

部別 Division	<input type="checkbox"/> 日間部 Day School <input type="checkbox"/> 進修部 Evening School	系級班級 Department/Class	學號 Student ID Number		
學制 Program	<input type="checkbox"/> 二技 two-year <input type="checkbox"/> 四技 four-year	學生姓名 name	電話 Phone Number		
說明：請於下列適用類別 <input type="checkbox"/> 中打 <input checked="" type="checkbox"/>，並填寫科目相關資料 please fill out the form and check the box(es) below to indicate if any of the following apply to your situation					
<input type="checkbox"/> 必修科目衝堂 Course not taken due to conflict with other course(s)		※適用學生：轉學(系)生或應屆畢業生，欲修習低年級必修科目與原班必修科目衝堂。 Applicable to transfer students /students who will soon graduate who plan to take a required lower level course which conflicts with a required current-level course.			
科目資料 Course Information	系級班別 Department/Class	課程名稱 Course Title	課程代碼 Course Code	必選修 Required/Elective	學分 Credit(s)
原班必修科目退選 Course to be dropped					
擬修習必修科目 Course to be added					
<input type="checkbox"/> 必修科目為擋修科目 Course not taken due to failure to take prerequisite course		※適用學生：轉學(系)生未能修習轉入後之連續性必修科目。 Applicable to transfer students who have not taken required prerequisite course after transferring to LTU			
科目資料 Course Information	系級班別 Department/Class	課程名稱 Course Title	課程代碼 Course Code	必選修 Required/Elective	學分 Credit(s)
擋修之必修科目 Prerequisite course					
擬修習轉入前之連續性必修科目 Course requiring prerequisite course					
<input type="checkbox"/> 修習他系科目 Course to register for in other departments		※適用學生： 1. 欲重補修科目與本班必修科目衝堂 Applicable to students who failed a required departmental class and need to register for a substitute class in another department. 2. 欲重補修科目已達上限修課人數。 Applicable to students who failed a required departmental class but desired substitute class is full. 3. 欲利用空堂修習他系科目作為畢業學分 Applicable to students who took a course in another department and need departmental approval of that course for graduation.			
科目資料 Course Information	系級班別 Department/Class	課程名稱 Course Title	課程代碼 Course Code	必選修 R/E	學分 Credit(s)
<input type="checkbox"/> 作為本系必修科目 Required course in the department of student's major. <input type="checkbox"/> 作為外系選修學分 Elective course in other department					
<input type="checkbox"/> 作為本系必修科目 Required course in the department of student's major <input type="checkbox"/> 作為外系選修學分 Elective course in other department					
<input type="checkbox"/> 其他 Others		※適用學生：因特殊原因科目需變動者。(含體育、軍訓跨班修課或修讀輔系、雙主修學生) Applicable to students with special reasons(e.g., students with double major/minor study and students who registered for physical education or military training course)			
科目資料 Course Information	系級班別 Department/Class	課程名稱 Course Title	課程代碼 Course Code	必選修 R/Optional	學分 Credit(s)
變動(前)科目資料 Course information prior to change					
變動(後)科目資料 Course information after change					
特殊原因(說明於右) Reasons for request					
該生所屬系主任簽章 Signature of chairperson of student's department	欲修習科目所屬系主任簽章 Signature of chairperson of department offering the course				
學生簽章 Student's Signature					

注意事項(Note)：

- 必修科目退選或跨系選修必須填寫本表，並依規定經退、加選科目所屬系主任審核，核准後由所屬系(所)承辦人上網選課，逾時恕不受理。Students who apply for required course withdrawal or inter-departmental course registration need to complete this form. Staff of the department of the student's major are responsible for online course registration after student receives chairpersons' approval. Applications received after the deadline will not be accepted.
- 本表務請繳回學生所屬系辦公室存查，始完成申請手續。The procedure is completed upon the department's reception of the completed form.