

For English Track Students

Academic Year 2020

School of Global Japanese Studies

English Track Syllabus

<Important Notes for Course Registration>

Meiji University

Abbreviations

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

Time Schedules on the Nakano Campus

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

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

*The time schedules on all campus are the same.

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

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

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About Syllabus and Catalog

The “*School of Global Japanese Studies Syllabus*” has two separate parts. One is this booklet “*English Track Syllabus <Important Notes for Course Registration>*,” provided to students each year in April. The other is the pdf file “*School of Global Japanese Studies Syllabus <Course Descriptions and Lesson Plans>*,” which is available on the SGJS website and not provided as a booklet.

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

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

Calendar and Events in the 2020 Academic Year

These dates are subject to change. Please keep an eye on the bulletin boards and Oh-o! Meiji.

Spring semester	Fall semester
Academic results for previous year (2nd, 3rd, and 4th year students) March 26	Orientation (only assigned students) September 18
Orientation (All students) April 1 – April 7	Changes in Fall semester registration Mid to late September
Entrance ceremony April 7	Classes in Fall semester September 21 – January 23
Classes in Spring semester April 8 – July 14	First half intensive course classes (F1)* September 21 – November 14
First half intensive course classes (S1)* April 8 – May 26	Second half intensive course classes (F2)* November 16 – January 23
Second half intensive course classes (S2)* May 27 – July 14	Classes held on public holidays September 21 / September 22 / November 23
Registration (Web registration) April 14, 1 pm – April 16, 9 am (morning)	Applications for study abroad and internship program (optional) Early October
Distribution of individual academic schedules (Oh-o! Meiji) April 18 (tentative)	Withdrawal from registered course(s) Mid October
Adjustment period for registration errors (Only for students who receive error message) April 18 – April 22 (tentative)	Fall semester make-up classes October 17 / October 24 (Regular classes will also be held) December 22 / January 22 (No regular classes: make-up classes only)
Withdrawal from registered course(s) Mid May	Anniversary of University establishment November 1

Spring semester	Fall semester
Spring semester makeup classes May 9 / May 16 / June 27 / July 4 (Regular classes will also be held)	Meidaisai & Ikumeisai Festival November 1 – November 3
Classes held on public holidays April 29 / May 4 / May 5 / May 6	Class cancelation for Meidaisai & Ikumeisai Festival October 31 - November 6
Spring semester final examinations July 15 – July 22	Graduation orientation (4th year students) Early December
Class cancelation July 25 – July 31	Study Abroad and Internship Program screening (optional) Mid December
Summer vacation August 1 – September 19	Winter vacation December 25 – January 7
Announcement of academic results for Spring semester Early September	Class cancelation December 23 / December 24 / January 16
Entrance ceremony and commencement ceremony for September graduates September 19	Anniversary day of University establishment January 17
	Fall semester final examinations January 25 – February 3
	Spring vacation February 4 – March 31
	Commencement ceremony March 26

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I Common Notes

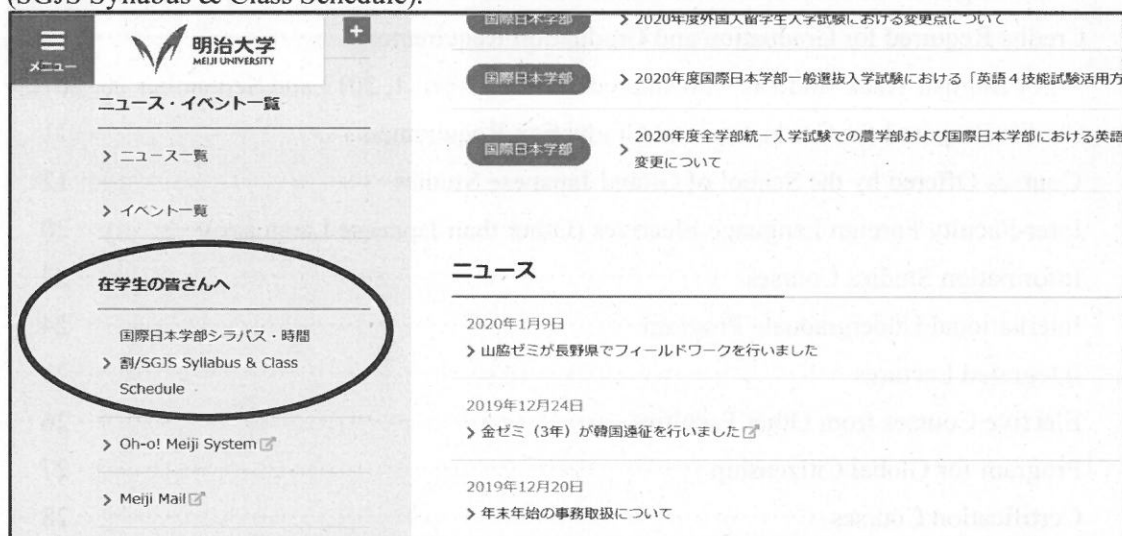
< Course Descriptions and Lesson Plans / Class Schedule >

1. Course Descriptions and Lesson Plans / Class Schedule

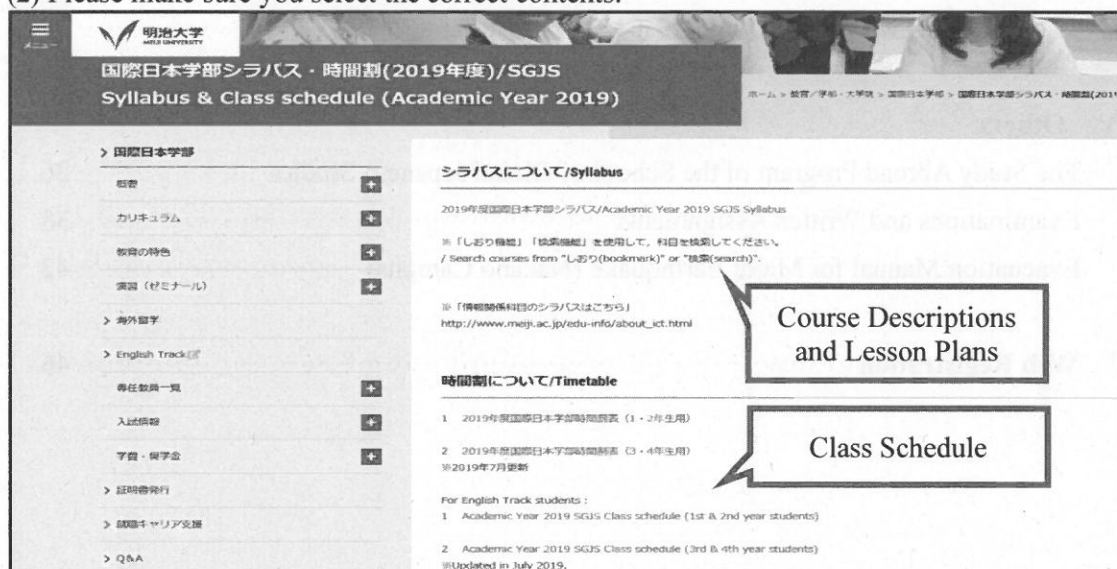
You can see the *Course Descriptions and Lesson Plans* and *Class Schedule* on the SGJS website. Please follow the steps below using a personal computer, smartphone or tablet. The same contents are available for your reference in booklet form at the School Office. The booklet is only distributed to first-year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

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

- (1) Click “在学生の皆さんへ (For students)” on the SGJS Japanese website.
(<https://www.meiji.ac.jp/nippon/index.html>) and select “国際日本学部シラバス・時間割 (SGJS Syllabus & Class Schedule).”



- (2) Please make sure you select the correct contents.



(3) The pdf file will open.

① Course Descriptions and Lesson Plans

The screenshot shows a PDF document with a sidebar on the left containing a list of English courses categorized by level (I, II, G) and type (Speaking, Listening, Reading & Writing). The main content area displays two side-by-side pages of course descriptions for 'English(Speaking) I - 6 level' and 'English(Speaking) II - 6 level'. Each page includes the course title, level, credits, and a detailed outline of the course goals, objectives, and weekly topics.

*Search courses from “しおり(bookmark)” or “検索(search).”

*You can see the contents with a smartphone or tablet type device if a pdf reader software is installed.

② Class Schedule

The screenshot shows a PDF document titled 'Class Schedule: 2018 School of Global Japanese Studies <For English Track Students>'. It includes a registration time of 13:00 on Saturday, April 14 ~ 9:00AM on Tuesday, April 17. Below the title page is a detailed grid of class schedules for Monday, Tuesday, and Wednesday. The grid lists various courses and their corresponding class times. To the left of the grid is a list of important information regarding the schedule, including registration procedures and course details.

< Common Notes >

1. Classes

- Spring Semester classes start Wednesday, April 8. Fall Semester classes start Monday, September 21.
- All SGJS courses will be held on Nakano Campus except for some intensive courses.
- Check Oh-o! Meiji system regularly for notices. There may be changes in classrooms or other important information.

You can take some courses such as Integrated Lectures and Certification Courses on other campuses (Surugadai and Izumi Campuses, etc.). When taking courses on another campus, always allow one period as traveling time. For example, you cannot take a first-period class at Surugadai and a second-period class at Nakano. However, it is possible to take classes for the second and third period in Nakano and Surugadai Campuses, or in Izumi and Nakano Campuses.

- **Some SGJS courses are divided into a module a module for the first week. For these courses, you can try different courses on the same day and period during a module (50 minutes) and b module (50 minutes). Exceptions are: required courses, Japanese Language courses, Second Foreign Language courses, Seminar, some courses held in quarter-length, summer intensive course, and sports courses. Please check the courses you are thinking of registering for in the *School of Global Japanese Studies Syllabus<Course Descriptions and Lesson Plans>* and attend the first-week class.**
- From the 2019 Academic Year, certain courses conducted by SGJS are held in quarter-length (7 weeks). These courses are held as ① First half of intensive courses in Spring Semester (S1) ② Second half of intensive courses in Spring Semester (S2) ③ First half of intensive courses in Fall Semester (F1) ④ Second half of intensive courses in Fall Semester (F2). Two-credit courses will be held twice a week, and one-credit courses will be held once a week. For the schedule, refer to the page "Calendar and Events in 2020 Academic Year" and "Academic Calendar" on the website.

2. Procedures

(1) Registration

Register online between the dates and times shown below. You can register and make changes to registered courses at any time during this period, but will not be able to register after the deadline below.

Dates and Time	Registration Method
Tuesday, April 14, 1 pm – Thursday, April 16, 9 am	Web Registration System

Important:

- For the registration method, see “Web Registration”
- You can only register courses once a year in April. Please register during this period for both Spring Semester courses (Spring, S1, S2 and Intensive) and Fall Semester courses (Fall, F1, F2 and Intensive).
*If you plan to join a long-term study abroad program offered by Meiji University in the Fall semester this academic year, you are not required to register Fall Semester courses.
- Registration for required courses will be conducted by the School Office. This may not be the case when repeating certain required courses.
- With certain exceptions, you cannot register for courses with the same title more than once.
- **For some courses with a maximum class size, the registration period is earlier than these dates.** (For details, see the page “Courses with Maximum Class Size” in this Syllabus.) There is also a different registration schedule for courses in Information Studies, the Certification Courses, and other certain programs. Please check the schedule in the respective syllabus.
- From 2019 academic year, Elective Courses from Other Faculties are registered with web registration. Please refer to "Elective Courses from Other Faculties" in this Syllabus if you wish to register these courses.
- **If you do not register for a course, or if it has been deleted from your registration due to an error on your part, you will not receive credits for that course even if you take the examination. The same policy applies if the class day and period is different from what you have registered for, even if the course title and instructor are the same.**
- To log in to web registration, you will need your student ID number and Common Authentication System Account password. Please visit the School Office if you cannot remember your password.
- Heavy traffic on the server is expected before the deadline, and it may be difficult to use the registration system. Please make sure you register ahead of time.

(2) Distribution of Individual Academic Schedules

To confirm whether you are correctly registered for your chosen courses, we will distribute individual academic schedules on the dates shown below.

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

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

Changes in your registration can only be made if there is an error message on your individual academic schedule. If you receive an error message, you are required to change your registration at the School Office during the following period.

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

Date and Time	Place
Saturday, April 18, 10 am - Wednesday, April 22, 5:30 pm	School Office

(4) Changes in Fall Semester Registration

The Fall Semester courses you registered in April can be changed in mid September. Details will be announced in July on Oh-o! Meiji.

(5) Withdrawal from a Course

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

The School Office will accept applications for withdrawal in mid May and mid October.

We will post details on Oh-o! Meiji when the dates get closer.

