

Spring 2023

Course Registration

Guidebook

All dates and times are shown in Japan Standard Time (JST)

College of Global Liberal Arts

Ritsumeikan University



Student ID No.	Name

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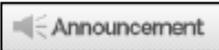
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1. Things you must know before commencing your studies at GLA

- ☑ **NEW!** Course Registration must occur online through “GLARS” (GLA Registration System) on a first-come, first-served basis.

GLARS is newly released in 2023. Course Registration, except for Compulsory courses, Japanese Language courses, and other special programs, must be completed via GLARS. GLA students will no longer register via CAMPUS WEB, effective Spring 2023. Students must check and follow the instruction in this guidebook before the course registration period begins. Make sure you log in to GLARS, manaba+R, and CAMPUS WEB in advance to avoid any troubles.

- * Most classes have a maximum capacity of **25 students**.
- * The Course Registration schedule will be GLA-specific and different from other colleges.
- * CAMPUS WEB will remain for students to check the registered courses, grades, number of earned credits, and relevant academic/personal records.

- ☑ **BE INFORMED:** Check updates every day on “Whatsnew” and  tab on manaba+R for important messages from the Manabi Station and the GLA Office.

On “Whatsnew,” you can find newly uploaded information, including class cancellations, make-up classes, or new messages addressed to you from instructors or the GLA Office. Check the Announcement tab for important announcements by the GLA office or Manabi Station. Students are responsible for the inconveniences due to not checking the University's information via manaba+R.

- ☑ **Class cancellations and make-up classes are updated on**  **tab on manaba+R.**

All information on class cancellation, make-up classes, and other class-related issues are communicated through the “Courses” tab on manaba+R. To see the information that you are interested in before the registration, access manaba+R “Courses” tab “Course News” “List all” “All Cancellations, Make-ups.”

- ☑ **Students with a GPA below 2.50 cannot register for courses unless they have a meeting with the AAC.**

For students with a GPA below 2.50 from the most recent semester, a meeting with the Academic Advising Center (AAC) is required in order to register for courses in the following semester. Academic Warning students will receive a message directly from the AAC via the Academic Advising Database. Please follow the instructions and make an appointment for a meeting immediately, no longer than the specified due date.

Classes begin on Thursday, April 6.

Ritsumeikan University Academic Calendar for the academic year 2023 is on the GLA website. Please note that some regular and make-up classes are scheduled on national holidays and Saturdays.

GLA Website <Academic Calendar>

http://en.ritsumei.ac.jp/gla/academics/courses/academic_calendar/

Ask any questions about your course registration to the Academic Advising Center (AAC) via General Inquiry Form

If you have any questions regarding the course registration, please contact the Academic Advising Center from the AAC General Inquiry Form:

GLA website → Advising → Contact Academic Advising Team (for Current Students)

http://en.ritsumei.ac.jp/gla/advising/contact_academic_dvising_team/

You can also come to the GLA Office in person. The office is open as follows.

When classes are conducted (including Saturdays, Sundays, and public holidays when classes are conducted)	9 : 00~17:00
Periodic exam period / Summer, winter, spring break	9:00~17:00
Saturdays, Sundays, public holidays, and other university closure periods (except for when classes and make-up classes are conducted)	Closed

Carry your student ID card

New students will receive their Student ID card during the new student orientation.

Purchase textbooks at RU Co-op OIC bookshop

Students need to purchase textbooks listed on the syllabi of the courses they are enrolled. Please note that the bookstore on campus is closed on Saturdays and Sundays.

For more information, please visit the website below. Students may opt to purchase through online vendors, such as Amazon.

<https://www.ritsco-op.jp/text/guide.html>

Office Hours

Students should use Office Hours if they want to contact faculty members individually. Please check the page below to see more details.

GLA website

<http://en.ritsumei.ac.jp/gla/people/faculty/>

manaba+R

https://ct.ritsumei.ac.jp/ct/page_2538893c2154781

2. RU Course Credit Cap

2.1. Standard Semester Credit Cap

GLA students are expected to make continuous progress toward the degree completion throughout the sufficient academic performance in the planned courses every semester. Hence, the Semester Credit Cap, described below, has been set to ensure students' learning is deepened with a reasonable amount of course work. GLA students must meet the Hurdle requirement to be eligible to take ANU courses. Please note that the courses you can register for vary depending on before/after the Academic & English Hurdle assessment. Refer to GLA's Academic Handbook for details about the Hurdle assessment.

(1) Students before the Academic & English Hurdle Assessment (usually until the second semester)

Standard Semester Credit Cap	19 credits
Credit Cap after Course Overload	21 credits

- Students are allowed to register for the courses up to 21 credits when their petition for the course overload is approved. See "[2.2. application procedure for course overload](#)" in this Registration Guidebook and Academic Handbook for details.
- Cohort A Students are not eligible for course overload during their first semester at RU.
- Students before the Hurdle assessment may request to withdraw from courses after the course cancellation period. See "[2.3 Course withdrawal](#)" in this Registration Guidebook and Academic Handbook for details.

(2) Students who passed the Academic & English Hurdle (usually from the third semester on the standard learning schedule)

Standard Semester Credit Cap	11 credits
Credit Cap after Course Overload	13 credits

- The standard credit cap for RU courses per semester is 10 after students pass the Academic & English Hurdle. This is because students will begin taking ANU courses in addition to RU courses at that time (see the Academic Handbook for details).
- Students are allowed to register for the courses up to 13 credits when their petition for the course overload is approved. See "[2.2. application procedure for course overload](#)" in this Registration Guidebook and Academic Handbook for details.
- Students cannot register for RU courses during their study periods at ANU in Canberra (including online courses).
- Students are responsible for registering for ANU courses in addition to RU courses through ANU's Interactive Student Information System (ISIS). ANU courses are not included in the RU credit cap, and the ANU credit cap will be determined separately.
- If students choose NOT to take ANU courses in a semester due to unavoidable circumstances, they may register for RU courses worth a maximum of 19 credits. If students choose to take one ANU course only, they may register for RU courses worth a maximum of 15 credits. In either case, since such decisions may result in a delay of

graduation and/or other consequences, students must submit a formal request to the Academic Advising Center for approval.

- "Thesis" is not included in the semester credit cap.

(3) Students withdrawing from the dual degree program

Semester Credit Cap	21 credits
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- The number described above applies to all semesters until graduation for single degree students. Students should consult with an academic advisor about their course selection every time when they register for the future semesters.
- Thesis is not included in the semester credit cap.

(4) Cohort B students

Semester Credit Cap	19 credits
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- Cohort B students may register for the courses up to 19 credits when their application for the course overload is approved. See "[2.2. application procedure for course overload](#)". Application procedure for course overload is in this Registration Guidebook and the Academic Handbook for details.
- Thesis is not included in the semester credit cap.

2.2. Application procedure for course overload

Students in the dual degree program who would like to register for an extra 2 credits in a semester can apply for a course overload. For application requirements, please refer to the GLA website.

GLA website → Academics → Policies and Procedures → Course Overload

http://en.ritsumei.ac.jp/gla/academics/policies/course_overload/

Students should start attending the overloading course from the first class meeting of the semester, regardless of the status of their application. Students are responsible for submitting the application by the given due date; unless otherwise, they will not be permitted to continue their attendance.

< Application Procedure: all due dates given below are absolute and not subject to negotiation.>

- 1) Download the Registration/Schedule Revision Form from the "Forms and Student Manuals" page on the GLA website and complete it.
- 2) Submit the form from
GLA website → Advising → Contact Academic Advising Team (for Current Students)
http://en.ritsumei.ac.jp/gla/advising/contact_academic_dvising_team/
The submission must be completed by 11:00 AM on Thursday, April 13th (JST).
- 3) Once the petition for the course overload is approved by an advisor, students will be notified via the Advising Database. If the course to be added is a compulsory course, it will be registered by the GLA Office. For other courses, students must complete their course registration by themselves via GLARS.

- 4) Students may cancel the course overload if they find their course load too overwhelming. In such a case, students must contact the GLA Office by the last day to drop a course, 11:00 AM on Monday, April 24 (JST).

2.3. Course Withdrawal

Students who are yet to be assessed for the hurdle requirements and wish to discontinue a course after the course cancellation (drop) period ends may withdraw during the period specified below without academic penalty. Withdrawing from courses during the prescribed period may have serious consequences for academic progress to the degree, financial aid and/or scholarship eligibility, and (for international students) visa requirements. Students must consult with their instructors and academic advisors before withdrawing from a course unless the course in question has yet to start.

The process of discontinuing enrollment in a course after the end of the course cancellation (drop) period until the withdrawal due date, usually the end of week eleven, is called Course Withdrawal. The specific due date to withdraw from a course is indicated on the Academic Calendar. Students are financially responsible for courses from which they have withdrawn.

Students already assessed for Academic & English hurdles cannot withdraw from courses. Students who changed to the Single Degree track before the Academic & English hurdle assessments cannot withdraw from courses, either.

**Last day of Course Withdrawal:
June 23 (Fri), 5:00 PM (JST)**

3. Course Registration

☑ Course Registration

Registering for courses is an integral part of your academic journey. Students must complete their registration during the designated registration periods and according to **Course Registration Guidebook, Japanese Registration Guidebook** (Only for students wishing to take the course), **Academic Handbook, GLA Timetable, and Course Syllabi**. It is the students' responsibility to check the information provided by the College and University.

