



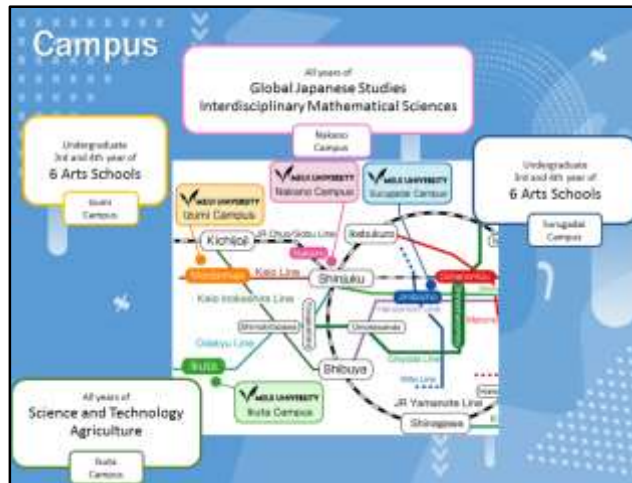
Hello, this is the guidance for new English Track students.

In this video, I will be explaining some important information on the English Track curriculum. Please make sure to watch it till the end.

As we move on, I will refer to pages on Syllabus and Catalog, so please have them ready as you watch.

This video will only cover the core points that we often receive inquiries on. Please check the details on the Catalog and Syllabus on your own.

The Catalog was distributed at the time of your enrollment. The Syllabus is distributed each year, so please make sure to get it.



Meiji University has four campuses; Sugugadai, Izumi, Ikuta, and Nakano campus. Students of the Global Japanese Studies will take classes in Nakano Campus. Other students take classes on other campuses, as shown on the slides.



Next, let me talk about this year's academic calendar.

The academic calendar shows you the dates of important events, including final exams, or holidays that will have classes.

You can see the academic calendar from the university website, so please check it ahead of time.

The academic calendar changes every year. The schedule for Golden Week and final exams are different this academic year because of the Tokyo Olympics.



Here are the terms frequently used at university.

“Credit(s)” is a standard measurement determined by course length and contents. It is given when you enroll, complete course works, and pass a course.

“Registration” is to enroll and learn in courses to earn credits.

“Graduation requirements” are the requirements that need to be fulfilled to graduate.

At a university, you need to select and “register” for courses, earn “credits”, and fulfill the “graduation requirements”.



Please read the details in the English Track Catalog. It is your responsibility to check the graduation requirements on your own. In this guidance, I will briefly go through 4 important points about the graduation requirements.

First of all, you need to be enrolled for 8 semesters in order to graduate.

If you join a Study Abroad program offered by the University or the School of Global Japanese Studies, this period is included in the enrollment period.

If you take a Leave of Absence, the period of leave is not included in the enrollment period.

Second, you need to complete 58 required elective credits with courses conducted in English. The criteria for this requirement differs depending on the year you entered the university. For you, credits of both type1 and type2 courses are counted towards this requirement.

The third point: You need to earn at least 12 credits from your 7th semester. Even if you have met all graduation requirements by the end of your 6th semester, you will not be able to graduate if you do not earn 12 credits from your 7th semester. Please plan out your course registration carefully.

Finally, the 4th point is that you need to earn a total of at least 124 credits in order to graduate.

It is your responsibility to check the catalog to see which courses are considered required and required elective courses.

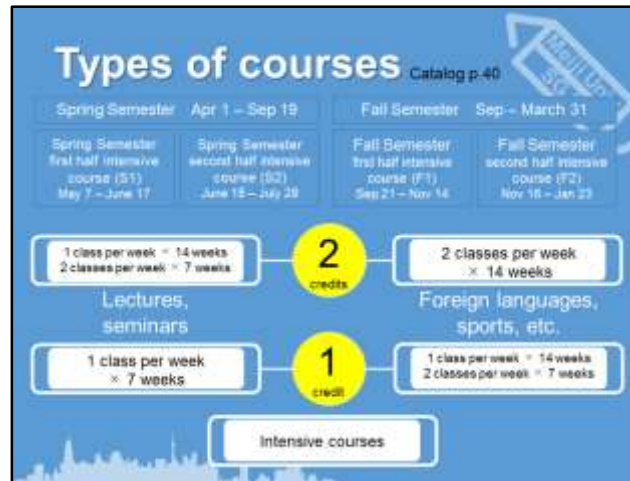


As I mentioned earlier, you are required to be enrolled in the university for a required number of semesters to graduate, in addition to acquiring the required number of credits.

