

# **College of Global Liberal Arts**

## **Academic Advising Syllabus**

(Spring 2023)

This syllabus is a guide for students to understand the role of academic advising at the College of Global Liberal Arts (GLA).

Being student-led and advisor-supported, GLA's academic advising is conducted to help students explore their interests, values, as well as to support their making thoughtful and informed decisions about their educational plans and experiences. This syllabus outlines what is expected of students in the academic advising process and the responsibilities of advisors to support students in their academic careers.

Advisors are available to work with students and to assist them as needed. Before each advising session, please refer to this syllabus to make the most of the advising relationship and all advising opportunities.

## GLA Advising System

### Academic Advising by Professional Advisors

#### 1<sup>st</sup> Year – 4<sup>th</sup> Year

Professional academic advisors at the Academic Advising Center (AAC) are available from 9:00 a.m. – 5:00 p.m., Monday through Friday, except for national holidays and other university closure periods. Students are encouraged to schedule an appointment in advance, but if advisors are available, walk-in is also welcome.

The AAC supports students in every semester's course selection and comprehensive planning of their program of study at GLA. If students have questions about program requirements for graduation, credit transfer from ANU to RU, registration for or withdrawal from courses, academic policies and procedures, and/or any other concern, the AAC serves as their first point of contact. Advisors at the AAC can also refer students to other student support units on campus as necessary and appropriate.

As much as we would like to assist students thoroughly, the AAC is not responsible for ANU's graduation requirements, course delivery, policies, and registration procedures. Students with questions about the items listed above should contact the ANU Convener at [bapa.bell@anu.edu.au](mailto:bapa.bell@anu.edu.au).

### Welcome Faculty Mentoring by Faculty

#### 1<sup>st</sup> Semester

Welcoming mentors are faculty members and are assigned to all 1st-semester students. During their scheduled office hours, you will meet with your welcoming mentors in the 3rd week of your 1st semester. This meeting is casual but important and intended to ensure that your classes have begun well and that your semester is on the right track.

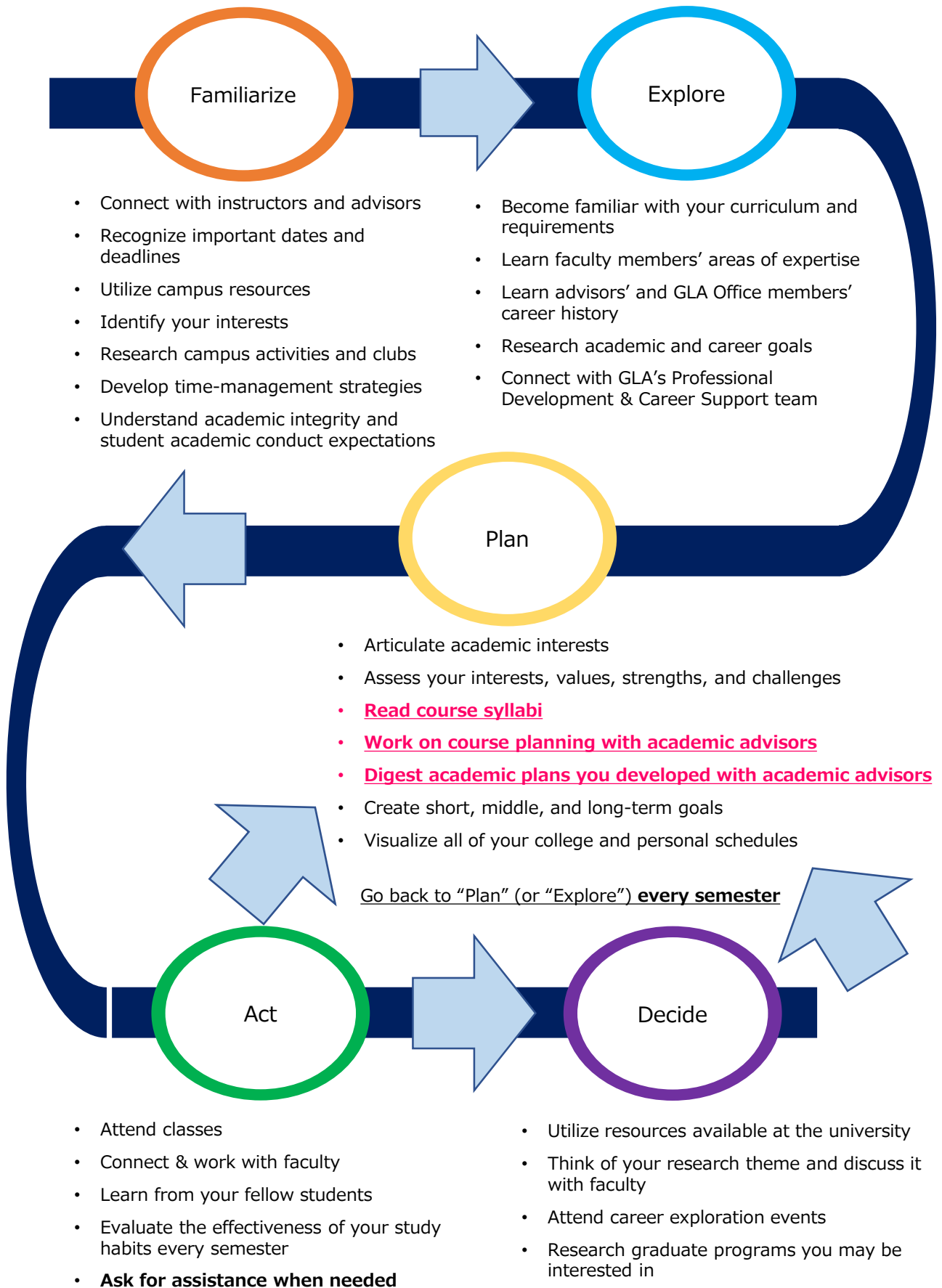
Meeting with your faculty mentor in your 2nd semester is not mandatory but highly encouraged.

