

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. reached the maximum number of Web add/drops, quota full or other restrictions) with valid reasons during the stipulated add/drop period which commences 4 days before classes and ends 6 calendar days from start of classes. Regular transactions should be done via the Web.

In the event of Maximum No. of Web add/drops being reached:

1. Students concerned should submit the completed form to the Registry direct and in person NO LATER than the last day of the add/drop period.
2. It is the responsibility of students to ensure no time clash or over-enrolment of credits after the change; Registry shall not be responsible for the consequences that may lead to due to failure to process the application in either case mentioned.

In the event of Course Quota Full:

3. 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 as early as possible. The completed form with relevant approval should reach Registry no later than the last day of the add/drop period.
4. If the changes involve more than one Department, separate forms should be used.
5. If the application is approved, the Department will pass the form to Registry for updating of student records. The Department will keep the copy of application form during the Term for record and verification purpose.
6. Upon receipt of the form from the Department, Registry will update the record accordingly and student can view the updated record via the Web.
7. If the application is not approved, the Department Office will notify the student concerned.
8. It is the responsibility of students to ensure no time clash or over-enrolment of credits after the change; in either case mentioned, Registry will NOT process the application even if relevant approval has been sought, and shall not be responsible for the consequences that may lead to.

Name of Applicant:	Student No.:	Contact Tel. No.:
____ Term, 20____ - 20____	Year of Study: ____	Study Programme ^(Note) /Major Programme:
No. of Credits Enrolled for the Current Term : before change = _____ ; after change = _____ (N.B. Credits taken should not exceed the normal academic load.)		

Note: for students whose Major Programme has not been allocated.

Reason(s) for enrolment under special circumstances: _____

Course(s) to be Added -

	CRN	Course Code	Course Title	Course Section	Subject Teacher's Endorsement * <i>Signature (Name)</i>	Approval by Head of Course Offering Department * <i>Signature (Name)</i>
1					()	()
2					()	()

Course(s) to be Dropped -

	CRN	Course Code	Course Title	Course Section
3				
4				

Section(s) to be Changed -

	CRN	Course Code	Course Title	Course Section	Subject Teacher's Endorsement * <i>Signature (Name)</i>	Approval by Head of Course Offering Department * <i>Signature (Name)</i>
5				From:	()	()
				To:	()	()
6				From:	()	()
				To:	()	()

* for students who have reached the maximum number of Web add/drops, subject teacher's endorsement and approval by the Head of the course offering Department is NOT required unless the quota is full.

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).

Registry's Use	Checked by _____ on _____	Student's record updated by _____ on _____
----------------	---------------------------	--