GENERAL INFORMATION

Welcome to the Associated Colleges in China (ACC), a summer, fall, and spring intensive Chinese language program administered by Hamilton College and hosted by Minzu University in Beijing. We offer a unique program filled with opportunities, and your time with us promises to be richly rewarding. This handbook contains a great deal of information, some of which must be acted upon immediately. We ask that you read these pages very carefully and follow all instructions exactly. If you have any questions or concerns, please do not hesitate to contact us: acchina@hamilton.edu, or (315) 859-4326.

ASSOCIATED COLLEGES IN CHINA (ACC)
Advisory Board Members

Songren Cui, Ph.D., Assistant Professor of Chinese, Asian Studies Program, Bowdoin College. Experience includes combined teaching Chinese at Bowdoin College, University of Massachusetts (Amherst), Princeton-in-Beijing, the Chinese Summer School of Middlebury College, and Harvard University.

Hong Gang Jin, Ph.D., Retired ACC General Director and Professor of Chinese, East Asian Languages and Literature Program, Hamilton College. Has taught at the Chinese Summer School of Middlebury College and at the University of Illinois at Champaign-Urbana.

Haili Kong, Ph.D., Professor of Chinese Language, Literature, and Film, Swarthmore College. Teaching experience also includes the University of Colorado at Boulder.

Cecilia Chang, Ph.D., Associate Professor of Chinese and Chair of the Department of Asian Studies at Williams College. 20+ years of combined teaching experience at Princeton University, University of Michigan, Middlebury Summer Chinese School, Princeton-in-Beijing, and Williams College. Teacher trainer for Middlebury College Summer Chinese School since 2006.

Qiusha Ma, Ph.D., Associate Professor of Chinese, Oberlin College. Teaching experience includes Oberlin College and Case Western Reserve University. Summer teaching experience at Beloit College.

Kuo-ming Sung, Ph.D., Associate Professor and Chair of Department of Chinese and Japanese and Program of East Asian Studies, Lawrence University. Teaching experience at UCLA’s Chinese Summer Program. Served as ACC Field Director in 2001-02.

Vivian Ling, Ph.D., Senior Advisor to the Associated Colleges in China. Has combined directing UC Berkeley’s Inter-University Program at Tsinghua University and Stanford University’s Inter-University Program in Taipei. Experience as professor of EALL at Oberlin College. Served as ACC Field Director in 2003-04.

Sujane Wu, Ph.D., Associate Professor of Chinese Language, Literature, and Culture, Department of East Asian Languages and Literatures, Smith College. More than 18 years of combined teaching experience at Swarthmore College and Smith College.
**Faculty and Staff for 2016-2017**

**Yin Zhang, Administrative Director**, M.Sc. in Applied Linguistics and Second Language Acquisition, University of Oxford; B.A. in Teaching Chinese as a Second Language, Beijing Language and Culture University. Experience with ACC; also has experience as Visiting Instructor of Chinese at Hamilton College.

**Chen Wang, Acting Field Director**, B.A. in English from Dalian University of Foreign Languages. Fourteen years of experience with ACC.

**Lijing Zheng**, B.E. in Automation from Xi’an University of Science and Technology. Twelve years working experience with ACC.

**Nitsa Weld**, ACC Program Coordinator, Hamilton College, B.A. in English, Lynchburg College. Fifteen years at Hamilton, eight years at ACC.


**Sheng Guo**, Resident Advisor. M.A. in Teaching Chinese as a Second Language from Heilongjiang University.

**Local Chinese Language Instructors.** ACC carefully recruits and trains approximately 30-35 local Chinese instructors with B.A. and M.A. degrees in various fields.

**HOST INSTITUTION**

**Minzu University of China (MUC)** is one of China’s most important comprehensive universities, and it is one of the 38 key universities receiving direct development support from the Chinese government. The goal for Minzu University of China is to become ‘one of the first-class ethnic universities in the world.’ Minzu University of China has an advantageous geographical position, being located in an urban district of Beijing, and transportation is very convenient. There are many buses and a subway outside the East gate of MUC. MUC is situated in a university district, near the National Library of China to its south, and the Chinese ‘Silicon Valley’-Zhongguancun High-Technology Industry Base to its north. It has a beautiful garden-like campus, something rarely seen in northern China.

Minzu University of China has a comprehensive set of university disciplines, and its ethnic characteristics are highly distinctive. Humanities is its main focus and ethnic studies is its defining specialty, with courses covering liberal arts, science, engineering, medical science, management, education, finance and economics, politics and law, physical education, art and so on. At present, MUC has 23 colleges and 5 departments, 55 bachelor’s degree programs, 64 master’s degree programs, and 25 doctor’s degree programs. Its ethnology, Chinese ethnic minority language and literature, Chinese ethnic minority art, etc. rank among the best in China and are well-known around the world. It is also one of the most well-known institutions in teaching Chinese as a foreign language in China. It is one of the first eight universities in China that enrolled international students and began teaching and researching Chinese as a foreign language. All majors at MUC are open to international students. Today, MUC has a faculty of 2,014 members, among them 1040 are full-time teachers, including 510 professors and associate professors. At MUC, multiple cultures exist side by side harmoniously. Not only does it have high-quality, top-level faculty from many different ethnic backgrounds, but also 60% of its 15,046 full-time students are ethnic
minorities. It is the only university in China where all of China’s 56 ethnic groups are represented in its faculty and student body. The multiple cultures of the 56 ethnic groups harmoniously mix together here.

**Regulations of the Host Institution**
ACC students are subject to the regulations of the Minda Guest House. These regulations include – but are not limited to – rules pertaining to visitation hours and overnight guests. Failure to adhere to the “overnight guests” rule will result in fines by the host institution.

**ACADEMIC CALENDAR**

**Summer Term 2016**
- June 15: Depart from US
- June 16: Registration
- June 17: Placement exam
- June 18: Orientation meeting & class meeting
- June 19: City tour & opening ceremony
- June 20: Classes begin
- July 14: Mid-term exam
- July 15-17: Field trip (Datong or Luoyang)
- Aug. 11&12: Final exams
- Aug. 15: Dorm closes

**Fall Term 2016**
- Sept. 6: Depart from US
- Sept. 7: Registration
- Sept. 8: Placement exam
- Sept. 9: Orientation meeting & class meeting
- Sept. 10: City tour
- Sept. 11: Opening ceremony
- Sept. 12: Classes begin
- Oct. 12-16: Field trip (Xi’an)
- Oct. 28: Mid-term exam
- Nov. 10-13: Fall break
- Dec. 8&9: Final exams
- Dec. 12: Dorm closes

Students wishing to arrive before 06/15/16 for the summer and 09/06/16 for the fall should contact the ACC office at Hamilton College to see if they can be accommodated in the dorm. The cost of any advance accommodations in the dorm will be the student’s responsibility. Students enrolled in the program should be aware that housing during the period between terms is their own responsibility. The ACC office will, at the student’s cost and provided there is availability, help make housing arrangements upon the student’s request. Usually, the student can be accommodated in the dorm for a fee and with advance notice.
DOCUMENTS TO PREPARE FOR TRAVEL

Passport
If you already have a passport, please ensure that it is valid until at least 6 MONTHS AFTER your last day in China. If not, it must be renewed immediately. If you do not have a passport, please apply for one immediately! **For visa purposes, we need a valid passport number several weeks before you leave!** You may also visit [http://travel.state.gov/passport](http://travel.state.gov/passport) for information about obtaining or renewing a passport. Your address in Beijing will be as follows (for sending mail see P. 33):

Associated Colleges in China (ACC)
College of International Education
Minzu University of China
27 Zhongguancun South Avenue
Haidian District, Beijing 100081
Telephone: 86-10-65959258
Fax: 86-10-65977467

In addition to the passport application form, to apply for a passport you will need the original or a certified copy of the following:

a. Proof of Citizenship (one of the following):
   - United States birth certificate
   - Previously issued passport
   - Proof of naturalization, if you are a naturalized citizen

b. Identification (one of the following):
   - Driver’s license
   - Government ID card
   - Previously issued passport

c. Two photographs measuring 2” by 2”

The passport fee is $110 for a renewal and $110 for an original. New passports are usually valid for 10 years. Again, please visit [http://travel.state.gov/passport](http://travel.state.gov/passport) for more information.

If you are a U.S. citizen, we suggest that you register your passport with the U.S. Embassy immediately upon your arrival in Beijing. This will make it easier to have a new passport issued in the event that yours is lost or stolen.

**Important Reminder:** We must have your passport number no later than mid-November for the spring term and mid-April for the summer and/or fall terms. This is absolutely necessary for the processing of your visa forms.

Chinese Visa
You will be obtaining an “X2” visa, which is valid for one entry into China within a period of up to six months. Usually it allows for one or two entries according to the embassy. We have no control over which one you may be issued. It is randomly issued, based on the embassy's decision. ACC cannot assist you in obtaining any type of visa other than this visa. Should you be remaining with ACC for longer than 6 months, the ACC staff in Beijing will assist you in having your visa renewed during your stay. The
current price for renewal is approximately 1,056 RMB. You may also apply for a re-entry visa in Beijing if you need to leave China within your visa’s valid period. Since the regulations keep changing, please double-check the Chinese Consulate website for updates to this information.

The visa process is as follows:

1. ACC will file for your preliminary visa papers (JW-202 and the Invitation to Study at Minzu), which are issued in Beijing. These papers, with each individual student’s visa information, will be sent to the ACC office at Hamilton College. YOU CANNOT APPLY FOR YOUR VISA WITHOUT THESE PAPERS.

2. The ACC office will then forward you these papers and complete instructions as to how to go about applying for the visa. These papers are sent via certified mail. You must sign for the packet personally, either at your home upon delivery, or at the post office. If you are using a student post office box, you will receive a slip in the mail notifying you that you must pick up your packet at the window. Please do not delay in picking up the papers, or they will be returned to the ACC office.

3. Please check the Chinese consulate website for the application forms (V.2011A&B) which must be typed. (http://www.visarite.com/China_Visa_Form.htm). Several other agencies also have online applications; we recommend www.travisa.com. Once you have received the papers and filled out the necessary forms according to the instructions, you may proceed in one of two ways:
   1) If you live close to a Chinese consulate or the Chinese embassy, you may go directly there and use the walk-in service to obtain your visa.
   2) If you are not near a consulate or embassy, you will have to use a visa agent to obtain your visa. Several agencies have online applications; we recommend www.travisa.com. Applications must be typed, then printed and included in a packet you will need to mail to the visa agent; they will get your visa for you and then mail it back to you. Specific instructions pertaining to this process can be found on the Travisa website. Information on fees will also be contained in that packet. Chinese consulates in the U.S. no longer permit mail-in applications from individuals.

If you want to travel outside of mainland China during the semester or the break between semesters, please pay more attention to your visa. You will need to renew your visa or apply for a new one if your visa only allows for one entry. The ACC office in Beijing can help you with all these issues. Please remember, however, that the procedure will take about three to four weeks.

Please remember that if you get an L visa, we have absolutely no control over what visa students are actually issued. On our part, the invitation letter lists all students as just that, and ideally they should now be receiving an X2 visa. If that is not the case, as long as they have a valid entry visa for China, the details can be fixed after arrival in Beijing. Changing from an L to an X visa usually only requires a fee (1100RMB). If you get an X2 visa and you would like to obtain more entries, you will be required to complete a mandatory immigration physical. The physical consists of: chest x-ray, basic eye exam, EKG, blood draw, general physical inspection (over the clothes). The physical requires a fee (400RMB), and then a fee for changing the actual visa (500RMB). ACC takes care of obtaining the actual visa, so students just need to participate in the physical (if necessary), pay the fees, and give the office their passport, JW202 form and invitation letter from Minzu University. The whole process takes several weeks so those planning on travelling over break need to be sure they have everything taken care of in enough time.

