



Spring 2025 Japanese Placement & Registration Guidebook

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

Read this guidebook for details on procedures.

[Japanese Language Courses Application Due Dates]

:February 19(Wed) 14:00

[Non-credits Japanese Language Courses Application Procedures Due Dates]

: March 5 (wed) 14:00

**College of Global Liberal Arts
Ritsumeikan University**

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• Contact Information

The GLA Office

AC Office, 1st Floor, Building A, OIC

glapost@st.ritsumeikan.ac.jp

Office Hours: 9:00 AM – 5:00 PM, Monday through Friday (except for national holidays)

GLA Academic Advising

(for the entire course planning, including the Japanese language courses)

1 . Japanese Course Registration Rules

- All GLA students, including near-native speakers of Japanese, are eligible to take Japanese courses. Details of procedures vary depending on the placement level.
- Information about the course registration schedule and course details are available on the actual semester timetable on the manaba+R.
- Students must check their placement level. **It will be sent to their university email** by the start of regular course registration.
 - *(for Spring 2025 new students) Until your university e-mail address is issued via [Rits-Mate](#), we will send a notifications to your personal e-mail address.
- **“Auto”** in the “Registration” line means auto-registration by the GLA Office if you complete required procedures by the deadline.
“Self” means students are responsible for dropping for the course.

1. Japanese Course Registration Rules

[Course Sequence]

- In principle, students must pass the initially-placed course to move on to the next level. If they fail, they are to retake the same level of the course.
- Students will not be permitted to register for lower-level courses after their successful completion of higher-level courses.

[Course Drop]

- Students can drop Japanese language courses by themselves on GLARS regardless of the course level.
- Course drop procedures and schedules are the same as other non-Japanese courses. Refer to the Course Registration Guidebook for more details.
*(for Spring 2025 new students)
The detail of how to drop and use registration system (=GLARS) will be explained at the new-student orientation.
- If you drop a Japanese Language Course but want to reinstate it, you must submit the course registration form to the GLA Office. within the appropriate registration periods. Therefore, consider dropping carefully.



