

For English Track Students

Academic Year 2021

School of Global Japanese Studies

English Track Syllabus

<Important Notes for Course Registration>

Meiji University

Abbreviations

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

Time Schedules on the Nakano Campus

Period	Module	Class Times
M	m (Morning module)	8:00 ~ 8:50
1 st	a	9:00 ~ 9:50
	b	9:50 ~ 10:40
2 nd	a	10:50 ~ 11:40
	b	11:40 ~ 12:30
L	m (Lunch module)	12:35 ~ 13:25
3 rd	a	13:30 ~ 14:20
	b	14:20 ~ 15:10
4 th	a	15:20 ~ 16:10
	b	16:10 ~ 17:00
5 th	a	17:10 ~ 18:00
	b	18:00 ~ 18:50
6 th	a	19:00 ~ 19:50
	b	19:50 ~ 20:40
N	M (Night module)	20:50 ~ 21:40

Period	Final Examination Times
/	
1 st	9:30 ~ 10:30
2 nd	11:00 ~ 12:00
/	
3 rd	13:30 ~ 14:30
4 th	15:00 ~ 16:00
5 th	16:30 ~ 17:30
6 th	18:00 ~ 19:00
7 th (Extra)	19:30 ~ 20:30

*The time schedules on all campus are the same.

*Morning/Night modules will generally not be used for regular semester classes.

*Lunch break is one hour (from 5 minutes before to 5 minutes after Lunch module).

About Syllabus and Catalog

The “*School of Global Japanese Studies Syllabus*” has two separate parts. One is this “*English Track Syllabus <Important Notes for Course Registration>*,” provided to students each year in April. The other is “*School of Global Japanese Studies Syllabus <Course Descriptions and Lesson Plans>*,” which is available on the SGJS website.

The “*School of Global Japanese Studies English Track Catalog*” is another booklet which sets out the requirements for graduation and other relevant information. It is distributed only once to newly enrolled students. If there are any changes to the contents of the Catalog, it will be announced through Oh-o! Meiji, and by other means. Therefore, you will receive the Syllabus each year in April, and the Catalog in your first year only. Carefully read both before choosing your courses, and design your program well.

If there is anything you do not understand, please ask for clarification at the School Office before you register.

Spring semester

Orientation (All students)

April 1 – April 7

Entrance ceremony

April 7

Classes in Spring semester

April 8 – July 22

First half intensive course classes (S1)*

April 8 – June 2

Second half intensive course classes (S2)*

June 3 – July 22

Registration (Web registration)

April 13, 1 pm – April 15, 9 am (morning)

Distribution of individual academic schedules (Oh-o! Meiji)

April 18 (tentative)

Adjustment period for registration errors

(Only for students who receive error message)

April 19 – April 21 (tentative)

Withdrawal from registered course(s)

Mid May

Spring semester makeup classes

May 8 / May 15 / June 26 / July 3 (Regular classes will also be held)

July 22 (Make-up classes only)

Spring semester final examinations

July 23 – July 31

Class cancelation

April 30 / May 1

Summer vacation

August 1 – September 19

Entrance ceremony / commencement ceremony for September graduates

September 19

Fall semester

Orientation (only assigned students)

Early September

Changes in Fall semester registration

Late September

Classes in Fall semester

September 20 – January 22

First half intensive course classes (F1)*

September 20 – November 13

Second half intensive course classes (F2)*

November 15 – January 22

Classes held on public holidays

September 20 / September 23 / January 17

Applications for study abroad and internship program (optional)

Early October

Withdrawal from registered course(s)

Mid October

Fall semester make-up classes

October 16 / October 23 (Regular classes will also be held)

January 19 / January 20 (Make-up classes only)

Foundation day holiday

November 1

Meidaisai & Ikumeisai Festival

October 30– November 1

Class cancelation for Meidaisai & Ikumeisai Festival

October 29 - November 4

Study Abroad and Internship Program screening (optional)

Mid December

Winter vacation

December 25 – January 7

Class cancelation

December 24 / January 15

Foundation day

January 17

Fall semester final examinations

January 24 – February 3

Spring vacation

February 4 – March 31

Commencement ceremony

March 26

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I Common Notes

< Course Descriptions and Lesson Plans / Class Schedule >

1. Course Descriptions and Lesson Plans / Class Schedule

You can see the *Course Descriptions and Lesson Plans*, and *Class Schedule* on the SGJS website. Please follow the steps below using a personal computer, smartphone, or tablet. The same contents are available for your reference in booklet form at the School Office. The booklet is only distributed to first-year students.

*The following website images are for reference only. Please note that the layout may change depending on your device.

(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 “国際日本学部シラバス・時間割 (SGJS Syllabus & Class Schedule).”



(2) Please make sure you select the correct content.



(3) The pdf file will open.

< Common Notes >

1. Classes

- Spring Semester classes start Thursday, April 8. Fall Semester classes start Monday, September 20.
- All SGJS courses will be held on Nakano Campus except for some intensive courses.
- Please check the notices on Oh-o! Meiji regularly, as there may be changes in classrooms or other important information.
- You can take some courses, including Integrated Lectures and Certification Courses, on other campuses (Surugadai and Izumi Campuses, etc.).
- 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.
- **SGJS will discontinue the “a/b module” operation for first week classes from the 2021 academic year. Previously, some SGJS courses were divided into two parts, a module and b module for the first week. The same contents were repeated twice so that students could compare more courses before registration. However, some subjects did not have a b modules, and this operation often led to confusion. For this reason, SGJS will discontinue this operation from the 2021 academic year. Please note that the first week class is still treated differently depending on the subject. Please check the SGJS Syllabus <Course Descriptions and Lesson Plans> before attending the course you wish to register for.**
- From the 2019 Academic Year, certain courses conducted by SGJS are held in quarter-length (7 weeks). These 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. Please refer to the “Academic Calendar” on our website for the schedule.

Notes on taking live-streaming courses

- You should bring your own devices to take online classes on campus as the number of campus PCs is limited.
- There may be a change in the study rooms. Please check the university website.

2. Procedures

(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
Tuesday, April 13, 1 pm – Thursday, April 15, 9 am	Web Registration System

Important:

- For the registration method, see “V Web Registration.”
- 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). However, if you plan to join a long-term study abroad program offered by Meiji University in the Fall semester this academic year, you are not required to register for Fall Semester courses.
- Required courses will be registered by the School Office. This may not be the case when repeating certain required courses.
- **For some courses with maximum class size, the registration period is earlier than these dates.** (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 schedule in the respective Syllabus.
- Elective Courses from Other Faculties can be registered with web registration. Please refer to “Elective Courses from Other Faculties” in this Syllabus for details.
- **If a course is not registered or deleted from your registration due to an error on your part, you will not receive credits for that course even if you take the examination. The same policy applies if the class day and period are different from what you registered for, 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 face-to-face courses offered on other campuses in a consecutive period with SGJS face-to-face (of which attendance is not required) or live-streaming courses, you will need to complete a designated procedure. Please read the details below and proceed with the application. Also, please read the precautions before applying.

Registration or application will not be 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 the Web Registration System. (*You cannot register for SGJS courses in a consecutive period using the system at this point.)
- (2) Register through Oh-o!Meiji Group **during the web registration period** to register for an SGJS face-to-face (of which attendance is not required) or live-streaming

courses that are scheduled in a consecutive period with face-to-face courses offered on other campuses.

(3) Courses you registered using the method (2) will be registered by the School Office.

<Precautions>

Please see examples of the courses you can register for, and examples of courses you need to be aware of.

[Examples of the courses you can register for]

Example A:

1st period: [SGJS online course (live)]

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 (live)]

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

[Examples of the courses you need to be aware of]

Example C:

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

4th period: [SGJS online course (live)]

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

***Although it is possible to register for courses as Example C, please be aware that you will need to travel between campuses from 3rd period to 5th period.**

(2) Distribution of Individual Academic Schedules

The university will distribute individual academic schedules on the dates shown below to confirm whether you are correctly registered for the selected courses.

Date and Time	Distribution Method
From Sunday, April 18, 10 am	Oh-o! Meiji System

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

You can only make changes in your registration if you receive an error message on your individual academic schedule. If you receive an error message, you are required to change your registration at the School Office during the following period.

After making changes, please check your individual academic schedule on Oh-o! Meiji.