You will be responsible for obtaining your own visa. ACC cannot assume any responsibility for providing visas to students, other than securing the preliminary paperwork.
Please go back and complete the visa section of your online application after receipt of your visa so that we may ensure that all students have the necessary documents in order to travel to Beijing.

**Monitor Your Visa Status**
Most of you hold a single “X2” visa with 180 days of permitted stay in the P. R. China. You have to leave the country before your visa expires. Your arriving date + 180 days = the visa expiring date. Monitor your visa status carefully. You will be fined 5000 RMB at customs with an expired visa. A worse scenario is that you might be put on “the black list” and can never set foot in China again!

During the semester at ACC, you must get a return visa before you return to China from places such as HK, Macau, and Taiwan. We recommend that you do this before you leave China.

Notify the ACC office of your travel plans at least 5 weeks before your departing date; Minzu will prepare a JW202 Form for you and get it approved by China’s Education Ministry (it takes up to 14 working days).

With the approved JW202 form in hand, fill out a visa application form at the ACC office and have it signed by Minzu. Go to the PSB with your passport, the approved JW202 form and the signed visa application form. You will need to pay approximately 1,056 RMB. It takes 5 to 7 working days to get the visa. Leave a copy of your new visa at the ACC office. If you are traveling abroad in the last month of ACC, then you may get an “L” visa directly from the local Chinese Embassy. A single “L” visa permits you to stay in China for 30 days. This “trick” only applies when there are less than 30 days between your return date to China and your leaving date for good.

**Returning students MUST secure visa paperwork in China before coming back home!**

**New Visa Regulations**
According to the Chinese government, if a student needs to apply or renew his/her visa, he/she should prepare the following application documents: passport, JW202 form, invitation letter from Minzu University, one passport photo, immigration physical report and money. This means the student must bring all of his/her application documents to China (especially the JW202 form); failure to do so will mean paying an additional 200 RMB for a JW202 copy. The fee for a new residence permit is: health check, around 380RMB; JW202, 200RMB; permit, 500RMB. The total is 880RMB or 1080RMB. It is best for students to have their physical in China.

**ARRIVING IN BEIJING**
Students are responsible for arranging their own transportation to Beijing. Students must notify the ACC office of their travel plans at least two weeks before departure by completing the travel information section of their online application. Upon receipt of all students’ information, we will send an email to the group so you can see if anyone else is on your flight or arriving around the same time. Complete itineraries - including airline flight number, departing city, time and date of departure and arrival - must be added to your online application, or e-mailed to the ACC office.

Students wishing to arrive early should contact the ACC office at Hamilton College to make arrangements for accommodations in the dormitory. The cost of any advanced accommodations in the dorm will be the student’s responsibility (rooms subject to availability). Also, students enrolled in the program should be aware that housing during the period between terms is their own responsibility. Fees generally range from 80RMB or 160RMB per night. (80RMB with roommate, 160RMB without roommate. The dorm staff does not guarantee being able to find a roommate for you).
How to get to Minzu University of China (MUC)

Traveling from the Airport: There are several ways to get to MUC from the airport. We **highly** recommend taking a taxi directly to MUC, especially if you are travelling with luggage and are not yet comfortable using your Chinese to navigate around Beijing. Try to coordinate with your fellow ACC peers and arrange to ride the taxi together from the airport. A taxi can take two students and their luggage with no problem.

1) The easiest way is to take a taxi directly to MUC. It will cost about RMB 200, but the price may vary depending on traffic. Tell the driver to take you to the EAST GATE of Minzu University- “中央民族大学的东门儿” (zhōngyāngmínzúdàxué dōngmén’ěr)
It is recommended to have a copy of the university address on hand so that you can show the driver if you need to. Since there are two gates on the east side of Minzu Univ., keep an eye open for the bigger (!) gate that says Minzu University of China (中央民族大学). See pictures below.
Directions to tell cab drivers if needed:
走机场高速到北三环，从联想桥上辅路到四通桥左转向南，过两个红绿灯马路右边（路西）有中央民族大学这几个字的大门就到了。
zǒu jiēchǎnggao shì běishānhuán, cóng liánxiǎngqiáo shàngfǔjū dào sìtóngqiáo zuǒzhōu miànnán, guò liǎngge hónglǜdēng zài máilùyǒubian (lùxī) yǒu zhōngyāngmínzúdàxué zhè jǐgezǐ de dàmén jiùdǎole～

2) You can also take Subway Airport line, transfer to Line 2 at Dongzhimen, transfer to Line 4 at Xizhimen, get off at the National Library, use Exit A and walk straight (north) to MUC.
How to take the Subway Airport Line to MUC:
Subway Airport Line (from Capital Int’l Airport) → Dongzhimen → Transfer to Line 2 → Xizhimen → Transfer to Line 4 (Towards Anheqiao) → get off at the National Library → use Exit A and walk straight (about 200 meters).

This is the campus’s east gate. The dorm is the first building on the right after you pass through the gate. See the following pictures.
It is not as convenient to find the dorm from the Northeast Gate (on the right below), so make sure you are arriving at the East Gate. The East Gate may also be called the “front gate” of the school, or “正门” . Once you enter the main east gate, the dorm is the building to the RIGHT.

![East Gate](image1)
![Northeast Gate](image2)
Central University of China located on Line 4 National Library station

Subway Map (http://www.explorebj.com/subway/)
ACC RULES AND REGULATIONS

Every organization needs some regulations in order to function effectively. The administration of the ACC program has tried to minimize these because we plan to treat you as serious and mature adults who do not need a written rule for every occasion. Nevertheless, for your own protection, and to support the goals of the program, some guidelines are necessary. We include these here so that you fully understand in advance the intensity of our program and what our regulations are.

Language Pledge
Only Chinese will be spoken, especially with other members of the group, roommates, teachers and staff as well as other people you may encounter while you are an ACC student. This is the program’s most important regulation and constitutes the very backbone of its philosophy.
Violations of the Language Pledge will be dealt with as outlined below. The purpose of the Language Pledge is to help you become immersed in the language and to encourage you not only to speak Chinese but to think in Chinese as well. When students speak English, full immersion into the language is not possible and the learning process is hindered.

You should not consider reverting to English or any other language other than Mandarin Chinese at any time during the program unless you really must speak to someone who doesn’t understand Chinese or you are faced with an emergency situation. Failure to adhere to the Language Pledge will result in disciplinary action:

- **First offense**: written warning
- **Second offense**: one full grade reduction for a course taken in that term
- **Third offense**: expulsion from the program

Documentation of offenses will be kept in the office in Beijing as well as at Hamilton.

**Students who are not able to observe this rule faithfully should not be with our program.**
The ACC Committee is charged with confirming the expulsion of any student who does not conform to the Language Pledge.

The Language Pledge becomes effective right after the ACC orientation meeting at the start of each term. Students are asked to sign a pledge at that time.

**Honor Code**
Any form of academic dishonesty—cheating, falsification, misrepresentation, forgery, or plagiarism—is a serious offense in any academic community. In the ACC program, such dishonesty will normally result in removal from the course, expulsion from the program, or both. It is essential, therefore, that every student understands the standards of academic honesty.

Plagiarism is a violation of intellectual honesty. The practice of intellectual honesty is the foundation of an academic community. Effective evaluation of student work and helpful instruction can take place only in an environment where intellectual honesty is respected. Plagiarism represents a failure to acknowledge the source of ideas or language gained from another person when used in any paper, exercise, or project submitted in a course. All students will sign an Honor Code upon arrival.

In all cases, the Field Director reserves the right to suspend a student whose academic work or social conduct warrants such action.

**Miscellaneous Information Regarding Class Behavior**
Please be culturally sensitive and respectful. For example: **do not bring breakfast to class; turn off your cell phone; do not put your feet on desks or tables; knock on the door before entering a space that is not your own room** (especially the office); and **use both hands to submit an assignment or give a gift**. Please remember that what one culture values, another may not value as much (or at all).

Also, please do not be overly sensitive. In China, it is okay to ask people about their family life and wages, among many other things. For example, you may also be asked questions like: “Are you considered fat in the U.S.?” You will probably hear conversation about topics western culture deems inappropriate, such as **拉肚子** (lādūzi – diarrhea). When conversing with people, remember: “When in Rome…” (入境隨俗 rùjìngsuísú).
Be cooperative, even when you are not fully prepared, interested in a topic, or in a good mood. Be respectful. Always be active and energetic in class, and participate in discussions. Be realistic about the goals you set for yourself, especially when planning your independent project/term paper (独立报告 dúlibàogào).

Please do not disrupt the harmony of the learning environment. If you have to leave the classroom, ask politely to be excused. Exit and re-enter as quietly as possible.

ACADEMIC PROGRAM

Classes normally meet for four hours daily, 5 days a week, including one hour of lecture, one hour of drill, one hour of discussion session (three-on-one), and one hour of individual session (one-on-one). In addition, teacher consultation/tutoring hours are scheduled in the evenings, and there is a test, a language practicum and language table every Friday. Students should be aware that the ACC program is very demanding. In addition to the four hours daily of class, students should expect to spend at least another four to five hours daily in class preparation and self-study.

The course list is not meant to indicate courses that students may select upon their arrival in Beijing. It is shown here so you may have an idea of the topics covered and the texts used in each class. You will take a placement exam at the beginning of the session that will determine your level. After you have been placed, you will be assigned the courses at your level that are available for that session.

Because it is difficult to arrange for students to take courses in other programs, and because those courses often do not prove satisfactory, we strongly encourage all our students to limit themselves to our own course offerings. The program, however, remains willing to try to satisfy a particular and urgent need for a course that is not among the ACC offerings. We assume that non-Chinese-related courses, if required by your school or your major, can be taken after returning home. If your participation in the program hinges on you taking such a course (e.g., French, mathematics), please contact us right away.

Independent Project

ACC is the only study abroad program in Beijing that has an independent research project component, or 独立报告 dúlibàogào (for fall and spring students only). Through the 独立报告, students engage more fully with local Chinese people. The ultimate goal for the project is for students to develop comprehensive language skills and better understand what local Chinese think about specific facets of Chinese culture, society, or history.

It is ACC’s hope that you approach the 独立报告 proactively. Rather than hole up in your room and read extensively on your topic, you should get out of the ACC dorm and head into the field to do your research. To that end, the 独立报告 should not be approached as a typical research project like those you may undertake in the United States. Rather, it is a field study project.

Please start thinking about potential topics even before you arrive in Beijing as this helps facilitate the 独立报告 process. Topics students have researched in the past include but are not limited to: Chinese media restriction; the state of Chinese mental and emotional health; dragon symbolism in Chinese culture; Chinese auto advertisement on TV, and the practice of traditional Chinese medicine.
Instructional Cycle, Format, and Approaches

Learning Cycle
Here at ACC, we follow six guiding principles that have been established in the field of second language acquisition theory. First, we pride ourselves on providing many experiential learning opportunities by designing task-based and language-use activities. Second, we emphasize elaborated input rather than simplified input in all of our classes. Third, we train students for chunk learning and to focus on both language forms and functions. That is, we encourage students to pay attention to both context and sentence patterns. Fourth, ACC employs group tasks to provide students opportunities for cooperative and collaborative learning. Fifth, we seize all opportunities to provide corrective feedback. That is, teachers will always correct students’ mistakes and make suggestions accordingly. Finally, ACC makes individualized instruction an integral part of the curriculum.

All of these six guiding principles, combined with teacher and student cooperation, translate into language learning success. As illustrated in the figure, the ACC instructional curriculum is a 6-stage cycle.

The 6 stages reflect the cognitive processes through which students make progress when learning a foreign/second language. The cycle begins with a series of activities and tasks before class. These activate students’ background knowledge of the topic at hand and include reading, listening, short writing assignments, and/or discussion related to the theme of the core lesson. These activities/tasks are completed before class and are aimed at preparing students to engage in scaffolding activities for the next stage.

