

Fu Jen Catholic University Department of Sociology

Regulations Governing Counseling for Course Registration

Reviewed at the Meeting of the Academic Affairs Council for the First Semester of the 2012-2013 Academic Year on

November 22, 2012

Passed at the Second Meeting of the Academic Affairs Council for the 2011-2012 Academic Year on April 26, 2012

Amended at the First Meeting of the Curriculum Council for the First Semester of the 2011-2012 Academic Year on December 28, 2012

Article 1

These Regulations were formulated in accordance with Article 18 of Fu Jen Catholic University Regulations Governing Course Registration.

Article 2

The Department believes that students hold ownership of their education. This philosophy informs both the curriculum framework and the counseling provided to students when registering for courses. While instructors provide guidance, it is the students themselves who are responsible for their choices.

Article 3

Undergraduates will learn about the Department's educational goals, academic regulations, and the logic behind the curriculum framework during *Introduction to University Life*. The instructor of the course will enlist all full-time instructors and teaching assistants to advise students during course registration, and help students complete their Course Study Plans before the end of their first semester.

Article 4

Advisers* have the following duties:

- A. To help plan and confirm a student's Course Study Plan (which should be based on the student's ambitions, interests, and plans for their career, work, or further education);
- B. To calculate course credits;
- C. To organize make-up courses or courses the student missed in the past;
- D. To remind students to fulfill graduation requirements;
- E. To help resolve problems during course registration.
- F. Bachelor thesis adviser: An adviser will individually counsel students. An adviser will be chosen based on the student's research interests and the instructor's area of specialization.

* At the undergraduate level, this role is held by the class instructor or teaching assistant.

Article 5

Advisers must register students in courses based on the student's Course Study Plan during pre-registration. When necessary, an adviser may invite an instructor to come to class in person and introduce the course they teach.

Article 6

The Department will register students in required courses every semester before the online registration system becomes available. Students must check that they have been registered in the correct courses when the registration system opens. They must add or drop courses based on graduation requirements and in accordance with Regulations Governing Course Registration.

Article 7

If a course cannot open due to insufficient enrollment, scheduling problems, or another reason, the office of the Department may help students to update their pre-registration course list.

Article 8

Students may revise their Course Study Plan based on their interests and inclinations. The student's adviser must provide advice and confirm any changes made to the Course Study Plan each academic year during the second semester, and then record changes in the Adviser Guidance System.

Article 9

These Regulations apply to all students who have enrolled since the 2012-2013 Academic Year.

Article 10

These Regulations have been reviewed by the Curriculum Committee and will be promulgated and implemented once approved by the Academic Affairs Council. The same procedure will be followed for each amendment.

Fu Jen Catholic University Department of Sociology

Course Study Plan

Student ID		Year/ Month of Enrollment (YYYY/MM)	(YYYY / MM)
Name		Date this form was completed (YYYY/MM/DD)	(YYYY / MM / DD)
Cell		Contact Phone	
E-mail			

Learning Goals

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Intended Electives

Year Of Study	Sem ester	University requirements		College and Department Required Courses		Department Electives		Other Electives		Total credits for current semester
		Course Title	Credits	Course Title	Credits	Course Title	Credits	Course Title <small>(Please specify the program and year of study)</small>	Credits	
1 st	1 st									
	2 nd									
2 nd	1 st									
	2 nd									
3 rd	1 st									
	2 nd									
4 th	1 st									
	2 nd									

Total credits									
Signature of Student		Signature of Adviser/TA		Signature of Department Director					

※ Note: This form can be downloaded from the following website: <http://www.soci.fju.edu.tw>
It can be updated based on need at any time.