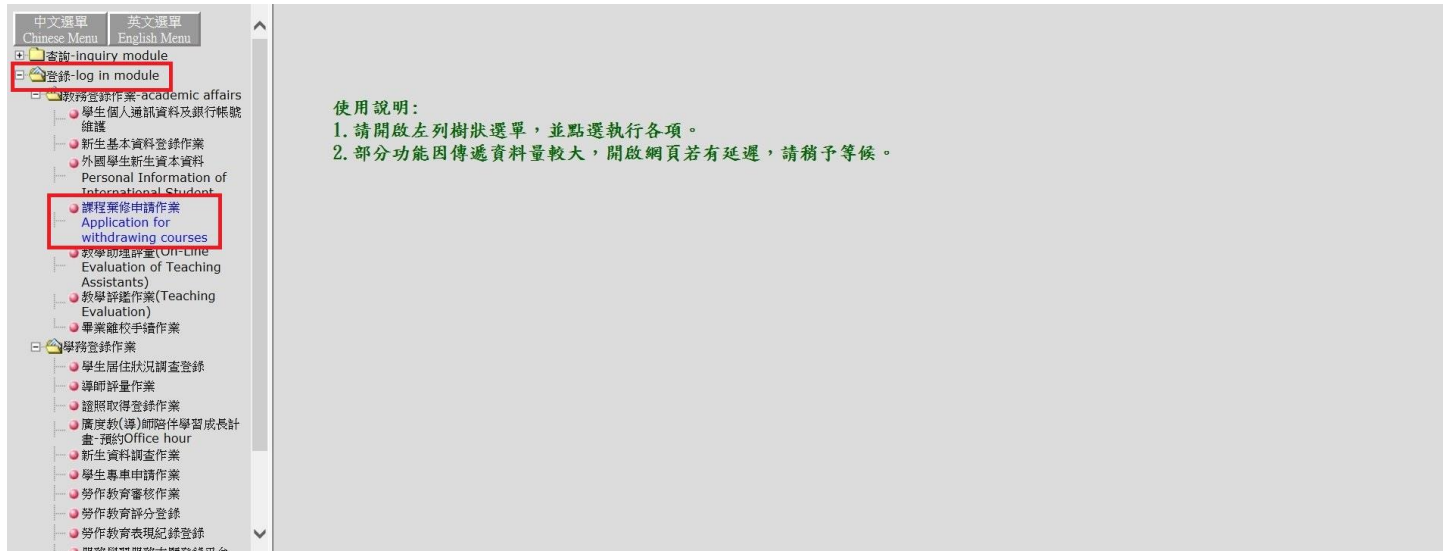


課程棄修申請作業操作說明

Application Procedure for withdrawing Courses

由『資訊服務入口網』登入【校務資訊系統（學生）】，點選【登錄】下方【教務登錄作業】選單之【課程棄修申請作業(Application for withdrawing Courses)】。

Please log into the university information service system, click on login module → academic affair login → Application for withdrawing Courses.



辦理棄修步驟 Application Procedure for withdrawing Courses :

步驟一：於欲申請棄修科目點選「棄修」按鈕，棄修科目即會出現於視窗下方

Step1. Click "withdraw" under the course for withdrawing.

步驟二：於下拉式選單選擇棄修原因

Step2. Scroll down and choose the reason for withdrawing.

步驟三：按下「棄修確認」按鈕（已送出之科目即不可於線上取消棄修）

Step3. Scroll down and choose the reason for withdrawing.