☑ Must-read information before the registration

Materials	Contents
Registration Guidebook	<p>Detailed information on GLA course registration.</p> <ul style="list-style-type: none"> • http://en.ritsumei.ac.jp/gla/academics/courses/forms/ GLA website > Academics > Forms and Student Manuals
<p>(Only for students wishing to take the course)</p> <p>Japanese Registration Guidebook</p>	<ul style="list-style-type: none"> • http://en.ritsumei.ac.jp/gla/academics/courses/forms/ GLA website > Academics > Forms and Student Manuals
Academic Handbook	<p>Policies and information that all students must know from admission to graduation, including RU academic policies (e.g., enrollment and course registration) and GLA academic policies (e.g., graduation requirements, curriculum).</p> <ul style="list-style-type: none"> • http://en.ritsumei.ac.jp/gla/academics/courses/forms/ GLA website > Academics > Forms and Student Manuals
GLA Spring 2023 timetable	<p>The time schedule includes all the GLA class schedules, their start and end dates, and the class code. Any change which may occur during the class term will be notified on manaba+R. (e.g., classroom change, cancellation, and make-up)</p> <ul style="list-style-type: none"> • https://ct.ritsumei.ac.jp/ct/page_2538890c2154781 manaba+R > College of GLA Student Page > Course Registration > Time Schedule / Syllabus
Course Syllabi	<p>A syllabus includes the course outline, students' attainment objectives, class schedule, and grade assessment methods. The syllabi for the courses offered during the academic year are available on manaba+R.</p> <ul style="list-style-type: none"> • https://ct.ritsumei.ac.jp/ct/page_2538890c2154781 manaba+R > College of GLA Student Page > Course Registration > Time Schedule / Syllabus

How to Attend an Online Class Using Zoom	<p>Basic information for using Zoom when you take an online class.</p> <ul style="list-style-type: none"> • http://en.ritsumei.ac.jp/gla/academics/courses/forms/ GLA website > Academics > Forms and Student Manuals • https://ct.ritsumei.ac.jp/ct/page_2538890c2154781_3490865039 manaba+R > College of GLA Student Page > Course Registration > Registration Guidebook
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Course registration is conducted each semester (twice a year)

The April registration is for the courses offered in the Spring Semester and during the summer vacation. The September registration is for the courses offered in the Fall Semester and during the winter vacation.

Course Registration Period		
	April	September
Terms	- Spring Semester	- Fall Semester - Winter Intensive

Access manaba+R for detailed information

[manaba+R](#) → “College of Global Liberal Arts Students Page.”
→ “履修・受講登録 / Course Registration”

Methods of Course Registration

There are 3 methods of course registration at GLA. Please note that the registration procedures and periods vary depending on each registration method. See the “Registration Methods” table below and check [“4. Course Registration Schedule”](#).

Registration Methods	Description
Auto-Registration	<ul style="list-style-type: none"> • The courses are registered by the GLA Office. Students do not need to register for these courses. • <u>In principle, students cannot drop these courses by themselves except Japanese language courses.</u> Please refer to "Japanese Registration Guidebook".
Self-Registration (via GLARS)	<ul style="list-style-type: none"> • Students can add courses on a first-come, first-served basis or drop them by themselves during the Self Registration Period.
Others	<ul style="list-style-type: none"> • GLA may offer special programs. The application procedure will be separately announced in this case.

Basic Rules Students Must Follow When Registering Courses

- Courses are designated for students in certain years.
Students are recommended, and required in some cases, to take courses appropriate for their study level. Check the "Overall Curriculum" in the Academic Handbook.
- Students cannot retake courses for which they have already earned credits.
- Students cannot register for two courses held on the same day/period/semester.

4. Course Registration Schedule

Students must complete the Self Registration through GLARS (GLA Registration System), followed by the schedule below.

<Spring 2023>

Date & Time (JST)		Event	Notes	Detail
Early March	-	Class placements for "Introduction to Global Liberal Arts I" will be announced.	*via email.	Check courses registered by the GLA Office
March 23, PM	Thu	Class placements for the Japanese Language Course will be announced.	ONLY students who apply for this course.	Japanese Registration Guidebook
March 30, 11:00 AM - April 3, 9:00 AM	Thu Mon	[Self(Regular) Registration Period①] Registration period for 2nd-year students or above	Students in the 2nd year or higher can register in this period. *Courses at the 2 nd -year level or above will be available for registration. *2 nd -year students and above are highly encouraged to register for as many courses as possible during this period.	10. How to do Course Registration
April 3, 1:00 PM - April 4, 11:00 AM	Mon Tue	[Self(Regular) Registration Period②] Registration for all students (including new students and 1st-year students)	ALL students, including new students, can register for this period. *All courses, including the 1 st -year courses, will be available for registration.	10. How to do Course Registration
April 5, PM	Wed	Checking a few details, GLA Office will inform you via the university email that your course registration is fixed.	-	12. Course Registration Errors
April 6	Thu	Spring 2023 classes begin		
April 6, 6:30 AM - April 11, 9:10 PM	Thu Tue	manaba+R Early Use Request Application Period	Note: This application is NOT official course registration.	Early Use Request Function

April 13, 11:00 AM	Thu	Last day to submit the Petition for Course Overload	-	2.2. Application procedure for course overload
April 13, 11:00 AM - April 14, 1:00 PM	Thu Fri	Application Period for Optional Registration (late Add & Dropped)	See the HERE for details regarding the Optional Registration Period.	-
April 17, 11:00 AM - April 18, 11:00 AM	Mon Tue	Optional Registration Period	This period is only for students who applied during April 13-14.	Application for Optional Registration
April 19, PM	Wed	Checking a few details, GLA Office will inform you via the university email that your course registration is fixed.	-	12. Course Registration Errors
April 21, 11:00 AM - April 24, 11:00 AM	Fri Mon	Course Cancellation Period (Drop-only period)	ALL Students can opt to drop either Spring 2023 Courses during this period. After this period, only dual-degree students before the Hurdle assessment can withdraw.	Drop Self Registration courses
June 23, 5:00 PM	Fri	Last day of Course Withdrawal	Only for dual degree students before the Hurdle assessment	2.3. Course Withdrawal
September 5	Tue	Spring 2023 grades will become available for students.	See the GLA website for details regarding Grade Appeal	-

☑ Application for Optional Registration

- Optional Registration is for students who did not complete their course registration during the Self Registration Period, including those who want/need to adjust their initial registration. Only students who have applied for the Optional Registration and received prior permission can add and drop non-compulsory courses and can drop Japanese courses during this period.
- Details about the Optional Registration request will be announced to all students via email after the Self Registration Period.
- Students approved for Optional Registration can register for a course(s) via GLARS during the Optional Registration Period.

The Optional Registration Period

April 17 (Mon), 11:00 AM - April 18 (Tue), 11:00 PM (JST)

Early Use Request Function -

In principle, students are unable to access course information on manaba+R unless they complete their official registration.

If students want to gain access to their course materials prior to the optional registration, they must use the "Early Use Request" Function during the "Early Use Request Period" without being enrolled in the course.

* you cannot use this function before the "Self(Regular) Course Registration ①&②" period.
(See the [4. Course Registration Schedule](#))

Requesting the "Early Use Request" **does NOT automatically register you for the courses.** Students are responsible for correctly registering for the non-compulsory courses by themselves during the course registration period.

[NOTE]

Course registration must be completed properly through GLARS. The courses registered on GLARS will be reflected on manaba+R after GLA Office sends you an email regarding completed Course registration.

The "Early Use Request" function is available between

April 6 (Thu), 6:30 AM - April 11 (Tue), 9:10 PM (JST)

* Courses will be deleted from manaba+R on April 12 (Wed).

↓↓ Next page, [How to Access the Early Use Request Screen] is explained. ↓↓

[How to Access the Early Use Request Screen]

The "Early Use Request" link will be displayed on the My Page of manaba+R during the Early Use Request Application Period. Click the link and follow the instructions to make a request. Also, students can access to the manaba+R from [HERE](#).

The screenshot shows the 'My Page' interface with the following elements:

- Navigation:** My Page, Courses, Announcement, Portfolio, Search, Memos, Attendance Card, 日本語.
- Whatsnew:** The assignment "情報倫理に関する調査 (テスト)" has been published. 2018-05-09. 12345: Computer Literacy II (SK).
- Syllabus Search:** Search for keyword, Advanced Search.
- Submission History:** There is no submission history.
- My Courses:** A table with columns Mon, Tue, Wed, Thu, Fri, Sat and rows 1, 2, 3. Row 3 contains course information: 12001: Theory and Method of Student and Career Guidance (GA) § 12100: Study in Student and Car.
- Early Use Request:** A panel with a title, explanatory text, and a red-bordered link labeled "Early Use Request".

Early Use Request

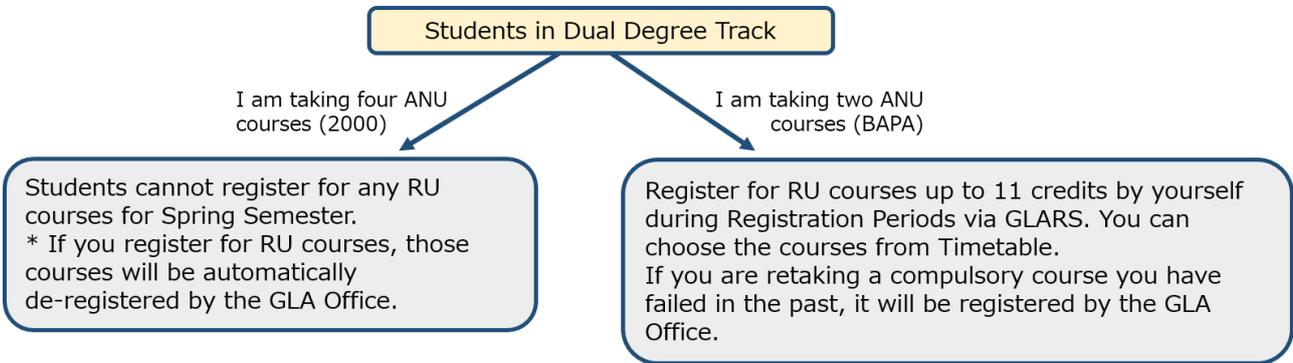
"My Page" screen

The 'Early Use Request' screen contains the following elements:

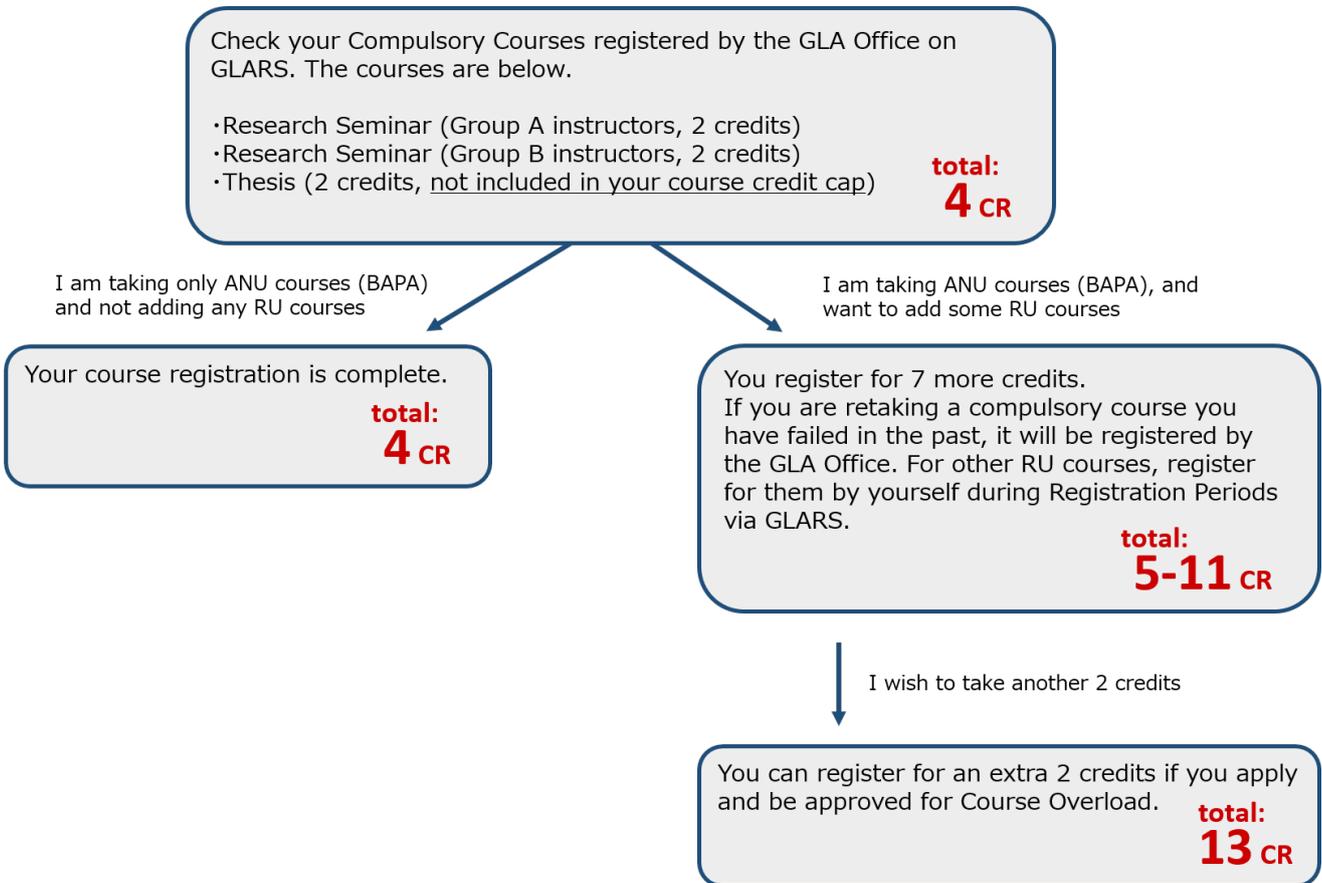
- Title:** Early Use Request
- Form:** A text input field with the placeholder text "Enter course code" and a "Confirm" button.
- Link:** A blue link labeled "My Page" at the bottom right.

5. Flowchart for Dual Degree/Single Degree students

<Dual Degree> Students in their 1st–3rd year and before completing studies at Canberra



<Dual Degree> Students in their 4th year or above (Course credit cap – 11 credits)



<Single Degree> Students in their 1st–3rd year
(Course credit cap – 21 credits)

Students in Single Degree Track

Register for RU courses up to 21 credits by yourself during the Registration Periods via GLARS. You can choose the courses from Timetable.
Compulsory courses will be registered by the GLA Office.

<Single Degree> Students in their 4th year or above
(Course credit cap – 21 credits)

Check your Compulsory Courses registered by the GLA Office on GLARS. The courses are below.

- Research Seminar (Group A instructors, 2 credits)
- Research Seminar (Group B instructors, 2 credits)
- Thesis (2 credits, not included in your course credit cap)

total:
4 CR

I am adding more courses.

You can register for 17 more credits.

If you are retaking a compulsory course you have failed in the past, it will be registered by the GLA Office. For other RU courses, register for them by yourself during Registration Periods via GLARS.

total:
5-21 CR

6. Procedure and Notes for Course Registration

Procedure 1:[For students in their second semester and above] Check grades earned until the previous semester

Check the grades and credit numbers earned until the previous semester via [Course Registration and Grade Status] and [Course Registration and Grade List] on CAMPUS WEB. Also, confirm the curriculum and graduation requirements with the Academic Handbook to make a study plan forward. Students should consult an academic advisor regarding their study plans.

Please refer to "[14. Course Registration and grade status](#)" for how to access [Course Registration and Grade Status] and [Course Registration and Grade List] on CAMPUS WEB.

[Course Registration and Grade Status] screen

Account : [SRK9000] [IT]

Name : [SRK9000] [IT]

[CAMPUS WEB] > [Course Registration and Grade Status]

Credit Earning State

Student Information

Student ID Number : Name :
 Year : Semester :
 College : Foreign Language Learning Pattern :
 First Foreign Language : Second Foreign Language :
 Required Number of Credits for Graduation : 124 Degree Program : main_curriculum

You can confirm your Credit Earning State on this screen.
 Please click on each button below to confirm [Course Registration and Grade List], [Qualification Program List], [Course Registration Errors List], [GPA List].
 [Note]During Lottery-Based Course Registration Period, number of () in field of [Registered Credit(s)] indicate(s) Credit(s) of Applying for Lottery-Based Course Registration, and it is included in the total.

Reload Course Registration and Grade Qualification Program Error message GPA

Course Category	Required	Acquired	Registered
[Graduation Requirements Total]	124	65	
■ General Education Courses Total	14	14	
<General Education Courses (Japanese) >		4	
<General Education Courses (English) >	8	10	
<General Education Courses (Other) >			
■ Foreign Language Courses Total	14	14	
<English Language Courses>	8	8	
<Second Foreign Language Courses>	6	6	
■ Elective Foreign Language Courses			
■ Advanced Foreign Language Courses			
◆ Course Field Total (A)	58	32	4
■ Foundation Courses Total	16	14	
<Foundation Courses (Japanese) >		8	
<Foundation Courses (English) >	8	6	

*Number of credits earned until the previous semesters will appear here. Check your grades in "Course Registration and Grade List," shown in the right screen shot.

Procedure 2: [All students] Check courses auto-registered by the GLA Office

Students do not have to self-register for the compulsory courses and Japanese Language courses listed below, as they will be auto-registered by the GLA Office.

☑ For the 1st semester students(New enroll students) *2023/03/07 Updated

<Courses auto-registered by the GLA Office>

Course Name	Class	Credit	Type	Time Schedule
GLA 1101 Critical Thinking 1	IA, IB, IC	2	Compulsory	Thu.1
WRT 1001 College Writing 1	IA, IB, IC	2	Compulsory	Fri.2
GLA 1201 Foundations in Research Skills 1	IA, IB, IC	2	Compulsory	Tue.1
Japanese Language Courses *See " Japanese Registration Guidebook " For more details.	Z	1-3	Elective	-

NOTE:

- Student class placement for compulsory courses above in Spring 2023 will be determined by the College. Students cannot choose the class.

☑ For the 2nd semester students and Cohort B students(from ANU) in the 1st semester and 2nd semester at OIC

<Courses auto-registered by the GLA Office>

Course Name	Class	Credit	Type	Time Schedule
Introduction to Global Liberal Arts I	IA, IC*	4	Compulsory	Tue.1 Fri.1
	IB			Tue.2 Fri.2
Research Design and Research Method	I	4	Compulsory	Tue.3 Fri.3
Knowledge and Innovation	I	4	Compulsory	Mon.1 Thu.1
Japanese Language Courses *See " Japanese Registration Guidebook " For more details.	Z	1-3	Elective	-

*All cohort B(from ANU) students located at OIC in Spring 2023 will be placed in "IC" class of IGLA I.

NOTE:

- If students previously failed compulsory courses, they must retake them. Such courses will be auto-registered by the GLA Office as well.
- Student class placement for "Introduction to Global Liberal Arts I" in Spring 2023 will be determined by the College. Students cannot choose the class.

*For "Introduction to Global Liberal Arts I," we will announce the class placement in Early-March by email. Students can also check their class placement on GLARS after completing the course registration.

For students who have not yet passed the following course *2023/03/07 Updated

Course Name	Class	Credit	Type	Time Schedule
Civilizations in Global History	I	4	Compulsory	Thu.2 Thu.3

NOTE:

- If students previously failed this courses, they must retake them. Such courses will be auto-registered by the GLA Office as well.