1 . Japanese Course Registration Rules

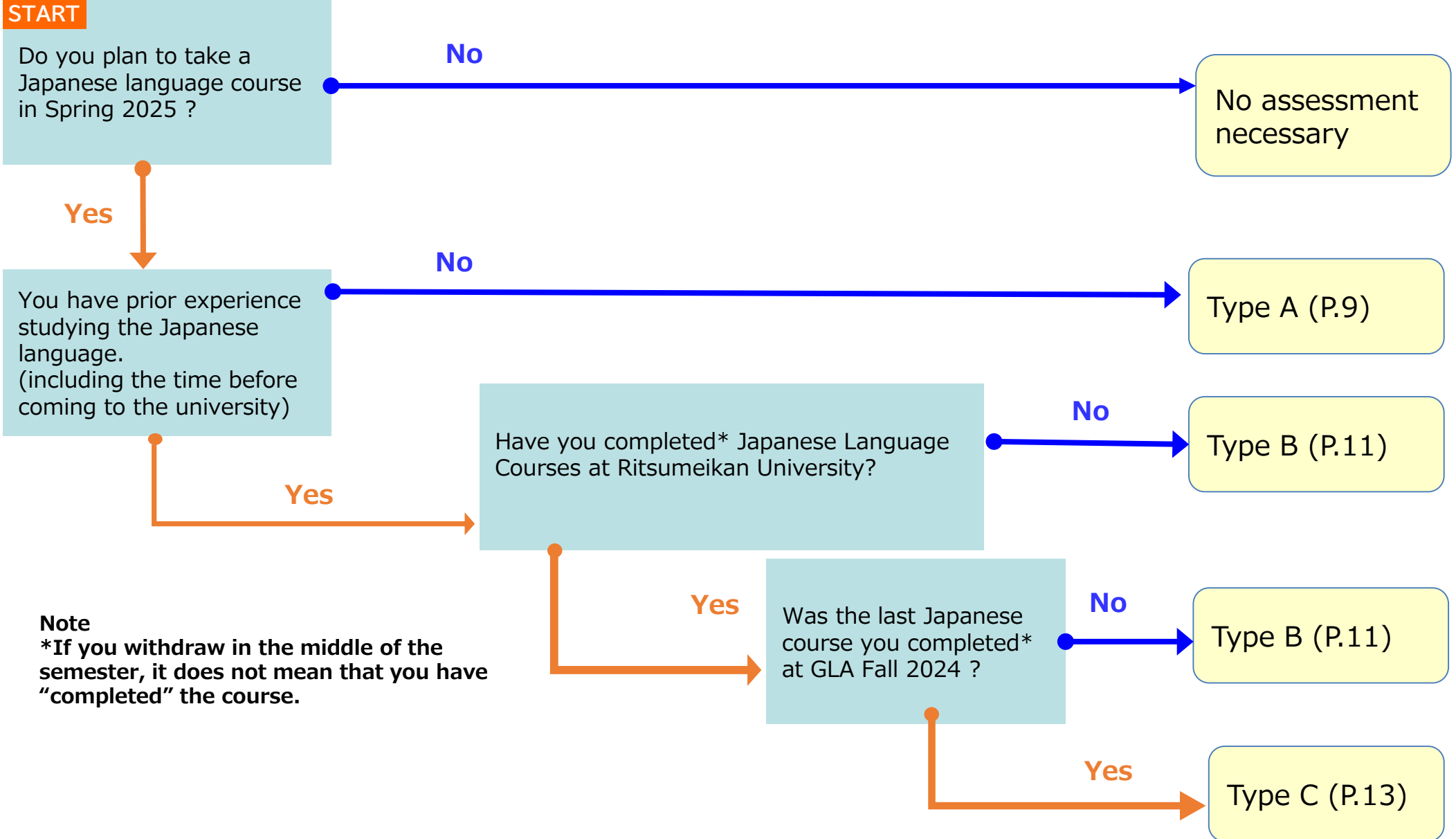
Japanese Course Lineup

Level	Course Number	Courses	Credits	Year	Prerequisite	Registration	Drop
G1	JPNS 1001	Elementary Japanese 1	3	1 or above	-	Auto	Self
G2	JPNS 1002	Elementary Japanese 2	3		C or higher in JPNS 1001	Auto	Self
G3	JPNS 1003	Elementary Japanese 3	3		C or higher in JPNS 1002	Auto	Self
G4	JPNS 2001	Intermediate Japanese 1 (Comprehensive)	3		C or higher in JPNS 1003	Auto	Self
G5	JPNS 2002	Intermediate Japanese 2 (Comprehensive)	3		C or higher in JPNS 2001	Auto	Self
G6	JPNS 3001	Advanced Japanese (Comprehensive)	2		C or higher in JPNS 2002	Auto	Self
G7	JPNS 3002	Advanced Japanese (Grammar & Writing)	1		C or higher in JPNS 3001	Auto	Self
	JPNS 3011	Advanced Japanese (Listening & Speaking)	1				
G8-a (Spring)	JPNS 3021	Advanced Japanese (Career Japanese)	1		C or higher in JPNS 3002 and 3011 (G7).	Auto	Self
	JPNS 3012	Japanese VII (Listening & Oral Comprehension a)	1				
	JPNS 3041	Japanese VII (Reading Comprehension a)	1				
G8-b (Fall)	JPNS 3031	Japanese VII (Composition a)	1	C or higher in JPNS 3002 and 3011 (G7).	Auto	Self	
	JPNS 3013	Japanese VII (Listening & Oral Comprehension b)	1				
	JPNS 3042	Japanese VII (Reading Comprehension b)	1				
G9-a (Spring)	JPNS 3032	Japanese VII (Composition b)	1	2 or above	C or higher in JPNS 3012 and 3013 (G8).	Auto	Self
		Japanese VIII (Career Japanese a)	1				
G9-b (Fall)	JPNS 3022	Japanese VIII (Career Japanese b)	1	C or higher in JPNS 3012 and 3013 (G8).	Auto	Self	
G9-b (Fall)	JPNS 3023	Japanese VIII (Career Japanese b)	1	C or higher in JPNS 3012 and 3013 (G8).	Auto	Self	

2. Placement

- Please check your placement type by the flowchart on the next page.
- Students must complete the required placement procedures described in the following pages, based on their placement **Type A – Type C**.
- Missing due dates will result in students not being permitted to register for a Japanese language course in Spring 2025. Such students may opt to take one in the following semester.
- Students who meet the eligibility may apply for non-credit bearing courses during the designated application period. For details, please refer to 3. Miscellaneous: Non-Credit Japanese Courses.

2. Placement





2. Placement – Type A

Students in Type A : Students never studied Japanese before.