If you wish to graduate in less than 8 semesters, you can apply for the early graduation program.

If you are interested in early graduation, please refer to p. of the catalog.

Students who meet all graduation requirements will be awarded the bachelor's degree in Global Japanese Studies.



Next, I will explain about the types of courses we offer and how credits are awarded.

At Meiji, we divide the academic year into two semesters. There are 14 weeks in the Spring Semester and 14 weeks in the Fall Semester.

In addition to these regular 14 week period courses, we also have quarter length courses which divide the 14 weeks into the first half and second half.

For quarter-length courses, the first half of the Spring Semester is called S1, while the latter half is S2. Likewise, the first half of Fall Semester is F1, while the latter half is F2.

The number of credits awarded for the course depends on the course type.

Please see the left part of the screen. Lecture and seminar courses are awarded 2 credits if they are held 14 times in total. The courses may be held 1 class per week for 14 weeks, or 2 classes per week for 7 weeks.

Next, please see the right side of the screen. For courses such as foreign languages and sports, please note that you will get half the number of credits. Courses held 2 classes per week for 14 weeks, will be awarded 2 credits. For courses held 1 class per week for 14 weeks, or 2 classes per week for 7 weeks, they will be awarded 1 credit.

For credits of the intensive courses, please check the Syllabus.

Course registration: credit limitations									
(Enrollment year AY2013 or after)									
Catalog 12									
Year	1st		2nd		3rd		4th		Required credits
Semester	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	
Upper limit	20	20	24	24	24	24	24	24	124 to 184
Lower limit	6	6	6	6	6	6	12		—

• Courses that apply toward credit limitations : All newly registered courses and repeat courses that are included in graduation requirements.
 *Exceptions: Practicum in Global Japanese Studies E, Internship in Japan, Volunteer Abroad Program, Study-Abroad Program
 • For 4th year students, the lower limit for registering courses is 12 credits total throughout the 7th and 8th semester (rather than 6 credits for each semester).

Here, I'd like to explain about some things we'd like you to note about course registration.

There are upper limit and lower limit of credits you can enroll in each semester.

You will see here the course credit limitations for each semester. It shows the upper limit and lower limit of course credits that can be registered each semester.

If you do not meet these requirements, an error message will show up in Oh-o!Meiji class schedule, and course registration for the semester cannot be accepted.

Please note that repeat courses are also included in the count for course credit limitations.

**Course registration:
types of courses**

- **Required course:** Courses that must be obtained
- **Required elective course:** Courses that must be obtained (select courses from certain category of courses)
- **Electives:** Courses that are not required or required elective

	Mon	Tue	Wed	Thu
1st	Required		Electives	
2nd		Required elective course	Required elective course	Required
3rd	Electives		Required	

Next, about the course registration.

Courses are classified broadly into the following three types.

First, the required courses are courses that must be completed for graduation.

Second, required elective courses. These are courses that must be taken from a certain category of courses.

Third, elective courses are courses other than the other two. These can be selected from any categories including other faculties.

Please remember these three terms, as you are going to see them very often.

Next, I will talk about how to plan your class schedule.

The slide shows an imaginary class schedule.

The first thing to do is to check your schedule of required courses. Registrations for required courses are automatically done by the School Office.

Next, fill in the available days and periods with required elective and elective courses.

Please note that the registrations for required courses are prioritized over required electives and electives.

Here is the tip to plan your class schedule.

Plan your required courses and required elective courses first, and fill in available periods with electives.

