

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

This form shall be used only for enrolments under special circumstances (e.g. when the quota is full, reached the maximum number of Web add/drops has been reached, or other restrictions apply) with valid reasons during the add/drop period specified on the Registry website (<https://www.ln.edu.hk/registry>). Regular transactions should be conducted through the Web.

- The approved application shall be submitted by the course offering departments / programme offices concerned to the Registry at registry@ln.edu.hk. Application submitted by students to the Registry will **NOT** be processed.
- In the event of a **full course quota**, students concerned should submit the completed form directly to the course offering departments.
- To avoid a last-minute rush, students should submit this form to the course Offering departments as early as possible. The completed form with relevant approval should reach the Registry no later than the last day of the add/drop period.
- If the changes involve more than one department or courses in different terms, students should submit separate application forms.
- Upon approval by the department, students are advised to check their timetables for the changes. If the application is not approved, the department will notify the student concerned.
- It is the responsibility of students to ensure there are no time clashes or over-enrollment of credits after the change. In either case, the Registry will **NOT** process the application even if relevant approval has been sought, and shall not be responsible for any resulting consequences.
- In the event of other special circumstances, the concerned students should contact the Registry for assistance.

Name:	Student No.:	Contact Tel. No.:
Email:	Year of Study: ____	Study Programme and Major:

I wish to add/drop the following course(s) in 1st / 2nd / Summer * Term, 20____ - 20____ (* circle as appropriate)

No. of Credits Enrolled for the Term : before change = _____ ; after change = _____

(Credits taken should not exceed the normal study load. The maximum study load in a summer term is two courses or six credits)

Reason(s) for enrolment under special circumstances: _____

STEP 1 Provide the information on course(s) to be added/dropped below				STEP 2 Obtain approval from below parties (For application submitted BEFORE the end of Add/Drop Period, upon approval, the Department will pass the form to the Registry at registry@ln.edu.hk for updating of student records. The Department will keep a copy of the application form during the Term for record and verification purposes.)		STEP 3 Obtain approval from the Programme Director of the enrolled programme of the student for applications submitted AFTER the end of Add/Drop Period
Course Code	Course Section	CRN	Request <i>(circle as appropriate)</i>	Subject Teacher's Endorsement (By signing this, the student will also be exempted from prerequisite, if any)	Approval by the Head of Course Offering Department	
e.g.	CCC8011	12	78	<u>ADD</u> / DROP		
1				ADD / DROP	Signature: Name:	<p><i>(Not Applicable for Inbound Exchange Students)</i></p> <p>Signature:</p> <p>Name:</p> <p>Date:</p> <p>Only under very special circumstances, a student is required to apply in writing to the Programme Director/Head of his/her Department for permission to add or drop a course <u>after</u> the stipulated deadline, but no student is allowed to drop a course after a lapse of one-third of the term.</p>
2				ADD / DROP	Signature: Name:	
3				ADD / DROP	Signature: Name:	
4				ADD / DROP	Signature: Name:	

Applicant's Signature: _____ **Date:** _____

The approved application shall be submitted by course offering departments / programme offices concerned to the Registry. Application submitted by students to the Registry will NOT be processed.

Personal Information Collection Statement:

- The purpose of collecting personal data by means of this form is to process this application only.
- In order to serve the specified purpose(s), the personal data collected may be transferred to other units within the University for necessary actions, where applicable. All information provided will be destroyed in one year.
- Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to third parties other than those specified in Point (b).
- Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, your application cannot be processed.
- Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
- As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests for access to personal data, please contact the Data Protection Officer at DPO@LN.edu.hk. For requests to correct/update personal data, please contact the Registry at registry@LN.edu.hk.

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

Copy: () to Registry