

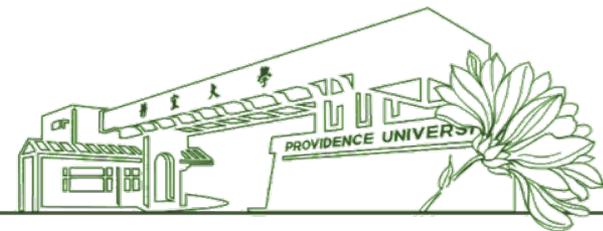
校際選課申請系統操作說明 (本校至他校)

Operation Instructions for inter-collegiate course selection Application

校際選課相關時程說明請至綜合業務組網頁/[校際選課](#)/本校生查詢
*For the schedule of Inter-collegiate course registration, please proceed to the
webpage of the Div. of R&C / [Inter-collegiate Course Selection](#) / PU students*

辦理校際選課作業配合事項

To apply for inter-collegiate courses



A. 申請資格Eligibility

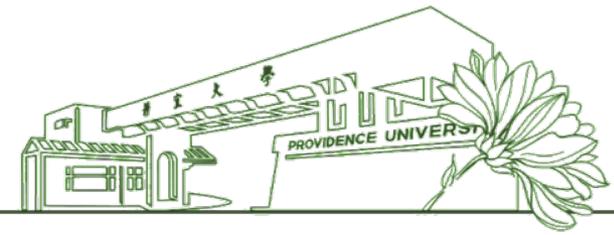
1. 應符合(1)延畢生或(2)本校當學期未開之課程，方得申請。如不符合前述條件者，需於「其他原因說明」欄內，說明事由。
2. 每學期校際選課之學分數，學生修習他校課程不得超過九學分。碩、博士班學生修習碩、博士班課程，以一科為限。校際選課學分數應併入當學期修習學分數上、下限計算。



1. Inter-collegiate courses are open only for (1) deferred graduate students and (2) the courses not offered by this University. The applicants who do not meet the prescribed conditions should explain the causes for application in the “Other Causes” column.
2. The maximum credit hours for students taking inter-collegiate courses from other universities are limited to 9 credit hours per semester. The graduate students (both Master’s and Doctoral programs) are limited to one subject per semester. The number of credits taken in the inter-collegiate courses will be included in the upper and lower limits of the current semester.

辦理校際選課作業配合事項

To apply for inter-collegiate courses



B. 申請程序 Application Procedure

1. 請登入「e校園服務網」申請，經開課學系(單位)及教務相關單位審查通過後，由學生持完成電子簽章之申請單至他校辦理選課及繳費，並於本校加退選截止日前，送交經他校同意之申請單至綜合業務組(可傳真04-26321884或於「e校園服務網」上傳)備查，並登錄校際選課紀錄。
2. 完成申請表後，系統會依序通知各開課學系(單位)及教務相關單位審核，學生可上網查閱審查進度。如未經通過者，請聯絡未通過的單位辦理。
3. 如需取消經教務長審核通過的校際選課，務請通知綜合業務組承辦人作抽單處理。
 - 綜合業務組承辦人廖小姐
 - 電話：04-26328001轉11112，email：ytliaw@pu.edu.tw

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1. To apply, please log in to e-Campus. After it is reviewed and approved by the course offering departments (units) and the Office of Academic Affairs, the applicant can bring the application form bearing the approval e-signature and proceed the course registration and make payment at the visiting universities. Present the application form approved by the visiting universities to the Div. of R&C for record before the deadline for Drop/Add and register at the inter-collegiate course enrollment system. The document can be sent through FAX: 04-26321884 or uploaded through e-Campus.
 2. After the application form is completed, the system will forward the course offering departments (units) and the related academic divisions in order for review. The applicants can follow the review progress online. If the application is not approved, the applicant can contact the unit that denied the application for further procedure.
 3. If the applicant needs to cancel the inter-collegiate course registration already approved by the Provost, please notify the case officer at the Div. of R&C to withdraw the application.
 - Case Offer at the Div. of R&C: Ms Liao
 - Phone: 04-26328001 ext. 11112; email: ytliaw@pu.edu.tw

