

國立臺北大學 112 學年度第 1 學期學士班、碩士班、博士班學生註冊通知

National Taipei University Bachelor/Master's/Doctoral Student Registration Notice for
the 1st Semester of Academic Year 2023※ 112 學年度第 1 學期上課日期：**112 年 9 月 11 日**（星期一）。The 1st semester of academic year 2023 starts on: **September 11, 2023** (Monday).

※ 本件註冊通知，公布於本校教務處網站首頁。

This registration notice is announced on the homepage of the Academic Affairs Office's website.

項目 Item	申請對象 Subjects	受理時間 Registration time	辦理方式 Method	承辦單位 Processing Unit	洽詢電話 Contact Number	備註 Remarks
選課 Course selection	全體學生 All students	請詳閱教務處課務組網頁公告之選課注意事項及學生資訊系統 相關公告 。 See the course selection notices announced on the website of the Curriculum Section, Academic Affairs Office and announcements on the Student Information System for details.	網路選課 Online course selection	課務組 Curriculum Section	86741111 轉 66110-66117 86741111 ext. 66110-66117	一、 <u>學、碩、博士班第一次選課(不含學士班新生)</u> ： 112 年 8 月 1 日至 8 月 7 日 <u>Bachelor/Master's/Doctoral student phase-I course selection period (excluding first year bachelor program students):</u> 2023/8/1--2023/8/7 二、 <u>學、碩、博士班第二次選課(含學士班新生)</u> ： 112 年 8 月 22 日至 8 月 28 日 <u>Bachelor/Master's/Doctoral student phase-II course selection period (including first year bachelor program students):</u> 2023/8/22--2023/8/28 三、 <u>學、碩、博士班加退選</u> ： 112 年 9 月 12 日至 9 月 21 日 <u>Bachelor/Master's/Doctoral student course adding/dropping period:</u> 2023/9/12--2023/9/21 ★ 選課程序及系統分發作業相關資訊請詳教務處課務組網頁(網址 https://is.gd/kzrDmH) ★ Visit the webpage of the Curriculum Section, Academic Affairs Office for course selection procedures and placement related information (Website: https://is.gd/kzrDmH)
繳費 Payment	學士班 1-4 年級 碩士班 1-4 年級 博士班 1-7 年級 Bachelor Program Years 1-4 Master's Program Years 1-4 Doctoral Program Years 1-7	9 月 6 日前 Before 2023/9/6	(1)土銀分行 Land Bank branch (2)自動提款機轉帳 ATM transfer (3)信用卡刷卡繳費 Payment via credit card (4)便利商店繳費-需另付手續費 Payment at convenience store - A handling fee will be charged	出納組 Cashier Section 課務組 Curriculum Section	86741111 轉 66359-60 (出納組) 66110-66117 (課務組) 86741111 ext. 66359-60 (Cashier Section) 66110-66117 (Curriculum Section)	
	學士班延修生 Bachelor program students who extended their period of study	9 月 27 日前 Before 2023/9/27	<u>選修 9 學分以下者，先選課後繳費</u> Students who take fewer than 9 credits should first select courses, then make payment			一、學士班延修生選修 9 學分以下 (1)請同學於 9/11(星期一)至 9/26(星期二)前 於選課系統確認選課後，自行線上列印選課單至課務組核章。 (2) 9/26(星期二)前 ，持核章之選課單至出納組列印繳費單後， 依指定繳費方式逕行繳費 ；或於 9/27(星期三)補註冊當日 ，持核章之選課單逕至出納組繳費。 For bachelor program students who extended their period of study and take 9 credits or fewer , such students must confirm their course selection on the Course Selection System between September 11 (Monday) and September 26 (Tuesday) , print out their course selection form, and go to the Curriculum Section for approval. After that, you may print out the payment form at the Cashier Section, or head directly to the Cashier Section for registration related fees
	復學生 Students resuming study	9 月 27 日前 Before 2023/9/27	<u>請於補註冊日前先至出納組列印繳費單</u>			

