



# 2023 Spring Semester Japanese Language Course Placement & Registration Guidebook

**[Japanese Language Courses Application Procedures Due Dates]**  
**~3/8(Wed) 9:00AM**

\*Read this guidebook for details on procedures.



# Table of Contents

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1. [Eligibility](#)
2. [Course Lineup / Japanese Course Registration](#)
3. [Placement](#)
4. [Miscellaneous: Non-Credit Japanese Courses](#)
5. [Contact Information](#)



# 1. Eligibility

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All GLA students, including near-native speakers of Japanese, are eligible to take Japanese courses from Spring 2023 onwards.

## 2. Course Lineup / Japanese Course Registration

- Details of procedures vary depending on the placement level.
- Information about the course registration schedule and course details are available on the actual semester timetable on the [GLA website](#).
- Students must check their placement level. **It will be sent to their university email** by the start of regular course registration.
  - \*(for Spring 2023 new students) It will be sent to their personal email once your university email is issued on March 30.
- A full course list is available on the next page.
- **“Auto”** in the “Registration” line means auto-registration by the GLA Office. **“Self”** means students are responsible for dropping for the course.



## 2. Course Lineup / Japanese Course Registration

Level	Course Number	Courses	Credits	Year	Prerequisite	Registration	Drop
G1	JPNS 1001	Elementary Japanese 1	3	1 or above	-	Auto	Self
G2	JPNS 1002	Elementary Japanese 2	3		C or higher in JPNS 1001	Auto	Self
G3	JPNS 1003	Elementary Japanese 3	3		C or higher in JPNS 1002	Auto	Self
G4	JPNS 2001	Intermediate Japanese 1 (Comprehensive)	3		C or higher in JPNS 1003	Auto	Self
G5	JPNS 2002	Intermediate Japanese 2 (Comprehensive)	3		C or higher in JPNS 2001	Auto	Self
G6	JPNS 3001	Advanced Japanese (Comprehensive)	2		C or higher in JPNS 2002	Auto	Self
G7	JPNS 3002	Advanced Japanese (Grammar & Writing)	1		C or higher in JPNS 3001	Auto	Self
	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).	Auto	Self
	JPNS 3041	Japanese VII (Reading Comprehension a)	1				
	JPNS 3031	Japanese VII (Composition a)	1				
G8-b (Fall)	JPNS 3013	Japanese VII (Listening & Oral Comprehension b)	1	C or higher in JPNS 3002 and 3011 (G7).	Auto	Self	
	JPNS 3042	Japanese VII (Reading Comprehension b)	1				
	JPNS 3032	Japanese VII (Composition b)	1				
G9-a (Spring)	JPNS 3022	Japanese VIII (Career Japanese a)	1	2 or above	C or higher in JPNS 3012 and 3013 (G8).	Auto	Self
G9-b (Fall)	JPNS 3023	Japanese VIII (Career Japanese b)	1				C or higher in JPNS 3012 and 3013 (G8).

## 2. Course Lineup / Japanese Course Registration

### [Course Sequence]

- In principle, students must pass the initially-placed course to move on one level higher. If they fail, they must retake the same level of the course.
- Students will not be permitted to register for lower-level courses after successful completion of higher-level courses in the sequence.

### [Course Drop]

- Students can drop Japanese language courses by themselves regardless of the course level.
- Course drop procedures and schedules are the same as other non-Japanese courses. Refer to the [Course Registration Guidebook\(P.29\)](#) for more details.

\*(for Spring 2023 new students)

The detail of how to do course registration/drop and to use system(GLARS) will be explained at the new-student orientation on March 30, 2023.

- 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.

## 3. Placement

- Please check your placement type by the flowchart on the next page.
- Students must complete the required placement procedures described in the following pages, based on their placement type A - D.
- All dates and times are displayed in JST.
- Missing due dates will result in students not being permitted to register for a Japanese language course in Spring 2023. Such students may opt to take one in Fall 2023.
- Students who meet the eligibility may apply for non-credit bearing courses during the set application period. For details, please refer to [4. Miscellaneous: Non-Credit Japanese Courses](#).
- Students are recommended to start studying Japanese in advance for a seamless transition. Ritsumeikan University offers the following Japanese language study support resources. Students are welcome to take advantage of them.

