



加 / 退選申請表
COURSE ADD/DROP FORM

I. 學生個人資料 Student Information

姓名 (中) _____
Name (英) _____

學生編號 Student No. : - -

聯絡電話 Contact No. : _____

學院 Faculty : 資訊科技學院
Faculty of Information Technology
 中醫藥學院
Faculty of Chinese Medicine

商學院
School of Business
 酒店與旅遊管理學院
Faculty of Hospitality and Tourism Management

法學院
Faculty of Law
 人文藝術學院
Faculty of Humanities and Arts

國際學院
University International College

課程 Program : _____

專業 Major : _____

學年, 學期 Year, Sem : _____

II. 加/退選申請 Application for Course Add/Drop

申請加/退選科目 Courses applied for Add/Drop						審查意見 Comments of Assessment		審查結果 Results of Assessment	
						督導員簽署 Signed by Supervisor		學院院長/通識教育部主任簽署 Signed by Dean/ DGE Officer	
科目編號 Course Code	科目名稱 Course Title	班別 Class	學分 Credit	類別 Type	同意 Agreed	不同意 Disagreed	批准 Approved	不批准 Rejected	
加選 Add				C / E / R					
				C / E / R					
				C / E / R					
				C / E / R					
退選 Drop				C / E / R					
				C / E / R					
				C / E / R					
				C / E / R					

*類別欄中, "C"表示「必修科目」, "E"表示「選修科目」, "R"表示「重修科目」。In the Type column, "C" means "Compulsory Course", "E" means "Elective Course", "R" means "Re-take Course".

*加/退選科目如涉及學院及通識教育部必須使用兩張申請表格填寫並分別遞交至相關辦公室。Two separate application forms should be completed and submitted respectively if both Faculty courses and DGE courses are applied.

*批核結果請於七個工作天內直接查看 COES 選科系統。Please check the result via COES within 7 days from receipt of all required documentation.

申請人簽署 Signed by Applicant : _____

日期 Date : yyyy / mm / dd

(如所有申請加/退選科目均獲批准) 本學期修讀總學分 Total Credits taken this semester : _____

校方專用 For Office Use Only

學院辦公室/通識教育部 : (批准)已更新網上選科記錄
Faculty Office/ DGE Office : (Approved) Academic Records in COES have been updated

(不批准)已電郵通知學生相關結果
 (Rejected) Student has been notified of results by email

日期 : / /
Date : / /

日期 : / /
Date : / /

注意事項

1. 學生必須於大學所指定的期限透過網上選科系統自行辦理選科及加/退選手續，如因超修學分、重修等特殊情形無法自行上網加/退選，則須填妥本表並提交至所屬學院辦公室/通識教育部審批，逾期不予受理。
2. 每學期一般修讀之總學分不可多於學院所設之指定總學分，學生如欲加修學分，必須先向所屬學院辦公室提出申請。
3. 除特殊情況及事先經過申請及獲得批准外，學生不得修讀上課時間互相衝突之科目。
4. 為達到因材施教目標，大學將因應學生之程度編排到合適之指定班別上課，除特殊情況經書面申請及獲批准外，學生在加/退選期間不得申請更改班別。
5. 有關加/退選之詳細規定，請參閱最新學年學生手冊之「學業規則」。
6. 大學保留修訂及闡釋上述規定的一切權利，如有糾紛，大學擁有最終之仲裁權利。

Notice

1. Students should enroll in and add/drop courses via COES within the prescribed period. If they cannot add/drop courses via COES normally, such as excessive credits, course retake, etc., they shall submit this form to the respective Faculty Office/ Department of General Education for approval. Late applications will not be accepted.
2. The total number of credits taken per semester is restricted to the limit as specified by the Faculty. Should a student plan to take more courses, he or she has to apply in writing to the relevant Faculty Office.
3. Unless otherwise approved or in very special circumstances, students are not permitted to take courses where there is a conflict of lecture-times.
4. To fulfill the objective of adjusting teaching methods to the level of the students, the University will assign students to designated classes in view of their aptitudes. Except in very special circumstances in which approval has to be sought through application in writing, students are not allowed to request a change of class during the add/drop period.
5. With regard to the detailed regulations for Course Add/Drop, please refer to the latest Student Handbook on “Rules and Regulations for Study”.
6. The University reserves all rights and privileges in revising and interpreting the above-mentioned regulations. In the case of any disputes, the University also has the ultimate right of arbitration.