辦理校際選課作業配合事項

To apply for inter-collegiate courses



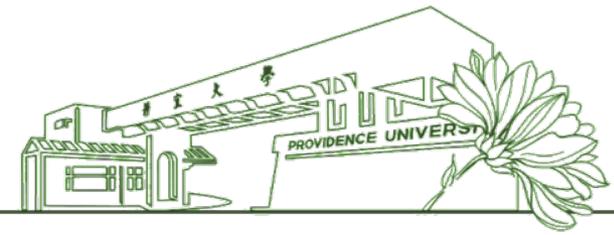
C. 注意事項Notes

1. 修習雲端學院、全國夏季學院、SOS暑期線上學院課程者，**僅需完成校際選課之本校申請程序**。其他課程資訊、開課時段、報名選課期間、收費資訊與相關注意事項請參考各平台說明。
2. 學生在學習上因適應不良，得於每學期第十二週申請停修當學期所修習之科目（**限一科，且包含校際選課科目**），逾期不予受理。

1. Those who take courses at the Cloud College, Summer College (by NTU), and SOS Summer Online School **only need to complete PU's application process for inter-collegiate course registration**. For other course information, course schedule, registration period, fee information and others, please refer to the instructions of the respective platforms.
2. Due to poor learning adaptation, students may apply to suspend the subjects taken in the current semester (**limited to one subject only, including inter-collegiate courses**) in the 12th week of each semester. No overdue application will be accepted.

辦理校際選課作業配合事項

To apply for inter-collegiate courses



C. 注意事項Notes

3. 請留意加退選截止後，本校將彙整學生校內外選課，不符合校際選課規定與選課辦法者，應於規定時間內更正選課資料。
4. 參考法規：綜合業務組網頁/章則辦法/
 - 靜宜大學學則
 - 靜宜大學學生選課辦法
 - 靜宜大學學生暑期開班授課施行細則

- 
3. Please note that after the deadline for Drop/Add, the University will compile the students' internal and external course enrollment data. Those who do not comply with the inter-collegiate course registration regulations and the Regulations for Course Enrollment, please correct the course enrollment data within the specified timeframe.
 4. Related rules and regulations: webpage of the Div. of R&C/Rules & Regulations
 - PU Academic Regulations
 - PU Regulations on Course Enrollment
 - PU Regulations on Summer Session Courses



校際選課申請-本校至他校-操作說明

1. 登入 [e校園服務網](#) → 各類系統功能 → 教務 → 【校際選課申請】

Log in to e-Campus service → All e-Campus service → Academic Affairs → [inter-collegiate course selection Application]

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！

目前開放中的系統 期限限定開放

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	期末教學意見反應責任回應	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	轉系、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、加退選)	學分試算表
學分學程申請	學生基本資料確認	學生基本資料確認(CI開發中)	轉系申請

靜宜大學
PROVIDENCE UNIVERSITY e-Campus Service

Chinese Eng Logout PU Homepage

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





校際選課申請-本校至他校-操作說明

2. (1) → 填寫學生基本資料 (2) → 輸入選課資料 (填寫他校之選課資料) (3) → 下一步

(1) → Fill in personal data (2) → Key in course registration info (Fill in the course info of the visiting school) (3) → next

靜宜大學【校際選課申請表】

【校際選課(本校至外校)申請系統操作說明(Instructions)】

(1) A. 學生基本資料(students basic information)

姓名(name): 系級(Class Level): 學號(student ID):

選課身份別(Identity): 聯絡電話(Phone): [若您的聯絡電話有誤，請至學生事務處]

校際選課原因(Reasons of taking inter-collegiate courses): 其他原因(請說明)

其他原因說明:

B. 選課資料 (請填寫對方學校之選課資料)(Course selection)

校際選課學校(Schools of inter-collegiate courses):

修課學期別(Semester of attendance):

中文科目名稱(Chinese title of course):

英文科目名稱(Name of English subject):

開課學期別(Semester): 開課學制(Education system): 學分數(Credits):

課程綱要檔案上傳 (Upload curriculum outline)
 依綜合業務組規定須上傳課綱或選課表: (檔案大小請低於2MB, File Size <= 2MB)

本校學則規定每學期校際選課之學分數，學生修習他校課程不得超過九學分，碩、博士班學生修習碩、博士班課程，併入當學期修習學分數上、下限計算。

下拉式選單

如為其他原因，於說明欄敘述，以利學系審核

pull-down menu

For other reasons, explain here for department review.

