**National Sun Yat-sen University \_\_\_\_Academic Year\_\_\_\_Semester:**

**Request Form for Timetable Schedule Change**

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| Course Title  （required field） | |  | | | | | Course Code  （required field） |  |
| Description | | Elective course for students of \_\_\_\_\_entry year\_\_\_\_\_semester | | | | | Department/ Year |  |
| □New Course　□Course Closure □Alteration（Please indicate the details of alteration) | | | | | | | | |
| Timeline  (required field) | | | □Before preliminary selection stage  □After preliminary selection stages (before add/drop courses stage)  □Begin add/drop courses stage | | | | | |
| Reason for change  (required field) | | |  | | | | | |
| Type of Change | main faculty member | | □add  □delete | **Total\_\_** | □hours allocation | | □average　□other: please provide detail description in a separate sheet of paper | |
| □Lecture time | |  | | | □additional schedule | Please fill in Course Offering Form | |
| □Allowed No. | | 1.Allowed No. changed from \_\_\_\_ (students) to \_\_\_\_ (students).  2. Total No. of both Inter-College Electives (including Specialty course) and Liberal Arts courses :  (1) Integrated courses-- course code 1st: \_\_\_\_ (Allowed No. \_\_\_\_ (students)) and course code 2nd: \_\_\_\_ (Allowed No. \_\_\_\_ (students))  (2) Total No. of integrated courses changed from \_\_\_\_ (students) to \_\_\_\_ (students).  (3) If total No. more than 115, please clarify with instructions (reasons). | | | | | |
| □Class room | | Class room changed \_\_\_\_\_\_\_\_\_\_\_\_\_ ( It is allowed for \_\_\_\_ (students)) | | | | | |
| □Perquisite requirements | | Changes should be made before the pre-selection stage. To ensure the students are treated fairly in the course selection process, application for changes cannot be accepted after the deadline. | | | | | |
| □Notes | |  | | | | | |

Notes： Additional schedule means the course indicated here, aside from being listed in the course schedule of the course offering department/class, can also be listed in a course schedule of an appointed department/class. Courses that are run in combined classes are advised to follow this procedure in order to reduce the number of courses offered by the department.

**Application procedure for timetable Schedule Change：**

1. 【Before the pre-selection and preliminary stage】The application needs to be proceeded in the sequence of (1)(2)(3);(approvals from the Head of College and the Centre for General Education are required for basic and liberal arts courses
2. 【After the preliminary stage and before the add/drop courses stage 】:Aside from the required procedure listed in 1, signatures from the student need to be provided. Print out the form from the course offering system: /login ID/password/Course code(the course that is affected by the proposed timetable schedule change)
3. 【Add/drop courses stage】Changes can only be made after completing the procedure in 2 and receiving the approval from the Head of Office of Academic Affairs.
4. Please follow the required application deadline. Application cannot be accepted after the deadline.

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| --- | --- | --- | --- | --- | --- |
| Coordinator(1) | Faculty member(2) | Head of the Course Offering Department(3) | Basic/Liberal Arts Courses(4) | | 【Add/Drop Course Stage】 |
| Head of College | Center for General Education | Head of Office of Academic Affairs |
| Ext. no. ：  　　Date: |  |  |  |  |  |

Please attach a list of names and signatures of students who have successfully obtained enrollment on the course after changes made following the completion of the course selection stage.