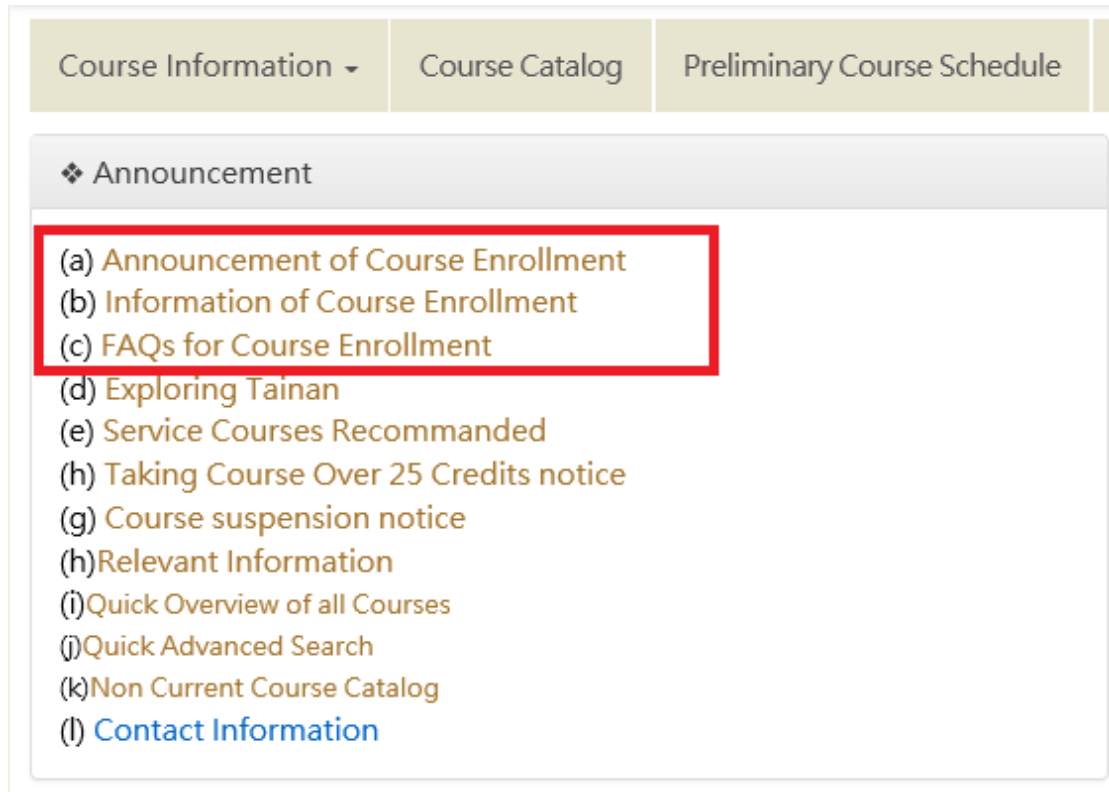


## 線上退選操作說明 Online Course Withdrawal Application Procedures

- 一、請查看系統首頁最新消息、課程公告等相關選課時程與規則訊息。  
系統密碼問題請查看 FAQs 之 Q1。

I. Please go to the homepage of the course enrollment system for the latest information and announcements on course enrollment.

Please read Q1 of FAQs for information on your password.



### 二、退選說明

A1. 大學部限修學分：

1~3 年級學生：退選總學分數不得低於 16 學分。

4 年級學生(依學則修業年限，ex. 醫學系除外)：退選總學分數不得低於 9 學分。

A2. 研究生、延畢生限修學分：

總修習科目數不得少於 1 科。

注意：1. 校際選修科目無法在線上退選，須依各校校際選課辦法規定辦理。

2. 低於上述最低學分限制者，如欲退選須於退選期限內，持減修學分申請表依程序經教務長核可退選。

II. As a result of course withdrawal applications, students are required to enroll in courses with a minimum of credits as follows:

A1: Undergraduate students: A minimum of 16 course credits required for freshman, sophomore and junior students. A minimum of 9 course credits required for senior students (4 years of study duration for all students except those from College of Medicine, as stipulated in the NCKU Academic Regulations).

A2: Graduate students and deferred students: A minimum of one course.

Notes:

1. An application for withdrawal from an elective course on an intercollegiate program shall not be processed online. Applicants shall process the application in accordance with the regulations of the intercollegiate program designated by each university.
2. Those enrolled in courses with credits less than the required minimum and intend to withdraw courses shall apply for course withdrawals with a course underload application form by the designated deadline, which shall be approved by the Vice President for Academic Affairs.

