Tamkang University Fall 2019
Enrollment Schedule and Information

I. Enrollment Schedule

Item	Date & Time	Notes
Syllabus Available	Wednesday, July 3rd, 2019	**Course Catalog: http://esquery.tku.edu.tw/acad** 1. Refer to this procedure to search for and view courses from the course catalog: Click on [English Version] ⟶ Click on [Course Search] to enter the system ⟶ Choose one of the selection modes (College/Category/Instructor Name/Course Title/Course Time/Control Number) to narrow the search ⟶ Click on [Search] button ⟶ Press the underlined "Control Number" to display the syllabus of the course and use the Control Number to drop or add class during the adjustment period. 2. Students could arrange their courses on line. However, course arrangement does not mean the completion of course enrollment. 3. Courses must be enrolled on the Online Enrollment System webpage. **Online Enrollment System: https://www.ais.tku.edu.tw/elecos/** (Click on English Version)
Courses Enrolled by Academic Affairs Office	Tuesday, July 16th, 2019	1. Required courses are enrolled in by academic Affairs Office. (Continuing students, blocking students and returning students are not included) 2. Please check the website: http://sinfo.ais.tku.edu.tw/emis (Click on English Version) (The network course selection system has adopted the " TamKang University Single Sign On (SSO)" Account. If your student ID and password have not been logged in, you must first check in the " TamKang University Single Sign On (SSO)" web page to log in your Student ID number, and default password (since Fall 2016, the default password for freshmen and transfer students will be set as the last six digits of date of birth (yyyy/mm/dd), for example, if your birthday is 1997/01/05, your password will be 970105). Then you can enter the online curriculum system to successfully make your course-selection. This site offers the latest course information, which students can check on anytime.) 3. To search for course information, click on the Course Information System. After entering student ID number and password, click on the Enrollment Archives.

Item	Date & Time	Notes
General Education Core Curriculum Course Selection Priority Declaration. (Phase I)	Mon, Jul 22nd,2019,12:30pm ~ Wed, Jul 24th,2019,3:30pm	1.Every person can at most register for 10 courses. 2.Registration sequential order and filtering results are not related; there is no need to fight for classes.
Check the general core curriculum. screening results. (Phase I)	Thu, Jul 25th,2019,12:30 pm ~Sat, Jul 27th,2019,11:30 am	Registration of classes requires computer screening to see if the selection has been made or not; you must within this time period check the screening of classes you have selected.
Period for dropping classes with time conflict.(the entire school) (Drop only)	Mon, Jul 29th,2019, 12:30pm ~Tue, Jul 30th,2019,11:30 am	All the students of the school (including undergraduates and graduates); those who have selected classes that have time conflicts should go online and drop them.
General Education Core Curriculum Course Selection Priority Declaration (Phase II)	Tue, Jul 30th, 2019, 12:30 pm ~Thu, Aug 1st,2019,3:30 pm	1.If a class has been selected in the first phase, it need not be selected again. 2.Every person can at most register for 10 courses. 3.Please based on the year of your entry take General Education Courses you should following regulations of the various colleges and fields (for details see General Education and Core Course Center.
Check the general core curriculum screening results. (Phase II)	Fri, Aug 2nd,2019, 12:30 pm ~ Sun, Aug 4th,2019,11:30 am	Registration of classes requires computer screening to see if the selection has been made or not; you must within this time period check the screening of classes you have selected.
Enrollment Period	**1. For present students and graduate freshmen:** Tue,Aug 6th,2019,12:30 pm~ Mon,Aug 12th,2019,11:30am 2. For freshmen: (1) General Education Core Curriculum Course Selection Priority Declaration Mon, Aug 19th,2019,12:30 pm~ Wed,Aug 21st,2019,11:30am (2)Check the general core curriculum. screening results Thu, Aug 22nd,2019,12:30 pm~ Sat,Aug 24th,2019,11:30am (3)Freshmen initial selection Tue, Aug 27th,2019,12:30 pm~ Thu,Aug 29th,2019,11:30am	1. Access to Course Enrollment is regulated by preassigned time in which differs across years. **Online Enrollment System: https://www.ais.tku.edu.tw/elecos/** Click on [English Version] 2. Students who owe the tuition fee for the past semester are not able to do the course selection. Please check the website for the unpaid tuition fees :http://www.finance.tku.edu.tw/Front/Tuition fees/A2/Page.aspx?id=jkgBr1zqgsk= 3. Time conflicts should be avoided. This applies to all sections of a course (lecture, TAs' drills, TAs' lab, etc.). Your presence is requested at all sections of a course. 4.The maximum of General Core Courses selection are 3 courses. Each General Core Course is limited to select one course. General core curriculum during the initial selection is limited to one field (including voluntary selection and

