

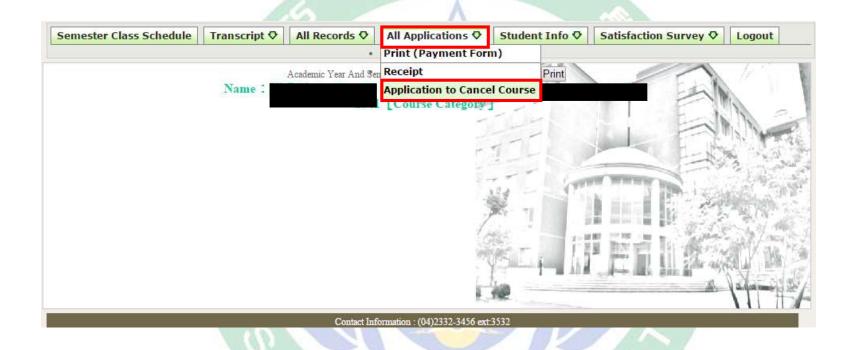
step1. Login the student information system.



Please contact the Educational Affairs Division for any selection and course related questions.

Please contact the Resources and Development Division for any system related questions.

step2. All Application Application to Cancel Course.



step3. Read the instruction before canceling course, then check the box to start.

Application to Cancer Course

Note

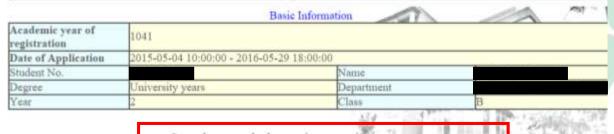
Please read instructions below before cancelling course

After the course is cancelled, the number of credits taken cannot be lower than the minimum credit requirement by year a
listed in rule 15 of the student handbook. Those who do not meet credit requirements are ineligible for application. Fourt
year students are exempt if this does not affect the number of credits required for graduation.

* The minimum credit requirement for each year and degree are as below:

| Degree | Minimum Cr | Degree | Minimum Cr |
|---|---------------|--|---------------|
| University years 1-3 | 16 credits | University year 4 | 1 course |
| Continuing Education years 1-3 | 6 credits | Continuing Education year 4 | 1 course |
| Masters (incl. Masters for professionals) year | 6 credits | Masters (incl. Masters for professionals) year 2 | 2 credits |
| P.h.D. years 1-2 | 3 credits | P.h.D. years 3+7 | 1 course |

- 2. Courses approved for cancellation cannot withdraw application for cancellation without unsigned approval.
- 3. Extension students applying for cancellation during the school term must maintain a minimum of 1 course in the semester.
- When the course is cancelled, the credit fee (credit and registration fees) will not be refunded and those who have not pair required fees must still make payment.
- 5. 5. Courses approved for cancellation are required to be recorded in transcript records and marked "cancelled" in the grad column. The credits will not be calculated in the total grade of the semester or year.



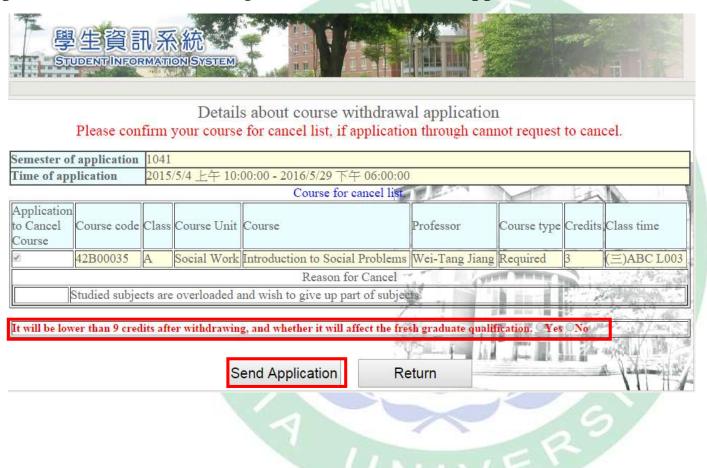
- ▼I confirm the personal information is correct

START

step4. Register the canceling course, and selecting the reason for cancel, then to send.



step5. Confirm the canceling course list, and send application.



step6. Check the evaluation result.

Result of course withdrawal application (please note the Evaluation result message)

Basic Information

| Semester of application | 1041 |
|-------------------------|---|
| Time of application | 2015/5/4 AM 10:00:00 - 2016/5/29 PM 06:00:00 |
| | Evaluation Results |
| | Cancellation has been approved |
| Go to the | Semester course list to search for courses this semester or go to course cancellation results |
| | Semester course list Course cancellation results |
| Co | outact Information : (04)2332-3456 ext:3110 + 3114 > 3114 + 3116 + 8120 + 3131 |
| | 1. |

Result of course withdrawal application (please note the Tvaluation result me sage)

Basic Information

| Semester of application | 1041 |
|-------------------------|---|
| Time of application | 2015/5/4 AM 10:00:00 - 2016/5/29 PM 06:00:00 |
| 4875 | Evaluation Results |
| Failing to pass the | course withdrawal application-view the credit of course withdrawal again (1916) lower than the minimum credit) |
| Go to th | e Semester course list to search for courses this semester or go to course cancellation results |
| | Semester course list Course cancellation results |
| 9 | Contact Information : (04)2332-3456 ext:3110 - 3111 - 3114 - 3116 - 3120 - 3131 |
| | 1.40 |

Result of course withdrawal application (please note the "Evaluation result" message)

Basic Information

| Semester of application | 1041 | |
|-------------------------|---|---|
| Time of application | 2015/5/4 AM 10:00:00 = 2016/5/29 PM 06:00:00 | |
| | Evaluation Results | ē |
| Failing | to pass the course withdrawal application- it will affect the fresh graduate conditions | Ē |
| Go to the | Semester course list to search for courses this semester or go to course cancellation results | |
| | Semester course list Course cancellation results | 2 |
| (| ontact Information : (04)2332-3456 ext:3110 - 3141 > 3114 + 3116 - 8120 - 3131 | à |
| | | ~ |

step7. After canceling the course, check the course cancellation result.

