

Term Schedule for September 2016-January 2017 Long-term Chinese Class

Week	Date	Descriptions	Time	Place
0	September 7~8	Enrollment, payment and registration of new students	8:30~16:30	The first floor, Lecture Building No. 1
	September 8	Enrollment, payment and registration of regular students	8:30~16:30	The first floor, Lecture Building No. 1
	September 8	Makeup exams for students who did not take the exams last term	8:30~15:00	Room211, Lecture Building No. 1
1	September 12	Courses start	see"time table"	see"time table"
	September 12~14	Sign up for a visit to “Minhang Campus”	Note 2	Room118, Lecture Building No. 1
	September 15~17	Mid-Autumn Festival Holiday	See the notice on “Notice Board”	
	September 18	make up the missed lessons	See the notice on “Notice Board”	
2	September 19~20	Sign up for optional courses	Note 2	Room118, Lecture Building No. 1
	September 22~23	Sign up for city tour	Note 2	Room118, Lecture Building No. 1
	September 22	Visiting “Minhang Campus”	12:45 noon	Gathering at the door of Tao Li Yuan
3	September 26~30	Sign up for “field trip”	Note 2	Room118, Lecture Building No. 1
	September 28	City tour & sightseeing	12:45 noon	Gathering at the door of Tao Li Yuan
4	October 1~7	National Day holidays (course suspending)	See the notice on “Notice Board”	
	October 8~9	make up the missed lessons	See the notice on “Notice Board”	
5	October 10~14	Optional courses start	see"time table"	see"time table"
6	October 17~21			
7	October 24~28			
8	October 31- November 4			
9	November 7~11	Mid-term Exam	Arranged by teacher	
10	November 17~18	“field trip” (course suspending)	See the notice on “Notice Board”	See the notice on “Notice Board”
11	November 21~25	Distribution of “Notice of Student Status Extension” and “Term schedule” for next term	Notice by class coordinator	
	November 21~23	Sign up for “New Year’s Day Party”	Note 2	Room118, Lecture Building No. 1
12	November 28~December 2	Watch traditional opera in December	See the notice on “Notice Board”	See the notice on “Notice Board”
13	December 5~9			
14	December 12~16	Those who want to continue their study next term pay for their education	Note 2	Room 106, Lecture Building No. 1
		Applying for extending visa	Note 2	Room1009,Tao Li Yuan
		Those who won't continue their study apply for certificate of completion	Note 2	Room118, Lecture Building No. 1
	December 16	“New Year’s Day Party”	6:00 p.m.	See the notice on “Notice Board”
15	December19~23			
16	December24~January 2 (provisional)	New year Holiday		
17	January 2~6			
18	January 9~11	Final Exam	See the notice on “Notice Board”	See the notice on “Notice Board”
	January 13	Graduation ceremony (issuing the certificates of completion)	10:00 a.m.	room 400, Lecture Building No. 1 (provisional)

Note 1.Classes will be held from Monday to Friday during 1 to 17 weeks. Those who have classes do not take part in the activities (except "field trip")

The arrangements are subject to change,please check the notice board

Note 2. 8:30 a.m.~11:00 a.m., 1:30 p.m. ~4:30 p.m. From Monday to Friday.

Places of relevant affairs:

Teaching Activity Registration (Room118,Lecture Building No.1):

Make student card,sign up for optional courses and various activities and certificate of completion

Admission Office (Room 105,Lecture Building No.1): Language Students Admission, etc

Academic Affairs Office (Room 103,Lecture Building No.1): Education administration, Course management, study status administration, etc.

Students Affairs Office (Room 107, Lecture Building No.1):Students activities, Students affairs consultation, etc

Payment room (Room 106, Lecture Building No.1): Paying fees

Visa Office: (Room 1009, Taoliyuan):apply or consult student visas , etc