



2010-2011 聖荷西中文學校 學分轉換及高班補課規則

1. 学生须于 2011 年 1 月 29 日或以前提出学分转换及补课申请。
2. 中华文化常识比赛训练课程定为今年的补课内容，补课学生不参加比赛。上课时间为 2 月 26 日至 3 月 26 日本校上课日的上午 8 时 30 分至 10 时 20 分在 E8 教室。
3. 学分转换及高班补课表格只可领取一次，不因遗失或任何理由补发。
4. 每人每学年最多可补五堂课。由于学校需均衡人数的关系，教务处不保证每位学生能被分派到要求的日期及堂数。
5. 请提早报名，若额满将不另行开班。
6. 迟到作旷课论。
7. 补课学生必须遵守学校上课规则，否则作旷课论。
8. 学生补课日须携带高班补课表，并请指定补课老师签名证明出席。
9. 补完课后于 2011 年 4 月 23 日前将表格交班主任收齐再交教务处。

2010-2011 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 on or before January 29, 2011.
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 to 10:20AM at Room E8 when SJCS is in session from February 26, 2011 to March 26, 2011.
3. "Credit Transfer Form" and "Make-up Classes for Upper Grade Students Application Form" are only issued once. No replacement for any reason.
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 23, 2011.