

Dear TIGP students,

For the Monday Elementary Chinese course, the class will begin at **February 13th**. For the Friday Elementary Chinese course, the class will begin at **February 17th**.

If you would like to switch your class from Monday to Friday or from Friday to Monday for next semester, please kindly inform TIGP office before Feb. 6th. You cannot switch classes without informing TIGP- Nicole from the **last week of February**. **If you cannot find your name on the sign-in sheet, it means you need to inform TIGP office about your class changes.** Students do not inform TIGP office before switching classes will be considered absence.

Kindly remind you the for the next semester (2016 TIGP Spring) Elementary Chinese class regulations and class starting dates are as below:

1. **TIGP office only allows 3 absences of the 18 weeks Chinese classes.** IF you miss more than 3 classes, you will be considered **Fail** and you are required to retake this class again next semester. (If there are conflicts between TIGP Chinese class and important conferences which you must attend, you will need to fill in the attached class leave sheet with your advisor's signature **one week before the absence**; please provide doctor's note if you have to take a sick leave. The doctor's note can be provided after the absent day).
2. **If you would like to change your class from Monday to Friday or from Friday to Monday, please kindly inform TIGP office before Feb. 17th**. You cannot switch classes without informing TIGP- Nicole from Feb. 17th. If you have special reason that you must switch classes, you have to inform the TIGP office first. Students do not inform TIGP office before switching classes will be considered absence.
3. The Monday Elementary Chinese class will start from **Feb 13th** and the Friday Elementary Chinese class will start from **Feb 17th**.
4. **As there are some National Holidays on Monday and Friday next semester, the teacher will make up some classes on Saturdays. The teachers will inform you after the class begin.**

The Chinese class schedule is as below:

Class	Teacher	Start/ End date	Time	Classroom	Weeks
Monday	Ms. Chi	2/13 ~6/26	AM 9:00~12:00	Room 207, TIGP Building 2F	18 weeks
Friday	Ms. Huang	2/17~6/23	PM 14:00~17:00	Room 207, TIGP Building 2F	

Thank you

Kind regards,
Nicole Chen

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