3. Other Points to Note

- Final examinations will be held from mid to late July for the Spring Semester, and in late January for the Fall Semester. (See “Calendar and Events” on p. 1.) Some courses may have examinations on earlier dates. The examination schedule will be posted on the bulletin board and Oh-o! Meiji.
- Academic results for the Spring Semester will be announced in mid September, and Academic results for the Fall Semester and full-year courses will be announced before classes start in the following academic year.
- Notices about classes will be sent by Oh-o! Meiji. Please check the system at least once a day.
- If you have any questions about course requirements, registration procedures, or other matters, please come to the School Office. **We do not respond to enquiries by telephone or e-mail.**

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)	
English Language		4	—	<p>■ Students must obtain 4 credits of <i>Research Paper Writing</i> and <i>Speech and Presentation</i>. ■ <i>Integrated English</i>, <i>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.</p> <p>■ 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.</p> <p>■ 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.</p> <p>■ 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.</p> <p>■ 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 I</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.</p> <p>■ Credits earned can be applied toward the credits required for graduation, as electives.*</p> <p>■ Credits earned during study abroad in courses authorized by the Faculty Council can be applied toward the credits required for graduation, as electives.</p> <p>■ 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.")</p> <p>■ A maximum of 20 credits earned can be applied toward the credits required for graduation, as electives.</p> <p>■ Credits earned can be applied toward the credits required for graduation, as electives.</p> <p>■ Credits earned can be applied toward the credits required for graduation, as electives.</p> <p>■ Credits earned can be applied toward the credits required for graduation, as electives.</p> <p>■ 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.</p> <p>■ 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.</p>
Second Foreign Language		—	—	
Japanese Language		—	—	
Global Japanese Studies		—	*50	
General Studies		6	**8	
Seminars		—	—	
Study-Abroad Authorized Courses		—	—	
International Undergraduate Programs		—	—	
Electives from Other Faculties		—	—	
<div> <div><For students who entered on April 1, 2020 or after></div> <div><For students who entered on September 20, 2019 or before></div> </div>				
Program for Global Citizenship	Human Resource Development Program for International Cooperation	—	—	
	Program for Japan ASEAN Mutual Understanding	—	—	
	Program for Global Citizenship	—	—	
Special Certification Program		—	—	
Subtotal		10	58	56
Total		124 credits		

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

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

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

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

Credits Required for Graduation and Graduation Requirements

<For English Track students who entered between April 1, 2013 and September 20, 2016>

Courses	Number of Credits Necessary			Comments
	Required	Electives (required)	Electives	
English Language	—	—	64	<ul style="list-style-type: none"> ■ Only <i>English (Reading & Writing) II</i>, <i>Integrated English</i> and <i>Practical Drama</i> can be taken as English Language electives. ■ Credits earned for the above courses can be applied toward the credits required for graduation, as electives.
Second Foreign Language	—	—		<ul style="list-style-type: none"> ■ Credits earned for a second foreign language (other than English and the student's native language) can be applied toward the credits required for graduation, as electives. ■ A maximum of 8 credits for Inter-Faculty Foreign Language Electives, if approved by the SGJS Faculty Council, can be applied toward the credits required for graduation, as electives.
Japanese Language	—	—		<ul style="list-style-type: none"> ■ Credits earned can be applied toward the credits required for graduation, as electives. ■ Students who want to take Japanese Language classes should decide which classes to take in consultation with the instructor in charge.
Global Japanese Studies' Specialties	—	*50		<ul style="list-style-type: none"> ■ Students must obtain at least 50 credits in English Track courses (conducted in English) in Global Japanese Studies' Specialties. ■ Any credits earned in excess of 50 can be applied as electives toward the credits required for graduation.
General Studies (Basic Education)	2	**8		<ul style="list-style-type: none"> ■ Students must obtain at least 10 credits in English Track courses, including 2 credits of <i>Global Japanese Studies</i> conducted in English. ■ Any credits earned in excess of 10 credits can be applied as electives toward the credits required for graduation.
Seminars	—	—		<ul style="list-style-type: none"> ■ Credits earned can be applied toward the credits required for graduation, as electives.
Study-Abroad Authorized Courses	—	—		<ul style="list-style-type: none"> ■ Credits earned during study abroad in courses authorized by the Faculty Council can be applied toward the credits required for graduation, as electives.
International Undergraduate Program	—	—		<ul style="list-style-type: none"> ■ Credits earned in Core Courses of other faculties can be applied toward the credits required for graduation, as electives. (Credits earned in Elective Courses of other faculties, with some exceptions, come under "Elective Courses from Other Faculties.")
Electives from Other Faculties	—	—		<ul style="list-style-type: none"> ■ A maximum of 20 credits earned can be applied toward the credits required for graduation, as electives.
Human Resource Development Program for International Cooperation	—	—		<ul style="list-style-type: none"> ■ Credits earned can be applied toward the credits required for graduation, as electives.
Program for Japan ASEAN Mutual Understanding	—	—		<ul style="list-style-type: none"> ■ Credits earned can be applied toward the credits required for graduation, as electives.
Program for Global Citizenship	—	—		<ul style="list-style-type: none"> ■ Credits earned can be applied toward the credits required for graduation, as electives.
Special Certification Program	—	—		<ul style="list-style-type: none"> ■ A maximum of 8 credits earned in courses approved by the Faculty Council from among those required for obtaining a teacher's license can be applied toward the credits required for graduation, as electives. For details, see the special certification program guide.
Subtotal	2	58	64	
Total	124 credits			<ul style="list-style-type: none"> ■ Students must obtain 60 credits in required and required elective English Track courses. The other credits may be earned in courses taught in Japanese. ■ Students must earn a minimum of 12 credits in their fourth year.

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

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

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

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

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

< Courses Offered by the School of Global Japanese Studies >

1. Important Points to Note

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

Year	1st		2nd		3rd		4th		Notes
Semester	1	2	3	4	5	6	7	8	
Maximum number of credits	20	20	24	24	24	24	24	24	
Minimum number of credits	6	6	6	6	6	6	12		Course repeats are counted in the maximum number of credits. Courses which are not applied to graduation requirements and some intensive courses are not counted in the maximum number of credits.

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

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

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

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

(1) English

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

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

Classes are held twice a week, on Monday, 4th period AND Wednesday, 4th period in the Spring Semester, 2020 academic year. Students must attend both classes.

- Registration for this course will be done by the School Office in advance. There is no need for web registration.

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

Classes are held twice a week, on Monday, 4th period AND Wednesday, 4th period in the Fall Semester, 2020 academic year. Students must attend both classes.

- Registration for this course will be done by the School Office in advance. There is no need for web registration.

Elective course 2nd-year students and above

Only *Integrated English AB*, *Practical Drama AB* and *Literature Reading AB* can be taken as English Language electives.

- *Integrated English AB* can be taken twice or more. However, the same course with the same instructor cannot be taken more than once.

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

a. Lectures

If you wish to take a second foreign language course, please take note:

Lectures for a second foreign languages are instructed using the target language and Japanese.

b. Eligible courses and other information

Second foreign languages are categorized as shown below:

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

Notes:

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

c. Courses offered by the School of Global Japanese Studies

- Elementary (A) and (B) are each taught twice a week. The combination of the two days are appointed and cannot be changed. To check the combination for each course, please see the "class" column in the Class Schedule. For example, if you find 【Fri 3】 in the class column of Elementary French (A) on Monday 3rd period, this means that students who register for this course must attend classes on both Monday 3rd period and Friday 3rd period.
- Intermediate (A), (B), (C) and (D) are each taught once a week. Intermediate (A) and (C) are taught in spring semester, and Intermediate (B) and (D) are taught in fall semester. Although Elementary courses are not prerequisite for Intermediate courses, students should check course contents with the Syllabus available on the website before taking Intermediate courses.

d. Registration method

For second foreign languages, the registration method differs between SGJS courses and Inter-Faculty Foreign Language Electives.

- SGJS courses

If applications for a course exceed the maximum class size of 40, participants will be selected by lottery. (See the page "Courses with Maximum Class Size" in this Syllabus.)

- Inter-Faculty Foreign Language Electives

See the *Inter-Faculty Foreign Language Elective Syllabus* and the page "Inter-Faculty Foreign Language Electives" in this Syllabus.

e. Important notes about registering for a second foreign language course

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

- Please note: Students taking (B) are assumed to be familiar with the contents of (A). Students taking (D) are assumed to be familiar with the contents of (C).
- When there are more than 40 students who wish to register for a course, students who have applied to take both (A) and (B), or both (C) and (D) within the same academic year will be prioritized in the lottery.

(3) Japanese Language Courses Elective course

SGJS offers Japanese language courses at various levels for English Track students. Japanese language courses are electives for English Track students, but we strongly recommend you to take them.

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

earned in the 2015 academic year or before are applied toward graduation requirements as electives.)

(4) Global Japanese Studies Elective required course 50 credits

- Global Japanese Studies has eight areas of study. The number of credits students must earn from each area of study is not determined. Please select courses based on your research theme and interests.
- Some courses are newly taught from 2020 academic year.
- To take *Method of Teaching Japanese as a Foreign Language* and *Practicum in Teaching Japanese as a Foreign Language*, students are required to meet prerequisites for the course. For details, see the *School of Global Japanese Studies Syllabus (for Japanese Track)*.
- For important information on courses taught in Japanese, see the *School of Global Japanese Studies Syllabus (for Japanese Track)*.

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

(5) General Studies Courses

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

Enrollment	2013-2016	2017-2018	2019-
Required Courses	2 credits	4 credits	6 credits
	<ul style="list-style-type: none"> • <i>Introduction to Global Japanese Studies</i> (2 credits) 	<ul style="list-style-type: none"> • <i>Introduction to Global Japanese Studies</i> (2 credits) • <i>ICT Basic I</i> (2 credits) 	<ul style="list-style-type: none"> • <i>Introduction to Global Japanese Studies</i> (2 credits) • <i>ICT Basic I</i> (2 credits) • <i>Introduction to Academic Studies and Career Development</i> (2 credits)
Elective Required Courses	8 credits	8 credits	8 credits

*Registration for required courses will be done by the School Office in advance. The assigned schedule is fixed and cannot be changed.

*If you fail to earn the credits for the required courses in your first year, you must repeat the course. The class to re-register will be assigned by the School Office. Please visit the School Office to check your class before classes begin.

a. *Introduction to Global Japanese Studies* 2 credits Required course

- **Monday, 3rd period in Spring Semester and Fall Semester (2020 academic year)**
Students will be assigned to this class in their first semester.

b. *ICT Basic I*

- **Friday, 5th period in Fall Semester (2020 academic year)** 2 credits

Enrollment 2017 academic year or after: Required course

Enrollment 2013 – 2016 academic year: Elective required course

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

c. Introduction to Academic Studies and Career Development

- Enrollment 2019 academic year or after: Required course 2nd-year students
- Monday, 2nd Period in Spring Semester (2020 academic year) 2 credits

d. Sports and Physical Exercise A - E Elective course

- Sports courses have a maximum class size, and are registered differently from other electives.
- Single-semester courses in other campuses (*Sports and Physical Exercise C and D*) cannot be registered.
- Only *Sports and Physical Exercise E* can be taken more than once. However, it cannot be repeated if the athletic activity is the same. For example, you can only take *Sports and Physical Exercise E* for skiing once, even if there are other skiing courses held by different instructors.

e. Practicum in Global Japanese Studies A - E Elective course

- The maximum number of students that can be accepted in each class depends on the instructor. If the application number exceeds the quota, students will be selected by lottery.
- You can take *Practicum in Global Japanese Studies* more than once. However, it is not possible to repeat a course with the same instructor.
- If the number of applications for *Practicum in Global Japanese Studies E* exceeds the quota, international students will be given priority in the lottery.
- Registered students for *Practicum in Global Japanese Studies E* who cannot participate in field work activity may be able to withdraw from the course if they obtain permission from the instructor.
- The credits earned for *Practicum in Global Japanese Studies E* are not counted towards the maximum number of credits for each semester.

f. Liberal Arts Studies Elective course

- You can take *Liberal Arts Studies* courses from your first year. However, please note that certain classes can only be taken from the 2nd year if specified by the instructor.
- For some *Liberal Arts Studies* courses, it may be required to take both *Liberal Arts Studies A* (Spring Semester) and *B* (Fall Semester), while other *Liberal Arts Studies* courses can be taken for a single semester.
- For the number of students to be admitted in each *Liberal Arts Studies* course, see the *School of Global Japanese Studies Syllabus (for Japanese Track)*. If the course has a limit to the number of students who can register, there will be a screening by the instructor in the first class.
- *Liberal Arts Studies* can be repeated in different academic years. However, the same course with the same instructor cannot be taken more than once.

g. Special Lectures on Global Japanese Studies A, B Elective course

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

h. Social Collaboration Course

Elective course

- Courses with the same title in *Social Collaboration Courses* can be taken more than once as long as they have different instructors.

