



**NYU**

**SCHOOL OF  
PROFESSIONAL STUDIES**

at NYU Shanghai

## **STUDENT HANDBOOK**

## **学生手册**

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<http://shanghai.nyu.edu/academics/non-degree/ali>

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NYUSPS at NYU Shanghai

WeChat Account

## WELCOME

### 欢迎

Welcome to NYUSPS at NYU Shanghai. We are thrilled that you have chosen to join the NYUSPS community to help you meet your English learning goals. Our programs are developed to provide you with a level of excellence that only NYUSPS can offer—by building knowledge and skills that you can immediately use within your professional, academic, or social context. Because we are located at NYU Shanghai and we draw upon the resources of New York University, a world-renowned institution of higher learning with longstanding global connections, we are able to provide you with a truly international perspective that will serve you well in China and around the globe.

欢迎来到上海纽约大学NYUSPS。我们非常高兴，您能选择加入NYUSPS大家庭来实现您学习英语的目标。NYUSPS的教学秘籍就是，学到的知识和技巧，能够现学现用，无缝连接职场、学术或生活。上海纽约大学NYUSPS位于上海纽约大学教学楼，依托纽约大学的教育资源，其悠久历史和全球网络既能服务学生，也能为学生提供真正的国际视野。

We offer a range of courses for English learners with various needs. Some of you are here to refine your professional English communication skills to succeed in or advance your careers. Others may be looking to develop or build on a foundation of English communication skills in order to communicate confidently with a wide range of people in everyday settings. 我们为不同学生的学习提供相应的课程。也许您希望磨练职场英语沟通技能、事业更上一层楼；也许您期待夯实英语基础、在日常生活中与更多的人自信交流。

Some of you are studying English so you can attend a college, university, or graduate school in North America or another English-speaking country. Our courses prepare you for your academic experience abroad by focusing on the skills you need to make a smooth transition to the new academic culture, as well as everyday life, in an English-speaking country.

也许您正在为将来去北美或英语国家大学或研究生院深造而学习英语。我们的课程将强化在这些国家学习生活所必需的技能，帮助您实现平稳过渡，融入英语国家新的学术文化，也适应日常生活。

Our outstanding faculty is ready to help you develop the language skills you need to achieve your goals, whatever those goals may be. With your hard work and the support of the NYUSPS at NYU Shanghai community—our faculty, staff, and your fellow classmates—you will succeed! 无论您的目标如何，我们出色的教师团队已经做好了帮助您提高英语技能的准备。在您的不懈努力以及上海纽约大学NYUSPS大家庭（教师团队、行政团队以及同学）的共同努力下，我们相信您一定会成功！

We encourage you to join the community fully and enjoy your status as an NYU Shanghai non credit student by participating in the many events and activities NYU Shanghai and NYUSPS offer. We hope you find that you develop lasting friendships as you are developing your English communication skills.

我们期待您作为上海纽约大学非学位项目学生积极参与学校和NYUSPS的各种活动，全身心投入这个大家庭。希望您在学习英语的同时，也收获珍贵的友谊。

## STAFF AND FACULTY

### 教师与工作人员

Director 主任	Philip S Cacouris, Room 613A, 2059-5961
Full-Time Language Lecturers 全职教师:	Marcel Daniels, Room 614, 2059-5970
Senior Associates 高级助理:	Brooke Logterman, Room 614, 2059-5971
	Sophie Xu, Room 614, 2059-5974
	Bairan Liu, Room 614, 2059-5964

NYUSPS at NYU Shanghai also employs part-time adjunct faculty as needed. All faculty members are highly qualified professionals with teaching qualifications and language-teaching experience. They are all evaluated by a hiring committee and need to pass interviews and reference checks before they can teach our courses.

上海纽约大学NYUSPS也按需聘用兼职教师。所有教师，无论全职兼职，都是符合我们严格标准的合格教师，都具备所必须的语言教学经验。所有教师的在聘用前都经过招聘委员会的严格审核，并通过了面试与背景调查。

## Summer 2018 CALENDAR

### 2018年春季学期教学日程

Not all courses begin in the first week of the semester. Please consult our [website](#) to see the exact start and end date of individual courses.

部分课程开始上课的日期不是学期第一周。请在我们的[网站](#)上核对具体课程准确的起止时间。

- First day of the term: Tuesday, May 29  
学期开始：5月29日星期二
- Last day of the term: Saturday, August 18  
学期结束：8月18日星期六

## UNIVERSITY CALENDAR POLICY ON RELIGIOUS HOLIDAYS

### 纽约大学教学日程与宗教节日政策

NYU Shanghai (and NYUSPS at NYU Shanghai) is a non-sectarian institution and does not include religious holidays in the academic calendar. If you need to miss a class in order to observe a religious holiday, please inform your teacher as early as possible before your absence. Your teacher will work with you to make up any work that you miss due to an absence on a religious holiday, and you will not be penalized for the initial absence. You may read more about the NYU Shanghai policy on religious holidays [here](#).

上海纽约大学（包括NYUSPS）是非宗教机构，教学日程中并未包含宗教节日。学生若因遵守宗教节日缺席，需尽早提前告知自己的任课教师。教师会协助学生弥补所缺失的内容，学生不会因遵守宗教节日受到任何惩罚。详细的上海纽约大学宗教节日政策请见[网页](#)。

## COURSES AND LEVELS

### 课程与分级

NYUSPS at NYU Shanghai offers courses to English learners with a variety of learning goals and needs. Courses are available at three different levels of English—**elementary**, **intermediate**, and **advanced**. We provide several self-assessment tools, as well as individual advising, to help you determine which level and courses are right for you.

上海纽约大学NYUSPS的英语课程为各种不同程度的英语学习者提供相应的课程，以满足他们的目标 and 需求。课程分为三个不同级别——**初级**、**中级**和**高级**。我们为学生提供自助分级指南，学生也可咨询教职员工确定合适自己的级别。

At the end of the semester, particularly if you have taken several courses, you should reevaluate your level if you are planning on enrolling in courses again next semester. It generally takes a few semesters to advance a level, but that depends on many factors. Be sure to revisit the self-assessment checklists and talk to your teachers as you select your new courses.

学期结束时，如果学生希望下学期继续修读课程，应当重新评估自己的级别，特别是同时修读多门课程的学生更需如此。通常提升一个级别需要数个学期的努力，但也会也有许多别的影响因素。选择新学期课程前，请您务必重新对比分级指南，并听取自己任课老师的建议。

Some courses may be taken more than once. For these courses, we make sure that the content is not repeated in consecutive semesters. Be sure to talk to us if you are interested in taking a course more than once.

有一些课程可以上多次。我们尽量保证这些课程的内容不重复。如果你感兴趣上同一门课的多次，请在选课之前和我们联系。

It is quite common for language learners to be stronger in some language skills than in others. For example, some learners may be better at speaking in English than writing in English. This means that when you are in classes with students at the same level as you, you will not all have exactly the same abilities in all areas—you may notice that some things are hard for you in class and some are easy for you. These differences are actually an advantage as they create opportunities for you to learn not only with but also from your classmates and for you all to help one another.

英语学习者的某些语言技能较强，某些技能较弱，比如部分学生的英语口语比写作要强，这是常见的现象。也就是说，当你和与自己同级别的学生在一个班级里的时候，同学之间不可能人人都具有各方面完全相同的英语能力——你会发现课上有的内容对你来说很简单，有的却比较难。这些同学间的差异正是课堂的优势所在，你不仅和你的同学一起上课，也从他们身上互相学习。

### **If You Think You are in the Wrong Level**

#### **如果您认为自己的级别不对**

If you find that everything in your class seems much too easy or much too difficult, please talk to your teacher. Your teacher will be able to provide the extra help or additional (and more challenging) work to suit your needs. If you and your teacher agree that the course is the wrong level for you, we will help you move to a more appropriate course. Please note that changes can only be made according to the following policy and deadlines:

- For 12-week courses, changes must be made before the start of Week 3.
- For 8- and 6-week courses, changes must be made before the start of Week 2 (or Week 8 for 6-week courses that run in the second half of the semester).
- For 3-week courses and 1-day workshops, changes are not permitted.

