

**College of Global Liberal Arts
Academic Advising Syllabus
(Fall 2020 Enrollment)**

This syllabus is a guide for students to understand the role of academic advising at the College of Global Liberal Arts (GLA). Advising is student-led and conducted to help students explore their interests, values, and abilities so as to support their making thoughtful and informed decisions about their educational plans and experiences. This syllabus outlines what is expected of students in the academic advising process, and the responsibilities of advisors to support students in their academic careers. Advisors are available to work with students and to offer them assistance as they need. Please refer to this syllabus before each advising session to make the most of the advising relationship and all advising opportunities.

GLA Advising System

Welcoming Advising (Year 1)	Academic Advising (Year 1 - 4)	Research Mentoring (Year 4)
<p>Welcoming advisors are faculty members and are assigned to all 1st year students. You will meet with your welcoming advisor in the 3rd week of your 1st semester during their scheduled office hours. This meeting is casual but important, and intended to make sure that your classes have begun well and that your semester is on the right track.</p> <p>*Meeting with your welcoming advisor in your 2nd semester is not mandatory but highly encouraged.</p>	<p>Academic Advising Center (AAC) advisors are available during drop-in office hours and by appointment to support you in planning your program of study at GLA. If you have questions about credit requirements for graduation, registration in or withdrawal from courses, or any other concern, the AAC is your first point of contact.</p> <p>*AAC advisors also teach courses in GLA. You may schedule an appointment with a different advisor if you would rather not be advised by your professor.</p>	<p>A research mentor is a faculty member (or members) who will support and advise you in the writing of your final thesis. Your research mentor(s) will be determined in your 4th year when you choose your final thesis topic.</p>

Student & AAC Advisor Responsibilities

[Student Responsibilities]

- Be familiar with all academic advisors by visiting the AAC office during scheduled office hours or by emailing to arrange an appointment. Check the AAC website for important information and frequently asked questions.
- Regularly check your university email and manaba+R for important announcements. Missed deadlines or insufficient submissions due to unread messages are your responsibility.
- Follow the academic policies and procedures of the College and University. These can be found in the *Academic Handbook for College of Global Liberal Arts* and the *Academic Handbook for All Undergraduate Students on manaba+R*.
- Work with an AAC advisor in planning your 4-year academic requirements. Make sure to consult with an AAC advisor every semester to monitor your progress in completing the degree requirements for graduation.
- Improve your academic performance by taking advantage of the academic workshops and seminars organized on campus. Refer to the AAC website for these and other university resources.
- Balance your academic life by setting your goals and managing your time.

[AAC Advisor Responsibilities]

- Provide you with advice and resources to enable you to make informed decisions about your academic program.
- Work with you to create an academic plan to complete the degree requirements for graduation and achieve your academic goals.
- Clarify any concerns you may have regarding the policies and procedures of College of Global Liberal Arts and Ritsumeikan University.
- Refer you to available university resources and services which can appropriately address and support your needs.
- Conduct student advising meetings in a manner that follows ethical behavior and respects student confidentiality.

AY2020 AAC Office Hour Schedule

AAC advisor available during the office hours and by appointment.

Fall Semester

Period	Mon	Tues	Wed	Thurs	Fri
1					
2	C Johnson				
Lunch					
3	C Johnson	Y Ishihara		GP Marquez	
4					
5				GP Marquez	

Advising via Zoom:

In accordance with the measures taken by Ritsumeikan University to prevent the spread of the COVID-19, AAC advising will be conducted primarily by Zoom. Any changes to this policy will be announced on manaba+R.

To schedule an appointment please write to gla-aac@st.ritsumei.ac.jp. Please be sure to include the following information:

- Student ID (24xxxxxxxx)
- Your full name
- Preferred meeting dates and times (2-3 options).

Due to the University's privacy policy and relevant privacy laws in Japan, all correspondence between students and staff/faculty must be done via the university email address only.

GLA Academic Program Calendar – April/Spring 2020 Cohort

As a liberal arts college with a global student body, GLA has a unique enrollment system that consists of both April/Spring and September/Fall admissions to accommodate the high school academic calendars of students from all over the world.

This system requires two Academic Program Calendars, one for each semester of enrollment. The Fall 2020 calendar is below.

Year	Semester	Term	Campus	Courses	Note
1	Fall	Sept 26 – March 31	RU	4 RU (4 credits each)	Academic and English hurdle assessed when you receive credits for 32RU credits
	Winter	February	RU	1 RU (2 credits each)	Optional course enrollment
	Spring	April 1 – Sept 25	RU	4 RU (4 credits each)	
	Summer	August	RU	2 RU (2 credits each)	Optional course enrollment
2	Fall	Sept 26 – Early Feb	RU	2 RU (4 credits each) 2 ANU (4 transfer credits each)	Students who have passed the hurdle requirement begin taking ANU courses
	Winter	February	RU	1 RU (2 credits each)	Optional course enrollment
	Semester 1 (ANU terminology)	Late Feb – Late June	ANU	4 ANU (4 transfer credits each)	Study at ANU begins late February—remember, the seasons are flipped Down Under!
3	Semester 2 (ANU terminology)	Late July – Late Nov	ANU	4 ANU (4 transfer credits each)	
	Winter	February	RU	1 RU (2 credits each)	Optional course enrollment.
	Spring	April 1 – Sept 25	RU	2 RU (4 credits each) 2 ANU (4 transfer credits each)	
	Summer	August	RU	2 RU (2 credits each)	Optional course enrollment
4	Fall	Sept 26 – March 31	RU	2 RU (4 credits each) 2 ANU (4 transfer credits each)	
	Winter	February	RU	1 RU (2 credits each)	Optional course enrollment
	Spring	April 1 – Sept 25	RU	2 RU (4 credits each) 2 ANU (4 transfer credits each)	Write your thesis!

