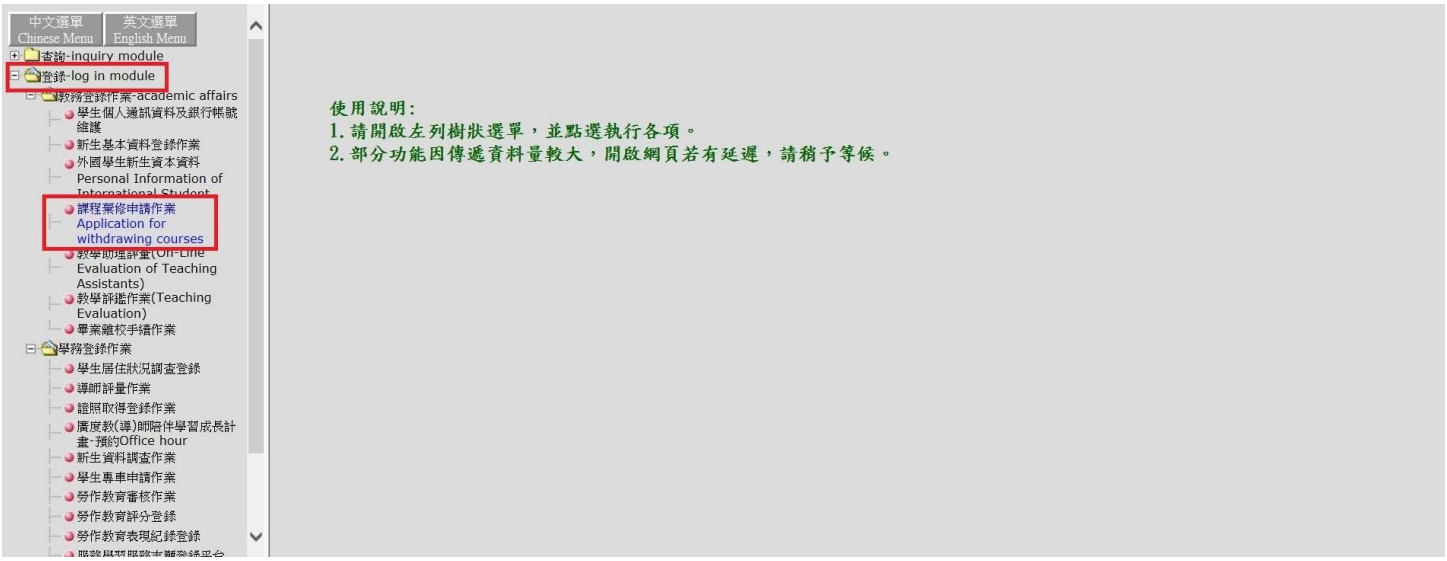
課程棄修申請作業操作說明
Application Procedure for withdrawing Courses

一、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.



二、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

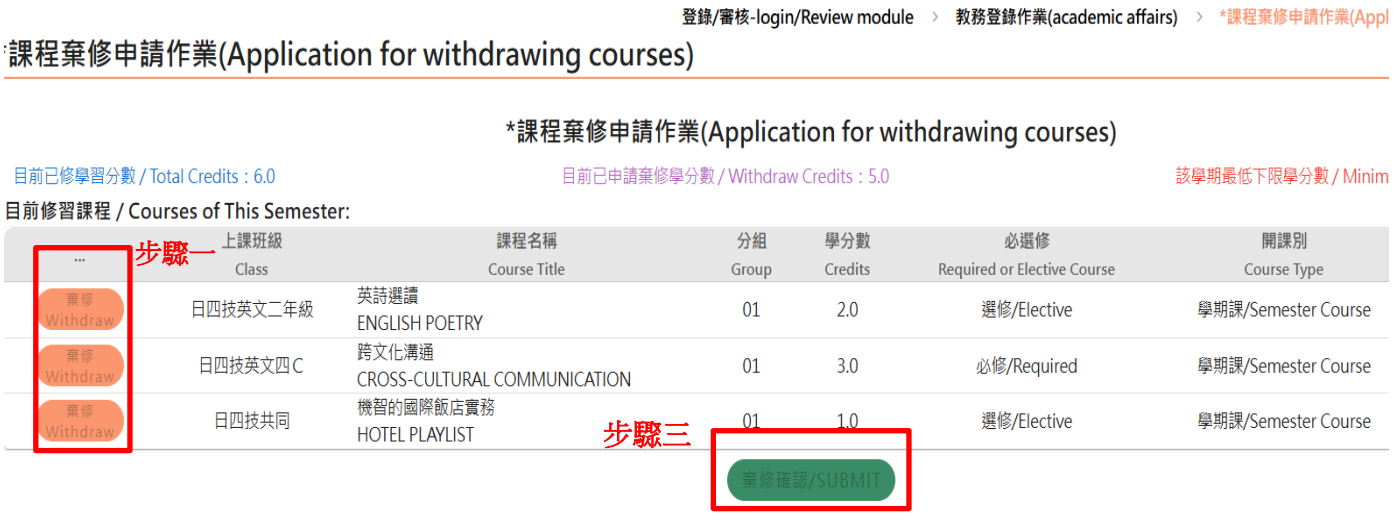
Step1. Click “withdraw” under the course for withdrawing.

