

112 學年度第 2 學期選課時間表

注意事項：

- 一、請學生於下列規定時間內上網完成選課作業，逾期恕不受理。
- 二、學生每一筆選課資料均記錄於資料庫，任何疑問以資料庫記錄為準。
- 三、加退選截止日 **2024/02/27** 如學生未選足規定最低學分者，依本校學則規定辦理。
- 四、e-校園服務網提供選課手冊暨課程綱要查詢，請同學參閱系統操作及流程說明。

階段	上網年級(112 學年度編制)	日期	說明
預選	第一階段	大一、大二、交換學生、碩博士生	2023/12/12 ~ 2023/12/13 (星期二、三)
		大三、大四、延畢生、碩博士生	2023/12/14 ~ 2023/12/15 (星期四、五)
		不限年級	2023/12/16 ~ 2023/12/17 (星期六、日)
		上網查詢第一階段選課結果	2023/12/26 以後
	第二階段	不限年級	2023/12/27 ~ 2023/12/29 (星期三、四、五)
		上網查詢第二階段選課結果	2024/01/10 以後
特殊生加選	臨櫃或電洽各開課單位或綜合業務組承辦人辦理 開課單位與綜合業務組承辦人分機	2024/01/15 (星期一)	1. 限未選上必修、通識、輔系、雙修、教程科目者。 2. 限未選足最低學分者。 3. 影響畢業學分及科目者。 4. 僅限有餘額之課程。 5. 09:10~15:00 辦理，逾時或逾期不予受理(中午 12:00~13:00 暫停辦理)。
復學生、延畢生選課	線上加選	2024/02/12 (星期一)	系統開放時間：2024/02/12 上午 09:00:00 開始 晚上 23:59:59 截止 加選：有餘額科目即時選課(即選即上)
網路退選	不限年級	2024/01/15 ~ 2024/02/26	系統開放時間：2024/01/15 上午 09:00:00 開始 2024/02/26 晚上 23:59:59 截止 ※退選不修的科目，逾期不予受理。
加退選	第一輪	大四、延畢生、碩博士生	2024/02/13(星期二)
		大三生	2024/02/14(星期三)
		大二生	2024/02/15(星期四)
		大一、交換學生、碩博士生	2024/02/16(星期五)
	第二輪	大四、延畢生、碩博士生	2024/02/23(星期五)
		大三生	2024/02/24(星期六)
		大二生	2024/02/25(星期日)
		大一、交換學生	2024/02/26(星期一)
		大三、大四、延畢生、碩博士生	2024/02/27(星期二)
		系統每日開放時間：07:30 ~ 23:00 加選：有餘額科目即時選課(即選即上) 退選：線上即時退選	
(特殊)個案加選	第一輪	1. 逕洽各開課單位 2. 綜合業務組(臨櫃或電洽)	2024/02/19 (星期一)
	第二輪	1. 逕洽各開課單位 2. 綜合業務組(臨櫃或電洽)	2024/02/29 (星期四)
1. 限未選上必修、輔系、雙修、教程科目者或未選足最低學分者申請。 2. 僅辦理教室仍有座位之課程加選作業，惟通識課程、選修英語課程、體育課程名額皆已開放於網路選課，不接受個案加選；體育課程如因身體特殊狀況者，請持相關證明至體育室辦理。 3. 特殊生加選請向各開課單位辦理。 ^{註1}			
外校生校際選課	1. 線上選課：靜宜大學首頁→e-校園服務網→外校生校際選課系統。 2. 請於線上選課後當天完成繳費。 3. 2024/03/06 前繳交「原就讀學校審核完成之校際選課單」至綜合業務組(非上班日暫停辦理)。	2024/03/01 ~ 2024/03/05	系統開放時間：2024/03/01 上午 10:00:00 開始 2024/03/05 晚上 23:59:59 截止 1. 請先利用本校 e-校園服務網查詢該課程是否有餘額。 2. 建議有修課意願之同學，辦理選課前之週次仍須到課，以避免授課教師拒絕選課。
上網列印選課清單		2024/03/06 ~ 2024/03/10	依綜合業務組網頁公告選課清單列印時間為準。 請自行上網列印，並檢查保管。
停修申請(非退選)	不限年級 逾期不受理	2024/05/06 ~ 2024/05/12	系統開放時間：2024/05/06 上午 08:00:00 開始 2024/05/12 晚上 23:59:59 截止 ※停修以 1 科為限(含校際選課)，停修後學分總數應仍達下限，歷年成績單將記錄停修，停修之科目不予退費。

本校上網地點：資訊處電腦教室及各院、各系電腦教室(開放時間依各單位公告為準)

註 1：如至綜合業務組辦理，請持「特殊個案加選同意單」經開課單位同意簽章，並於取單當日 17:00 前送綜合業務組登錄始為有效。

Course Registration Schedule 2023/2024 2nd Semester

Notes :

1. Please complete the course registration online within the following designated schedule. Late registrations will not be accepted.
2. Each entry of course registration information is recorded in the database; any questions are subject to the database records.
3. The deadline for Drop/Add is **02/27/2024**. If the student fails to register the minimum required credits, it will be processed in accordance with the [Providence University Academic Regulations](#).
4. e-Campus service provides Course Registration Manual and Course Outline Enquiry; please refer to its operation manual.

