|  |  |  |  |
| --- | --- | --- | --- |
| Course Add/Drop Application  & Confirmation for Course Retake  (Undergraduate)    20 Year Semester | Advisor | | Department Head |
| Name |  |  |
| Signature |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dept. (Major) |  | Student ID No. | |  | | Name | |  |
| Contact No. |  | \*Please check (√) if applicable. | | | | | | |
| Major classification | Minor( ), Double major( ),  Advanced major( ),  Individually designed major( ) | Other  classification | Honor  Student( ) | | Exceptions | | - Less than12 credits in the semester  immediately prior to graduation( )  - More than 25 credits ( ) | |

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| **< A d d >** | | | | | | | | |
| No. | Course Number | Course Code | Section | Course Title | | Lecture-Lab  -Credit | Course Professor | |
| Name | Signature |
| 1 |  |  |  |  | | - - |  |  |
| 2 |  |  |  |  | | - - |  |  |
| 3 |  |  |  |  | | - - |  |  |
| 4 |  |  |  |  | | - - |  |  |
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| **< D r o p >** | | | | | | | | |
| No. | Course Number | Course Code | Section | Course Title | | Lecture-Lab  -Credit | Course Professor | |
| Name | Signature |
| 1 |  |  |  |  | | - - |  |  |
| 2 |  |  |  |  | | - - |  |  |
| 3 |  |  |  |  | | - - |  |  |
|  | | | | | | | | |
| **< Retake >** | | | | | | | | |
| No. | Initial Course Registration Records | | | | | Current Course(Retake Only) | | |
| Year/  Semester | Course Code | Course Title | | Grade | Course Code  (Section) | Course Professor | |
| Name | Signature |
| 1 |  |  |  | |  |  |  |  |
| 2 |  |  |  | |  |  |  |  |
| 3 |  |  |  | |  |  |  |  |

※ Total applied credits after “Add" or "Drop" courses should be from 12 to 24 credits.

(Summer/Winter semester: less than 9 credits)

**※ If application/cancellation is not processed online, please obtain approval (signature) from course professor**

**on this form and submit to the Academic Registrar’s Team.**

※ In the event of falling under any of the following, this form should be submitted to the Academic Registrar’s

Team after obtaining signatures from the advisor and department head.

A. For those who wish to register for 25 credits or more, their GPA of the preceding semester should be 3.0 or higher.

B. Those who wish to register for less than 12 credits can only do so when the remaining credits required (including Graduation Research, Humanity/Leadership, AU, etc.) for graduation consist of less than 12 credits.

※ Students who apply for "Retaking courses" or "Registration of courses for Summer/Winter semester“ must pay

all tuition fees during the designated period. If you fail to pay all tuition fees before the last day of that period,

your application will be cancelled.

**※ In the event of signature forgery, the relevant student shall be referred to the Student Reward & Punishment**

**Committee.**

**Date: MM DD, YYYY**