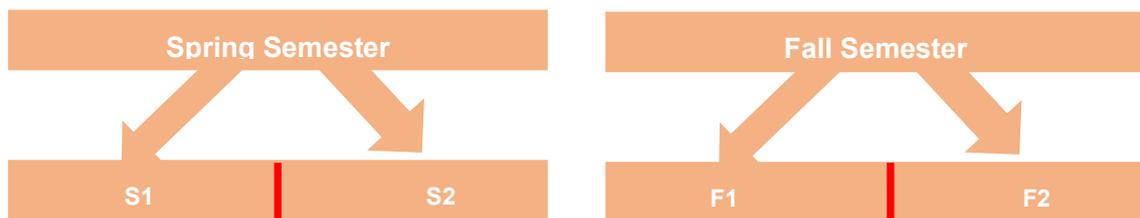


Quarter-length courses

1. What is a quarter-length course?

SGJS has started offering some courses in quarter-length of the academic year from AY2019. These courses are called quarter length courses and you can complete them in 7 weeks. The quarter-length periods are each called: the First half of intensive course in the Spring Semester (S1), Second half of intensive course in the Fall Semester, First half of intensive course in the Fall Semester (F1), and Second half of intensive course in the Fall Semester (F2).

Quarter-length courses are held in S1, S2, F1, and F2 periods. The dates for each respective period are not exactly the same each academic year, so please check the academic calendar.



※Quarter-length courses are marked either S1, S2, F1, or F2 in the 開講期 row of the 時間割.

2.. Course credits

The course credits you earn from quarter-length courses depends on the number of classes that are conducted each week.

- If the lecture course is held once a week (7 times total) → 1 credit
- If the lecture course is held twice a week (7 times total) → 2 credits

3. Course registration

Quarter-length courses are registered with the web registration system, as with other SGJS courses. Withdrawal is also accepted in the same way and same period as other SGJS courses.

※The courses held on the first half and latter half of each semester are not set courses. They are separate courses which need to be registered for separately, and deleted separately. Please do not forget to register for (or delete) S2 and F2 courses.

4. Final examinations and academic records

Final examinations for quarter-length courses will be held at the end of each semester with other regular courses. They will not be held separately in each quarter period. The academic records will also be announced at the end of the semester with other courses.

※For some courses, the final examination may be held during the class period.

5. Study abroad programs

(1) Course registration

If you join a study abroad program, some procedures are different for your course registration.

Also, please note that if the study abroad period overlaps with the period a quarter-length course is held, you cannot register for that course. Please see below some important points about study abroad and quarter length courses.

	If returning to Japan during the semester Example: Study Abroad during S1 period, and return to School during S2 period	If departing from Japan during the semester Example: Regular enrollment status for F1 period, and join Study Abroad program during F2
Can courses be registered?	S2 courses can only be registered if you can submit the Notice of Return by the day before the quarter-length period (S2 period) starts.	F1 courses can only be registered if the flight departure date is not included in the quarter-length period (F1 period).
Period for course registration	During the web registration period	
How to withdraw from courses	Complete the required procedure during the withdrawal period	

(2) Credits that can be approved

The credit limitation for each semester includes the number of credits that can be approved from study abroad. Please subtract the **number of credits registered during the quarter period** from 24 to calculate the upper limit of credits that can be approved from study abroad.

Example 1: If you register courses for **24** credits in one quarter period, **zero credits** can be approved from study abroad on that semester.

Example 2: If **20** course credits are registered for S2 period, and **10** credits are to be approved in S1 period, **6** credits exceed the upper limit. The 6 credits will be deducted, and the remaining **4** credits will be approved.

24 (upper limit for registration) - **20** (Registered courses in S2 period) = **4** (Approved credits from study abroad)

6. FAQ

Q. If I am taking a leave of absence, can I take a quarter-length course on that semester?

A. No, you cannot register any courses in the same semester you are taking leave. If you do, they will automatically be deleted from your registration by the end of the semester.

Q. I will return to Japan from the program I am participating in May. Can I register for S2 courses?

A. You can register for the S2 courses only if you have completed the following procedures by the day before the S2 period begins:

-Submit the "Notification of Return"

-Complete all procedures for returning to Japan

Q. I am a third-year student. The upper limit of credits I can take this year is 24 credits. Can I register all 24 credits in a single quarter period?

A. Yes, you can. However, please note that if you also join a Study Abroad program, this will affect the number of approved credits. See 5. Study Abroad Programs for details.