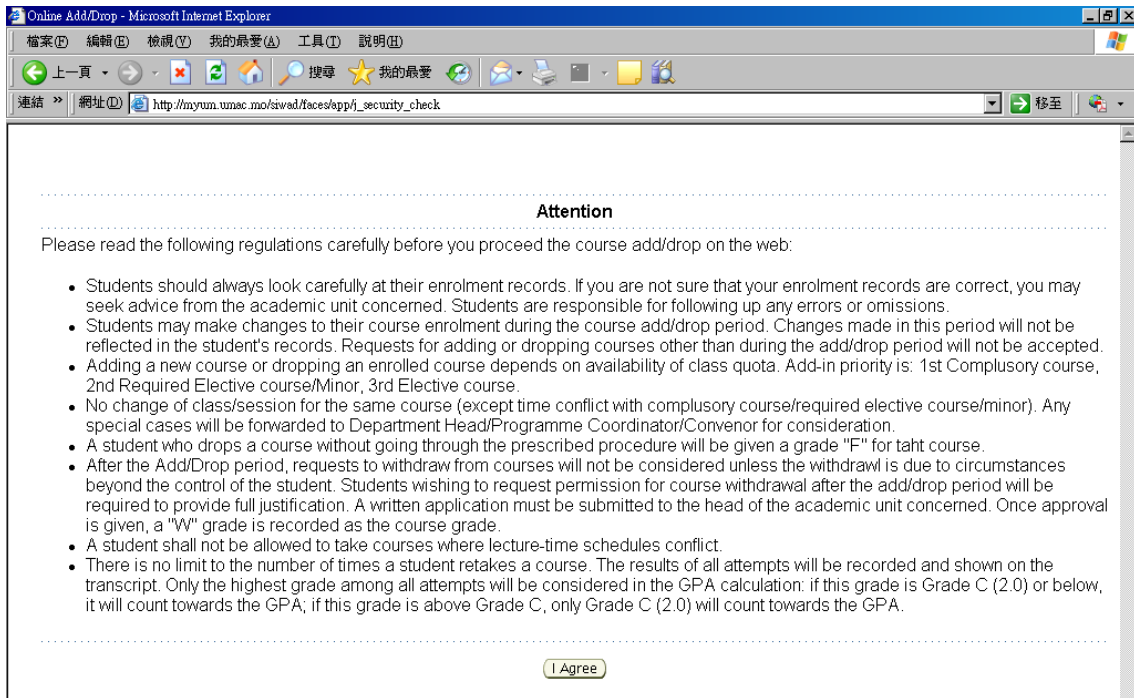
	Date and Time
For 1st Round Requests	10/09 22:00 ~ 11/09 15:00
For 2nd Round Requests	11/09 22:00 ~ 12/09 15:00
For 3rd Round Requests	12/09 20:00 ~ 14/09 23:59

Regarding the course and quota information, please refer to the homepage of the faculties/departments concerned.

