Spring 2024

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

Table of Contents

1. What you need to know before commencing your studies at GLA

1. What you need to know before commencing your studies at GLA

☑ **Course Registration must occur online through "GLARS" (<u>GLA</u> <u>R</u>egistration <u>S</u>ystem) on a first-come, first-served basis.**

GLARS was released newly 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 the primary resource 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** `Announcement` **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 inconvenience of not checking the University's information via manaba+R.

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

All information about class cancellations, 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 of 2.49 or below cannot register for courses until they meet with the AAC.**

For students with a GPA of 2.49 or below 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 schedule a meeting immediately and no later than the specified due date.

☑ Classes begin on Friday, April 5.

Ritsumeikan University Academic Calendar for the academic year 2024 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.

Weekdays 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	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/

2. RU Course Credit Cap

2. RU Course Credit Cap

2.1. Standard Semester Credit Cap

GLA students are expected to make continuous progress toward degree completion throughout 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 coursework. 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 RU Credit Cap	19 credits
RU Credit Cap after Course Overload	21 credits

- Students are allowed to register for 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 RU Credit Cap	11 credits
RU Credit Cap after Course Overload	13 credits

- The standard credit cap for RU courses per semester is 11 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 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

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

(4) Cohort B students

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

- Cohort B students may register for courses up to 21 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.

* "Internship 1-3" are not included in the semester credit cap. (Not compulsory courses. Only for those who would like to register it.)

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)

The submission must be completed by 11:00 AM on Thursday, April 11th.

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 compulsory, it will be registered by the GLA Office. For other courses, students must complete their course registration by themselves via GLARS.

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:
Monday, June 24, 5:00 PM

3. Basic Information for Course Registration

3. Basic Information for 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 Placement & 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	Detailed information on GLA course registration. ● http://en.ritsumei.ac.jp/gla/academics/courses/forms/ GLA website > Academics > Forms and Student Manuals
(Only for students wishing to take the course) Japanese Placement & Registration Guidebook	Detailed information about how to apply for Japanese course registration. ● http://en.ritsumei.ac.jp/gla/academics/courses/forms/ GLA website > Academics > Forms and Student Manuals
Academic Handbook	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). ● http://en.ritsumei.ac.jp/gla/academics/courses/forms/ GLA website > Academics > Forms and Student Manuals
GLA Spring 2024 timetable	The time schedule includes all the GLA class schedules, their start and end dates, and the Course Code. Any change during the class term will be notified on manaba+R. (e.g., classroom change, cancellation, and make-up) ● http://en.ritsumei.ac.jp/gla/academics/courses/forms/ GLA website > Academics > Forms and Student Manuals ● https://www.ritsumei.ac.jp/ct/ manaba+R > College of GLA Student Page > Course Registration > Time Schedule / Syllabus

Course Syllabi	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. ● http://en.ritsumei.ac.jp/gla/academics/courses/forms/ GLA website > Academics > Forms and Student Manuals ● https://www.ritsumei.ac.jp/ct/ manaba+R > College of GLA Student Page > Course Registration > Time Schedule / Syllabus
How to Attend an Online Class Using Zoom	Basic information for using Zoom when you take an online class. ● http://en.ritsumei.ac.jp/gla/academics/courses/forms/ GLA website > Academics > Forms and Student Manuals ● https://www.ritsumei.ac.jp/ct/ manaba+R > College of GLA Student Page > Course Registration > Registration Guidebook

☑ Course registration is conducted each semester (twice a year)

The April registration is for the courses offered in the Spring Semester. 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 - Spring + Summer	- Fall Semester - Fall + Winter - 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 "4.1. Course Registration Schedule".

Registration Methods	Description
Auto-Registration	・The courses are registered by the GLA Office. Students do not need to register for these courses. ・In principle, students cannot drop these courses by themselves, except for Japanese language courses. Please refer to the "Japanese Placement & Registration Guidebook."
Self Registration (via GLARS)	・Students can add courses on a first-come, first-served basis or drop them by themselves during the Self Registration Period.
Others	・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 / Other Registration Application

4. Course Registration Schedule / Other Registration Application

4.1. Course Registration Schedule

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

Date & Time (JST)		Event	Notes	Detail
March 21 PM	Thu	Class placements for the Japanese Language Course will be announced.	**ONLY** students who apply for this course.	Japanese Placement & Registration Guidebook
March 29, 11:00 AM - April 1, 9:00 AM	Fri Mon	**[Self 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 2nd-year level or above will be available for registration. *2nd-year students and above are highly encouraged to register for as many courses as possible during this period.	8.3. How to Register for Courses
April 1, 11:00 AM - April 2, 3:00 PM	Mon Tue	**[Self 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 1st-year courses, will be available for registration.	8.3. How to Register for Courses
April 3, PM	Wed	Checking a few details, GLA Office will inform students via the university email that their course registration is fixed.	-	9. Course Registration Errors
April 2, 6:30AM – April 4 11:00 AM April 5, 6:30AM – April 10,	Tue Wed	manaba+R Early Use Request Application Period	Note: This application is NOT official course registration.	Early Use Request Function

9:10 PM				
April 5	Fri	Spring 2024 classes begin		
April 11, 11:00 AM	Thu	Last day to submit the Petition for Course Overload	-	2.2. Application procedure for course overload
April 12, 11:00 AM - April 15, 11:00 AM	Fri Mon	**Optional Registration Period**	**No prior application required.**	Application for Optional Registration
April 16, PM	Tue	Checking a few details, GLA Office will inform you via the university email that your course registration is fixed.	-	9. Course Registration Errors
April 23, 11:00 AM - April 24, 11:00 AM	Tue Wed	**Course Cancellation Period (Drop-only period)**	ALL Students can opt to drop either Spring 2024 Courses during this period. After this period, only dual-degree students before the Hurdle assessment can withdraw.	8.4. How to drop courses
June 24, 5:00 PM	Mon	Last day of Course Withdrawal	**Only for dual degree students before the Hurdle assessment**	2.3. Course Withdrawal
September 5, 6:30 AM	Thu	Spring 2024 grades will become available for students.	See the GLA website for details regarding Grade Appeal	-

4.2. Other Registration

☑ 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.
- Students can add and drop non-compulsory courses and can drop Japanese courses via GLARS during the Optional Registration Period.