**Course registration:
types of courses**

Courses	Required	Electives (required)	Electives
English Language	4	—	
Second Foreign Language			
Japanese Language			
Global Japanese Studies		50 <small>(e.g. if you take 58 credits, 8 credits will be included in Electives)</small>	56
General Studies		8 <small>(e.g. if you take 16 credits, 8 credits will be included in Electives)</small>	
Seminars			

I will explain more in detail.

Please see the graduation requirements on p. of the catalog.

Required courses will be registered by the office, so I will explain about required elective courses.

You need to earn at least 50 credits from the “Global Japanese Studies” courses. If you earn 58 credits from “Global Japanese Studies”, 8 credits will be included in the Elective credits.

The same applies for the “General Studies”.

Courses that are neither required or required electives will count towards “Electives”, like Second Foreign Language and Japanese Language.

Please see the catalog to check which courses fall into these categories.

Course registration

(Enrollment year AY2013 or after)

- Check the courses :Syllabus p.20
- Check important points for registration :Syllabus p.12

1

Courses with the same title cannot be taken more than once.
(except for some subjects)

3

If the course has a student quota
⇒Pre-registration may be required

2

Please register all courses for this academic year in the Spring Semester (including Fall Semester courses).

4

You can take courses assigned to a lower year but not vice versa

Now, I'd like to go through 4 points to note about course registration.

First, courses with the same title cannot be registered more than once. If you earn credits for Japanese Social Systems A conducted in Japanese, you cannot register the English course with the same title Japanese Social Systems A which is a type1 course. So even if the courses are conducted in different languages, they cannot be registered more than once, if the title is the same.

Next, we'd like to remind you to plan out courses for the whole academic year in Spring Semester, and register for the Fall courses too. If you do not register fall courses, an error will show in your timetable. Although we have a course registration period in the Fall Semester, some courses, such as Elective Courses from Other Faculties can only be registered in Spring. Please also be reminded that students studying abroad in the Spring Semester are also required to register their courses from their study abroad destination.

The third point is about courses that have a student quota; a maximum class size. Details about registering these courses are indicated on the English Track Syllabus: Important Notes for Course Registration. Please note that some courses have an earlier registration period than courses that are registered with the web registration system.

The fourth point is about which courses can be taken by students in which year. Courses have an assigned year which shows the students' year the course is mainly intended for. Some courses can only be taken from the second year or third year. You can take the course as long as you belong to the assigned year or a higher year. For example, if you see the year "1" is assigned for a course in the Syllabus or Catalog, students from the first year to the 4th year can all take the course. If the year "3" is assigned to a course, students in the 4th year can take that course, but students in the 1st and 2nd year cannot.



The poster has a blue background with a white city skyline at the bottom. In the top right corner, there is a white arrow pointing upwards and to the right, containing the text 'Main Unit SGJS'. The title 'Course registration schedule' is in white bold text at the top left. Below it, a yellow rectangular box contains the text 'Online registration (Web registration system)'. Underneath the yellow box, the dates 'Tue, May 12, 1 pm – Thu, May 14, 10 am' are written in white. Below the dates, a list of course types is provided in white: 'Global Japanese Studies courses (including quarter-length courses), Elective Courses from Other Faculties, Second Foreign Language Courses (held by SGJS), etc.'. At the bottom, a green arrow points to the right, containing the text 'See SGJS website for courses that are not listed above'. In the bottom right corner, small white text reads 'Details of Web Registration: Syllabus p. 46'.

Course registration schedule

Online registration
(Web registration system)

Tue, May 12, 1 pm – Thu, May 14, 10 am

Global Japanese Studies courses (including quarter-length courses),
Elective Courses from Other Faculties,
Second Foreign Language Courses (held by SGJS), etc.

See SGJS website for courses that are not listed above

Details of Web Registration: Syllabus p. 46

Next, I'd like to go through some points about course registration.

The dates you see here are the course registration period for the web registration system.

Some courses need to be registered on different dates. For details, please check the SGJS guidance website.

Every year at the end of the web registration period, there are cases where students cannot login to the web registration system due to access concentration.

