Tamkang University Fall 2025 Course Enrollment Schedule and Information

■ Course Catalog : https://azquery.tku.edu.tw/acad/default.asp?func=eng

■ General Education Course Selection Registration System: https://www.ais.tku.edu.tw/COS_LOT/Home/Init

■ Curriculum Online System: https://www.ais.tku.edu.tw/EleCos_English/loginE.aspx

■ The table of your current class schedule is displayed for viewing on "EMIS" at
http://sinfo.ais.tku.edu.tw/emisE/ after your selection.

*Please change your passwords before course registration to ensure the security of the process.
Additionally, to maintain the rights and fairness of course selection for students, all course selections at our school must be done through the "Online Course Registration System." If any student is found to be using improper programs for course selection or violating the fairness of the process, upon verification, the Office of Academic Affairs will directly cancel their course registration and refer the case to the Office of Student Affairs for disciplinary action, in order to protect the rights of other students.

I. Enrollment Schedule

Item	Date & Time	Notes
Syllabus Available	Thu., Jul 3rd, 2025, 12:30pm~	*Course Catalog *Curriculum Online System 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. **Courses must be enrolled on the Curriculum Online System.**
Courses Enrolled by Academic Affairs Office	Thu., Jul 3rd, 2025, 12:30pm~	1. Required courses are enrolled in by Academic Affairs Office. (Excluding the Continuing students, blocking students and returning students). **Please check the "EMIS".** This site offers the latest course information, which students can check on anytime. 2. To search for course information, click on the "Course Information". 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.	Tue., Jul 22nd ,2025, 12:30pm ~Thu., Jul 24th ,2025, 3:30pm	* **General Education Course Selection Registration System** 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.
Phase I Check the General Education and Core Courses screening results.	Fri., Jul 25th,2025, 12:30 pm ~Sun, Jul 27th,2025, 11:30am	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.
Period for dropping classes with time conflict.(the entire school) Drop only	Sat., Jul 26th,2025, 12:30pm ~Sun, Jul 27th ,2025,11:30am	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 Declaration	Tue., Jul 29th, 2025, 12:30pm ~Thu., Jul 31st,2025, 3:30pm	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 General Education and Core Courses screening results.	Fri., Aug 1st,2025, 12:30 pm ~ Sun, Aug 3rd ,2025,11:30 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.
Initial course selection Period *Including Course of Honors Program	**1. For all present students and graduate freshmen:** Tue., Aug 5th,2025, 12:30pm~ Mon.,Aug 11th,2025, 11:30am **2. For freshmen:** (1) General Education Core Curriculum Course Selection Priority Declaration Wed., Aug 27th,2025, 12:30 pm ~Thu., Aug 28th,2025, 3:30pm (2)Check the General Education and Core Courses. screening	***Curriculum Online System** *The table of your current class schedule is displayed for viewing on" EMIS "at after your selection. 1. Access to Course Enrollment is regulated by preassigned time in which differs across years. 2. Students who have not paid the tuition and fees for the previous semester are not allowed to participate in the initial course selection. Students can only proceed with online course selection three working days after completing the payment. To check the outstanding tuition and fees, please visit the following website. https://clf.finance.tku.edu.tw/announce 3. General Education Curriculum required credits: 3.1.The maximum of General Education and Core Courses selection are 3 courses. Each General Core

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	results Fri., Aug 29th,2025, 12:30 am ~Sun, Aug 31st,2025, 11:30am (3)Freshmen and graduate freshmen initial selection Tue., Sep 2nd,2025, 12:30 pm ~Thu., Sep 4th,2025, 11:30am	Course is limited to select one course. General Education and Core Courses 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. 3.2. **General Core courses will provide additional 5 quotas during the Adjustment Period. Seniors have priority to add these courses.** 3.3. College of business and management students must take the course "Digital Technology and AI Application"; although students may apply courses from the General Core Course, but do not enroll in any course of Computer Education Field in the Science domain. 4. Students can overtake 6 credits only if whose average grades of previous semester are beyond 80 (a grade A) or who have been approved for Minor, Double Major, or Program. In order to take 6 more credits by Web access, student must meet any of the criteria. **(The overtake courses should be enrolled by yourself at the** Initial course selection **Period.)**
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 each student's TKU e-mail. TKU e-mail address: student ID@o365.tku.edu.tw For example: 409000123@o365.tku.edu.tw
Classes Commence Announce the List of Impacted Students (Please check on website for personal Course Enrollment Table)	Mon., Sep 15th, 2025	1. The Course Enrollment Table is available on " 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., Sep 15th,2025,12:30pm ~Tue., Sep 23rd,2025, 11:30am	* **Curriculum Online System** * **After selecting courses, please immediately check** on " EMIS ". 1. Access to Course Adjustment is regulated by preassigned time in which differ across years. 2. Students who fail to register and pay the tuition after Adjustment 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. First come first served. The General Education and Core Courses in the Adjustment period of the first phase can

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		select the 2nd class. In the second phase a third class can be selected.
Additional course selection for required courses that are full or selection for other school systems who comply with regulations.		Apply online. For more information, please go to the website of the Office of Academic Affairs.
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 each student's TKU e-mail.
Announce the List of Impacted Students and deal with impacted affairs	Fri., Sep 26th, 2024 ~Fri., Oct 3rd, 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 to Academic Affairs Office (A209) during the eligible period as listed in left column.
Notice about Cancelled Courses	Wed., Oct 1st, 2025, 2pm~	1. To search for updated course information, Please visit the website of Academic Affairs Office https://athx.acad.tku.edu.tw/ 2. Impacted students are automatically sent a notification by email **advising you to enroll in the other class at** Office of Academic Affairs **whenever a course on your schedule has been cancelled.**
Drop classes during the semester	Mon., Dec 8th,2025, 12:30 pm ~ Fri., Dec 12th,2025, 4:30 pm	* **Drop class on Curriculum Online System** 1. Students must drop the class online by self during the Midterm drop Period. After the 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.**

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		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 10 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. 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. 5. Students who have completed " Introduction to artificial intelligence " or "Exploring Sustainability" in the first to ninth weeks of this semester cannot drop these courses during the Midterm drop period.