Required Procedure : Complete [Japanese Language Proficiency Questionnaire](#)

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

Due Date: February 19 (Wed) 14:00

Placement Level

JPNS 1001 Elementary Japanese 1



2. Placement – Type A

Date	Details
February 19(Wed) 14:00	<DEADLINE> All placement procedures must be completed
March 5(Wed) 6:30 AM	(Current students) Fall 2024 grades become available to students
March 21(Fri) PM	Students will receive an email regarding the course placement. Please make sure to check Course Timetable to confirm the course schedule and finalize Spring 2025 plan.
March 28(Fri) PM	The GLA Office will register students for the appropriate level of the Japanese language course. Confirm whether the course appears on GLARS on the first day of registration.
During the course registration period	<u>Japanese Language Course Drop</u> Students can drop Japanese language courses by themselves on GLARS.
June 24(Tue) 17:00	<u>Last day to withdraw from Spring 2025 courses</u> (only for Dual Degree students before the Academic & English Hurdle assessments)



2. Placement – Type B

Students in Type B have studied Japanese before but have never completed* Japanese language courses at Ritsumeikan University.

*If you withdraw in the middle of the semester, it does not mean that you have “completed” the course.

Required Procedures

1. Complete [Japanese Language Proficiency Questionnaire](#)

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

2. Complete [ROJPT \(Ritsumeikan Online Japanese Placement Test\)](#) after February 1 (Sat).

You can access the site after February 1.

- Login ID: Student ID Number for current students, Application Number for Spring 2025 new students
- Password: Date of Birth (yyyymmdd)

Due Date(#1): February 19 (Wed) 14:00

3. Attend an interview with a JPNS Program coordinator (only after completing #1 & #2)

* The interview date for Japanese will be held in late February or early March. Students who need to be interviewed will be notified of the interview date & time by e-mail.

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



2. Placement – Type B

Date	Details
February 19(Wed) 14:00	<DEADLINE> All placement procedures must be completed
Late February to early March (to be announced as soon as it is decided)	Japanese Interview Period
March 5(Wed) 6:30 AM	(Current students) Spring 2024 grades become available to students
March 21(Fri) PM	Students will receive an email regarding the course placement. Please make sure to check Course Timetable to confirm the course schedule and finalize Spring 2025 plan.
March 28(Fri) PM	The GLA Office will register students for the appropriate level of the Japanese language course. Confirm whether the course appears on GLARS on the first day of registration.
During the course registration period	Japanese Language Course Drop Students can drop Japanese language courses by themselves on GLARS.
June 24(Tue) 17:00	Last day to withdraw from Spring 2025 courses (only for Dual Degree students before the Academic & English Hurdle assessments)

2. Placement – Type C

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

* If you withdraw in the middle of the semester, it does not mean that you have “completed” the course.

Required Procedure : Complete [Japanese Language Proficiency Questionnaire](#)

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

Due Date: February 19 (Wed) 14:00

[*Retake the ROJPT]

Students who have not taken Japanese language courses for more than one semester and/or move up two or more levels from the level students completed in the previous course, they need to take the ROJPT. Therefore, please contact the GLA Office (glapost@st.ritsumeai.ac.jp) by **February 19 (Wed) 14:00**

Students' placement level for Spring 2025 will be determined based on their last Japanese language course grade until Fall 2024. Basically, students will be advanced to the next level if students pass the last courses.

2. Placement – Type C

Date	Details
February 19(Wed) 14:00	<DEADLINE> All placement procedures must be completed
March 5(Wed) 6:30 AM	(Current students) Spring 2024 grades become available to students
March 21(Fri) PM	Students will receive an email regarding the course placement. Please make sure to check Course Timetable to confirm the course schedule and finalize Spring 2025 plan.
March 28(Fri) PM	The GLA Office will register students for the appropriate level of the Japanese language course. Confirm whether the course appears on GLARS on the first day of registration.
During the course registration period	<u>Japanese Language Course Drop</u> Students can drop Japanese language courses by themselves on GLARS.
June 24(Tue)17:00	<u>Last day to withdraw from Spring 2025 courses</u> (only for Dual Degree students before the Academic & English Hurdle assessments)

3. Miscellaneous: Non-Credit Japanese Courses

In 2025, GLA will hold the following non-credit-bearing courses. No credit will be given for these courses. The detail of course contents and how to register will be announced on End of March by email.

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



3. Miscellaneous: Japanese language study support resources

Students are recommended to start studying Japanese in advance for a seamless transition. Ritsumeikan University offers the following Japanese language study support resources. Students are welcome to take advantage of them.

Communication Rooms, Japanese Study Advice *It will be updated on mid September.

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

BBP Language Exchange Program

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

Book Corner (Beyond Borders Plaza)

<https://www.ritsumei.ac.jp/bbp/facility/oic.html/>