

"Course Selection Correction" Application Form

Department of International Logistics and Transportation Management

Academic Year: Semester:

*Please fill in each field within the bold border lines. Do not leave any section blank!

Application Date:

Student ID		Academic Year/Class	Department (or Institute): Year/Class:				
Name		Before Correction Total Credits		After Correctio n Total Credits			
Phone Number		Cross-Departmen t Credits Completed		Approved Excess (or Reduced) Credits			
Processing Status:	Add/Dro p	Course Numbe r	Clas s	Course Name	Credits	Class Time	Instructor' s Signature
						Day: Period:	
						Day: Period:	
						Day: Period:	
						Day:	

						Period:	
Reason for Add/Drop (Please provide details)						Applicant's Signature after confirming the above information:	
Department Verification Status:	<input type="checkbox"/> 1. Student ID verification is correct. <input type="checkbox"/> 2. No time conflicts. <input type="checkbox"/> 3. No course overload or total credits below the minimum or exceeding the maximum. <input type="checkbox"/> 4. Attached the latest class schedule for this semester. <input type="checkbox"/> 5. Other:						
	Result:						
(Stamp/Seal of the Department)							
<p>*Remarks:</p> <p>1.If a course is already full, requests for enrollment will not be accepted. Withdrawal requests will not be processed if the course enrollment is below 15 students.</p> <p>2.Once accepted, the department will handle course additions and withdrawals directly, without further notice.</p> <p>3.For undergraduate students, the minimum credit load per semester is 15 credits. Students with fewer than 15 credits will not be allowed to withdraw. The maximum credit limit is 25 credits, and students cannot enroll in additional courses if they exceed this limit.</p> <p>4.Departmental course verification is only intended to assist students who are unable to successfully enroll in courses. If your course enrollment is not problematic, please consider whether departmental verification is necessary.</p>							

5. The application form requires the applicant's handwritten signature and must be completed and returned in person. If there is an agent involved or if it is submitted after the deadline, it will be considered invalid.
6. Please be sure to present your student ID with the registration stamp and the latest printed course schedule from the academic system for verification when submitting the form.