

國立臺北大學【日間部】棄修線上申請作業系統操作說明

National Taipei University online withdrawal application system description (Undergraduate Day School Version)

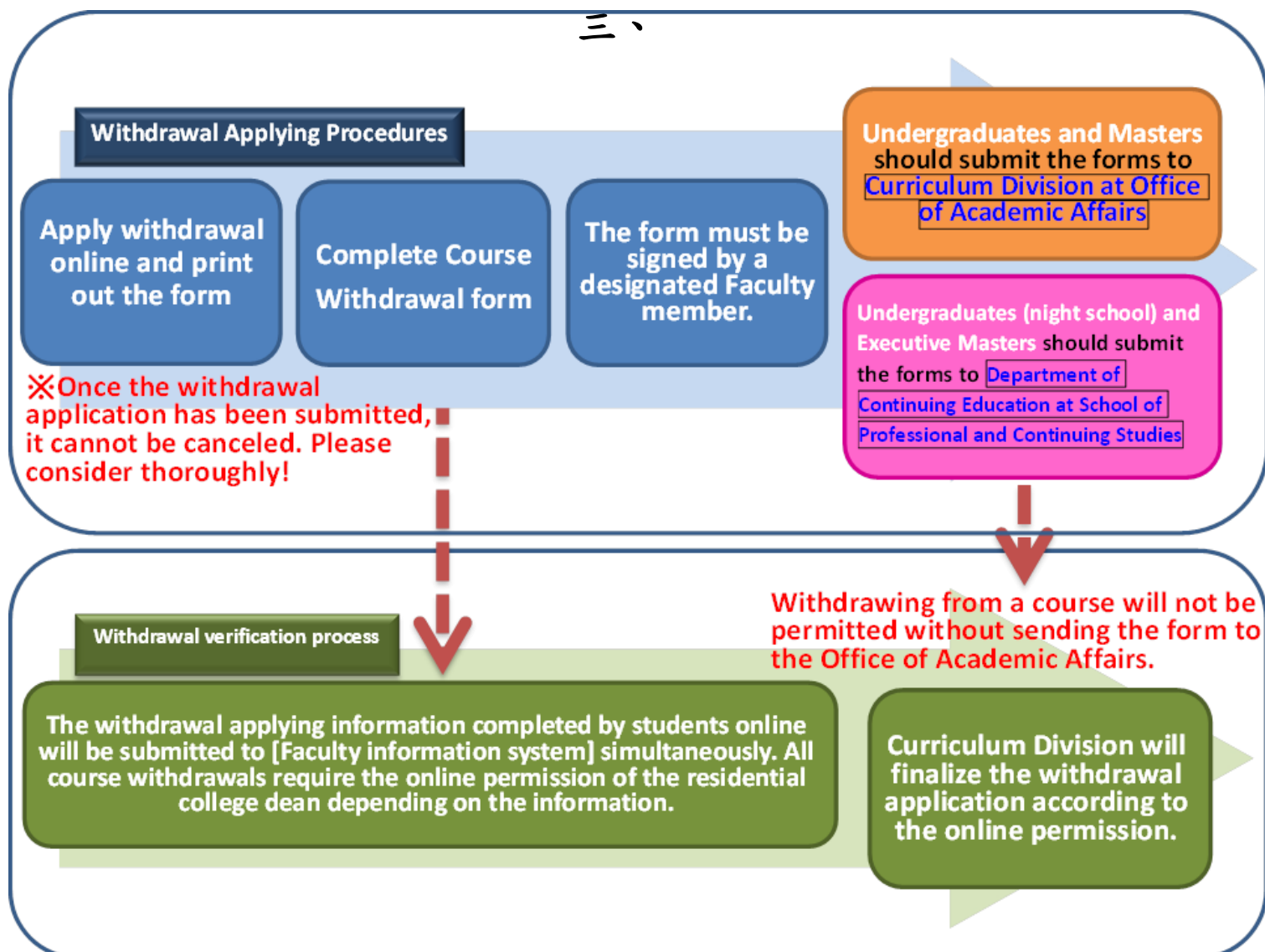
一、棄修線上申請期限 the deadline for online course withdrawal

校定行事曆期中考週後兩週內（請依公告日期辦理，逾期恕不受理）
Students should complete all the necessary withdrawal actions within two weeks after the mid-term exam referring to the Academic Calendar. (Please be aware that withdrawal from a course will not be permitted after the deadline.)

