

文藻外語大學

Wenzao Ursuline University of Languages

研究所跨部(所)選課申請表

Application to Cross-Register for Courses in Other Divisions and Schools (Graduate Students)

學年度第_____學期

semester of _____ academic year

*黑色粗框內請同學勿填寫 Please do not write inside the black box.

學制 System		班級 Class	學號 Student ID Number	姓名 Name	聯絡電話 Contact Phone Number					
<input type="checkbox"/> 碩士班 Master's Degree Program <input type="checkbox"/> 碩士在職專班 In-service Master's Degree Program <input type="checkbox"/> 預士、碩專預修生 Reserve non-commissioned officer、not-yet-admitted Master's level student										
選課代碼 Course Code	科目名稱 Course Title	開課學制 System	開課單位 Department	開課年級 Year	組別 Group	學分數 Credits	申請原因 Reason for Application	開課單位審查 Review by Chairperson Offering Course for Review	核定類別 Review Category (所屬所長勾選) (For the Chairperson)	所屬所長審查 Review by Chairperson of the Student's Major
		【Day Division】 <input type="checkbox"/> 碩士班 Master's Degree Program <input type="checkbox"/> 碩專班 In-service Master's Degree Program <input type="checkbox"/> 日二技 2-Year College <input type="checkbox"/> 日四技 4-Year College <input type="checkbox"/> 日五專 5-Year Junior College 【Division of Continuing Ed.】 <input type="checkbox"/> 進二技 2-Year College <input type="checkbox"/> 進四技 4-Year College					<input type="checkbox"/> 必修課重補修 Retake Required Course. <input type="checkbox"/> 跨系/所/校選修 Cross-register for Courses in Department/Graduate institutes/School. <input type="checkbox"/> 同等學力/非相關科系畢業錄取生加修大學部相關學系基礎科目 Students admitted to graduate programs with undergraduate degrees in non-related disciplines.	主任(所長) Chairperson	<input type="checkbox"/> 必修 Required Course <input type="checkbox"/> 專業選修 Specialized Elective Course <input type="checkbox"/> 一般選修 General Elective Course <input type="checkbox"/> 不計入畢業學分 Credits not counted towards graduation	所長 Chairperson
		【Day Division】 <input type="checkbox"/> 碩士班 Master's Degree Program <input type="checkbox"/> 碩專班 In-service Master's Degree Program <input type="checkbox"/> 日二技 2-Year College <input type="checkbox"/> 日四技 4-Year College <input type="checkbox"/> 日五專 5-Year Junior College 【Division of Continuing Ed.】 <input type="checkbox"/> 進二技 2-Year College <input type="checkbox"/> 進四技 4-Year College					<input type="checkbox"/> 必修課重補修 Retake Required Course. <input type="checkbox"/> 跨系/所/校選修 Cross-register for Courses in Department/Graduate institutes/School. <input type="checkbox"/> 同等學力/非相關科系畢業錄取生加修大學部相關學系基礎科目 Students admitted to graduate programs with undergraduate degrees in non-related disciplines.	主任(所長) Chairperson	<input type="checkbox"/> 必修 Required Course <input type="checkbox"/> 專業選修 Specialized Elective Course <input type="checkbox"/> 一般選修 General Elective Course <input type="checkbox"/> 不計入畢業學分 Credits not counted towards graduation	所長 Chairperson
		【Day Division】 <input type="checkbox"/> 碩士班 Master's Degree Program <input type="checkbox"/> 碩專班 In-service Master's Degree Program <input type="checkbox"/> 日二技 2-Year College <input type="checkbox"/> 日四技 4-Year College <input type="checkbox"/> 日五專 5-Year Junior College 【Division of Continuing Ed.】 <input type="checkbox"/> 進二技 2-Year College <input type="checkbox"/> 進四技 4-Year College					<input type="checkbox"/> 必修課重補修 Retake Required Course. <input type="checkbox"/> 跨系/所/校選修 Cross-register for Courses in Department/Graduate institutes/School. <input type="checkbox"/> 同等學力/非相關科系畢業錄取生加修大學部相關學系基礎科目 Students admitted to graduate programs with undergraduate degrees in non-related disciplines.	主任(所長) Chairperson	<input type="checkbox"/> 必修 Required Course <input type="checkbox"/> 專業選修 Specialized Elective Course <input type="checkbox"/> 一般選修 General Elective Course <input type="checkbox"/> 不計入畢業學分 Credits not counted towards graduation	所長 Chairperson
課務組承辦人 Curriculum Section Staff							課務組組長 Manager, Curriculum Section			

備註說明 Notes:

- 1、辦理流程：(1)填寫申請表(2)自行送至開課單位審查(3)所屬所長審查(4)申請表繳至課務組(5)加退選結束後至課務組網頁查詢結果(公告日期依課務組公告日為主)(6)完成跨部選課。Procedure: (1) Students complete application form. (2) Students submit application the department offering courses. (3) Application is reviewed by chairperson. (4) Application is sent to the Curriculum Section. (5) Results announced on the website of the Curriculum Section after the add/drop period. (The date of announcement is determined by the Curriculum Section.) (6) Cross-divisional course registration is complete.
- 2、研究生修習大學部課程且計入畢業學分之科目，依研究所之學分費計算，不計入畢業學分數之科目則依大學部之學分費計算。Graduate students taking undergraduate courses that count towards graduation must pay graduate school tuition fees. Undergraduate courses that do not count towards graduation are charged undergraduate tuition fees.
- 3、如欲選修之科目已額滿，須另填「課程人數額滿加簽申請表」辦理加簽，否則不得加選。Students wishing to register for a course that is full must complete an application to register for the full course. Otherwise, they may not be added to the course.
- 4、研究生為研究需要，經相關研究所主管之同意，得選修他系所(校)之科目，學分是否列入畢業學分內計算，由各所審查。Graduate students who need to take courses at other departments, schools or institutions for research purposes may do so after obtaining approval from the appropriate dean. Each graduate institute will review and decide whether credits earned may be counted towards graduation.