

課程棄修審核作業操作說明

Procedures for teachers to review withdraw courses

步驟一：由『資訊服務入口網』登入【校務資訊系統（教職員）】，點選【登錄】下方【教務登錄作業】選單之【課程棄修審核作業(Review Withdraw Courses)】。

Step 1: Please log in to the university information service system; click on log in module→ academic affairs→ Review Withdraw Courses.



步驟二：進入『課程棄修審核作業』後，待審核名單中列出申請棄修之同學名單。

點選【同意】，再按【送出】。

點選【不同意】，請輸入不同意之原因，再按【送出】

Step 2: Click on agree and submit. Or click on disagree, enter the reasons for the disagreement then submit.

課程棄修審核作業-Review Withdrawing Courses

待審核名單 / List to be reviewed:

...	上課班級 Class	課程名稱 Course Title	分組 Group	實收人數 Number of Students	學號 Student ID No.	姓名 Name	棄修後學分 Total credits after withdrawing	棄修原因 reason(s)
<input checked="" type="radio"/> 同意/Agree <input type="radio"/> 不同意/Disagree <input type="button" value="送出/submit"/>	日五專德文二A	英文閱讀與寫作(二) ENGLISH READING AND WRITING (II)	01	50	1106	吳	13.0	個人學習成績不佳。 Student performance in this course is poor and is concerned about failing.
<input checked="" type="radio"/> 同意/Agree <input type="radio"/> 不同意/Disagree <input type="button" value="送出/submit"/>	日五專德文二A	歷史(一) HISTORY I	01	55	1106	吳	13.0	個人學習成績不佳。 Student performance in this course is poor and is concerned about failing.
<input checked="" type="radio"/> 同意/Agree <input type="radio"/> 不同意/Disagree <input type="button" value="送出/submit"/>	日五專德文二A	藝術生活 ARTS AND LIFE	01	51	1106	吳	13.0	個人學習成績不佳。 Student performance in this course is poor and is concerned about failing.

課程棄修審核作業-Review Withdrawing Courses

待審核名單 / List to be reviewed:

...	上課班級 Class	課程名稱 Course Title	分組 Group	實收人數 Number of Students	學號 Student ID No.	姓名 Name	棄修後學分 Total credits after withdrawing	棄修原因 reason(s)
<input checked="" type="radio"/> 同意/Agree <input type="radio"/> 不同意/Disagree <input type="button" value="送出/submit"/>	日五專德文二A	英文閱讀與寫作(二) ENGLISH READING AND WRITING (II)				吳	13.0	個人學習成績不佳。 Student performance in this course is poor and is concerned about failing.
<input type="radio"/> 同意/Agree <input checked="" type="radio"/> 不同意/Disagree <input type="button" value="送出/submit"/>	日五專德文二A	歷史(一) HISTORY I				吳	13.0	個人學習成績不佳。 Student performance in this course is poor and is concerned about failing.
<input checked="" type="radio"/> 同意/Agree <input type="radio"/> 不同意/Disagree <input type="button" value="送出/submit"/>	日五專德文二A	藝術生活 ARTS AND LIFE	01	51	110	吳	13.0	個人學習成績不佳。 Student performance in this course is poor and is concerned about failing.



步驟三：出現『送出成功』畫面，點選【確定】。

Step 3: Click on "confirm".



步驟四：回到『課程棄修審核作業』，可於『已審核通過名單』，查看已審核之資料及狀態。

Step 4: The approved list and status will be shown as below.

課程棄修審核作業 - Review Withdrawing Courses

待審核名單 / List to be reviewed:

...	上課班級 Class	課程名稱 Course Title	分組 Group	實收人數 Number of Students	學號 Student ID No.	姓名 Name	棄修後學分 Total credits after withdrawing	棄修原因 reason(s)
<input checked="" type="radio"/> 同意/Agree <input type="radio"/> 不同意/Disagree 送出/submit	日五專德文二A	藝術生活 ARTS AND LIFE	01	51	1106	吳	13.0	個人學習成績不佳。Student performance in this course is poor and is concerned about failing.

已審核通過名單 / Approved List:

上課班級 Class	課程名稱 Course Title	分組 Group	學號 Student ID No.	姓名 Name	棄修原因 reason(s)	狀態 Status
日五專德文二A	英文閱讀與寫作(二) ENGLISH READING AND WRITING (II)	01	1106	吳	個人學習成績不佳。Student performance in this course is poor and is concerned about failing.	教師審核通過/Pass for Teacher
日五專德文二A	歷史(一) HISTORY I	01	1106	吳	個人學習成績不佳。Student performance in this course is poor and is concerned about failing.	教師審核不通過/Fail for Teacher
日四技法文一A	法文(一) FRENCH(I)	01	1107	林	上課時間與個人規劃衝突，決定以後再修習。Time conflicts.	教務處審核通過/Pass for ???
日四技法文一A	法文(一) FRENCH(I)	01	1107	侯	個人學習成績不佳。Student performance in this course is poor and is concerned about failing.	教務處審核通過/Pass for ???
日四技法文一A	法語會話(一) FRENCH CONVERSATION(I)	02	1107	林	個人學習成績不佳。Student performance in this course is poor and is concerned about failing.	教師審核通過/Pass for Teacher