

GLA Registration Procedure for New Students



April 1
AY2021
SPRING SEMETER
YUKIE HARADA

First Message to GLA Students

**You can always count on us
whenever you need support!**



the GLA Office

Ask any questions to the GLA Office!



- You can contact to the GLA Office by e-mail

✉ glapost@st.ritsumeai.ac.jp

- You can come to the GLA Office in person



Any time!

You can meet the members at the GLA Office HERE!

<http://en.ritsumeai.ac.jp/gla/people/office/>

Notes for Zoom Session

✓ **Session will be recorded**

✓ **Choose Speaker View rather than Gallery View**

✓ **Ask any questions in the chat box**

***Students who attend online**

Introduction

- GLA courses in Spring Semester 2021 are offered in either of two formats.



- **in-person**
- **online**

- All course materials will be provided online.

Let's take a look at Registration Guidebook!

- GLA Homepage

You can check Registration Guidebook HERE!

- manaba+R

College of GLA Students Page >
Course Registration >Registration
Guidebook



Spring Semester AY2021

Registration Guidebook

You can find the electronic version of this guidebook on
"Course Registration" of manaba+R.

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

Ritsumeikan University

College of Global Liberal Arts



Student ID No.	Name

Let's get started! (Registration Guidebook (RG)-PP.2-3)

6 THINGS you must know before starting your studies

1) You can check

: Updates, Class Cancellations and Makeup Classes on manaba+R

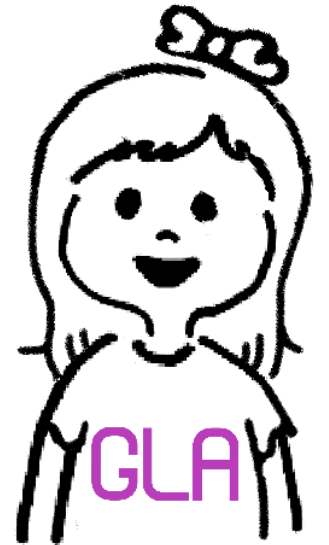
2) Course Registration should be done on CAMPUS WEB.

3) Classes in AY 2021 Spring Semester begin on Tuesday, April 6.

4) Your Student ID Card

5) Textbooks for GLA courses in AY2021 Spring Semester

6) Office Hour



What is manaba+R?

manaba+R is...



manaba +R

a Learning Management System(LMS)
at Ritsumeikan University



What can you check/do on manaba+R?

**WHAT you can
check and do on**

manaba +R

- ✓ **Announcement**
- ✓ **Class Cancellation**
- ✓ **Classroom Change**
- ✓ **Makeup Classes**
- ✓ **Course Materials**
- ✓ **Useful Campus Life Information**

What is CAMPUS WEB?

Campus Web is...