II. Notices:

1. Sophomores, juniors, and seniors who intend to take freshman courses, please register for the courses during the Adjustment period.

2. Credits in All-out defense education military training, credits in PE, credits in Campus and Community Service-Learning and credits in English Tutorial do not count as regular graduation credits.

3. Students enrolled in programs taught entirely in English will not have credits from courses that are not taught entirely in English counted towards their graduation credit requirements.

4. General Education Curriculum required credits:

   4.1. The "General Education Curriculum Framework" applicable to new students in each academic year can be found in detail on the General and Core Curriculum Center's website
   http://www.core.tku.edu.tw/Front/class/class1/Page.aspx?id=zMPpvkI63H4=

   4.2. The maximum of General Core Courses selection are 3 courses. Each General Core Course is limited to select one course. General Education and Core Courses during the initial selection is limited to one field (including voluntary selection and classes already having screen). In the Adjustment period of the first phase, you can select the 2nd class. In the second phase, a third class can be selected.

   4.3. "AI and Programming Languages" for the 114th academic year has been renamed to "Introduction to Artificial Intelligence." For students who enrolled in the 113th academic year (inclusive) and earlier, please refer to the General Education and Core Curriculum Center website for details on the course retake and substitution plan for "AI and Programming Languages." Website: https://reurl.cc/yL0z18

   4.4. The online course " Learning in University " will be offered in the second semester of the 114th academic year, providing an opportunity for students who need to retake or make up courses. Please register for the course online by yourself.

5. Excluding the English-taught departments (or programs), **the English (I)** classes are automatically grouped within each college. Transferring between classes is not permitted.

6. 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

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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://reurl.cc/VYV93n) to add it.

7. 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.

8. Each class of Spanish (I), French (I), and Japanese (I) is provided with 2 to 3 flexible instructional sessions given at different periods of time to prevent from class conflict. In other words, only one flexible instructional session is required for those who have selected any of these courses.

9. 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).

10. Undergraduates, who intend to take Freshmen Campus and Community service-learning, please bring the student ID card and enroll at Military Training Dept. during the first week of the semester.

11. Normal Course Loads:

    11.1. Graduate School

    11.1.1. 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.

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

    11.2. Undergraduate

    11.2.1. All freshmen, sophomores, juniors, and Architecture seniors are expected to enroll in at least 10 credits. Freshmen are not permitted to enroll beyond the maximum number of 27 credits, while others are not permitted to enroll beyond the maximum number of 25 credits.

    11.2.2. 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.

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

    11.2.4 Students who have been approved to study abroad are not allowed to enroll in courses at TKU during their study abroad period.

    11.2.5 For Course inquiry and regulation of Honors Program, please refer to the website of Office of Academic Affairs (http://honor.tku.edu.tw/ruleE.aspx).

12. All students should avoid time conflicts when enrolling in courses. If there's any course conflict, only one course will be kept.

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

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

15. Please refer to the "Tamkang University Student Course Selection Regulations" for other related course selection rules. Website: https://athx.acad.tku.edu.tw/get_page?t=rtdoc&rtdoc_id=CS401&lang=tw

16. Notice about PE:

16.1. The P.E. class which is instructed in all English is initially restricted to students in the all-English bachelor's programs during the initial selection. Students not in these programs who wish to take these courses should register online during the Adjustment period.

16.2. New students enrolled from 2017 fall **semester** must attend physical education classes during their first and second year (4 semesters).

16.3. P.E class for freshmen (second semester) and sophomore are compulsory P.E classes based on personal interest.

16.4. Elective is a one-credit PE course and does not satisfy Bachelor's Degree Requirement. Freshman PE, and Sophomore PE are offered as required courses.

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

16.6. Notice for retake of P.E class:

16.6.1. 8 seats offered by sophomore PE are available for junior and seniors who want to retake P.E classes. 2 seats will be offered to transfer students for online enrolment in sophomore P.E. class. 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.

16.6.2. No on-the-spot P.E. class selection will be provided, all students must select P.E. class online. Students in senior year and above can choose the second P.E. class during the Adjustment Period Phase II .

16.7. 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 thirteenth week. The course requests medical certificate prescribed by hospital or Sanitation and Health Care Section.

16.8. Off-Campus PE classes

16.8.1. For one semester, 1,100NT fee (Including card deposit of 50NT) 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.

16.8.2. The first class will be undergone in the school, and off-campus starting from Week 2 for Golf class. The card has a NT$50 deposit. At the end of the course, please bring your card directly to the golf course for a refund.

16.9. Important notice on choosing class for sports representative's students:

All representatives are required to attend classes with sport expertise. If that sport event does not have an expertise class, students will have to take non-expertise classes. All representatives must obey rules of the class.

16.10. Other important notices:

16.10.1. 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.

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

16.10.3. Students enrolling in "Physical Education Of Service Curriculum In Taekwondo " must complete 18-hour service after school.

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