

Notice of Registration (Current Students) for the 1st Semester of Academic Year 2024

[Please ignore this message if you are withdrawing or have withdrawn from school.]

Important Dates for the 1st Semester of Academic Year 2024

The 1st Semester class begin: September 2, 2024

The period of paying for tuition and fees: August 16 to September 4, 2024

The period of paying for credit fees: October 7 to October 18, 2024

YM Campus : (02) 2826-7000 CT Campus : (03) 571-2121

Item	Date	Description	Division/Ext.
Search for student status and academic records	See description	A student may search for his or her status and academic records at NYCU via “NYCU Portal”: https://portal.nycu.edu.tw/. Click “NYCU” → Link to “Grading System” to perform your search. A course instructor shall submit incomplete student grades of the previous semester before August 30, 2024. Any request for correction of student grades shall be submitted before September 6, 2024. If a student has any question regarding his or her grades, he or she shall direct the question to and seek confirmation with the relevant course instructor before the aforementioned dates.	Division of Registrar YM Campus 62203 CT Campus 31666
Delayed registration	See description	According to the NYCU Academic Regulations, the registration period will end three days after the date when the class starts as identified in the calendar of each semester. Students should pay tuition and fees due to the school within three days after the date when the class starts as identified in the calendar for each semester. Current students who have failed to complete registration (or pay for the school) should, within two weeks after the date when the class starts as identified in the calendar, submit a delayed payment request to the Office of Academic Affairs for approval after the request has been reviewed and approved by their advisor (or class mentor) and the head of their academic unit or, in the case	Division of Registrar YM Campus 62203 CT Campus 31666 Departmental offices Office of International Affairs

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		of a foreign student, the Office of International Affairs. Students who have failed to make a full payment within three days after the date when the class starts as identified in the calendar, or who have failed to complete the process of delayed payment request within two weeks after the date when the class starts as identified in the calendar will be deemed as having failed to register and be expelled as a result. Students who have completed a delayed payment request should make the payment by the deadline as requested. Failure to do so will result in their expulsion.	YM Campus 62244 CT Campus 50666
A temporary leave	Payment may be waived if the process for a leave of absence request is completed by September 2, 2024	I. Payment of tuition and miscellaneous fees may be waived for any student who has completed the process for a leave of absence request by the date when the class starts as identified in the calendar. Any student who intends to submit a leave of absence request after the date when the class starts as identified in the calendar shall complete his or her registration and payment before doing so. II. Any current student may take a leave of absence for up to four semesters. The student may request for exclusion from such four semesters of any period when he or she is subject to compulsory military service or is pregnant, giving birth or parenting any child at or below the age of three.. III. Any student shall contact his or her department and advisor before submitting a leave of absence request. (Process for a leave of absence request: NYCUC Portal → Grading System → Student Status 學籍→ Student Status Change 學籍異動. After a student has submitted a request via the online system and printed a request form, he or she shall have the request form endorsed by his or her department before submitting it to the relevant unit.)	Departmental offices Division of Registrar YM Campus 62203 CT Campus 31666
Payment of tuition and miscellaneous fees, credit	Tuition and miscellaneous fees:	I. For your statement of tuition and miscellaneous fees, please go to [NYCU Portal] and click [Tuition System] to download and print the statement within the payment period.	Division of Cashier YM Campus