Your Personal Information System
at Ritsumeikan University



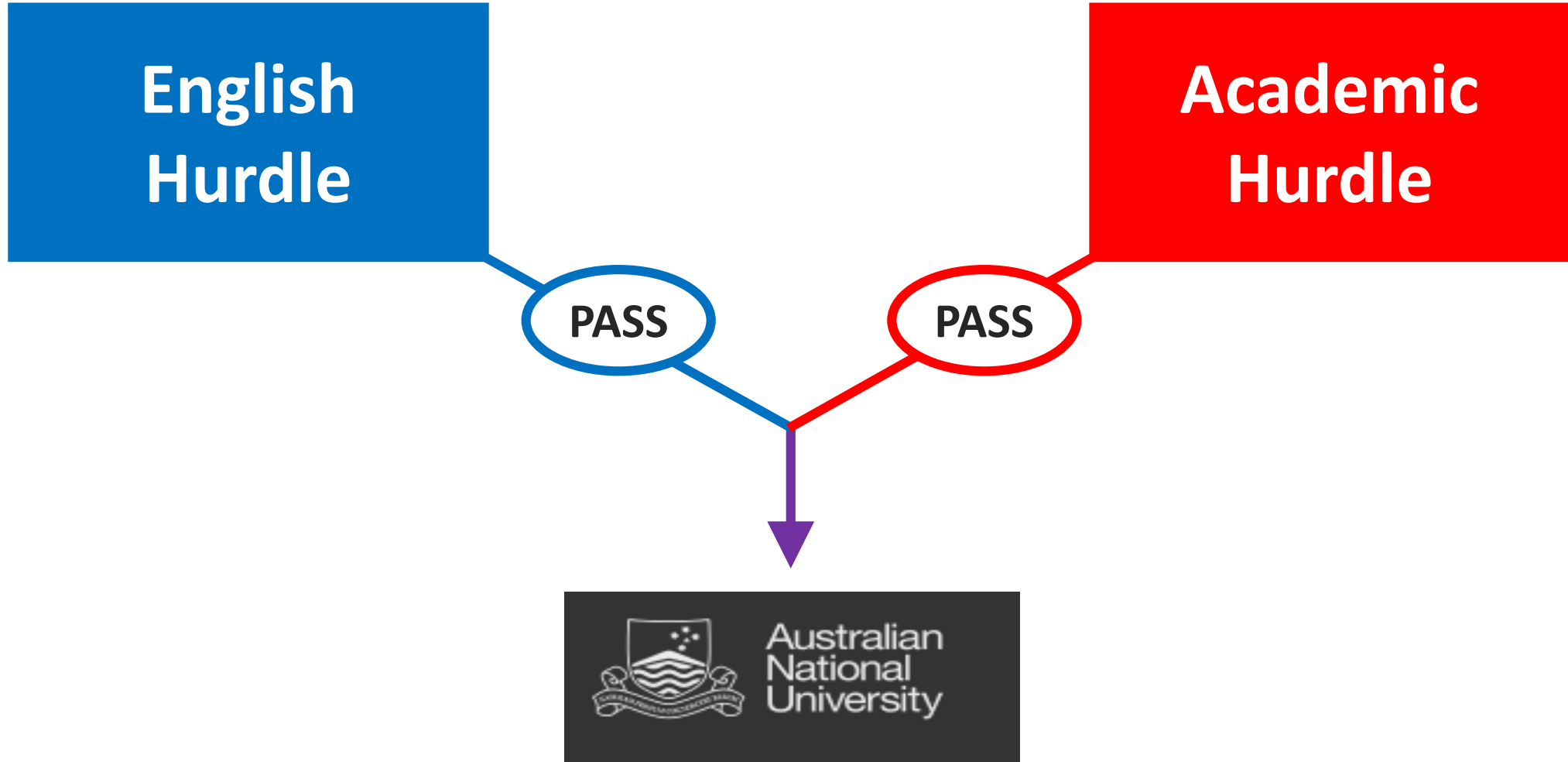
What can you check/do on **CAMPUS WEB**?

**WHAT you can
check and do on**



- ✓ **Course Registration**
- ✓ **Grade Status**
- ✓ **Updated Student Information
(Student Registry)**

Let's Review Hurdle!



Course Credit Cap (RG-PP. 4-5)

Q1) What is **Course Credit Cap**?

