國立陽明交通大學 逾期加退選申請表

National Yang Ming Chiao Tung University Late Course Add and Drop Application Form

※於網路加退選截止後一週內，學生上網確認課程，若仍需調整課程使用！

_____ 學年度 第_____ 學期　　申請日期　民國_____年_____月_____日
_____ Semester of Year _____　　Date of application　_____/_____/_____(YYYY/MM/DD)

校區 Campus	□ 陽明校區［YM］ □ 交大校區［GF、BA、BM、GR、LJ］	系所別 Department/Institute			年級 Grade	
學號 Student ID No.		姓名 Name		手機號碼 Cell Phone No.		
申請原因 Reasons for Application						

逾期辦理課程加退選：

加/退選 Add/ Drop Course	當期課號 Course Number	課程名稱 Course Name	選別/摘要 Type/Summary	①任課教師簽核 Instructor's Signature
□ 加選 Add Course □ 退選 Drop Course				
□ 加選 Add Course □ 退選 Drop Course				

*若加選「在職專班」的課程，請開課專班主任簽章：
Please also collect the program director's signature here if you wish to choose courses from in-service programs.

②學生所屬系所主管簽核 Chairperson/Director Signature		③學生所屬校區課務組簽核 Division of Curriculum (according student's campus)	□義務工讀4小時。 □免義務工讀。

注意事項：

一、逾期加退選於加退選截止一週內辦理，辦理須經任課老師及系所主管之同意後送課務組，並義務工讀四小時。非個人因素造成之逾期加退選，得免義務工讀。

二、本申請表之流程: ①欲加退選之任課教師簽核→②系所主管或指導老師簽核→③送課務組(請依序辦理)，如有需要再送教務長簽核。

三、繳單後，請同學務必上選課系統確認課程，自己欲修習的所有課程皆要與網路上課表一致(最後的選課情形以網路選課系統為主)。

四、學生選修之課程於學期中(逾期加退選期限截止後)無法繼續修習時，依「國立陽明交通大學學生停修課程辦法」辦理。

Notice：

1. Students may apply for late add/drop of any course within 1 week after the deadline. The applications need to be approved by the students' course advisors and chairs of their departments/institutes, and shall be reported to the Division of Curriculum. The students will be asked to perform and will be required to fulfill 4 hours of volunteer work. Notwithstanding, in the case of overdue course registration caused by any circumstances other than personal factors, the students may be exempted from performing volunteer duty as student workers.
2. The procedure of application: Signature of course instructor Signature of the department chairman or advisor Return to Curriculum Division. The Dean of Academic Affairs will sign if necessary.
3. After submitting the application form, please go to the online course system to confirm your course list (the final result will be based on your course system records).
4. Students who are unable to continue their courses after the late add/drop period, please refer to "NYCU Student Course Withdrawal Application Policy"