

# 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 Category	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 _____ <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.				
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.			