For example, you can take *Social Collaboration Course A* twice as long the instructors are not the same.

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

i. Internship Abroad

2nd, 3rd, and 4th year students

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

j. Volunteer Abroad Program

- If you wish to join the Volunteer Abroad Program (short-term programs by SGJS), you are required to attend the orientation on April 6, 2020. Please be attentive to Oh-o! Meiji notices.
- The Volunteer Abroad Program is not applied towards the maximum number of credits of each semester.

k. Others

- For important information about courses taught in Japanese, see the *School of Global Japanese Studies Syllabus (for Japanese Track)*. **Note that credits earned for courses taught in Japanese are applied as electives toward graduation requirements. (They are not counted toward the 8 credits which must be obtained in required elective courses.)**

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

- Students generally are required to take both A and B of the same Seminar in the same academic year, unless there is a special reason (such as studying abroad).
- Students should generally take the Seminar conducted by the same instructor for their 3rd year and 4th year.
- Registration for 3rd and 4th year Seminars will be done by the School Office. There is no need for web registration.
- For new 4th-year students: If you wish to change or withdraw from your registered Seminar, or if you did not take a Seminar the previous year and wish to newly register, please consult with the School Office in advance, and complete the required procedures by Wednesday, April 15.

(7) International Undergraduate Program Courses

Elective course

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

(8) Subjects in the Graduate School of Global Japanese Studies

If you wish to take subjects in the Graduate School of Global Japanese Studies, please inquire at the School Office before the day classes start in April. Please note that only certain subjects can be registered by 4th-year students who meet requirements such as GPA 2.80 or above. Subjects registered from the Graduate School of Global Studies are not counted towards graduation requirements.

2. Courses with Maximum Class Size

Courses with maximum class sizes in 2020 academic year are listed as follows. **If you wish to take any of these courses, be sure to check the registration dates carefully.** If applications exceed the student quota, the School Office will select participants by lottery.

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

Semester	Course	Maximum Class Size	Application Period	Pre-registration	Announcement
Spring	Practicum in Global Japanese Studies A (Hisaeda)	20	【1】 From Thursday, April 9, 1 pm to Friday, April 10, 9 am	Web- registration System	Saturday, April 13, 11 am Web-registration System
Fall	Practicum in Global Japanese Studies B (Hisaeda)	20			
Fall	Practicum in Global Japanese Studies B (Harada, E.)	20			
Spring	Practicum in Global Japanese Studies C (Yamawaki)	30			
Spring	Practicum in Global Japanese Studies C (Fujimoto)	20			
Fall	Practicum in Global Japanese Studies D (Fujimoto)	20			
Spring	Practicum in Global Japanese Studies C (Numata)	20			
Fall	Practicum in Global Japanese Studies D (Numata)	20			
Spring	Practicum in Global Japanese Studies C (Quek)	20			
Fall	Practicum in Global Japanese Studies D (Quek)	20			
Intensive	Practicum in Global Japanese Studies E (Minobe)	20	At the first class	At the first class	At the first class
Intensive	Practicum in Global Japanese Studies E (Ward)	20			
S2	Social Collaboration Course G (Yamawaki)	30			
Spring	Media Literacy A (Kishi)	48			
Spring	Practicum in Global Japanese Studies A (Sato, G.)	20			
Fall	Practicum in Global Japanese Studies B (Sato, G.)	20			
S1	Social Collaboration Course G (Sato, I.)	30			
Spring	Integrated English A	30			
Fall	Integrated English B	30			
Spring	Practical Drama A	30			
Fall	Practical Drama B	30	【2】 From Tuesday, April 14, 1 pm to Thursday, April 16, 9 am	Web- registration System	Saturday, April 18 (tentative) Oh-o! Meiji System
Spring	Literature Reading A	40			
Fall	Literature Reading B	40			
Spring	German (Elementary Level) A	40			
Fall	German (Elementary Level) B	40			
Spring	German (Intermediate Level) A	40			
Fall	German (Intermediate Level) B	40			
Spring	German (Intermediate Level) C	40			
Fall	German (Intermediate Level) D	40			
Spring	French (Elementary Level) A	40			
Fall	French (Elementary Level) B	40			
Spring	French (Intermediate Level) A	40			
Fall	French (Intermediate Level) B	40			
Spring	French (Intermediate Level) C	40			
Fall	French (Intermediate Level) D	40			
Spring	Chinese (Elementary Level) A	40			
Fall	Chinese (Elementary Level) B	40			
Spring	Chinese (Intermediate Level) A	40			
Fall	Chinese (Intermediate Level) B	40			
Spring	Chinese (Intermediate Level) C	40			
Fall	Chinese (Intermediate Level) D	40			

Semester	Course	Maximum Class Size	Application Period		
Spring	Spanish (Elementary Level) A	40	【2】 From Tuesday, April 14, 1 pm to Thursday, April 16, 9 am Web- registration System Saturday, April 18 (tentative) Oh-o! Meiji System		
Fall	Spanish (Elementary Level) B	40			
Spring	Spanish (Intermediate Level) A	40			
Fall	Spanish (Intermediate Level) B	40			
Spring	Spanish (Intermediate Level) C	40			
Fall	Spanish (Intermediate Level) D	40			
Spring	Korean (Elementary Level) A	40			
Fall	Korean (Elementary Level) B	40			
Spring	Korean (Intermediate Level) A	40			
Fall	Korean (Intermediate Level) B	40			
Spring	Korean (Intermediate Level) C	40			
Fall	Korean (Intermediate Level) D	40			
Spring	Japanese Behavioral Models A	150			
Fall	Japanese Behavioral Models B	150			
Spring	Cultural Archives Studies	20			
Spring/Fall	Liberal Arts Studies A B	*1			
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)	40			
Spring	Sports & Physical Exercise D (Watanabe)	40			
Fall	Sports & Physical Exercise D (Sakai)	30			
Intensive	Sports & Physical Exercise E	*1			

Notes:

1. For the number of students who are to be accepted in each course, see the documents provided during orientation week.
2. For information on the years you can take these courses, please check the Catalog and "List of courses and instructors."
3. If application for a course does not exceed the maximum class size during **【1: Apr. 9-10】**, the course may accept students during **【2: Apr. 14-16】** on a first-come first-served basis. Check Oh-o! Meiji System for details.
4. If applications exceed the maximum class size during the period **【2: Apr. 14-16】**, the School Office will select participants by lottery.
(For Liberal Arts Studies AB, students may be selected through a screening process.)
For applicants who are not selected, additional registration may be accepted. Check the Oh-o! Meiji System for details.
5. No changes (including withdrawals) can be made to registrations after the lottery has been held to select participants for a course.
6. If you wish to take a second foreign language, please note that the lectures are instructed in the target language and Japanese.
7. Course conducted languages are different by the classes. For details, see the *School of Global Japanese Studies Syllabus*.
8. For courses that are not listed here, there may also be cases where maximum class size will be set, or the students will be selected by lottery for courses that are not listed here. This is due to factors such as classroom capacity.

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 are offered to supplement the foreign language curriculum in each faculty. They include conversational courses instructed by native speakers. The languages that you can learn in an Inter-Faculty Foreign Language Elective course include Ancient Greek, and Latin, which are not available within SGJS courses.

2. Language of Lectures

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

3. Status of Inter-Faculty Foreign Language Electives

Inter-Faculty Foreign Language Electives have two registration categories: category A and category B. **Please choose one of these categories if you are registering for an Inter-Faculty Foreign Language Elective course.** Only certain courses can be registered for category B. **The registration category cannot be changed after the registration period.** Once you complete a course, you cannot take the same course, even if it is in the same category. For example, a course you completed in category A cannot be repeated in category B.

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

Courses that can be taken	Courses offered as Inter-Faculty Foreign Language Electives
Curriculum	Credits are not applied toward graduation requirements. Grades are not included in the GPA calculation.
Minimum/maximum number of credits	Courses are not counted toward the minimum/maximum number of credits per year.

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

Courses that can be taken	Courses approved by the SGJS Faculty Council as applicable toward graduation requirements. (For the list of approved courses, see the Inter-Faculty Foreign Language Elective Syllabus.)
Number of credits that can be taken	A maximum of 8 credits can be taken during enrollment.
Curriculum	Credits earned are applied toward graduation requirements as elective courses. Grades are included in the GPA calculation.
Minimum/maximum number of credits	Courses are counted toward the minimum/maximum number of credits per year.

4. Registration Methods

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

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

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

(b) For other courses

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

Note to students taking an Inter-Faculty Foreign Language Elective by method B (applying it toward graduation requirements) as shown on the previous page: No changes can be made after the registration period. Please be sure to register for the correct course.

- To register by category B, select the course which is labeled as “ヨウケン” (Requirements) in the web registration system after the course title and instructor.

Information Studies Courses

For details, see *the Information Studies Syllabus*.

1. About Information Studies

Information Studies are Inter-Faculty Courses offered in SGJS, the School of Law, the School of Commerce, the School of Political Science and Economics, the School of Arts and Letters, the School of Agriculture, and the School of Business Administration. They provide both basic and applied training in the information field.

The Information Studies Course below is taught in English:

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

Information Studies Courses are treated as follows:

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

ICT Basic I is a required course in General Studies for students who entered in 2017 academic year or after. Course will be registered by the School Office in advance. There is no need for web registration.

Curriculum	Credits earned are applied toward graduation requirements as a required course in General Studies. Grades are included in the GPA calculation.
Minimum/maximum number of credits	Courses are counted toward the minimum/maximum number of credits per year.

Other information studies courses than *ICT Basic I* are same rule with student who entered in 2013-2016 academic year as below.

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

All courses will initially be registered under category B. If you wish to register courses so that they are not applied toward graduation requirements (register under category A), you must apply at the School Office. Complete and submit the form at the School Office by Wednesday, April 15.

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

Curriculum	Credits are not applied toward graduation requirements. Grades are not included in the GPA calculation.
Minimum/maximum number of credits	Courses are not counted toward the minimum/maximum number of credits per year.

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

Curriculum	Credits earned are applied toward graduation requirements as required electives in General Studies. Grades are included in the GPA calculation.
Minimum/maximum number of credits	Courses are counted toward the minimum/maximum number of credits per year.

3. Registration Method

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

4. Language of Lectures

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

5. Guide to Courses

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

International Undergraduate Programs

For details, see the website for International Undergraduate Programs.

1. About the International Undergraduate Programs

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

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

2. Courses in the International Undergraduate Program

Curriculum	Courses held by SGJS	The courses count in calculating your graduation requirements for each category.
	Courses held by other faculties	The courses count in calculating your graduation requirements as electives, and also count in calculating your GPA.
Minimum/maximum number of credits		Courses are counted toward the minimum/maximum number of credits per year.

4. Registration

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

a. Courses offered by SGJS

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

b. Courses offered by other faculties

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

5. Abolishment of Completion Requirements

From AY2020, the completion requirements have been abolished.

Completion certificates will not be issued for this program.

Integrated Lectures

For details, see the *Integrated Lecture Syllabus*.

1. About Integrated Lectures

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

Details including course contents are published in the *Integrated Lecture Syllabus for Academic Year 2020* (available at the School Office) and also in the *School of Global Japanese Studies Syllabus (for Japanese Track)*. If you wish to take these courses, be sure to obtain a copy.

2. Language of the Lectures

Integrated Lectures are held in Japanese.

Elective Courses from Other Faculties

1. About Elective Courses from Other Faculties

Elective Courses from Other Faculties are electives offered by faculties other than SGJS. SGJS students can take only the courses offered by other faculties that are not offered by SGJS as Elective Courses from Other faculties. Students must also obtain the approval of both SGJS and the other faculty. (Courses which often cannot be taken in this way include required courses, language courses, seminar courses, and courses with maximum class size.) It is often not possible to take two courses with similar titles (e.g., Japanese History A and Japanese History I), even if they do not fall into any of the categories mentioned above.

2. Language of the Lectures

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

3. Status of Elective Courses from Other Faculties

Elective Courses from Other Faculties are treated as follows:

Curriculum	Credits earned, up to a maximum of 20, are applied toward graduation requirements as electives. Grades are included in the GPA calculation.
Minimum/maximum number of credits	Courses are counted toward the minimum/maximum number of credits per year.

4. Registration Method

Elective Courses from Other Faculties are registered on the web registration system. Students who wish to register must register during the web registration period for SGJS (April 14-16).

*If a subject is not listed in the web registration screen, the subject is not available for SGJS students.

