GLA Registration Procedure

September 24
AY2020
FALL SEMETER
YUKIE HARADA
Introduction

GLA continues to conduct online teaching in AY2020 Fall Semester

☐ What you need to know:
Basically, you can reach out to us at GLA office via your university email address

☐ GLA Email Address: glapost@st.ritsumei.ac.jp

Beyond Borders
THINGS you must know before starting your studies:

You can check:

1) Updates, Class Cancellations and Makeup Classes **on manaba+R**

2) Course Registration should be done though **CAMPUS WEB**

3) Classes in AY 2020 Fall Semester begin on Monday, September 28
THINGS you must know before starting your studies:

4) Manabi Station (Building – A, AC Office)

5) Your Student ID Card

6) Textbooks for GLA courses in AY2020 Fall Semester

7) Office Hour
Introduction to Manabi Station

- Manabi Station is:
  the station where you can ask your “Learning” at Ritsumeikan University

- Location: Building-A on 1st Floor, AC Office

- Office Hours: Classes in session 8:45～17:00
  Classes not in session 9:00～17:00

- Manabi Station will support you
  - about your courses
  - to issue your certificates
  - to re-issue your student ID etc.

- You can reach out to Manabi Station(oicgs@st.ritsumeij.ac.jp) via email in this semester.

Beyond Borders
What is **manaba+R**?

□ **manaba+R** is …

a Learning Management System (LMS) at Ritsumeikan University

□ What **manaba+R** contains:

- Useful information on campus life
- Course materials
- Class cancellations, classroom changes and makeup classes
- Announcement from the GLA Office / Academic Advising Center
What is CAMPUS WEB?

☐ CAMPUS WEB is …
Your course registration system at Ritsumeikan University

☐ What you can do on CAMPUS WEB is:
• registering for your courses on CAMPUS WEB.
Must-read information before registration
(RG-PP.4)

5 Materials
1) Registration Guidebook
2) Academic Handbook
3) Fall Semester AY2020/Time Schedule for GLA Students
4) Course Syllabi
5) How to take an Online Class Using Zoom (for Students)

Beyond Borders
Course Registration – twice a year (RG-PP.4)

Course Registration is conducted twice a year.

☐ Spring Semester + Summer Intensive → April

☐ Fall Semester + Winter Intensive → September

Beyond Borders
GLA:
☐ In general, academic course load per semester is 4(four) of four-credit courses.
☐ First Semester at GLA:
Max 18 credits can be registered for the first-semester.

*18 credits
Default 16 credits = 4 compulsory courses
Extra 2 credits = Japanese Language I to IV OR
   a Winter Intensive Course/Special Lecture on Civilization Studies I
Beyond Borders
Methods of Course Registration (RG-PP.5)

There are **2 methods** of Course Registration at GLA.

- **Registration by the GLA Office**
  - the courses registered by the GLA Office.
  - The courses cannot be dropped by students.

- **Regular Registration (Self-Registration)**
  - Students can add/drop courses via CAMPUS WEB during the regular registration period.

Beyond Borders
Breakdown for your registration for the first-semester.

☐ the first-semester: Course Credit Cap=18 Credits

16 Credits (Compulsory) → Registration by the GLA Office

18 Credits

2 Credits/Extra (Optional) → Regular Registration (Self-Registration)

*You must do “Early-Use-Request” and register for your courses officially ON CAMPUS WEB for 2 Extra Credits.

Beyond Borders
Your registration for Fall Semester 2020

☐ The following courses will be registered by the GLA office.

4 compulsory courses for the first-semester

- Introduction to Global Liberal Arts II (Compulsory)
- Civilization in Global History (Compulsory)
- Cultural Studies (Compulsory)
- Statistics (Compulsory)

- Japanese Language I to IV (Optional)

☐ Students must register the following courses by themselves

- a Winter Intensive Course/Special Lecture on Civilization Studies I (Optional)

Beyond Borders
2 STEPS for Registration by the GLA Office (RG-pp.5)

These steps are for the four (4) compulsory courses & JPNS language courses.

