銘傳大學導師電子公報(第 023 號)

Ming Chuan University
Class Advisor Electronic Bulletin

發文單位：學務處	中華民國 115 年 11 月 13 日 November 13, 2026

適用月份：◎ 11 月份
Applicable Months: ◎November
適用對象：◎大學部　◎研究所 ◎碩士在職專班
Intended Audience: ◎Undergraduate ◎Graduate ◎Graduate Work-experience Programs

銘傳大學 115 學年度第 1 學期申請減修注意事項

一、申請時間：

12 月 7 日上午 9 時至 12 月 11 日下午 4 時止，逾期不予受理。

二、申請方式：

1.經導師輔導後，上網申請減修。

（學生資訊系統/課務資料/期中減修/勾選欲減修之科目/點選期中減修原因下一頁/顯示已勾選的減修科目/確定/列印已減修的科目）

2.已申請減修之課程會以藍底顯示，若有錯誤可在申請時間期限內再次勾選後送出更正，並列印或拍照最後已確認減修的科目畫面作為憑證。

三、提醒事項：

1.申請減修請以桌機或筆電操作，切勿使用手機以避免減修科目未有確認狀況。

2.依申請減修辦法第四條：應補繳學分費而未於期限內補繳完成之科目，由教務處登錄為減修科目，併入減修科目數計算。

3.依申請減修辦法第五條：減修後之學分數，不得低於學則規定最低應修學分數。

大學部學生一至三年級為 12 學分，四年級 (及建築系五年級) 為 9 學分。

碩士生一至二年級不可少於一個科目。

交換生請洽詢國際教育交流處。

4.申請減修經核准後，不得以任何理由取消申請或要求異動。

減修之課程不得要求退費。

5.申請減修審核結果請於 12 月 14 日自行上網查詢

（學生資訊系統/上課課程表/上學期課表）。

若有疑問請洽詢台北註冊組 **(02) 2882-4564 分機 2584**

桃園教務組 **(03) 350-7001　分機 3142**

MCU 2026-27 Academic Year 1st Semester Course-reduction Application Notice

1. Application Period:

9:00 am on December 7th to 4:00 pm on December 11th 2026; no late applications will beaccepted.

2. Application Procedure:

① All students apply for course drop online after being counseled by their class advisor. (Within the Student Information System, under Course Information, select Post-midterm Course-Withdrawal. Then check the course(s) to be dropped, select the reason for dropping the course, and click on “Next” on the bottom of the page. The selected course(s) will be displayed/ click on Confirm/ and print out the dropped course(s))

② The dropped course(s) will be marked in blue. If there is any mistake, you can recheck the course(s) and resubmit the application for correction within the application period. Please print out or photograph the final version of revised and confirmed dropped course(s) for your reference.

3. Note:

① Please use computer or laptop to apply. Do not use cell phone as to avoid your course-reduction application not being confirmed.

② Article 4 of the Procedures for Course-reduction Application: For students who do not complete the credit hour tuition payment for certain courses before the deadline, those courses will be treated as course-reduction courses by the Academic Affairs Division and will be calculated into the total number of course-reduction courses.

③ Article 5 of the Procedures for Course-reduction Application: The semester total credits must not fall below the minimum credits required for full-time enrollment after the course reduction, in accordance with the General Provisions for Study. Undergraduates: 12 credits for 1st to 3rd-year students; 9 credits for 4th-year students and 5th-year students of Architecture department. Master’s students in 1st or 2nd-year cannot be lower than 1 course. Exchange students: Please contact the International Education and Exchange Division

④ After the course-reduction application is approved, cancellation or request of any revisions to the application is not accepted under any conditions. No refunds are made for the courses being dropped.

⑤ The result of course drop will be posted on your course schedule in the Student Information System on December 14, 2026. Please double check online (within Student Information System, under Course Schedule, select First Semester). For further questions, please contact the Registrar’s Section at (02) 2882-4564 extension 2584 and Taoyuan Academic Affairs Section at (03) 350-7001 extension 3142.