

進修學士班英語課程上課注意事項

親愛的同學們：

修習本課程請依排課時間準時上課，踴躍配合課堂各項學習活動，積極以英文參與課堂討論及活動。同學應每日注意虛擬校園公告，並遵循任課老師之各項考試、作業及出缺勤評分之相關規定，依照規定準時繳交作業及參與考試。(出席計算乃自同學選課成功後，應上課之第一日開始計算。) 注意如下：

-依本校學則第四章第三十一條，學生因故不能上課，請准事假、病假者為“缺課”…。

-若學生因懷孕、分娩、或撫育三歲以下子女之需要等，而核准之事(病)假、產假，不予扣分。(有相關需求者，須逕向學輔中心申請，由系所發展中心通知教師同學之請假日期。) 請准公假者，亦不作缺課論，不予扣分。(欲請公假者須逕向學輔中心申請公假證明，並由學生交付該證明給老師請公假。) 同學若有特殊狀況，會影響課業表現的情形，請先告知任課教師以利教師提供學習上的建議。

希望本學期修課順利!

Attendance is recorded from the first day a student registers for class. Students are expected to come to class on time and to participate in all activities. Participation includes being prepared for class; cooperating; using English; and following classroom rules. Students should check Virtual Campus each day for classroom announcements. Students are expected to complete all homework assignments on time. When absent, they should call another student for the homework assignment.

Exception is made for students who are pregnant; taking maternity leave; taking care of a child three years of age or younger; performing national service or service to CCU. All such claims must be verified by Counseling Center.

Students with any condition, either permanent or temporary, that could affect class performance should advise the instructor so that appropriate accommodations can be made.

Hope you enjoy the class this semester!

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