

For English Track Students

Academic Year 2025

School of Global Japanese Studies  
English Track  
<Course Registration Handbook>

Meiji University

## About the Course Registration Handbook, Syllabus, and Catalog

This book, the *SGJS English Track <Course Registration Handbook>*, supplements the *SGJS Syllabus <Course Descriptions and Lesson Plans>*. Both are renewed each academic year in April.

The *School of Global Japanese Studies Catalog* is issued at the time of your enrollment and guides you through specifications including graduation requirements. You will use the same Catalog throughout your studies. (Any changes to the Catalog will be announced on Oh-Meiji and our website)

Note the difference of these materials and use them as a guide to plan your course registration. If you have any questions, please visit the School Office before the registration period begins.

\*This booklet has changed its name from the *School of Global Japanese Studies English Track Syllabus <Important Notes for Course Registration>* (AY2022)

## Abbreviations

In this handbook, “School of Global Japanese Studies” is abbreviated as “SGJS” and “Nakano Academic Affairs Office” is abbreviated as “School Office.”

## Calendar and events in the 2025 Academic Year \*The schedule below may change.

Spring semester	Fall semester
<b>Orientation</b> (all students) April 1 – April 9 <b>Entrance ceremony</b> April 7 <b>Classes in Spring semester</b> April 10 – July 22 <b>First half intensive course classes (S1)*</b> April 10 – June 3 <b>Second half intensive course classes (S2)*</b> June 4 – July 22 <b>Registration for courses</b> (web registration) <b>Courses with maximum class size</b> April 8, 1 pm – April 9, 9:30 am <b>Other courses</b> April 12, 9:30 pm – April 14, 9:30 am <b>Distribution of your personal timetable</b> (Oh-o! Meiji) April 15 9:00 am <b>Adjustment period for registration</b> April 19 9:30 am – April 21 9:30 am <b>Withdrawal from registered course(s)</b> Mid-May <b>Spring semester make-up classes</b> May 24 / May 31 / July 12 / July 19 <b>Class held on public holiday</b> April 29 / July 21 <b>Spring semester final examinations</b> July 23 – July 31 <b>Class cancelation</b> May 1 / May 2 <b>Summer break</b> August 1 – September 19 <b>Entrance ceremony / commencement ceremony for September graduates</b> September 19	<b>Orientation</b> (only for students assigned) Early September <b>Changes in Fall semester registration</b> Late-September <b>Classes in Fall semester</b> September 20 – January 23 <b>First half intensive course classes (F1)*</b> September 20 – November 14 <b>Second half intensive course classes (F2)*</b> November 15 – January 23 <b>Classes held on public holidays</b> September 23 / October 13 / November 24 <b>Withdrawal from registered course(s)</b> Mid-October <b>Fall semester make-up classes</b> October 18 / October 25 January 22 / January 23 <b>Foundation day holiday</b> November 1 <b>Meidaisai &amp; Ikumeisai Festival</b> (all classes are cancelled during this period) October 29 – November 4 <b>Winter break</b> December 25 – January 7 <b>Class cancelation</b> December 23 / December 24 <b>Foundation day</b> January 17 <b>Fall semester final examinations</b> January 24 – February 3 <b>Spring break</b> February 4 – March 31 <b>Commencement ceremony</b> March 26

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## I Common Notes

### < Course Descriptions and Lesson Plans / Class Schedule >

#### 1. Course Descriptions and Lesson Plans / Class Schedule

The *Course Descriptions and Lesson Plans*, and *Class Schedule* are available on the SGJS website. A printed version (for reference only) is available at the School Office. Please follow the steps below using a PC, smartphone, or tablet.

\*The design and interface of the University website may change. If you cannot find the page, please try searching from the search bar on the top page.

(1) Click “在学生の皆さんへ (For students)” on the SGJS Japanese website.

(<https://www.meiji.ac.jp/nippon/index.html>) and select “SGJS Syllabus, Class Schedule, Catalog”



(2) Select the content you wish to view. The Syllabus is also available on Oh-o! Meiji.



(3) The pdf file will open.

## < Common Notes >

### 1. Classes

- Spring Semester classes start on Thursday, April 10. Fall Semester classes start on Saturday, September 20.
- Except for some intensive courses, all SGJS courses are held on Nakano Campus.
- We will let you know if there are any classroom changes through Oh-o! Meiji. Please check your notifications regularly.
- You can take some courses, including Integrated Lectures and Certification Courses, on other campuses. Please see each Syllabus for details.
- When taking courses offered on other campuses, please reserve one period for traveling time between the courses.

For example, if you take a first-period class at Surugadai Campus, you cannot take a second-period class at Nakano Campus. However, you can take courses consecutively at Nakano - Surugadai Campuses or Nakano - Izumi Campuses for the second and third periods.

- Some SGJS courses are held in quarter length (7 weeks).

Quarter-length courses are held as:

- ① First half of intensive courses in Spring Semester (S1)
- ② Second half of intensive courses in Spring Semester (S2)
- ③ First half of intensive courses in Fall Semester (F1)
- ④ Second half of intensive courses in Fall Semester (F2)

Two-credit courses are held twice a week, and one-credit courses are held once a week.

#### **Notes on taking online courses on campus**

- When taking real-time online courses on campus, please try to bring your device as the number of campus PCs is limited.

## 2. Course registration

### (1) Registration

Register online between the following dates and times. You can add and make changes to your registered courses throughout this period. You will not be able to register for courses after the deadline.

Dates and Time	Registration Method
<b>Saturday, April 12, 9:30 am – Monday, April 14, 9:30 am</b>	Meiji University Academic Affairs System

#### Important:

- For the registration method, see “V. Web Registration.”
- You can only register for courses once a year in April.

Please register for **both Spring Semester courses (Spring, S1, S2, and Intensive) and Fall Semester courses (Fall, F1, F2, and Intensive).**

If you are joining a long-term study abroad program offered by Meiji University in the Fall Semester, you do not need to register for Fall Semester courses.

- The School Office will register your required courses. This may not be the case when repeating certain required courses.
- **The registration period is earlier than these dates for some courses with maximum class size.** (For details, see the page “Courses with Maximum Class Size” in this Syllabus.) There is also a different registration schedule for courses in Information Studies, the Certification Courses, and other specific programs. Please check the registration period in the respective Syllabus.
- Please register for Elective Courses from Other Faculties with Meiji University Academic Affairs System. Please refer to “Elective Courses from Other Faculties” in this Syllabus for details.
- **If you forget to register for a course or accidentally delete a course from your registration, you will not receive credits for that course even if you take the examination. In the same way, if the class day and period are different from what you registered for, you will not receive credits even if the course title and instructor are the same.**
- There may be heavy traffic on the server before the deadline, and it may be difficult to use the registration system. Please register ahead of time.

#### **Notes on taking courses offered on other campuses**

If you wish to register for a face-to-face course on another campus right before or right after the period you take an SGJS real-time online course, you need to complete a designated procedure. Registration and application are not accepted after the application period.