Instructional Format: Organizing the Course and Materials
ACC offers four types of instruction that enhance the learning experience. These types include: cooperative and collaborative learning, chunk learning, experiential learning, active and reflective learning, individualized learning, and task-based learning.
Type 1: 大班课，dàbānkè Schema building and thematic scaffolding: 6-8 students. This class focuses on the main idea and thematic framework of the day’s lesson or topic. We employ and practice key sentence patterns and vocabulary while discussing the main idea. Do not take notes during class because the most important part of class is your interaction. Additionally, students must work together so that class becomes a collective rehearsal of important sentence patterns and vocabulary. Hearing and repeating Chinese helps you remember content. Finally, you may consider joking around with your teachers in your response to questions as long as the joke is context-appropriate and non-offensive.

Type 2: 小班课，xiǎobānkè Chunk-learning and focus on form: 4-5 students. This class focuses on developing students’ abilities to use proper sentence patterns to communicate effectively. Teachers start by initiating planned question-answer sessions based on the day’s lesson and may later ask questions that help re-contextualize the lesson’s sentence patterns and vocabulary. Indeed, one effective way to learn and remember Chinese is to constantly re-contextualize content. That is, ask yourself the following questions: In what other situations can I use this sentence pattern/vocabulary? How can I use this lesson’s content to describe other things with which I’m familiar?

Additionally, error correction is often direct and immediate so do not feel frustrated. ACC simply wants its students to speak accurately. Always be considerate of your teachers and students: pay attention, be patient, and repeat sentences alongside your fellow classmates.

Type 3: 对话/讨论课，duìhuà/tàolūnkè Task-based instruction: 3 students. This session focuses on students’ ability to interact with others, use the language in context, exercise communication strategies, and negotiate meaning with others. To prepare for this conversation-based class, students prepare various tasks and activities that serve as the foundations for role-play, discussion or debate. Again, it is essential that you use the lesson or topic’s sentence patterns and vocabulary, regardless of what is discussed. In fact, the further “removed” your topic is from the day’s lesson, the greater chance that you’ll automatically re-contextualize what you have learned.

Type 4: 单班课，dānbānkè Individualized instruction: 1 student. This class focuses on language use at a personal level and at an individualized pace. Additionally, the individualized session relies more on personal experience. Teachers will structure personalized instruction according to individual students’ needs and interests. Therefore, the techniques used for this class often involve personalized topics as well as a great deal of corrective feedback on forms and functions. Still, students should actively initiate the conversation with the teacher and are mostly free to determine the topics discussed. Focus on sentence patterns and relevant vocabulary is equally important. Individual sessions provide the very best opportunity for error correction and clarification.

**Typical Class Schedule**

- **Lectures 大班课:** 早上8:00 am (about 6-8 students)
- **Drills 小班课:** 早上9:00 am (about 4-5 students)
- **Dialogue/Discussion 对话/讨论课:** 早上10:00 am (3 students)
- **One-on-one 单班课:** 早上11am or 12:00pm or 1:40pm (one student and one teacher)

Teachers rotate daily and classmates rotate weekly. This way, students can experience different speaking styles throughout the semester. Additionally, ACC teachers of every class year hold office hours daily (from 7:30 pm- 9:30 pm) except for Fridays and Saturdays.

**Typical Weekly Schedule**

Each week, assignments consist of one weekly essay and daily preparatory and review assignments. On Thursdays, students make oral presentations based on their weekly essays. These weekly oral
presentations not only strengthen your oral skills, but strengthen your presentation skills as well (especially helpful for independent research projects). On Fridays, ACC students take weekly exams, after which they must attend a language practicum (mandatory). Friday activities end with a Chinese Table during which small groups of students go out for lunch with one or two teachers.

For a chart of a typical weekly schedule, please see below:

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**When to Ask Questions in Class**

Because ACC is an intensive program, we like to be as efficient as possible. Keep in mind that different classes are designed for different functions and purposes. Not all classes are designed for questions, but that does not mean ACC does not welcome them.

Listed below are the classes in which you *should* and *should not* ask questions:

- 大班 (dábān) YES

- 小班 (xiǎobān) NO; write down your questions.

- 讨论 (tāolùn) NO; write down your questions.

- 单班 (dānbān) YES

**Office Hours**

Office hours are held every day from 7:30 to 9:30 P.M excluding Friday and Saturday. One to two level-specific teachers will be available during this time to answer your questions. Ask *specific* and *short* questions about grammar and usage as well as about your homework. **Do not ask to have your homework checked over, a composition proofread or to have a sentence written for you.** You may also ask to practice speaking if there are no other students waiting in line. Additionally, please respect your teachers and do not wait until the last minute to go to office hours.
Language and Culture Practicum

After the weekly exam on Friday, ACC students participate in the Language and Culture Practicum, something that is unique to the ACC program. Teams of students are presented with a topic of inquiry and asked to venture into the community in search of information pertinent to the week’s lessons. These activities provide students with the opportunity to use the phrases and grammar learned that week while simultaneously experiencing Beijing and Chinese society. The weekly activity is a great way to engage in meaningful interaction and conversation with your peers, teachers and local residents of Beijing.

Class Preparation and Participation

One day of study at ACC is equal to approximately one week of study at your home institution. As such, preparation for the next day’s classes should be your top priority. Arriving to class late not only hinders your learning, but also is rather disrespectful toward your teachers and peers.

Though the ACC program is academically rigorous, we do not want you to spend all of your time studying and preparing for class. You are abroad, after all, and should take advantage of the many things China has to offer. Therefore, you must manage your time well. You can expect to spend 4-6 hours on preparation and homework in addition to the time you spend in class.

The first week at ACC will likely be tough because you have not yet become accustomed to the program. Afterwards, though, studying should come more easily as you develop the routine that works best for you. Listed below are 6 tips that will help you focus on what to prepare as well as how to study more effectively and efficiently:

1. Go over the lesson and familiarize yourself with the “story” before moving on to the vocabulary list.
2. Learn your vocabulary in context.
3. Listen to the digitized text at least two to three times before class. Try listening to the MP3s a few times right before you go to sleep.
4. Connect new words with their meanings and usage in the text.
5. Highlight the key sentence patterns in the text.
6. Practice characters in phrases and sentences. Since there are at least 60 new words daily, we do not recommend using flashcards because it takes too long to write the flashcards.

To reiterate, we strongly recommend that you start by reading the text first and looking up and highlighting the text’s new vocabulary as you go along. After reading the text, doing the homework is often helpful as it allows you to identify and practice the text’s important terms. It is best to practice the characters last. Language-learning success is the result of good preparation, a positive attitude, a sense of humor, and most importantly: active participation both in and out of class.

Building Comprehensive Language Skills

Listening comprehension is NOT enough to get by – you must know how to express yourself and should therefore seek and exploit as many opportunities as possible to practice these skills. Talk with the teachers and staff in the ACC building as well as other native speakers of Mandarin.
Experimentation is the key. You are a student of this language so don’t be afraid to use phrases or vocabulary with which you are unfamiliar. Your conversation partner will understand if you have made an error and will kindly correct you. In fact, you should always be prepared to have your speech corrected. This is not meant to intimidate or discourage you but rather to help improve your Chinese.

If you are unsure of how to say something, use simpler Chinese to describe what you want to say so that your teacher or friend can help you say it. Do not use avoidance strategies like employing the ever-awkward “Chinglish.” Try to make conversation, even when it isn’t “necessary” or “true.” Don’t say things like “我不知道” or “我不了解.”

When you are unsure about what other people are saying – Beijingers do speak with speed and with their own accent – use the context of the situation, original topic of conversation, etc. to make an educated guess as to what was said. Also, take care to observe where, when, to whom and how an expression is used and initiate questions. For example: “请再说” or “请教一个问题.”

Additionally, when expressing yourself aloud, remember: “Measure twice, cut once.” Take time and effort to express your thoughts in Chinese by using the right tones and pronunciation. Answer in complete sentences that include as many target vocabulary and sentence patterns as possible. This will not only increase your likelihood for success, but will also earn you an enthusiastic and genuine “很好！” from the 老师!

Always remember that your level of Chinese will differ from that of everyone else at ACC. Thus, you should be patient and supportive of each other in class. Be accommodating of each other’s learning styles as well as ways of speaking and thinking. Since ACC students are often involved in team work or group projects, being a good conversation partner who respects others’ opinions is crucial to preserving a healthy and harmonious learning and living environment. If you should disagree with your conversation partner or teacher, try to redirect the conversation and focus on language use rather than opinions.

Tip: Carry a small notepad at all times. Use it to record any questions you have and any new words or phrases you pick up throughout the day (especially helpful in remembering slang).

Learning Strategies

Language strategies are the steps or actions you consciously take to improve your ability to learn a second language. Thinking in terms of strategies for dealing with different elements of language (listening, speaking, reading and writing) helps to make language learning a more manageable process.

First, you must use Good Language Learners’ Strategies (Rubin and Thompson, 1982). This means you should be proactive – take charge of your own learning. Additionally, you should develop a “feel” for the language by experimenting with its grammar and words. To accomplish this, create your own opportunities for practicing the language both within and outside of the classroom. Speak as much as possible and whenever you can. Moreover, you should learn to live with uncertainty by not getting flustered. Continue to talk or listen even if you do not understand everything at hand. Learn to make intelligent guesses and pay attention to contextual clues. To better recall what you have learned, employ mnemonics and other memory strategies. Lastly, make errors work for you rather than against you. Learn from them and welcome others’ corrections.

Second, you must stay positive. Anticipate language shock and fatigue, which may manifest itself in a number of different ways, such as: getting angry, not caring, giving up, and avoiding things. ACC suggests the following activities should you feel yourself suffering from language shock and/or fatigue: work out, take a break, talk to your parents and friends via e-mail, read English books, listen to your
favorit music, take a walk or do some shopping, keep a journal, or discuss your situation with the Field Director. The orientation materials provide more detailed information about how best to deal with stress.

**Good Listening Comprehension Strategies and Pre-Departure Listening Activities:**
- **Strategies:**
  - Comprehend the message without understanding every word
  - Listen for key words
  - Play the game of probabilities, inference, and educated guessing
  - Try to predict what the speaker will say
- **Activities:**
  - Listen to recordings from China over the internet
  - Check out movies in Chinese
  - Go to a Chinese restaurant and chat with the waiter/waitress
  - Find TV programs, CDs, and songs in Chinese and try to understand what is said

**Good Speaking Strategies and Pre-Departure Listening Activities:**
- **Strategies:**
  - Keep the conversation going
  - Overcome the fear to speak
  - Borrow words
  - Elaborate with the words you know
  - Use descriptions
  - Act out or draw the word
  - Ask for help
  - Be persistent about making new friends
- **Activities:**
  - Set a time to speak with your classmates
  - Spend a day with a native speaker, if possible
  - Go to a Chinese restaurant and chat with the waiter/waitress
  - Offer language exchange with someone from China

Reading and writing: Use your textbooks and the Internet for readings and write in Chinese what you do and how you feel in the pre-departure period.

Many previous students found it beneficial to use Chinese as their default language on their electronic devices and making the habit of jotting down notes or sending texts in Chinese. Students recommended downloading dictionary apps, character recognition apps, and study card apps on smart phones, tablets, iPod, etc., was extremely helpful. Highly recommended apps are Qingwen, Pleco, and Quizlet. Some character recognizing apps and study card apps can even help make a word list, so that you can save characters that you think are important and can review them later.
The course numbers in this list are consistent with those of Hamilton College. Please be sure to check with your department chair and with your registrar’s office to make sure that these course numbers will be accepted for credit by your home institution. Courses will alternate depending on the year.

**Chinese 200 and 220**
**Intermediate Chinese I and II**
Students learn basic grammar and practice communicative skills by studying a variety of topics involving the lives and culture of Chinese people.


**Chinese 290**
**Conversation and Composition**
Focus on oral and written communication, formal presentation, and argumentation in Chinese through readings, class discussion, and oral and written reports. Four hours of class with additional tutorial and lab work.

