景文科技大學學生註冊規定

JUST Regulations on Registration for Students

（教014）

民國94年05月03日93學年度第19次行政會議通過

民國96年1月9月1日95學年度第12次行政會議通過

民國98年05月05日97學年度第17次行政會議修正通過

民國100年4月12日99學年度第16次行政會議修正通過

一、通知註冊：

 Notice of Registration.

(一)本校於寒、暑假結束前檢附註冊通知單通知學生按時辦理註冊。

Registration notice of enrollment timeline will be mailed to students by the end of Winter/Summer break.

(二)於每學期規定期限內，新生憑錄取通知單；舊生憑學生證辦理註冊手續。

Admission for new students and student ID for current students are required to process enrollment during designated registration period.

(三)學生因故無法如期完成註冊者，應申請緩期註冊，緩期註冊期限至人工加退選課程結束日為限。未於註冊日完成註冊手續且未依規定申請緩期註冊者，將視情節輕重依學生獎懲規定辦理。

Students who cannot complete registration before deadline should apply for registration extension whose deadline will be the last date of manual add/drop classes. Whoever cannot complete registration process and do not apply for extension, will be apply to the Regulations for Student Discipline.

(四)學生逾期不註冊，應先以掛號催辦註冊，如未經准假休學或申請保留入學資格而不按規定期限辦理註冊者，視為無意願就學，新生取消入學資格，舊生以退學處分。

Registered mail of urge for enrollment should be send to students who have not compete enrollment process. Students cannot follow registration schedule and have not been approved for leave of absence or apply for preservation of student status, would be considered as without a will to enroll. Admission for new students will be canceled; current students will be asked to leave school.

攸關學生權益，教務處在進行退學處分前，應先行告知各相關學生，並予以期限陳述意見。

Office of Academic Affairs should inform the students and offer the deadline for statement before send out the punishment.

二、繳費規定：學生依註冊規定於本校註冊繳費系統列印繳費四聯單，並於期限內完成繳費程序。

Payment regulation: Students should print out the billing documents from the registration system and complete the process within designated period.

三、退費規定：依景文科技大學休退學退費標準辦理。

 Refund regulation: Follow the criteria of refund for dropping out of school.

四、本規定經行政會議通過，校長核定後公布實施。

These regulations and future revisions shall become effective after the conference of the Administration passes and approval by the president of the University.