

Ming Chuan University 2022-23 Academic Year 2nd Semester Registration Notice

January 2023

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

Re: Regulations regarding registration (including the payment) for the 2nd Semester of the 2022-23 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 6, 2023. Please complete the registration procedures in accordance with regulations stated on the Itemized Fees Statement. Student loan application period: January 16 to February 6, 2023.(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 17 to 16:00pm, January 18, 2023 (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 17 to 24:00, February 1, 2023. Student loan application period: January 17 to February 1, 2023. (For domestic students only)
Resuming students	I. Complete registration online: MCU homepage → English → Log in with your account and password → Work → E-form → Resumption of Studies Application Form II. Dates for course selection and fee payment 1.General Students: Dates for course selection: 12:30 noon, January 16 to 16:00 PM, January 18, 2023. (online course selection) Date for fee payment: Complete the registration procedures in accordance with the date stated on the Itemized Fees Statement. Student loan application period: January 16 to February 6, 2023. (For domestic students only) 2.Student with delayed graduation: Dates for course selection: 12:30 noon, January 17 to 16:00 PM, January 18, 2023. (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 17 to 24:00, February 1, 2023. Student loan application period: January 17 to February 1, 2023. (For domestic students only)
Note: Students who are going to graduate in the 1 st semester of 2022-23, 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 condition 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 13, 2023. 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 Network 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 <http://www.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 240NTD 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 → 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 March 30 to April 10, 2023, 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	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
	Undergraduate Student of Extended Study	

Overseas Chinese Students	Period (ESP)	2. 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. must pay NT\$4,956.
	Graduate or Ph. D Student of Extended Study Period (ESP)	
	Resuming Students	
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: **(For domestic students only)**

- (1) General students and resuming students, please finish the application for a student loan from January 16 to February 6. 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; C. Copy of Paid Fee Statement for Items Not Covered under Student Loans) by post or in person to the assigned staff at Ming Chuan University; please contact Mrs. Chi-Chiao Lin at 2507, 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. Language Lab Fee is 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.taifeifubonbank.com.tw>)
- (3) Tuition Waiver: The information of Tuition Waiver or disadvantaged student grants 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:

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