Textbooks: *Shifting Tides: Culture in Contemporary China, An Intermediate Chinese Course* (Hong Gang Jin and De Bao Xu with Songren Cui, Yea-Fen Chen, Yin Zhang; photography by Laurie A Wittlinger, Cheng &Tsui Company, Boston, 2003, with CD); Selected teaching materials compiled by ACC instructors from magazines, newspapers and journals focusing on contemporary topics.

**Chinese 295**
**Readings and Discussion**
Focus on study and analysis of cultural readings in Chinese as a basis for advanced grammar in context and vocabulary building. Four hours of class with additional tutorial and lab work.

**Chinese 300**
**Advanced Chinese I: Contemporary China**
Students study Chinese language and culture from television reports and interviews and discuss current social and cultural issues in China. For students enrolled in courses 300 and above, there is special emphasis on helping students produce paragraph-level language that deals with various kinds of content and helps students express abstract ideas and develop strategies for independent learning.

Textbook: Selected teaching material compiled by ACC instructors from magazines, Internet, newspapers, and journals focusing on contemporary topics.

**Chinese 310**
**Advanced Chinese II: Contemporary China**
Continuation of Advanced Chinese I through readings and discussions of selected texts.

Textbook: *Chinese Break-through: Learning Chinese Through TV and Newspapers* (Hong Gang Jin, De Bao Xu, and John Berninghausen; Cheng &Tsui Company, Boston, 1995, with CD, video and audiotape)

**Chinese 320**
**Chinese Mass Media**
Students study journalistic structures and styles from Chinese newspaper articles and television reports.

**Chinese 330**
**Topics on Modern Chinese Society**
Students study Chinese essays, journal articles and films produced in the PRC. Through readings and discussions, students are encouraged to enhance their communicative skills by exploring, questioning and developing an awareness of contemporary China.

Textbooks: *China Scene: An Advanced Multimedia Course* (Hong Gang Jin, De Bao Xu and James Hargett, Cheng & Tsui Company, Boston, 2000, with CD, video and audiotape.

**Chinese 340**
**Advanced Readings and Discussion**
Students study various topics dealing with China through readings and discussion.

Textbooks: Learning Chinese through film script reading and discussion: *To Live; Eat, Drink, Men, Women; In the Days of Being Wild; Shower,* etc. (ACC).

**Chinese 400**
**Changing Face of China**
Through selected articles from Chinese journals and magazines, students examine aspects of the changing face of China.

Textbook: selected teaching materials compiled by ACC instructors from magazines, the Internet, newspapers and journals focusing on contemporary topics.

**Chinese 420**
**Modern Chinese Literature and Culture I**
Students study movies, television plays and short readings in modern Chinese literature. Student discussion focuses on the cultural and literary content of the readings.

Textbooks: selected teaching materials compiled by ACC instructors from magazines, the Internet, newspapers and journals focusing on contemporary topics.

**Chinese 440**
**Introduction to Classical Chinese**
Students are introduced to the basic structure and usage of classical Chinese by reading short selections in classical Chinese literature.

Textbook: selected teaching materials compiled by ACC instructors from magazines, the Internet, newspapers and journals focusing on contemporary topics.

**Chinese 450**
**Advanced Readings and Discussions II**
Students read modern newspaper and magazine articles and discuss current affairs.

Textbook: selected teaching materials compiled by ACC instructors from magazines, the Internet, newspapers and journals focusing on contemporary topics.
Chinese 480
Current Issues: Advanced Readings and Discussion
Students study current issues in China through readings and discussion based on newspapers, magazines and television reports.


Chinese 485
Modern Chinese Literature and Culture II
Continuation of Chinese 420. Further study of Chinese literature and culture through modern short stories, novels, films, and plays.

Textbooks: *Selected Readings from Modern Chinese Short Stories* (Nai-ying Yuan and Hai-tao Tang, Chinese Linguistics Project, Princeton University); Selected Readings from Contemporary Chinese Literature (ACC); *Say it Nicely: A Study Guide* (ACC); *Vocabulary and Notes to Be Jin’s Jia* (Cornelius C. Kubler, Cornell East Asia Series); *Thought and Society* (The Inter-University Program for Chinese Language Studies in Taipei); Shi Changzhang: *Materials for Advanced Chinese Conversation* (Cornelius C. Kubler).

Chinese 490
Advanced Readings in Classical Chinese Literature, History, and Philosophy
Students continue their study of ancient China through selected readings in classical Chinese literature, history and philosophy.

Textbooks: *Selected Literary Works from the Tang and Song Dynasties* (Nai-ying Yuan and Hai-tao Tang; Chinese Linguistics Project, Princeton University); *Selections from Classical Philosophical Texts* (Nai-ying Yuan, Hai-tao Tang, and James Geiss; Chinese Linguistics Project, Princeton University).

*Please note: Some textbooks are used more than once as different parts of the book are covered in different courses.

**BLACKBOARD INFORMATION**

Hamilton College is hosting the ACC courses on the Blackboard web-based course management system. If you are not Hamilton student, a special account has been created for you so that you can log onto the system. In addition, there are a couple of things you need to do to insure that the system works properly.

**Initial Sign In**
To access the Hamilton Blackboard system, point your web browser to this URL: [http://blackboard.hamilton.edu/](http://blackboard.hamilton.edu/). Then follow the steps below:

- On the page that comes up, type in your username and password, as follows:
  - Username: Firstname_Lastname
    - Where "firstname" is your first name and "lastname" is your last name
  - Password: Firstname_Lastname
    - Same as your username for your first login

Be careful about formatting for your username and password (case sensitive)! If your name were John Smith, you would type:
User name: John_Smith
Password: John_Smith

**Change Your Personal Information**

*** Important: You must do this step for the system to work. ***

The first page that comes up is a "Welcome" page. On the upper left side of the page is a "Tools" box. In the "Tools" box is the link "Personal Information."

- Click on the "Personal Information" link.
- Click on the "Edit Personal Information" link.
- Fill in your e-mail address.
- Click the "Submit" button on the lower right.
- Click the "OK" button on the lower right.

Back on the "My Blackboard" page, you should see a "My Courses" box. You'll be enrolled in at least one course. All ACC students are enrolled in the general ACC course. As enrollment information for other courses is received at Hamilton, you will find new course links in your list.

**Placement Exam**

For this summer and fall terms, we will be conducting the placement exams on site in Beijing. The written examination is comprised of three sections:

- Listening Comprehension (20 questions, 25 minutes)
- Reading Comprehension (50 questions, 90 minutes)
- Essay written in Chinese characters (30 minutes)

There will be an oral interview after the written exam (15 minutes)

**Textbooks**

If you feel confident about which level you will place into and would like to buy books ahead of time, you can purchase them online and bring them with you to China. If, upon arriving in China and finishing the second placement exam, you are placed into a different level, you may sell your books to ACC and purchase the books for your appropriate level.

Textbooks for 2nd year:
*Crossing Paths (Living and Learning in China)*: ISBN: 0-88727-370-X
*Shifting Tides (Culture in Contemporary China)*: ISBN: 0-88727-372-6

Textbooks for 3rd year:
CREDITS

Students should check to see if with their Registrar’s office to make sure that Hamilton units are transferable into your credit system.

Usually, one Hamilton unit is equivalent to four semester hours. However, it is very important that you verify this with your registrar and Chinese department chair well before your departure. This is the responsibility of the student. Because every school places a different value on courses and units earned, we are unable to give a direct translation of what you will earn while at ACC.

For the summer session, all ACC students will receive two Hamilton units. For the fall and spring sessions, ACC students will receive up to four Hamilton units per session. Summer & fall session students will receive up to six Hamilton units, while fall & spring session students will receive up to eight Hamilton units.

Credit/No Credit Option
Following Hamilton College policy, ACC students are permitted to take one course per semester on a credit/no-credit basis. Students who choose to take advantage of the credit/no-credit option must notify the Field Director of their decision within the first four days of the semester. To qualify for a credit, a student must earn a grade of C- or better. If the student receives a grade lower than C-, the transcript will show the designation NC (no credit).

Withdrawal from a Course
ACC students may also opt to withdraw from a course. Should a student wish to withdraw from a course, he or she must discuss the option with the Field Director prior to the following deadlines:

• Summer: Thursday of the fourth week of the semester
• Fall: Thursday of the fifth week of the semester
• Spring: Thursday of the sixth week of the semester

Important: A student who wishes to withdraw from a course should also check with his or her home institution to ensure that the drop/withdrawal timeline requirements of that institution are met. It is recommended that the student check with an advisor or study abroad director before considering withdrawing from a course. In the case of a serious emergency, a student will be given an incomplete.

SPECIAL FEATURES

Language Partner
Starting the second Friday of classes (according to the academic calendar of Minzu University, this is subject to change), each student will be assigned a new language partner(s) (语伴儿“yǔbànr”) who is a Chinese college student in ACC’s Language Partner Program. You and your language partner(s) can decide how often to meet and what kinds of activities you’d like to do together.
Host Family
You and another student will be assigned to a host family with whom you may be spending some weekend time. You must be prepared to be accommodating, courteous and patient. Because of language and cultural barriers, you may not "click" right away with your family. However, if you are open-minded and willing to delve into the host family's ways and customs, it will surely be a rewarding experience.

The first time you visit your family, you should present them with a small gift (items that have been popular include T-shirts, accessories and apparel with your college logo, chocolates, and other typically American products). It would also be a good idea to bring with you half a dozen or so small gifts for favorite teachers and friends you may make later during your stay in China.

Host families also enjoy seeing photos of you, your own family, your home or college in the U.S. and so forth. Generally, your life at home is quite different from theirs, and getting an idea of where you are coming from is often helpful in bridging cultural gaps and can be very entertaining for host family members.

Extracurricular Activities
ACC provides its students with many exciting extracurricular activities and learning opportunities in addition to its academic components. At the beginning of each term, on the second floor of the dormitory facing the stairwell there will be a sign-up sheet posted on the bulletin board for each activity and/or class. If you are interested in one of these classes, please sign up! Please note that enrollment is limited and that you may sign up for no more than 3 of these activities.

Extracurricular activities are offered depending on the availability of instructors and number of students signed up for the course. Listed below are a few extracurricular activities offered in the past:

- Pronunciation tutorial – 发音辅导(15 or 30 minutes/student)
- Taichi boxing – 太极拳
- Taichi sword – 太极剑
- Chinese chess – 中国象棋
- Chinese “go” – 中国围棋
- Chinese folk songs – 中国民歌
- Calligraphy – 书法
- Chinese painting – 中国画
- Ping-pong – 乒乓球

The ACC office also plans weekend excursions that allow students to explore and become acquainted with and further understand Chinese culture and Beijing. It is okay if you choose not to participate in these activities (attendance is not obligatory). Last-minute dropping out, however, is highly discouraged. If, for whatever reason, you change your mind about attending an activity, please notify the office ahead of time.

Please also be advised that language and culture practicum activities may sometimes be scheduled on the weekend and that all students are expected to participate in these educational activities.
TUITION

Tuition & Fees (not including airfare and books), and Payment Schedule

Summer 2016: $6,900
Fall 2016 or Spring 2017 terms: $13,400
Summer/Fall terms combined: $19,800
Fall/Spring terms combined: $26,200

Expenses Not Included in Tuition

Students are not required to eat together as a group except for Friday noon, which is our "language table day." Students have the choice of eating either in the foreign students' cafeteria, Chinese students' dorm or going out to eat at various restaurants. The amount of money spent on food varies greatly depending on the kind of restaurant you choose. As of this writing, we have found that an average of $10-$15 is the typical expense for three simple meals a day, assuming that you stay away from four star hotels and Western restaurants. **Students should expect to spend the following per semester on food:** Summer, $600; Fall, $950; Spring $950.

Students remaining in China or traveling between semesters should also take into account the amount needed to cover personal expenses.