### Research Mentoring by Faculty

#### 4<sup>th</sup> Year

A research mentor is a faculty member (or members) who will support and advise you in writing your final thesis. Your research mentor(s) will be determined in your 4th year when you choose your final thesis topic.

## Student Development Process – It's a non-stop & repeated process!



## General Objectives of Advising with Academic Advisors & Career Advisors



### Transitioning & Adjusting to College

- Explore your academic & career interests
- Explore interpersonal factors related to academic & career goals
- Clarify your personal values, particularly about academic & career choices
- Assess your strengths, skills, and challenges
- Understand skills you will need to make the most of GLA education, including ANU coursework
- Use various resources to maximize your undergraduate experiences, such as advisors, faculty, study groups, student organizations, and student support units
- Connect with GLA Office's Student Professional Development & Career Support team



### Academic Exploration & Personal Development

- Focus on your interests, and study one of them in more depth
- Continue assessing your skills, strengths, and interests
- Explore connections between your interests and strengths & potential careers
- Explore experiences that will help you clarify your goals
- Understand RU & ANU transition mechanism, including credit transfer



### Academic Enhancement & Career Goal Setting

- Discover how your interests & skills apply to the world of work
- Identify educational and other skills you may want to develop to attain employment or professional training in your field
- Be able to articulate what you are studying and why
- Research graduate program options and start applying
- Connect with the RU & ANU Career Offices



### Transitioning Out of College into A Professional Career or Graduate Programs

- Research employment options and start applying
- Understand skills employers and graduate schools seek
- Be able to market your skills and education to employers and graduate schools
- Networking with professionals in the fields you are interested in
- Continue assessing your options

