**Application Form for Students to Take a Full-year Course**

(For those registering the 2nd semester course first)

(For those with a grade below 50 in the 1st semester)

**Year 　　Semester**

**Student Information**

|  |  |  |
| --- | --- | --- |
| Department:  Year of Study: | Student ID: | Student name: |
| Reason for application: | | Phone: |

**Course Application Information**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course code (Ex. D-CTCO-00001-A) | | | | Course Title | Credits | Course Type | Semester | Instructor Signature | Course Unit Signature |
| **Division** | **Course Unit** | **Course Number** | **Group / Session** |
| D | 0111 | 12345 | A | ○○○○○○  □Registering the 2nd semester course first  □Registering for the 2nd semester with a grade below 50 | 2 | Required | 01 |  |  |
|  |  |  |  | □Registering the 2nd semester course first  □Registering for the 2nd semester with a grade below 50 |  |  |  |  |  |
|  |  |  |  | □Registering the 2nd semester course first  □Registering for the 2nd semester with a grade below 50 |  |  |  |  |  |
|  |  |  |  | □Registering the 2nd semester course first  □Registering for the 2nd semester with a grade below 50 |  |  |  |  |  |
|  |  |  |  | □Registering the 2nd semester course first  □Registering for the 2nd semester with a grade below 50 |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Student signature:  Date (YYYY/MM/DD): | Department Chair Signature: | Curriculum Division Notes: |

Notes:

1. This application form is based on the Regulations for Course Selection Article 8 (“Students taking a full-year course cannot register the 2nd semester course without completing the 1st semester course. Those permitted by the instructor and approved by the department chairperson, however, are not subject to the regulation.”) and Article 9 (“Undergraduates who have failed a course but got a course grade of above 50 can continue with the course in next semester. For those receiving a course grade of under 50, only upon the agreement of the instruction and the approval of the department chairperson can they continue with the course.”).
2. This application form can be used to apply for corrections of course selection errors; **in this case, students do not need to fill out the triplicate manual add/drop application form.**
3. **This application form must be sent to the Curriculum Division for processing after completion of the relevant procedures and signatures. The application deadline for each semester shall be the same as the deadline for correction of course selection errors (based on the date of delivery to the Curriculum Division; late submissions will not be accepted).**