

抵免科目申請操作說明

Operation Instructions for Credit Exemption System

靜宜大學綜合業務組
Division of Registration and Curriculum



- 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.



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]

靜宜大學
PROVIDENCE UNIVERSITY

中文 English 靜宜校首頁 設定

同學您好：歡迎使用e校園服務網！

新增 Item's Keyword 搜尋 操作說明

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
- 在學證明書
- 成績查詢
- 成績預覽查詢
- 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
- 選課查詢
- 選課清單列印
- 選課(一階、二階、加選)
- 學分試算表 Step 4**
- 學分學程申請
- 學生基本資料確認
- 學生基本資料確認(alcat)
- 轉系申請

靜宜大學
PROVIDENCE UNIVERSITY

Chinese Eng. PU Homepage 設定

Hello Welcome to the e-Campus service!

Add Item's Keyword Search Help

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
- 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
- Micro Course Selection
- Print Course Schedule
- Print the form of Graduate's Leaving School Procedure
- Re-enrolling Application
- Student Information confirmed platform
- Student Information confirmed platform
- Summer School Tuition Inquiry System
- Summerschool Course Selection System
- Trail Balance of Credits Step 4**



2. 點選【抵免申請】⁽¹⁾ → 輸入原學校科目名稱及學分數⁽²⁾ → 按【新增原學校科目】 → 課程會顯示在下方左邊原學校科目列表中
click [Application for credit exemption]⁽¹⁾ → Key in the original **courses and number of credits**⁽²⁾ → click [added original courses] → it will be shown on the upper left of the list



The screenshot shows the 'Application for credit exemption' page. At the top, there are four tabs: '抵免申請 Application for credit exemption' (highlighted with a red box), '通過一覽表 Lists of credit exemption', '申請一覽表 Lists of application', and '回首頁 Home'. Below the tabs, there are instructions in Chinese and English. A large blue circle with the number '1' is placed over the 'Application for credit exemption' tab. A blue circle with the number '2' is placed over the '新增原學校科目(Added original courses)' button in the 'Original courses' section. The 'Original courses' section contains a table with columns for '科目名稱(Courses Title)', '學分數(Credits)', and '新增原學校科目(Added original courses)'. The first row shows '計算機概論' with 3 credits. Below this, there is a list of original courses, with '計算機概論,3' selected. The right side of the page shows a search area for '申請抵免本校科目名稱(Titles of original courses that are to be waived)' with a search box and a list of courses to be waived, including '共同科目(Common courses)' and '專業科目(Professional courses)'. At the bottom, there is a button labeled '新增抵免(Courses added to be waived)'.

3.重覆步驟2完成所有欲抵免科目之輸入→【送出審核】
all subjects are entered → [Submit]

抵免科目一覽表
List of courses waived

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

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"/>

• 提醒~

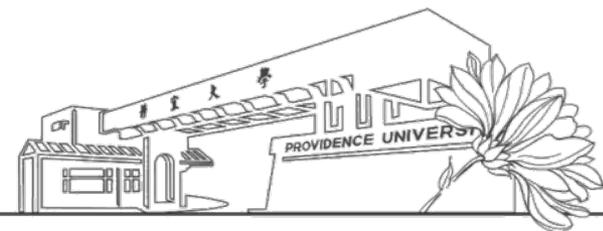
- ① 未完成輸入全部欲抵免科目時，切勿【送出審核】
- ② 送出審核之科目不能再修改

• Reminder~

- ① Before completely entering the courses to be exempted, DO NOT click [Submit].
- ② Courses submitted for reviewing cannot be revised.



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](#)查詢。

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](#)

4. 抵免結果查詢(查詢日期請參閱新生手冊) : ⁽¹⁾點選【抵免科目申請】→【通過一覽表】
⁽²⁾→開啟【學分試算系統】(見Step 1) →【歷年修課明細】⁽³⁾→檢視抵免結果是否一致
Lists of credit exemption (check the Freshman Manual for exemption dates) : ⁽¹⁾→ click [Credit Exemption System] → [Lists of credit exemption] ⁽²⁾→ click [Trial Balance of Credits] (see Step 1) → [List of courses completed] ⁽³⁾→ to see if the results are consistent with your application

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

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

列印日期(Date of printing): 2022/11/24 16:11:47

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2A	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1A	通識	2	抵免
學分小計: 4						

各課程審查單位請洽:

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

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: _____	姓名: _____	最高級級至: 無	身份: 一般生	轉系: 無	教程: 沒有
休學學期: 無	延畢生身份: 否	輔系: 無	就讀期數: 1	1/2紀錄: 無	2/3紀錄: 無
學、碩一貫身份: 無	中五年身份: 無	交換及遊學、雙聯、三聯期數: 無			

請選條件

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)。

指標: 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」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.