如果您发现课堂上所有内容都太简单或太难，请你及时向自己的任课老师反映。老师会针对你的需求给予特别的帮助（或提高课堂任务的难度）。如果你和你的任课老师都觉得你所在的级别不对，我们会为您重新安排合适的课程。请注意，根据下列政策，课程更改只能在相应截止日期之前进行：

- 12周课程：必须在学期第三周之前更改
- 8周和6周课程：必须在学期第二周之前更改（后半学期开课的六周课程必须在学期第八周之前更改）
- 3周课程和单日研讨课：不能更改

## **ABOUT YOUR CLASSES**

### **课堂**

#### **Teaching & Learning**

#### **教与学**

The academic culture at NYUSPS at NYU Shanghai, and our approach to teaching and learning, may be different from what you are accustomed to. You may at first feel that your classes are too easy or too hard, or that there is too much or not enough homework. We encourage you to talk to your teachers about any concerns you have about your learning, but you should also keep in mind that it may take some time to adjust to this new way of learning. It may help you to understand that our approaches are supported by research.

我们的学术氛围和我们所采用的教学方法可能与你之前所经历的不同。首先，一开始你可能会觉得课上的内容太简单或者太难，作业太少或者太多。当您对学习有任何问题或疑虑时，我们建议您与自己的任课老师交流。但您应该也清楚，适应一种新的教学方法需要一定的时间。我们所采用的教学方法都有相应的学术研究支持，这一点也许能帮助您理解我们的教学。

Our goal here at NYUSPS at NYU Shanghai is to help you develop the skills you need to be able to communicate successfully and confidently in English. We are focused on helping you **use** English, not just learn about English by memorizing grammar rules and long lists of vocabulary words. Research has found that, whereas facts and word lists can be memorized relatively quickly, the ability to use language appropriately is acquired gradually and only with extensive opportunities for practice (Anderson, 1990, 1993; Richard-Amato & Snow, 1992). Therefore, you will be given many opportunities to use English in a variety of learning activities that are designed to help you develop skills that will improve your listening, speaking, reading, and writing.

我们的目标是提高您的英语沟通技能。我们注重**能说会用的**英语，而不仅仅是语法规则和大量词汇的死记硬背。研究表明，即使学生可以快速背下规则和词汇，但真正准确恰当运用语言的能力只能通过大量的实践练习来逐步获得（Anderson, 1990, 1993; Richard-Amato & Snow, 1992）。因此，在我们的课堂上，你将通过丰富多彩的教学活动获得大量的练习机会，帮助你提高英语听、说、读、写各方面的能力。

You will also be asked at times to work with a partner or in a small group for in-class activities and homework assignments. These pair and group activities increase the amount of time each student has to use English compared to the amount of time each student has when only the teacher is speaking or only one student is answering a question the teacher asks. This increased amount of time to use language in a lower-stress context has also been found to promote language learning (Crandall 1992; Shaw 1997; Slavin, 1995).

有时任课老师也会要求你与另一位同学或一个小组一起进行课堂活动或完成某项作业。比起老师一个人讲或仅指定一位同学回答问题的形式，这些结对和分组教学活动增加了每一位学生运用语言的时间。研究也表明，在这样轻松的氛围下增加的练习时间同样有助于语言学习（Crandall 1992; Shaw 1997; Slavin, 1995）。

## **Attendance**

### **出勤**

You have shown your commitment to learning English by enrolling in one or more courses at NYUSPS at NYU Shanghai. We hope that you follow through with that commitment by attending all of your classes and arriving on time. Because of the kinds of learning activities we do in class, you may miss a lot that will be hard or impossible to make up if you are absent, and your absence may also have an impact on your classmates. If, however, you do need to miss class, you should let your teacher(s) know as soon as possible. You should also talk to a classmate to find out what you missed, get copies of any handouts, find out what homework was assigned, and so forth. Be aware that it may not be possible to make up missed quizzes and exams.

成为上海纽约大学NYUSPS的学生意味着您下定决心要好好学习英语。我们希望您能坚持下去，准时参加每一次课程的学习。由于课堂上进行的许多教学活动和效果很难或者无法通过补课获得，您的缺席意味着您将会错过很多内容，而且也会影响班上其他同学的学习。但如果您实在不得不缺课，您应当尽早告知任课教师，并询问同班同学自己落下的内容、拿到课上发下的材料、了解课后作业等。请注意，随堂小测或考试可能无法事后补考。

### **Grades and Transcripts** **成绩与成绩单**

NYUSPS at NYU Shanghai courses are noncredit, so we do not give letter grades like A, B, C, etc. All of the courses you take will be listed on your non credit transcript. Short courses (i.e., those with fewer than 12 total academic contact hours) are not graded. For all other courses, you will receive a final mark to indicate whether you have passed the course (P) or not (N). The passing threshold for these courses with numbers between 4000 and 7999 is 60%.

上海纽约大学NYUSPS课程为非学分课程，因此并不采用字母等第评分制。所有修读的课程都会列在非学分课程成绩单上。短期课程（即课时少于12小时的课程）不评分。其他所有课程都会给出期末成绩，标注为通过(P)或未通过(N)。课程编号从4000到7999之间的课程，总评分60%为通过。

After teachers have submitted final course grades, you will be able to view your grades in the NYU Albert Student Center.

教师提交期末成绩后，学生可以在NYU Albert Student Center查到自己的成绩。

### **Syllabi** **课程大纲**

You will be given a syllabus (syllabi is the plural form of syllabus) for each class you take at NYUSPS at NYU Shanghai. There is a lot of very important information on the course syllabi, so be sure to read them very carefully and ask questions about anything you don't understand. The syllabi will contain information on how to contact your instructor; what the goals of the course are; what kinds of assignments you will do and how they will be assessed; and important course, NYUSPS at NYU Shanghai, and NYU Shanghai policies. Your syllabi will be available on



NYU Classes so you can refer to them any time you need to refresh your memory about this important information.

在上海纽约大学NYUSPS的每一门课上，任课老师都会给学生发下此门课的课程大纲。大纲上列举了许多重要信息，因此学生应当仔细阅读，有任何疑问都应当及时提出。课程大纲上的信息包括：任课老师的联系方式、本课程的学习目标、学生需要完成的作业和相应的评分方式，还有重要的上海纽约大学NYUSPS政策和上海纽约大学政策规定。在NYU Classes平台上也能够找到课程大纲，因此你可以在任何时候查阅核对重要信息。

You will also be given a schedule or calendar for each course with information about what you will learn, how to prepare, and what assignments are due each class day; this schedule might be included in the syllabus or given to you as a separate document. You should use this document to help you manage your time so you can come to class prepared and submit your assignments on time.

此外，学生还会收到每一节课的时间安排、教学内容、学生应做的预习和课后的作业任务。具体的上课安排可能包括在课程大纲中，也可能单独发下。学生应该根据课程大纲安排自己的时间，课前预习、课后按时交作业。

### **Textbooks & Materials**

#### **课本与教学材料**

Teachers, academic coordinators, and the academic director carefully select the materials that are used in NYUSPS at NYU Shanghai courses. For some courses, the materials will include a required textbook. Fees for these textbooks and other course materials are included in your tuition.

任课老师、课程负责人和中心主任一起仔细斟酌，精心挑选出了适用于我们课堂的教学材料，有的课程的教学材料中包括课本。课本和其他教学材料所需要的费用已包含在你的学费中。

NYUSPS at NYU Shanghai has ordered any required textbooks for your courses and will give them to you once they have arrived. If there is any delay in shipping, NYUSPS at NYU Shanghai has permission from the publishers to give you copies of parts of the books. Please note that international copyright laws prohibit us from providing copies of books that have not been purchased—we are only able to provide the copied materials because we have purchased the book for you. Due to the complexities of importing textbooks in China, students are not allowed to buy their own copies of the textbooks required for our classes.