Date and Time	Place
Monday, April 19, 10 am - Wednesday, April 21, 5:30 pm	School Office

(4) Changes in Fall Semester Registration

In mid-September, there will be a period that lets you make changes to the Fall Semester courses you registered for in April. 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 one or two courses conducted by SGJS. However, note that 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

- Final examinations are held from mid to late July for the Spring Semester and late January for the Fall Semester. (See “Calendar and Events” on p. 1.) Some courses may have examinations on earlier dates. The examination schedule will be posted on the bulletin board and Oh-o! Meiji.
- We will announce academic results for the Spring Semester in mid-September, and Academic results for the Fall Semester and full-year courses in the following academic year.
- We will send notices about your courses using Oh-o! Meiji. Please check the system 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, 2019 or after>

Courses	Number of Credits Necessary			Comments
	Required	Electives (required)≠	Electives	
English Language	4	—	56	<ul style="list-style-type: none"> Students must obtain 4 credits of <i>Research Paper Writing</i> and <i>Speech and Presentation</i>. <i>Integrated English, Practical Drama</i> and <i>Literature Reading</i> can be taken. Credits earned for the these courses can be applied toward the credits required for graduation, as electives.
Second Foreign Language	—	—		<ul style="list-style-type: none"> 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. 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.
Japanese Language	—	—		<ul style="list-style-type: none"> Credits earned can be applied toward the credits required for graduation, as electives. If language classes, they need to take a placement test and consult with the instructor responsible for the particular classes if it is necessary. Students who are Japanese first language speakers cannot take Japanese language classes as a secondary language.
Global Japanese Studies	—	*50		<ul style="list-style-type: none"> Students must obtain at least 50 credits in English Track courses (conducted in English or using class materials in English) in Global Japanese Studies. Any credits earned in excess of 50 can be applied as electives toward the credits required for graduation.
General Studies	6	**8		<ul style="list-style-type: none"> 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. Any credits earned in excess of 14 credits can be applied as electives toward the credits required for graduation.
Seminars	—	—		<ul style="list-style-type: none"> Credits earned can be applied toward the credits required for graduation, as electives.
Study-Abroad Authorized Courses	—	—		<ul style="list-style-type: none"> Credits earned during study abroad in courses authorized by the Faculty Council can be applied toward the credits required for graduation, as electives.
International Undergraduate Programs	—	—		<ul style="list-style-type: none"> 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.")
Electives from Other Faculties	—	—		<ul style="list-style-type: none"> A maximum of 20 credits earned can be applied toward the credits required for graduation, as electives.
< For students who entered on April 1, 2020 or after >	< For students who entered on September 20, 2019 or before >			
Program for Global Citizenship	Human Resource Development Program for International Cooperation	—	—	<ul style="list-style-type: none"> Credits earned can be applied toward the credits required for graduation, as electives.
	Program for Japan ASEAN Mutual Understanding	—	—	<ul style="list-style-type: none"> Credits earned can be applied toward the credits required for graduation, as electives.
	Program for Global Citizenship	—	—	<ul style="list-style-type: none"> Credits earned can be applied toward the credits required for graduation, as electives.
Special Certification Program	—	—	<ul style="list-style-type: none"> 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	10	58	56	
Total	124 credits			<ul style="list-style-type: none"> 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 7th semester. Please note conditions are different for students who take leave of absence.

* 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"> Students must obtain 4 credits of <i>Research Paper Writing</i> and <i>Speech and Presentation</i>. <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.
Second Foreign Language	—	—		<ul style="list-style-type: none"> 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. 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.
Japanese Language	—	—		<ul style="list-style-type: none"> Credits earned can be applied toward the credits required for graduation, as electives. 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. Students who are Japanese first language speakers cannot take Japanese language classes as a secondary language.
Global Japanese Studies	—	*50		<ul style="list-style-type: none"> Students must obtain at least 50 credits in English Track courses (conducted in English) in Global Japanese Studies. Any credits earned in excess of 50 can be applied as electives toward the credits required for graduation.
General Studies	4	**8		<ul style="list-style-type: none"> 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. Any credits earned in excess of 12 credits can be applied as electives toward the credits required for graduation.
Seminars	—	—		<ul style="list-style-type: none"> Credits earned can be applied toward the credits required for graduation, as electives.
Study-Abroad Authorized Courses	—	—		<ul style="list-style-type: none"> Credits earned during study abroad in courses authorized by the Faculty Council can be applied toward the credits required for graduation, as electives.
International Undergraduate Program	—	—		<ul style="list-style-type: none"> 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.")
Electives from Other Faculties	—	—		<ul style="list-style-type: none"> A maximum of 20 credits earned can be applied toward the credits required for graduation, as electives.
Human Resource Development Program for International Cooperation	—	—		<ul style="list-style-type: none"> Credits earned can be applied toward the credits required for graduation, as electives.
Program for Japan ASEAN Mutual Understanding	—	—		<ul style="list-style-type: none"> Credits earned can be applied toward the credits required for graduation, as electives.
Program for Global Citizenship	—	—		<ul style="list-style-type: none"> Credits earned can be applied toward the credits required for graduation, as electives.
Special Certification Program	—	—		<ul style="list-style-type: none"> 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	8	58	58	
Total	124 credits			<ul style="list-style-type: none"> Students must obtain 66 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 in their fourth year.

* 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.

Credits Required for Graduation and Graduation Requirements
<For English Track students who entered between April 1, 2013 and September 20, 2016>

Courses	Number of Credits Necessary			Comments
	Required	Electives (required)	Electives	
English Language	—	—	64	<ul style="list-style-type: none"> ■ Only <i>English (Reading & Writing) II</i>, <i>Integrated English</i> and <i>Practical Drama</i> can be taken as English Language electives. ■ Credits earned for the above courses can be applied toward the credits required for graduation, as electives.
Second Foreign Language	—	—		<ul style="list-style-type: none"> ■ Credits earned for a second foreign language (other than English and the student's native language) can be applied toward the credits required for graduation, as electives. ■ 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.
Japanese Language	—	—		<ul style="list-style-type: none"> ■ Credits earned can be applied toward the credits required for graduation, as electives. ■ Students who want to take Japanese Language classes should decide which classes to take in consultation with the instructor in charge.
Global Japanese Studies' Specialties	—	*50		<ul style="list-style-type: none"> ■ Students must obtain at least 50 credits in English Track courses (conducted in English) in Global Japanese Studies' Specialties. ■ Any credits earned in excess of 50 can be applied as electives toward the credits required for graduation.
General Studies (Basic Education)	2	**8		<ul style="list-style-type: none"> ■ Students must obtain at least 10 credits in English Track courses, including 2 credits of <i>Global Japanese Studies</i> conducted in English. ■ Any credits earned in excess of 10 credits can be applied as electives toward the credits required for graduation.
Seminars	—	—		<ul style="list-style-type: none"> ■ Credits earned can be applied toward the credits required for graduation, as electives.
Study-Abroad Authorized Courses	—	—		<ul style="list-style-type: none"> ■ Credits earned during study abroad in courses authorized by the Faculty Council can be applied toward the credits required for graduation, as electives.
International Undergraduate Program	—	—		<ul style="list-style-type: none"> ■ 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.")
Electives from Other Faculties	—	—		<ul style="list-style-type: none"> ■ A maximum of 20 credits earned can be applied toward the credits required for graduation, as electives.
Human Resource Development Program for International Cooperation	—	—		<ul style="list-style-type: none"> ■ Credits earned can be applied toward the credits required for graduation, as electives.
Program for Japan ASEAN Mutual Understanding	—	—		<ul style="list-style-type: none"> ■ Credits earned can be applied toward the credits required for graduation, as electives.
Program for Global Citizenship	—	—		<ul style="list-style-type: none"> ■ Credits earned can be applied toward the credits required for graduation, as electives.
Special Certification Program	—	—	<ul style="list-style-type: none"> ■ 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	2	58	64	
Total	124 credits			<ul style="list-style-type: none"> ■ Students must obtain 60 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 in their fourth year.

* Elective (required) courses: a set of courses from which at least 50 credits are required.

(50 credits selected from the Global Japanese Studies' Specialties conducted in English)

** Elective (required) courses: a set of courses from which at least 8 credits are required.

(8 credits selected from the Basic Education conducted in English. These credits are in addition to the 2 credits required for *Global Japanese Studies*.)

[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:

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 course repetition. It does not include some intensive courses or courses that are not applied to graduation requirements.
Minimum number of credits	6	6	6	6	6	6	12		

- If your timetable has two or more required courses overlapping in the same period, please visit the School Office immediately.
- You cannot register for courses with the same title more than once.
 - This also applies to courses taught in Japanese and courses taught in English with the same title, such as *Japanese Social Systems*. (Note: Students cannot take both A [Japanese] and A [English] as these are duplicate courses, but they can take A [Japanese] and B [English].)
 - The following courses are exceptions: *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* and *International Undergraduate Courses (Core Courses) I and II* from other faculties taken under *the International Undergraduate Program*. Even in these cases, you cannot take the same course with the same instructor more than once.
- Students in a lower year cannot take courses assigned to a higher year. However, **3rd and 4th-year students can take 1st and 2nd-year courses.**
- In SGJS, there are three types of lecture courses.

