

9/16 Orientation Notice from International College (Taoyuan Campus)

國際學院新生大家好，歡迎加入 IC 這個大家庭。

以下有幾點重要事項提醒，請詳細閱讀：

Welcome to IC, here are some important notices

1. 原訂 9/16 國際學院桃園校區新生入學輔導，因疫情關係改為線上辦理(新生無須到校)。相關重要資訊請至國際學院網站上查詢 <https://ic.mcu.edu.tw/>
桃園外交、資訊、觀光學程歡迎於 9/16 13:30 線上參與學程入學輔導會議
Due to the pandemic affect, IC orientation will change to online (freshmen don't need to come to the campus). Please check important information from International College website <https://ic.mcu.edu.tw/>
2. Please join each program online meeting to meet your program director and program advisor on 9/16 13:30 (the meeting link for each program please check the QR code)

外交學程 International Affairs and Diplomacy Program

Program Secretary: Alice Huang
aliceh@mail.mcu.edu.tw Ext:3300

Orientation meeting link:



Notice for IAD program freshmen



觀光學程 Travel & Tourism Program

Program Secretary: Annie Tai
annietai@mail.mcu.edu.tw Ext:3332

Orientation meeting link:



資訊學程 Information Technology Management Program

Program Secretary: Winnie Chiu
1092306@mail.mcu.edu.tw Ext:3195

Orientation meeting link:



2. 上課說明 (本校教務處公告資訊)

1. 本校 9/13 開學，9/22 正式上課，依教育部公告 9/22-9/26 改採全面線上教學並進行演練，9/13-9/21 仍維持防疫準備不授課。
2. 9/27 日起，採實體+線上分流進行授課，單雙週依學號倒數第二碼單雙號輪流實體+線上分流上課，單雙週依「銘傳大學 110 學年度第 1 學期行事曆」所定之週次為準。(9/27 為第三周，學號倒數第二碼為單數者到校上課，雙數者線上上課，隔週則換學號倒數第二碼為雙數的同學到校上課，單數者線上上課，爾後各週依此類推)
3. 分流後如仍超過教室容留人數上限之班級，即採全面線上上課，學校將依指揮中心公告疫情發展滾動修正。
4. 實體課程依防疫規定，採固定座位，全程佩戴口罩、保持通風、定時消毒；授課老師務必每節上課確實點名掌握學生出席狀況。

周次	學號	上課方式
單數周	12345678—倒數第二碼單號	到校上課
	23456789—倒數第二碼雙號	線上上課
雙數周	12345678—倒數第二碼單號	線上上課
	23456789—倒數第二碼雙號	到校上課

■選課說明

1. 開學加退選日期為 9/22 中午 12:30 至 9/30 中午 12:30，選課期間若同學需試聽課程可利用 Teams 的聊天功能聯繫老師，由老師加入課程線上試聽。

■ Class Attendance Format (from academic affairs official announcement)

1. The semester begins on September 13 and classes formally begin on September 22. According to the Ministry of Education's announcement, classes are conducted online from September 22 to 26. Classes are not conducted from September 13 to September 21 for epidemic prevention preparation.
2. Starting September 27, students will attend classes on-site and online dispersed by odd and even weeks according to their student ID number. The odd and even weeks are marked on the Ming Chuan University 2021-22 Academic Year 1st Semester Calendar. (Classes formally begin on September 22 which is the second week. If the **second to the last digit** of the student ID number is even, then students come to class on-site that week; if it is odd, then attend classes online that week. The class attendance format switches the following week as

the **second to the last digit** of student ID number is odd, so then, those students attend classes on-site and ones with an even digit attend classes online, and so forth throughout the semester.)

3. If, even after dispersion, the class size still exceeds the maximum number of people, then the class will be offered online. The university will revise this according to updated notices from the Central Epidemic Command Center.
4. On-site classes must follow the epidemic prevention regulations, including always sitting in the assigned seat, wearing a face masks at all times, maintaining air flow, and disinfecting periodically. The instructor must take role accurately for each class period as to keep track of students' attendance.

Week	Student ID Number	Class Attendance Format
Odd Week	12345678—second to the last digit of the student ID number is odd number	On-site
	23456789—second to the last digit of the student ID number is even number	Online
Even Week	12345678—second to the last digit of the student ID number is odd number	Online
	23456789—second to the last digit of the student ID number is even number	On-site

Any questions please contact your program secretary. Thank you!