

教務處教學業務組公告

說明：

- 一、本校於 109 學年度上學期課程期間(依本校行事曆訂定 109 年 9 月 12 日至 110 年 01 月 08 日止)，請全校同學遵守「雲端點名系統運作說明」刷卡上課。
- 二、請同學記得所有課程務必刷卡簽到，如有課程退選，經選課結果公告確認無誤後，即無須做刷卡簽到動作，所以請同學積極處理個人課程的加退選事宜。
- 三、同學若無學生證可刷卡到課，請同學告知任課教師，並請任課教師協助點名到課或依雲端點名系統銷曠課規定辦理銷曠課事宜。
- 四、如遇教室刷卡機異常，請向教學業務組(05-6315111)反應，以利異常排除。
- 五、提醒您，雲端點名系統刷卡狀況，可於課後翌日至[雲端點名系統查詢](#)，若有任何異常，請您把握處理時間儘速處理。

Announcement from Academic Administration Division, Office of Academic Affairs

1. During the first semester of 2020 (109) academic year (from September 12, 2020 to January 8, 2021) according to the school calendar, all students in the school are required to follow the "guidelines for cloud roll call system " to swipe their cards to attend classes.
2. Please remember that all students must swipe cards for all classes. If there are courses withdrawn, after the result of the course selection is confirmed, there is no need to swipe the card for the classes of withdrawn courses. So please pay attention and deal with the add/drop of your courses.
3. If students do not have ID cards to swipe for attending the class, please inform the instructor and ask him/her to assist in the roll call system, cancelling the state of "absent" according to the regulations of the cancellation of absenteeism.
4. If there is an abnormality in the card swiping machine in the classroom, please

report to the Academic Administration Division (05-6315111) to facilitate troubleshooting.

5. Please be reminded that the status of card swiping can be checked at the cloud roll call system the day after class. If there is any abnormality, please deal with it as soon as possible.