The Optional Registration Period
 - April 12, 11:00 (Fri), - April 15 (Mon), 11:00 AM
  * No prior application required

☑ Early Use Request Function -

In principle, students cannot access course information on manaba+R until 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 registering for the course.
* you cannot use this function before the "Self Course Registration ①&②" period. (See the 4.1. 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 2 (Tue) 6:30AM – April 4 (Thu) 11:00 AM
- April 5 (Fri) 6:30AM –April 10 (Wed) 9:10 PM
* a Few days later, courses for which you have applied only for early use of manaba+R and did not complete course registration on GLARS will be deleted.

[How to Access the Early Use Request Screen]

The "Early Use Request" link will appear 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 the manaba+R from HERE.
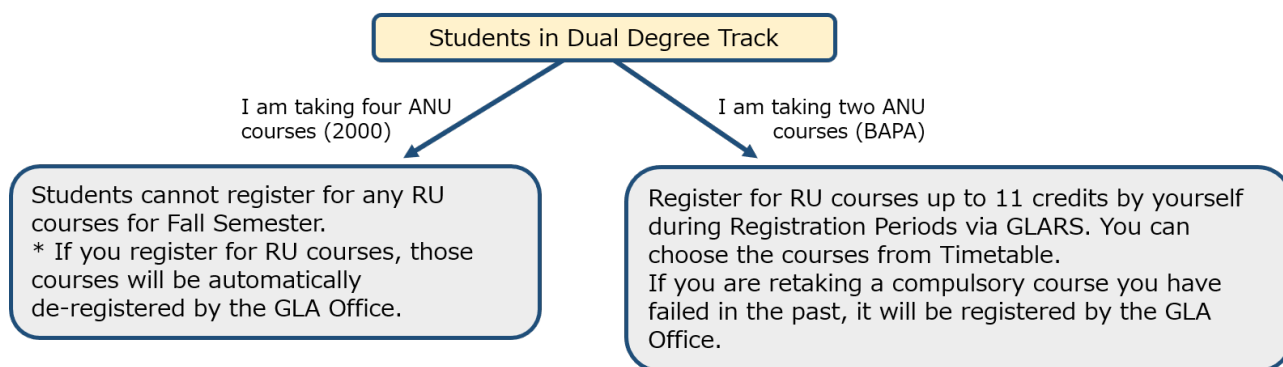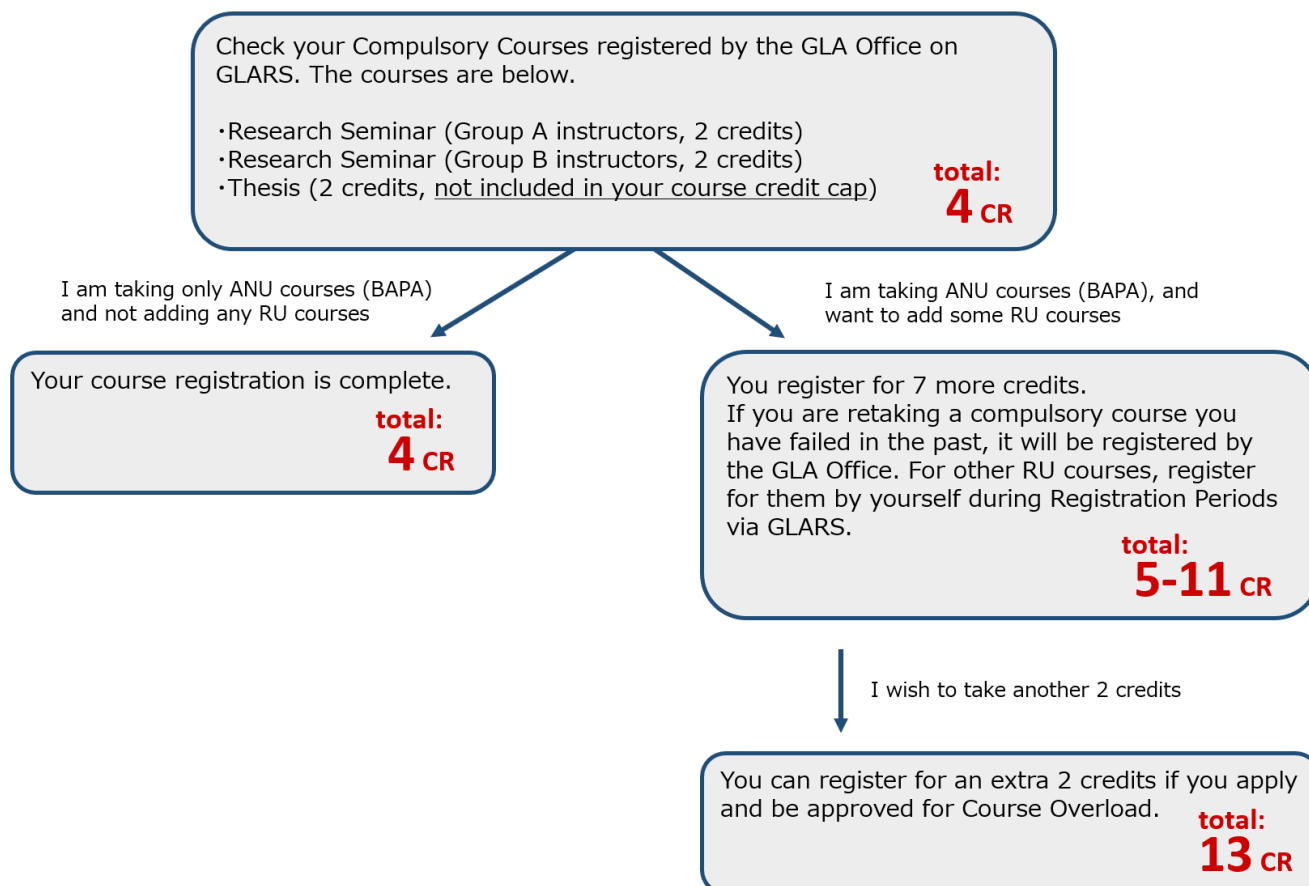

Early Use Request

"My Page" screen

5. Flowchart for Dual Degree / Single Degree students

5. Flowchart for Dual Degree/Single Degree students

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

Students in Dual Degree Track

I am taking four ANU courses (2000)

I am taking two ANU courses (BAPA)

Students cannot register for any RU courses for Fall Semester.
* If you register for RU courses, those courses will be automatically de-registered by the GLA Office.

Register for RU courses up to 11 credits by yourself during Registration Periods via GLARS. You can choose the courses from Timetable.
If you are retaking a compulsory course you have failed in the past, it will be registered by the GLA Office.