*For instructions on how to use the web registration system for Elective Courses from Other Faculties, please refer to "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 Program for Global Citizenship

The Program for Global Citizenship is a new course from AY2020, which combines the three previous courses: Human Resource Development Program for International Cooperation, Program for Japan ASEAN Mutual Understanding, and Program for Global Citizenship. This program aims to develop human resources who can play an active role in the international study, and its courses are open to students of all faculties. Examples of the courses are practical learning programs, internships, overseas training, and volunteer activities. There are also lecture courses which 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

Program for Global Citizenship may or may not apply to graduation requirements, depending on the academic year the student entered. Please see the *Program for Global Citizenship Syllabus* for details.

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

2. Registration Methods

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

3. Language of the Lectures

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

Certification Courses

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

1. About Certification Courses

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

2. Registration Method

Students who wish to take any of these courses must first attend the Certification Courses Orientation in early April, and follow the prescribed procedures. The orientation schedule is announced during the guidance in Orientation week 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 List of Courses and Instructors

<For English Track students who entered on April 1, 2013 or after>

Course title	Credit	Assigned Year	Instructor	Note
FOREIGN LANGUAGES				
ENGLISH				
Research Paper Writing	2	1	Ellis, Sara	Required Course for students who enrolled in 2017 or after
Speech and Presentation	2	1	Ellis, Sara	
Integrated English A	2	2~4	Rugen, Brian	
Integrated English B	2	2~4	Groff, David	
			Davies, Brett	
Practical Drama A	2	2~4	Torikian, Merwyn	
Practical Drama B	2	2~4	Torikian, Merwyn	
Literature Reading A	1	2~4	Rugen, Brian	For Students who enrolled in 2017 or after
Literature Reading B	1	2~4	Rugen, Brian	For Students who enrolled in 2017 or after
OTHER LANGUAGES				
German (Elementary level) A	2	1	Karrer, Thomas, Tanaka, Rina	
German (Elementary level) B	2	1	Karrer, Thomas, Tanaka, Rina	
German (Intermediate level) A	1	2	Hagiwara, Ken	
German (Intermediate level) B	1	2	Hagiwara, Ken	
German (Intermediate level) C	1	2	Karrer, Thomas	
German (Intermediate level) D	1	2	Karrer, Thomas	
French (Elementary level) A	2	1	Kotani, Natsuko, Yamade, Yuko	
French (Elementary level) B	2	1	Kotani, Natsuko, Yamade, Yuko	
French (Intermediate level) A	1	2	Kotani, Natsuko	
French (Intermediate level) B	1	2	Kotani, Natsuko	
French (Intermediate level) C	1	2	Yamade, Yuko	
French (Intermediate level) D	1	2	Yamade, Yuko	
Chinese (Elementary level) A	2	1	Ishida, Tomomi, Ishiguro, Hisako	
Chinese (Elementary level) B	2	1	Ishida, Tomomi, Ishiguro, Hisako	
Chinese (Intermediate level) A	1	2	Ishiguro, Hisako	
Chinese (Intermediate level) B	1	2	Ishiguro, Hisako	
Chinese (Intermediate level) C	1	2	Ishida, Tomomi	
Chinese (Intermediate level) D	1	2	Ishida, Tomomi	
Spanish (Elementary level) A	2	1	Matsuura, Yoshie, Matsui, Kenji	
Spanish (Elementary level) B	2	1	Matsuura, Yoshie, Matsui, Kenji	
Spanish (Intermediate level) A	1	2	Dan, Keisuke	
Spanish (Intermediate level) B	1	2	Dan, Keisuke	
Spanish (Intermediate level) C	1	2	Matsuura, Yoshie	
Spanish (Intermediate level) D	1	2	Matsuura, Yoshie	
Korean (Elementary level) A	2	1	Yi, Chungkyun	
Korean (Elementary level) B	2	1	Yi, Chungkyun	
Korean (Intermediate level) A	1	2	Yi, Chungkyun	
Korean (Intermediate level) B	1	2	Yi, Chungkyun	
Korean (Intermediate level) C	1	2	Yi, Chungkyun	
Korean (Intermediate level) D	1	2	Yi, Chungkyun	
JAPANESE LANGUAGE				
Advanced Japanese I (Reading)	1	1	Okuhara, Junko	
Advanced Japanese II (Reading)	1	1	Jimi, Makiko	
Advanced Japanese I (Listening)	1	1	Jimi, Makiko	
Advanced Japanese II (Listening)	1	1	Okuhara, Junko	
Advanced Japanese I (Writing)	1	1	Yanagisawa, Emi	
			Ataka, Noriko	
Advanced Japanese II (Writing)	1	1	Yanagisawa, Emi	
			Ataka, Noriko	
Advanced Japanese I (Speaking)	1	1	Yanagisawa, Emi	
			Ida, Naomi	
Advanced Japanese II (Speaking)	1	1	Yanagisawa, Emi	
			Ida, Naomi	
Introductory Japanese (General)	3	1~4	Yanagisawa, Emi, Watanabe, Haruyo	
Introductory Japanese (Reading)	1	1~4		Not offered in 2020
Introductory Japanese (Vocabulary & Kanji)	1	1~4	Yanagisawa, Emi	
Introductory Japanese (Speaking)	1	1~4		Not offered in 2020
Elementary Japanese (General)	3	1~4	Ataka, Noriko, Iwamoto, Ryuichi	
Elementary Japanese (Reading)	1	1~4		Not offered in 2020
Elementary Japanese (Vocabulary & Kanji)	1	1~4	Komori, Kazuko	
Elementary Japanese (Speaking)	1	1~4		Not offered in 2020
Pre-intermediate Japanese (General)	3	1~4	Watanabe, Haruyo	
Pre-intermediate Japanese (Vocabulary & Kanji)	1	1~4	Iwamoto, Ryuichi	
Intermediate Japanese (General)	3	1~4	Kikuchi, Fumiko	
Intermediate Japanese (Vocabulary & Kanji)	1	1~4	Iwamoto, Ryuichi	

Course title	Credit	Assigned Year	Instructor	Note
Upper-intermediate Japanese (General)	3	1~4	Kikuchi, Fumiko	
Upper-intermediate Japanese (Vocabulary & Kanji)	1	1~4	Iwamoto, Ryuichi	
Pre-advanced Japanese (General)	3	1~4	Okuhara, Junko	
Pre-advanced Japanese (Vocabulary & Kanji)	1	1~4	Iwamoto, Ryuichi	
JLPT Preparation (Intermediate)	1	1~4	Atachi, Akiko	
JLPT Preparation (Advanced)	1	1~4	Atachi, Akiko	
Integrated Japanese A	1	2	Jimi, Makiko	
Integrated Japanese B	1	2		Not offered in 2020
Introduction to Advanced Academic Japanese A	1	2	Jimi, Makiko	
Introduction to Advanced Academic Japanese B	1	2		Not offered in 2020
GLOBAL JAPANESE STUDIES				
POP CULTURE STUDIES				
Manga Culture A	2	1・2	Fujimoto, Yukari	
			Rivera Rusca, Renato	type 1 / Intensive Course
Manga Culture B	2	1・2	Fujimoto, Yukari	
			Rivera Rusca, Renato	type 1
Animation Culture A	2	1・2	Miyamoto, Hirohito	
			Rivera Rusca, Renato	type 1 / Intensive Course
Animation Culture B	2	1・2	Miyamoto, Hirohito	
			Rivera Rusca, Renato	type 1
Otaku Culture A	2	1・2	Morikawa, Kaichiro	
Otaku Culture B	2	1・2	Morikawa, Kaichiro	
Urbanism and Design A	2	1・2	Morikawa, Kaichiro	
Urbanism and Design B	2	1・2	Morikawa, Kaichiro	
History and Technique of Tokusatsu films A	2	1~4	Hikawa, Ryusuke	
History and Technique of Tokusatsu films B	2	1~4	Hikawa, Ryusuke	
History of Japanese Comics A	2	2・3	Miyamoto, Hirohito	
History of Japanese Comics B	2	2・3	Miyamoto, Hirohito	
Gender and Representation A	2	2~4	Fujimoto, Yukari	
Gender and Representation B	2	2~4	Fujimoto, Yukari	
VISUAL CULTURE STUDIES				
Introduction to Visual Culture A	2	1・2		Not offered in 2020
Introduction to Visual Culture B	2	1・2		Not offered in 2020
Cultural History of Fashion A	2	1・2	Higashino, Kayoko	
Cultural History of Fashion B	2	1・2	Higashino, Kayoko	
Art Business A	2	1・2		Not offered in 2020
Art Business B	2	1・2		Not offered in 2020
Media Arts A	2	1・2	Ma, Jungyeon	
			Ma, Jungyeon	type 1
Media Arts B	2	1・2	Ma, Jungyeon	
			Ma, Jungyeon	type 1
Japanese Fine Arts from a Global Perspective A	2	2~4		Not offered in 2020
Japanese Fine Arts from a Global Perspective B	2	2~4		Not offered in 2020
Performing Arts A	2	1~4 *	Tanaka, Rina	* Assigned year for students who entered in 2013~2017: 3・4
			Hagiwara, Ken	type 1 / [S1] * Assigned year for students who entered in 2013~2017: 3・4
Performing Arts B	2	1~4 *	Tanaka, Rina	* Assigned year for students who entered in 2013~2017: 3・4
			Hagiwara, Ken	type 1 / [F1] * Assigned year for students who entered in 2013~2017: 3・4
Mythology of Mode A	2	3・4	Higashino, Kayoko	
Mythology of Mode B	2	3・4	Higashino, Kayoko	
SOCIAL SYSTEMS AND MEDIA STUDIES				
Japanese Social Systems A	2	1・2	Suzuki, Kenji	type 1
			Suzuki, Kenji	type 2
Japanese Social Systems B	2	1・2	Suzuki, Kenji	type 1
			Suzuki, Kenji	type 2
Introduction to Journalism *	2	1・2	Sakai, Makoto	* Course title for students who entered in 2013~2018: Introduction to Mass Communications
			Sakai, Makoto	type 1 * Course title for students who entered in 2013~2018: Introduction to Mass Communications
Advertising Industry A	2	1・2	Heizan, Hidenari	
Advertising Industry B	2	1・2	Heizan, Hidenari	
Creator Business Studies	2	1・2	Harada, Nobuyuki	
Tourism Management A	2	1・2	Sato, Iku	
			Sato, Iku	type 1
Tourism Management B	2	1・2	Sato, Iku	
			Sato, Iku	type 1
Globalization and Financial Services A	2	1・2	Numata, Yuko	
			Numata, Yuko	type 1

