**國立陽明交通大學 網路選課加退選處理表**

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

**※限網路選課期間之特殊情形：學生無法自行於網路加退選使用！**

**\***This application is only for special circumstances during the online course registration period. Students are unable to add or drop courses on their own.

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

|  |  |  |  |
| --- | --- | --- | --- |
| 學生系所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 |  |

**課程加退選列表**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 加/退選Add/ Drop Course | 當期課號Course Number | 課程名稱Course Name | 選別/摘要Type/Summary | **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 |  |  |  |  |
| □ 加選Add Course□ 退選Drop Course |  |  |  |  |
| **本表單請交至 開課單位 系所助理處理：** **To the department assistant of the course：** |  |

**注意事項：**

1. 特殊情形為：人數已滿之課程加選、特殊限制的課程以至於您無法於網路加退選，若任課老師仍同意您加退選，請填此表單。
2. 申請之順序依之標示順序辦理。
3. 陽明校區體育課程不適用本表，請依體育室規定辦理。
4. 請系所助理務必於加退選截止日前上網處理，如無法處理，請洽詢或逕送課務組處理。
5. 實際衝堂課程無法加選，請同學於填表後確認是否已退選衝堂課程，特殊情形除外。
6. 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)。**

**Notice：**

1. This form is for students who were unable to add or drop courses online due to special circumstances during the course registration period, and also got the permission from the course instructor.
2. Please obtain the signature for ①, then follow the process for ②
3. This form is not applied to YM campus’s PE courses, please follow the instructions of Physical Education Office.
4. The department assistant must complete the process online before the course add/drop deadline. For any questions, please contact the Curriculum Division.
5. Except for special circumstances, students will not be able to select courses if there is a course schedule conflict.
6. After submitting the application form, please confirm your course list on course system **(The final result will be based on your course system records).**