

Registry

Application for Special Add/Special Drop/Course Withdrawals

Ref. No.:

AD- ___ S ___ - _____

Normal add/drop should be conducted online via PowerCAMPUS Self-Service during add/drop period. This form is applicable only for the following situations:

- (a) Students cannot **add/drop** the course online **DURING** the add/drop period due to special reasons.
- (b) Students wish to **withdraw** from a course with justification **AFTER** the add/drop period.

Please submit ONE form for EACH course/application and read the NOTES TO STUDENTS overleaf before completing this form.

Section A: Student Particulars and Confirmation

Name(Mr/Miss/Ms*): _____ (_____) Student No.: _____
English Name in BLOCK letters Chinese Name

Programme of Study: _____ (Major: _____) Phone No.: _____

I confirm that:

- (a) I have discussed my application with Programme Leader and/or Student Academic Advisor
- (b) there is no time conflict among my registered course(s) and the course(s) to be ADDED; and
- (c) prerequisite courses, if any, for course(s) to be ADDED have been completed successfully.

Signature of Student: _____ Date: _____

* Delete as appropriate

Section B: Application Details

Course Code	Course Title	Request	Section
		<input type="checkbox"/> Special Add	Lecture: _____ Seminar: _____ Tutorial: _____ Lab: _____
		<input type="checkbox"/> Special Drop <input type="checkbox"/> Course Withdraw	Lecture: _____ Seminar: _____ Tutorial: _____ Lab: _____

Reason(s) (please provide supporting documents if available)

Endorsement by the Course Instructor (Please "✓" as appropriate)

ENDORSE the Special Add/Special Drop/Couse Withdrawal
 NOT ENDORSE the Special Add/Special Drop/Couse Withdrawal
 Comments: _____

Name: _____
 Signature: _____
 Date: _____

Approval by the Programme Leader (Please "✓" as appropriate)

APPROVE the Special Add/Special Drop/Couse Withdrawal
 DISAPPROVE the Special Add/Special Drop/Couse Withdrawal
 Comments: _____

Name: _____
 Signature: _____
 Date: _____

For FO/REG use only (Form REG-03S)

Paid by Cheque / Bank-in / Octopus / EPS Payment Ref: _____ Amount: \$ _____

FO Receipt No.: _____ Handled/Recorded by _____ on _____



NOTES TO STUDENTS

Ref. No.:
AD-____S____-

1. Normal add/drop should be conducted online via PowerCAMPUS Self-Service during add/drop period. This form is applicable only for the following situations:
 - (a) Students cannot add/drop the course online DURING the add/drop period due to special reasons.
 - (b) Students wish to withdraw from a course with justification AFTER the add/drop period.
2. Please note that special add/drop requests require special consideration by the respective School on a case-by-case basis and may NOT be approved. The application fee for application AFTER the course add/drop period is \$200/course.
3. Permission to withdraw from a course after the add/drop period deadline will only be given to students who could provide medical supporting documents or strong justifications for other unforeseen circumstances. Course approved for withdrawal will be assigned a 'W' grade in the academic transcript. Grade 'W' will not be included in GPA calculation. Students are required to pay the FULL amount of tuition fees for the withdrawn courses and the retake fee when he/she retakes the course in a later semester.
4. Applications should be submitted to the Registry **at least four weeks (two weeks for Semester 3) before the commencement of the semester examination.**
5. Students will be notified of the application result via the College email once available.
6. Students are required to attend the classes as scheduled until the application for dropping the course / course withdrawal is formally approved.
7. The Registry will update the course registration records for the students upon receipt of decision for the application from the respective School.
8. The information provided in this form will only be used for processing this application. The Registry will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the College for handling of the application.

For REG use only (Form REG-03S)

1. Receive application form, scan and pass to REG Programme Officer by _____ on _____
2. Check seats availability in PowerCAMPUS by _____ on _____
3. Check student has met the prerequisite(s) and no time conflict by _____ on _____
4. Email application to School by _____ on _____
5. Receive decision from School and keep record in REG by _____ on _____
6. Update PowerCAMPUS on approved add/drop/assign 'W' grade in PowerCAMPUS by _____ on _____
7. Notify student of result via e-mail, scan AND file by _____ on _____