

Shih Chien University _____ (year) _____ (semester) Application form for adding/dropping classes.

Class ID: _____ **Student Number:** _____ **Name:** _____ **Phone Number:** _____

Eligibility: This form is subject to withdraw from the department. This form is also used for freshmen in the first semester. Transfer students are excluded from the compulsory and elective courses of the department. **Date of application:** _____ / _____ / _____

| Add | Drop | Course Code | Course ID | Course Name | Elective / Required | Credits | Reason for adding/dropping (See note 2 below) | Student's Signature |
|-----|------|-------------|-----------|-------------|---------------------|---------|---|---------------------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Note:

1. Students: Professional subjects must be applied for in the department office; common general compulsory Liberal Arts subjects must be applied for in the Liberal Arts Office.
2. For withdrawal from compulsory subjects, please fill in the reason.
3. This form is divided into two copies. After completion of application, return the yellow slip to the department, complete it and give it to academic affairs; keep the green slip for your personal copy. If the department only uses manual review instead of computer for processing, students must hold onto this form and take it to academic affairs to be processed, only then will the course selection be considered complete.

Yellow slip: Registration Office, Academic Affairs Division
Green slip: Student's personal copy

Yellow slip: Registration Office, Academic Affairs Division
Green slip: Student's personal copy