

## Instructions for Printing Out the Add/Drop Form

(This form can only be printed out during the add/drop period).

### ■ Procedure:

Course Selection System → Print Add/Drop Form → Print Form

### ■ Instructions:

1. The add/drop forms can only be printed out during the add/drop period.
2. The add/drop forms can only be used under the following circumstances:
  - a. When the number of students taking a course has fallen below the number allowed by the system.

When the total number of students taking a course has fallen to 18 (for undergraduate courses) or 5 (for graduate courses), students who would like to drop the course are required to print out the form and ask the course instructor to sign it. Students are must then hand in the signed form to their respective departments before the add/drop course deadline. Please make a copy of the completed form for future reference. After the add/drop course deadline, all departments will send the completed add/drop forms to the Office of Academic Affairs for further processing.

- b. For courses that have restricted add/drop policies.

Due to specific policies of a department/center, certain courses cannot be added or dropped online. For students who would like to add/drop such a course, they are required to print out the form and hand it in to the department/center responsible for the course. Please make a copy of the completed form for future reference. After the add/drop course deadline, the department/center will send the completed add/drop forms to the Office of Academic Affairs for further processing.

- c. For students that need to add a course due to special circumstances.

Students may apply to add/drop a course according to the regulations of their respective departments. Students must print out their add/drop forms and hand it in to their department for approval. Once approved, the department will send it to the Office of Academic Affairs for further processing.

d. For students that, due to other department regulations, need to print out an add/drop form to complete administrative procedures.

Please complete the add/drop course procedures according to the regulations of the department.

3. When the registration limit for a course has been reached, please do not print out an 'add course form' for the instructor to sign. The Office of Academic Affairs will not accept any applications to add a course once the registration limit for the course has been reached.
4. Please make a copy and keep all printed add/drop forms for future reference.

## Steps on how to add/drop course.

Step 1: Go to this website <http://std.nhu.edu.tw/>.

南華校務系統 老師專區 學生專區 職員專區 校友專區 家長專區 廠商專區 English Interface 目前登入：39人

迎向未來 擁抱夢想

分機 南華首頁

English Course | 問卷調查 | 校園徵才 | 選課、抵免、課程問卷 | 職涯輔導專區 | 教務-公共查詢 | 下載專區 | 教職員工教育訓練專區 |

活動日期	活動名稱	主辦單位/承辦單位
2019/5/8	[成年禮課程 - 學術活動] 2019南華學堂【創業享享-到農村經營... (已報名：62 / 65)	產學合作及職涯發展處 / 產學合作及職涯發展處
2019/5/9	[成年禮課程 - 學術活動] 2019【南華學堂】創業主題班 學期開學 (已報名)	產學合作及職涯發展處 /

Step 2: Login your student system.

南華校務行政系統 NHU Administrative Management System

學號： 10610329 Student ID

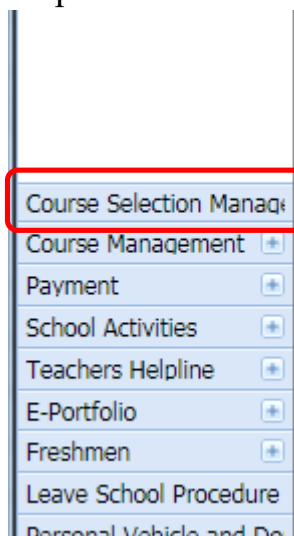
密碼： ..... Password

驗證碼： 6T8D4 6T8D4 播放語音

Login 學號查詢

人的能力在努力中可以增加  
人的學問在虛心下可以進步。

Step 3: Choose this section (Course Selection Management).

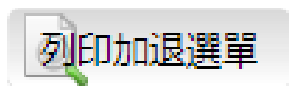


Step 4: Choose this section (Print Course List of Adding and Dropping).