<Dual Degree> Students in their 4th year or above (Course credit cap－11 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 taking only ANU courses (BAPA) and not adding any RU courses

I am taking ANU courses (BAPA), and want to add some RU courses

Your course registration is complete.
total: 4 CR

You register for 7 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: 5-11 CR

I wish to take another 2 credits

You can register for an extra 2 credits if you apply and be approved for Course Overload.
total: 13 CR

<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
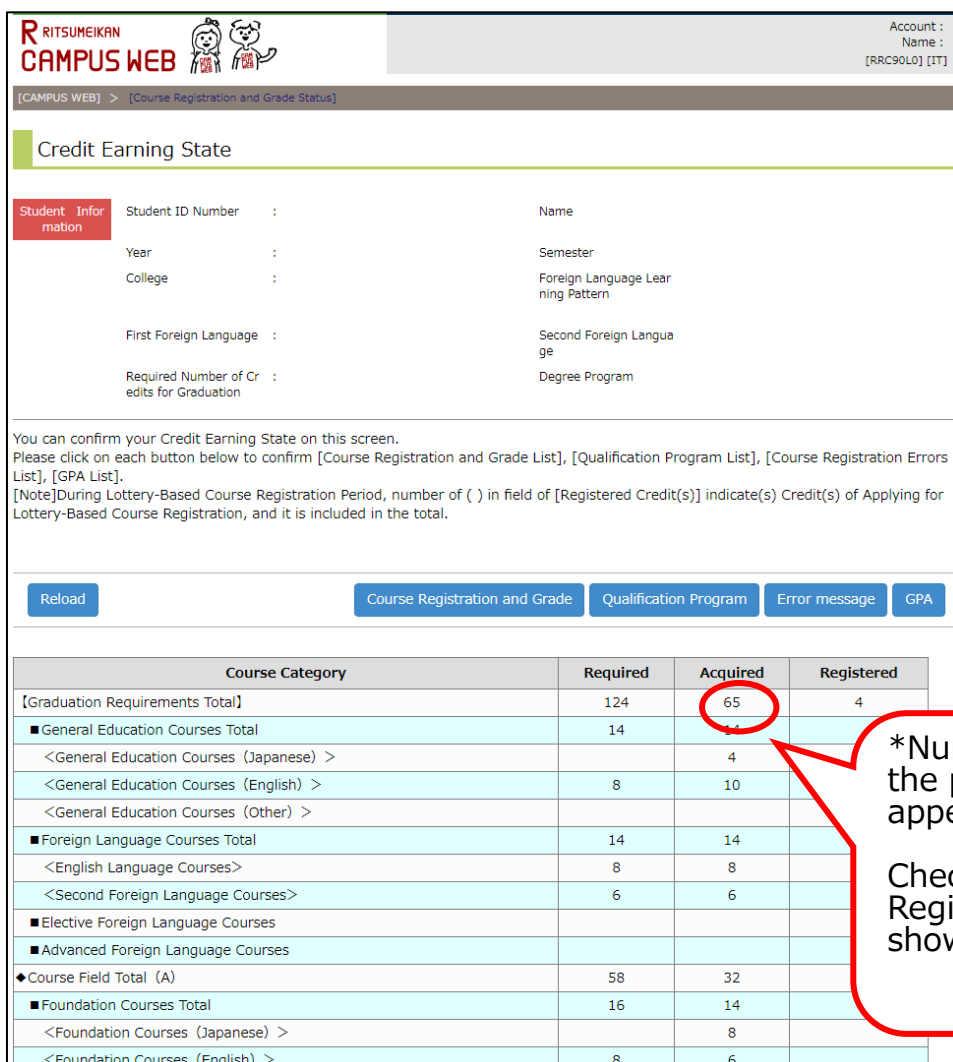
6. Procedure and Notes for Course Registration

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 "11. 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

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	
■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. The timetable of the following courses is available on the GLA website.

☑ For the 1st semester students (New enroll students)

＜Courses auto-registered by the GLA Office＞

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

NOTE:
- The College will determine student class placement for compulsory courses above in Spring 2024. Students cannot choose the class.

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

＜Courses auto-registered by the GLA Office＞

Course Name	Class	Credit	Type	Notes
GLA 1101 Critical Thinking 1	IA, IB, IC, ID	2	Compulsory	Cohort A ONLY (=Start to study from GLA *Not from ANU)
WRT 1001 College Writing 1	IA, IB, IC,	2	Compulsory	Cohort A students who received an "F" grade in the Fall Semester ONLY
WRT 1001 College Writing 2	ID, IE	2	Compulsory	Cohort A ONLY
GLA 1201 Foundations in Research Skills 1	IA, IB, IC, ID	2	Compulsory	Cohort A ONLY
Japanese Language Courses	Z	1-3	Elective	-

Course Name	Class	Credit	Type
*See "Japanese Placement & Registration Guidebook" For more details.			

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

☑ For students who have not yet passed the following course

Course Name	Class	Credit	Type
Introduction to Global Liberal Arts I	I	4	Compulsory
Research Design and Research Method	I	4	Compulsory
Civilizations in Global History	I	4	Compulsory
Knowledge and Innovation	I	4	Compulsory

NOTE:
- If students previously failed these 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
(Only for students wishing to take the course) Japanese Language Courses * See "Japanese Placement & 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	Credit	Type
Research Seminar	2	Compulsory
Thesis	2	Compulsory

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 replace them with other courses due to changes in their study plan should contact the Academic Advising Center by Friday, April 5, 11:00 AM.

*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-Registration Period:

①Registration period for 2nd-year students or above:
 March 29 (Fri), 11:00 AM- April 1 (Mon), 9:00 AM

②Registration for all students (including new students and 1st-year students):
 April 1 (Mon), 11:00 AM - April 2 (Tue), 3:00 PM

Procedure 4: [All students] Check for registration errors

Students who have self-registered for courses are responsible for checking registration errors. For details, see "9. 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.

- Students may drop courses via GLARS during the cancellation period below.
- For more details, refer to "8.4. How to drop courses".
- The courses that students have dropped will disappear from the "Self-Registered course(s) " section on GLARS.
- If students want to drop the auto-registered courses, except for Japanese Language courses, please contact the Academic Advising Center by the end of the "Course Cancellation Period."

