Fall 2024 Course Registration Guidebook

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

College of Global Liberal Arts

Ritsumeikan University

200
(and) (and)
(GLAY) (GLA)

Student ID No.	Name

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

1.1. Basic Information for Course Registration

☑ Course Registration must occur online through

"GLARS" (<u>GLA Registration System</u>) 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.

Course registration is conducted each semester (twice a year)

	Course Registration Period				
	April September				
Terms	- Spring Semester - Spring + Summer	 Fall Semester Fall + Winter Winter intensive 			

☑ Methods of Course Registration

There are 4 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 "1.2. Course Registration Schedule".

Registration Methods	Description	
1) 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." 	
2)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. 	

3)Optional Registration (via GLARS)	 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.
4)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.

1.2. 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	
September 13 PM	Fri	Class placements for the Japanese Language Course will be announced. ONLY students who apply for this course.		Japanese Placement & Registration Guidebook
September 19, 11:00 AM - September 20, 9:00 AM	Thu Fri	[Self Registration Period 1] Registration period for 2 nd - year students or above	Students in the 2 nd - year or above can register in this period. *Courses at the 2 nd -year level or above will be available for registration. *2 nd -year students and above are highly encouraged to register for as many courses as possible during this period.	3.3. How to Register for Courses
September 20, 11:00 AM -	Fri Mon	[Self Registration Period@]	ALL students, including new students, can register for this period.	3.3. How to Register for Courses

September 23, 11:00 AM		Registration for all students (including new students and 1 st -year students)	*All courses, including the 1 st -year courses, will be available for registration.	
September 24, PM	Tue	Checking a few details, GLA Office will inform students via the university email that their course registration is fixed.	-	4. Course Registration Errors
September 20, 6:30 AM – September 25 11:00 AM	Fri Wed			
September 26, 6:30 AM – October 1 9:10 PM	Thu Tue	manaba+R Early Use Request Application Period	Note: This application is NOT official course registration.	1.6. Early Use Request Function
October 2, 6:30 AM – October 10 11:00 AM	Wed Thu			
September 26	Thu	Fall 2024 classes begin		
October 2, 11:00 AM	Wed	Last day to submit the Petition for Course Overload	-	1.5. Application procedure for Course Overload
October 3, 11:00 AM - October 4, 11:00 AM	Thu Fri	Optional Registration Period	No prior application required.	
October 7, PM	Mon	Checking a few details, GLA Office will inform you via the university email that your course registration is fixed.	-	4. Course Registration Errors
October 15, 11:00 AM - October 16, 11:00 AM	Tue Wed	Course Cancellation Period (Drop-only period)	ALL Students can opt to drop either Fall 2024 Courses during this period. After this period, only dual-degree students before the Hurdle assessment can withdraw.	3.4. How to drop courses

December 11, 5:00 PM	Wed	Last day of Course Withdrawal	Only for dual degree students before the Hurdle assessment	1.5. Course Withdrawal
March 5, 6:30 AM	Wed	Fall 2024 grades will become available for students.	See the GLA website for details regarding Grade Appeal	-

1.3. 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 "<u>1.4. application procedure for Course Overload</u>" 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 "<u>1.5. Course withdrawal</u>" 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 "<u>1.4. application procedure for Course Overload</u>" 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 Advisors for approval. -"Thesis" and "Internship 1-3" are 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.

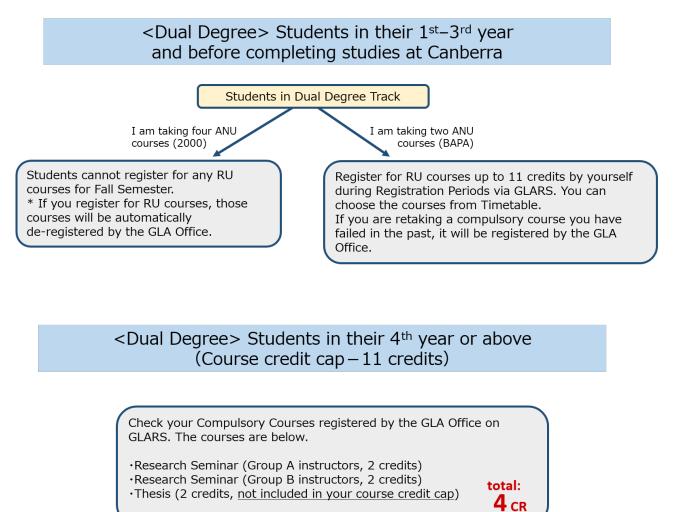
-"Thesis" and "Internship 1-3" are not included in the semester credit cap.

(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 "<u>1.4. application procedure for Course Overload</u>". Application procedure for course overload is in this Registration Guidebook and the Academic Handbook for details. -"Thesis" and "Internship 1-3" are not included in the semester credit cap.

(5) Flowchart for Dual Degree/Single Degree students



4 CR

I am taking only ANU courses (BAPA) and not adding any RU courses

Your course registration is complete. total:

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

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.



I wish to take another 2 credits

You can register for an extra 2 credits if you apply and be approved for Course Overload. **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) total: •Thesis (2 credits, not included in your course credit cap) **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

1.4. Application procedure for Course Overload

Students in the dual degree track 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 \rightarrow Academics \rightarrow Policies and Procedures \rightarrow 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 \rightarrow Advising \rightarrow Contact Academic Advising Team (for Current Students) <u>http://en.ritsumei.ac.jp/gla/advising/contact_academic_dvising_team/</u> The submission must be completed by 11:00 AM on Wednesday, October 2nd.

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.

1.5. Application procedure for 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." 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.

- < Course Withdrawal Procedure>
- 1) Between week six and eight of each semester, the College conducts the Mid-Term Progress Rating, where all instructors teaching GLA courses are asked to assess students'

performance until that point and identify students at risk of not earning at least a grade of C, based on the grading policies on the course syllabi.

- 2) Academic advisors will contact students via university email, should they have been identified to be at risk.
- 3) Students identified above are encouraged to meet with the course instructor as soon as feasible and discuss how to improve their performance for the remainder of the semester.
- 4) If students decide to withdraw from a course, they must schedule an appointment with an academic advisor to discuss the implications of withdrawal. Students must obtain signatures from both the academic advisor and the course instructor on <u>"Course Overload / Withdrawal /Add & Drop Request Form."</u>

GLA website \rightarrow Advising \rightarrow Contact Academic Advising Team (for Current Students) http://en.ritsumei.ac.jp/gla/advising/contact_academic_dvising_team/

The submission must be completed by 5:00 PM on Wednesday, December 11th.

