

LINGNAN UNIVERSITY
Department of Cultural Studies (MCS programme)
Application for Adding/Dropping Course(s) in the 1st semester
2024-2025 (Email : mcs@ln.edu.hk)

Notes:

1. We will begin accepting applications from **3 September 2024**. This form must be completed and returned to the Cultural Studies Department on or before **16 September 2024**. Early and late application will not be accepted.
2. Only under very exceptional circumstances a student may apply in writing to the Programme Director for permission to add or drop a course after the stipulated deadlines. No student is allowed to add or drop a course after a lapse of one third of the semester.
3. Please note that your application for the adding/dropping course may not be approved if the class reaches to its full capacity or other valid reasons.

Name of Applicant :	Student No. :
Study Programme : MCS (This form is not applicable to MCS(DCI) students)	Year of Study:
Email Address :	Contact No.:
No. of Credits Enrolled for the Current Semester : before changing = _____ ; after changing = _____	

	Item	Course Code	Course Title	Approval of Programme Director
Course(s) to be added	1			
	2			
Course(s) to be dropped	1			
	2			

Reasons: _____

Applicant's Signature : _____ Date : _____

Received and checked by _____ on _____.	Student's record updated by _____ on _____
Remarks:	Remarks:

Personal Information Collection Statement :

1. Personal data provided on this form will be treated confidentially and will be used for processing this application only.
 2. Information provided may be transferred to other units within the University for necessary actions, where applicable.
 3. Applications for access to personal data should be made to the Data Protection officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the MCS Programme Office (mcs@LN.edu.hk).
- April 2024