

靜宜大學教務處 通知

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受文者：本校全體學生

發文日期：113年3月4日

發文字號：靜教綜字第11300016號

速別：普通件

密等及解密條件或保密期限：普通

附件：[靜宜大學學生選課辦法](#)

主旨：112學年度第2學期學生選課清單列印及相關規定，請查照。

說明：

- 一、本校加退選作業已結束，請學生於**113年3月6日10:00起至3月10日17:00止**，自行上網檢查並列印個人選課清單是否正確。
- 二、如因超修、學分不足、重複修習等因素更正選課者，請於**3月8日17:00前**，至綜合業務組辦理，逾期恕不受理。
- 三、有關超修、學分不足、重複修習以及罰則之相關規範，請參閱選課辦法相關條文內容(附件)。
- 四、選課清單列印作業流程：帳號登入[e校園服務網](#)→各類系統功能→教務→選課清單列印。
- 五、各單位如有外籍學生、交換學生、陸生、僑生、港澳學生者，惠請學系秘書及國際暨兩岸事務處轉知。

正本：本校全體學生

副本：教務處、綜合業務組、各班導師、學系主任及秘書、國際暨兩岸事務處

教務長



Providence University Office of Academic Affairs

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To: All students

Date: March 4, 2024

Ref. No.: Jing-Jiao-Jung No. 11300016

Priority: Regular

Classification: Regular

Attachment: [Providence University Regulations on Course Enrollment](#)

Subject: Printout of the Course Registration List for the 2nd Semester of 2023-24AY

Descriptions:

1. The Drop/Add process is over. Please go online **between 10:00, March 6 and 17:00, March 10, 2024** to verify and make a printout of your personal Course Registration List.
2. **If any correction needs to be made due to overloading, underloading, repetition in course registration, etc., please make necessary correction at the Div. of Registration and Curriculum before 17:00, March 8. Late application will not be honored.**
3. For the regulations and penalty on overloading, underloading, and repetition in course registration, please refer to the relevant provisions in the *Regulations on Course Enrollment*.
4. The printout of Regulations on Course Enrollment is processed online only. The procedures are as follows: Log in to [e-Campus Service](#) → All e-Campus Service → Academic Affairs → Print Course Schedule.
5. The secretary of the respective departments and OIA Office are requested to forward the message to the Foreign Students, Exchange Students, Mainland Chinese Students, Overseas Chinese Students, Students from HK and Macao in their units.

Original: All Students

Copies: Office of Academic Affairs, Div. of R&C, All Class Advisors, Heads and Secretaries of all Departments, OIA

Dean of Academic Affairs

