

For English Track Students

Academic Year 2024

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

Meiji University

About the Course Registration Handbook, Syllabus, and Catalog

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

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

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

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

Abbreviations

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

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 campuses 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).

Calendar and events in the 2024 Academic Year *The schedule below may change.

Spring semester	Fall semester
Orientation (all students) April 1 – April 9	Orientation (only for students assigned) Early September
Entrance ceremony April 7	Changes in Fall semester registration Late-September
Classes in Spring semester April 10 – July 22	Classes in Fall semester September 20 – January 23
First half intensive course classes (S1)* April 10 – June 3	First half intensive course classes (F1)* September 20 – November 14
Second half intensive course classes (S2)* June 4 – July 22	Second half intensive course classes (F2)* November 15 – January 23
Registration for courses (web registration)	Classes held on public holidays September 23 / October 14 / November 23
Courses with maximum class size April 9, 1 pm – April 10, 9:30 am	Withdrawal from registered course(s) Mid-October
Other courses April 16, 1 pm – April 18, 9:30 am	Fall semester make-up classes October 19 / October 26 January 22 / January 23
Distribution of your personal timetable (Oh-o! Meiji) April 20 10:00 am	Foundation day holiday November 1
Adjustment period for registration April 23 1 pm – April 24 3 pm	Meidaisai & Ikumeisai Festival (all classes are cancelled during this period) October 31 – November 6
Withdrawal from registered course(s) Mid-May	Winter break December 25 – January 7
Spring semester make-up classes May 25 / June 1 / July 13 / July 20	Class cancelation December 24 / January 18
Class held on public holiday April 29 / July 15	Foundation day January 17
Spring semester final examinations July 23 – July 31	Fall semester final examinations January 24 – February 3
Class cancelation May 1 / May 2	Spring break February 4 – March 31
Summer break August 1 – September 19	Commencement ceremony March 26
Entrance ceremony / commencement ceremony for September graduates September 19	

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I Common Notes

< Course Descriptions and Lesson Plans / Class Schedule >

1. Course Descriptions and Lesson Plans / Class Schedule

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

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

(1) Click “在学生の皆さんへ (For students)” on the SGJS Japanese website. (<https://www.meiji.ac.jp/nippon/index.html>) and select “SGJS Syllabus, Class Schedule, Catalog”

The screenshot shows the Meiji University website interface. On the left, there is a navigation menu under the heading '在学生向け' (For students). The link '国際日本学部シラバス・時間割表・便覧/SGJS Syllabus, Class Schedule, Catalog' is circled in red. To the right, there are two columns of links under the headings '概要' (Overview) and 'カリキュラム' (Curriculum). The '概要' column includes links for '国際日本学部とは', '学部長インタビュー', '人材養成その他の教育研究上の目的', '入学者の受入方針 (アドミッション・ポリシー)', and '学位授与方針 (ディプロマ・ポリシー)'. The 'カリキュラム' column includes links for 'カリキュラム', '教育課程構成・実施方針 (カリキシー)', '卒業単位数および卒業要件', and '履修例'. Below these, there are sections for '海外留学' (Overseas Study) and '演習 (ゼミナール)' (Seminar).

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

The screenshot shows the '2023年度ガイダンス/Guidance for AY 2023' page on the Meiji University website. The navigation menu on the left includes '教育目標及び3つのポリシー', '概要', 'カリキュラム', '教育の特色', '演習 (ゼミナール)', '海外留学', 'English Track', '専任教員一覧', '入試情報', and '学費・奨学金'. The main content area has a dropdown menu with 'シラバス/Syllabus' selected. Below the dropdown, there are links for '新入生向けガイダンス / Guidance for new English Track students' and '新2~4年生向けガイダンス/Guidance for 2nd to 4th students'. The 'シラバス/Syllabus' section contains the following text: '(1)2023年度国際日本学部シラバス<講義内容及び授業計画> / Academic Year 2023 SGJS Syllabus < Course D (Oh-o!Meiji)でも閲覧可能です: https://oh-o2.meiji.ac.jp/portal/index) 変更点が生じた場合、Oh-o!Meijiのクラスウェブ (シラバスの補足) で案内します。あわせてご確認ください。 Any changes in the contents of the Syllabus will be mentioned in "Syllabus Supplement" in the Oh-Meiji Classweb. (2) 2023年度国際日本学部<履修の手引き> / AY2023English Track Course Registration Handbook

(3) The pdf file will open.