Please complete your registration beforehand, as late registration will not be accepted for any reason.

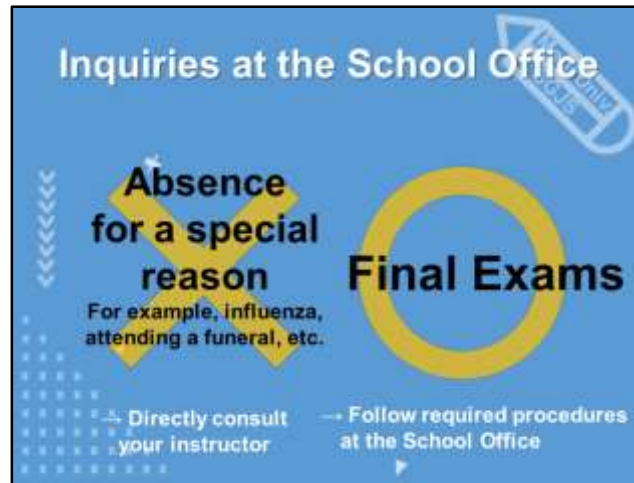


For information on the schedule after course registration, please check the Syllabus or Oh-o! Meiji. I will just go through the points that we frequently receive inquiries on.

First, about your individual class schedule. It will take time for the courses you registered to be reflected in your individual class schedule. This year, your individual class schedule will be released on this date. The School Office staff cannot check the schedule either until this release date, so please take a screenshot or photo of your class schedule when you complete your registration. After the course registration period, we cannot accept changes for any reason.

Next, about withdrawing from courses. The withdrawal period for the Spring Semester is in mid-May, and the Fall period is in mid-October. We will inform you of the specific dates on Oh-o! Meiji when they are confirmed. Please note that some courses do not allow withdrawal. For example, you cannot withdraw from courses with a student quota.

Finally, about the final exam dates. The final exam period is indicated on our website and the academic calendar. The exam schedule will be sent to you by Oh-o! Meiji approximately 10 days before the exam period.



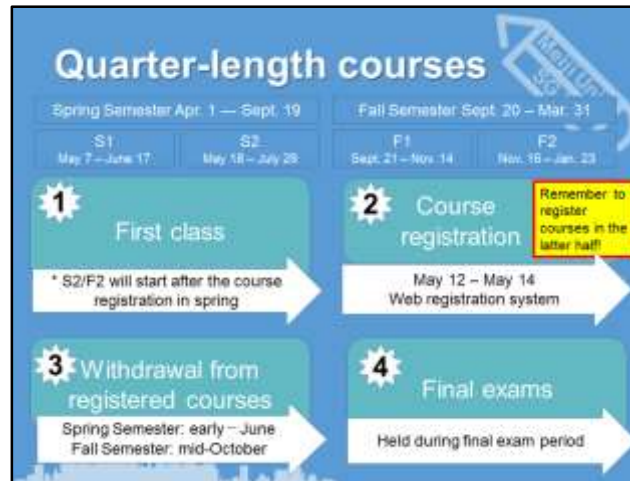
Meiji University does not have a system for “excused absences.”

If you were absent from class for a special reason, such as having an illness or attending a funeral, please directly consult about this with your instructor.

Please note that for privacy reasons, the School Office cannot disclose personal information of our instructors. Please check beforehand how you should contact your instructor. For example, you can see the class schedule and see your instructor before or after class, or directly ask your instructor for their contact information.

For final exams, you may be able to take a make-up exam if you were not able to take the test for a valid reason. This may include illness or attending a funeral.

To take a make-up exam, you need to apply for it within a week from the test date and receive approval. The one week I just mentioned includes the day of the test. Please contact the School Office if you wish to apply for a make-up exam. Details will be announced each semester before the final exams start.



Next, I'd like to go through some points about quarter-length courses.

First of all, for S2 courses and F2 courses which will be held on the latter half of the semester, the first class will be held AFTER course registration. Please read the Syllabus extra-carefully before you register for S2 or F2 courses.