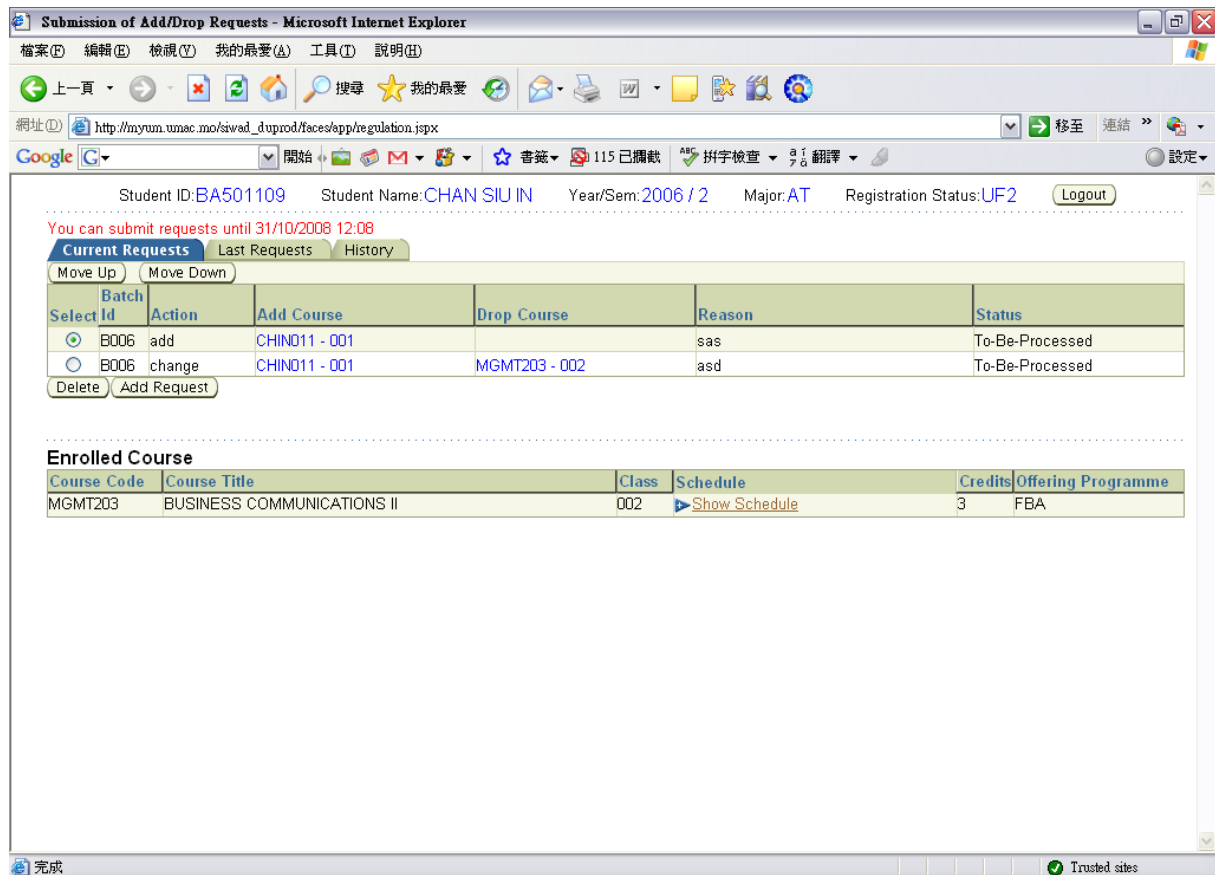
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Internet 100%

You may press [I Agree], after carefully read the Course Add/Drop Regulations.

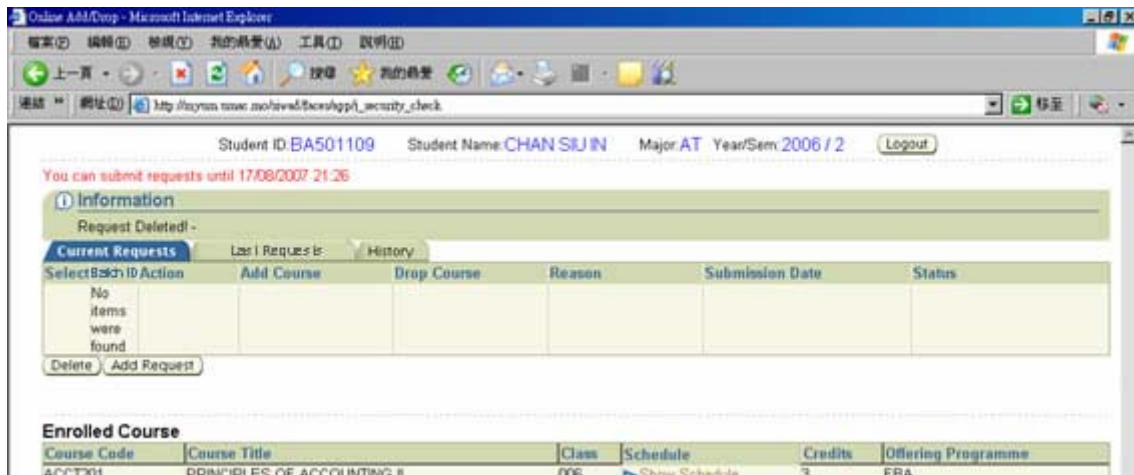


You can see your enrolled course records.

