|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***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)