目前修習課程 / Courses of This Semester: 目前已修學習分數 / Total Credits : 12 目前已申請棄修學分數 / Withdraw Credits : 8 該學期最低下限學分數 / Minimum Credits Per Semester : 10.00

| ... | 上課班級 Class | 課程名稱 Course Title | 分組 Group | 學分數 Credits | 必選修 Required or Elective Course | 開課別 Course Type | 任課教師 Course Instructor |
|--|---------------|--|-------------|----------------|------------------------------------|----------------------|---------------------------|
| <input type="button" value="棄修/Withdraw"/> | 1. 日四技法文一-A | 全人發展：大學入門(一) HUMAN DEVELOPMENT:INTRODUCTION TO UNIVERSITY STUDIES (I) | 01 | 1.0 | 必修/Required | 學期課/Semester Course | 張宗德 CHANG, ZON-DER |
| <input type="button" value="棄修/Withdraw"/> | 日四技法文一-A | 法語發音與聽力練習 FRENCH PRONUNCIATION AND LISTENING TRAINING | 01 | 1.0 | 必修/Required | 學年課/Year-long Course | 龔莉安 DESFOSSES ELIANE |
| <input type="button" value="棄修/Withdraw"/> | 日四技法文一-A | 現代文學(一) CONTEMPORARY CHINESE LITERATURE I | 01 | 2.0 | 必修/Required | 學期課/Semester Course | 王靜芳 WANG, CHING-FANG |
| <input type="button" value="棄修/Withdraw"/> | 日四技法文一-A | 雲端科技與商務應用 CLOUD TECHNOLOGY AND BUSINESS APPLICATION | 01 | 2.0 | 必修/Required | 學期課/Semester Course | 楊進斌 YANG, SHIUNG-BIEN |
| <input type="button" value="棄修/Withdraw"/> | 日四技法文一-A | 跨文化溝通(一) GROSS CULTURAL COMMUNICATION I | 01 | 2.0 | 必修/Required | 學期課/Semester Course | 王美惠 WANG, JOU-HUI |
| <input type="button" value="棄修/Withdraw"/> | 日四技法文一-A | 體育 PHYSICAL EDUCATION | 01 | 0 | 必修/Required | 學年課/Year-long Course | 馬佳忠 MA, CHIA-CHUNG |
| <input type="button" value="棄修/Withdraw"/> | 英語教學共同英文一 | 英文六 ENGLISH 6 | 03 | 4.0 | 必修/Required | 學年課/Year-long Course | 陳念農 CHAN, LIM-HA |

申請棄修課程 / Course Withdraw:

| ... | 審核狀態 Review Status | 上課班級 Class | 課程名稱 Course Title | 分組 Group | 學分數 Credits | 必選修 Required or Elective Course | 任課教師 Course Instructor | 開課別 Course Type | 棄修原因 Reason(s) |
|--|-----------------------|---------------|--|-------------|----------------|------------------------------------|---------------------------|----------------------|--|
| <input type="button" value="取消/Cancel"/> | 申請 中/Registered | 日四技法文一-A | 法文(一) FRENCH(I) | 01 | 4.0 | 必修/Required | 康鳳如 KANG, SU-JU | 學年課/Year-long Course | 上課時間與個人規劃衝突，決定以後再修習。Time conflicts. |
| <input type="button" value="取消/Cancel"/> | 申請 中/Registered | 日四技通識課程一 | 生理與健康 PHYSIOLOGICAL FUNCTION FOR HEALTH | 02 | 2.0 | 必修/Required | 楊素強 YANG, SU-PING | 學期課/Semester Course | 個人學習成績不佳，Student performance in this course is poor and is concerned about failing. 本學期課程負荷過重，Overloaded 無繼續學習興趣。No interest in subject. |
| <input type="button" value="取消/Cancel"/> | 申請 中/Registered | 日四技法文一-A | 法語會話(一) FRENCH CONVERSATION(I) | 02 | 2.0 | 必修/Required | 林倚吟 LIN, TAI-YIN | 學年課/Year-long Course | 上課時間與個人規劃衝突，決定以後再修習。Time conflicts. 其他原因(請說明)。Other reasons: (please explain) 缺曠過多。Too many absences. |

