

Time Card Procedure

For Supplementary Language Classes I &II

**Step 1 : You will receive
a Time Card from your teacher**

**Step 2 : Select a Supplementary
Language Class**

**Supplementary Language Class I:
large language classes**

**Supplementary Language Class II:
lab/language counseling sessions**

**Step3 : Sign up name and student number
on the Sign-up Sheet before the class starts**

**Step3 : Give your time card to the staff to be
punched in before attending a practice.**

**Step 4 : Give your time card to the staff to
stamp the date when the class is over.**

**Step 4 : Give your time card to the staff to
be punched out when you finish the
practice.**

**Step5 : Class name and hours are
stamped by the staff.**

**Step5 : Class name and hours are stamped
by the staff (No credit will be given if
your practice time is less than an hour).**

**Step 6 : Hand your time card to your teacher at the
end of each month.**

**Step 7 : Your time card will be handed to MTC office
after your teacher has recorded your class hours.**

**Step 8 : Required documents for Visa extension
Application -record of attendance (stamped hours on the
time card are included), and certificate of enrollment.**