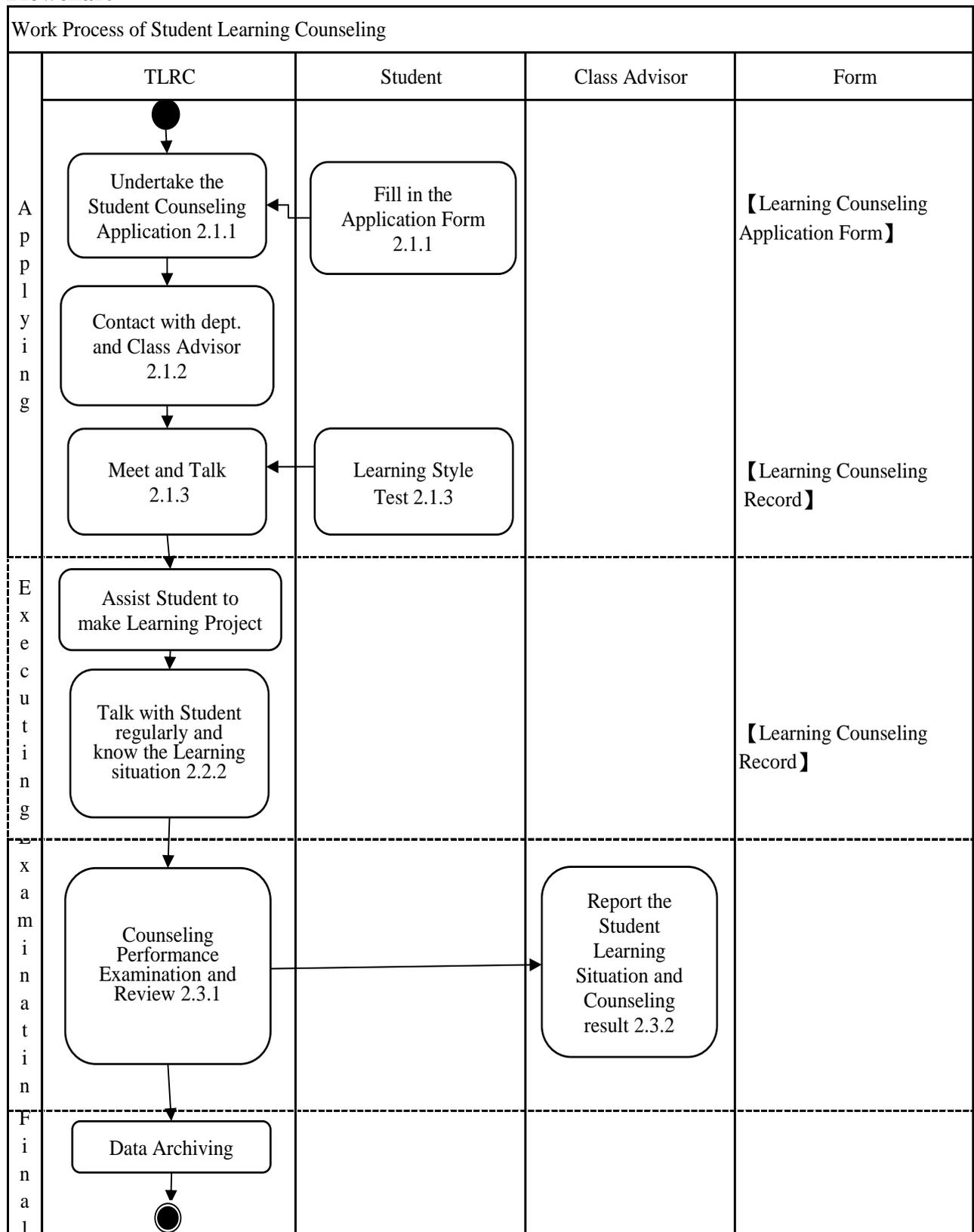


<b>File Name</b>	<b>Academic Affairs- Work Process of Student Learning Counseling</b>				
<b>File No.</b>	<b>040A-003</b>	<b>Version</b>		<b>Page</b>	<b>1 / 2</b>
<b>Division</b>	<b>Teaching and Learning Resource Center (TLRC)</b>	<b>Effective Date</b>			<b>2012/12/31</b>

## Work Process of Student Learning Counseling

### 1. Flowchart



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<b>File No.</b>	<b>040A-003</b>	<b>Version</b>		<b>Page</b>	<b>2 / 2</b>
<b>Division</b>	<b>Teaching and Learning Resource Center (TLRC)</b>	<b>Effective Date</b>			<b>2012/12/31</b>

## **2 Work Procedure :**

### 2.1 Accept the counseling application :

2.1.1 Accept the counseling application for student learning problem by filling in **【Student Learning Counseling Application Form】** .

2.1.2 To understand students' learning situation, contact with department and class advisor.

2.1.3 Have an appointment with student that can understand students' personality and learning situation and make a record on **【Student Learning Counseling Appointment Record】** .  
Otherwise, students will be asked to accept Learning style questionnaires that let them choose the best learning method.

### 2.2 Plan and execute the student learning project :

2.2.1 Arrange the appointment data and plan the learning project that can assist student learning.

2.2.2 Make appointment with students again that suggest them the best learning method and tell them how to proceed. In order to realize the learning situation, we will make appointment with student regularly.

### 2.3 Examination

2.3.1 To realize student learning effective and strengthen their weakness, we have the examination in the end of semester.

2.3.2 Send the Counseling consequence to department that makes them understand students' learning situation and counseling effectiveness.

## **3 Control Emphasis :**

3.1 Does Counseling service really help students to solve their learning problem or not?

3.2 After the implementation of learning counseling, we will take the experience to plan the next learning counseling project.

## **4 Form for use :**

4.1 Student Learning Counseling Application Form

4.2 Student Learning Counseling Appointment Record