

國立高雄應用科技大學_____學年度第_____學期人工加選單
National Kaohsiung University of Applied Sciences
Manual Course Add Form for Academic Year _____ Semester _____

欄中資料、科目及班級務必以正楷填寫正確，以利輸入電腦；如有錯誤，自行負責。(通識課程由通識中心審核；國英文課程由語文中心審核)

The following information must be written in print for computer input; applicants are held responsible in case of any mistakes.
(General Education courses are reviewed by Center of General Education. General English and Chinese courses are reviewed by the Language Center.)

班 級 Class		學 號 Student ID No.		姓 名 Name		手 機 Cell phone	
--------------	--	-----------------------	--	-------------	--	-------------------	--

※加簽時請任課老師注意教室上課人數容量。(Instructors should consider the classroom capacity in signing in the student.)

加 選 科 目 Course to be added	選課代號 (四碼)Course selection code	開課班級 Class the course is offered to	科目名稱 Course title	必/選修 Required/ elective	學分/ 時數 Credit/hours	填單理由 (詳見注意事項 2) Cause for filling the form (See Notes 2)	任課老師簽章 (加掛名額申請時填寫) Signature of course instructor(when requesting to be additional member of the class)	原系(所)審核簽章		跨系(所)審核簽章 (通識課程由通識中心審核； 國英文課程由語文中心審核) Cross-department signature (Adding General Education courses should be approved by Center of General Education; General English and Chinese courses are reviewed by the Language Center.)
								系選課老師 Department course selection clerk	系(所)主任 Department Head	

(通識課程請送通識教育中心審核)(General Education courses should be sent to Center of General Education for approval.)
(國英文課程請送語文中心審核)(General English and Chinese courses should be sent to the Language Center for approval.)

加選後，本學期共修 _____ 學分，學生簽名 _____
Credit number of the semester after adding student's signature

注意事項：

1. 大學部一、二、三年級修習學分上、下限為 28-16 學分；四年級為 28-9 學分。(除修讀輔系、雙學位及學程等課程外，加選後，學分數超過此上下限之部分，不予承認。)
2. 本人工加選單僅供：(1)網路選課額滿後人工增額加選 (2)跨學制選課(除二技三、四年級與四技三、四年級，可互跨選課外之其他互跨情形) (3)退本班專業必修而加選他班相同課程 (4)跨進修推廣部 (請附歷年成績單) (5)其他特殊理由經系所及課務單位同意者使用，其餘加、退選作業填寫本單無效(須於網路線上操作)，若因此造成選課問題應自行負責。
3. 本單繳交起迄日期，詳見選課公告，違者不予登錄。
4. 本表單於【加選退】時辦理，如申請課程的開課班級隸屬不同系所時，請分開填寫。(例：軍訓、通識課程、國英文課程、教育學程、體育及各系所開的課程各填一張)。
5. 通識課程統一由網路選課，請通識授課老師勿加簽，外掛名額送通識中心審核。
6. 國英文課程統一送語文中心審核，英文課程請注意加選之班級級別。
7. 選課銜堂，即鍵不進人工加選之課程。

Notes: (Please print on white paper.)

1. The upper and lower limits of credits taken by undergraduate freshmen, sophomores, and juniors are 28 and 16; seniors are 28 and 9. (Credits that go beyond the upper or lower limits will not be recognized, except minor and double major studies.)
2. The "Manual Course Add Form" is used only for (1) adding courses which are full during online selection (2) adding courses in another program, (not including the cross-program selection between two-year and four-year juniors or seniors.) (3) dropping the department required professional courses to choose the same courses at another department. (4) adding courses offered at evening school (Division of Continuing and Extension Education)(Please attach transcripts of the study years.) (5) adding courses under special circumstances with the approval of the department and academic sections. Except in the foregoing conditions, the form will be considered invalid. (Course add/drop should be done online.) Students are held responsible for any problems arising related to course selection.
3. The first and last day of submitting the form will be announced. Students who fail to meet the deadline will be rejected for course registration.
4. The "Manual Course Add Form" is used during add/drop period. For courses offered at different departments, please use a separate form. (For example, use separate forms for Military Education courses, General Education courses, English and Chinese courses, and Physical Education courses.)
5. General Education courses are selected online. Instructors of GE courses must not sign on the form. Additional members of the course will be reviewed by Center of General Education.
6. All English and Chinese courses should be sent to the Language Center for approval. Please specify the class of the course.
7. If the courses selected have a conflicting time, the online manual registration will abort.