

YZU Course Sign-up/Drop Form

Pursuant to the regulations of the Personal Information Protection Act, personal information collected in this form solely used for the specific purpose of implementation. Personal Information will be destroyed after processing and the term of retention.

Instructions: This form only applies to following conditions:

- To sign up/drop courses after the online course sign-up/drop ends, the application will be considered only by five following reasons and is required to file within prescribed period. Failure to do so may cause your application to be rejected. Reasons to sign up/drop course (Please tick one):
 - ☐ Transferred students or late enrollments in this semester
 - ☐ Schedule conflict due to course rescheduling during the third stage
 - ☐ Course cancellation
 - ☐ Disqualification due to departmental rule
 - ☐ Illness who can't add courses by themselves during the course selection period need to provide medical certificate.
- Change of students' eligibility for course selection (due to the limitations of course selection, minor or double-major students, or different year-level/ program students may meet the problem that they can not complete the course sign-up online) or of course-selection information.
- Any transferred students or late-enrolled freshmen in this semester shall only possess their own single form, other attachments are acceptable if needed. Please submit it during the period of manual sign-up/drop that is published. If the courses that one wishes to sign-up across a number of units, please apply separately to departments according to the following procedures:
 - courses add & drop** :
 - When courses add/dropped are of departments: **Instructor** > Department staff in charged > Unit chairman of the course
 - When courses add/dropped are of "other departments": **Instructor** > Unit staff of the course > Unit chairman of the course

* For those applications that cannot be accepted by department staff in charged. Please transfer the document to Curriculum Section.
 - When courses **added /dropped** are "**Foreign Language (GE)**", "**National Defense Research**", "**Physical Education**": To be processed by the units of the course (General education (GE) -5506R, ILCC-70210R, Military Education-8204R, Physical Education-9A201R).

*Special Note: If the number of general education courses has reached the upper limit, students can't sign up any courses.

Except for senior students or delayed graduation.
- While changing the time of any practice lessons overlapping with others, please have the signed consent of the instructor first, and then the unit staff and director of the course given.
- Please read through the teachers' teaching plan carefully, and make a photocopy of this form prior to the submission and check personal Portal for further confirmation.

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|---------------------|---|-------------------|----------------|--|--------------------------------|--|
| Applicant | Student Name | | Department | | Year-level | |
| | | | Student ID No. | | Contact Tel (Cell Phone) | |
| Description | Add/Drop | Course Code/Class | Course Credits | Course Name | Teacher's Comments / Signature | |
| | <input type="checkbox"/> Add <input type="checkbox"/> Drop | | | | | |
| | <input type="checkbox"/> Add <input type="checkbox"/> Drop | | | | | |
| | <input type="checkbox"/> Add <input type="checkbox"/> Drop | | | | | |
| | <input type="checkbox"/> Other supplementary explanation: 1. Student: If reasons beyond the Instructions2 , please explain in detail why you apply for course sign-up/drop. Failure to do so may cause your application to be rejected by the Curriculum Section. | | | | | |
| Department | Comments and signature/seal of the academic unit: | | | | | |
| | Comments and signature/seal of director of the academic unit: | | | | | |
| Verification | Reviewed by Chief of the Curriculum Section: | | | Reviewed by staff in charge of the Curriculum Section: | | |