三、退選操作，於退選開放期間登入系統。

III. To apply for course withdrawals, please log into the course enrollment system during the designated period.

課程資訊及選課系統  
NCKU Course Information & Enrollment System

ENGLISH 中文 HOME

Fall semester of 2020-2021

Course Information - Course Catalog Preliminary Course Schedule Selected Courses - Course Enrollment LOGIN

Sign in with Cheng-Kung Portal

Sign in with 國立成功大學 成功入口  
National Sun Yat-sen University

Sign in with Student ID and Password

Student ID STUDENT ID / EMPLOYEE ID

Password Same as Cheng-Kung Portal

Captcha 9175

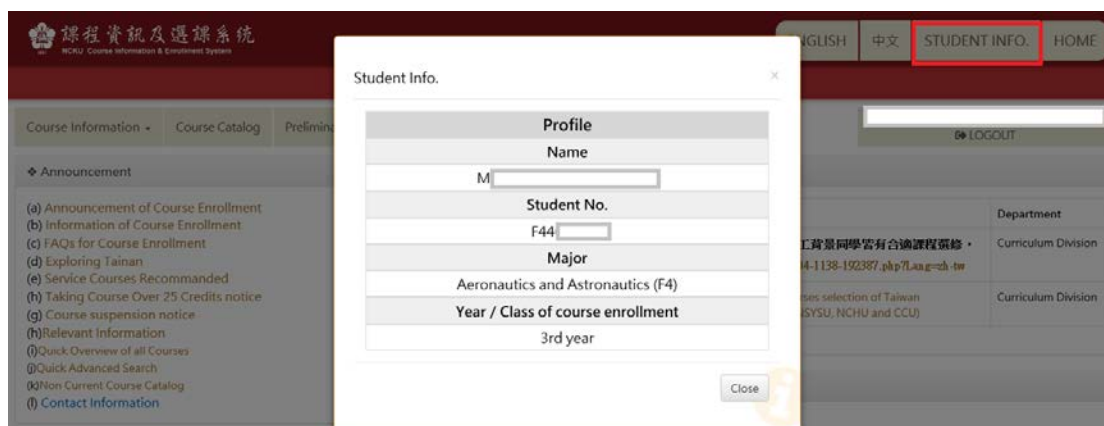
2020-11-11 15:14:34

Sign in

The password is the same as Cheng-Kung Portal.(EXT.61010,61045)

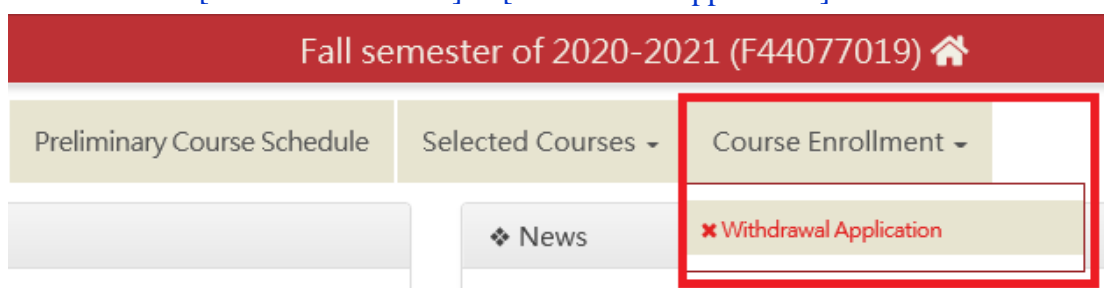
登入成功，相關學籍個資可查看〔學生資訊〕，若有錯誤煩請通知註冊組所屬系所職掌櫃台。

Upon completion of your entry, please read [Student Info] for your student profile and notify the official in charge at the Registrar's Division of any mistakes.



四、選擇 [ Course Enrollment ] > [ Withdrawal Application ]。

IV. Access Links → [Course Enrollment] → [Withdrawal Application].



五、於 [ Enrolled Courses ] 現修習課程頁籤中點選欲退選科目之【退選】按鈕，須確認退選後仍保有最低修習學分限制。

V. Please select to withdraw courses from the list of enrolled courses. You are required to confirm if the result from your withdrawal application will meet the minimum credit requirements.