#### **<How to register>**

- (1) During the web registration period, **register for face-to-face courses offered on other campuses** using Meiji University Academic Affairs System. (\*You cannot register for SGJS courses in a consecutive period in the system at this point.)

(2) Next, apply for the SGJS real-time online course held directly before or after the course period you registered in (1) above. Please **apply during the web registration period** by using the Oh-o! Meiji group function for submitting items.

(3) The School Office will register the courses you applied with the method (2) above.

#### <Precautions>

Please note that it may be difficult to travel between campuses depending on the timing and location.

#### [Examples of how you can register for courses]

##### Example A:

1st period: [SGJS online course (real-time)]

2nd period: [Face-to-face course] in Surugadai Campus (or Izumi Campus, Ikuta Campus)

##### Example B:

3rd period: [Face-to-face course] in Surugadai Campus (or Izumi Campus, Ikuta Campus)

4th period: [SGJS online course (real-time)]

5th period: [Face-to-face course] **in the same campus as the 3rd period**

#### [Examples that need consideration]

##### Example C:

3rd period: [Face-to-face course] in Surugadai Campus (or Izumi Campus, Ikuta Campus)

4th period: [SGJS online course (real-time)]

5th period: [Face-to-face course] **in a different campus from 3rd period**

**\*Although it is possible to register for courses like Example C, please note how it is difficult to travel between campuses.**

## (2) Distribution of your personal timetable

The University will distribute your personal timetable on the dates shown below. Please check your timetable to confirm that the courses you chose are correctly registered.

Date and Time	Distribution Method
From Tuesday, April 15, 9 am	Academic Affairs System

## (3) Registration Error Adjustment Period (Accepted only at the School Office)

You can make changes in your registration if you receive an error message on your personal timetable or you want to add or delete courses.

After making changes, please recheck your personal timetable on Oh-o! Meiji.

Date and Time	Place
Saturday, April 19, 9:30 am- Monday, April 21, 9:30 am	Academic Affairs System

## (4) Changes in Fall Semester Registration



In mid-September, there will be a period that allows you to make changes to the Fall Semester courses you registered for in April. Some courses cannot be changed. We will announce details in July, on Oh-o! Meiji.

### **(5) Withdrawal from a Course**

This system allows you to officially withdraw from one or two courses you registered for in April if, for example, the contents have turned out to be different from what you wanted to study, or you wish to take fewer courses for personal reasons. You can withdraw from up to two courses conducted by SGJS. You cannot withdraw from required courses; ~~courses with maximum class size~~, and courses from other faculties.

The School Office will accept applications for withdrawal in mid-May and mid-October. We will post details on Oh-o! Meiji when the dates get closer.

## **3. Other Points to Note**

- **Schedule for final examinations** (Please see “Calendar and Events” on p. 1.)

Spring Semester: at the end of July

Fall Semester: at the end of January.

\*Some courses may have examinations on earlier dates.

\*We will announce the examination schedule on Oh-o! Meiji.

- **Announcement of the academic results**

Spring Semester: in mid-September

Fall Semester and full-year courses: in early March

- **Oh-o! Meiji notifications**

Messages about your courses will be sent in Oh-o! Meiji. Please check it at least once a day.

## II. Program Requirements: Important Points to Note

### Credits Required for Graduation and Graduation Requirements

<For English Track students who entered on April 1, 2023 or after>

Courses	Number of Credits Necessary			Comments
	Required	Electives (required)	Electives	
English Language	4	—	55	■ 4 required credits for <i>Research Paper Writing</i> and <i>Speech and Presentation</i> .
Second Foreign Language	—	—		■ Credits can be applied to graduation requirements as electives. The student's first language and English cannot be taken as a second language course. ■ If approved by the SGJS Faculty Council, up to 8 credits of Inter-Faculty Foreign Language Electives can be applied to graduation requirements, as electives.
Japanese Language	—	—		■ Credits can be applied to graduation requirements as electives. ■ Students can only take Japanese language courses if they have completed the required procedure. ■ If the student's first language is Japanese, they cannot take Japanese language classes as a secondary language.
Global Japanese Studies	—	*50		■ Students must earn at least 50 credits of Global Japanese Studies that are English Track courses (conducted in English or using class materials in English) ■ If more than 50 credits are earned, the remaining credits can be applied to graduation requirements as electives.
General Studies	7	**8		■ English Track courses (conducted in English or using class materials in English) ■ Required: 6 credits for <i>Introduction to Global Japanese Studies</i> , <i>Academic ICT Literacy</i> , <i>Basic Seminar in Global Japanese Studies</i> and <i>Introduction to Academic Studies and Career Development</i> (conducted in English). ■ Electives (required): At least 8 credits from required electives.
Seminars	—	—		■ Credits earned can be applied to graduation requirements, as electives.
Study-Abroad Authorized Courses	—	—		■ Credits earned during study abroad in courses authorized by the Faculty Council can be applied to graduation requirements, as electives.
Electives from Other Faculties	—	—		■ A maximum of 20 credits earned can be applied to graduation requirements, as electives.
Program for Global Citizenship	—	—		■ Credits earned can be applied to graduation requirements, as electives.
	—	—		■ Credits earned can be applied to graduation requirements, as electives.
	—	—		■ Credits earned can be applied to graduation requirements, as electives.
Special Certification Program	—	—		■ A maximum of 8 credits earned in courses approved by the Faculty Council from among those required for obtaining a teacher's license can be applied toward the credits required for graduation, as electives. For details, see the special certification program guide.
Subtotal	11	58	55	
<b>Total</b>	<b>124 credits</b>			■ Students must obtain 68 credits in required and required elective English Track courses. The other credits may be earned in courses taught in Japanese. ■ Students must earn a minimum of 12 credits from their seventh semester. Please note conditions are different for students who take leave of absence. ■ Out of all Credits that apply toward graduation requirements, students can only apply up to 60 credits to media-based classes.

\* Elective (required) courses: At least 50 credits selected from the Global Japanese Studies conducted in English or using class materials in English are required.

\*\* Elective (required) courses: At least 8 credits selected from the General Studies conducted in English or using class materials in English are required.

[Important] Students must check their credits required for graduation and the graduation requirements on their own responsibility.