☐ **STEP 1**
Check out the Syllabi for AY2020 Fall Semester on manaba+R

☐ **STEP 2**
Make sure to confirm your registration and time schedule assigned by the GLA Office on My Courses on manaba+R after September 19.
(Refer to Registration Guidebook on page 12)

Beyond Borders
3 STEPS for Regular Registration (Self-Registration) (RG-pp.5)

These steps are for the extra 2-credit course(s), such as Special Lecture on Civilization Studies I and a Winter Intensive Course.

☐ **STEP 1**
Check out the Syllabi for AY2020 Fall Semester on manaba+R

☐ **STEP 2**
Do the “Early-Use Request”
   between September 26, 6:30 AM-September 30, 9:10 PM

☐ **STEP 3**
Register for your courses officially on CAMPUS WEB
   between September 28, 6:30 AM-September 30, 11:00 AM

**Beyond Borders**
What is Early Use Request?

What is Early Use Request on manaba+R?

Early Use Request enables you to:
- gain access to course materials prior to official registration
- get Zoom lecture URL before first day of class

Mandatory for 2 Extra Credits:

A combination of Early Use Request and official registration is necessary

*Early Use Request is NOT official registration
How to Access Early Use Request (RG-PP.14)
<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 26, 6:30 AM</td>
<td>Early Use Request Application Period</td>
<td>You can make a request for Early Use to access course materials prior to official registration.</td>
</tr>
<tr>
<td>September 30, 9:10 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 28, 6:30 AM to September 30, 11:00 AM</td>
<td>Regular Registration Period</td>
<td>Students can register for Fall 2020 and Winter Intensive Courses during this period.</td>
</tr>
<tr>
<td>October 1, 10:00 AM to October 5, 11:00 AM</td>
<td>Application period for late registration (late Add &amp; Drop)</td>
<td>This period is for students who missed the standard Add &amp; Drop registration period.</td>
</tr>
<tr>
<td>October 8, 6:30 AM to October 9, 11:00 AM</td>
<td>Late registration period</td>
<td>This period is only for students who applied during October 1-October 5.</td>
</tr>
<tr>
<td>October 12, 6:30 AM to October 14, 11:00 AM</td>
<td>Course Cancellation Period (Drop-only period)</td>
<td>Students can opt to drop either Fall 2020 or Winter Intensive Courses during this period.</td>
</tr>
</tbody>
</table>
Basic Rules for Course Registration
(RG-PP.10)

There are **3 basic rules** when you register for courses.

1. Courses are designated for certain student years*.
   
   (*)Students are required to retake the compulsory courses until they earn a passing grade regardless of their student years.

2. Students cannot retake courses for which they have already passed and received credits.

3. Students cannot register for two courses held on the same day /period /semester.
How to register for courses
Visit Ritsumeikan University Website!

Beyond Borders
Let’s log into manaba+R with your Rainbow ID and Password (RG-pp.18)
Be sure to confirm “My Page” on manaba+R.

< How to Check the Courses Registered by the GLA Office >
- Saturday, September 19
- Access manaba+R → “My Page” → “My Courses”
Let’s go to CAMPUS WEB!(RG-pp.19)
Log into CAMPUS WEB with your Rainbow ID and Password (RG-pp.19)
Let’s register for your course on CAMPUS WEB! (RG-pp.20)
Confirmation of Personal Information

☐ Students MUST check your Personal Information via CAMPUS WEB.

☐ Deadline is October 2, 5:00 PM (JST).

☐ How to access:
1) Log into CAMPUS WEB
2) Click “View/Update Student Information Survey”
Log into CAMPUS WEB with your RAINBOW User ID and Password

CAMPUS WEB Login

UserID *
Password *

Login

Beyond Borders
Click “View/ Update Student Information”
Confirmation of Personal Information

【Change of Current Address】
Please change the registered information on CAMPUS WEB.

【Changes of Address other than current address】
1) Please check your current registration status on CAMPUS WEB.
2) If there are any information that needs to be changed, please fill in the appropriate part of the "Notification of Changes".
   *It is not required to sign or affix a seal.
3) Please send the form to Manabi Station (oicgs@st.ritsumei.ac.jp) by October 2, 5:00 PM (JST).
   Notification of Change.xlsx

☐ Please contact to the Manabi Station(oicgs@st.ritsumei.ac.jp), if you have any questions.