**Communication Rooms, Japanese Study Advice**

<https://www.ritsumeai.ac.jp/bbp/reservation/communication/>

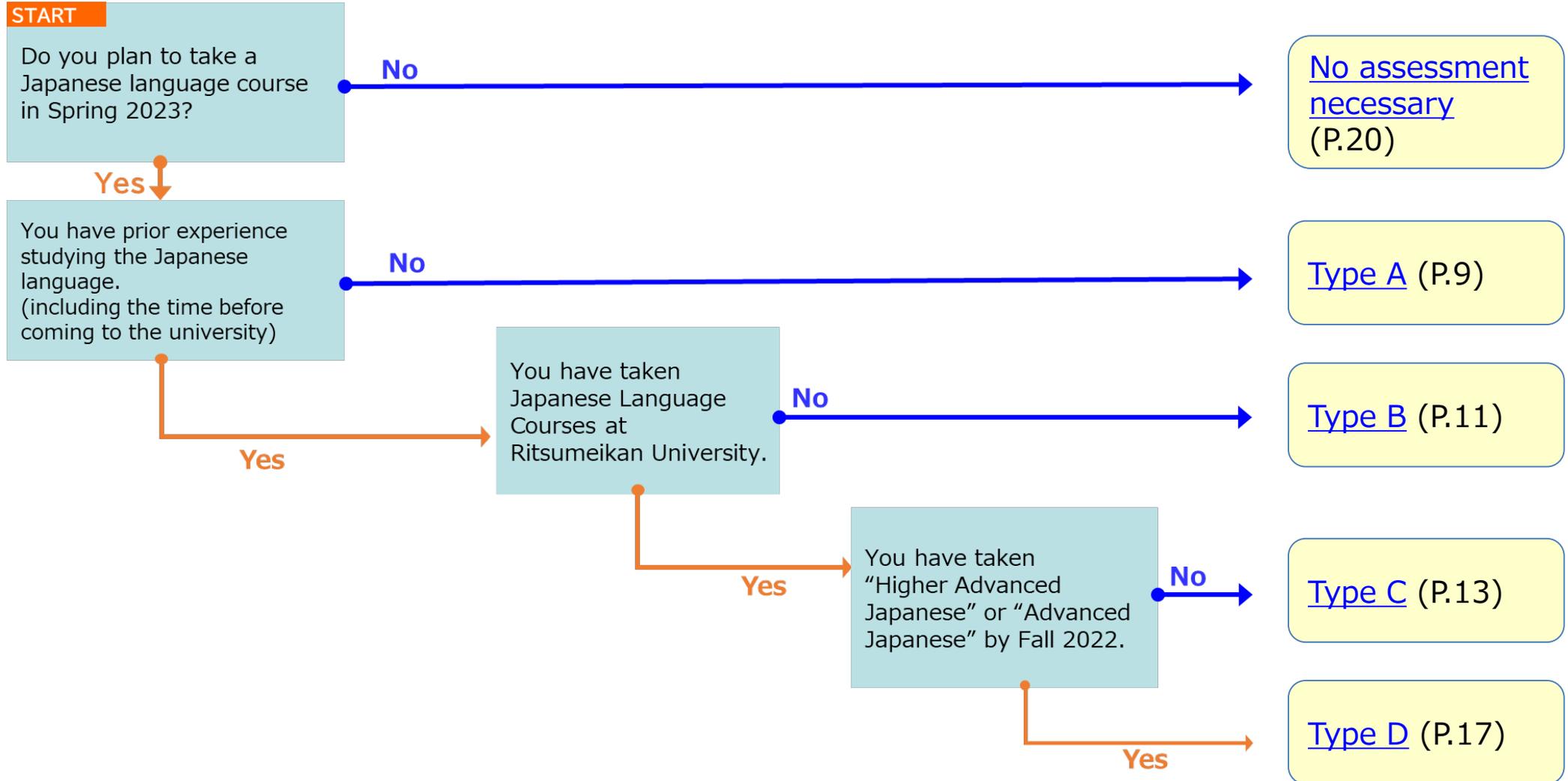
**SUP! Language Exchange Program**

<https://www.ee.ritsumeai.ac.jp/salsa/sup/>

**Book Corner (Beyond Borders Plaza)**

<https://www.ritsumeai.ac.jp/bbp/facility/oic.html/>

# 3. Placement





## 3. Placement – Type A

Students in Type A have never studied Japanese before.

### Required Procedure

- Complete [Japanese Language Proficiency Questionnaire](#)  
Answer questions carefully since the provided answers cannot be changed once submitted.

### Due Date

March 8, (Wed), 9:00 AM

### Placement Level

JPNS 1001 Elementary Japanese 1

### 3. Placement – Type A

Students in Type A have never studied Japanese before.

Date	Details
March 3 (Fri) 6:30 AM	(Current students) Fall 2022 grades become available to students
<b>March 8 (Wed) 9:00 AM</b>	<b>&lt;DEADLINE&gt; All placement procedures must be completed</b>
March 23 (Thu) PM	<a href="#">Students will receive an email regarding the course placement.</a> Please make sure to check <a href="#">Course Timetable</a> to confirm the course schedule and finalize Spring 2023 plan.
March 30 (Thu)	The GLA Office will register students for the appropriate level of the Japanese language course. Confirm whether the course appears on GLARS on the first day of registration.
During the course registration period	<b><u>Japanese Language Course Drop</u></b> Students can drop Japanese language courses by themselves on GLARS.
<b>June 23 (Fri) 5:00 PM</b>	<b><u>Last day to withdraw from Spring 2023 courses</u></b> (only for Dual Degree students before the Academic & English Hurdle assessments)  Submit the <a href="#">Withdrawal form</a> to the Academic Advising Center. • Students can confirm the details of the Course Withdrawal from <a href="#">HERE</a> .