## General Academic Advising Semester-by-Semester Grid (Spring Start)

Semester (Physical Location)	With the AAC Advisors		With the Faculty Members
1 <sup>st</sup> Semester (RU)	<p>Discuss ...</p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup>-semester courses</u></li> <li>• <u>2<sup>nd</sup>-semester courses within the 1<sup>st</sup> semester</u></li> <li>• Transition to college life</li> <li>• GLA's curriculum</li> <li>• Program requirements</li> <li>• campus resources</li> </ul>	<p>Throughout your academic career at GLA, students will always be welcome to contact the AAC for items listed below, <b>in addition</b> to the course selection consultation.</p> <p>We are YOUR resource. Use us WELL!</p> <ul style="list-style-type: none"> <li>• Curriculum / requirement questions</li> <li>• Course planning at RU &amp; ANU</li> <li>• Credit transfer between ANU and RU</li> <li>• Graduation Review</li> <li>• Policy clarification</li> <li>• Other learning opportunities</li> <li>• Academic difficulty</li> <li>• Questions you are not sure whom to ask</li> </ul> <p>Advisors also assess your needs and connect you to other student support units as appropriate.</p>	<p>Check in with your Faculty Mentor and discuss your 1<sup>st</sup>-semester experiences.</p>
2 <sup>nd</sup> Semester (RU)	<p>Discuss RU courses to take in your 3<sup>rd</sup> semester. You will also take pre-fixed ANU courses in the 3<sup>rd</sup> semester.</p>		<p>Keep on working with RU &amp; ANU course instructors throughout your academic career until degree completion</p> <ul style="list-style-type: none"> <li>• Ask questions</li> <li>• Discuss your ideas</li> <li>• Request clarifications on ideas and theories you do not understand</li> <li>• Discuss career and/or further education opportunities</li> <li>• Learn faculty's areas of expertise</li> <li>• Other questions and discussions relevant to your coursework</li> </ul>
3 <sup>rd</sup> Semester (RU)	<p>Discuss ANU courses to take in your 4<sup>th</sup> semester. You need to know how your ANU courses will transfer to RU and fulfill the GLA requirements. .</p>		
4 <sup>th</sup> (ANU) Semester	<p>Discuss ANU courses to take in your 5<sup>th</sup> semester.</p>		
5 <sup>th</sup> (ANU) Semester	<p>Discuss RU courses to take in your 6<sup>th</sup> semester.</p>		
6 <sup>th</sup> Semester (RU)	<p>Welcome back to RU! <u>Schedule a graduation review appointment within the semester.</u> Time to get ready for the Research Seminars and Thesis, too.</p>		
7 <sup>th</sup> and 8 <sup>th</sup> Semesters (RU)	<p><u>Discuss your remaining requirements to remain on the right track.</u> You will also take pre-fixed ANU courses.</p>		<p>Work with your Faculty Research Mentor to discuss your research interests (and produce the thesis, possibly).</p>

## BECAUSE we care - AAC Advising Types & Student Resources

### Scheduled Advising

30-minute appointments

For items such as

- RU Course Planning
- ANU Course Planning
- Credit Transfer between ANU & RU
- Graduation Review
- Academic difficulty
- Other study options

### Walk-in Advising

5-10 minutes with an advisor

First-come, first-served

For items such as

- Policy clarification
- Referrals
- Urgent concerns

### Add/Drop Advising

5-10 minutes with an advisor

First-come, first-served

Quick assistance on schedule adjustments for courses unavailable for self-registration via GLARS.

### Resources

- Academic Advisors
- Career Office
- Disability Resource Center (DRC)
- Faculty
- GLA Office
- RAINBOW Service Desk (IT Services)
- Student Success Program (SSP)
- Student Support Room (Counseling)
- Writing Supports
- University Library

### Tools

- Academic Advising Database
- Academic Advising Syllabus
- Academic Handbooks
- GLARS – GLA Registration System
- CAMPUS WEB
- Course Syllabus
- GLA Website
- manaba+R
- ProQuest & other library databases
- Registration Guidebook
- University Email

### Important Dates

- Add/Drop Due Dates
- Drop-only Period
- Withdrawal Due Date (only for pre-hurdle students)

## How to Contact the Academic Advisors

### Advising Appointments

Submit the online Advising Appointment Request Form after logging in using your Rainbow ID and password.

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

You may upload files if necessary. Please provide as many details as possible when contacting the AAC for efficient communication.

Upon receiving students' requests, one of the academic advisors will respond within two (2) business days.

Please read the tips on the following page.



### General Inquiries to the Advisors

Use the AAC General Inquiry Form.

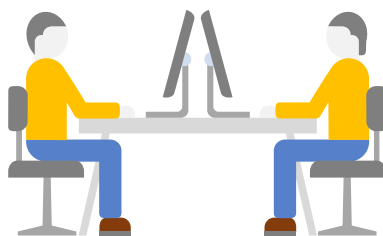
[http://en.ritsumei.ac.jp/gla/advising/contact\\_academic\\_dvising\\_team/](http://en.ritsumei.ac.jp/gla/advising/contact_academic_dvising_team/)

Follow the same log-in protocol to use the inquiry form.

Upon receiving students' inquiries, one of the academic advisors will respond within two (2) business days.

## Students' and Advisors' Responsibilities

Academic Advising is a repeated process of collaboration between students and advisors. Hence, both parties will take their own responsibilities.