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fees	8/16–9/4 Credit fees: 10/7–10/18	◆ Best browsers for opening the new version of “Tuition System”: Google Chrome and Firefox only. II. Three days after your successful payment, you may go to [NYCU Portal] and click [Tuition System] to download your payment receipt with an “e-seal for payment of tuition and miscellaneous fees.” III. Graduate students admitted before School Year 2021 (inclusive) and bachelor’s students with an extended study period shall pay the basic tuition and miscellaneous fees per semester, and credit fees based on the credits taken. Graduate students who complete graduation credits may apply for the “Exemption From Payment of Credit Fees by Masters/Doctoral Program Students” pursuant to the relevant requirements. IV. Graduate students admitted School Year 2022 (except Degree Program of Global Business Administration) are charged in the manner that the total of tuition and miscellaneous fees are collected for the first two school years, and basic tuition and miscellaneous fees are charged as of the 3rd school year (without credit fees) until graduation. List of Tuition and Miscellaneous Fees for School Year 2024: https://aa.nycu.edu.tw/aa/ch/app/data/list?module=nycu0038&id=2478	62080 CT Campus 51803
Certificate of enrollment	See description	Three days after your successful payment, you may go to [NYCU Portal]: https://portal.nycu.edu.tw/ and click “NYCU” → Link to “Grading System” → Student Status 學籍 → Personal Account 個人管理 → Download the “Certificate of Enrollment” 下載「在學證明單」	Division of Registrar YM Campus 62203 CT Campus 31666
Course registration	See description	I. Course registration website: Please go to “NYCU Portal”: https://portal.nycu.edu.tw and click “NYCU” → “Online Course Registration System” II. Information on course registration: Please see “Latest News” on the website of the Division of Curriculum	Division of Curriculum YM Campus 62038~62039

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		or “Course Schedules” on the “Online Course Registration System” → “Instructions for Course Registration.” The required number of credits of any bachelor’s student for each semester may refer to the Article 32 of NYCU Academic Regulations.	CT Campus 50421~50425
Student’s car/motorcycle parking permits	See description	I. For the application period for student’s car/motorcycle parking permits in Academic Year 2024, please see the latest news on the website of the YM /CT Campus of Division of General Affairs. II. YM Campus: “NYCU Portal”: https://portal.nycu.edu.tw → NYCU Campus → Office of General Affairs → Parking ID Application (YM Campus) CT Campus : “NYCU Portal”: https://portal.nycu.edu.tw → NYCU Campus → Office of General Affairs → Parking Permit (CT Campus)	The Division of General Affairs YM Campus 62214,62300 CT Campus 50092
Protection of personal information	See description.	I. Information of any NYCU student’s status shall be permanently retained. In accordance with the Personal Data Protection Act, such information may be collected, processed and used to the extent necessary for the performance of legal duties. II. To change your name, gender, National ID Number, date of birth, registered address or mailing address, please go to “Application Forms” on the website of the Division of Registrar: https://aa.nycu.edu.tw/reg/regulation/ to download the “NYCU Updating Personal Information Form” and submit the relevant documents along with your application. III. A student may search for his or her status and academic records at NYCU via “NYCU Portal”: https://portal.nycu.edu.tw/. Click “NYCU” → Link to “Grading System” to perform your search.	
Environmental Protection	See description	In compliance with our safety regulations, all new incoming students who will be working in the	YM Campus 62195

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and Safety and Health Center	n.	laboratories are required to complete the safety and health training program and obtain a certificate prior to receiving the permission to work in the laboratories. 1. New personnel must undergo at least 3 hours of "General Safety and Health Education Training". Current students must retake at least 3-hours training every 3 years. 2. Those who use hazardous or harmful materials, in addition to the General Safety and Health Education Training, must undergo at least 3 hours of Chemical Hazard General Education Training. Current students who have already completed Chemical Hazard General Education Training should retake at least 3-hours training every 3 years. 3. New personnel intending to work with infectious biological materials in a Biosafety Level 2 (BSL-2) Laboratory must receive at least 8 hours of biosafety training. Current students who have already completed biosafety training should obtain at least 4 hours of continuing education annually. 4. New personnel, based on instructional needs, who will work in radiation areas, must receive more than 3 hours of radiation protection lectures. Students who have already undergone training should acquire at least 4 hours of continuing education every year. Please refer to the following webpage for related information: Yang Ming Campus: https://cesh.nycu.edu.tw/training/yangming/occupational-safety Chiao Tung Campus: https://cesh.nycu.edu.tw/training/chiaotung/occupational-safety	CT Campus 52522