Students who participated in last year's program have reported that for the summer session, $700-$1,000 is a sufficient amount of money for personal expenses. For the fall and spring sessions, most students agreed that $2,500-$2,800 was a good amount to have on hand per semester. This does not include money for meals. **Students who plan on doing extensive traveling or who plan on buying many gifts may wish to have more money on hand.**

Travel to and from Beijing is not included. Students should plan on spending between $1,700 and $1,900 for a round trip flight. Buy your tickets as early as possible.

Books for one ACC term will cost about $50-$100, depending on levels and the specific semester.

As outlined in the acceptance letter, the non-refundable deposit is due within a week to ten days of acceptance. **Tuition should be paid in full one month prior to departure.** Those students staying for two terms, however, can pay for each term separately (i.e. you do not have to pay the full amount at the beginning of the first term). We cannot allow anyone to join the program whose payments have not been made in full. To be properly credited, all payments must be addressed to:

Associated Colleges in China
Hamilton College
198 College Hill Road, Clinton, New York 13323

Tuition Refund Policy

The ACC policy on the refund of payments to students who withdraw voluntarily, due to illness, or who are dismissed during any semester, is stated below. Tuition and fees are refunded as follows:

1. If, during the first two weeks of class of a given term, a student is dismissed for violations of ACC policy or is forced to withdraw for reasons of illness, 50% of the tuition for all terms for which the student has enrolled will be refunded. No other refunds are possible.
2. If a student has signed up for two consecutive terms and only completes one, no deposit will be refunded for the term not attended.
3. After the first two weeks of class, no refund will be given for the tuition of any terms for which the student has enrolled.
4. The cost of ACC field trips is included in the tuition total. Any student electing not to participate in a field trip will not be issued a refund.
5. All other refunds will be handled on a case-by-case basis.

HEALTH CARE

Medical Insurance
All participants of the program must submit proof of proper medical insurance coverage for their stay in Beijing. If you are currently insured and have ascertained that your coverage extends to Asia, this should be indicated on the health insurance form that is sent in the acceptance packet.

If you need to purchase insurance or need additional coverage, we recommend HTH Worldwide Insurance Services, [www.hthstudents.com](http://www.hthstudents.com). Another company is CISI (Cultural Insurance Services International): [www.culturalinsurance.com](http://www.culturalinsurance.com).

Inoculations
In the packet you have received, there is a recent report from the Centers for Disease Control and Prevention that addresses the issue of inoculations as well as a variety of health matters. You should read this report carefully. At this time, no immunizations are required for travel to the People’s Republic of China from the United States. If you are traveling to China from an infected area (many Southeast Asian and African locations are considered infected areas), immunizations may be required.

Although inoculations are not mandatory for travel from the United States, ACC strongly recommends the following vaccinations:

- Hepatitis A, and booster upon return
- Hepatitis B, if students does not already have it
- Japanese Encephalitis (needed only if going to very rural parts of China)
- Tetanus, if recent shot has not been given
- Typhoid Fever
- Polio booster
- Anti-malarials can be purchased and taken in China once students are made aware of field trip destinations

Please be sure to schedule the vaccinations as early as possible since many of them are administered in a series with three to six months between shots. Also, some immunizations may have slight side effects.

You should also ask your doctor for advice regarding immunizations, including tetanus and flu shots. You may also call the Centers for Disease Control in Atlanta (404-639-3311), log on to their web site at [http://www.cdc.gov](http://www.cdc.gov) for the most current information, or call the U.S. Department of Public Health Disease Control in Maryland (301-443-2610).

To minimize your chances of suffering from diarrhea (拉肚子 lādùzi), you must take a few precautions. That is, stay away from raw vegetables, choose fruits that can be peeled, eat cooked meat, and never drink tap water (it is absolutely okay to brush your teeth with tap water as long as you do not swallow it). Instead, use bottled or boiled water.
You should bring a copy of your immunization record with you as well as an adequate supply of any prescription or non-prescription medications (Pepto-Bismol, cough syrup, various pain relievers, etc.) that you might require. Any pre-existing medical condition, especially upper respiratory and gastro-intestinal problems, may be exacerbated by life in China. If you become ill, you should seek medical attention immediately. It is a good idea to find out if you are allergic to penicillin, as it is often prescribed.

In case of emergency, dialing Chinese 110 is the equivalent of dialing 911 here in the U.S. Note, however, that the officers probably won’t speak English. The RA can accompany anyone who wants to go to the hospital, though we understand that some students might prefer to go on their own – that is completely up to them.

**Local Clinics and Hospitals for Emergencies**
Medical services on par with international standards – at costs comparable to the U.S. – are now widely available in Beijing. Some of these clinics and hospitals will bill certain foreign medical insurance companies directly. However, it is more common that a student pay for medical procedures up front and submit claims to his or her insurance company at a later date. Students should be prepared to pay by cash or use a credit card for medical services at the time of service. The following clinics and hospitals are recommended:

**Close to Minzu:**

**Hospitals (医院)**

Approved hospitals for specific health insurance providers:

**HTH Students Worldwide:**

- Hong Kong International Medical Clinic
  9/F, Office Tower, Hong Kong Macau Center-Swissotel
  #2 Chao Yang Men
  Bei Da Jie Beijing, China 100027
  +86 10-65532288

  (Note: HTH customers are required to contact the insurance company directly before seeking treatment. The insurance company will then fax over the necessary information [including proof of coverage] at which point the student can call and make an appointment to be seen at the clinic).

**Cultural Insurance Services International:**

- Beijing United Family Hospital
  #2 Jiangtai Lu
  Chaoyang District, Beijing
  Tel: +86-400-891-9191
  Email: patientservices@ufh.com.cn

In addition to these two hospitals, students should contact their study abroad health insurance providers and directly ask them what the name of their Beijing affiliate is, if they have a deductible, and if they need to call the insurance company before seeking treatment. They can then give this information to the RA, who will put it in the office file.

**Other Hospitals:**
Vista Clinic (Wéishídá Zhěnsuǒ)
B29 Beijing Kerry Center
No. 1 Guanghua Road
Chaoyang District, Beijing
Tel: 8529-6618; Fax: 8529-6615
(a comprehensive medical facility, including dental and ophthalmology departments, 24-hour urgent care)
维世达诊所 (Wei2shi4da2 Zhen3suo3)
朝阳区光华路 1 号嘉里中心 B29

Beijing University Dental Hospital (Opposite campus’s small East Gate)
No. 22 Zhongguancun South Street
Haidian District, Beijing
Tel: +86-6217-9977
北京口腔医院

Beijing University’s People Hospital
No. 11 Xizhimen South Street
Xicheng District, Beijing
Tel: +86-8832-6666
北大人民医院

International Medical (Guo2ji4 Yi1liao2 Zhong1xin1)
Beijing Lufthansa Centre No. 50
(Office Building, Main Floor)
50 Liangmaqiao Rd.
Tel: 6465-1561/2/3; Fax: 6465-1984
国际医疗中心

Asia Emergency Assistance Center
2-1-1 Tayuan Diplomatic Office Building
14 LiangmaheNanlu
Administration: 6462-9199
24 hours: 6462-9100
Clinic: 6462-9112; Fax: 6462-9111
Offers a broad range of medical services.
(A number of English-speaking doctors & nurses).

United Family New Hope Oncology Center
Dept. of Psychiatry – cost is 1,200RMB for first 60 minutes of counseling
#9-11 Jiangtai Xi Lu
Chaoyang District, Beijing
Tel: +86-10-5927-7008
Email: oncology@ufh.com.cn

Harassment Hotline (in US)
www.end-harassment.com
Tel: (949) 276-8822
**Important things to keep in mind, regardless of which hospital you go to:**

Always register with your English name in the hospital for the sake of reimbursement. Ask for a written diagnosis or certificate and keep the receipts in a safe place. In order to be reimbursed by an insurance company, you must either enlist help from your parents or wait until you are back home. Therefore, you absolutely MUST know your insurance company’s reimbursement policy well. Remember to ask a parent or guardian to notify the insurance company of this hospital visit and send all appropriate documents. The ACC office will help make copies of these documents in case they are lost.

**In case of an emergency, you or the authorities should call the ACC office at Minzu (6595-9258), the Field Director (6893-8956, 13910020019) or the RA (13020078701) after hours. Family members who have concerns or wish to get more information should call the ACC office or the Field Director.**

**Prescriptions:**
This was noted by a previous Resident Advisor:

“Here is what I know (from a US doctor who spent time working in China, now consults with HTH). The past couple years have marked impressive economic growth for China, that goes almost without saying. As a result of this growth and in an attempt to push it into other markets in China, the Chinese government has set into place several regulations regarding the sale of foreign prescription medication. Basically, hospitals here are no longer allowed to import western medication (prescription quality) for the purpose of selling to consumers. The hope is that this will increase the market for Chinese manufactured medication.

This means that foreigners looking to take their prescription medication while in China have two choices:
1. See a western (or Chinese) doctor at a hospital and be prescribed the Chinese equivalent, or
2. Contact the prescribing physician in the US as well as insurance and explain that the patient will be traveling to China for X amount of time and bring X amount of medication to China. (NOTE: I did this personally and prefer it, since China still has no real 'quality control' department for the medication, I feel safer taking US meds). In order to do this, you need to have your physician give you a copy of the prescription, and include all medication in its original container.”

**Mental Illness**
Students with a history of mental illness of any kind should make sure that they are emotionally prepared and sufficiently stable to join the program. Such problems are inevitably aggravated by the new demands and personal responsibilities of a foreign setting. If you, your parents, or your physician have not been entirely candid with us, we ask you to call us immediately. The Field Director, with the approval of the ACC Board, reserves the right to withdraw a student with mental problems from the program.

**LIVING IN BEIJING**

**Orientation**
At the beginning of each term, there will be an orientation period for new students. These orientation periods include an informational meeting and city tour. In addition, short excursions are made to neighborhood restaurants, the post office, bank, medical facilities and shopping centers. The three- to four-hour informational meeting covers studying, eating, living, health care, some safety tips, transportation and travel. Of course, there will also be opportunities for students to ask questions and bring up individual concerns (in English, before the Language Pledge is signed). The telephone exchange number for the dorm is: 86-10-6893-8989. The system works just like a hotel: 86-10-6893-8989+ 0+room no.
Notify the Field Director Whenever You Leave Beijing
So that we may provide you with assistance in an emergency, we ask that you notify the Field Director whenever you leave Beijing for any reason.

The Field Director reserves the right to expel from the program any student who does not comply with the aforementioned rules, is physically aggressive or destructive of property, violates the dignity or rights of others, disrupts the educational function of the program, is otherwise harmful to its operation or its relation with the host country and affiliated institutions, or demonstrates the inability to participate constructively in the program.

Housing
Minzu University is located in the northwestern part of Beijing near the National Library, which has a large number of hotels, restaurants, and office buildings. Getting around in Beijing is very cheap and convenient with the subway, city buses, and taxis all available in the area surrounding the university.

All students will be housed in Minzu’s Foreign Students’ Dormitory in double rooms. **Upon arrival, each student is responsible for paying the 100RMB (summer term) or 1000RMB (fall and spring term) deposit. Please keep your deposit receipt safe!** Please change out enough money to cover the deposit before you arrive at the dorm and put your deposit in a safe place. When checking out at the end of the semester, simply return the deposit receipt to the front desk and your money will be refunded.

Each student will have a bed, desk with chair, lamp, small closet, and a safe (for storing valuables). The room is equipped with air conditioning, heating, telephone, cable television, internet, and a bathroom with a shower, sink and toilet. It should be noted that while Minzu does provide students with access to free internet, previous students have noted that the service is sporadic at best. Please understand that Chinese technology, while advanced, is not as reliable as in the US. In the dorms most students rely on wired internet rather than wireless. Besides the dorm rooms, students also have access to internet in the ACC study space which provides WiFi.