For students in their 2nd year and above

<Courses auto-registered by the GLA Office>

Course Name	Class	Credit	Type	Time Schedule
(Only for students wishing to take the course) Japanese Language Courses * See " Japanese Registration Guidebook " For more details.	Z	1-3	Elective	-

For students in their 4th year and above

<Courses auto-registered by the GLA Office>

Course Name	Class	Credit	Type	Time Schedule
Research Seminar	00,02,07 ,26,	2	Compulsory	Tue.4
	01	2	Compulsory	Fri.3
	03,27	2	Compulsory	Mon.2
	04	2	Compulsory	Thu.2
	06	2	Compulsory	Fri.3
	25,28,31	2	Compulsory	Thu.4
	29	2	Compulsory	Wed.2
Thesis	-	2	Compulsory	*Confirm with your supervisor

NOTE:

- Thesis is not an independent class. Students will work on their Thesis as a part of the Research Seminar, and thesis credits will be awarded upon successful completion in addition to the Research Seminar credits.
- Thesis is excluded from the credit cap. Read the Research Seminar syllabus and consult the course instructor for questions.

< How to Check the Courses Registered by the Office >

☞ Please confirm [HERE](#).

Revisions for Course Registration

Students cannot drop the courses auto-registered by the GLA Office (*except for Japanese Language Courses). Students who would like to drop them and/or replace them with other courses due to changes in their study plan should contact the Academic Advising Center by Thursday, April 6, 11:00 AM (JST).

*Students can drop Japanese Language Courses by themselves on GLARS.

Procedure 3: [All students] Register for Self Registration courses

Students may add/drop “Self Registration Courses” during the registration within the allotted course credit cap.

Register via GLARS (GLA Registration System)

- Register for the courses via GLARS (GLA Registration System) during the registration period below.
- Students may add/ drop Self Registration Courses as often as they want within the registration period below.

Self(Regular) Registration Period:

① Registration period for 2nd-year students or above:

March 30(Thu), 11:00 AM- April 3(Mon), 9:00 AM

② Registration for all students (including new students and 1st-year students):

April 3(Mon), 1:00 PM - April 4, 11:00 AM(Tue)

Procedure 4: [All students] Check for registration errors

Students who have self-registered for courses are responsible for checking registration errors. For details, see “[12. Course Registration Errors](#)”.

Procedure 5: [Option] Drop Self Registration courses

Students can drop the “Self Registration Courses” during the Course Cancellation Period, except for courses auto-registered by the GLA Office. If students want to drop the course registered by the GLA Office, please contact the Academic Advising Center by Monday, April 25, 11:00 AM (JST).

- Students may drop courses via GLARS during the cancellation period below.
- For more details, refer to [“10. How to drop courses”](#).
- The courses that students have dropped will disappear from “Self-Registered course(s) ” section on GLARS.

**Course Cancellation Period:
April 21 (Fri), 11:00 AM - April 24 (Mon), 11:00 AM (JST)**

Procedure 6: [Option] Course overload & Optional registration

Students who wish to apply for Course Overload
→ Refer to [“2.2. Application procedure for course overload”](#)

Students who wish to register for courses during the optional course registration period
→ Refer to [“Application for Optional Registration”](#)

[Option; Cohort A students before the hurdle assessment] Course withdrawal

For details, see [“2.3. Course withdrawal”](#).

IMPORTANT NOTICE for Students who have started taking ANU Courses

- Dual Degree Program Students taking 4 ANU courses (2000+) in Spring 2023 (Semester 1 at ANU) cannot take any RU courses. If students accidentally register for RU courses, they will be de-registered by the GLA Office.

7. Japanese Language Course Registration Procedures

7.1. List of courses offered in Spring 2023

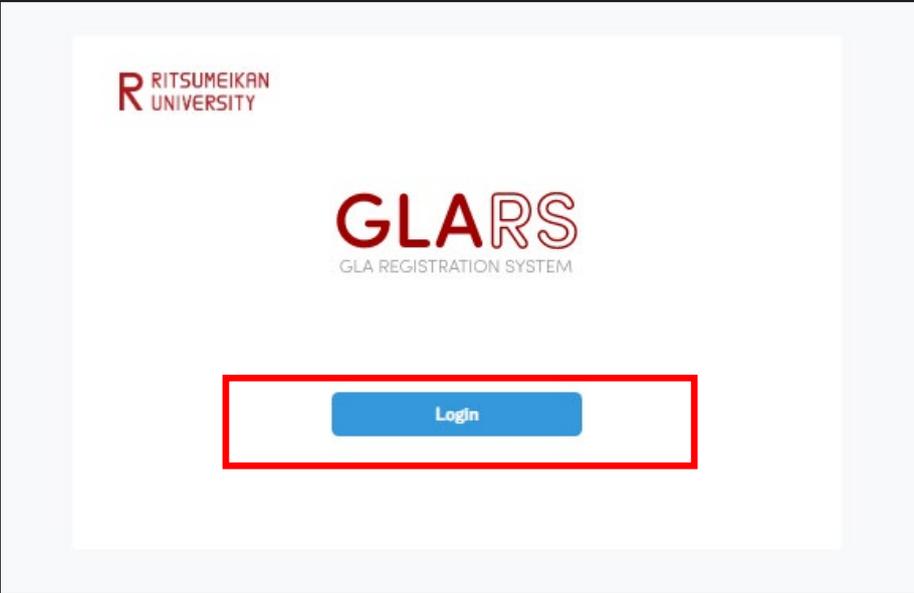
Level	Course Number	Courses	Credits	Year	Prerequisite
G1	JPNS 1001	Elementary Japanese 1	3	1 or above	-
G2	JPNS 1002	Elementary Japanese 2	3		C or higher in JPNS 1001
G3	JPNS 1003	Elementary Japanese 3	3		C or higher in JPNS 1002
G4	JPNS 2001	Intermediate Japanese 1 (Comprehensive)	3		C or higher in JPNS 1003
G5	JPNS 2002	Intermediate Japanese 2 (Comprehensive)	3		C or higher in JPNS 2001
G6	JPNS 3001	Advanced Japanese (Comprehensive)	2		C or higher in JPNS 2002
G7	JPNS 3002	Advanced Japanese (Grammar & Writing)	1		C or higher in JPNS 3001
	JPNS 3011	Advanced Japanese (Listening & Speaking)	1		
	JPNS 3021	Advanced Japanese (Career Japanese)	1		
G8-a (Spring)	JPNS 3012	Japanese VII (Listening & Oral Comprehension a)	1	C or higher in JPNS 3002 and 3011 (G7).	
	JPNS 3041	Japanese VII (Reading Comprehension a)	1		
	JPNS 3031	Japanese VII (Composition a)	1		
G9-a (Spring)	JPNS 3022	Japanese VIII (Career Japanese a)	1	2 or above	C or higher in JPNS 3012 and 3013 (G8).

7.2. Registration procedure

You must complete the required procedure to register for the Japanese Language Courses. Please refer to "[Japanese Registration Guidebook](#)."

8. Log-in Manual for GLARS (GLA Registration System)

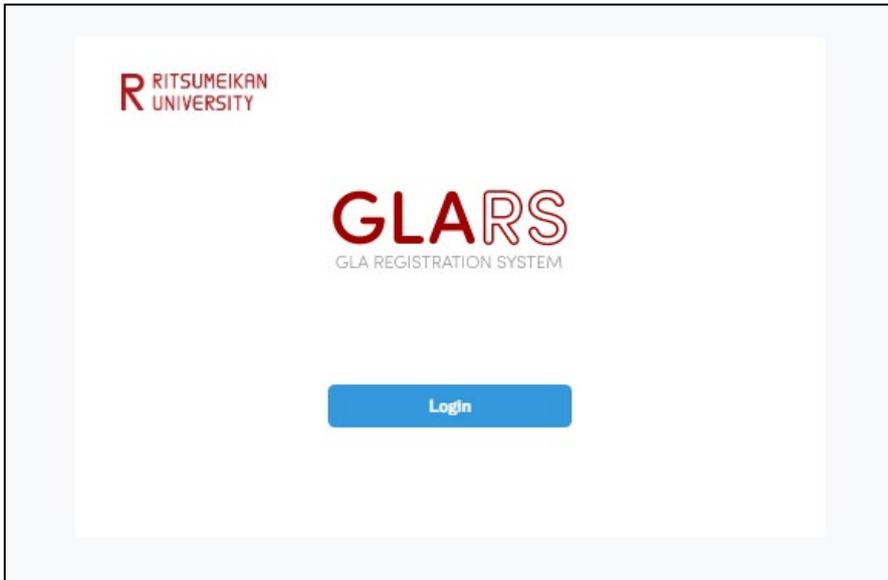
GLARS Log-in URL: <https://courseregistration.gla.ritsumei.ac.jp/>

* Students cannot log in to this system until the course registration period has started.Screen	Instructions
 	<p>(1) Please access the URL below and click "LogIn." You can log in with your PC or Smartphone.</p> <p>GLARS Log-in URL: https://courseregistration.gla.ritsumei.ac.jp/</p> <p>(2) Enter your RAINBOW User ID and Password and click "サインイン."</p>

<The detail of the log-in screen>

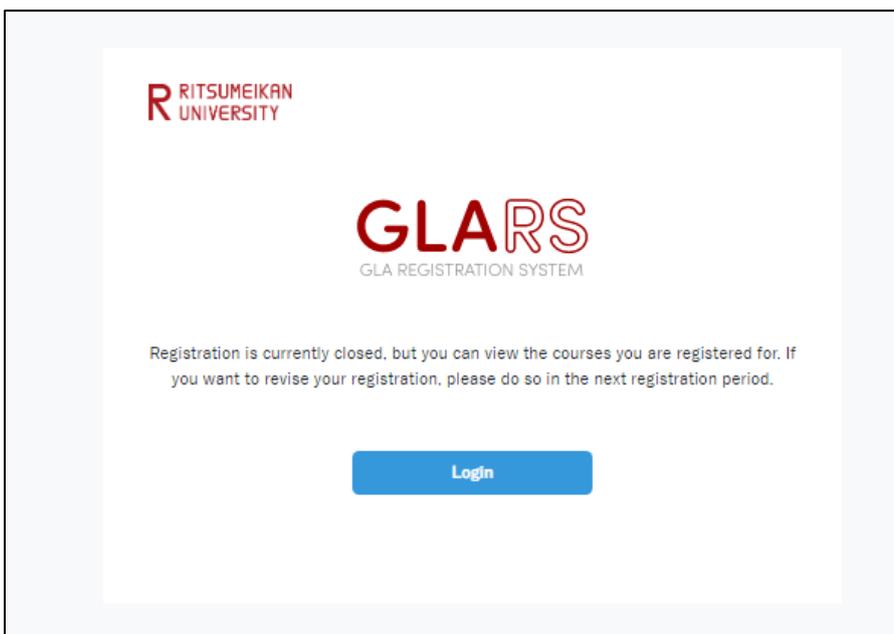
There are three types of log-in screens based on periods.

