Tamkang University Spring 2019
Enrollment Schedule and Information

I. Enrollment Schedule

Item	Date & Time	Notes
Syllabus Available	Monday, 10th Dec, 2018,12:30 pm	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. 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: http://www.ais.tku.edu.tw/elecos/
Courses Enrolled by Office of Academic Affairs	Wednesday, 12th Dec, 2018,12:30 pm	1. Required courses and full academic year courses are automatically enrolled in by Office of Academic Affairs. (Continuing students, blocking students and returning students are not included) Office of Academic Affairs will previously include blocking courses. Once grades have been published, the blocking courses will be deleted. 2. Freshmen can enroll in variant PE course according to personal interests this semester. 3. 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). This site offers the latest course information, which students can check on anytime. 4. To search for course information, click on the Course Information System. After entering student ID number and password, click on the Enrollment Archives.

Tamkang University Spring 2019
Enrollment Schedule and Information

Item	Date & Time	Notes
General Education Core Curriculum Course Selection Priority Declaration. (Phase I)	Mon, 17th Dec,2018,12:30 pm~ Wed, 19th Dec,2018,4:30 pm	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, 20th Dec,2018,12:30 pm~ Fri, 21st Dec,2018,11:30 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)	Fri, 21st Dec,2018, 12:30 pm~ Sat, 22nd Dec,2018,11:30 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, 25th Dec, 2018, 12:30 pm~ Thu, 27th Dec,2018,4:30 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, 28th Dec,2018, 12:30 pm~ Sun 30th Dec,2018,11:30 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	Monday, 14th Jan, 2019, 12:30 pm to Tuesday, 22nd Jan, 2019, 11:30 am	1. Access to Course Enrollment is regulated by preassigned time in which differs across years. Online Enrollment System: **http://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/tuition/super_pages.php?ID=tuition1 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

Item	Date & Time	Notes
		select one course. General core curriculum during the initial selection is limited to one field (including voluntary selection and classes already having screen). 5. Since Fall 2017, 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. Freshmen can enroll in variant PE activity course cross interests this semester. 8. In order to take 6 more credits, you have to be approved for Minor, Double Major, or Program. **(The overtake courses should be enrolled by yourself at the Enrollment Period.)** <u>If your average grades of previous semester are beyond 80 (a grade A), the overtake courses should be enrolled by yourself at the Adjustment Period.</u> 9. The table of your current class schedule is displayed for viewing on EMIS at http://sinfo.ais.tku.edu.tw/emis right after your selection in real time.
Students with an Honors Program (Online Enrollment Period)	Thursday, 24th Jan ,2019,12:30 pm to Friday, 25th Jan,2019, 11:30 am	The list of qualified students of Honors Program and the schedule of online application will be sent to students by TKU e-mail on January 22. Relevant information will be published on the website of Honors Program → The latest news.
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 individual'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,

Tamkang University Spring 2019
Enrollment Schedule and Information

Item	Date & Time	Notes
		representing the academic year you are in.) For example: 405000123@s05.tku.edu.tw
Classes Commence Announce the List of Impacted Students (Please check on website for personal Course Enrollment Table)	Monday, 18th Feb, 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.
Adjustment Period	Monday, 25th Feb, 2019, 12:30 pm to Tuesday, 5th Mar, 2019, 11:30 am	1. Access to Course Adjustment is regulated by preassigned appointments in which appointment times differ across years. Online Enrollment System: http://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 4. First come first served. The general core curriculum in the add drop period of the first phase can select the 2nd class. In the second phase a third class can be selected.
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 individual's TKU e-mail.
Petitions to Center for General Education & Core Curriculum	Tuesday, 26th Feb, 2019 to Monday , 4th Mar, 2019	1. Petition requirement: the requests to file the petitions will be processed on an exception basis only seniors and juniors (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).

