

抵免科目申請操作說明

Operation Instructions for Credit Exemption System

Step 0 : 先啟用『校園資訊服務帳號』: **每日上午10點及下午2點系統帳號同步**, 啟用後需待帳號同步方能進行抵免作業。

First, activate the "Campus Info Service Account": **The system count is synchronized at 10:00am and 2:00pm every day. After activation, the credit exemption process can only be performed after the account is synchronized.**

Step 1 : 登入 e-校園服務網→各類系統功能→教務→【抵免科目申請】

Log in to e-Campus service→All e-Campus service→Academic Affairs→【Credit Exemption System】

The screenshot shows the e-Campus service interface. The top navigation bar includes "目前開放中的系統" (Currently open system), "我常用的功能" (My usual system), and "各類系統功能" (All e-Campus Service). Under "各類系統功能", the "Academic Affairs" section is expanded, displaying a grid of menu items. The "Credit Exemption System" link is highlighted with a red box. A green box labeled "Step 4" is positioned below the "學分試算表" (Trial Balance of Credits) link.

The screenshot shows the e-Campus service interface. The top navigation bar includes "靜宜大學 e-Campus Service" (Providence University e-Campus Service) and language options (Chinese, Eng). The main navigation bar includes "Currently open system", "My usual system", and "All e-Campus Service". Under "All e-Campus Service", the "Academic Affairs" section is expanded, displaying a grid of menu items. The "Credit Exemption System" link is highlighted with a red box. A green box labeled "Step 4" is positioned below the "Trial Balance of Credits" link.

Step 2 : 抵免申請


- (1). 輸入原學校科目名稱及學分數→按「新增原學校科目」, 即會顯示在下方左邊「原學校科目名稱」列表中(可多選)。
- (2). 選取「原學校科目名稱」列表中欲抵免的科目(若有 2 科合計抵一科則 2 科均要點選)→再點選右邊「申請抵免本校科目名稱」中欲抵免科目名稱→按「新增抵免」→即會顯示在下方「抵免科目一覽表內」。

Application for credit exemption

- (1) Key in the **original courses** and **number of credits**→click “added original courses”→it will be shown on the upper left of the list.
- (2) Select the original course (if two courses combined are to waive one, both shall be selected)→click the courses to be waived on the right→click on “added for waiving”→they would be displayed in the table of “courses to be waived”.

抵免科目線上作業

Online operation of credit exemption



抵免申請
Application for credit exemption通過一覽表
Lists of credit exemption申請一覽表
Lists of application回首頁
Home

操作步驟:
1.輸入原學校科目及學分數→按「新增原學校科目」→即會顯示在下方左邊列表中。
2.選取原學校科目(若有2科合計抵一科則2科均要點選)→再點選右邊欲抵免科目→按「新增抵免」→即會顯示在下方「抵免科目一覽表內」。

Steps of operation:
(a)Key in the original courses and number of credits→click “added original courses”→it will be shown on the upper left of the list.
(b)Select the original course(if two courses combined are to waive one, both shall be selected)→click the courses to be waived on the right→click on “added for waiving”→they would display in the table of “courses to be waived”.

原學校科目(Original courses)

科目名稱(Courses Title)

學分數(Credits) 新增原學校科目(Added original courses)

原學校科目列表(可多選)
Lists of original courses (multiple choice)

刪除原學校科目 (Delete original courses)

訂昇保備編,3
英文,2

原學校科目名稱(可多選)
Lists of original courses
(multiple choice)

申請抵免本校科目名稱(Titles of original courses that are to be waived)

【共同科目(Common courses)】: 資訊應用概論(2)

【共同科目(Common courses)】

- 英文(一)(2)
- 英文(二)(2)
- 計算機概論(3)
- 基礎體育(運動與健康)(1)
- 基礎體育(基礎游泳)(1)
- 程式設計概論(1)
- 資訊應用概論(2)
- 體育 I (1)
- 體育 II (1)

4

5 新增抵免(Courses added to be waived)

抵免科目一覽表
List of courses waived

系所(Department) : 食營一 品組 學號(Student ID) : 411149667 姓名(Name) : 陳X寧D***lu-Ning

送出審核(Submit)

(請注意: 送出審核之科目不能再修改)
(Please be aware: Courses submitted for reviewing cannot be revised.)

