



2011-2012 聖荷西中文學校 學分轉換及高班補課規則

1. 學生須於 2012 年 1 月 28 日或以前提出學分轉換及補課申請。
2. 中華文化常識比賽訓練課程定為今年的補課內容，補課學生不參加比賽。上課時間為 2 月 25 日至 3 月 24 日(2/25, 3/3, 3/10, 3/17, 3/24), 2012 本校上課日的上午 8:30AM 時至 10:20AM 時在 K3 教室。
3. 學分轉換及高班補課表格只可領取一次，不因遺失或任何理由補發。
4. 每人每學年最多可補五堂課。由於學校需均衡人數的關係，教務處不保證每位學生能被分派到要求的日期及堂數。
5. 請提早報名，若額滿將不另行開班。
6. 遲到作曠課論。
7. 補課學生必須遵守學校上課規則，否則作曠課論。
8. 學生補課日須攜帶高班補課表，並請指定補課老師簽名證明出席。
9. 補完課後於 2012 年 4 月 21 日前將表格交班主任收齊再交教務處。

2011-2012 San Jose Chinese School Language Credit Transfer and Make-up Classes for Upper Grade Students: Rules

1. Students are required to send in their applications by January 28, 2012.
2. The school offers Chinese Cultural Knowledge Contest Training Classes as make-ups. Students attend for make-up purposes do not compete in the Chinese Cultural Knowledge Contest. These classes meet Saturdays from 8:30AM-10:20AM at Room K3 when SJCS is in session from February 25 to March 24 (2/25, 3/3, 3/10, 3/17, 3/24), 2012.
3. "Credit Transfer Form" and "Make-up Classes for Upper Grade Students Application Form" are only issued once. No replacement for any reasons.
4. Each student is allowed to sign up for a maximum of 5 make-up classes. As the school has to balance the number of students in each class, Academic Department may not be able to assign students all the dates of their choice or the total number of classes requested.
5. Please apply early. No new classes will be open once all the make-up classes are filled.
6. Late attendance is regarded as unexcused absence and will not be counted towards credit transfer purpose.
7. Fail to follow SJCS rules is regarded as unexcused absence and will not be counted towards credit transfer.
8. Students are required to bring the "Make-up Classes for Upper Grade Students Application Form" to attend make-up classes. Designated make-up class teachers' signatures are required to verify attendance.
9. After the forms are completed and signed, please give them to the students' corresponding class representatives and he/she will return to the Academic Department no later than April 21, 2012.