

Guidelines Governing Inter-Divisional Course Registration Wenzao Ursuline University of Languages

Approved at the Academic Affairs Committee Meeting on May 31, 2000

Ratified by the President on Sep. 1, 2000

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Ratified by the President on Jan. 27, 2015

- I. The Guidelines are formulated based on relevant regulations stipulated in the “Academic Regulations of Wenzao Ursuline University of Languages” and the “Academic Regulations of 5-Year Junior College of Wenzao Ursuline University of Languages.”
- II. Inter-divisional course registration referred in the Guidelines means course registration across the Day Division and Division of Continuing Education, across the 4-year College and the 5-year Junior College, and across the 4-year College and graduate institutes.
- III. Students enrolled in the Junior College may apply to take elective courses in the 4-year College and the credits earned can be counted towards graduation. If the students are later enrolled in the 4-year College, they can apply for additional credits earned (after deducting total credits required for graduation for the junior college degree and credits for required courses for the major) to be transferred or exempted according to the “Regulations Governing Credit Transfer and Exemption.”
- IV. Students enrolled in the 4-year College may apply for inter-divisional course registration under the following circumstances with the approval from the department chairperson. Credits earned for these courses can be counted towards graduation.
 - A. The student is a graduating senior who needs to retake courses or take courses for make-up credits and faces scheduling conflicts.
 - B. The course needed is not offered by the student's own division or when the course has reached the maximum limit on the number of students, or if the student takes the course, it will result in a scheduling conflict with other elective courses in the same division.
 - C. Students are pursuing double majors, minors or are enrolled in modules.
- V. In order to complete their research projects, graduate students may choose courses offered by other departments (graduate institutes or schools) with the approval of the chairperson of the graduate institute. The chairperson of the graduate institute can decide whether or not the credits taken can be included in the credits counted towards graduation. In the case that graduate students take courses offered by the

4-year College that are included in the credits counted towards graduation, they will be charged the credit fees for graduate institutes. In the case that graduate students take courses offered by the 4-year College that are not included in the credits counted towards graduation, they will be charged the credit fees for the 4-year College.

- VI. Graduating seniors of the 4-year College may apply to take courses offered by the graduate institutes and the credits earned may be included in the credits counted for graduation. If the student is later enrolled in the graduate institutes of the University, he or she can apply for additional credits earned (after deducting total credits required for graduation for the 4-year college degree) to be transferred or exempted according to the “Regulations Governing Credit Transfer and Exemption.”
- VII. Students who are qualified to take courses from other divisions must submit the application forms according to the schedule announced by the Curriculum Section of the Office of Academic Affairs. (Late applications will not be accepted.) Application must be approved by the student's department/graduate institute chairperson, center director, the Curriculum Section of the Day Division, the Curriculum Section of the Division of Continuing Education, director of the Division of Continuing Education and Dean of Academic Affairs.
- VIII. Students may not take more than 8 credits in the inter-divisional course registration in a semester.
- IX. If there is a limit on the maximum number of students in an elective course, students from the division, college, and department offering the course are given preference.
- X. Students in the Day Division whose total credits do not exceed their maximum number of credits, or whose total credits are within credit overload, after choosing courses from another division do not need to pay additional tuition. Students in the Division of Continuing Education who choose courses from another division should pay the credit fees. (Courses that include a practicum component are charged according to the actual number of class hours.)
- XI. The Guidelines become effective after they are approved at the Academic Affairs Committee Meeting and ratified by the President. Amendments must follow the same procedure.