5) After processing the withdrawal, the GLA Office will notify the students.

1.6. How to Access manaba+R Early Use Request

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 <u>1.2.</u> 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

- September 20, 6:30AM September 25 11:00 AM
- September 26, 6:30AM October 1 9:10 PM
- October 2, 6:30AM October 10 11:00 AM

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							If you want to use manaba+R for a course in which registration results are not yet reflected,	
_							you can make a request for early use. Please note that even if you make a request for	
					12001:Theory an d Method of Stu dent and Career		early use, you are not actually registered for the course. Courses that you have not	
					Guidance (GA) § 12100:Study in		registered will be removed from manaba+R once course registration has been finalized.	
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							"My Page" screen	
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1.7. Other Information for Course Registration

☑ Must-read information before the registration

Materials	Contents
Registration Guidebook	 Detailed information on GLA course registration. <u>http://en.ritsumei.ac.jp/gla/academics/courses/forms/</u> 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 > Forms and Student Manuals
GLA Fall 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) • <u>http://en.ritsumei.ac.jp/gla/academics/courses/forms/</u> GLA website > Academics > Forms and Student Manuals • <u>https://www.ritsumei.ac.jp/ct/</u> 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

☑ Ask any questions about your course registration to the Academic Advisors via General Inquiry Form

If you have any questions regarding the course registration, please contact the Academic Advisors from the AAC General Inquiry Form:

 $\label{eq:GLA} GLA \ website \ \rightarrow \ Advising \ \rightarrow \ Contact \ Academic \ Advising \ Team \ (for \ Current \ Students) \\ \ http://en.ritsumei.ac.jp/gla/advising/contact_academic_dvising_team/$

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

☑ BE INFORMED: Check updates every day on "Whatsnew" and \blacksquare 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 \rightarrow "Courses" tab \rightarrow "Course News," \rightarrow "List all," \rightarrow "All Cancellations, Make-ups."

Please follow the instructions and schedule a meeting immediately and no later than the specified due date.

☑ Classes begin on Thursday, September 26.

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/

Saturdays, Sundays, public holidays, and other university closur	e periods Closed	
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☑ 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. Procedure and Notes for Course Registration

2.1. 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 "6. 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

RRITSUMEIKAN			Account Name [RRC90L0] [I	e :
CAMPUS WEB] > [Course Registration and Grade Status]				
Credit Earning State				
Student Infor Student ID Number :	Name			
mation Year :	Semester			
College :	Foreign Language Lear ning Pattern			
First Foreign Language :	Second Foreign Languz ge	a		
Required Number of Cr : edits for Graduation	Degree Program			
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2.2. 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.

\square For the 1st semester Cohort A students (New enroll students)

<Courses auto-registered by the GLA Office>

Course Name	Class	Credit	Туре
GLA 1102 Critical Thinking 2	IA, IB, IC, ID	2	Compulsory
WRT 1001 College Writing 1	ID, IE,	2	Compulsory
GLA 1202 Foundations in Research Skills 2	IA, IB, IC, ID	2	Compulsory

NOTE:

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

☑ For the 2nd semester Cohort A students

<Courses auto-registered by the GLA Office>

Course Name	Class	Credit	Туре	Notes
				Cohort A ONLY
GLA 1102 Critical Thinking 2	IA, IB, IC, ID	2	Compulsory	(=Start to study from
				GLA *Not from ANU)
	ID, IE,			Cohort A students who
WPT 1001 College Writing 1		2	Compulsory	received an "F" grade
WRT 1001 College Writing 1				in the Spring 2024
				ONLY
WRT 1002 College Writing 2	IA, IB, IC	2	Compulsory	Cohort A ONLY
GLA 1202 Foundations in	IA, IB, IC, ID	2	Compulsory	Cohort A ONLY
Research Skills 2	IA, ID, IC, ID	2	Compulsory	

NOTE:

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

☑ For 2019-2022 Admitted students who have not yet passed the following

course

Course Name	Class	Credit	Туре
Introduction to Global Liberal Arts I	I	4	Compulsory
Statistics	I	4	Compulsory
Cultural Studies	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.

I Japanese Language Courses

<Courses auto-registered by the GLA Office>

Course Name	Credit	Туре
(Only for students wishing to take the course)Japanese Language Courses	1-3	Elective
* See "Japanese Placement & Registration Guidebook" For more details.	1-3	Elective

$\ensuremath{\boxtimes}$ For students in their 4^{th} year and above

<Courses auto-registered by the GLA Office>

Course Name	Credit	Туре
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.

GLA Special Courses <Lecture & Overseas Fieldwork>

* Details will be provided **in August** on manaba+R.

Subject Group	Course Title	Credits	Year	Instructors	Note
[For 2019-2022					
Admitted Students] Civilization Studies	LASS 2010 Special Lecture (Social	2	1st and		*Details of field trip and course
[For 2023 Admitted	Sciences) (IE) -		above		registration will be provided in
Students] Special Lectures				HIRONO	August manaba+R.
[For 2019-2022 Admitted Students] Cosmopolitan Studies	GLA 0901 Liberal Arts Experience (IC)	2	1st and	MIWA	*GLA 0901 Liberal Arts Experience (IC) will NOT be
[For 2023 Admitted Students] Others	*Winter Intensive *A fieldwork in <u>Nepal</u>	2	above		included in the semester credit cap.

☑ 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 GLA Office by, September 25, 11:00 AM. *Students can drop Japanese Language Courses by themselves on GLARS.

2.3. 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 on. -Students may add/ drop Self Registration Courses as often as they want within the registration period below.

2.4. Procedure 4: [All students] Check for registration errors

Students who have self-registered for courses are responsible for checking registration errors. For details, see "4. Course Registration Errors".

2.5. Procedure 5: [Option] Drop Self-Registration courses

-Students can drop the "Self-Registration Courses" during the Course Cancellation Period on page except for courses auto-registered by the GLA Office.