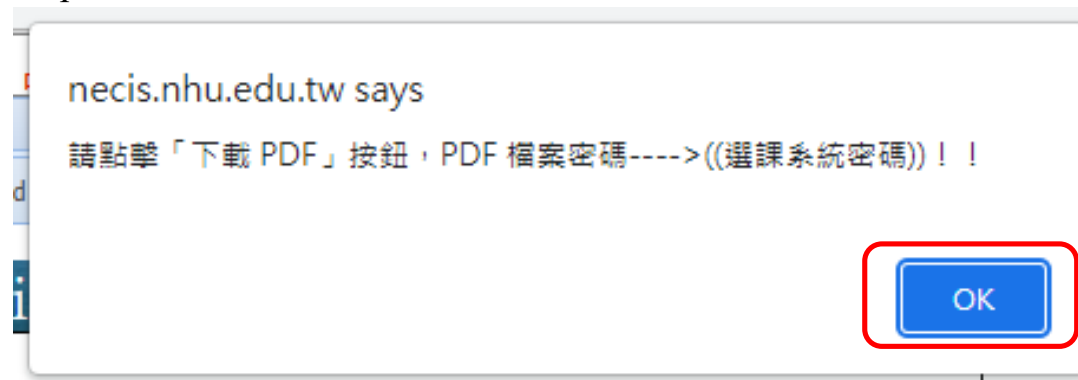
The screenshot shows a web interface with a sidebar on the left and a main content area. The sidebar has a red box around the 'Print-Course List of Adding and Dropping' option. The main content area has a blue header that reads 'Print-Course List of Adding and Dropping'. Below the header is a blue box and a button labeled '列印加退選單'. Underneath is a table of course data for the 110th year, 2nd semester.

學年學期	課程代碼	課程名稱	班次	修業類別	必修修	學分數	上課時間	
1	1102	300090043	專業企劃與簡報技巧	2	大學日間部	選修	3	[五6-H
2	1102	391100015	行銷企劃實務	1	大學日間部	選修	3	[五2-H
3	1102	391100020	國際行銷	1	大學日間部	選修	3	[二6-H
4	1102	391100047	托福英語(二)	1	大學日間部	選修	3	[一2-H
5	1102	391100065	管理會計學	1	大學日間部	必修	3	[四2-H
6	1102	391100066	作業管理	1	大學日間部	必修	3	[二1-H
7	1102	391100070	廣告與行銷溝通	1	大學日間部	選修	3	[四6-H

Step 5: Click this button to Print Course List of Adding and Dropping



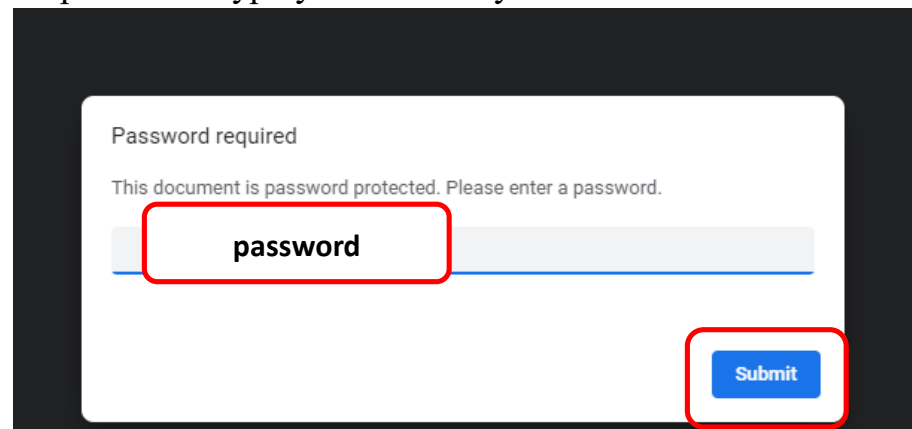
Step 6:Click OK



Step 7:Click button to download the PDF file



Step 8 Please type your school system Password and Click the OK button



Step 9 : Please write down the course that you want to add in the red color section