> **Course Cancellation Period:**
> **April 23 (Tue), 11:00 AM - April 24 (Wed), 11:00 AM**

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 2024 (Semester 2 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. Japanese Language Course Registration Procedures

7.1. List of courses offered in 2024

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 3042	Japanese VII (Reading Comprehension a)	1		
	JPNS 3032	Japanese VII (Composition a)	1		
G8-b (Fall)	JPNS 3012	Japanese VII (Listening & Oral Comprehension b)	1		C or higher in JPNS 3002 and 3011 (G7).
	JPNS 3042	Japanese VII (Reading Comprehension b)	1		
	JPNS 3032	Japanese VII (Composition b)	1		
G9-a (Spring)	JPNS 3023	Japanese VIII (Career Japanese a)	1	2 or above	C or higher in JPNS 3012 and 3013 (G8).

G9-b (Fall)	JPNS 3023	Japanese VIII (Career Japanese b)	1	2 or above	C or higher in JPNS 3012 and 3013 (G8).

7.2. Registration procedure

Students must complete the required procedure to register for the Japanese Language Courses. Please refer to the "Japanese Placement & Registration Guidebook."
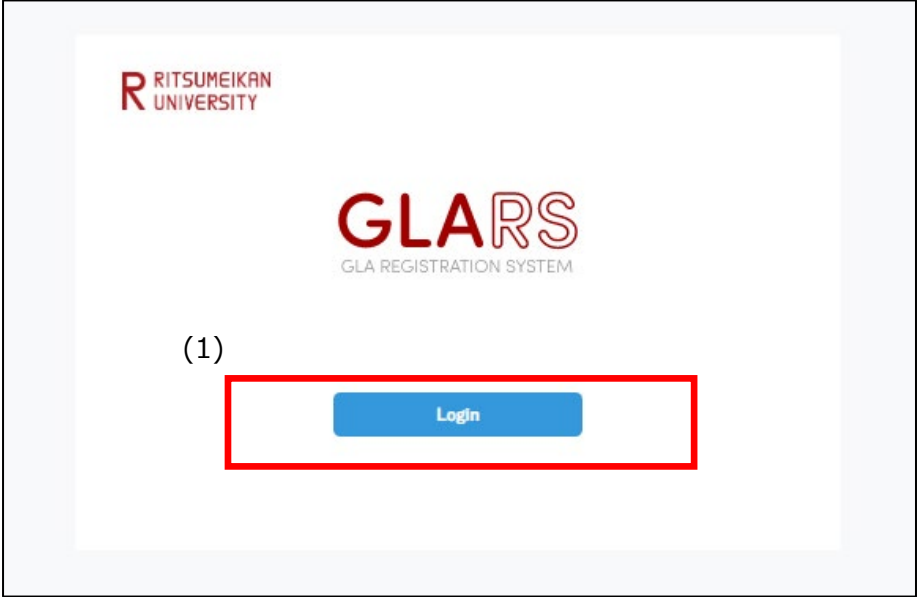
8. User Manual for GLARS (GLA Registration System)

8. User Manual for GLARS (GLA Registration System)

8.1. Log-in for GLARS

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
	(1) Please access the URL below and click "LogIn." You can log in with your PC or Smartphone. GLARS Log-in URL: https://courseregistration.gla.ritsumei.ac.jp/
	(2) Enter your RAINBOW User ID and Password and click "サインイン."

