

## Tamkang University 2022 Summer Course Schedule and Online Registration Information(Update)

\* Note: In accordance with the latest regulations of the Central Epidemic Command Center, the Ministry of Education and the New Taipei City Government, the announcement will be adjusted on a rolling basis.

Item	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	Notes
<b>How the class would be given</b>	<b>Online distance class by MS Teams.</b>		
Applying course registration on department office	From today to May 2 <sup>nd</sup> , 2022. (According the regulation of departments)		Students can apply for any required or selective course.
<b>Searching for available Summer Courses (Available time)</b>	From Fri., May 20 <sup>th</sup> , 2022, 10:00 am		TKU website → Administrative Offices → Office Of Academic Affairs → Curriculum Division → Summer Course Online Enrollment system: (Website: <a href="https://tku.schroll.edu.tw/smele">https://tku.schroll.edu.tw/smele</a> ) (If there's any change on courses, the system will update immediately.)
<b>Online Enrollment</b>	Mon., June 13 <sup>rd</sup> 10:00 am – Wed., June 22 <sup>nd</sup> 04:00 pm	Mon., July 18 <sup>th</sup> 10:00 am – Sun, July 24 <sup>th</sup> 04:00 pm	1. 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: <a href="https://tku.schroll.edu.tw/smele">https://tku.schroll.edu.tw/smele</a>
	* The Students who are unable to enter Taiwan because of the covid-19, please email OIEIE before applying. For application, please read 11.		
<b>Printing tuition form and paying tuition</b>	Thu., June 23 <sup>rd</sup> 01:00 pm– Mon., June 27 <sup>th</sup> 12:00 am	Mon., July 25 <sup>th</sup> 01:00 pm– Wed., July 27 <sup>th</sup> 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.
	*For ATM transfer only, please keep the ATM receipt. *Overdue payments are being considered as not applied.		
<b>Payment record online confirmation</b>	Thu., June 23 <sup>rd</sup> 02:00 pm – Sun, July 10 <sup>th</sup>	Mon., July 25 <sup>th</sup> 02:00 pm– Sun, Aug. 14 <sup>th</sup>	(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

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	*Payment result can be checked about 1 hour after the payment is completed.		<p>form (for mailing) → Course Registration → Printing tuition form and paying tuition (required tuition should be paid by ATM before deadline) → Payment record online confirmation → Enrollment finished. For the agreement of inter-collegiate course taking, please read the 6<sup>th</sup> point of the notice below.</p> <p>3. How to pay : *ATM transfer: Need to add '822' (CTBC Bank code) when transferring. Please keep the ATM receipt.</p>
<b>Notice about Cancelled Courses</b>	Wed., June 29 <sup>th</sup> 02:00 pm	Mon., Aug. 1 <sup>st</sup> 02:00 pm	To check for updated cancelled course information, please visit the Curriculum Division website at: <a href="http://www.acad.tku.edu.tw/CS/main.php">http://www.acad.tku.edu.tw/CS/main.php</a>
<b>Refund for the cancelled courses</b>	Please fill in the account information of the payment inquiry platform <a href="https://finfo.ais.tku.edu.tw/pmt">https://finfo.ais.tku.edu.tw/pmt</a> before Fri., 7/1.	Please fill in the account information of the payment inquiry platform <a href="https://finfo.ais.tku.edu.tw/pmt">https://finfo.ais.tku.edu.tw/pmt</a> before Wed., 8/3.	
	The Office of the Comptroller will handle the refund all at once. Once the remittance is completed, the system will send it directly to the e-mail.		
<b>Changing cancelled courses</b>	Thu., June 30 <sup>th</sup> 10:00 am – Wed., July 6 <sup>th</sup> 04:00 pm	Tue., Aug. 2 <sup>nd</sup> 10:00 am – Tue., Aug. 9 <sup>th</sup> 04:00 pm	<p>1. Please finish the online application and payment in time. We do not accept make-up application.</p> <p>2. Registration steps: TKU website → Administrative Offices → Office Of Academic Affairs → Curriculum Division → Summer Course Online Enrollment System:</p>
	<p>*Must be applied before the course begin.</p> <p>*The Students who are unable to enter Taiwan because of the covid-19, please email OIEIE before applying. For</p>		