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

Courses described as “conducted in English only” in the graduation requirement are type 1. Courses described as “using class materials in English” in the graduation requirement are type 2. The graduation requirements for these lecture course types depend on your enrollment year. Please be attentive to the lecture course type when you register for courses.

- At the start of their graduating year, potential graduates should check carefully that they will have enough credits to graduate.**

(1) English

Required course 4 credits *Students who entered in 2017 academic year or after

(a) *Research Paper Writing* (required course, with lecture date and period assigned)

Classes are held twice a week, on Tuesday, 4th period AND Thursday, 3rd period, in the Spring Semester, 2021 academic year. Students must attend both classes.

- This course will be registered by the School Office. There is no need for web registration.

(b) *Speech and Presentation* (required course, with lecture date and period assigned)

Classes are held twice a week, on Tuesday, 4th period AND Thursday, 3rd period, in the Fall Semester, 2021 academic year. Students must attend both classes.

- This course will be registered by the School Office. There is no need for web registration.

Elective course 2nd-year students and above

English Track students can only take *Integrated English AB*, *Practical Drama AB*, and *Literature Reading AB* as English Language electives.

- You can take *Integrated English AB* more than once. However, you cannot take the same course with the same instructor more than once.

(2) Second Foreign Language Elective course 1st-year students and above

(a) Lectures

If you wish to take a second foreign language course, please note that **lectures for second foreign languages are conducted in the target language and Japanese.**

(b) Eligible courses and other information

Second foreign languages are categorized, as shown below:

Eligible courses	Courses in SGJS	1st-year students and above	German, French, Chinese, Spanish, Korean: for each, Elementary (A), Elementary (B)
		2nd-year students and above	German, French, Chinese, Spanish, Korean: for each, Intermediate (A), Intermediate (B), Intermediate (C), Intermediate (D)
	Inter-Faculty Foreign Language Electives ¹		Courses that can be applied directly (without internal credit transfer) toward the credits required for graduation ²
Curriculum			Credits can be applied toward graduation requirements as electives.
Comments			There is no limit to the number of languages to take, but students cannot take their native language as a second foreign language.

Notes:

1. For information on how Inter-Faculty Foreign Language Electives are categorized when applied towards credits required for graduation, see the page “Inter-Faculty Foreign Language Electives” in this Syllabus.
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 combination of the two classes is fixed and cannot be changed. Please see the “class” column in the Class Schedule to check the pairs for each course. For example, if you find **【Fri 3】** in the class column of

Elementary French (A) on Monday 3rd period, this means that students who register for this course must attend classes on both Monday 3rd period and Friday 3rd period.

- Intermediate (A), (B), (C), and (D) are held once a week. Intermediate (A) and (C) are scheduled in the spring semester, and Intermediate (B) and (D) are scheduled in the fall semester. Elementary courses are not prerequisites for Intermediate courses, but students should check the course contents in the Syllabus (available on the website) before taking Intermediate courses.

(d) Registration method

For second foreign languages, the SGJS courses and Inter-Faculty Foreign Language Electives have different registration methods.

- SGJS courses
If the applications for a course exceed the maximum class size of 40, the participants will be selected by lottery. (See the page “Courses with Maximum Class Size” in this Syllabus.)
- Inter-Faculty Foreign Language Electives
See the Inter-Faculty Foreign Language Elective Syllabus and the page “Inter-Faculty Foreign Language Electives” in this Syllabus.

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

The following second foreign language courses are offered at SGJS: Elementary (A) and (B), Intermediate (A), (B), (C), and (D). These courses are independent of each other and can be taken as a single course, or in any combination. For example, it is possible to take only (A), and it is also possible to take only (A) and (C).

- Please note: Students taking (B) are assumed to be familiar with (A) contents. Students taking (D) are assumed to be familiar with the contents of (C).
- If 40 or more students wish to register for the same course, the priority will be given to students applying for both (A) and (B), or both (C) and (D) in the same academic year.

(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 to take them.

- To take Japanese Language Courses, you must take the placement test at the beginning of the semester. You will be placed in the appropriate class according to the results.
- The lecturer will tell you how to register for these courses on the first day of the assigned class. There is no need for web registration for these courses.
- For registration and other details, follow the instruction provided at the orientation or by the School Office.
- From the 2016 academic year, English Track students cannot take the *Japanese Language Program for International Students* offered by the International Student Office. (Credits earned in the 2015 academic year or before are applied toward graduation requirements as electives.)

(4) Global Japanese Studies Elective required course 50 credits

- Global Japanese Studies has eight 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. Please check the Class Schedules and Syllabus for applicable courses and class dates, and register for them during the web registration period.
- Students who entered **in 2018 or before** must obtain at least 50 credits in **type 1 courses**. (Type 2 courses are not included for this requirement.)
- Students who entered **in 2019 or after** must obtain at least 50 credits in **type 1 or type 2 courses**.
- To take *Method of Teaching Japanese as a Foreign Language* and *Practicum in Teaching Japanese as a Foreign Language*, students are required to meet prerequisites for the course. For details, see the *School of Global Japanese Studies Syllabus (for Japanese Track)*.
- For important information on courses taught in Japanese, see the *School of Global Japanese Studies Syllabus (for Japanese Track)*.

Note: Credits earned for courses taught in Japanese are applied as electives toward graduation requirements. (They are not included in the 50 credits that must be obtained from required elective courses.)

(5) General Studies Courses

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

Enrollment	2013-2016	2017-2018	2019-
Required Courses	2 credits • <i>Introduction to Global Japanese Studies</i> (2 credits)	4 credits • <i>Introduction to Global Japanese Studies</i> (2 credits) • <i>ICT Basic I</i> (2 credits)	6 credits • <i>Introduction to Global Japanese Studies</i> (2 credits) • <i>ICT Basic I</i> (2 credits) • <i>Introduction to Academic Studies and Career Development</i> (2 credits)
Elective Required Courses	8 credits	8 credits	8 credits

*Required courses will be registered by the School Office. The assigned schedule is fixed and cannot be changed.

*If you fail to 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.

(a) *Introduction to Global Japanese Studies* 2 credits Required course

- Monday, 3rd period in Spring Semester and Fall Semester (2021 academic year)
Students will be assigned to this class in their first semester.

(b) *ICT Basic I*

- Friday, 4th period in Fall Semester (2021 academic year) 2 credits

Enrollment 2017 academic year or after: Required course

Enrollment 2013 – 2016 academic year: Elective required course

*Enrollment 2013 – 2016: Please register at the School Office during the web registration period.

(c) *Introduction to Academic Studies and Career Development*

- **Enrollment 2019 academic year or after:** Required course 2nd-year students
- Monday, 2nd period in Spring Semester (2021 academic year) 2 credits

(d) *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 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 there are other skiing courses held by different instructors.

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

- The maximum number of students that can be accepted in each class depends on the instructor. If the application number exceeds the quota, students will be selected by lottery.
- 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 give priority to international students.
- If students registered for *Practicum in Global Japanese Studies E* cannot participate in fieldwork activity, they may be able to withdraw from the course if the instructor gives permission.
- The credits earned for *Practicum in Global Japanese Studies E* are not included in the maximum number of credits for each semester.

(f) *Liberal Arts Studies* Elective course

- You can take *Liberal Arts Studies* courses from your first year. However, please note that certain classes can only be taken from the 2nd year if specified by the instructor.
- For some *Liberal Arts Studies* courses, it may be required to take both *Liberal Arts Studies A* (Spring Semester) and *B* (Fall Semester), while it is possible to take other *Liberal Arts Studies* courses for a single semester.
- For the number of students to be admitted in each *Liberal Arts Studies* course, see the *School of Global Japanese Studies Syllabus (for Japanese Track)*. If the course limits the number of students who can register, the instructor will screen students in the first class.
- You can repeat *Liberal Arts Studies* in different academic years. However, it is not possible to register for courses with the same title and instructor more than once.
- For details, please see handouts distributed in guidance or Oh-o! Meiji announcement.

(g) *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 as long as they have different instructors. For example, you can take *Special Lectures on Global Japanese Studies A* more than once if the instructors are not the same.
- 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.

(h) *Social Collaboration Course* Elective course

- You can take courses with the same title in *Social Collaboration Courses* more than once as long as they have different instructors. For example, you can take *Social Collaboration Course A* twice as long as the instructors are not the same.

