

Tamkang University 2024 Summer Course Schedule and Online Registration Information

Please note the registration method.

Item	1 st Semester	2 nd Semester	Notes
How the class would be given	Classes in person		
Check the Classroom	Tue., Jun. 25 th 2 pm	Tue., Jul. 30 th 2 pm	
Searching for available Summer Courses (Available time)	From Mon., May 20 th , 2024, 10 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.)
Class Commence	Thu., Jun. 27th – Wed., Jul. 31st	Thu., Aug. 1st - Wed., Sep. 4th	Please follow your course schedule.
Online Enrollment	Tue., Jun. 11 th 10 am – Mon., Jun. 17 th 4 pm	Thu., Jul. 11 th 10 am – Mon, Jul. 22 nd 4 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: Website: https://tku.schroll.edu.tw/smele</p> <p>(1) For TKU Students: Enter Summer Courses Online Enrollment System → Searching for available Summer Courses → Enter your student ID number and password → Course Registration → Check the payment account number and paying tuition (required tuition should be paid by ATM before deadline) → Payment record online confirmation → Enrollment finished.</p> <p>(2) For Non-TKU students: Registration procedure is the same as TKU Students. For the agreement of inter-collegiate</p>
Printing tuition form and paying tuition	Tue., Jun. 18 th 1 pm – Thu., Jun. 20 th 12 am	Tue., Jul. 23 th 1 pm – Thu., Jul. 25 th 12 am	
	<p>*For ATM transfer only, please keep the ATM receipt.</p> <p>*Overdue payments are being considered as not applied.</p>		
Payment record online confirmation	Tue., Jun. 18 th 2 pm – Sun, Jul. 7 th	Tue., Jul. 23 rd 2 pm – Sun, Aug. 11 th	
	<p>*Payment result can be checked about 15 min. after the payment is completed.</p>		

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			<p>course taking, please read the 6th 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>
Notice about Cancelled Courses	Tue., Jun. 25 th 2 pm	Tue., Jul. 30 th 2 pm	<p>To check for updated cancelled course information, please visit the Curriculum Division website at: https://atcx.acad.tku.edu.tw/</p>
Refund for the cancelled courses	<p>Please fill in the account information of the payment inquiry platform before Fri, Jun. 28th.</p>	<p>Please fill in the account information of the payment inquiry platform before Fri., Aug. 2nd.</p>	<p>Tamkang University Smart Pay System https://finfo.ais.tku.edu.tw/pmt Please fill in the account information and take the remittance agreement to B304 office, or email the file to agpx@oa.tku.edu.tw after filling the system.</p>
	<p>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.</p>		
Changing cancelled courses	Tue., Jun. 25 th 3 pm – Wed., Jul. 3 rd 4 pm	Tue., Jul. 30 th 3 pm – Wed., Aug. 7 th 4 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: Website: https://tku.schroll.edu.tw/smele</p> <p>(1) For TKU Students: Enter Summer Courses Online Enrollment System → Searching for available Summer Courses → Enter your student ID number and password → Course Registration → Press the button of "Make Payment Form" → immediately check the</p>
	<p>Online registration for the course should be completed 1 hour before the start of the class. For instance, the first class of Calculus starts on Thursday (8:10 am), so one must complete the registration before 7:10 am on</p>		

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	<p>Thursday and payment and confirmation of payment should be done before 11:59 pm on the same day.</p> <p>*Registration will not be accepted after the start of the class.</p>		<p>payment account number → complete the payment before 11:59 pm on the same day → required tuition should be paid by ATM → Payment record online confirmation → Enrollment finished.</p>
<p>paying tuition of changed cancelled courses</p>	<p>After online registration for the chosen course, please make sure the correct course is registered before pressing the payment button. After payment button is clicked, the system will generate a payment account number which is only valid before 11:59 pm on the same day. One then transfers the fee through ATM-the only accepted mode. Payment result can be checked 15 minutes after payment.</p> <p>*Payment account is only valid before 11:59 pm on the day of registration, failure to make payment is deemed invalid registration. One needs to register one more time at the specified time the next day.</p>		<p>(2) For Non-TKU students: Registration procedure is the same as TKU Students. For the agreement of inter-collegiate course taking, please read the 6th 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>
	<p>* Payment result can be checked about 15min. after the payment is completed.</p>		
<p>Inquiry of grades online (limit to TKU students)</p>	<p>Tue., Aug. 6th 1 pm</p>	<p>Tue., Sep. 10th 1 pm</p>	<p>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.</p>

※Notice:

- Students who did not resume school after leaving, or those who have already been qualified as expelled or graduating shall not apply.
- 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

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limitation.

3. A limit of 3 courses each semester, and shall not exceed 9 credits. This is not applicable to fresh graduates or delay graduates. 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. Please upload your agreement document to the summer course online system (Upload no later than the first week of classes). 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:
https://atcx.acad.tku.edu.tw/get_page?t=rtdoc&rtdoc_id=CS401&lang=tw
9. **July and August office hours: Mon.-Thu., 8 am-12 pm, 1 pm-5 pm.**
***For Thu., Jul 11th, and Mon., Jul. 15th – Thu., Jul. 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. Please contact TEL:02-26215656 for questions regarding course selection. Website for list of contact persons: https://atcx.acad.tku.edu.tw/get_page?t=rtdoc&rtdoc_id=CS102&lang=tw
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/>