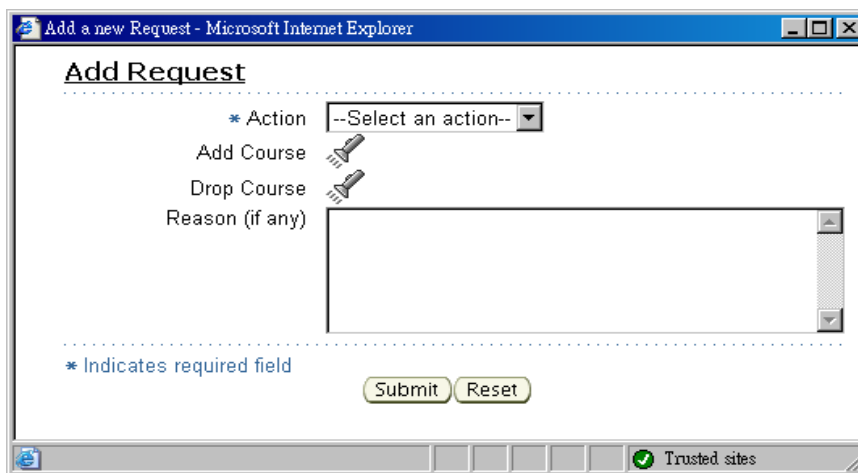


Current Requests

During the add/drop period, you may go to [Current Requests] and click [Add Request] to submit request for adding course, dropping an enrolled course and changing course (dropping an enrolled course and adding a course at the same time).



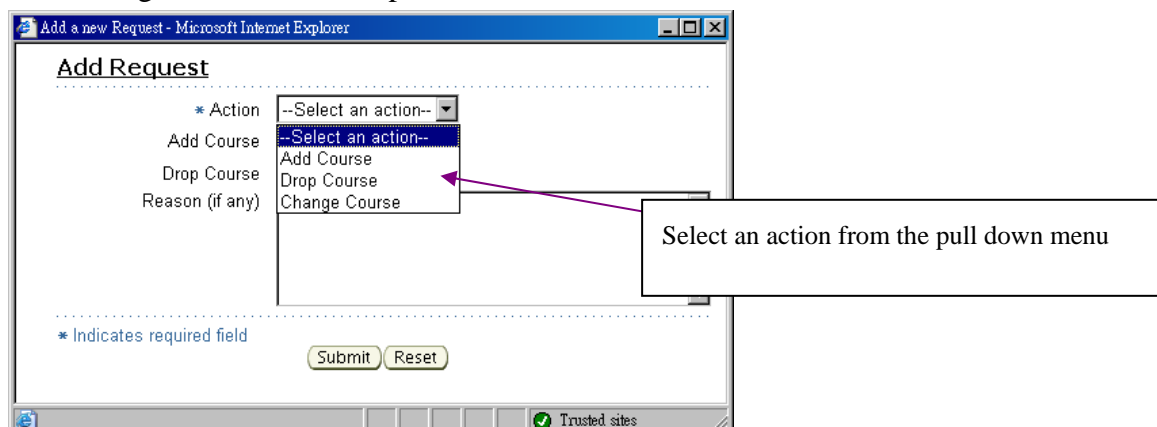
After clicking “Add Request”, the following pop-up window will appear.