	選修學分生 (碩士班) Students taking elective credits (master's program)	9月27日前 Before 2023/9/27	Please print out the payment form at the Cashier Section before the late registration deadline			<p>payment on September 27 (Wednesday).</p> <p>二、學士班延修生選修 10 學分以上，繳交全額學雜費者，可直接至出納組列印繳費單，依指定繳費方式逕行繳費；或於 9/27(星期三)補註冊當日，直接至出納組繳交註冊相關費用。</p> <p>For bachelor program students who extended their period of study and take 10 credits or more and must pay the full tuition and miscellaneous fees, such students may print out the payment form at the Cashier Section, or head directly to the Cashier Section for registration related fees payment on September 27 (Wednesday). (※ 9/27 繳費時間：上午 9：00-12：00、下午 1：30-3：30) (※ Payment time on September 27: Morning: 9:00-12:00, Afternoon: 1:30-3:30)</p>
自行列印繳費單 Print out the payment form	學士班 2-4 年級 碩士班 1-4 年級 博士班 1-7 年級 Bachelor Program Years 2-4 Master's Program Years 1-4 Doctoral Program Years 1-7	8月25日後 After 2023/8/25				<p>註冊繳費單於 8 月 25 日後(學士班 2-4 年級、碩士班 1-4 年級、博士班 1-7 年級)或 8 月 31 日後(學士班 1 年級新生)，請同學直接上網至本校網頁下方「土銀繳費系統」自行列印註冊繳費單，若繳費單項目、金額有修改，請洽出納組辦理。</p> <p>Please directly print out the payment form at the Land Bank Tuition Payment System on the bottom of National Taipei University's website after August 25(Bachelor Program Years 2-4、Master's Program Years 1-4、Doctoral Program Years 1-7) or August 31(First year students of bachelor). Please go to the Cashier Section if there are any changes to items or amounts on the payment form.</p>
	學士班 1 年級新生 First year students of bachelor	8月31日後 After 2023/8/31				
新生體檢 Physical examination	學士、碩士、博士班新生 (含轉學生) First year students of bachelor/master's/doctoral programs (including transfer students)	112/9/4 至商學大樓 2 樓 2F02 教室報到，進行新生體檢 Report at Classroom 2F02 on the second floor of the College of Business building on 2023/9/4 for the first-year student physical examination	◎ 8/18-8/29 線上填寫「國立臺北大學學生健康資料卡」 Fill out the "National Taipei University Student Health Examination Form" online on 2023/8/18-8/29	衛生保健組 Health Care Section	86741111 轉 66250 66256 86741111 ext. 66250、66256	<p>一、有關新生體檢相關事項，請上臺北大學→學務處→衛生保健組→最新公告→查詢 112 學年度學士、碩士、博士班新生入學體檢注意事項，網址如下。 https://new.ntpu.edu.tw/osa/health/page1</p> <p>For information on physical examination of first-year students, please go to visit the National Taipei University → Office of Student Affairs → School Health Center → Latest Announcements → Check the Notices on Physical Examinations for Bachelor/Master's/Doctoral Program Students in Academic Year 2023 at the address below https://new.ntpu.edu.tw/osa/health/page1</p> <p>二、8/18-8/29 開放線上填寫「國立臺北大學學生健康資料卡」 Fill out the "National Taipei University Student Health Examination Form" online on August 18- 29</p>
學生團體保險 Student group insurance	全體學生 All students	8月4日前 Before August 4	詳右備註 See the remarks on the right for details	軍訓室 Military Education Division	86741111 轉 66230 86741111 ext. 66230	<p>一、參加學生團體保險者，保費請連同註冊費一起繳交。 For students who are enrolled in student group insurance, please pay the insurance premium along with registration fee.</p> <p>二、擬不投保者，請至軍訓室網站→表單下載→下載「在學學生團體保險投保意向切結書」，填寫後於 8月4日前 擲回，務請電洽 86741111 轉 66230 確認收到，程序才算完成，逾期不受理。 If you do not plan on enrolling in student group insurance, please go to the Military Education Division's website (https://www.ntpu.edu.tw/admin/a8/org/a8-1/download_more.php?id=780)→ Download forms → Download the "Guarantee Letter of Intent for Currently Student Group Insurance" and mail to "middy@mail.ntpu.edu.tw" before August 4. Please call 86741111 ext. 66230 to confirm it was received to complete procedures. Late submissions will not be accepted.</p> <p>三、休、退學學生退費依據本校學生團體保險辦法第 8 條辦理。 Refunds for suspension/withdrawal from study will be handled in accordance with Article 8 of the Regulations Regarding Group Insurance Policies.</p>

