

Tamkang University 2020 Summer Course Schedule and Online Registration Information

Item	1 st Semester	2 nd Semester	Notes
Applying course registration on department office	From today to May 1 st , 2020. (According the regulation of departments)		Students can apply for any required or selective course.
Searching for available Summer Courses (Available time)	Fri., May 22nd, 2020, 10:00 am-		TKU website → Administrative Offices → Office Of Academic Affairs → Curriculum Division → Summer Course Online Enrollment system: (Website: https://tku.schroll.edu.tw/smele (If there's any change on courses, the system will update immediately.)
Online Enrollment	Mon., June 8th – Sun., June 14th 10:00 am -16:00 pm *For students who are unable to enter Taiwan: Mon., June 8th 10:00 AM – Fri., June 12th 12:00 PM For enrollment, please read the instructions in the notice.	Mon., July 13th - Sun., July 19th 10:00 am-16:00 pm *For students who are unable to enter Taiwan: Mon, July 13th 10:00 AM – Thu., July 16th 12:00 PM For enrollment, please read the instructions in the notice.	1. The enrollment system will not be available from 9:00 am to 10:00 am. (due to daily maintenance). 2. Registration steps: TKU website → Administrative Offices → Office Of Academic Affairs → Curriculum Division → Summer Course Online Enrollment System: (Website: https://tku.schroll.edu.tw/smele). (1) For TKU Students: Enter Summer Courses Online Enrollment System → Searching for available Summer Courses → Enter your student ID number and password → Course Registration → Printing tuition form and paying tuition (required tuition should be paid by ATM before deadline) → Payment record online confirmation → Enrollment finished. (2) For Non-TKU students: Enter Summer Courses Online Enrollment System → Searching for available Summer Courses → Create an account for enrollment → Log in your account → Print registration form (for mailing) →
Printing tuition form and paying tuition	Mon., June 15th – Wed., June 17th 10:00 am - 24:00 pm *For ATM transfer only, please keep the ATM receipt.	Mon., July 20th – Wed., July 22nd 10:00 am - 24:00pm *For ATM transfer only, please keep the ATM receipt.	

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Payment record online confirmation	Mon., June 15 th 13:00 pm – Sun., June 28 th	Mon., July 20 th 13:00 pm–Sun., Aug 2 nd	<p>Course Registration → Print the bill → Printing tuition form and paying tuition (required tuition should be paid by ATM before deadline). For Non-TKU students, please attach consent documents (Application Form for Inter-College Course-Taking) of your university by registered mail → Payment record online confirmation → Enrollment finished (Notice: Your registration will not be accepted if you did not submit the Application Form for Inter-College Course-Taking.)</p> <p>3. How to pay : *ATM transfer: Need to add '822' (CTBC Bank code) when transferring. Please keep the ATM receipt.</p>
Notice about Cancelled Courses	Tue., June 23 rd 01:00 pm	Wed., July 29 th 01:00 pm	<p>1. To check for updated cancelled course information, please visit the Curriculum Division website at: http://www.acad.tku.edu.tw/CS/main.php (For students from Lanyang Campus, please visit associated office in Lanyang campus.)</p> <p>2. Impacted students can choose either refund or enrolling in other course (must be applied before the course begin).</p> <p>(1) Refund procedure: Bring your bill and ATM receipt → go to Financial office (Building G401) → go to Cashier Division (Building B304) to refund.</p> <p>(2) How to enroll in other class? Bring your bill and ATM receipt → go to Curriculum Division (Building A209) → go to Cashier Division (Building B304) → go to Financial office (Building G401) → go to Curriculum Division (Building A209) to finish changed enrollment.</p>
Cancelled Courses (refund or changed courses)	Wed., June 24th 09:00 Am	Thu., July 30th 09:00 Am	<p>(1) Refund procedure: Bring your bill and ATM receipt → go to Financial office (Building G401) → go to Cashier Division (Building B304) to refund.</p> <p>(2) How to enroll in other class? Bring your bill and ATM receipt → go to Curriculum Division (Building A209) → go to Cashier Division (Building B304) → go to Financial office (Building G401) → go to Curriculum Division (Building A209) to finish changed enrollment.</p>
Check the	From Tue., June 23 rd 01:00 pm.	From Wed., July	Website:

Item	1 st Semester	2 nd Semester	Notes
Classroom		29 th 01:00 pm.	https://tku.schroll.edu.tw/smele Equal to Summer Course Enrollment System/Course Catalog)
Class Commence	June 29 th – Aug 2 nd .	Aug 3 rd - September 6 th .	Please follow your course schedule.
Inquiry of grades online (limit to TKU students)	Fri., Aug 7 th 01:00 pm	Fri., Sep 11 th 01:00 pm	1. TKU student please inquire your grades on the website: http://sinfo.ais.tku.edu.tw/emis/ 2. Students from other schools, please ask your home school.

※Notice:

1. In the curriculum, if the courses attached a TA drill course, your presence in TA drill course is required; your grade of TA drills courses will not be listed in individual grade report.
2. The regulations and limitations of every courses should be followed, if you are not qualified (Non-TKU students are included), please do not enroll in the course. If you have any question, please contact associated department.
3. For Non-TKU students, please attach consent documents (Application Form for Inter-College Course-Taking) of your university and sent by registered mail before deadline. Your registration will not be accepted if you did not submit the Application Form for Inter-College Course-Taking. For Non-TKU students, your grade report of summer course will be mailed to your school by TKU Academic Affairs Office, Registration Division.

4. July and August office hours: Mon.-Thu., 08:00a.m.-12:00p.m., 1:00 p.m.-4:00 p.m.

***For Mon., July 6th – Sun., July 12th., all TKU staff will be on vacation, and all administrative service will not be available during the period. However, summer courses will be conducted as usual.**

※ For information about class cancellation during the typhoon season, please visit Directorate-General of Personnel Administration, Executive Yuan website:

<http://english.tku.edu.tw/tkulaws.asp>

5. Summer courses will take place at school in classrooms. For students unable to return to Taiwan because of the epidemic, we follow the “Study at Ease Project” with detail as below.

(1) Application: Please contact your department for course enrollment.

1st phase: Mon., June 8th 10:00 AM – Fri., June 12th 12:00 PM

2nd phase: Mon, July 13th 10:00 AM – Fri., July 16th 12:00 PM

(2) Payment time and method

(a) Time :

1st phase: Mon., June 15th 10:00 AM – Wed., June 17th 12:00 AM

2nd phase: Mon., July 20th 10:00 AM – Wed., July 22nd 12:00AM

(b)Method :

Please go to link below and pay through : 1. UnionPay or 2. Credit card (VISA, MASTER or

JCB)

https://school.yuantabank.com.tw/school/tx/foreignplatform?method=receiptonline_result&sch=TKU&langPara=C

(3) Taking courses

- (a) Students unable to enter Taiwan must take courses by distance learning.
- (b) Students on home isolation must take courses by distance learning for 4 weeks. Students in self-health monitoring must take it for 2 weeks.
- (c) Students who have similar symptoms as COVID-19 must take courses by distance learning during sick leave.
- (d) Students with particular needs may apply for distance learning when enrolling the courses. With agreement of your parents, department and professor of the class, you may take the course by distance learning.