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 be accepted.

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.



Academic Affairs Division
November 9, 2026