

# 義守大學學生跨部選課申請單

## Application Form for Students To Take Courses Offered by Other Departments/Institutes Of I-Shou University

申請日期 Application Date :     年/Y    月/M    日/D

<b>學號</b> Student No		<b>申請學年度</b> Semester/ Academic Year	_____學年度 _____學期 _____Semester of Academic Year _____		
<b>姓名</b> Name			<b>系 級</b> Department / Year		
<b>申請類別</b> Category	申請於 _____學年 _____學期 <b>跨部選讀</b> _____學院 _____系課程 Application for courses offered by _____ of Department/Institute of _____ in the _____ semester of academic year _____  <input type="checkbox"/> 大學部四年級學生跨選進修部碩士在職專班 Senior undergraduates taking courses offered by Master's Program for Working Professionals of the Division of Continuing Education <input type="checkbox"/> 碩士班學生跨選進修部碩士在職專班 Master's students taking courses offered by Master's Program for Working Professionals of the Division of Continuing Education. <input type="checkbox"/> 博士班學生跨選進修部碩士在職專班 Doctoral students taking courses offered by Master's Program for Working Professionals of the Division of Continuing Education.				
<b>序號</b> No.	<b>課程代號</b> Course Code	<b>課程名稱</b> Title of the Course	<b>必/選修</b> Required/ Elective	<b>學分數</b> Credit	<b>授課教師同意簽章</b> Signature of the Instructor
<b>1</b>					
<b>2</b>					
<b>原屬系所主管</b> Head of the Department Institute the Student Enrolled in	<b>開課系所主管</b> Head of the Department/ Institute Offering Courses	<b>進修部</b> Division of Continuing Education	<b>進修部主任</b> Director of Division of Continuing Education	<b>課務組</b> Curriculum Section	<b>核示</b> Ratification
<b>出納組</b> Cashier Section	<b>會計處</b> Office of Accounting	注意事項 Notice : 1.作業程序：提出跨部選課申請單→經授課教師同意簽章→原系所主管同意簽章→開課系所主管同意簽章→進修部→課務組→教務長→出納組補繳學分費差額→課務組協助辦理選課。 Application procedures: Fill out the Application Form→Obtaining approval and signatures from teachers offering the classes → Obtaining approval from Head of the Department/Institute offering the classes→Division of Continuing Education→Curriculum Section→ Dean of Academic Affairs →Paying for the credits at the Cashier Section→Obtaining assistance offered by the Curriculum Section for enrollment. 2、依規定辦理選課後，除開課人數不足停開外，同學於加退選截止後，因特殊情況無法繼續修習，上網辦理申請停修課程，不得辦理退費。No refund is allowed once the procedure is completed even if students file an application online for withdrawal for special reasons, except for unavailability of the courses due to insufficient enrollment.			