

Ming Chuan University

2025-26 Summer Session Course Selection

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: June 29 to July 31, 2026 (5 Weeks)

Summer Session II: August 3 to September 4, 2026 (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. Students must pay credit fees according to the regulations; aside from course cancellations, no withdrawals/changes nor refunds will be permitted. Course changes due

to cancellations must be processed within the specified time.

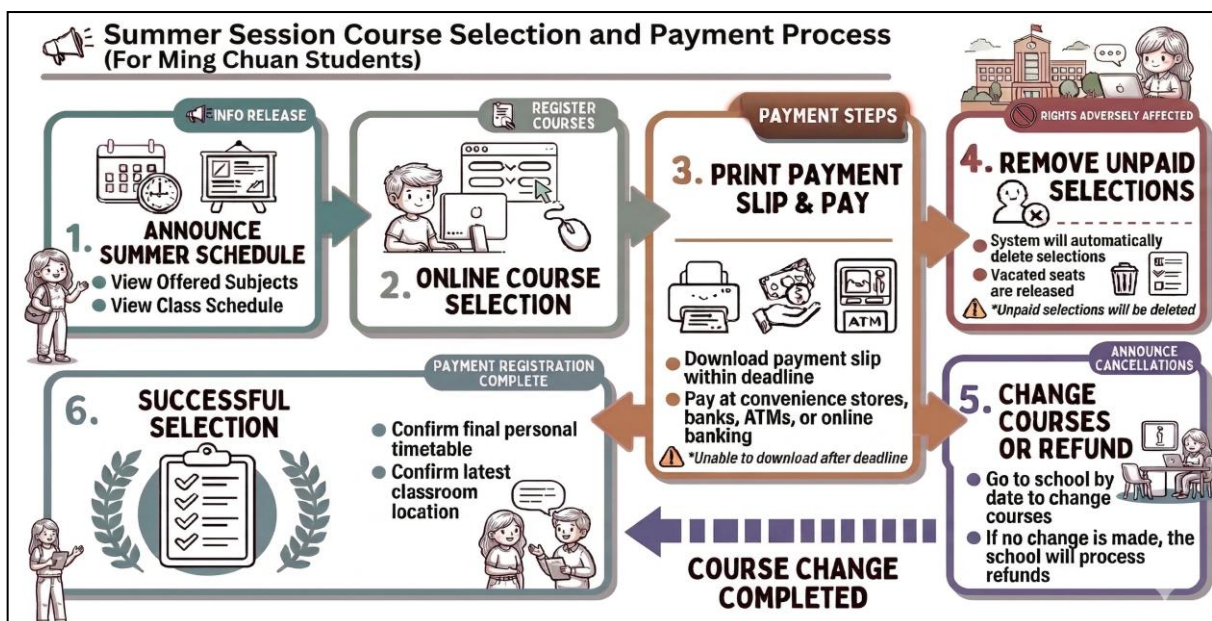
7. Students from other colleges/universities wishing to enroll in any class must apply for Summer Session in accordance with “Ming Chuan University Procedures for Inter-collegiate Course Selection”.
8. Student attendance during Summer Sessions is handled according to regular school regulations. Summer 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. Course Schedule Inquiry

Log in to the Student Information System within the specified time, then navigate to “Academic Affairs Information”→“Course Offering Inquiry”→“Summer Session I Courses” or “Summer Session II Courses”→“Campus” to search. After the course schedule is displayed, click on the instructor’s name to view the course syllabus.

F. Online Course Selection Process

Log in to the Student Information System within the designated period, then go to “Course Selection”→“Summer Session I” or “Summer Session II” to add or drop courses, view your personal course selections, and check the payment amount. For payment slip printing and payment deadlines, please refer to page 4.



G. 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 **2025-26** standards.
- (6) Failure to pay fees within the deadline will result in automatic withdrawal from the summer session.

2. Tuition per credit hour for each department

Department	Tuition for one credit hour (or class hour)
Department of Information Management, Department of Applied Artificial Intelligence, Department of Computer Science and Information Engineering, Department of Electronic Engineering, Semiconductor Applications Program, Department of Commercial Design, Department of Product Design, Department of Digital Media Design, Department of Urban Design and Sustainable Development, Department of Architecture, Department of Radio and TV, Department of Audiovisual Journalism and Social Media Communication, Department of Advertising and Strategic Marketing, Department of New Media and Communication Administration, Department of Biotechnology, Department of Healthcare Information and Management, Department of Biomedical Engineering, International Affairs & Diplomacy Program, International Business and Trade Program, Journalism and Mass Communication Program, Fashion & Innovation Management Program, Travel and Tourism Program, Information Technology Management Program	NT\$1,480
Department of Law, Department of Financial Law, Department of Applied Chinese and Teaching Chinese as a Second Language, Department of Applied English, Department of Applied Japanese Department, Teaching Chinese as a Second Language, Department of Public Affairs and Administration, Department of Counseling, Clinical and Industrial /Organizational Psychology, English Language Center, General Education Center, Physical Education Office, Military Training Office, other General Ed Core Subjects	NT\$1,368
Other departments	NT\$1,378
Note: Students may estimate their tuition and fees via the "Payment Inquiry" function within the "Online Course Selection System" during the course registration period.	

