

# 靜宜大學教務處 函

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受文者：全體學生、學院、系、學位學程、所、中心、室主任及秘書、國際暨兩岸事務處

發文日期：中華民國 112 年 12 月 6 日

發文字號：靜教綜字第 11200084 號

速別：普通件

密等及解密條件或保密期限：普通

附件：附件一-[112 學年度第 2 學期選課時間表](#)、附件二-[預選操作說明](#)、附件三-[加退選操作說明](#)、附件四-[開課單位與綜合業務組承辦人分機表](#)、附件五-[選課手冊暨課程綱要查詢操作說明](#)

主旨：112 學年度第 2 學期學生選課時程及相關配合事項，請查照。

說明：

一、學生選課時程分為預選及加退選作業。

二、112 學年度第 2 學期各課程預選作業時程，詳如下列：

【預選】第一階段：2023/12/12~2023/12/17

【預選】第二階段：2023/12/27~2023/12/29

三、選課日程：各年級學生請於規定時間上網選課，選課時間表參閱附件一，或至 e 校園服務網→公眾項目→[選課手冊暨課程綱要查詢](#)→點選右上角「選課時間表」查詢。

四、網路選課：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)」進入選課系統進行選課。操作說明參閱附件二及附件三，或至綜合業務組→系統操作說明→學生使用查詢。

五、預選作業第一、二階段乃先蒐集全體學生選課資料，非即選即上，學生僅需於規定時間內撥冗上網選課即可。

六、排定 2024/01/15 特殊生加選，可臨櫃或電洽各開課單位或綜合業務組承辦人辦理，分機表參閱附件一或連結附件四。

七、加退選作業分為兩輪，各年級學生請依規定時間上網辦理。

【加退選】第一輪：於開學前(2024/02/13~2024/02/16)啟動。

【加退選】第二輪：則於開學後(2024/02/23~2024/02/27)。

八、112 學年度第 2 學期選課相關資訊已上傳至選課手冊暨課程綱要查詢平台，請同學利用時間上網查詢，做好事前準備工作(操作說明參閱附件五)。

九、本校 112 學年度第 1 學期起實施 16+2 週創新教學活動，+2 週次不入教室，上課方式及型態明列於各科第 17-18 週課綱內。

十、本校現已建置學分試算系統提供每位學生檢視個人每學期修得課程與學分數，敬請同學定期察看，升大四學生特請留意，辦理選課前務必先至學分試算系統核算個人累計修習之課程與學分數，並養成自我管理習慣，避免誤修(漏修、或重複修習)課程，影響畢業年限。

十一、本學期各課程教學評量於課程預選作業前即開放學生填寫，煩請詳細閱讀各項評量指標後作答。

十二、依據本校雙主修辦法及輔系辦法規定：本校學生修習雙主修或輔系課程，如為另行增開班者需繳交學分費。前述增開課程因學生衝堂換班修課者，仍須繳交學分費。

十三、本校各類教育學程師資培育生，應繳納教育專業課程及教育實習課程學分費。

十四、煩請國際暨兩岸事務處轉知外籍生、交換生選課相關訊息並輔導選課，各學籍學生須按照選課時間表訂定時間上網選課，逾期不予受理。

十五、如有操作疑問，請洽綜合業務組04-26328001分機11111~11122。

正本：本校全體學生、學院、系、學位學程、所、中心、室主任及秘書、國際暨兩岸事務處

副本：教務處、綜合業務組、各班導師

教務長 鄭志文

# Providence University Office of Academic Affairs Announcement

Add.: 200, Sec. 7, Taiwan Boulevard, Shalu, Taichung 433-01, Taiwan

Case Officer: Chou, Pei-Li

e-mail: plchou@pu.edu.tw

Phone: 886-4-26328001 ext. 11110

**To: All registered students; Head and Secretary of all Colleges, Departments, Degree Programs, Institutes, Centers, Offices; OIA**

Date: December 6, 2023

Ref. No.: Jing-Jiao-Jong-11200084

Priority: Regular

Classification: Regular

Attachments: 1. [Course Registration Schedule 2023/2024 2<sup>nd</sup> Semester](#), 2. [Operation Instructions for Course Pre-registration](#), 3. [Operation Instructions for Drop & Add](#), 4. [The contact phone numbers of the course offering units and the case officer of the Div. of R&C](#), 5. [Operation Instructions for Course Selection and Course Outline Inquiry System](#)