DEPARTMENT / INSTITUTE CODE	COURSE SERIAL NUMBER	COURSE NAME	CORE / ELECTIVE	CREDIT	TYPE	TIME	ROOM	Applying Withdrawal
A1	540	FRENCH(I)	ELECTIVE	2.0	Lecture	Tuesday 7-8	7204 (Wei-Nong Building-7204)	✘ Applying Withdrawal
A2	248	BADMINTON(M,F)	CORE	0.0	Lecture	Thursday 3-4	A234 (NCKU Sport Center)	✘ Applying Withdrawal
A9	410	SCIENCE COMMUNICATION: PAST, PRESENT AND FUTURE	CORE	2.0	Lecture	Tuesday 5-6	53101 (National Open University Bldg.-53101)	✘ Applying Withdrawal
A9	425	MEDICINE & CULTURE	CORE	2.0	Lecture	Monday 5-6	A1301 (General courses rooms-A1303)	✘ Applying Withdrawal
F0	052	THERMODYNAMICS	CORE	3.0	Lecture	Wednesday 5-7	5897 (Dept. Bldg. of Aeronautical & Astronautical Eng.-5897)	✘ Applying Withdrawal
F0	053	ELECTRONIC CIRCUITS	CORE	3.0	Lecture	Monday 8	5837 (Dept. Bldg. of Aeronautical & Astronautical Eng.)	✘ Applying Withdrawal
					Lecture	Thursday 5-6	5837 (Dept. Bldg. of Aeronautical & Astronautical Eng.)	

六、1. 選擇退選科目後，輸入退選原因，按下【Yes】送出時，將再次顯示提醒

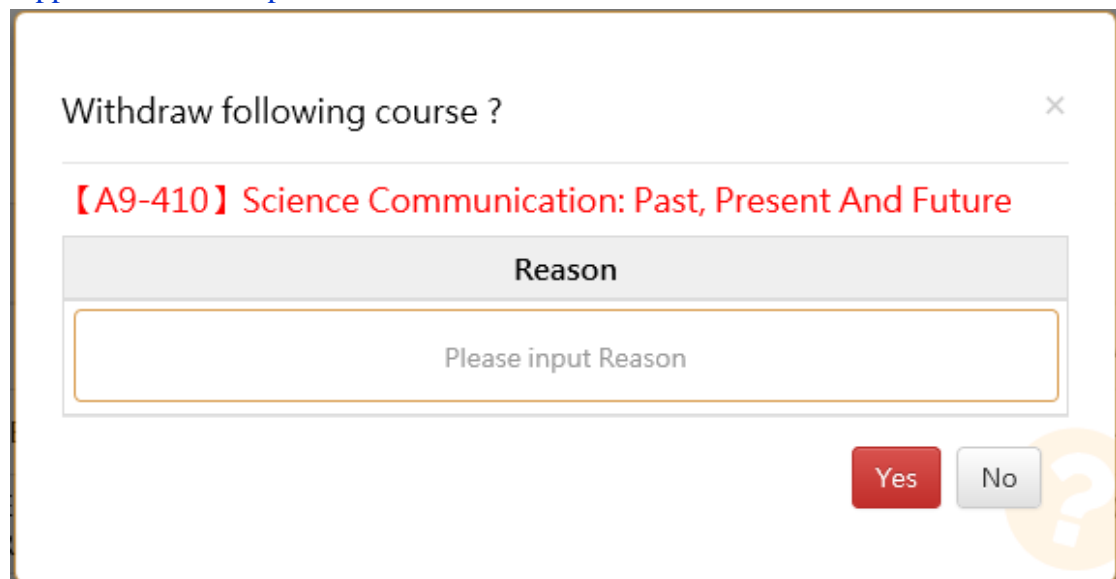
訊息詢問是否確定退選，一經送出即完成申請，線上系統無法要求回復。

2. 選擇【No】則返回原畫面，不做退選處理。

VI. 1. Select a course and enter your reason to submit a course withdrawal application.

A confirmation message for submission will appear on the screen after you click on [Yes]. Once the application is submitted, you are not allowed to cancel it on the system.

