

# 國立臺北大學棄修系統操作說明

National Taipei University online withdrawal application system description

## I 、 The Deadline for Online Course Withdrawal

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.)

## II 、 Withdrawal Process

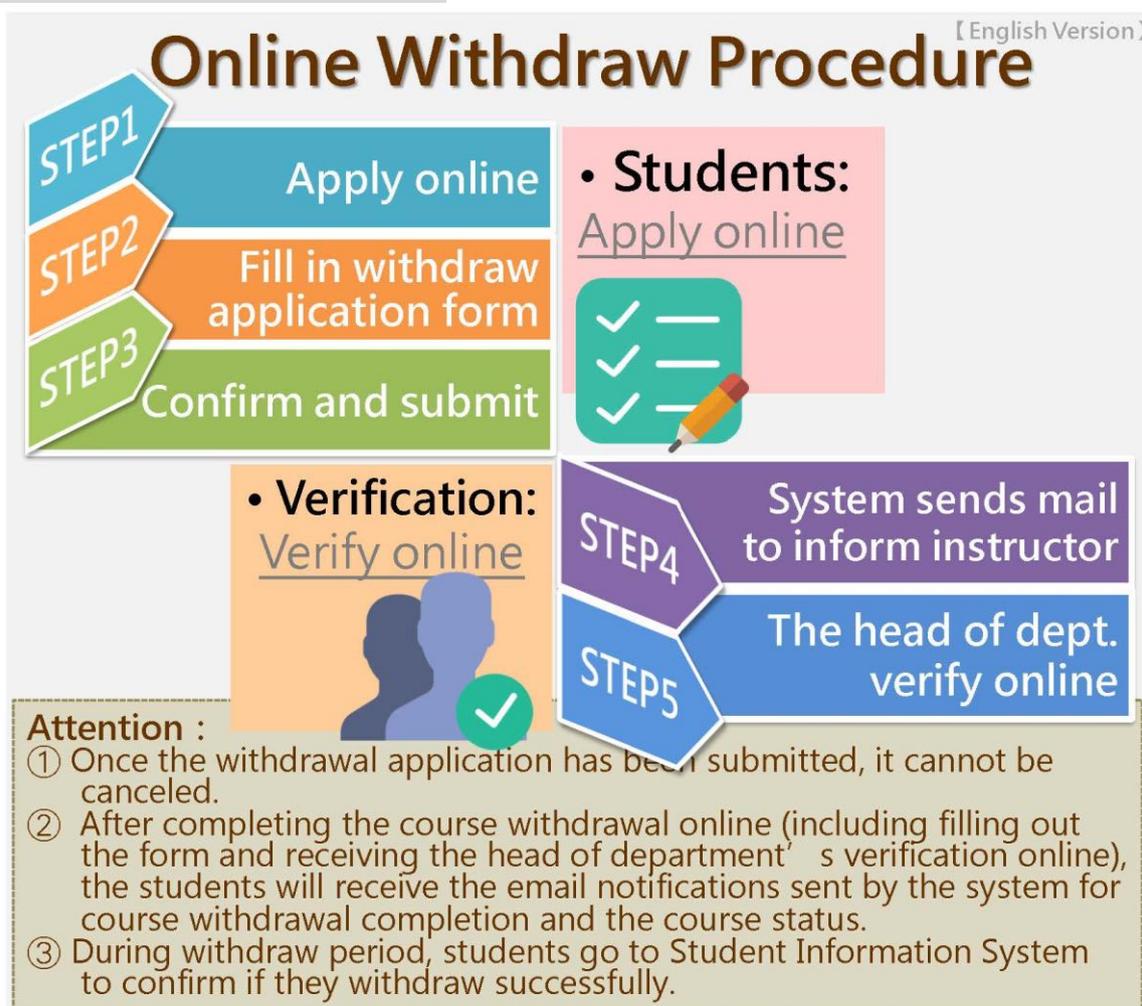
🔔 **[New Function] Starts from the 2019 Spring (107-2 semester). the students will receive the email notifications.**

登入【**學生資訊系統**】辦理**線上申請棄修**→依規定填妥棄修申請資料→確認資料無誤後送出申請→系統同步寄信通知授課教師→學生所屬系所主管進行線上審核→同學可於學生資訊系統確認課程狀態。

(※外校課程無法進行線上申請棄修，請學士班、碩博士班學生洽課務組[日間學制]；進修學士班洽進修教育組課務[進修學制]。)

Log in [**student information system**] **apply for withdrawal online**→fill out the form→send the form after confirmation→**system send email to inform instructor and students**→the head of department will verify online→students can confirm the course status on student information system, **the students will receive the email notifications.**

(※Course that is not opened in National Taipei University could not withdraw online. Undergraduates and graduate students please contact Curriculum Section [Day school system]; advanced students please contact Curriculum Section of division of continuing education [continuing education system])



### 三、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. 登入【學生資訊系統】→功能選單【選課】→【棄修申請】進入線上棄修申請系統  
(學生資訊系統網址: [https://cof.ntpu.edu.tw/student\\_new.htm](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.

