**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 申請日期： 年 月 日

\_\_\_\_ semester of \_\_\_\_ academic year 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 |
| □二技2-Year College□四技4-Year College□五專5-Year Junior College□研究所Graduate Iinstitute |  |  |  |  |
| 加簽原因Reason | □重修課程Retake the Course　　　　　　　　　　　　　□補修課程Fulfill the Course Requirements□上修課程Take in Advanced Level　　　　　　　　　 　 □跨部修課程Cross-Registering Course□一般選修課程General Elective Course　　　　　　　 □超修課程Overload Course□輔系課程**（須具備輔系資格）**Course For Minor (Students must be eligible to pursue minor.)□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.)□學程課程**（須具備學程資格）**Course For Track (Students must be eligible to pursue track.) |
| **※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. |
| 加簽課程Course | 選課代碼Course Code | 科目名稱Course Title | 開課別Course Type | 必、選修Required or Elective Course | 學制System | 開課年級Year | 班級簡碼Class Code | 組別Group | 學分數Credits |
|  |  | □學年By Year□學期By Semester | □必修Required Course□選修Elective Course | **【Day School】**□日二技2-Year College□日四技4-Year College□日五專5-Year Junior College□研究所Graduate Institute**【Division Of Continuing Ed.】**□進二技2-Year College□進四技4-Year College |  |  |  |  |
| 審核及意見Review | 任課教師簽核Sign by Course Instructor： |
| □ 同意Agree□ 不同意Disagree | **\*\*\*敬請老師加簽前確認教室容量問題\*\*\***Instructors should ascertain capacity of classrooms before adding students. |
| 教務組承辦人Academic Affairs Section Staff |  | 教務組組長Manager, Academic Affairs Section |  |

注意事項Regulations：

1. 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.
2. 加簽課程辦理流程：(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.
3. 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.
4. 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 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.
5. 「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.