

加退選操作說明

Operation Instructions for Drop & Add

加選：有餘額科目即時選課(即選即上)。

退選：線上即時退選。

ADD: Real-time course registration for available seats (Instant registration).

DROP: Online real-time drop courses

Step 1：登入 e-校園服務網→各類系統功能→教務→【選課(一階、二階、加退選)】

Log in to e-Campus service → All e-Campus service→Academic Affairs → 【Course Selection System】
(Phase 1, Phase 2, Drop/Add)

The screenshot shows the 'All e-Campus Service' menu. Under the 'Academic Affairs' section, the '選課(一階、二階、加退選)' option is highlighted with a red box. Other options include '申請教務文件及補發學生證', '成績查詢', '成績預警查詢', '抵免科目申請', '校際選課申請', '畢業生離校手續單列印', '教材下載及課程討論', '專業證照暨能力維護', '停修申請', '期末教學意見反應質性回應', '期中教學意見反映', '暑修學分費查詢', '暑修選課作業', '復學申請', '微課程選課', '微課程選課_2019版', '輔系、雙主修申請', '網路退選', '課程點名紀錄查詢', '選課(一階、二階、加退選)', '選課查詢', '選課清單列印', '學分試算表', '學分學程申請', and '學生基本資料確認'.

The screenshot shows the 'All e-Campus Service' menu in English. Under the 'Academic Affairs' section, the 'Course Selection System' option is highlighted with a red box. Other options include 'Certification of enrollment', 'Academic Warning', 'Application for Department Transfer', 'Application for Transcript, School Status Certificate, Student ID Card Replacement', 'Application for Transcript, School Status Certificate, Student ID Card Replacement', 'Course Inquiry', 'Course Roll Call Inquiry', 'Credit Degree Program Application', 'Credit Exemption System', 'CTF', 'Double Major & Minor Application', 'Download Course Materials', 'Drop course system', 'End-of-Term Teaching Feedback', 'Express Withdrawal System', 'Feedback on Teaching', 'Grades Inquiries', 'inter-collegiate course selection Application', 'Micro Course Selection', 'Print Course Schedule', 'Print the form of Graduate's Leaving School Procedure', 'Re-enrolling Application', 'Student Information confirmed platform', 'Summer School Tuition Inquiry System', 'Summerschool Course Selection System', and 'Trial Balance of Credits'.

Step2：進入系統後，點選【**一般選課(General course)**】，並依照系統要求 Step 操作。

加退選

一般選課作業

選課作業 (General course)

選課資訊

修課人數查詢 (Class available lookup)

選課相關資訊 (Course selection information)

選課時間表 (Course selection schedule)

課程綱要 (Syllabus)

列印選課清單 (Print result)

列印課表 (Print course schedule)

結束選課作業及寄發確認信 (Complete course selection and email confirmation)

請輸入選課資料，若不修改資料，請繼續其它選課作業或直接登出

選課代號	修別	上課班級	科目名稱	學分	上課時間地點
2469				2	二 3,4 靜安306
2471				2	- 5,6 靜安206
2474				2	五 5,6 靜安306
2475				2	二 5,6 靜安306
2476				1	- 3,4 靜安306
3150				1	- 7,8 靜安306

選課代號(course code):

修別(course type):

加選(Add) 退選(Drop)

驗證碼(verification code):

5.送出 (submit)

6.完成全部選課後，點選『結束選課作業及寄發確認信(Complete course selection and email confirmation)』

1.輸入選課代號 (course code)

2.選擇修別 (course type)

3.選擇加選(Add)或退選(Drop)

4.輸入驗證碼 (verification code)

- 加選：有餘額科目即時選課(即選即上)。
- 退選：線上即時退選。
- Add: Real-time course registration for available seats (Instant registration).
- Drop: Online real-time drop courses

Step3 : 加退選作業完成後→請務必再次登入 e-校園服務網→各類系統功能→教務→【選課查詢】→查看個人課表

Please go to e-Campus service → All e-Campus service → Academic Affairs → 【Course Inquiry】 to get the personal course enrollment list.

The screenshot shows the 'All e-Campus Service' section with a grid of links under 'Academic Affairs'. The 'Course Inquiry' link is highlighted with a red box.