-Students may drop courses via GLARS during the Cancellation Period..

For more details, refer to "3.4. 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 Advisors by the end of the "Course Cancellation Period."

2.6. IMPORTANT NOTICE for Students who have started taking ANU Courses

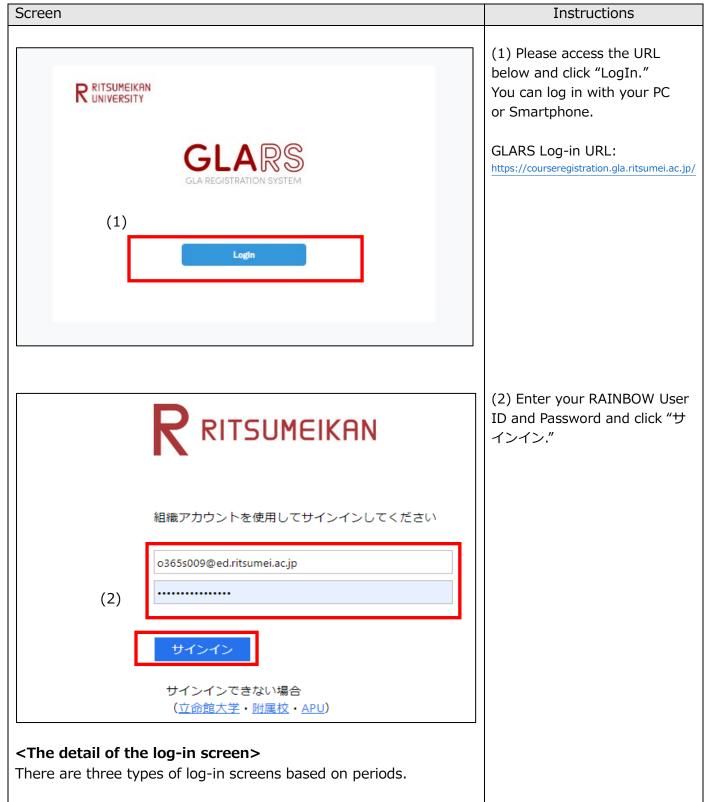
-Dual Degree Program Students taking 4 ANU courses (2000+) in Fall 2024 (Semester 2 at ANU) cannot take any RU courses. If students accidentally register for RU courses, they will be de registered by the GLA Office.

3. User Manual for GLARS (GLA Registration System)

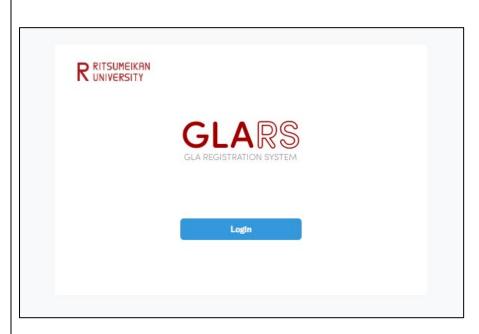
3.1. Log-in for GLARS

GLARS Log-in URL: https://courseregistration.gla.ritsumei.ac.jp/

* Students cannot log in to this system until the course registration period has started.

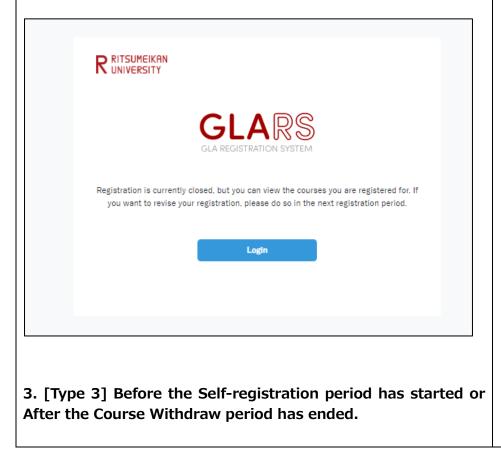


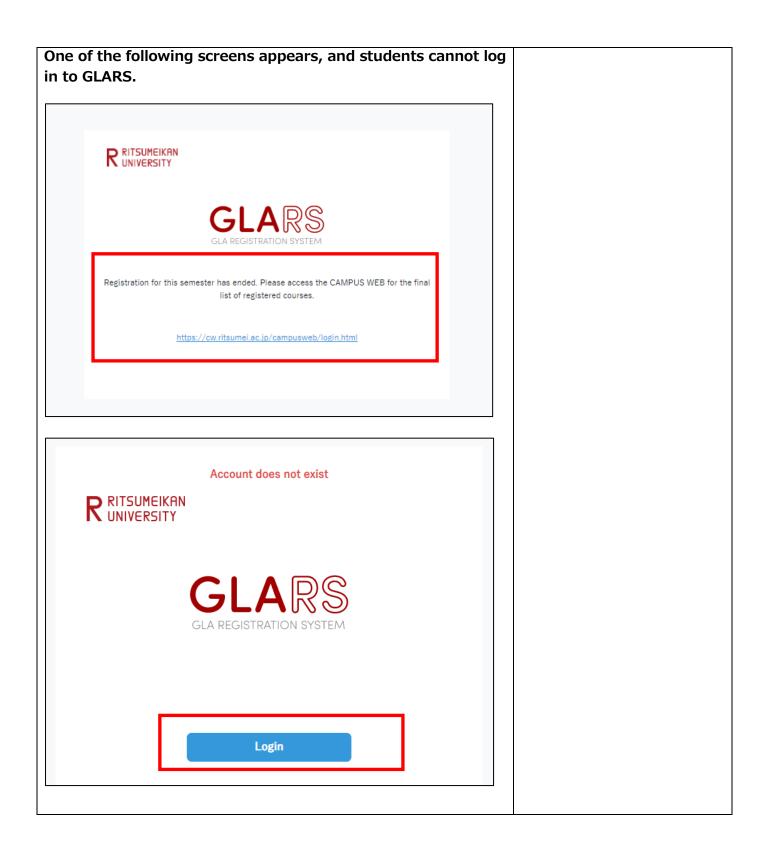
1. [Type 1] Self-Registration/Optional Registration/Course Withdrawal Periods