## II. Program Requirements: Important Points to Note

### Credits Required for Graduation and Graduation Requirements

<For English Track students who entered on April 1, 2019 or after>

Courses		Number of Credits Necessary			Comments
		Required	Electives (required)*	Electives	
English Language		4	—	56	<ul style="list-style-type: none"> <li>■ Students must obtain 4 credits of <i>Research Paper Writing</i> and <i>Speech and Presentation</i>.</li> <li>■ <i>Integrated English, Practical Drama</i> and <i>Literature Reading</i> can be taken. Credits earned for these courses can be applied toward the credits required for graduation, as electives.</li> </ul>
Second Foreign Language		—	—		<ul style="list-style-type: none"> <li>■ Credits earned for a second foreign language (other than English and the student's first language) can be applied toward the credits required for graduation, as electives.</li> <li>■ A maximum of 8 credits for Inter-Faculty Foreign Language Electives, if approved by the SGJS Faculty Council, can be applied toward the credits required for graduation, as electives.</li> </ul>
Japanese Language		—	—		<ul style="list-style-type: none"> <li>■ Credits earned can be applied toward the credits required for graduation, as electives.</li> <li>■ If students want to take Japanese language classes, they need to take a placement test and consult with the instructor responsible for the particular classes if it is necessary.</li> <li>■ Students who are Japanese first language speakers cannot take Japanese language classes as a secondary language.</li> </ul>
Global Japanese Studies		—	*50		<ul style="list-style-type: none"> <li>■ Students must obtain at least 50 credits in English Track courses (conducted in English or using class materials in English) in Global Japanese Studies.</li> <li>■ Any credits earned in excess of 50 can be applied as electives toward the credits required for graduation.</li> </ul>
General Studies		6	**8		<ul style="list-style-type: none"> <li>■ Students must obtain at least 14 credits in English Track courses (conducted in English or using class materials in English), including 6 credits of <i>Introduction to Global Japanese Studies</i>, <i>ICT Basic 1</i> and <i>Introduction to Academic Studies and Career Development</i> conducted in English.</li> <li>■ Any credits earned in excess of 14 credits can be applied as electives toward the credits required for graduation.</li> </ul>
Seminars		—	—		<ul style="list-style-type: none"> <li>■ Credits earned can be applied toward the credits required for graduation, as electives.</li> </ul>
Study-Abroad Authorized Courses		—	—		<ul style="list-style-type: none"> <li>■ Credits earned during study abroad in courses authorized by the Faculty Council can be applied toward the credits required for graduation, as electives.</li> </ul>
International Undergraduate Programs		—	—		<ul style="list-style-type: none"> <li>■ Credits earned in International Undergraduate Programs (for students who entered on September 20, 2019 or before: Core Courses) of other faculties can be applied toward the credits required for graduation, as electives. (Credits earned in Elective Courses of other faculties in the Academic Year 2019 or before, with some exceptions, come under "Elective Courses from Other Faculties.")</li> </ul>
Electives from Other Faculties		—	—		<ul style="list-style-type: none"> <li>■ A maximum of 20 credits earned can be applied toward the credits required for graduation, as electives.</li> </ul>
<div> <div>&lt;For students who entered on April 1, 2020 or after&gt;</div> <div>&lt;For students who entered on September 20, 2019 or before&gt;</div> </div>					
Program for Global Citizenship	Human Resource Development Program for International Cooperation	—	—		<ul style="list-style-type: none"> <li>■ Credits earned can be applied toward the credits required for graduation, as electives.</li> </ul>
	Program for Japan ASEAN Mutual Understanding	—	—		<ul style="list-style-type: none"> <li>■ Credits earned can be applied toward the credits required for graduation, as electives.</li> </ul>
	Program for Global Citizenship	—	—		<ul style="list-style-type: none"> <li>■ Credits earned can be applied toward the credits required for graduation, as electives.</li> </ul>
Special Certification Program		—	—		<ul style="list-style-type: none"> <li>■ A maximum of 8 credits earned in courses approved by the Faculty Council from among those required for obtaining a teacher's license can be applied toward the credits required for graduation, as electives. For details, see the special certification program guide.</li> </ul>
Subtotal		10	58	56	
Total		124 credits			<ul style="list-style-type: none"> <li>■ Students must obtain 68 credits in required and required elective English Track courses. The other credits may be earned in courses taught in Japanese.</li> <li>■ Students must earn a minimum of 12 credits from their 7th semester. Please note conditions are different for students who take leave of absence.</li> <li>■ Out of all credits that apply toward graduation requirements, students can only apply up to 60 credits to media-based classes.</li> </ul>

\* Elective (required) courses: At least 50 credits selected from the Global Japanese Studies conducted in English or using class materials in English are required.

\*\* Elective (required) courses: At least 8 credits selected from the General Studies conducted in English or using class materials in English are required. These credits cannot overlap with the 6 credits required for *Introduction to Global Japanese Studies*, *ICT Basic 1* and *Introduction to Academic Studies and Career Development*.

[Important] Students must check their credits required for graduation and the graduation requirements on their own responsibility.

**Credits Required for Graduation and Graduation Requirements**  
**<For English Track students who entered between April 1, 2017 and September 20, 2018>**

Courses	Number of Credits Necessary			Comments
	Required	Electives (required)	Electives	
English Language	4	—	58	<ul style="list-style-type: none"> <li>■ Students must obtain 4 credits of <i>Research Paper Writing</i> and <i>Speech and Presentation</i>.</li> <li>■ <i>Integrated English, Practical Drama</i> and <i>Literature Reading</i> can be taken. Credits earned for these courses can be applied toward the credits required for graduation, as electives.</li> </ul>
Second Foreign Language	—	—		<ul style="list-style-type: none"> <li>■ Credits earned for a second foreign language (other than English and the student's first language) can be applied toward the credits required for graduation, as electives.</li> <li>■ A maximum of 8 credits for Inter-Faculty Foreign Language Electives, if approved by the SGJS Faculty Council, can be applied toward the credits required for graduation, as electives.</li> </ul>
Japanese Language	—	—		<ul style="list-style-type: none"> <li>■ Credits earned can be applied toward the credits required for graduation, as electives.</li> <li>■ If students want to take Japanese language classes, they need to take a placement test and consult with the instructor responsible for the particular classes if it is necessary.</li> <li>■ Students who are Japanese first language speakers cannot take Japanese language classes as a secondary language.</li> </ul>
Global Japanese Studies	—	*50		<ul style="list-style-type: none"> <li>■ Students must obtain at least 50 credits in English Track courses (conducted in English) in Global Japanese Studies.</li> <li>■ Any credits earned in excess of 50 can be applied as electives toward the credits required for graduation.</li> </ul>
General Studies	4	**8		<ul style="list-style-type: none"> <li>■ Students must obtain at least 12 credits in English Track courses, including 4 credits of <i>Introduction to Global Japanese Studies</i> and <i>ICT Basic 1</i> conducted in English.</li> <li>■ Any credits earned in excess of 12 credits can be applied as electives toward the credits required for graduation.</li> </ul>
Seminars	—	—		<ul style="list-style-type: none"> <li>■ Credits earned can be applied toward the credits required for graduation, as electives.</li> </ul>
Study-Abroad Authorized Courses	—	—		<ul style="list-style-type: none"> <li>■ Credits earned during study abroad in courses authorized by the Faculty Council can be applied toward the credits required for graduation, as electives.</li> </ul>
International Undergraduate Program	—	—		<ul style="list-style-type: none"> <li>■ Credits earned in Core Courses of other faculties can be applied toward the credits required for graduation, as electives. (Credits earned in Elective Courses of other faculties, with some exceptions, come under "Elective Courses from Other Faculties.")</li> </ul>
Electives from Other Faculties	—	—		<ul style="list-style-type: none"> <li>■ A maximum of 20 credits earned can be applied toward the credits required for graduation, as electives.</li> </ul>
Human Resource Development Program for International Cooperation	—	—		<ul style="list-style-type: none"> <li>■ Credits earned can be applied toward the credits required for graduation, as electives.</li> </ul>
Program for Japan ASEAN Mutual Understanding	—	—		<ul style="list-style-type: none"> <li>■ Credits earned can be applied toward the credits required for graduation, as electives.</li> </ul>
Program for Global Citizenship	—	—		<ul style="list-style-type: none"> <li>■ Credits earned can be applied toward the credits required for graduation, as electives.</li> </ul>
Special Certification Program	—	—		<ul style="list-style-type: none"> <li>■ A maximum of 8 credits earned in courses approved by the Faculty Council from among those required for obtaining a teacher's license can be applied toward the credits required for graduation, as electives. For details, see the special certification program guide.</li> </ul>
Subtotal	8	58	58	
<b>Total</b>	<b>124 credits</b>			<ul style="list-style-type: none"> <li>■ Students must obtain 66 credits in required and required elective English Track courses. The other credits may be earned in courses taught in Japanese.</li> <li>■ Students must earn a minimum of 12 credits in their fourth year.</li> <li>■ Out of all credits that apply toward graduation requirements, students can only apply up to 60 credits to media-based classes.</li> </ul>

