

文藻外語大學

Wenzao Ursuline University of Languages

課程人數額滿加簽申請表

Application to Add a Course

學年度第_____學期
semester of _____ academic year

申請日期：_____年_____月_____日
Application Date: _____ yyyy mm dd

申請人 Applicant	學制 School System	班級 Class	學號 Student ID Number	姓名 Name	聯絡電話 Contact Phone Number
	<input type="checkbox"/> 二技 2-Year College <input type="checkbox"/> 四技 4-Year College <input type="checkbox"/> 五專 5-Year Junior College <input type="checkbox"/> 研究所 Graduate Institute				

加簽 原因 Reason	<input type="checkbox"/> 重修課程 Retake the Course <input type="checkbox"/> 上修課程 Take in Advanced Level <input type="checkbox"/> 一般選修課程 General Elective Course <input type="checkbox"/> 輔系課程 (須具備輔系資格) Course For Minor (Students must be eligible to pursue minor.) <input type="checkbox"/> 雙主修課程 (須具備雙主修資格) Course for Double Major (Students must be eligible to pursue double major.) <input type="checkbox"/> 學程課程 (須具備學程資格) Course For Track (Students must be eligible to pursue track.)	<input type="checkbox"/> 補修課程 Fulfill the Course Requirements <input type="checkbox"/> 跨部修課程 Cross-Registering Course <input type="checkbox"/> 超修課程 Overload Course

※請同學注意加簽之課程是否有開放給其他學制、年級、系科學生選修※

When adding courses, students should pay attention to whether the course is open to students in other programs, grade levels and departments.

選課代碼 Course Code	科目名稱 Course Title	開課別 Course Type	必、選 修 Required or Elective	學制 System	開課 年級 Year	班級 簡碼 Class Code	組別 Group	學分 數 Credits
		<input type="checkbox"/> 學年 By Year <input type="checkbox"/> 學期 By Semester	<input type="checkbox"/> 必修 Required Course <input type="checkbox"/> 選修 Elective Course	【Day School】 <input type="checkbox"/> 日二技 2-Year College <input type="checkbox"/> 日四技 4-Year College <input type="checkbox"/> 日五專 5-Year Junior College <input type="checkbox"/> 研究所 Graduate Institute 【Division Of Continuing Ed.】 <input type="checkbox"/> 進二技 2-Year College <input type="checkbox"/> 進四技 4-Year College				

審核及 意見 Review	任課教師簽核 Sign by Course Instructor :
	<input type="checkbox"/> 同意 Agree <input type="checkbox"/> 不同意 Disagree <p style="text-align: center;">***敬請老師加簽前確認教室容量問題*** Instructors should ascertain capacity of classrooms before adding students.</p>

教務組承辦人 Academic Affairs Section Staff	教務組組長 Manager, Academic Affairs Section
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注意事項 Regulations :

- 加簽課程辦理時間：每學期加退選期間辦理，並於公告日期前繳至教務組。Adding a course: Complete procedures during the add/drop period. Submit the applications to the Academic Affairs Section before the determined date.
- 加簽課程办理流程：(1)填寫申請表(教務組網頁可下載)(2)任課教師簽核(3)申請表於公告日期前繳至教務組。Procedure for adding a course: (1) The student completes application form (2) The application is reviewed by course instructor (3) The application is submitted to the Academic Affairs Section before the determined date.
- 本表**僅限選課已達上限人數課程**使用。This form should be used for courses in which the maximum allowable number of students have already registered.
- 輔系、雙主修、學程、跨部修申請課程額滿者，除了填寫本表外，仍須另外填寫輔系、雙主修、學程、跨部修申請表。To register for an advanced level, minor, double major, track or cross-divisional course that is full, students must complete this form as well as the application to register for an advanced level, minor, double major, track or cross-divisional course.
- 「選課代碼」請至校務資訊系統查詢【開課一覽表】。Course code can be looked up in course catalog using the University's information system.