2. [Types 2] Between the Registration Period and Registration Period

*Including Optional Registration and Course Withdraw period





3.2. How to Check the Courses Auto-Registered by the GLA Office

o-Registered courses wi US WEB after the Self-Re Id you an email regardin	egistration pe	eriod. The	
rse(s) Undeletable "the "Drop" key appears. 50571 GLA 1101 Critical Thinking 1 Thu/1st JOHNSON CHRISTOPHER 50563	(1) Credits Class	2 IA	 (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.
WRT 1001 College Writing 1 Fri/2nd HAIMES PAUL WILLIAM	Credits Class	2 IA	
	-		 (2) You can confirm the current registered credit number and your registration cap here. Ex) Total Credits: 13/1 →13: Current registered credits number. →19: Your Registration
	GLA 1101 Critical Thinking 1 Thu/1st JOHNSON CHRISTOPHER 50563 WRT 1001 College Writing 1 Fri/2nd HAIMES PAUL WILLIAM Apply Total Credits (Auto-Registered contents)	GLA 1101 Critical Thinking 1 Credits Thu/1st Credits JOHNSON CHRISTOPHER Class 50563 WRT 1001 College Writing 1 Fri/2nd Credits HAIMES PAUL WILLIAM Class	GLA 1101 Critical Thinking 1Credits2Thu/1stCredits2JOHNSON CHRISTOPHERClassIA50563WRT 1001 College Writing 12Fri/2ndCredits2HAIMES PAUL WILLIAMClassIA

3.3. How to Register for Courses

[NOTE] Even if you could register via GLARS, a "Detailed Error check" may prevent your registration from being finalized. Pleas make sure to check the <u>4. Course Registration Errors</u> in advance to confirm the process after the registration.	
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.	(1) FYI: You can check the number of remaining seats for self-
(2)	register
(c) Curre Cod ² - Sigit number 5651 Curre Cide: 5051 Curres Title: DESN 1001 Introduction to Communication Design Day(s)/Period(s) : Wed/Sth = Fri/Sth Class: I credit: 4 (3) (3) (3) (3) (3) Curre Code: 5051 Curres Title: PSYCH 1001 Introduction to Pychology Day(s)/Period(s) : Mon/2nd Wed/2nd Class: I Credits: 4 Search Curres Code Search Curres Code (4) (4) (4) (4) (4) (4) (5) (5) (5) (5) (5) (5) (5) (5	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.

Self-Registered course	e ^(s) (4)	(4) When
Class Code Course Title Day(s)/Period(s) Instructor(s)	50585 ARTH 1001 Introduction to Art History Wed/4th Credits 2 CAPKOVA HELENA Drop	students click the "Apply" button, courses will be moved to the "Self- Registered course(s)" if your applications
Application Errors	e if a registration error occurs after clicking "Apply" below.	are accepted.
	Y 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	
check(initial) and (2 period)) occur on th In case that Basic Err "Application Errors", a course codes will rem	m the two-phase error checks (①Basic Error Detailed Error check(after the registration e courses you have registered for. rors occurs, the error message will appear on the and your request will be canceled. Also, the rejected hain in the Course Code box. error messages and "Detailed Error check," please refer	