\* Elective (required) courses: a set of courses from which at least 50 credits are required.  
(50 credits selected from the Global Japanese Studies conducted in English)

\*\* Elective (required) courses: a set of courses from which at least 8 credits are required.  
(8 credits selected from the General Studies conducted in English. These credits are in addition to the 4 credits required for *Introduction to Global Japanese Studies* and *ICT Basic 1*.)

**[Important] Students must check their credits required for graduation and the graduation requirements on their own responsibility.**

## Courses Offered by the School of Global Japanese Studies

### 1. Important Points to Note

- The course enrollment limitations for each year are as follows:

The course enrollment limitations for each year are as follows:									
Year	1st		2nd		3rd		4th		Notes
Semester	1	2	3	4	5	6	7	8	
Maximum number of credits	20	20	24	24	24	24	24	24	The maximum number of credits includes repeated courses. It does not include certain intensive courses and courses that are not applied to graduation requirements.
Minimum number of credits	6	6	6	6	6	6	12		

- If your timetable has more than one required course overlapping in the same period, please contact the School Office as soon as possible.
- You cannot register for courses with the same title more than once.

(1) This is the same if a course with the same title offers a class in English and another in Japanese. For example, you cannot take both *Japanese Social Systems A* in English and *Japanese Social Systems A* in Japanese. However, it is possible to take *Japanese Social Systems A* in Japanese and *Japanese Social Systems B* in English.

(2) The following courses are exceptions, and you can register for courses with the same title more than once:

*Integrated English AB*

*Sports & Physical Exercise E*

*Practicum in Global Japanese Studies A~E*

*Special Lectures on Global Japanese Studies AB*

*Social Collaboration Course A~H*

*Integrated Lecture courses*

*International Undergraduate Courses (Core Courses) I and II from other faculties registered in the International Undergraduate Program*

Even for the above courses, you cannot register the same course with the same instructor more than once.

- Students in a lower year cannot take courses assigned to a higher year. If you are a third-year or fourth-year student, you can take courses assigned to first and second-year students.
- English lecture courses are categorized into the following language types:

<b>Type 1</b>	Conducted in English only
<b>Type 2</b>	Conducted in English and Japanese (For example, lectures are conducted in Japanese using textbooks or class materials in English)

Please be attentive to the language type of the courses you register for, as there are graduation requirements you need to meet.

- At the start of your graduating year, please check carefully that you will have enough credits to graduate.**

## (1) English

Required courses / 4 credits

\*Students who entered in the 2017 academic year or after

### (a) *Research Paper Writing*

Classes are held twice a week in the Spring Semester. You must attend both classes.

- This course will be registered by the School Office. There is no need for web registration.
- The day and period will be assigned.

### (b) *Speech and Presentation*

Classes are held twice a week in the Fall Semester. You must attend both classes.

- This course will be registered by the School Office. There is no need for web registration.
- The day and period will be assigned.

Elective courses

second-year students and above

English Track students can only take these subjects as English language electives:

*Integrated English AB*

*Practical Drama AB*

*Literature Reading AB*

- You can take *Integrated English AB* more than once, unless it is the same course with the same instructor.

## (2) Second Foreign Languages

Elective courses

first-year students and above

- If you wish to take a second foreign language course, please note that lectures are conducted in the target language and Japanese.
- Second foreign languages are categorized as follows:

Eligible courses	Courses in SGJS	First-year students and above	German, French, Chinese, Spanish, Korean: Elementary (A) (B)
		Second-year students and above	German, French, Chinese, Spanish, Korean: Intermediate (A) (B) (C) (D)
	Inter-Faculty Foreign Language Electives <sup>1</sup>		Courses that can be applied directly to the credits required for graduation without credit transfer <sup>2</sup>
In the curriculum			Credits are applied to graduation requirements as electives.
Notes			There is no limit to the number of languages you can register. You cannot register your native language as a second foreign language.

Notes:

1. For information on how Inter-Faculty Foreign Language Electives are categorized when applied toward credits required for graduation, see the page “Inter-Faculty Foreign Language Electives” in this handbook.
2. For eligible courses, see the *Inter-Faculty Foreign Language Elective Syllabus*.

**(c) Courses offered by the School of Global Japanese Studies**

- Elementary (A) and (B) are held twice a week. The two classes are a fixed pair and you cannot change the combination. Please see the “class” column in the Class Schedule to check the pairs for each course.

For example, suppose you find **【Fri 3】** in the class column of Elementary French (A) on Monday 3rd period. This means that if you register for this course, you need to attend classes on both Monday 3rd period and Friday 3rd period.

- Intermediate (A), (B), (C), and (D) are held once a week in the following semesters:

[Spring semester] Intermediate (A) (C)

[Fall Semester] Intermediate (B) (D)

Elementary courses are not prerequisites for Intermediate courses. However, please confirm the course contents in the Syllabus before you register for Intermediate courses.

**(d) Registration method**

For second foreign languages, the SGJS courses and Inter-Faculty Foreign Language Electives need to be registered differently.

- SGJS courses

If there are more applicants than the quota of 40 students, they will be chosen randomly. (See the page “Courses with Maximum Class Size” in this handbook.)

- Inter-Faculty Foreign Language Electives

See the Inter-Faculty Foreign Language Elective Syllabus and the page “Inter-Faculty Foreign Language Electives” in this handbook.

**(e) Important notes about registering for a second foreign language course**

The following second foreign language courses are offered at SGJS:

Elementary (A) (B)

Intermediate (A) (B) (C) (D)

These are independent courses, and you can take just one course or take them in any combination. For example, it is possible to take only (A), and it is also possible to take only (A) and (C).