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		classes already having screen). 5. Since Fall 2018, undergraduate freshmen should enroll in General Core Curriculums 14 credits. The General Core Curriculums included the domain of Humanity, Sociology and Science. Each domain should be enrolled in at least 2 credits. You can't enroll over 2 courses at the same field. College of business and management students must take the course "Introduction to computer"; therefore, <u>do not enroll in any course of Computer Education Field in the Science domain.</u> In addition, all students in English-taught department (or programs) have to enroll in "course instructed in all English" class. **6. General Core courses will provide additional 5 quotas during the Adjustment Period. Seniors have priority to add these courses.** 7. **For those senior and graduate students who have attended GEPT Intermediate Level test voluntarily but failed to pass are eligible to take English Tutorial.** 8. You can overtake 6 credits only if <u>your average grades of previous semester are beyond 80 (a grade A)</u> or you have been approved for Minor, Double Major, or Program. In order to take 6 more credits by Web access, you must meet any of the criteria. **(The overtake courses should be enrolled by yourself at the Enrollment Period.)** 9. The table of your current class schedule is displayed for viewing on EMIS at http://sinfo.ais.tku.edu.tw/emis after your selection.
A notification of course adjustment is sent by e-mail.	The notification is sent in two days after your course adjustment.	The notification is automatically sent to each student's TKU e-mail. TKU e-mail address: 9-digit student ID@s□□.tku.edu.tw (□□ are the 2nd and 3rd digits in your student ID number, representing the academic year you are in.) For example: 406000123@s06.tku.edu.tw
Classes Commence Announce the List of Impacted Students (Please check on website for personal Course Enrollment Table)	Mon, Sep 9th, 2019	1. The Course Enrollment Table is available at the web page http://sinfo.ais.tku.edu.tw/emis 2. Students taking courses below the minimum number of credits, blocked, beyond the maximum credit limits, conflicted, or not taking any courses are considered impacted. Impacted students must add or drop courses by web access during the Adjustment Period.

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Adjustment Period	Mon, Sep 16th,2019, 12:30 pm to Tue, Sep 24th,2019, 11:30 am	1. Access to Course Adjustment is regulated by preassigned appointments in which appointment times differ across years. Online Enrollment System: https://www.ais.tku.edu.tw/elecos/ Click on [English Version] 2. Students who fail to register and pay the tuition after course selection period, their add/drop record will be eliminate by the Office of Academic Affairs. After registering and paying tuition, students are required to do manual course add/drop themselves. 3. See the Course Adjustment Table at http://sinfo.ais.tku.edu.tw/emis
A notification of course adjustment is sent by e-mail.	The notification is sent in two days after your course adjustment.	The notification is automatically sent to each student's TKU e-mail.
Petitions to Center for General Education & Core Curriculum	Tue, Sep 17th, 2019 to Tue, Sep 24th 2019	1. The requests to file the petitions will be processed on an exception basis only: Seniors and Junior transfer students 2. **Procedures for Petitions:** **Students must download a Petition Form on Center for General Education & Core Curriculum** (http://www.core.tku.edu.tw/down/archive.php?class=210) and complete the form with all required signatures. Students must send the Petition Form to the Field Office. (For more information, please check the Petition Form). The application will not be accepted when the maximum course numbers have reached. Evening School students must send the Petition Form to the Academic Affairs Curriculum Division (A209).
Petitions to Cross Registration, please fill out a "**Petition Form"** (**ATRX-Q03-001-FM217-06**)	Mon, Sep 9th, 2019 to Tue, Sep 24th, 2019	**Procedures for Petitions:** Students must download a **Petition Form (ATRX-Q03-001-FM217-06)** on Curriculum at Academics Affairs and complete the form with all required signatures. Students must send the Petition Form to Curriculum Division (A209).
Petitions to General and Specialized Required Courses, please fill out "**Petition Form (ATRX-Q03-001-FM218-03**)	Tue, Sep 17th,2019~ Tue, Sep 24th, 2019: 1. Seniors and 5th Graders: <u>**Tue, 17th, 08:10 – Tue, 24h , 21:00**</u> 2. Juniors: <u>**Wed, 18th 08:10 – Tue, 24th , 21:00**</u> 3. Sophomores: <u>**Thu,19th 08:10 – Tue, 24th, 21:00**</u> 4. Freshmen: <u>**Fri, 20th 08:10 – Tue, 24th , 21:00**</u>	1. **The requests to file the petitions will be processed on an exception basis only:** **The limit number of students taking general and specialized required courses is reached. (Freshman English (I) is granted as an exception.)** 2. **Procedures for Petitions:** Students must download a **Petition Form (ATRX-Q03-001-FM218-03)** at Academics Affairs and complete the form with all required signatures. Students then send the Petition Form to Curriculum Division (A209).

