



Orientation for School of Global Japanese Studies (SGJS) English Track Exchange Students



1. Systems
2. How to search courses
3. Course Registration
4. Others

1. Learning Management System

① Oh-o!Meiji



1. Accessing course materials
2. Submitting course assignments
3. Checking announcements from the administrative office

② Academic Affair System



1. Course registration
2. Viewing grades

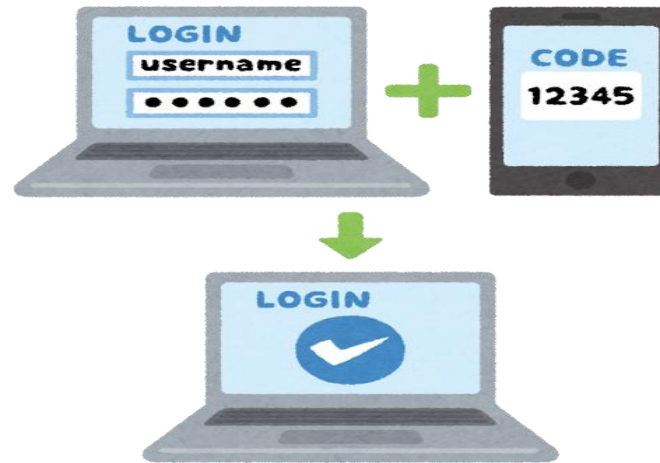
【Password】
Announced in
International Student
Office orientation

The same **ID** and **password** are used for
both systems (available from April 3).

【ID】

Student Number@meiji.ac.jp

■ 1. Learning Management System (Off-Campus Access)



Multi-Factor Authentication (MFA) Required for Off-Campus Access (from May 6). Please check the Setup Manual and complete the setup in advance.

Need help?

Visit the Support Desk (Nakano Campus, 4th Floor).

1. Learning Management System (Notification Forwarding Settings)

Manual Contact **Individual Settings**

Individual Settings

Language **Notification Forwarding Settings** Display Count Settings My Link Settings

1 Settings 2 Confirm 3 Completed

Forwarding Address

3

Email Address 1

Email Address 2

[Important] Settings changes will not be complete unless you click on the registration URL in the body of the settings confirmation email that is sent when you register. If you do not receive the settings confirmation email, please check that you entered the correct address and that it was not sent to your spam folder.

Forwarding Content

4

		Email Address 1	
Notifications for You/Notifications from Your Department		Forward body	-
Notifications from Your Courses		Forward body	-
Notifications for Administrative Work		Forward URL only	-
Other Notifications from the University	Student Life	Forward body	-
	Research	Forward body	-
	Global	Forward body	-
	Career Support	Forward body	-
Other		Forward body	-
Class Web Update Notifications		Forward once a day (arou...	-
Group Update Notifications		Do not forward	-

If the content above is correct, click "Confirm" to go to the next stage.

5

< Return to Portal Home Without Saving Confirm >

2. How to find courses

“Syllabus” and “Class Schedule”

<https://www.meiji.ac.jp/nippon/office-info/6t5h7p00000e66ny.html>



Semester column:

S, F

Conducted in
spring(S)/fall(F)
semester

S1/S2, F1/F2

Conducted as an
intensive course

Blank:

Not offered this year

Class column:

Mon 2

The class is also held
on Monday 2nd period.

⇒Course has two
classes per week

Day	Category	1st Period (9 : 00 ~ 10 : 40)				2nd Period (10 : 50 ~ 12 : 30)				3rd Period (13 : 30 ~ 15 : 10)				
		Semester	Subject	Instructor	Class	Semester	Subject	Instructor	Class	Semester	Subject	Instructor	Class	
Mon	English Language									S	Practical Drama A	Torikian	2nd~/Wed3	
										F	Practical Drama B	Torikian	2nd~/Wed3	
	Required	S	Research Paper Writing	Groff	ET/Thu3	S	Introduction to Global Japanese Studies	Yanagisawa	ET	S	Academic ICT Literacy	Hautasaari	ET	
		F	Speech & Presentation	Groff	ET/Thu3	F	Introduction to Global Japanese Studies	Yanagisawa	ET	F	Academic ICT Literacy	Hautasaari	ET	
						S1	Basic Seminar in Global Japanese Studies	Ward	ET	S	Introduction to Academic Studies	Yanagisawa	ET/2nd	
						F1	Basic Seminar in Global Japanese Studies	Ward	ET					
	Japanese Language										F	Advanced Japanese (Writing) II	Yanagisawa	On demand/Prac-to-Face/Prac-to-Face
	Electives	S1	Media Literacy A	Kishi	Mon2/Real-time	S1	Media Literacy A	Kishi	Mon1/Real-time	S	Spanish (Elementary Level) A	Matsuura	Thu5	
		F1	Internet and Society	Kishi	2nd~/Mon2/Real-time	F1	Internet and Society	Kishi	2nd~/Mon1/Real-time	F	Spanish (Elementary Level) B	Matsuura	Thu5	
		S	Economics A	Miyamoto, S	type1	S	Journalism in Japan A	Sakai, M	3rd~/type1	S	Korean (I)			
		F	Economics B	Miyamoto, S	type1	F	Journalism in Japan B	Sakai, M	3rd~/type1	F	Korean (II)			
		S	Special Lectures on Global Japanese Studies A	Baba		S	Japanese Linguistics A	Tanaka, M		S	Diversity			
		F	Special Lectures on Global Japanese Studies B	Baba		F	Japanese Linguistics B	Tanaka, M		F	Diversity			
						S	Japanese Cultural traditions A	Baba	2nd~	S	Comparat			
						F	Japanese Cultural traditions B	Baba	2nd~	F	Comparat			
	Seminar					S	Economics A	Miyamoto, S		S	History of I			
						F	Economics B	Miyamoto, S		F	Culture c			
										S	Japanes			
										S	Seminar			
									F	Seminar				
									S	Seminar 3A	I oda			
									F	Seminar 3B	Toda			