當棄修後學分數低於下限，請務必於辦理棄修期限內繳交「學分數低於下限申請表」至課務組。

The number of credits is below the minimum number of required credits, please submit a request of "Application to Register for Fewer than the Minimum Number of Credits"

目前修習課程 / Courses of This Semester: 目前已修學習分數 / Total Credits : 8 目前已申請棄修學分數 / Withdraw Credits : 10.0 該學期最低下限學分數 / Minimum Credits Per Semester : 10.00

| ... | 上課班級 Class | 課程名稱 Course Title | 分組 Group | 學分數 Credits | 必選修 Required or Elective Course | 開課別 Course Type | 任課教師 Course Instructor |
|-------------|---------------|--|-------------|----------------|------------------------------------|----------------------|---------------------------|
| 棄修/Withdraw | 日四技法文一A | 全人發展：大學入門 (一) HUMAN DEVELOPMENT:INTRODU | | | Required | 學期課/Semester Course | 張宗德 CHANG, ZON-DER |
| 棄修/Withdraw | 日四技法文一A | 法語發音與聽力練習 FRENCH PRONUNCIATION AND LI | | | Required | 學年課/Year-long Course | 戴莉安 DESFOSSÉS ELIANE |
| 棄修/Withdraw | 日四技法文一A | 雲端科技與商務應用 CLOUD TECHNOLOGY AND BUSIN | | | Required | 學期課/Semester Course | 楊雄斌 YANG, SHIUENG-BIEN |
| 棄修/Withdraw | 日四技法文一A | 跨文化溝通(一) CROSS CULTURAL COMMUNICATI | | | Required | 學期課/Semester Course | 王柔華 WANG, JOU-HUI |
| 棄修/Withdraw | 日四技法文一A | 體育 PHYSICAL EDUCATION | | | Required | 學年課/Year-long Course | 馬佳忠 MA, CHIA-CHUNG |
| 棄修/Withdraw | 英語教學共同英文一 | 英文六 ENGLISH 6 | | | Required | 學年課/Year-long Course | 陳念禮 CHAN, LIM-HA |

網頁訊息

學分數低於下限，請同時繳交學分數低於下限申請表
The number of credits is below the minimum number of required credits. Please submit a request of "Application to Register for Fewer than the Minimum Number of Credits"

確定

申請棄修課程 / Course Withdraw:

| ... | 審核狀態 Review Status | 上課班級 Class | 課程名稱 Course Title | 分組 Group | 學分數 Credits | 必選修 Required or Elective Course | 任課教師 Course Instructor | 開課別 Course Type | 棄修原因 Reason(s) |
|-----------|-----------------------|---------------|--|-------------|----------------|------------------------------------|---------------------------|----------------------|--|
| 取消/Cancel | 老師審核中/Review | 日四技法文一A | 法文 (一) FRENCH(I) | 01 | 4.0 | 必修/Required | 康原如 KANG, SU-JU | 學年課/Year-long Course | 上課時間與個人規劃衝突，決定以後再修習。 Time conflicts. |
| 取消/Cancel | 老師審核中/Review | 日四技法文一A | 法語會話 (一) FRENCH CONVERSATION(I) | 02 | 2.0 | 必修/Required | 林怡吟 LIN, TAI-YIN | 學年課/Year-long Course | 個人學習成績不佳。 Student performance in this course is poor and is concerned about failing. |
| 取消/Cancel | 老師審核中/Review | 日四技法文一A | 現代文學(一) CONTEMPORARY CHINESE LITERATURE I | 01 | 2.0 | 必修/Required | 王靜芳 WANG, CHING-FANG | 學期課/Semester Course | 個人學習成績不佳。 Student performance in this course is poor and is concerned about failing. |
| 取消/Cancel | 老師審核中/Review | 日四技通識課 | 生理與健康 PHYSIOLOGICAL FUNCTION FOR HEALTH | 02 | 2.0 | 必修/Required | 楊素蘋 YANG, SU-PING | 學期課/Semester Course | 個人學習成績不佳。 Student performance in this course is poor and is concerned about failing. |

請注意：點選棄修確認後，系統會自行 Email 通知任課老師上網審核，請學生自行留意授課教師是否於期限內完成審核。待任課老師完成簽核後，始完成申請程序。

Notice: Please pay attention to the status of withdrawing course before the deadline. The application must be completed with the instructors' approval.

