

STUST Distance Learning Manual for 1st Semester of Academic Year of 2021

The lecture start date is September 6, 2021 in accordance with STUST academic calendar for the first semester of academic year of 2021. **From September 6 to September 21, STUST will maintain distance learning** to comply with the government's epidemic prevention measures and to ensure uninterrupted learning as the epidemic alert level remains at Level 2 from August 24 to September 6. **On and after September 22, the class mode will be adjusted on a rolling basis according to the epidemic situation. Please pay attention to the latest announcement on the University homepage.**

From August 30 to September 5, distance learning drill will be conducted for new students (including graduate school students, freshmen, transfer students) entering in the academic year of 2021 to ensure that they could be familiar with the operation of the University's teaching systems and adapt to distance learning smoothly. Please refer to the following instruction for an overview of the course selection and the operation of the teaching systems.

1. STUST Gmail Account

New students are required to activate their STUST Gmail account and reset their password which will be used to access all the STUST teaching systems. Checking STUST Gmail often or at least once a week is required to avoid missing any important notifications from various offices in STUST.

STUST Gmail Activation Link: <https://webap.stust.edu.tw/pwd/enablepwd.aspx>

2. Course Selection System

Course preview: August 27~ Sept. 2

Course selection: Sept. 3 ~ 5

Add/Drop courses: Sept. 10 ~ 13

Course withdraw: Nov. 15 ~ 26

Course selection system: <http://120.117.2.38/ENCourSel/Login.aspx>

Course Guideline(Column 110): <https://academic.stust.edu.tw/tc/node/course1>

- 2.1. Students are allowed to access the system from 8/27 to 9/2 to preview course schedule.
- 2.2. The requisite courses will be input into your course schedule automatically; therefore, you only need to select the electives.
- 2.3. Read the course guideline of academic year of 110 to have an overview of the minimum graduation credits, graduation requirements and course arrangements.
- 2.4. The requisite courses input into your course schedule could not be dropped online by students themselves. Only after approval by the department chairperson may the dropping be available.
- 2.5. The difference between course withdrawn and course dropped is that the courses withdrawn will still be listed on your transcript but courses dropped won't. There will also be a remark of "R" in the score column of courses withdrawn to avoid the lecturer giving the score, meaning that you did take this course in the beginning of the semester, but withdraw in the middle due to any reasons. Moreover, credits for courses withdrawn won't be counted into the academic average. Please note that overdue withdrawal application WON'T be accepted.
- 2.6. Always check the selected courses tab in the course selection system to ensure you do select the

course you're taking. [Course selection system>My selected courses> Selected courses]

2.7.If you fail any requisite course and would like to re-take it in the future semesters, do remember to check and fill out the code for re-take or make-up courses when you select it in the future.

Latest News.

Publish office	Notice	Publish date
	<p>1. Online Course Selection System</p> <p>1. Students must select their courses from the school website every semester.</p> <p>2. Important Dates</p> <p>Events Dates</p> <p>(1)Selecting Courses 9/3 Fri. ~ 9/5 Sun.</p> <p>(2)Posting results for event 9/6 Mon. ~ 9/9 Thu.</p> <p>(3)Add / drop Courses 9/10 Fri. ~ 9/13 Mon.</p> <p>(4)Posting results for event 9/14 Tue. ~ 9/17 Fri.</p> <p>*For (1) and (3) time periods listed above, the system is available from 9:00 a.m. of the first day to 23:00 p.m. of the last day.</p>	

Selected Course

Total 3.0 credits, required course 3.0 credits, elective course 0 credits.

Code for retake or make-up courses	Course code	Course name	Credit	Required/Elective course	Class
	01N0002H	Moral Conduct	0.0	Required	No class found
	01N0592F	Tutor Meeting	0.0	Required	No class found
	MON0AO02	Financial Management for Hospitality	3.0	Required	No class found

3. Flipclass System

Flipclass is a platform and an assistant system for STUST lecturers and students to carry on teaching and e-learning. Lecturers will upload supplementary materials, set up assignments or online examination, etc.in Flipclass; students access Flipclass with STUST Gmail credentials, download the supplementary materials, receive assignments, complete the online tests, etc... For more information on how the Flipclass can be used in conjunction with the lecturers' online teaching, please refer to the attachment-[STUST Distance Learning Implementation Plan](#) 2021/8/26.

Access Flipclass: <https://flipclass.stust.edu.tw/>

Flipclass student handbook:

<https://docs.google.com/document/d/1GY0VcgkyBbYluZT4dmDHUdJtTKXnYJtrmCe2g6E3ABI/edit>

4. Implementation of Distance Learning

- 4.1. Please activate your STUST Gmail account and get familiar with the operation of Flipclass.
- 4.2. Lecturers will send emails through Flipclass to students' STUST Gmail and inform students of the online teaching methods and the instruction, date and time of the drill from 8/30-9/5.

Students should follow the instructions in the email to complete the walkthrough and ensure the smooth of distance learning after the school starts. Students should take initiative contacting lecturers in case of any difficulties or problems and understanding how to carry on the distance learning.

- 4.3 Online learning equipment: students should prepare their own desktop, tablet or mobile phone to learn online at a location with stable internet service. For synchronous online teaching, please prepare headphones and microphones and test the equipment beforehand to see if it works properly.