1. [Type 1] Self Registration/Optional Registration/Course Withdrawal Periods



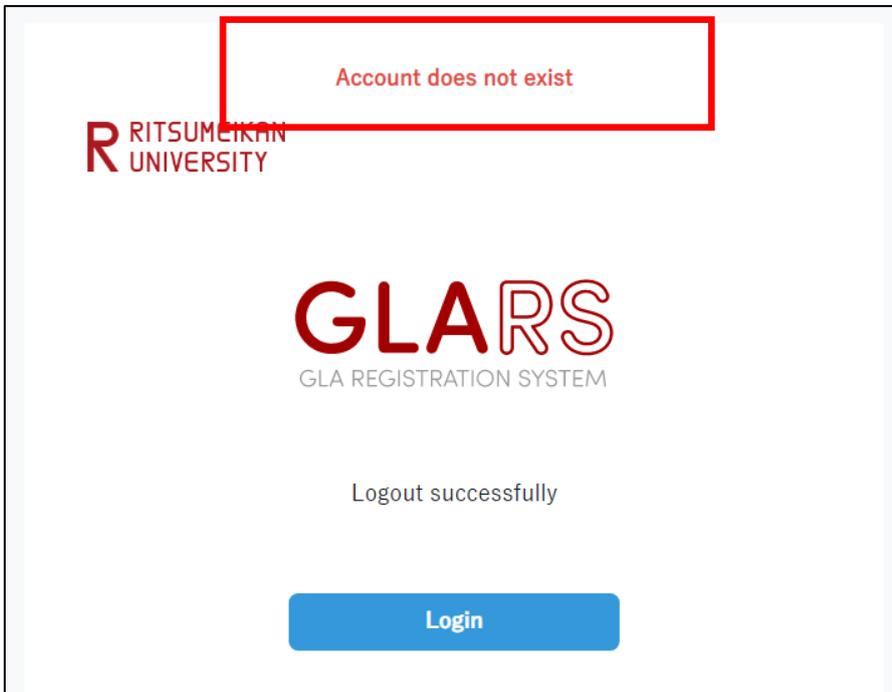
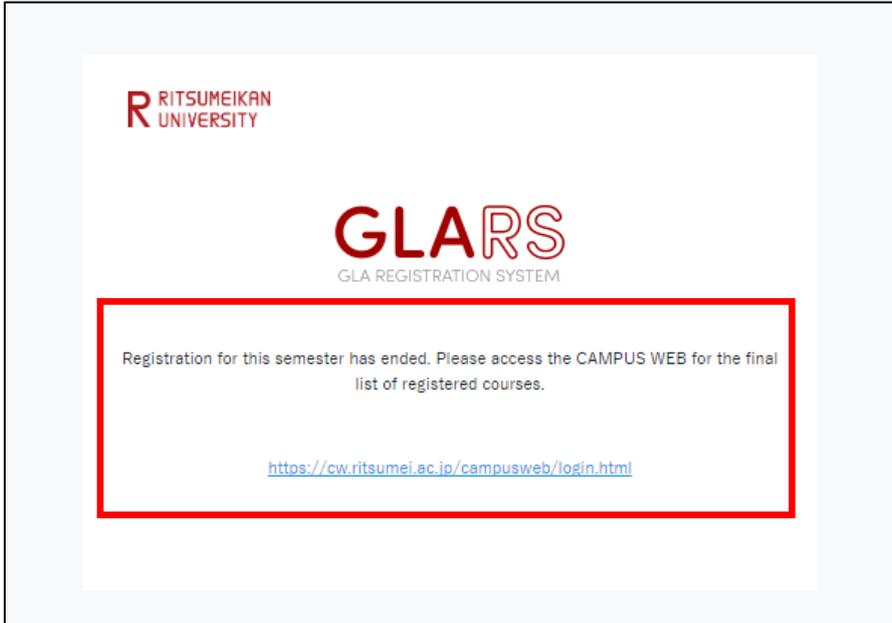
2. [Types 2] Between the Registration Period and Registration Period

***Including Optional Registration and Course Withdraw period**

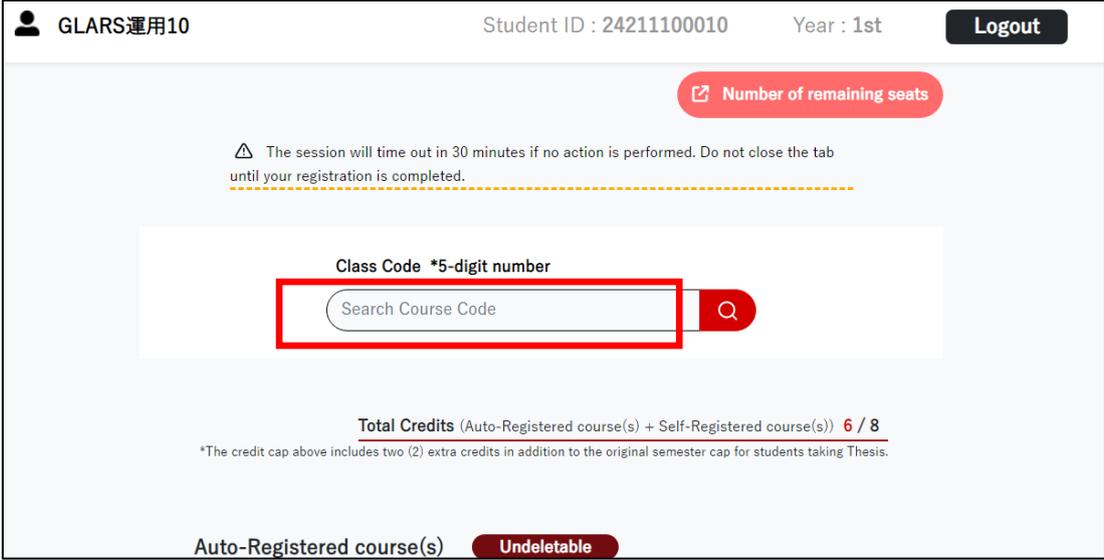
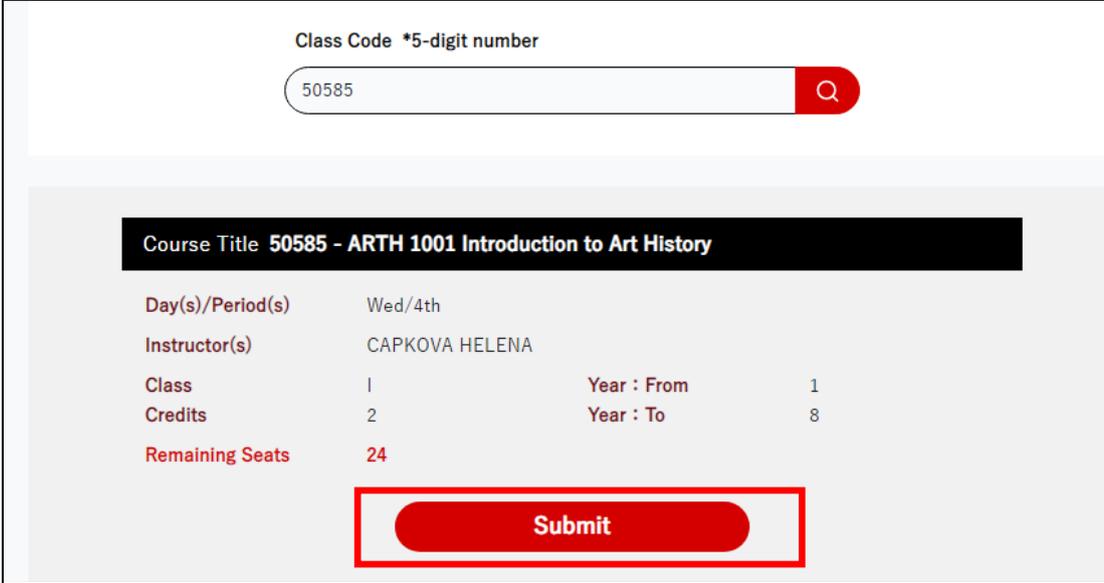


3. [Type 3] Before the Self registration period has started or After the Course Withdraw period has ended.

One of the following screens appears and you cannot log in to GLARS.



