

## Ming Chuan University 2015-16 Academic Year 1<sup>st</sup> Semester Registration Notice

August 2015

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

Re: Regulations regarding registration (including the payment) for the 1<sup>st</sup> Semester of the 2015-16 academic year are as below:

1. All undergraduate and graduate students in the Day Division have to complete the registration procedures in accordance with the statement as following:

Status of Students Study	Registration Information
General students	<p>Please pay the fee or apply for student loan before the deadline to complete the registration. Time: Before September 7, 2015. Payment: Please complete the registration procedures in accordance with the Itemized Fees Statement where one section stamped as a receipt of your payment. Student loan application period: August 1 to September 7, 2015.</p>
Students with delayed graduation	<p>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. Time: September 10, 2015, from 9:00 to 11:30 am. Venue: (1) F604, Taipei Campus. (Students who study at Taipei Campus, Jihe Complex and in Matsu Executive Master's Programs) (2) 3F, First Gymnasium Taoyuan Campus (Students who study at Taoyuan) (3) Central Office at Kinmen Location (Students who study at Kinmen Location) Document submission: Taiwanese students should submit a copy of Military Service Discharge Order (students who have completed military service), a copy of Certificate of Service Exemption (students who are exempt from military service) and ID (for check-up only). Payment: Please pay the fee in accordance with the result of course selection on the registration day. Student loan application period: September 10, to September 11, 2015.</p>
Resuming students	<p>I. Complete registration online: MCU homepage → English → Log in with your account and password → Work → E-form → Resumption of Studies Application Form</p> <p>II. Dates and locations for course selection</p> <p>1. General Students: Time: September 7, 2015, from 9:00 to 11:30 am Venue: Taipei campus Department Office, Curriculum Section (Students who study at Jihe Complex and in Matsu Executive Master's Programs), Taoyuan campus Department Office, Central Office at Kinmen Location (Students who study at Kinmen Location).</p> <p>2. Student with delayed graduation: Time: September 10, 2015, from 9:00 to 11:30 am Venue: (1) F604, Taipei Campus (Students who study at Taipei Campus, Jihe Complex and in Matsu Executive Master's Programs ) (2) 3F, First Gymnasium Taoyuan Campus (Students who study at Taoyuan) (3) Central Office at Kinmen Location (Students who study at Kinmen Location)</p>
<p>Note: Students who are going to graduate in the 2<sup>nd</sup> semester of 2014-15, please disregard this notice.</p>	

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 register on 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; otherwise, they will be forced to take study leave in accordance with relevant procedures (Students who do not take any make-up course may apply for study leave).

- (4) Students are eligible for graduation when they complete the required courses, meet the requirements of the university core courses and individual departments' requirements in the department framework (including the required courses and credits), and receive qualified conduct and academic grades of all semesters, as well as pass the university-wide basic competencies. A maximum extension of two years may be granted if there are untaken or failed courses to be completed. Students who cannot meet requirements at the end of the extension are compelled to withdraw from the university.
- (5) Study Leave is processed per semester or per academic year. The study leave is limited to two cumulative years.
- (6) Students who have failed to register (including paying fees) must withdraw from the university.
- (7) Students who have failed to resume schooling on the assigned time must withdraw from the university.
- (8) Students who have failed to complete the registration procedures (including paying fees) may not select courses.

### 3. Class Rules:

- (1) Classes for all students begin on September 14, 2015. 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. Please pay the fees in accordance with the Itemized Fees Statement:

- (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 System at <http://120.96.82.137/mrmcu>.
- (4) Please refer to the following for the Credit Hour Tuition Standards of each department:
  - ① "MCU Student Tuition Fees and Refund Procedures" is available on the Academic Affairs Division webpage under Regulations.
  - ② Required Tuition and Fees Standards are available on MCU Academic Affairs Division webpage under Regulations.
  - ③ In an extended study period graduate students who have finished their courses but have not submitted the theses must pay the Bursar Section 158NTD as the Student Accident Group Insurance Fee. 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, to complete the registration process.
- (5) The tuition fee of Teacher Education Program:
  - 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 October 30 to November 6, 2015 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 Students	General Students	The National Health Insurance Fee of NT\$2,244, for Overseas Chinese Students who are studying in 2nd-year level or above, has been included in the tuition and fees. First-year students who have submitted Low Income Household Proof need to pay NT\$2,244 for the National Health Insurance Fee; students without Low Income Household Proof must pay NT\$4,494. Students who are not qualified to enroll in National Health Insurance, please enroll in Student's Medical Insurance through Overseas and Mainland Chinese Students Service Section.
	Undergraduate Student of Extended Study Period (ESP)	The National Health Insurance Fee for Overseas Chinese Students, NT\$2,244, has been included in the tuition and fees.
	Graduate or Ph. D Student of Extended Study Period (ESP)	Overseas Chinese Students should go to Overseas and Mainland Chinese Students Service Section to complete insurance procedures.
	Resuming Students	Overseas Chinese Students should go to Overseas and Mainland Chinese Students Service Section to complete insurance procedures.
Mainland Chinese Students		Mainland Chinese Students should go to Overseas and Mainland Chinese Students Service Section to complete insurance procedures.
International Students		International students should go to the Office of International Student Service to complete the Student Health Insurance Process.

5. Student Loan and Special Tuition Waiver Application:

- (1) Please finish the application for a student loan during the assigned period. Firstly, complete the Bank Loan process with the Taipei Fubon Bank and submit the student loan documents. (A. Copy of Student Stub of Fee Receipt; B. Taipei Fubon Bank Student Loan Dispersal Notice) to the assigned staff at Ming Chuan University; please contact Mr. Ke-Chi Wang, at 2236, the Student Advising Section of the Student Affairs Division on Taipei Campus; or Chao-Jung Chen at 3112, Student Affairs Section on Taoyuan Campus. The detailed information is available on MCU webpage under the News of Student Affairs Division and Student Loan under Study Grant Programs of Student Affairs Division. Applicants who fail to file the application timely will be rejected. Network Resource Fee and Language Lab Fee are not covered under Student Loans; please log in to the Student Information Network and select "Fee statement for Student Loan" under "Itemized Fees Query/Print" and "Fees Query" to download the "Fee Statement for Items Not Covered under Student Loans." Please complete the payment process at the same time you process your student loan.
- (2) For ESP students with loans must consult the reimbursement information on Taipei Fubon Bank webpage and cooperate with the bank to ensure a sound credit. (Webpage: <http://www.taipeifubonbank.com.tw>)
- (3) Tuition Waiver: The information of Tuition Waiver is available on MCU webpages under the News of Student Affairs Division. Applicants who do not apply in accordance with the regulations will be rejected.

6. Resuming Students' Health Checkup:

On the date of course selection, resuming students need to submit a chest X-ray medical report completed within the past 3 months to the Campus Health Services Section on Taipei Campus. Or, students may participate in the freshmen health check at 3:30 pm on September 8 on Taipei Campus or at 1:00 pm on September 9 on Taoyuan Campus. Students who would like to take this health checkup can download Ming Chuan University Student Health Checkup Form under First-year Students on the MCU website (<http://www.mcu.edu.tw/>), fill out the form, (mark chest X-ray) and bring it along to complete the chest X-ray. For more information, call extension #2224 or 2714 on Taipei Campus or #3170 or 3172 on Taoyuan Campus.