- The maximum number of students depends on the course and instructor. If the number of applicants exceeds the quota, students will be selected by lottery. Please refer to “2. Courses with maximum class size” for details.
- *Social Collaboration Course E - H* are seven-week courses.

(i) **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 requirements designated by SGJS. The program or course will be approved as *Internship Abroad*.

(j) **Volunteer Abroad Program**

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

(k) **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

- 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 3rd and 4th-year. There is no need for web registration.
- For new 4th-year students: 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 School Office in advance, and complete the required procedures by **Thursday, April 15, 5:00 PM**.

(7) **International Undergraduate Program Courses** Elective course

Please see the *Global Navi Syllabus* and the page “International Undergraduate Program” in this Syllabus.

(8) **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 4th-year students who meet requirements such as GPA 2.80 or above. The subjects registered from the Graduate School of Global Studies are not counted towards graduation requirements.

2. Courses with Maximum Class Size

Courses with maximum class sizes in this academic year are listed as follows. 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 by lottery.

■ The instructor's name is only listed if the maximum class size is different from other courses with the same title.

Semester	Course	Maximum Class Size	Application Period	Registration Method	Announcement of Result
Spring	Integrated English A	30	<p style="text-align: center;">Thursday, April 8, 1:00 PM</p> <p style="text-align: center;">~</p> <p style="text-align: center;">Friday, April 9, 9:00 AM</p>	<p style="text-align: center;">Web Registration System</p>	<p style="text-align: center;">Saturday, April 10, 11:00 AM</p> <p style="text-align: center;">Web Registration System</p>
	Practical Drama A	30			
	Literature Reading A	40			
Fall	Integrated English B	30			
	Practical Drama B	30			
	Literature Reading B	40			
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	German (Intermediate Level) C	40			
Fall	German (Intermediate Level) D	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	<p style="text-align: center;">Thursday, April 8, 1:00 PM</p> <p style="text-align: center;">~</p> <p style="text-align: center;">Friday, April 9, 9:00 AM</p>	<p style="text-align: center;">Web Registration System</p>	<p style="text-align: center;">Saturday, April 10, 11:00 AM Web Registration System</p>
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	Japanese Behavioral Models A	150			
Fall	Japanese Behavioral Models B	150			
Spring	Cultural Archives Studies	15			
Spring	Practicum in Global Japanese Studies A (Hisaeda) type1	20			
Fall	Practicum in Global Japanese Studies B (Hisaeda) type1	20			
Fall	Practicum in Global Japanese Studies B (Harada, E.)	20			
Spring	Practicum in Global Japanese Studies C (Fujimoto)	20			
Fall	Practicum in Global Japanese Studies D (Fujimoto)	20			
Spring	Practicum in Global Japanese Studies C (Numata) type1	20			
Fall	Practicum in Global Japanese Studies D (Numata) type1	20			
Spring	Practicum in Global Japanese Studies C (Quek) type1	20			
Fall	Practicum in Global Japanese Studies D (Quek) type1	20			
Intensive	Practicum in Global Japanese Studies E (Ward) type1	15			
S1	Social Collaboration Course G (Sato, I., Yamawaki)	24			
F1	Social Collaboration Course D (Sakai) type2	30			
S2	Social Collaboration Course G (Yamawaki)	30			
Spring	Practicum in Global Japanese Studies A (Kobayashi)	20	<p style="text-align: center;">At the first class</p>	<p style="text-align: center;">At the first class</p>	<p style="text-align: center;">At the first class</p>
Fall	Practicum in Global Japanese Studies B (Kobayashi)	20			
Spring	Practicum in Global Japanese Studies A (Sato, G.)	20			
Fall	Practicum in Global Japanese Studies B (Sato, G.)	20			

Semester	Course	Maximum Class Size	Application Period	Registration Method	Announcement of Result
Spring/Fall	Liberal Arts Studies A B	※	Tuesday, April 13, 1:00 PM ~ Thursday, April 15, 9:00 AM	Web Registration System	Sunday, April 18 (tentative) Oh-o! Meiji System
Spring	Sports & Physical Exercise A (Liu)	30	Check the Oh-o! Meiji System.		
Spring	Sports & Physical Exercise A (Watanabe)	40			
Spring	Sports & Physical Exercise B (Sakai)	30			
Fall	Sports & Physical Exercise B (Liu)	30			
Fall	Sports & Physical Exercise B (Watanabe)	40			
Fall	Sports & Physical Exercise C (Watanabe)	40			
Fall	Sports & Physical Exercise D (Nagao)	30			
Spring	Sports & Physical Exercise D (Watanabe)	40			
Fall	Sports & Physical Exercise D (Sakai)	30			
Intensive	Sports & Physical Exercise E	※			

※ For the number of students who are to be accepted in each course, see the documents provided during orientation week.

- For information on the years you can take these courses, please check the Catalog.
- If the application for a course does not exceed the maximum class size during 【1: Apr. 8-9】 , the course may accept students during 【2: April 13-15】 on a first-come, first-served basis. Check Oh-o! Meiji System for details.
- Students cannot make any changes (including withdrawals) to their registrations after the lottery for selecting course participants is held.
- The lectures for a second foreign language course are instructed in the target language and Japanese.
- Due to factors such as classroom capacity, courses that are not listed here may also have a maximum class size or select students by lottery.

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. They include conversational courses instructed by native speakers. The languages offered in Inter-Faculty Foreign Language Electives include Ancient Greek and Latin, which are not available within SGJS courses.

2. Language of Lectures

Lectures in 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 for the course do not apply to graduation requirements

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

Category B: Credits for the course are apply to graduation requirements

Courses that can be taken	Courses approved as applicable to graduation requirements by the SGJS Faculty Council. (For the list of approved courses, see the Inter-Faculty Foreign Language Elective Syllabus.)
Number of credits that can be taken	Students can take up to 8 credits during their enrollment.
Curriculum	The credits are applied to graduation requirements as electives. The evaluation is not reflected to 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 Grade I Courses (courses with the Roman numeral “I,” such as Spanish I A) and English offered for attaining a specific qualification.

Apply through the Web Registration 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 Grade I course with the Web Registration System, it will automatically be registered under Category A, and the credits for the course will not be applied to graduation requirements. If you wish to register for the course and have its credits applied toward graduation requirements, please apply at the School Office as soon as you receive the final approval to take the course.

(2) For other courses

Each course has a maximum class size. To register a course, students are required to attend the first class. Students who have received final approval to take a course must register for the course in the web registration system. Please register during the SGJS web registration period.

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

Note:

To register the course under Category B, select the course with the label “ヨウケン” (Requirements) after the course title in the Web Registration System.

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, the School of Law, the School of Commerce, the School of Political Science and Economics, the School of Arts and Letters, the School of Agriculture, and the School of Business Administration. The courses provide both basic and applied training in the information field.

The following Information Studies Course is instructed in English:

Course title (credits)	ICT Basic I (2 credits)
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2. Status of Information Studies Courses

(1) Students who enrolled in 2017 academic year or after

ICT Basic I is a required course in General Studies for students who entered in 2017 academic year or after. The School Office will register the courses in advance, and there is no need for web registration.

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

Information studies courses other than *ICT Basic I* follow the same rule as students who entered in the 2013-2016 academic year.

(2) Students who enrolled in 2013-2016 academic year

All courses are initially registered under category B. If you wish to register courses so that they are not applied to graduation requirements (register under category A), you must make an application at the School Office. Please complete and submit the form at the School Office by Thursday, April 15.

Category A: Credits for the course is not applied toward graduation requirements

Curriculum	The credits are not applied to graduation requirements, and are not included in the GPA calculation.
Minimum/maximum number of credits	The courses are not included the minimum/maximum number of credits for each year.

Category B: Credits for the course is applied toward graduation requirements

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 Method

To register Information Studies Courses, students must register through the web registration period during the designated application period. Please carefully note that the application period for Information Studies Courses is not the same as the application period for courses offered by SGJS.

4. Language of Lectures

In addition to *ICT basic I* taught in English, there are other Information Studies Courses taught in Japanese. For details, see the *Information Studies Syllabus*.

5. Guide to Courses

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

International Undergraduate Programs

For details, see the website for International Undergraduate Programs.

1. About the International Undergraduate Programs

The International Undergraduate Programs is an interfaculty program for students in *bunkei* faculties, the faculties categorized in liberal arts and humanities. The program aims to develop globally-minded individuals and deepen their understanding of areas such as culture, politics, and economics from an international perspective.

The courses in this program are classified into the following four fields: International Communications, Culture and History, Law and Political Sciences, and Economics. Until the 2019 academic year, the courses were divided into “Core Courses” conducted in English and “Elective Courses” conducted in Japanese. From the 2020 academic year, International Undergraduate Programs courses previously categorized as “Elective Courses” are no longer held. “Core Courses” changed its name to the “International Undergraduate Programs” and will continue to have courses in English.

