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| **Course Add / Drop Request Form**[Please **TYPE**, **SIGN** and submit the completed form to the College Office at [**Tai Wai Campus**](https://www.uowchk.edu.hk/contact-us/).] | Date and time of receipt |
|  |
| Home Faculty (HF) |
| **Student Name:** | Click or tap here to enter text. |  | **Programme:** |  | Click or tap here to enter text. |  | **Cohort (Year admitted):** |  |  Choose an item. |
| **Student ID:** | Click or tap here to enter text. |  | **UOW Email:** |  |      @uowmail.edu.au |  | **Contact No.:** | Click or tap here to enter text. |
| **Date:** | Click or tap to enter a date. |  | **Signature:** |  |  |  | **Semester/Term:** | Choose an item. | 20Choose an item. |

**This form can ONLY be used for add/drop of Programme Core and Elective courses (or other non-web enabled courses) during the add/drop period of the semester/term concerned.**

**Please double check all the information you provided on your request form before you submit it.**

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| ***To be Completed by Student*** *(read the notes overleaf before completing the form)* | ***For Official Use*** |
| **Action**  | **CRN**(day/time) | **Course Code** | **Course Title** | **Reason** **(Type or Click an item below)** | **HF initial/stamp & date****(supported/not supported)** | **COF initial /stamp & date****(approved/not approved)** |
| [ ] Add[ ] Drop | CRN:       |       |       | Choose an item. | [ ]  **OK** [ ]  **Not Supported****Reason if Not:**  | [ ]  **OK** [ ]  **Not Approved****Reason if not:** |
| Day: Choose an item.Time: Choose an item. to Choose an item. |
| [ ] Add[ ] Drop | CRN:       |       |       | Choose an item. | [ ]  **OK** [ ]  **Not Supported****Reason if Not:** | [ ]  **OK** [ ]  **Not Approved****Reason if Not:** |
| Day: Choose an item.Time: Choose an item. to Choose an item. |
| [ ] Add[ ] Drop | CRN:       |       |       | Choose an item. | [ ]  **OK** [ ]  **Not Supported****Reason if Not:** | [ ]  **OK** [ ]  **Not Approved****Reason if Not:** |
| Day: Choose an item.Time: Choose an item. to Choose an item. |
| [ ] Add[ ] Drop | CRN:       |       |       | Choose an item. | [ ]  **OK** [ ]  **Not Supported****Reason if Not:** | [ ]  **OK** [ ]  **Not Approved****Reason if Not:** |
| Day: Choose an item.Time: Choose an item. to Choose an item. |
| [ ] Add[ ] Drop | CRN:       |       |       | Choose an item. | [ ]  **OK** [ ]  **Not Supported****Reason if Not:** | [ ]  **OK** [ ]  **Not Approved****Reason if Not:** |
| Day: Choose an item.Time: Choose an item. to Choose an item. |
| [ ] Add[ ] Drop | CRN:       |       |       | Choose an item. | [ ]  **OK** [ ]  **Not Supported****Reason if Not:** | [ ]  **OK** [ ]  **Not Approved****Reason if Not:** |
| Day: Choose an item.Time: Choose an item. to Choose an item. |

*\*Complete and attach a new sheet for any extra add/drop request.*

*Notes:*

1. *Students are required to submit their request forms to the College Office at* [*Tai Wai Campus*](https://www.uowchk.edu.hk/contact-us/)*, attaching their* ***class schedules and academic transcripts (printed from Student Portal)****.*
2. *Any course add/drop requests must be supported by genuine and valid academic reasons; otherwise they will NOT be processed. Any requests submitted simply for the sake of ‘improving’ or ‘optimising’ class schedules will NOT be approved.*
3. *Students will NOT be notified of the results of their submitted requests. They should check their class schedule or course registration record on Student Portal (*[*https://studentssb-prod.sis.uow.edu.au/StudentSelfService*](https://studentssb-prod.sis.uow.edu.au/StudentSelfService)*) regularly for any updates. Normally it takes about 8 working days for students to view the result(s) on Student Portal.*
4. *For the lists of the General Education courses available for selection, please refer to the ‘*[*Course Catalogue*](https://reg-prod.sis.uow.edu.au/StudentRegistrationSsb/ssb/term/termSelection?mode=courseSearch)*’ on Student Portal.*
5. *Requests for late drop of courses (after the add/drop period) would be approved ONLY under exceptional circumstances. Students must complete the* [***late drop request form***](https://www.uowchk.edu.hk/current-students/download-forms/)*instead of this form**and provide a valid reason for such requests. Any such late requests must be submitted to the College Office at* [*Tai Wai Campus*](https://www.uowchk.edu.hk/contact-us/) *no later than the end of the teaching period of the semester/term concerned for approval by the Associate Deans of the home faculty and the course-offering faculty. Depending on the timing of the submission of any late drop requests, penalties in the form of tuition fees charging may apply:* ***For Semester A/B****, 50% of the tuition fee will be charged for the dropped course(s) in Week 3-6**, and 100% will be charged for the dropped course(s) in Week 7 and afterwards;* ***For Summer Term****, 50% of the tuition fee will be charged for the dropped course(s) in Week 3, and 100% will be charged for the dropped course(s) in Week 4 and afterwards.*

(May 2024)