Tamkang University 2019 Summer Course
Schedule and Online Registration Information

correction：5/6

Item	1st Semester	2nd Semester	Notes
Applying course registration on department office	From today to May 3rd, 2019. (According the regulation of departments)		Students can apply for any required or selective course.
Searching for available Summer Courses (Available time)	**Fri., May 17th, 2019,10:00 am-**		TKU website → Administrative Offices → Office Of Academic Affairs → Curriculum Division → Summer Course Online Enrollment system: (Website: ttp://sinfo.ais.tku.edu.tw/SmEle (If there's any change on courses, the system will update immediately.)
Online Enrollment	**Mon., June 3rd – Sun., June 9th 10:00 am -16:00 pm**	**Mon., July 15th - Wed., July 17th 10:00 am-16:00 pm**	**1. The enrollment system will not be available from 9:00 am to 10:00 am. (due to daily maintenance).** 2. Registration steps: TKU website → Administrative Offices → Office Of Academic Affairs → Curriculum Division → Summer Course Online Enrollment System: (Website: http://sinfo.ais.tku.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 → 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	**Mon., June 10th – Wed., June 12th 08:00 am - 24:00 pm** ***For ATM transfer only, please keep the ATM receipt.**	**Thu., July 18th – Sun., July 21st 08:00 am - 24:00pm** ***For ATM transfer only, please keep the ATM receipt.**	
Payment record online confirmation	**Tue., June 11th 10:00 am – Sun., June 23rd**	**Fri., July 19th 10:00 am–Sun., July 28th**	

Item	1st Semester	2nd Semester	Notes
			→ Printing tuition form and paying tuition (**required tuition should be paid by ATM before deadline**). For Non-TKU students, please attach consent documents **(Application Form for Inter-College Course-Taking)** of your university by registered mail → Payment record online confirmation → Enrollment finished (**Notice: Your registration will not be accepted if you did not submit the Application Form for Inter-College Course-Taking.**) **3. How to pay：*ATM transfer: Need to add '822' (CTBC Bank code) when transferring. Please keep the ATM receipt.**
Notice about Cancelled Courses (refund or changed courses)	**Thu., June 20th 01:00 pm**	**Wed., July 24th 01:00 pm**	1. 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.) 2. Impacted students can choose either refund or enrolling in other course (must be applied before the course begin). (1) Refund procedure: Bring your bill and ATM receipt → go to Financial office (Building G401) → go to Cashier Division (Building B304) to refund. (2) How to enroll in other class? Bring your bill and ATM receipt → go to Curriculum Division (Building A209) → go to Cashier Division (Building B304) → go to Financial office (Building G401) → go to Curriculum Division (Building A209) to finish changed enrollment.
Class Commence	**June 24th – July 28th.**	**July 29th - September 1st .**	Please follow your course schedule.

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Check the Classroom	From **Thu., June 20th** 01:00 pm.	From **Wed.**, **July 24th** 01:00 pm.	Website: http://sinfo.ais.tku.edu.tw/SmEle Equal to Summer Course Enrollment System/Course Catalog)

※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 8th – Sun., July 14th., 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