3.4. How to drop courses

	Screen			Instructio
If-Registered co	urse(s)			
Class Code Course Title Day(s)/Period(s) Instructor(s)	50585 ARTH 1001 Introduction to Art History Wed/4th CAPKOVA HELENA	Credits (1) Dr	2 op	(1) You can drop the courses list on "Self- Registered course(s)" clicking the "Drop" button. You can register
Class Code	50593			& drop
				during the
Course Title Day(s)/Period(s)	EDU 1001 Introduction to Education Tue/3rd	Credits	2	course registration
You can drop courses by yourself if th	he "Drop" key appears.			
Course Code	50696			
Course Title	Introduction to Global Liberal Arts I			
Course Title Day(s)/Period(s) Instructor(s)		Credits Class	4 IA	∧ Please
Day(s)/Period(s) Instructor(s)	Introduction to Global Liberal Arts I Tue/1st Fri/1st 小林 ハッサル 柔子 / A			▲ Please note that
Day(s)/Period(s) Instructor(s) Course Code	Introduction to Global Liberal Arts I Tue/1st Fri/1st 小林 ハッサル 柔子 / A 50587			note that you canno
Day(s)/Period(s) Instructor(s) Course Code Course Title	Introduction to Global Liberal Arts I Tue/1st Fri/1st 小林 ハッサル 柔子 / A 50587 Knowledge and Innovation	Class	IA	note that you canno drop cours
Day(s)/Period(s) Instructor(s) Course Code Course Title Day(s)/Period(s)	Introduction to Global Liberal Arts I Tue/1st Fri/1st 小林 ハッサル 柔子 / A 50587 Knowledge and Innovation Mon/1st Thu/1st	Class	IA 4	note that you canno drop cour listed on
Day(s)/Period(s) Instructor(s) Course Code Course Title	Introduction to Global Liberal Arts I Tue/1st Fri/1st 小林 ハッサル 柔子 / A 50587 Knowledge and Innovation	Class	IA	note that you canno drop cour listed on "Auto-
Day(s)/Period(s) Instructor(s) Course Code Course Title Day(s)/Period(s)	Introduction to Global Liberal Arts I Tue/1st Fri/1st 小林 ハッサル 柔子 / A 50587 Knowledge and Innovation Mon/1st Thu/1st	Class	IA 4	note that you canno drop cours listed on "Auto- Registered course(s),
Day(s)/Period(s) Instructor(s) Course Code Course Title Day(s)/Period(s) Instructor(s)	Introduction to Global Liberal Arts I Tue/1st Fri/1st 小林 ハッサル 柔子 / A 50587 Knowledge and Innovation Mon/1st Thu/1st HEBA AHMED A. A. / .	Class	IA 4	note that you canno drop cours listed on "Auto- Registered course(s), except fo
Day(s)/Period(s) Instructor(s) Course Code Course Title Day(s)/Period(s) Instructor(s) Course Code	Introduction to Global Liberal Arts I Tue/1st Fri/1st 小林 ハッサル 柔子 / A 50587 Knowledge and Innovation Mon/1st Thu/1st HEBA AHMED A. A. / . 50615	Class	IA 4	note that you canno drop cours listed on "Auto- Registered course(s), except fo "Japanes
Day(s)/Period(s) Instructor(s) Course Code Course Title Day(s)/Period(s) Instructor(s) Course Code Course Title	Introduction to Global Liberal Arts I Tue/1st Fri/1st 小林 ハッサル 柔子 / A 50587 Knowledge and Innovation Mon/1st Thu/1st HEBA AHMED A. A. / . 50615 Research Design and Research Method	Class Credits Class	IA 4 1	note that you canno drop cours listed on "Auto- Registered course(s), except fo "Japanes Language
Day(s)/Period(s) Instructor(s) Course Code Course Title Day(s)/Period(s) Instructor(s) Course Code Course Title Day(s)/Period(s) Instructor(s)	Introduction to Global Liberal Arts I Tue/1st Fri/1st 小林 ハッサル 柔子 / A 50587 Knowledge and Innovation Mon/1st Thu/1st HEBA AHMED A. A. / . 50615 Research Design and Research Method Tue/3rd Fri/3rd ISABEL CABANA / .	Class Credits Class Credits	IA 4 1	note that you canno drop cours listed on "Auto- Registered course(s), except fo "Japanes Language Courses."
Day(s)/Period(s) Instructor(s) Course Code Course Title Day(s)/Period(s) Instructor(s) Course Code Course Title Day(s)/Period(s) Instructor(s) Course Title Day(s)/Period(s) Instructor(s) Course Code Course Code Course Code Course Code Course Code	Introduction to Global Liberal Arts I Tue/1st Fri/1st 小林 ハッサル 柔子 / A 50587 S0587 Knowledge and Innovation Mon/1st Thu/1st HEBA AHMED A. A. / . 50615 Research Design and Research Method Tue/3rd Fri/3rd ISABEL CABANA / .	Class Credits Class Credits	IA 4 1	note that you cannot drop cours listed on "Auto- Registered course(s), except fo "Japanes Language Courses."
Day(s)/Period(s) Instructor(s)Course Code Course Title Day(s)/Period(s) Instructor(s)Course Code Course Title Day(s)/Period(s) Instructor(s)Course Code Course Title Day(s)/Period(s) Instructor(s)	Introduction to Global Liberal Arts I Tue/1st Fri/1st 小林 ハッサル 柔子 / A 50587 Knowledge and Innovation Mon/1st Thu/1st HEBA AHMED A. A. / . 50615 Research Design and Research Method Tue/3rd Fri/3rd ISABEL CABANA / . 53207 JPNS 3031 Japanese7 (Composition a)	Class Credits Class Credits Class	IA 4 1	note that you cannot drop course listed on "Auto- Registered course(s), except fo "Japanese Language Courses."
Day(s)/Period(s) Instructor(s) Course Code Course Title Day(s)/Period(s) Instructor(s) Course Code Course Title Day(s)/Period(s) Instructor(s)	Introduction to Global Liberal Arts I Tue/1st Fri/1st 小林 ハッサル 柔子 / A 50587 Knowledge and Innovation Mon/1st Thu/1st HEBA AHMED A. A. / . 50615 Saearch Design and Research Method Tue/3rd Fri/3rd ISABEL CABANA / . 53207 JPNS 3031 Japanese7 (Composition a)	Class Credits Class Credits Class Credits Class	IA 4 1 1	note that you cannot drop course listed on "Auto- Registered course(s), except fo "Japanese Language If you dro Japanese Language
Day(s)/Period(s) Instructor(s)Course Code Course Title Day(s)/Period(s) Instructor(s)Course Code Course Title Day(s)/Period(s) Instructor(s)Course Code Course Title Day(s)/Period(s) Instructor(s)	Introduction to Global Liberal Arts I Tue/1st Fri/1st 小林 ハッサル 柔子 / A 50587 Knowledge and Innovation Mon/1st Thu/1st HEBA AHMED A. A. / . 50615 Research Design and Research Method Tue/3rd Fri/3rd ISABEL CABANA / . 53207 JPNS 3031 Japanese7 (Composition a)	Class Credits Class Credits Class	IA 4 1	note that you cannot drop course listed on "Auto- Registered course(s), except fo "Japanese Language If you dro Japanese Language
Day(s)/Period(s) Instructor(s) Course Code Course Title Day(s)/Period(s) Instructor(s) Course Code Course Title Day(s)/Period(s) Instructor(s)	Introduction to Global Liberal Arts I Tue/1st Fri/1st 小林 ハッサル 柔子 / A 50587 Knowledge and Innovation Mon/1st Thu/1st HEBA AHMED A. A. / . 50615 Saearch Design and Research Method Tue/3rd Fri/3rd ISABEL CABANA / . 53207 JPNS 3031 Japanese7 (Composition a)	Class Credits Class Credits Class Credits Class	IA 4 1 1	note that you cannot drop course listed on "Auto- Registered course(s), except fo "Japanese Language If you dro Japanese Language
Day(s)/Period(s) Instructor(s) Course Code Course Title Day(s)/Period(s) Instructor(s) Course Code Course Title Day(s)/Period(s) Instructor(s)	Introduction to Global Liberal Arts I Tue/1st Fri/1st 小林 ハッサル 柔子 / A 50587 Knowledge and Innovation Mon/1st Thu/1st HEBA AHMED A. A. / . 50615 Saearch Design and Research Method Tue/3rd Fri/3rd ISABEL CABANA / . 53207 JPNS 3031 Japanese7 (Composition a)	Class Credits Class Credits Class Credits Class	IA 4 1 4 1 06	 note that you cannot drop course listed on "Auto- Registered course(s), except for "Japanese Language Course but

Dropped Course	(s) by Student	(2)		submit the course registration
Class Code Course Title	50593 EDU 1001 Intro	Drop Date oduction to Education	2023-02-14 10:12	form to the Academic Advisors within the appropriate
Class Code Course Title	50588 CIS 1001 Intro	Drop Date duction to Algorithms an	2023-02-14 10:12 Id Programming	registration periods. Therefore, consider dropping carefully.
Class Code Course Title	53237 JPNS 3021 Adv	Drop Date vanced Japanese (Caree	2023-02-13 19:02 r Japanese)	
				(2) The dropped courses will be moved on "Dropped Course(s) by Student" when successfully processed.

4. 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 >

 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 4.1. Errors checked by GLARS (①Basic Error check).