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）

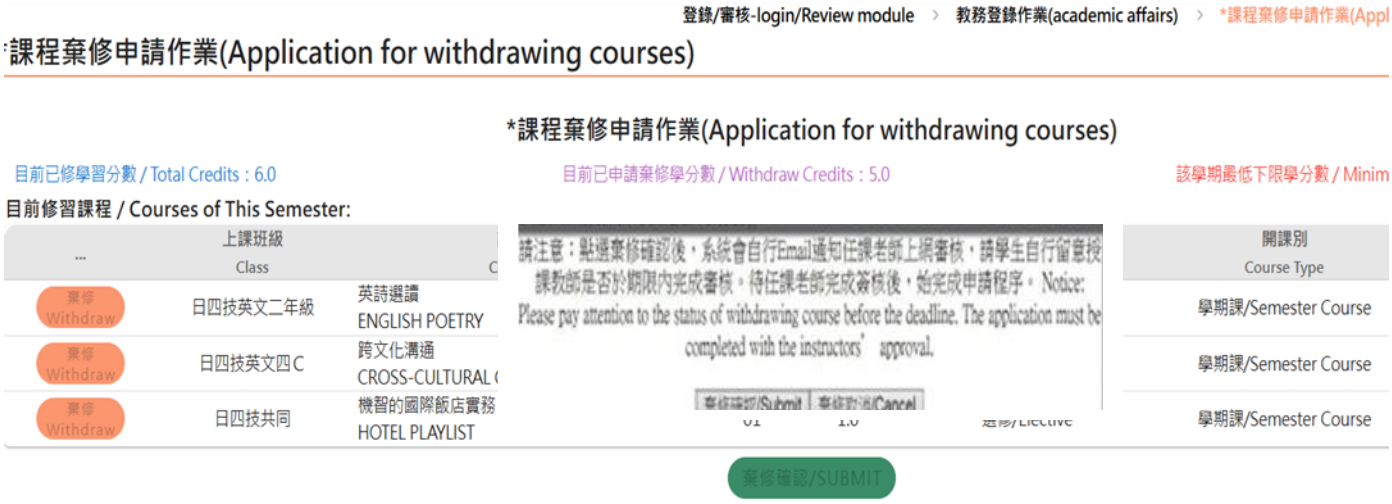
Step3. Scroll down and choose the reason for withdrawing.



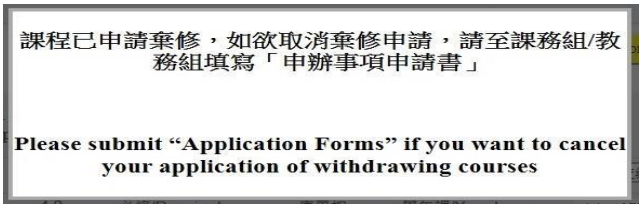


三、當棄修後學分數低於下限，請至課務組填寫「修課總學分數低於下限申請表」→ 送系主任審核，經系所主任同意後，棄修才算完成。 If the number of credits is below the minimum number of required credits, please submit a request of “Application to Register for Fewer than the Minimum Number of Credits”

四、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.



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



六、如審核狀態為已完成退課, 表示該科目已通過並於課表中刪除，請通過同學再自行查看個人課表。
Please check the review status. If the application is accepted, the course will not be shown on your course schedule.