序號 Number	原校修習科目 Courses taken in your original school	申請抵免本校科目 Courses applied for credit exemption	修別 Course type	學分 Credits	功能鍵 Function key
1	計算機概論(3)	資訊應用概論 INTRODUCTION TO INFORMATION TECHNOLOGY APPLICATIONS	必修 Required	2	刪除(Delete)

1.輸入欲申請抵免之原學校科目名稱及學分數。

Key in the PU courses and number of credits

3

2

4

5

Step 3 : 待所有科目輸入完畢後，→點選「送出審核」。提醒~

- (1) 未輸入全部欲抵免科目時，請勿「送出審核」。
- (2) 送出審核之科目不能再修改。

Once all subjects are entered, click “Submit”. **Reminder~**

- (1) Before completely entering the courses to be exempted, DO NOT click “Submit”.
- (2) Courses submitted for reviewing cannot be revised.

抵免科目一覽表
List of courses waived

系所(Department) : 食營一-食品組 學號(Student ID) : 411149667 姓名(Name) : 陳X寧D***lu-Ning

送出審核(Submit)

(請注意：送出審核之科目不能再修改)
(Please be aware: Courses submitted for reviewing cannot be revised.)

序號 Number	原校修習科目 Courses taken in your original school	申請抵免本校科目 Courses applied for credit exemption	修別 Course type	學分 Credits	功能鍵 Function key
1	英文(2)	英文(一) FRESHMAN ENGLISH 1	必修 Required	2	<input type="button" value="刪除(Delete)"/>
2	計算機概論(3)	資訊應用概論 INTRODUCTION TO INFORMATION TECHNOLOGY APPLICATIONS	必修 Required	2	<input type="button" value="刪除(Delete)"/>

若未完成輸入全部欲抵免科目，切勿「送出審核」
Before completely entering the courses to be exempted, DO NOT click “Submit”.

※ **請注意 Please be aware**

- (1). 「**通識科目**」抵免方式：「**通識科目**」**統一由本校通識教育中心依據同學提供之成績單鍵入系統可抵免之科目**，請勿鍵入申請抵免之「**通識科目**」。
- (2). 「**選修英語**」抵免方式：若需要抵免本校「**選修英語**」課程，請另**提供「1份成績單正本」及「紙本課綱」**交於**外語教學中心**，由外語教學中心承辦人審核確認抵免科目後，會於成績單空白處填寫再交至綜合業務組承辦人鍵入抵免系統。
- (3). **抵免作業時程**：開學日前未申請者視同放棄抵免，且抵免作業以一次為限(入學時)，日後不得以任何理由請求補辦或變更。

※ 抵免作業時程請至教務處→綜合業務組→抵免→『[作業時程](#)』網頁查詢。

※ **Please be aware**

- (1). Exemption for “**General Education Courses**”: The “**GE Courses**” **approved for exemption are entered by the GE Center** based on the transcripts provided by the students. Please DO NOT enter the “GE Subjects” here.
- (2). Exemption for “**Elective English Courses**”: If the students need to have the “Elective English courses” exempted, please **provide Foreign Language Center one original copy of the transcript and a printed course outlines**. The FLC will review and approve the courses to be the exempted and forwarded it to the Div. of R&C to be keyed in manually.
- (3). **Schedule for Exemption**: Those who did not apply for credit exemption before the classes begin are deemed to have waived their rights for exemption, and the one-time exemption application can only be applied at initial entrance. No overdue application or changes for any reason will be accepted.
※ For the schedule of credit exemption, please check the webpage of Office of Academic Affairs →Div. of R&C→Credit Exemption→[Schedule](#).

Step 4 : 抵免結果查詢 (查詢日期參閱新生手冊) :

- (1). 登入 e-校園服務網→各類系統功能→教務→抵免科目申請→「通過一覽表」配合「學分試算系統」(見 Step 1)→「歷年修課明細」, 檢視抵免結果是否一致。
- (2). 若對抵免科目結果有疑義者, 務必於開學一周內親至文興樓二樓綜合業務組提出修正, 逾時不得再異動。

Lists of credit exemption (check the Freshman Manual for exemption dates)

- (1). Log in to e-Campus service → All e-Campus service→Academic Affairs → Credit Exemption System→【Lists of credit exemption】with 【Trial Balance of Credits】(see Step 1) →”List of courses completed” to see if the results are consistent with your application.
- (2). If you have any doubts about the results of exempted subjects, you must submit a correction request to the Div. of R&C at 2F, BK Hall. No overdue request will be accepted.

