

## Counter Service Hours for National Holidays on Which Classes are Held in A Semester (A1・A2)

On the following national holidays in A Semester (A1・A2) AY 2015, classes will be held in the College of Arts and Sciences. In accordance with this, counter services at the Administration Building is offered as follows. However, please note that some of services may be unavailable.

Date	Service Hours
<b>Sep. 21 (Mon)</b> <b>Sep. 22 (Tue)</b> <b>Sep. 23 (Wed)</b> <b>Oct. 12 (Mon)</b> <b>Nov. 3 (Tue)</b> <b>Dec. 23 (Wed)</b>	<p>• <b>Counter Services</b></p> <p style="text-align: center;"><b>9:00 a.m. ~ 12:30 p.m., 1:30 p.m. ~ 4:50 p.m.</b></p> <p style="text-align: center;"><u>Note: no service at Graduate School Section [Counter no. 5] on Dec. 23</u></p> <p>• <b>Automatic Certificate Issuing Machine</b></p> <p style="text-align: center;"><b>8:30 a.m. ~ 6:30 p.m.</b></p>

### ◎ Unavailable Services

- Sports equipment hire [Counter no.8]
  - Services regarding Athletic Association (Undou-kai) (admission to the Association and reservation/payment for Sportia) [Counter no.8]
  - Services regarding Personal Accident Insurance for Students Pursuing Education and Research (claim for insurance/sign-up for liability insurance coupled with PAS) [Counter no.8]
- ※ Some of one-day certificate issuance services by Academic Affairs Division may be also unavailable.

On Nov. 23 (Mon), counter services and automatic certificate issuing machines will NOT be available, as no class will be held and the Administration Building will be closed.

Sep. 1, 2015  
Academic Affairs Division &  
Student Support Division  
(1F, Administration Building)