

For English Track Students

Academic Year 2026

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.

Abbreviations

In this handbook, “School of Global Japanese Studies” is abbreviated as “SGJS” and “School of Global Japanese Studies 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 2026 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 22 / October 12 / November 23
Courses with maximum class size April 7, 10:00 am – April 8, 11:00 am	Withdrawal from registered course(s) October 13 – October 14
Other courses April 16, 10:00 am – April 17, 1:00 pm	Fall semester make-up classes October 17 / October 24 December 22 / January 22
Distribution of your personal timetable (Oh-o! Meiji) April 18 9:00 am	Foundation day holiday November 1
Adjustment period for registration April 21 10:00 am – April 23 1:00 pm	Meidaisai & Ikumeisai Festival (all classes are cancelled during this period) October 29 – November 3
Withdrawal from registered course(s) May 12 – May 13	Winter break December 25 – January 7
Spring semester make-up classes May 23 / May 30 / July 11 / July 18	Class cancelation December 23 / December 24 / January 16
Class held on public holiday April 29 / July 20	Foundation day January 17
Spring semester final examinations July 23 – July 31	Fall semester final examinations January 25 – 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	

Contents

Calendar and Events in 2026Academic Year	1
I Common Notes	
Course Descriptions and Lesson Plans / Class Schedule	3
Common Notes	4
II Program Requirements : Important Points to Note	
Courses Offered by the School of Global Japanese Studies.....	8
Inter-Faculty Foreign Language Electives (Other than Japanese Language).....	16
Information Studies Courses	18
Integrated Lectures	19
Elective Courses from Other Faculties.....	20
Program for Global Citizenship	21
Certification Courses.....	22
III Others	
Examinations and Written Assignments	23

I Common Notes

< Course Descriptions and Lesson Plans / Class Schedule >

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

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

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

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



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



(3) The pdf file will open.

< Common Notes >

1. Classes

- Spring Semester classes start on April 10. Fall Semester classes start on, September 20.
- Except for some intensive courses, all SGJS courses are held on Nakano Campus.
- 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

In principle, Meiji University accepts web-based course registration through the Meiji University Academic Affairs System. Please check the operation procedures for web course registration from the link below.

WEB Course Registration Method
(Click)

(2) Registration Schedule

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.

Item	Period	Registration Method / Notes
Registration for courses with maximum class size	April 7 (Tue), 10:00 – April 8 (Wed), 11:00	Meiji University Academic Affairs System
Course Registration	April 16 (Thu), 10:00 – April 17 (Fri), 13:00	
Release of Individual Timetables	April 18 (Sat), 9:00	
Spring Semester Course Modification Period <i>(Only if there is an error or corrections)</i>	April 21 (Tue), 10:00 – April 23 (Thu), 13:00	
Release of Revised Individual Timetables	April 24 (Fri), 9:00	
Course Withdrawal Period	May 12 (Tue) – May 13 (Wed), 23:59	Oh-o! Meiji Group

(3) Course Registration

(a) Maximum class size Course

Courses with enrollment limits are designated as courses with maximum class size.

If the number of applicants exceeds the maximum enrollment, participants will be selected by lottery.

Please note that once you win a seat in a course with maximum class size, you cannot delete the course from your registration, except during the designated course cancellation period.

For details such as the list of lottery-based courses and application periods, please refer to the section “Lottery-based Courses” in this guide.

(b) Regular Course

For regular courses other than Maximum class size courses, please register for all courses you wish to take during the course registration period.

You may add or delete courses at any time within this period (changes to previously registered courses are also allowed).

However, registrations will **not** be accepted after the deadline.

[Notes]

- Course registration is conducted **only once a year**. Please register for all Spring Semester courses (Spring, Spring Term 1, Spring Term 2) as well as Fall Semester courses (Fall, Fall Term 1, Fall Term 2) within the designated period.
- Required courses, seminars, and *Special Seminars in Global Japanese Studies* will be registered by the School Office. However, this does not apply when retaking certain required courses.
- For course registration for *General Education Courses, Interfaculty Foreign Language Courses, Information Studies Courses, and Certification Program Courses*, please check the respective syllabi.
- Registration for courses offered by other faculties is also accepted through the Meiji University Academic Affairs System. If you wish to take such courses, please refer to the section “**Taking Courses from Other Faculties**” in this guide.

(4) Distribution of your personal timetable

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

(5) 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.

(6) Changes in Fall Semester Registration

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

(7) Withdrawal from a Course

You may withdraw from courses you registered for in mid-May for the Spring Semester and in mid-October for the Fall Semester if, for example, the course content differs from what you intended to study or if you need to reduce your course load due to unavoidable circumstances in your student life.

The number of courses you may withdraw from is limited to **two courses offered by the School of Global Japanese Studies**, with some exceptions (such as required courses, seminars, and Special Seminars in Global Japanese Studies).

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

< 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) For type1/type2 courses, you may not take combinations of the same course title in which A and C, or B and D, are paired together.

For example, Theater Arts A (E) and Theater Arts C (E) are regarded as the same course and therefore cannot be taken concurrently.

However, Theater Arts A (E) and Theater Arts D (E) are considered different courses, so taking both is permitted.

(3) 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

Business English

- 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	① Introduction to Global Japanese Studies ② Academic ICT Literacy ③ Basic Seminar in Global Japanese Studies

	Development	④ Introduction to Academic Studies and Career Development
Classes	Please attend the classes stated in your timetable. Registered on Oh-o!Meiji by April 7 th .	

*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	Announcement of Result
Spring/Fall	Integrated English A・B	30 each	April 7, 10:00 AM~April 8, 11:00 AM Meiji University Academic Affairs System.	April 9, 9:00 AM Meiji University Academic Affairs System.
	Literature Reading A・B	40 each		
	Practical Drama A・B	30 each		
Fall	Business English	40		
Spring/Fall	Advertising Practice and Media Studies A (M)(Type1) (Ono)	200 each		
	Social Collaboration Course A (Quek)	100		
	Practicum in Global Japanese Studies C・D (Quek)	10 each		

- 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 except withdrawal period.
- Please refer to the Japanese Course Registration Guide for information regarding lottery-based courses conducted in 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 Academic Affairs System during the registration period. For details of the procedure, see the *Inter-Faculty Foreign Language Elective Syllabus*.

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

(2) For other courses

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

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

< Information Studies Courses >

For details, see *the Information Studies Syllabus*.

1. About Information Studies

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

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

2. Status of Information Studies Courses

Status of Information Studies Courses is below.

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

3. Registration

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

4. Guide to Courses

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

< Integrated Lectures >

For details, see the *Integrated Lecture Syllabus*.

1. About Integrated Lectures

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

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

2. Language of the Lectures

Integrated Lectures are held in Japanese.

3. Status of Integrated Lectures

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

< Elective Courses from Other Faculties >

1. About Elective Courses from Other Faculties

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

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

2. Language of the Lectures

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

3. Status of Elective Courses from Other Faculties

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

4. Registration

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

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

*Please check here to take other faculty's course.

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

<Program for Global Citizenship>

For details, see the Program for Global Citizenship Syllabus.

1. Program for Global Citizenship

(1) About the Program for Global Citizenship

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

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

(2) Credits for Program for Global Citizenship

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

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

2. Registration

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

3. Language of the Lectures

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

< Certification Courses >

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

1. About Certification Courses

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

2. Registration Method

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

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

3. Language of the Lectures

All lectures for the Certification Courses are held in Japanese.

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

III Others

<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.