(The address of the student information system : [https://cof.ntpu.edu.tw/student\\_new.htm](https://cof.ntpu.edu.tw/student_new.htm))

**國立臺北大學 學生資訊系統**  
National Taipei University Student Information System

北大首頁 : 系統首頁 : 修改密碼 : 登出系統  
NTPU : Home : Change Password : Logout

**功能選單**

- 學籍
  - 1. 註冊程序查詢
  - 2. 各類證照考試資料填寫
  - 3. 填寫退費帳戶
  - 4. 修改個人資料 & 列印新生入學報到程序單
  - 5. 自傳填寫
  - 6. 填寫學程資料
- 選課
  - 1. 初選與志願選課清單
  - 2. 初選與志願選課功課表
  - 3. 選課清單 (Course list)
  - 4. 功課表 (Course Schedule)
  - 5. 試排課程系統
  - 6. **棄修申請 (Course Withdrawal Application)**

**註冊繳費注意事項**

105學年度第1學期加退選(含進修學士班新生志願選課)、教育學程補繳,自105年11月07日起請自行上網列印繳費,繳費截止日為105年11月18日。  
繳費注意事項:

- 105學年度第1學期繳費單於11月07日起,請直接上網至本校首頁左下方**土銀代收學費**列印。
- 繳費方式(4種):
  - (1).持繳費單至台灣土地銀行臨櫃繳納
  - (2).ATM轉帳
  - (3).超商繳納
  - (4).信用卡繳費
- 繳費期限:105/11/18截止。
- 語言實習費:103學年度第1學期開始,凡修習英語聽講課程,除了應用外語學系在當學期學費繳交720元外,其他各系因抵免人數眾多,於次學期學費繳交530元。

**選課資訊**

- 105.2初選選課日期
  - 第一次選課:105年12月20日(二)至12月26日(一)
  - 第二次選課:106年01月17日(二)至01月23日(一)
- 105.2加退選選課日期:106年02月21日(二)至03月02日(四)

(其他選課詳細資訊請參見下列選課注意事項或至教務處課務組網頁查詢)

- 105.2 選課注意事項
- 105.2 註冊通知
- 105學年度起「校共同科改革」選課提醒
  - (一)104學年度以前入學重補修生
    - 【大一國文:經典閱讀與詮釋】:仍須修滿全學年6學分,請至[初選系統/共同科]選課。
    - 【歷史】:仍須修滿4學分,請至[志願選課系統/通識志願選課]排志願序選課,須選標示「105向度六」之課程,始得抵認

### 2. 點選【英文版】 Select [English version]

國立臺北大學 105 學年度第 2 學期棄修申請

English version

姓名: 壹〇級

系級: 法律學系法學組1

105 學年度第 2 學期選課清單

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
臺北醫大通識2	哲學入門	*****	五3-4		通	2	2
北科大通識2	法律與生活	*****	四5-6		通	2	2
北科大通識2	國際關係	*****	五1-2		通	2	2
不動產城鄉系3A	不動產金融	彭序文	三1-2	公1F01	選	2	2
法律學系法學組4	勞動法各論	侯岳宏	二5-6	法2F02	必	2	2
法律學系法學組2	著作權法	王怡蘋	三7-8	法1F19	選	2	2
(進修)通識2	閱讀·悅讀	辛法春	五12-13		通	2	2
(進修)法律3	保險法	吳盈德	二10-11	504	選	2	2
(進修)法律4	金融犯罪訴訟實務	蘇振文	一12-13	408	選	2	2
						18	18

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合規定者(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。

擋修),或有限修年級系列等課程限制。

不符合規定者(例如全學年之上學期課程未達40分)。

3. 點選【棄修申請】→詳讀棄修注意事項後→勾選「我已詳閱相關規定並知悉」→【確認或放棄】棄修申請

After clicking **【course withdrawal application】** and viewing **withdraw considerations**, check "I have read, understood and agreed with all the related regulations."  
Choose submit application to continue ; Otherwise, abandon it.

