

National Taipei University online withdrawal application system description

[113.3.18 revised]

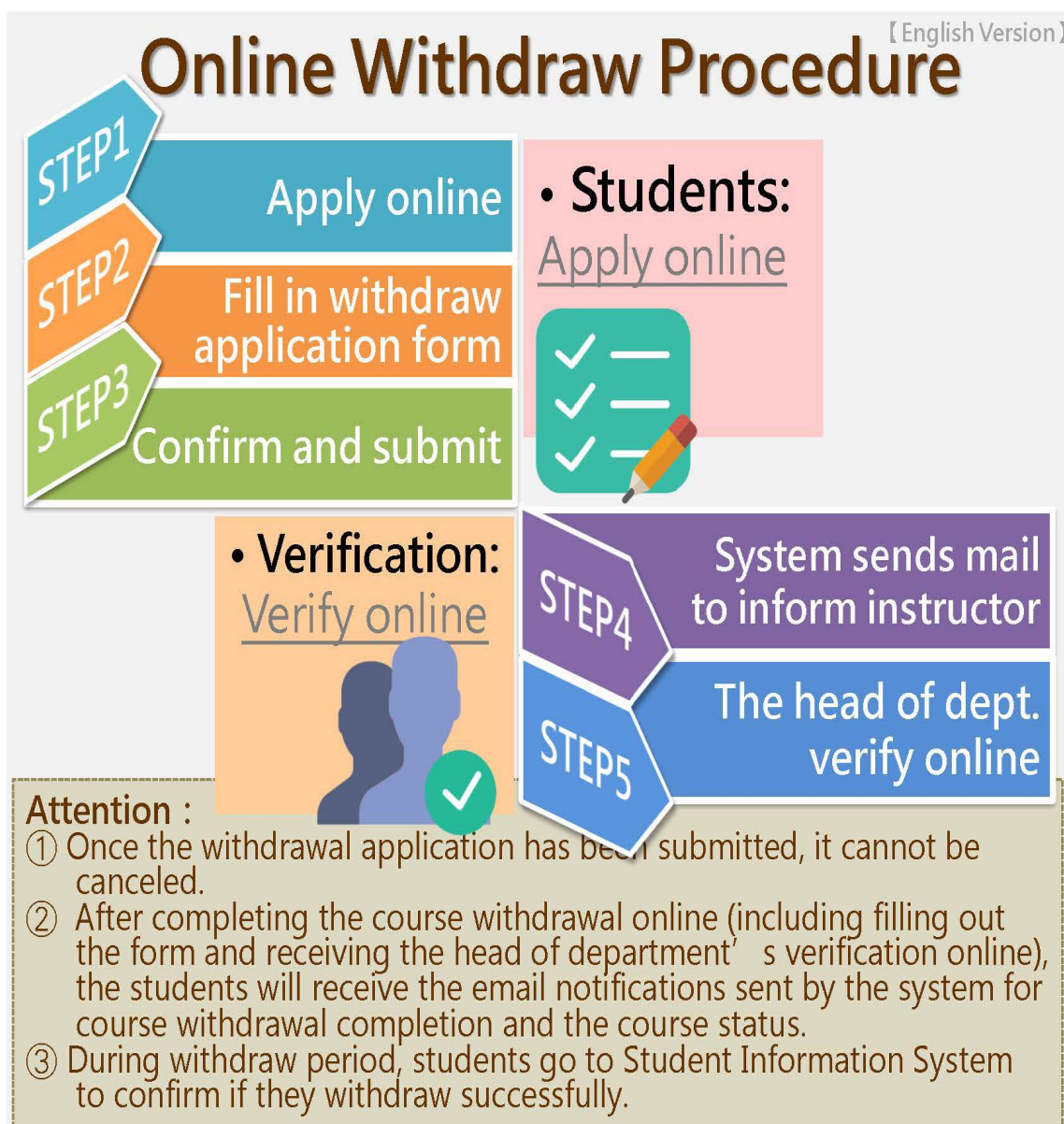
I 、 The Deadline for Online Course Withdrawal

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

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])



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

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

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

國立臺北大學
National Taipei University

學生資訊系統
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,須選擇「105向度六」之課程,始得抵認。

2. 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),或有限修年級系別等課程限制。

不符規定者(例如全學年之上學期課程未達40分)。

3. 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				
				L1F19 法1F19

Withdraw considerations

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.