<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
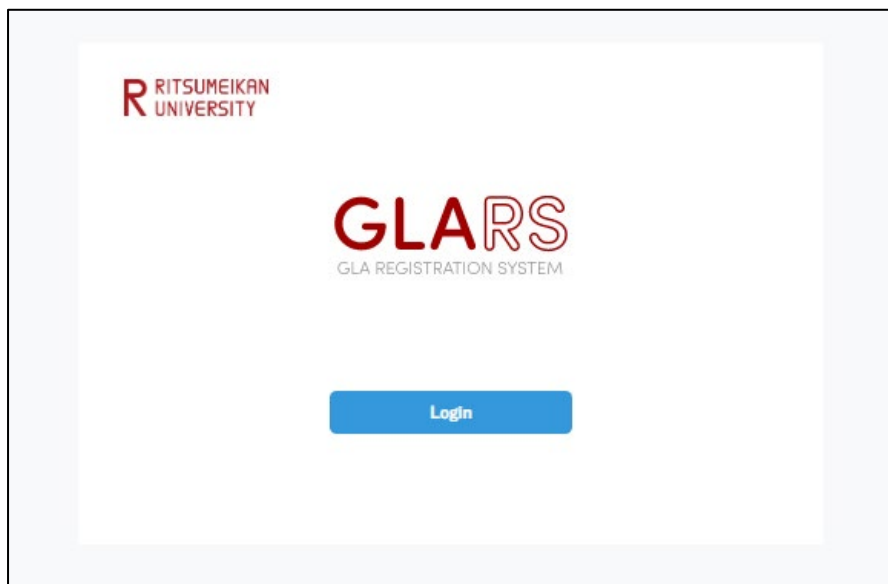
2. [Types 2] Between the Registration Period and Registration Period
  ***Including Optional Registration and Course Withdraw period**
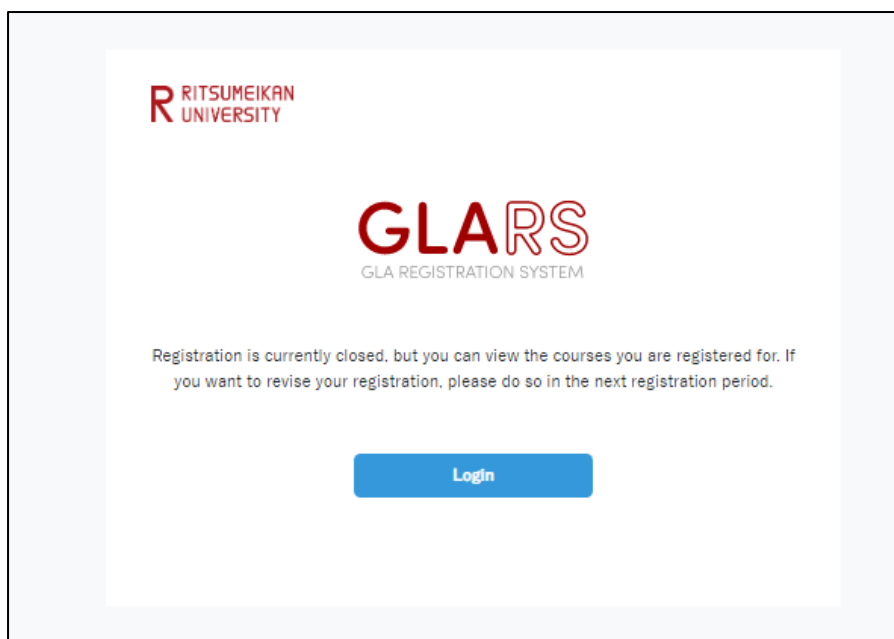
3. [Type 3] Before the Self-registration period has started or After the Course Withdraw period has ended.
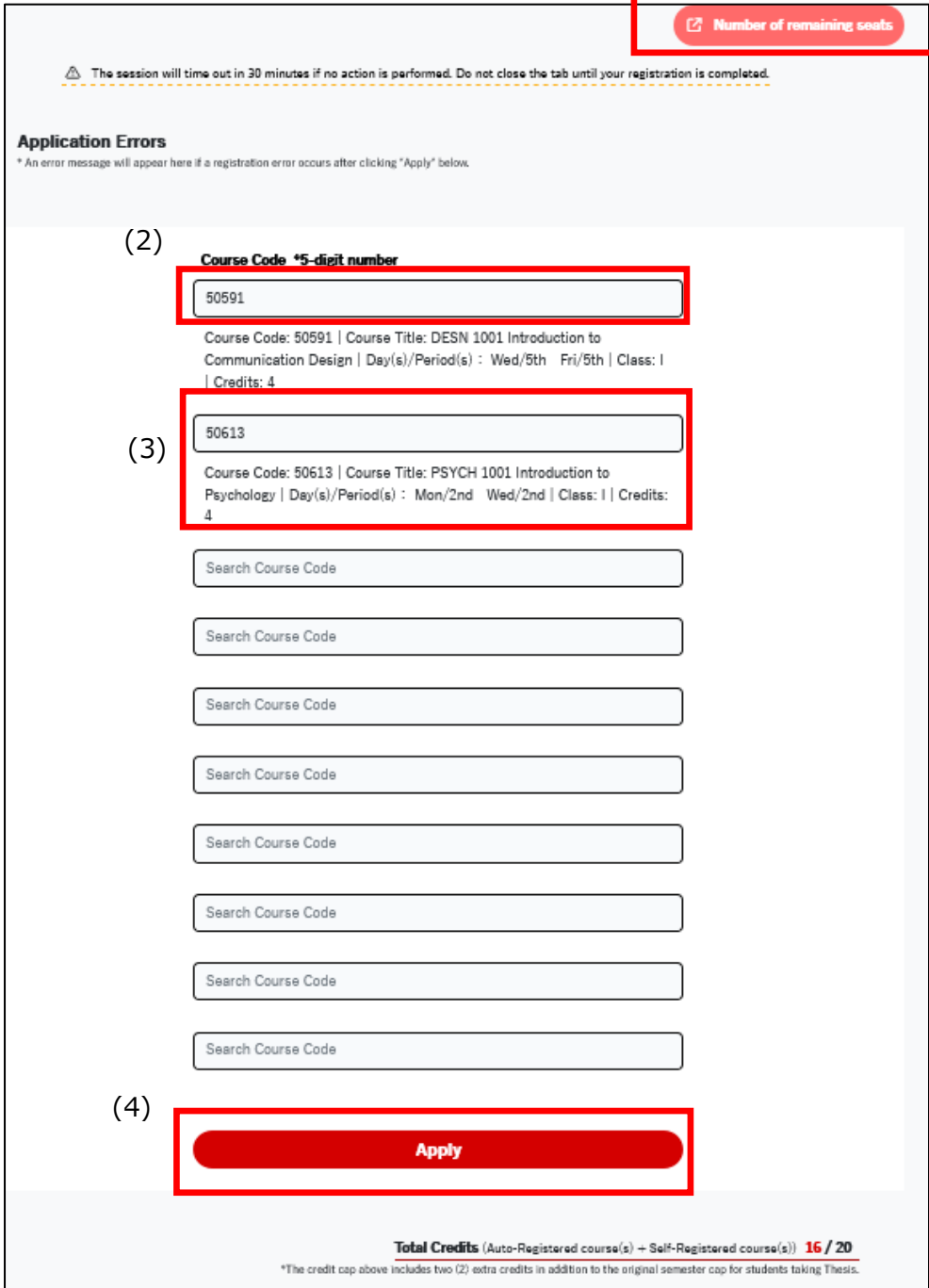
One of the following screens appears, and students cannot log in to GLARS.
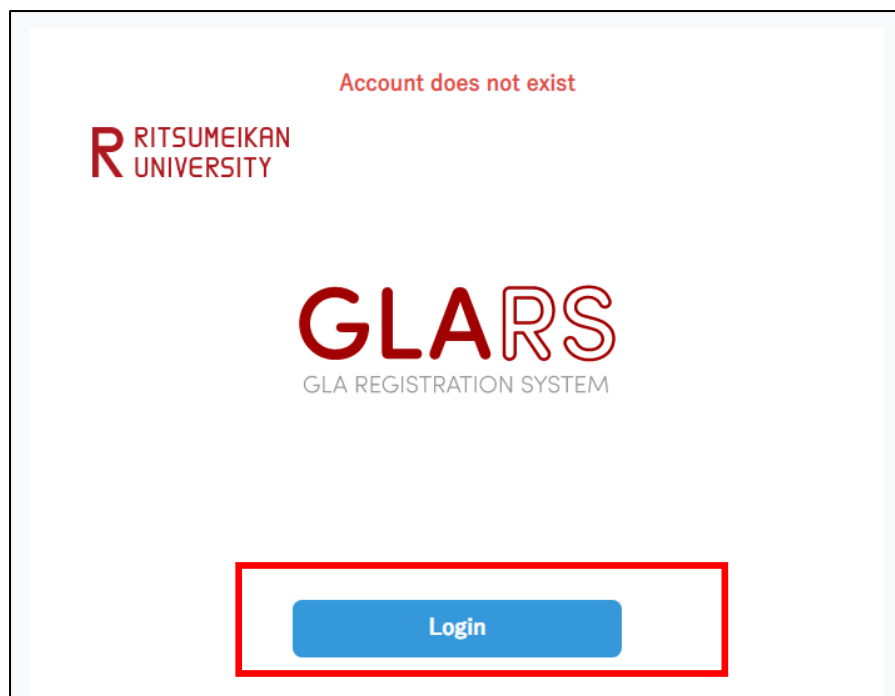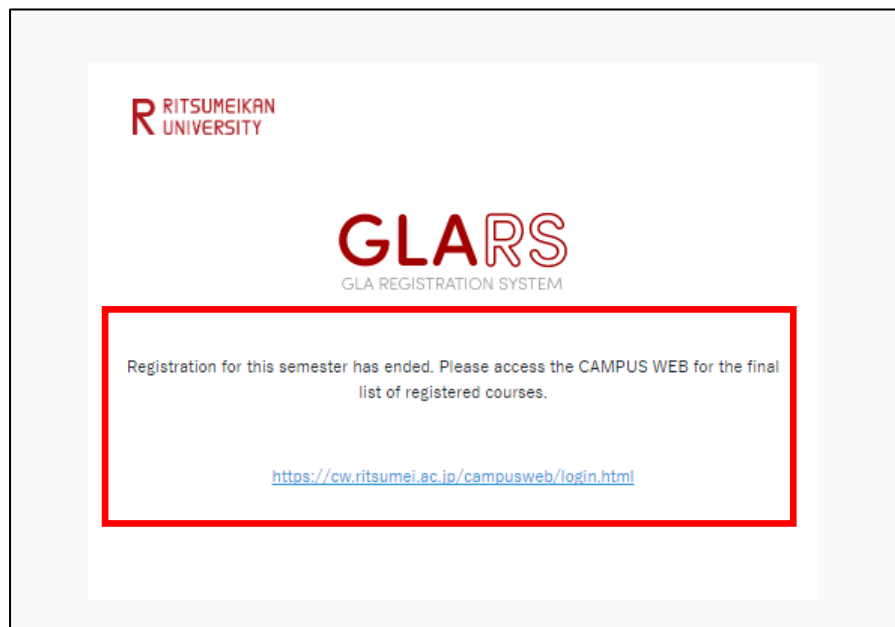
8.2. How to Check the Courses Auto-Registered by the GLA Office