Students' Responsibilities	Advisors' Responsibilities
Be familiar with all academic advisors by working with them regularly. Check the Academic Advising Database after every meeting with an advisor.	Conduct student advising meetings in a manner that follows ethical behavior and respects student confidentiality.
Regularly check the university email, the GLA website, and manaba+R for important announcements. Missed deadlines or insufficient submissions due to unread messages are students' responsibility.	Respond to the messages to the students within two business days.
Follow the academic policies and procedures of the College and University. These can be found in the Academic Handbooks for GLA and the University available on the GLA website.	Clarify concerns students may have regarding the policies and procedures of GLA and the University.
Work with an AAC advisor in planning the 4-year academic requirements. Be proactive and plan ahead to consult with an AAC advisor every semester to monitor academic progress in completing the degree requirements for graduation.	Work with students to create an academic plan to complete the degree requirements for graduation and achieve their academic goals.
Come prepared for the academic advising appointments with a list of courses they are interested in taking and questions. Present the prepared academic plan to the advisor to initiate discussions.	Prepare for each meeting checking with the student's academic record and the Academic Advising Database.
Improve their academic performance by taking advantage of the academic workshops and seminars organized on campus. Refer to the GLA website for these and other university resources.	Provide students with advice and resources to enable them to make informed decisions about their academic program.
Balance their academic life by setting goals and managing time. <u>Take ownership of your decisions and actions.</u>	Refer students to available university resources and services which can appropriately address and support their needs.



## Academic Advising Appointment Tips



### Before

- Determine what kind of advising appointment you need
- Familiarize yourself with the GLA Academic Calendar
- Be aware of all College and University deadlines
- Review your academic records, such as grades and GPA
- Come prepared with your questions written out
- Research and/or complete fact-finding as relevant