學分試算表

操作說明影片

查詢

篩選條件後請按查詢

適用學年度: []

各項資訊:

系年班: 1	姓名: []	提高級級至: 無	身份: 一般生	轉系: 無	教程: 沒有
休學學期: 無	延畢生身份: 否	輔雙: 無	就讀期數: 1	1/2紀錄: 無	2/3紀錄: 無
學、碩一貫身份: 無	中五生身份: 無	交換及遊學、雙聯、三聯期間: 無			

修業年限說明: (1)學士學位年限為4年, 得延長至多2年共12學期。(2)碩士學位年限為4年共8學期: 「在職生」, 得延長至多2年共12學期。(3)博士學位年限為7年共14學期: 「在職生」, 得延長至多2年共18學期。具身心障礙、懷孕、生產、哺育三歲以下幼兒之一項或多項事由者, 因身心狀況及學習需要, 得延長年限, 詳細辦法請參閱本校學則(第12章)。
提醒: 1/2紀錄、2/3紀錄不計算當學期資料。

學分試算總覽 輔系、雙主修 畢業條件 學程 課程架構明細 **歷年修課明細** 回首頁

抵免通過一覽表配合歷年修課明細資料一起核對

Check the exemption credit list and the full list of courses taken.

抵免

Online operation of credit exemption

抵免申請 **通過一覽表** 申請一覽表 回首頁

Application for credit exemption **Lists of credit exemption** Lists of application Home

列印下表(Print)

系所(Department): [] 學號(Student ID): [] 姓名(Name): []

抵免通過一覽表

Lists of courses waived


通過一覽表內最後一欄的「抵免」係指該科目不需再修讀且可列計學分, 「免修」係指該科目不需再修讀, 但不列計學分仍需以本系選修學分滿足畢業學分。

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流水號	原學校修習科目名稱	抵免科目名稱	抵免班級	修別	學分數	抵免/免修
1	普通化學(3)	普通化學(一)	應化一B	必修	3	抵免
2	普通化學實驗(1)	普通化學實驗(一)	應化一B	必修	1	抵免
3	普通物理學(3)	普通物理學(一)	應化一B	必修	3	抵免
4	普通物理學實驗(1)	普通物理學實驗(一)	應化一B	必修	1	抵免
5	國文一點靈(一)(2)	閱讀與書寫(一)	應化一B	必修	2	抵免
6	國文一點靈(二)(2)	閱讀與書寫(二)	應化一B	必修	2	抵免
7	英語閱讀與寫作(2)	英文(一)	應化一B	必修	2	抵免
8	英語聽力與會話(2)	英文(二)	應化一B	必修	2	抵免
9	基礎游泳(1)	基礎體育(基礎游泳)	應化一B	必修	1	抵免
學分小計: 17						
10	基礎素描(2)	中西藝術比較(文學與美感經驗)	文學與美感經驗二A	通識	2	抵免
11	詩詞導讀(2)	文學經典與人文關懷(文學與美感經驗)	文學與美感經驗一A	通識	2	抵免
學分小計: 4						

各課程審查單位諮詢:

1. 大一英文: 外語教學中心, 分機19233
2. 通識課程: 通識中心, 分機16001
3. 體育課程: 體育室, 分機16032
4. 專業課程: 各系辦公室, 分機請參閱本校網頁各學系

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- ※ 「抵免」係指該科目不需再修習且可列計學分
 - ※ 「免修」係指該科目不需再修習，但不列計學分仍需以本系選修學分補足畢業學分。
 - ※ “**Exemption**” means the subject doesn’t need to be retaken and the credits are accounted for.
 - ※ “**Waived**” means the subject is not required to be retaken; however, the credits are not accounted for and the student needs to take other elective courses from the major dept. to fulfill the graduation requirement.