二、棄修申請流程 the withdrawal process

登錄【[學生資訊系統](#)】辦理線上棄修申請→列印棄修申請表→請任課教師簽名後（簽名代表副知）→送至教務處課務組（行政大樓3樓）辦理。
※未送交本表，視同棄修未完成

Sign in [[student information system](#)] apply for withdrawal online→print it out→the form must be signed by a designated Faculty member→the application form must be sent to Curriculum Division at the Office of Academic Affairs, which located at the 3rd floor in the Administrative Building, to finalize withdrawal application. **※Please be aware that withdrawing from a course will not be permitted without sending the form to the Office of Academic Affairs.**



棄修線上申請步驟暨系統操作說明

Steps of applying withdrawal online and the guideline of operating online course withdrawal system

1. 棄修申請時間登錄【學生資訊系統】→功能選單【選課】→【棄修申請】

(學生資訊系統網址：https://cof.ntpu.edu.tw/student_new.htm)

First Sign in to the student information system before the withdrawal deadline, and click the Withdrawal button at the Course Registration section on the Menu.



2. 點選【英文版】 Select [English version]

國立臺北大學 103 學年度第 1 學期棄修申請

姓名：李盈怡 系級：法律學系法學組3

[English version](#)

課程所屬系級	科目名稱(與組別)	授課教師	上課時間	教室	類別	學分	繳費時數
共同科1	大學英文5A	葛振中	五1-2	文2F01	必	2	2
通識1	哲學概論	鍾隆琛	五7-8	公1F02	通	2	2
臺北醫大通識2	死亡學	*****	三5-6		通	2	2
臺北醫大通識2	音樂及音樂作品欣賞	*****	一1-2		通	2	2
師培中心2	班級經營	吳璧純	三7-8	文2F11	教必	2	2
北科大通識2	西洋諺語與人際關係	*****	四1-2		通	2	2
經濟系3A	經濟思想史A	劉崇堅	四3-4	社B07	必	2	2
法律學系法學組1	犯罪學	曹光文	三1-2	法2F01	選	2	2
(進修)法律1	憲法A	陳慈陽	一9-10	311	必	2	2
(進修)法律3	銀行法	戴銘昇	二12-13	508	選	2	2
(進修)不動產城鄉2	住宅問題	張耀仁	五10-11	210	選	2	2
						20	20

符合選課及身分條件之學生已選入該門課。(若有分發到的課程考量不需要了, 請務必退選, 勿佔住名額)
修科目的成績尚未出來, 暫准予修習, 但之後成績結果若不符規定者(例如全學年之上學期課程未達40分), 則列為不符修課規定。
電腦系統分發後沒選上。(若該課程於選課期間有釋出名額, 同學可自行決定是否再加選該門課, 以作為系統分發的依據)
●不符修課規定者, 同學不得再加選該課。

3. 點選【棄修申請】→確認申請棄修請按「確定」，放棄請按「取消」

After clicking the Withdrawal button, click Y to continue the course withdrawal process, otherwise, please click N to withdraw the application.

Law(Division of Law)1	Criminology 犯罪學	Kuang-wen Tsao	Wed.1~2	L2F01
(Extension Education)Department of Law1	ConstitutionalA 憲法A	陳慈陽	Mon.9~10	311
(Extension Education)			e.12~13	508
			i.10~11	210

Confirmation -- 網頁對話

https://120.126.197.51/pls/univer/common.stud_discard_e.confirm 憑證錯誤

According to National Taipei University course selection regulations, students who have to drop the course for any particular reason after the course selecting time and add/ drop period can apply for class withdrawal. However, each student is only allowed for applying once in each semester.

Please press OK to submit Class Withdrawal Application.

Please press CANCEL to abandon application.

OK CANCEL

requirement for grade improvement: the grade status into "not approved" for students selecting the course(such as grade of course during add/ drop period)

requirements: situation where students register is not qualified for withdrawal and of the elected course

withdrawal.

- Students should fill the class withdrawal application form, and then submit application to the Office of Academic Affairs after the chairman of students' major department and the course instructor both approve the permission.
- If the students' application is approved, the grade "W" will be recorded on student's term grades and transcript for that class."W" grades do not count toward a student's degree, grade point average, or academic progress for purposes of financial aid eligibility.
- There is no tuition adjustment associated with a class withdrawal.

Class Withdrawal Application

4. 進入【棄修申請流程說明】畫面→詳閱棄修線上申請流程後

→點選【STEP1：棄修申請】(※另提供「詳細操作手冊」下載，供同學使用。)

Enter the course withdrawal procedures page and read all the information carefully. Then, please begin on step1, applying for withdrawal.

(Note: The Operating Manual is provided for students to download to get further detailed information)

※ Students with withdrawal application questions, please contact Office of Academic Affairs curriculum section(ext. 66110-66117)within valid period.
 ※ If students fail to finish class withdrawal application within the appointed period, their applications will be invalid application.

The procedure of class withdrawal application will be filling the **class withdrawal application form**, asking instructor to sign the application, and submitting the application to the **Office of Academic Affairs**. (without form submission will be considered incomplete!)