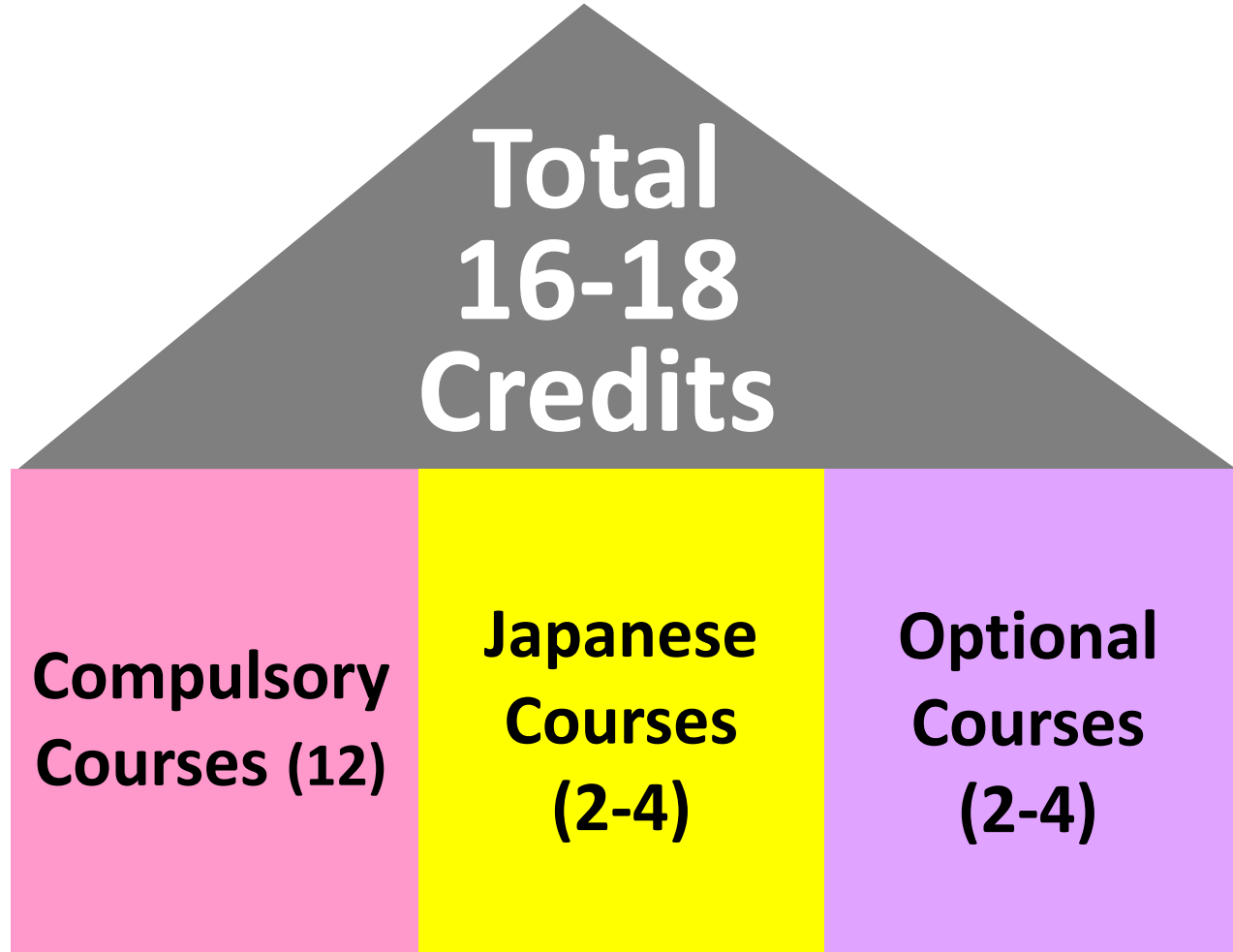
A1) Course Credit Cap is the maximum number of credits that you can register for per semester.

Q2) How many credits can GLA students register for first-semester?

A2) Max 18 credits can be registered for the first-semester.

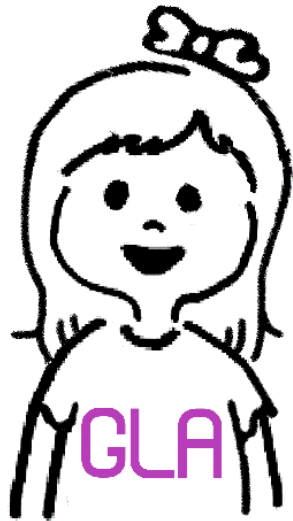


Let's recap Course Registration for first-semester !



Let's talk about Compulsory Courses!

Compulsory Courses(12)



- ✓ Introduction to Global Liberal Arts I (4)
- ✓ Research Design and Research Method (4)
- ✓ Knowledge and Innovation (4)

Let's talk about Japanese Courses!

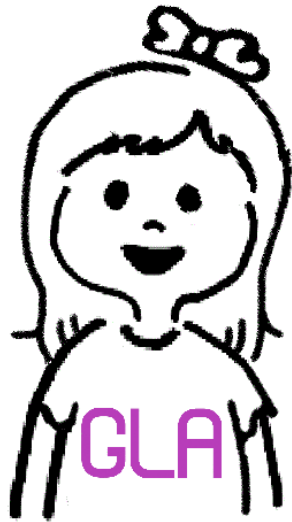
Only students who
have requested to
take Japanese
language courses



Japanese Courses

- ✓ Japanese Language I to IV (2)
- ✓ Japanese Language and Culture I to II (4)

Let's talk about Optional Courses!



Optional Courses

- ✓ **Algorithm and Programming (4)**
-Lottery- based Course
- ✓ **Philosophy Basics (4)**
- ✓ **Summer Intensive Courses(2)**
-Summer ONLY

Let's read materials before registration (RG-PP. 7)

You must read the following 5 materials before Course Registration☺

You can check all the materials HERE: [GLA website and manaba+R](#)

- 1) Registration Guidebook
- 2) Academic Handbook
- 3) Spring Semester AY2021/Time Schedule for GLA Students
- 4) Course Syllabi
- 5) How to take an Online Class Using Zoom(for Students)



Course Registration –twice a year (RG-PP.7)

Q1)How often does Course Registration happen?

A1)Once each semester

Q2)When does Course Registration happen?