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	application, please read 11.		
<b>Printing tuition form and paying tuition of changed cancelled courses</b>	Thu., July 7 <sup>th</sup> 01:00 pm– Fri., July 8 <sup>th</sup> 12:00 am	Wed., Aug. 10 <sup>th</sup> 01:00 pm– Thu., Aug. 11 <sup>th</sup> 24:00	Website: <a href="https://tku.schroll.edu.tw/smele">https://tku.schroll.edu.tw/smele</a> (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) → Course Registration → Printing tuition form and paying tuition (required tuition should be paid by ATM before deadline) → Payment record online confirmation → Enrollment finished. For the agreement of inter-collegiate course taking, please read the 6 <sup>th</sup> point of the notice below. 3. How to pay : *ATM transfer: Need to add '822' (CTBC Bank code) when transferring. Please keep the ATM receipt.
	*For ATM transfer only, please keep the ATM receipt. *Overdue payments are being considered as not applied.		
<b>Payment record online confirmation of changed cancelled courses</b>	Thu., July 7 <sup>th</sup> 02:00 pm – Sun, July 10 <sup>th</sup>	Wed., Aug. 10 <sup>th</sup> 02:00 pm– Sun, Aug. 14 <sup>th</sup>	(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) → Course Registration → Printing tuition form and paying tuition (required tuition should be paid by ATM before deadline) → Payment record online confirmation → Enrollment finished. For the agreement of inter-collegiate course taking, please read the 6 <sup>th</sup> point of the notice below. 3. How to pay : *ATM transfer: Need to add '822' (CTBC Bank code) when transferring. Please keep the ATM receipt.
	* Payment result can be checked about 1 hour after the payment is completed.		
<b>Check the Classroom</b>	Online distance class by MS Teams.		
<b>Class Commence</b>	Fri., July 1 <sup>th</sup> – Tue., Aug. 2 <sup>nd</sup>	Wed., Aug. 3 <sup>rd</sup> - Fri., Sep. 2 <sup>nd</sup>	Please follow your course schedule.
<b>Inquiry of grades online (limit to TKU students)</b>	Tue., Aug. 9 <sup>th</sup> 01:00 pm	Wed., Sep. 7 <sup>th</sup> 01:00 pm	TKU student please inquire your grades on the website: <a href="http://sinfo.ais.tku.edu.tw/emis/">http://sinfo.ais.tku.edu.tw/emis/</a> Students from other schools, please ask

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			your home school.

※Notice:

1. Students who did not resume school after leaving, or those who have already been qualified as expelled or graduating shall not apply.
  2. Classes for advanced program are allowed to choose day-time courses, but the rest of the academic system cannot be mutually selected. However, as for graduate students who have not passed the English proficiency test and have uploaded their scores, the elective “ENGLISH TUTORIAL” is not in this limitation.
  3. 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.
  4. 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.
  5. 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.
  6. 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:
    - (1) Accept: We will email your soft copy after the procedure has been finished.
    - (2) 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.

7. 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.
8. For dropping the classes, refunds or other regulations, please go to:  
[http://www.acad.tku.edu.tw/CS/downs//super\\_pages.php?ID=CS401](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 7<sup>th</sup> – Sun., July 17<sup>th</sup>., 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.**

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10. Curriculum Section TEL:02-26215656 ext.2203~2206、2370、2375

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

A. Contact International and Mainland Students Guidance Section, OIEIE

Please send it to the International and Mainland Students Guidance Section's mailbox

[auox@oa.tku.edu.tw](mailto:auox@oa.tku.edu.tw), the subject of the letter must be "110 Summer Class Application\_Name", and please inform the following information:

a. Personal information : School name, Name, Department (including grade), Student ID and Identity (Overseas/International Students)

b. Payment (choose 1)

(1) ATM

(2) Online payment (Yuanta Bank System)

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

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

B. Application method : Students must done the online registration and payment according to the scheduled time. As a reminder, the payment can only be done after the system setting is completed.

If you want to choose online payment, please notify the International and Mainland Students Guidance Section by email at least 5 working days before the registration deadline.

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.

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