**107學年度大一導師時間─新生注意事項**

**Advisor Time of 2018 –Notices for Freshmen**

1.綜合事項所需之資料及說明Instructions and necessary data for comprehensive affairs：

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| --- | --- | --- | --- | --- | --- |
| **日****、夜****間****部Day Division and Night School** | **事項Items** | **所需表格Necessary tables** | **辦理時間、地點Procedure Time & Places** | **相關說明Instructions** | **備註Remarks** |
| 學生資料表Data tables of students |  | 請各班導師協助學生確認後簽名，開學後一週內9/21(五)前以班級為單位，繳回行政大樓二樓註冊課務組。Advisors, please help Freshmen sign the data table after their confirmation. The data should be sent back to the Registration and Curriculum Section (located at the second floor of Administration Building) before September 21st the Friday with a unit of class.  | 要貼2吋照片、身份證正反面及畢業證書影本A two-inch picture and the copy of the front and the back side of ID card and of the diploma. |  |
| 學生宿舍Dormitories | 學生宿舍導師輔導訪視總表Tables of advisors’ visiting at the dormitories | 第一、二學期第17週前繳至生活輔導組劉莉娣教官。The tables should be sent to the Instructor, Liou, Li-Di, of the Student Life and Residential Services Section before the 17th week of the first and second semester.  | 訪視重點Main points of visiting: 1.關懷住宿情形。In-campus living situations2.宣導宿舍緊急手機(0910-622885)及校安緊急專線電話06-2785119。Promotion of emergency calls of school. Emergency dormitory cellphone: 0910622855. Emergency line of school: 06-2785119 3.宣導貴重財物請隨身保管及上鎖，避免遭竊。Promotion of storage of valuables (They should be carried with the owner or well locked.)4.宣導要有好人緣，先從尊重他人開始。Promotion of the fact that if you want to have good interpersonal relationship, you need to respect others first. | 異性導師訪視學生時，請於宿舍一樓大廳訪視，勿進入異性寢室，謝謝配合。When advisors of the opposite sex visit students, please do it at the lobby of the first floor. Thank you for cooperation.  |
| 英語能力及成就鑑定Verification of English ability and achievements |  | 1.英文能力及成就鑑定實施辦法請上語文中心網頁查詢。Terms and conditions of verifications of English ability and achievements can be found at the website of Language Education Center. 2.欲申請免修英文課程者，應於新生入學開學第一週內上學生系統提出申請，列印申請單後，持相關證明文件至語文教育中心辦理。Those who want to apply for the waiving of English classes should ask for application at the CJCU Student Portal in the first week of the school beginning. The printed application form and other related documents should be carried to the Language Education Center for procedure. 3.大一新生入學應接受CSEPT英語能力檢定，該測驗佔英文總成績10%，測驗日期：2018/10/27(六)。Freshmen should take the CSEPT exam, which accounts for 10% of the total grades of English class. The exam takes place on October 27th, the Saturday.  | 1.請參閱新生入學要覽P29。Please consult the page 29 of the guidebook for Freshmen.2.或至語文中心網頁的新生專區查詢。You can also look it up on the Freshmen area of the Language Education Center Website. |  |
| 學分抵免Credit Waiving |  | **自即日起至9月10日(一)前**將**成績單正本(請在空白處用鉛筆填寫班級、學號)**繳交至註冊課務組(行政大樓二樓)，請麻煩於**9月21日(五)前**完成線上抵免學分申請，線上抵免系統操作手冊請至學生系統-學生系統功能清單-教務處-學分抵免申請-下載操作手冊。From now to September 10th, the Monday, please send the original report card (with class and student number written with a pencil at margin) to the Registration and Curriculum Section (located at the second floor of Administration Building). Please finish the online credit waiving procedure before September 21st, the Friday. Instructions for online credit waiving procedure can be obtained from the following route: CJCU Student Portal 🡪Menu🡪Credit Waiving Application🡪Downloading the instruction.  |  | 若有已修讀大學學分或其它校的大學生，有修大學的課程者。For those who have had university credits or students from other university who have taken university classes |
| 汽機車停車證換發Renewing of Parking permit for scooters and cars |  | **汽車停車證Parking permit for Cars**：9/19-9/23，請持行照、駕照及收據聯於上班時間早上8:30~11:30、下午13:30~16:30，至行政大樓一樓大廳換發。(夜間部學生請於9/19-9/23，18：00~21：00於行政大樓1樓永續教育學院換發。) From September 19th to September 23rd, please take the vehicle license, driving license and receipt to renew the parking permit at the lobby of Administration Building (on the 1st floor) from 8:30 to 11:30 and from 13:30 to 16:30 on weekdays. Students of night school need to renew the parking permit from September 19th to September 23rd at College of Continuing Education from 18:00 to 21:00. **機車通行證Traffic Permit for Scooters：**自102學年度起，機車實施感應式匣門管制，不再換發通行證。Since 2013, inductive sluice gates have been used, so traffic permit won’t need to be renewed.  |  |  |

