

Notifications for **Current Students** Registering for the First Semester of the Academic Year 2014/ 2015 at National Central University

I. Important Notices:

- (1) For graduate and undergraduate students of the University, the registration procedure and the first day of instruction in the first semester of the academic year 2013/ 2014 will both start on **September 15, 2014**.
- (2) Current students, students returning from leave and students having extended their term of study shall abide by regulations to complete the registration procedure.
- (3) According to the *National Central University Study Regulations*, at the beginning of a new semester, students shall pay fees and complete the registration procedure before the indicated date. If the deadline has passed and the fees have not been paid, except for those who have the written permission for registration extension or those who have been allowed to suspend studies from the University, students who fail to pay tuition in time shall be considered un-registered, and shall be ordered to withdraw. For students who have the permission for registration extension and students who have not submitted all the information required for registration, the registration procedure should be finished **no later than September 29, 2014**; otherwise students who fail to complete the procedure before fee payment due shall be ordered to withdraw from the University.

Note: Please Follow the Procedure of Applying for Permission for Registration Extension. Fill in the Leave of Absence Application → Ask for a signature of a professor from the department or the graduate institute → Ask for a stamp of Register Division, Office of Academic Affairs → Register in Student Services and Dormitory Division, Office of Student Affairs → Submit the Leave of Absence Application to Register Division, Office of Academic Affairs.

II. Registration Procedure:

- (1) Students shall **go online to confirm their English names, correspondence information and other data required for enrollment, otherwise shall be considered un-registered and thus shall not be allowed to add the registration stamp stickers of this semester on the student ID card.**
 - (i) Please visit the website <http://www.ncu.edu.tw/> , access in NCU Portal and go to Student Data System (學籍成績).
 - A. For the University to issue diplomas in English, every student of the University shall visit the Student Data System(學籍成績) to

confirm their English names; and

B. Students' English names must be exactly identical with the ones on the passports, those who do not have a passport, please refer to the website of Bureau of Consular Affairs, Ministry of Foreign Affairs: <http://www.boca.gov.tw/lp.asp?ctNode=260&CtUnit=35&BaseDSD=7&mp=1>. Once the diploma in English is issued in accordance with the student's data registered by students, re-issuing the diploma will not be allowed; if students have lost the diploma or change their names, they may only apply for the English Degree Certificate, and shall be charged for the printing cost.

(ii) For more information about student data login, please refer to Register Division, Office of Academic Affairs (extension number: 57115-8, 57120 and 57122-5).

(2) **Course Selection:** With the Portal account and password authorized by The Computer Center of the University, students can log in National Central University Course Schedule Planning System (<http://course.adm.ncu.edu.tw>) or access in NCU Portal (<http://portal.ncu.edu.tw>) and click Course Schedule Planning System (選課系統) to select courses. During the period of Course Selection, the system will back up information every morning from 7:00 AM to 9:00 AM, please avoid selecting courses during these hours.

For Further information about curricular affairs, please refer to **Curriculum Division, Office of Academic Affairs** (extension number: 57166-57171).

(3) **Tuition Payment:**

(i) On **August 18, 2014**, the **billing statement** will be sent by post from Cashier Division, Office of General Affairs; after **August 13, 2014**, students may download the billing statement by themselves from NCU Portal or from the E-school page of First Bank (<https://eschool.firstbank.com.tw/>) or by dialing (03) 4227151 ext. 57346 to contact Cashier Division, Office of General Affairs on the phone.

(ii) **Fee Payment Procedure:** Students may pay tuition and fees by wire transfer at every branch of First Bank in Taiwan (R.O.C) no later than **September 12, 2014** or pay via ATMs, credit cards, convenient stores within the service hours of Bank of Taiwan before **September 14, 2014** (Those who apply for student loan should follow accordingly). Those who need to delay the date of payment should apply for admission

deferrals; students who have applied registration extension should clear the tuition payment by **September 29, 2014**. According to Article 9 of *National Central University Study Regulations*, students who fail to clear the payment in time shall be ordered to withdraw.

(4) **Notification for overseas Chinese students, foreign students and exchange students: Overseas Chinese students, foreign students and exchange students** shall go to **Office of International Affairs** on **September 19, 2014** to submit the photocopies of resident certificate and tuition invoice.

(5) **Distribution of registration stamp stickers for student ID card:**

- (i) Students who **have completed the registration procedure and have an urgent need for registration stamp stickers, please wait in line by themselves at Register Division, Office of Academic Affairs for the registration stamp stickers; the distribution is available every afternoon from 12:00 PM to 13:30 PM between September 15, 2014 and September 26, 2014. Starting from September 29, 2014, students who have completed the registration procedure yet have no urgent need of the registration stamp stickers may ask the representatives of the department or of the class to collectively obtain registration stamp stickers for them.**
- (ii) For more information about student ID card, please refer to Register Division, Office of Academic Affairs (extension number: 55115-8, 57120, 57122-5).
- (iii) Students returning from leave who have not received a student ID card with easy card function due to not having completed the registration procedure may not be allowed to use the services of the libraries of the University and of any school within the University System of Taiwan (UST).

III. Check registration status: Students can visit the home page of the University <http://www.ncu.edu.tw/> → log in NCU Portal with the account and password authorized by the Computer Center → click Student Data System (學籍成績) → go to Registration Status.