< Common Notes >

1. Classes

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

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

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

Quarter-length courses are held as:

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

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

Notes on taking online courses on campus

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

2. Course registration

(1) Registration

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

Dates and Time	Registration Method
Tuesday, April 16, 1 pm – Thursday, April 18, 9:30 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 for **both Spring Semester courses (Spring, S1, S2, and Intensive) and Fall Semester courses (Fall, F1, F2, and Intensive)**.

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

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

Notes on taking courses offered on other campuses

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

<How to register>

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

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

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

<Precautions>

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

[Examples of how you can register for courses]

Example A:

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

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

Example B:

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

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

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

[Examples that need consideration]

Example C:

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

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

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

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

(2) Distribution of your personal timetable

The University will distribute your personal timetable on the dates shown below. Please check the PDF file (not the Classweb preview) to confirm that the courses you chose are correctly registered.

Date and Time	Distribution Method
From Saturday, April 20, 10 am	Oh-o! Meiji Portal Page

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

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

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

Date and Time	Place
Tuesday, April 23, 1 pm- Wednesday, April 24, 3 pm	Web Registration System

(4) Changes in Fall Semester Registration

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

(5) Withdrawal from a Course

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

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

3. Other Points to Note

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

Spring Semester: at the end of July

Fall Semester: at the end of January.

*Some courses may have examinations on earlier dates.

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

- **Announcement of the academic results**

Spring Semester: in mid-September

Fall Semester and full-year courses: in early March

- **Oh-o! Meiji notifications**

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

II. Program Requirements: Important Points to Note

Credits Required for Graduation and Graduation Requirements

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

Courses	Number of Credits Necessary			Comments
	Required	Electives (required)	Electives	
English Language	4	—	55	<ul style="list-style-type: none"> ■ 4 required credits for <i>Research Paper Writing</i> and <i>Speech and Presentation</i>.
Second Foreign Language	—	—		<ul style="list-style-type: none"> ■ Credits can be applied to graduation requirements as electives. The student's first language and English cannot be taken as a second language course. ■ If approved by the SGJS Faculty Council, up to 8 credits of Inter-Faculty Foreign Language Electives can be applied to graduation requirements, as electives.
Japanese Language	—	—		<ul style="list-style-type: none"> ■ Credits can be applied to graduation requirements as electives. ■ Students can only take Japanese language courses if they have completed the required procedure. ■ If the student's first language is Japanese, they cannot take Japanese language classes as a secondary language.
Global Japanese Studies	—	*50		<ul style="list-style-type: none"> ■ Students must earn at least 50 credits of Global Japanese Studies that are English Track courses (conducted in English or using class materials in English) ■ If more than 50 credits are earned, the remaining credits can be applied to graduation requirements as electives.
General Studies	7	**8		<ul style="list-style-type: none"> ■ English Track courses (conducted in English or using class materials in English) ■ Required: 6 credits for <i>Introduction to Global Japanese Studies</i>, <i>Academic ICT Literacy</i>, <i>Basic Seminar in Global Japanese Studies</i> and <i>Introduction to Academic Studies and Career Development</i> (conducted in English). ■ Electives (required): At least 8 credits from required electives.
Seminars	—	—		<ul style="list-style-type: none"> ■ Credits earned can be applied to graduation requirements, 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 to graduation requirements, as electives.
Electives from Other Faculties	—	—		<ul style="list-style-type: none"> ■ A maximum of 20 credits earned can be applied to graduation requirements, as electives.
Program for Global Citizenship	—	—		<ul style="list-style-type: none"> ■ Credits earned can be applied to graduation requirements, as electives.
	—	—		<ul style="list-style-type: none"> ■ Credits earned can be applied to graduation requirements, as electives.
	—	—	<ul style="list-style-type: none"> ■ Credits earned can be applied to graduation requirements, 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	11	58	55	
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 seventh semester. Please note conditions are different for students who take leave of absence. ■ Out of all Credits that apply toward graduation requirements, students can only apply up to 60 credits to media-based classes.

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

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

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

II. Program Requirements: Important Points to Note

Credits Required for Graduation and Graduation Requirements

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

Courses	Number of Credits Necessary			Comments
	Required	Electives (required)*	Electives	
English Language	4	—		<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 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	—	—	56	<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. Out of all credits that apply toward graduation requirements, students can only apply up to 60 credits to media-based classes.

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

** Elective (required) courses: At least 8 credits selected from the General Studies conducted in English or using class materials in English are required. 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. Out of all credits that apply toward graduation requirements, students can only apply up to 60 credits to media-based classes.

