

# Quarter-length courses

## 1. What is a quarter-length course?

Some SGJS courses are held in quarter-length of the academic year from AY2019. These courses complete in 7 weeks and are called quarter length courses. The titles of the courses are: First half of intensive course in the Spring Semester (S1), Second half of intensive course in the Fall Semester, First half of intensive course in the Fall Semester (F1), and Second half of intensive course in the Fall Semester (F2).

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



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

## 2. Course credits

The course credits awarded for quarter-length courses depends on how many times the class is conducted each week.

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

## 3. Course registration

Please register quarter-length courses with the web registration system like other SGJS courses. Withdrawal for quarter length courses are also accepted in the same way and same period as other SGJS courses.

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

## 4. Final examinations and academic records

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

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

## 5. Study abroad programs

### (1) Course registration

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

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

	<b>If returning to Japan during the semester</b> For example: Study Abroad during S1, and return to School in S2	<b>If departing Japan during the semester</b> For example: Regular enrollment status for F1 period, and join Study Abroad program during F2
<b>Can courses be registered?</b>	You can only register courses if you can submit the Notice of Return by the day before the quarter-length period (S2 period) starts.	You can only register courses if the flight departure date for the program does not overlap with the quarter-length period (F1 period).
<b>Period for course registration</b>	During the web registration period	During the web registration period
<b>How to withdraw from courses</b>	By email during the withdrawal period	At the School Office during the designated withdrawal period

### ( 2 ) Credits that can be approved

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

#### Example 1

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

#### Example 2

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

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

## **6. FAQ**

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

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

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

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

- Submit the "Notification of Return"

- Complete all procedures for returning to Japan

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

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

Q. How is the first class conducted?

A. The first class for quarter-length courses will be conducted in 100 minutes. They will not be divided into ab modules. Please see the Syllabus of each subject for details.