Course title	Credit	Assigned Year	Instructor	Note
Globalization and Financial Services B	2	1・2	Numata, Yuko	
			Numata, Yuko	type 1
Hospitality Management Studies A	2	1・2	Quek, Mary	type 1
Hospitality Management Studies B	2	1・2	Quek, Mary	type 1
Japanese Politics A	2	1・2	Vassiliouk, Svetlana	type 1
Japanese Politics B	2	1・2	Vassiliouk, Svetlana	type 1
Education in Japan A	2	1・2	Horiguchi, Sachiko	type 1
Education in Japan B	2	1・2	Horiguchi, Sachiko	type 1
Technology and Japanese Society A	2	1・2	Tanaka, Ema	
			Tanaka, Ema	type 1
Technology and Japanese Society B	2	1・2	Tanaka, Ema	
			Tanaka, Ema	type 1
Business Culture in Contemporary Japan A	2	2・3	Ogasawara, Yasushi	
			Ogasawara, Yasushi	type 1
Business Culture in Contemporary Japan B	2	2・3	Ogasawara, Yasushi	
			Ogasawara, Yasushi	type 1
Internet and Society A	2	2~4	Kishi, Makiko	[S1]
Internet and Society B	2	2~4	Kishi, Makiko	[F1]
Contents Industry A	2	3・4	Tanaka, Ema	
Contents Industry B	2	3・4	Tanaka, Ema	
Japanese Manufacturing Management A	2	3・4	Oh, Jewheon	
			Marinov, Mihail	type 1
Japanese Manufacturing Management B	2	3・4	Oh, Jewheon	
			Marinov, Mihail	type 1
History of Technology Transfer in Japan A	2	3・4	Yamashita, Yuji	
History of Technology Transfer in Japan B	2	3・4	Yamashita, Yuji	
Intellectual Property Management from Cultural Perspective A	2	3・4	Ogasawara, Yasushi	type 2
Intellectual Property Management from Cultural Perspective B	2	3・4	Ogasawara, Yasushi	type 2
History of Japanese Marketing Systems A	2	2~4 *	Shirato, Shinichi	* Assigned year for students who entered in 2013~2019: 3・4
History of Japanese Marketing Systems B	2	2~4 *	Shirato, Shinichi	
Social Security Studies A	2	3・4	Yanagisawa, Toshikatsu	
Social Security Studies B	2	3・4	Yanagisawa, Toshikatsu	
Studies in Japanese Business Associations A	2	3・4	Inoue, Hiroshi	
Studies in Japanese Business Associations B	2	3・4	Inoue, Hiroshi	
Urban Transport Systems A	2	3・4	Onda, Mutsumi	
Urban Transport Systems B	2	3・4	Onda, Mutsumi	
Journalism in Japan A *	2	3・4	Sakai, Makoto	* Course title for students who entered in 2013~2018: Mass Media in Japan A
			Sakai, Makoto	type 1
Journalism in Japan B *	2	3・4	Sakai, Makoto	* Course title for students who entered in 2013~2018: Mass Media in Japan A
			Sakai, Makoto	* Course title for students who entered in 2013~2018: Mass Media in Japan B
			Sakai, Makoto	type 1
			Sakai, Makoto	* Course title for students who entered in 2013~2018: Mass Media in Japan B
Service Marketing A	2	3・4		Not offered in 2020
Service Marketing B	2	3・4		Not offered in 2020
Japanese Behavioral Models A	2	3・4	Tokai, Shiho	
Japanese Behavioral Models B	2	3・4	Tokai, Shiho	
International Marketing Studies A	2	3・4	Kawabata, Yasuko	type 1
International Marketing Studies B	2	3・4	Kawabata, Yasuko	type 1
INTERNATIONAL RELATIONS AND CROSS-CULTURAL EXCHANGE STUDIES				
International Relations A	2	1・2	Vassiliouk, Svetlana	type 1
International Relations B	2	1・2	Vassiliouk, Svetlana	type 1
Global Economic History A	2	1・2	Takeuchi, Mahito	
Global Economic History B	2	1・2	Takeuchi, Mahito	
Peace Studies	2	1・2	Moroi, Yuichi	
			Moroi, Yuichi	type 1
Asia-Pacific Political Economy A	2	1・2	Kim, Jemma	
			Kim, Jemma	type 1
Asia-Pacific Political Economy B	2	1・2	Kim, Jemma	
			Kim, Jemma	type 1
East Asian Studies A *	2	1・2	Kondo, Daisuke	* Course title for students who entered in 2013~2019: Asian Studies A
			Hisaeda, George	type 1
East Asian Studies B *	2	1・2	Kondo, Daisuke	* Course title for students who entered in 2013~2019: Asian Studies A
			Hisaeda, George	* Course title for students who entered in 2013~2019: Asian Studies B
			Hisaeda, George	type 1
			Hisaeda, George	* Course title for students who entered in 2013~2019: Asian Studies B
Issues in Intercultural Communities	2	1・2	Yamawaki, Keizo	
			Takenaka, Ayumi	type 1 / Intensive Course
Intercultural Education A	2	1・2	Takenaka, Ayumi	type 1 / Intensive Course
Intercultural Education B	2	1・2		Not offered in 2020

Course title	Credit	Assigned Year	Instructor	Note
Introduction to Study Abroad A	2	1・2	Amaki, Yuki	
Introduction to Study Abroad B	2	1・2		Not offered in 2020
International Education and Exchanges A	2	1・2		Not offered in 2020
International Education and Exchanges B	2	1・2		Not offered in 2020
Japan and Germany A *	2	1・2	Hagiwara, Ken	* Course title for students who entered in 2013~2018: Japanese-German Comparative Culture A
Japan and Germany B *	2	1・2	Hagiwara, Ken	* Course title for students who entered in 2013~2018: Japanese-German Comparative Culture B
Africa in the Contemporary World A	2	1・2 *	Mizobe, Yasuo	type 2
Africa in the Contemporary World B	2	1・2 *	Mizobe, Yasuo	* Assigned year for students who entered in 2013~2016: 2・3
Southeast Asian Studies A	2	1・2	Hayashi, Hideki	
			Hayashi, Hideki	type 1
Southeast Asian Studies B	2	1・2	Hayashi, Hideki	
			Hayashi, Hideki	type 1
Diversity and Society A	2	1~4	Sato, Gunei	
Diversity and Society B	2	1~4	Sato, Gunei	
European Political Economy A *	2	1・2 ***	Suzuki, Kenji	* Course title for students who entered in 2013~2019: EU Studies A
European Political Economy B **	2	1・2 ***	Suzuki, Kenji	** Course title for students who entered in 2013~2019: EU Studies B
				*** Assigned year for students who entered in 2013~2019: 3・4
Indian Economy A	2	3・4	Yamada, Go	
Indian Economy B	2	3・4	Yamada, Go	
Africa and the Modern World A *	2	2~4 ***	Mizobe, Yasuo	type 2
				* Course title for students who entered in 2013~2019: Modern History of Africa A
Africa and the Modern World B **	2	2~4 ***	Mizobe, Yasuo	** Course title for students who entered in 2013~2019: Modern History of Africa B
				*** Assigned year for students who entered in 2013~2016: 3・4
Issues in Immigration Policy	2	3・4	Yamawaki, Keizo	type 2
INTERNATIONAL CULTURE AND THE HISTORY OF THOUGHT				
Introduction to the History of Film A	2	1・2	Segawa, Yuji	Intensive Course
Introduction to the History of Film B	2	1・2	Segawa, Yuji	
French Culture Studies A	2	1・2	Udo, Satoshi	
			Udo, Satoshi	type 1
French Culture Studies B	2	1・2	Udo, Satoshi	
			Udo, Satoshi	type 1
East Asian Arts A	2	1・2	Kato, Toru	
East Asian Arts B	2	1・2	Kato, Toru	
Religion and Philosophy A	2	1・2	Minobe, Hitoshi	
Religion and Philosophy B	2	1・2	Minobe, Hitoshi	
Comparative Religious Studies	2	1・2	Ward, Ryan	
			Ward, Ryan	type 1
Comparative Culture A	2	2・3	Cho, Kyo	
			Rosner, Krisztina	type 1
Comparative Culture B	2	2・3	Cho, Kyo	
			Rosner, Krisztina	type 1
Latin American Studies A	2	2・3	Dan, Keisuke	type 1
			Dan, Keisuke	type 2
Latin American Studies B	2	2・3	Dan, Keisuke	type 1
			Dan, Keisuke	type 2
Film Studies A	2	3・4	Ginoza, Naomi	
Film Studies B	2	3・4	Ginoza, Naomi	
History of East Asian Cultural Exchange A	2	3・4	Cho, Kyo	
History of East Asian Cultural Exchange B	2	3・4	Cho, Kyo	
History of Islam A	2	3・4	Oku, Mihoko	
History of Islam B	2	3・4	Oku, Mihoko	
European Urban Customs A	2	3・4	Rosner, Krisztina	type 1
European Urban Customs B	2	3・4	Rosner, Krisztina	type 1
Modern British Studies A	2	3・4	Yokoi, Katsuhiko	
Modern British Studies B	2	3・4	Yokoi, Katsuhiko	
Contemporary American Society A	2	3・4	Kanazawa, Hiroaki	
			Kanazawa, Hiroaki	type 1
Contemporary American Society B	2	3・4	Kanazawa, Hiroaki	
			Kanazawa, Hiroaki	type 1
JAPANESE CULTURE AND THE HISTORY OF THOUGHT				
Cultural Studies in Budo (Japanese Martial Arts) A	2	1・2	Nagao, Susumu	
Cultural Studies in Budo (Japanese Martial Arts) B	2	1・2	Nagao, Susumu	
			Benett, Alexander	type 1 / Intensive Course
Cultural Archives Studies	2	1~4	Watari, Koichi	Omnibus lecture Lecturer: Toyama, Toru, Kutsuna, Keizo, Shimada, Kazutaka, Hibi, Kayoko
Japan in International Perspectives	2	1・2		Not offered in 2020

Course title	Credit	Assigned Year	Instructor	Note
Japanese Representational Arts A	2	1・2	Nakamura, Yutaka	type 1
Japanese Representational Arts B	2	1・2	Nakamura, Yutaka	type 1
Japanese Philosophy A	2	2～4	Minobe, Hitoshi	
Japanese Philosophy B	2	2～4	Minobe, Hitoshi	
Modern Japanese Literature A	2	2～4	Kotani, Eisuke	
Modern Japanese Literature B	2	2～4	Kotani, Eisuke	
History of Martial Arts Philosophy	2	2～4 *	Sakai, Toshinobu	* Assigned year for students who entered in 2013～2018: 2～3
Edo Studies A	2	3・4		Not offered in 2020
Edo Studies B	2	3・4		Not offered in 2020
Japanese Cultural traditions A	2	3・4		Not offered in 2020
Japanese Cultural traditions B	2	3・4		Not offered in 2020
Traditional Performing Arts	2	3・4	Hara, Rurihiko	
Aesthetics of Kabuki and Noh	2	3・4	Hara, Rurihiko	
Culture of Swords	2	2～4 *	Sakai, Toshinobu	* Assigned year for students who entered in 2013～2018: 3・4
Japanese Folkcraft Studies	2	3・4	Toyama, Toru	
Japanese Cinema A	2	3・4	Schermann, Sussane	type 1
Japanese Cinema B	2	3・4	Schermann, Sussane	type 1
Japanese Religion A	2	3・4	Ward, Ryan	
			Ward, Ryan	type 1
Japanese Religion B	2	3・4	Ward, Ryan	
			Ward, Ryan	type 1
JAPANESE LANGUAGE STUDIES				
Japanese Linguistics A	2	1・2	Tanaka, Makiro	[S1]
			Asahi, Yoshiyuki	type 1
Japanese Linguistics B	2	1・2	Tanaka, Makiro	[S2]
			Asahi, Yoshiyuki	type 1
Japanese Language Teaching (Grammar) A	2	1・2	Ataka, Noriko	
Japanese Language Teaching (Grammar) B	2	1・2	Ataka, Noriko	
Japanese Language Teaching (Vocabulary) A	2	1・2	Komori, Kazuko	
Japanese Language Teaching (Vocabulary) B	2	1・2	Komori, Kazuko	
Japanese Language Teaching (Phonetics) A	2	1・2	Yanagisawa, Emi	
Japanese Language Teaching (Phonetics) B	2	1・2	Yanagisawa, Emi	
History of Japanese A	2	2～4	Tanaka, Makiro	[F1]
History of Japanese B	2	2～4	Tanaka, Makiro	[F2]
Method of Teaching Japanese as a Foreign Language	2	2～4	Watanabe, Haruyo	
Practicum in Teaching Japanese as a Foreign Language	2	2～4	Watanabe, Haruyo	
ENGLISH LANGUAGE STUDIES				
Language & Culture A	2	1・2	Osuka, Naoko	
Language & Culture B	2	1・2	Osuka, Naoko	
Psychology and Language Learning A	2	1・2	McEwon, Maya	type 2
Psychology and Language Learning B	2	1・2	McEwon, Maya	type 2
Applied Linguistics A	2	1・2	Ozeki, Naoko	type 2
Applied Linguistics B	2	1・2	Ozeki, Naoko	type 2
English Linguistics A	2	3・4	Oya, Masanori	type 1
English Linguistics B	2	3・4	Oya, Masanori	type 1
GENERAL STUDIES (BASIC EDUCATION)				
Introduction to Global Japanese Studies	2	1	Yanagisawa, Emi	Required Course Omnibus lecture
Japanese Expression (Writing)	2	1・2	Watari, Koichi	
			Kotani, Eisuke	
			Takahashi, Yuta	
			Yagishita, Takao	
			Yaguchi, Kodai	
			Kurosaki, Minetaka	
			Tanaka, Emiri	
Japanese Expression (Speaking)	2	1・2	Kodate, Naomi	
			Kotani, Eisuke	
			Takahashi, Yuta	
			Tanaka, Yayoi	
			Yagishita, Takao	
			Kurosaki, Minetaka	
			Kodate, Naomi	
Introduction to Academic Studies and Career Development	2	2	Yanagisawa, Emi	Required Course for students who enrolled in 2019 or after
Sociology A	2	1・2	Arai, Yusuke	
			Moroi, Yuichi	type 1
Sociology B	2	1・2	Arai, Yusuke	
			Moroi, Yuichi	type 1
Political Science A	2	1・2	Matsui, Takayuki	
			Topaloff, Liubomir	type 1
Political Science B	2	1・2	Matsui, Takayuki	
			Topaloff, Liubomir	type 1

