

The logo of Asia University is a circular emblem. It features a central shield with a white cross on a blue background, topped by a building with a spire. The shield is flanked by blue laurel branches. Below the shield is a yellow banner with a blue cross and a blue ribbon. The entire emblem is set within a green circular border containing the university's name in Chinese characters (亞洲大學) at the top and 'ASIA UNIVERSITY' at the bottom.

# Application to Cancel Course

## Guide Book

step1. Login the student information system.

亞洲大學

# 學生資訊系統

STUDENT INFORMATION SYSTEM

★ 系統操作手冊  
System Operating Guide

⊕ 系統說明投影片下載  
System Working Guide

✍ 查詢密碼  
Retriere Password

## LOGIN

Enter your number and password to login

 **Student Id**

**Password**

**Language** English

**Please note:**

1. In order to strengthen the security of this system, any passwords with 6 letters or less will be required to change.
2. Student ID is the login name for new students (including transferred students), and birthday is the password (yyyymmdd).

Please contact the Educational Affairs Division for any selection and course related questions.  
Please contact the Resources and Development Division for any system related questions.

step2. All Application→Application to Cancel Course.

The screenshot shows a web portal interface with a navigation bar at the top. The navigation bar contains several menu items: 'Semester Class Schedule', 'Transcript', 'All Records', 'All Applications', 'Student Info', 'Satisfaction Survey', and 'Logout'. The 'All Applications' menu item is highlighted with a red box. A dropdown menu is visible under 'All Applications', containing 'Print (Payment Form)', 'Receipt', and 'Application to Cancel Course'. The 'Application to Cancel Course' item is also highlighted with a red box. Below the navigation bar, there is a form area with a 'Name' field containing a blacked-out name, and a 'Print' button. To the right of the form is a photograph of a university building. At the bottom of the page, there is a footer with the contact information: '(04)2332-3456 ext-3532'. The background of the page features a large, faint watermark of the Asia University logo.

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

Application to Cancel Course

Note

Please read instructions below before cancelling course

1. After the course is cancelled, the number of credits taken cannot be lower than the minimum credit requirement by year as listed in rule 15 of the student handbook. Those who do not meet credit requirements are ineligible for application. Fourth 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 the semester.
4. When the course is cancelled, the credit fee (credit and registration fees) will **not be refunded** and those who have not paid required fees must still make payment.
5. Courses approved for cancellation are required to be recorded in transcript records and marked "cancelled" in the graduation 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.	[REDACTED]	Name	[REDACTED]
Degree	University years	Department	[REDACTED]
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.

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### 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
<input type="checkbox"/>	42B00035	A	Social Work	Introduction to Social Problems	[REDACTED]	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 drop)								
<input type="checkbox"/>	42B00093	A	Social Work	Counseling and guidance	[REDACTED]	Elective	2	(Mon.)AB L005
Reason for Cancel								
<input type="checkbox"/>	42B00123	A	Social Work	Field Practicum:Non-Profit Organization	[REDACTED]	Required	3	(Sat.)1 S003 (Sat.)2 S003
Reason for Cancel								
<input type="checkbox"/>	42B00153	A	Social Work	Practice of social work program	[REDACTED]	Required	3	(Sun.)3 S003 (Sun.)4 S003
Reason for Cancel								

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

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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
<input checked="" type="checkbox"/>	42B00035	A	Social Work	Introduction to Social Problems	Wei-Tang Jiang	Required	3	(三)ABC L003
Reason for Cancel								
<input type="checkbox"/>	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. <input type="radio"/> Yes <input type="radio"/> No								
<input type="button" value="Send Application"/>			<input type="button" value="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 · 8120 · 3131

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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

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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- it will affect the fresh graduate conditions**

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 · 8120 · 3131

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

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Semester Class Schedule | Transcript ▾ | **All Records ▾** | All Applications ▾ | Student Info ▾ | Satisfaction Survey ▾ | Logout

- Participation Records of Occupational Seminar
- Leave and Absent Inquiries
- Course cancellation results**

Course No.	Course	Course Unit	Course type	Credits	Time of registration	Course status
42B00061	Psychiatry 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

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Semester Class Schedule | Transcript ▾ | **All Records ▾** | All Applications ▾ | Student Info ▾ | Satisfaction Survey ▾ | Logout

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

Contact Information : (04)2332-3456 ext:3532