- If you register for a (B) course, you are expected to be familiar with the contents of the (A) course. In the same way, if you register for a (D) course, you are expected to be familiar with the contents of the (C) course.
- If 40 or more students apply to register for the same course, students applying for both (A) and (B), or both (C) and (D) in the same academic year will be prioritized.

**(3) Japanese Language courses** Elective course

SGJS offers Japanese language courses at various levels for English Track students.

Japanese language courses are electives for English Track students, but we strongly recommend you take them.

- You must take a placement test at the beginning of the semester to take Japanese language courses. You will be placed in the appropriate class according to the results.

- You cannot register for Japanese language courses with web registration. Please follow the instructions provided at the orientation by the School Office. The lecturer will also give information about registering on the first day of your assigned class.
- English Track students cannot take the *Japanese Language Program for International Students* offered by the International Student Office.

**(4) Global Japanese Studies** Elective required course 50 credits

- Global Japanese Studies has seven areas of study. The number of credits students must earn from each area of study is not determined. Please select courses based on your research theme and interests.
- Some courses are conducted as a summer intensive course. You can see the courses and class dates in [the Class Schedule](#) and Syllabus. Please register during the web registration period to take these courses.
- Students who entered **in the 2018 academic year or before** must earn at least 50 credits of **type 1 courses**. You cannot apply type 2 courses to this requirement.
- Students who entered **in the 2019 academic year or after** must obtain at least 50 credits of **type 1 or type 2 courses**.
- Students must meet the prerequisites before they can register for these two courses:  
     *Method of Teaching Japanese as a Foreign Language A*  
     *Method of Teaching Japanese as a Foreign Language B*  
     See the School of Global Japanese Studies Syllabus (for Japanese Track) for details.
- For important information on courses taught in Japanese, check the School of Global Japanese Studies Syllabus (for Japanese Track).
- Credits earned for courses taught in Japanese are applied to graduation requirements as electives. They are not included in the 50 credits that must be obtained from required elective courses.

**(5) General Studies Courses**

**(a) Required Courses**

The number of required courses for General Studies Courses depends on your enrollment year.

Enrollment	2019-2022 (6 credits)	2023 onwards (7 credits)
Required Courses	① Introduction to Global Japanese Studies ② ICT Basic I ③ Introduction to Academic Studies and Career Development	① Introduction to Global Japanese Studies ② Academic ICT Literacy ③ Basic Seminar in Global Japanese Studies ④ Introduction to Academic Studies and Career Development
Classes	Please attend the classes stated in your timetable. Registered on Oh-o!Meiji by April 7 <sup>th</sup> .	

\*The School Office will register the required courses. The assigned schedule is fixed and cannot be changed.

\*If you do not earn the credits for the required courses in your first year, you must repeat the course. The School Office will assign the class to re-register. Please visit the School Office to check the assigned class before classes begin.



**(b) *Sports and Physical Exercise A - E*** Elective course

- Sports courses have a maximum class size. They are registered differently from other electives. For details, please see the announcements on Oh-o! Meiji.
- You cannot register for single-semester courses on other campuses.
- The only course you can take more than once is *Sports and Physical Exercise E*. You cannot repeat the course if the athletic activity is the same. For example, you can only take *Sports and Physical Exercise E* for skiing once, even if different instructors hold other skiing courses.

**(c) *Practicum in Global Japanese Studies A - E*** Elective course

- The maximum number of students accepted in each class depends on the instructor. If the application number exceeds the quota, students will be chosen randomly.
- You can take *Practicum in Global Japanese Studies* more than once. However, it is not possible to repeat a course with the same instructor.
- If applications for *Practicum in Global Japanese Studies E* exceed the quota, the lottery will prioritize international students. In addition, if you register for this course but cannot participate in fieldwork activity, the instructor may allow you to withdraw from the course. The credits earned for *Practicum in Global Japanese Studies E* are not included in the maximum number of credits each semester.

**(d) *Advanced Seminar for Global Japanese Studies A, B*** Elective course

- You can take courses with the same title in *Advanced Seminar for Global Japanese Studies A* or *B* more than once if they have different instructors.  
For example, you can take *Advanced Seminar for Global Japanese Studies A*, more than once, as long as the instructors are different.
- The number of students and requirements depend on the faculty in charge. Please confirm the details in the syllabus.

**(e) *Special Lectures on Global Japanese Studies A, B*** Elective course

- You can take courses with the same title in *Special Lectures on Global Japanese Studies A* or *B* more than once if they have different instructors.  
For example, you can take *Special Lectures on Global Japanese Studies A*, more than once, as long as the instructors are different.
- Students who took certain *Liberal Arts Studies* courses in the 2018 academic year or earlier may not be able to register for some *Special Lectures on Global Japanese Studies* courses.

**(f) *Social Collaboration Course*** Elective course

- You can take courses with the same title in *Social Collaboration Courses* more than once if they have different instructors.  
For example, you can take *Social Collaboration Course A* twice as long as the instructors are different.
- The maximum number of students depends on the course and instructor. If the number of applicants exceeds the quota, students will be chosen randomly. Please refer to “2. Courses with maximum class size” for details.
- *Social Collaboration Course E - H* are seven-week courses.

(g) **Internship Abroad** 2nd, 3rd, and 4th-year students

- For students who entered the 2013 or 2014 academic year, the course title is “*Internship*.”
- Credits will be awarded for a study abroad program that meets the requirements designated by SGJS. The program or course will be approved as *Internship Abroad*.

(h) **Volunteer Abroad Program**

- If you wish to join the Volunteer Abroad Program (short-term programs by SGJS), you must attend the orientation. Please be attentive to Oh-o! Meiji notices.
- The Volunteer Abroad Program is not included in the maximum number of credits for each semester.

(i) **Others**

- For important information about courses taught in Japanese, see the *School of Global Japanese Studies Syllabus (for Japanese Track)*. **Note that credits earned for courses taught in Japanese are applied as electives toward graduation requirements. (They are applied to the 8 credits which must be obtained in required elective courses.)**

(6) **Seminar Courses** Elective course 3rd and 4th-year students

\*Available for students enrolling in 2023 and onwards, from the second year-level

- Students generally are required to take both A and B of the same Seminar in the same academic year, unless there is a special reason.
- Students should generally take the Seminar conducted by the same instructor for their 3rd year and 4th year.
- **The School Office will register Seminar courses in the third and fourth years. There is no need for web registration.**
- If you wish to change or withdraw from your registered Seminar, or if you did not take a Seminar the previous year and wish to newly register, please consult with the Seminar instructors.

(7) **Subjects in the Graduate School of Global Japanese Studies**

If you wish to take subjects in the Graduate School of Global Japanese Studies, please inquire at the School Office before the day classes start in April. Only certain subjects can be registered by fourth-year students. They must meet requirements such as GPA 2.80 or above. The subjects you register for from the Graduate School of Global Studies do not count toward graduation requirements.

