

Wenzao Ursuline University of Languages

Guidelines for Selecting Courses in Junior College Programs

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- I These Guidelines are enacted according to Article XI of the Academic Policies for the Junior College Division of the Wenzao Ursuline University of Languages.
- II Students in five-year junior college programs in the Day Division must follow these guidelines when selecting courses.
- III Fourth and fifth-year students in the Junior College Division may take classes in the Division of Continuing Education. Guidelines concerning this matter are stated in a separate document entitled Wenzao Ursuline University of Languages Procedures for Selecting Courses across Divisions.
- IV Fourth and fifth-year students in the Junior College Division may take classes in the other institutions. Guidelines concerning this matter are stated in a separate document entitled Wenzao Ursuline University of Languages Procedures for Selecting Courses at Other Institutions.
- V Limits on the number of students per class follow the stipulations in the Regulations Governing Maximum and Minimum Number of Students in Elective Classes.
- VI Selection of courses is conducted through the two processes of pre-registration

and add/drop.

- VII Students must select courses according to graduation requirements and curriculum charts stipulated by their departments. Only with the approvals of the students' department chairs and the department chairs offering the course can students take advanced courses.
- VIII The process of pre-registration and adding/dropping courses must be conducted online within the time frame announced by the Curriculum Section (or the Academic Affairs Section).
- IX When an elective course offered by a department has a limit on the maximum number of registrants in pre-registration, students in the department offering the course and students in the grade that the course is meant for are given preference. International exchange students are not subject to this restriction.
- X Regulations concerning the number of credits are stated below:
 - A. Junior College students in the Day Division
 1. Students in their first to third years may not take fewer than 20 credits or more than 32 credits in a semester. Students who transfer from another department during winter break and transfer students are not subject to these restrictions.
 2. Fourth and fifth-year students may not take fewer than 12 credits or more than 28 credits in a semester (including courses in other divisions). Courses with flexible credits shall be calculated separately.
 3. Students whose average grades of the previous semester reach 80 can apply for credit overload, maximum six credits, without having to pay the credit fees.
 4. Graduating students and other students who are unable to take the minimum required number of credits may request to be exempt from this requirement; however, they may not take fewer than four credits. Students who take fewer than the required number of credits and do not submit the appropriate request will be deemed to have voluntarily withdrawn.
 5. Fourth and fifth-year students in the Junior College Division may not take more than 8 credits in Division of Continuing Education during any given semester.
 6. Students who fail one half of their credits in a semester may request to take fewer credits during the following semester. The reduced number of credits may not exceed five. Students who take fewer credits must make up their classes at a later date with the students in the grade below.

B. Students who prolong their studies beyond regulation time

1. Students who prolong their studies beyond regulation time and must retake a course offered in the second semester must either take at least one course in the first semester or withdraw from the University for one semester. Students who have completed the courses and number of credits required by their departments but have not reached language proficiency benchmarks do not need to register for at least one course as stipulated in Article XXXIX of the Junior College Academic Policies.
2. Students in the Day Division who prolong their studies beyond regulation time must pay tuition per credit. (Tuition for courses with a practicum component is determined according to the actual number of class hours.) Students who register for ten or more credits pay the same tuition as regular students. If the majority of courses taken are in the first three years, students pay the standard tuition for the lower grades. If the majority of courses taken belong to the last two years, students pay the standard tuition for the upper grades.

XI Regulations concerning course selection are stated below:

- A. Courses following a sequence must be taken in order. Students retaking a course may take the next course in the sequence concurrently. (These restrictions do not apply to students who transfer between departments during winter break and to students in their first semester after transferring from another institution.) In the case of courses with a practicum component, the practicum may not be taken before the theoretical part.
- B. The grade and credit for an elective course that students fail are still included in the calculation of the average semester grade.
- C. Due to continuity in the material covered, students must pass both semesters of year-long courses to receive credit. Students who only register for one semester or fail one semester of the course will not receive credits that can count towards graduation.
- D. Courses for which a student has received transfer credit or has been exempted from taking or has passed may not be taken again. Guidelines regarding application for credit exemption are stated in a separate document. (This rule does not apply to students who return to the University early after withdrawing.)
- E. Students may not select courses which cause scheduling conflicts.
- F. Graduating seniors, transfer students who need to retake or make-up courses and students applying for early graduation with scheduling conflicts may transfer to a different class (or take a class in another program, division or

institution when necessary). Students in other special circumstances may proceed to transfer to other classes after receiving approval from the head of their department, college or center.

- G. Students who must drop a year-long elective class due to failure in the first semester must drop the course using a special course selection system by the deadline stipulated by the Curriculum Section (or Academic Affairs Section) before the beginning of the second semester. Students who must drop a class for other reasons must submit a request to the Curriculum Section (or Academic Affairs Section) during the add/drop period. The class may be dropped after approval by the chair of the department offering the course.
- H. Course selections by international exchange students must be approved by the head of the Office of International and Cross-strait Cooperation. The Office of Academic Affairs will add students to the courses and notify the relevant instructional units.

XII Students must pay attention to the following issues when selecting courses:

- A. Students who do not follow these Guidelines when selecting courses will suffer disciplinary action. Depending on the severity of the infraction, the Curriculum Section (or Academic Affairs Section) will decide on a disciplinary action more severe than a warning.
- B. Students who do not pay tuition bills in full by the deadline will be dropped from the courses for which they have not paid by the Curriculum Section (or Academic Affairs Section). Students will receive a disciplinary action more severe than a warning.
- C. Students must complete online course evaluation surveys by the established deadline every semester. Students who do so may register early for courses.

XIII Other matters not specified in this document are resolved according to the University Academic Policies and other related regulations.

XIV These Guidelines become effective after approval by the Academic Affairs Committee and ratification by the University President. Amendments must follow the same procedure