

# 靜宜大學教務處 函

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受文者：本校全體專兼任教師、秘書  
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附件：[停修名單列印操作說明](#)

主旨：本校 112 學年度第 1 學期停修學生名單查詢及列印相關事宜，敬請查照。  
說明：

1. 本學期各課程停修名單，請教師自行上網查詢，如需列印請依操作步驟：進入「靜宜大學首頁」→「e 校園服務網」→「登入系統」→「各類系統功能」→「教務(課程/成績)」選項→「停修名單列印」。  
為協助教師了解學生停修原因，提供停修問卷調查請教師自行查閱(詳如附件步驟 5 或至綜合業務組網頁→系統操作說明→『[教師使用](#)』查詢)。
2. [停修名單以 12 月 4 日以後資料為準](#)，敬請教師留意，並請再次點名查驗。
3. [特請教師留意未出席課程又未辦理停修學生](#)，如有此類學生請向本組反映。
4. 如有操作上問題，請洽詢綜合業務組承辦人員(校內分機：11110-11122)。

正本：專兼任教師、秘書  
副本：教務處、綜合業務組、國際暨兩岸事務處

教務長

鄭志文

# Providence University Office of Academic Affairs Announcement

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**To: All Faculty Members (Fulltime and Part-time) and Secretaries of all Department Offices**

Date: December 4, 2023

Ref. No.: Jing-Jiao-Jung No. 11200081

Priority: Regular

Classification: Regular

Attachment: [Operation Instructions for Student List of courses withdrawal](#)

**Subject: Enquiry and Printout of Students under Course Suspension for 2023-24AY First Semester**

## Descriptions:

1. Please find online the list of students under course suspension for the semester. Log on to Providence University Homepage → e-Campus → Login → Systems → Academic (Curriculum/Grades) → Printout of the Students List under Course Suspension.

To assist teachers under the reasons for course suspension, a questionnaire for the causes of suspension is provided. Please follow Step 5 of the Attachment or go to Div. of R&C homepage → System → [Faculty use](#).

2. **The list of suspension is based on the data after December 4. Teachers are advised to take a roll call to verify the students taking the course.**
3. **Teachers are advised to pay attention to students who have not attended the classes yet have not applied for suspension. Please report to the Div. of R&C for such cases.**
4. For any questions on operating the printout, please contact the staff of Div. of R&C at ext. 11110-11122.

Original: All Faculty Members (Fulltime and Part-time) and Secretaries of all Department Offices

Copies: Office of Study, Div. of R&C, OIA

**Dean of Academic Affairs**