(8) **Media-based courses**

A media-based course is a course that conducts more than half of the total number of classes as a media-based class. For example, if there are 13.5 classes, and 7 or more classes are held as a media-based class, the course is a media-based course.

You can only acquire up to 60 credits from media-based courses.

## 2. Courses with Maximum Class Size

The following chart shows courses that have a maximum class sizes this academic year. If you wish to take any of these courses, please check the registration dates carefully.

If the number of applications exceeds the upper limit, the School Office will select participants randomly.

Due to factors such as classroom capacity, courses that are not listed here may also have a maximum class size or select students randomly.

Semester	Course	Maximum Class Size	Application Period	Registration Method	Announcement of Result
Spring	Integrated English A	30	<p><b>Tuesday, April 8, 1:00 PM</b></p> <p>~</p> <p><b>Wednesday, April 9, 9:30 AM</b></p>	Web Registration System	<p>Wednesday, April 19, 8:00 PM</p> <p>Web Registration System</p>
	Literature Reading A	40			
	Practical Drama A	30			
Fall	Integrated English B	30			
	Literature Reading B	40			
	Practical Drama B	30			
Spring	German (Elementary Level) A	40			
Fall	German (Elementary Level) B	40			
Spring	German (Intermediate Level) A	40			
Fall	German (Intermediate Level) B	40			
Spring	French (Elementary Level) A	40			
Fall	French (Elementary Level) B	40			
Spring	French (Intermediate Level) A	40			
Fall	French (Intermediate Level) B	40			
Spring	French (Intermediate Level) C	40			
Fall	French (Intermediate Level) D	40			
Spring	Chinese (Elementary Level) A	40			
Fall	Chinese (Elementary Level) B	40			
Spring	Chinese (Intermediate Level) A	40			
Fall	Chinese (Intermediate Level) B	40			
Spring	Chinese (Intermediate Level) C	40			
Fall	Chinese (Intermediate Level) D	40			
Spring	Spanish (Elementary Level) A	40			
Fall	Spanish (Elementary Level) B	40			
Spring	Spanish (Intermediate Level) A	40			
Fall	Spanish (Intermediate Level) B	40			
Spring	Spanish (Intermediate Level) C	40			

Semester	Course	Maximum Class Size	Application Period	Registration Method	Announcement of Result
Fall	Spanish (Intermediate Level) D	40	<b>Tuesday, April 8, 1:00 PM</b>  ~  <b>Wednesday, April 9, 9:30 AM</b>	Web Registration System	<b>Wednesday, April 19, 8:00 PM</b> Web Registration System
Spring	Korean (Elementary Level) A	40			
Fall	Korean (Elementary Level) B	40			
Spring	Korean (Intermediate Level) A	40			
Fall	Korean (Intermediate Level) B	40			
Spring	Korean (Intermediate Level) C	40			
Fall	Korean (Intermediate Level) D	40			
Spring	Animation Culture A (Miyamoto)	250			
Fall	Animation Culture B (Miyamoto)	250			
Spring	Japanese Behavioral Models A	200			
Fall	Japanese Behavioral Models B	200			
Intensive	Cultural History of Fashion B	200			
Spring	Africa in the Contemporary World A type2	250			
Fall	Africa in the Contemporary World B type2	250			
Spring	Language and Culture A	200			
Fall	Language and Culture B	200			
Spring	Social Collaboration Course A (Quek)	100			
Spring/Fall	Practicum in Global Japanese Studies A~D (Other than below teachers)	20	<b>April 8, 1:00 PM~April 9, 9:30 AM</b> <b>Please also join the first class</b>		
Spring	Practicum in Global Japanese Studies C (Ogasawara)	10			
Fall	Practicum in Global Japanese Studies D (Ogasawara)	10			
Spring	Practicum in Global Japanese Studies C (Iiyama)	6	<b>Join the first class</b>	Announced in class	Announced by the teacher via Oh-o!Meiji
Fall	Practicum in Global Japanese Studies D (Iiyama)	6			
S1	Social Collaboration Course G (Yamawaki)	20			
S2	Social Collaboration Course H (Yamawaki)	20			
Intensive	Practicum in Global Japanese Studies E (Minobe)	15*	Saturday, April 12, 9:30 AM ~ Monday, April 14, 9:30 AM	Web Registration System	If enrollment exceeds 15 students, selection will be made at a later date.

Semester	Course	Maximum Class Size	Application Period	Registration Method	Announcement of Result
Spring/Fall	Sports & Physical Exercise A ~D	25 each	Check the Oh-o! Meiji System.		
Intensive	Sports & Physical Exercise E	*			

- For information on what year level you can take these courses, please check the Catalog.
- If the application for a course does not exceed the maximum class size, the course may accept additional students during the Web Registration Period on a first-come, first-served basis. Check Oh-o! Meiji System for details.
- You cannot make changes to your registration for the course (including withdrawals) during WEB registration period except Practicum in Global Japanese Studies E (Minobe).
- If you want to make changes, please do that during adjustment term.
- Second foreign language courses are taught in the target language and Japanese.

## Inter-Faculty Foreign Language Electives (Other than Japanese Language)

For details, see the *Inter-Faculty Foreign Language Elective Syllabus*.

### 1. About Inter-Faculty Foreign Language Electives

Inter-Faculty Foreign Language Electives are foreign language courses open to students of all faculties. These courses supplement the foreign language curriculum in each faculty and include conversational courses instructed by native speakers. The languages offered in Inter-Faculty Foreign Language Electives include Ancient Greek and Latin, unavailable within SGJS courses.

### 2. Language of Lectures

Lectures in the Inter-Faculty Foreign Language Electives are held in the target language and Japanese.

### 3. Status of Inter-Faculty Foreign Language Electives

There are two registration categories for Inter-Faculty Foreign Language Electives: category A and category B.

**Please choose one category when registering for an Inter-Faculty Foreign Language Elective course.** Only certain courses can be registered for category B. **You cannot change the registration category after the registration period.**

Once you complete a course, you cannot take the same course, even if it is in the other category. For example, a course you completed in category A cannot be repeated in category B.

#### Category A: Credits do not apply to graduation requirements

Courses you can register	Courses offered as Inter-Faculty Foreign Language Electives
Curriculum	The credits are <b>not</b> applied to graduation requirements. The evaluation is not reflected in the GPA calculation.
Minimum/maximum number of credits	The courses are <b>not</b> included in the minimum/maximum number of credits for each year.

#### Category B: Credits apply to graduation requirements

Courses you can register	Courses the SGJS Faculty Council has approved to apply toward graduation requirements (For the list of approved courses, see the Inter-Faculty Foreign Language Elective Syllabus.)
Number of credits you can register	Students can register for up to 8 credits during their enrollment.
Curriculum	The credits are applied to graduation requirements as electives. The evaluation is not reflected in the GPA calculation.
Minimum/maximum number of credits	The courses are included in the minimum/maximum number of credits for each year.