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

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

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

Courses Offered by the School of Global Japanese Studies

1. Important Points to Note

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

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

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

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

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

Integrated English AB

Sports & Physical Exercise E

Practicum in Global Japanese Studies A~E

Special Lectures on Global Japanese Studies AB

Social Collaboration Course A~H

Integrated Lecture courses

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

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

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

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)

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

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

(1) English

Required courses / 4 credits

*Students who entered in the 2017 academic year or after

(a) *Research Paper Writing*

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

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

(b) *Speech and Presentation*

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

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

Elective courses

second-year students and above

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

Integrated English AB

Practical Drama AB

Literature Reading AB

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

(2) Second Foreign Languages

Elective courses

first-year students and above

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

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

Notes:

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

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

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

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

- Intermediate (A), (B), (C), and (D) are held once a week in the following semesters:
[Spring semester] Intermediate (A) (C)
[Fall Semester] Intermediate (B) (D)

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

(d) Registration method

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

- SGJS courses
If there are more applicants than the quota of 40 students, they will be chosen randomly. (See the page “Courses with Maximum Class Size” in this handbook.)
- Inter-Faculty Foreign Language Electives
See the Inter-Faculty Foreign Language Elective Syllabus and the page “Inter-Faculty Foreign Language Electives” in this handbook.

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

The following second foreign language courses are offered at SGJS:

Elementary (A) (B)

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

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

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

(3) Japanese Language courses Elective course

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

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

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

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

(4) Global Japanese Studies Elective required course 50 credits

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

(5) General Studies Courses

(a) Required Courses

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

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

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

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

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

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

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

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

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

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

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

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

(f) *Social Collaboration Course* Elective course

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

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

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

(h) **Volunteer Abroad Program**

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

(i) **Others**

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

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

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

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

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

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

(8) **Media-based courses**

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

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

2. Courses with Maximum Class Size

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

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

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

Semester	Course	Maximum Class Size	Application Period	Registration Method	Announcement of Result
Spring	Integrated English A	30	<p style="text-align: center;">Tuesday, April 9, 10:00 AM</p> <p style="text-align: center;">~</p> <p style="text-align: center;">Wednesday, April 10, 9:30 AM</p>	<p style="text-align: center;">Web Registration System</p>	<p style="text-align: center;">Wednesday, April 10, 5:00 PM Web Registration System</p>
	Practical Drama A	30			
	Literature Reading A	40			
Fall	Integrated English A	30			
	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	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;">Tuesday, April 9, 10:00 AM</p> <p style="text-align: center;">~</p> <p style="text-align: center;">Wednesday, April 10, 9:30 AM</p>	Web Registration System	<p style="text-align: center;">Wednesday, April 10, 5:00 PM</p> <p style="text-align: center;">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	Animation Culture A (Miyamoto)	250			
Fall	Animation Culture B (Miyamoto)	250			
Spring	Japanese Behavioral Models A	200			
Fall	Japanese Behavioral Models B	200			
Spring	Africa in the Contemporary World A type2	250			
Fall	Africa in the Contemporary World B type2	250			
Spring	Language and Culture A	200			
Fall	Language and Culture B	200			
Spring	Social Collaboration Course A (Quek)	100			
Spring	Practicum in Global Japanese Studies C (Ogasawara)	10			
Fall	Practicum in Global Japanese Studies C (Ogasawara)	10			
Spring/Fall	Practicum in Global Japanese Studies A~D (Other than above teachers)	20			
Intensive	Practicum in Global Japanese Studies E (Minobe)	15`	<p style="text-align: center;">Tuesday, April 16, 13:00 AM ~</p> <p style="text-align: center;">Thursday, April 18, 9:30 AM</p>		<p style="text-align: center;">If enrollment exceeds 15 students, selection will be made at a later date.</p>

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

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

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

1. About Inter-Faculty Foreign Language Electives

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

2. Language of Lectures

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

3. Status of Inter-Faculty Foreign Language Electives

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

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

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

Category A: Credits do not apply to graduation requirements

Courses you can register	Courses offered as Inter-Faculty Foreign Language Electives
Curriculum	The credits are not applied to graduation requirements. The evaluation is not reflected in 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 apply to graduation requirements

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

4. Registration Methods

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

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

(2) For other courses

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

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

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

Information Studies Courses

For details, see *the Information Studies Syllabus*.

1. About Information Studies

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

Course (number of credits)	Course (number of credits)
ICT Elementary (2 credits)	ICT Basic II (2 credits)
ICT Statistical Analysis I / II (2 credits each)	ICT Database I / II (2 credits each)
ICT Media Processing I / I (2 credits each)	ICT Application Development I / II (2 credits each)
ICT Contents Design I / II (2 credits each)	ICT Total Practice I / II (2 credits each)

2. Status of Information Studies Courses

Status of Information Studies Courses is below.