上海纽约大学NYUSPS负责为你的课程订购所有所需的课本（若该课程需要），并在书本到达后发下。如果发生运输问题导致教材迟到，上海纽约大学NYUSPS已经获得出版社的许可，在教材送抵之前向学生提供教材的部分复印件。请注意，对于学生没有购买的教材，国际出版法律法规禁止我们提供书籍的复印件。我们在为您购买教材后，才可以为您提供一些章节的复印件。而我们之所以能够向学生提供某本教材的复印件，是因为我们已经

为学生购买了这本教材。由于海外教材进口中国手续过程繁琐复杂，学生无法自行购买课程所需要的教材。

## NYU Classes

### NYU Classes平台

NYU Classes is the name of the online learning management system that all NYU students and teachers have access to. You can sign into [NYU Classes here](#) using your Net ID.

NYU Classes是全体纽约大学学生和教师使用的在线教学管理平台。你可以用自己的Net ID [登录NYU Classes](#)。

You will have a separate site on NYU Classes for each class you take at NYUSPS at NYU Shanghai. Your teachers will use these sites to post information; make announcements; and record your grades on any assignments, homework, and exams they give. They might also ask you to submit assignments, participate in online discussions, and take quizzes and exams there. 你所上的每一门课程都有一个相应独立的NYU Class页面。你的任课老师将使用这个平台发布信息、公告并记录任何作业和测验成绩，或者要求你通过平台提交作业、参与在线讨论或进行小测试和考试。

You are also enrolled in the NYUSPS at NYU Shanghai Summer 2018 Student Orientation course on NYU Classes. Please log in to complete the orientation modules, which will help you learn how to use NYU Classes and what to expect in your courses.

每位学生也都自动注册了在线上海纽约大学NYUSPS2018夏季入学指南，在NYU Classes中可以看到。请登录并完成线上入学指南。您不但能够练习NYU Classes的使用，也能了解能在接下来学习的预期收获。

## ACADEMIC HONESTY: CHEATING AND PLAGIARISM

### 学术诚信：作弊与抄袭

NYUSPS at NYU Shanghai is part of the NYU Global Network, and we are required to maintain strict standards of academic integrity. The policies of an American university may be different from those in Chinese universities, and part of your learning experience here will be adapting to them.

上海纽约大学NYUSPS是纽约大学全球体系的一部分，我们严格遵守学术诚信标准。美国大学的学术标准可能与中国大学所采用的有所不同，而适应新的标准也是你在这里所要学习的内容。

The American academic community assumes that all writers (including students, professors, and researchers) know what constitutes plagiarism and view acts of plagiarism as ethical violations. Successful academic writing in this context, therefore, involves careful reading and

composing skills in order to be able to use source material according to generally accepted conventions. These are complex and demanding tasks.

美国的学术机构默认所有文章的作者（包括学生、教授和研究人员）清楚抄袭的界定、明白抄袭行为是不道德的行为。因此，合格的学术写作要求作者掌握相应的阅读和写作技能，能够整合原始材料并阐发，写出符合诚信原则的内容。这些都是复杂并富有挑战性的任务。

At NYUSPS at NYU Shanghai, we know that you need practice using sources in your writing so that you can develop the understanding and skills necessary to inadvertent plagiarism. We will help you learn how to use sources in your writing according to the conventions of the American (and broadly Western) academic community. We trust that you will work hard to improve these skills so that you will never be so overwhelmed that you are tempted to claim another writer's work as your own or do so inadvertently. Remember to ask your teacher for help as needed.

在上海纽约大学NYUSPS，我们了解学生需要在写作中练习对材料的使用，从而理解和掌握在学术写作中避免抄袭的技能。我们的教师会帮助你学习如何在写作中合理运用材料，使之符合美国（以及大部分西方社会）学术领域的诚信标准。我们相信，通过努力的学习和练习，你能够掌握这些技能，因而避免有意或无意抄袭他人作品。请记住，需要的时候，你总是可以向任课老师寻求帮助。

Strict standards of academic honesty will be enforced at NYUSPS at NYU Shanghai with respect to cheating and plagiarism.

针对作弊和抄袭，上海纽约大学NYUSPS遵循严格的学术诚信原则。

## **Cheating** **作弊**

During quizzes, tests, or exams, teachers will not permit the sharing of answers or information about the test. The following are examples of cheating:

在小测验、测试或考试中，任课老师不允许学生进行答案或信息共享。出现以下情形属于作弊：

- copying from another person's work during a quiz or test;  
在测验或测试中抄袭他人所写的内容
- copying from another person's assignments or homework;  
抄袭他人的课后作业
- writing a test, assignment, or homework for another person;  
替别人完成测试或作业
- sharing answers or getting help from other people during an online or in-class quiz or test;  
在线测试或课堂测试中交换答案或获得他人的帮助

- talking about a quiz or test with other students before everyone has finished the test;  
与尚未完成测试的同学谈论测试的内容
- allowing another person to copy your test, assignment, or homework.  
允许他人抄袭自己的测试答案或作业

### Consequences of cheating:

#### 作弊的后果

- If you cheat on a test or assignment, you will receive an automatic F or 0 for that test/assignment.  
若在测试或作业中作弊，本次测试或作业成绩为不及格（F）或零分。
- Repeat offenses will incur escalating penalties at the teacher's discretion, including the possibility of failing the course.  
若继续出现作弊，任课教师有权加重惩罚力度，包括将本门课程总成绩判为不合格。
- Any incidents of cheating will be reported to the academic director and will be recorded on your record.  
任何作弊事件都将通报中心主任，并记录在作弊学生的记录中。

### Plagiarism

#### 抄袭

Graded written assignments, such as paragraphs and essays, must be entirely the work of the student who submits them. Copying passages (even just a single sentence) from other students, the Internet, or other written or spoken sources without properly citing the source(s) is not tolerated.

计入成绩的作业，如段落写作和作文等，必须完全由学生本人完成。照搬或不恰当引用其他同学、网络材料或其他任何书面或口头材料的片段（哪怕只有一句话）都构成抄袭。

The following are examples of plagiarism:

构成抄袭的事例如下：

- copying other people's writing—even a small part of their writing—without proper permission;  
未经允许照搬他人的书面材料——即便是其中少量的内容也构成抄袭；
- taking credit for any writing that is not your own;  
声称任何非原创的材料为自己的作品；
- using other writers' material and changing it somewhat without stating next to the material exactly where it came from (i.e., without citing the source);  
使用并改写他人的材料却未对来源作任何说明（如未引用出处等）；

- not using quotation marks around material that has been taken from another source and has not been changed from the original;  
引用原始材料时未改写，也并未使用引号；
- cutting various sentences out of a variety of different sources and combining them together, even if a few small changes are made in each one.  
从不同来源摘抄不同的句子并合并，即便有轻微改写仍为抄袭。

### **Consequences of plagiarizing:**

#### **抄袭的后果**

- If plagiarism is suspected, you will be required to have a conference with your instructor  
若出现疑似抄袭的情况，学生需与任课老师会面讨论
- If it is the first time your teacher has suspected you of plagiarism, you will be required to rewrite the assignment for a grade by a new due date; if you do not rewrite it by the agreed upon due date you will receive a 0 on the assignment.  
如果教师第一次认为学生抄袭，学生需根据新的截止日期重新完成作业以获得成绩。若在商定的截止日期之前未完成重写，本次作业为零分。
- If, after a first case of plagiarism, a discussion with your teacher, and a rewrite of the assignment, you again plagiarize all or part of an assignment one or more times, you will face increasingly strong consequences, including the possibility of failing the course.  
若在初次抄袭、与教师会谈并重新完成作业后再次发生抄袭，学生将面临更重的惩罚，包括总成绩判为不合格。

### **CLASSROOM VISITORS/OBSERVERS**

#### **课堂观摩**

NYUSPS at NYU Shanghai takes great pride in the quality of its curriculum and teaching. One of the things we do to maintain that quality is conduct teaching observations. All of our faculty members are observed by the academic coordinators and/or the academic director; teachers will also sometimes invite their colleagues to observe one of their classes.