➤ Select from “Action”

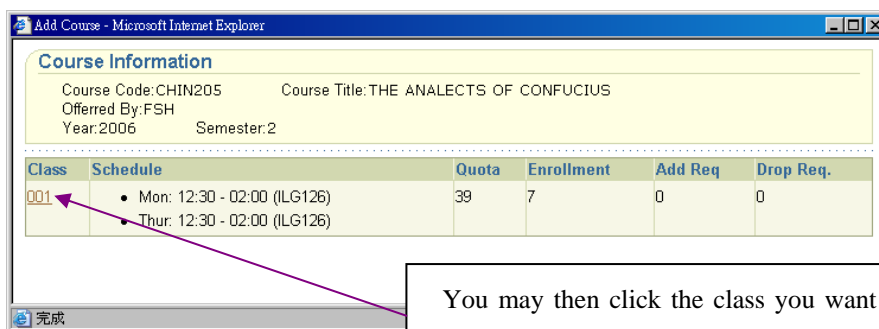
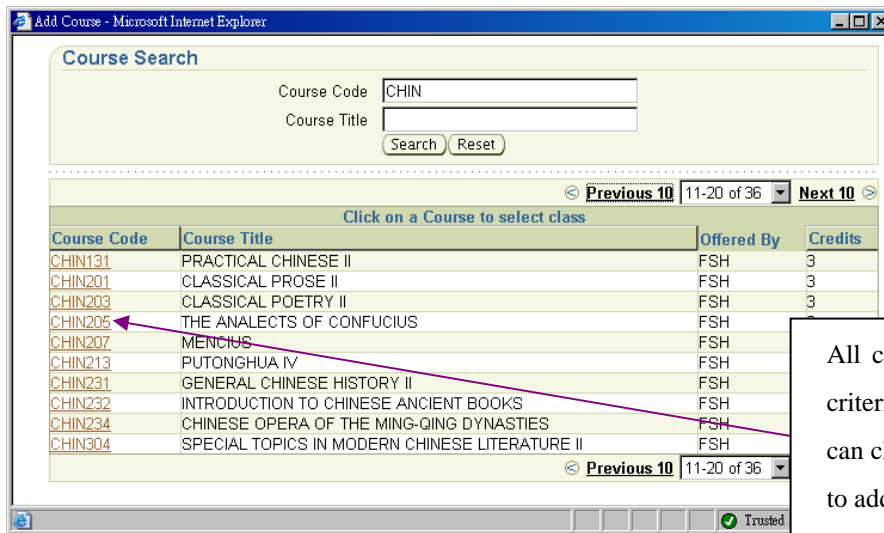
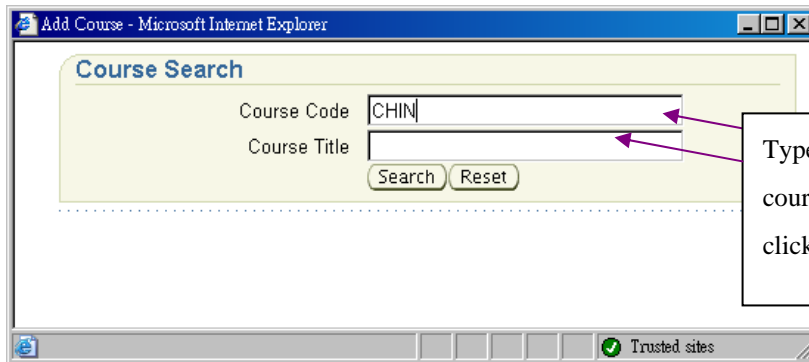
You can select from the following actions in the pull down menu.