10. How to Register for Courses

Screen	Instructions														
<p>[NOTE] Even if you could register via GLARS, a “More Detailed Error check” may prevent your registration from being finalized. Please make sure to check the 12. Course Registration Errors in advance to confirm the process after the registration.</p>  <p>The screenshot shows the GLARS registration page. At the top, it displays the user's name 'GLARS運用10', Student ID '24211100010', and Year '1st'. There is a 'Logout' button. A warning message states: 'The session will time out in 30 minutes if no action is performed. Do not close the tab until your registration is completed.' Below this is a search bar for 'Class Code *5-digit number' with a search button. The search bar contains the text 'Search Course Code'. Below the search bar, it shows 'Total Credits (Auto-Registered course(s) + Self-Registered course(s)) 6 / 8' and a note: '*The credit cap above includes two (2) extra credits in addition to the original semester cap for students taking Thesis.' At the bottom, there is a section for 'Auto-Registered course(s)' with an 'Undeletable' button.</p>  <p>The screenshot shows the details of a searched course. The search bar contains the class code '50585'. Below the search bar, the course title is '50585 - ARTH 1001 Introduction to Art History'. The details are as follows:</p> <table border="1"> <tr> <td>Day(s)/Period(s)</td> <td>Wed/4th</td> </tr> <tr> <td>Instructor(s)</td> <td>CAPKOVA HELENA</td> </tr> <tr> <td>Class</td> <td>1</td> <td>Year : From</td> <td>1</td> </tr> <tr> <td>Credits</td> <td>2</td> <td>Year : To</td> <td>8</td> </tr> <tr> <td>Remaining Seats</td> <td>24</td> </tr> </table> <p>At the bottom, there is a red 'Submit' button.</p>	Day(s)/Period(s)	Wed/4th	Instructor(s)	CAPKOVA HELENA	Class	1	Year : From	1	Credits	2	Year : To	8	Remaining Seats	24	<p>(1) Please enter the Class Code you want to register and click this button below.</p>  <p>(2) You can confirm the details of the searched course.</p> <p>(3) If you click the “Submit” button, this course will move to the “Self-Registered course(s).”</p>
Day(s)/Period(s)	Wed/4th														
Instructor(s)	CAPKOVA HELENA														
Class	1	Year : From	1												
Credits	2	Year : To	8												
Remaining Seats	24														

Auto-Registered course(s)

Undeletable

*You can drop courses by yourself if the "Drop" key appears.

Class Code	53254				
Course Title	JPNS 1001 Elementary Japanese1				
Day(s)/Period(s)	Tue/5th	Thu/5th	Fri/5th	Credits	3
Instructor(s)	小木曾 左枝子 / A / B				

Drop

*Please note that you cannot drop courses listed on "Auto-Registered course(s)," **except for "Japanese Language Courses."** If you drop a Japanese Language Course but want to reinstate it, you must submit the [course registration form](#) to the [Academic Advising Center](#) within the appropriate registration periods. Therefore, consider dropping carefully.

Dropped Course(s) by Student

Class Code	50593	Drop Date	2023-02-14 10:12
Course Title	EDU 1001 Introduction to Education		

Class Code	50588	Drop Date	2023-02-14 10:12
Course Title	CIS 1001 Introduction to Algorithms and Programming		

Class Code	53237	Drop Date	2023-02-13 19:02
Course Title	JPNS 3021 Advanced Japanese (Career Japanese)		

(2) The dropped courses will be listed on "Dropped Course(s) by Student" when successfully processed.

12. Course Registration Errors

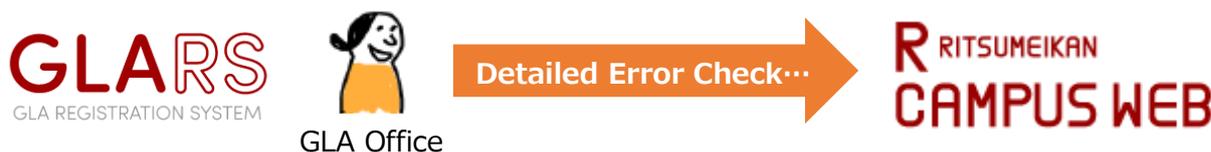
A two-phase error check (**①Basic Error check** and **②More Detailed Error check**) occurs on the courses you have registered for. Please read the following flow carefully.

< the flow of checking error >

1. GLARS performs an immediate **①Basic Error check** when you attempt to register via GLARS. If the courses you requested generates an error, an error message will appear, and your request will be canceled. Refer to details on errors listed in [12.1. The error contents GLARS can check.](#)



2. Based on your registered data via GLARS, the GLA Office performs **②More Detailed Error checking** through the university system (CAMPUS WEB). It will determine whether you are eligible to take courses you attempted to register for via GLARS. Refer to details on errors listed in [12.2. The error contents CAMPUS WEB can check \(②More Detailed Error checking\).](#)



3. Completing the error check, the GLA Office will reflect its result on GLARS.



4. Following #3, the GLA Office will inform you via your university email that your course registration has been fixed.



-
5. Upon receipt of the email, please confirm your FINAL registration in GLARS. You must check both "Auto-Registered course(s)" and "Self-Registered course(s)." The following day, you will be able to check the manaba+R courses for which you have completed registration.



GLA Students

Confirm the FINAL
registration

GLARS
GLA REGISTRATION SYSTEM

Courses Not Permitted by University

Class Code	50571	Drop Date	2023-02-13 11:22
Course Title	GLA 1101 Critical Thinking 1		
Reason			

* If you are ineligible to take particular courses, they will appear on "Courses Not Permitted by University."

12.1. Errors checked by GLARS (①Basic Error check)

GLARS will check the following errors when you attempt to register. If the courses generate an error, one of the error messages will appear, and your request will be canceled.

<Error message to appear when clicking the search button >

Error message (appeared in GLARS)	Detailed
Class code may be inaccurate. Please use a valid Class Code.	-
The course you attempt to register for is currently closed as the number of registered students already reached its limit.	-
The course you attempt to register for is currently not available.	-
This is an auto-registered course by University. It is not available for self-registration.	-
This course does not belong to the year you are on.	-
You are not eligible to register by yourself at this point. Please make an appointment with Academic Advisor ASAP.	<p>Course Registration is restricted because of one of the reasons below.</p> <ul style="list-style-type: none"> • Your GPA from a previous semester is below 2.50, and you have not met an advisor. • You did not apply for the optional registration.

<Error message to appear when clicking the “submit” button>

Error message (appeared in GLARS)	Detailed
Registration currently closed	Out of the Course Registration period
The number of credits you attempt to register exceeds the allowed semester credit cap.	-
You are already registered for this course.	-
You are attempting to register for multiple courses offered on the same days and periods.	-
This course does not belong to the year you are on.	-
The number of credits you attempt to register exceeds the allowed semester credit cap.	-

12.2. Errors checked by CAMPUS WEB (②Detailed Error check)

If your course registration is rejected due to the following error, the course will appear on “Courses Not Permitted by University” with one of the error messages below.

<Error message to appear if your registration is rejected by CAMPUS WEB>

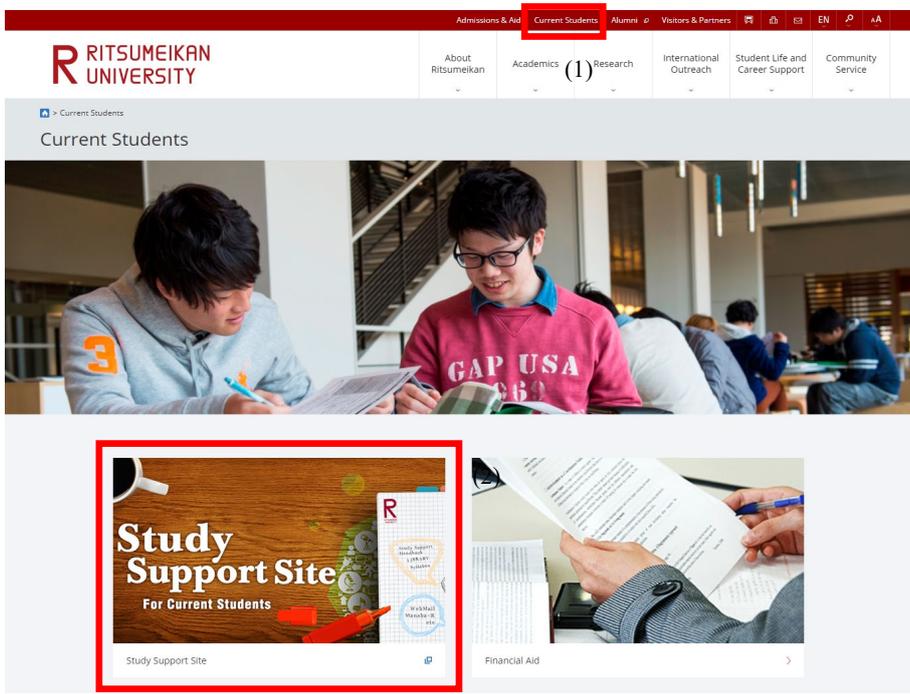
Error message (appeared in GLARS)	Detailed
Schedule conflict error	-
Curriculum error	This course does not belong to your curriculum. Check the course schedule on the GLA website.
Year restriction	This course does not belong to the year you are on.
Course repeat restriction	You have already earned a passing grade in this course.
Duplicate course error	You are already registered for this course.
Course equivalency error	You have already earned a passing grade in an equivalent course.
Semester credit cap exceeded	-
Course does not exist	-