Screen	Instructions

[NOTE] These Auto-Registered courses will be reflected on the manaba+R/CAMPUS WEB after the Self-Registration period. The GLA Office will send you an email regarding the completed Registration.
 	
  (1)
 	
  (2)
	(1) You can confirm the Courses Registered by the Office in the "Auto-Registered course(s)." **Basically, You cannot drop courses listed in this category.**
	
	 (2) You can confirm the current registered credit number and your registration cap here.
	
	 Ex) **Total Credits: 13/19**
	 →**13**: Current registered credts number.
	 →**19**: Your Registration Cap.

8.3. How to Register for Courses

Screen	Instructions
[NOTE] Even if you could register via GLARS, a "Detailed Error check" may prevent your registration from being finalized. Please make sure to check the 9. Course Registration Errors **in advance to confirm the process after the registration.** (1) 🗗 Number of remaining seats ⚠ The session will time out in 30 minutes if no action is performed. Do not close the tab until your registration is completed. **Application Errors** * An error message will appear here if a registration error occurs after clicking "Apply" below. (2) **Course Code *5-digit number** 50591 Course Code: 50591	Course Title: DESN 1001 Introduction to Communication Design	Day(s)/Period(s) : Wed/5th Fri/5th	Class: I	Credits: 4 (3) 50613 Course Code: 50613	Course Title: PSYCH 1001 Introduction to Psychology	Day(s)/Period(s) : Mon/2nd Wed/2nd	Class: I	Credits: 4 Search Course Code Search Course Code Search Course Code Search Course Code Search Course Code Search Course Code Search Course Code Search Course Code (4) **Apply** **Total Credits** (Auto-Registered course(s) + Self-Registered course(s)) **16 / 20** *The credit cap above includes two (2) extra credits in addition to the original semester cap for students taking Thesis.	(1)FYI: You can check the number of remaining seats for self-register courses students can apply. (2) Please enter the Course Code you want to register. Students can apply for up to 10 courses at the same time. (3) The details of course students have searched will appear here automatically. (4) When students click the "Apply" button, courses will be moved to the "Self-Registered course(s)" if your applications are accepcted.

Self-Registered course(s) (4)

Class Code	50585
Course Title	ARTH 1001 Introduction to Art History
Day(s)/Period(s)	Wed/4th
Instructor(s)	CAPKOVA HELENA

Credits 2

Drop

⚠️

Application Errors

* An error message will appear here if a registration error occurs after clicking "Apply" below.

50613 : ⚠ YOU ARE ALREADY REGISTERED FOR THIS COURSE.

Course Code *5-digit number

50613

Course Code: 50613 | Course Title: PSYCH 1001 Introduction to Psychology | Day(s)/Period(s)： Mon/2nd　Wed/2nd | Class: I | Credits: 4

Search Course Code

⚠️ GLARS will perform the two-phase error checks **(①Basic Error check(initial)** and **②Detailed Error check(after the registration period))** occur on the courses you have registered for.
In case that Basic Errors occurs, the error message will appear on the "Application Errors", and your request will be canceled. Also, the rejected course codes will remain in the Course Code box.
For more details on error messages and "Detailed Error check," please refer to

9. Course Registration Errors.

8.4. How to drop courses

Screen	Instructions
Self-Registered course(s) Class Code 50585 Course Title ARTH 1001 Introduction to Art History Day(s)/Period(s) Wed/4th　　Credits 2 Instructor(s) CAPKOVA HELENA (1) [Drop] Class Code 50593 Course Title EDU 1001 Introduction to Education Day(s)/Period(s) Tue/3rd　　Credits 2 **Auto-Registered course(s)　Undeletable** *You can drop courses by yourself if the "Drop" key appears. Course Code 50696 Course Title Introduction to Global Liberal Arts I Day(s)/Period(s) Tue/1st　Fri/1st　　Credits 4 Instructor(s) 小林 ハッサル 柔子 / A　　Class IA Course Code 50587 Course Title Knowledge and Innovation Day(s)/Period(s) Mon/1st　Thu/1st　　Credits 4 Instructor(s) HEBA AHMED A. A. / .　　Class I Course Code 50615 Course Title Research Design and Research Method Day(s)/Period(s) Tue/3rd　Fri/3rd　　Credits 4 Instructor(s) ISABEL CABANA / .　　Class I Course Code 53207 Course Title JPNS 3031 Japanese7 (Composition a) Day(s)/Period(s) Tue/2nd　　Credits 1 Instructor(s) Lee 凪子　　⚠Class O6 [Drop]	(1) You can drop the courses listed on "Self-Registered course(s)" by clicking the "Drop" button. You can register & drop during the course registration period. ⚠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 (2)

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 moved on "Dropped Course(s) by Student" when successfully processed.

