靜宜大學教務處　函

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受文者：本校全體專兼任教師
發文日期：中華民國 115 年 11 月 25 日
發文字號：靜教綜字第 11500077 號
速別：普通件
密等及解密條件或保密期限：普通

主旨：115 學年度第 2 學期教師授課時間表查詢及列印相關事宜，敬請　查照。
說明：

一、 115 學年度第 2 學期各學系課程已安排完成，敬請尊座登入 e 校園服務網查詢及列印。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→「教師授課時間表」→下拉選項選擇課程學年度→「列印授課時間表」。或搜尋關鍵字「教師授課時間表」。

二、 **兼任教師如未連續每學期於本校授課，致原本密碼無法登入，請改以身分證字號，第一個英文字母需大寫。**

三、 請就課表所列時間、教室等項仔細檢視，如有疑問請於 12 月 1 日前與綜合業務組聯繫。

四、 各學系課程表於 12 月 1 日確定後，課程資料隨即轉入選課系統，屆時請避免更動時段，以免造成學生選課困擾。12 月 1 日後如排課時段異動者，**需提出書面申請，經教務長簽准後方得變動。**

五、 依據本校排課辦法規定，專任教師每週授課時數逾 10 小時以上者，至少排課四天。

六、 開學通知及課程綱要編寫等其他事項，另函通知。

七、 綜合業務組服務時間及電話：週一至週五：08:00~17:00，總機(04)26328001 轉 11111~11122。

正本：專兼任教師
副本：教務處、綜合業務組、各學院、系（所）、室、中心秘書

教務長　林智偉

Providence University Office of Academic Affairs Announcement

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To: All Faculty Members (Fulltime and Part-time)
Date: November 25, 2026
Ref. No.: Jing-Jiao-Jung No. 11500077
Priority: Regular
Classification: Regular

Subject: The enquiries and printout of faculty classes schedule for the 2026-27AY 2nd Semester
Descriptions:

1. The schedule of classes by the respective departments for the 2026-27AY **2nd** Semester is complete and open for enquiry and printout online at e-Campus. Please enter the PU homepage → e-Campus → logon → Systems → Academic (Courses/Grades) → Faculty Schedule of Classes→pulldown Academic Year option → Printout of Schedule of Classes. Or you can search by the keywords: Faculty Schedule of Classes.
2. **If the teaching term of the part-time faculty is not consecutive and cannot log in with the original password, please login with your personal ID number with the first English letter in upper case.**
3. Please carefully check the time and classrooms listed in the class schedule. If you have any questions, please contact the Div. of R&C before **December 1**.
4. After the course schedule of each department is finalized on **December 1**, the information will be transferred to the course registration system immediately. Please avoid changing the time period to avoid causing trouble for the students. Should a class time change be necessary after **December 1**, **a written application is required and subject to the approval of Provost.**
5. Based on the *Regulations on Class Scheduling*, an at least 4-day teaching schedule is required for the fulltime faculty members handling more than 10 hours per week.
6. Other matters, such as school beginning and course outlines, are under separate notice.
7. The office hours of the Div. of R&C are: 08:00-17:00, Monday to Friday. Phone: 04-26328001, ext. 11111-11122.

To: All Faculty Members (Fulltime and Part-time)
Copies: Office of Study; Div. of R&C; Secretaries of Colleges, Departments (Institutes), Offices, & Centers

Dean of Academic Affairs Chih-Chien Lin