輸入他校中英文科目名稱

Key in both Chinese and English course title

輸入學分數

Key in the number of credits

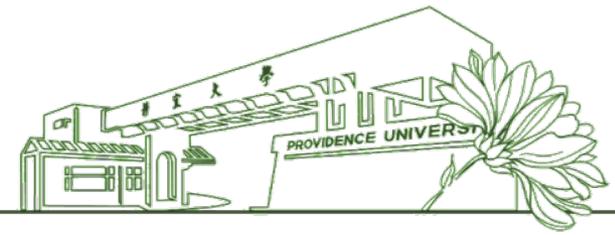
務必上傳課程綱要
Course outlines upload is required.

回系統首頁(home) 回上頁(previous) 下一步(next)

(3)



提醒~Reminder~



- 本校學則規定每學期校際選課之學分數，**學生修習他校課程不得超過九學分。**
- 碩、博士班學生修習碩、博士班課程，以一科為限。校際選課學分數應併入當學期修習學分數上、下限計算。



- The maximum credit hours for students taking inter-collegiate courses from other universities are **limited to 9 credit hours per semester.**
- The graduate students (both Master's and Doctoral programs) are limited to one subject per semester. The number of credits taken in the inter-collegiate courses will be included in the upper and lower limits of the current semester.



校際選課申請-本校至他校-操作說明

3. (1) → 選擇認列為本校科目 → 輸入本校科目名稱關鍵字 → 搜尋
- (2) → 選擇欲申請認列之科目名稱 → 確認
- (1) → Select **Courses list** → Key in the **keywords** for PU courses → Search
- (2) → Select **the course titles** to be accepted by PU → Confirm

靜宜大學【校際選課申請表】

(1) 認列為本校科目(Course list) 系定必修 請輸入關鍵字搜尋(Keyword search) : 初級日語 搜尋(Search) 回上一頁(previous)

(2)

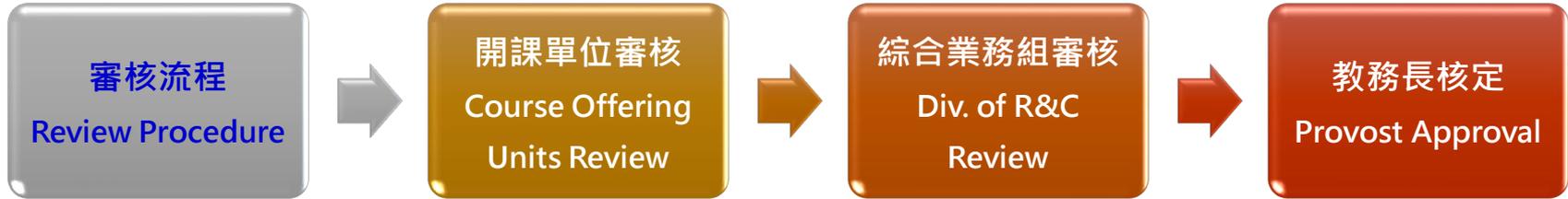
選擇(check)	科目名稱(title of course)
<input type="checkbox"/>	初級日語
<input type="checkbox"/>	初級日語(一)
<input type="checkbox"/>	初級日語(二)
<input type="checkbox"/>	初級日語I(日本)
<input type="checkbox"/>	初級日語會話(一)
<input type="checkbox"/>	初級日語會話(二)
<input type="checkbox"/>	初級日語--聽
<input type="checkbox"/>	初級日語聽力練習(一)

輸入本校科目名稱關鍵字
Key in the keywords for
PU course

點選欲申請認列科目後，按確認鍵
Select the course titles to be
accepted by PU and click "Confirm"



校際選課申請-本校至他校-操作說明



靜宜大學【校際選課申請表】

A. 學生基本資料(students basic information)		
姓名(name): <input type="text"/>	系級(Class Level): <input type="text"/>	學號(student ID): <input type="text"/>
選課身份別(Identity): <input type="text"/>	聯絡電話(Phone): <input type="text"/>	
校際選課原因(Reasons of taking inter-collegiate courses): 該科目本學期本校未開課		
B. 選課資料(Course selection)		
校際選課學校(Schools of inter-collegiate courses): 東海大學		
修課學期別(Semester of attendance): <input type="text"/> 學年度第 <input type="text"/> 學期		
中文科目名稱(Chinese title of course): 綜合日語(一)A		課網下載(download)
英文科目名稱(Name of English subject): Comprehensive Japanese(1)A		
開課學期別(Semester): 全學年		開課學制(Education system): 大學部 學分數(Credits): 4
可認列本校之科目(Course list): 系定必修 初級日語		
本校學則規定每學期校際選課之學分數，學生修習他校課程不得超過九學分。碩、博士班學生修習碩、博士班課程，以一科為限。校際選課學分數應併入當學期修習學分數上、下限計算。		





