Application to Cancel Course

Guide Book
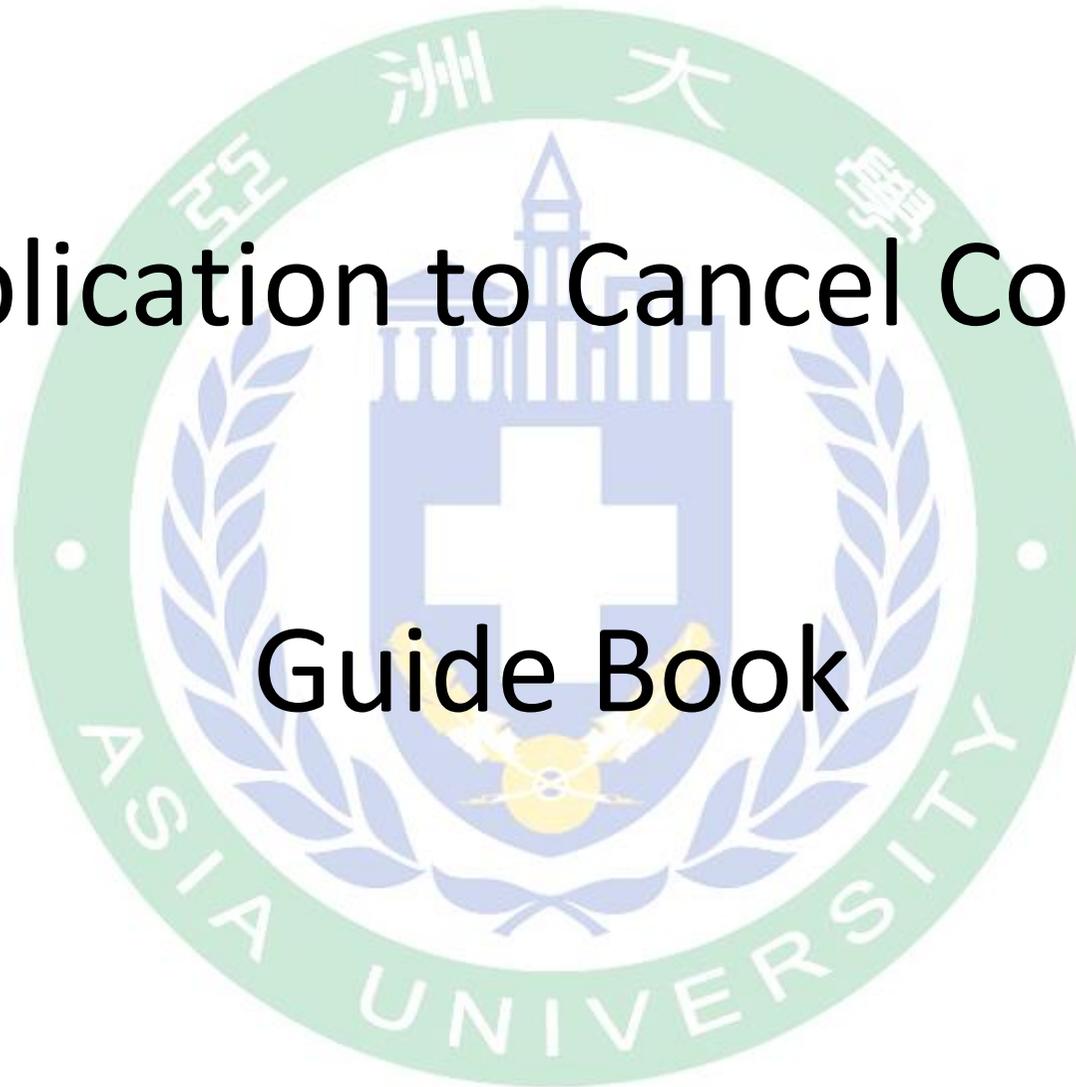
step1. Login the student information system.

step2. All Application→Application to Cancel Course.
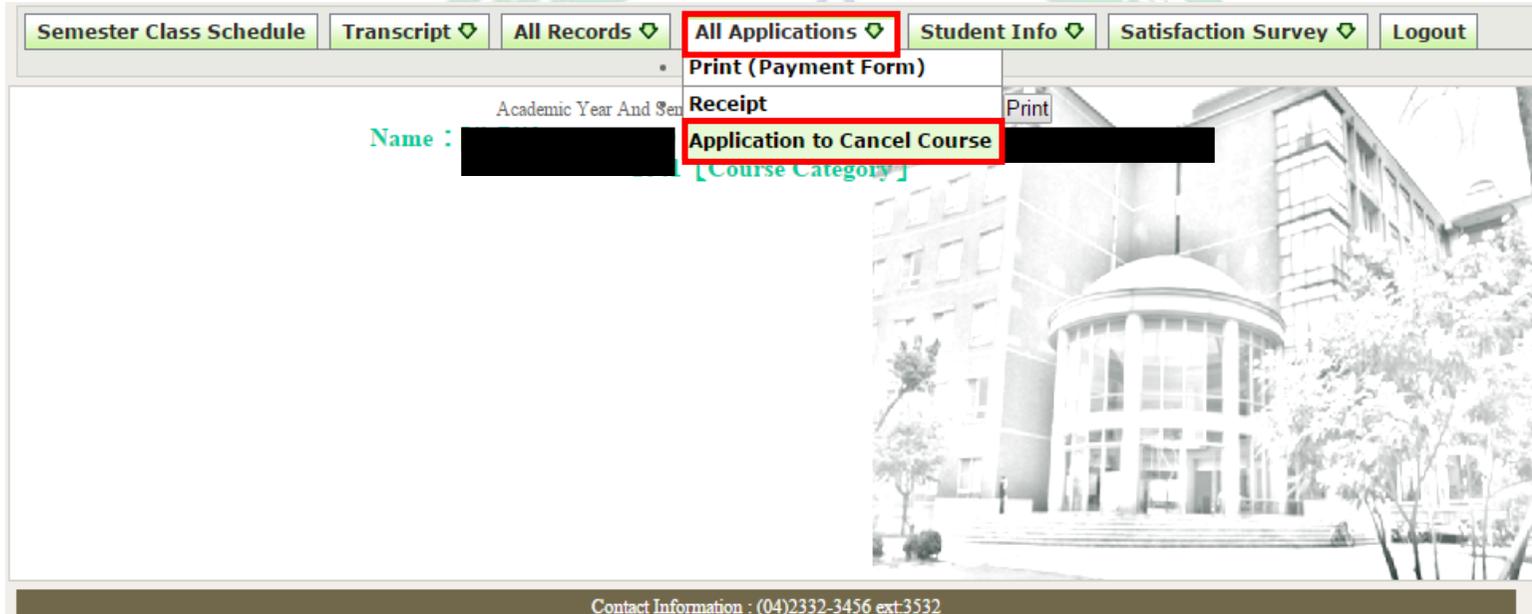
| Semester Class Schedule | Transcript ▽ | All Records ▽ | All Applications ▽ | Student Info ▽ | Satisfaction Survey ▽ | Logout |

