



**加/退選科目申請表**  
**COURSE ADD/DROP FORM**

**注意事項 NOTES**

- 有關加/退選科目之規定，請參閱最新學年學生手冊之「學業規則」。With regard to the Regulations for Course Add/Drop, please refer to the sections on “Rules and Regulations for Study” in the latest Student Handbook.
- 大學保留修訂及闡釋上述規定的一切權利。The University reserves all rights and privileges in amending and explaining the above regulations.

**I. 學生個人資料 PARTICULARS OF STUDENT**

學生姓名 : \_\_\_\_\_ 學生編號 : \_\_\_\_\_ 聯絡電話 : \_\_\_\_\_  
Student Name : \_\_\_\_\_ Student No. : \_\_\_\_\_ Contact No. : \_\_\_\_\_  
學院 : \_\_\_\_\_ 課程 : \_\_\_\_\_ 專業 : \_\_\_\_\_ 學年, 學期 : \_\_\_\_\_ 電郵地址 : \_\_\_\_\_  
Faculty : \_\_\_\_\_ Program : \_\_\_\_\_ Major : \_\_\_\_\_ Year, Semester : \_\_\_\_\_ E-mail Address : \_\_\_\_\_

本人明白上述聯絡電話及電郵地址僅作本次申請之用，如有需要，本人須自行透過 WeMust 更新。  
I understand that the above contact number and e-mail address are for this application only; any necessary updates will be done by myself through WeMust.

**II. 加/退選申請 APPLICATION FOR COURSE ADD/DROP**

申請加 / 退選科目 Courses applied for Add/Drop							校方專用 For Office Use Only			
							學院/通識教育部人員意見及簽署 Signed by Staff of Faculty /DGE		學院院長/通識教育部主任批核及簽署 Signed by Dean / DGE Officer	
項目 Item	科目編號 Course Code	科目名稱 Course Title	班別 Class	學分 Credit	類別 Type	重修 Retake	同意 Agreed	不同意 Disagreed	批准 Approved	不批准 Rejected
加選 Add					C / E	Y / N				
					C / E	Y / N				
					C / E	Y / N				
					C / E	Y / N				
退選 Drop					C / E	Y / N				
					C / E	Y / N				
					C / E	Y / N				
					C / E	Y / N				

備註 Remarks: 1. 類別及重修欄中, “C”表示「必修科目」, “E”表示「選修科目」, “Y”表示「是」, “N”表示「否」。In the Type and Retake columns, “C” refers to “Compulsory Course”, “E” refers to “Elective Course”, “Y” refers to “Yes”, “N” refers to “No”.  
2. 加/退選科目如涉及學院及通識教育部必須各填寫申請表格並分別遞交至相關學院/部。Two separate application forms should be completed and submitted respectively if both Faculty courses and DGE courses are involved.  
3. 批核結果請於七個工作天內透過 WeMust 查看。Please check the result via WeMust within 7 days from receipt of all required documentation.

學生簽名 : \_\_\_\_\_ 日期 : \_\_\_\_\_ (如所有申請加/退選科目均獲批准) 本學期修讀總學分 : \_\_\_\_\_  
Student's Signature : \_\_\_\_\_ Date : \_\_\_\_\_ (If all add/drop requests are approved) Total Credits taken this semester : \_\_\_\_\_

校方專用 FOR OFFICE USE ONLY			
學院/通識教育部 : _____	<input type="checkbox"/> (批准)已更新 WeMust 選科記錄 (Approved) Academic Records in WeMust have been updated	負責人簽名 : _____	日期 : _____
Faculty / DGE : _____	<input type="checkbox"/> (不批准)已電郵通知學生相關結果 (Rejected) Student has been notified of results by email	負責人簽名 : _____	日期 : _____