Phases		Online registration (for 2023/2024)	Dates	Descriptions
Preregistration	Phase 1	Freshmen, Sophomores, Exchange students, Graduate students	12/12/2023 ~ 12/13/2023 (Tue, Wed)	System opens: 12/12/2023, 08:00:00 AM - 12/17/2023, 23:59:59 PM 1. The purpose of Phase One is to collect the preliminary information on students' course selection preference. Early registration does not guarantee a successful enrollment in the classes you have selected. (Courses registration in this phase is limited to selecting the courses offered by the pertinent Class, Department, and College of the student major; university-wide curriculum; students taking a Minor curriculum; students taking a Double Major curriculum; and students taking Teacher Education Program curriculum). 2. The General Education Curriculum is open for cross-class, cross-time registration in the same grade. 3. Class changing is NOT allowed for the required electives. Should there be a schedule conflict against classes of retake, make-up, minor, double major, and teacher education, please contact the pertinent department to apply for a class change. However, there is no guarantee on the successful registration of the new classes.
		Juniors, Seniors, Deferred graduation students, Graduate students	12/14/2023 ~ 12/15/2023 (Thu, Fri)	
		Open for all	12/16/2023 ~ 12/17/2023 (Sat, Sun)	
		Online enquiry for the results of the Phase 1 registration.	After 12/26/2023	
	Phase 2	Open for all	12/27/2023 ~ 12/29/2023 (Wed, Thu, Fri)	
		Online enquiry for the results of the Phase 2 registration	After 01/10/2024	
Registration for Special Cases	Contact the respective course offering units or the Div. of Registration and Curriculum for details. In person or by phone inquiry. ☎ The contact phone numbers of the course offering units and the case officer of the Div. of R&C	01/15/2024 (Mon)	1. Limited to students who failed to register for Required, General Ed., Minor, Double Major, and Teacher Ed. Courses. 2. Limited to students who failed to meet the minimum current semester credits requirement. 3. Those who require the credits and courses to graduate. 4. Limited to only the courses still with available seats. 5. The window is open 09:10-15:00; late submissions are not accepted. (Closed 12:00-13:00.)	
Returning and Deferred Graduation Students	Online Add courses	02/12/2024 (Mon)	System opens: 02/12/2024, 09:00:00 AM - 23:59:59 PM ADD: Real-time courses registration for available seats (Instant registration).	
Online DROP	Open to all	01/15/2024 ~ 02/26/2024	System opens: 01/15/2024, 09:00:00 AM - 02/26/2024, 23:59:59 PM ※ Drop the courses not taken, late submissions are not accepted.	
DROP & ADD	1 st Round	Seniors, Deferred Graduates, Graduate students	02/13/2024 (Tue)	System opens: 07:30 ~ 23:00 ADD: Real-time course registration for available seats (Instant registration). DROP: Online real-time drop courses
		Juniors	02/14/2024 (Wed)	
		Sophomores	02/15/2024 (Thu)	
		Freshmen, Exchange students, Graduate students	02/16/2024 (Fri)	
	2 nd Round	Seniors, Deferred Graduates, Graduate students	02/23/2024 (Fri)	
		Juniors	02/24/2024 (Sat)	
		Sophomores	02/25/2024 (Sun)	
		Freshmen, Exchange students	02/26/2024 (Mon)	
Juniors, Seniors, Deferred graduates, Graduate students.	02/27/2024 (Tue)			
ADD for Special Cases	1 st Round	1. Contact the competent course offering units 2. Div. of R&C. (In person or by phone inquiry.)	02/19/2024 (Mon)	1. Limited to students who failed to register for Required, General Ed., Physical Ed., Minor, Double Major, and Teacher Ed. Courses or those who failed to meet the minimum credits requirement for current semester. 2. The course adding is only open to courses still have seats available. However, courses in General Ed., elective English, and Physical Ed. are already open for online registration; no special conditions will be considered. Students with special physical conditions should proceed to Physical Ed. Office with relevant certificates for special consideration. 3. Students with special conditions should proceed to the competent course offering units. ¹
	2 nd Round	1. Contact the competent course offering units 2. Div. of R&C. (In person or by phone inquiry.)	02/29/2024 (Thu)	

Phases	Online registration (for 2023/2024)	Dates	Descriptions
Cross-university Course Reg. for Non-Providence students	1. Online registration: PU homepage → e-Campus service → Foreign student inter-collegiate course selection. 2. Complete the payment on the day of online course registration. 3. Submit the hard copy of documents to the Div. of R&C by 03/06/2024. (Services temporarily suspended on non-business days.)	03/01/2024 ~ 03/05/2024	System opens: 03/01/2024, 10:00:00 AM - 03/05/2024, 23:59:59 PM 1. Please use the e-Campus to enquire whether the course is still open for registration. 2. It is strongly suggested that the students who intend to take the course attend the classes the weeks before they can successfully register for the course to avoid been turned down by the instructors.
Printout of Course Reg. List	03/06/2024 ~ 03/10/2024		In accordance with the printout time announced on the webpage of the Div. of R&C. One page per student. Please make a hardcopy, check it, and retain it for your own records.
Course Withdrawal (Not Dropping a course)	Open for all Late submissions are not accepted.	05/06/2024 ~ 05/12/2024	System opens: 05/06/2024, 08:00:00 AM - 05/12/2024, 23:59:59 PM ※ Course Withdrawal is limited to ONE course only. The remaining credits should still meet the minimum credit hours requirements. The course withdrawn will be recorded in the transcript; no refund will be made on the course withdrawn.

Online venues: The computer classrooms of the Office of Information Technology Services (OITS), respective departments and colleges. (Opening hours are subject to the announcement of the respective units.)

Note 1: To process course adding at the Div. of R&C, please submit the **Course Adding Consent Form for Special Cases, signed by the competent course offering unit**, and log it in at the Div. of R&C by 17:00 of the day of picking up the form. Any overdue will invalidate the application.