

# 靜宜大學教務處 函

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受文者：本校全體專兼任教師、秘書  
發文日期：中華民國 113 年 12 月 2 日  
發文字號：靜教綜字第 11300079 號  
速別：普通件  
密等及解密條件或保密期限：普通  
附件：[停修名單列印操作說明](#)

主旨：本校 113 學年度第 1 學期停修學生名單查詢及列印相關事宜，敬請查照。  
說明：

1. 本學期各課程停修名單，請教師自行上網查詢，如需列印請依操作步驟：進入「靜宜大學首頁」→「e 校園服務網」→「登入系統」→「各類系統功能」→「教務(課程/成績)」選項→「停修名單列印」。  
為協助教師了解學生停修原因，提供停修問卷調查請教師自行查閱(詳如附件步驟 5 或至綜合業務組網頁→系統操作說明→『[教師使用](#)』查詢)。
2. **停修名單以 12 月 2 日以後資料為準，敬請教師留意，並請再次點名查驗。**
3. **特請教師留意未出席課程又未辦理停修學生，如有此類學生請向本組反映。**
4. 如有操作上問題，請洽詢綜合業務組承辦人員(校內分機：11110-11122)。

正本：專兼任教師、秘書  
副本：教務處、綜合業務組、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 Faculty Members (Fulltime and Part-time) and Secretaries of all Department Offices**

Date: December 2, 2024

Ref. No.: Jing-Jiao-Jung No. 11300079

Priority: Regular

Classification: Regular

Attachment: [Manual for Printout of Students under Course Suspension](#)

**Subject: Enquiry and Printout of Students under Course Suspension for 2024-25AY First Semester**

## Descriptions:

1. Please find online the list of students under course suspension for the semester. Log on to Providence University Homepage → e-Campus → Login → Systems → Academic (Curriculum/Grades) → Printout of the Students List under Course Suspension.  
To assist teachers under the reasons for course suspension, a questionnaire for the causes of suspension is provided. Please follow Step 5 of the Attachment or go to Div. of R&C homepage → System → [Faculty use](#).
2. [The list of suspension is based on the data after December 2. Teachers are advised to take a roll call to verify the students taking the course.](#)
3. [Teachers are advised to pay attention to students who have not attended the classes yet have not applied for suspension. Please report to the Div. of R&C for such cases.](#)
4. For any questions on operating the printout, please contact the staff of Div. of R&C at ext. 11110-11122.

Original: All Faculty Members (Fulltime and Part-time) and Secretaries of all Department Offices

Copies: Office of Study, Div. of R&C, OIA

Dean of Academic Affairs