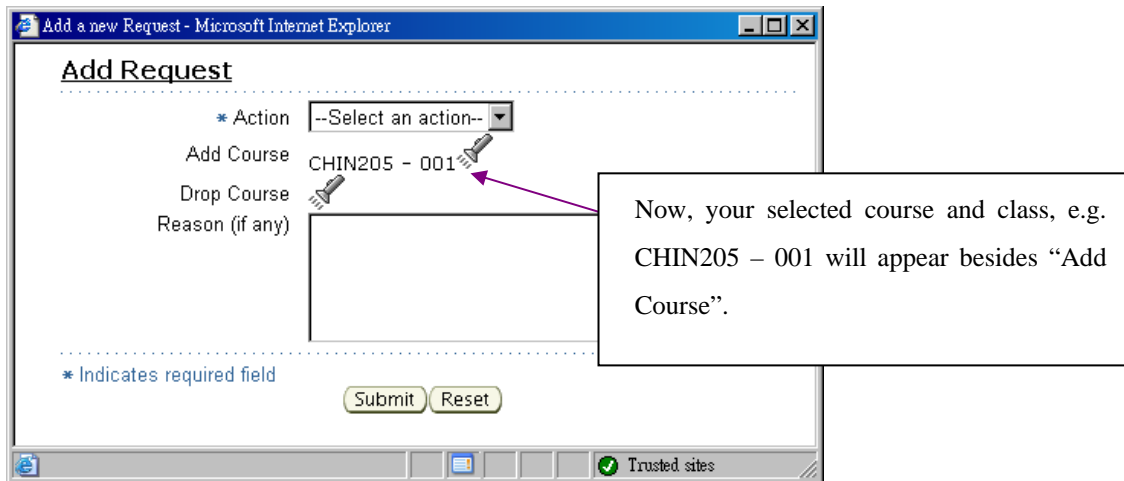
- “Add Course” – to add a new course
- “Drop Course” – to drop an enrolled course
- “Change Course” – to drop an enrolled course and add a new course at the same time




➤ **Add Course**

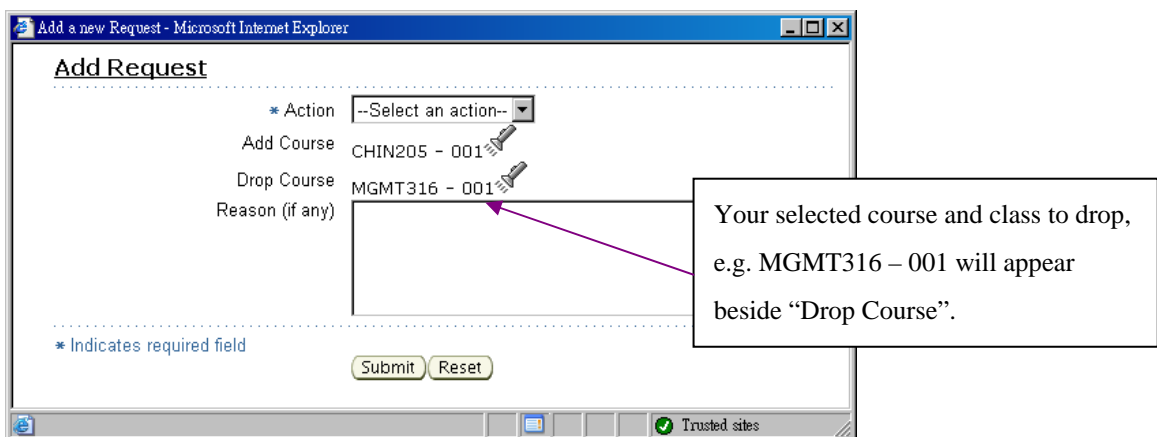
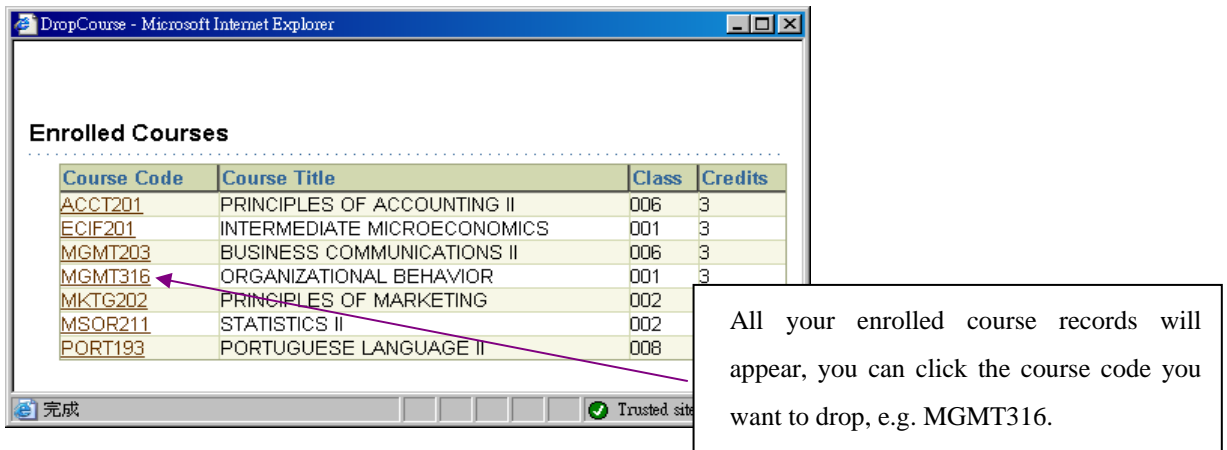
After clicking the icon  besides the wording “Add Course” to search a course you want to add, the following window will appear to let you type the course code (e.g. CHIN101) or course title for searching.





