

# 窓口業務時間変更のお知らせ

アドミニストレーション棟の窓口業務は、夏季休業期間及び秋季休業期間の間、以下のとおり業務時間を変更・休止しますので、注意してください。

月日	授業等日程	窓口業務時間	その他
7/31(水)	夏学期授業終了	9:00~16:30 (通常業務)	
8/1(木)~8/14(水)	夏季休業	<b>9:00~12:30</b> <b>13:30~16:30</b>	
<b>8/15(木)~8/16(金)</b>	<b>教職員</b> <b>夏季一斉休業</b>	<b>窓口休止</b>	<b>アドミニストレーション棟は、<u>終日閉館</u></b> <b>※学割、証明書等の発行も出来ません。</b>
8/19(月)~8/30(金)	夏季休業	<b>9:00~12:30</b> <b>13:30~16:30</b>	
9/2(月)~9/4(水)	期末試験後半	9:00~16:30 (通常業務)	
9/5(木)~10/4(金)	秋季休業	<b>9:00~12:30</b> <b>13:30~16:30</b>	
10/7(月)	冬学期授業開始	9:00~16:30 (通常業務)	

平成 25 年 7 月 3 日  
教務課・学生支援課

# Temporary Changes in Counter Service Hours

Please note that the Administration building counter service hours will be changed during summer and fall vacations as follows. Also, counter services and Administration building will be closed on all Saturdays, Sundays and national holidays.

Date	Schedules	Counter Services	Administration Bldg.
Jul. 31 (Wed)	Summer Semester Classes end	As usual 9:00 a.m. ~ 4:30 p.m.	
Aug. 1 (Thu)   Aug. 14 (Wed)	Summer Vacation	9:00 a.m. ~ 12:30 p.m. 1:30 p.m. ~ 4:30 p.m.	
Aug. 15 (Thu)   Aug. 16 (Fri)	Administration Office Summer Vacation	Closed	Closed ※ Automatic certificate issuing machine will be out of service.
Aug. 19 (Mon)   Aug. 30 (Fri)	Summer Vacation	9:00 a.m. ~ 12:30 p.m. 1:30 p.m. ~ 4:30 p.m.	
Sep. 2 (Mon)   Sep. 4 (Wed)	End-of-Semester Exam [Second Half]	As usual 9:00 a.m. ~ 4:30 p.m.	
Sep. 5 (Thu)   Oct. 4 (Fri)	Fall Vacation	9:00 a.m. ~ 12:30 p.m. 1:30 p.m. ~ 4:30 p.m.	
Oct. 7 (Mon)	Winter Semester Classes begin	As usual 9:00 a.m. ~ 4:30 p.m.	

Jul. 3, 2013  
Academic Affairs Division &  
Student Support Division  
(Counters in 1F, Administration Building)