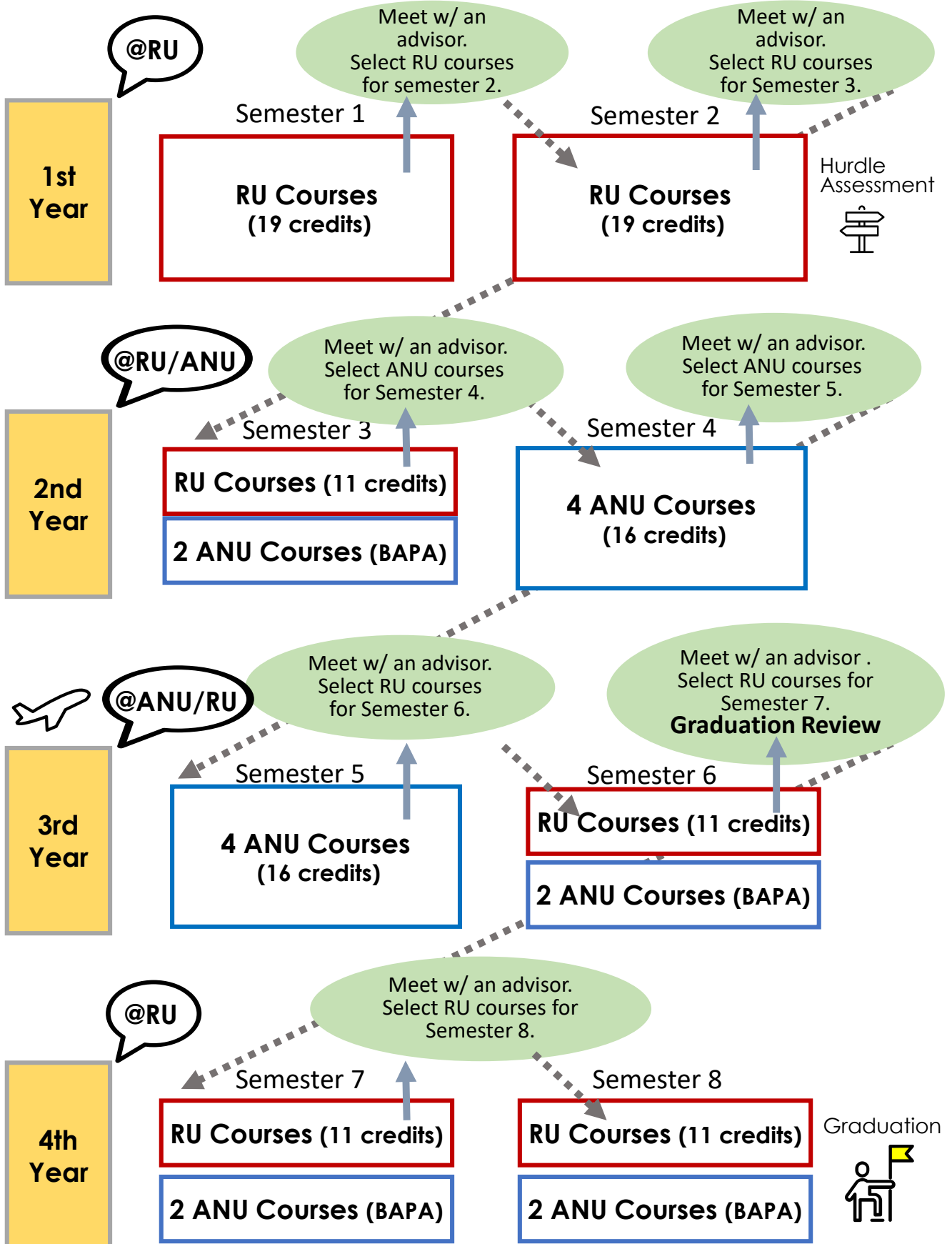
### During

- Show up on time
- Take notes
- Be open with your advisor on how things are going at school and in your classes
- Be willing to share things about yourself, so we can better understand your goals and interests, both academically and professionally
- ASK QUESTIONS!

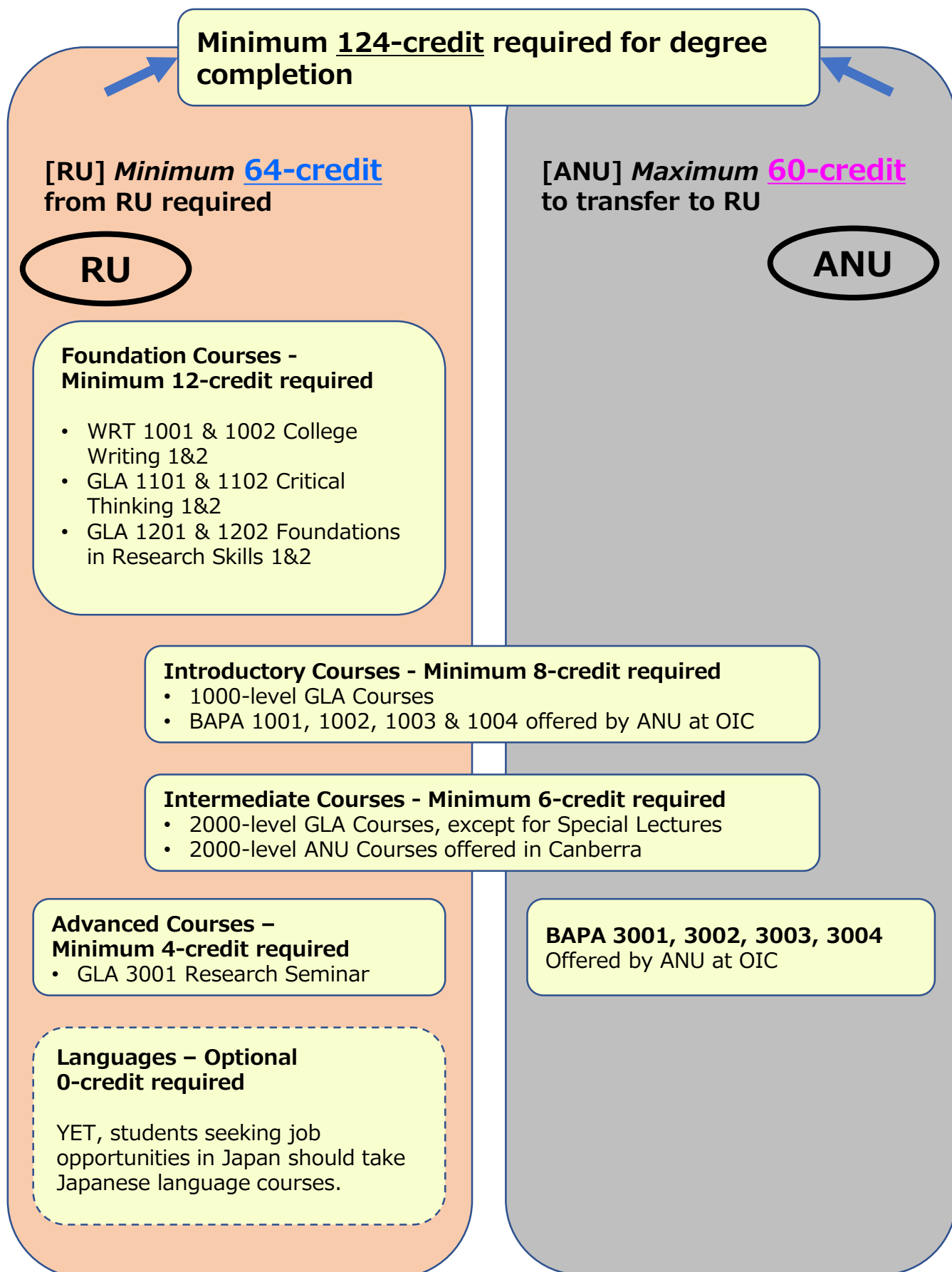
### After

- Check your advisor's advising summary on the Academic Advising Database
- Keep a record of the information you learned during your advising appointment
- Complete all follow-up steps if necessary, such as paperwork, appointment, check email & websites
- Send your advisor follow-up questions, if necessary
- Contact/visit available campus resources, if necessary