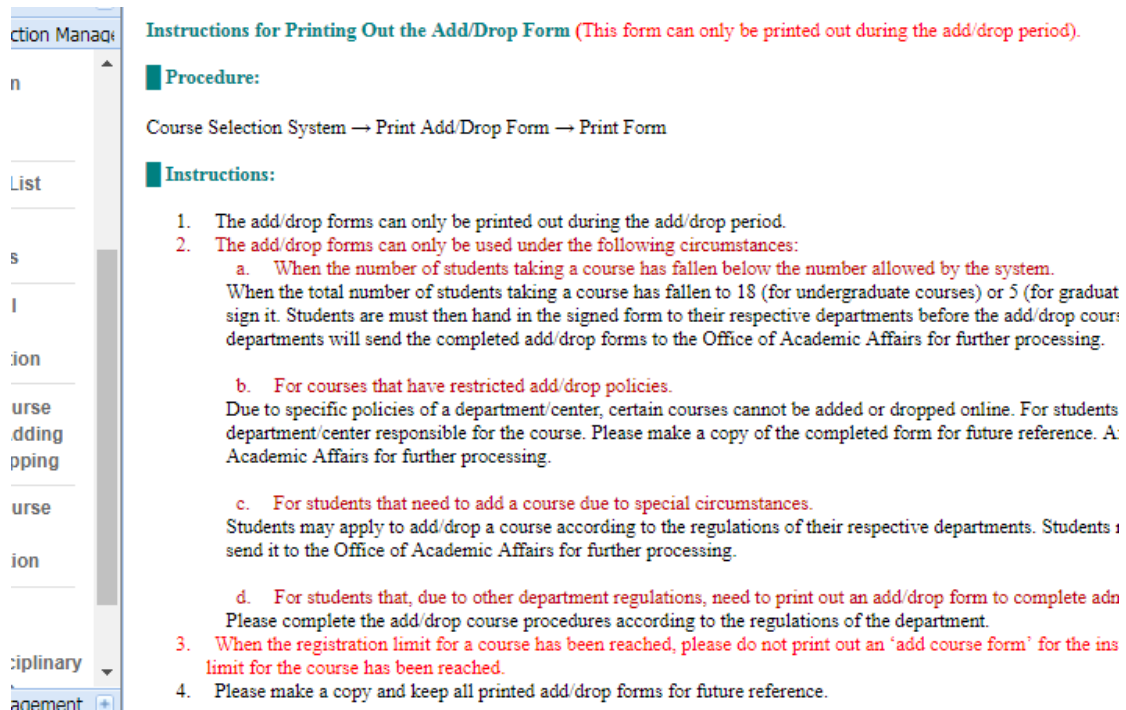
南華大學 110 學年度第2學期-學生加退選單								
學生: _____ : 管理學院/管理學院國際企業學士學位學程								
科目代碼及名稱	班次	課程修業類別	開課系所	學分	必修修	授課教師	簽章	
<input type="checkbox"/> 300090043 專業企劃與簡報技巧	2	大學日間部	管理學院	3	選修	范氏美		
<input type="checkbox"/> 391100015 行銷企劃實務	1	大學日間部	管理學院國際企業學士	3	選修	王碧恆		
<input type="checkbox"/> 391100020 國際行銷	1	大學日間部	管理學院國際企業學士	3	選修	廖英凱		
<input type="checkbox"/> 391100047 托福英語(二)	1	大學日間部	管理學院國際企業學士	3	選修	王達納		
<input type="checkbox"/> 391100065 管理會計學	1	大學日間部	管理學院國際企業學士	3	必修	洪嘉聲		
<input type="checkbox"/> 391100066 作業管理	1	大學日間部	管理學院國際企業學士	3	必修	簡詩宏		
<input type="checkbox"/> 391100070 廣告與行銷溝通	1	大學日間部	管理學院國際企業學士	3	選修	廖英凱		
<input type="checkbox"/> 391100093 專題製作	1	大學日間部	管理學院國際企業學士	3	必修	洪嘉聲等		
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<div style="border: 2px solid red; padding: 5px; display: inline-block;">Please fill in the requirement data in below</div>								
<div style="text-align: center; color: red; font-size: 2em;">↓</div>								
學生加選課程資料(僅限於不開放網路加退選之課程始可辦理):								
科目代碼及名稱	班	課程修業類別	開課系所	學分數	必修修	授課教師簽章		
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/> 通過 2+2 雙學位申請資格者		<input type="checkbox"/> 2+2 學生同意超修 <input type="checkbox"/> 延畢生同意超修 <input type="checkbox"/> 低於學分下限，同意只修習____學分數						
國際處簽章		系所主管簽章			系所助理簽章		學生簽章	

