

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		
	<input type="checkbox"/> 帳號問題 E-Learning account			
	<input type="checkbox"/> 密碼問題 Password			
	<input type="checkbox"/> 課程問題 Course			
	<input type="checkbox"/> 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.	
	<input type="checkbox"/> 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)		
	<input type="checkbox"/> 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.