

# Meiji University School of Global Japanese Studies

## Exchange Students Q&A

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### 1. About Course Registration

| Q                                                                                                                                                                              | A                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Q1-1: What are the Oh-o! Meiji system and Academic Affairs System?                                                                                                             | At Meiji University, two learning management systems are used: Oh-o!Meiji and the Academic Affairs System. Oh-o!Meiji is used for daily classes, while the Academic Affairs System is for course registration. Both share the same login ID and password, available from September 20. For details, check the orientation video on the School of Global Japanese Studies exchange student page.                                  |
| Q1-2: <b>When are the registration periods?</b>                                                                                                                                | <p>■ Lottery courses (only when there are vacancies) and all other courses<br/> <b>September 22 (Tue) 10:00 – September 24 (Thu) 11:00</b></p> <p>■ Result of Lottery and Release of Individual Class Schedule — Check on the Academic Affairs System<br/> September 25 (Fri) 9:00</p> <p>■ Course add/drop period for courses other than lottery-based courses<br/> <b>September 29 (Tue) 10:00 – October 1 (Thu) 11:00</b></p> |
| Q1-3: How to search the courses ?                                                                                                                                              | Please download a timetable by <a href="#">here</a> , then search the courses. You can also get details about the courses at Oh-o! Meiji.                                                                                                                                                                                                                                                                                        |
| Q1-4: Are there the courses which exchange students cannot take?                                                                                                               | You cannot take the required courses for original students.                                                                                                                                                                                                                                                                                                                                                                      |
| Q1-5: What is Provisional Enrollment?<br><br>How to register as a provisional participant➡  | The purpose of “Provisional enrollment” is to make the Class Web for the subject available on the Oh-o! Meiji system before your individual timetable is fixed. Please attend classes after completing provisional registration until your official course registration is finalized. You will be able to log in to Oh-o!Meiji starting from September 20.                                                                       |
| Q1-6: How to register?                                                                                                                                                         | <p>Please use <a href="#">Academic Affair System</a> to register. WEB Course Registration Method is <a href="#">here</a>.</p> <div> <div>Academic Affairs System<br/></div> <div>Course Registration Method<br/></div> </div>                            |
| Q1-7: I would like to take other faculty's courses.                                                                                                                            | Please register during the registration period stated in the Q1-2 section via Academic Affair System. If the course name appeared in the system, you can take the course. If not, you cannot take the course.                                                                                                                                                                                                                    |

|                                        |                                                                                                                                                                                                                                                          |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                        | *We are unable to respond to inquiries such as “Can I register for this course?” We kindly ask that you check the Academic Affairs System for confirmation.                                                                                              |
| Q1-8: How many credits I have to take? | There is no minimum credit requirement for exchange students in the School of Global Japanese Studies.<br>The maximum is 24 credits per semester. There are no other credit requirements, so please consult your home university when selecting courses. |

## 2. About Japanese Courses

| Q                                                                 | A                                                                                                                                                                                                                                                                                                                                                         |
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| Q2-1: Do I have to take Japanese language courses?                | You are not required to take these courses. However, if you wish to register for the courses, you must complete the survey provided by the School of Global Japanese Studies Office and take the placement test conducted before enrollment. Please note that you cannot register for Japanese language courses if you have not taken the placement test. |
| Q2-2: Can I choose the level by myself?                           | No, you cannot choose by yourself. Please attend the class at the level you have been assigned.                                                                                                                                                                                                                                                           |
| Q2-3: How do I register for Japanese language courses?            | Please refer to the <b>“Registration for Japanese language courses”</b> on the <a href="#">orientation website</a> for SGJS Exchange students.                                                                                                                                                                                                            |
| Q2-4: How do I register for advanced-level classes?               |                                                                                                                                                                                                                                                                       |
| Q2-5: I would like to withdraw from my Japanese language courses. |                                                                                                                                                                                                                                                                                                                                                           |

## 3. About School Life

| Q                                                                       | A                                                                                                                                                                                                                                                                                                        |
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| Q3-1: I would like to use campus Wi-fi.                                 | Please check <a href="#">the Wi-Fi service on campus</a> .                                                                                                                                                                                                                                               |
| Q3-2: What is Multi-Factor Authentication?                              | This is required when accessing Oh-o!Meiji from outside the university network, such as from your home. Please be sure to set it up.<br>See: <a href="#">Multi-Factor Authentication Manual</a>                                                                                                          |
| Q3-3: (General) Where is information for exchange students centralized? | Please refer to the International Student Office's orientation page for basic information.<br>Information specifically for SGJS exchange students can be found on the SGJS orientation website.<br>▼ <a href="#">International Student Office</a><br>▼ <a href="#">School of Global Japanese Studies</a> |
| Q3-4: Where can I buy textbooks?                                        | Available for purchase in Seminar Room 3 on the 6th floor of the High-Rise Building. Please see <a href="#">here</a> for sales hours and important notices.                                                                                                                                              |
| Q3-5: When can I get a Student ID card?                                 | Student ID cards will be distributed on Tuesday, September 22. Please check the School of Global Japanese Studies exchange student orientation website for the time and location.                                                                                                                        |
| Q3-6: How can I purchase a train pass?                                  | Please consult with the station staff at Nakano Station or at your nearest station after receiving your student ID card.                                                                                                                                                                                 |
| Q3-7: I would like a student discount card.                             | After receiving your student ID card, you can obtain it at the certificate issuance machine in front of the 3rd-floor office. There is no charge for issuance.                                                                                                                                           |