靜宜大學學士班 111 學年度第 2 學期
應屆畢業生畢業離校手續流程說明

一、 畢業生離校手續採線上作業，請依下列步驟辦理。(如**畢業生離校流程圖**說明)
　　1. 至學分試算系統確認，畢業條件及修課總學分數已達畢業標準者。
　　2. 登入 **e 校園服務網**，點選「畢業生離校手續單列印」→填寫畢業生資料及流向調查。
　　3. 無借(還)書需求者，列印學校存查用離校手續單。離校手續單列印後，圖書館即終止借書服務。
　　4. 手續單內顯示「免蓋章/已完成」，表示該單位無須審核可逕行略過。

二、 完成離校手續單各欄審核章之畢業生領取學位證書前，請備妥個人學生證至綜合業務組(文興樓二樓)或圖書館二樓，將學生證蓋上「離校」字樣；繳回手續單時出示完成註記離校之學生證，驗後卡片歸還學生，方完成離校手續。「註記離校」後學生證即失效，視同一般無記名卡。

三、 學生證遺失者，請先登入 **e 校園服務網**/校內其他服務/學生電子票證掛失退費系統，填寫掛失申請並擷取掛失成功畫面之截圖或紙本，並攜帶身分證辦理。

四、 學生證學生身份使用效期為四年，逾期將自動轉換為普卡，不再享有學生優惠。學生因延畢須辦理身分展延者，請於 <mark>112/09/30</mark> 以後持學生證至綜合業務組辦理。

五、 領取學位證書時程表及地點：(領取地點：文興樓二樓綜合業務組)

領取日期	申請資格	離校手續單列印
提領學位證書前務必先行登入 e 校園服務網列印離校手續單並轉出 e-portfolio、入口網站及雲端內個人相關資料，完成領取紙本學位證書後即無法登入本校系統。		
112/06/02 起	修習**大四課程**、並已修足畢業學分符合畢業條件者。	尚未領取紙本學位證書者，<mark>112/07/27</mark> 後將無法登入本校系統。
112/06/26 起	修習**非大四課程**、並已修足畢業學分符合畢業條件者。	
112/08/09 起	修習**暑修上期課程**、並已修足畢業學分符合畢業條件者。	尚未領取紙本學位證書者，<mark>112/09/30</mark> 後將無法登入本校系統。
112/09/13 起	修習**暑修下期課程**、並已修足畢業學分符合畢業條件者。	
112/10/02 前	1.**本學期畢業生請依前述領取證書日期前**，將攸關畢業條件之語文檢定、證照、競賽得獎等文件，上傳至規定網站，方得領取學位證書。 2.**提領 111(2)學年度畢業證書畢業條件登錄最後截止日為 112/10/02。**	

備註：
1. 務必先登入 e 校園服務網/各類系統功能/教務/畢業生離校手續單列印→列印學校存查用離校手續單，綜合業務組不提供現場列印。無法如期於本學期畢業者請勿列印離校手續單及辦理離校手續。
2. 申請中文學位證書影本者，請自行影印並攜帶學位證書正本至綜合業務組核對，再至<mark>主顧 809</mark> 秘書處文書業務蓋關防，申請英文學位證書影本，須持繳費單申請(需攜帶正本，不得自行影印)。
3. 畢業生畢業離校流程相關說明，可至綜合業務組網頁/熱門連結/**畢業專區**查詢。

六、 委託他人代領學位證書者：受託人需持「畢業生之學校存查用離校手續單」、「註記已離校之畢業生學生證(學生證遺失者出示掛失成功之截圖或紙本及畢業生之身分證)」、「畢業生印章」、「代辦委託書」(綜合業務組/表單下載/學生使用/**學籍**下載)及「受託人身分證或學生證及印章」至綜合業務組領取。

七、 其他注意事項：
　　1.<mark>112/06/30~07/16</mark> 高壓電改壓工程，暫停校園網路各項系統服務，含畢業離校程序及發放學位證書。
　　2.暑期上班時間 <mark>112/07/01～08/031</mark> 行政上班時間：週一至週四 9:00~16:00(中午休息一小時)。

八、 以下為攸關辦理離校各項手續相關單位辦公地點及注意事項：

序號	單位	辦理地點	應辦理事項
1	職產處職發組	主顧樓 605L 室	1.確認基本資料及填寫問卷。 2.完成上述項目者可至職產處(主顧樓 6 樓 605L 室)領取禮品
2	總務處出納組	文興樓 1 樓	確認有無學雜費款項。
3	圖書館	1 樓詢問台	確認有無借用資料及相關費用。
4	國際暨兩岸事務處國際學生組	主顧樓 7 樓 704 室	Please visit the Office of International Affairs (Room 704 of Providence Hall) to confirm your National Health Insurance Status.
5	綜合業務組	文興樓 2 樓	<mark>112/06/02～10/02</mark> 持已完成之離校手續單領取學位證書。