The procedure of Class Withdrawal Application **STEP 1: Class Withdrawal Application** STEP 2: Withdrawal Course

Class Withdrawal Application Guideline (word) Class Withdrawal Application Guideline (pdf)

5. 請點選欲棄修之科目後，按【棄修申請】

Please select the course and click the icon below to withdraw the course.

No.	Click here for class withdrawal application	Course status	Serial no.	Designated for	Course Name	Teacher	Time	Classroom	Full/Half Year	Credits	Payment Hours
1	<input type="radio"/>	Approved	U2149	臺北醫大通識2	Technology and Law	*****	Mon.3~4		General	2	2
2	<input type="radio"/>	Approved	U2157	臺北醫大通識2	Intro to the DisciplineC	*****	Tue.5~6		General	2	2
3	<input type="radio"/>	Approved	U2084	北科大通識2	Legal Problems On Internet	*****	Thur.5~6		General	2	2
4	<input checked="" type="radio"/>	Approved	U2014	Law(Division of Financial & Economic Law)2	Civil Law : FamilyB	Hsiao-Wei Kuan	Wed.3~4	L1F19	Required	2	2
5	<input type="radio"/>	Approved	U2011	Law(Division of Financial & Economic Law)2	Legal EthicsA	Wu Chih-Ke	Fri.7~8	L2F01	Required	2	2
6	<input type="radio"/>	Approved	N4021	(Extension Education)Department of Law4	Seminar: Comparative Corporation Law	方元沂	Tue.7~8	204	Elective	2	2
7	<input type="radio"/>	Approved	N4037	(Extension Education)Department of Public Administration and Policy4A	Seminar of Local Finance	陳朝建	Mon.12~13	512	Elective	2	2
8	<input type="radio"/>	Approved	N4041	(Extension Education)Department of Economics4	Cost Accounting	莊振輝	Mon.10~11	309	Elective	2	2
Total Credits										16	16

Class Withdrawal Application
+

5. 棄修申請【確認】：確認請按「確認」，放棄請按「取消」
 請再次確認您要申請棄修的科目，請注意**一旦確認申請就無法刪除！**

Please double check your application and click Y if there is nothing needed to be corrected, otherwise, please click N to cancel it.

Please make sure that this is the exact course you want to withdraw. Once the withdrawal application has been submitted, it cannot be canceled.

No.	Click here for class withdrawal application	Course status	Serial no.	Course	Time	Classroom	Full/Half Year	Credits	Payment Hours
1	<input type="radio"/>	Approved	U21 9		****	Mon.3~4	General	2	2
2	<input type="radio"/>	Approved	U21 7		****	Tue.5~6	General	2	2
3	<input type="radio"/>	Approved	U20 4		****	Thur.5~6	General	2	2
4	<input checked="" type="radio"/>	Approved	U20 4			Wed.3~4	L1F19	Required	2
5	<input type="radio"/>	Approved	U20 1			Fri.7~8	L2F01	Required	2
6	<input type="radio"/>	Approved	N40 1		元沂	Tue.7~8	204	Elective	2
7	<input type="radio"/>	Approved	N4037	(Extension Education)Department of Public Administration and Policy4A	陳朝建	Mon.12~13	512	Elective	2
8	<input type="radio"/>	Approved	N4041	(Extension Education)Department of Economics4	莊振輝	Mon.10~11	309	Elective	2
Total Credits								16	16

Confirmation -- 網頁對話

Are you sure to withdraw the course "U2014 Civil Law : FamilyB"?

Please think carefully. Once you press OK button, you cannot correct your application information.

Please press OK to submit Class Withdrawal Application.

Please press CANCEL to abandon application.

6. 申請成功後，點選【**列印棄修申請單**】→並再次確認，**列印申請表後請任課教師簽名**（簽名表示副知），並送交教務處**課務組**（行政大樓3樓）辦理
（※未於期限內送交本表者，視同棄修未完成）

After submitting your withdrawal request, please click the 'Printing out the Withdrawal Application Form' box and check again the information shown in the page. Then, you need to print the form out and make sure your form must be signed by a designated Faculty member. Finally, to finalize withdraw application, you must send your application form to Curriculum Division at the Office of Academic Affairs, which located at the 3rd floor in the Administrative Building.

(Please be aware that withdrawing from a course will not be permitted without sending the form to the Office of Academic Affairs before the deadline.)

Attention -- 網頁對話

Please submit withdrawal application form to curriculum section according to regulated process. (Forms submitted not within valid period will be considered incomplete!)

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Withdrawal Course					
Serial no.	Course name	Time	Classroom	Required/ Elective	Credits
U2145	西洋法律學入門(副修)	四1~2		General	2

1

※注意：系統將自動判別是否符合棄修規定，並跳出警語

※Notice: the system will automatically determine whether the applicants are eligible to apply for a withdrawal and pop up the warning message.