GLA Students register via GLARS

2. Based on your registered data via GLARS, the GLA Office performs ②**Detailed 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 4.2. Errors checked by CAMPUS WEB (②Detailed Error check).



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



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



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.



Courses Not Per	mitted by Unive	ersity					
Class Code Course Title	50571	Drop Date	2023-02-13 11:22				
Reason	GLA 1101 Critical Thinking 1						
_							

* If you are ineligible to take particular courses, they will appear on "Courses Not Permitted by University."

4.1. 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
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	Only courses on the same days and periods
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.	-

4.2. Errors checked by CAMPUS WEB (2 Detailed 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 (appeared in GLARS)	Detailed
Schedule conflict error	-
	This course does not belong to your curriculum. Check the course
Curriculum error	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	-

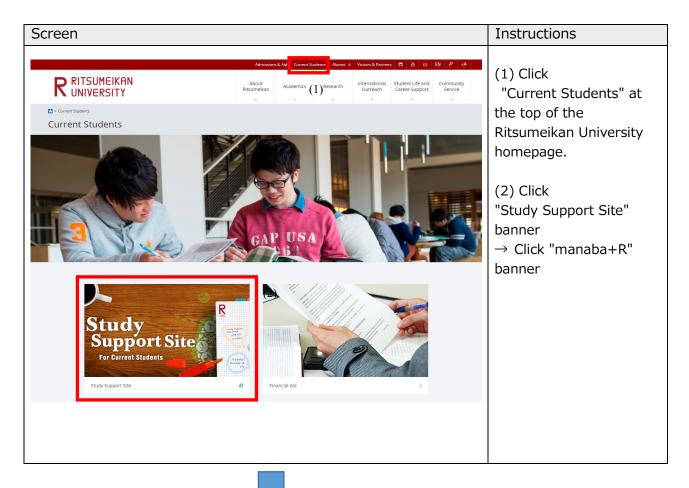
<Error message to appear if your registration is rejected by CAMPU WEB>

5. 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 "<u>6</u>. 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.





cre	en		Instructions						
1a	na <mark>ba</mark> +	R					2017-12-21 (Thu)		
				A Desire in			Settings Logout		(6) Click the "CAMPUS
≟ M ₂	/ Page 🍌	Courses	Announcement	Portfolio	Q.	search EV N	lemos 《 Attendance Card 日本語	-	WEB" banner.
							ЕСмемо		
0 W	/hatsnew						Q Syllabus Search		
46	The announcement	: "春期CLA講座のお	知らせ" has been di	stributed.	17 hours ago test course		Search for keyword		
•	The announcement	:"日程「修士構想・	中間報告会」" has l	een distributed.	2017-12-12 教務課		> Advanced Search		
40	The announcement	:"「修士論文構想・	中間報告会」のスク	ジュールについて"	2017-12-12 ···· 教務課		Submission History		
(The	past three months	items are displayed	I. You can browse m	ore past items from			There is no submission history.		
						> List all	> List all		
<u>م</u>	My Courses						Assignments on Smartphone		
							You can submit your		
	Mon	Tue	Wed	Thu	Fri	Sat	smartphone. Please be aware that not all		
	13990:Compreh ensive Japanes e (KA) § 14071:		13990:Compreh ensive Japanes e (KA) § 14071:	13612:IR-DS206 Global Studies S eminar (RC)			phone types qualify as 'smartphones.'		
1	Japanese VI (Co mprehensive) (K		Japanese VI(Co mprehensive) (K	KIC Ryoyukan			Attendance		
	2) KIC GAKUJIK		2) KIC GAKUJIK				Make your Attendance submission here.		
	13634:IR-EBS2 04 Global Enviro	13519:IR-DS101 Introduction to In	13528:Advance d Business Japa				https://ritstestat.manaba.jp		
	nmental Issues (RB)	ternational Relat ions (RB) § 138	nese (KA) § 139 77:Japanese VI					(6)
2	KIC MEIGAK	77:(JWP)Interna tional Relations (IB) § 13898:Inte	(Career Japanes e) (K2)						
		rnational Relatio	KIC GAKUJIK				Course registration > Examination schedules		
		KIC MEIGAK					▶ Update student information ▶ Grade status		
		13990:Compreh ensive Japanes e (KA) § 14071:			20497:IR-FS207 Special Lecture (Area Studies C		MOLL		
3		Japanese VI (Co mprehensive) (K			ourse) (RC) KIC MEIGAKU		MAIL		
		2) KIC GAKUJIK			THE METOR WO				
	13625:IR-EAS2		13675:IR-FS203		13677:IR-FS205		For faculty members		
4	03 Peace and C onflict Studies (RB)		Japanese Cultur e (RB) § 13889: (JWP)Japanese		United States Po litics and Foreign Policy (R)		Affairs O		
	KIC MEIGAK		Culture (IB) KIC MEIGAK		KIC Koshinka				
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5					atural Sciences (RB)				
					KIC MEIGAKU				
Other]		
Othe	r Courses	Course Name		Year	Lecture Info	Teacher	1		
	Link to College	of IR Students Page		icui	Lociare into	reaction			
- 12 - 11		Safety Comfirmatio				RU Safety			
- 12	Course Survey F					Confirmation			
~ [2		-]		

