

Tzu Chi University Credit Program / Micro-Program Registration Form

Date: _____

■Application process:

Students fill out the registration form → submit it to the Academic Affairs Office before the 3rd week of school

→ the course affairs team will forward it to the host department after receipt.

Dept./Inst.		Student ID#	
Name		Phone number	

Program Name	☐ Credit Program ☐ Micro Program
Host Department	
Effective Semester	Starting Program / Micro-Program study from _____/_____(MM/YYYY)

Notes:

1. Students must complete the Credit Program/ Micro-Program Registration Form and select relevant courses during the course registration period according to the normal course registration process and prescribed deadlines. However, if a credit program/ micro- program has separate application requirements, those requirements will apply.
2. all required courses and achieved passing grades for a credit program/ micro-program may apply to the credit program / micro-program providing unit for a credit program certificate.
■Certificate application process: Students fill out the certificate application form → After review by the program setting unit → Submit to the Academic Affairs Office Course Affairs Group → Once the certificate is completed, the applicant will be notified by email to collect it.
3. maximum and minimum credit limits for each semester for students enrolled in this program shall remain subject to Article 18 of the University's Academic Regulations. Students who have met the graduation requirements of their original department but have not yet completed the required courses and credits for this program may not extend their program. However, students enrolled in this program while enrolled in the graduate program may be charged according to the number of credits completed.
4. Any matters not mentioned shall be handled in accordance with the "Regulations on Program Establishment and Study of Tzu Chi University " and the regulations of each credit program/ micro-program setting unit.

Student signsture: _____

Academic Affairs Office	Date of receipt: _____
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(背面尚有欄位供學程承辦單位填寫學生輔導/諮詢紀錄)

學程承辦單位學生輔導/諮詢紀錄 Student Consultation Record

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