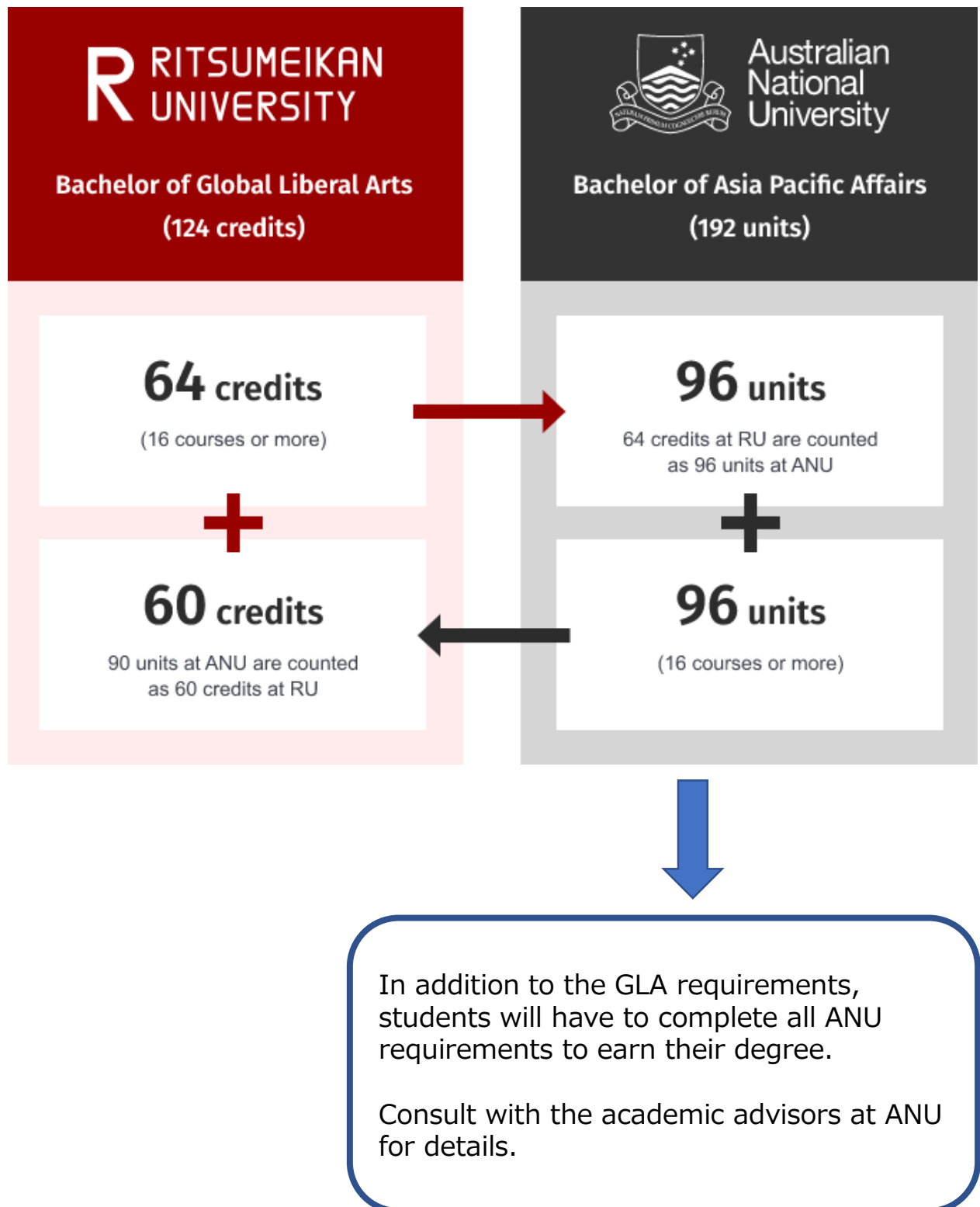
## Program Grid For Spring Start Students – ALWAYS One Semester Ahead



## GLA Graduation Requirements – Credit Distribution



## GLA Graduation Requirements – Credit Transfer



## GLA Academic Program Grid – April/Spring 2023 Cohort

As a liberal arts college with a global & diverse student body, GLA has a unique enrollment system that consists of both April/Spring and September/Fall admissions to accommodate the high school academic calendars of students from all over the world. This system requires two Academic Program Calendars, one for each semester of enrollment.