Course title	Credit	Assigned Year	Instructor	Note
Economics A	2	1・2	Kusumoto, Shinji	
			Numata, Yuko	type 1
Economics B	2	1・2	Kusumoto, Shinji	
			Numata, Yuko	type 1
Business Administration A	2	1・2	Oh, Jewheon	
			Numata, Yuko	type 1
Business Administration B	2	1・2	Oh, Jewheon	
			Numata, Yuko	type 1
Western History A	2	1・2	Kanazawa, Hiroaki	
Western History B	2	1・2	Kanazawa, Hiroaki	
Japanese History A	2	1・2	Shirato, Shinichi	
			Ginoza, Naomi	type 1
Japanese History B	2	1・2	Shirato, Shinichi	
			Ginoza, Naomi	type 1
Asian History A	2	1・2	Ishiguro, Hisako	
Asian History B	2	1・2	Ishiguro, Hisako	
Geography A	2	1・2	Naruhashi, Ryutaro	
Geography B	2	1・2	Naruhashi, Ryutaro	
Statistics A	2	1・2	Mizushima, Tomoaki	
			Nomura, Shunichi	
Statistics B	2	1・2	Mizushima, Tomoaki	
Anthropology A	2	1・2	Harada, Yoshinari	
			Horiguchi, Sachiko	type 1
Anthropology B	2	1・2	Harada, Yoshinari	
			Horiguchi, Sachiko	type 1
Sports and Physical Exercise A	1	1	Liu, Rifan	
			Watanabe, Shinichiro	
Sports and Physical Exercise B	1	1	Sakai, Toshinobu	
			Liu, Rifan	
			Watanabe, Shinichiro	
Sports and Physical Exercise C	1	1	Watanabe, Shinichiro	
Sports and Physical Exercise D	1	1	Nagao, Susumu	
			Sakai, Toshinobu	
			Watanabe, Shinichiro	
Sports and Physical Exercise E	1	2	Nagao, Susumu	Intensive course
Media Literacy A	2	1・2	Kishi, Makiko	
Media Literacy B	2	1・2	Tanaka, Ema	
Practicum in Global Japanese Studies A	2	1~4	Sato, Gunei	
			Hisaeda, George	type 1
Practicum in Global Japanese Studies B	2	1~4	Sato, Gunei	
			Hisaeda, George	type 1
			Harada, Nobuyuki	
Practicum in Global Japanese Studies C	2	1~4	Yamawaki, Keizo	
			Fujimoto, Yukari	
			Numata, Yuko	type 1
			Quek, Mary	type 1
Practicum in Global Japanese Studies D	2	1~4	Fujimoto, Yukari	
			Numata, Yuko	type 1
			Quek, Mary	type 1
Practicum in Global Japanese Studies E	2	1~4	Minobe, Hitoshi	Intensive course
			Ward, Ryan	type 1 / Intensive Course
Liberal Arts Studies A	2	1 *	Watari, Koichi	
			Ozeki, Naoko	
			Minobe, Hitoshi	
			Ogasawara, Yasushi	
			Mizobe, Yasuo	
			Vassiliouk, Svetlana **	
			McLoughlin, David **	
			Rugen, Brian **	
			Sakai, Makoto	* Assigned year for students who enrolled in 2016 or before: 2
			Udo, Satoshi	** type 1
			Sato, Gunei	
			Ma, Jungyeon	
			Takahashi, Yuta	
			Tanaka, Rina **	
			Hisaeda, George **	
			Matsumoto, Naoki	
			Harada, Yoshinari	
			Rosner, Krisztina **	
Liberal Arts Studies B	2	1 *	Ozeki, Naoko	* Assigned year for students who enrolled in 2016 or before: 2
			Minobe, Hitoshi	

Course title	Credit	Assigned Year	Instructor	Note
Liberal Arts Studies B	2	1 *	Ogasawara, Yasushi	* Assigned year for students who enrolled in 2016 or before: 2 ** type 1
			Mizobe, Yasuo	
			Vassiliouk, Svetlana **	
			McLoughlin, David **	
			Rugen, Brian **	
			Sakai, Makoto	
			Udo, Satoshi	
			Sato, Gunei	
			Ma, Jungyeon	
			Takahashi, Yuta	
			Tanaka, Rina **	
			Hisaeda, George **	
			Harada, Yoshinari	
			Rosner, Krisztina **	
Special Lectures on Global Japanese Studies A	2	1~4	Udo, Satoshi	
			Numata, Yuko	
			Matsumoto, Naoki	
Special Lectures on Global Japanese Studies B	2	1~4	Udo, Satoshi	
			Numata, Yuko	
			Matsumoto, Naoki	
Social Collaboration Course A	2	1~4		Not offered in 2020
Social Collaboration Course B	2	1~4	Sakai, Makoto	Omnibus lecture
Social Collaboration Course C	2	1~4		Not offered in 2020
Social Collaboration Course D	2	1~4	Kishi, Makiko	Omnibus lecture
Social Collaboration Course E	1	1~4	Quek, Mary	[S2] / Omnibus lecture
Social Collaboration Course F	1	1~4		Not offered in 2020
Social Collaboration Course G	1	1~4	Sato, Iku	[S1] / Omnibus lecture
			Yamawaki, Keizo	[S2] / Omnibus lecture
Social Collaboration Course H	1	1~4		Not offered in 2020
Internship in Japan	2	2		For students who enrolled in 2015 or after
Internship Abroad	2	2		For students who enrolled in 2015 or after
Volunteer Abroad Program	2	1		
ICT Elementary	2	1~4		
ICT Basic I	2	1	Hautasaari, Ari	Required Course for students who enrolled in 2017 or after
ICT Basic II	2	1~4		
ICT Statistical Analysis I	2	1~4		
ICT Statistical Analysis II	2	1~4		
ICT Database I	2	1~4		
ICT Database II	2	1~4		
ICT Media Processing I	2	1~4		
ICT Media Processing II	2	1~4		
ICT Application Development I	2	1~4		
ICT Application Development II	2	1~4		
ICT Contents Design I	2	1~4		
ICT Contents Design II	2	1~4		
ICT Total Practice I	2	1~4		
ICT Total Practice II	2	1~4		
Japanese Constitutional Law	2	1~4		
SEMINAR				
Seminar 3A	2	3		
Seminar 3B	2	3		
Seminar 4A	2	4		
Seminar 4B	2	4		
STUDY-ABROAD AUTHORIZED SUBJECTS				
Study-Abroad-Related Subjects (Language & Others) A	1	2		
Study-Abroad-Related Subjects (Language & Others) B	2	2		
Study-Abroad-Related Subjects (Lecture) A	2	2		
Study-Abroad-Related Subjects (Lecture) B	3	2		
Study-Abroad-Related Subjects (Lecture) C	1	2		For students who enrolled in 2014 or after
INTERNATIONAL UNDERGRADUATE PROGRAM				
International Undergraduate Courses in International Communications I *	2	1~4		* Course title for students who entered in 2013~2019: Core Courses in (-)
International Undergraduate Courses in International Communications II *	2	1~4		
International Undergraduate Courses in Culture and History I *	2	1~4		
International Undergraduate Courses in Culture and History II *	2	1~4		
International Undergraduate Courses in Law and Political Sciences I *	2	1~4		
International Undergraduate Courses in Law and Political Sciences II *	2	1~4		
International Undergraduate Courses in Economics I *	2	1~4		
International Undergraduate Courses in Economics II *	2	1~4		
SUBJECTS IN THE GRADUATE SCHOOL OF GLOBAL JAPANESE STUDIES				
Subjects in the Graduate School of Global Japanese Studies	2	4		

IV Others

The Study Abroad Program of the School of Global Japanese Studies

The School of Global Japanese Studies offers both long-term study abroad programs (Study abroad and Internship programs) and short-term programs (Language and Volunteer programs during summer/spring break), as the school encourages students to acquire more global awareness as well as an understanding of Japan from various perspectives.

English Track students can apply for the programs except for Language Program under certain conditions.

*Please note that these programs are not required.

*Schedule is subject to change.

*Check the Application Guidelines for details.

Study Abroad / Academic Internship Program

This is an opportunity for students to spend one or two semesters of their second year or a later year—studying at a university in a foreign country. Various programs are organized every year, including programs which students participate as an intern at an amusement park. Students will remain enrolled in SGJS when joining these programs and do not need to take a leave of absence.

Credits earned during these study abroad programs are approved for credits in the SGJS program under certain conditions. This enables students to graduate in four years even if they study abroad for a semester or two semesters.

All costs for these programs are borne by students, and tuition and fees must be paid to both Meiji University and the host institution. In order to reduce the financial burden on students, financial support is available to qualifying applicants.

*Note: International students cannot apply to a university or a program based in the country they are from, with the exception of some programs. Please inquire the SGJS Office before you apply.

<Schedule (tentative)>

Mid October 2020	Application starts
Mid November 2020	Application deadline
Mid November 2020 to mid December 2020	Selection (based on TOEFL iBT® score, English interview, etc.)
Mid February 2021	Recommendation to host institutions (except for internship programs)
Mid February 2021 to late March 2021	Interview for internship programs
March 2021 to April 2021	Acceptance by host institutions

April 2021	Application for financial assistance
July 2021	Financial assistance paid to qualifying students
August 2021 to October 2021	Program starts
Late December 2021 to late June 2022	Program ends
October 2022	Program report

Short-Term Language Program

Students are able to apply for the short-term language programs which are held during the summer holiday and which have no English proficiency requirements.

In this program, students will study English and local cultures by taking lectures, engaging in discussions, volunteering, and going on excursions.

*Note: As a general rule, English Track students cannot join this program.

Volunteer Abroad Program

If students join and complete a volunteer abroad program offered by SGJS or other institutions, credits of Volunteer Abroad Program (2 credits) will be awarded. To receive the credits, the program must be approved by SGJS and students will need to follow the necessary procedures designated by SGJS.

The host institution for the program offered by SGJS in 2020 will be Budi Luhur University in Republic of Indonesia.

Examinations and Written Assignments

(1) Examinations

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

University Regulations Article 43

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

(2) Misconduct

Cases of misconduct during examinations will be treated according to the University Regulations.

University Regulations Article 66

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

(3) Rules for examinees

- (a) Students should not sit next to another student and should be seated directly behind the person in front of them. If the seating is assigned, please follow the test proctor's instructions, and sit in the designated place.
- (b) Place your Student ID on the desk, so that the proctor can easily see it. Please remove the cover.
- (c) Students cannot take the examination without a Student ID. If you do not have your Student ID card, you must obtain a Temporary Student ID from the automated certificate-issuing machine before the examination starts.

- (d) Items other than the Student ID card and writing utensils must be put in a bag, etc. during the exam. Pencil cases cannot be left on the desk. If there are any items approved by the instructor, confirm those items well in advance.
 - (e) Mobile phones, smartphones, tablets, wearable devices, and other electronic devices must be turned off, and put inside a bag. None of these devices can be used as a watch..
 - (f) Students must ensure that their year, class, number, and name are filled out on the answer sheet. Answer sheets missing these items will not be marked.
 - (g) No misconduct whatsoever is permitted during an examination. A person who commits misconduct will be subject to expulsion, suspension, reprimand, or other disciplinary action as laid out in the university regulations.
 - (h) The student taking the examination must hand in their answer sheets in person.
 - (i) Only use the answer sheet given by the proctor. Do not take answer sheets outside the venue. A new answer sheet will not be given in any case.
 - (j) Students who are over 20 minutes late cannot enter the venue and take the exam.
 - (k) Students are not permitted to leave the venue for the first 30 minutes and the last 10 minutes during the examination. (Students may leave the venue after 30 minutes have elapsed if they finish early, but not after 50 minutes have passed).
- *In some examinations, leaving the venue is not permitted.
- (l) Students are not permitted to talk inside the venue. Furthermore, any act of dishonesty is strictly prohibited. If a student performs misconduct, they will be suspended or expelled, according to the school regulations. Please be aware that this will cause difficulties when advancing to the next year, and when proceeding to graduate education.
 - (m) Follow instructions of the test proctor inside the venue.

(4) Written Assignments

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

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

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

(b) Consequences of Plagiarism

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

(5) Attendance sheet, Comment sheet, etc.

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

Evacuation Manual for Major Earthquake (Nakano Campus) 【For Students】

Initial Response Manual for Major Earthquake

What to do when an earthquake occurs

(1) Secure your personal safety! (Beware of falling objects)

Hide under a desk, etc.! Stay away from furniture and fixtures, such as book shelves and lockers.



What to do immediately after the earthquake

(1) Beware of aftershocks.

Stay away from projectors hung from the ceiling, glass in windows, etc.

(2) Check fire sources. Extinguish any fire immediately!

If fire breaks out, stay calm, extinguish the fire and report to the Disaster Prevention center.

(3) Secure evacuation exits and check evacuation areas.

Open doors, etc. and secure an evacuation route.

In some cases, it can be more dangerous to rush outside immediately.

(4) Listen to announcements attentively and follow instructions.

(5) Check the safety of the classroom.

Talk to the people around you, check whether anyone is injured.



