



_____學年度_____學期 研究生 上修/外系所選修課程申請書
 Register for Upper-level Courses or Courses in Other Departments
 for Graduate Student

申請日期 Date: _____年____月____日 系所 Department/年級 Grade: _____

學號 Student ID: _____ 姓名 Name: _____ 聯絡電話 Phone: _____

申請原因 Reason: <input type="checkbox"/> 上修 Register for upper-level courses <input type="checkbox"/> 外系所選修 Register for courses from other departments <input type="checkbox"/> 其他,請詳述 Other, please specify _____ 擬修課程 Course: <input type="checkbox"/> 列入畢業學分 counted as credits for graduation <input type="checkbox"/> 不列入畢業學分 not counted as credits for graduation 開課系所 Course department : _____ 開課年級 grade : _____ 課號 Course code : _____ (<input type="checkbox"/> A/ <input type="checkbox"/> B/ _____ 班) 課名 Course name : _____ (<input type="checkbox"/> 選修 Elective/ <input type="checkbox"/> 必修 Required)				主授課教師簽章 Instructor Signature
主指導教授簽章 Advisor Signature	就讀系所承辦人簽章 Student's Department personnel <input type="checkbox"/> 列入畢業學分 <input type="checkbox"/> 不列入畢業學分	就讀系所主管簽章 Head of the Department of your Program	研究生事務處簽章 Office of Graduate Student Affairs personnel	研究生事務長簽章 Dean of Office of Graduate Student Affairs

107.9.21 修訂

第一聯 研究生事務處存查



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第二聯 學生存查 Copy for Student

1. 申請條件：課程設定限制條件而無法於網路上選課者。For students who cannot select the course online due to course-taking restrictions.
2. 申請期限：網路加退選截止日前。Deadline: Before online courses add/drop section ends.
3. 請先向所屬系所確認，修讀他系所課程是否認列為畢業學分，以免影響自身權益。Please check with your department if taking courses offered by other department will be counted as credits for graduation.



_____學年度_____學期 研究生 逾期選課申請書
Overdue Course Selection for Graduate Student

申請日期(date)： 年(y) 月(m) 日(d)

學系(所)/年級 Department/Grade		學號 Student I.D.	姓名 Name	連絡電話 Phone Number		
加選課程代碼 Course Code	開課年級/班別 Course Grade/ Class	開課單位 Department	課程名稱 Course Title	學分數 Credits	修別 R/E	授課教師簽章 Instructor Signature
請說明原由/ Reason(s) for the request:						
申請人簽章 Applicant Signature		導師或主指導教授簽章 Advisor Signature		系主任簽章 Department Chair's approval		
研究生事務處 Graduate Student Affairs contractor personnel				研究生事務長 Dean of Graduate Student Affairs		

105.10.12 更新

說明 Notice:

1. 第三~四週加選課程請填寫此申請單，依表格流程核簽，送至研究生事務處由事務長核可後，才予通過。

This application is only for 3rd~4th week of the semester. The application will be effective after the approval of the Dean of Graduate Student Affairs.

2. 於**第四週起**提出申請者，授課教師需檢附相關佐證證明(e.g. 簽到單、小考、作業及報告等)。

From the 4th week, the instructor should provide the student's enrollment proof (sign-up sheet, test, homework, etc.) to make the application effective.



____學年度____學期 研究生 **停修課程**申請書(第12-13週)
Course Withdrawal for Graduate Student(12th -13th week)

申請日期(date): 年(y) 月(m) 日(d)

學系(所)/年級 Department/Grade		學號 Student I.D.	姓名 Name	連絡電話 Phone Number		
課程代碼 Course Code	課程名稱 Course Title		學分數 Credits	修別 R/E	授課教師簽章 Instructor Signature	
請說明原由/ Reason(s) for the request:						
申請人簽章 Applicant Signature		導師或主指導教授簽章 Advisor Signature		系主任簽章 Department Chair's approval		
研究生事務處 Graduate Student Affairs contractor personnel				研究生事務長 Dean of Graduate Student Affairs		

106.12.18 更新

說明 Notice:

- 本申請表之使用須符合「中國醫藥大學學生選課作業辦法」，並由本人親自辦理。
The use of this application form complies with the China Medical University Course Selection and Registration Guidelines for Students, and students must submit this application personally.
- 停修課程申請自第12週星期一上午8點起至第13週星期五下午5點止，依流程核簽，送至研究生事務處，逾期恕不受理。
Course withdrawal applications are accepted from **Monday 8:00 am of the 12th week until Friday 5:00 pm of the 13th week**. Please submit this application form to Office of Graduate Student Affairs before Friday 5:00 pm of the 13th week. Late applications will not be accepted.
- 請同學務必於第14週星期二上午10點起查詢停修課程是否成功(路徑：學生資訊系統→成績查詢→查歷年成績)；若有問題，需於第14週星期五下午5點前洽詢研究生事務處承辦人員。
After Tuesday 10:00 am of the 14th week, students should make sure if the withdrawal application is approved. (Student Information System → Course Grade Inquiry → See All Previous Course Grade)
If you have any questions, please contact the persons in charge of Office of Graduate Student Affairs before Friday 5:00 pm of the 14th week. If no issues are raised before the deadline, the data on Academic Affairs System will be finalized and no further changes may be made.