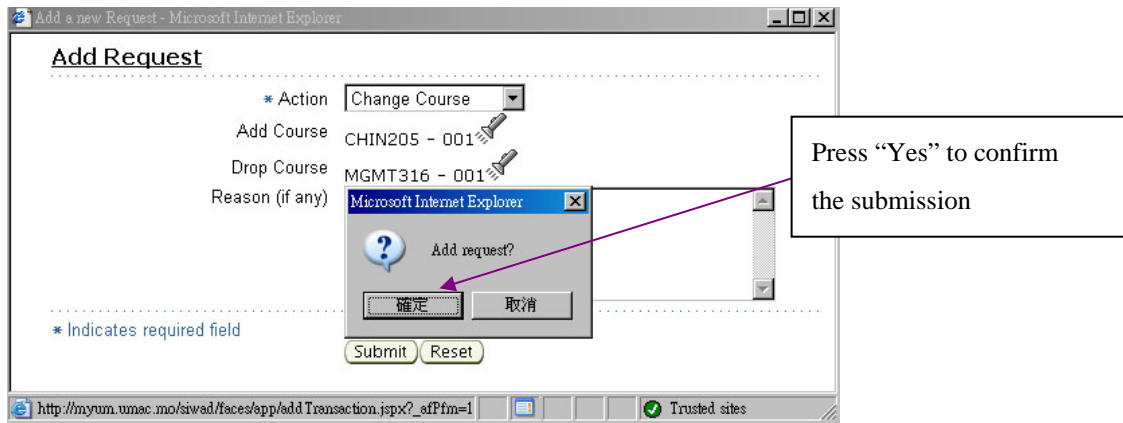
➤ **Drop Course**

After clicking the icon  besides the wording "Drop Course", your enrolled course records will appear. You may then click the one you want to drop.



➤ Submit the Request

Now, you may click [Submit] button to submit your request for adding / dropping course(s).



You can change the sequence of your submitted request based upon your personal preference.

You may delete your submitted request here.

You can add another request for submit another request here.

Your request has been submitted and is waiting "To-Be-Processed".

Batch	Select	Id	Action	Add Course	Drop Course	Reason	Status
B006	<input checked="" type="radio"/>		add	CHIN011 - 001			
B006	<input type="radio"/>		change	CHIN011 - 001	MGMT203		

Course Code	Course Title	Class	Schedule	Credits	Offering Progra
MGMT203	BUSINESS COMMUNICATIONS II	002	Show Schedule	3	FBA

Last Requests

You may view the status of all your submitted and processed requests from [Last Requests].