**Subject: 2023/24AY 2<sup>nd</sup> Semester Course Selection Schedule and related matters**

## Descriptions:

1. The course registration procedure is divided into **Pre-registration** and **Drop & Add** (D/A).
2. **The Pre-registration schedule** for 2023/24AY 2<sup>nd</sup> semester is as follows:  
**【Pre-registration】 Phase 1: 12/12/2023 ~ 12/17/2023**  
**【Pre-registration】 Phase 2: 12/27/2023 ~ 12/29/2023**
3. **Course Registration Schedule:** All students are required to complete the course registration online within the prescribed time frame refer to Attachment 1 or to e-Campus service → Public items → [Course Selection and Course Outline Inquiry System](#) → click “Course Selection Information” at upper right hand corner.
4. **Online Course Registration:** Log in to e-Campus service → All e-Campus Service → Academic Affairs → click “**Course Selection System**” (**Phase 1, Phase 2, Drop/Add**) to enter the course registration system. Refer to Attachments 2 and 3, or go to Div. of R&C → System operation manual → For Students.
5. The purpose of Phases One and Two of course **pre-registration** is to collect the preliminary information on students’ course selection. **It does not guarantee a successful enrollment in the classes you have registered.** All students are required to pre-register the courses within the prescribed time frame.
6. The course adding scheduled on January 15, 2024 for special case students is now cancelled. Please contact the respective course offering units or the Division of R&C by telephone for assistance or visit in person. For extension numbers, refer to Attachment 1 or find the link in Attachment 4
7. There are two phases in the **Drop & Add Procedure**. Students of all years are required to process their D/A accordingly.  
**【Drop & Add】 1<sup>st</sup> Round is scheduled before the semester begins (02/13/2024 ~ 02/16/2024).**  
**【Drop & Add】 2<sup>nd</sup> Round is scheduled after the semester begins (02/23/2024 ~ 02/27/2024).**
8. **[All course information](#) for 2023/24AY 2<sup>nd</sup> semester has been uploaded to the Course Selection and Course Outline Inquiry System platform. Please go online to inquire and find detailed course information on the platform (refer to Attachments 5).**
9. The University implemented the 16+2 weeks of teaching on a trial basis for 2023-24AY 1<sup>st</sup> semester. The class activities in the 17th-18th week will not be conducted in the classroom. The method and assessment of the week shall be recorded in the 17th-18th week syllabus.
10. **A Trail Balance of Credits has been established for students to examine the subjects and the credit hours they have completed each semester.** Please check it regularly. **The seniors shall pay special attention to it.** Prior to course registration, please go to Trail Balance of Credits to verify the courses taken and calculate the credit hours you have completed through diligent self-management to avoid mistaking (missing or repeating) courses which would affect your graduation qualification.
11. A Teaching Evaluation will be administered prior to the course pre-registration of the following semester. Please complete the Evaluation after reading the related indicators.

12. In accordance with the regulations on Double Majors and Minors, a tuition per credit hour will be imposed if additional classes are offered to accommodate these students. This tuition charge will also incur if a change of class is necessary due to schedule conflict of the said classes.
13. The students in all Teacher Training Programs shall pay the tuition per credit hour for the educational profession courses and practicum respectively.
14. The Office of International and Cross-Strait Affairs are requested to kindly convey the above information to the overseas students and the exchange students and assist them in registering courses. All students re required to complete their course registration procedure in accordance with the announced schedule. A late registration will not be processed.
15. For any question in operation, please contact Div. of R&C at 04-26328001, ext. 11111-11122.

Original: All Registered Students; Head and Secretary of all Colleges, Departments, Degree Programs, Institutes, Centers, and Offices; Office of International and Cross-Strait Affairs

Copies: Office of Academic Affairs; Div. of Registration and Curriculum; all Class Advisors.

**Dean of Academic Affairs**

A handwritten signature in black ink that reads "Chih-Jen Chang". The signature is written in a cursive, flowing style with a large, prominent 'C' at the beginning.