Second, for course registration, please register quarter length courses with the web registration system like the other SGJS courses. There will be no separate registration period for intensive courses before they begin. I'd also like to point out that the courses held in the first half and the latter half are not set courses. These are different courses and need to be registered separately. We often have cases where students forget S2 and F2 courses, so please don't forget to register the courses on the latter half if you intend to.

Third, withdrawal from quarter-length courses is accepted in the same way and the same period as the other courses. Please note that there is no separate withdrawal period just for quarter-length courses.

Fourth, the final exams for quarter-length courses will be held at the end of the semester with the other courses, during the final exam period. The evaluation for quarter length courses will be available after this final exam, when the academic results are released. The final exam schedule will be sent by Oh-o! Meiji, so please don't forget to check the schedule for quarter-length courses.



We have seen Next I will explain about the evaluation and GPA.

Evaluation and GPA				
GPA: Grade Points Average Catalog p.26				
Performance Evaluation	Grade	Points	Achievement level (Attainment level of targets which are deemed necessary for mastering course material)	GP
Pass	S	100 - 90	Performed extremely well	4
	A	89 - 80	Performed well	3
	B	79 - 70	Performed satisfactorily	2
	C	69 - 60	Achieved the minimum targets, but performed unsatisfactorily in some respects	1
Fail	F	59 or less	Did not achieve minimum targets	0
	T	Did not take exam	Absent from exam, etc.	0
Approved	N	—		n/a

Next, I will explain about the evaluation and GPA.

The GP, or grade points, depending on the evaluation of the credit you acquired.

If the evaluation is “S,” you will get 4 grade points. If the evaluation is “C,” you will get one grade point.

If the evaluation is “F” or “T,” zero grade points are awarded, and you will not earn credits for the course.

GPA stands for grade point average, and shows you the average of your academic results.

Only the course credits that are included in the calculation for your graduation requirements are applied to GPA.

If you chose to apply the Elective Courses from Other Faculties to your graduation requirements, they will be reflected in your GPA, too.

Approved credits from other institutions are not given grade points, so they will not be reflected in your GPA.

Your GPA will be used in many situations such as scholarship applications and renewal, study abroad, seminar entrance examinations, and job searching.

We advise you to put attention to your GPA throughout your enrollment period.

Academic results and GPA
*GPA: Grade Points Average catalog p.27

GP x Credits = GPA = 2.0

Total credits for all registered courses

Course	Grade	GP x Credits	
English (Speaking) I	S	4 x 2	= 8
Japanese Expression (Writing)	S	4 x 2	= 8
Manga Culture A	B	2 x 2	= 4
Advertising History A	F	0 x 2	= 0
International History A	T	0 x 2	= 0
Total		10	20

Let's look at how to calculate the grade point average, or GPA.

Each alphabet grade has an equivalent grade point, or GP, from 4 to zero.

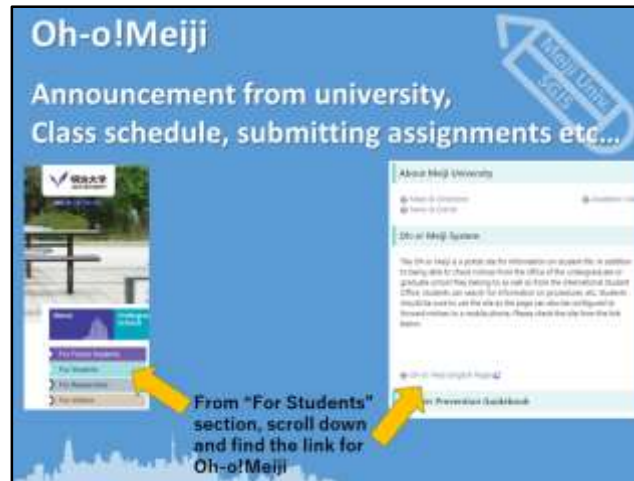
To calculate your GPA, you multiply the grade point with the credits, and add the outcome for each course, and then divide that by the total credits for all your registered courses.

In this example, a student took 5 courses and got the evaluation you see here.