Online Add/Drop - Microsoft Internet Explorer

http://mycam.tsmu.mo/ivad/aces/app/showRequests.aspx

Student ID: [BA501109](#) Student Name: [CHAN SIJ IN](#) Major: [AT](#) Year/Sem: [2006 / 2](#) [Logout](#)

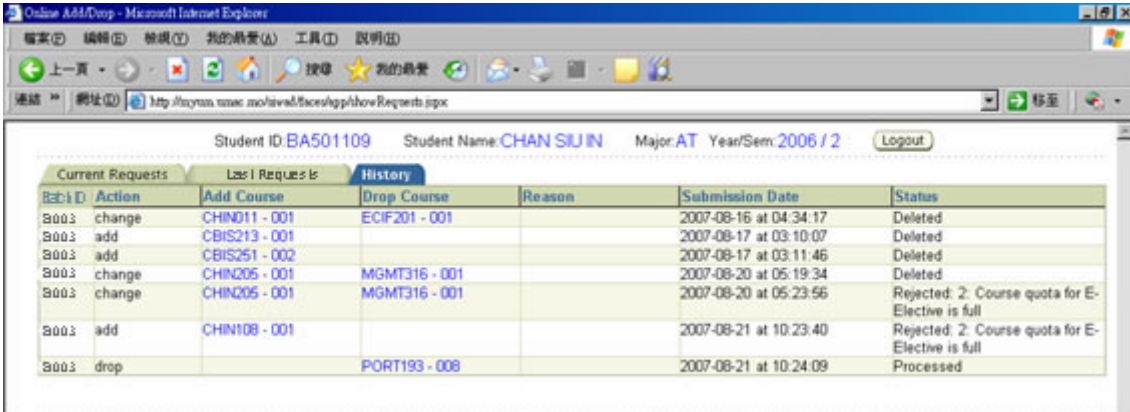
Current Requests		Last Request		History		
Req ID	Action	Add Course	Drop Course	Reason	Submission Date	Status
<input type="checkbox"/>	change	CHIN205 - 001	MGMT316 - 001		2007-08-20 at 05:23:56	Rejected: 2: Course quota for E- Elective is full
<input type="checkbox"/>	add	CHIN108 - 001			2007-08-21 at 10:23:40	Rejected: 2: Course quota for E- Elective is full
<input type="checkbox"/>	drop		PORT193 - 008		2007-08-21 at 10:24:09	Processed

Enrolled Course (Last Updated 8/21/2007 10:26:13)

Course Code	Course Title	Class	Schedule	Credits	Offering Programme
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History

You may view all your requests (including those deleted by yourself) from [History].



The screenshot shows a web browser window with the URL <http://myumac.umac.mo/ivms/face/ship/showRequests.jsp>. The page displays student information: Student ID BA501109, Student Name CHAN SIU IN, Major AT, and Year/Sem 2006 / 2. There is a 'Logout' button. Below this, there are three tabs: 'Current Requests', 'Last Requests', and 'History'. The 'History' tab is selected, showing a table of request history.

Request ID	Action	Add Course	Drop Course	Reason	Submission Date	Status
8003	change	CHIND11 - 001	ECIF201 - 001		2007-08-16 at 04:34:17	Deleted
8003	add	CBIS213 - 001			2007-08-17 at 03:10:07	Deleted
8003	add	CBIS251 - 002			2007-08-17 at 03:11:46	Deleted
8003	change	CHIN205 - 001	MGMT316 - 001		2007-08-20 at 05:19:34	Deleted
8003	change	CHIN205 - 001	MGMT316 - 001		2007-08-20 at 05:23:56	Rejected: 2: Course quota for E- Elective is full
8003	add	CHIN108 - 001			2007-08-21 at 10:23:40	Rejected: 2: Course quota for E- Elective is full
8003	drop		PORT193 - 008		2007-08-21 at 10:24:09	Processed

Should you have any queries about the Course Add Drop, please contact ICTO via below method:

Location: Room 2012, 2/F, Administration building N6

Tel.: 8822 8500

E-mail: IMS_AS@umac.mo