

**College of Global Liberal Arts  
Academic Advising Syllabus  
(Spring 2021)**

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 1<sup>st</sup> year students. You will meet with your welcoming advisor in the 3<sup>rd</sup> week of your 1<sup>st</sup> 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 2<sup>nd</sup> semester is not mandatory but highly encouraged.</p>	<p>Academic Advising Center (AAC) advisors are available at 9:00 a.m. – 5:00 p.m., Monday through Friday except for national holidays and other university closure periods. AAC takes both appointments and walk-in to support you in planning your program of study at GLA.</p> <p>If you have questions about graduation requirements, registration or withdrawal from courses, or any other concern relevant to your study, the AAC is your first point of contact.</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 4<sup>th</sup> year when you choose your final thesis topic.</p>

## Student & AAC Advisor Responsibilities

### **[Student Responsibilities]**

- Be familiar with all academic advisors by working with them regularly. Check the GLA website for important information and frequently asked questions.
- Regularly check the university email, the GLA website, and manaba+R for important announcements. Missed deadlines or insufficient submissions due to unread messages are students' 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 the GLA website.
- Work with an AAC advisor in planning the 4-year academic requirements. Be proactive and plan ahead to consult with an AAC advisor every semester to monitor academic progress in completing the degree requirements for graduation.
- Come prepared for the academic advising appointments with a list of courses they are interested in taking and questions. Present the prepared academic plan to the advisor to initiate discussions.

### **[AAC Advisor Responsibilities]**

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

**[Advising Appointments]**

To schedule an appointment, students should submit the online [Advising Appointment Request Form](#).

To protect students' privacy, the Request Form requires that students log in by using their RAINBOW ID and password.

The Advising Appointment Request Form covers HTML format and enables file upload if necessary. Students are highly encouraged to provide as many details as possible when contacting the AAC for efficient communication.

Upon receiving students' requests, one of the academic advisors will respond within two (2) business days.

**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.

**[General Inquiries to the AAC]**

When students would like to contact the Academic Advising Center, they should use the [AAC General Inquiry Form](#).

Upon receiving students' inquiries, one of the academic advisors will respond within two (2) business days.

## GLA Academic Program Calendar – April/Spring 2021 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 2021 calendar is below.

Year	Semester	Term	Campus	Courses	Note
1	Spring	April 1 – Sept 25	RU	4 RU (4 credits each)	
	Summer	August	RU	2 RU (2 credits each)	Optional course enrollment
	Fall	Sept 26 – March 31	RU	4 RU (4 credits each)	Academic and English hurdle assessed when you receive credits for 32 RU credits
	Winter	February	RU	1 RU (2 credits each)	Optional course enrollment
2	Spring	April 1 – Sept 25	RU	2 RU (4 credits each) 2 ANU (4 transfer credits each)	Students who have passed the hurdle requirement begin taking ANU courses
	Summer	August	RU	2 RU (2 credits each)	Optional course enrollment
	Fall	Sept 26 – Early Feb	RU	2 RU (4 credits each) 2 ANU (4 transfer credits each)	
	Winter	February	RU	1 RU (2 credits each)	Optional course enrollment
3	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!
	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.
4	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
	Fall	Sept 26 – March 31	RU	2 RU (4 credits each) 2 ANU (4 transfer credits each)	Write your thesis!

## GLA Graduation Requirements

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

## Academic Advising “Food for Thoughts” for the Academic Year 2021-2022

### 【Spring 2021】

By when	Task	Done!
Orientation Week	Learn about the GLA curriculum, GLA staff & faculty, advising and other campus resources, and facilities.	
Week 1 April 6-	Add & Drop period begins—check out the syllabi of the courses you signed up for, buy textbooks, and if you have any questions ask your instructors! Are you interested in taking Summer Intensive courses? The registration period is only open at the start of the semester. Check the Academic Calendar for the deadline.	
Week 2 April 13-	Finalize courses for the semester.	
Week 3 April 20-	Meet with your welcoming advisor during their scheduled office hours. <u><a href="#">The last day to drop courses is April 22 at 11:00 a.m..</a></u>	
Week 4 April 27-	Consider forming study groups for your classes—discussion groups or writing groups are a great way to review ideas and get constructive feedback on drafts of your assignments. Be sure to speak with your instructors during their office hours to see how you are doing in your courses.	
Week 5 May 6-		
Week 6 May 13-		
Week 7 May 20-	Figure out your routine—when do you focus best?; when is a good time for you to take a break? Make sure you’re striking a work-life balance. Check out the recreation center, local cultural activities, and yoga classes offered on campus.	
Week 8 May 27-		
Week 9 June 3-		
Week 10 June 10-		
Week 11 June 17-	Plan how you will spend the last few weeks of the semester. Organize your deadlines and prepare a study schedule. <u><a href="#">The last day to withdraw from Spring 2021 courses is June 23 at 5:00 p.m.. (only for Dual Degree students before the Academic &amp; English Hurdle assessments)</a></u>	
Week 12 June 24-		
Week 13 July 1-		
Week 14 July 8-		
Week 15 July 15-	Last week of classes: reflect on how you did this semester and think about what you might want to take next year.	

### 【Summer 2021】

Registration for Summer 2021 Intensive Session must be done at the beginning of Spring semester. Check course syllabi on manaba+R for specific course schedules.

