**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

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| 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.