

## Ming Chuan University 2024-25 Academic Year 2<sup>nd</sup> Semester Registration Notice

January 2025

All undergraduate and graduate students including Work-experience Master's students and Ph. D students

Re: Regulations regarding registration (including the payment) for the 2<sup>nd</sup> Semester of the 2024-25 academic year are as below:

1. All undergraduate and graduate students have to complete the registration procedures by paying the fee or applying for a student loan in accordance with the following statement:

Status of Students Study	Registration Information
General students	Date of Payment: Before February 10, 2025. Please complete the registration procedures in accordance with regulations stated on the Itemized Fees Statement. Student loan application period: January 15 to February 10, 2025.( For domestic students only )
Students with delayed graduation	Please follow the instructions below to complete the registration by paying the fee, submitting the relevant document and applying for student loan before the deadline. Course Selection: 12:30 noon, January 22 to 16:00pm, January 23, 2025 (online selection) Date of Payment: Print out the fee statement after selecting courses and please pay the fee or complete a student loan application from 12:30 noon, January 22 to 24:00, February 7, 2025. Student loan application period: January 22 to February 5, 2025. ( For domestic students only )
Resuming students	<p>II. Complete registration online: MCU homepage → English → E-Request and E-Form → Log in with your account and password → Work → E-form → Resumption of Studies Application Form</p> <p>III. Dates for course selection and fee payment</p> <p>1.General Students: Dates for course selection: 12:30 noon, January 21 to 16:00 PM, January 23, 2025. (online course selection) Date for fee payment: <b>Please print the Itemized Fees Statement from the Tuition &amp; Fee after January 10, 2025</b> and complete the registration procedures in accordance with the date stated on the Itemized Fees Statement. Tuition &amp; Fee Website: <a href="https://bpsp.mcu.edu.tw/mrmcu/frmMRMCU01101.aspx">https://bpsp.mcu.edu.tw/mrmcu/frmMRMCU01101.aspx</a> Student loan application period: January 15 to February 10, 2025.(For domestic students only )</p> <p>2.Student with delayed graduation: Dates for course selection: 12:30 noon, January 22 to 16:00 PM, January 23, 2025. (online course selection) Date for fee payment: Print out the fee statement after selecting courses and pay the fee or complete a student loan application from 12:30 noon, January 22 to 24:00, February 7, 2025. Student loan application period: January 22 to February 5, 2025.(For domestic students only )</p>
Note: Students who are going to graduate in the 1 <sup>st</sup> semester of 2024-25, please disregard this notice.	

### 2. General Provisions for Study and Other Relevant Regulations :

- (1) Students must complete the procedures (including paying fees) in accordance with the Registration Notice at the beginning of each semester.
- (2) Students, who due to matters stated in above regulations, are unable to complete the registration procedure within the assigned date, should provide proper proof to the Academic Affairs Division in advance to apply for delayed registration. The maximum period for extension is two weeks.
- (3) Students who extend their schooling (extended graduation) are required to complete registration procedures (including paying fees) as stated in the Registration Notice and take at least one course; Those who do not take any courses will be forced to take study leave in accordance with relevant procedures (Students who do not take any regular or make-up course may apply for study leave).

- (4) Study Leave is processed per semester or per academic year. The study leave is limited to two cumulative years.
- (5) Students who have failed to complete the registration procedures (including paying fees) are not allowed to select courses.
- (6) Those who meet one of the following conditions must withdraw from the university:
  - (1) Students who fail to meet the standards for graduation at the end of the extension period.
  - (2) Students who have failed to register (including paying fees) within the designated deadline.
  - (3) Students who have failed to resume studies at the assigned time.

3. Class Rules:

- (1) Classes for all students begin on February 17, 2025. Attendance taking begins from that day.
- (2) Class Rules:
  - ① Students who have approved leave are still marked as being absent. Those who are absent without requesting leave are marked as skipping class.
  - ② Students can check their online records promptly and file a report of any mistakes within two weeks after the data entry date. The faculty should follow up the correction online or file a signed report to the Academic Affairs Division.
  - ③ Students who are absent from any courses (excluding official leave) for more than one-third of the class hours during a semester will receive a grade of zero for that course.