2. Courses in the International Undergraduate Programs

Curriculum	Courses held by SGJS	The credits are applied to graduation requirements for each category.
	Courses held by other faculties	The credits are applied to graduation requirements as electives. The evaluation is included 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

If you wish to take courses in the International Undergraduate Programs, please follow the instructions below carefully. Each course type has a different registration procedure.

(a) Courses offered by SGJS

Courses offered by SGJS do not need to be registered as an International Undergraduate Programs course. Please select the course title that is used in SGJS. Please register with the web registration system during the registration period.

(b) Courses offered by other faculties

Register through the Web Registration System during the SGJS registration period. Please carefully check the names of the instructors and the course title abbreviations that appear after them.

4. Abolishment of Completion Requirements

From AY2020, the completion requirements have been abolished. Completion certificates are no longer issued for this program.

Integrated Lectures

For details, see the *Integrated Lecture Syllabus*.

1. About Integrated Lectures

In each campus, Meiji University offers Integrated Lectures. 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 including course contents are published in the *Integrated Lecture Syllabus for Academic Year 2021* (available at the School Office) and also in the *School of Global Japanese Studies Syllabus (for Japanese Track)*. If you wish to take these courses, please obtain a copy.

2. Language of the Lectures

Integrated Lectures are held in Japanese.

Elective Courses from Other Faculties

1. About Elective Courses from Other Faculties

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

SGJS students can only take Elective Courses from Other Faculties 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 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

Elective Courses from Other Faculties are treated as follows:

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 Method

Please register Elective Courses from Other Faculties using the web registration system. The registration is only accepted during the Spring Semester web registration period.

- *After the registration period above, you cannot add, cancel, or make changes to your registration for Elective Courses from Other Faculties. Please be careful when registering.
- *If a subject is not listed in the web registration screen, it is not available to SGJS students.
- *Please see instructions on how to use the web registration system for Elective Courses from Other Faculties in "Web Registration" in this Syllabus.

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 AY2020, combines the three previous courses: Human Resource Development Program for International Cooperation, Program for Japan ASEAN Mutual Understanding, and Program for Global Citizenship. The courses aim to develop individuals who can play an active role in the global community. The courses in the program are offered to students in all faculties. They 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 the student's enrollment year. Please see the *Program for Global Citizenship Syllabus* for details.

*If you enrolled in AY2019 or earlier, the previous curriculum with three programs will apply.

2. Registration Methods

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 it leads to 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.

Examinations and Written Assignments

(1) Examinations

- (a) There are two types of examinations: final examinations and make-up examinations.
- (b) Examinations are given for each course and are used to determine a student's grade.
- (c) As a general rule, examinations are given at the end of each academic year's Spring and Fall Semesters. Besides final examinations, additional tests may be held throughout the semester to assess students' ability or for other purposes.
- (d) Course assessment is based on factors including class participation and examinations.
- (e) A student who does not complete tuition and fee payments cannot take examinations.
- (f) If a student is unable to take a final examination for a valid reason, such as illness or problems in public transportation, they may be eligible to take a make-up examination. To make a request, please submit the "Application form for make-up examination" with documentation to prove the reason for absence (such as a medical certificate, etc.) within the designated deadline. Documents attesting to the reason must be original; photocopies are not accepted. Furthermore, the request must be approved in the Faculty Meeting.
 - * For information on the documents showing why you could not take the final examination, please see the notification for the final exams.
- (g) Students cannot take an examination if they did not register for the course.
- (h) Students cannot take an examination if they have already acquired credits for the course.
- (i) The days, times, and classrooms of final examinations may differ from regular classes for the course.
- (j) If examination times overlap, notify the School Office by the prescribed deadline.
- (k) In some courses, course assessment will be based not only on examinations but also on classroom performance, reports, etc.

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

Cases of misconduct during examinations will be treated 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) Students should not sit next to another student and should be seated directly behind the person in front of them. If the seating is assigned, please follow the test proctor's instructions, and sit in the designated place.
- (b) Place your Student ID on the desk, so that the proctor can easily see it. Please remove the cover.
- (c) Students 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) Items other than the Student ID card and writing utensils must be put in a bag, etc. during the exam. Do not leave pencil cases on the desk. If there are any items approved by the instructor, confirm those items well in advance.
- (e) Mobile phones, smartphones, tablets, wearable devices, and other electronic devices must be turned off and put inside a bag. None of these devices can be used as a watch.
- (f) Students must ensure that their year, class, number, and name are filled out on the answer sheet. Answer sheets missing these items will not be marked.
- (g) No misconduct whatsoever is permitted during an examination. A person who commits misconduct will be subject to expulsion, suspension, reprimand, or other disciplinary action as laid out in the university regulations.
- (h) The student taking the examination must hand in their answer sheets in person.
- (i) Only use the answer sheet given by the proctor. Do not take answer sheets outside the venue. A new answer sheet will not be given in any case.
- (j) Students who are over 20 minutes late cannot enter the venue and take the exam.
- (k) Students are not permitted to leave the venue for the first 30 minutes and the last 10 minutes during the examination. (Students may leave the venue after 30 minutes have elapsed if they finish early, but not after 50 minutes have passed).

*In some examinations, leaving the venue is not permitted.

- (l) Students are not permitted to talk inside the venue. Furthermore, any act of dishonesty is strictly prohibited. If a student performs misconduct, they will be suspended or expelled, according to the school regulations. Please be aware that this will cause difficulties when advancing to the next year, and when proceeding to graduate education.
- (m) Follow 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 make clear what your work is and what has been taken from an outside source. Trying to pass off the ideas and work of other's 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, and presenting it as your own 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 for similar actions in examinations. This may include cancellation of all registered courses in the semester, or suspension from the University.

(5) Attendance sheet, Comment sheet, etc.

If a student engages in misconduct or assists others in misconduct during class, for example, by submitting an attendance sheet or a comment sheet for another classmate, they will be penalized to the degree as for similar actions in examinations. This may include cancellation for all registered courses in the semester, or suspension from the university.

V Web Registration

I. About Registration

<p>【Web Registration Period】 Tuesday, April 13, 1 pm to Thursday, April 15, 9 am (morning) <i>*Web Registration will temporarily be unavailable from 9 am to 11 am due to scheduled maintenance.</i></p>
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Item	Period	Comments
Registration for courses with maximum class size	Thursday, April 8, 1 pm to Friday, April 9, 9 am	You can use the web registration system from both on and off-campus.
Web registration	Tuesday, April 13, 1 pm to Thursday, April 15, 9 am	You can use the web registration system from both on and off-campus.
Individual Academic Schedules	From Sunday, April 18, 10:00	Distributed on Oh-o! Meiji System
Adjustment period for registration errors (Corrections of registration errors only)	Monday, April 19 to Wednesday, April 21	The required form “Request for Change in Registered Courses” is available at School Office.
Distribution of revised Individual Academic Schedules	Updated after corrections	Distributed on Oh-o! Meiji System

Notes:

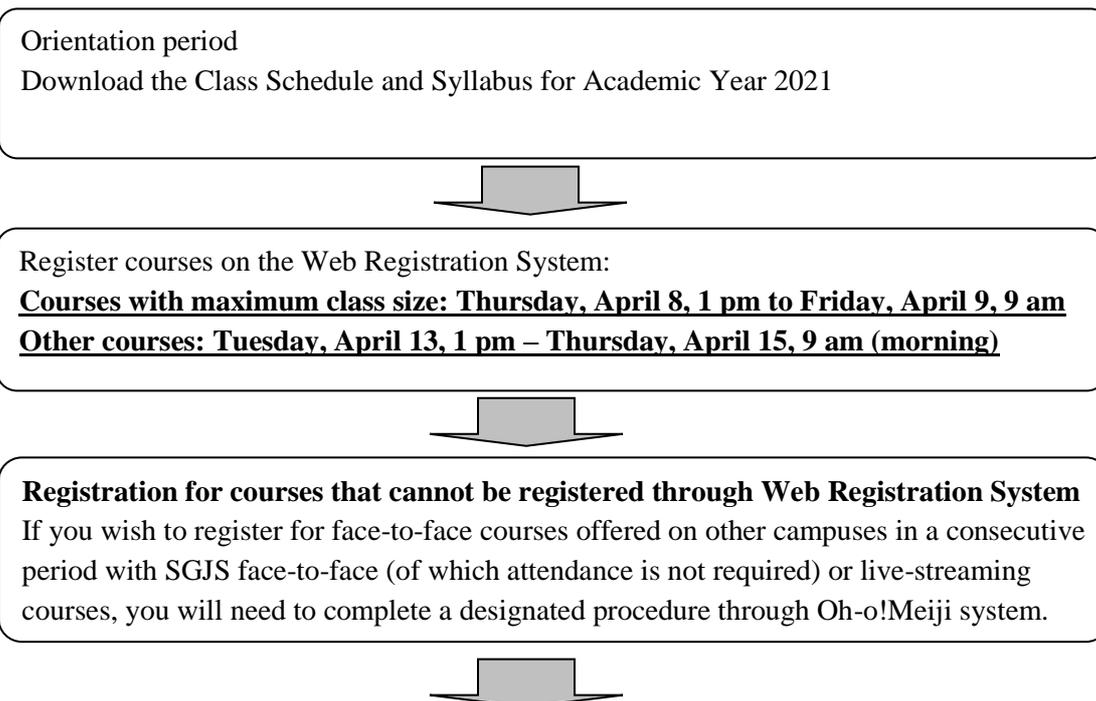
- We expect the computer facilities on campus to be in high demand during this period. The open hours and the number of terminals are limited, and we recommend that you use a computer at home to ensure that you meet the registration deadline. If using a computer on campus, please plan out the courses you wish to take in advance. We advise you to register early in case of any unexpected delays, such as a sudden connection loss or forgetting your password.
- 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).**
- If you do not register for a course, you will not earn credits for it, even if you take the examination. If the course you attend has a different day and period from what you