校際選課申請-本校至他校-操作說明

3. 登入e校園服務網 → 各類系統功能 → 教務 → 【校際選課申請】 → 【查詢】 審核狀態

Log in to e-Campus service → All e-Campus service → Academic Affairs → [inter-collegiate course selection Application] → [Reviewing status]

靜宜大學【校際選課申請】

【校際選課(本校至外校)申請系統操作說明(Instructions)】

現階段為 ■ 學年度第1學期，請選擇欲查詢之申請學期別 ■ 學年度第1學期 查詢(Search)

選擇 (check)	校際選課學校 (Schools of inter-collegiate courses)	修課學期別 (Semester)	修習科目名稱 (Course title)	審核狀態 (Reviewing status)
查詢	東海大學	■ 學年度第2學期	綜合日語(一)A	審核中 (審核歷程)

1. 修習雲端學院、全國夏季學院、SOS暑期線上學院課程者，完成本校申請程序至「教務長審核通過」即可，不需繳回申請表。但需於該平台規定時間內完成註冊、選課及繳費。

2. 修習其他課程者，接受選課學校程序完成簽章後，將該申請單拍照成圖檔，至遲於本校加退選截止前上傳至本校「校際選課申請」系統。

3. 辦理校際選課過程中，如放棄該筆選課或接受選課學校程序未通過者，請電話聯絡本校綜合業務組(課務)承辦人員，電話：(04)26328001轉分機11112廖小姐。

1. Those who take the courses at Cloud Academy, Summer College (by NTU), SOS Summer Online Academy complete their application process upon the approval of the Dean of Studies/Provost and do not need to return the application form. However, students are required to complete the registration, course registration, and payment within the time specified by the platform.

2. Those who take other courses than the above institutes, upon the approval of the visiting universities, shall take a photo of the approved application form and up-load it to the "Inter-collegiate Course Registration System" of the University before the deadline of Drop/Add.

3. In the process of taking inter-collegiate courses, if you give up the course selected or failed to pass the course registration review of the visiting university, please telephone the (Curriculum) case officer Ms. Liao at (04)26328001 ext. 11112 at the Div. of Registration and Curriculum of this University.

回系統首頁(home)
申請新的申請表(apply)





校際選課申請-本校至他校-操作說明

4. 審核狀態⁽¹⁾ → 顯示未通過 → 請向該單位聯絡，瞭解審核狀態

Reviewing status⁽¹⁾ → **Not approved** → Contact the reviewing units for detailed info

靜宜大學【校際選課申請】

辦理過程中，若任一主管審核「未通過」者，請向該單位聯絡，瞭解審核狀態
Contact the unit in question if the review result showed "Not approved."

【校際選課(本校至外校)申請系統操作說明(Instructions)】

現階段為 學年度第1學期，請選擇欲查詢之申請學期別 學年度第1學期 查詢(Search)

選擇 (check)	校際選課學校 (Schools of inter-collegiate courses)	修課學期別 (Semester)	修習科目名稱 (Course title)	審核狀態 (Reviewing status)
查詢	東海大學	學年度第2學期	綜合日語(一)A	日文系主任審核未通過(審核歷程)

- 修習雲端學院、全國夏季學院、SOS暑期線上學院課程者，完成本校申請程序至「教務長審核通過」即可，不需撤回申請表。但需於該平台規定時間內完成註冊、選課及繳費。
- 修習其他課程者，接受選課學校程序完成簽章後，將該申請單拍照成圖檔，至遲於本校加退選截止前上傳至本校「校際選課申請」系統。
- 辦理校際選課過程中，如放棄該筆選課或接受選課學校程序未通過者，請電話聯絡本校綜合業務組(課務)承辦人員，電話：(04)26328001轉分機11112廖小姐。

1.Those who take the courses at Cloud Academy, Summer College (by NTU), SOS Summer Online Academy complete their application process upon the approval of the Dean of Studies/Provost and do not need to return the application form. However, students are required to complete the registration, course registration, and payment within the time specified by the platform.

2.Those who take other courses than the above institutes, upon the approval of the visiting universities, shall take a photo of the approved application form and up-load it to the "Inter-collegiate Course Registration System" of the University before the deadline of Drop/Add.