目前修習課程 / Courses of This Semester: 目前已修學習分數 / Total Credits : 12 目前已申請棄修學分數 / Withdraw Credits : 8 該學期最低下限學分數 / Minimum Credits Per Semester : 10.00

| ... | 上課班級 Class | 課程名稱 Course Title | 分組 Group | 學分數 Credits | 必選修 Required or Elective Course | 開課別 Course Type | 任課教師 Course Instructor |
|-------------|---------------|---|-------------|----------------|------------------------------------|----------------------|---------------------------|
| 棄修/Withdraw | 日四技法文一A | 全人發展：大學入門 (一) HUMAN DEVELOPMENT:INTRODUCTION TO UNIVERSITY STUDIES (I) | 01 | 1.0 | 必修/Required | 學期課/Semester Course | 張宗德 CHANG, ZON-DER |
| 棄修/Withdraw | 日四技法文一A | 法語發音與聽力練習 FRENCH PRONUNCIATION AND LI | | | Required | 學年課/Year-long Course | 戴莉安 DESFOSSÉS ELIANE |
| 棄修/Withdraw | 日四技法文一A | 現代文學(一) CONTEMPORARY CHINESE LITERATURE I | | | Required | 學期課/Semester Course | 王靜芳 WANG, CHING-FANG |
| 棄修/Withdraw | 日四技法文一A | 雲端科技與商務應用 CLOUD TECHNOLOGY AND BUSIN | | | Required | 學期課/Semester Course | 楊雄斌 YANG, SHIUENG-BIEN |
| 棄修/Withdraw | 日四技法文一A | 跨文化溝通(一) CROSS CULTURAL COMMUNICATI | | | Required | 學期課/Semester Course | 王柔華 WANG, JOU-HUI |
| 棄修/Withdraw | 日四技法文一A | 體育 PHYSICAL EDUCATION | | | Required | 學年課/Year-long Course | 馬佳忠 MA, CHIA-CHUNG |
| 棄修/Withdraw | 英語教學共同英文一 | 英文六 ENGLISH 6 | 03 | 4.0 | 必修/Required | 學年課/Year-long Course | 陳念禮 CHAN, LIM-HA |

請注意：點選棄修確認後，系統會自行Email通知任課老師上網審核，請學生自行留意授課教師是否於期限內完成審核。待任課老師完成簽核後，始完成申請程序。 Notice: Please pay attention to the status of withdrawing course before the deadline. The application must be completed with the instructors' approval.

棄修確認/Submit 棄修取消/Cancel

[棄修確認/Submit](#)

申請棄修課程 / Course Withdraw:

| ... | 審核狀態 Review Status | 上課班級 Class | 課程名稱 Course Title | 分組 Group | 學分數 Credits | 必選修 Required or Elective Course | 任課教師 Course Instructor | 開課別 Course Type | 棄修原因 Reason(s) |
|-----------|-----------------------|---------------|--|-------------|----------------|------------------------------------|---------------------------|----------------------|--|
| 取消/Cancel | 申請中/Registered | 日四技法文一A | 法文 (一) FRENCH(I) | 01 | 4.0 | 必修/Required | 康原如 KANG, SU-JU | 學年課/Year-long Course | 上課時間與個人規劃衝突，決定以後再修習。 Time conflicts. |
| 取消/Cancel | 申請中/Registered | 日四技通識課程一 | 生理與健康 PHYSIOLOGICAL FUNCTION FOR HEALTH | 02 | 2.0 | 必修/Required | 楊素蘋 YANG, SU-PING | 學期課/Semester Course | 個人學習成績不佳。 Student performance in this course is poor and is concerned about failing. |
| 取消/Cancel | 申請中/Registered | 日四技法文一A | 法語會話 (一) FRENCH CONVERSATION(I) | 02 | 2.0 | 必修/Required | 林怡吟 LIN, TAI-YIN | 學年課/Year-long Course | 個人學習成績不佳。 Student performance in this course is poor and is concerned about failing. |

