**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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **學號**Student No |  | | | | **申請學年度**  Semester/ Academic Year | | | | 學年度 學期  **Semester of Academic Year \_\_\_\_** | | | |
| **姓名**Name |  | | | | **系 級**Department / Year | | | |  | | | |
| **申請**  **類別**Cate-  gory | 申請於 學年 學期**跨部選讀** 學院 系課程  Application for courses offered by of Department/Institute of in the semester of academic year   * 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 * 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. * 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. | | | | | | | | | | | |
| **序號**  No. | **課程代號**Course Code | | **課程名稱**  Title of the Course | | | **必/選修**  Required/  Elective | | **學分數**  Credit | | | **授課教師同意簽章**  Signature of the Instructor | |
| **1** |  | |  | | |  | |  | | |  | |
| **2** |  | |  | | |  | |  | | |  | |
| **原屬系所主管**  Head of the Department Institute the Student Enrolled in | | **開課系所主管**  Head of the Department/  Institute Offering Courses | | **進修部**  Division of Continuing Education | | | **進修部主任**  Director of Division of  Continuing Education | | | **課務組**  Curriculum Section | | **教務長**  Dean of Academic Affairs |
|  | |  | |  | | |  | | |  | |  |
| **出納組**  Cashier Section | | **會計處**  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. | | | | | | | | |
|  | |  | |