

**Tamkang University 2021 Summer Course
Schedule and Online Registration Information (Update)**

Item	1 st Semester	2 nd Semester	Notes
How the class would be given	Online distance class by MS Teams.		
Applying course registration on department office	From today to May 3 rd , 2021. (According the regulation of departments)		Students can apply for any required or selective course.
Searching for available Summer Courses (Available time)	From Fri., May 21st, 2021, 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 7th 10:00 am – Thu., June 17th 04:00 pm	Mon., July 19th 10:00 am – Thu., July 22nd 04:00 pm	1. During pandemic, please finish the online application and payment in time. We do not accept make-up application. 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 →
	*TKU Students who are unable to enter Taiwan because of the covid-19, please email OIEIE before applying. For application, please read 11.		
Printing tuition form and paying tuition	Fri., June 18th 01:00 pm– Mon., June 21st 12:00 am	Fri., July 23rd 01:00 pm– Mon., July 26th 24:00	(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 →
	*For ATM transfer only, please keep the ATM receipt. *Overdue payments are being considered as not applied.		
Payment record online confirmation	Fri., June 18th 02:00 pm – Sun., July 4th	Fri., July 23rd 02:00 pm– Sun., Aug 8th	

Item	1 st Semester	2 nd Semester	Notes
			<p>Create an account for enrollment → Log in your account → Print registration form (for mailing) → Course Registration → Print the bill → Printing tuition form and paying tuition (required tuition should be paid by ATM before deadline).</p> <p>For the agreement of inter-collegiate course taking, please read the 6th point of the notice below (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	Thu., June 24th 01:00 pm	Wed., July 28th 01:00 pm	<p>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.) Impacted students can choose either refund or enrolling in other course (must be applied before the course begin).</p> <p>(1) Refund procedure:</p>
Cancelled Courses (refund or changed courses)	Fri., June 25th 09:00 am	Thu., July 29th 09:00 am	<p>Fill out the form from website https://finfo.ais.tku.edu.tw.</p> <p>(2) How to enroll in other class? Please pay attention to the website of the Summer Course Online Enrollment system on Fri., June 25th.</p>
Check the	Online distance	Online distance	Website:

Item	1 st Semester	2 nd Semester	Notes
Classroom	class by MS Teams. Thu., June 24 th 14:00 am check the course on MS Teams.	class by MS Teams.	https://tku.schroll.edu.tw/smele Equal to Summer Course Enrollment System/Course Catalog)
Class Commence	June 28 th – Aug 1 st	Aug. 2 nd - September 5 th	Please follow your course schedule.
Inquiry of grades online (limit to TKU students)	Fri., Aug. 6 th 01:00 pm	Fri., Sep. 10 th 01:00 pm	TKU student please inquire your grades on the website: http://sinfo.ais.tku.edu.tw/emis/ Students from other schools, please ask your home school.

※Notice:

- Students who did not resume school after leaving, or those who have already been qualified as expelled or graduating shall not apply.
 - You cannot apply for courses crossing campus (Tamsui and Lanyang campus).
 - A limit of 3 courses each semester, and shall not exceed 9 credits. All of the classes chosen should not be conflicted or the credits shall not be given.
 - 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.
 - 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.
 - Application for non TKU students: Application procedure would be exact as TKU students. Due to the pandemic, please upload your agreement document to the summer course online system (or finish the application and payment then upload during first week of the course). In additionally, please confirm that if your school accepts a soft copy:
 - Accept: We will email your soft copy after the procedure has been finished.
 - Does not accept: We will send a registered mail to the address you left when applying online.
 *Mailing takes time, we suggest you choose the soft copy.
- 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.
- The class would be made if 15 students applied, or 6 overseas compatriot students who need to take the class (because of failing the class or the class is a prerequisite of another class) applied for the class.
 - For dropping the classes, refunds or other regulations, please go to:
http://www.acad.tku.edu.tw/CS/downs//super_pages.php?ID=CS401

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

*For Thu., July 8th – Sun., July 18th, 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.

10. Curriculum Section TEL:02-26215656 ext.2202~2206、2370、2375

11. Summer courses will be held in school. If you are the TKU student and unable to back to Taiwan because of the covid-19, you may:

A. Contact International and Mainland Students Guidance Section, OIEIE

Please contact by e-mail (auox@oa.tku.edu.tw) and list the information mentioned below:

a. Name, department and year, and your student ID number.

b. Payment (choose 1)

(1) ATM

(2) Yuanta Bank:

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

Paid with : (A)Union pay (B)Credit card (VISA, MASTER or JCB)

B. Application: Please check the schedule for application and payment period.

C. Attendance

a. Online distance class by MS Teams (we will provide a list of students who need to attend class with MS Teams).

b. Students who are unable to return to Taiwan would take the class by MS Teams. Your classes should not be conflicted.

c. Students who needed home (self) isolation/quarantine should attend online distance class for 3 weeks; students who needed self-health monitoring should attend online distance class for 2 weeks..

※ For information about class cancellation during the typhoon season, please visit Directorate-General of Personnel Administration, Executive Yuan website:
<https://www.dgpa.gov.tw/>