

<p>Ching-Yi Wu Extension:2118 cyiwu@isu.edu.tw</p>	<p>Section Chief</p>	<ul style="list-style-type: none"> [1] handling overall affairs of the Section [2] establishing and modifying standard operation procedures (ISO) [3] monitoring the progress of modifications of standard operation procedures [4] handling computerization of administrative services [5] handling affairs in relation to postgraduates (including theses, dissertations, and applications for direct admission to Ph.D. programs filed by master's students) [6] managing work-study students [7] collecting and sorting data about various evaluations [8] drawing up annual budgets [9] handling affairs in relation to total admission quota of the University [10] non-routine tasks
<p>Hui-Ling Chen Extension:2113 ulla@isu.edu.tw</p>	<p>Staff</p>	<ul style="list-style-type: none"> [1] making amendments to the Academic Rules and relevant regulations, and submitting such amendments to the Ministry of Education for ratification [2] establishing procedures for review of graduation credits (including planning for early graduation and check-out procedures) [3] producing and managing degree diplomas [4] producing, managing and submitting lists of graduates for ratification [5] handling affairs in relation to the system used to review graduation credits (including document review for graduates) [6] Handling preliminary examination of graduation credits and its system [7] handling affairs in relation to review of graduation credits [8] verifying the diplomas owned by the University's graduates as requested by the Ministry of Examination [9] collecting and producing data about new enrollees and graduates as required by the Ministry of the Interior [10] producing and sending handbooks to new enrollees (including files created for candidates on the waiting list who have been admitted to the University) [11] reviewing applications for credit transfer [12] maintaining and updating data about the laws and regulations of the Section [13] managing official documents and properties of the Section (including registration of official documents), and dispatching official documents to other units [14] preparing documents concerning program evaluation [15] collecting and producing regular statistics required by the Ministry of Education [16] handling applications for various certificates [17] non-routine task

<p>Tai-Ting Tsai Extension:2115 chibang1020@isu.edu.tw</p>	<p>Contract Assistant</p>	<ul style="list-style-type: none"> [1] handling affairs in relation to the system in which new enrollees input their personal information [2] handling affairs in relation to total admission quota of the University [3] handling affairs in relation to the establishment of new colleges, departments and institutes (including industrial master's programs) [4] handling applications for admission to second-specialty post-baccalaureate programs. [5] handling affairs in relation to student ID cards (including freshmen summer camp cards) [6] migrating data provided by the Ministry of Education [7] producing, managing and submitting lists of new enrollees for ratification, and creating and managing rarely seen Chinese characters [8] collecting and producing regular statistics required by the Ministry of Education [9] collecting and producing the data required by the evaluation of department [10] handling affairs in relation to review of graduation credits [11] reviewing applications for credit transfer [12] handling applications for various certificates [13] non-routine tasks
<p>Yi-Chen Lin Extension:2116 elly1029@isu.edu.tw</p>	<p>Staff</p>	<ul style="list-style-type: none"> [1] handling affairs related to student status (including admission quota for transfer students, college/department codes, student numbers, overseas Chinese students, mainland Chinese students, international students, and physically/mentally challenged students) [2] handling affairs related to students' suspension of schooling [3] handling affairs related to students' applications for withdrawal (including expulsion upon expiration of the prescribed duration of study) [4] handling affairs related to students' resumption of studies [5] handling affairs related to students' applications for a deferral of admission [6] handling affairs related to transferring students to a higher grade level on the system [7] handling affairs related to applications for transferring to a higher (lower) grade level by new enrollees or transfer students [8] establishing a comprehensive registration procedure [9] managing and producing statistics on the registration rate [10] reviewing applications for credit transfer [11] handling affairs in relation to review of graduation credits [12] collecting and entering data into the MOE Higher Education Database [13] collecting and producing data required for program evaluations

		<p>[14]handling applications for various certificates</p> <p>[15]non-routine tasks</p>
<p>Chiun-Yun Chang</p> <p>Extension:2117</p> <p>blyton@isu.edu.tw</p>	Staff	<p>[1] handling affairs related to students' semester grades and producing academic transcripts</p> <p>[2] handling affairs related to faculty members' applications for changing semester grades (including collecting and sorting data for the Distinguished Teaching Awards)</p> <p>[3] handling affairs related to summer courses, winter courses, makeup examinations, and course registration and grades for non-ISU students</p> <p>[4] handling affairs related to students' applications for semester grade review</p> <p>[5] reviewing applications for credit transfer</p> <p>[6] handling affairs in relation to review of graduation credits</p> <p>[7] maintaining and updating the criteria for English proficiency</p> <p>[8] collecting and entering data into the MOE Higher Education Database</p> <p>[9]handling applications for various certificates</p> <p>[10] non-routine tasks</p>
<p>Yu-Ying Chiao</p> <p>Extension:2112</p> <p>aa40527tw@isu.edu.tw</p>	Contract Assistant	<p>[1] creating files for exchange student information</p> <p>[2] handling affairs in relation to exchange students' semester grades (including applying for mail)</p> <p>[3] handling students' applications for minors and double majors, and making amendments to relevant regulations</p> <p>[4] handling affairs in relation to documents between main campus and medical campus</p> <p>[5] handling affairs in relation to Inter-college/departmental Programs system</p> <p>[6] handling students' applications for inter-departmental transfer and making amendments to relevant regulations and rules</p> <p>[7] handling affairs in relation to stationery application</p> <p>[8] handling affairs in relation to freshmen Summer Camp (LOHAS Camp)'s grades</p> <p>[9] tracking the applications for reserved admission, suspension of study, withdrawal of study and resuming study.</p> <p>[10] handling affairs in relation to review of graduation credits</p> <p>[11] reviewing applications for credit transfer</p> <p>[12] collecting and producing data required by the Higher Education Database of the Ministry of Education</p> <p>[13] handling applications for various certificates</p> <p>[14] non-routine tasks</p>

<p>Chia-Yi Chou Extension: 07- 6151100#3113 bethany@isu.edu.tw</p>	<p>Staff</p>	<ul style="list-style-type: none"> [1] establishing procedures for credit transfer for transfer students and new enrollees [2] establishing procedures for credit recognition for inter-department transfer students [3] creating files for transfer students and candidates on the waiting List who have been admitted to the University [4] producing and submitting lists of transfer students for ratification [5] handling affairs in relation to applications for suspension of schooling, withdrawal and resumption of studies filed by students on Medical Campus [6] handling affairs in relation to scores and semester grades of students on Medical Campus [7] handling affairs in relation to students' applications for studying at a higher (lower) grade on Medical Campus [8] handling e-mails received by the Section as well as online inquires and feedback [9] collecting and entering data into the MOE Higher Education Database [10] collecting and producing data required for program evaluations [11] handling affairs in relation to review of graduation credits [12] reviewing applications for credit transfer [13] handling applications for various certificates [14] non-routine tasks
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