

# 朝陽科技大學 \_\_\_\_\_ 學年度第 \_\_\_\_\_ 學期延修生註冊程序單

Chaoyang University of Technology Academic Year \_\_\_\_ Semester \_\_\_\_ Registration Form for Student Deferring Graduation

姓名 Name		學號 Student Number	
<input type="checkbox"/> 大學部 Bachelor <input type="checkbox"/> 碩士班 Master <input type="checkbox"/> 博士班 Doctor _____ 系 Department ____ 年級 Year ____ 班 Class			
應辦事項 Registration Procedures		承辦單位 Location	經辦人簽章 Signature of Handling Officer
一	<b>大學部僅剩證照不選課；碩士班僅剩論文</b> Undergrads need certification / Master's need thesis- Course selection not required	註冊組行政大樓 2F Admissions Section, 2F Administration Building	<input type="checkbox"/> 修習論文 Thesis only <input type="checkbox"/> 僅剩未開課之證照 Certification only <input type="checkbox"/> 其他 Other _____
	<b>請務必完成網路選課</b> Complete course selection online.	課務組行政大樓 2F Curriculum Services Section, 2F Administration Building	<input type="checkbox"/> 修習 ( ) 學分、( ) 小時 Need to take _____ credits and _____ hours.
	本欄限修讀師培中心 未修讀教育學程者，免此流程 This column is for those taking courses in Secondary Education / Early Childhood Education at Teacher Education Center.	師資培育中心 人文大樓 3F Teacher Education Center, 3F Humanities & Technology Building	<input type="checkbox"/> 修習 ( ) 學分、( ) 小時 Need to take _____ credits and _____ hours.
二	<b>請務必完成選課後再開立繳費單並繳費</b> Pay Tuition and Miscellaneous fees.	出納組行政大樓 1F Bursary Section, 1F Administration Building	
三	辦理 1.就學貸款 Student Loan <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 NO 2.學雜費減免 Tuition and Miscellaneous Fees Exemption <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 NO	生活輔導組 行政大樓 1F Student Guidance Section 1F, Administration Building	Not required for internationals
	緩徵、儘召申請（女生與外籍生免） Deferment of Military Service (For Male Only) 服畢兵役者請繳交結訓證明或退伍令影本； 免役者請繳交免役證明影本 Submit copy of service discharge order or proof of exemption of service, if any. <input type="checkbox"/> 未服役 Not served <input type="checkbox"/> 已服役 Served <input type="checkbox"/> 免役 Exemption from Military Service		Not required for internationals 已服役軍種（如陸軍）Branch： 已服役軍階（如二兵）Rank：
四	<b>學生證門禁過卡</b> Student ID door access	保管組行政大樓 2F Property Services Section, 2F Administration Building	
五	<b>繳回註冊程序單</b> Submit Form	註冊組行政大樓 2F Admissions Section, 2F Administration Building	
附註 Notes	一、請於課程加退選期間，利用網路選課，若有疑問請電洽課務組(04)2332-3000 轉 4023~4025 【大學部延修生僅剩「未開課之證照門檻」、碩士班延修生僅剩「論文」者無需上網選課】。 Please add or drop courses through the online course selection system. You may contact Curriculum Services Section at (04)2332-3000 ext. 4023-4025 for inquiry. You are not required to select courses if you only need to take courses for certification, or thesis. 二、大學部及研究所學生，延長修業年限期間，修習學分在九學分以下者（含九學分）收取學分費(以學時計收)；超過九學分者，則收取學雜費全額。博士班第三年起每學期收取雜費基數及平安保險費、電腦及網路通訊使用費，若還有修習學科者，需再繳學分費。 For undergraduates and postgraduates who postpone their graduation and take less than 9 credits in a semester should pay credit fees (charged by credit hours). If taking more than 9 credits, students have to pay the full tuition fees (Tuition and Miscellaneous Fees). Basic miscellaneous fee, student insurance fee, computer and internet fee will be charged per semester starting from the third year of Doctoral Program. Tuition fees will also be charged for extra courses taken. 三、平日時間：星期一至星期五，8 時~17 時；寒暑假請依學校行事曆公告時間辦理；詳細上班時間請先來電洽詢。 Office Hours: Monday to Friday 08:00 to 17:00 / Summer and Winter Vacation: please contact the office in advance.		