3.In the process of taking inter-collegiate courses, if you give up the course selected or failed to pass the course registration review of the visiting university, please telephone the (Curriculum) case officer Ms. Liao at (04)26328001 ext. 11112 at the Div. of Registration and Curriculum of this University.

回系統首頁(home) 申請新的申請表(apply)





校際選課申請-本校至他校-操作說明

4. 審核狀態 ⁽²⁾ → 顯示**教務長審核通過** → 表示校內程序已完成

Reviewing status ⁽²⁾ → Approved by **Provost indicating** → PU procedure is completed

靜宜大學【校際選課申請】

【校際選課(本校至外校)申請系統操作說明(Instructions)】

現階段為 **學年度第1學期**，請選擇欲查詢之申請學期別 **學年度第1學期**

選擇 (check)	校際選課學校 (Schools of inter-collegiate courses)	修課學期別 (Semester)	修習科目名稱 (Course title)	審核狀態 (Reviewing status)
查詢 列印申請表 上傳證明檔案	東海大學	學年度第2學期	綜合日語(一)A	教務長審核通過(審核歷程)

提醒~Reminder~

1. 修習雲端學院、全國夏季學院、SOS暑期線上學院課程者，完成本校申請程序至「教務長審核通過」即可，不需撤回申請表，但需於該平台規定時間內完成註冊、選課及繳費。
2. 修習其他課程者，接受選課學校程序完成簽單後，將該申請單拍照成圖檔，至遲於本校加退選截止前上傳至本校「校際選課申請」系統。
3. 辦理校際選課過程中，如放棄該筆選課或接受選課學校程序未通過者，請電話聯絡本校綜合業務組(課務)承辦人員，電話：(04)26328001轉分機11112廖小姐。

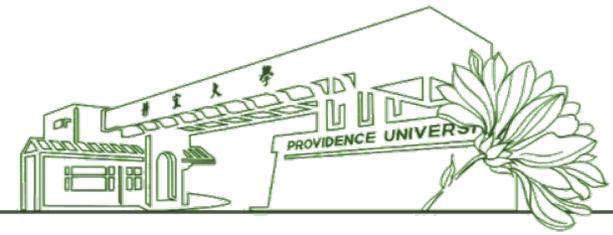
1. Those who take the courses at Cloud Academy, Summer College (by NTU), SOS Summer Online Academy complete their application process upon the approval of the Dean of Studies/Provost and do not need to return the application form. However, students are required to complete the registration, course registration, and payment within the time specified by the platform.

2. Those who take other courses than the above institutes, upon the approval of the visiting universities, shall take a photo of the approved application form and up-load it to the "Inter-collegiate Course Registration System" of the University before the deadline of Drop/Add.

3. In the process of taking inter-collegiate courses, if you give up the course selected or failed to pass the course registration review of the visiting university, please telephone the (Curriculum) case officer Ms. Liao at (04)26328001 ext. 11112 at the Div. of Registration and Curriculum of this University.



提醒~Reminder~



- 修習雲端學院、全國夏季學院、SOS暑期線上學院課程者，完成本校申請程序至「教務長審核通過」即可，不需繳回申請表。但需於該平台規定時間內完成註冊、選課及繳費。



- Those who take the courses at Cloud Academy, Summer College (by NTU), SOS Summer Online Academy complete their application process upon the approval of the Dean of Studies/Provost and do not need to return the application form. However, students are required to complete the registration, course registration, and payment within the time specified by the platform.



校際選課申請-本校至他校-操作說明

5. 完成校內程序→【列印申請表】列印靜宜大學校際選課申請表

Complete PU procedure → [Print the Application Form] print **PU Inter-collegiate Course Registration Application Form**

靜宜大學【校際選課申請】

【校際選課(本校至外校)申請系統操作說明(Instructions)】

現階段為 **學年度第1學期**，請選擇欲查詢之申請學期別 **學年度第1學期**

選擇 (check)	校際選課學校 (Schools of inter-collegiate courses)	修課學期別 (Semester)
查詢		
列印申請表	東海大學	學年度第2學期
上傳證明檔案		綜合日

1. 修習雲端學院、全國夏季學院、SOS暑期線上學院課程者，完成本校申請程序至「...」但需於該平台規定時間內完成註冊、選課及繳費。
 2. 修習其他課程者，接受選課學校程序完成簽章後，將該申請單拍照或圖檔，逕於本...
 3. 辦理校際選課過程中，如放棄該筆選課或接受選課學校程序未通過者，請電話聯絡本...
 電話：(04)26328001轉分機11112廖小姐。
 1. Those who take the courses at Cloud Academy, Summer College (by NTU) process upon the approval of the Dean of Studies/Provost and do not need to complete the registration, course registration, and payment within the time...
 2. Those who take other courses than the above institutes, upon the approval of application form and up-load it to the "Inter-collegiate Course Registration Sy...
 3. In the process of taking inter-collegiate courses, if you give up the course se... visiting university, please telephone. the (Curriculum) case officer Ms. Liao a Curriculum of this University.

