

長庚大學校際選課申請單

CGU Application Form for Inter-University Course Registration

申請日期 Application Date : ____/____/____(yyyy/mm/dd)

◇ 學生基本資料 *Student's Basic information* :選課性質/學期 Course Type / Semester : ☐學期修課 Semester Course ____學年度 Academic year第____學期 Semester ☐暑修 Summer semester ____學年度 School year

姓名 Name	學號 Student ID	聯絡電話 Contact Phone
	系所/ 組別 Department / Group	年級 / 班別 Year / Class

原就讀學校 課程名稱 Course Title of Original school : _____

科目代號 Course Code : _____ 學分數 Credits : _____

◇ 擬選修課程學校資料 *Courses Information of Course-offering University* :

申請學校系所 Application School : _____

Department : _____ Year _____ Class _____

申請學校科目名稱 Course (In Chinese) : _____

申請學校英文科目名稱 Course (In English) (必填) _____

科目代號 Course Code : _____ 學分數 Credits : _____

申請原因 Reason for application : ☐本校修習不及格需補修 Retake a failed course☐本校未開設此課程 Course not offered at CGU☐不足畢業學分 Insufficient credits for degree requirements☐其他 others (請說明 Please specify) _____◇ 原就讀學校審核 *Approval by CGU* :

課程負責教師 Instructor's Signature	系(所)主任 Department Chair	課務組 Curriculum Section	註冊組/研教組 Registry Section/Graduate Studies Section

☆ **開課學校審核** *Approval by Course-offering University* :

課程負責教師 Faculty	教務處 Office of Academic Affairs	出納組(繳費) Cashier Section

已繳交共計_____學分之學分費 = 合計_____元

Course(s) fee have been paid for_____credit(s) = Total bills NT \$ _____

申請流程 Process：就讀學校之課程負責教師 CGU Instructor →系(所)主任 Department Chair →教務處 Office of Academic Affairs →開課學校 course-offering university →就讀學校教務處存檔。Turn in original forms to the Curriculum Section of the Office of Academic Affairs, CGU.

注意事項 Notes：

1. 申請校際選課者，須符合「長庚大學學生校際選課實施辦法」規定，其他未盡事宜，依本校相關規定辦理。

Students applying to take courses at other universities are required to follow regulations stated in the “CGU Regulations for Student Cross-registration”. Matters not stated in said document will be addressed according to relevant regulations of CGU.

2. 校際選課程序完成兩週內，請將申請表正本交回本校教務處課務組，以將暑修成績納入學期成績中。

After registering for a course at other universities, students are required to turn in their original application forms to the Curriculum Section of the Office of Academic Affairs of CGU **in two weeks**, in order to include the credits in the curriculum of the students.