Tamkang University Spring 2024
Enrollment Schedule and Information
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I. Enrollment Schedule

Item	Date & Time	Notes
Syllabus Available	Fri., 15ᵗʰ Dec., 2023, 12:30 pm	***Course Catalog: http://esquery.tku.edu.tw/acad** *** Online Enrollment System:** **https://www.ais.tku.edu.tw/elecos/** 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 and use the Control Number to drop or add class during the adjustment period. 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.
Courses Enrolled by Office of Academic Affairs	Fri., 15ᵗʰ Dec., 2023, 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. **Please check the website: http://sinfo.ais.tku.edu.tw/emis (Click on English Version).** This site offers the latest course information, which students can check on anytime. 2. Freshmen can enroll in variant PE course according to personal interests this semester. 3. To search for course information, click on the Course Information System. After entering student ID number and password, click on the Enrollment Archives.(The network 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 (the default password will be set as the "Tku" and date of birth (yyyy/mm/dd), for example, if your birthday is 1997/01/05, your password will be Tku19970105).

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Phase I General Education Core Curriculum Course Selection Priority Declaration.	Mon., 18th Dec., 2023, 12:30 pm to Wed., 20th Dec., 2023, 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. **3. College of business and management students must take the course "Introduction to computer"; therefore, do not enroll in any course in Computer Education Field in the Science domain.** **4.** All students in English-taught department (or programs) have to enroll in "course instructed in all English" class. **5.** 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). During the first Adjustment Period the second General Core Course can be selected; during the second Adjustment Period the third General Core Course can be selected. **6.** Please based on the year of your entry take General Education Courses you should following regulations of the various colleges and fields. Please refer to the website for regulations: http://www.core.tku.edu.tw/Front/class/class3/Page.aspx?id=UDOf%2B%2FVxP3k=
Phase I Check the general core curriculum. screening results.	Thu., 21st Dec., 2023, 12:30 pm to Sun, 24th Dec., 2023, 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.
Drop only Period for dropping classes with time conflict.(the entire school)	Fri., 22nd Dec., 2023, 12:30 pm to Sat., 23rd Dec., 2023, 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.
Phase II General Education Core Curriculum Course Selection Priority Janlaration	Tue., 26th Dec., 2023, 12:30 pm to Thu., 28th Dec., 2023, 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).
Phase II Check the	Fri., 29th Dec., 2023, 12:30 pm to Sun., 31st Dec., 2023, 11:30 am	Registration of classes requires computer screening to see if the selection has been made or not; you must

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general core curriculum screening results.		within this time period check the screening of classes you have selected.
Enrollment Period	Tue., 9th Jan., 2024, 12:30 pm to Wed., 17th Jan., 2024, 11:30 am	**Online Enrollment System:** Click on (English Version) **https://www.ais.tku.edu.tw/elecos/** *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. 1. Access to Course Enrollment is regulated by preassigned time in which differs across years. 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: https://clf.finance.tku.edu.tw/announce 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. In order to take **6** more credits, Students who have been approved to take Minor, Double Major, or Program., please select the courses **during enrollment period**) **5.** Students with previous semester score over 80, please select courses **during Adjustment Period.**
Students with an Honors Program (Online Enrollment Period)	Tue., 23rd Jan., 2024, 12:30 pm to Wed., 24th Jan., 2024, 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 19. 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 address： 9-digit student ID@o365.tku.edu.tw
Classes Commence Announce the List of Impacted Students (Please check on website for personal Course Enrollment Table)	Mon., 19th Feb., 2024	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	Mon., 26th Feb., 2024, 12:30 pm to Tue., 5th Mar., 2024,11:30 am	**Online Enrollment System:** Click on [English Version] **https://www.ais.tku.edu.tw/elecos/** *** See the Course Adjustment Table at**

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		http://sinfo.ais.tku.edu.tw/emis 1. Access to Course Adjustment is regulated by preassigned appointments in which appointment times differ across years. 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. **General Core courses will provide additional 5 quotas during the Adjustment Period. Seniors have priority to add these courses.** First come first served. The general core curriculum in the add drop period of the first phase can select the second class. In the second phase a third class can be selected. 4. If the limit number of students taking general and specialized required courses is reache, please refer to the website for regulations: https://atcx.acad.tku.edu.tw/get_page?t=rtdoc&rtdoc_id=CS401&lang=tw
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.
List of Impacted Students	Thu., 7th Mar., 2024 to Mon., 11th Mar., 2024	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 "(14-1)TKU Regulations on Student Course Selection". (http://www.ac.tku.edu.tw/web/url.php?class=205).
Notice about Cancelled Courses	Tue., 12th Mar., 2024 2:00 pm	1. To search for updated course information, Please visit the Curriculum Division website at (https://atcx.acad.tku.edu.tw/) 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.**
Withdrawal from a Class after the Midterm Exam	Mon., 13th May, 2024, 12:30pm ~ Fri., 17th May, 2024, **4:30 pm**	**Drop class website: https://www.ais.tku.edu.tw/elecos** 1. Students must drop the class online by himself or herself during the add-drop period. After the

Item	Date & Time	Notes
		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.