Note that this grid may become subject to change under unexpected circumstances.

Year	Semester	Campus	Courses	Note
1	Spring 2023	RU	4-5 RU courses	Total 19-RU credits
	Fall 2023	RU	4-5 RU courses	Total 19-RU credits
2	Spring 2024	RU	2-3 RU courses & 2 ANU courses	Total 11-RU credits
	ANU Semester 1 (July 2024)	ANU	4 ANU courses	
3	ANU Semester 2 (February 2025)	ANU	4 ANU courses	
	Fall 2025	RU	2-3 RU courses & 2 ANU courses	Total 11-RU credits
4	Spring 2026	RU	2-3 RU courses & 2 ANU courses	Total 11-RU credits
	Fall 2026	RU	2-3 RU courses & 2 ANU courses	Total 11-RU credits

## Spring 2023 GLA Academic Calendar

Spring 2023 Academic Calendar	
<b>Wednesday, March 29 – Wednesday, April 5</b>	New Student Orientation
<b>Thursday, March 30 11:00 AM – Monday, April 3 9:00 AM</b>	Spring 2023 Registration period for 2 <sup>nd</sup> -year students or above
<b>Monday, April 3 1:00 PM – Tuesday, April 4 11:00 AM</b>	Spring 2023 Registration for all students (including new students and 1 <sup>st</sup> -year students)
<b>Thursday, April 6</b>	Spring 2023 classes begin
<b>Thursday, April 13 11:00 AM</b>	Last day to submit the Petition for Course Overload
<b>Thursday, April 13 11:00 AM – Friday, April 14 1:00 PM</b>	Application period for Optional Registration (late Add & Drop) (for students who missed the standard Add & Drop registration period. Refer to Registration Guidebook for details)
<b>Monday, April 17 11:00 AM – Tuesday, April 18 11:00 AM</b>	Optional Registration Period (only for students who applied for the optional registration)
<b>Friday, April 21, 11:00 AM – Monday, April 24, 11:00 AM</b>	Course Cancellation Period (Drop-only period)
<b>Friday, May 15</b>	(For faculty) Mid-term progress rating opens
<b>Wednesday, May 31</b>	Last day to apply for Leave of Absence (LoA) for Spring 2023 or One Academic Year (Spring 2023 & Fall 2023)
<b>Saturday, June 3</b>	(For faculty) Due date of the mid-term progress rating
<b>Saturday, June 3</b>	Class Day Wednesday Schedule
<b>Friday, June 23, 5:00 PM</b>	Last day to withdraw from Spring 2023 courses (only for Dual Degree students before the Academic & English Hurdle assessments)
<b>Monday, July 17</b>	Marine Day - Class day, no classes canceled
<b>Friday, July 21</b>	Last day of regular undergraduate courses
<b>Tuesday, September 5</b>	Spring 2023 grades become available to students
<b>Saturday, September 25</b>	Formal last day of Spring 2023 semester
Spring 2023 Holidays (No Class)	
<b>Tuesday, May 3</b>	Constitution Memorial Day
<b>Thursday, May 4</b>	Greenery Day
<b>Friday, May 5</b>	Children's Day