105 / 2 Elected Course List				
Designated	Course name	Teacher	Time	Classroom
(Taipei Medical Un	<b>Withdraw considerations</b>			L1F19 法1F19
	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 one course in each semester.			
	Students should apply online, approved by head of department and inform instructor to complete the procedure.			
	The credit of the abandoned course, which is not included in the total number of credits for the semester, but will be recorded "W"(withdraw) in the semester report and calendar year.			
	The credit fee will not be refunded by the payee.			
	<input type="checkbox"/> I have read, understood and agreed with all the related regulations.			
	Submit application		Abandon application	
	<span style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;">1</span> <span style="border: 2px solid red; border-radius: 15px; padding: 5px; display: inline-block;">Course Withdrawal Application</span>			

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 procedure of the Course Withdrawal】** page, and read it carefully. Then click **【STEP1:Course Withdrawal Application】** (Note: Also provides **【course withdrawal application guideline】** for students to download to get further information.)

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

[ English Version ]

## Online Withdraw Procedure

**STEP1** Apply online

**STEP2** Fill in withdraw application form

**STEP3** Confirm and submit

**• Students:**  
Apply online



**• Verification:**  
Verify online



**STEP4** System sends mail to inform instructor

**STEP5** The head of dept. verify online

**Attention :**

- ① Once the withdrawal application has been submitted, it cannot be canceled.
- ② After completing the course withdrawal online (including filling out the form and receiving the head of department's verification online), the students will receive the email notifications sent by the system for course withdrawal completion and the course status.
- ③ During withdraw period, students go to Student Information System to confirm if they withdraw successfully.

Course Withdrawal Application Guideline

## 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.

the procedure of Course Withdrawal STEP 1: Course Withdrawal Application STEP 2: Withdrawal Course

You can finish your course withdrawal application based on the course taken in the semester:

105/2 Elected Course List											
No.	Click here for course withdrawal application	Course status	Serial no.	Designated for	Course Name	Teacher	Time	Classroom	Full/Half Year	Credits	Payment Hours
1	<input type="radio"/>	Approved	U2090	(Taipei Medical University)General Education Course2	Introduction to philosophy	*****	Fri.3~4		General	2	2
2	<input type="radio"/>	Approved	U2132	(National Taipei University of Technology)General Education Course2	Law and Daily life	*****	Thur.5~6		General	2	2
3	<input type="radio"/>	Approved	U2035	(National Taipei University of Technology)General Education Course2	International Relations	*****	Fri.1~2		General	2	2
4	<input type="radio"/>	Approved	U3219	Department of Real Estate and Built Environment3A	Real Estate Finance	彭偉文	Wed.1~2	P1F01	Elective	2	2
5	<input checked="" type="radio"/>	Approved	U2377	Division of Law4	Separate Fields of Labor Law	侯岳宏	Tue.5~6	L2F02	Required	2	2
6	<input type="radio"/>	Approved	U2378	Division of Law2	Copyright Law	王怡瑛	Wed.7~8	L1F19	Elective	2	2
7	<input type="radio"/>	Approved	N2029	(Extension Education)Center for General Education2	Intensive Reading,Pleasant Reading.	辛法春	Fri.12~13		General	2	2
8	<input type="radio"/>	Approved	N4037	(Extension Education)Department of Law3	The Law of Insurance	吳盈德	Tue.10~11	504	Elective	2	2
9	<input type="radio"/>	Approved	N4008	(Extension Education)Department of Law4	Practices on Financial Criminal Procedures	蘇振文	Mon.12~13	408	Elective	2	2
Total Credits										18	18

## 5. 棄修申請【確認】：確認請按「確認」，放棄請按「取消」

Confirm withdrawal application: Press OK to submit, and CANCEL to abandon.

Course Withdrawal STEP 1: Course Withdrawal Application STEP 2: Withdrawal Course

Your course withdrawal application based on the course taken in the semester:

105/2 Elected Course List											
No.	Click here for course withdrawal application	Course status	Serial no.	Designated for	Course Name	Teacher	Time	Classroom	Full/Half Year	Credits	Payment Hours
1	<input type="radio"/>	Approved	U2090	(Taipei Medical University)General Education Course2	Introduction to philosophy	*****	Fri.3~4		General	2	2
2	<input type="radio"/>	Approved	U2132	(National Taipei University of Technology)General Education Course2	Law and Daily life	*****	Thur.5~6		General	2	2
3	<input type="radio"/>	Approved	U2035	(National Taipei University of Technology)General Education Course2	International Relations	*****	Fri.1~2		General	2	2
4	<input type="radio"/>	Approved	U3219	Department of Real Estate and Built Environment3A	Real Estate Finance	彭偉文	Wed.1~2	P1F01	Elective	2	2
5	<input checked="" type="radio"/>	Approved	U2377	Division of Law4	Separate Fields of Labor Law	侯岳宏	Tue.5~6	L2F02	Required	2	2
6	<input type="radio"/>	Approved	U2378	Division of Law2	Copyright Law	王怡瑛	Wed.7~8	L1F19	Elective	2	2
7	<input type="radio"/>	Approved	N2029	(Extension Education)Center for General Education2	Intensive Reading,Pleasant Reading.	辛法春	Fri.12~13		General	2	2
8	<input type="radio"/>	Approved	N4037	(Extension Education)Department of Law3	The Law of Insurance	吳盈德	Tue.10~11	504	Elective	2	2
9	<input type="radio"/>	Approved	N4008	(Extension Education)Department of Law4	Practices on Financial Criminal Procedures	蘇振文	Mon.12~13	408	Elective	2	2
Total Credits										18	18

6. 請同學依規定詳實填寫【\*必填欄位】後，點選「確認申請棄修，並寄信給教師」或「放棄申請棄修」

Please fill in the 【\*required blank】, click “abandon the application” or “submit the application and send it to instructor”.

Please fill in the contact information and the explanation of discarded courses

Serial No.	N1555	Time	—10~11
Withdraw course	Cooperative Economics	Instructor	梁玲菁
Name	貳〇級	ID No.	49971992
Contact No.*	<input type="text"/>	E-mail*	<input type="text"/>
Explanation for discarded courses* (Word limit: 20 words or more, 50 words or less)	<input type="text"/>		

1 : Required to fill in blank with \*.  
 2 : Please think carefully and discussed with instructor beforehand.  
 3 : Please contact curriculum section (TEL: 02-8674-1111 ext.66110~66117) or Night Section Office of Academic Affairs (TEL: 02-2502-4654 ext.18257~18258) if you have further questions.

Abandon the application and back to the previous page

Submit the application and send it to instructor

7. 棄修申請【確認】：請再次確認棄修申請表格「\*必填欄位」資料正確無誤，請注意一旦確認申請就無法刪除！

Please make sure that all information in the 【\*required blank】 are correct. Once you confirm it, the application cannot be canceled!

Please confirm the contact information and the explanation of discarded courses

Serial No.	Confirmation -- 網頁對話		
Withdraw course	https://120.126.197.14/pls/univer/common.stud_discard_e_confirm_window?course_nar 憑證錯誤		
Name	Are you sure to withdraw the course "N1555 Cooperative Economics"?		
Contact No.*	Please make sure that this is the exact course you want to withdraw. Once the withdrawal application has been submitted, it cannot be canceled.		
Explanation for discarded courses* (Word limit: 20 words or more, 50 words or less)	Please press OK to submit Course Withdrawal. Please press CANCEL to abandon application.		
	<input type="button" value="OK"/> <input type="button" value="CANCEL"/>		
	1 : Required to fill in blank with *. 2 : Please think carefully and discussed with instructor beforehand. 3 : Please contact curriculum section (TEL: 02-8674-1111 ext.66110~66117) or Night Section Office of Academic Affairs (TEL: 02-2502-4654 ext.18257~18258) if you have further questions.		

Revise the form

Confirm all information correct and send it to instructor

8. 系所主管線上審核同意(或不同意), 同學可至學生資訊系統【STEP: 2 你申請的棄修課程】中確認課程審核狀態(系所主管審核中/棄修成功/棄修未成功)

Students go to student information system 【STEP2:Withdrawal Course】 to confirm the approval status (verifying/abandoned success/abandoned failure)

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

Please check your application information and print the course withdrawal application form for the 105 / 2 to continue the course withdrawal application process:

Withdrawal Course						
Approval status	Serial no.	Course name	Time	Classroom	Required/Elective	Credits
verifying application	14008	Practices on Financial Criminal Procedures(金融犯罪訴訟實務)	Mon.12~13	408	Elective	2

### National Taipei University Course Withdrawal Application (105 / 2)

[Chinese version](#)