The alphabet grades have a grade point. For example, the grade point for "S" is 4. The product of the grade point and credits for each course are shown on the very right. To calculate the GPA, you add these numbers on the right, and divide it by the total number of credits for all the courses that have been registered.



Next, I will talk about things to know for your university life



We have a student portal website called Oh-o!Meij system.

On Oh-o!Meiji, you will receive important announcements from the university, check your class schedule, submit your assignments and so on.

To find the link, go to the top page of Meiji University website, click on “For Students” section, scroll down and you can find the link.



If you click on the link, you will be asked to enter your ID and password.

Your ID is your student ID number.

Your password is the one you wrote on the Admission Registration Form when you enrolled. You can always change your password after you log-in.

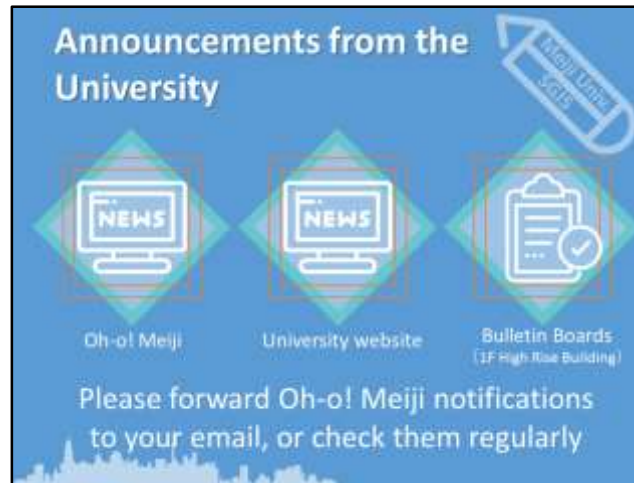
After you log-in, you will see the portal website as shown on this slide.

After course registration and release of class schedules, your class schedule will show up in the ClassWeb tab. You can search for syllabus from the Search tab.

Announcements from the university and the faculty will also show up on the top page.

The office will announce class cancellations and classroom changes on Oh-o!Meiji. So please check here regularly.

To check all announcements, please set a forward notification setting to your private email. You can set it from the "Individual Setting" section.

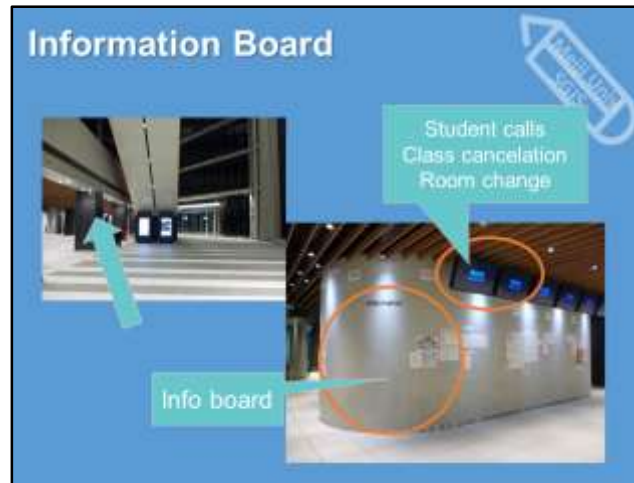


Announcements from the university will be posted on Oh-o! Meiji, our website, and the bulletin boards.

Please adjust your settings so that Oh-o! Meiji notifications are forwarded to your private email.

If you will be taking a course held by other faculties on other campuses, you can issue a student commuter pass for this purpose.

Please print out the PDF copy of your Individual time table from the Class web function on Oh-o! Meiji, and bring it to the School Office.



You can find the information board on the first floor of High-rise wing. The picture on the left is taken from the entrance. The board is on your left side.

When the office makes announcements of student calls, class cancellations, and room changes, you will see on this bulletin board.



Next, Meiji mail. Every student of Meiji University has an email address that is effective until you graduate. The account and email address are already made.

Your account starts with the letter “eu” followed by the last 6 digits of your student number and “@meiji.ac.jp”.