	naba +		Announcement	Portfolio	Q	Search	2017-12-21 (Thu) Settings Logout lemos (於Attendance Card) 日本語	Your Class Schedule is displayed on the "My Courses" in the "Course
							E MEMO	tab on manaba+R.
-	hatsnew						Q Syllabus Search	
	The announcemen	t "春期CLA講座のお	知らせ" has been di	stributed.	17 hours ago test course		Search for keyword Q Advanced Search	
4	The announcemen	t "日程「修士構想・	中間報告会」" has b	oeen distributed.	2017-12-12 教務課		Advanced Search	
ŧ	The announcemen	t"「修士論文構想・	中間報告会」のスク	ジュールについて"	2017-12-12 ···· 教務課		Submission History	
(The	past three months	items are displayed	i. You can browse m	ore past items from	"List all".)		There is no submission history.	
						> List all	Zistaii	
, 2	My Courses						♦ Assignments on Smartphone	
							You can submit your	
	Mon 13990:Compreh	Tue	Wed 13990:Compreh	Thu 13612:IR-DS206	Fri	Sat	smartphone. Please be aware that not all	
	ensive Japanes e (KA) § 14071:		ensive Japanes e (KA) § 14071:	Global Studies S eminar (RC)			phone types qualify as 'smartphones.' manaba for smartphones	
	JapaneseVI(Co mprehensive) (K		JapaneseVI(Co mprehensive) (K	KIC Ryoyukan			Attendance	
	2) KIC GAKUJIK		2) KIC GAKUJIK				Make your Attendance submission here.	
	13634:IR-EBS2 04 Global Enviro	13519:IR-DS101 Introduction to In	13528:Advance d Business Japa				https://ritstestat.manaba.jp	
	nmental Issues (RB)	ternational Relat ions (RB) § 138	nese (KA) § 139 77:Japanese VI					
	KIC MEIGAK	77:(JWP)Interna tional Relations	(Career Japanes e) (K2)					
		(IB) § 13898:Inte rnational Relatio ns (RB)	KIC GAKUJIK				Course registration > Examination schedules	
		KIC MEIGAK					▶ Update student information ▶ Grade status	
		13990:Compreh ensive Japanes			20497:IR-FS207 Special Lecture			
		e (KA) § 14071: JapaneseVI(Co			(Area Studies C ourse) (RC)		MAIL	
		mprehensive) (K 2)			KIC MEIGAKU		and a state of the	
	13625:IR-EAS2	KIC GAKUJIK	13675:IR-FS203		13677:IR-FS205		For faculty members	
	03 Peace and C onflict Studies		Japanese Cultur e (RB) § 13889:		United States Po litics and Foreign		Academic Affairs	
	(RB) KIC MEIGAK		(JWP)Japanese Culture (IB)		Policy (R) KIC Koshinka			
			KIC MEIGAK		10500 10 10 107		-	
					13536:IR-AS107 Introduction to N atural Sciences			
					(RB) KIC MEIGAKU			
ther								
Ane	courses							
		Course Name		Year	Lecture Info	Teacher		
	Link to College	of IR Students Page						
	[Ritsumeikan]	Safety Comfirmatio	n			RU Safety Confirmation		
	Course Survey	Results						

6. 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).

6.1. Structure of course registration and grade status screen
1-1 Credit Earning State 1-2 Course Registration and Grade List Courses required for graduation 1-3 Course Registration Error List 1-4 GPA List I-4 GPA List
Courses required for qualification programs

*Credit Earning State

 \rightarrow Courses required for graduation

***Qualification Programs**

 \rightarrow Qualification Programs do not apply to GLA students

creen -1 Credit Earning State					Details
-1 Credit Earning State					Documo
R RITSUMEIKAN 资资 CAMPUS WEB 橋派 橋子				JAPANESE Logo Account Name [RRC90L0] [1	following items.
[CAMPUS WEB] > [Course Registration and Grade Status]					and the number of
Credit Earning State					credits required for
Student Infor Student ID Number : mation	Nar	me	:		graduation • the number of credit
Year : College :	For	nester eign Language Lear g Pattern	:		you are registered for
First Foreign Language 2 -	Sec ge	ond Foreign Langua	a :-		Links to each page
Required Number of Cr : 124 edits for Graduation	Deg	gree Program	: main_curriculu	m	(Section 1-2 ~ 2-1 $)$ ca
ou can confirm your Credit Earning State on this scree lease dick on each button below to confirm [Course Re ist], [GPA List]. Note]During Lottery-Based Course Registration Period, ottery-Based Course Registration, and it is included in Reload	egistration and Grade List number of () in field of [Registered Credi	t(s)] indicate(s)	-	
Course Category		Required	Acquired	Registered	Credits numbers are
[Graduation Requirements Total]		124	65	4	distributed in the
General Education Courses Total		14	14		following categories.
<general (japanese)="" courses="" education=""></general>		8	4		Tonowing categories.
<general (eliginity)="" courses="" education=""></general>		0	10		
Foreign Language Courses Total		14	14		*"Required"
<english courses="" language=""></english>		8	8		*"Acquired"
<second courses="" foreign="" language=""></second>		6	6		
Elective Foreign Language Courses					*"Registered"
Advanced Foreign Language Courses					
Course Field Total (A)		58	32	4	
Foundation Courses Total		16	14		In order to fulfill
<foundation (japanese)="" courses=""></foundation>		0	8		graduation
<foundation (english)="" courses=""> <foundation (other)="" courses=""></foundation></foundation>		8	6		requirements, the
Introductory Seminar			4		•
Course Field Total (B)		38	14	4	"Acquired" credit
Core Program Courses		20	10		numbers must be equa
<governance and="" peace=""></governance>					
<development and="" sustainability=""></development>			4		to or higher than the
<culture and="" society=""></culture>		10	4		"Required" credit
<international cultural="" understanding=""></international>			2		numbers.
Core Program Courses (Other Program) Core Related Courses			2	1	numbers.
Core Related Courses Area Studies Courses Total		8	2	4	
Area Studies Courses Total <area (japanese)="" courses="" studies=""/>		0	2		
<area (english)="" courses="" studies=""/>		4	-		
<area (other)="" courses="" studies=""/>					
Advanced Seminar					
■ Graduation Thesis					
Sub – Major			5		
Other College Courses					
[Graduation Requirement – Unrelated Courses]					
Teacher – Training Courses (Total) Optional courses Total					
Back					—