回系統首頁(home) 申請新的申

靜宜大學校際選課申請表

第一聯：靜宜大學綜合業務組存查 原號：1082094

壹、申請事項：
 一、主辦：本校學生擬至 貴校 弘光科技大學 選課 初轉 專科同學
 二、說明：
 1. 學生基本資料
 姓名：[] 班級：會計三C
 學號：[] 聯絡電話：[]
 選課身份別：非該學生
 2. 選擇資料 (請轉送貴學校審核課程資料並蓋章)
 擬選學期別：學年度第2學期 擬轉學別：大學部
 中文科發名稱：人力資源管理 學分數：3
 英文科發名稱：HUMAN RESOURCE MANAGEMENT
 擬轉學期別：下學期
 3. 本件單位審查 (本校單位審核電子登錄，由學生印出後填用不須蓋章顏色。)

開課單位	擬列課程 單位主管	綜合業務組(課務)	綜合業務組(註冊)	教務處
外系應修	會計學系主任 陳文	綜合業務組課務人員 陳文	綜合業務組課務人員 陳文	教務處 陳文

貳、貴校學校審核：本申請書可替代公文，敬請簽字為準，以備學校核備備案。

開課單位	擬列課程 單位主管	教務處	教務處	學分數

★本申請表一式二聯，學生完成程序後務必立即將第一聯「傳真04-26321684」至靜宜大學綜合業務組，至備應於修課當期課2週內交回，逾期者視同放棄申請，請同學務必留意。★

備註：
 1. 依本校學則規定，每學期校際選課之學分數以0學分為限，且併入當學期總學分數計算，不得超過上學期規定(一般學期上限25學分，暑修上限8學分，碩士班課程除外)學分以1為為限。
 2. 辦理過程中或先修程序後，此書「申請學校審核未通過」、「被駁回」或「應儘速先向申請學校覆查查核」之情形，請同學務必電詢本校課務組人員，電話：04-26328001分機11112，來電或來校者不論成績及格與否皆將免費重傳。
 3. 靜宜大學地址：433台中市沙鹿區廣福大道7段200號，傳真：04-26321684



校際選課申請-本校至他校-操作說明

6. 持靜宜大學校際選課申請表至他校辦理校際選課及繳費

Complete the inter-collegiate course registration and make payment at the visiting university showing PU application form

靜宜大學校際選課申請表

第一聯：靜宜大學綜合業務組存查
序號：1082004

壹、申請事項：
一、註冊：本校學生擬至 貴校 弘光科技大學 進修，敬請 貴校同意
二、說明：

1、學生基本資料
姓名：[] 班級：[]
學號：[] 聯絡電話：[]
選課身分別：非益學生

2、選課資料 (請檢附原學校審核課程資料影印本)
擬選學期別：[] 學年度第2學期 擬選學別：大學部
中文科員名稱：人力資源管理 學分數：3
英文科員名稱：HUMAN RESOURCE MANAGEMENT
擬選學期別：下學期

3、本校單位審查 (本校單位審核電子檔案，由學生印出後填平同影響登錄顏色。)

擬選單位	擬列課程 單位主管	綜合業務組(標號)	綜合業務組(註冊)	教務處
非承辦人	資訊系系主任 張世文	綜合業務組(註冊)人員 張世文	綜合業務組(註冊)人員 張世文	教務處 張世文

貳、他校學校審核：本申請表可替代公文，敬請貴校受理，以顯成效感謝操作

擬選單位	擬列課程 單位主管	教務處	教務處	進修學分費
資訊管理系教授 汪大明	資訊管理系主任 賴小華	教務處承辦人員 張玄喬	教務長 任啟賢	出納組承辦人員 林紀政

★本申請表一式二聯，學生完成程序後務必立即將第一聯「海濱04-26321884」至靜宜大學綜合業務組，至選課於修課當期開課2週內
交回，逾期者視同放棄申請，請同學務必留意。★