## Academic Advising “Food for Thoughts” for Spring 2023

By when	Task	Done!
<b>Orientation Week March 29-April 5</b>	Learn about the GLA curriculum and requirements and university resources, and meet with the GLA staff & faculty.	
<b>Week 1 April 6-</b>	<ul style="list-style-type: none"> <li>Add &amp; Drop period begins—check out the syllabi of the courses you signed up for and buy textbooks</li> <li>Questions? Ask your instructors or contact the academic advisors!</li> <li>Interested in taking the Winter Intensive course? The registration period is only open at the start of the semester. Check the Academic Calendar for the deadline and manaba+R for the winter course details.</li> </ul>	
<b>Week 2 April 13-</b>	<p>Finalize course planning for the semester.</p> <p>Consider forming a study group for your classes. Working with your fellow students would deepen your learning and will develop a community!</p>	
<b>Week 3 April 20-</b>	<ul style="list-style-type: none"> <li>Meet with your Welcome Faculty Mentor during their scheduled office hours.</li> <li>The last day to drop courses is April 25 (11:00 a.m.). Be sure to speak with your instructors during their office hours to see how you are doing in your courses.</li> </ul> <p><u>The last day to drop courses is April 25 at 11:00 a.m.</u></p>	
<b>Week 4 April 27-</b>	<p>Assess your progress and performance in your courses. Are your study habits efficient and effective? Do you need some guidance? We have writing support, the Student Success Program (SSP), and other support resources! Check it out, or ask an academic advisor.</p>	
<b>Week 5 May 8-</b>		
<b>Week 6 May 15-</b>	<p>Missing the Golden Week? Exhausted with your homework? Need time to be away from textbooks &amp; laptop? Here are tips for you!</p> <ul style="list-style-type: none"> <li>Check out student engagement programs offered on campus.</li> <li>Consider attending local cultural/sports activities.</li> <li>Student Support Room (SSR) offers individual and confidential counseling by licensed counselors.</li> </ul>	
<b>Week 7 May 22-</b>		
<b>Week 8 May 29-</b>		
<b>Week 9 June 5-</b>		
<b>Week 10 June 12-</b>		
<b>Week 11 June 19-</b>	<ul style="list-style-type: none"> <li>Plan how you will be spending the last few weeks</li> <li>A cluster of deadlines? Preparing ahead will save tears down the road</li> </ul> <p><u>The last day to withdraw from Spring 2022 courses is June 23 at 5:00 p.m. Note that it is applicable only to Dual Degree students before the Academic &amp; English Hurdle assessment</u></p>	
<b>Week 12 June 26-</b>		
<b>Week 13 July 3-</b>		
<b>Week 14 July 10-</b>		
<b>Week 15 July 17-</b>	<p>CONGRATULATIONS! The semester has concluded!</p> <p>1<sup>st</sup>-semester students will attend the AAC’s 1<sup>st</sup>-semester Wrap-up advising.</p>	

## Final Thoughts for a Successful Semester

1. **REMEMBER** that your life at university will be far different from high school. You will be treated as an adult, and you will be responsible for your decisions and actions.
2. **STAY CONNECTED.** Check the Academic Advising Database every time you meet with an academic advisor. Read the university email and manaba+R announcements every day. Bookmark important websites, such as the university and GLA homepages and the AAC section.
3. **BE PROACTIVE.** Seek assistance as soon as it becomes necessary. Sometimes providing support may take longer than expected. Contact the AAC as your first step if you are unsure whom to reach out to.
4. **KNOW YOUR ADVISORS.** The AAC advisors are here to help you walk through the GLA curriculum, monitor your academic progress, and remain on the right track to graduate on time. AAC advisors can also refer you to the right individual and/or department on campus as necessary.
5. **MEET YOUR PROFESSORS.** GLA faculty members are committed to providing high-quality education. Visit them during their office hours to ask questions about class material and learn about their background, experiences, and research interests.
6. **YOU ARE NOT ALONE.** It is natural and common for university students, from new students to graduating seniors, to feel anxious and confused during their university life. When you experience anxiety or confusion, talk to your classmates: they may have similar feelings. The Student Support Room (SSR) is also available if you need assistance from professional counselors. You do not know whom to speak to? Feel free to contact the AAC.
7. **STUDY HARD** – really, what else?
8. **HAVE FUN** but do not forget to keep a healthy balance.



## **Experience the power of the GLA team**

### **ONE Mission, THREE Teams**

Office Hours: **9:00 a.m. – 5:00 p.m., Monday through Friday**,  
except for national holidays & university closure periods

#### **The Academic Advising Center**

<http://en.ritsumei.ac.jp/gla/advising/>

- Norihisa Shimada (“Nori”), Director, Academic Advising
- Keiko Ishizuka, Academic Advisor
- Ryosuke Kawai (“Ryo”), Academic Advisor
- Nodoka Nizawa, Academic & Career Advisor

#### **Student Professional Development & Career Support**

[g-career@st.ritsumei.ac.jp](mailto:g-career@st.ritsumei.ac.jp)

- Yoshiki Onishi, Director, Student Professional Development & Career Support
- Nodoka Nizawa, Academic & Career Advisor

#### **GLA Writing Coach & Support**

[http://en.ritsumei.ac.jp/gla/academics/learning\\_support/academic\\_writing\\_skills/](http://en.ritsumei.ac.jp/gla/academics/learning_support/academic_writing_skills/)

- Ayumi Hagusa, Writing Coach & Coordinator