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

3. Registration

You have to register at WEB registration system within the registration period if you take Information Studies Courses. Please check the webpage of Information Studies Courses about the registration period. Please note that the registration period for this course is different from that of the School of Global Japanese Studies.

4. Course Prerequisites

For all Information Studies Courses that have I and II, students must take and complete I in order to take II. Registration for the fall semester will also be conducted in April, so if students register for I and II at the same time and fail to complete I, they will be automatically deleted their registration for II before the fall semester begins.

* “Academic ICT Literacy” is prerequisite of “ICT basic II”.

5. Guide to Courses

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

Integrated Lectures

For details, see the *Integrated Lecture Syllabus*.

1. About Integrated Lectures

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

Details, including course contents, are published in the *Integrated Lecture Syllabus for Academic Year 2024* (available at the School Office) and 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.

3. Status of Integrated Lectures

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

Elective Courses from Other Faculties

1. About Elective Courses from Other Faculties

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

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

2. Language of the Lectures

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

3. Status of Elective Courses from Other Faculties

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

4. Registration

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

*After the registration period above, you cannot add, cancel, or change 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 using 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 the 2020 academic year. It combines the three previous courses: Human Resource Development Program for International Cooperation, Program for Japan ASEAN Mutual Understanding, and Program for Global Citizenship. These courses aim to develop individuals who can play an active role in the global community and are offered to students in all faculties. Courses include practical learning programs, internships, overseas training, and volunteer activities in study abroad destinations. There are also lecture courses that provide knowledge and help students prepare for studying abroad.

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

(2) Credits for Program for Global Citizenship

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

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

2. Registration

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

3. Language of the Lectures

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

Certification Courses

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

1. About Certification Courses

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

2. Registration Method

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

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

3. Language of the Lectures

All lectures for the Certification Courses are held in Japanese.

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

2. Examinations and Written Assignments

(1) Examinations

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

University Regulations Article 43

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

(2) Misconduct

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

University Regulations Article 66

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

(3) Rules for examinees

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

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

(4) Written Assignments

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

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

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

(b) Consequences of Plagiarism

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

(5) Attendance sheet, Comment sheet, etc.

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

IV Web Registration

I. About Registration

【Web Registration Period】 Tuesday, April 16, 1 pm to Thursday, April 18, 9:30 am

Item	Period	Comments
Registration for courses with maximum class size	April 9, 13 am to April 10, 9:30 am	You can use the web registration system from both on and off-campus
Web registration	April 16, 1 pm to April 18, 9:30 am	
Distribution of your personal timetable	From April 20, 10 am	Distributed on the Oh-o! Meiji System
Adjustment for registration (Only if there is an error or correction)	April 23, 1 pm to April 24, 3 pm	Students who receive an error notification or those who want to make changes
Distribution of your revised personal timetable	From April 25, 10 am	Distributed on the Oh-o! Meiji System

Notes:

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

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

II. Web Registration Method

II-1. Flow Chart of Web Registration

Download the Timetable and Syllabus from the homepage



Register courses on the Web Registration System:

Courses with maximum class size: Tue, April 9, 1 pm to Wed, April 10, 9:30 am

Other courses: Tue, April 16, 1 pm – Thu, April 18, 9:30 am



Registration for courses that cannot be registered in the Web Registration System

It is not possible to register an SGJS course that takes place directly before or after a course you take on another campus on the Web Registration System, due to an error that occurs for travel between campuses. If the course you are trying to register is an online “Real-time” course, you can register for the course from the Oh-o! Meiji ‘Group’ function for submitting items. We will send you a list of the subjects that apply through Oh-o! Meiji.



Check your Individual Academic Schedule on Oh-o! Meiji for errors in your registration
(from Saturday, April 20, 10 am)

If you find errors or want to make changes



Adjustment for registration

Tue, April 23, 1 pm – Wed, April 24, 3 pm

- Students who have error will be announced by School Office.
- Courses can be added or deleted.



Check your revised Individual Academic Schedule.

Thu, April 25, 10 am

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

We will not be able to respond to any inquiries after each period, such as “I couldn’t figure out how to do it,” “I couldn’t find the course I wanted,” etc. If you have any questions or concerns, please be sure to contact School Office during each period.



I-2. Before web registration

Before the web registration period begins, please be prepared with the following:

(1) Make sure you know your login information

You will need your student ID number and Common Authentication Password to use the Course Registration System. 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 enrolled to Meiji University. 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

If there is no activity for 20 minutes, you will automatically be logged out from the Web Registration System. Please decide on the courses you wish to take before you register.