## 3. Placement – Type B

Students in Type B have studied Japanese before but have never taken Japanese language courses at Ritsumeikan University.

### Required Procedures

1. Complete [Japanese Language Proficiency Questionnaire](#)

Answer questions carefully since the provided answers cannot be changed once submitted.

2. Take [ROJPT \(Ritsumeikan Online Japanese Placement Test\)](#)

- Login ID: Student ID Number for current students, Application Number for Spring 2023 new students
- Password: Date of Birth (yyyymmdd)

**Due Date(#1&#2): March 8, (Wed), 9:00 AM**

3. Attend an interview with a JPNS Program coordinator (only after completing #1 & #2)

**Interview Periods: Tuesday, March 14, 9:00-17:20 - Thursday, March 16, 9:00-17:20**

- To book an interview, you need to access [HERE](#) and fill out your student ID number (in case of new student; application number) in the field for your preferred date and time by **Thursday, March 16, 16:50 PM.**
- Up to this deadline, you can change your interview reservation at any time. \*However, the appointment must be confirmed at least 30 minutes before the start of the own interview.
- Students who fail to attend the interview without prior notice will NOT be allowed to take Japanese language courses in Spring 2023.
- If you are unable to attend both days, please consult with the GLA Office by Monday, March 13, 9:00AM.

**Placement Level will be determined by the Japanese Program Coordinator based on their Japanese studies status, ROJPT, and interview.**

### 3. Placement – Type B

Students in Type B have studied Japanese before but have never taken Japanese language courses at Ritsumeikan University.

