

# 靜宜大學教務處 通知

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**受文者：112(2)學期在學學生**

發文日期：中華民國 113 年 4 月 30 日

發文字號：靜教綜字第 11300030 號

速別/密等/附件：普通/普通/無

**主旨：新申請、變更及放棄「輔系」、「雙主修」和「學分學程」相關事項，敬請 查照。**

說明：

- 一、受理期間：**113 年 5 月 13 日早上 9:00 至 5 月 17 日晚上 12:00**（逾期恕不受理）
- 二、本次申請對象(不含休學生)：
  - (一) 申請輔系、雙主修：
    1. 學士班：三年級(含)以下在學學生。
    2. 碩士班及博士班：二年級(含)以下在學學生。
  - (二) 申請學分學程：學士班在學學生。
- 三、學生僅得修習同級學制雙主修，或修習同級或向下一級學制輔系。
- 四、申請方式：採線上申請，敬請參閱下列步驟辦理：  
申請步驟：本校網頁→點選「e 校園服務網」，輸入個人帳號及密碼→點選「輔系、雙主修申請」或「學分學程申請」。新申請者應選定【112 學年度暑期】或【113 學年度第 1 學期】為開始修習期別。
- 五、查詢申請結果，請至本校「e 校園服務網」點選「Eportfolio」查詢。如有誤(漏)載者，務請於 5 月 22 日前(星期三)至綜合業務組申請更正。
- 六、未具修習資格前選修輔系或雙主修相關課程者，請至綜合業務組申請「學分追認」。(部分課程需補繳學分費)
- 七、【變更輔系為雙主修】或【變更雙主修為輔系】者，需先放棄原來的資格，再重新申請，同一系(組)不得同時申請為輔系兼雙主修。
- 八、修習各類學分學程者，務請上網申請修習資格，以利系(院)秘書審查學程學分。未申請修習學分學程資格而先修課者，亦請上網補辦申請手續。
- 九、修課注意事項：
  - (一) 依本校學生修讀輔系及雙主修辦法，新申請者需自選定開始修習之學期(即 112 學年暑期或 113 學年度第 1 學期)，修習輔系或雙主修課程至少一科，違者取消修習輔系或雙主修資格。
  - (二) 申請變更或放棄輔雙主修資格者，112(2)學期修習中之輔系或雙主修課程，除已依規定辦理停修外，仍需修習。
  - (三) 各系輔系、雙主修相關資料，請參閱課程架構圖及修讀輔系或雙主修辦法。  
(網址 <https://dorac.pu.edu.tw/p/412-1059-2390.php?Lang=zh-tw>)
  - (四) 各類學分學程資訊，請至「學程專區」點選「112 學年度」學分學程。  
(網址 <https://alcat.pu.edu.tw/2009programarea/>)
- 十、相關業務詢問請撥校內分機 11110-11122，洽綜合業務組。

正本：112(2)學期在學學生

副本：教務處、綜合業務組、學系主任、學系秘書、班導師、國際學院、國際暨兩岸事務處

教務長

鄭志文

# Providence University Office of Academic Affairs Announcement

Add.: 200, Sec. 7, Taiwan Boulevard, Shalu, Taichung 433-01, Taiwan  
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## TO: All Current Students of 2023/24 2<sup>nd</sup> Semester

Date: April 30, 2024

Ref. No.: JingJiaoJung No. 11300030

Priority/Classification/Attachment: Regular/Unclassified/none

## Subject: New Application, Change, and Withdrawal of Minor study, Double Major, and Credit-Based Programs

### Descriptions:

- A. Application time: **09:00, May 13 to 24:00, May 17, 2024** (Late applications are not accepted.)
- B. Eligibility (excluding students in suspension of study):
  - a. Applications for Minors and Double Majors:
    1. Undergraduates: Students under the Junior (inclusive) grade
    2. Graduates: Students under the 2<sup>nd</sup> year (inclusive) of study
  - b. Applications for Credit-Based Programs: Current undergraduate students of study
- C. Students are allowed to study the Double Major of the same grade or the Minor program of the same grade or one grade lower.
- D. Application procedures: Online application only. Please refer to the following steps:  
Steps: Go to PU homepage → Select e-Campus, key in personal account name and password. → Select “Minor and Double Major Application” or “Credit-Based Programs Application). New applicants should select “Summer 2023/24” or “2024/25 1<sup>st</sup> Semester” as their initial term of study.
- E. To enquire the application results, please go to the “e-Campus” and “select Eportfolio”. If there is any error/missing of the information, please apply for correction at the Div. of R&C by May 22 (Wednesday).
- F. If you’ve taken Minor or Double Major courses before you’re qualified, please contact Div. of R&C to apply for credit ratification (Credit fees may be charged for some courses.)
- G. To apply for “Major/Minor Interchange” or “Changing a Double Major into a Minor”, the student needs to renounce the qualification first and re-apply. It’s not allowed to take a Minor and a Double Major from the same Department (Division) simultaneously.
- H. The students taking Credit-Based Programs should apply for qualifications online so that the secretary of the Department (College) can review the course credits. Those who take the related courses without application should complete the application procedures online.
- I. Notes:
  - a. In accordance with the Providence University Regulations on Minors and Double Majors, a new applicant must register for a minimum of ONE course in the elected Minor or Double Major curriculum in the initial semester of application (i.e.: the 2023/24 Summer or 2024/25 1<sup>st</sup> Semester). Failed to comply will lead to the disqualification for studying a Minor or Double Major.
  - b. The students who apply for a change or renouncement of Minor/Double Major qualifications should complete their study in the Minor/Double Major program in the 2023/24 2<sup>nd</sup> semester unless they’ve been approved of a course withdrawal.
  - c. Please refer to the Course Structure Diagram of the respective departments and the related regulations on taking a Minor and Double Major. [here](#)
  - d. For information on “Credit-Based Programs”, please go to “Program Area” and select the credit-based programs for 2023/24. [here](#)
- J. For further information, please contact the Div. of R&C at ext. 11110-11122.

Original: All current students of 2023/24 2<sup>nd</sup> Semester

Copies: Office of Academic Affairs, Div. of R&C, Head and Secretary of Departments, Class Advisors, International College, OIA

Dean of Academic Affairs

