澳門城市大學
Universidade da Cidade de Macau
City University of Macau

加 / 退 選 申 請 表
APPLICATION FORM FOR COURSE ADD/DROP

* 請於填表前細閱注意事項 *Please read the notes before completing this form*

* 請以正楷填寫 *Please use block letters*

學生個人資料 PERSONAL INFORMATION OF STUDENT

中文姓名 Name in Chinese :		學生證號 Student No. :	
外文姓名 Name in English :		聯絡電話 Contact No. :	
電郵地址 E-mail Address :	@cityu.mo	*相關通知將發送至校內郵箱，請學生注意查閱。 Please refer to your school assigned email for notification.	
學院 Faculty :		課程及班級 Programme and Class :	

課程層級 Degree Level : ☐ 先修班/文憑 Pre-U/Diploma ☐ 學士 Bachelor ☐ 碩士 Master ☐ 博士 Doctoral

	科目編號 Course Code	科目名稱 Course Name	班別 Class	學分 Credit	類別 Type	
加選 Add					☐ 必修Compulsory	☐ 選修Elective
					☐ 必修Compulsory	☐ 選修Elective
					☐ 必修Compulsory	☐ 選修Elective
退選 Drop					☐ 必修Compulsory	☐ 選修Elective
					☐ 必修Compulsory	☐ 選修Elective
					☐ 必修Compulsory	☐ 選修Elective
加選/退選原因 Reasons for add/drop :						

注意事項：

一、本表為學生因特殊情形無法在大學指定期限內透過網絡選科系統自行上網加/退選而設。如需申請，學生須在每學期開學後兩週內將表格交至申請科目所屬學院/通識教育部，逾期不予受理。

二、學生不得加選與應讀科目上課時間互相衝突之科目。

三、有關加/退選之詳細規定，請參閱最新學年學生手冊之「學習管理」。

四、批核結果請於七個工作天內直接查看TronClass系統。

NOTES：

1. This form is for students who are unable to add/drop courses online within the enrollment period. Please submit this form to your subject-belonged faculty or General Education Department within two weeks after the beginning of each semester if applicable.

2. Students cannot add course which conflicts with their class arrangements.

3. With regard to the detailed regulations of Course Add/Drop, please refer to the latest Student Handbook on "Study Managment".

4. Please check the result via TronClass system within 7 days from receipt of all required documentation.

申請人簽名 Applicant's Signature :		日期 Date :	

校方專用 For Office Use Only

院所領導/課程主任 Dean of the faculty/ Programme Director :		日期 Date	☐ 批准 Approved ☐ 不批准 Rejected
其他 Remarks :			

☐ 已更新網上選科記錄 Academic records in ICAN have been updated	日期 Date	操作人員 Operation Staff	
☐ 已電郵通知學生相關結果 Student has been notified of results by email	日期 Date		