9. Course Registration Errors for GLARS

9. Course Registration Errors for GLARS

A two-phase error check **(①Basic Error check and ②Detailed 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 9.1. Errors checked by GLARS (①Basic Error check).

GLA Students register via GLARS

2. Based on your registered data via GLARS, the GLA Office performs **②Detailed Error check** 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 9.2. Errors checked by CAMPUS WEB (②Detailed Error check).
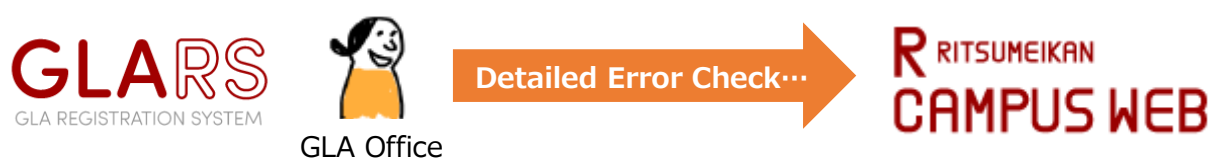
GLA Office

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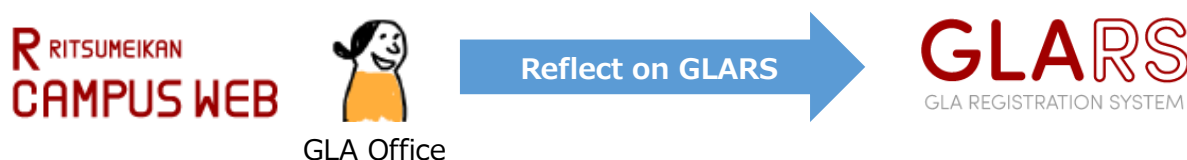
GLA Office

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

Send an email

GLA Office

GLA Students

---

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 can check the manaba+R courses for which you have completed registration.

Confirm the FINAL registration

GLA Students

GLARS
GLA REGISTRATION SYSTEM
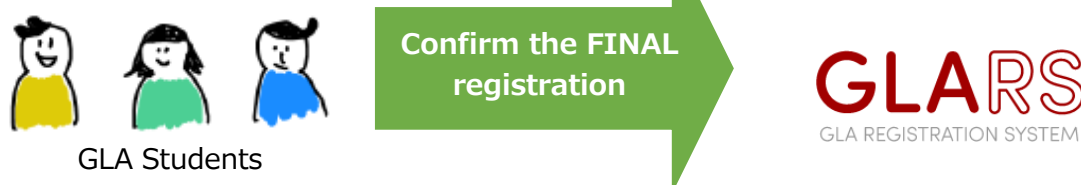
Courses Not Permitted by University

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."

9.1. 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 "Apply" button>

Error message (appeared in GLARS)	Detailed
Course drop only. No additional registration is allowed.	Out of the Registration period
Registration currently closed	Out of the Course Registration period
You are not eligible to register by yourself at this point. Please make an appointment with Academic Advisor ASAP.	Course Registration is restricted because of one of the reasons below. ・Your GPA from a previous semester is below 2.50, and you have not met an advisor.
The number of credits you attempt to register exceeds the allowed semester credit cap. Please adjust the number of credits you want to register for.	**ALL** courses you apply for will be rejected.
You are attempting to register for multiple courses offered on the same days and periods.	**Only** courses on the same days and periods will be rejected.
Course code may be inaccurate. Please use a valid Course 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 already registered for this course.	-

9.2. 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 CAMPU 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	-
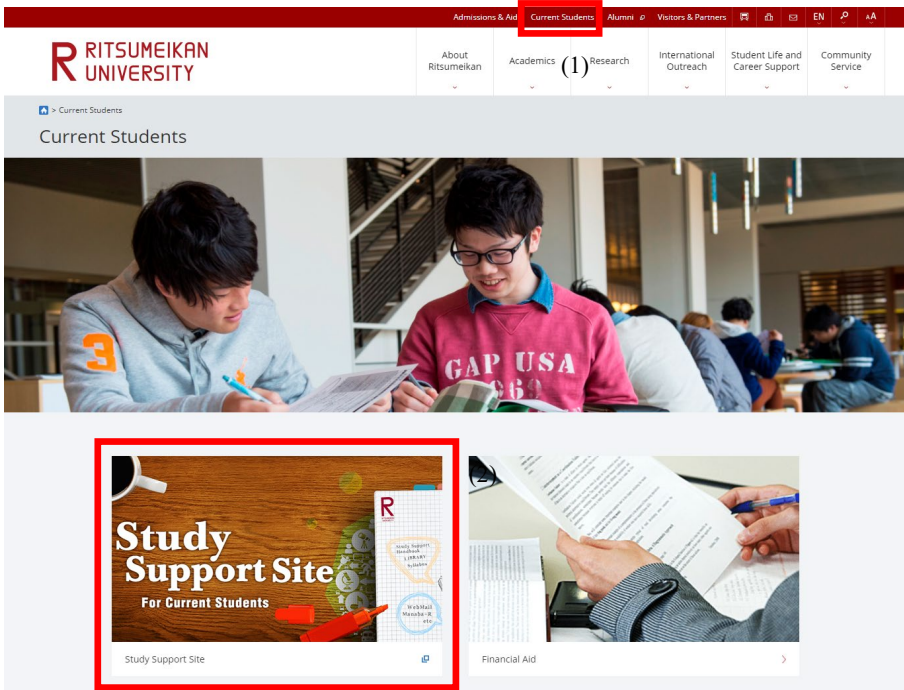
10. Log-in Manual for CAMPUS WEB