Graduation Procedure for Fresh Graduates
2022-23AY 2nd Semester

1. Graduation procedure is processed online. Please follow the steps below: (as explained in the **Graduation Procedure Flow chart**.)
    (1). Go to the Credit Worksheet system to verify your graduation status and total number of credits earned have fulfilled the graduation requirement.
    (2). Log in to **e-Campus service** and select "Print the form of Graduate's Leaving School Procedure" → fill out the form and alumni development survey.
    (3). For those with no further need for library service, print the "University Copy" of Graduation Procedure Form. Once the Form is printed, Luking Library terminates the borrowing service.
    (4). When the Form shows "Stamp Free/Completed", it indicates the review from the unit(s) is not required.
2. For the students who completed the required stamping on the Graduation Procedure Form, before claiming your degree certificate, please bring your Student ID to the Div. of R&C (2F, BK Hall) or Luking Library (2F) to have "EXIT" stamped on your ID. When returning the procedure form, show the Student ID with EXIT stamp; the card will be returned upon verification. The graduation procedure is then complete. The Student ID card will become invalid simultaneously and will be regarded as a general bearer card.
3. For the students who have lost their Student ID, please log in to the Student e-Ticket Loss Reporting & Refund System on **e-Campus service** to fill out the Lost Report, take a screenshot or paper copy of the successful loss reporting and bring your personal ID for processing.
4. The Student ID Card is valid for four years. When it expires, it will automatically convert to a general bearer card, and no student discounts will be available. Students who need to apply for an extension of their ID due to deferred graduation, please go to the Div. of R&C with your Student ID Card after September 30, 2023.
5. Timetable and location for claiming the degree certificate: **(Location: Div. of R&C at 2F, BK Hall;)**

Dates	Applicant's Qualification	Printout of Graduation Procedure
Before you claim your degree certificate, be sure to log in to e-Campus service to print the graduation procedure form and transfer out your personal information in e-portfolio, portal, and cloud. Once you have claimed the hardcopy of your degree certificate, you no longer can log on to the University system.		
From 06/02/2023	Those who are still taking **Senior courses** and have completed the graduation credits and met the graduation requirements.	Those who failed to claim the hardcopy of degree certificate will not be able to log in to the University system **after 07/27/2023**.
From 06/26/2023	Those who are still taking **non-Senior courses** and have completed the graduation credits and met the gradation requirements.	
From 08/09/2023	Those who are taking courses in the **Summer Session Term 1** and have completed the graduation credits and met the graduation requirements.	Those who failed to claim the hardcopy of degree certificate will not be able to log in to the University system **after 09/30/2023**.
From 09/13/2023	Those who are taking courses in the **Summer Session Term 2** and have completed the graduation credits and met the graduation requirements.	
Before 10/02/2023	(1).**For the graduates of this semester, before claiming your degree certificate in accordance with the above dates,** please upload the documents related to graduation requirements, such as language proficiency exam, licenses, competition awards, etc. to the prescribed website. (2).**The deadline for the registration of graduation requirement for 2022-23AY 2nd Semester is 10/2/23.**	

Remarks:
(1). Please log on in advance to e-Campus service/All e-Campus service service/Academic Affairs /Print the form of Graduate's Leaving School Procedure → Make a hardcopy of the Graduation Procedure for university record. The Div. of R&C does NOT provide printout service on site. For the students who can not graduate this semester, please do NOT make the printout of the Graduation Procedure Form nor process the graduation procedure.
(2). To apply for the photocopy of the Chinese degree certificate, please make your own photocopies and go to the Div. of R&C with the original copy for verification; proceed to the Office of Secretariat (809 Providence Hall) for official seal. To apply for the photocopy of the English degree certificate, please bring the payment slip (the original copy must be presented for verification; no photocopies will be accepted.)
(3). For the related Graduation Procedure information, please refer to Div. of R&C webpage/Hot Links/Graduation.

6. For those who intend to entrust the collection of their degree certificate on the 3rd party, the trustees should go to the Div. of R&C and bring a printout of the "University Copy" of the Graduation Procedure Form; Student ID card with "EXIT" stamp (those who have lost their Student ID, should present the screenshot or printout of successful report on the loss and the graduate's personal ID); the seal of the graduates; Power of Attorney (download from Div. of R&C/Forms/Students/**Enrollment**); and the Personal or Student ID card of the trustees.

7. Others:
   (1). From June 30th to July 16th, 2023, there will be a high-voltage electricity conversion project that will temporarily suspend all campus network system services, including graduation and degree certificate issuance procedures.
   (2). Summer Office Hours：4-day work weeks (Mondays to Thursdays) from July 1 to August 31, 2023. The office hours are 09:00-16:00; the office is closed 12:00-13:00.

8. Below are the office locations of the units handling related graduation procedure and the matters to be handled:

No.	Units	Location	Matters to be handled
1	Div. of Career Development	605 Providence Hall	1.Verify personal profile and complete the survey. 2.Pick up a souvenir at 605L Providence Hall upon completing Item 1.
2	Cashier	1F, BK Hall	Clear any overdue tuition and fees.
3	Luking Library	1F, Information	Clear any overdue borrowing record and fees.
4	OIA	704 Providence Hall	Please visit the Office of International Affairs (Room 704 of Providence Hall) to confirm your National Health Insurance Status.
5	Div. of R&C	2F, BK Hall	Collect your Degree Certificate upon presentation of the completed Graduation Procedure Form between **June 2 and October 2, 2023**.