

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 the start of classes. Regular transactions should be done via the Web.

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

- 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.
- It is the responsibility of students to ensure no time clash or over-enrollment of credits after the change; the Registry shall not be responsible for the consequences that may lead to due to failure to process the application in either case mentioned.

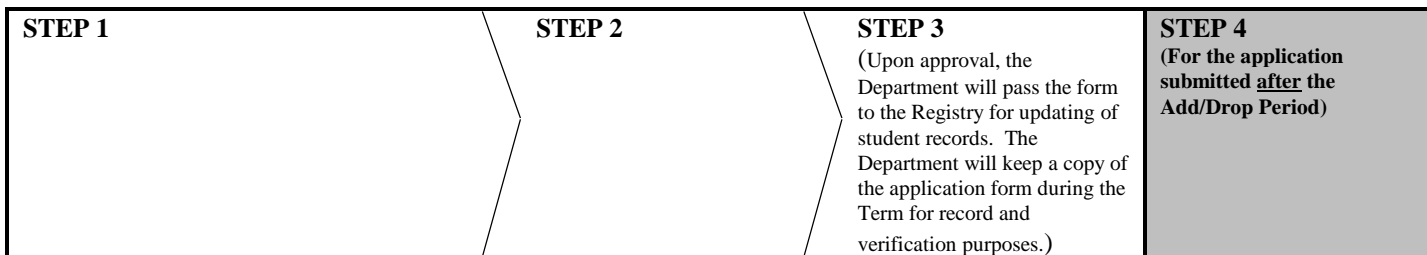
In the event of **Course Quota Full:**

- To avoid a last-minute rush, students should submit this form 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 application is not approved, the department will notify the student concerned.
- It is the responsibility of students to ensure no time clash or over-enrollment of credits after the change; in either case mentioned, the 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: _____



- If the changes involve more than one department, separate forms shall be used.
- Students are required to complete all steps.
- Upon approval by the department, students are advised to check their timetables for the changes.

Course Code	Course Section	CRN	Request	Subject Teacher's Endorsement *	Approval by the Head of Course Offering Dept *	Approval by the Programme Director of the enrolled programme of the student *#
Course(s) to be Added/ Drop -						Signature:
e.g. CCC8011	12	78	ADD / DROP			Name: 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.
1			ADD / DROP	Signature: Name:	Signature: Name:	
2			ADD / DROP	Signature: Name:	Signature: Name:	
3			ADD / DROP	Signature: Name:	Signature: Name:	
4			ADD / DROP	Signature: Name:	Signature: Name:	

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

Not applicable for inbound exchange students

Applicant's Signature: _____ Date: _____

Personal Information Collection Statement:

- Personal data provided on this form will be treated confidentially and will be used for processing this application only.
- Information provided may be transferred to other units within the University for necessary actions, where applicable.
- 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 _____	_____

Copy: () to Registry