13. Log-in Manual for CAMPUS WEB

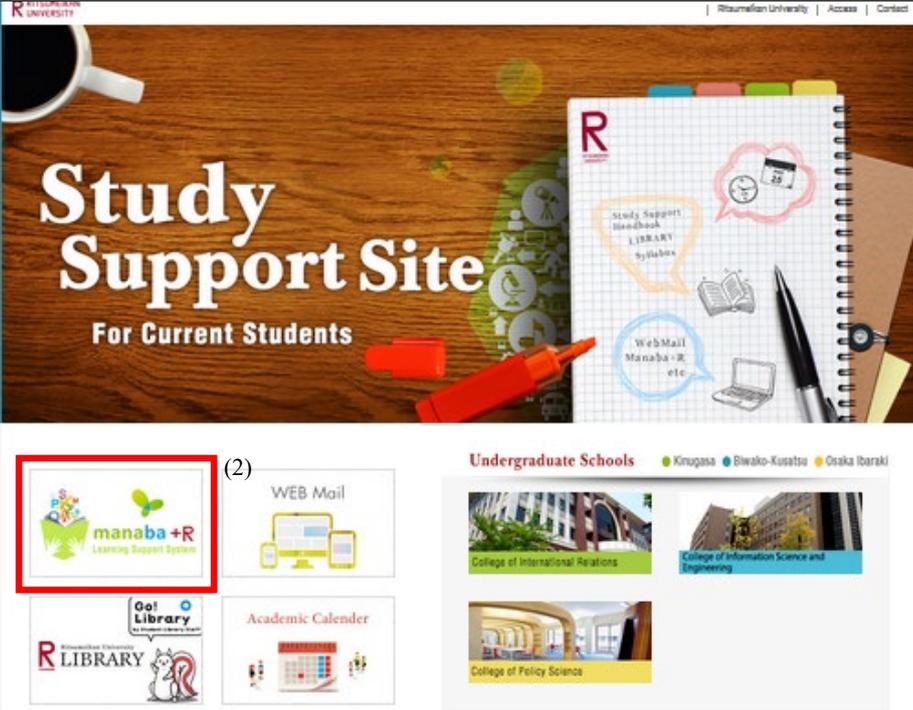
After the "Course Withdrawal Period" has ended, The GLARS system will be closed, and you cannot log in again. You should access CAMPUS WEB to confirm your timetable, GPA, grade, and other information.

[For 2nd-semester students or above]

You must refer to "[14. Course Registration and Grade Status](#)" in CAMPUS WEB to develop your own academic and course plans and prepare to meet with an academic advisor before starting the course registration period.

Screen	Instructions
 <p>The screenshot shows the Ritsumeikan University website. At the top, the navigation menu includes 'Admissions & Aid', 'Current Students', 'Alumni', 'Visitors & Partners', 'EN', and 'JA'. The 'Current Students' menu item is highlighted with a red box. Below the navigation, there is a 'Current Students' section with a banner image of students studying. Below the banner, there are two smaller banners: 'Study Support Site For Current Students' and 'Financial Aid'. The 'Study Support Site' banner is highlighted with a red box.</p>	<p>(1) Click "Current Students" at the top of the Ritsumeikan University homepage.</p> <p>(2) Click "Study Support Site" banner → Click "manaba+R" banner</p>



Screen	Instructions
	
	<p>(3) Click “manaba+R” banner</p>
	<p>(4) Enter your RAINBOW User ID and Password</p> <p>(5) Click the "Sign On" button.</p>

Screen

Instructions

The screenshot shows the manaba+R interface with a course schedule table. A red box highlights the 'CAMPUS WEB' banner, which includes a system downtime notice and links for course registration, examination schedules, and grade status.

	Mon	Tue	Wed	Thu	Fri	Sat
1	13990: Comprehensive Japanese (KA) § 14071: Japanese VI (Comprehensive) (K2) KIC GAKUJIK...		13990: Comprehensive Japanese (KA) § 14071: Japanese VI (Comprehensive) (K2) KIC GAKUJIK...	13612: IR-DS206 Global Studies Seminar (RC) KIC Ryoyukan...		
2	13634: IR-EBS204 Global Environmental Issues (RB) KIC MEIGAK...	13519: IR-DS101 Introduction to International Relations (RB) § 13877: (JWP) International Relations (IB) § 13898: International Relations (RB) KIC MEIGAK...	13528: Advanced Business Japanese (KA) § 13977: Japanese VI (Career Japanese) (K2) KIC GAKUJIK...			
3		13990: Comprehensive Japanese (KA) § 14071: Japanese VI (Comprehensive) (K2) KIC GAKUJIK...			20497: IR-FS207 Special Lecture (Area Studies Course) (RC) KIC MEIGAKU...	
4	13625: IR-EAS203 Peace and Conflict Studies (RB) KIC MEIGAK...		13675: IR-FS203 Japanese Culture (RB) § 13889: (JWP) Japanese Culture (IB) KIC MEIGAK...		13677: IR-FS205 United States Politics and Foreign Policy (R) KIC Koshinka...	
5					13536: IR-AS107 Introduction to Natural Sciences (RB) KIC MEIGAKU...	
Other						

Course Name	Year	Lecture Info	Teacher
★ Link to College of IR Students Page			
★ [Ritsumeikan] Safety Confirmation			RU Safety Confirmation
★ Course Survey Results			

(6) Click the "CAMPUS WEB" banner.

(6)

TEST **manaba+R** 2017-12-21 (Thu) | Settings | Logout

My Page **Courses** Announcement Portfolio Search Memos Attendance Card 日本語

Whatsnew

- The announcement "春期CLA講座のお知らせ" has been distributed. 17 hours ago test course
- The announcement "日程「修士構想・中間報告会」" has been distributed. 2017-12-12 教務課
- The announcement "「修士論文構想・中間報告会」のスケジュールについて" ... 2017-12-12 教務課

(The past three months' items are displayed. You can browse more past items from "List all".) > List all

Syllabus Search

Search for keyword [] [] > Advanced Search

Submission History

There is no submission history. > List all

My Courses

	Mon	Tue	Wed	Thu	Fri	Sat
1	13990: Comprehensive Japanese (KA) § 14071: Japanese VI (Comprehensive) (K2) KIC GAKUJIK...		13990: Comprehensive Japanese (KA) § 14071: Japanese VI (Comprehensive) (K2) KIC GAKUJIK...	13612: IR-DS206 Global Studies Seminar (RC) KIC Ryoyukan...		
2	13634: IR-EBS204 Global Environmental Issues (RB) KIC MEIGAK...	13519: IR-DS101 Introduction to International Relations (RB) § 13877: (JWP) International Relations (IB) § 13898: International Relations (RB) KIC MEIGAK...	13528: Advanced Business Japanese (KA) § 13977: Japanese VI (Career Japanese) (K2) KIC GAKUJIK...			
3		13990: Comprehensive Japanese (KA) § 14071: Japanese VI (Comprehensive) (K2) KIC GAKUJIK...			20497: IR-FS207 Special Lecture (Area Studies Course) (RC) KIC MEIGAKU...	
4	13625: IR-EAS203 Peace and Conflict Studies (RB) KIC MEIGAK...		13675: IR-FS203 Japanese Culture (RB) § 13889: (JWP) Japanese Culture (IB) KIC MEIGAK...		13677: IR-FS205 United States Politics and Foreign Policy (R) KIC Koshinka...	
5					13536: IR-AS107 Introduction to Natural Sciences (RB) KIC MEIGAKU...	
Other						

◆ Assignments on Smartphone

You can submit your assignments using a smartphone. Please be aware that not all phone types qualify as 'smartphones.' > manaba for smartphones

◆ Attendance

Make your Attendance submission here. > https://ritstestat.manaba.jp

CAMPUS WEB

For students System downtime from 2:00 a.m. to 6:30 p.m. / Course registration Examination schedules Update student information Grade status

MAIL

For faculty members Academic Affairs

Other Courses

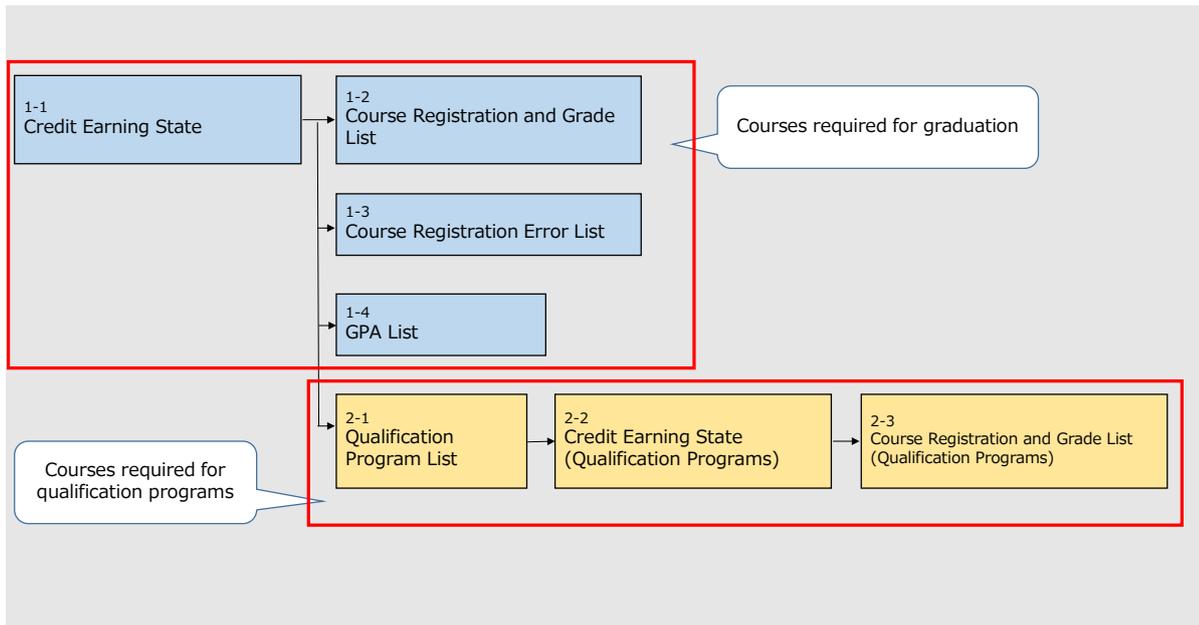
Course Name	Year	Lecture Info	Teacher
Link to College of IR Students Page			
【Ritsumeikan】 Safety Confirmation			RU Safety Confirmation
Course Survey Results			

Your Class Schedule is displayed on the "My Courses" in the "Course" tab on manaba+R.