#### **4. Registration Methods**

**(1) For Level I Courses (courses with the Roman numeral “I,” such as Spanish I A) and English offered for attaining a specific qualification.**

Apply through Academic Affairs System during the registration period. For details of the procedure, see the *Inter-Faculty Foreign Language Elective Syllabus*.

**Please note: When you register for a Level I course with Academic Affairs System, it will be registered under Category A, and credits will not be applied to graduation requirements. If you wish to register for the course and have the credits applied toward graduation requirements, please apply at the School Office as soon as you receive the final approval to take the course. We will announce how to apply via Oh-o! Meiji.**

**(2) For other courses**

Each course has a maximum class size. If you wish to register for the course, you must attend the first class. Students who have received final approval to take a course must register in Academic Affairs System. Please register during the SGJS web registration period.

If you register for the course under Category B, you cannot make changes after the registration period. Please be especially careful that you have registered for the correct course.

## Information Studies Courses

For details, see *the Information Studies Syllabus*.

### 1. About Information Studies

Information Studies are Inter-Faculty Courses offered to students in SGJS and other faculties. The courses provide both basic and applied training in the information field. All Information Studies courses are taught in Japanese.

Course (number of credits)	Course (number of credits)
ICT Statistical Analysis Beginner / Applied (2 credits each)	ICT Music Editing Beginner / Applied (2 credits)
ICT Database Beginner / Applied (2 credits each)	ICT Programming Beginner / Applied (2 credits each)
ICT Image Editing Beginner / Applied (2 credits each)	ICT Web Page Creation (2 credits)
ICT Video Editing Beginner / Applied (2 credits each)	ICT e-Learning Design Beginner / Applied (2 credits each)
ICT Presentation (2 credits each)	

### 2. Status of Information Studies Courses

Status of Information Studies Courses is below.

Curriculum	The credits are applied to graduation requirements as required electives in General Studies. The evaluation is reflected in the GPA calculation.
Minimum/maximum number of credits	The courses are included in the minimum/maximum number of credits for each year.

### 3. Registration

You have to register at Academic Affairs System within the registration period if you take Information Studies Courses. Please check [the webpage of Information Studies Courses](#) about the registration period. Please note that the registration period for this course is different from that of the School of Global Japanese Studies.

### 4. Guide to Courses

For course details, see *the Information Studies Syllabus*.



## Integrated Lectures

For details, see the *Integrated Lecture Syllabus*.

### 1. About Integrated Lectures

Meiji University offers Integrated Lectures at each campus. The appeal of these interdisciplinary courses goes beyond the boundaries of each faculty. The curricula of the various faculties are the foundation of these courses. Integrated Lectures provide an interdisciplinary framework and focus on cultivating an academic perspective, problem-identifying skills, and critical thinking.

Details are announced at [the web site of Integrated Lectures](#). If you wish to take these courses, please obtain a copy.

### 2. Language of the Lectures

Integrated Lectures are held in Japanese.

### 3. Status of Integrated Lectures

Curriculum	Up to 8 credits are applied to graduation requirements as electives. The evaluation is reflected in the GPA calculation. (You cannot take the same theme more than once.)
Minimum/maximum number of credits	The courses are included in the minimum/maximum number of credits per year.
Others	You can't take Integrated Lectures at any campuses with the exception of a few subjects.

## Elective Courses from Other Faculties

### 1. About Elective Courses from Other Faculties

Elective Courses from Other Faculties allow you to take courses in other faculties of Meiji University, which are not offered in SGJS.

SGJS students can only take courses that are not offered at SGJS. The course must be approved by the other faculty and SGJS to be registered by SGJS students. It may not be possible to register for courses such as required courses, language courses, seminar courses, and courses with maximum class size. It is often not possible to register for two courses with similar titles (e.g., Japanese History A and Japanese History I).

### 2. Language of the Lectures

Lectures for Elective Courses from Other Faculties are mainly held in Japanese.

### 3. Status of Elective Courses from Other Faculties

Curriculum	Up to 20 credits are applied to graduation requirements as electives. The evaluation is reflected in the GPA calculation.
Minimum/maximum number of credits	The courses are included in the minimum/maximum number of credits per year.

### 4. Registration

Please register for Elective Courses from Other Faculties using Academic Affairs System.

**Registration is only accepted during the Spring Semester web registration period (Saturday, April 12<sup>th</sup> 9:30am to Monday 14<sup>th</sup> 9:30 am.**

\*Please register during the Spring Semester web registration period because some course didn't be added or canceled at modification period.

\*Please check [here](#) to take other faculty's course.

\*You cannot take other faculty's course as outside credits of graduation requirements. You can only take them as graduation requirements and up to 20 credits.

## **Program for Global Citizenship**

*For details, see the Program for Global Citizenship Syllabus.*

### **1. Program for Global Citizenship**

#### **(1) About the Program for Global Citizenship**

The Program for Global Citizenship started in the 2020 academic year. It combines the three previous courses: Human Resource Development Program for International Cooperation, Program for Japan ASEAN Mutual Understanding, and Program for Global Citizenship. These courses aim to develop individuals who can play an active role in the global community and are offered to students in all faculties. Courses include practical learning programs, internships, overseas training, and volunteer activities in study abroad destinations. There are also lecture courses that provide knowledge and help students prepare for studying abroad.

**For details, see the *Program for Global Citizenship Syllabus*.**

#### **(2) Credits for Program for Global Citizenship**

The Program for Global Citizenship may or may not apply to graduation requirements, depending on your enrollment year. Please see the *Program for Global Citizenship Syllabus* for details.

\*If you enrolled in the 2019 academic year or earlier, the previous curriculum with three programs will apply.

### **2. Registration**

For registration methods, please see the *Program for Global Citizenship Syllabus*.

### **3. Language of the Lectures**

Courses in the Program for Global Citizenship are held in Japanese.

## Certification Courses

**For details, see the *Certification Courses Guide* and the *Certification Courses Syllabus*.**

### 1. About Certification Courses

There are five Certification Courses: Course for Secondary School Teachers, Course for Adult and Community Education Workers, Course for Prospective Museum Workers, Course for Certified Librarians, and Course for Teacher Librarian. Any student enrolled at Meiji University can take these courses and obtain the certification by earning the necessary credits.

### 2. Registration Method

Students who wish to take any of these courses must first attend the Certification Courses Orientation in early April and follow the prescribed procedures. The orientation schedule is announced during orientation week's guidance to 1st-year students, and by Oh-o! Meiji to students in the 2nd year and above.

Please carefully note that the registration period is not the same as the registration period of SGJS. If you have any questions about the registration method, please ask during the registration consultation period for each certification course.

### 3. Language of the Lectures

All lectures for the Certification Courses are held in Japanese.

Please note: The certification obtained by completing any of the five courses is valid only in Japan. For details, please contact the Certification Course Office.