3. Procedure for paying Tuition and Fees

Session	Summer Session I	Summer Session II
Period	5/22~5/26	7/9~7/13
Method	Students go online and print out Fee Invoice. Students pay sum at Taipei Fubon Bank or at an ATM or using e-bank, or at a convenience store.	Students go online and print out Fee Invoice. Students pay sum at Taipei Fubon Bank or at an ATM or using e-bank, or at a convenience store.
Date for Dropping Course	6/1	7/15
Note	Failure to pay fees within the deadline will result in automatic withdrawal from the summer session.	

4. Printing the Payment Slip

Log in to the Student Information System within the designated period. Go to “Fees Query” and select “Itemized Fees Query /Print”. On the next page, click either “Domestic Student” or “Foreign Student” at the bottom of the webpage to enter the Tuition and Fees Section and print the payment slip.

H. 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, Computer lab	
On-line Course Selection	Extended-graduation students, graduating students, 4 th -year Architecture students	5/14 12:30~ 5/21 12:30	7/1 12:30~ 7/8 12:30~	
	(1) 3 rd -yr students, 2 nd yr of 2-year completion working section students	5/15 12:30~ 5/21 12:30	7/2 12:30~ 7/8 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			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	5/22	7/9		
Payment for On-line Course Selection	1. Students go online and print out Fee Invoice 2. Students can pay their fees at Taipei Fubon Bank, a convenience store, or via an ATM or e-bank	5/22~5/26	7/9~7/13	Bursar Section Taoyuan General Affairs Section Taipei Fubon Bank
Deletion of non-paying students' course selection(s)	6/1	7/15	Curriculum Section	

Announce course cancellations		6/1	7/15	Curriculum Section
Adjust students- schedules for cancelled courses		6/3 08:30~15:00	7/16 08:30~15:00	Academic Affairs Division, Taoyuan Academic Affairs Section
Manually add courses	Extended-graduation students, graduating students, 4 th -year Architecture students	6/8 08:30~ 6/9 15:00	7/27 08:30~ 7/28 15:00	Notes: Summer I: adds until 6/26; Summer II: adds until 7/30
	(1) 3 rd -yr students, 2 nd yr of 2-year completion working section students (2) 2 nd -yr students, 1 st -yr grad students, 1 st -yr grad school working section students (3) 1 st -yr students	6/8 12:30~ 6/9 15:00	7/27 12:30~ 7/28 15:00	
Open inter-collegiate enrollment		6/17 09:00~14:30	7/29 09:00~14:30	Academic Affairs Division, Taoyuan Academic Affairs Section
First Day of Classes		6/29~7/31	8/3~9/4	Curriculum Section, Taoyuan Academic Affairs Section
Announce list of students who have been absent for more than 1/3 of class hours		7/27	8/31	Curriculum Section, Taoyuan Academic Affairs Section
Summer Session Final Exams		7/27~7/30	8/31~9/4	Curriculum Section, Taoyuan Academic Affairs Section
Announce Summer Session Grades		8/11	9/10	Registration Section, Taoyuan Academic Affairs Section

NOTES:

- ◆ Summer Session I offers the first semester of full-year courses and single semester courses. (6/29~7/31)
- ◆ Summer Session II offers the second semester of full-year courses and single semester courses. (8/3~9/4)
- ◆ Failure to pay fees within the deadline will result in automatic withdrawal from the summer session.

I. Frequently Asked Questions (FAQ)

1. Can I select in the same course at both the Taipei and Taoyuan campuses simultaneously during online course selection? (e.g., Freshman English on both campuses)

Ans: No. According to regulations, students are not allowed to enroll in duplicate courses with the same subject title. Once the online course selection period ends, the system will randomly delete one of the duplicate entries. The remaining section might not be your preferred choice.

