

## Tamkang University 2020 Summer Course Schedule and Online Registration Information

Item	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	Notes
Applying course registration on department office	From today to May 1 <sup>st</sup> , 2020. (According the regulation of departments)		Students can apply for any required or selective course.
<b>Searching for available Summer Courses (Available time)</b>	<b>Fri., May 22<sup>nd</sup>, 2020, 10:00 am-</b>		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>	<b>Mon., June 8<sup>th</sup> – Sun., June 14<sup>th</sup> 10:00 am -16:00 pm</b>	<b>Mon., July 13<sup>th</sup> - Sun., July 19<sup>th</sup> 10:00 am-16:00 pm</b>	<b>1. The enrollment system will not be available from 9:00 am to 10:00 am. (due to daily maintenance).</b> 2. Registration steps:
<b>Printing tuition form and paying tuition</b>	<b>Mon., June 15<sup>th</sup> – Wed., June 17<sup>th</sup> 10:00 am - 24:00 pm</b>  <b>*For ATM transfer only, please keep the ATM receipt.</b>	<b>Mon., July 20<sup>th</sup> – Wed., July 22<sup>nd</sup> 10:00 am - 24:00pm</b>  <b>*For ATM transfer only, please keep the ATM receipt.</b>	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> ). (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 ( <b>required tuition should be paid by ATM before deadline</b> ) → 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 → Print the bill
<b>Payment record online confirmation</b>	<b>Mon., June 15<sup>th</sup> 13:00 pm – Sun., June 28<sup>th</sup></b>	<b>Mon., July 20<sup>th</sup> 13:00 pm–Sun., Aug 2<sup>nd</sup></b>	

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			<p>→ Printing tuition form and paying tuition (<b>required tuition should be paid by ATM before deadline</b>).</p> <p>For Non-TKU students, please attach consent documents</p> <p><b>(Application Form for Inter-College Course-Taking)</b> of your university by registered mail</p> <p>→ Payment record online confirmation → Enrollment finished</p> <p><b>(Notice: Your registration will not be accepted if you did not submit the Application Form for Inter-College Course-Taking.)</b></p> <p>3. <b>How to pay : *ATM transfer: Need to add '822' (CTBC Bank code) when transferring. Please keep the ATM receipt.</b></p>
<b>Notice about Cancelled Courses</b>	<b>Tue., June 23<sup>rd</sup></b> <b>01:00 pm</b>	<b>Wed., July 29<sup>th</sup></b> <b>01:00 pm</b>	<p>1. 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> (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) <b>Refund procedure:</b> Bring your bill and ATM receipt → go to Financial office (<b>Building G401</b>) → go to Cashier Division (Building B304) to refund.</p> <p>(2) <b>How to enroll in other class?</b> Bring your bill and ATM receipt → go to Curriculum Division (<b>Building A209</b>) → go to Cashier Division (Building B304) → go to Financial office (Building G401) → go to Curriculum Division (Building A209) to finish changed enrollment.</p>
<b>Cancelled Courses (refund or changed courses)</b>	<b>Wed., June 24<sup>th</sup></b> <b>09:00 Am</b>	<b>Thu., July 30<sup>th</sup></b> <b>09:00 Am</b>	<p>(1) <b>Refund procedure:</b> Bring your bill and ATM receipt → go to Financial office (<b>Building G401</b>) → go to Cashier Division (Building B304) to refund.</p> <p>(2) <b>How to enroll in other class?</b> Bring your bill and ATM receipt → go to Curriculum Division (<b>Building A209</b>) → go to Cashier Division (Building B304) → go to Financial office (Building G401) → go to Curriculum Division (Building A209) to finish changed enrollment.</p>
<b>Class Commence</b>	<b>June 29<sup>th</sup> – Aug 2<sup>nd</sup>.</b>	<b>Aug 3<sup>rd</sup> - September 6<sup>th</sup> .</b>	Please follow your course schedule.

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<b>Check the Classroom</b>	From <b>Tue., June 23<sup>rd</sup></b> 01:00 pm.	From <b>Wed., July 29<sup>th</sup></b> 01:00 pm.	Website: <a href="https://tku.schroll.edu.tw/smele">https://tku.schroll.edu.tw/smele</a> Equal to Summer Course Enrollment System/Course Catalog)
<b>Inquiry of grades online (limit to TKU students)</b>	<b>Fri., Aug 7<sup>th</sup></b> <b>01:00 pm</b>	<b>Fri., Sep 11<sup>th</sup></b> <b>01:00 pm</b>	1. 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> 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 6<sup>th</sup> – Sun., July 12<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.**

※ 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>