

# 國立陽明交通大學

NATIONAL YANG MING CHIAO TUNG UNIVERSITY

## Notice of Registration (Current Students) for the 1<sup>st</sup> Semester of

### Academic Year 2022

[Please ignore this message if you will be expelled due to any reason or have been expelled.]

#### Important Dates for the 1<sup>st</sup> Semester of Academic Year 2022

Semester start date: September 12, 2022

Period for payment of tuition and miscellaneous fees: August 22 to September 14, 2022

Period for payment of credit fees: October 24 to November 4, 2022

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

| Item   | Date             | Description   | Division/Ext.   |
|--|------------------|---|---|
| Search for student status and academic records | See description  | <p>A student may search for his or her status and academic records at NYCU via “NYCU Portal”: <a href="https://portal.nycu.edu.tw/">https://portal.nycu.edu.tw/</a>. Click “NYCU” → Link to “Grading System” to perform your search.</p> <p><b>A course instructor shall submit incomplete student grades of the previous semester before the start date of the next semester. Any request for correction of student grades shall be submitted within one week from the semester start date. 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.</b></p> | <p><b>Division of Registrar</b></p> <p>YM Campus<br/>62203<br/>CT Campus<br/>31999</p>  |
| Delayed registration                           | See description. | <p>According to the NYCU Academic Regulations, the registration period shall end three days after the semester start date.</p> <p><b>Any current student who has failed to complete registration (or payment) due to any reason shall, within two weeks following the semester start date at the latest, submit a delayed payment request to the Office of Academic Affairs for approval and record after the request has been reviewed and approved by the student’s advisor (or class mentor) and the head of the student’s academic unit and, in the case of a foreign student, the Office of International Affairs.</b></p> <p>Any student who has failed to complete payment within</p>      | <p><b>Division of Registrar</b></p> <p>YM Campus<br/>62203<br/>CT Campus<br/>31999</p> <p><b>Departmental offices</b></p> <p><b>Office of International Affairs</b></p> |

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|  |   | <p>three days following the semester start date or complete the process of delayed payment request within two weeks following the semester start date will be deemed as having failed to register and shall be expelled.</p> <p><b>Any student who has completed a delayed payment request shall make the payment by the deadline as requested. Failure to do so shall result in his or her expulsion.</b></p>   | <p>YM Campus<br/>62244<br/>CT Campus<br/>50666</p>   |
| Leave of absence                                       | Payment may be waived if the process for a leave of absence request is completed prior to the start of the semester on September 8. | <p>I. <b>Payment of tuition and miscellaneous fees may be waived for any student who has completed the process for a leave of absence request prior to the semester start date. Any student who intends to submit a leave of absence request after the semester start date shall complete his or her registration and payment before doing so.</b></p> <p>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.</p> <p>III. Any student shall contact his or her department and advisor before submitting a leave of absence request. <b>(Process for a leave of absence request: NYCU Portal → Grading System → Student Status 學籍 → Student Status Change 學籍異動.</b> 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.)</p> | <p><b>Departmental offices</b></p> <p><b>Division of Registrar</b><br/>YM Campus<br/>62203<br/>CT Campus<br/>31999</p> |
| Payment of tuition and miscellaneous fees, credit fees | <p>Tuition and miscellaneous fees:<br/>8/22–9/14</p> <p>Credit fees:<br/>10/24–11/4</p>   | <p>I. For your statement of tuition and miscellaneous fees, please go to [NYCU Portal] and click [Tuition System] or go to the <b>Tuition System:</b> <a href="https://tuition.nycu.edu.tw">https://tuition.nycu.edu.tw</a> to download and print the statement within the payment period.</p> <p>◆ Best browsers for opening the new version of “Tuition System”: Google Chrome and Firefox only.</p>   | <p><b>Division of Cashier</b></p> <p>YM Campus<br/>62080<br/>CT Campus<br/>51803</p>                                   |

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|  |                  | <p>◆ Instruction video for the new version of “Tuition System”: <a href="https://youtu.be/iHpYv92hHGY">https://youtu.be/iHpYv92hHGY</a></p> <p>II. Three days after your successful payment, you may go to [NYCU Portal] and click [Tuition System] or go to the <b>Tuition System 學雜費系統</b> to download your payment receipt with an “e-seal for payment of tuition and miscellaneous fees.”</p> <p>III. Payment of credit fees (master’s or PhD students, students of on-job master’s programs, and education programs), the credit fees, tuition and miscellaneous fees of bachelor’s students with an extended study period and personal advisory fees shall be completed following the steps described above within the payment period.</p> |   |
| Certificate of enrollment                | See description. | Three days after your successful payment, you may go to [NYCU Portal]: <a href="https://portal.nycu.edu.tw/">https://portal.nycu.edu.tw/</a> 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」  | <b>Division of Registrar</b><br>YM Campus<br>62203<br>CT Campus<br>31999                  |
| Course registration                      | See description. | <p>I. Course registration website: Please go to “NYCU Portal”: <a href="https://portal.nycu.edu.tw">https://portal.nycu.edu.tw</a> and click “NYCU” → “Online Course Registration System”</p> <p>II. Information on course registration: Please see “Latest News” on the website of the Division of Curriculum or “Course Schedules” on the “Online Course Registration System” → “Instructions for Course Registration.”</p> <p>The required number of credits of any bachelor’s student for each semester may refer to the NYCU Academic Regulations.</p>  | <b>Division of Curriculum</b><br><br>YM Campus<br>62038~62039<br>CT Campus<br>50421~50425 |
| Student’s car/motorcycle parking permits | See description. | <p>I. For the application period for student’s car/motorcycle parking permits in Academic Year 2022, please see <b>the latest news on the website of the YM /CT Campus of Division of General Affairs.</b></p> <p>II. YM Campus: “NYCU Portal”: <a href="https://portal.nycu.edu.tw">https://portal.nycu.edu.tw</a> → YM Campus → Life at YM Campus → Parking Permit</p>   | <b>The Division of General Affairs</b><br>YM Campus<br>62214,62300<br>CT Campus<br>50092  |

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|                                    |                  | CT Campus parking permit application system:<br><a href="https://ga.nycu.edu.tw/ct-general/parking">https://ga.nycu.edu.tw/ct-general/parking</a>  |               |
| Protection of personal information | See description. | <p>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.</p> <p>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:<br/><a href="https://aa.nycu.edu.tw/reg/regulation/">https://aa.nycu.edu.tw/reg/regulation/</a> to download the "NYCU Updating Personal Information Form" and submit the relevant documents along with your application.</p> <p>III. A student may search for his or her status and academic records at NYCU via "NYCU Portal":<br/><a href="https://portal.nycu.edu.tw/">https://portal.nycu.edu.tw/</a>. Click "NYCU" → Link to "Grading System" to perform your search.</p> |               |