Step 10: Put a X in the box that besides the course you want to drop.

南華大學 110 學年度第2學期-學生加退選單								
學生：鍾景予 學號:10933018 系所:管理學院/管理學院國際企業學士學位學程								
科目代碼及名稱	班次	課程修業類別	開課系所	學分	必修修	授課教師	簽章	
<input type="checkbox"/> 600090043 專業企劃與簡報技巧	2	大學日間部	管理學院	3	選修	范氏美		
<input type="checkbox"/> 691100015 行銷企劃實務	1	大學日間部	管理學院國際企業學士	3	選修	王碧恆		
<input type="checkbox"/> 691100020 國際行銷	1	大學日間部	管理學院國際企業學士	3	選修	廖英凱		
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<input type="checkbox"/> 691100065 管理會計學	1	大學日間部	管理學院國際企業學士	3	必修	洪嘉聲		
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<input type="checkbox"/> 691100093 專題製作	1	大學日間部	管理學院國際企業學士	3	必修	洪嘉聲等		
學生加選課程資料(僅限於不開放網路加退選之課程始可辦理):								
科目代碼及名稱	班	課程修業類別	開課系所	學分數	必修修	授課教師簽章		
<input type="checkbox"/> 通過 2+2 雙學位申請資格者	<input type="checkbox"/> 2+2 學生同意超修 <input type="checkbox"/> 延畢生同意超修 <input type="checkbox"/> 低於學分下限，同意只修習____學分數							
國際處簽章	系所主管簽章		系所助理簽章		學生簽章			

After you done the following step in above please ask signature from professor

(Note: The form can be obtained during the add/drop course period.)



The screenshot shows a sidebar on the left with menu items: "ction Mana...", "n", "List", "s", "l", "ion", "urse", "dding", "pping", "urse", "ion", "iplinary", and "anement". The main content area is titled "Instructions for Printing Out the Add/Drop Form (This form can only be printed out during the add/drop period)." and contains the following information:

**Procedure:**  
Course Selection System → Print Add/Drop Form → Print Form

**Instructions:**

- The add/drop forms can only be printed out during the add/drop period.
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When the total number of students taking a course has fallen to 18 (for undergraduate courses) or 5 (for graduate courses), students must then hand in the signed form to their respective departments before the add/drop course period ends. Departments will send the completed add/drop forms to the Office of Academic Affairs for further processing.
  - For courses that have restricted add/drop policies.**  
Due to specific policies of a department/center, certain courses cannot be added or dropped online. For students, the department/center responsible for the course. Please make a copy of the completed form for future reference. At the end of the add/drop period, send it to the Office of Academic Affairs for further processing.
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Students may apply to add/drop a course according to the regulations of their respective departments. Students must send it to the Office of Academic Affairs for further processing.
  - For students that, due to other department regulations, need to print out an add/drop form to complete add/drop.**  
Please complete the add/drop course procedures according to the regulations of the department.
- When the registration limit for a course has been reached, please do not print out an 'add course form' for the insurance limit for the course has been reached.**
- Please make a copy and keep all printed add/drop forms for future reference.