Date	Details
March 3 (Fri) 6:30 AM	(Current students) Fall 2022 grades become available to students
<b>March 8 (Wed) 9:00 AM</b>	<b>&lt;DEADLINE&gt; All placement procedures must be completed</b> * Interview Reservation ONLY, the deadline is <b>Thursday, March 16, 16:50 PM.</b>
March 14(Tue) 9:00-17:20 – March 16 (Thu) 9:00-17:20	Japanese Interview Period
March 23 (Thu) PM	<a href="#">Students will receive an email regarding the course placement.</a> Please make sure to check <a href="#">Timetable</a> to confirm the course schedule and finalize Spring 2023 plan.
March 30 (Thu) AM	The GLA Office will register students for the appropriate level of the Japanese language course. Confirm whether the course appears on GLARS.
During the course registration period	<b><u>Japanese Language Course Drop</u></b> Students can drop Japanese language courses by themselves on GLARS.
<b>June 23 (Fri) 5:00 PM</b>	<b><u>Last day to withdraw from Spring 2023 courses</u></b> (only for Dual Degree students before the Academic & English Hurdle assessments)  Submit the <a href="#">Withdrawal form</a> to the Academic Advising Center. • Students can confirm the details of the Course Withdrawal from <a href="#">HERE</a> .



## 3. Placement – Type C

Students placed in Type C have taken Japanese language courses at Ritsumeikan University.

### Required Procedure

- [Confirm Spring 2023 Japanese Language Course Registration](#)

Answer questions carefully since the provided answers cannot be changed once submitted.

### Due Date

March 8, (Wed), 9:00 AM

### [\*Retake the ROJPT]

Students who have not taken Japanese language courses for more than one semester and **wish to retake** the ROJPT must contact the GLA Office by **March 1 (Wed) 9:00 AM**.

Students' placement level for Spring 2023 will be determined based on their last Japanese language course grade until Fall 2022. See the table on the next page for the placement level.

### 3. Placement – Type C

\*/\*\* See the side note in the [next page](#).

Courses completed by Fall 2022	Grades	Courses students may register for in Spring 2023
Japanese Language I	A+ - C	JPNS 1002 Elementary Japanese 2
	F	JPNS 1001 Elementary Japanese 1
Japanese Language II	A+ - C	JPNS 1003 Elementary Japanese 2
	F	JPNS 1002 Elementary Japanese 2 <b>OR</b> JPNS 1001 Elementary Japanese 1, per the Japanese Program Coordinator's assessment*
Japanese Language III	A+ - C	JPNS 1003 Elementary Japanese 3 <b>OR</b> JPNS 2001 Intermediate Japanese 1, per the Japanese Program Coordinator's assessment**
	F	JPNS 1002 Elementary Japanese 2 <b>OR</b> JPNS 1003 Elementary Japanese 3, per the Japanese Program Coordinator's assessment*
Japanese Language IV	A+ - C	JPNS 2001 Intermediate Japanese 1
	F	JPNS 1003 Elementary Japanese 3
Japanese Language & Culture I	A+ - C	JPNS 2002 Intermediate Japanese 2
	F	JPNS 2001 Intermediate Japanese 1
Japanese Language & Culture II	A+ - C	JPNS 3001 Advanced Japanese (Comprehensive)
	F	JPNS 2002 Intermediate Japanese 2

## 3. Placement – Type C

### [Side Note from the Previous Page]

- \* Students whose grade was “F” need to attend an interview with a JPNS Language instructor. Please check below to reserve an interview.

#### **Interview Periods: Tuesday, March 14, 9:00-17:20 - Thursday, March 16, 9:00-17:20**

- To book an interview, you need to access [HERE](#) and fill out your student ID number (For new students in spring 2023; application number) in the field for your preferred date and time by **Thursday, March 16, 16:50 PM.**
  - Up to this deadline, you can change your interview reservation at any time. \* However, the appointment must be confirmed at least 30 minutes before the start of the own interview.
  - Students who fail to attend the interview without prior notice will NOT be allowed to take Japanese language courses in Spring 2023.
  - If you are unable to attend both days, please consult with the GLA by Monday, March 13, 9:00AM.
- \*\* Students may register for JPNS 2001 by retaking ROJPT and Japanese Interview. Unless otherwise, students will be registered for JPNS 1003. Students who want to retake ROJPT and interview to register for JPNS 2001 must contact the GLA Office by **March 1 (Wed) 9:00 AM.**

### 3. Placement – Type C

Students in Type C have studied Japanese before but have never taken Japanese language courses at Ritsumeikan University.

