

## 國立雲林科技大學 \_\_\_\_\_ 年度第 \_\_\_\_\_ 學期 學生報告書

National Yunlin University of Science and Technology  
Student Request Form

受理時間：加退選截止一週內，上班日「上午9-12點、下午1-5點」

流程順序：表格填寫→授課老師簽章→系所承辦人員及系所主任同意簽章→申請人送交正本至教務處課教組櫃台辦理（行政大樓1樓教務處右側課教組）→學生當場確認無誤後即可離開。請自行預留簽章時間，未完成簽章則不予受理。在職專班及進修部(專班)可洽詢系所辦公室協助。

本表採現場即時受理，為加速作業流程，請同學至櫃檯時(1)先登入單一入口服務網(2)再點選**學期選課資料**。臨櫃人員當場受理完成後，即會請您確認學期選課資料與紙本申請一致。

自114學年度起，加退選截止一週內，僅學生有下列情況者，得填具「學生報告書」經授課教師、學生就讀系所主管同意向教務單位申請**補救加選課程**（**不得加選已達人數上限之課程**）：

1. 應屆畢業生因缺修科目學分導致無法畢業者。
2. 本學期選課未達應修學分數下限規定。
3. 加退選截止後修課人數不足停開，申請改選者。

## 學生填寫欄

學 號 Student ID No.	系所及班級學制 Department/Grade/Class (例：四機械一A)
姓 名 Name (學生本人親筆簽名)	聯絡電話 Phone number 申請日期：____年__月__日

詳細說明 Additional Notes：(本欄若不敷使用，請繼續書寫於本報告書之背面，或另紙繕寫 If there is not enough space in this section, please continue writing on the back of this report or on a separate sheet of paper.)

會簽意見欄 (※**不得加選已達人數上限之課程**) Approval Comments Section (※**You may not select courses that have reached their enrollment capacity**)

學期課號 Course Serial No. <small>不是系所課號</small>	課程名稱 Course Name (全名)	開課班級 Class	修別 Required/ Elective (選/必)	學分數 Credits	(1) 任課教師簽核 Signature of the Class Instructor

## 審核欄 Ratification

(2)學生所屬系所初核 Home department/institute		(3)課教組覆核 Curriculum and Teaching Section of Office		教務長 Professor and Dean of Academic Affairs
就讀系所承辦人 Clerk	就讀系所系主任 Chair	承辦人員 Clerk	組長 Associate Professor & Director	
加選____科				

教務處收件日期：

英文翻譯是由 AI 協助完成，可能存在一些語意偏差或文法錯誤，請以原文為主，謹慎參考。

The ensuing English translation has been facilitated by AI assistance. There may be instances of semantic deviation or grammatical inaccuracies. Please prioritize the original text and exercise caution in reference.

**Application Period:** Within one week of the add/drop deadline, on workday 9:00 AM – 12:00 PM and 1:00 PM – 5:00 PM

**Procedure:** Complete the form → Obtain the instructor's signature → Obtain the signatures of the department staff member and department chair → Submit the original form to the **Curriculum and Teaching Section of Office** (located on the 1st floor of the Administration Building, to the right of the Academic Affairs Office) → Students may leave after confirming the information is correct on the spot. **Please allow sufficient time for signatures; applications will not be accepted if all signatures are not obtained.** Students in part-time programs and the Continuing Education Division (or specialized programs) may contact their department office for assistance.

**This form is processed on-site in real time. To expedite the process, please (1) log in to the Single Entry Service Portal and (2) select “Semester Selected Courses” before approaching the counter. After the counter staff completes the on-site processing, they will ask you to confirm that your semester course registration information matches the paper application.**

**Starting from the 114th academic year, within one week of the add/drop deadline,** only students in the following situations may complete a “Student Report Form” and, with the approval of the course instructor and the head of the student's department, apply to the Academic Affairs Office for remedial course registration **(courses that have reached their enrollment capacity cannot be added):**

- 1- Graduating students who cannot graduate due to missing credits from required courses.
- 2- **Students who have not met the minimum credit requirement for the current semester.**
- 3- **Students whose course was canceled due to insufficient enrollment after the add/drop deadline and who are applying to switch to another course.**