II. Notes:

1. General Education Curriculum required credits:
   1.1. Since Fall 2017, 26 credits, it included Fundamental Courses (12 credits) and General education and core courses (14 credits).
   1.2. Since Fall 2022, 26 credits, it included Fundamental Courses (12 credits), General education and core courses (14 credits); the rules for General education and core courses (14 credits) are listed below:
      1.2.1. Freshman required courses "AI AND PROGRAMMING LANGUAGE" (1 credit) and "EXPLORING SUSTAINABILITY" (1 credit) are automatically selected.
      1.2.2. There are "Humanities", "Society and Culture" and "Scientific Inquiry", a total of-3 categories, 11 field included. Students must obtain at least 2 credits from each category, 2 programs/4 credits at most each field.
   1.3. For the general education core curriculum course, a maximum of three field can be selected each semester, with only one course allowed per field. If two courses from the same field have been passed, no additional courses can be selected from that field. From the time of General Education Course Selection Registration to the end of the Enrollment period, only one course can be selected. In the add-drop period of the first phase, a second course class can be selected. In the second phase, a third course can be selected. An additional five spots will be added to each class during the first stage of add-drop, giving priority to current graduates for online course selection. Please visit Website: "Academic Affairs Office →Center for General Education and Core Curriculum" (URL: http://www.core.tku.edu.tw/Front/class/class2/Page.aspx?id=7aP%2FLt7EiWA=)
2. Excluding the English-taught departments (or programs), the English (I) classes are automatically grouped within each college. Transferring between classes is not permitted.
3. Excluding the English-taught departments (or programs), the English (II) classes are automatically

grouped within each college by the placement in terms of students' scores of English (I) and the English Proficiency Test I. Since English (II) cannot be added through the Curriculum Online System, please consider carefully before dropping this course. Those who are not assigned to an English (II) class should follow the add/drop procedure announced on the English Department website (https://www.tflx.tku.edu.tw/english/opinion/1175) to add it.

4. Starting from the academic year of 2015, the required 8 credits in Foreign Languages and Drills include 4 credits of English (I) and 4 credits of English (II) or any foreign languages under the "Field Q" in the General Education Curriculum, with the same language being selected for the first and second semesters. Those who have successfully selected another language via the Curriculum Online System are required to drop the previously assigned course of English (II). Since English (II) cannot be added through the Curriculum Online System, please consider carefully before dropping this course.

5. Each class of Spanish (I), French (I), and Japanese (I) is provided with 2 to 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.

6. Those senior and Junior students who failed to pass the English proficiency requirements for graduation are eligible to take English Tutorial (students have to register the test score at their departmental office first).

7. Students intending to take Campus and Community Service-Learning, please take your student ID card and enroll at Military Training Dept during the first week of the semester.

8. Normal Course Loads.

   8.1 Graduate School

     8.1.1 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.

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

   8.2 Undergraduate

     8.2.1 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.)

     8.2.2 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.

     8.2.3 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.

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

     8.2.5 For Course inquiry and regulation of Honors Program, please refer to the website of Office of Academic Affairs, Registration Division (https://atcx.acad.tku.edu.tw/) → regulation → Implementation Guidelines for the TKU Honors Program.

9. 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.

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

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

12. **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.**

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

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pay the extra fee.

14. For more enrollment rules, please see the Enrollment Regulations (14-1) at
http://www.ac.tku.edu.tw/web/url.php?class=205

15. **Notice about PE Classes:**

15.1. New students enrolled in the 2017 fall semester must attend PE classes during their first and second year (4 semesters).

15.2. P.E class for freshmen (second semester) and sophomore are compulsory subject which based on personal interest.

15.3. The elective course is one course credit which cannot include in graduation threshold or transfer credit point for freshmen and sophomore compulsory subject.

15.4. If students have a conflicting class or have not enrolled in class officially at the first week, they have to attend the original PE class and receive written proof with the instructor's signature or they will be regarded as an absence.

15.5. Notice for the retake of P.E class:

15.5.1 **8 seats** offered by sophomore PE are available for junior and 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.

15.5.2. Students in senior year and above can choose the second P.E. class during the Adjustment Period Phase II .

15.5.3 No on-the-spot P.E. class selection will be provided, all students must select P.E. class online.

15.6. 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 before the thirteenth week. The course requests medical certificate prescribed by the hospital or Sanitation and Health Care Center.

15.7. Off-Campus PE classes

15.7.1. For one semester, 950-NT fee is charged for Golf class, and 680 NT for Billiard class. Students will be dropped the class and cannot enter the court if they do not pay the fee before the 5th week of instruction.

15.7.2. The first class will be undergone in the school, and off-campus starting from Week 2 for Golf class.

15.8. Important notice on choosing class for sports representative's students:
All representatives from freshman until sophomores are required to attend classes with sport expertise. If that sport does not have an expertise class, students will have to take non-expertise classes. Freshmen and sophomore sport representatives must obey rules of the class.

15.9. Other important notices:

15.9.1. 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.

15.9.2. All of the Gymnasium class may be subject to change and have the class in the outdoor court when the Gymnasium is not available.

15.9.3. Students enrolling in "Physical Education Of Service Curriculum In Badminton " and "Physical Education Of Service Curriculum In Taekwondo " must complete 18-hours service after school.