

Ming Chuan University 2017-18 Summer Session

A. Notices Regarding Opening Classes

These notices are in accordance with the “Regulations for Offering Summer Session Courses”.

B. Criteria for Registering for Summer Session Courses

1. Students who have classes in the second semester can take summer session courses for making up missed required courses or failed courses, and taking prerequisite courses in accordance with the institutional regulations. However, students who are on leave from study or have been forced to withdraw may NOT register for Summer Session.
2. Students from other colleges or universities wishing to enroll in any class, must apply for Summer Session in accordance with “Ming Chuan University Procedures for Inter-collegiate Course Selection” and have an official request from their institution to MCU approved in advance of registration.

C. Class Dates

Summer Session I: July 2 to August 4, 2018 (5 Weeks)

Summer Session II: August 6 to September 8, 2018 (5 Weeks)

D. Essential Information for Course Selection

1. For each credit hour, there will be 18 contact hours, 4 per week for the first 4 weeks and 2 in the last week of each Summer Session.
2. Summer Session courses have a minimum enrollment of 20 (10 for graduate classes). If there is insufficient enrollment, classes may only be opened with special permission. Special permission will only be granted in response to a written application followed by completed the registration steps before the prescribed date. The individual(s) in this situation assume full responsibility for the cost of the course. Classes receiving such special permission may NOT be canceled.
3. Students may NOT enroll for more than 9 credits during either Summer Session.
4. NO course add/drop is possible during Summer Sessions, and students may not enroll in courses with conflicting class times. Summer Session courses may NOT be used to complete higher level required courses in advance.

5. Students in Summer Sessions must pay tuition and fees by the deadlines. Unless a class cannot be opened, NO course add/drop or tuition refunds are possible during Summer Sessions. In the case of a class not being opened, any adjustments to select another course(s) must be processed before the deadline.
6. Summer Sessions are subject to the same regulations that apply during regular semester. Anyone found not following regulations will be forcibly dropped from the affected course(s). No adding of other courses or application for refund will be accepted.
7. Students from other colleges/universities wishing to enroll in any class must apply for Summer Session in accordance with "Ming Chuan University Procedures for Inter-collegiate Course Selection".
8. Student attendance during Summer Sessions is handled according to regular school regulations. Summer Session students who are absent from more than 1/3 the total class hours will NOT have a final exam grade recorded for that course, rather "0" will be assigned as the overall course grade. Summer Session Students who need to apply for leave must submit a request to the Student Counseling Section in the Student Affairs Division.
9. Situations which are not covered above follow General Provisions for Study and other related school regulations.

E. Tuition and Fee Notices

1. Summer Session Required Tuition and Fees

- (1) Summer Session Required Tuition and Fees are handled in accordance with "Procedures for Payment and Refund of Tuition Fees".
- (2) Summer session tuition and fees are charged on a per-credit-hour basis. To calculate the total tuition and fees, a student should multiply the total number of credit hours for each course by the appropriate "credit hour tuition."
- (3) Those taking Summer Session courses in the Teacher Ed Program will pay the Teacher Ed Program fee of NT\$1,368 per hour.
- (4) Those taking Summer Session courses in Conversational English, Japanese, and Practical English will pay language lab fee of NT\$750.
- (5) Those taking General Education electives or work-experience class electives will pay tuition and fees according to the 2018-19 standards.
- (6) **If payment is not made by the deadline, the right to enroll in Summer Session courses is forfeited.**

2. Tuition per credit hour for each department

Department	Tuition for one credit hour (or class hour)
Departments of Information Management, Computer and Communication Engineering, Commercial Design, Product Design, Computer Science and Information Engineering, Information and Telecommunications Engineering, Electronic Engineering, Architecture, Digital Media Design, Urban Planning and Disaster Management, Biotechnology, Healthcare Information and Management, Biomedical Engineering, School of Communication, Radio and TV, Journalism, Advertising and Strategic Marketing, New Media and Communication Administration, Grad--Communications Management, Grad--Design Management, Grad--Media Space Design, Grad--Creative Design	NT\$1,480
Departments of Law, Financial Law , Applied English, Applied Chinese, Applied Japanese, Public Affairs, Teaching Chinese as a Second Language, Counseling and Industrial/Organizational Psychology, General Education Center, English Language Center, Physical Education Office, Military Training Office, Institute of General Education	NT\$1,368
Other departments	NT\$1,378