What to do after the earthquake

(1) Follow instructions of announcements and faculty members.

If there are any injured or sick persons, please report this to the Disaster Prevention Center in the building.

(2) Check the safety of the classroom again.

Check fire sources.

(3) Check your surrounding situation.



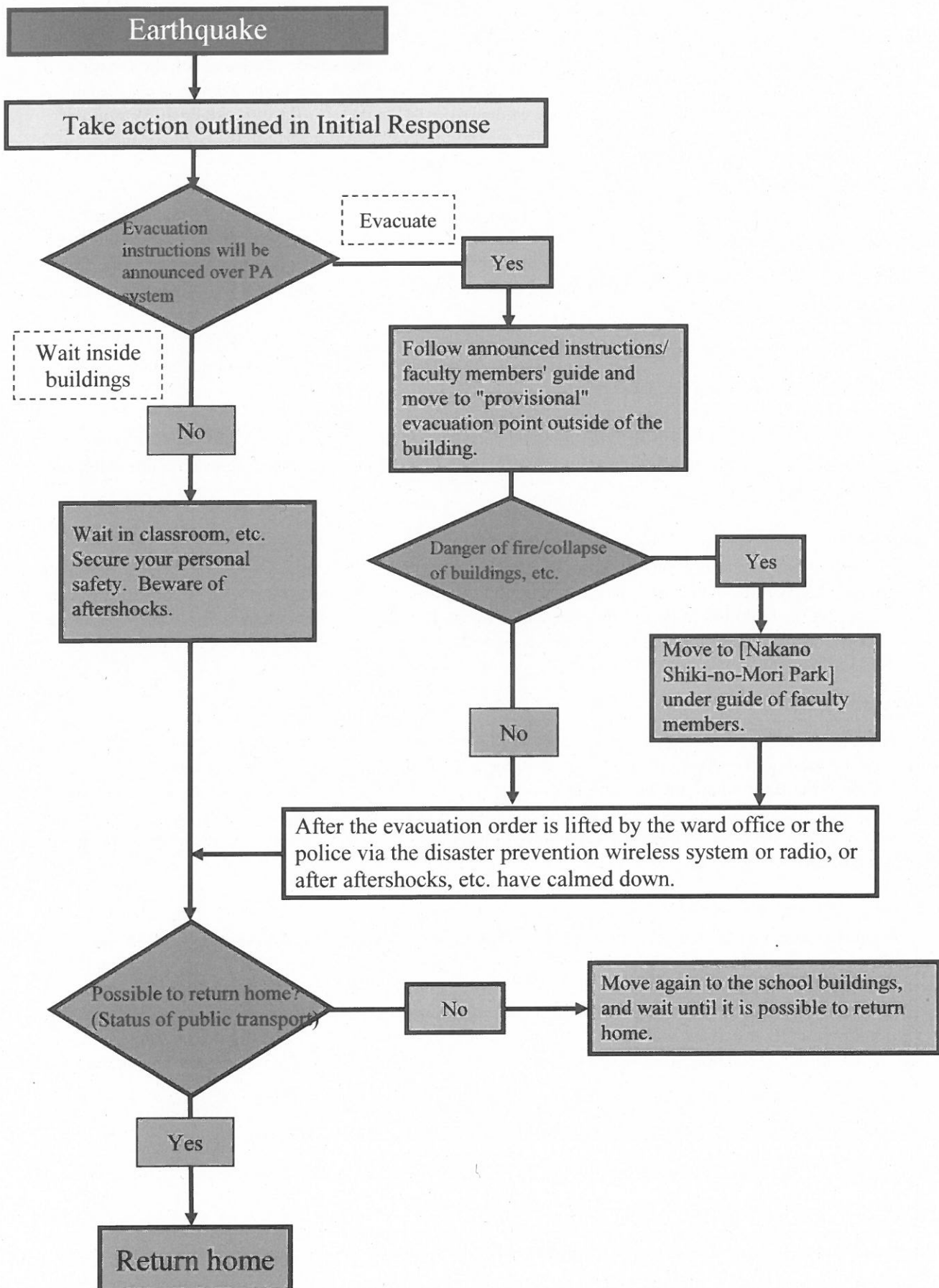
After this, please follow the Evacuation Flow

Emergency Contact Number:

Disaster Prevention Center (03-5343-8105)



Evacuation Flow



What to Do in the Event of a Major Earthquake

【Daily preparations】

(1) Instructions for response in the event of a major earthquake and (2) evacuation routes are displayed in classrooms, so please check the content. Emergency telephones, which connect directly to the Disaster Prevention Center, are installed inside hydrant boxes placed near elevators. Please check the locations of these emergency telephones as well as those in classrooms. An Earthquake Early Warning is installed at Nakano campu, it works when the seismic intensity of the earthquake is "4" or more. A Earthquake Early Warning is installed at Nakano campus, it works when the seismic intensity of the earthquake is "4" or more.

【Attitude at time of earthquake】 -Behave calmly-

It is said that in the event of an earthquake, a threat to life exists at the very moment that the earthquake occurs and life can also be endangered by subsequent fire. Big tremors only last for 1 to 2 minutes. First of all, please secure your personal safety, and take appropriate action calmly. All buildings at Meiji University are built using earthquake-proof construction, and we assume that our buildings will not collapse easily.

【Behavior when earthquake occurs】-Secure personal safety- <Self-help>

In order to protect yourself from falling objects, hide under a desk or the revolving projector and also stay away from vending machines, lockers, etc.

【Behavior immediately after earthquake】 -Secure evacuation exits and Extinguish fire-

During small tremors and after big tremors fade away, open doorways to secure evacuation exits, and extinguish fire swiftly.

【Behavior after earthquake】 - Verify situation/ Rescue / Extinguishing fire <Mutual help>

While being cautious about aftershocks, check your surroundings, and if you find injured or sick people who need help or discover a fire, please handle the situation while cooperating with people around you. Also, report the situation to the Disaster Prevention Center (i.e. dial 119 from there). In the case of fire, please think of your own safety first, and if the fire is so widespread that it cannot be extinguished by a fire extinguisher, please evacuate immediately.

【Elevators】

Although elevators are programmed to stop at the nearest floor in the event of a large earthquake, if you notice the earthquake when you are on an elevator, please push buttons for all the floors and get off the elevator at the floor where the elevator stops. If you cannot get off the elevator, please wait to be rescued by an elevator maintenance contractor after contacting a security guard by pressing the emergency button installed in the elevator. (The EV maintenance contractor puts highest priority on elevators in which people are trapped.)

【Evacuating outside】

Even if an earthquake occurs, if there is no danger nearby, you don't need to evacuate. However, if there is any concern about the safety of the building you are in, for example, when there is fire spreading in your building or buildings nearby or when there is any large crack observed in the wall, you must evacuate outside the building. In that case, while following instructions announced over the PA system, please be guided by faculty members and move to a "provisional evacuation point" outside the building. After that, you will move to [Nakano Shiki-no-Mori Park]. Note that if the earthquake occurs during a lecture, please evacuate with your lecture group.

※ At Nakano campus, in principle, an announcement will be made from the Disaster Prevention Center when the seismic intensity of the earthquake is "4" or more.

【Information from University / Safety confirmation】

After an earthquake occurs, as soon as we are able, we will start providing information via the "Oh-o ! Meiji System" through the University HP or the Faculty Office to which you belong. At this time, we will inform you how to confirm your safety, so please let us know your status by following the instructions. We will also provide information via Twitter (official account @Meiji_Univ_PR).

Nakano Campus



Toward
Koenji Station

If there is danger of
building collapse or
fire

Provisional Evacuation

Low-rise
Building
1~5F

Atrium

When you
evacuate, please
follow
instructions of
person guiding
the evacuation.

High-rise
Building
B1~14F

Toward Nakano Station

Nakano Shikinomori Park

The area around the
Nakano City Office is a
**designated large-capacity
evacuation area** of the city
of Tokyo.

V Web Registration

I. About Registration

【Web Registration period】		
Tuesday, April 14, 1 pm to Thursday, April 16, 9 am (morning)		
*Web Registration will temporarily be unavailable from 9 am to 11 am due to scheduled maintenance.		

Item	Period	Comments
Web registration	Tuesday, April 14, 1 pm to Thursday, April 16, 9 am	You can use the web registration system from both on and off campus.
Distribution of Individual Academic Schedules	From Saturday, April 18	Distributed on Oh-o! Meiji System
Adjustment period for registration errors (Corrections of registration errors only)	Saturday, April 18 to Wednesday, April 22	The required form “Request for Change in Registered Courses” is available at School Office.
Distribution of revised Individual Academic Schedules	From Thursday, April 23	Distributed on Oh-o! Meiji System

Notes:

1. Computer facilities in the University are expected to be in high demand during this period. The opening hours and number of terminals are limited and we recommend that you use a computer at home, to ensure that you meet the registration deadline. If you will use a computer on campus for web registration, please plan out the courses you want to take in advance. We advise you to register early in case of any unexpected delays such as sudden connection loss, or forgetting your password.
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).**
Note: If you plan to join a long-term study abroad program offered by Meiji University in the Fall semester, you do not need to register for Fall Semester courses.
3. If you do not register for a course, you will not earn credits for the course, even if you take the examination. Furthermore, your registration for a course will not be valid if you attend

a class with a different schedule (day and period) from that which you registered for, even if the course title and instructor are the same.

4. You do not need to register for Japanese language courses, sports courses, and seminars with the web registration system. Registration for these courses will have already been conducted by the School Office. You cannot change or cancel required courses for which you have been registered by the School Office.
5. **For some courses with maximum class size, the registration period is earlier than these dates.** (For details, see the page “Courses with Maximum Class Size” in this Syllabus.)
6. If you wish to take Inter-Faculty Foreign Language Electives, please see the *Inter-faculty Foreign Language Elective Syllabus*. Please register carefully as you will not be able to make changes after the registration period.
7. There are also different registration schedules for Integrated Lectures, Information Studies Courses, the Special Certification Program Courses, and some other programs. Please check the schedule in the respective syllabus.
8. Elective Courses from Other Faculties is registered by web registration. Please refer to the syllabus of the appropriate faculty and complete the required procedures.
9. We do not respond to telephone or e-mail enquiries on how to use the Web Registration System. Please read the “Web Registration Method” thoroughly before you register.
10. When using a public computer off-campus, please do not leave your password on the browser.

II. Web Registration Method

II-1. Flow Chart of Web Registration

Orientation

- Check Class Schedule and Syllabus for Academic Year 2020

*The printed Class Schedule is only distributed to first year students. Please download it from the SGJS website if you are a second, third, or fourth year student.



Before web registration begins, check that you have:


- Your Common Authentication Password
- A complete plan of the courses you wish to take



Register courses on the Web Registration System:

Tuesday, April 14, 1 pm – Thursday, April 16, 9 am (morning)


You will need an internet connection to use this system. Please apply for the courses you wish to take.



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

If you find errors or other problems

If there are no errors or other problems




Submit a “Request for Change in Registered Courses.” (Deadline: Wednesday, April 22)

- Receive a Request for Change in Registered Courses form (OMR sheet) at the School Office.
- Submit the completed form to the School Office during the period for change in registered courses.




Your registration is complete



Check your revised Individual Academic Schedule
(from Thursday, April 23).

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



Double-check your registration details

Your registration is complete

II-2. Before web registration

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

(1) Make sure you know your student ID number and your Common Authentication Password

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

【Important】 Common Authentication Password

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

(2) Plan which courses to take

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

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

You can register from any location, as long as you use a PC with Internet access. If this is not possible off-campus, please use one of the on-campus computers available to students.

The Course Registration System requires the operating environment shown below. If you do not know the operating environment of your usual computer, please use an on-campus computer. Note that on-campus computers are expected to be in high demand. Please register ahead of time and be sure to meet the deadline.

【Operating environment】

•OS: Windows 7 / 8 / 8.1 / 10

•Browser: Internet Explorer 10.0 or above

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

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

The registration method is as follows:

(1) Go to the School of Global Japanese Studies website in English

(<https://www.meiji.ac.jp/cip/english/undergraduate/nippon/index.html>).

