

LINGNAN UNIVERSITY
Application for Adding/Dropping Summer Courses 2020
Under Special Circumstances

This form shall only be used for enrollment for courses **the quota of which is full** during the stipulated add/drop period:
 Session 1: 1- 7 June 2020
 Session 2: 16 - 17 July 2020
 Regular transactions should be done via the Web.

It is the responsibility of students to ensure no time clash after the change (please refer to the Summer School website at <http://www.ln.edu.hk/summer/> for any latest update of class schedule). Registry shall not be responsible for the consequences that may lead to due to failure in processing the application in either of the above case mentioned.

Application Procedures:

1. Students should complete and submit this form to the Department offering the course concerned during the stipulated add/drop period. To avoid last-minute rush, students should submit this form to the Department as early as possible.
 (Note: If the change involves more than one Department, separate forms should be used.)
2. The Department will keep track of the course quota situation and decide if the application can be approved. If the application is approved, the **course offering department** will send the completed form to the Registry on or before the closing date of the Summer Term add/drop Period. Late application or submission will **not** be processed.
 (Note: The Department will retain the application form during the Term for record and verification purpose, if necessary.)
3. Approved application form which has duly reached the Registry via the course offering department will be processed accordingly. Students can view the updated enrollment record via the Web later on.
4. If the application is not approved, the Department Office will notify the student concerned.

Name of Applicant : _____ Student No. : _____ Contact Tel. No.: _____

No. of Summer Course(s) to be enrolled for: before change = _____ ; after change = _____

Course(s) to be **Added** (only for course(s) the quota of which is full) –

Note: Students should ensure no time clash of classes after change

	CRN	Course Code	Course Title	Subject Teacher's Endorsement Signature (Name)	Approval by Head of Course Offering Department Signature (Name)
1				(Name: _____) (Department: _____)	(Name: _____) (Department: _____)
2				(Name: _____) (Department: _____)	(Name: _____) (Department: _____)

The above is applicable to courses offered by Lingnan University only.

Course(s) to be **Dropped** after adding the above course(s) -

	CRN	Course Code	Course Title
1			
2			

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

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 Registry (registry@LN.edu.hk).

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