按下「棄修確認」後，如欲取消已線上申請之棄修科目，請至課務組/教務組填寫「申辦事項申請書」
Please submit "Application Forms" if you want to cancel your application of withdrawing courses

課程已申請棄修，如欲取消棄修申請，請至課務組/教務組填寫「申辦事項申請書」

Please submit "Application Forms" if you want to cancel your application of withdrawing courses

如審核狀態為已完成退課，表示該科目已通過申請並於課表中刪除

Please check the review status. If the application is accepted, the course will not be shown on your course schedule.

申請棄修課程 / Course Withdraw:

| ... | 審核狀態 Review Status | 上課班級 Class | 課程名稱 Course Title | 分組 Group | 學分數 Credits | 必選修 Required or Elective Course | 任課教師 Course Instructor | 開課別 Course Type | 棄修原因 Reason(s) |
|-----------|---------------------------|---------------|---|-------------|----------------|---------------------------------------|---|-------------------------|---|
| 取消/Cancel | 老師審核中/Review | 英語教學共同英文一 | 英文六 ENGLISH 6 | 03 | 4.0 | 必修/Required | 陳念喬 CHAN, LIM-HA | 學年課/Year-long Course | 個人學習成績不佳。 Student performance in this course is poor and is concerned about failing. <input type="button" value="v"/> |
| 取消/Cancel | 已完成退課/Accepted | 日四技法文一A | 法文(一) FRENCH(I) | 01 | 4.0 | 必修/Required | 黃O莉, 康O如 HUANG, FEI-LI, KANG, SU-JU | 學年課/Year-long Course | 上課時間與個人規劃衝突，決定以後再修習。 Time conflicts. <input type="button" value="v"/> |
| 取消/Cancel | 教務處處理中/Under Procedure | 日四技法文一A | 法語會話(一) FRENCH CONVERSATION(I) | 02 | 2.0 | 必修/Required | 林O吟, 黃O莉 LIN, TAI-YIN, HUANG, FEI-LI | 學年課/Year-long Course | 個人學習成績不佳。 Student performance in this course is poor and is concerned about failing. <input type="button" value="v"/> |
| 取消/Cancel | 老師審核中/Review | 日四技法文一A | 雲端科技與商務應用 CLOUD TECHNOLOGY AND BUSINESS APPLICATION | 01 | 2.0 | 必修/Required | 楊雅慧 YANG, SHIUENG-BIEN | 學期課/Semester Course | 個人學習成績不佳。 Student performance in this course is poor and is concerned about failing. <input type="button" value="v"/> |
| 取消/Cancel | 老師審核中/Review | 日四技法文一A | 現代文學(一) CONTEMPORARY CHINESE LITERATURE I | 01 | 2.0 | 必修/Required | 王靜芳 WANG, CHING-FANG | 學期課/Semester Course | 個人學習成績不佳。 Student performance in this course is poor and is concerned about failing. <input type="button" value="v"/> |
| 取消/Cancel | 老師審核中/Review | 日四技通識課程一 | 生理與健康 PHYSIOLOGICAL FUNCTION FOR HEALTH | 02 | 2.0 | 必修/Required | 楊素蘋 YANG, SU-PING | 學期課/Semester Course | 個人學習成績不佳。 Student performance in this course is poor and is concerned about failing. <input type="button" value="v"/> |