2.學系介紹、大一課程簡介。Brief introductions to departments and Freshman classes

3.**學分抵免僅新生於入學時在規定期間內（加退選內）可申請，日後不得申請抵免。Freshman credit waiving application is only available within regulated time (registration period) and is unavailable after it.**

4.大一**必修**課程已由系辦加選，**選修**課程請於加退選期間至學生系統辦理加選課程；若課程須調整請於加退選期間辦理，帳 號為學號，密碼為身份證後四碼。Required classes of Freshman have been added by the department offices, and optional classes can be added via the CJCU Course Registration System within registration period. If the classes have to be adjusted, please do this within registration period. The account is the student number, and the password is the last four numbers of ID card.

5.**大一下學期**要請學生自行上選課系統選課，系辦不再代為選課（軍訓課程要分男生組及女生組）。In the second semester of Freshman, you have to select the classes on your own at the CJCU Course Registration System. Department offices no longer select the classes for you. Military training classes are divided into boys’ section and girls’ section, and are optional.

6.**日間部學生第一至第三學年**每學期可修學分數為12-25學分，最低12學分，不得超過25學分，第四學年不得少於2學分。前一學期學業成績平均80分以上，即可申請超修，但總修讀學分不能超過31學分。Students of day division can select 12 to 25 credits in each semester from the first to the third academic year. The minimum is 12 credits, and the maximum is 25 credits. At least 2 credits must be selected in the fourth academic year. If your average academic grades of the last semester are above 80, you can apply for taking more classes than required, but you can at most select up to 31 credits.

7.**夜間部學生第一至第三學年**每學期可修學分數為9-25學分，最低9學分，不得超過25學分，第四學年不得少於2學分。前一學期學業成績平均80分以上，即可申請超修，但總修讀學分不能超過31學分。Students of the night school can select 9 to 25 credits in each semester from the first to the third academic year. The minimum is 9 credits, and the maximum is 25 credits. If your average academic grades of the last semester are above 80, you can apply for taking more classes than required, but you can at most select up to 31 credits.

8.大一「體驗學習」自9/10週一開始上課，每學期分成三期，由教學資源中心學生學習組依新生住宿資料編組，住宿生安排於晨間時段(7:20-7:40)，通勤生安排於中午時段(12:15-12:35)，第二、三期可至學生學習組網頁選填課間實作組，詳細規定參照「體驗學習」修課須知。Freshmen’s “experience learning” begins on September 10th. The class is divided into three periods. The Student Learning Section of Teaching Resource Center allocates the group. Students living in the dormitories are settled to the morning group (7:20 to 7:40). Commuting students are settled to the noon group (12:15 to 12:35). You can select the in-class group at the website of Student Learning Section in the second and third period. Term and conditions are shown “in the notices of experience learning”.

9.編組名單暨上課地點於9/7週五17:00點前公布於教學資源中心學生學習組網頁及佈告欄。Group lists, and gathering places are posted at the website of Student Learning Section of Teaching Resource Center and bulletin before 17 o’clock on September 7th,the Friday.

10.特殊原因須調整時段，或「學士學位學程班」學生如欲先修「體驗學習」課程者，請於9/14前親洽教學資源中心學生學習組(行政大樓2樓)辦理或致電分機1831~1836。If the period must be changed owing to a special reason, or students of bachelor’s degree program want to take the “experience learning” class in advance, please come to the Student Learning Section of Teaching Resource Center (located at the second floor of the Administration Building) or call 2785123 ext. 1831~1836.

11.選班級幹部(班代、副班代、總務股長、康樂股長、學藝股長、服務股長、體育股長)，請於**9月10日至9月30日止**至學生系統登錄幹部資料(請導師或班代跟系助理索取密碼)。Leader data (Class Leader, Vice Class Leader, Classroom Treasurer, Activity Coordinator, Class Secretary, Service Crew Leader and Athletic Leader) can be imported to CJCU Student Portal from September 10th to September 30th. Advisors and class leaders can obtain the password from department assistants.

12.每學期至少應舉辦三次班會(第二週、第十週、第十六週為原則），若適逢週會之系所，請於下一週召開班會，班會紀錄請學藝股長於學生系統登錄，**每次開完班會後三日內**填寫班會紀錄，班會記錄密碼與學生幹部登錄密碼相同，請導師指定一位幹部(學藝股長)於學生系統登錄，請於召開班會後三天內登錄班會。There should be three class meeting taking place each semester (on the second, tenth and sixteenth week). If the departments are holding a weekly assembly, please convene the class meeting in the next week. Class Secretaries should import the minutes on CJCU Student Portal. The minutes should be imported within three following day after the class meeting. The password for class meeting record is the same as that of student leaders. Advisors should assign a leader (Class Secretary) to import the minutes on CJCU Student Portal within three days after the class meeting.

