

# 靜宜大學教務處 通知

地 址：臺中市沙鹿區臺灣大道七段 200 號  
承 辦 人：趙淑靜  
電子郵件：sjchao@pu.edu.tw  
聯絡方式：04-26328001 轉 11113  
傳 真：04-26321884

受文者：本校全體學生

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發文字號：靜教綜字第 11500040 號

速別：普通件

密等及解密條件或保密期限：普通

主旨：學生請依照本校「學分試算表」檢視修得課程及學分數及相關配合事項，敬請 查照。

說明：

- 一、本校「學分試算表」提供每位學生檢視個人每學期修得課程與學分數，敬請同學定期察看，**大四學生特請留意**，選課前務必先至「學分試算表」核算個人累計修習之課程與學分數，並養成自我管理習慣，避免誤修(漏修、或重複修習)課程，影響畢業年限。
- 二、「學分試算表」操作相關說明，請至綜合業務組網頁查看：綜合業務組首頁→系統操作說明→學生使用→學分試算表操作說明，再依下列操作步驟進入：進 e 校園服務網→輸入帳號、密碼→點選學生使用區之教務(課程/成績...)項下的「學分試算表」，瀏覽個人累計修得課程與學分數。科目名稱前「✓」者表示已修習及格，藍色實體「🟦」者表示正在修習中，「✗」者表示尚未修習，橘色空心「🟡」表示免修不計學分。
- 三、如有疑問，請就近向學系辦公室秘書請教，或利用上班時間撥打綜合業務組各學系業務承辦人員分機，詳如下：

學系	承辦人	校內分機
英文系、西文系、寰宇外語教育學程	陳佩菱	11111
食營系、永續智慧學士學位學程、原民文化碩士學程、社福博班	林鈺書	11112
中文系、生態系、資料系、晶片設計學程、社企文創碩士學程	趙淑靜	11113
日文系、台文系、大傳系、教研所	(代理人)	11111~11122
資管系、資工系、人工智慧學系、國際資訊學士學位學程、資訊科管碩專班	魏鈺紹	11115
財工系、化科系、應化系、犯防原民專班	陳淑貞	11116
社工系、法律系、法律原民專班、犯罪防治碩士學位學程、社工原民專班	郭惠楨	11117
國企系、管碩專班、柬埔寨專班、創創碩士學位學程、寰宇管理學士學位學程、寰管碩士學位學程、經管進學班	劉家吟	11118
財金系、觀光系	陳國卿	11121
會計系、行銷數位經營系	許意琦	11122

四、外籍學生請學系秘書代為轉達本文各事項。

正本：本校全體學生

副本：教務處、綜合業務組、學院、系(所、班、學位學程)、中心、室主任及秘書、國際暨兩岸事務處

教務長 **鄭志文**

# Providence University Office of Academic Affairs Notice

Add.: 200, Sec. 7, Taiwan Boulevard, Shalu, Taichung 433-01, Taiwan

Case Officer: Chao, Shu-Ching

e-mail: sjchao@pu.edu.tw

Phone: 886-4-26328001 ext. 11113

## To: All Students

Date: May. 26, 2026

Ref. No.: Jing-Jiao-Jung No. 11500040

Priority: Regular

Classification: Regular

## Subject: Review the courses taken and credits earned status through Trial Balance of Credits.

### Descriptions:

1. **Trial Balance of Credits** provides students a channel to review the courses taken and credits earned per semester. All students are urged to regularly review their status. **All seniors are particularly reminded** to maintain a self-management of their record and prior to Course Registration, review the courses and credits status in the previous semesters to avoid any mistaken (missing or repeating) of the courses which may affect their graduation qualification.
2. For the instructions on **Trial Balance of Credits**, please go to the webpage of the Div. of R&C: Homepage of Div. of R&C → Systems Instruction → Students → Instructions for Trial Balance of Credits. Then, follow the steps below: e-Campus → key in account name & password → click Trial Balance of Credits under Academic (Curriculum/Grades ...) to review personal records of courses taken and credits earned. The ✓ indicates the course has been taken and passed; 🌀 indicates the course is still in process; ✗ indicates the course is yet to be taken; 🟡 indicates the course is exempt and the credit is excluded from your qualification.
3. For any further question, please contact the secretary of the attending department or call the case officer for each department at the Div. of R&C. at the extension number below:

Departments	Case Officers	Campus Extensions
Food & Nutrition; Bachelor's Program in Sustainable Environment and Smart Technology; Master Program in Indigenous Cultural Heritage; Ph.D. Program in Health and Social Welfare for Indigenous Peoples	Lin, Y. S.	11112
Chinese; Ecological Humanities; Data Science; Integrated Circuit Design; Master Program in Social Enterprise	Chao, S.C..	11113
Japanese; Taiwanese Literature; Mass Communication; Graduate Institute of Education	R&C Team	11111~11122
Computer Science and Information Management; CS and Information Engineering; Applied Artificial Intelligence (CS and Communication Engineering); International Program in Computer Science; EMP of Applied Informatics and Technology Management	Wei, Y.S.	11115
Financial Engineering; Cosmetic Science; Applied Chemistry; Bachelor Program in Crime Prevention for Indigenous Students	Chen, S.J.	11116
Social Work & Child Welfare; Law; Bachelor Program in Health Care and Social Work Indigenous Students; Bachelor Program in Laws for Indigenous Students; Master Program in Crime Prevention	Guo, H.S.	11117
International Business; EMBA; EMBA-Cambodia; IME; IBAP; GMBA; CEUP	Liu, C.Y.	11118
English; Spanish; GFLEP	Chen, P.L.	11111
Finance; Tourism	Chen, G.C.	11121
Accounting; Marketing and Digital Business Administration (Business Administration)	Sheu, C.Y.	11122

4. The secretaries of the respective departments are requested to convey the above message to the foreign students in their units.

Original: All Students

Copies: Office of Academic Affairs; Div. of R&C; Heads and secretaries of Colleges, Departments (Institutes, Classes, Degree Programs), Centers, Offices; OIA

Dean of Academic Affairs