2. How do I register for Summer Physical Education (P.E.) courses?

Ans: Summer Physical Education courses include "General Physical Education I" (Session 1) and "General Physical Education II" (Session 2), and are restricted to graduating seniors and delayed-graduation students. Students who have previously taken either course and successfully waived the required credits are not eligible to re-enroll. Unlike general summer courses, applicants must first complete an eform (<https://eform.mcu.edu.tw/node/4191>) during the online registration period. After the Physical Education Office approves the application, a list of eligible students will be sent to the Academic Affairs Section and the Cashier Section to generate payment slips. The Physical Education Office will then notify students to proceed with payment.

3. What should I do if I forget to pay the fees after the online registration period?

Ans: Once the payment deadline has passed, you will no longer be able to download the payment slip, and your registration will be considered forfeited. If you still need to take the course, you (or a proxy) must handle the registration in person at the Academic Affairs Section (Taipei) or Educational Affairs Section (Taoyuan) during the manual add/drop period, and complete the payment on the same day.

4. What should I do if a course is cancelled?

Ans: Please check the "Latest News" on the Academic Affairs Division Website or the Student Information System for the "Summer Course Cancellation Announcement." Follow the dates specified in the announcement to visit the Academic Affairs Section (Taipei) or Educational Affairs Section (Taoyuan) to switch to another course and pay the difference or receive a refund. If you do not wish to switch courses, or if a refund is due, the university will automatically process the refund into your registered bank account; you do not need to come to campus for this. Students who have not yet registered their bank account should log in to the "Student Information System" → "Fees/Refunds" → "Student Bank Account for Receiving Payments" to complete the information.

5. After successfully registering for a course, if a student later finds that they have already passed the course or have obtained an English proficiency test score that qualifies them for an exemption, and therefore no longer need to take the summer course, can they apply for a refund?

Ans: Yes. Students must first complete a “Student Report Form” explaining the reason for the refund request and submit it, along with supporting documents such as grade reports, to their department secretary. The department will then submit the refund request for official approval. After the request has been approved, the department should send one copy of the approved document to the Curriculum Section for course withdrawal processing, and another copy to the Controller’s Division for refund processing. Students are not required to come to campus in person to complete these procedures. Students who have not yet registered their bank account should log in to the "Student Information System" → "Fees/Refunds" → "Student Bank Account for Receiving Payments" to complete the information.

6. Can I enroll in any summer course with the same or a similar name?

Ans: Some summer courses have specific enrollment restrictions. Please do not enroll if you do not meet the criteria, as it may affect your registration results. Please refer to the table below for restrictions; for subjects not listed, please contact the secretary of your respective department.

Summer Session 1		Selection Restrictions	Summer Session 1	
Course Code	Course Title		Course Code	Course Title
00531	Japanese (I)-1	Not open to Dept. of Applied Japanese students	00532	Japanese (I)-2
00621	General Physical Education I	Restricted to graduating seniors and delayed-graduation students	00622	General Physical Education II
01108	Applied English (I)	Not open to Dept. of Applied English or International College students	01109	Applied English (II)
01208	Applied English (III)	Not open to Dept. of Applied English or International College students	01209	Applied English (IV)
01306	Business Communication English (I)	Not open to Dept. of Applied English or International College students	01307	Business Communication English (II)
01406	English for Workplace Communication (I)	Not open to Dept. of Applied English. For International College: Restricted to graduating seniors and delayed-graduation students	01407	English for Workplace Communication (II)

		(1st to 3rd-year students are not eligible)		
35109	Calculus (I)	Not open to Dept. of Statistics and Data Science students	35110	Calculus (II)
52105	Accounting (I)	Restricted to Dept. of Accounting students only students.	52106	Accounting (II)
52125	Accounting (I)	Not open to Dept. of Accounting students	52126	Accounting (II)

7. How do I apply for a Special Project Summer Course (custom-opened class)?

Ans: If the current summer offerings do not include the subject you need, one or more students may apply for a "Special Project Class." Before applying, please contact the department secretary to confirm the instructor's availability, class schedule, course content, and fees. Once confirmed, the secretary will submit a "Summer Proposed Course Schedule" for official approval. After approval, the secretary will notify the students to pay at the Cashier Section (Taipei) or General Affairs Section (Taoyuan). Finally, students must submit a copy of the official approval document, proof of payment, and the list of students to the Academic Affairs Section to finalize the enrollment.

8. How do I apply for summer courses at another university, and what are the qualifications?

Ans: Only graduating seniors or delayed-graduation students may apply for inter-university summer courses, and the subject must not be offered at MCU during the summer. Applicants must complete the MCU electronic form: [Form 2249 – Inter-university Course Enrollment Application Form]. You must also attach the course syllabi from both MCU and the host university for the application to be processed.