

February to March, 2017

	Kinugasa Campus/BKC/OIC		Suzaku Campus	Osaka Umeda Campus	Tokyo Campus
	Manabi Station				
■ Spring Break Period (February 1 to March 31)					
Mon. - Fri.	9:00—17:00	9:00—17:00	9:00—17:00	9:30—17:00	9:00—17:30
Sat.	No service	No service	No service	No service	No service
Sun. & National Holidays	No service	No service	No service	No service	No service

Irregular operation hours during spring break period

Fri., March 3	All certificate issuing machines will start working at 10:00 a.m.
Mon., March 20 - Wed., March 22	Operation will be suspended. Certificates can be issued at the certificate service window* on the campus holding a graduation ceremony. ※Certificates of APU cannot be issued during this period.
Thu., March 23 - Fri., March 24 Mon., March 27 - Fri., March 31	Operation will resume, but the machines will only issue Student Discount Certificates for transportation during this period. Other certificates may be issued at the certificate service window*.

*The certificate service window . . . *Kinugasa / Suzaku : Administrative office
(The certificate service window at Kinugasa Campus will change to Manabi Station starting from March 27.)
*BKC/OIC : Manabi Station

Important Notes

To current students:

- 1) The Transcripts of Academic Record to be issued by March 31 do not include grades for AY2016 fall semester courses but it will be reflected in the transcripts to be issued after March 31.
- 2) Various certificates of prospect cannot be issued over the period April 1 to April 20.

To those who have/are expected to graduate/complete their studies:

- 1) Fall 2016 grades will not be reflected in the Transcripts of Academic Record issued before the graduation/completion date.
- 2) During March 3 through March 10, the machines will accept orders for Certificates of Graduation (College), Certificates of Completion (Graduate school), and Transcripts of Academic Record for those who successfully graduate/complete their studies. Further details will be provided when graduation/completion decisions are announced. For those who fail to graduate/complete their studies, various certificates of prospect will no longer be issued after the announcement.
- 3) The certificate issuing machines are service for current students only. Those who have graduated/completed their studies can make requests for certificates to the certificate service window.

To all:

As there will be only one machine each available at the Ritsumeikan Tokyo Campus and Ritsumeikan Osaka Umeda Campus, note that certificates may not be printed if the machine is out of order.

【Schedule for System Maintenance】:

Due to system maintenance in Tokyo and Osaka Umeda campus, the certificate issuing machine will be operate from 9:30 a.m. on February 2.