



Spring 2024 Japanese Placement & Registration Guidebook

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

**[Japanese Language Courses Application Due Dates]
February 20(Tue) 14:00**

**[Non-credits Japanese Language Courses Application]
To be announced on February 15(Thu)**

***Read this guidebook for details on procedures.**

**College of Global Liberal Arts
Ritsumeikan University**



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1. Eligibility

All GLA students, including near-native speakers* of Japanese, are eligible to take Japanese courses.

* In case that if you are unsure whether you are eligible to apply or not, please apply.

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 2024 new students) Until your university e-mail address is issued via [Rits-Mate](#), we will send notifications to your personal e-mail address.
- A full course list is available on the next page.
- **“Auto”** in the “Registration” line means auto-registration by the GLA Office if you complete required procedures by the deadline.
“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		1 or above	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			1 or above	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).	Auto			Self

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](#) for more details.

*(for Spring 2024 new students)

The detail of how to drop and use registration system (=GLARS) will be explained at the new-student orientation on March 26, 2024.

- 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.

[Spring Semester ONLY : the 13-week Adjustment for Japanese Language Courses]

Effective Spring 2024, students in the 2nd year will travel to Canberra in July instead of February. Accordingly, almost Spring 2024 courses will conclude in 13. However, for the Japanese Language Courses, 13-week adjustment is implemented will vary course-by-course. Please refer to the course syllabi when it is available for your review on/after March 5, 2024, and inquire to the respective course instructor if you need further clarifications.

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 – Type C**.
- 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 2024. Such students may opt to take one in next semester.
- 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 *It will be updated on mid March.

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

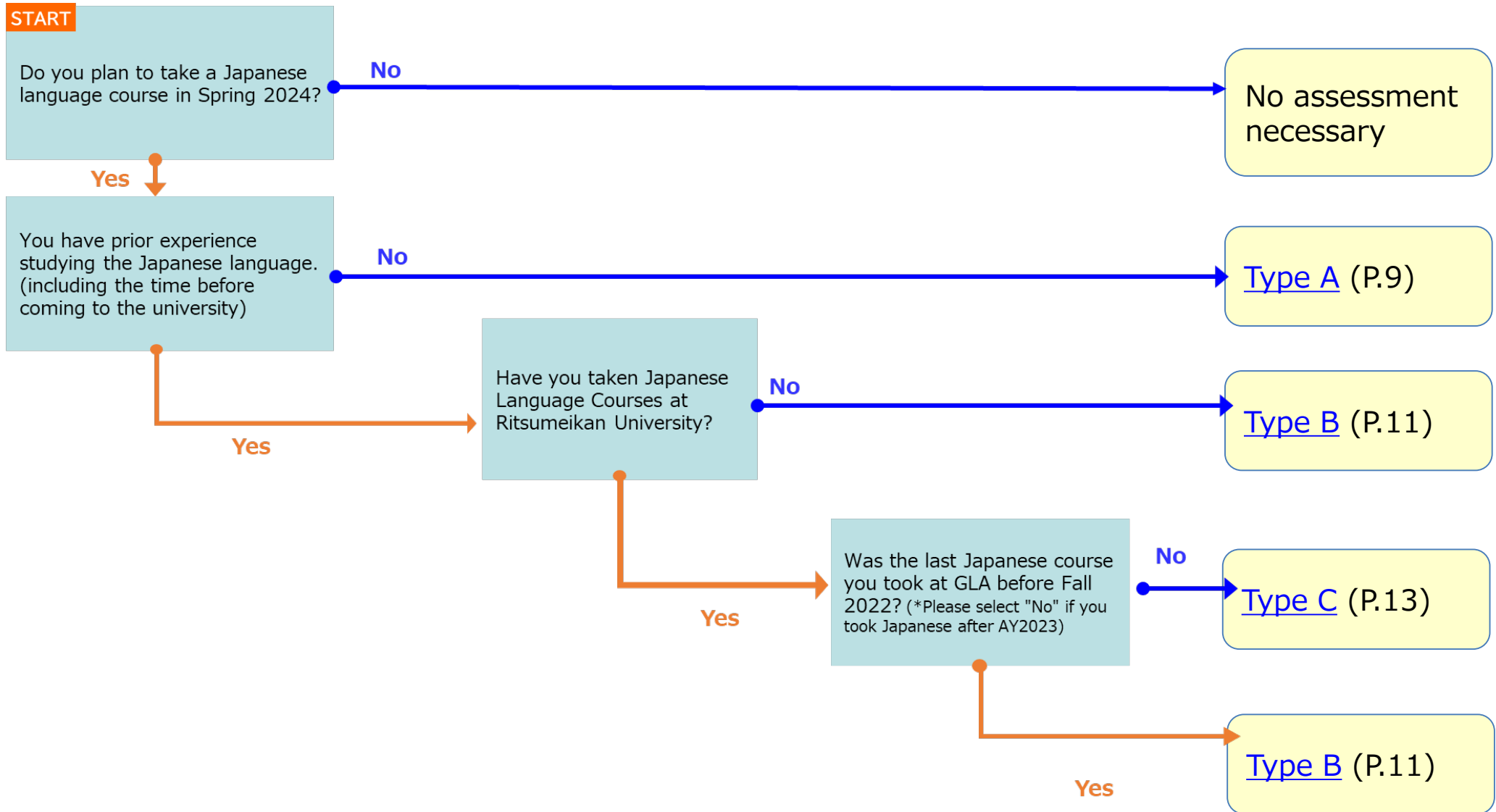
BBP Language Exchange Program

https://www.ritsumeikan.ac.jp/gengo/gaikokugo-gakusyu/sup_eng.html/

Book Corner (Beyond Borders Plaza)

