REFERENCE INFORMATION

CHINESE SCHOOL ADMINISTRATION
The offices for the staff of the Chinese School will be located on the first floor of Hepburn Hall, and open from 8:30 am to 5:00 pm., with a break for lunch, from Monday through Friday.

Director ......................... Cecilia Chang ........ Hepburn 121 ........ cchang@middlebury.edu
Associate Director ............. Lisa Lin ........ Hepburn 115 ........ llin@middlebury.edu
Coordinator ...................... Mimi Clark* .... Hepburn 124 ........ mclark@middlebury.edu

*BDoes not speak Chinese so after you sign the Language Pledge, please work with the Bilingual Assistants when possible.

Bilingual Program Assistants ................ Hepburn 113
........................................ Eli Estridge ................. eestridge@middlebury.edu
........................................ Alexandra Hansen .......... alexandrah@middlebury.edu
........................................ Josiah Stork ............... jstork@middlebury.edu

Academic Technology ...... Trevor Lin .......... Hepburn 123 .......... tlin@middlebury.edu
Program Support .............. Matthew Chen ........ Hepburn 119 .......... mc3@middlebury.edu

CAMPUS SAFETY
The campus Public Safety office is open 24 hours a day at 125 Main Street for medical emergencies as well as dorm lock-outs, and lost ID cards.
For non emergency support and service, call 802-443-5133.
In case of emergencies, call Campus Security (Public Safety) at 5911 or 802-443-5911.

CONNECTING TO THE INTERNET
Connect to the secure, wireless network, MiddleburyCollege, using your Middlebury email address and password. Ethernet cables are sold at the Bookstore, and available to borrow at the Library front desk.
For online assistance, go to: https://mediawiki.middlebury.edu/wiki/LIS/Connect_to_Wireless
For offline assistance, contact HelpDesk at 802-443-2200 or helpdesk@middlebury.edu.

MIDDLEBURY EMAIL
All students attending the Middlebury Language Schools get a Middlebury email account. Please check your @middlebury.edu email often as important information will be sent to this email address during the session.
Activate your Middlebury account using your ID number here: https://bat.middlebury.edu/activate/
Access your Middlebury email from the WebMail link at the top of the Middlebury website, www.middlebury.edu.

CAMPUS PRINTING
All Language Schools students are given a quota amount of $23 (460 single-sided black-and-white pages) to cover their printing and copying.
For instructions on printing from a campus computer, go to: https://mediawiki.middlebury.edu/wiki/LIS/Printing_to_Public_Printers
For instructions on printing from your own device, go to: http://papercut.middlebury.edu:9163/help/setting-up-your-devices/windows/

TECH SUPPORT
Contact HelpDesk at 802-443-2200 or helpdesk@middlebury.edu for assistance with email, internet, Banner, printing, etc.
MAIL
Student mail is delivered to the McCullough Hall mailroom. To receive mail, please be sure it is sent as addressed below:
   Your Name – Chinese School Student
   Middlebury College
   14 Old Chapel Rd.
   Middlebury, VT 05753
Students will be notified by email to their Midd email if a package has arrived for pick up. Outgoing mail can be dropped off at the McCullough mailroom. Outgoing packages (UPS, Fedex, etc.) must be sent from the shipping center in Freeman. For assistance, email mailing_services@middlebury.edu or call 802-443-5170.

CHINESE SCHOOL COMMUNICATIONS
Chinese School events, schedule changes, activities, deadlines, and general campus news during the session:
- Announcements, written – posted in the dining hall and dorm entryways. (in Chinese)
- Announcements, verbal – Don’t miss important reminders and info during meals (mostly lunch)! (in English and Chinese)
- Email – news and things to know (in @middlebury.edu email).
- Newsletter – weekly PDF listing of upcoming events and activities. (in English and Chinese)
- Web Site – for Summer 2018 session: http://chineseschool.middcreate.net
- WeChat – find middchsch2018 for updates, reminders, news. (in Chinese)
- Instagram – for Summer 2018 session: middchineseSchool.2018

SCHEDULE
- Classes for Non-Degree 8-week students are scheduled for Monday-Friday:
  Class Lecture: 8:00-9:50 am
  Group Drill: 10:10 am - 12:00 noon
  Individual Practice: 1:30-3:30 pm
- Classes for M.A. 6-week students are scheduled at various times Monday-Friday.
- Co-curricular Activities Monday-Friday: 4:00-5:30 pm.
- Weekends: Films, hikes, performances, and social gatherings and events.

MEALS
Chinese School students are expected to eat lunch and dinner together with Faculty and Staff in Ross Dining Hall. Your ID card is required to enter all dining halls. The Language Pledge is expected during all meals and in all locations.

   Breakfast* 6:30-9:00 am (Available in all dining halls: Atwater, Proctor, Ross)
   Lunch .... 12:00-1:00 pm (Ross)
   Dinner .... 5:30-6:50 pm (Ross)
   Weekend Brunch Continental breakfast 7:00-10:30; more substantial items 10:30-1:00 (All dining halls.)

BICYCLES
The purple bikes at the Library can be borrowed with your ID card from the Library desk. The bike shop in town has bikes available for sale (and resale back at the end of summer) and rental. https://www.froghollowbikes.com/

BOOKSTORE
The College Bookstore is located on the lower level of Proctor Hall. http://bookstore.middlebury.edu/home
Please purchase only those books required for the classes for which you are registered. Quantities are limited; registered students have priority. Bookstore hours normally Monday-Friday, 8:30-5:00, plus June 24--9-5, July 1--9-5, and July 4--11-3.

LAUNDRY
Laundry facilities are available in our dorms, Hepburn and Stewart. Machines cost $1.50 per wash, $1.50 per 46 minutes of drying time, and require a rechargeable card available for purchase in the Bookstore.

RECYCLING
Recycling bins are available throughout the Middlebury campus for used paper, cardboard, glass, plastic, and aluminum. Please rinse out all containers before recycling them, and do not throw garbage into the recycling containers.