

## Course **Add** Form

Copy A : Kept by the student

### Category A : The following students may add course on paperwork by Curriculum Division

Graduate in the semester  Extend the term of study  Resume the study  **Transfers**  Pre-graduates  Special education students with documents  Top 20% in class (taking extra credits)  Graduates taking supplementary courses for undergraduates  Educational program students taking extra credits (Undergraduates: 30 credits; Graduates: 14 credits, **without exceeding the maximum stipulated by the Center for Teacher Education**)

### Category B : The following students may add courses on paperwork by course organizers

Double Majors  Minors  Educational program students  Take freshmen Chinese and English courses  Take courses for advanced grades  Credit Program  Required (selective) courses by the department

\_\_\_\_\_ Academic Year 1<sup>st</sup>/2<sup>nd</sup> Semester \_\_\_\_\_ Dept./ Inst. \_\_\_\_\_ Grade \_\_\_\_\_ Class \_\_\_\_\_ Group

Name : \_\_\_\_\_ Student Number : \_\_\_\_\_ Phone: \_\_\_\_\_

(Please fill the form neatly to avoid trouble)

Application Date : \_\_\_\_\_ (Y/M/D)

<b>Course Title</b>								Category	<input type="checkbox"/> Dept./Inst. Expertise <input type="checkbox"/> General(Required) <input type="checkbox"/> General (Selective) <input type="checkbox"/> Educational Program <input type="checkbox"/> Credit Program <input type="checkbox"/> Specialized sport
<b>Course Code</b>									
Class		Schedule	Weekday	Session	□ □ □ □	Venue			
Reason for Application				<input type="checkbox"/> 1.Retake required/selective courses <input type="checkbox"/> 2.Not enough credits					
Stamping of Student's Dept./Inst. <b>(Graduates taking educational program need stamping here.)</b>								Total credits taken (after adding courses)	
Stamping of course organizer									
Stamping of Curriculum Division <b>(Not for Category B students)</b>								* Students taking courses with no vacancies shall present schedule conflict proof	

## Course **Add** Form

Copy B : Category A: submit to Curriculum Division  
Category B: submit to Dept./Inst.

### Category A : The following students may add courses on paperwork by Curriculum Division

Graduate in the semester  Extend the term of study  Resume the study  **Transfers**  Pre-graduates  Special education students with documents  Top 20% in class (taking extra credits)  Graduates taking supplementary courses for undergraduates  Educational program students taking extra credits (Undergraduates: 30 credits+; Graduates: 14 credits+, **without exceeding the maximum stipulated by the Center for Teacher Education**)

### Category B : The following students may add courses on paperwork by course organizers due to online limits

Double Majors  Minors  Educational program students  Take freshmen Chinese and English courses  Take courses for advanced grades  Credit Programs  Required (selective) courses by the department

\_\_\_\_\_ Academic Year \_\_\_\_\_ Semester \_\_\_\_\_ Dept./ Inst. \_\_\_\_\_ Grade \_\_\_\_\_ Class \_\_\_\_\_ Group

Name : \_\_\_\_\_ Student Number : \_\_\_\_\_ Phone: \_\_\_\_\_

(Please fill the form neatly to avoid trouble)

Application Date : \_\_\_\_\_ (Y/M/D)

<b>Course Title</b>								Category	<input type="checkbox"/> Dept./Inst. Expertise <input type="checkbox"/> General(Required) <input type="checkbox"/> General (Selective) <input type="checkbox"/> Educational Program <input type="checkbox"/> Credit Program <input type="checkbox"/> Specialized sport
<b>Course Code</b>									
Class		Schedule	Weekday	Session	□ □ □ □	Venue			
Reason for Application				<input type="checkbox"/> 1.Retake required/selective courses <input type="checkbox"/> 2.Not enough credits					
Stamping of Student's Dept./Inst. <b>(Graduates taking educational program need stamping here.)</b>								Total credits taken (after adding courses)	
Stamping of course organizer									
Stamping of Curriculum Division <b>(Not for Category B students)</b>								* Students taking courses with no vacancies shall present proof of conflict lecture sessions	