GLA Graduation Requirements

Subject Group	Credits Required
Essentials of Global Liberal Arts	32 credits or more (includes 16 credits from compulsory courses)
Cosmopolitan Studies	12 credits or more (includes 4 credits from compulsory courses)
Civilization Studies	12 credits or more (includes 4 credits from compulsory courses)
Innovation Studies	12 credits or more (includes 4 credits from compulsory courses)
Japanese Studies Cluster	4 credits or more
Languages	0 credits or more
Capstone Studies	12 credits or more (includes 12 credits from compulsory courses)
Total	124 credits or more

Academic Advising Calendar for Fall 2020 Enrollment

【Fall 2020】

By when	Task	Done!
Sept 24-25	Fall 2020 New Student Orientation	
Week 1 Sept 28-	Add & Drop period begins—check out the syllabi of the courses you signed up for and buy textbooks. If you have any questions, ask your instructors! Are you interested in taking Winter Intensive course? The registration period is only open at the start of the semester. Check the Academic Calendar for the deadline.	
Week 2 Oct 5-	Finalize classes for the semester.	
Week 3 Oct 12-	Meet with your welcoming advisor during their scheduled office hours. The last day to drop courses is October 14 (11:00 a.m.). Be sure to speak with your instructors during their office hours to see how you are doing in your courses.	
Week 4 Oct 19-	Consider forming a writing group for your classes—sharing drafts at an early stage can give you a soft deadline and a chance to get constructive feedback.	
Week 5 Oct 26-		
Week 6 Nov 2-	Winter blues? Be sure to check out local cultural activities or recreational facilities. Our Student Support Room (SSR) offers individual and confidential counseling by licensed counselors.	
Week 7 Nov 9-		
Week 8 Nov 16-		
Week 9 Nov 23-		
Week 10 Nov 30-		
Week 11 Dec 7-	Plan how you will be spending the last few weeks. (Cluster of deadlines? Preparing ahead will save tears down the road.)	
Week 12 Dec 14-		
Week 13 Dec 21-		
Week 14 Jan 4-		
Week 15 Jan 11-	Think about which courses you want to register next year. Which courses might help further your study interests?	

【Winter 2020】

Registration for Winter 2020 Intensive Session must be done at the beginning of Spring semester. Check course syllabi on manaba+R for specific course schedules.

Academic Year 2020 Academic Calendar and University Deadlines

Students are responsible for knowing and meeting University deadlines. If you have any questions about the following deadlines, please contact the GLA Office at glapost@st.ritsumei.ac.jp.

Fall 2020 Academic Calendar	
Thursday, September 24	New Student Orientation
Monday, September 28	Fall 2020 classes begin, Add & Drop period begins (6:30 a.m.)
Wednesday, September 30 (11:00 a.m.)	Last day of the standard registration period (Add & Drop)
Thursday, October 1 (10:00 a.m.) – Monday, October 5 (11:00 a.m.)	Application period for late registration (late Add & Drop) (for students who missed the standard Add & Drop registration period)
Thursday, October 8 (6:30 a.m.) – Friday, October 9 (11:00 a.m.)	Late registration period (only for students who applied during October 1 – October 5)
Monday, October 12 (6:30 a.m.) – Wednesday, October 14 (11:00 a.m.)	Drop-only period
Monday, November 2	(For faculty) Mid-term progress rating opens
Tuesday, November 3	Culture Day – Class day, no classes canceled
Friday, November 20	(For faculty) Due date of the mid-term progress rating
Monday, November 23	Labor Thanksgiving Day – Class day, no classes canceled
Friday, December 11	Last day to withdraw from Fall 2020 courses
Saturday, December 26 – Tuesday, January 5	Winter recess & university closure
Wednesday, January 6	Fall 2020 classes resume
Saturday, January 9	Class day (Monday schedule), no classes canceled
Tuesday, January 19	Last day of regular undergraduate courses
Schedule TBA	Winter intensive session ➔ Please refer to syllabi on manaba+R.
Friday, March 5	Fall 2020 grades become available to students
Wednesday, March 31	Formal last day of Fall 2020 semester
Fall 2020 Holidays (No class)	
Monday, January 11	Coming of Age Day

Final Thoughts for a Successful 1st Semester

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

The Academic Advising Center

5th floor, Building A (in the Faculty Office area)

AAC Website: <https://en.ritsumei.ac.jp/gla/aac>

gla-aac@st.ritsumei.ac.jp

[AAC Members]

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