Print (Payment Form)

Receipt

Application to Cancel Course

Academic Year And Sen   Print

Name :

[Course Category]

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

Application to Cancel Course

Please read instructions below before cancelling course

1. 1. 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 2	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 th semester. 。
4. When the course is cancelled, the credit fee (credit and registration fees) will **not be refunded** and those who have not pai 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.

Basic Information

Academic year of registration	1041		
Date of Application	2015-05-04 10:00:00 - 2016-05-29 18:00:00		
Student No.	███	Name	████
Degree	University years	Department	████
Year	2	Class	B

☑ I understand above instructions.
☑ I confirm the personal information is correct.

START

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

學生資訊系統
STUDENT INFORMATION SYSTEM

Application to Cancel Course

Number of Credits and Courses

Credits taken this semester	16	Courses taken this semester	6
Credits before last application	4	Credits before last application	2

Registered for cancel	Course code	Class	Course Unit	Course	Professor	Course type	Credits	Class time
☐	42B00035	A	Social Work	Introduction to Social Problems	■	Required	3	(Wed.)ABC L003

Reason for Cancel
Reason for Cancel
Studied subjects are overloaded and wish to give up part of subjects
Because of health problem, have to give up part of subjects
Fall behind in studies and course progress.
Poor midterm grades, worry that 2/3 of grades this semester will be fails
Poor attendance
Midterm grades are lower than expected. Due to consideration for required scores in the application of scholarships or grade rankings, you are dropping this course (without dropp

| ☐ | | | Work | sexual abuse | yin, Wan | | | |

Reason for Cancel

| ☐ | 42B00093 | A | Social Work | Counseling and guidance | ■ | Elective | 2 | (Mon.)AB L005 |

Reason for Cancel

| ☐ | 42B00123 | A | Social Work | Field Practicum:Non-Profit Organization | ■ | Required | 3 | (Sat.)1 S003 (Sat.)2 S003 |

Reason for Cancel

| ☐ | 42B00153 | A | Social Work | Practice of social work program | ■ | Required | 3 | (Sun.)3 S003 (Sun.)4 S003 |

Reason for Cancel

SEND   RESET

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

Details about course withdrawal application

Please confirm your course for cancel list, if application through cannot request to cancel.

Semester of application	1041
Time of application	2015/5/4 上午 10:00:00 - 2016/5/29 下午 06:00:00

Course for cancel list.

Application to Cancel Course	Course code	Class	Course Unit	Course	Professor	Course type	Credits	Class time
☑	42B00035	A	Social Work	Introduction to Social Problems	Wei-Tang Jiang	Required	3	(三)ABC L003

Reason for Cancel

	Studied subjects are overloaded and wish to give up part of subjects

It will be lower than 9 credits after withdrawing, and whether it will affect the fresh graduate qualification. ○Yes ○No

Send Application   Return

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**

Contact Information : (04)2332-3456 ext:3110、3111、3114、3116、3120、3131

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

Failing to pass the course withdrawal application- view the credit of course withdrawal again (rules lower than the minimum credit)

Go to the Semester course list to search for courses this semester or go to course cancellation results

Semester course list   **Course cancellation results**

Contact Information : (04)2332-3456 ext:3110、3111、3114、3116、3120、3131

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

Course No.	Course			Time of registration	Course status
42B00061	Phychiatry and social work	A	Elective	2	2015/11/16 PM 02:28:09	Cancellation has been approved
42B00124	Social work theories and practice	A	Elective	2	2015/10/26 PM 12:56:00	Cancellation has been approved

Course No.	Course	Course Unit	Course type	Credits	Time of registration	Course status
EP300002	2D Computer Animation Design(Flash cs3)	B	Required	3	2015/11/16 AM 10:24:07	Failing to pass the course withdrawal application- view the credit of course withdrawal again (rules lower than the minimum credit)
EP300049	Visual Communication Design	A	Required	3	2015/10/26 AM 10:56:33	Cancellation has been approved
GOG00287	Daily Care of Natural Herbs and Healthy Foods-3	A	通識	2	2015/10/26 AM 11:01:24	Cancellation has been approved