4. Notices for fee payment

- (1) Please reconfirm the class section, Student ID No. and name on your Itemized Fees Statement before you make the payment.
- (2) Pay the total amount at any branch of the Taipei Fubon Bank, post office, convenience store, or via ATM transfer or credit card; please refer to the information in the Itemized Fees Statement for information.
- (3) If the Itemized Fees Statement is lost, please print a new one from the University's Online Information by logging on to the Student Information System and selecting "Itemized Fees Query/Print" and "Fees Query" to enter personal data and print out the fee statement.
- (4) Please refer to MCU website <https://web2.mcu.edu.tw/> for the Credit Hour Tuition Standards:
  - ① "MCU Procedures for Payment and Refund of Tuition Fees" is available on the Academic Affairs Division webpage under Regulations/Registrar Section Regulations/Tuition.
  - ② Standard Tuition and Fees for Each Department and School are available on MCU Academic Affairs Division webpage under Regulations/Tuition.
  - ③ Graduate students who have finished their courses but have not submitted the theses may print the Student Accident Group Insurance Fee statement of 319NTD at the Bursar Section on Taipei campus (General Affairs Section on Taoyuan campus). They can also log on to the Student Information Network and select "Student Accident Insurance", under "Itemized Fees Query/Print" and "Fees Query" to enter personal data and print out the fee statement. After finishing the payment process, complete the registration process.( MCU homepage → English → E-Request and E-Form → Log in with your account and password → Work → E-form → Registration Application Form)
- (5) The tuition fee of Teacher Education Program is as listed below:
  - ① Please pay NT\$1,368 per credit hour.
  - ② The tuition for Teacher Education Program is not included in the standard tuition and fees. Please conduct online printing for the tuition fee statement of Teacher Education Program from April 8 to April 14, 2025, and complete the payment procedure in accordance with the fee statement.
- (6) Information of the National Health Insurance and medical insurance for Overseas Chinese Students, Mainland Chinese Students and International Students:

Status of Students		Information
Overseas Chinese	General Students	

Overseas Chinese Students	Undergraduate Student of Extended Study Period (ESP)	<ol style="list-style-type: none"> <li>1. First-year to 4th-year students who have submitted Low Income Household Proof must pay NT\$2,478 for the National Health Insurance Fee; students without Low Income Household Proof must pay NT\$4,956.</li> <li>2. Students who are not qualified to enroll in National Health Insurance, please enroll in Student's Medical Insurance through the International Student Service Section.</li> </ol>
	Graduate or Ph. D Student of Extended Study Period (ESP)	
	Resuming Students	
Mainland Chinese Students		Mainland Chinese Students should go to the International Student Service Section to complete insurance procedures.
International Students		International students should go to the International Student Service Section to complete the Student Health Insurance Process.

5. Set Amount of Tuition Waiver from Executive Yuan, Tuition Waiver, and Student Loan Application ( **For domestic students only** ) :

(1) Set amount of tuition waiver from Executive Yuan: domestic undergraduate students who are in the required study period and meet the requirement, will deduct NT\$17,500 directly from the Tuition and Miscellaneous Fee(s), no need to apply. (Information is available from MCU homepage/ Divisions/ Student Affairs Division/ Education Subsidy/Set Amount of Tuition Waiver from Executive Yuan)

(2) Tuition Waiver:

Tuition waiver: please complete the application from January 3 to January 24, 2025.

( Information is available from MCU homepage/ Divisions/ Student Affairs Division/ Education Subsidy/ Tuition and Miscellaneous Fee(s) Waiver. Applicants who do not apply in accordance with the regulations will be rejected.)

(3) Apply for Student Loan:

For student loan, the information is available from MCU homepage/ Students/ Apply/ Student Loan (need to log in your account and password in the Student Information System), also in the relevant webpage. Applicants who do not apply in accordance with the regulations will be rejected. (Information will be posted on January 13, 2025.)

For any questions, please contact Teacher Syu, Ling-Siao on Taipei campus (extension #2507) or Teacher Chen, Chao-Jung on Taoyuan campus (extension #3112)

6. Resuming Students' Health Checkup:

Resuming students are required to submit a chest X-ray medical report completed within the past 3 months to the Campus Health Services Section on Taipei Campus or Taoyuan Campus Health Services Section before March 1. For more information, call extension #2224 on Taipei Campus or #3170 or #3172 on Taoyuan Campus.



Academic Affairs Division  
Ming Chuan University