A1) April for Spring Semester + Summer Intensive

September for Fall Semester + Winter Intensive



3 Methods of Course Registration(RG-PP.8)

There are **3 methods** of Course Registration at GLA.

Registration
by the
GLA Office

Registration
For
Lottery-based
Courses

Regular
Registration
(Self-Registration)

Registration by the GLA Office (RG-PP.8)

✓ These courses have been registered by the GLA Office.

*Please check



Compulsory Courses

- ✓ Introduction to Global Liberal Arts I (4)
- ✓ Research Design and Research Method(4)
- ✓ Knowledge and Innovation(4)

Japanese Courses

- ✓ Japanese Language I to IV(2)
- ✓ Japanese Language and Culture I to II (4)



**Registration
by the GLA Office**



**These courses cannot be
dropped by students.
Contact the GLA Office to
drop them.**

Registration for Lottery-based Courses (RG-PP.8)

✓ The courses selected by the Lottery

Optional Courses

✓ **Algorithm and Programming (4)**
-Lottery- based Course

✓ **Philosophy Basics (4)**

✓ **A Summer Intensive Course(2)**
-Summer ONLY



**Registration
For Lottery-based
Courses**



Students can apply for
Lottery- based Courses.
If they are selected, the
course will be registered.

Lottery-based Courses(RG-PP.17)

✓ Apply for Lottery- based Courses if you wish to take it

via



***Lottery- based Courses Application Period:
April 2(Fri)6:30-April 5(Mon)11:00 AM**

***Announcement of Lottery-based Course Result:
April 5(Fri) 5:00 PM**



How to confirm result of Lottery-based Courses (RG-PP.18)

✓ You can confirm the result of Lottery-based Courses

<Confirming Lottery-based Course Results>

RITSUMEIKAN CAMPUS WEB Account : Name : [RRC98L0] [IT]

Course Registration and Grade List

Student Information

Student ID Number	Name
Year	Semester
College	Foreign Language Learning Pattern
First Foreign Language	Second Foreign Language
Required Number of Credits for Graduation	Degree Program

Your Course Registration and Grade List

[Notes]
 *Credit(s) of Registered Course(s) is / are displayed as blank in field of [Earned AY] (including Credit(s) of Applying for Lottery-Based Course Registration).
 *Credit(s) of Applying for Lottery-Based Course Registration is / are displayed in () in field of [Credit(s)]. If your application for Lottery-Based Course Registration is approved, parentheses will not be displayed. Conversely, if your application for Lottery-Based Course Registration is NOT approved, course information will not be displayed.

Reload

Before Lottery Selection

(Total 39 item(s))

Course Category	Course Title	Class	Instructor	Credit(s)	Grade	Academic Year	Term
Courses for the Major	13647 IR-EDR202 Social Statistics	R	KAWAMURA RITSUKO	(2)			Fall
Courses for the Major	13653 IR-EDR205 Special Lecture (Core Related Course)	RF	YABUNAKA MITO	(2)			Fall

After Lottery Selection

(Total 38 item(s))

Course Category	Course Title	Class	Instructor	Credit(s)	Grade	Academic Year	Term
Courses for the Major	13647 IR-EDR202 Social Statistics	R	KAWAMURA RITSUKO	2			Fall

You can confirm **HERE!**
CAMPUS WEB >Course Registration and Grade List

Regular Registration (Self-Registration) (RG-PP.19)

✓ The courses registered by students

Optional Courses

✓ Algorithm and Programming (4)
-Lottery- based Course

✓ Philosophy Basics (4)
✓ A Summer Intensive Course(2)
-Summer ONLY



Regular Registration
(Self-Registration)



This course can be
added/dropped
by students.

Regular Registration Courses (RG-PP.19)

✓ Regular Registration registered by Students via



***Regular Registration Period:**

April 6, 6:30 AM(Tue)-April 8(Thu), 11:00 AM



3 Basic Rules for Course Registration (RG-PP.10)

What are 3 Basic Rules when you register for courses?

1. Courses are designated for students in certain years. Students are recommended to take courses appropriate for their study level. Check page 12 on the Academic Handbook.
2. Students cannot retake courses for which they have already earned credits.
3. Students cannot register for two courses held on the same day/period/semester.



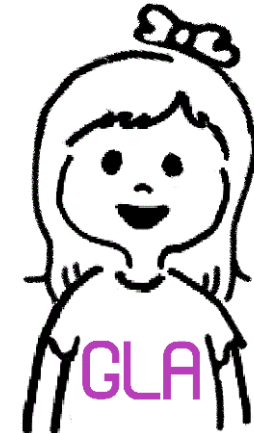
Early Use Request (RG-PP.9)

If you wish to gain access to the course materials on manaba+R on the day or before you register for on



You can use **“Early Use Request”**.