Your ID is your Meiji mail address, and your password is the same as your Oh-o!Meiji password. Please use this email account effectively.



Next, I will explain the two academic supports.

First, academic supports from Teaching Assistants or TAs.

Students of the Graduate School of Global Japanese Studies work as TAs, giving you advice on how to write assignments. You can access the academic supports at Learning Lounge, located on the first floor of the high-rise wing.

Second support is the office hours. There are kinds of office hours. The office hour of full-time teachers and English teachers. Full-time teachers of GJS have the Office Hour once a week. Please make use of the office hours when you have questions regarding their classes. The schedule and room for each teacher will be announced later on Oh-o!Meiji.

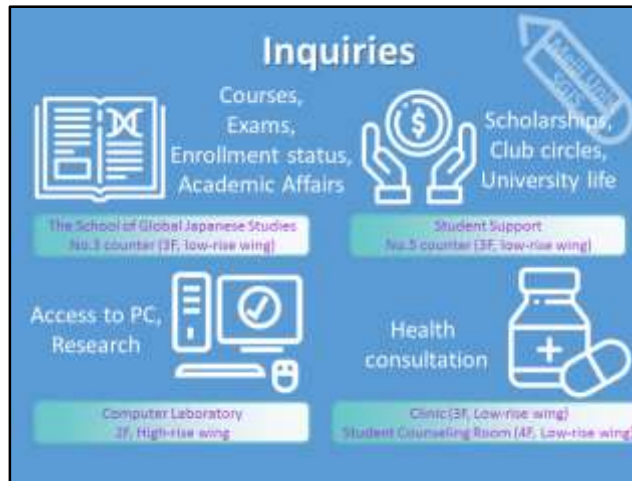
We recommend you to save the announcement when you receive it.

Also, some teachers make their email address public to students so please check the announcement first, if you need to contact your teacher. If your teacher does not write their email address here, the school office is unable to tell you their email address.

English teachers of GJS also have the office hour, allowing students to ask questions. The schedule of their office hour is shown on the "The School of Global Japanese Studies: class schedule".



If you have questions or concerns, please come to the school office.
It is located on the 3rd floor. If you take the escalator to the third floor, the office is on your left side.



There are various supports you can get during your study.

Offices are mainly located on the 3F.

If you have questions about academic matters, please come to the No.3 counter. If you want to know about your Visa, study abroad, please go to No.4 counter. If you have questions about scholarships and club circles, please go to No. 5 counter.

There is a computer laboratory on the 2nd floor.

And the clinic is located on the 3F, and the student counseling room is located on the 4^F of the low-rise wing.

If you are not sure where to ask questions, you can always come to the GJS counter and we will guide you to the right office.



Here is the information about the Administrative Office on the 3F.

If you have inquiries, check the office hours first. We are unable to respond to your inquiries other than the hours of operation.

The office hours change during the semester break so please refer to the GJS website for updates.

In principle, we do not respond to inquiries by email or phone unless you are in abroad. Please come to the office directly if you have any questions.

If you cannot come to the office and you need to ask questions by email, please make sure you write your name and student number.

A blue rectangular graphic with a black border. At the top, the text "Upcoming Schedules" is written in white. To the right of this text is a small icon of a yellow pencil with the words "Check Upcoming Schedules" written inside it. Below the title, the text "Classes start" is followed by "Thu, May 7". Then, "Course registration period" is followed by "Tuesday, May 12, 1 : 00 PM ~" and "Thursday, May 14, 10 : 00 AM".

Upcoming Schedules

Classes start
Thu, May 7

Course registration period
Tuesday, May 12, 1 : 00 PM ~
Thursday, May 14, 10 : 00 AM

Lastly, please check the upcoming schedules. It is your own responsibility to check which guidance you need to attend/see, so please check them on the GJS guidance website.

Please see the English Track Catalog, syllabus, and GJS guidance website for other important information that are not covered in this guidance.

If you have questions, please come to the School Office at No.3 counter of the 3rd floor.

This is the end of the guidance video.