Food and Meals
Students are not required to eat together as a group except for Friday afternoon, which is our “language table day (中文桌子).” Students have their choice of either eating in the foreign students’ cafeteria, a Chinese students’ cafeteria or going out to eat at various restaurants. The main purpose of this arrangement is to encourage students to experience Chinese culture. Thus, unless prevented by medical, moral or religious restrictions, all students are expected to experience all aspects of Chinese cuisine, which is a significant aspect of the culture. Remember, it is not customary to tip in China.

Please refer back to the Tuition section for how much money to expect to spend on meals.

More details about menu favorites and restaurants will be provided in the orientation package you will receive upon arrival at the dorm.

**Fitness Centers (健身)**

Outside campus (校外):
Bally Total Fitness Center (中体倍力健身中心) (5 min walk South from East Gate)
No. 31 Zhongguancun South Street
Shenzhen Building, 3rd Floor
CURRENCY & MONEY MANAGEMENT

Renminbi (RMB), the basic unit of Chinese currency, is also written “yuán” (元) or spoken “kuài” (块), which is divided into ten “jiǎo” (角) or “máo” (毛) which is in turn divided into ten “fēn.” The recent average rate of exchange has been approximately 6.18 (check) or 6.13 (cash) RMB to the dollar.

Currency upon arrival and departure: It is not easy to secure Chinese currency outside of China, though people have had success at their local AAA offices. You will also be able to exchange currency in the airport lobby (at either an ATM or a bank window) upon arrival. Be sure to change out enough money for the cab fare to campus (170RMB) as well as enough to cover your deposit (100 RMB for Summer, Fall and Spring terms) upon arrival at the dorm. There are several banks near campus where you can convert more money as needed. When you leave China, your excess Chinese currency may be reconverted to U.S., Canadian, or Hong Kong currency (or you may take it out of the country with you for use during a future trip to China). To reconvert Chinese currency into foreign currency, you must present receipts for the original exchange from foreign to Chinese currency, so be sure to keep these receipts in case you need them upon departure. You also have the option to convert Chinese currency at your local bank, but most banks will only honor large bills, so you may be left with a small amount of change.

Access to funds in China: MasterCard and Visa are the most widely accepted cards in China, though other companies can also be used. Be sure to check with your local bank or card carrier and notify them that you will be traveling abroad in order to avoid complications. ATMs are quite common in China, but not all foreign ATM cards work on these machines, so be sure to check before leaving the U.S.

If you have an American Express card plus an American or Hong Kong checking account, you may get cash (U.S. dollars or RMB) or purchase traveler’s checks for up to that company’s limit (currently $1,500 each 21-day period) at the Bank of China (opposite the East Gate of Minzu Univ.).

Another way to easily access funds in China is to open a Bank of America account in the U.S. before you leave for China if you don’t already have one. Bank of America has a relationship with China Construction Bank (CCB) which allows B of A card holders to withdraw money from the CCB ATMs with no extra ATM fee (though they will still charge an “international transaction fee”).

Western Union Services and Other Ways to Transfer Money
If you ever find yourself in a financial bind, e.g. surviving the very last two weeks of ACC on but 50 kuai or something like that, you can phone someone and ask for a Western Union money transfer. Simply give them the ACC address and you should be able to pick it up at the larger post office (Map #16) two bus stops from the school. Make sure you:

1. Bring proper identification, i.e. passport;
2. Record the transfer’s transaction number; and
3. Know exactly how the sender has written out his or her name, including middle initial.

Otherwise, the Western Union agent will not give you the transfer. It usually takes a day or two for wired money to clear, but approximately three weeks to a month for international money orders.

Another method for transfer: Money may also be wired through a bank or it can be sent as an international money order (available at most post offices in the U.S.).

**Banks (银行):** near Minzu campus

Bank of China (中国银行): (opposite the East Gate)
No. 18 Zhongguancun South Avenue, Science and Technology Development Mansion, Block C
Haidian District, Beijing
北京市海淀区中关村南大街科技发展大厦C座（学校东门对面）

Bank of China (中国银行): (opposite the Small East Gate)
No. 18 Zhongguancun South Avenue (opposite campus Small East Gate)
Jia 18#, 1-4 Floor, Block A
Haidian District, Beijing
北京市海淀区中关村南大街甲18号院1－4楼A座首层（学校小东门对面）

**Spending Money**
Please keep in mind that it is wiser to buy gifts for family and friends back home later during your stay in China. It may be tempting to start shopping right away, but most students find that they are able to spend money more wisely as they become more accustomed to their surroundings and more familiar with price ranges, quality of products and stores.

The amount of spending money you should bring depends on the amount of shopping and independent travel you wish to do in China. While prices have increased significantly in recent years, higher-quality goods and services and travel opportunities are becoming increasingly available. It is a good idea to bring more money than you think you will need. Students who participated in last year’s program have reported that for the summer session, $600-$900 is a sufficient amount of spending money. For the fall and spring sessions, most students agreed that $2,000-$2,500 was a good amount to have on hand per semester. Students who plan on doing extensive traveling or who plan on buying many gifts may wish to have more money on hand. Please keep in mind that the currency exchange rate is going higher!

**Post Office**
To send letters and postcards, drop by the 小邮局 xiǎoyóujù (small post office inside the campus). To send packages and luggage, you’ll have to go to the 大邮局 dàyóujù (large post office). Please note: All international post offices provide boxes/packaging services for a small fee. Because all the contents of your package must be screened by a post office official before it can be sent, you need to use their packaging services.

As for receiving packages, letters, etc. from family and friends, give them ACC’s address. Most packages will arrive at the dormitories unless they are too large. In that case, you must pick them up at the post office. If you are sending a package, be sure to include your phone number and/or the ACC office number so that they can get in touch with you when the package arrives.
Please note: Tell your parents not to mark the value of the contents too high when sending things to China. Packages with values exceeding $100 will be subject to further charges at customs.

Mail gets here faster if the address is written in Chinese, so you may want to print out and make copies of the address in Chinese characters to speed up the process.

Name, Room Number
East Gate International Students Apartment
Associated Colleges in China (ACC)
College of International Education
Minzu University of China
27 Zhongguancun South Avenue
Haidian District, Beijing 100081
Telephone: 86-10-65959258
Fax: 86-10-65977467

北京市海淀区中关村南大街 27 号
中央民族大学国际教育学院
ACC 汉语中心
东门留学生公寓 # # # 房间
邮编：100081
姓名：X XX
电话：86-10-65959258
传真：86-10-65977467

Cell Phones, Phone Cards, and Skype

Setting Up Your Cell Phone: Phone service in China operates on an essentially pre-paid system. Cell phone use in Beijing should be reserved primarily for local calls because making direct international calls from your cell phone is expensive. Additionally, there are two options for cell phone use in Beijing: you can either bring your own phone from home or buy a cell phone once you get to China.

If you plan to use your own cell phone, you must first “unlock” the SIM card code that keeps you from using other carriers. Most cell phone companies use SIM cards (except for Verizon), so you can just take out your old SIM card and use a Chinese SIM card. Before the new SIM card will function, however, you must “unlock” your phone by calling your phone company. Different companies have different policies regarding unlocking phones, so be sure that you look into this and get it settled before you get to China.

You may also buy a cell phone in China. A new cell phone costs 200-2000 RMB. To set up a phone number, you can visit just about any cell phone store – the closest one, China Mobile, is located near the西门 (inside West Gate). No matter whether you use your own cell phone or buy a new one, you will need to purchase a Chinese SIM card. Recently there was a new law that requires all SIM card purchases to be registered to the user. That means that you need to bring your passport with you when you purchase the SIM card. Don’t worry, we will help you.
Phone Cards for International Calls: You can buy a phone card at any time from 8 am-7 pm from various newspaper stands (more information will be given to you at ACC).

Example of using a China Mobile phone card:
Call to America from China: 001+ US Area Code + phone number
Call to China from America: (+86) + (Chinese phone number)

Skype: This is the least expensive way to keep in touch. If you have not already downloaded the Skype application, do so now. Invest in a microphone or a web camera with built-in microphone and you can communicate immediately with your friends and relatives – all for free if you have the application installed. A more commonly used app in China is Wechat. You will be using it a lot here… might as well download it early.

Computers

If you have a laptop computer we encourage you to bring it with you. Since most notebook computers have adjustable power, students should not have trouble with the difference in voltage. Students should, however, check their computers to make sure that 220 voltage is acceptable. Recently there have been some students who brought Google notebooks with them to China. If possible, avoid this. As mentioned previously, Google products are not easily accessible in China so, while not impossible to use, it is definitely not convenient.

*Please note: Although each student has a personal safe located in his/her room, these are generally not large enough to hold laptop computers. Please be assured, however, that the Foreign Students’ Dorm is a very secure building, and your computer is completely safe. While traveling in China, the office can help you securely store your computer.

Here is some advice from former ACC students on computer needs:

• Make sure you are familiar with the terms and conditions of your computer's warranty provided by the manufacturer.
• Be sure your computer is in good working order before you leave the country.
• Make sure you have a currency converter for the power adapter so as to avoid a power surge or other electric-related problems (battery, etc.).
• Bring all of the adapters for your peripheral devices such as cameras and MP3 players.
• Bring a USB storage device.
• Bring earphones.

Electrical Appliances

The electric current in China is 220 volts, 50 cycles. Therefore, if you bring appliances from the U.S., you will need a voltage converter to convert U.S. equipment from 110 volts, but these can be pricey and bulky. Check and see if your appliances are made for international use. If not, consider leaving these items at home and repurchasing in China rather than buying a converter.

Electrical outlets in China are also much different from outlets in the U.S., so you may need adapters for your various appliances. These are widely available in China, and can easily be purchased in electronics stores and supermarkets for a fraction of the cost. You may also find them at Radio Shack and most stores that specialize in electrical appliances.
Electronics, chargers, batteries, etc. are all sold in China.

Please remember to make photocopies and bring any insurance/warranty information for your electronics. This will come in handy when dealing with the company overseas.

**SAFETY**

**Alcohol Abuse**

ACC expects you to behave responsibly at all times during the program. The problem of alcohol abuse represents one of the most serious threats to the health and safety of ACC students. Disruptive behavior will not be tolerated. Remember, you are in China as a representative of your school, our program and your country. Furthermore, if you run into legal trouble, the Chinese legal system does not care whether you are a foreigner or not (it just cares that you have broken the law).

**Lessons in 白酒 (báijiǔ), 二锅头 (èrguōtóu), and Social/Night Life**

白酒 and 二锅头 are Chinese hard liquors that can be as strong as 120 to 130 proof. In Chinese culture, especially during the holidays, it is common to drink small amounts of 白酒 in with friends and family while eating. While Chinese people are accustomed to drinking白酒, you likely are not. If you are not diligent, you may end up under the table.

Please be advised that while visiting with your host families, teachers, or friends, you may find yourself in situations where you are invited – perhaps even strongly encouraged – to drink alcohol. You may refuse such invitations without offending your companions by saying the following: “我不行了” wŏbùxíng le (I cannot drink anymore), “我快醉了” wŏkuàizuì le (I’ll quickly become drunk), and “我没有酒量” wŏméiyǒujiǔliàng (I have low tolerance). You can also say “对不起，我不喝酒” duìbùqǐ, wŏbùhējiǔ (Sorry, I don’t drink alcohol).

Mixing medication and alcohol is never a good idea.

Know your limits. If going out, always account for the people in your group, and watch out for one another. Do not leave intoxicated friends alone or accidentally leave people behind. Also, keep in mind that nights out are also taxing on the body. Give yourself time on the weekends to rest and recharge. You are responsible for your choices. Do not give in to peer pressure, and if it’s not your scene, find like-minded friends to participate in other weekend activities.