3. Procedure for paying Tuition and Fees

Session	Summer Session I		Summer Session II	
Item	Payment for First Round On-line course Selection	Payment for Second Round Under-enrolled Course Selection	Payment for First Round On-line Course Selection	Payment for Second Round Under-enrolled Course Selection
Period	5/24~5/28	6/14 9:00~15:00	7/10~7/12	7/31 9:00~15:00
Method	Students go online and print out Fee Invoice. Students pay sum at Taipei Fubon Bank, at an ATM, or at a convenience store	Students go to Bursar Section on Taipei Campus or the General Affairs Section on Taoyuan Campus to pay	Students go online and print out Fee Invoice. Students pay sum at Taipei Fubon Bank, at an ATM, or at a convenience store	Students go to Bursar Section on Taipei Campus or the General Affairs Section on Taoyuan Campus to pay
Date for Dropping	6/4	6/19	7/17 Afternoon	7/31 Afternoon

Course				
Note	If payment is not made by the deadline, the right to enroll in Summer Session courses is forfeited.			

F. Schedule for Course Selection

Course Selection Step		Summer I** Schedule	Summer II* Schedule	Location and Notes
Summer Session Course Online and Paper Announcement		5/4	5/4	Curriculum Section, Taoyuan Academic Affairs Section
Summer Session On-Line Course Selection Handbook		5/4	5/4	Individual department offices
First Round On-line Course Selection	Extended-graduation students, graduating students, 4 th -year Architecture students	5/17 9:00~ 5/21 12:30	7/5 9:00~ 7/9 12:30	1. Any location that has Internet access. 2. Any computer lab on campus during lunch hour and whenever the lab is available.
	(1) 3 rd -yr students, 2 nd yr of 2-year completion working section students	5/17 12:30~ 5/21 12:30	7/5 12:30~ 7/9 12:30	
	(2) 2 nd -yr students, 1 st -yr grad students, 1 st -yr grad school working section students			
	(3) 1 st -yr students			
Results of course selection available on line		5/23	7/9 pm	Curriculum Section
Payment for First Round On-line Course Selection	1. Students go online and print out Fee Invoice 2. Students pay sum at Taipei Fubon Bank, at an ATM, or at a convenience store	5/24~5/28	7/10~7/12	Bursar Section Taoyuan General Affairs Section Taipei Fubon Bank
Deletion of non-paying students' course selection(s)		6/4	7/17 pm	Curriculum Section
Second Round Under-enrolled Course Selection		6/7 9:00~ 6/11 12:30	7/18 9:00~ 7/30 12:30	1. Any location that has Internet access 2. Any computer lab on campus during lunch hour and whenever the lab is available
Results of course selection available on line		6/13	7/30 pm	Curriculum Section
Payment for Second Round Under-enrolled courses	Students go to Bursars Section on Taipei Campus or the General Affairs Section on Taoyuan Campus to pay tuition fees.	6/14 9:00~15:00	7/31 9:00~15:00	Bursar Section Taoyuan General Affairs Section
Deletion of non-paying students' course selection(s)		6/19	7/31 pm	Curriculum Section
Announce course cancellations		6/20	7/31	Curriculum Section

(1) Adjust students' schedules for cancelled courses (2) Open inter-collegiate enrollment	6/22 9:00~15:00	8/2 9:00~15:00	Academic Affairs Division, Taoyuan Academic Affairs Section
First Day of Classes	7/2~8/4	8/6~9/8	Curriculum Section, Taoyuan Academic Affairs Section
Announce list of students who have been absent for more than 1/3 of class hours	7/30	9/3	Attendance Office, Taoyuan Academic Affairs Section
Summer Session Final Exams	7/30~8/3	9/3~9/7	Curriculum Section, Taoyuan Academic Affairs Section
Summer Session Make-up Final Exams	8/8~8/9	9/12~9/13	Curriculum Section, Taoyuan Academic Affairs Section
Announce Summer Session Grades	8/13	9/17	Registrar's Section, Taoyuan Academic Affairs Section

NOTES: *Summer Session I offers the first semester of full-year courses and single semester courses. (7/2~8/4)

*Summer Session II offers the second semester of full-year courses and single semester courses. (8/6~9/8)

*If payment is not made by the deadline, the right to enroll in Summer Session courses is forfeited.

G. On-Line Course Registration

Registration Procedures:

1. Go to the university home page: <http://www1.mcu.edu.tw>
2. Log onto the system: please enter your student ID and password.
3. During the course selection period, please click on student system \ selecting course \ Summer School I or Summer School II.
4. After selecting courses, log out of the Student Information System, return to the main screen and close the browser.