



Leaving School Procedure

快速連結

- Elective System
- University Curriculum
- Grade
- Activity Sign-up
- Service Learning
- Ask For Leave
- Course Schedule
- Exam Schedule
- Accommodation Application
- 免到校註冊
- Inter-school Elective
- New Questionnaire

我的專頁

- Government Accounting & the Laws of Accounting & A
- Risk Management
- Advanced Accounting(II)
- Bachelor of Business Administration Program104F
- Bachelor of Business Administration Program, College of Management

▶ more...

訂閱專頁

▶ hot... ▶ all...

應用系統

- 個人檔案
- 學習檔案
- 教學務
- University Curriculum
- Elective System
- Leaving School**
- New Questionnaire
- Service Learning

- [Leaving School](#) •

YZU School-leaving Notifications for Students

1. School-leaving for graduation: Congratulation to you on your graduation! What you need to do next is to finish the school-leaving procedures and get your diploma.

2. School-leaving for suspension: To rest is to prepare for a longer journey ahead. If you are sure that you have to temporarily suspend your studies, please select this option.

For freshmen students applying for suspension, the following rules shall be processed in accordance with:

(1) First semester: Only the students of military service or those with serious illness will be approved for the application of suspension; all the other reasons will not be accepted. For students who have major accident events, their cases will be reported to Academic Affairs Meeting for a further discussion.

(2) Second semester: Only the students of military service or those with serious illness will be approved for the application of suspension for over one semester; all the other reasons for suspension will be approved for only one semester. For students who have major accident events, their cases will be reported to Academic Affairs Meeting for a further discussion.

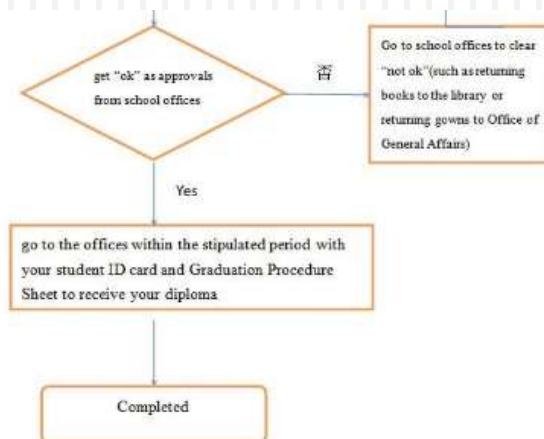
3. School-leaving for withdrawal: For withdrawal from the school, please select this option. You can finish the procedure quickly by checking that all items have been returned back to the school.

- for graduation
- for suspension
- for withdrawal

2. Click "For Graduation"

1. Click "Leaving School"

- Elective System
- 免到校註冊
- Leaving School**
- New Questionnaire
- Service Learning
- Accommodation Application
- Ask For Leave
- Campus Life Questionnaire
- 研發建教
- Sign-in system for contract assistant
- 行政事務
- 其他



Please read online school-leaving notifications carefully; as you click on "Agree", the school-leaving procedure will begin processing.

YZU School-leaving Notifications for Graduation

- 1.As you click on "Agree", the school-leaving procedure will begin processing. A graduation diploma will be given after finishing all the required school-leaving procedures. You should finish all the other procedures before reporting to Registration Section of Office of Academic Affairs which is the last authority on your list. You can check the procedures anytime whether they have been completed or not. You can leave the school after you finish all the procedures and get your diploma.
- 2.As you begin the school-leaving procedure, the school's offices will show the following items for you to complete the procedure: a to do list, a not to do list, or a done list. For questions, please contact the person in charge.
- 3.Notes: As you begin the school-leaving procedure, you are not allowed to borrow any books from the library. If you are not going to leave the school for certain reasons, please contact the librarian to restore your borrowing privileges.
- 4.Notes: As you are in the status of graduation, the only function of Portal is Alumni system and you are not allowed to have access to other functions.

Agree

3. Click "Agree"

Student number: s1049951

項目 (Items)	辦理項目(可點選)Procedures (to be clicked)	辦理單位(School Offices)	分機(ext.)	辦理結果 (Results)
--	Download Graduation Procedure Sheet	Office of Academic Affairs	-	Print out the sheet
01	As you click on "Agree", the school-leaving procedure will begin processing.	Student		✓
02	Notification of Military Service	Life Guidance Section of Office of Students Affairs	2922	Not necessary
03	Disciplinary action	Life Guidance Section of Office of Students Affairs	2240	Not necessary
04	Financial aid	Life Guidance Section of Office of Students Affairs	2249	Not necessary
05	Fill out Questionnaire of Career/Education Planning, Questionnaire of Satisfaction and Feedback	Counseling & Career Development Section of Office of Students Affairs	2916	✗
06	Return graduation caps and gowns	Finance and Property Management Section of Office of General Affairs	2269	Not necessary
07	Move out of the dorm room and return keys	Dormitory Logistics Section of Office of General Affairs	2106/2880	Not necessary
08	Return all checked out items (please click it to process the procedure)	Library	2321/2322	✗
09	Departmental affairs	Department office	無	---
10	Results of thesis/dissertation	Department office	無	Not necessary
12	International students affairs	Military Education Office / Office of International Affairs	2244/3285/2926	Not necessary
13	Payment of registration fees	Finance and Property Management Section of Office of General Affairs	2274	✓
99	Return student ID	Registration Section of Office of Academic Affairs	2252	✗

Icon meanings ✓ : Completed ✗ : Not yet Completed

對於畢業資格審核如有任何疑問請洽教務處註冊組各業務承辦人：：

管理學院—林先生分機#2254
 電通學院、工學院—黃先生分機#2931
 資訊學院、人社院—謝小姐分機#2253

If you got "✗" you have to click the Procedures to finish the item.
 Exp: Click the title of Item:08 (Return all checked out items)

- School-leaving for graduation -

Click: here

Student number: s1049951

圖書館借還檢查(請按此鈕辦理圖書館離校)

項目(Items)	訊息(Message)
1.借還書紀錄(Loans)	
2.有無罰款(overdue fines)	
3.有無停權違規(suspend records)	
4.其它(others)	

portal.yzu.edu.tw 的嵌入式網頁顯示

您確定要開始辦理圖書館檢查手續了嗎？

一旦執行檢查無誤後，您將不得再借閱圖書館任何書籍光碟等。

同時您也無法使用卡片刷進圖書館。

在此項結果為辦理未完成前，您都可以繼續借還書。

注意：按下確定後立即執行檢查，若通過檢查將給予離校停權。

確定

取消

Click : Here

- School-leaving for graduation -

Click: here

Student number: s1049951

圖書館借還檢查(請按此鈕辦理圖書館離校)

項目(Items)	訊息(Message)
1.借還書紀錄(Loans)	OK
2.有無罰款(overdue fines)	OK
3.有無停權違規(suspend records)	OK
4.其它(others)	申請離校圖書檢查項成功，目前圖書館管制狀態已變為畢業離校停權-您無法再借書!

It will show out of this page.
If you completed, the message will be OK.
Then you may click: 圖書館借還檢查

本項檢查已通過，您目前狀態為畢業離校停權中。

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If you completed, the results will be show out “V”