Screen									Details
1-2 Cour	se Registration and	d G	rade List						This page displays the courses and grades you
R RITSUMEIKAN CAMPUS WEE							Accou Nan [RRC98L0]	ne :	previously earned and the courses you are
Course Reg	istration and Grade List								currently registered for.
Student Infor Studen mation	t ID Number :		Name		:				I
Year College	: . :		Semester Foreign Lan ning Pattern		: : -				Please note that the
Require	rreign Language : - ad Number of Cr : 124 rr Graduation		Second Fore ge Degree Prog	eign Langua		_curriculum			courses for which an error occurred do not appear on this page.
Based Course Registrat	for Lottery-Based Course Registration is ion is approved, parentheses will not b roved, course information will not be o	e displ	layed. Conversely, if					-	You can confirm whether or not there are any errors by checking the "1-3 Course Registration Error List".
Course Category	Course Title	Class	Instructor	Credit(s)	Grade	Academic	(Total 39 item(s) Term)	
Courses for the Major	11056 Civil Law III (Real Estate Law)	JB	KIMURA KAZUNARI	2		Year	Fall		(1) The courses you are
Courses for the Major	13647 IR-EDR202 Social Statistics	R	KAWAMURA RITSUKO	2			Fall	(1) currently registered for appear at the top
Courses in General Education	Liberal Arts Seminar	5	NAKAGAWA YOKO	2	A	2016	Spring		of the list.
Courses in General Education	Physical Education 1(D)	D4	MUKOYAMA MASATOSHI	1	A	2016	Spring	(2)
Courses in General Education	Physical Education 2(C)	C3	MATSUSHIMA TSUYOSHI	1	A	2016	Fall		In addition, "Course Code" is displayed to
									the left of the Course Title.
									(2) All courses completed with grades of A+-F appear here.

	B 1 1 1							
L-2 Course	e Registration and	d Grade L	ist				_	This page displays the courses and grades yo
R RITSUMEIKAN CAMPUS WEE						Accou Nar [RRC98L0]	me :	previously earned and the courses you are
Course Reg	istration and Grade List							currently registered for
Student Infor Studen mation	t ID Number :	Name		:				1
Year College	10 1	Semes Foreigr	Language Lear	: : -				
First Fo	oreign Language : -	ning Pa Secono	Foreign Langua	: -				Please note that the
Require	ed Number of Cr : 124	courses for which an error occurred do no						
	or Graduation							appear on this page.
Notes]	on and Grade List is displayed below. d Course(s) is / are displayed as blank	in field of [Earned AY]	(including Cre	dit(s) o	f Applying fo	r Lottery-Based		
	proved, course information will not be d							You can confirm
Reload						ased Course		whether or not there are any errors by checking the "1-3
Reload Course Category	Course Title	Class Instructor	Credit(s) Grade	Acadomic	(Total 39 item(s))	whether or not there are any errors by
Course Category Courses for the Major	11056 Civil LawⅢ (Real Estate Law)	Class Instructor JB KIMURA KAZUN	IARI 2) Grade	Academic	(Total 39 item(s) Term Fall	-	whether or not there are any errors by checking the "1-3 Course Registration Error List".
Course Category Courses for the Major Courses for the Major	11056 Civil Law III (Real Estate Law) 13647 IR-EDR202 Social Statistics	Class Instructor JB KIMURA KAZUN R KAWAMURJ RITSUKO	IARI 2		Academic Year	(Total 39 item(s) Term Fall Fall) (1)	 whether or not there are any errors by checking the "1-3 Course Registration Error List". (1) The courses you are
Course Category Courses for the Major Courses for the Major Courses in General Education	11056 Civil LawIII(Real Estate Law) 13647 IR-EDR202 Social Statistics Liberal Arts Seminar	Class Instructor JB KIMURA KAZUN R KAWAMURA KAWAMURA KAWAMURA S NAKAGAWA YO MULYOVAMA	IARI 2 2 IKO 2	A	Academic Year 2016	(Total 39 item(s) Term Fall Fall Spring	(1)	 whether or not there are any errors by checking the "1-3 Course Registration Error List". (1) The courses you are currently registered
Course Category Courses for the Major Courses for the Major Courses in General	11056 Civil LawIII (Real Estate Law) 13647 IR-EDR202 Social Statistics Liberal Arts Seminar Physical Education 1(D)	Class Instructor JB KIMURA KAZUN R KAWAMURA R RITSUKO 5 NAKAGAWA YQ D4 MUKOYAM, MASATOSH MATIISHIM	IARI 2 2 IKO 2 1	A	Academic Year 2016 2016	(Total 39 item(s) Term Fall Fall Spring Spring	-	 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
Course Category Courses for the Major Courses for the Major Courses in General Education Courses in General Education	11056 Civil LawIII(Real Estate Law) 13647 IR-EDR202 Social Statistics Liberal Arts Seminar	Class Instructor JB KIMURA KAZUN R KAWAMURJ R RITSUKO 5 NAKAGAWA YO D4 MUKOYAMJA	IARI 2 2 ико 2 1	A	Academic Year 2016	(Total 39 item(s) Term Fall Fall Spring	(1)	 whether or not there are any errors by checking the "1-3 Course Registration Error List". (1) The courses you a currently registered
Course Category Courses for the Major Courses for the Major Courses in General Education Courses in General Education Courses in General	11056 Civil LawIII (Real Estate Law) 13647 IR-EDR202 Social Statistics Liberal Arts Seminar Physical Education 1(D)	Class Instructor JB KIMURA KAZUM R RITSUKO 5 NAKAGAWA YO D4 MUKOYAMA MASATOSH	IARI 2 2 IKO 2 1	A	Academic Year 2016 2016	(Total 39 item(s) Term Fall Fall Spring Spring	(1)	 whether or not there are any errors by checking the "1-3 Course Registration Error List". (1) The courses you a currently registered for appear at the top

-3 GPA Ritsumeikan CAMPUS W		_		Account Name : [RRC920.0] TI	the page
				[KKCaved][11	1
🗗 GPA List					-
tudent Infor <mark>Stu</mark> mation	udent ID Number :		Name	:	
Yea	ar :		Semester	:	
Co	llege :		Foreign Language Lear ning Pattern	: -	
Fin	st Foreign Language 🛛 : -		Second Foreign Langua ge	: -	
	quired Number of Cr : 124 its for Graduation		Degree Program	: main_curriculum	
alculation of GPA a = 5 × (the nun β = the total nun *Credits for optio	nber of A+ credits) + 4 \times (the hole of A+, A, B, C and F creater on all subjects (which will not compare the hole of the ho	ne number of A credits) + 3			
Academic Yea	ar Term	Semester GPA	Cumulative GPA	Date of Calculation	
2017	Spring Semester	3.56	3.56	2017/10/04	
Close					-

7. 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

8. Contact List

If you have any questions, please contact the GLA Office at <u>glapost@st.ritsumei.ac.jp</u>. Please check the frequently asked questions in the following address before inquiring.

■ GLA's Academic Advisors (http://en.ritsumei.ac.jp/gla/advising/)

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.