13.學生依請假系統完成各項請假事宜；請學生依規定上學生系統進行線上請假，並自行查核請假狀況；若有請假問題，立刻面見導師，以免喪失權益。Students should finish the online leave-asking procedures at the leave-taking system of CJCU Student Portal, and check the process. If you have any questions about leave asking, please contact your advisor immediately, in case of losing rights.

14.本學期大學部「班級幹部訓練研習」於**第2週(星期一)10:10~12:00**於**國際會議廳**舉行。The “workshops of class leaders” of the undergraduate department of this semester take place on the Monday of the second week from 10:10 to 12:00 at the international meeting hall.

15.本學期學務活動時間請參閱課外組彙整**「107學年度第1學期日夜間部學務活動實施表」**各系分配表。Please consult the “tables of academic activities for day division and night school in the first semester of 2018”, launched by the Extracurricular Activities Division for the timetable of academic activities.

**16.圖書資訊處Library Information Center**

\*學生信箱(學號@[mailst.cjcu.edu.tw](http://mailst.cjcu.edu.tw))為學校正式訊息管道，請務必開通。經常收信，或轉信到您慣用的個人信箱。Student’s mail box (student number@mailst.cjcu.edu.tw) is a formal message access of school. Please authorize it and receive letters often, or you can switch to your personal mail box.

\*迎新影展，時間：09/04~09/08 每晚7:00PM，地點：圖書館5F多媒體視聽區大團體室。看見台灣(9/4)、高年級實習生(9/5)、不存在的房間(9/6)、丹麥女孩(9/7)、帕蒂瑪的顛倒世界(9/8)。逕行入場，額滿為止(60人)。There are some films played during the new week at 7 o’clock from September 4th to September 8th. The place is at the big group room of multimedia area on the fifth floor. Those films will be played, Beyond Beauty – FROM THE ABOVE (September 4th), The Intern (September 5th), Room (September 6th), The Danish Girl (September 7th), Patema Inverted (September 8th). The maximum of each film is sixty people.

\*新生圖書館實體服務導覽(如館藏借閱、空間使用、...)，於09/05~09/06配合新生定向輔導實施。A Freshman guide of library (such as how to borrow books and rooms from the library) will take place during Freshman Reunion from September 5th to September 6th.

\*圖書館虛擬服務實作，形式：現場操作。時間：9/18 10:20~11:40。地點：計中L20101電腦教室。歡迎報名參加。Experiencing the virtual service of library. Form: Live experiencing. Time: 10:20 to 11:40, September 18th, place: L20101 of the computer classroom. \*圖資處其他活動請見：圖書館首頁(<http://www.lib.cjcu.edu.tw>) > FB粉絲團。For further information and activities of Library Information Center, please visit the website of library (<http://www.lib.cjcu.edu.tw>) or Facebook fan page.

17.校園機車管理事宜，機車實施感應式匝門管制，夜間管制時間Scooters are under control by sensor gates at night. ：

**(1)三、四宿機車道夜間管制時間為凌晨00:30~05:30 Scooter lanes between the third and the fourth dormitory are closed from 00:30 to 05:30.**

**(2)一教前側門夜間管制時間為晚上10:30~凌晨05:30 The side door is closed between 10:30 at night to 05:30 at midnight.**

18.住宿生宜開戶使用提款卡，錢不露白，避免攜帶過多現金，妥善保管個人財物。Students living in the dormitories can use cash cards, avoid carrying too much cash and should store personal belongings well.

19.本校了解大一新生在校適應情形，訂於**107年10月11日到107年11月30日**於「數位教學平台」進行「107學年度大一新生問卷」施測，請同學於規定時間上網填答。CJCU wants to know how well Freshmen get used to the campus. Please answer the “Freshmen questionnaire of 2018” on “e-platform” from October 11th to November 30th, 2018.

20.本學年度新生心理測驗預計自9月3日至5日各班施測。Freshmen are expected to do a psychological test from September 3rd to September 5th.

21.校牧室-關懷家庭計畫：為迎接大一新生，本校許多教職員願意接待新生，並關懷與分享。若您有興趣參加這個「長榮家園關懷計畫」，請在學生系統內登錄相關欄位。相關問題請洽校牧室TEL:06-2785123#1031、1033、1035。The Office of Chaplains – plans for family care. To welcome Freshmen, many staff of CJCU are willing to receive them. If you are interested in “CJCU family care plan”, please fill in the forms on CJCU Student Portal. If you have any questions, contact the Office of Chaplains at 06-2785123 ext. 1031, 1033, 1035.