

# LINGNAN UNIVERSITY

## Application for Adding/Dropping Courses and Changing Sections under SPECIAL CIRCUMSTANCES

**Important: This form shall be used only for enrolments under special circumstances (e.g. reached the maximum number of Web add/drops, quota full or other restrictions) with valid reasons. Regular transactions should be done via the Web.**

- Notes:
1. The student should complete and submit this form to the Department offering the course concerned during the add/drop period which commences 4 days before classes and ends 6 calendar days from start of classes. To avoid last-minute rush, the student should submit this form as early as possible.
  2. If the changes involve more than one Department, separate forms should be used.
  3. The student should check to ensure that there is no time clash or over-enrolment of credits after making the change; otherwise, Registry will not be able to process the application even if it is approved by the subject teacher.
  4. The Department will pass the application form to the subject teacher for approval. If the application is approved, the Department will fax the form to Registry for updating the student's records. The Department will retain the application during the term for records and verification.
  5. Upon receipt of the fax from the Department, Registry will update the student's record accordingly and the student can view the updated record from the Web.
  6. If the application is not approved, the Department Office will notify the student.
  7. Students reached the maximum number of Web add/drops may submit this form to the Registry direct for processing manual add/drop by the Registry staff.

Name of Applicant:		Student No.:	Contact phone No.:
Term, 20 - 20	Year of Study:	Study Programme:	
No. of Credits Enrolled for the Current Term : before changing = _____ ; after changing = _____ <b>(N.B. Credits taken should not exceed the normal academic load.)</b>			

Reason for enrolment under special circumstances: \_\_\_\_\_

Course/Section	Item	CRN	Course Code	Course Title	Course Section	Subject Teacher's Approval *
Course/s to be Added	1					
	2					
	3					
	4					
Course/s to be Dropped	5					
	6					
	7					
	8					
Section to be Changed	9				From:	
					To:	
	10				From:	
					To:	

\* for students who have reached the maximum number of Web add/drops, subject teacher's approval is NOT required unless the quota is full.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registry's Use	Received and checked by _____ on _____ Student's record updated by _____ on _____
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