10. Log-in Manual for CAMPUS WEB
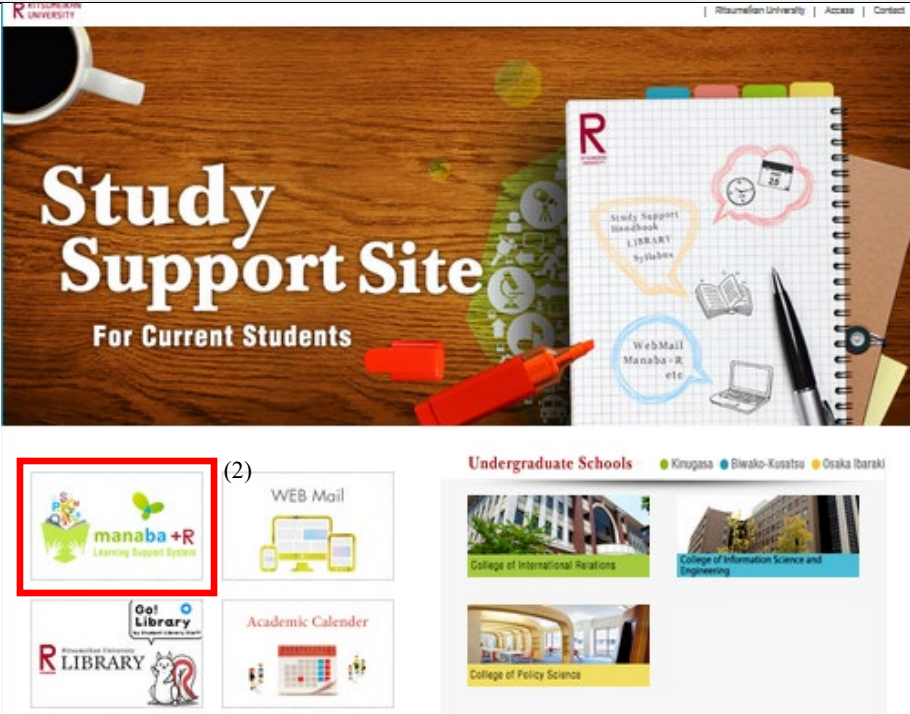
After the "Course Withdrawal Period" has ended, The GLARS system will be closed, and you cannot log in again until the next semester's registration period. You should access CAMPUS WEB to confirm your timetable, GPA, grade, and other information.

[For 2nd-semester students or above]
You must refer to "11. 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
	(1) Click "Current Students" at the top of the Ritsumeikan University homepage. (2) Click "Study Support Site" banner → Click "manaba+R" banner

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

| Screen	Instructions
	(6) Click the "CAMPUS WEB" banner.

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

11. Course Registration and Grade Status

11. 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).

11.1. Structure of course registration and grade status screen
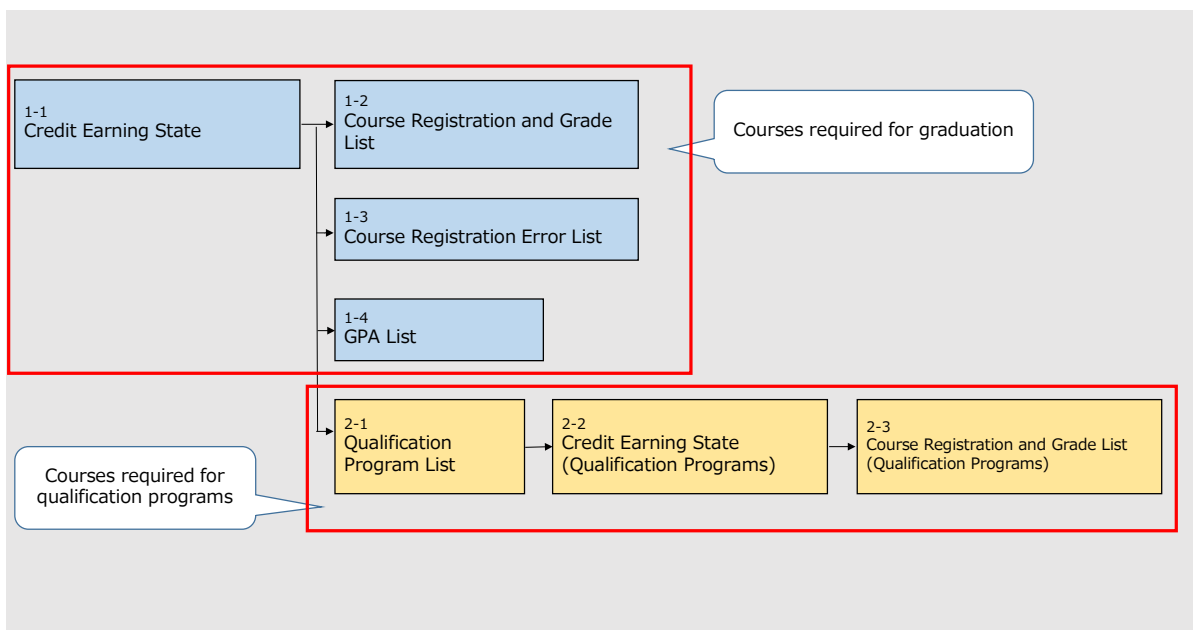
*Credit Earning State
→ Courses required for graduation

*Qualification Programs
→ Qualification Programs do not apply to GLA students

11.2. Credit earning state

Screen	Details

1-1 Credit Earning State

RITSUMEIKAN CAMPUS WEB

[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.

See 1-2 See 2-1 See 1-3 See 1-4

Reload | Course Registration and Grade | Qualification Program | Error message | GPA

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			

Back

This page displays the following items.
・the course categories and the number of credits required for graduation
・the number of credits you are registered for

Links to each page (Section 1-2 ～ 2-1) can be found on this page. (Displayed in a separate window)

Credits numbers are distributed in the following categories.

*"Required"
*"Acquired"
*"Registered"

In order to fulfill graduation requirements, the "Acquired" credit numbers must be equal to or higher than the "Required" credit numbers.

Screen	Details
1-2 Course Registration and Grade List 	This page displays the courses and grades you previously earned and the courses you are currently registered for. **!** **Please note that the courses for which an error occurred do not appear on this page.** You can confirm whether or not there are any errors by checking the "1-3 Course Registration Error List". (1) The courses you are currently registered for appear at the top of the list. In addition, "Course Code" is displayed to the left of the Course Title. (2) All courses completed with grades of A+–F appear here.

Screen	Details
## 1-3 GPA List 	Cumulative GPA and all semester GPA appear on this page.

12. FAQ

Q. I want to change my compulsory courses' classes or drop them.

A. The College decides class placement for compulsory courses so students cannot change the class. Also, students cannot drop them unless a course withdrawal is approved by Academic Advisors.

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

A. **If your registration was not completed correctly, the course does not appear on the GLARS / CAMPUS WEB / manaba+R course list.** 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 upon completion of the registration check.

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

13. 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.

-End of the document-