全民健保、國泰商業保險繳費及繳交相關基本資料表單 National health insurance or Cathay Insurance payment and submission of related basic information forms	僑生 Overseas Chinese students 外國學位生 International degree students 陸生（學位生）含(學士班、碩士班、博士班) Chinese degree students including Bachelor/Master's/Doctoral Programs	配合學雜費繳費時間 9月6日前 In coordination with the tuition and miscellaneous fee payment deadline (before 2023/9/6)	詳見右側備註 See the remarks on the right for details	國際事務處 International Affairs Office	86741111 轉 66217 66218 66219 86741111 ext. 66217 66218 66219	<p>一、僑生、外籍生（學位生）「全民健康保險」繳費，一律連同註冊繳費單依規定時間內辦理。 Overseas Chinese students、Macau、Hong Kong and International students (degree students) must pay National Health Insurance premiums along with their payment form before the deadline.</p> <p>二、新生僑生、外籍生（學位生）、陸生（學位生），含(學士班、碩士班、博士班)入境未滿 6 個月者，應辦理辦理國泰商業保險繳費。 If you are a first-year overseas Chinese student, international student (degree student), or Chinese student (degree student) including Bachelor/Master's/Doctoral Programs who is not eligible for applying NHI (National Health Insurance), please come to OIA to join the Cathay Insurance for the first six months in Taiwan.</p> <p>三、僑(港澳)生、陸生及外國學位新生(含學士班、碩士班、博士班)，請至國際事務處網站→檔案下載→下載「國立臺北大學僑生基本資料表」、「國立臺北大學外籍生（學位生）基本資料表」、「國立臺北大學陸生（學位生）基本資料表」，於 112 年 9 月 11--12 日 繳交。 If you are a first-year overseas Chinese student, Cross-strait, Macau, Hong Kong, and international student (degree student), including Bachelor/Master's/Doctoral Programs, download the "NTPU Student Information Form" from the "Documents" section of the Office of International Affairs' website (https://new.ntpu.edu.tw/oia) and submit it to OIA on the freshmen's registration day which is from September 11 to 12.</p> <p>四、112 學年度第 1 學期境外新生報到流程:教務處綜合業務組(行政大樓 3 樓)→國際事務處境外生事務組(行政大樓 4 樓)→系所。 The registration process for international freshmen: Please go to the Admission & General Affairs Section first on the 3rd floor of the administrative building； then go to the Office of International Affairs on the 4th floor of the administrative building, and your respective department to complete the registration process.</p>
請註冊假 Application for enrollment deferral	全體學生 All students	6 月 5 日-9 月 15 日 2023/6/5--2023/9/15	學生因故無法按時完成註冊者，請事先申請註冊假 If students cannot complete registration on time, please apply for registration deferral in advance	註冊組 Registration Section	86741111 轉 66101-3 66106-8 66254 86741111 ext. 66101-3 66106-8 66254	<p>一、請准註冊假之學生，均訂於 9 月 27 日（星期三）補辦註冊手續，其未經准假或超過准假日期而未註冊者，應予休學並限期辦理休學手續，逾期未辦休學手續或已休學期滿未註冊者，應予退學。 Students who are approved for registration deferral must complete registration procedures on September 27 (Wednesday). Students who were not approved or failed to register by the end of the approved deferral period must suspend their study and complete procedures within a prescribed time limit. If students fail to complete procedures for suspension of study or fail to register after the suspension period has ended, the student shall withdraw from study.</p> <p>二、註冊假申請單下載網址 Download the "Application Form for Registration Leave"(Website : https://www.ntpu.edu.tw/admin/a7/org/a7-1/download_more.php?id=87)</p>

附註：

Note:

一、有關休、退學退費規定

- Refund policy for Suspension/Withdrawal from Studies
- （一）新生必須完成註冊程序後，始能辦理休學，有關繳費/退費標準依照下列第(二)點辦理,逾期未完成註冊者依據本校學則第 9 條規定撤銷入學資格。休、退學問題請逕洽教務處註冊組各學籍承辦人(學籍承辦人聯絡方式詳教務處註冊組網頁<http://www.ntpu.edu.tw/admin/a7/org/a7-1/member.php>)。

The first-year students must complete registration procedures to apply for suspension of study. Payment/Refund shall be handled according to (II) below. Students who fail to complete registration before the deadline will have their admission qualifications withdrawn in accordance with Article 9 of the National Taipei University Academic Regulations. Directly contact the student status handling officer at the Registration Section, Academic Affairs Office for questions regarding suspension/withdrawal from study.