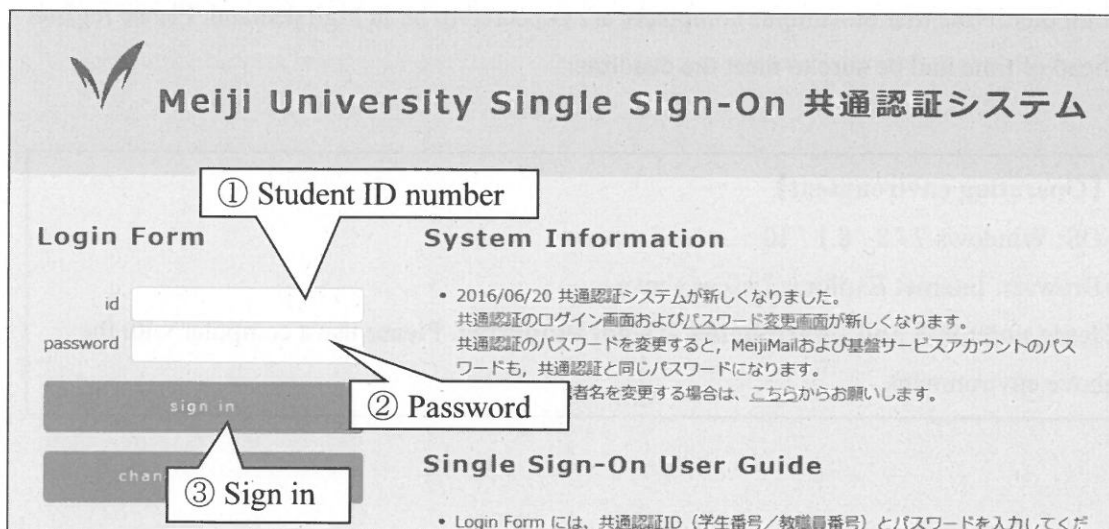
After the web registration page opens, click on **“Web Registration”** under **“News and Event.”**



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

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

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



Meiji University Single Sign-On 共通認証システム

Login Form

id

password

sign in

change password

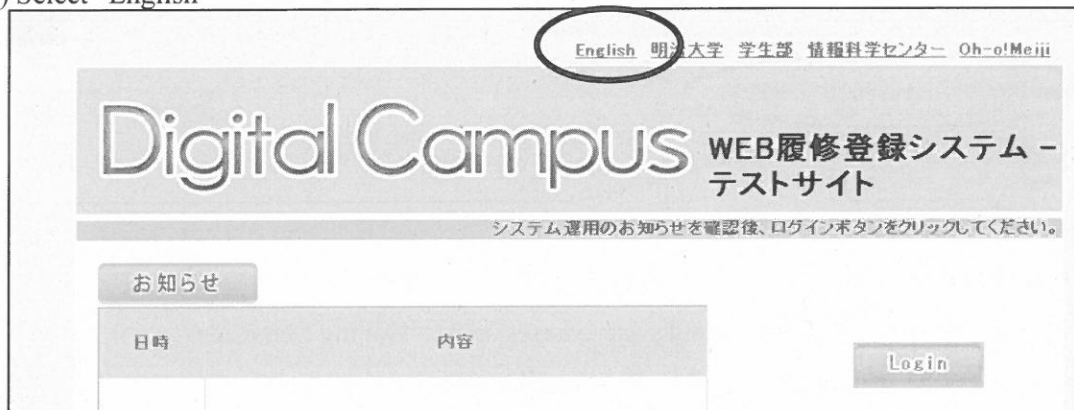
System Information

- 2016/06/20 共通認証システムが新しくなりました。
共通認証のログイン画面およびパスワード変更画面が新しくなります。
共通認証のパスワードを変更すると、MeijiMailおよび基盤サービスアカウントのパスワードも、共通認証と同じパスワードになります。
氏名を変更する場合は、こちらからお願いします。

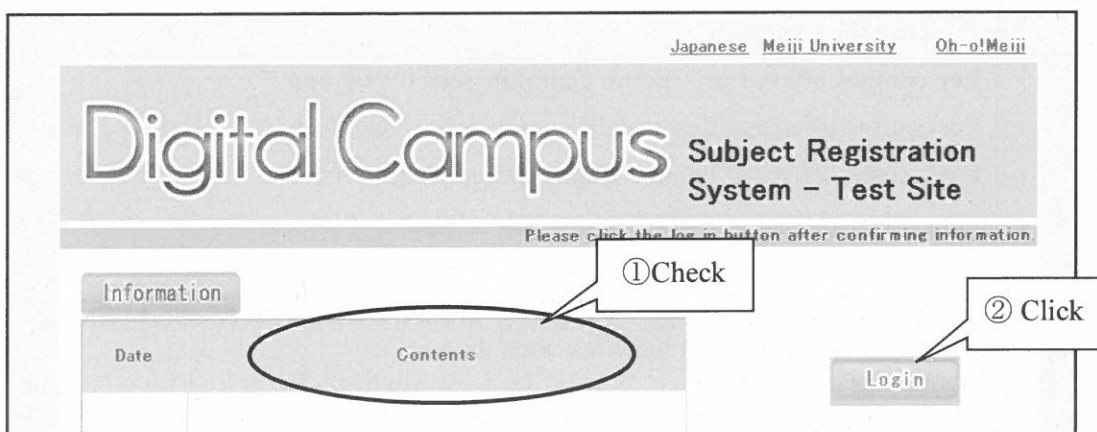
Single Sign-On User Guide

- Login Form には、共通認証ID（学生番号／教職員番号）とパスワードを入力してくだ

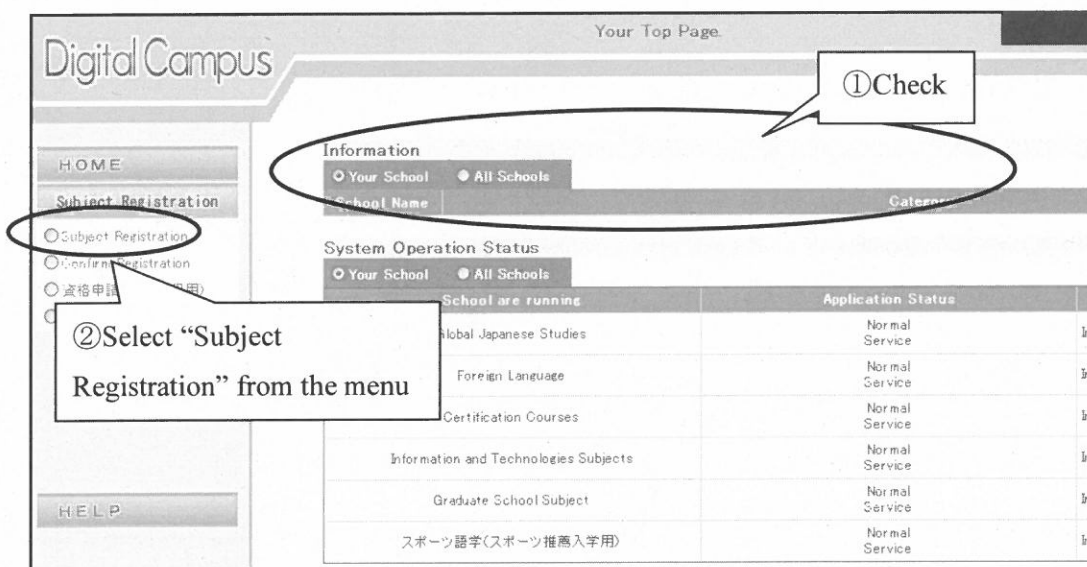
(4) Select “English”



(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」ボタンを押す前に注意してください！！

Application Back

	Mon	Tue	Wed	Thu	Fri	Sat
Mm						
1 a						
1 b						
2 a						
2 b						
Lm						
3 a						
3 b						
4 a						
4 b						
5 a						
5 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."**

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

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

開講期 **Spring Sem** 開講地区 **All Campuses**

※申込みは半期毎です。開講期変更前に「申込み」ボタンを押す前に注意してください！！

Application Back

	Mon	Tue	Wed	Thu	Fri	Sat
Mm						
1 a						
1 b						
2 a						
2 b						
Lm						
3 a						
3 b						

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

② Select the day of the week.

③ Select the period the course is held.

Course

☐ Global Japanese Studies
☐ Foreign Languages
☐ Certification Courses
☐ Intensive Course
☐ Inter-Faculty Foreign Language Electives

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.

The screenshot shows a web interface for course selection. At the top, there are tabs for 'Spring Sem', 'Other Faculties', and 'All Campuses'. Below this is a grid for selecting a day (Mon-Sat) and a period (Mm, Lm, Nm). A text box with a pointer to the grid contains the following text:

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.

Below the grid, there is a section titled 'After selecting "School", "Day" and "Period", select "Course Title"'. It lists various course categories like Law, Commerce, Political Science, etc. A list of specific courses is shown, including '0000a module only cancel', '0000b module only cancel', '0022 Applied Linguistics A (OZEKI NAOKO) Conducted in English', '0024 Applied Linguistics B (OZEKI NAOKO) Conducted in English', and '0018 Social Collaboration Course G (YOKOTA MASAHIRO) S2 Application Number/Capacity : 0/30'. A red circle highlights the 'Application' button.

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

The screenshot shows the same web interface as before, but with several text boxes explaining the registration process:

- A box pointing to the timetable grid says: "The course you selected first will appear in the time table area."
- A box pointing to the list of courses says: "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."
- A box pointing to the bottom-left section says: "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."

At the bottom, there is a section titled "Courses for which concurrent registration is possible (click to delete)" with a list of courses, including "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.**

開講期 Spring Sem 開講地区 All Campuses

※申込みは半期毎です。開講形式更新に「申込み」ボタンの押し忘れに注意してください！！

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

【Important】
After selecting all courses you wish to register, please click “Application.”

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

☐ Global Japanese Studies
 ☐ Foreign Languages
 ☐ Descriptive Courses
 ☐ Mon
 ☐ Tue
 ☐ Mm
 ☐ 1st

☐ Information and Technology Subjects
 ☐ 国際交流
 ☐ 国際協力
 ☐ Wed
 ☐ Thu
 ☐ 2nd
 ☐ Lm

☐ Intensive Course
 ☐ Irregularly Scheduled Course
 ☐ Fri
 ☐ Sat
 ☐ 3rd
 ☐ 4th

☐ 7th-8th

★After registering or making changes, click “Application”

1 Intensive Course (click to delete)

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 may 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.

There are certain other types of errors that 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 indicating the steps to delete a course:

- ① Select category.** Points to the "After selecting" section on the left, which lists categories like Law, Commerce, Public Economics, etc.
- ② Select the day of the week and period of the course you want to delete.** Points to the "Day" and "Period" columns in the course selection table.
- ③ Select 0000a module Cancel.** Points to the "0000a module Cancel" option in the "Course" column.
- ④ After selecting or cancelling the course, click "Application."** Points to the "Application" button at the top right of the interface.

The interface also includes a calendar for selecting the day of the week and a "Back" button.

***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 the “Confirm Registration” from the menu on the left of the screen.

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

- ◆ The screen will show the list of courses in which you are currently registered. Please confirm carefully that all 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 on “Print” at the top-left of the list and print out the registration details. (Note: depending on the printer settings, the right edge of the page may not be printed. After clicking “Print,” select “Horizontal” from the dialog box.)

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

Digital Campus

Confirm Registration

Logout

Print Please check comments in the remarks column. If you have any questions, contact the office.

Click here when you have finished checking.

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.")

Remarks	Period	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			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	Culture B
						2 MIYAMOTO HIROHITO 208番教室
						2 LENNERFORS THOMAS TARO SHINOZA M601番教室
						2 KUSUMOTO SHINJI 008番教室
						2 SHINOZA NAOMI 413番教室
						2 IIDA TAKEO 007番教室
						2 TOPALOFF 11403番教室

◆ Web Registration Checklist

When you have finished your web registration, please check the following:

- Did you register for your Fall Semester courses?
- When you select “Confirm Registration” from the menu, are all the courses you want to take displayed?

II-4. Confirmation of Individual Academic Schedule

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

Be sure to confirm for yourself that the courses you applied for are registered correctly.

If you have also applied for courses in programs such as Information Studies or the Special Certification Programs, they will be displayed together with the SGJS courses.

If there is an error message in your Individual Academic Schedule, be sure to follow the necessary procedure to change your registration during the change of registration period.

If you fail to change your registration, you will not be able to take the course(s) affected by the registration error.

III. FAQs about Web Registration

Q1. I forgot my password.

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

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

A2. Please make sure that your caps lock is not on, and that you entered your student ID number and password with single-byte (hankaku) characters. Please check the input settings. (The single byte input is the regular width for English letters.) Also, if you enter the password incorrectly a number of 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. Courses that you cannot register for will not be shown on your screen, so please re-check if you are eligible to take the course. If a course that you should be able to take is not shown, please notify the School Office.

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

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

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

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

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

A6. Full-year courses can only be 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. The course will also automatically be registered to the same class in the Fall Semester.

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

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

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. Please be aware that if you delete a quarter-length course and there is another quarter-length course registered on the same day and period of the same semester, both of these courses will be deleted.

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

A8. After selecting the 開講期 (semester) and 開講地区 (campus), select the School the course is held by, 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 you are 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.

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