

# 國立陽明交通大學 網路選課加退選處理表

## National Yang Ming Chiao Tung University Online Course Add and Drop Application Form

※限網路選課期間之特殊情形：學生無法自行於網路加退選使用！

學年度 第 學期 申請日期 民國 年 月 日  
Semester of Year Date of application / / (YYYY/MM/DD)

校區 Campus	<input type="checkbox"/> 陽明校區 [YM] <input type="checkbox"/> 交大校區 [GF、BA、BM、GR、LJ]	系所別 Department/Institute		年級 Grade	
學號 Student ID No.		姓名 Name		手機號碼 Cell Phone No.	
申請原因 Reasons for Application					

### 課程加退選列表

加/退選 Add/ Drop Course	當期課號 Course Number	課程名稱 Course Name	選別/摘要 Type/Summary	① 任課教師簽核 Instructor's Signature
<input type="checkbox"/> 加選 Add Course <input type="checkbox"/> 退選 Drop Course				
<input type="checkbox"/> 加選 Add Course <input type="checkbox"/> 退選 Drop Course				
*若加選「在職專班」的課程，請開課專班主任簽章： Please also collect the program director's signature here if you would like to add courses from in-service programs.				
②本表單請交至 <b>開課單位</b> 系所助理處理： To the department assistant of the course：				

### 注意事項：

- 特殊情形為：人數已滿之課程加選、特殊限制的課程以至於您無法於網路加退選，若任課老師仍同意您加退選，請填此表單。
- 申請之順序依①②之標示順序辦理。
- 陽明校區通識課程及體育課程不適用本表，請依共教中心及體育室規定辦理。
- 請系所助理務必於加退選截止日前上網處理，如無法處理，請洽詢或逕送課務組處理。
- 在職專班課程不開放一般生選課，若要加選請經專班主任同意。
- 實際衝堂課程無法加選，請同學於填表後確認是否已退選衝堂課程，特殊情形除外。
- 繳單後，請同學務必上選課系統確認課程，自己欲修習的所有課程皆要與網路上課表一致(最後的選課情形以網路選課系統為主)。

### Notice：

- This form is for students who were unable to add or drop courses online due to special circumstances during the course registration period, and also got the permission from the course instructor.
- Please obtain the signature for ①, then follow the process for ②
- This form is not applied to YM campus's general education courses and PE courses, please follow the instructions of the Center of General Education.
- The assistant of the department should add courses for students before the add/drop deadline. If you have any questions please contact the Curriculum Division.
- In-service programs or master's program courses are not open to all students, if you want to add those courses, please get the permission from the director.
- Except for special circumstances, students will not be able to select courses if there is a course schedule conflict.
- After submitting the application form, please confirm your course list on course system (the final result will be based on your course system records).