（二）補註冊日(**含112年9月27日當日**)前完成休、退學程序，免繳學雜費，已繳費者退全額。**112年9月28日至10月20日**完成休、退學程序，依規定學雜費各退三分之二。**112年10月23日至12月1日**完成休、退學程序，依規定學雜費各退三分之一。**112年12月4日以後**學雜費一概不退。相關規定請參閱本校網頁https://www.ntpu.edu.tw/chinese/laws/law_more.php?dep=3&id=2062。

Students will be exempted from payment of tuition and miscellaneous fees if they complete suspension/withdrawal from study before the late registration deadline (**including 2023/9/27**), and any payments already made will be fully refunded. Two thirds of tuition and miscellaneous fees

will be refunded to students who complete suspension/withdrawal from study between **2023/9/28-2023/10/20**. One third of tuition and miscellaneous fees will be refunded to students who complete suspension/withdrawal from study between **2023/10/23-2023/12/1**. Tuition and miscellaneous fees will not be refunded after **2023/12/4**. For related regulations, visit the website of National Taipei University at https://www.ntpu.edu.tw/chinese/laws/law_more.php?dep=3&id=2062.

二、同學繳費後可上土地銀行繳費系統查詢（各繳費管道的入帳時間請參閱該網站）。開學後一週若學生資訊系統內「註冊程序查詢」仍顯現尚未完成繳費者，請持繳費收據，到出納組查詢辦理。

Students may check the status of their payment on the Land Bank Tuition Payment System (refer to the website for the time payments made through each channel are received). Within one week after school starts, if the "registration procedure inquiry" in the Student Information System shows that you have not completed payment, please bring your payment receipt to the Cashier Section for inquiry.

三、圖書借閱權限：

Library privileges:

(一) 延畢且尚未完成註冊之舊生，如欲延長借書證有效期限，請洽圖書館流通櫃檯(分機68351~2)。

Students who have extended their period of study but have not completed registration and intend to extend the valid period of their library accounts, should call or contact the Library circulation counter (tel: (02)8674-1111 ext. 68351-2).

(二) 已完成註冊且首次使用圖書館服務之同學，請先透過網頁啟用借閱權限(圖書館網站英文版首頁>借閱權限啟用)。

Students who have completed registration and are using library services for the first time should activate their accounts online (Library Homepage > Account Activation) in advance.

(三) 如有任何問題或需要協助，請洽圖書館流通櫃檯(分機68351~2)。

If you have any questions about library services, or need help, feel free to call or contact the Library circulation counter (tel: (02)8674-1111 ext. 68351-2).

四、有關學生宿舍申請作業請詳閱宿舍管理單位網頁最新公告，三峽校區請詳學務處住宿輔導組，臺北校區請詳進修暨推廣部行政管理組。

To apply for student dormitories, carefully read the latest announcements on the website of the dormitory management unit. Students at the Sanxia Campus should contact the Student Housing Service Section for details, and students at the Taipei Campus should contact the Administration Section, Extension Education Center for details.

五、其他：

Miscellaneous directions:

(一) 凡屬本學期應屆畢業學生，務必預先清查自己的畢業總學分數是否足夠，如有疑問，請洽所屬相關學系確認後再選課，以免漏選無法如期畢業。

Students graduating this semester including students who have extended their period of study should confirm whether they have sufficient graduation credits. For questions, please verify with your department before course selection to avoid being unable to graduate.

(二) 學分抵免：依本校學生抵免學分辦法規定，抵免學分之申請，應於入（轉）學當學年加退選前（**112年9月12日至9月21日**）至系所辦理。

Credit transfer: Apply for credit transfer at your department/institute before the course adding/dropping phase (**2023/9/12-2023/9/21**) in the academic year of enrollment (transfer) in accordance with the Regulations for Student Credit Transfer.

(三) 學士班學生戶籍、通訊地址、聯絡電話或英文姓名(英文姓名需與護照相同以利日後印製畢業證書)，如有變動或錯誤，請務必親至註冊組辦理更正以維個人權益。

If there are any changes or mistakes in the permanent address, mailing address, contact number, or English name (must be the same as that on the passport for the graduation certificate) of bachelor program students, the student must personally correct it at the Registration Section to protect his/her rights and interests.

(四) 碩博士班學生通訊地址、聯絡電話或英文姓名(英文姓名需與護照相同以利日後印製畢業證書)，如有變動或錯誤者，請務必自行上網更新或更正，以維個人權益。

If there are any changes or mistakes in the mailing address, contact number, or English name (must be the same as that on the passport for the graduation certificate) of master's/doctoral program students, the student must update or correct it online to protect his/her rights and interests.

(五) 本校悠遊卡學生證之學生身分**有效期限預設4年**，若因延修、休學等因素尚未畢業者，請學生本人持悠遊卡學生證至註冊組辦理身分「展延」。

The default **validity period of Easy Card student ID cards is four years**. Please bring your EasyCard student ID card to the Registration Section to extend your student status if you have not graduated due to extension of period of study or suspension of study.

※If discrepancies exist between the Chinese statement and the English statement, the Chinese statement applies.