**長榮大學選課異常處理申請表**

**CJCU Change of Course Registration**

**申請日期： 年 月 日**

Date of application: yyyy mm dd

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| 所屬學制  Academic Degree: | | □大學部Bachelor  □進修學士班  Bachelor of extension education  □碩士班Master  □碩專班In-service Master program  □博士班Ph.D. | | | 系所  Dept. |  | | | 班級  Grade / Class |  |
| 姓名  Name | |  | | | 學號  Student ID No. |  | | | 聯絡電話  Contact Phone |  |
| 申請原因(請勾選) Reason for applying (please check box)：  □因 (請填科目代號) 課程停開。Course cancellation. Please fill the course code: \_\_\_\_\_\_\_\_\_\_\_\_\_  □低於每學期應修學分數。Below required credits for each semester.  □現為應屆畢業生。Student expected to graduate this year.  □延修生Deferred graduate students  □當學期入學之新生或轉學生。Newly enrolled student or transfer student.  □外籍生或僑生為「中五生」，需補修通識四大領域課程12學分。  Foreign students or overseas Chinese students who have finished 2 years of upper secondary education (Form 6), are required to complete 12 credits of courses in the four major fields of general education.  □因抵免、擋修、重複修習不需修讀者。  Due to credits waiver and transference, not being qualified or already taken the class.  □開學期間返臺，但因防疫隔離(含居家隔離、居家檢疫等)或就醫治療而無法如期返校就讀之學生  Students has returned to Taiwan during the beginning day of the fall 2020 but not able to return to CUCU due to the quarantine (including home isolation and home quarantine) or medical treatment. | | | | | | | | | | | |
| 加/退選  Add/Drop | 科目序號  Course Number | | | 科目名稱  Course Name | | | 學分數  Credits | | 任課老師簽章  Signature of Instructor | |
| □加(A) □退(D) |  | | |  | | |  | |  | |
| □加(A) □退(D) |  | | |  | | |  | |  | |
| □加(A) □退(D) |  | | |  | | |  | |  | |
| □加(A) □退(D) |  | | |  | | |  | |  | |
| □加(A) □退(D) |  | | |  | | |  | |  | |
| □加(A) □退(D) |  | | |  | | |  | |  | |
| □加(A) □退(D) |  | | |  | | |  | |  | |
| □加(A) □退(D) |  | | |  | | |  | |  | |
| □加(A) □退(D) |  | | |  | | |  | |  | |
| **異常處理後本學期選課總學分數**  **Total credits** | | | | | | | |  | | |
| **(1)系所主任**  Department Director | | | **(2)外系主任（含通識、外語、體育、軍訓、服學）**  Director from other department  (including general knowledge, foreign language, sports, military training, and service) | | | | | **(3) 註冊課務組承辦人**  Registration and Curriculum Section | | |
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注意事項說明如後：

1. 請依本校學則及選課注意事項辦理，未符合申請之條件者將不予受理。
2. 選課衝堂依學則規定概予刪除，故不得要求異常處理。
3. **加退選截止後仍超過選課學分數上限者，將刪除其超出學分之科目，刪除順序依最晚選課之課程至最早選課之課程。**故學生無法選擇欲刪除之課程，不得要求異常處理。
4. 請於本校公告之時間申請選課異常處理，逾期恕不受理。
5. 填寫本申請表辦理相關申請作業時，視同您已同意本校蒐集、處理、利用您的個人資料；本表蒐集之個人資料，僅限於特定目的使用，非經當事人同意，絕不轉做其他用途，並遵循本校資料保存與安全控管規定辦理。相關之告知事項請參閱本校網站http://www.cjcu.edu.tw/pims
6. 本校個人資料保護連絡方式：台南市歸仁區長大路1號；電話：06-2785123#1022；信箱：[pims@mail.cjcu.edu.tw](mailto:pims@mail.cjcu.edu.tw)
7. 表單相關問題聯絡電話:06-2785123#1116