棄修規定：

棄修課程每學期以【一科】為限，且於扣除放棄修習之學分數後，總修習學分數不得低於本校學生選課辦法第三條規定之最低學分數（大一~大三不得少於16學分，大四不得少於9學分），且仍應依本校其他選課相關規定辦理（如校際選課及日夜互選不得超過總學分數之1/3等）；延長修業年限學生棄修後仍應修習一個科目。

Regulations:

Applicants are eligible to apply only one course to withdraw in each semester, and their total credits after withdrawal should meet the requirement according to §3 of NTPU Regulations on Course Registration. (Students who are in their freshmen, sophomore and junior year must have enrolled for at least sixteen course credits in each semester, and the seniors must have enrolled for at least nine.) Moreover, the applicants also need to follow other relevant regulation, for example, the credits earned from cross-registration and the courses taken alternatively from Day School and Night School should not exceed 1/3 of the total credits.) The super seniors must have enrolled at least in one course after withdrawal.

(1) 僅能棄修一門課，不可再點選申請

Withdrawal applications will be denied for students who apply more than one course in each semester.

awal application based on the course taken in the semester.

103/1 Elected Course List											
No.	Click here for class withdrawal application	Course status	Serial no.	Designated for	Course Name	Teacher	Time	Classroom	Full/Half Year	Credits	Payment Hours
1	<input type="radio"/>	Approved	U1352	Common Curriculum1	College English: Reading and Writing5A	葛振中	Fri.1~2	H2F01	Required	2	2
2	<input type="radio"/>	Approved	U1009	Center for General Education1	An Introduction to Philosophy	鍾隆琛	Fri.7~8	P1F02	General	2	2
3	<input type="radio"/>	Approved	U2388	臺北醫大通識2	Death Science	*****	Wed.5~6		General	2	2
4	<input type="radio"/>	Approved	U2368	臺北醫大通識2	Appreciation of music & musical works	*****	Mon.1~2		General	2	2
/	/	Unprocessed	U2007	The Center for Teacher Education2	Classroom Management	吳璧純	Wed.7~8	H2F11	Required	2	2
5	<input type="radio"/>	Approved	U2145	北科大通識2	English Proverbs And Human Relationships	*****	Thur.1~2		General	2	2
6	<input type="radio"/>	Approved	U3047	Department of Economics3A	History of Economic ThoughtA	劉崇堅	Thur.3~4	SB07	Required	2	2
7	<input type="radio"/>	Approved	U1092	Law(Division of Law)1	Criminology	Kuang-wen Tsao	Wed.1~2	L2F01	Elective	2	2
8	<input type="radio"/>	Approved	N1004	(Extension Education)Department of Law1	ConstitutionalA	陳慈陽	Mon.9~10	311	Required	2	2
9	<input type="radio"/>	Approved	N3078	(Extension Education)Department of Law3	Banking Law	戴銘昇	Tue.12~13	508	Elective	2	2
10	<input type="radio"/>	Approved	N2006	(Extension Education)Department of Real Estate and Built Environment2	Housing Problems	張耀仁	Fri.10~11	210	Elective	2	2
Total Credits										20	20

※You have already applied class withdrawal **once** so you are not allowed to apply again. Each student is only allowed for applying once in each semester.

(2) 棄修後總學分數未符合規定，無法申請棄修

Withdrawal applications will be denied for students whose total course credits after withdrawal fail meet the requirement.

※Your Class Withdrawal Application DOES NOT Meet the Credit Requirement for Degrees :

After withdraw the serial no. N4041 course.	Total credits:15
	Your credits earned from courses taking alternatively from Day School and Night School are:4
	Your credits earned from courses taking in inter-university course selection are:4

The regulation you violate :

ⓐCredits is not enough after class withdrawal application.

BACK STEP 1

(3) 棄修後仍應依本校其他選課相關規定辦理（如校際選課及日夜互選不得超過總學分數之 1/3 等），無法申請棄修

Applications will be denied for students who fail to meet other relevant requirements in NTPU Regulations on Course Registration after withdrawal, for example, the credits earned from cross-registration and the courses taken alternatively from Day School and Night School should not exceed 1/3 of the total credits.

※Your Class Withdrawal Application DOES NOT Meet the Credit Requirement for Degrees :

After withdraw the serial no. U2014 course.	Total credits:14
	Your credits earned from courses taking alternatively from Day School and Night School are:6
	Your credits earned from courses taking in inter-university course selection are:6

The regulation you violate :

- ⓐCredits is not enough after class withdrawal application.
- ⓑThe credits earned from courses taking alternatively from Day School and Night School should not exceed **one third** of total credit hour.
- ⓒThe credits earned from courses taking in inter-university course selection should not exceed **one third** of total credit hour.

BACK STEP 1