停修申請操作說明

Operation Instructions for Course Withdrawal Application



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



停修申請操作說明 Operation Instructions for Course Withdrawal Application

1.登入<u>e校園服務網</u> → 各類系統功能 → 教務 → 【停修申請】 Log in to e-Campus service → All e-Campus service → Academic Affairs → [Drop course system]

1 靜宜大學		(<u>+</u> ¢	: English 靜宜校首頁 設定 ¥	<u> </u>
▲■同學做好: 散迎使用e校園服務網!			新编 Item's Keyword 復春 ^{②選作說明}	Leilo Welcome to th
●目前開放中的系統			期間限定開放	Currently op
♥我常用的功能			自訂常用項目	My usual sys
				All e-Campus
✿各類系統功能			常態開放項目	Academic Affairs
教務 (課程/ 成績)				> Certification of en
>申請 教務文件	▶在學證明書	> 成績查詢	▶ 成績預警查詢	> Course Inquiry
▶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	> Credit Exemption S
>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	> Drop course system
>署修學分費查詢	>暑修選課作業	>復學申請	> 微課程選課	> Grades Inquiries
> 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	Chades inquires
▶選課查詢	> 選課清單列印	▶ 選課(一階、二階、加退選)	▶學分試算表	> Print Course Sched
> 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	> Student Informatic platform

り靜宜大學		C	hinese Erg. PU Homepage 設定 •
Hello Welcome to the e-Campus servic	el		Add Item's Keyword Search ^{(†}
Currently open system	i		The opening period is limi
My usual system			Customize it
All e-Campus Service			Normally open ite
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





2. $\stackrel{(1)}{\rightarrow}$ 勾選停修原因或撰寫其他說明 $\stackrel{(2)}{\rightarrow}$ 【送出】 $\stackrel{(1)}{\rightarrow}$ Complete the Cause for Course Withdrawal Questionnaire $\stackrel{(2)}{\rightarrow}$ [Send]

	लिल भ	· · · · · · · · · · · · · · · · · · ·
5〕鮮回学中萌停修 j。 reetings	" 尽 囚 ' 萌	前於下列各項基擇你無法總續修督本課程之因素,以利提供課程規劃、教学與開導等各面向之改善,謝謝你的励
he purpose of the su ems that suit you. T bu very much for you	urvey is to he survey ur cooper	o understand the factors that lead to your decision of dropping the course. Thus, please check any of the following is for the university's future improvement in curriculum design, instruction, student advising and counseling. Thank ation.
分類Type	選擇 Select	題目Explain
個人因素 Personal factors		1.擔心不及格學分數超過二一。 I am worried that I will fail half of the course credits that I am taking this semester.
	✓	2.總修謀學分數過多,整體謀業負擔太大。 I am taking too many classes and can't handle the work.
		3.個人欠缺妥善的時間管理。 I can't manage my time well.
		4.預期該科會被當掉。 I expect that the instructor will fail me.
		5.加退選期間忘記退選。 I forgot to drop the class during the add-and-drop period.
授課教師因素 Instructor factors		6.教師教學方式難以適應。 I have difficulty adjusting to the instructor's teaching style/approaches.
		7.数師授課內容不如個人預期。 The course content is not what I expected.
課程因素 Course factors		8.該科謀程負荷過重。 The workload of the course is too much for me.
		9.課程內容艱深無法理解。 The course content is too difficult for me to understand or comprehend.
其他		10.其他(請說明) others (please explain)

+	停修申請操作說明 Operation Instructions for Course Withdrawal Application										
V	→ 1) 3. → 點選欲停修之科目 $\xrightarrow{(2)}$ 【送出】										
	$ \stackrel{(1)}{\longrightarrow} \text{Select the course title to be withdrawn} \stackrel{(2)}{\longrightarrow} [\text{Send}] $										
		宜大學【傍	够申請】	Providence	University – Application to drop Courses	SOIL MECHANI					
	[返回系統首頁Return to System Home] [列印課表 Print Course Schedule] 請直接點選您要停修之科目,按下 送出 即可。 每生限停修一門科目,請審慎考慮,經送出後,即無法再更改。[停修結果請至選課查詢系統查詢,本功能不再另寄e-mail通知] Please choose the course you would like to drop and then click on SEND button. Each student can only drop one course. Please make careful considerations. Once the application is sent, you are not able to make modifications. [Please go to Course Inquiry System to look up the information. The system will not send additional email notices.]										
	班級(Class): 學號(Student No.): 姓名(Student Name):										
	停修 (dropping)	選謀代號 (Course Code)	修別 (Course Type)	上課班級(Class)	科目名稱(Name of Subject)	^書 期別 Semester)	學分數 (Credit)				
(1)		3042	必修	體必 <mark>A</mark>	體育(初級網球) PHYSICAL EDUCATION (BASIC J TENNIS)	E	1				
	75	3053	必修	體必A	體育(初級有氧舞蹈) PHYSICAL EDUCATION (BASIC AEROBIC DANCE)	E.	1				
每生 Eacl	 ∃限停修一┡ h_student_ca	門科目(含 an withdu	校際選調 aw from	果科目)。 one course	現代世界的衝突與和平(台灣與世界文化) THE CONFLICT AND PEACE IN THE CONTEMPORARY WORLD HISTORY	E.	2				
per elec	semester tive courses	(includi	ng cros	ss-university	英文實力卷成課程 ENGLISH REMEDIAL COURSE	E.	0				
					(2) 送出Send						

-S-



停修申請操作說明 Operation Instructions for Course Withdrawal Application

再次確認欲停修課程→【確定】

Confirm again \rightarrow [Confirm]

// 靜宜大學【停修申請】Providence University – Application to drop Cours

〔返回系統首頁Return to System Home 〕 〔列印課表 Print Course Schedule 〕

請直接點選您要停修之科目,按下**送出**即可。

每生限停修一門科目,請審慎考慮,經送出後,即無法再更改。[停修結果請至選謀查詢系統查詢,本功能不再另寄e-mail通知]

Please choose the course you would like to drop and then click on SEND button.