上海纽约大学NYUSPS以优质的课程与教学为傲。而我们保证教学质量的方法之一就是课堂观摩。课程主管和/或学术主任会观摩所有教师的课程。有时教师也会邀请其他同事来观摩课堂。

The observations serve two purposes. One is to provide ongoing professional development for our faculty, and the other is to ensure that the teaching at NYUSPS at NYU Shanghai is of the highest quality. The observers will observe part or all of a lesson and take notes. They will then meet with the teachers to discuss the lesson and their observations.

课堂观摩有两个目的。首先是为了让教师们不断提升教学水平，另外也是确保我们的教学水平。观摩者会观摩部分或完整的一堂课并做笔记。课后观摩者会与被观摩教师讨论课堂内容和观摩意见。

Please understand that when an observer comes to your class, it does not mean that your teacher, or you, have done anything wrong or are in trouble. Teaching observations are a standard practice in any school and an important learning opportunity for both the observers and the teachers.

因此，当观摩者出现在课堂上时，并不代表任课老师或者学生犯下任何错误或招惹了任何麻烦。课堂观摩是学校普遍采用的方法，对观摩者与被观摩教师都是重要的学习机会。

If an observer visits your class, you should do the same things you do when the observer is not there. You do not need to change your behavior in any way. Do not be worried if the observer does not smile or looks serious—he or she will be concentrating very hard to observe the lesson and take notes!

如果观摩者出现在你的课堂上，你只需照常上课，就像平时一样，不需要改变自己的任何行为。如果观摩者没有笑容或表情严肃，也不必担心，因为观摩者必须精神高度集中观察并做记录。

If no one observes the teacher in your class, do not worry. That simply means that your teacher has already been observed recently.

如果学期中没有观摩者在课堂上出现，也不用担心。这说明你的任课老师已经在之前接受过观摩。

## **COURSE AND PROGRAM EVALUATIONS**

### **课程与项目评估**

Near the end of each session, you will fill out evaluations on each of your teachers and courses as well as a brief overall evaluation of NYUSPS at NYU Shanghai. These evaluations are a very important way for us to get feedback from you, and we appreciate your candid responses. 学期临近结束时，你需要为每一门课程、相应的任课老师以及上海纽约大学NYUSPS填写评估。课程评估是我们从学生获得反馈的重要途径，我们非常感谢你如实的反馈。

The evaluation questions will be given in English and in Chinese, and you will be given the opportunity to write comments in either of those languages. You will type your comments into a computer, phone, or other mobile device and they will be translated, if necessary, by a member of our staff. All of the evaluations are anonymous—you will not be identified either by name or by ID number.

课程评估问题为中英文双语，你可以用这两种语言中的任意一种填写评估，也可使用电脑、手机或其他移动设备填写。需要时，我们的行政人员会翻译你所填写的评论。所有的评估均为匿名，学生无须说明自己的姓名或学生ID。

## EVENTS AND ACTIVITIES

### 各类活动

NYU Shanghai hosts many events and activities for students and community members. We will do our best to notify you of upcoming events that we think may be of interest to you. If you hear about an NYU Shanghai event from another source that you would like to participate in, please check with one of our staff members and we will let you know if and how you can participate.

上海纽约大学为学生和其他成员举办各类丰富多彩的活动。我们尽最大努力通知学生即将开展的各类活动。如果你从其他渠道得知上海纽约大学的某项活动并希望参与其中，请与我们的行政人员联系，我们会帮你确认是否能够参加。

In addition to the NYU Shanghai events, we at NYUSPS at NYU Shanghai host our own private events for our community. We will send announcements via email and WeChat—so please check your email and follow us on WeChat—and we will always let you know when you may bring family members or friends to the events. We hope you take full advantage of these opportunities!

除了上海纽约大学的各类活动，上海纽约大学NYUSPS也有仅为内部学生开设的活动。我们会通过电子邮件和微信公众平台上通知学生，因此请你定期查阅邮箱并关注我们的微信号。同时也请告知是否会携带家人朋友参加活动。我们希望你能尽可能地抓住校园中的各种机会。

## THE NYU SHANGHAI STUDENT COMMUNITY

### 连接上海纽约大学学生群体

As an NYU Shanghai non-credit student, you have the opportunity to connect and make friends with the larger NYU Shanghai student population. Interaction with other English-speaking students and community members outside of your NYUSPS at NYU Shanghai classroom is important and even aids your English language acquisition. NYUSPS at NYU Shanghai is constantly seeking ways for you to become even more integrated into the campus community, but please understand that there are limitations. For instance, at this time, non-credit students do not have access to the Student Fitness Facility located on level B-1. We encourage you to speak to us first if you have questions about your ability to gain access to any services or events at NYU Shanghai.

作为上海纽约大学的非学分项目学生，你有机会接触结交上海纽约大学的学生群体。在上海纽约大学NYUSPS课堂之外与其他说英语的学生或教职人员接触不仅重要，对你的英语学习也是一种促进。我们不断努力拓展让学生更加融入上纽大共同体，但仍然存在局限，敬请理解。目前，非学分的项目的学生还不能使用地下一层的学生健身房。如果你对上海纽约大学的任何设施或服务的使用权限或者活动的参与有任何疑问，我们希望你能先与我们联系确认。

## **SMOKE-FREE CAMPUS POLICY**

### **无烟校园政策**

NYU Shanghai is a smoke-free campus. Consistent with the goal of creating a healthful and comfortable environment for all members of the NYU Shanghai community, smoking—including e-cigarettes—is prohibited at all times in NYU Shanghai facilities, including in all of its buildings, residence halls and their grounds, clinics, laboratories, classrooms, private offices, vestibules, and loading docks, and on any other NYU Shanghai owned, controlled, or shared property. The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. It is the responsibility of all members of the NYU Shanghai community to comply with this policy. Members of the NYU Shanghai community alleged to be smoking in violation of this policy may be subject to disciplinary action through the applicable process.

上海纽约大学校园全面禁烟。为了建立所有成员共享的健康舒适的校园，上海纽约大学的任何场地设施——包括教学楼、宿舍楼及附近区域、诊所、实验室、教室、私人办公室、通道、卸货区和其他任何上海纽约大学所拥有、管理或共享的设施与场地上均实行全天候禁烟，包括电子香烟。这项措施的实行需要吸烟者与不吸烟者双方的理解与配合。上海纽约大学的所有成员都有义务遵从此项规定。违法此项规定的成员可能通过恰当的方式受到违纪处罚。

## **NYU SHANGHAI STUDENT CONDUCT EXPECTATIONS**

### **上海纽约大学学生行为准则**

NYU Shanghai is committed to the overall educational and personal development of its students and views the NYU Shanghai community facilities as an important environment for learning and personal growth. Every member of the NYU Shanghai community is expected to uphold certain general responsibilities to ensure that the NYU Shanghai environment is a safe, respectful and constructive venue for living and learning. Every member of the community is expected to uphold certain general responsibilities to ensure the growth and development of NYU Shanghai's mission, including but not limited to:

上海纽约大学重视学生教育及人格的全面发展，并将上海纽约大学设施和氛围看作学生学习及发展的重要环境条件。上海纽约大学共同体中的每一位成员都应当遵守相应的准则，



确保上海纽约大学的校园环境是安全、互相尊重、并且对学习和生活有促进作用的。每一位成员都应当遵守但不限于以下所列举的准则，确保上海纽约大学愿景的实现：

1. Respecting all members and policies of the NYU Shanghai and Shanghai communities.  
尊重上海纽约大学共同体的每一位成员，并遵守所有政策法规
2. Respecting the customs, culture and laws of Shanghai and the PRC.  
尊重并遵守上海和中华人民共和国的风俗礼仪、文化和法律法规
3. Respecting the physical facilities of NYU Shanghai including the furnishings, equipment, and grounds. NYU Shanghai facilities include any buildings owned, controlled, operated, used, or shared by NYU Shanghai.  
遵守上海纽约大学设施使用规定，包括家具、设备和场地。上海纽约大学设备设施包括上海纽约大学所拥有、管理、运营、使用或与其他机构共有的所有建筑。
4. Respecting the diverse lifestyles, opinions, and pursuits of the individual members of the community.  
尊重校园内多样的生活方式、观念和个人追求。
5. Informing NYU Shanghai administrators or the Department of Public Safety about behavior that is disrespectful to community standards as well as situations that infringe on the safety of the community.  
如发现违反上述准则的行为或发现危及校园安全的情况，应告知上海纽约大学行政人员或公共安全部。

To achieve this goal, NYU Shanghai reserves the right to review all alleged violations of the following student behavior policies and to initiate disciplinary action and impose sanctions when appropriate. Students will be held accountable for violations of the following policies whether committed by themselves or by their guests. Students found to be present while a violation is occurring may be considered participants and may also be subject to disciplinary action. Prohibited items may be confiscated and discarded.

为达成上述目标，对违反学生行为规定的行为，上海纽约大学保留审核情况并给予恰当处罚的权利。学生将为本人和所邀访客的违规行为负责。违规行为发生时，在场学生可能被视为参与者并受到处罚。违禁物品将被没收并统一处理。

1. **NYU General Rules of Conduct:** All NYU students studying at NYU Shanghai are expected to uphold the NYU General Rules of Conduct and other behavior policies set forth in the policy statements located here: [University Student Conduct Policies](#). These policies include, but are not limited to, the following:  
纽约大学行为总则：在上海纽约大学学习的全体纽约大学学生都必须遵守纽约大学行为总则和其他载于[全校学生行为规定](#)页面的规定。这些规定包括但不限于下列政策：
  - a. Policy on Substance Abuse and Alcoholic Beverages and Guidelines for Action  
药品滥用和酒精饮料滥用规定

- b. Statement on Health and Safety Considerations Associated with the Management of Incidents Involving Alcohol and Drugs. Self Referrals and Good Samaritan Referrals  
健康安全原则与包括酒精与药品使用在内的原则。自检原则与好撒马利亚人原则
- c. Sexual Assault, Harassment and Other Forms of Sexual Misconduct Policy and Resources for Victims of Sexual Assault  
性侵、性骚扰和其他形式的性失范行为规定及性侵受害者帮助信息
- d. Statement and Guidelines on Bullying, Threatening, and Other Disruptive Behavior  
霸凌、威胁和其他危害他人的行为规定与政策
- e. Non Discrimination and Anti Harassment Policy and Complaint Procedures for Students  
反歧视与反骚扰政策和学生投诉流程
- f. Policy on Academic Integrity  
学术诚信原则
- g. Affirmative Action/Equal Opportunity Policy  
弱势群体优待政策/机会均等政策
- h. Notice to Students on Bias and Harassment  
关于偏见与骚扰的公告
- i. Educational and Research Uses of Copyrighted Materials  
对于有版权材料在教育 and 科研上的使用
- j. Guidelines Regarding Protest and Dissent  
抗议与发表异见指导
- k. Smoke Free Campus Policy  
无烟校园规定
- l. Service Animal Policy  
动物使用政策
- m. Responsible Use of NYU Computers and Data  
NYU电脑与数据库的负责任使用
- n. Policy on Weapons, Simulated Weapons, and Theatrical Use of Weapons (applicable to students)  
关于武器、仿真武器和武器的威胁性使用政策（适用于学生）

## 2. Health and Safety Violations 违法健康与安全准则的情况

- a. Tampering with fire safety or other safety equipment  
擅用或破坏消防设备或其他安全设备
- b. Possessing flammable decorations, appliances, or other property that may be deemed a fire hazard.  
持有易燃装饰物、小件物品或其他可能引起火灾的物品
- c. Being in violation of fire safety policies as established in this document  
违反本手册中所列出的消防安全条例

- d. Causing a fire or false alarm  
引起火灾或虚假火灾警报
- e. Failing to respond and evacuate if required at the sounding of the fire alarm system  
火警铃响起时并未按照要求疏散
- f. Possessing or storing a gas engine vehicle or any form of combustible fuel  
持有以汽油为燃料的机械或囤积任何形式的燃料
- g. Possessing weapons, including, but not limited to knives, mace, explosives, fireworks, firearms, or ammunition  
持有武器, 包括但不限于刀具、狼牙棒、爆炸物、焰火、枪支或其他武器弹药
- h. Throwing and/or causing objects or any substance to be directed from, into, or onto windows, doors, terraces, ledges, roofs or other areas  
从门窗、阳台、露台、屋顶或其他区域投掷或导致任何物体飞出的行为
- i. Possessing, using or distributing an alcoholic beverage in violation of alcohol policies as established in this document  
违反本文件的规定持有、使用或分发酒精饮料
- j. Being in the presence of a violation of the alcohol policies as established in this document  
在违反本文件中所规定的酒精政策时在场
- k. Possessing, using, or distributing an illegal or controlled substance and/or related paraphernalia in violation of substance policies as established in this document  
违反本文件的规定持有、使用或分发非法或限制物品
- l. Being in the presence of a violation of the substance policies as established in this document  
在违反本文件中所规定的违禁物品政策时在场
- m. Tampering with devices and furnishings in an NYU Shanghai facility  
毁坏或不当使用上海纽约大学设备与家具
- n. Failure to present a valid ID card or properly identify oneself when entering an NYU Shanghai facility or when requested to do so by any authorized staff member  
进入上海纽约大学校园或学校区域时、或在任何有权检查证件的工作人员要求时未能出示有效ID卡或身份证明。
- o. Unauthorized access or use of restricted areas in or about an NYU Shanghai facility, including but not limited to roofs, ledges, terraces, basements, storage areas or emergency exits  
未经许可使用或进入上海纽约大学校园或相关场所设施中限制进入的区域, 包括但不限于屋顶、露台、阳台、地下室、仓储空间或紧急出口等。
- p. Unauthorized entry into any part of an NYU Shanghai facility, or contributing to such unauthorized entry of another individual. This includes fraudulent attempts (misrepresentation, using false identification, etc.) to enter or to allow another individual to enter any part of an NYU Shanghai building

未经许可进入或令他人进入任何属于上海纽约大学的相关场所或设施，包括使用欺诈方式（冒充或使用假证件等）进入或令他人进入任何属于上海纽约大学的区域。

### 3. Community Standards Violations

#### 违法社区安全政策的情况

- a. Disorderly, disruptive, or aggressive behavior that interferes with the general comfort, safety, security, health or welfare of the NYU Shanghai community, and/or the regular operation of NYU Shanghai  
影响上海纽约大学社区总体的舒适、安全、健康或福祉的扰乱性、破坏性或/和攻击性行为
- b. Harassment or abusive behavior toward another by any means for any reason.  
无论出于何种理由、采用何种方式对他人的威胁或虐待行为
- c. Physical violence, actual or threatened, against any individual or group of persons.  
对任何个人或群体的人身采取实际的暴力行为或威胁
- d. Engaging in, or threatening to engage in, any other behavior that endangers the health or safety of another person or oneself  
参与或扬言要参与其他任何危害他人或自身健康或安全的行为
- e. Vandalism or damage to personal or NYU Shanghai property  
故意破坏或损坏上海纽约大学财产或伤害他人
- f. Theft or unauthorized use or possession of personal or university property or services  
偷窃或未经许可使用他人物品或学校财产或服务
- g. Excessive noise that interferes with the living, learning environment, or affects the wellbeing of the NYU Shanghai community as established  
发出大量噪音扰乱生活、学习环境或上海纽约大学社区的良好环境
- h. Failure to maintain acceptable standards of personal hygiene or room cleanliness to the extent that such failure interferes with the general comfort, safety, security, health or welfare of a member or members of the NYU Shanghai community  
未能保持个人卫生或房间整洁，导致影响他人或上海纽约大学社区的舒适、安全、健康或福祉。
- i. Keeping or caring for pets or animals in any NYU Shanghai facility  
在上海纽约大学任何设施或区域中持有或喂养宠物
- j. Unauthorized solicitation, recruitment for membership, subscription, polling, posting, canvassing or commercial sale of products, services, or tickets in NYU Shanghai facilities  
未经许可可在上海纽约大学设施或区域中进行游说、招募成员、订阅、投票、张贴海报、拉票或出于商业利益出售商品、服务或票券。
- k. Smoking in the indoors or in facilities entryways. Smoking devices, including but not limited to pipes, bongs, electronic smoking devices, and hookahs, are not permitted in the indoors