**Illegal Drugs Will Not Be Tolerated**

Possession of illegal drugs may result in official action by Chinese authorities. The right of “habeas corpus” does not apply abroad and pre-trial detention can last several months. Also, possession of contraband is subject to punishment as specified in Chinese law, and neither ACC nor the U.S. embassy can interfere with the work of the Chinese legal system. For this reason, ACC strictly forbids drug use among students enrolled in our program. If the ACC resident staff finds a student using or carrying any illegal drugs, including marijuana, the student will be immediately expelled from the program. The ACC advisory committee reserves the right to dismiss from ACC any student who violates the laws of the host country, including those that relate to the use, possession, or distribution of drugs.
WHAT TO BRING

Towels and toilet paper are not provided by Minzu, though bed sheets, blankets, and pillows are. Students in the past have recommended that you bring your own towel from home, because it is difficult to find the larger size towels Westerners are accustomed to using in stores here.

Clothing
Summer: Beijing is quite hot and humid (also can be rainy) during the summer. Use your own judgment and dress accordingly. Sandals are common for men and women. Also bring sneakers and walking shoes, cotton socks, a bathing suit, cool pajamas, and shorts.

Fall, winter, and spring: Dark colors are recommended, and you should think in terms of dressing in multiple layers for warmth. For outdoors, you’ll need warm socks, pants, jacket, hat and gloves. The building where you live and have classes is warm. In March, the weather begins to become warmer again, but it can be very windy at times.

A pair of good sunglasses (also available in Chinese retail stores) will protect your eyes from glare and the ubiquitous dust and grime, especially if you wear contact lenses.

All types of clothing are available in Beijing, so unless you are a very odd size, you don’t really need to bring too much with you. Note: don’t bring or buy clothes you would be upset about ruining. Keep nice clothes down to one or two outfits for special occasions – the rest should be fairly casual and dispensable.

Toiletries
American and many joint-venture products such as toothpaste, toothbrushes, soaps, shampoos, and other toiletries are available in joint-venture stores and even some local Chinese stores. Based on reports from last year’s participants, however, we do recommend that if you have a strong preference for a specific brand of toiletry, bring extra since some students found it difficult to find an adequate supply while in China. It is also a good idea to bring your own deodorant and tampons, since they are very expensive and difficult to find in China. Also, it is nearly impossible to find regular floss in China. Bring some with you if you don’t like using the floss picks.

The dorm does not provide toilet paper, so you will need to go out and purchase some right away.

If you wear contact lenses, bring enough solution. While contact lens solution can be purchased in optical stores and select pharmacies, the bottles tend to be significantly smaller and pricier. Bring a pair of glasses in case your eyes become too irritated to wear your contacts. There is a lot of dust in the Beijing air. It is also wise to bring a copy of your eyeglass prescription.

When traveling around China, it is a good idea to carry a small first-aid kit equipped with allergy medication, aspirin, antibiotic ointment, and Band-Aids.

LIST OF SUGGESTED ITEMS TO BRING
Beijing is now a cosmopolitan city where just about everything is available (and at better prices than elsewhere in the world). The items in the following list are most likely available in Beijing as well, but perhaps not in your favorite brand, style or size.

Backpack for outings and field trips
Deodorant (this is an imported good in China and thus very expensive so bring enough with you to ensure the brand you prefer at a reasonable price. Additionally, for both men and women, deodorants in China tend to be in a spray or liquid roll-on form rather than stick.)
Portable CD player/iPod
USB Memory Stick
Voltage converter/adapter
Music
Tampons
Bath towel
Contact lens solution
Credit cards
Dental floss
Pictures of family & U.S.
Vitamins
Aspirin/pain reliever
Good socks
Sneakers
Cough drops
A portable alarm clock
Sunglasses
China guide books
Chapstick
Sunscreen
Camera (and film if you use slides and faster speeds)
Gifts for host family
For fall students, American holiday/Christmas cards to give out
Granola bars or favorite snacks (great to have on hand when transitioning to Chinese food)
Hand sanitizer
Toilet paper (enough for your first few days)
Extra passport photos

**Medication** – keep in mind that you are traveling to a foreign country; while Chinese medication is readily available, US medication is not. If you prefer to use US brand medication, you will need to bring it with you:
Tums
Hydrocortisone cream
Allergy medication (Zyrtec, Claritin, Benadryl, etc.)
Anti-diarrheal/laxative
Cough drops
Cold medicine (Sudafed, NyQuil, DayQuil, etc.)
Aspirin/pain reliever (Advil, Tylenol, etc.)

**Prescription Medication (Please note):** In order to take prescription medications through Customs, the medication must be in the original container, and you should have a copy of the prescription on hand. Also, note that currently it is not possible to send prescription medicine via mail – keep that in mind when you decide how much medication to bring with you.

**IMPORTANT NOTE ON THE DISTRIBUTION OF MEDICATION:** Due to US Law and Federal Regulations, ACC teachers and staff are not allowed to distribute medication of any sort to students (this includes OTC medication). If you become ill, the RA can accompany you to the hospital to see a doctor, or to the pharmacy to purchase medication, but we are NOT allowed to give you anything directly. Please keep this in mind during your pre-travel preparation.
LIVING IN CHINA: FAQs

May I live in a single if I choose? Single rooms are not available except in unique circumstances where there is room availability and the student pays the extra fee for the room.

Can we drink the water in China? All tap water must be boiled before consumption. An electric kettle is available in each room. For cold drinking water, you may either buy bottled water or cool the boiled water in your own bottle.

I know we don’t have a meal plan. May I cook in the dorm? Students cannot cook in the dorm. There is a refrigerator and electric kettle in each room. There is a vending machine and a microwave on the first floor and both the East Gate and West Gate have a wide variety of very casual, affordable restaurants.

Do I need to bring my own sheets, towels, etc.? The rooms are furnished with pillowcases, sheets and blankets – towels and toilet paper are not provided. The dorm’s custodial staff changes linens every other week. Please be courteous to the dormitory staff and maintain good relations with them. This is obviously in your own interest. The same applies to your contacts with the staff of the dining hall.

How will I do my laundry in Beijing? There are washing machines on each floor of the dormitory. All machines are equipped with dryers. They are free but students need to buy their own detergent.

Do I need to bring my own hangers? No! Students from previous semesters leave their hangers in the free pile in the RA’s room.

Where can I work out when I’m in China? Does the University have a gym? MUC has some sports facilities open to all students, such as track and field, basketball and volleyball courts, tennis court, football field. There are also several commercial gyms or fitness centers around the campus. Bally’s is less than 5 minutes from the East Gate.

Will there be a problem for me to practice my religion in China? There have been students of many religions who have come to ACC. They found that practicing religion is not as big a problem as some might think. Beijing is a cosmopolitan city and people of all faiths have come here to live.

May I arrive early (before the program starts) just to get acclimated to Beijing? Or, may I stay on after the program is over? You may arrive early and stay in the dorm, or stay after the dorm is “closed” at the end of the term, at your own cost. The nightly fee for your room is 80 RMB with a roommate and 160 RMB without. Simply let the ACC staff know of your intentions well in advance.

What if I want to travel around China for a few weeks after the end of the program? Do I have to take all of my things with me? The dormitory building will store your belongings for you while you travel. Please speak with the dorm front desk or the ACC office to arrange this.

I am staying for two terms and want to travel outside of China during the break. I only have a single entry visa. What should I do? Speak to the ACC staff before you leave for your travels. You will have to get a second entry visa which takes about three-five weeks. Should you be remaining with ACC for longer than 6 months, the ACC staff in Beijing will assist you in getting your visa renewed during your stay.
I know that ACC has a very strict language pledge. What about communicating via telephone and e-mail with my family and friends? We do take the language pledge very seriously. However, we understand that your family and friends for the most part cannot speak Chinese. Of course you may speak English to them on the phone, however, we request that you keep your dorm door closed during those times so as to avoid too much English floating around the hallways. If your family or friends visit you in Beijing, we ask that you speak English only outside of the dorm. E-mailing is fine as well.

May I have friends stay overnight with me in the dorm? Are there regulations or cultural mores that should be followed in Chinese dormitories that would differ from what I’m used to? The dormitory has rules pertaining to visitation hours and overnight guests. Normally, guests are not permitted to stay in your room overnight. But if the dormitory has empty beds, your friend may arrange to stay for a small fee. Guests should also be prepared to leave their passport at the front desk. Keeping an overnight guest of the opposite sex in your room is strictly forbidden.

How much am I likely to spend on local transportation during a term? Are the buses and subways expensive? Public transportation is very commonly used in Beijing. There is a new price system that has a 3RMB initial fee for the subway and that will increase according to distance traveled. Buses typically start at 1RMB and move up according to distance. For a 20 RMB deposit, you may purchase a reloadable public transportation card that can be used on buses and subways throughout the city.

The following FAQ’s were compiled by our office in Beijing

We are writing this Q&A for the student’s convenience, and this Q&A list is based on the ACC office’s many years of experience in dealing with our students’ needs. It contains very useful information and tips. Before you ask the ACC Hamilton office or Beijing office for information or assistance, please read this carefully.

开学前：Prior to departure to China or at the beginning of the academic semester.

Q. 离开美国之前我应该带什么重要的文件？
(What documents must I bring with me when I enter China?)

A. 除了护照以外，JW202表和民族大学录取通知书
(Besides your passport and valid visa, we strongly suggest you to bring your JW202 form and the admission letter to China).

Q. 我什么时候可以开始免费住在宿舍里？
(When is the official date of the dorm opening for students so that I do not have to pay rent?)

A. 每个学期的时间都不一样。最好查 ACC handbook，或者问 ACC 办公室。一般来说，开学前一周的周三开始，你可以免费住在你的宿舍或者校外公寓。
(It all depends on the semester as the dates can be a bit different. We recommend that you check with the ACC handbook or confirm with the ACC office at acchina@hamilton.edu. Generally speaking, the dorm opens the Wednesday prior to the first day of class.)

Q. 开学前住宿的费用是多少
(How much will I pay for the room if I move in before the dorm’s official open date?)
A.ACC开学之前的宿舍费用，学生必须自己负担。房间是RMB160/天，所以能够找到一个同屋来分担这笔费用是最好的。（前台不能保证帮你找同屋）

(If you move into the dorm before the official opening date, you must pay for your room. The charge is ¥160/day. If you can find a roommate, you will save some money – 80/day. You can ask the front desk for information or help, but they are not responsible for finding you a roommate.)

Q. 能不能在旅行期间把行李存放在ACC？
(Can I leave my luggage at ACC while I am traveling in China?)

A. 可以，提前和前台的服务员说明你要存包，他们会帮助你免费的存好，包的数量越少越好。
Yes, it is free but the luggage room is generally packed.

Q. 能不能在旅行期间把贵重的东西（笔记本电脑）放在ACC？
(Can I leave my valuables, such as laptop, at ACC?)

A. 可以，只要在离开ACC之前，周一到周五的9:00am-4:00pm，办公室的老师都会帮助学生存放。
Yes, right before your departure (during ACC’s office hours: 9:00am-4:00pm, you can leave them with the ACC staff.)

Q. 如果到达中国和宿舍的时间比较晚，还可以办理入住手续吗？
(If I arrive at the dorm after working hours, can I still check in?)

A. 宿舍的前台是24小时服务的，不用担心时间晚不能住，但入住的手续得第二天白天办理。
(Yes, the dorm’s front desk is open 24 hours a day, so you can move in at any time. But if you come late at night after the front desk staff are off duty, all check-in procedures will be completed the following day. )

Q. 我申请到的签证是"L"的，我该怎么办？
(My visa is L, what should I do?)

A. 准备好JW202表和录取通知书，还有一张白色背景的护照照片，以及¥1056，尽快找办公室的老师申请办理一个新的签证。
You will need to change it to a student visa in order to legally stay in China. You will need the following items for a new visa: your JW202 form, admission letter, one passport photo, and 1,056RMB. The ACC office staff can help you apply for a student visa.