Date	Details
March 1 (Wed) 9:00 AM	< <b>DEADLINE</b> > Application deadline for students who have not taken Japanese language courses for more than one semester and wish to retake the ROJPT.
March 3 (Fri) 6:30 AM	(Current students) Fall 2022 grades become available to students
<b>March 8 (Wed) 9:00 AM</b>	< <b>DEADLINE</b> > All placement procedures must be completed
March 23 (Thu) PM	<a href="#">Students will receive an email regarding the course placement.</a> Please make sure to check <a href="#">Timetable</a> to confirm the course schedule and finalize Spring 2023 plan.
March 30 (Thu) AM	The GLA Office will register students for the appropriate level of the Japanese language course. Confirm whether the course appears on GLARS.
During the course registration period	<b><u>Japanese Language Course Drop</u></b> Students can drop Japanese language courses by themselves on GLARS.
<b>June 23 (Fri) 5:00 PM</b>	<b><u>Last day to withdraw from Spring 2023 courses</u></b> (only for Dual Degree students before the Academic & English Hurdle assessments)  Submit the <a href="#">Withdrawal form</a> to the Academic Advising Center. • Students can confirm the details of the Course Withdrawal from <a href="#">HERE</a> .

## 3. Placement – Type D

Students in Type D have taken the non-credit bearing courses, "Advanced Japanese" or "Higher Advanced Japanese," by Fall 2022. (Applicable only to students admitted in 2019-2022)

### Required Procedures

1. Take [ROJPT \(Ritsumeikan Online Japanese Placement Test\)](#)

- Login ID: Student ID Number for current students
- Password: Date of Birth (yyyymmdd)
- Students who previously earned an "F" in Advanced Japanese do not have to take ROJPT and attend an interview(#3). You need to submit #2 only. JPNS 3001 will be auto-registered for the students.
- Students who have passed the JLPT N1 and complete the Higher Advanced Japanese, do not need to take the ROJPT. Such students must submit the N1 certificate to the GLA Office **by March 1(Wed), 9:00 AM.**

2. [Confirm Spring 2023 Japanese Language Course Registration](#)

**Due Date(#1&#2): March 8, (Wed), 9:00 AM**

3. Attend an interview with a JPNS Language instructor (only after completing #1 & #2)

**Interview Periods: Tuesday, March 14, 9:00-17:20 - Thursday, March 16, 9:00-17:20**

- To book an interview, you need to access [HERE](#) and fill out your student ID number (in case of new student; application number) in the field for your preferred date and time by **Thursday, March 16, 16:50 PM.**
- Up to this deadline, you can change your interview reservation at any time. \*However, the appointment must be confirmed at least 30 minutes before the start of the own interview.
- Students who fail to attend the interview without prior notice will NOT be allowed to take Japanese language courses in Spring 2023.
- If you are unable to attend both days, please consult with the GLA by Monday, March 13, 9:00AM.

**[\*Retake the ROJPT]**

Students who have not taken Japanese language courses for more than one semester and wish to retake the ROJPT must contact the GLA Office by **March 1 (Wed) 9:00 AM.**

### 3. Placement – Type D

**Students' placement for Spring 2023 will be determined based on their last Japanese language course grade by Fall 2022. See the following table.**

Courses completed by Fall 2022	Grades	Courses students may register for in Spring 2023
Advanced Japanese	A+ - C	Simultaneous enrollment in JPNS 3002, JPNS 3011 and JPNS 3021 <b>OR</b> above upon further placement assessment.
	F	JPNS 3001 Advanced Japanese (Comprehensive)
Higher Advanced Japanese	A+ - F	Simultaneous enrollment in JPNS 3002, JPNS 3011 and JPNS 3021 <b>OR</b> JPNS 3012, JPNS 3031 and JPNS 3041 upon further placement assessment.