在室内或校区入口处吸烟。室内禁止的吸烟器具包括但不限于烟斗、水烟、电子烟设备和长管水烟。

- l. Conducting any private business from any NYU Shanghai facility; or using NYUSH resources to conduct private business  
在上海纽约大学任何设施或区域中开展私人商务活动，或利用上海纽约大学的资源进行私人商务活动
- m. Exhibiting or affixing any unauthorized sign, advertisement, notice or other lettering, flags or banners, that are inscribed, painted or affixed to any part of the outside of a building or the inside of the building which may be viewed outside of one's room. Authorized signage, advertisement, notice, or other lettering, flags or banners must be affixed using non permanent means that do not leave marks or holes, such as sticky tack or masking tape  
在校园内展示或张贴、雕刻或涂抹任何未经许可的标志、广告、告示或其他文字、张挂旗帜或横幅并可以从户外看见。经过许可的标志、广告、告示或其他文字、张挂旗帜或横幅必须用蓝丁胶、双面胶等非永久性方式张挂，不能留下痕迹或孔洞。
- n. Attaching or hanging any projections (radio or television antennas, dishes, awnings, etc.) to the outside walls or windows of an NYU Shanghai facility  
在上海纽约大学设施或区域的外墙或窗户张贴或悬挂任何物体（如收音机或电视天线、卫星接收器、篷布等
- o. Filming or videotaping in or into any area of any NYU Shanghai facility without authorization  
未经允许在上海纽约大学设施或区域的任何场所进行拍摄或录像
- p. Gambling in NYU Shanghai facilities  
在上海纽约大学设施或区域内赌博
- q. Failing to comply with the authorized request of any administrative representative of NYU Shanghai  
未能达到上海纽约大学行政方经过授权提出的任何要求
- r. Using the name or any abbreviation, logo, trademark, torch symbol, or any other indicia of "New York University," "NYU Shanghai" or school of NYU without first obtaining written permission from the NYU administration  
未从纽约大学行政方获得书面许可擅自使用“纽约大学”、“上海纽约大学”或任何纽约大学学院的缩写、标志、注册商标、火炬形象或任何暗示纽约大学和上海纽约大学的图文
- s. Using skateboards, rollerblades, or any other "coasting" devices in NYU Shanghai facilities  
在上海纽约大学设施或区域内使用滑板、溜冰鞋等任何“滑动”设备

4. **Substance Abuse and Alcohol:** NYU Shanghai is committed to maintaining a campus environment that is free of alcohol and substance abuse. NYU Shanghai views the abuse of

alcohol and drugs as being antithetical to the pursuit of educational excellence and the realization of one's full potential as a student and member of this community. Students at NYU Shanghai are subject to the University policy on Substance Abuse and Alcoholic Beverages, subject to the clarifications and modifications set out below.

**毒品与酒精：**上海纽约大学致力于营造没有酒精和毒品的校园环境。上海纽约大学将滥用酒精和药物与追求卓越教育、充分实现学生或其他社区成员潜能的目标相违背。上海纽约大学的学生必须遵守纽约大学关于毒品和酒精饮料的规章，具体关于酒精和毒品的说明如下：

- a. Alcohol: Alcohol may not be consumed by students in any NYU Shanghai nonresidential facilities, under any circumstances. Likewise, students may not attend any NYU Shanghai event while intoxicated, or bring any alcoholic beverages to any event.

酒精：任何情况下，任何学生不得在上海纽约大学任何非居住性区域饮用酒精饮料。同时，醉酒学生不得参与生活纽约大学的任何活动，学生不能将酒精饮料带入学校的任何活动中。

- b. Marijuana and Other Drugs: Any illicit substance, including marijuana, is prohibited in any NYU Shanghai facilities. Substances considered illicit in the PRC or in the United States are not permitted at NYU Shanghai. Any student who is found to be in possession of any illegal substances or any narcotics, including marijuana, without a valid prescription will face disciplinary action and possible criminal charges. Water pipes, bongs, hookahs and other paraphernalia commonly associated with drug use are also prohibited. Students must obey local laws regarding the use, sale, and distribution of controlled substances. It is also a violation of NYU Shanghai drug policy to be in the presence of drugs or drug paraphernalia. Drug use in the People's Republic of China is a serious criminal offense and can result in revocation of visa, incarceration or other negative consequences for both the student and NYU Shanghai. Students found responsible for violating NYU Shanghai's policies related to possession, use, and/or distribution of drugs will be issued sanctions that reflect the very serious nature of this offense.

大麻与其他毒品：上海纽约大学的设施或区域中禁止包括大麻在内的任何毒品。任何在中华人民共和国或美国视为非法的物品在上海纽约大学都被禁止。被发现持有违禁物品或包括大麻在内的任何含吗啡类生物碱却未能提供有效处方者将受违纪处分，也有可能受到犯罪指控。水烟管、水烟灯、长管水烟和其他各种通常与吸食毒品有关的器具也在禁止之列。学生必须遵守有关违禁物品的使用、销售和分发的口头纪律。学生出现在毒品或吸毒器具被发现的现场也违反上海纽约大学毒品规定。吸毒在中华人民共和国属于严重犯罪行为，将导致签证吊销、监禁或其他对学生和上海纽约大学都造成负面影响的结果。违反上海纽约大学对于持有、使用和/或分发毒品的学生将受到与此项严重违法违纪行为相应的处分。

## NETID ACTIVATION 激活纽约大学Net ID

Activating your NYU NetID is critical, as it gives you access to many online resources, including [NYUHome](#), NYU Classes, and the NYU TouchNet payment gateway.

NetID是纽约大学学生网上账号，激活账号能够使用包括NYUHome, NYU Classes等平台在内的纽约大学网上系统和资源，以及NYU TouchNet 付费系统等。

To activate your NetID:

激活步骤:

1. Go to <http://start.nyu.edu>  
打开链接 <http://start.nyu.edu>
2. Enter your NetID  
输入Net ID
3. Click on the "Start" button and follow the online instructions. Be sure to set a password that you will remember.  
点击"Start"并根据网页上的提示操作。注意记住所创建的密码。

## ESUITE PAYMENT GATEWAY AND TOUCHNET eSuite 和 TouchNet 电子账单及支付平台

eSuite is an integrated e-Bill and online payment web portal that provides students and their invited parents/authorized users with the following services in TouchNet:

eSuite 是提供电子帐单和在线支付的一个平台，通过TouchNet支付平台为学生及其家长/授权用户提供以下服务：

TouchNet 是纽约大学使用的在线支付平台，学生可使用以下功能：

- Viewing the student's electronic bill  
查看电子账单
- Viewing current account activity information  
查看当前账户明细
- Making an online payment on a student account  
通过学生账户进行在线支付

Access the eSuite Payment Gateway by visiting the NYU Albert Student Center. See [here](#) for instructions on how to login.