registered for, the registration will not be valid, even if the course title and instructor are the same.

4. The School Office will register for required courses in advance, so you do not need to register with Web Registration System. You cannot change or cancel the required courses that have been registered in advance.
5. **For some courses with maximum class size, the registration period is earlier than these dates.** (For details, see the page “Courses with Maximum Class Size” in this Syllabus.)
6. If you wish to take Inter-Faculty Foreign Language Electives, please see the *Inter-faculty Foreign Language Elective Syllabus*. Please consider carefully as you cannot make changes after the registration period.
7. There 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. Elective Courses from Other Faculties are registered with web registration. Please refer to the Syllabus of the faculty the course is held, and complete the required procedures.
9. We do not respond to telephone or email inquiries on how to use the Web Registration System. Please read the “Web Registration Method” thoroughly before you register.
10. When using a public computer outside the campus, please do not leave your password on the browser.

II. Web Registration Method

II-1. Flow Chart of Web Registration



Check your Individual Academic Schedule on Oh-o! Meiji for errors in your registration
(from Sunday, April 18)

If you find errors or other problems



Submit a “Request for Change in Registered Courses.”

(Deadline: **Wednesday, April 21**)

- Follow the direction from the School Office and fix the error.



Check your revised Individual Academic Schedule.

- Check Oh-o! Meiji to make sure your registration is now correct.



Your registration is complete

If there are no errors or other problems



Your registration is complete

II-2. Before web registration

Before you register on the web, please prepare as follows:

- (1) Make sure you know your student ID number and your Common Authentication Password
To use the Course Registration System, you will need your student ID number and password. Before the web registration period begins, please check that your password is correct, for example, by logging into your Oh-o! Meiji account.

【Important】 Common Authentication Password

Your Common Authentication Password (account password) was issued when you completed enrollment; it is the password you use in automatic certificate machines and the Oh-o! Meiji System. If you can't remember it, or if you find you cannot log in after several attempts, please have a new password issued at the School Office immediately.

- (2) Plan which courses to take

The Course Registration System will automatically disconnect if there is no activity for 20 minutes. Please decide on the courses you wish to take before you begin the application procedure.

- (3) Make sure you have Internet access from a PC

You can register from any location, as long as you use a PC with Internet access. If this is not possible off-campus, please use one of the on-campus computers available to students. The Course Registration System requires the operating environment shown below. If you do not know the operating environment of your own computer, please use a PC on-campus. Note that PCs on-campus are expected to be in high demand. Please register ahead of time and be sure to meet the deadline.

【Operating environment】

- OS: Windows 7 / 8 / 8.1 / 10
- Browser: Internet Explorer 10.0 or above

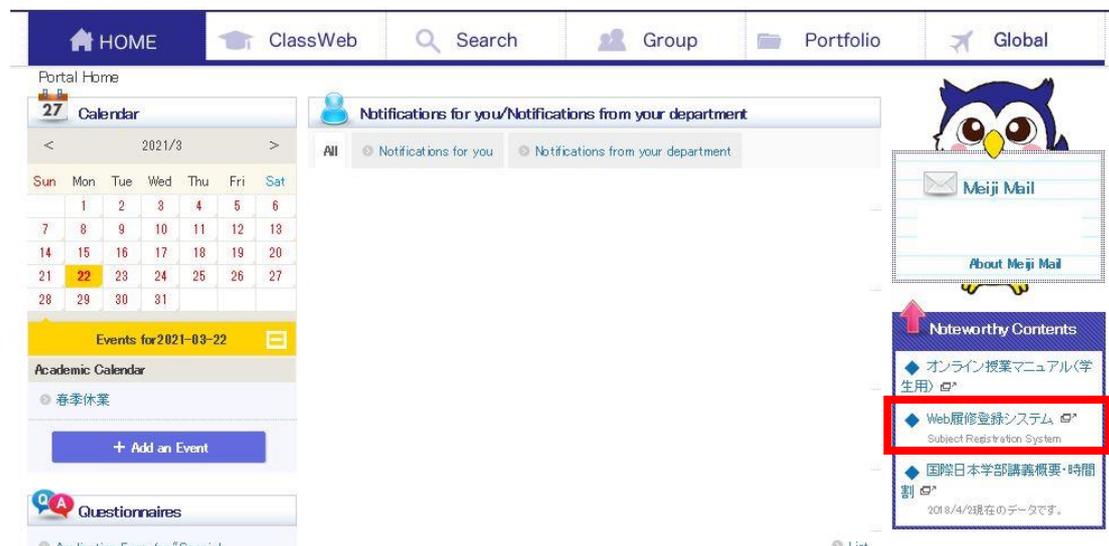
Please note: iOS and smartphones are not supported. Please use a computer with the above environment.

II-3. Apply for courses via the Course Registration System

The registration method is as follows:

(1) Log into Oh-o!Meiji system and access “Subject Registration System”.

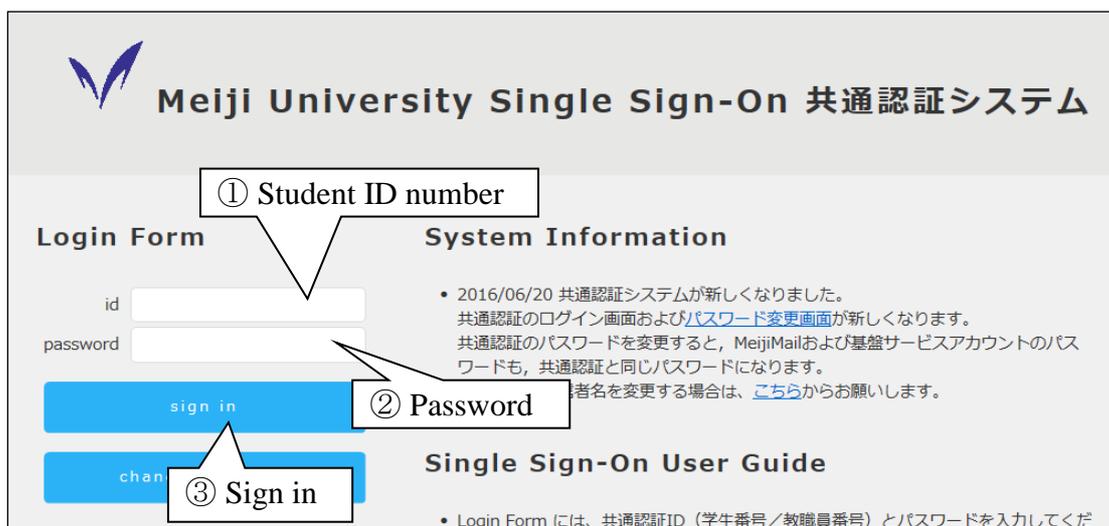
Oh-o! Meiji



(2) You will see the guide page for the “Course Registration System.” Click on “Log in to the Course Registration System” after reading the directions carefully.

(3) Enter your student ID number and password as shown below and click “Submit.”

