**文藻外語大學**

**網路輔助教學課程問題反應暨需求申請表**

**Wenzao Ursuline University of Languages**

**Problem Reporting and Requests Form for an Internet-Assisted Course**

申請日期： 年 月 日

**Application Date: yyyy/ mm/ dd**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申請人  Applicant | | |  | 雲端學園帳號  （職工編號）  Cloud E-Learning account (employee number) |  | | | |
| 電子郵件  E-mail | | |  | 校內分機  （連絡電話）  Extension  (Contact Phone Number) |  | | | |
| 課程名稱  Course Title | | |  | 開課教師  Instructor |  | | | |
| 請選擇類別  Please Check | 類別Catalog | | 問題說明Description | | | | | |
| □帳號問題  E-Learning account | |  | | | | | |
| □密碼問題  Password | |  | | | | | |
| □課程問題  Course | |  | | | | | |
| **□增加使用空間**  Add Capacity | | 新增容量：\_\_\_\_G  Add Capacity: \_\_\_\_G | 送會資教中心  Submit to I.I.T.C. | |  | | |
| **□課程保留**  Reserve Course | | 新增年限：\_\_\_\_年（以不超過2年為限）  Extend \_\_\_\_ Year (No Extension more than 2 years) | | | | | |
| □其他問題  Others | |  | | | | | |
| 申請單位主管（簽章）  Signature of Head of Unit | | |  | 教務長/進修部主任  Dean of Academic Affairs/ Director of Continuing Education Division | | | |  |
| 以下由課務組填寫The following will be filled out by Curriculum Section | | | | | | | | |
| 處理情形Issue Status： | | | | | | | | |
| 課務組/教務組承辦人  Curriculum Section Staff / Academic Affairs Section Staff | |  | | 課務組/教務組組長  Manager, Curriculum Section / Manager, Academic Affairs Section | | |  | |

備註Note：

1. 『增加使用空間』須先送會資教中心，並經單位主管及教務長／進修部主任審核後送課務組／教務組。Please submit the application to Information and Instructional Technology Center first if you want to add capacity. Then submit it to head of unit and Dean of Academic Affairs or Director of Continuing Education Division. Finally, submit it to Curriculum Section.
2. 『課程保留』須需經單位主管及教務長／進修部主任審核後送課務組／教務組。When you want to reserve the course, please submit the application to head of unit and Dean of Academic Affairs or Director of Continuing Education Division. Finally, submit it to Curriculum Section.
3. 其他事項填寫完逕送課務組／教務組辦理即可。Please fill out the other required fields and submit the form to the Curriculum Section, Office of Academic Affairs.