



Academic Affairs Section

Post: Group Leader

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Portfolio:

1. Promotion and enrollment
2. Registration and curriculums
3. Establishment and revision of related regulations
4. Planning of academic calendar
5. Calculation of teaching hours and overtime pay
6. Arrangement for classrooms and teaching locations
7. Facilitation of transforming the Div. into an e-university
8. Hold internal meetings



Post: Member

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Portfolio: Collaborative registration with Dept. of English at 2-year College, Dept. of Japanese at 4-year College and Dept. of International Business Admin (in Div. of Continuing Education).

1. Admission and transfer
2. Registration
3. Temporary suspension, resumption, and dropout of schooling
4. Archive and management of students data
5. Basic information amendment for students (alumni) and various applications for documents
6. Credits waiver and transference
7. Records of transcript
8. Issuance and re-issuance of student ID cards
9. Issuance of certificates
10. Issuance and re-issuance of diplomas or name change
11. Transfer of school system on/off campus
12. Enrollment of 2-year College students



Academic Affairs Section

Post: Member

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Portfolio: Collaborative registration with Dept. of English at 4-year College, Dept. of French at 4-year College, Dept. of German at 4-year College and Dept. of Spanish (in Div. of Continuing Education).

1. Admission and transfer
2. Registration
3. Temporary suspension, resumption, and dropout of schooling
4. Archive and management of students data
5. Basic information amendment for students (alumni) and various applications for documents
6. Credits waiver and transference
7. Records of transcript
8. Issuance and re-issuance of student ID cards
9. Issuance of certificates
10. Issuance and re-issuance of diplomas or name change
11. Application of minor selection and double majors
12. Enrollment of 4-year College students



Post: Member

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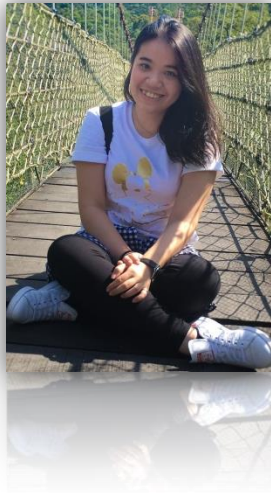


Portfolio:

1. E-official documents registration
2. Course selection (initial, additional and withdrawal selection)
3. Course selection (restudy, makeup and cross-register)
4. Course selection (transfer, resumption, minor selection or double majors)
5. Registration for summer study (makeup course)
6. Online campus operation
7. Withdrawal application
8. Operation of leave-taking, makeup course and class reschedule
9. Preparation for correspondence, meeting documents and minutes



Academic Affairs Section



Post: Member

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Post: Member

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Portfolio:

1. Teaching materials production schedule follow-up for distance learning
2. Presentation for distance learning
3. Planning and promotion of admin in the Cloud
4. Collaborate with each dept. in regard to distance learning
5. Hold meetings of Distance Learning Promotion Committee
6. Loading test before implementing e-courses
7. Facility management of e-courses
8. Teaching quality control of e-courses
9. Planning, promotion and enrollment of e-university students
10. Misc.