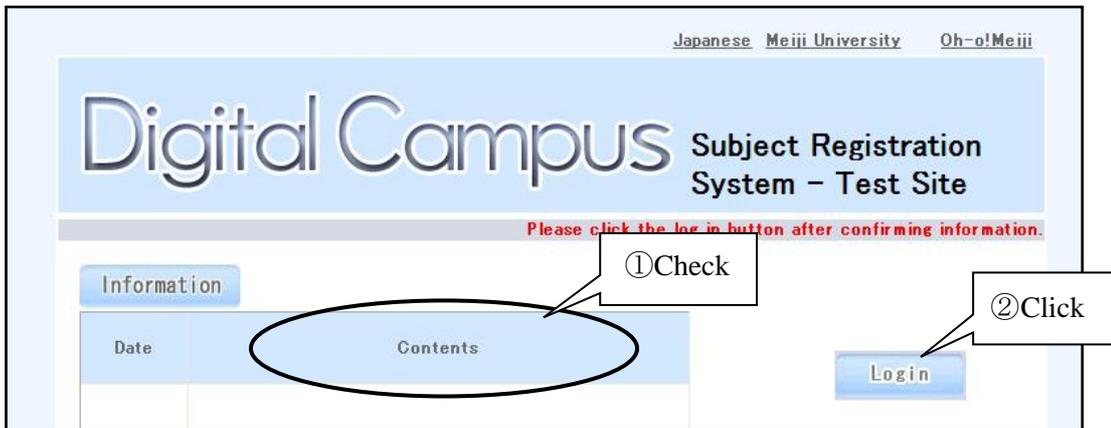
- You can use only English letters and numbers.
- English letters must be entered in UPPERCASE letters.



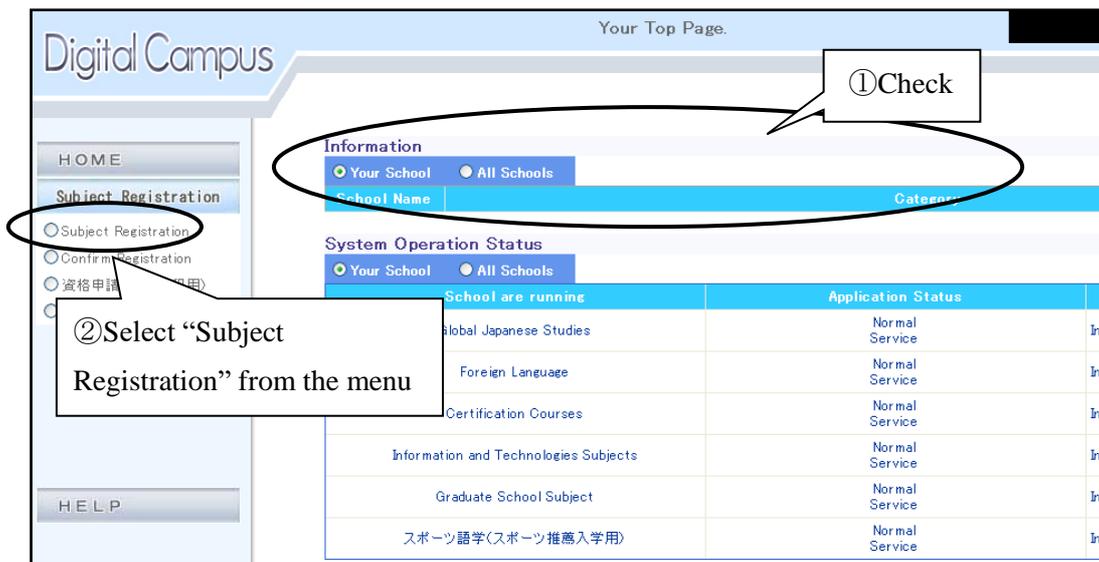
(4) Select “English”



(5) The Course Registration System page will appear. After checking “Contents (notices),” click the “Login” button.



(6) The “Course Applications” top screen will appear. You are now logged in. Check the Information section on this screen and select “Subject Registration” to register courses.



(7) For each course you wish to register, select the **semester** and **campus**.

Spring Semester - Test Site

開講期 Spring Sem 開講地区 All Campuses

Application Back

※申込みは半期毎です。開講期変更前に「申込みボタン」の押し忘れに注意してください!!

Mon Tue Wed Thu Fri Sat

Mm

1 a b

2 a b

Lm

3 a b

4 a b

5 a b

To select the semester:
 For Spring Semester or full-year courses, select “**Spring Semester.**”
 For S1 or S2 courses, select “**Spring Semester.**”
 For Fall Semester courses, select “**Fall Semester.**”
 For F1 or F2 courses, select “**Fall Semester.**”

To select the campus:
 For courses offered at Nakano Campus, select “**Nakano.**”
 For courses offered at Surugadai Campus, select “**Surugadai.**”
 For courses offered at Izumi Campus, select “**Izumi.**”
 For courses offered at Ikuta Campus, select “**Ikuta.**”
For online on-demand courses, select “Other.”

(8) For each course you want to register for, at the lower left of the screen select “Global Japanese Studies,” then the day of the week, then the period.

*To register for SGJS courses, select “Global Japanese Studies.” To register for other courses such as Elective Courses from Other Faculties or Inter-Faculty Foreign Language Electives, select the course category.

開講期 Spring Sem 開講地区 All Campuses

Application Back

※申込みは半期毎です。開講期変更前に「申込みボタン」の押し忘れに注意してください!!

Mon Tue Wed Thu Fri Sat

Mm

1 a b

2 a b

Lm

3 a b

① Select the category.
 For SGJS courses, select “Global Japanese Studies”

② Select the day of the week.

③ Select the period the course is held.

Course Title

Global Japanese Studies
 Foreign Languages
 Certification Courses
 Communication and Technologies Subjects
 Intensive Course
 Irregular Schedule Course

Mon Tue Mm 1th
 Wed Thu 2nd Lm
 Fri Sat 3rd 4th
 Intensive Course Irregular Schedule Course 5th 6th
 7th-Nm

L Intensive Course. (click to delete)

(9) A list of courses available in that period on that day of the week will appear. After making sure that you have the right course title and instructor, select the course you want to register for by clicking on it in the list.

開講期 Spring Sem 開講地区 All Campuses
 ※申込みは半期毎です。開講期変更前に申込み決定の押し忘れの注意してください！！

Application Back

	Mon	Tue	Wed	Thu	Fri	Sat
Mm						
1	a					
	b					
2	a					
	b					
Lm						
3	a					
	b					
4	a					
	b					
5	a					
	b					
6	a					
	b					
7	Nm					

After selecting "School", "Day" and "Period", select "Course Title"

★After registering or making a click "Application"

- Law
- Commerce
- Political Science and Economics
- Arts and Letters
- Science and Technology
- Agriculture
- Business Administration
- Information and Communication
- Global Studies
- Mon
- Tue
- Wed
- Thu
- Fri
- Sat
- Mm
- 1th
- Lm
- 2nd
- 3rd
- 4th
- 5th
- 6th
- 7th-Nm
- Irregularly Scheduled Course
- Intensive Course
- 0000a module only cancel
- 0000b module only cancel
- 0022Applied Linguistics A(OZEKI NAKO)/Conducted in English
- 0024Applied Linguistics B(OZEKI NAKO)/Conducted in English
- 0018Social Collaboration Course G(YOKOTA MASAHIRO)/S2(Application Number/Capacity : 0/30)

* Quarter-length courses are: first half intensive courses in Spring Semester (S1), second half intensive courses class in Spring Semester (S2), first half intensive courses classes in Fall semester (F1), and second half intensive course classes in Fall semester (F2). When you select two quarter-length courses held on the same day and period within one semester, the courses will be reflected on your timetable differently from other courses. For example, if you register (S2) Wednesday, 4th Period "Africa in the Contemporary World A," and (S1) Wednesday, 4th Period "Japanese Representational Arts A," it will reflect on your timetable as shown below.

開講期 Spring Sem 開講地区 All Campuses
 ※申込みは半期毎です。開講期変更前に申込み決定の押し忘れの注意してください！！

Application Back

	Mon	Tue	Wed	Thu	Fri	Sat
Mm						
1	a					
	b					
2	a					
	b					
Lm						
3	a					
	b					
4	a		0020 Africa in the Contemporary World B(MIZOBE YASUO)			
	b		0020 Africa in the Contemporary World B(MIZOBE YASUO)			
5	a					
	b					
6	a					
	b					
7	Nm					

The course you selected first will appear in the time table area.

The course you selected later will appear in the bottom-left part, "Courses for which concurrent registration is possible." If you see a course name in this area, you will not see it in the timetable area, even if the schedule does not overlap with other courses.

The registration for S2 and F2 subjects are not linked to the registration for S1 and F2 subjects, and need to be registered separately. Please do not forget to register for S2 and F2 subjects.