*For more details on "Early Use Request", please refer to the Registration Guidebook on P.9





Course Registration Schedule (RG-PP.10)

Date & Time	Event
March 30 (Time undecided)	Class Announced for Spring Registration by the GLA Office
April 2, 6:30 AM- April 5, 11:00 AM	Registration Period for Lottery-based courses
April 5, 5:00 PM	Announcement of lottery-based course results
April 6, 6:30 AM- April 8, 11:00 AM	Regular Registration Period
April 6, 6:30 AM- April 8 9:10 PM	Early Use Request Application Period
April 9, 10:00 AM- April 13, 11:00 AM	Application Period for Optional Registration (late Add & Dropped)
April 16, 6:30 AM- April 19, 11:00 AM	Optional Registration Period
April 20, 6:30 AM--April 22, 11:00 AM	Course Cancellation Period (Drop-only period)
June 23	Last day of Academic Withdrawal
September 3	Notification of grades in Spring Semester
September 17	Notification of grades for Summer Intensive courses



Visit and Bookmark our GLA Website!

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



College of
Global Liberal Arts

My GLA

Virtual Tour

Visit

Contact

日本語

Why GLA

People

Academics

Advising

Admission and Aid

Student Life

IMPORTANT: [Collated Links and Information related to the Novel Coronavirus \(COVID-19\).\(Ritsumeikan News\)](#)

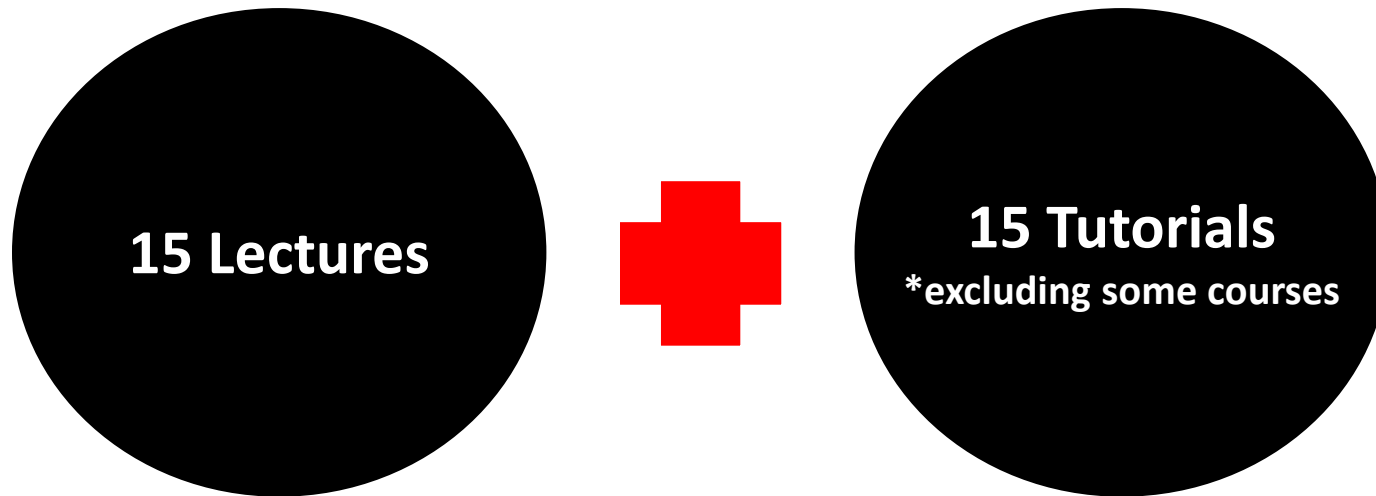
Liberal Arts Education Leading You to the Future

TAKE A VIRTUAL TOUR →



Lecture and Tutorial Classes at GLA

In principle, GLA classes consist of



Combination of 15 Lectures and 15 Tutorials

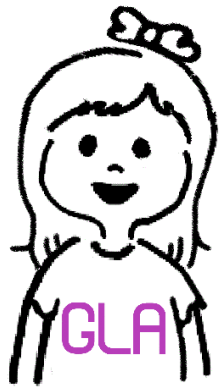
➔ 30 classes per a semester



What do you need to do after this session?

NO.1

Confirm your registration for Compulsory Courses on



NO.2

Confirm your current address on



*on "View/Update Student Information"