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

You can register from any location if you have a PC connected to the Internet. If this is not available, please use the PC facilities on campus. There have been cases of registration being unsuccessful on smartphones and tablet devices. If registration through a smartphone or tablet device is unsuccessful, please use the PC facilities on campus.

II-3. Apply for courses using the Web Registration System

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

Oh-o! Meiji

(2) You will see a guide page for the “Web Registration System.” Read the directions carefully, and select “Log in to the Web Registration System.”

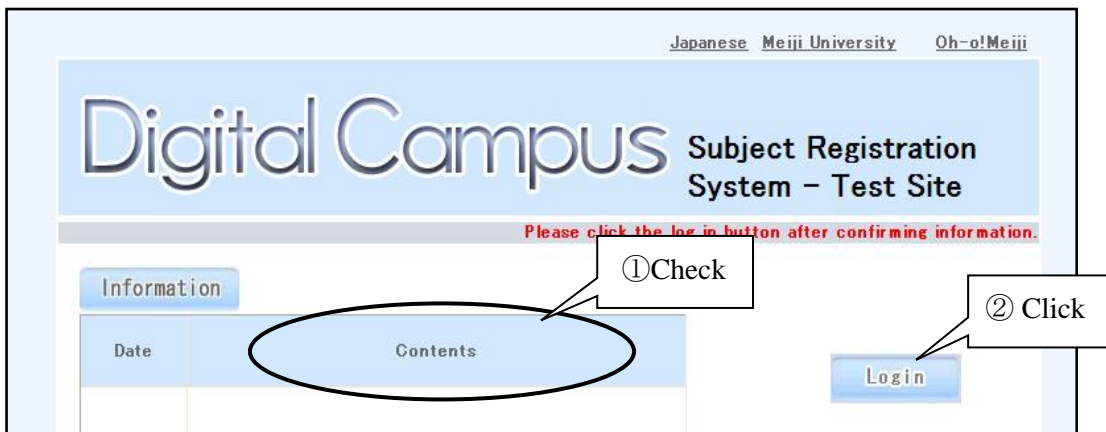
(3) Enter your student ID number and password as shown below and click “Submit.”

- You can only enter numbers and UPPERCASE English 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**.

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「申込みボタン」の押し忘れに注意してください！！

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					

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, select “Global Japanese Studies,” the day of the week, and the period at the bottom left of the screen.

*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**

※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！！

Application Back

	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.

Applying “School”, “Day” and “Period”, select Course

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

Mon
 Tue
 Wed
 Thu
 Fri
 Sat
 Intensive Course
 Irregular Schedule Course

Mm
 1st
 2nd
 Lm
 3rd
 4th
 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.

There may be more than one course with the same title. Check the instructor's name carefully before you select each course. When selecting Electives Courses from Other Faculties, be attentive to which campus the course is held.

After registering or making a click Application

* Quarter-length courses are first-half intensive courses in Spring Semester (S1), second-half intensive courses in Spring Semester (S2), first-half intensive courses in the Fall semester (F1), and second-half intensive courses in the 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.

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.

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:

- ① Select category.** Points to the category selection area at the bottom left, which includes options like Law, Commerce, Political Science and Economics, etc.
- ② Select the day of the week and period of the course you want to delete.** Points to the day and period selection area at the bottom center, which includes options like Mon, Tue, Mm, 1th, etc.
- ③ Select 0000a module Cancel.** Points to the "0000a module Cancel" option in the course list at the bottom right.
- ④ After selecting or cancelling the course, click “Application.”** Points to the "Application" button at the top right of the interface.

The interface also displays a calendar grid for course selection and a list of courses with details like "0020 Africa in the Contemporary World (BMIZOBE YASUD)".

***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.

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

Select

- ◆ The screen will show the list of courses you are currently registered to. 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
						MIYAMOTO HIROHITO 208番教室
						LENNERFORS THOMAS TARO SHINOZA M601番教室
						KUSUMOTO SHINJI 008番教室
						SHINOZA NAOMI 413番教室
						IDA TAKEO 007番教室
						TOPALOFF

◆ 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 that the courses you applied for are registered correctly.

If you have also applied for courses in programs such as Information Studies or 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 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 could not 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.) 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 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. This may be due to a failure to click the “Application” button before closing. Courses will not be registered until you click “Application.” Please re-register.

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

A5. This may be due to a failure to 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 for 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], the second half of courses in Spring Semester [S2], first half of courses in Fall Semester [F1], the 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 Faculties?

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.