Beyond Borders
Tutorial Class

In principle, GLA classes consist of

☐ 15 Lectures
☐ 15 Tutorials *excluding some courses

Combination of 15 Lectures and 15 Tutorials = 30 classes per a semester
Japanese Language Studies

□ Japanese Language Courses:

・Your Japanese course level has been assessed by the Japanese Language Proficiency Questionnaire and the Placement Test.

・Based on the assessments above, the GLA Office has processed registration for an appropriate Japanese course.

*NOTES

Students who have not yet taken the necessary procedures above must consult with Mr. Onishi at the GLA Office (glapost@st.ritsumei.ac.jp) by Monday, September 28, 11:00 AM (JST).

Beyond Borders
University E-mail Address

☐ Rainbow ID and Password (via email)
*Password is set by default.

☐ University E-mail Address is the only means of communication between students and staff/faculty.

☐ We will not respond your private email to protect your privacy.

☐ Please check your Ritsumeikan University email as often as possible.

Beyond Borders
Wireless LAN/VPN

- Wireless LAN
  - Campus network service with Wireless LAN at Ritsumeikan University
  - No registration is required to use Wireless LAN
  - Setting is required with Rainbow USER ID and Password

- VPN (Virtual Private Network)
  - A VPN will enable you to use services that are only available on the campus network from home or outside the campus.
    e.g.) library databases

Beyond Borders
IT Support Center (Rainbow IT Support)

- Technical support center at OIC Campus
- Location: 2nd floor, Building C
- Visit: http://www.ritsumei.ac.jp/ rainbow/

e.g.) university email, manaba+R, Wi-fi, printing service
and concerns about online learning environment

Beyond Borders
Students Learning Survey (Manabi to Seicho Chosa) is available on manaba+R for New Students.

Participation for this survey is optional.

How to access the survey:
1) Log into manaba+R
2) Click “Survey” on your “Course” page.
Student Learning Survey-3
(Manabi to Seicho Chosa)

Step 1
Click “Student Learning Survey.”

Step 2
Click “Start.”

*You may refer to this manual from the survey start page.
Student Learning Survey-4 (Manabi to Seicho Chosa)

Step 1

Your understanding and cooperation with this survey is much appreciated. Information regarding the planning and implementation of this survey: Survey administered by: College of Information Science and Engineering Affairs. Contact address: “Student Learning Survey” Supervisor (learners@st.ritsumei.ac.jp).

Please provide your student ID number below in order to assist in internal educational improvements (curriculum reform, etc.) and study support. (You may leave it blank if you wish to share your student ID number for any reason.)

Answer the questions in the survey.

Step 2

Confirm the contents of this manual here.

When you have answered all the questions, click “Confirm.”

Click “Next.”

Beyond Borders
Student Learning Survey-5
(Manabi to Seicho Chosa)

Step 1
Any unanswered questions will reappear.
When you have answered all the questions, click “Confirm Submission.”

Step 2
Click “Submit.”
<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 26, 6:30 AM</td>
<td>Early Use Request Application Period</td>
<td>You can make a request for Early Use to access course materials prior to official registration.</td>
</tr>
<tr>
<td>September 30, 9:10 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 28, 6:30 AM - September 30, 11:00 AM</td>
<td>Regular Registration Period</td>
<td>Students can register for Fall 2020 and Winter Intensive Courses during this period.</td>
</tr>
<tr>
<td>October 1, 10:00 AM - October 5, 11:00 AM</td>
<td>Application period for late registration (late Add &amp; Drop)</td>
<td>This period is for students who missed the standard Add &amp; Drop registration period.</td>
</tr>
<tr>
<td>October 8, 6:30 AM - October 9, 11:00 AM</td>
<td>Late registration period</td>
<td>This period is only for students who applied during October 1-October 5.</td>
</tr>
<tr>
<td>October 12, 6:30 AM - October 14, 11:00 AM</td>
<td>Course Cancellation Period (Drop-only period)</td>
<td>Students can opt to drop either Fall 2020 or Winter Intensive Courses during this period.</td>
</tr>
</tbody>
</table>