**[Fall 2021]**

By when	Task	Done!
Sept 22-25	Fall 2021 New Student Orientation	
Week 1 Sept 27-	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 4-	Finalize classes for the semester.	
Week 3 Oct 11-	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.  <u>The last day to drop courses is October 13 at 11:00 a.m..</u>	
Week 4 Oct 18-	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 25-		
Week 6 Nov 1-	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 8-		
Week 8 Nov 15-		
Week 9 Nov 22-		
Week 10 Nov 29-		
Week 11 Dec 6-	Plan how you will be spending the last few weeks. (Cluster of deadlines? Preparing ahead will save tears down the road.)  <u>The last day to withdraw from Fall 2021 courses is December 10 at 5:00 p.m.. (only for Dual Degree students before the Academic &amp; English Hurdle assessments)</u>	
Week 12 Dec 13-		
Week 13 Dec 20-		
Week 14 Jan 6-		
Week 15 Jan 13-	Think about which courses you want to register next year. Which courses might help further your study interests?	

**【Winter 2021】**

Registration for Winter 2021 Intensive Session must be done at the beginning of Fall semester. Check course syllabi on manaba+R for specific course schedules.



## Academic Year 2021 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](mailto:glapost@st.ritsumei.ac.jp).

<b>Spring 2021 Academic Calendar</b>	
Wednesday, March 31 – Monday, April 5	New Student Orientation
Friday, April 2 (6:30 a.m.) – Monday, April 5 (11:00 a.m.)	Lottery-based Courses Registration Period
Tuesday, April 6	Spring 2021 classes begin
Tuesday, April 6 (6:30 a.m.) – Thursday, April 8 (11:00 a.m.)	Regular Registration Period (Add & Drop)
Friday, April 9 (10:00 a.m.) – Tuesday, April 13 (11:00 a.m.)	Application period for Late Registration (late Add & Drop) (for students who missed the standard Add & Drop registration period. Refer to Registration Guidebook for details)
Tuesday, April 13 (17:00)	Last day to submit the Petition for Course Overload
Friday, April 16 (6:30 a.m.) – Monday, April 19 (11:00 a.m.)	Late Registration Period (only for students who applied during April 9 – April 13)
Tuesday, April 20 (6:30 a.m.) – Thursday, April 22 (11:00 a.m.)	Course Cancellation Period (Drop-only period)
Thursday, April 29	Showa Day – Class day, no classes canceled
Thursday, May 13	(For faculty) Mid-term progress rating opens
Monday, May 31	Last day to apply for Leave of Absence (LoA) for Spring 2021 or One Academic Year (Spring 2021 & Fall 2021)
Wednesday, June 2	(For faculty) Due date of the mid-term progress rating
Saturday, June 5	Class day (Monday schedule)
Wednesday, June 23 (5:00 p.m.)	Last day to withdraw from Spring 2021 courses (only for students before passing the Academic & English Hurdle requirements. )
Wednesday, July 21	Last day of regular undergraduate courses
Schedule TBA (August)	Summer intensive session(s). Refer to syllabi on manaba+R for details
Friday, September 3	Spring 2021 grades become available to students
Friday, September 17	Summer intensive session grades become available to students
Friday, September 24	Formal last day of Spring 2021 semester
<b>Spring 2021 Holidays (No Class)</b>	
Monday, May 3	Constitution Memorial Day
Tuesday, May 4	Greenery Day
Wednesday, May 5	Children's Day

<b>Fall 2021 Academic Calendar</b>	
Wednesday, September 22 – Friday, September 24	New Student Orientation
Wednesday, September 22 (6:30 a.m.) – Friday, April 24 (11:00 a.m.)	Lottery-based Courses Registration Period
Monday, September 27	Fall 2021 classes begin
Monday, September 27 (6:30 a.m.) – Wednesday, September 29 (11:00 a.m.)	Regular Registration Period (Add & Drop)
Thursday, September 30 (10:00 a.m.) – Monday, October 4 (11:00 a.m.)	Application period for Late Registration (late Add & Drop) (for students who missed the standard Add & Drop registration period. Refer to Registration Guidebook for details)
Monday, October 4 (17:00)	Last day to submit the Petition for Course Overload
Thursday, October 7 (6:30 a.m.) – Friday, October 8 (11:00 a.m.)	Late Registration Period (only for students who applied during September 30 – October 4)
Monday, October 11 (6:30 a.m.) – Wednesday, October 13 (11:00 a.m.)	Course Cancellation Period (Drop-only period)
Wednesday, November 3	Culture Day – Class day, no classes canceled
Monday, November 6	(For faculty) Mid-term progress rating opens
Friday, November 19	(For faculty) Due date of the mid-term progress rating
Tuesday, November 23	Labor Thanksgiving Day – Class day, no classes canceled
Tuesday, November 30	Last day to apply for Leave of Absence (LoA) for Fall 2021
Friday, December 10 (5:00 p.m.)	Last day to withdraw from Fall 2021 courses (only for students before passing the Academic & English Hurdle requirements)
Saturday, December 25 – Tuesday, January 5	Winter recess for students: December 25 – January 5 University closure, all offices closed: December 28 – January 5
Thursday, January 6	Fall 2021 classes resume
Saturday, January 8	Class day (Monday schedule), no classes canceled
Wednesday, January 19	Last day of regular undergraduate courses
Schedule TBA	Winter intensive session(s). Please refer to syllabi on manaba+R.
Friday, March 4	Fall 2021 grades become available to students
Friday, March 18	Winter intensive session(s) grades become available for students
Thursday, March 31	Formal last day of Fall 2021 semester
<b>Spring 2021 Holidays (No Class)</b>	
Monday, January 10	Coming of Age Day

## Final Thoughts for a Successful 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. Check the Academic Advising Database every time after you meet with an academic advisor.
3. **BE PROACTIVE.** Seek assistance as soon as you have a 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 (Spring 2021)

<http://en.ritsumei.ac.jp/gla/advising/>

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