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Announce the List of Impacted Students and deal with impacted affairs	Thu, Sep 26th, 2019 to Fri, Sep 27th, 2019	Students taking courses below the minimum number of credits, blocked, beyond the maximum credit limits, conflicted, or not taking any courses are considered impacted. Impacted students must file the Petitions to Curriculum Division (A209) during the eligible period as listed in left column. Curriculum Division will process the case at the expiry of the appointment based on Article 16 in Enrollment Rules. (https://oa.tku.edu.tw/Law.nsf/8a19663a9342a6a748256e6b00446781/1f54e17235547f69482570ee00089066?OpenDocument).
Notice about Cancelled Courses	Fri, Sep 27th, 2019	1. To search for updated course information, Please visit the Curriculum Division website at http://www.acad.tku.edu.tw/CS/main.php 2. Impacted students are automatically sent a notification by email **advising you to enroll in the other class at Curriculum Division whenever a course on your schedule has been cancelled.**
Drop classes during the semester	Mon,Dec 2nd,2019, 12:30 pm to Fri, Dec 6th,2019,20:30pm	1. Students must drop the class online by himself or herself during the add-drop period. After the deadline for withdrawal, all requests will not be accepted. **2. Students can only drop 2 courses in a semester. Course of study suspension will be stated on the semester's score transcript and historic score transcript and the remark of "Study Suspension" will be stated on the score column.** 3. Undergraduate delayed graduate students, graduate and PhD students have to enroll at least 1 course after dropping classes during the semester. Undergraduate and department of architecture seniors have to enroll at least 15 credits after dropping classes during the semester. Undergraduate seniors, department of architecture Seniors and continuing students (2 years) have to enroll at least 9 credits after dropping classes during the semester. 4. The credit fee will not refund after dropping classes during the semester. For those who owe the credit fee still have to pay in this semester. 5. Drop class website: https://www.ais.tku.edu.tw/elecos。

★ **Starting from the 2019 academic year, a paper copy of the Course Enrollment Table will not be provided. Those students who want a paper copy please print out one on your own.**

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II. Notices:

1. General Education Curriculum required credits:

   1.1. Since Fall 2015, 31 credits, it included Fundamental Knowledge Curriculum (13 credits) and General Core Curriculum (18 credits).

   1.2. Since Fall 2017, 26 credits, it included Fundamental Knowledge Curriculum (12 credits) and General Core Curriculum (14 credits).

   1.3. For more information, please visit "Center for General Education and Core Curriculum (Website: http://www.core.tku.edu.tw/main.php) to check the regulations of General Education Curriculum.

2. The English (II) course is automatically grouped within each college by the placement in terms of students' scores of English (I), excluding the following English-taught Programs: Division of Global Commerce, Department of International Business, Department of Diplomacy and International Relations, and Bachelor's Program in Global Financial Management. If you want to drop this course, please consider carefully since it cannot be added again. Those who are not assigned to an English (II) course should download the course-add form from the website of English Department (https://www.tflx.tku.edu.tw/english/file/1178) and go to the Department office (FL207) for manual course add with the student ID and other relevant documents during the first week of the semester.

3. Starting from the academic year of 2015, the course of "Foreign Language" includes 4 credits of "English (I)" and 4 credits of "English (II)" or any other foreign language, with the same language being selected for the first and second semesters. Those who have successfully selected another language via the Course-selection System are required to drop the previously assigned course of "English (II)." Please consider carefully that "English (II)" cannot be added after being dropped.

4. Each course of Spanish (I), French (I), and Japanese (I) is provided with 2 or 3 lab classes given at different periods of time to prevent from class conflict. In other words, only one lab class is required for those who have selected any of these courses.

5. Undergraduates, who intend to take Freshmen Campus and Community service-learning, please bring the student ID card and enroll at Military Training Dept. during the first week of the semester.

6. **Sophomores, juniors, and seniors are expected to enroll in freshman courses with seat limit during Adjustment Period.**

7. Normal Course Loads:

   7.1. Graduate School

   7.1.1. All graduate students / PhD students are expected to enroll in at least one course and not permitted to enroll beyond the maximum number of 15 credits.

   7.1.2. Extensive graduate students are expected to enroll in at least one course and not permitted to enroll beyond the maximum number of 12 credits.