14. Course Registration and Grade Status

The “Course Registration and Grade Status” screen will help you develop academic and course plans and prepare to meet with an advisor. The screen displays grades you have earned, a list of courses you are currently registered for, and course registration errors and GPA (both by semester and cumulative).

14.1. Structure of course registration and grade status screen



*Credit Earning State

→ Courses required for graduation

*Qualification Programs

→ Qualification Programs are not applicable to GLA students

14.2. Credit earning state

Screen	Details																																																																																																																																																
<p>1-1 Credit Earning State</p> <p>1-1 Credit Earning State</p> <p>JAPANESE Logout</p> <p>Account : Name : [RRC90L0] [IT]</p> <p>[CAMPUS WEB] > [Course Registration and Grade Status]</p> <p>Credit Earning State</p> <p>Student Information</p> <p>Student ID Number : Name : Year : Semester : College : Foreign Language Learning Pattern : First Foreign Language : - Second Foreign Language : - Required Number of Credits for Graduation : 124 Degree Program : main_curriculum</p> <p>You can confirm your Credit Earning State on this screen. Please click on each button below to confirm [Course Registration and Grade List], [Qualification Program List], [Course Registration Errors List], [GPA List]. [Note]During Lottery-Based Course Registration Period, number of () in field of [Registered Credit(s)] indicate(s) Credit(s) of Applying for Lottery-Based Course Registration, and it is included in the total.</p> <p>See 1-2 See 2-1 See 1-3 See 1-4</p> <p>Reload Course Registration and Grade Qualification Program Error message GPA</p> <table border="1"> <thead> <tr> <th>Course Category</th> <th>Required</th> <th>Acquired</th> <th>Registered</th> </tr> </thead> <tbody> <tr> <td>[Graduation Requirements Total]</td> <td>124</td> <td>65</td> <td>4</td> </tr> <tr> <td>■ General Education Courses Total</td> <td>14</td> <td>14</td> <td></td> </tr> <tr> <td><General Education Courses (Japanese) ></td> <td></td> <td>4</td> <td></td> </tr> <tr> <td><General Education Courses (English) ></td> <td>8</td> <td>10</td> <td></td> </tr> <tr> <td><General Education Courses (Other) ></td> <td></td> <td></td> <td></td> </tr> <tr> <td>■ Foreign Language Courses Total</td> <td>14</td> <td>14</td> <td></td> </tr> <tr> <td><English Language Courses></td> <td>8</td> <td>8</td> <td></td> </tr> <tr> <td><Second Foreign Language Courses></td> <td>6</td> <td>6</td> <td></td> </tr> <tr> <td>■ Elective Foreign Language Courses</td> <td></td> <td></td> <td></td> </tr> <tr> <td>■ Advanced Foreign Language Courses</td> <td></td> <td></td> <td></td> </tr> <tr> <td>◆ Course Field Total (A)</td> <td>58</td> <td>32</td> <td>4</td> </tr> <tr> <td>■ Foundation Courses Total</td> <td>16</td> <td>14</td> <td></td> </tr> <tr> <td><Foundation Courses (Japanese) ></td> <td></td> <td>8</td> <td></td> </tr> <tr> <td><Foundation Courses (English) ></td> <td>8</td> <td>6</td> <td></td> </tr> <tr> <td><Foundation Courses (Other) ></td> <td></td> <td></td> <td></td> </tr> <tr> <td>■ Introductory Seminar</td> <td></td> <td>4</td> <td></td> </tr> <tr> <td>◇ Course Field Total (B)</td> <td>38</td> <td>14</td> <td>4</td> </tr> <tr> <td>■ Core Program Courses</td> <td>20</td> <td>10</td> <td></td> </tr> <tr> <td><Governance and Peace></td> <td></td> <td></td> <td></td> </tr> <tr> <td><Development and Sustainability></td> <td></td> <td>4</td> <td></td> </tr> <tr> <td><Culture and Society></td> <td>10</td> <td>4</td> <td></td> </tr> <tr> <td><International Cultural Understanding></td> <td></td> <td>2</td> <td></td> </tr> <tr> <td>■ Core Program Courses (Other Program)</td> <td></td> <td>2</td> <td></td> </tr> <tr> <td>■ Core Related Courses</td> <td></td> <td></td> <td>4</td> </tr> <tr> <td>■ Area Studies Courses Total</td> <td>8</td> <td>2</td> <td></td> </tr> <tr> <td><Area Studies Courses (Japanese) ></td> <td></td> <td>2</td> <td></td> </tr> <tr> <td><Area Studies Courses (English) ></td> <td>4</td> <td></td> <td></td> </tr> <tr> <td><Area Studies Courses (Other) ></td> <td></td> <td></td> <td></td> </tr> <tr> <td>■ Advanced Seminar</td> <td></td> <td></td> <td></td> </tr> <tr> <td>■ Graduation Thesis</td> <td></td> <td></td> <td></td> </tr> <tr> <td>■ Sub-Major</td> <td></td> <td>5</td> <td></td> </tr> <tr> <td>■ Other College Courses</td> <td></td> <td></td> <td></td> </tr> <tr> <td>[Graduation Requirement – Unrelated Courses]</td> <td></td> <td></td> <td></td> </tr> <tr> <td>■ Teacher – Training Courses (Total)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>■ Optional courses Total</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Back</p>	Course Category	Required	Acquired	Registered	[Graduation Requirements Total]	124	65	4	■ General Education Courses Total	14	14		<General Education Courses (Japanese) >		4		<General Education Courses (English) >	8	10		<General Education Courses (Other) >				■ Foreign Language Courses Total	14	14		<English Language Courses>	8	8		<Second Foreign Language Courses>	6	6		■ Elective Foreign Language Courses				■ Advanced Foreign Language Courses				◆ Course Field Total (A)	58	32	4	■ Foundation Courses Total	16	14		<Foundation Courses (Japanese) >		8		<Foundation Courses (English) >	8	6		<Foundation Courses (Other) >				■ Introductory Seminar		4		◇ Course Field Total (B)	38	14	4	■ Core Program Courses	20	10		<Governance and Peace>				<Development and Sustainability>		4		<Culture and Society>	10	4		<International Cultural Understanding>		2		■ Core Program Courses (Other Program)		2		■ Core Related Courses			4	■ Area Studies Courses Total	8	2		<Area Studies Courses (Japanese) >		2		<Area Studies Courses (English) >	4			<Area Studies Courses (Other) >				■ Advanced Seminar				■ Graduation Thesis				■ Sub-Major		5		■ Other College Courses				[Graduation Requirement – Unrelated Courses]				■ Teacher – Training Courses (Total)				■ Optional courses Total				<p>This page displays the following items.</p> <ul style="list-style-type: none"> the course categories and the number of credits required for graduation the number of credits you are registered for <p>Links to each page (Section 1-2 ~ 2-1) can be found on this page. (Displayed in a separate window)</p> <p>Credits numbers are distributed in the following categories.</p> <ul style="list-style-type: none"> "Required" "Acquired" "Registered" <p>In order to fulfill graduation requirements, the "Acquired" credit numbers must be equal to or higher than the "Required" credit numbers.</p>
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1-3 GPA List



Account :
 Name :
 [RRC97L0] [IT]

GPA List

Student Information	Student ID Number	:	Name	:
	Year	:	Semester	:
	College	:	Foreign Language Learning Pattern	:
	First Foreign Language	:	Second Foreign Language	:
	Required Number of Credits for Graduation	:	Degree Program	:

Semester GPA(s) and Cumulative GPA(s) are displayed below.

[Calculation of GPA: α/β]

$\alpha = 5 \times (\text{the number of A+ credits}) + 4 \times (\text{the number of A credits}) + 3 \times (\text{the number of B credits}) + 2 \times (\text{the number of C credits})$

$\beta = \text{the total number of A+, A, B, C and F credits}$

*Credits for optional subjects(which will not count towards graduation requirements) are not included in GPA calculation.

Academic Year	Term	Semester GPA	Cumulative GPA	Date of Calculation
2017	Spring Semester	3.56	3.56	2017/10/04

Close

Cumulative GPA and all semester GPA appear on this page.

15. FAQ

Q. I want to change my Introduction to Global Liberal Arts I&II (IGLA-I&II) class or drop IGLA-I&II.

A. The College decides class placement for IGLA-I&II. Students cannot drop IGLA-I&II by themselves unless a course withdrawal is approved.

Q. I cannot find the course I registered for in my course list on GLARS / CAMPUS WEB / manaba+R.

A. **If your registration process was not completed correctly, the course does not appear in the course list on GLARS / CAMPUS WEB / manaba+R.** Please confirm whether there are any errors on GLARS first. Furthermore, the change will be reflected on CAMPUS WEB and manaba+R only after the GLA Office emails you when the registration check is completed.

Q. I forgot my login ID and password.

A. Please contact RAINBOW IT Support from the following Link.

Link: [Use of RAINBOW User ID \[Student\] – RITSUMEIKAN IT support site](#)

16. Contact List

If you have any questions, please contact the GLA Office at glapost@st.ritsumei.ac.jp. Please check the frequently asked questions in the following address before inquiring.

■ GLA's Academic Advising Center (<http://en.ritsumei.ac.jp/gla/advising/>)

Professional academic advisors are available to assist all GLA students, regardless of their year of study, in every semester's course selection, developing their study plans, clarification on the college's graduation requirements, understanding and interpreting the college's and the university's academic policies, and/or other questions or concerns on your academic performance. Please contact them through the Academic Advising Database (http://en.ritsumei.ac.jp/gla/advising/academic_advising_records_for_students/).

■ Study Support Site (<http://www.ritsumei.ac.jp/pathways-future/eng/>)

This site covers information on Course Registration, Issuance of Certificates, Use of Facilities, IT Support Tools, and other related matters.