備註：
1、依本校學則規定，每學期所選課之學分數以9學分為限，且併入當學期修業學分數計算，不得超過上項規定(一般學期上限28學分，暑修上限9學分，碩士班
課程修業學分以14為限)。
2、辦理過程中如先完成序號，此後「申請單位審核通過」、「請款單」或「繳費(須先往申請學校同意繳費)」之情形，請同學務必電詢本校承辦人員，電話
04-26320001分機11112，來電查詢請有不給成績及格與否與本校無關。
3、靜宜大學地址：433台中市沙鹿區臺灣大道7段200號，傳真：04-26321884

將完成簽章之靜宜大學校際選課申請表第一聯拍照成圖檔
Take a photo of the first copy of the signed PU Inter-collegiate Course Registration Application Form

申請表上他校各欄位印章需完備，方完成他校選課作業
The seals of each column of the visiting university must be complete to complete the course registration.





校際選課申請-本校至他校-操作說明

7. 將規定期限內完成簽章之靜宜大學校際選課申請表**第一聯**拍照成圖檔 → 登入系統 → 點選【上傳證明檔案】

Within the specified period, take a photo of the **first copy** of the signed **PU Inter-collegiate Course Registration Application Form** → [Upload to system]



【校際選課(本校至外校)申請系統操作說明(Instructions)】

現階段為 **學年度第 1 學期**，請選擇欲查詢之申請學期別 **學年度第 1 學期**

選擇 (check)	校際選課學校 (Schools of inter-collegiate courses)	修課學期別 (Semester)	修習科目名稱 (Course title)	審核狀態 (Reviewing status)
查詢 列印申請表 上傳證明檔案	東海大學	學年度第 2 學期	綜合日語(一)A	教務長審核通過 (審核歷程)

1. 修習雲端學院、全職進修學院、或全職進修學院之課程者，但需於該平台規定時間內，將完成簽章之靜宜大學校際選課申請表**第一聯**拍照成圖檔 → 上傳至系統
 2. 修習其他課程者，接受選課
 3. 辦理校際選課過程中，如放棄選課，請逕向校務組承辦人員，電話：(04)26328001 轉分機 11112 洽詢。
 1. Those who take the courses of the Online Academy complete their application upon the approval process upon the approval process to complete the registration application form. However, students are required to take a photo of the approved application form and up-load it to the "Inter-collegiate Course Registration System" of the University before the deadline of Drop/Add.
 2. Those who take other courses than the above institutes, upon the approval of the visiting universities, shall take a photo of the approved application form and up-load it to the "Inter-collegiate Course Registration System" of the University before the deadline of Drop/Add.
 3. In the process of taking inter-collegiate courses, if you give up the course selected or failed to pass the course registration review of the visiting university, please telephone the (Curriculum) case officer Ms. Liao at (04)26328001 ext. 11112 at the Div. of Registration and Curriculum of this University.

將完成簽章之靜宜大學校際選課申請表**第一聯**拍照成圖檔 → 上傳至系統
Take a photo of the **first copy** of the signed **PU Inter-collegiate Course Registration Application Form** → Upload to system

提醒！每學期檔案上傳截止日，請至綜合業務組網頁/校際選課/本校生查詢
Reminder~ Deadline for Uploading Files for Each Semester, please proceed to the webpage of the Div. of R&C/Inter-collegiate Course Registration/PU students.





校際選課申請-本校至他校-操作說明

8. 於證明檔案文件處點選【上傳檔案】→ 紙本請自行保管留存

Upload the file at **Certificate** → Please keep the paper copy by yourself

A. 學生基本資料(students basic information)

姓名(name): [] 系級(Class Level): [] 學號(student ID): []

選課身份別(identity): [] 聯絡電話(Phone): []

校際選課原因(Reasons of taking inter-collegiate courses): 該科目本學期本校未開課

B. 選課資料(Course selection)

校際選課學校(Schools of inter-collegiate courses): []

修課學期別(Semester of attendance): []

中文科目名稱(Chinese title of course): 人力資源管理 [課網下載\(download\)](#)

英文科目名稱(Name of English subject): HUMAN RESOURCE MANAGEMENT

開課學期別(Semester): 下學期 開課學制(Education system): []

可認列本校之科目(Course list): 外系選修

C. 證明檔案文件(certificate)

C:\Users\yliaw\Desktop [瀏覽...] [上傳檔案]

[證明檔案下載\(download\)](#)

[回系統首頁\(home\)](#)

將完成簽章之靜宜大學校際選課申請表第一聯拍照成圖檔
→上傳至系統
Take a photo of the first copy of the signed PU Inter-collegiate Course Registration Application Form → Upload to system

此處可下載瀏覽所上傳之資料
Download and browse the uploaded data.





