

**臺北醫學大學學生選課報告書**  
**Taipei Medical University Request for Course Selection\***

_____學年度/Academic Year <input type="checkbox"/> 上學期/ Fall Semester <input type="checkbox"/> 下學期/ Spring Semester									
<b>學系</b> Department				<b>年級</b> Grade level			<b>學號</b> Student ID		
<b>姓名</b> Name				<b>聯絡電話</b> Phone					
<b>說明原由/ Reason(s) for the request :</b>  									
<b>特申請/ I herewith apply for :</b>									
<b>課程</b> Course		<b>開課單位</b> Department	<b>課號</b> Course Code	<b>班別</b> Class	<b>課程名稱</b> Course Title	<b>必/選</b> R/E	<b>學分</b> Credits	<b>授課教師簽名(加選)</b> Instructor Signature (For Adding)	
<b>加選</b> Add	<b>退選</b> Drop								
<b>敬請惠准/ I hope that you will consider my application favorably.</b>									
<b>申請人簽名/Applicant's Signature :</b> _____									
<b>申請日期/Date of</b> _____ 月/Month _____ 日/Day _____ 年/Year									
<b>簽核欄(請簽註意見及日期)/Approved (Comments &amp; Date)</b>									
<b>行政教師<sup>(A)</sup></b> Administrative Advisor					<b>指導教授<sup>(B)</sup></b> Academic Advisor		研究生適用 (only for Graduate Institute Student)		
<b>單位主管<sup>(C)</sup></b> Department Chair					<b>課務組承辦<sup>(D)</sup></b> Curriculum Section Staff				
<b>課務組組長<sup>(E)</sup></b> Curriculum Section Chief					<b>註冊組承辦/組長<sup>(F)</sup></b> Register Section Staff / Chief				
<b>副教務長<sup>(G)</sup></b> Associate Dean of Academic Affairs					<b>教務長<sup>(H)</sup></b> Dean of Academic Affairs				

註：本報告書簽准後，正本送課務組存檔，如須留底，請自行影印。

Note: After obtaining signed approvals, forward the original copy to Curriculum Section. Please make a photocopy, if necessary.

\*The Chinese version of this document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.

## 【備註說明/Remarks】

1.請詳加敘明原由。

Please explain the reasons for the request in detail.

2.因特殊情形等原因於選課確認時段以前(含)之申請：

Special application before/during checking results and final correction period:

(1)申請一般通識組/語言中心/體育教學組，須會簽該單位行政教師，並依相關單位規定辦理。  
Student apply for general education courses should be approved by Center of General Education.

簽核流程為：(A)行政教師→(D)課務組承辦

The approved process:

(A)Administrative Advisor→(D)Curriculum Section Staff

(2)申請專業課程，須會簽本系行政教師及單位主管。

Student apply for courses offered by other departments should be approved by administrative advisor, academic advisor and department chair.

簽核流程為：(A)行政教師→(B)指導教授(研究生適用)→(C)單位主管→(D)課務組承辦

The approved process:

(A) Administrative Advisor→(B) Academic Advisor(only for Graduate Institute Student)→(C) Department Chair→(D) Curriculum Section Staff

(3)已具輔系/雙主修之資格者，若申請修習輔系/雙主修課程，須會簽輔系/雙主修學系行政教師及單位主管。

Student, who qualified for double-majors/minor studies, apply for double-major/minor-study courses should be approved by the double-major/minor-study departments.

簽核流程為：(A)行政教師→(B)指導教授(研究生適用)→(C)單位主管→(D)課務組承辦

The approved process:

(A) Administrative Advisor→(B) Academic Advisor(only for Graduate Institute Student)→(C) Department Chair→(D) Curriculum Section Staff

3.於選課確認時段後之申請：

Special application after checking results and final correction period:

簽核流程為：(A)行政教師→(B)指導教授(研究生適用)→(C)單位主管→(D)課務組承辦→(E)課務組組長→(F)註冊組承辦/組長→(G)副教務長→(G)教務長

The approved process:

(A) Administrative Advisor→(B) Academic Advisor(only for Graduate Institute Student)→(C) Department Chair→(D) Curriculum Section Staff→(E) Curriculum Section Chief→(F) Register Section Staff / Chief→(G) Associate Dean of Academic Affairs→(H) Dean of Academic Affairs