<https://www.ritsumeikan.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: February 20 (Tue) 14:00

Placement Level

JPNS 1001 Elementary Japanese 1

3. Placement – Type A

Date	Details
February 20 (Tue) 14:00	<DEADLINE> All placement procedures must be completed
March 5 (Tue) 6:30 AM	(Current students) Fall 2023 grades become available to students
March 21 (Thu) 14:00	<u>Students will receive an email regarding the course placement.</u> Please make sure to check Course Timetable to confirm the course schedule and finalize Spring 2024 plan.
March 28 (Thu) PM	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	<u>Japanese Language Course Drop</u> Students can drop Japanese language courses by themselves on GLARS.
June 24 (Mon) 17:00	<u>Last day to withdraw from Spring 2024 courses</u> (only for Dual Degree students before the Academic & English Hurdle assessments) Submit the Withdrawal form to the Academic Advising Center. • Students can confirm the details of the Course Withdrawal from HERE .



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 \(Ritsumeikan Online Japanese Placement Test\)](#) ***You can take the ROJPT after February 2 (Fri).**
 - Login ID: Student ID Number for current students, Application Number for Spring 2024 new students
 - Password: Date of Birth (yyyymmdd)

Due Date(#1): February 20 (Tue) 14:00

3. Attend an interview with a JPNS Program coordinator (only after completing #1 & #2)
Interview Periods: March 4-6
*** How to book an interview will be emailed on February 28 only for students who need to attend interviewed.**

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



3. Placement – Type B

Date	Details
February 20 (Tue) 14:00	<DEADLINE> All placement procedures must be completed
March 4 (Mon)-6 (Wed)	Japanese Interview Period
March 5 (Tue) 6:30 AM	(Current students) Fall 2023 grades become available to students
March 21 (Thu) 14:00	Students will receive an email regarding the course placement. Please make sure to check Course Timetable to confirm the course schedule and finalize Spring 2024 plan.
March 28 (Thu) PM	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	<u>Japanese Language Course Drop</u> Students can drop Japanese language courses by themselves on GLARS.
June 24 (Mon) 17:00	<u>Last day to withdraw from Spring 2024 courses</u> (only for Dual Degree students before the Academic & English Hurdle assessments) Submit the Withdrawal form to the Academic Advising Center. • Students can confirm the details of the Course Withdrawal from HERE .

3. Placement – Type C

Students placed in Type C have taken Japanese language courses at Ritsumeikan after AY2023.

Required Procedure

- [Confirm Spring 2024 Japanese Language Course Registration](#)

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

Due Date: February 20 (Tue) 14:00

[*Retake the ROJPT]

Students who have not taken Japanese language courses for more than one semester and move up two or more levels from the level students completed in the previous course, they need to take the ROJPT. Therefore, please contact the GLA Office (glapost@st.ritsumei.ac.jp) by **February 1 (Thu) 9:00 AM**.

Students' placement level for Spring 2024 will be determined based on their last Japanese language course grade until Fall 2023. Basically, students will be placed on one level higher if students pass the last courses.

3. Placement – Type C

Date	Details
February 20 (Tue) 14:00	<DEADLINE> All placement procedures must be completed
March 5 (Tue) 6:30 AM	(Current students) Fall 2023 grades become available to students
March 21 (Thu) 14:00	Students will receive an email regarding the course placement. Please make sure to check Course Timetable to confirm the course schedule and finalize Spring 2024 plan.
March 28 (Thu) PM	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	<u>Japanese Language Course Drop</u> Students can drop Japanese language courses by themselves on GLARS.
June 24 (Mon) 17:00	<u>Last day to withdraw from Spring 2024 courses</u> (only for Dual Degree students before the Academic & English Hurdle assessments) Submit the Withdrawal form to the Academic Advising Center. • Students can confirm the details of the Course Withdrawal from HERE .

4. Miscellaneous: Non-Credit Japanese Courses

In Spring 2024, GLA will hold the following non-credit-bearing courses. No credit will be given for these courses. The detail of course contents and how to register will be announced on February 15 by email.

Level	Courses	Credits	contents
G3-G4:Upper Beginner to Lower Intermediate	JLPT N3 Preparation Course	Non-Credit	This course is designed to help students develop their knowledge of kanji, vocabulary, grammar, etc., reading comprehension skills, and improve their listening comprehension skills by solving JLPT N3 level questions.
G6:Advanced Japanese (Comprehensive) or above	JLPT N2 Preparation Course	Non-Credit	This course is designed to help students develop their knowledge of kanji, vocabulary, grammar, etc., reading comprehension skills, and improve their listening comprehension skills by solving JLPT N2 level questions.
G7:Advanced Japanese or above	JLPT N1 Preparation Course *Students need to submit a copy of the N2 certificate to the GLA Office if you have already passed it.	Non-Credit	This course is designed to help students develop their knowledge of kanji, vocabulary, grammar, etc., reading comprehension skills, and improve their listening comprehension skills by solving JLPT N1 level questions.



5. Contact Information

The GLA Office

AC Office, 1st Floor, Building A, OIC

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/