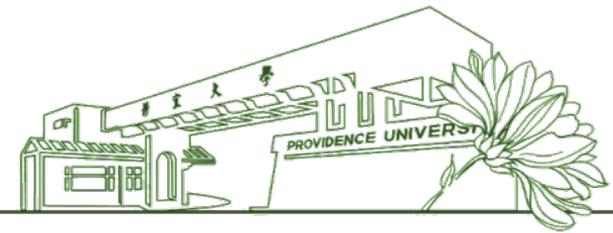
9. **審核**：檔案完成上傳後，系統將同步E-mail通知**綜合業務組承辦人員** → 承辦人審核完成後，系統將發送E-mail通知完成校際選課，務請同學留意個人信箱！

After uploading, the system will simultaneously e-mail the case officer at the Div. of R&C → After the case officer completed the review, the system will notify the applicant by e-mail the completion of the inter-collegiate course registration procedure. Please check your e-mailbox regularly.



重要提醒

Important Reminders



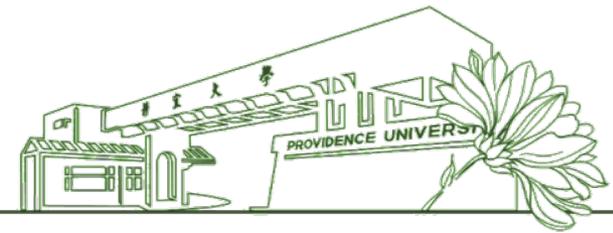
1. 修習雲端學院、全國夏季學院、SOS暑期線上學院課程者不需上傳證明檔案。
 - 修習雲端學院、全國夏季學院、SOS暑期線上學院課程者，僅需完成校際選課之**本校**申請程序，不需至他校辦理簽章及上傳證明檔案。其他課程資訊、開課時段、報名選課期間、收費資訊與相關注意事項請參考各平台說明。
2. **延期上傳檢附文件者，需於截止日前來電或E-mail通知。**
 - 如因外校校際選課時程，導致無法於上傳截止前完成文件上傳者，請於截止日前來電或E-mail告知綜合業務組承辦人，以免誤判為『抽單』處理。



1. Those who take courses at the Cloud College, Summer College (by NTU), and SOS Summer Online School are NOT required to upload the certificate file to the system.
 - Those who take courses at the Cloud College, Summer College (by NTU), and SOS Summer Online School only need to complete **PU's** application process for inter-collegiate course registration. It is not required to obtain and upload the signed application and certificate by the visiting university. For other course information, course schedule, registration period, fee information and others, please refer to the instructions of the respective platforms.
2. **Those who delayed uploading the attaching documents must notify this university by phone or e-mail before the deadline.**
 - If the applicant is unable to complete the file upload before the deadline due to the schedule conflict of inter-collegiate course registration at the visiting university, please phone or e-mail the case officer at the Div. of R&C to avoid case withdrawal by mistake.

重要提醒

Important Reminders



3. 取消申請者，需於上傳截止日前來電或E-mail通知。
 - 1) 如欲取消經教務長審核通過之校際選課，請於上傳截止日前來電或E-mail通知本組執行『抽單』處理。
 - 2) 於截止日前未上傳檢附文件者，視同放棄該科目之校際選課，綜合業務組將於截止日後以『抽單』處理。
4. **所有通知一律以E-mail帳號連絡，特請隨時留意訊息，以維護個人權益。**
5. 綜合業務組承辦人：
 - 廖小姐，04-26328001轉11112，ytliaw@pu.edu.tw



3. If the applicant wishes to cancel the application, please phone or e-mail before the deadline.
 - 1) If the applicant needs to cancel the inter-collegiate course registration application already approved by the Provost, please notify the case officer at the Div. of R&C to withdraw the application.
 - 2) If the attaching documents are not uploaded by the deadline, it is considered that the applicant has given up the inter-collegiate registration of the course. The Div. of R&C will withdraw the application by the deadline.
4. All notifications will be handled through e-mail only. Please check your mailbox regularly to safeguard your own interests.
5. Case Officer at the Div. of R&C:
 - Ms. Liao, 04-26328001 ext. 11112, ytliaw@pu.edu.tw