## 2. Examinations and Written Assignments

### (1) Examinations

- (a) Each course holds an examination to determine your grade.
- (b) As a general rule, examinations are held at the end of each academic year's Spring and Fall Semesters. Besides the final examinations, additional tests may be held throughout the semester to assess your ability or for other purposes.
- (c) Course assessment is based on your class participation and the result of examinations.
- (d) You must complete payment for tuition and fees to take examinations.
- (e) If you cannot take examinations for a valid reason, such as illness or problems in public transportation, you may be eligible to take a make-up examination. To make a request, please submit the "Application form for make-up examination" with documents indicating the reason for the absence (such as a medical certificate, etc.) by the designated deadline. The documents must be original, and photocopies are not accepted. The request must then be approved in the Faculty Meeting.
- (f) You cannot take the examination if you have not registered for the course.
- (g) You cannot take the examination if you have already acquired credits for the course.
- (h) The days, times, and classrooms of the final examinations may be different from the regular classes for the course.
- (i) If your examination times overlap, notify the School Office by the deadline.
- (j) Some courses will make assessments based on classroom performance, reports, etc., in addition to examinations.

#### *University Regulations Article 43*

1. Regular examinations shall be given for registered courses and shall be used as reference in determining academic records.
2. A person who fails to pay tuition and fees on time shall not be able to take examinations.
3. A person who for unavoidable reasons is unable to take a regular examination may be permitted to take a make-up examination.
4. Testing methods shall be decided by the Faculty Council of each school, and written examinations shall be carried out in accord with the separate examination regulations.

## **(2) Misconduct**

If there are any misconduct cases during the examinations, they will be handled according to the University regulations.

### *University Regulations Article 66*

1. If a student violates the rules of this University or engages in behavior that disturbs order on the campus or goes against the duties of students, disciplinary action shall be taken based on the situation.
2. Disciplinary action shall be of three types: reprimand, suspension, and expulsion.

## **(3) Rules for examinees**

- (a) Please sit directly behind the person in front of you. Do not sit next to another student.  
Please follow the test proctor's instructions and sit in the designated place if the seating is assigned.
- (b) Place your Student ID on the desk, so that the proctor can easily see it. Please remove the cover.
- (c) You cannot take the examination without a Student ID. If you do not have your Student ID card, you must obtain a Temporary Student ID from the automated certificate-issuing machine before the examination starts.
- (d) You must put away all items other than the Student ID card and writing utensils in a bag, backpack, etc., during the exam. Do not leave your pencil case on the desk. If the instructor has approved any additional items, confirm those items well in advance.
- (e) Turn off all electronic devices, including mobile phones, smartphones, tablets, and wearable devices, and put them in a bag. You cannot use any of these devices as a watch.
- (f) Make sure to fill out the year, class, number, and name on the answer sheet. If your answer sheet is missing these items, it will not be marked.
- (g) The student taking the examination must hand in their answer sheets in person.
- (h) Only use the answer sheet given by the proctor. Do not take answer sheets outside the venue. You will not be given a new answer sheet under any circumstances.
- (i) If you are more than 20 minutes late, you cannot enter the venue and will not be able to take the examination.
- (j) You cannot leave the venue during the first 30 minutes and the last 10 minutes of the examination. In other words, if you finish early, you can leave after 30 minutes have elapsed, but not after 50 minutes. Leaving the venue is not permitted in some examinations.
- (k) You are not permitted to talk inside the venue. Furthermore, any act of dishonesty is strictly prohibited. If you engage in misconduct, you will be suspended or expelled, according to the School regulations. This will cause difficulties when advancing to the next year and proceeding to graduate education.

(1) Follow the instructions of the test proctor inside the venue.

#### **(4) Written Assignments**

You may need to refer to or cite trustworthy information when preparing for written assignments. When you submit your written work, you must clarify what is your work and what has been taken from an outside source. Trying to pass off the ideas and work of others as one's own is plagiarism, is considered a form of stealing and fraud, and has serious consequences. Most cases of plagiarism can be avoided by citing sources in such a way the reader can see what you used as your source.

(a) Plagiarizing includes but is not limited to the following actions:

- Trying to pass off someone else's work -in whole or in part- as your own.
- Using text from another source (books, magazines, newspapers, the Internet, etc.) and submitting the report without citing the origin.
- Slightly changing the wording from another source and presenting it as your work.
- Not clarifying the parts of the report using information from other sources, and only making a simple list of references in the bibliography.
- Copying and submitting another person's report.
- Having someone else prepare your report or preparing a report on behalf of another person.
- Slightly changing the wording of another person's report to create your own.

(b) Consequences of Plagiarism

Plagiarism is a very serious act and is penalized at Meiji University. It will be penalized to the same degree as misconduct cases during examinations. This may include cancellation of all registered courses in the semester or suspension from the University.

#### **(5) Attendance sheet, Comment sheet, etc.**

Suppose a student engages in misconduct or assists others in an act of misconduct during class, such as by submitting an attendance sheet or a comment sheet for a classmate. In that case, they will be penalized to the same degree as for misconduct cases during examinations. This may include cancellation of all registered courses in the semester or suspension from the University.

## IV Web Registration Schedule

### I. About Registration schedule

<b>【Web Registration Period】</b> <b>Saturday, April 12 9:30 am to Monday, April 14, 9:30 am</b>
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Item	Period	Comments
Registration for courses with maximum class size	April 8, 1 pm to April 9, 9:30 am	You can use Academic Affairs System from both on and off-campus
Web registration	April 12, 9:30 am to April 14, 9:30 am	
Distribution of your personal timetable	From April 15, 9 am	Distributed on Academic Affairs System
Adjustment for registration (Only if there is an error or correction)	April 19, 9:30 am to April 21, 9:30 am	Students who receive an error notification or those who want to make changes
Distribution of your revised personal timetable	From April 22, 9 am	Distributed on Academic Affairs System

#### Notes:

1. **Please be sure to complete the procedure before the deadline.** No exceptions can be made, even in cases such as not being able to connect to wifi or forgetting the password. Please register early in case of any unexpected delays.
2. **You can only register for courses once a year in April. Please register during this period for both Spring Semester courses (Spring, S1, S2, and Intensive) and Fall Semester courses (Fall, F1, F2, and Intensive).**
3. If you do not register for a course, you will not earn credits even if you take the examination. If the course you attend has a different day and period from what you registered for, the registration is not valid, even if the course title and instructor are the same.
4. **The School Office will register for required courses in advance, so there is no need for web registration. You cannot change or cancel the required courses registered in advance.**
5. **For some courses with maximum class size, the registration period is earlier than these dates.**



6. If you wish to take Inter-Faculty Foreign Language Electives, please see the *Inter-faculty Foreign Language Elective Syllabus*. Please consider this carefully as you cannot make changes after the registration period.
7. The registration schedule is also different for Integrated Lectures, Information Studies Courses, the Special Certification Program Courses, and some other programs. Please check the schedule in the respective Syllabus.
8. **To register for elective courses from other faculties, please refer to the Syllabus from the faculty the course is held, and complete the required procedures.**

## II. Web Registration Method

### II-1. Flow Chart of Web Registration