Student ID : 410571991

Name : 105 Freshman

Department : Law1

105 / 2 Elected Course List									
Course Status	Serial no.	Designated	Course name	Teacher	Time	Classroom	Full/Half Year	Credits	Hours
Approved	U2028	(Taipei Medical University)General Education Course2	Sustainable development of environment & ecology 環境生態與永續發展	*****	Tue.3~4		General	2	2
Approved	U2012	(National Taipei University of Technology) General Education Course2	Copyright Law 著作權法	*****	Thur.5~6		General	2	2
Approved	U2220	海大通識2	Law and Daily lifeB 法律與生活B	*****	Tue.3~4		General	2	2
Approved	U1024	Division of Law1	Public International LawB 國際公法B	Chen,Ching-Hui	Fri.5~7	L2F02	Elective	3	3
Approved	U1617	Division of Law1	International Trade LawB 國際貿易法B	王震宇	Fri.2~4	L1F19	Elective	3	3
Approved	U2101	Irregular Student2	Calculus II 微積分II	*****	未維護0~		Required	0	0
Approved	N1001	(Extension Education)Department of Law1	Criminal Law : General Principles 刑法總則	鄭逸哲	Fri.10~13		Required	4	4
Abandon	N0164	(Extension Education)Department of Law1	Seminar : Criminology 犯罪學專題研究	孟維德	Thur.10~11	315	Elective	2	2
Total Credits								10	16
Remarks									

9. 【107-2 新增】同學於線上棄修系統, 依流程規定「確實完成棄修申請」及「系所主管審核完畢」時, 系統皆會透過您於棄修申請時所填之 E-mail 資訊, 寄信通知您『已完成棄修申請』及『棄修審核結果』。

【New Function】After completing the course withdrawal online (including filling out the form and receiving the head of department's verification online), the students will receive the email notifications for course withdrawal completion and the course status sent by the system according to the email address in your form reply .

107學年度第1學期課程U4192「專業英文：英語簡報技巧A(English for Specific Purposes: English Presentation SkillsA)」的棄修申請已確認送出

SR資料庫 <qa\_service@mail.ntpu.edu.tw> 上午9:32 (1 小時前) ☆ ↶ ⋮

寄給 [redacted]

親愛的黃 [redacted] 同學您好：

您107學年度第1學期的棄修申請已確認送出(待系所主管審核中)！  
提醒您經確認送出申請之棄修課程就無法再異動，且系統亦已同步自動寄信給授課教師知悉。

您的棄修課程資訊如下：

流水碼	科目名稱(與組別)	授課教師	上課時間	教室	類別	學分
U4192	專業英文：英語簡報技巧A(English for Specific Purposes: English Presentation SkillsA)	黎 [redacted]	一5~6	文5F07_L	2	2

-- 本信為系統發出，請勿回信，若同學對於棄修申請有任何疑問，請洽詢課務組，分機66110~66117。 --

**※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【二科】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 **two courses** 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) 只能棄修二門課

Withdrawal applications will be denied for students who apply more than two courses in each semester.

112/1 Elected Course List

No.	Click here for course withdrawal application	Course status	Serial no.	Designated for	Course Name	Teacher	Time	Classroom	Full/Half Year	Credits	Payment Hours
/	/	Applied course withdrawal	U2023	Department of Accountancy2A	Business Law	武傑凱	Mon.2~4	L2F01	Required	3	3
/	/	Applied course withdrawal	U2011	The Center for Teacher Education2	Bilingual Curricular and Instructional Design	劉慶剛	Mon.7~8	H2F12	Elective	2	2
1	<input type="radio"/>	Approved	U2038	The Center for Teacher Education2	Teacher's Professional Development	林維能	Tue.3~4	H9F06	Elective	2	2
2	<input type="radio"/>	Approved	U2033	The Center for Teacher Education2	Group Counseling	林維能	Wed.3~4	H9F06	Elective	2	2
3	<input type="radio"/>	Approved	U1005	Division of Financial & Economic Law4	Public International Law	王震宇	Fri.3~4	L4F14	Required	2	2
4	<input type="radio"/>	Approved	U3186	Division of Financial & Economic Law4	Legal Ethics	駱怡辰	Mon.5~6	L2F27	Required	2	2
5	<input type="radio"/>	Approved	U1184	Division of Financial & Economic Law4	International Trade Law	王震宇	Fri.1~2	L4F14	Elective	2	2
6	<input type="radio"/>	Approved	N1002	(Extension Education)Department of Law1	Civil Law : General Principles	Wu Kuang-Ping	Wed.10~13	103	Required	4	4
Total Credits										19	19

※ You have already applied course withdrawal **once** so you are not allowed to apply again. Applicants are eligible to apply two courses to withdraw 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. <b>N4041</b> 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. <b>U2014</b> 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