目前開放中的系統 期間限定開放			
我常用的功能 自訂常用項目			
各類系統功能 常態開放項目			
教務 (課程/成績...)			
申請教務文件及補發學生證	成績查詢	成績預警查詢	抵免科目申請
校際選課申請	畢業生離校手續單列印	教材下載及課程討論	專業證照暨能力維護
停修申請	期末教學意見反應質性回應	期中教學意見反映	暑修學分費查詢
暑修選課作業	復學申請	微課程選課	微課程選課_2019版
輔系、雙主修申請	網路退選	課程點名紀錄查詢	選課(一階、二階、加退選)
選課查詢	選課清單列印	學分試算表	學分學程申請
學生基本資料確認	轉系申請		

The screenshot shows the 'All e-Campus Service' section with a grid of links under 'Academic Affairs'. The 'Course Inquiry' link is highlighted with a red box.

靜宜大學 e-Campus Service Chinese Eng Logout PU Homepage			
Currently open system The opening period is limited			
My usual system Customize items			
All e-Campus Service Normally open items			
Academic Affairs			
Certification of enrollment	Academic Warning	Application for Department Transfer	Application for Transcript, School Status Certificate, Student ID Card Replacement
Application for Transcript, School Status Certificate, Student ID Card Replacement	Course Inquiry	Course Roll Call Inquiry	Course Selection System
Credit Degree Program Application	Credit Exemption System	CTF	Double Major & Minor Application
Download Course Materials	Drop course system	End-of-Term Teaching Feedback	Express Withdrawal System
Feedback on Teaching	Grades Inquiries	inter-collegiate course selection Application	Micro Course Selection
Print Course Schedule	Print the form of Graduate's Leaving School Procedure	Re-enrolling Application	Student Information confirmed platform
Summer School Tuition Inquiry System	Summerschool Course Selection System	Trial Balance of Credits	

選課結果查詢

請選擇欲查詢之學期別

課程查詢(course query)
 重修上期課程查詢(course query)

請選擇「當年度課程查詢」
Please select the [Course Enquiry of the Current Year]

如有問題請洽 綜合業務組(Division of Registration and Curriculum)
Tel:04-26328001 分機(ext.) 11111 ~ 11122。

選課結果查詢

靜宜大學 學年度 第 學期 初選結果

班級(Class):
學號(Student No.):
姓名(Student Name):

教室代碼對照(Building code):	
大樓名稱(Building):	大樓代碼(Building code)
任道樓(Anthony Kuo Hall)	AK
伯羅樓(St. Peter Hall)	SP
景安樓(Jing An Hall)	JA
格魯樓(Theodore Guerin Hall)	TG
士嘉樓(Providence Hall)	PH
方濟樓(St. Francis Hall)	SF
思源樓(Si Yuan Hall)	SY
第二研究大樓(The 2nd Research Building)	2R
計算機中心(Computer Center)	AK.3C
第一研究大樓(The 1st Research Building)	1R
體育館(John Paul II Sports Hall)	ST
田徑場(Athletic Field)	SD

通識志願選填結果

選課代號 course code	上課班級 Class offered	科目 Course title	修別 Course Type	學分 Credits	上課時間地點 Class Time and Place	選課狀態	選課階段
2469	應化四A						
2471	應化四A						
2474	應化四A						
2475	應化四A						
2476	應化四A						
3150	體藝A						

請逐筆檢查
每項課程
Please check
each item of
the courses.

學期總學分: 10

所修習之學分數，需符合學分下限之規定。
The credit hours taken for the current semester must meet the following regulations on minimum credit hours.

- 註:
- 通識選課未列出即代表未選上。
 - 微學分說明: 提醒您欲【認列學分】務必完成【跨域微學分選課】，第一次累計滿18小時微課程選【跨域微學分(一)】、第二次累計滿18小時選【跨域微學分(二)】、依此類推，若未完成選課作業無法認列學分，微學分認列單學分，最高以3學分為限。
 - 同學選課之最終結果仍以綜合業務組資料為準

[列印課表 Print Course Schedule] [匯出CSV (for google calendar)]
[返回首頁 Return to System Home]



~~提醒您~~

1. 個人校園帳號、密碼，勿交由他人使用，請妥善保管。
2. 加退選課完成後，請務必至選課查詢系統確認選課資料。
3. 如使用公眾電腦辦理加退選者，離開前務必自選課系統登出，並檢查相關視窗是否關閉。

~~Reminder~~

1. Please safekeep your school account and password properly. Do not disclose them to others.
2. Please go to the Course Selection Enquiry System to confirm course selection information after completing add/drop operation.
3. When a public computer is used for the add/drop operation, please make sure you have logged out from the course selection system before leaving, and check to see if the relevant window is closed.