

**Application form**

**(This form only accepts courses offered by this department, and does not accept general education, physical education, and military training courses.)**

\* Please apply for students to fill in each field in the thick outline carefully, and do not miss it.

Delivery date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Student ID		Department level classes	_____ Department ____ level _____ class		
Name		Current total credits		Total credits after application	
phone (Required)	(Be sure to fill in the correct)	Have you read it in detail? Precautions	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there an application? Extra (minus) credits	<input type="checkbox"/> Yes <input type="checkbox"/> No

(Please check if attached) Required information: Personal latest class schedule  
(列印路徑: 教務系統-選課管理-查詢選課結果-右上方列印學生課表)

deal with situation	Add/Cancel	Course No	shift	Course Title	Number of credits	class time	Instructor's name
						Week _____ time period _____	
						Week _____ time period _____	

Need to add or withdraw reason (Please elaborate)		Applicant confirmation signature :
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Department Review result	<input type="checkbox"/> pass , review time ____ / ____ / ____ <input type="checkbox"/> Fail , Notification time ____ / ____ / ____ reason : <input type="checkbox"/> Conflict <input type="checkbox"/> Not registered or in arrears <input type="checkbox"/> Exceeded credit limit <input type="checkbox"/> Repeat course <input type="checkbox"/> other , illustrate : _____
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- \* Precautions :
1. Receipt time : Course selection correction period ( Not accepted after the due date ) 。  
( Students of the Continuing Education Department should submit the payment to the Continuing Education Promotion Office A110 within the specified time and forward it to the department office )
  2. How to apply : After preparing this application form and personal class schedule, send it to IHP Department Office S204. The department office will add or withdraw students in the order of submission. If the number of students in the course is full, no more selections will be made. If the number of students in the course is less than the minimum limit, no withdrawal will be made.
  3. **Course selection correction cannot be made if you are not registered, are in arrears, have missed classes, or have exceeded the credit limit, etc. .**
  4. The application needs to be processed in person. Each person will only accept the application once. Repeat applicants will be classified as failed; no request for replacement is allowed after submission. If there is an agency or overdue event, it will be deemed invalid.
  5. The department will complete the review within 3 to 5 days from the date of application. Students are asked to check the course schedule results by themselves (no further notice will be given). If you have any questions, please contact the department office within three days after applying. Failure to do so will be deemed to have been confirmed by the student. .