   7.2. Undergraduate

   7.2.1. All freshmen, sophomores, juniors and Architecture seniors are expected to enroll in at least 12 credits and not permitted to enroll beyond the maximum number of 25 credits. (International business Junior C class , and the Lanyang Campus Day Division Junior classes are not included.)

7.2.2. All seniors and Architecture 5th graders are expected to enroll in at least 9 credits and not permitted to enroll beyond the maximum number of 25 credits.

7.2.3. All continuing students are expected to enroll in at least one course and not permitted to enroll beyond the maximum number of 25 credits.

7.2.4 For more information about the enrolling regulations of Honors Program, please visit Office of Academic Affairs, Register Division → Regulation → the Regulation of TamKang University Honors Program.

7.3. Continuing education program (2 years)

7.3.1. At least 9 credits and not permitted to enroll beyond the maximum number of 20 credits..

7.3.2. For returning students: enroll in at least one course and not permitted to enroll beyond the maximum number of 20 credits.

8. All students should avoid time conflicts when enrolling in courses. This applies to all sections of a course (lecture, lab, drills, etc) or the courses will receive 0 point.

9. Prerequisites should be completed.

10. Duplicate credits in the same subject are counted towards the regulated credits once only.

11. Credits in All-out defense education military training(II) and for sophomores, credits in PE for seniors, and credits in English Tutorial do not count as regular graduation credits.

12. 'The Minors' indicates that these courses are served for minors. Either minors or majors have to pay the extra fee.

13. For more enrollment rules, please check the Enrollment Regulations at http://www.acad.tku.edu.tw/CS/downs//super_pages.php?ID=CS401

14. Notice about PE:

14.1. New students enrolled in and before 2016 fall semester must attend physical education classes during their first, second, and third years (6 semesters). New students enrolled from 2017 fall semester must attend physical education classes during their first and second year (4 semesters).

14.2. P.E class for freshmen (second semester), sophomore and junior are compulsory P.E classes based on personal interest.

14.3. Elective is a one-credit PE course and does not satisfy Bachelor's Degree Requirement. Freshman PE, and Sophomore PE are offered as required courses.

14.4. Attendance is taken in the first week. **If students have a conflicting class or have not enroll in class officially, they have to attend the original PE class and receive a written proof with instructor's signature or they will be regard as absence.**

14.5. Notice for retake of P.E class:

14.5.1. If you have to retake P.E. class, students must choose from COMPULSORY P.E. classes (offered for freshmen, and sophomore) and not elective P.E. class.

14.5.2. Retake of P.E class have to be completed before graduating from university Continuing undergraduates and Seniors student can choose two PE classes each semester.

14.5.3. 5 seats offered by sophomore PE are available for junior and seniors who want to retake P.E classes. Online enrollment is required. Special P.E classes are offered to seniors if they fail to choose P.E. class during the Enrollment Period Phase II and Adjustment Period.

14.5.4. Since Fall semester 2016, 2 places will be offered to transfer students for online enrolment in sophomore P.E. class. Students in senior year and above can choose the second P.E. class

during the Adjustment Period Phase II .

    14.5.5. Since Fall semester 2016, no on-the-spot P.E. class selection will be provided, all students must select P.E. class online.

14.6. Adaptation PE is offered for blind students, physically and mentally disabled students, and students with a chronic disease cross ages and genders. Students injured during the semester can be permitted to transfer to Adaptation PE before thirteenth week. The course requests medical certificate prescribed by hospital or Sanitation and Health Care Section.

14.7. off-Campus PE classes

    14.7.1. For one semester, a 850-NT fee is charged for Golf class, and 680 NT for Billiard class. Students cannot enter the court if they do not pay the fee before the 5th week of instruction.

    14.7.2. The first class will be undergone in the school, and off-campus starting from Week 2 for Golf class.

14.8. Important notice on choosing class for sports representative's students:

All representatives from freshman until sophomores are required to attend classes with sport expertise. If that sport event does not have an expertise class, students will have to take non-expertise classes. Freshman and sophomore sport representatives must obey rules of the class.

14.9. Other important notices:

    14.9.1. Students taking skating classes must prepare skates on their own. To enroll in swimming activity class officially, students have to prepare swimsuit, swimming cap, and swimming trunks on their own and apply for Swimming Admission Card.

    14.9.2. All of the Gymnasium class may be subject to change and have the class in the outdoor court when the Gymnasium is not available.

    14.9.3. Students enrolling in "PE Community Service Education –Table Tennis"、"PE Community Service Education –Badminton" and "PE Community Service Education –Taekwondo" must complete 18-hour service after school.