★After click

- 0000a
- 0000b
- 0019A
- 0020A
- 0013A

1 Courses for which concurrent registration is possible (click to delete)
 0013 Japanese Representational Arts A(Majima Ayu)

(10) The courses you selected will show on the timetable. Make sure that they are the courses you intend to register for, and if there are no problems, click the “Application” button to complete your registration. **If you do not click “Application,” the subjects you selected will be cancelled and you will not be registered for the courses.**

Your registration for Spring Semester courses is complete.
Please also register for Fall Semester courses.



Mistakes often made during registration

- The courses will not show on the screen unless you select the School (“Global Japanese Studies,”) the day of the week, and the period correctly.
- Some courses have the same title. Please make sure the course you are registering for has the correct information; including the semester, campus, School, day, period, and instructor.
 - **Your registration will not be complete until you click the “Application” button. Please remember to click the button at the end of your registration.**
- When you have finished registration for the Spring Semester courses, please also register for Fall Semester courses.
- You cannot register for a course numbered “II” unless you have registered for the previous course, numbered “I”.

Changes before the Deadline

You can change your registration as many times as you like, as long as it is within the registration period.

Registration Errors

If the registration for a course cannot be completed, an error message indicating the reason will appear at the top of the screen. If you believe that the reason does not apply to your case, please come to the School Office.

Certain types of errors will not be shown at the time of registration. For example, you may have exceeded the maximum number of credits, but this will not be detected immediately. The final notification of registration errors will be included in your Individual Academic Schedule. Please check it carefully.

For information on specific error messages, see “III. FAQs about Web Registration.”

◆ To delete or change a course

To delete a course, at the lower left of the screen select a category “Global Japanese Studies” or “Foreign Language,” then the day of the week and the period of the course. Then select “0000a module Cancel” from the list of courses, and lastly click “Application.”

The screenshot shows a web registration interface with several callouts and arrows pointing to specific elements:

- ① Select category.** Points to the "Global Japanese Studies" category in the "After selecting the Tab" section.
- ② Select the day of the week and period of the course you want to delete.** Points to the "Wed" day and "2nd" period selection in the "After selecting the Tab" section.
- ③ Select 0000a module Cancel.** Points to the "0000a module Cancel" option in the "After registering or making changes, click 'Application'" section.
- ④ After selecting or cancelling the course, click "Application."** Points to the "Application" button in the top right corner of the main grid.

The interface includes a header with "閉講期 Spring Ser" and "閉講地区 All Campuses". The main grid shows a calendar view with columns for days of the week (Mon, Tue, Wed, Thu, Fri, Sat) and rows for periods (Mm, Lm). The "Application" button is highlighted with a red circle and an arrow pointing to it from the callout.

***The above sample may be slightly different from the actual format.**

To make a change to a registered course, delete it and register again with the new details.

(11) Confirm the courses you have registered

- ◆ After registering for your courses for **both Spring and Fall Semesters**, click the “Back” button.

Click the “Back” button after registering and applying to all the courses you want to take.

After selecting “School”, “Day” and “Period”, select “Course Title”.

★After registering or making changes, click “Application”.

0000a module only cancel
0000b module only cancel

- ◆ Click the “Confirm Registration” from the menu on the left of the screen.

Select

School Name	Application Status	Confirm Registration
Global Japanese Studies	Normal Service	In Service
Foreign Language	Normal Service	In Service
Certification Courses	Normal Service	In Service
Information and Technologies Subjects	Normal Service	In Service
Graduate School Subject	Normal Service	In Service

- ◆ The screen will show the list of courses you are currently registered. Please carefully confirm that all the courses you wish to take are correctly registered. If a course you intended to register for does not appear on the screen, register for it again, and check the list once more.

If your computer is connected to a printer, click “Print” at the top-left of the list and print out the registration details. (Note: The right edge of the page may be cut off, depending on the printer settings. To avoid this, you can print the document horizontally by selecting “landscape” in the printing preferences.)

After confirming that you have registered for your courses accurately, click the “Logout” button to end the session.

Make sure the courses are registered correctly.
 *For quarter-length subjects, which are held during the first half or latter half of each semester, the "Semester" (期別) will only be indicated as either "Spring" or "Fall." (It will not show, for example, "First half of Spring Semester.")

Warn-Remarks	Period Units	Day of the week	Period	Subjects offered as a pair	School	Course
	1st Semester	Mon	4th		Global Japanese Studies	Language & Culture A
	1st Semester	Intensive Course			Global Japanese Studies	Cultural Studies in Budo (Japanese Martial Arts) A
	2nd Semester	Mon	2nd		Global Japanese Studies	Cultural Studies in Budo (Japanese Martial Arts) B
	2nd Semester	Mon	3rd		Global Japanese Studies	French 1B
	2nd Semester	Tue	3rd		Global Japanese Studies	Japanese Social Systems B
	2nd Semester	Tue	5th		Global Japanese Studies	International History B
	2nd	Wed	2nd		Global Japanese Studies	Culture B

- ◆ **Web Registration Checklist**
- When you have finished your web registration, please check the following:
- Did you register for your Fall Semester courses?
 - When you select “Confirm Registration” from the menu, are all the courses you want to take displayed?

II-4. Confirmation of Individual Academic Schedule

Check your Individual Academic Schedule by viewing it on the Oh-o! Meiji System

Be sure to confirm for yourself that the courses you applied for are registered correctly. If you have also applied for courses in programs such as Information Studies or the Special Certification Programs, they will be displayed together with the SGJS courses.

If there is an error message in your Individual Academic Schedule, be sure to follow the necessary procedure to change your registration during the change of registration period.
If you fail to change your registration, you will not be able to take the course(s) affected by the registration error.

III. FAQs about Web Registration

Q1. I forgot my password.

A1. The password is the same as the password for Oh-o! Meiji. To have it reissued, please complete a form at counter No. 1 at the Nakano Campus Office. You cannot change your password over the phone or by email.

Q2. I entered my password many times but still cannot log in.

A2. Please make sure that your caps lock is not on, and that you entered your student ID number and password with single-byte (hankaku) characters. Please check the input settings. (The single-byte input is the regular width for English letters.) Also, if you enter the password incorrectly several times, you will be locked out. If this happens, please take procedures to reissue a password.

Q3. There is a course I cannot find in the registration system.

A3. Depending on your School, curriculum, or the assigned year, you may not be able to take some courses. The system will now show courses on your screen if you cannot register for it, so please re-check if you are eligible to take the course. If a course that you should be able to take does not appear, please notify the School Office.

Q4. Some classes I thought I registered for do not appear on the list.

A4. Did you click the “Application” button before closing? Courses will not be registered until you click “Application.” Please reregister.

Q5. I thought I deleted a course, but it is still on the list.

A5. Did you click the “Application” button after selecting “0000a module Cancel”? Changes will be applied when you click the “Application” button.

Q6. How do I register for full-year courses?

A6. Full-year courses are registered from the “Spring Semester” registration screen. When you select the course name, day, and period, the course will show, so please register for the course. You will automatically be registered to the same class in the Fall Semester.

Q7. How do I register for/delete quarter-length courses (first half of courses in Spring Semester [S1], second half of courses in Spring Semester [S2], first half of courses in Fall Semester [F1], second half of courses in Fall Semester [F2])?

A7. You can register for S1 and S2 courses from “Spring Semester,” and you can register for F1 and F2 courses from “Fall Semester.” The course will appear when you select the course name, day, and period, so please proceed with the registration.

If you register for two quarter-length courses on the same day and period in a semester, the course you selected first will show in the timetable, and the course selected later will show in the bottom-left of the screen. If you delete a quarter-length course and another quarter-length course is registered on the same day and period of the same semester, both of these courses will be deleted.

Q8. How do I register for an Elective Course from Other Faculty?

A8. After selecting the 開講期 (semester) and 開講地区 (campus), select the School which holds the course, from the School list on the bottom-left of the page.

Some courses may have the same title. Please check that the course you are registering for has the correct information, including the semester, campus, School, day, period, and instructor.

*Elective Courses from Other Faculties must be registered for during the spring semester, even if the course itself will be held in the Fall semester. Please refer to “Elective Courses from Other Faculties” in this Syllabus, for important information about registering for this course.

Q9. Please explain the error messages in detail.

A9.

Error Message	Notes
~ you have either registered for it previously or it conflicts with another subject for which you are registered.	You have already completed this course in a previous academic year or already registered for it this year.
Course prerequisites not satisfied	You have not met the prerequisites for the course.
~ there would be insufficient time to commute between campuses.	There is not enough time to travel between two campuses.
Please click the “School.”	Please select the checkbox for SGJS.