Tamkang University Spring 2019
Enrollment Schedule and Information

Item	Date & Time	Notes
Petitions to Cross Registration <mark>please fill out a "Petition Form" (ATRX-Q03-001-FM217-06)</mark>	Tuesday, 26th Feb, 2019 to Friday, 1st Mar, 2019	**Procedures for Petitions:** Students must download a **Petition Form (ATRX-Q03-001-FM217-06)** at Office of Academic Affairs (**http://english.acad.tku.edu.tw/form/atrxfm216.doc**) 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 which has reached limit <mark>"Petition Form (ATRX-Q03-001-FM218-03)</mark>	Tuesday, 26th Feb, 2019 ～ Tuesday, 5th Mar, 2019, 1. Seniors and 5th Graders: Tue, 26th Feb 08:10 ～ Tue, 5th Mar ,21:00 2. Juniors: Wed, 27th Feb 08:10 ～ Tue, 5th Mar ,21:00 3. Sophomores: Mon, 4th Mar 08:10～ Tue, 5th Mar ,21:00 4. Freshmen: Tue, 5th Mar 08:10～ Tue, 5th Mar ,21:00	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 is granted as an exception. 2. **Procedures for Petitions:** Students must download a **Petition Form (ATRX-Q03-001-FM218-03)** on Curriculum Division website (http://www.acad.tku.edu.tw/index.asp) and complete the form with all required signatures. Students then send the Petition Form to Curriculum Division (A209).
List of Impacted Students	Thu,7th Mar, 2019～ Fri, 8th Mar, 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 Form" 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	Friday, 8th Mar, 2019 2:00 pm	1. To search for updated course information, Please visit the Curriculum Division website at http://www.acad.tku.edu.tw/CS/news/news.php?class=103 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.**
Final Course Enrollment Table	Tuesday,12th Mar, 2019	The Course Enrollment Table is available in your department office or at the website: http://sinfo.ais.tku.edu.tw/emis
Drop classes	Monday,13th May, 2019, 12:30pm ～	1. Students must drop the class online by himself or

Item	Date & Time	Notes
during the semester	Friday,17ᵗʰ May, 2019, 20:30 pm	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 12 credits after dropping classes during the semester. Undergraduate seniors, department of architecture Seniors have to enroll at least 9 credits after dropping classes during the semester. Night school students have to enroll at least 10 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: http://www.ais.tku.edu.tw/elecos。

II. Notes:

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. 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 classes already having screen).In the add drop period of the first phase can select the 2nd class. In the second phase a third class can be selected.

    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 (http://www.tflx.tku.edu.tw/eng0/super_pages.php?ID=eng2) 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. Normal Course Loads.

   6.1 Graduate School

      6.1.1 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.

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

   6.2 Undergraduate

      6.2.1 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.)

      6.2.2 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.

      6.2.3 All night school students are expected to enroll in at least 10 credits and not permitted to enroll beyond the maximum number of 25 credits.

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

      6.2.5 For Course inquiry and regulation of Honors Program, please refer to the website of Office of Academic Affairs, Registration Division (http://www.acad.tku.edu.tw/RS/main.php) → regulation → Implementation Guidelines for the TKU Honors Program.

   6.3 Two-year Program for Executives

      6.3.1 All juniors and seniors are expected to enroll in at least 9 credits and not permitted to enroll beyond the maximum number of 20 credits.

      6.3.2 All continuing students are expected to enroll in at least 1 course and not permitted to enroll beyond the maximum number of 20 credits.

7. 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.

8. All Prerequisites should be completed according to the regulation of each department.

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

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

11. **"The Minors" indicates that these courses are served for minors. Either minors or majors have to**

pay the extra fee.

12. For more enrollment rules, please see the Enrollment Regulations at
http://www.ac.tku.edu.tw/web/url.php?class=205 → TKU Regulations on Student Course Selection.

13.Notice about PE:

13.1. 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).

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

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

13.4. **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.**

13.5. Notice for retake of P.E class:

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

13.5.2. 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.

13.5.3. 5 seats offered by sophomore and junior PE are available for 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.

13.5.4. The P.E. class for second semester of junior year is offered as P.E by personal interest. There will be 3 places offered during the first class selection period for seniors to retake these classes. Special P.E classes will be offered to seniors if they fail to choose P.E. class during the Enrollment Period Phase II and Adjustment Period.

13.5.5. Since Fall semester 2016, students in senior year and above can choose the second P.E. class during the Adjustment Period Phase II.

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

13.6. 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. The course requests medical certificate prescribed by hospital or Sanitation and Health Care Section.

13.7. off-Campus PE classes

11.7.1. For one semester,850-NT fee is charged for Golf class, and 560 NT for Pool class.

11.7.2. Students cannot enter the court if they do not pay the fee before the 5th week of instruction.

13.8. **Important notice on choosing class for sports representative's students:**
All representatives from freshman until juniors 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. Freshmen and juniors sport representatives must obey rules of the class.

13.9. **Other important notices:**

13.9.1. 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.

13. 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.

13. 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.