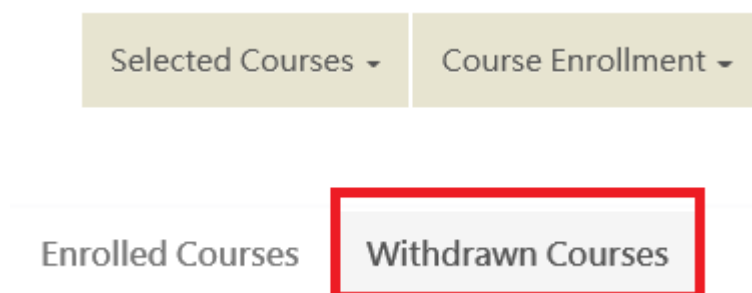
2. If you click on [No], you will return to the previous screen and no withdrawal application will be processed.



The screenshot shows a dialog box titled "Withdraw following course ?" with a close button (X) in the top right corner. Below the title, the course name is displayed in red: "【A9-410】 Science Communication: Past, Present And Future". Underneath, there is a section labeled "Reason" with a text input field containing the placeholder text "Please input Reason". At the bottom right of the dialog, there are two buttons: a red "Yes" button and a grey "No" button. A large yellow question mark icon is overlaid on the bottom right corner of the dialog box.

七、退選成功，課程將於〔Withdrawn Courses〕頁籤中顯示退選申請日期與原因。

VII. Upon completion of your submission, the page of [Withdrawn Courses] will indicate the date of application and the reason for your course withdrawal.



The screenshot shows a navigation bar with four tabs: "Selected Courses", "Course Enrollment", "Enrolled Courses", and "Withdrawn Courses". The "Withdrawn Courses" tab is highlighted with a red rectangular border. The "Selected Courses" and "Course Enrollment" tabs have small downward-pointing arrows next to them.

另於〔我的課表〕中查看，退選科目將無顯示於課表中。

Therefore the withdrawn course will not be displayed on the page of [My Course Schedule].

Course Information ▾ Course Catalog Preliminary Course Schedule Selected Courses ▾ Course Enrollment ▾

Home > My Course Schedule

My Course Schedule  
List Of Selected Courses

2020-11-11 15:26:24 F44077019 Masuku Bathole Keabetswe Total credit(s) : 22

Time Interval	Section	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	0	07:10 ~ 8:00							
	1	08:10 ~ 9:00							
Morning	2	09:10 ~ 10:00	【F4-103】 HEAT TRANSFER ( Location : Dept. Bldg. of Aeronautical & Astronautical Eng.-5824 )	【F4-118】 AERODYNAMICS (I) ( Location : Dept. Bldg. of Aeronautical & Astronautical Eng.-5824 )	【F4-103】 HEAT TRANSFER ( Location : Dept. Bldg. of Aeronautical & Astronautical Eng.-5824 )	【F4-102】 INTRODUCTION TO CONTROL SYSTEMS ( Location : Dept. Bldg. of Aeronautical & Astronautical Eng.-5830 )			
	3	10:10 ~ 11:00	【F4-103】 HEAT TRANSFER ( Location : Dept. Bldg. of Aeronautical & Astronautical Eng.-5824 )	【F4-102】 INTRODUCTION TO CONTROL SYSTEMS ( Location : Dept. Bldg. of Aeronautical & Astronautical Eng.-5830 )	【F4-106】 THERMAL-FLUID LAB. ( Location : Dept. Bldg. of Aeronautical & Astronautical Eng.-實驗室 )	【A2-248】 BADMINTON(M,F) ( Location : NCKU Sport Center-體育館羽球場 )	【F4-118】 AERODYNAMICS (I) ( Location : Dept. Bldg. of Aeronautical & Astronautical Eng.-5824 )		

八、申請完成，系統以E-MAIL通知系所單位、授課主負責老師與學生本人（若學生無收到信，請再次登入系統確認是否退選操作成功，以免期末成績不及格）。

VIII. Upon completion of a course withdrawal application, the system will notify the department, the instructor and the applicant by email. An applicant who fails to receive a notification is advised to log into the system to confirm if the application is completed or it may result in a failing grade at the end of the semester.

九、低於最低限修學分欲退選者，請填寫超(減)修學分申請表，於退選截止日前，以減修流程之退選辦理，經教務長核准，擲單至註冊組(研究所或學士班學分費繳費者若需退選，退選學分須繳費，不退學分費)。

IX. Students enrolled in courses with credits less than the required minimum and intend to withdraw courses shall apply for course withdrawals to the Registrar's Division by the designated deadline with the submission of a completed course underload application form, approved by the Vice President for Academic Affairs (Graduate students or undergraduate students who paid credit fees only for their current academic studies will not be refunded for course withdrawals).