Each student can only drop one course. Please make careful considerations. Once the application is sent, you are not able to make modifications. [Please go to Course Inquiry System to look up the information. The system will not send additional email notices.]

媒謀代號 (dropping) 選謀代號 (Course Code) 修別 (Course Type) 上謀班級(Class) 科目名稱(Name of Subject) 學期別 (Semester) 學分數 (Credit) ● 3042 必修	選謀代號 (Course Code) 修別 (Course Type) 上課班級(Class) 科目名稱(Name ● 3042 必修 網頁訊息 第頁訊息 ○ 3053 必修 第頁訊息 第項訊息 ○ 3053 必修 第項訊息 第項訊息 ○ 3053 必修 第項訊息 電定 ○ 3309 通識 確定 平回 ○ 3436 選修 ア暗教学 中心へ近 ENGLISH REME	(Class):	學號(Stud	ent No.) :	姓名(Student	Name):				
● 3042 必修 #展訊息 C 上 1 ○ 3053 必修 您確定要停修[3042][體育(初級網球)PHYSICAL EDUCATION (BASIC TENNIS)]此門科目嗎? Are you sure to drop this course? C 上 1 ○ 3309 通識 確定<	 3042 必修 3053 必修 3053 必修 309 通識 3436 選修 7F語教学中心知道 医NGLISH REME 送出Send 	。修 Iropping)	代號 修別 urse (Course le) Type)	上謀班級(Class)		科目名稱(Name of	Subject)		學期別 (Semester)	學分數 (Credit)
○ 3053 必修	3053 必修 3053 必修 アド語教学中心の近 医NGLISH REME 送出Send	۲	2 必修	網頁訊息			x	IC	F	1
○ 3309 通識 確定< 取消 界文化) N THE STORY 上 2 ○ 3436 選修 가 범致学 中心 つ近 ENGLISH REME PSE 上 0	3309 通識 確定 3436 選修 ア語教学中心A班 送出Send	0	3 必修	② 您確定要停(TENNIS)]此 Are you sure	修[3042][體育(初級網球)PF ;門科目嗎? re to drop this course?	HYSICAL EDUCATION (BASIC	ic	F	1
〇 3436 選修 外語教学中心的近 ENGLISH REME HSE 上 0	C) 3436 選修 外留数字中心Au ENGLISH REMI 送出Send	0	9 通識			確定	取消	界文化) N THE STORY	F	2
	送出Send	0	6 選修	外語教学中心界班		ENGLISH REME	THE S	E	F	0



5. 確認課程已完成停修手續申請 Confirm







停修申請操作說明 Operation Instructions for Course Withdrawal Application

6. 完成停修申請後,系統不會寄發確認信件→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,確認是否成功辦理停修 作業

After the application procedure is completed, the system will NOT mail the confirming letter automatically \rightarrow Please log in to e-Campus service \rightarrow All e-Campus service \rightarrow Academic Affairs \rightarrow [Course Inquiry] to get the personal course enrollment list to confirm if the course was successfully withdrawn

· 世靜宜大學	中文 English 靜宜校首頁 設定 •	小靜宜大學		a	inese Eng. PU Homepage 設定 •
▲ ■同學您好:當這使用e校實驗發網!	新編 Item's Keyword 復日 ^{①操作記録}	Hello Welcome to the e-Campus service	el		Add Item's Keyword Search ®He
●目前開放中的系統	期間限定關放	Currently open system			The opening period is limited
▲ 我觉用的功能	白打带用百日	OMy usual system			Customize items
♥式帯用的划路	日則市田栄日	All e-Campus Service			Normally open items
✿各類系統功能	常懇關放項目	Academic Affairs			
教務 (建屆/成攝)		Certification of enrollment	> Academic Warning	 Application for Department Transfer 	 Application for Transcript, School Status Certificate, Student ID Card Replacement
>申請教務文件 > 在學證明書 > 成線查約	> 成績預警查詢	> Course Inquiry	Course Roll Call Inquiry	> Course Selection System	 Credit Degree Program Application
> 括免利目申請 > 校際選課申請 > 畢業生離校手續單列印	> 較材下戰及課程討論	Credit Exemption System	> CTF	> Double Major & Minor	 Download Course Materials
>專業證照暨能力維護 > 停修申請 > 期末較舉意用反應質性回應	> 期中教學意見反映	> Drop course system	> End-of-Term Teaching	Express Withdrawal System	Feedback on Teaching
> 署修學分費查詢 > 署修選課作業 > 復學申請	> 微課程選課		Feedback		
> 微課程攝課_2019版 > 輔糸、雙主修申請 > 網路退還	> 課程點名紀錄查詢	> Grades Inquiries	 Inter-collegiate course selection Application 	 Micro Course Selection 	 Micro Course Selection
 > 選課查詢 > 選課清單列印 > 選課(一職、二職、加退選) 	> 學分試算表	Print Course Schedule	 Print the form of Graduate's Leaving School Procedure 	 Re-enrolling Application 	 Student Information confirmed platform
>學分學程申請 >學生基本資料確認 >學生基本資料確認(alca	t) > 轉系申請	 Student Information confirmed platform 	 Summer School Tuition Inquiry System 	 Summerschool Course Selection System 	> Trail Balance of Credits

☞選課查詢操作說明Operation Instructions for Course Inquiry