学期中 (During the Semester):

Q. 我的电脑坏了，应该怎么办？
(If my computer needs repair, what can I do?)

A. 我们有一个电脑工程师帮我们修理所有电脑，但是只是老师的电脑，因为是付费的，如果你的电脑坏了，我们可以请他帮你看一看是什么问题，但是品牌电脑修理的时候都有自己的要求，他不会随便帮你修，如果他不能帮你解决你的问题，你可以找办公室的老师寻求帮助，我们会帮你找找你的品牌电脑的维修地点和价钱什么的。

(ACC has an IT tech person for all computer maintenance. If something is wrong with your computer, we can ask him to take a look and give some suggestions, but he is not paid to take care of students’ computers. You will most likely have to go to a specialized computer shop to repair a brand-named
Q. 我房间里的马桶（灯，桌子，etc.）坏了，怎么办？
(If any equipment or furniture in my room breaks, what can I do?)

A. 房间的任何设备坏了，都要及时告诉前台，前台可以找人帮你尽快修理。如果前台没有很快地帮你解决问题，就告诉ACC办公室的老师，他们会帮你。

(You need to call the front desk as soon as possible, and they will send someone over to repair the damage. If you tell the front desk but your problem is not solved in a time manner, please inform the ACC office and they will help you.)

Q. 我有朋友（家人）要来中国旅行，附近有没有可以住的地方？
(If my family or friends want to come and visit me, are there hotels nearby?)

A. 附近有几个酒店，但是根据时间季节的不同，酒店的住宿价格也不同，你需要的时候请到办公室，老师会帮你打电话确认价格。
(There are several hotels in the area, and their prices vary according to their standards and also the time of year (from $40-$200). The ACC office staff can assist you in reserving hotel rooms.)

Q. 我的签证时间不够了，怎么办？
(If my visa will expire before my return date, what should I do?)

A. 准备好你的护照、照片和钱，尽快找办公室的老师，老师会帮你安排申请一个新的签证。
(Have your Passport, picture and money ready, and come to the ACC office as soon as possible so that the office staff can help you apply for a new visa.)

学期末 (Toward the end of the semester, and most of this information is for returning students):

Q. 我要出国旅行，我的签证是一次入境，怎么办？
(After the semester ends, I plan to travel abroad and then return to China, however, my visa is a single-entry – what should I do?)

A. 如果你下个学期还是 ACC 的学生，只要出国前三周来办公室，把护照，一张白底护照照片和￥1056（美国国籍）交给办公室的老师，老师会帮你申请办理一个新的回中国的签证。如果你下个学期不是 ACC 的学生，就不能在北京办签证，建议你到你要去的国家的中国大使馆办理一个新的“L”签证。
(If you plan on returning to ACC to study for another semester, you will need to bring your passport, one passport photo, and￥1,056.00 to ACC office 3 weeks prior to your departure. The ACC office staff can help you apply for a new student visa. If you are no longer an ACC student after the semester ends, you will not be able to apply for a Chinese visa in Beijing. You will need to apply for a new L visa from the country you are going to.)

Q. 我要旅行，我最晚什么时候回来？
(I’m going to travel in China – when is the last possible date for me to return to ACC?)

A. 我们建议你早一点回来。最晚回来的时间是开学前一周的周五，因为周六有 class meeting，你得买你的新书，跟你的老师和同学见面，不能再晚于这个时间。

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(We recommend you come back early. The latest time you can return to ACC is Friday before the first day of class, because on Saturday we will conduct a class meeting where you will get class information, your textbooks, and meet your teachers and classmates.)

Q. 毕业以后, 我不想离开北京, 要找便宜的公寓, 能帮助我吗？
(After graduating from ACC, I want to stay in Beijing. Can ACC help me find a cheap apartment?)

A. 老师可以帮你找一些信息, 但是不能保证能够租到房子, 因为住的时间太短常常很难租到合适的好房子
(We can help you get information, but we cannot guarantee finding an apartment for you. For a short stay, it will be difficult to find a good bargain.)

Q. 我有一些衣服和用的东西不能带回美国, 怎么办?
(I have some clothes and other stuff I don’t want to bring back to the US – what should I do with them?)

A. 你可以交给住在宿舍的老师（509 房间），老师认识一些 NGO 组织的人，可以把这些东西给最需要的人，或者给新生。
(You can leave everything at the RAs’ room (Rm.509). We will give them to an NGO organization that will send them to people in need.)

Q. 我想把我的行李寄回美国, 费用是多少?
(I want to mail my things back to the US – how much will it cost?)

A. 如果你的东西不着急用，你可以选择海运方式，邮局说三个月可以收到，根据我们的经验一般来说大概一个多月左右就可以了。你得用邮局的特制的箱子，自己的不行。起价一公斤20 元，再增加大概是8 块钱/公斤，还有箱子的钱大概十几块钱，所以总的来说价格不便宜，同学们可以考虑尽量减少行李的重量。
(If you don’t need these things soon, you can choose to mail them surface, which, according to the post office, usually takes about 3 months. However, it actually often takes only one month or so. You need to use the post office’s boxes (over ¥10/box). Postage starts at ¥20/kg, and then increases ¥8 for every kg. Mailing is not cheap. If possible, reducing items in your luggage is the cheapest way to go.)

**STUDENT COMMENTS**

“Bringing a backup debit card is something I think every student should do. Bank cards are lifelines abroad, and if it does get lost it can be a huge pain to get another one.”

_Graham Sadler, Spring/Summer/Fall 2013_

“Go out and explore! Minzu University is a beautiful campus, but go out on weekends, don't let the workload overwhelm you. Beijing is a big place; everything is so spread out all over the city. Get out there and do some fun stuff: go skate in Houhai, go haggle in DongWuYuan (not actually inside the zoo but across from the zoo there are few huge wholesale markets), go see the art district in 798...”

_Lin Lin, Spring 2012_
“Some students avoid street food all together during their time in Beijing. Of course, I would suggest doing so during the first 2 or 3 weeks in order for your stomach to get adjusted, but then branch out a little. Go see which carts are most popular for Chinese people, which sellers come every day, and which foods look well preserved on ice. Those tend to be the safer ones. Once you figure all this out, you'll realize street foods often times are the most delicious.”

Maikhanh Nguyen, Spring/Summer 2013

“Cosmetic products should be bought from home if you have specific brands that you like; stock up if you plan to stay for two semesters! It is quite difficult to find moisturizer or even face wash because one, you may not be able to read most of the bottle labels, and two; many Chinese products have some bleaching agent for skin whitening. Also, American drug store cosmetic lines are sold at department stores in China. You might not be able to find your favorite items and if you do, it might be unpleasantly overpriced from what you’re used to paying for.”

Melissa Segura, Spring/Summer 2013

“The blue card in your wallet will probably become your favorite one. You can go to virtually any subway station to buy a jiaotongka (transport card). It is around 20 kuai for the card itself, with a minimum balance of 30 kuai. Although I would recommend putting about 100 kuai on the card. Since a trip starts at 3 kuai and increases according to distance travelled. It will definitely be worth it. You can also use the card for buses too.”

Rahul Kini, Fall/Spring 2013

“Always do your research before buying/fixing your electronics. Go to an electronics store for your repairs (there is one on campus) and don’t risk the cheaper alternatives at the markets. You want to be careful with what you buy, because chances are that you won’t be able to return it. Always ask the teachers for advice, as they know which places are the best to go to and might even accompany you. “

Prianka Imanudin, Spring/Summer 2013

“Use the dorm TV: watch CCTV news program every night even if you cannot understand at all (The program is 新闻联播). Go to Youtube, train vocab and listening skills in a fun way with Chinese music and TV drama series (try 爱情公寓, 北京爱情故事) or movie (爱情呼叫转移 is a fun one). These are small, easy steps to assimilating to the language and culture. Take advantage of the Chinese host family. Try to take initiative. Set up a plan to hang out with them, ask them to take you around, or invite them to something. Otherwise, you’re wasting an incredible resource. Also, consider making friends with the locals, especially those of the opposite sex, NOT necessarily for romantic purposes, though. It's easier to befriend people your age, and it’s more interesting to learn about the culture if your local friend is different from you.”

Son Le, Spring/Summer 2013

“Know that when you are coming to the program that it is rigorous. I'm not going to sugarcoat it. There will be days when you are sleep deprived or maybe just tired of ACC life, and perhaps wonder why you chose to put yourself through this intensive language program. But if that is the case, then also know that there are other places in Beijing besides your dorm and the gym. Grab a friend or two, take the subway and go somewhere new (that's what Google and Baidu are for). Or if you are still too stressed out to leave behind work, take it with you and go to a cafe with decent WiFi. Also, we all get food from Ximen, it's a casual place. So once in a while if you are having taolunke with some new students you aren't really friends with, ask if they want to grab lunch with you. One or two semesters is a long time to only stick with one friend group.”

Maikhanh Nguyen, Spring/Summer 2013
“If feeling down from the academic stress and homesickness, talk about it. Reach out to your friends, teachers, RA, and so forth. Your peers are going through the same thing, and your teachers understand where you’re coming from. Don’t be scared to ask for help or to confess that it’s overwhelming. The teachers know how hard you work and will take that in account when grading, so don’t get hung up over every single point on your graded work. It’s simply not worth the physical and emotional stress. Your biggest mistake would be to suffer in silence and have a negative outlook that impacts your entire ACC experience. Cherish your study abroad experience and make the most out of it!”

Sabrina Hua, Spring/Summer 2013

FURTHER INFORMATION CONCERNING BEIJING

It is very important that you realize ahead of time that you will be entering a different culture and a different social milieu; you must not expect to find all the conveniences that American universities provide their students.

Part-time jobs: Generally speaking, these are not available. For both legal and social reasons, we discourage this. Moreover, the intensity of the program is such that you would not have time for a part-time job.

While Beijing is considerably safer than many American cities, in recent years there has been an alarming rise in the amount of petty theft (purse snatching, pick pocketing on crowded buses and subways). Our orientation will include information on this problem with specific suggestions on how to minimize, if not eliminate, the chance that you might fall victim to such an occurrence. Please take this advice seriously.

To avoid complications, make a copy of the pages in your passport that contain personal data and information regarding when and where the passport was issued. Make certain your passport number is legible. Carry two extra passport photos. This packet will enable you to replace your passport quickly. Even before contacting your embassy or consulate for a replacement, notify the local police of the loss.

SUMMARY OF ACTIONS TO BE TAKEN NOW

Please attend to the following as soon as possible:

1. Obtain a passport and send us the number before April 1 if you are enrolled for the summer, summer & fall, or fall & spring terms. Spring students must submit their passport numbers to us by December 1.
2. Make arrangements for remaining payments to be made according to the schedule outlined above.
3. Obtain appropriate medical insurance and send the policy number to ACC (if you have not already done so).
4. E-mail (or upload) your travel itinerary to us before January 1. Entering summer students should send itineraries by May 1 and fall students by August 1.
5. Finally, since simplified characters are most widely used on mainland China, ACC strongly recommends that participants become familiar with this system as soon as they are accepted into the program. Mastering simplified characters as soon as possible will make for a smoother transition once you are in China.

Finally, be sure to consult your e-mail on a regular basis from now on. We will be keeping you updated with information about visas, traveling, preparation, and so forth via e-mail and it is quite important that you do not miss these messages. We regularly use school e-mail addresses. If you tend to use an alternate address more frequently, please notify the office so that we can change your address on the mass mailing list.

Later notices will relate to traveling, lodging, miscellaneous information, or, if necessary, items missing from your file. Please do not hesitate to call Nitsa Weld at 315-859-4326 with questions. Because of the number of matters involved, it is extremely important that we keep in close touch between now and the day of departure.

Meanwhile, best wishes for a successful semester.

Yin Zhang  
ACC Administrative Director

Nitsa Weld  
Program Coordinator

Suggested readings to prepare for ACC:

Lijia Zhang and Calum MacLeod, China Remembers. (London: Oxford University Press, 1999)
W. Hu and C. Grove, Encountering the Chinese, 1991
C. Blackman, Negotiating China: Case Studies and Strategies, 1997
J.K. Fairbank, China: A New History, 1992
Perry Link, Evening Chats in Beijing, 1992
A. Thurston, China Bound: Revised, 1994