登录纽约大学学生系统NYU Albert就可以进eSuite支付平台。您可以点击以下链接查看[英文版操作指南](#)。

Approximately 24 hours after course registration, a balance will appear on your NYU student bursar account. A bill, with detailed payment instructions, will then be generated and forwarded to the personal email address we have on file for you. Currently, payment can only be received through TouchNet and you will not be able to make a payment without activating your NetID. Note that you do not need to receive a bill in order to make a payment. You can always view your student account, and pay anytime, by visiting the NYU Albert Student Center. 通常课程注册完成24小时后，您就可以在自己的NYU学生学费账号（bursar account）中看到学费账单。账单上也详细列出支付方法，同时您也会收到付费邮件提醒。目前上海纽约大学仅能接受通过TouchNet 平台支付的学费，若不事先激活Net ID将无法进行付费。注意，您并不需要等待电子账单提醒才进行付费。您可以随时登录NYU Albert，进入学生中心(Student Center)并进行支付。

**We will communicate with you when your bill has been generated and when payment is due. 账单生成后，我们会与您联系，并告知付款截止日期。**

## **NYU SHANGHAI ID CARD ACQUISITION AND USAGE 上海纽约大学校园卡领取及使用**

Campus safety is important to us. As such, we require all community members to carry a valid NYU ID while on campus and to present it upon request to NYU Shanghai staff and administration. You will need your ID to gain access to the building. In order to get your NYU ID card, you must first pay your NYUSPS at NYU Shanghai bill. After you have done so, **you may go to the Department of Public Safety (room 118) where they will have a record of your payment.** If they do not have this record and you have indeed paid, please visit the NYUSPS at NYU Shanghai office in room 614 or call us at 2059-5960.

上海纽约大学非常重视校园安全。正因如此，您需要通过刷卡才能进出校园。我们要求所有上海纽约大学成员在校时携带有效校园卡，行政部门可能会要求您出示校园卡。在您支付学费及相关费用后，上海纽约大学公共安全部会收到通知，**您可前往公共安全部（118室）获得上海纽约大学校园卡。**如果您已支付所有费用，而公共安全部未收到通知，请前往上海纽约大学NYUSPS614室或致电2059-5960。

After confirming payment, the Public Safety officer will take a picture of you for your ID and will then print your card. It will generally be available within two hours of taking your photo; we appreciate your patience if the process takes a little longer. Public Safety will send you an email when your ID is ready to be picked up. Please be sure to pick up your ID during the first week of class.



上海纽约大学公共安全部在确认您已付清学费之后将为您拍照并制作校园卡。校园卡制作过程通常约需两小时，完成后公共安全部将向您的个人邮箱发送校园卡领取通知。若耗时超出预计时间，我们在此感谢您的耐心和理解。请在开学第一周内领取您的校园卡。

Your ID card will have current term access rights and will only be activated for use during the time you are a student at NYUSPS at NYU Shanghai. Replacement IDs for lost cards must be purchased for ¥100.

本卡仅在您入学期间有效。在本学期期间，您的校园卡都将处于激活状态。卡费为100元，与学费和注册费一起缴纳。如您选择继续在上海纽约大学NYUSPS学习，您可使用同一张校园卡。校园卡丢失补办需另外支付100元工本费。

In addition to granting you access to the building, your NYU ID card has the ability to be loaded with money for both printing documents and for purchases at the NYU Shanghai cafeteria and 2F Café. To add more money to your account, please refer to the recharge process under *Printing Services* in this Handbook. Please note, dining balances added by debit cards and credit cards are nonrefundable.

除了进出校园，您还能在校园卡内充值进行打印或在食堂及2楼咖啡吧就餐。如需充值，请根据本手册附录中的充值流程充值。请注意，食堂账户中用借记卡或信用卡充值的余额，无法退款。

## ON CAMPUS DINING

### 吃在校园

The cafeteria on level B1 offers breakfast, lunch, and dinner from Monday to Friday with a variety of Chinese, Western, vegetarian, and Halal food options. Sandwiches, cakes, fruit, coffee, and other other snacks and drinks can be purchased at 2F Café.

地下一层的食堂提供早餐、午餐和晚餐。周一至周五选择众多，中式菜品、西式菜品、素食以及清真餐。三明治、蛋糕、水果、咖啡和其它饮品可在二楼咖啡店购买。

## LOCKERS

### 储物箱

Classrooms and public spaces at NYU Shanghai remain open throughout the day, and NYUSPS at NYU Shanghai is not responsible for any lost or stolen items. It is therefore important to take care of your personal belongings at all times. Through a special agreement with NYU Shanghai Campus and Facilities, NYUSPS at NYU Shanghai has reserved a limited amount of lockers for NYUSPS at NYU Shanghai students to use for the semester. Policies, procedures, and other general information about reserving and using lockers will be communicated to you at the beginning of the semester.

上海纽约大学的教室与公共空间白天全天开放，上海纽约大学NYUSPS不对学生丢失的物品承担任何责任。因此，在校园中时刻保管好个人物品非常重要。我们已与校园运营部达成协议，成功预定部分储物柜，供上海纽约大学NYUSPS学生以学期为单位租用。我们会在开学初告知相关规定、租用步骤以及其它信息。

If you would like to request a locker to use during the semester, please fill out the [locker request form](#), then go to Room 614 and our staff will assign you a lock and locker.

如果您需要申请使用储物柜，请填写[储物柜申请表格](#)并到614办公室，我们的工作人员会分配储物柜锁供您使用。

## PARKING

### 停车

At this time, NYU Shanghai is unable to offer students parking on campus. We are easily accessible via public transportation. See below for details.

由于场地有限，目前上海纽约大学无法为学员提供校内停车服务。我们建议您乘坐公共交通，详情如下。

- Metro: Century Avenue Station, Metro Lines 2/4/6/9 Zone B, Exit 6  
地铁：2/4/6/9号线世纪大道站，B区6号出口
- Bus: Century Avenue at Pudian Road, Bus Lines 169/987  
公交车：169/987路世纪大道浦电路站

## REFUND POLICY

### 退费政策

Refunds are computed based upon the withdrawal date, which is the date and time the completed Drop/Add Form is received by the NYUSPS at NYU Shanghai office. Withdrawal does not necessarily entitle a student to a refund or to a cancellation of tuition still due. Refunds are based upon the number of class meetings that have occurred between the start date of the course and the withdrawal date—not by the number of class meetings that a student has attended.

退款的计算从正式退课开始，即上海纽约大学NYUSPS办公室收到完整退课表的时间和日期。退课学生不一定享受退款，尚未付清的学费也不一定取消。退款与否取决于在开学和退课日之间，学生所修读课程已经上课的次数，而不是学生本人参加过的上课次数。

Students are entitled to a 100% tuition refund if they withdraw from a course before the official start date. If the course has already started, the refund schedule is as follows.

学生在自己所选课程正式开课前提退课，学费全额退还。若所选课程已经开始上课，则退费政策如下。

- For courses with six or more meetings: 75% refund if the student withdraws *before* the third scheduled meeting. No refund thereafter.
- 上课总数6次或以上的课程：第三次上课之前退还75%的学费。在此之后不能退费。
- For courses with four or five meetings: 60% refund if the student withdraws *before* the third scheduled meeting. No refund thereafter.
- 上课总数为4次或5次的课程：第三次上课之前退还60%的学费。在此之后不能退费。
- For courses with one to three meetings: No refund is given after the first scheduled meeting.
- 上课总数为1-3次的课程：开始上课之后不能退费。

If you wish to withdraw from a course, please request a Drop/Add Form from the office. Remember that your refund eligibility depends upon the date that we receive your completed and signed form.