### 3. Placement – Type D

Students in Type D have taken the non-credit bearing courses, "Advanced Japanese" or "Higher Advanced Japanese," by Fall 2022. (Applicable only to students admitted in 2019-2022)

Date	Details
March 1 (Wed) 9:00 AM	<DEADLINE> Application deadline for students who have not taken Japanese language courses for more than one semester and wish to retake the ROJPT.
March 3 (Fri) 6:30 AM	(Current students) Fall 2022 grades become available to students
<b>March 8 (Wed) 9:00 AM</b>	<DEADLINE> <b>All placement procedures must be completed</b> * Interview Reservation ONLY, the deadline is <b>Thursday, March 16, 16:50 PM.</b>
March 14(Tue) 9:00-17:20 – March 16 (Thu) 9:00-17:20	Japanese Interview Period
March 23 (Thu) PM	<u>Students will receive an email regarding the course placement.</u> Please make sure to check <a href="#">Timetable</a> to confirm the course schedule and finalize Spring 2023 plan.
March 30 (Thu) AM	The GLA Office will register students for the appropriate level of the Japanese language course. Confirm whether the course appears on GLARS.
During the course registration period	<b>Japanese Language Course Drop</b> Students can drop Japanese language courses by themselves on GLARS.
<b>June 23 (Fri) 5:00 PM</b>	<b>Last day to withdraw from Spring 2023 courses</b> (only for Dual Degree students before the Academic & English Hurdle assessments)  Submit the <a href="#">Withdrawal form</a> to the Academic Advising Center. • Students can confirm the details of the Course Withdrawal from <a href="#">HERE</a> .

### 3. Placement – “No assessment necessary ”

The following students will be **REQUIRED** to retake ROJPT in Fall 2023.

- Students who have completed Japanese Language I-IV by Fall 2022, and;  
Students who will not take a Japanese language course in Spring 2023, but;  
Students who plan to take a Japanese language course in Fall 2023.
- Students who will be placed in type B or C in Fall 2023.

ROJPT information about students will be provided before starting Fall 2023.

## 4. Miscellaneous: Non-Credit Japanese Courses

The following non-credit-bearing courses will be available in Spring 2023.

Level	Courses	Credits	Course Period	Day/Period
G6:Advanced Japanese (Comprehensive) or above	JLPT N2 Preparation Course	Non-Credit	4/25 (Tue) – 6/27 (Tue)	Tue 6
G7:Advanced Japanese or above	JLPT N1 Preparation Course	Non-Credit	4/18 (Tue) – 6/27 (Tue)	Tue 4 Fri 5

\*Students must submit a copy of the N2 certificate to the GLA Office.

### [NOTE]

- Students are responsible for confirming that the non-credit-bearing courses do not time-conflict with other courses.
- Students can take these courses at the same time as Regular Credit-Bearing Courses.

### [Registration Procedure]

Students who want to take these non-credit-bearing courses should check the syllabus and submit the application form. The detail of application, GLA Office will send you via email in late-March.



## 5. Contact Information

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### **The GLA Office**

AC Office, 1<sup>st</sup> Floor, Building A, OIC

[glapost@st.ritsumeai.ac.jp](mailto:glapost@st.ritsumeai.ac.jp)

Office Hours: 9:00 AM – 5:00 PM, Monday through Friday (except for national holidays)

### **GLA Academic Advising**

(for the entire course planning, including the Japanese language courses)

[https://en.ritsumeai.ac.jp/gla/advising/advising\\_appointment\\_for\\_current\\_students/](https://en.ritsumeai.ac.jp/gla/advising/advising_appointment_for_current_students/)