☐ I have read, understood and agreed with all the related regulations.

1

4. 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 :

- Once the withdrawal application has been submitted, it cannot be canceled.
- 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.
- During withdraw period, students go to Student Information System to confirm if they withdraw successfully.

Course Withdrawal Application Guideline

5. 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	☐	Approved	U2090	(Taipei Medical University)General Education Course2	Introduction to philosophy	*****	Fri.3~4		General	2	2	
2	☐	Approved	U2132	(National Taipei University of Technology)General Education Course2	Law and Daily life	*****	Thur.5~6		General	2	2	
3	☐	Approved	U2035	(National Taipei University of Technology)General Education Course2	International Relations	*****	Fri.1~2		General	2	2	
4	☐	Approved	U3219	Department of Real Estate and Built Environment3A	Real Estate Finance	彭偉文	Wed.1~2	P1F01	Elective	2	2	
5	☒	Approved	U2377	Division of Law4	Separate Fields of Labor Law	侯岳宏	Tue.5~6	L2F02	Required	2	2	
6	☐	Approved	U2378	Division of Law2	Copyright Law	王伯敏	Wed.7~8	L1F19	Elective	2	2	
7	☐	Approved	N2029	(Extension Education)Center for General Education2	Intensive Reading,Pleasant Reading.	辛法春	Fri.12~13		General	2	2	
8	☐	Approved	N4037	(Extension Education)Department of Law3	The Law of Insurance	吳盈德	Tue.10~11	504	Elective	2	2	
9	☐	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	
Course Withdrawal Application												

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	黃○級	ID No.	49971992
Contact No.*		E-mail*	
Explanation for discarded courses* (Word limit: 20 words or more, 50 words or less)			

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

8. 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 https://120.126.197.14/pls/univer/common.stud_discard_e_confirm_window?course_nar 憑證錯誤 Are you sure to withdraw the course "N1555 Cooperative Economics"? Please make sure that this is the exact course you want to withdraw. Once the withdrawal application has been submitted, it cannot be canceled. Please press OK to submit Course Withdrawal. Please press CANCEL to abandon application. OK CANCEL
Withdraw course	
Name	
Contact No.*	
Explanation for discarded courses* (Word limit: 20 words or more, 50 words or less)	

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

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

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	U4008	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								16	18
Remarks									

10. 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。 --

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

Regulations:

Applicants are eligible to apply only two 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 had enrolled at least in one course after withdrawal.

- (1) Withdrawal applications will be denied for students who apply more than two 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		Approved	U1352	Common Curriculum1	College English: Reading and Writing5A	葛振中	Fri.1~2	H2F01	Required	2	2	
2		Approved	U1009	Center for General Education1	An Introduction to Philosophy	鍾隆琛	Fri.7~8	P1F02	General	2	2	
3		Approved	U2388	臺北醫大通識2	Death Science	*****	Wed.5~6		General	2	2	
4		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		Approved	U2145	北科大通識2	English Proverbs And Human Relationships	*****	Thur.1~2		General	2	2	
6		Approved	U3047	Department of Economics3A	History of Economic ThoughtA	劉崇堅	Thur.3~4	SB07	Required	2	2	
7		Approved	U1092	Law(Division of Law)1	Criminology	Kuang-wen Tsao	Wed.1~2	L2F01	Elective	2	2	
8		Approved	N1004	(Extension Education)Department of Law1	ConstitutionalA	陳慈陽	Mon.9~10	311	Required	2	2	
9		Approved	N3078	(Extension Education)Department of Law3	Banking Law	戴銘昇	Tue.12~13	508	Elective	2	2	
10		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) 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) 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