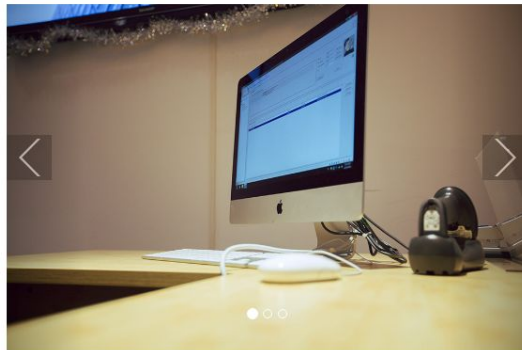
请从办公室获取退课/加课申请表。请注意，我们将根据完整申请表提交的时间决定学费退还事宜。

## GET CONNECTED ON CAMPUS

### 校园内连接互联网

1. Find the wireless SSID named “nyushanghai-nyusps” in your device’s WiFi list. Click to connect.  
在你设备上的无线网络列表中，找到名为“nyushanghai-nyusps”的无线网络，点击进行连接。
2. Enter the WiFi password “!NYU4class@”, then click “Join” or “Connect”.  
输入无线网络密码 “!NYU4class@”，然后点击“加入”或“连接”。
3. A login window, similar to the one below, will appear. If the the window does not appear, open your web browser and try to connect to any website. You will then be redirected to a login window.  
连接后会自动显示如下图所示的登录窗口，如果该窗口未能显示，请打开你的Web浏览器并尝试连接任意网站，之后你将会被重定向到该登录窗口。

← → × wafermce01.shanghai.nyu.edu:8010/?switch\_url=http://192.0.2.1/login.html&ap\_mac=f4:0f:1b:19:58:70&client\_mac=f8:16:54:82:a2:f3&wlan=nyushanghai-nyusps&redirect=www.baidu.com, ☆



微信扫二维码 (Wechat Scan QRcode)

NYU Shanghai Information Technology

/waiting for wifi.weixin.qq.com...

4. Scan the QR code with your WeChat and connect to the Wi-Fi.  
用微信扫描二维码，连接网络。

## PRINTING SERVICES

### 打印

Available Printing Services (Color/Black & White)

打印服务（彩色/黑白）

- Printing in color or black & white  
从电脑上进行彩色或黑白打印
- Photocopying in color or black & white  
彩色或黑白复印
- Scanning of documents to email  
扫描文稿并通过电子邮件发送

To use the NYU Shanghai Print Services with your personal computer, please download and install the appropriate driver below.

在自己的计算机上使用上海纽约大学打印服务，点击下面的链接以下载并安装合适的打印驱动。

- [Mac OS X \(10.7 or later\)](#)
- [Windows 32 bits](#)
- [Windows 64 bits](#)

#### Prerequisites Necessary for Usage

安装前需要满足的系统要求：

1. You must be connected to the WiFi “nyushanghai-nyusps”.  
已连接到名为“nyushanghai-nyusps”的无线网络。
2. If using a Windows 8/10 computer, you must have the .NET Framework 3.5 program installed on your computer. Windows 7 platforms typically come with the program already installed.  
对于运行Windows 8/10的计算机，需要安装.NET Framework 3.5；运行Windows 7的计算机一般已默认安装了此版本。

[Click to download 点此下载 .NET Framework 3.5](#)

#### Install Printer Driver

安装打印驱动

1. Download the installer file onto your computer.  
下载安装包文件到你的计算机。
2. Extract the downloaded file to your desktop.  
将安装包内的文件解压缩到桌面。
3. Close all applications running on your computer. Double-click the extracted installer icon on the desktop to initiate the installation process.  
关闭所有正在运行的程序，双击桌面上解压缩出来的安装文件图标以自动运行安装程序。
4. When the installation process is complete, check your list of printers to confirm the NYUSH-PudongCampus-PRINTERS printer has been added to the list.  
安装过程完成后，查看计算机的打印机列表，确认名为“NYUSH-PudongCampus-PRINTERS”的打印已添加到打印机列表。

#### User Manual

使用手册：

[Printing from your Workstation 在计算机上进行打印](#)  
[Navigating the Printer 打印机使用导览](#)

## Print/Photocopy Grant and Rate

### 打印帐号：

All NYUSPS at NYU Shanghai students are eligible to print, scan, and copy using the NYU Shanghai Print System. In order to use NYU Shanghai printing services, you must load your NYU ID card with funds prior to use. Please follow the process below to add a balance and to recharge whenever needed. No balance is needed when using the scanning function.

当前在册的上海纽约大学NYUSPS的学生，都可以使用上海纽约大学的打印系统进行打印。打印前学生必须在上海纽约大学校园卡中充值。使用前请先参照下面的充值流程对上海纽约大学校园卡进行充值。使用扫描功能不会扣除卡内的费用。

You will be able to print/photocopy documents from any of the printers listed below in the NYU Shanghai Campus Building. The rate for printing/photocopying is 0.09 RMB B/W; 1.2 RMB Color per page (A4, one side).

你可以在下列任意一台位于上海纽约大学教学大楼内的打印机上进行打印/复印操作，打印/复印的费率如下：黑白 0.09元；彩色1.2元 每页（A4纸，单面）

## WeChat Top Up and Balance Check

### 微信企业号充值与余额查询

You can use the NYU Shanghai Enterprise WeChat Account “上海纽约大学” to add money to your account by following these steps:

您可以在微信账号中添加“上海纽约大学”企业号，然后按照以下步骤为校园卡充值：

- Click on the Campus Card menu in the WeChat Enterprise Account. The “Card Balance” will show the remaining balance on your account in CNY.

在微信企业号中点击校园卡(Campus Card) 菜单。“Card Balance”选项会显示您的帐户余额（人民币）

- Type the amount you want to add to your NYU Card in the field “Please enter the deposit amount (RMB)”, and click “Submit”.

在“Please enter the deposit amount (RMB)”一栏中输入您要充值的金额并点击“Submit”

- Verify that your name and NetID are correct.

确认您的姓名和NetID信息正确

- Select WeChat Pay (WePay) in the next page, and click on the orange button (‘下一步’ in Chinese or “Continue” in English).

在下一页选择微信支付，点击橙色图标（中文“下一步”或英文“Continue”）

- Press 'Pay Now' to proceed with your payment.

点击“Pay Now”继续进行支付

- Receiving a “Payment Successful” notification means your top-up is successful.

收到“Payment Successful”通知表明您已成功充值

### QR Code Top Up (For Alipay Only)

#### 二维码支付（仅限支付宝支付）

You can use Alipay to add money to your account by following these steps:

您也可以使用支付宝为您的校园卡充值：

Use Alipay to scan the following QR code.

请在支付宝中扫描以下二维码



Type your NetID and the amount you want to reload. Then press the “Continue/下一步” button.

After Verifying your information, select the “Alipay” logo button then press the orange button (“下一步” in Chinese or “Continue” in English)

输入您的NetID和您要充值的金额。点击“Continue/下一步”。确认您的信息后，选择“Alipay”图标并点击橙色图标。（中文“下一步”或英文“Continue”）

Enter your Alipay PIN, and then click the blue ‘确认付款’ button (which in English reads “Confirm Payment”). You’ll see a successful notification from Alipay when the top-up is finished.

输入您的支付宝密码并点击蓝色“确认付款”图标，成功充值后您会收到支付宝支付成功通知。

If you have any difficulties with the activation or the reload process, you can contact IT at (021) 20595555 or visit IT Service Center in Room 427 for assistance.

如果您在激活或充值过程中遇到问题，可以拨打IT热线(021) 20595555 或到427室 IT服务中心咨询。

Printers can be found at the following locations:

可以在以下位置找到打印机：

- [Academic Building, Room 109](#) (Color/Black & White)
- [Academic Building, Room 214](#) (Black & White Only)
- [Academic Building, Room 406](#) (Color/Black & White)
- [Academic Building, Room 406](#) (Black & White Only)
- [Academic Building, Room 426](#) (Black & White Only)
- [Academic Building, Room 5F Vending Area](#) (Black & White Only)
- [Academic Building, Room 605](#) (Color/Black & White)
- [Academic Building, Room 6F Vending Area](#) (Black & White Only)
- [Academic Building, Room 824](#) (Color/Black & White)