Real-time: Conducted online

Language of the class

Type1: Fully in English

Type2: English & Japanese

Blank: Fully in Japanese

■ 2. How to find courses – Types of courses

Method

Face-to-face	Conducted in classrooms
Media-based Courses that are marked [M]	Real-time
	On demand

Language

Japanese	Conducted in Japanese
Type1 Courses that are marked“(E)”	Conducted in English
Type2 Courses that are marked“(E)”	Conducted in English and Japanese

■ 3. Course Registration

1. Japanese language courses
2. Lecture courses
3. Seminars
4. Others



■ 3. Japanese Language Courses

Level	日本語科目名/Japanese Language Course Name
7	上級日本語 A・B (読解/聴解/文章表現/口頭表現) Advanced Japanese A/B (Reading/Listening/Writing/Speaking)
6	上級入門日本語 (総合/語彙・漢字) Pre-advanced Japanese (General/Vocabulary & Kanji)
5	中上級日本語 (総合/語彙・漢字) Upper-intermediate Japanese (General/Vocabulary & Kanji)
4	中級日本語 (総合/語彙・漢字) Intermediate Japanese (General/Vocabulary & Kanji)
3	中級入門日本語 (総合/語彙・漢字) Pre-intermediate Japanese (General/Vocabulary & Kanji)
2	初級日本語 (総合/語彙・漢字) Elementary Japanese (General/Vocabulary & Kanji)
1	入門日本語 (総合/語彙・漢字) Introductory Japanese (General/Vocabulary & Kanji)

Step 1: Take SGJS Japanese Placement Test  **Step2: Attend the first class**

*If you are placed in Advanced Japanese, you need to complete form to register.

■ 3. Other lecture courses

WEB REGISTRATION

Lottery courses① (Courses with maximum class size)

April 7 1:00pm – April 6 11:00am

Lottery courses② / Other courses

April 16 10:00am – April 17 1:00pm

Fix period

April 21 10:00am – April 23 1:00pm

Check Course registration handbook



■ Registration for seminars

■ Seminars (“*Zemi*”, “*Enshu*”)

- Small group based discussions and lectures
- Some teachers may require certain level of Japanese

■ Registration

- **Consult the seminar instructor directly**
- **Office will register for your seminar**

■ Other important information

■ Courses that limit the number of students

- Refer to “Course Registration Handbook”

■ Sports courses

- Please see Oh-o!Meiji announcements from Nakano Campus Office

■ Courses that require screening in the first class

- For these courses, attendance for the first class is mandatory.

■ Important notes for course registrations

1. Maximum number of credits you can register = 24 credits per semester
2. If you plan to take courses on other campuses, **take one period between classes** to allow enough time for traveling.
3. Check with your home university about **credit transfer**.
4. Course Deletion Period

You can withdraw from up to 2 GJS courses (4 credits maximum)

Spring: mid-May Fall: mid-October

4. Other

▼ Student ID

@ Room 314, 3F, High-rise wing

From April 10 12:40 pm – 2:30 pm



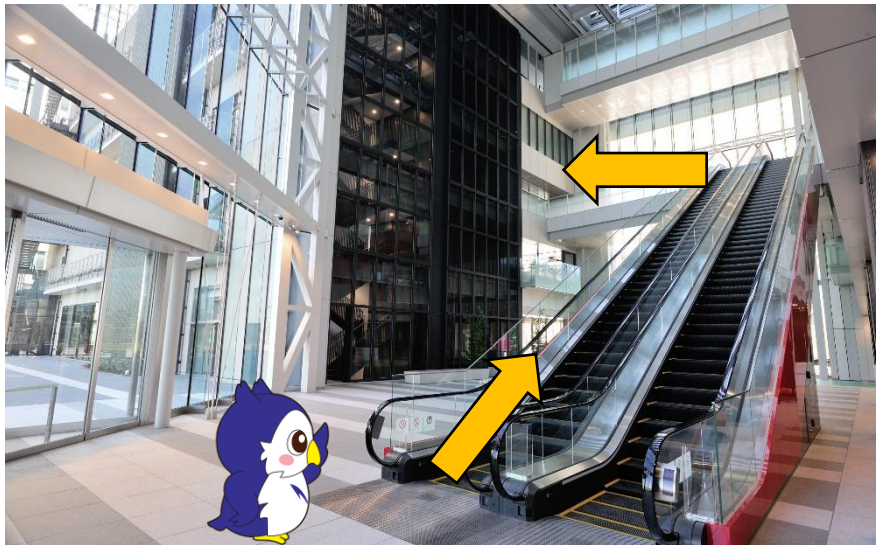
▼ Commuter pass

Discounts available for the commuter passes for trains and buses.

▼ Academic Advisors

A faculty member of the SGJS who supports exchange students in their studies.

■ Administrative Office



No.3 counter : SGJS office



Wishing you all the best!

