

College of Global Liberal Arts

Academic Advising Syllabus

(Spring 2022)

This syllabus is a guide for students to understand the role of academic advising at the College of Global Liberal Arts (GLA).

Being student-led and advisor-supported, GLA's academic advising is conducted to help students explore their interests, values, as well 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 assist them as needed. Before each advising session, please refer to this syllabus to make the most of the advising relationship and all advising opportunities.

GLA Advising System

Academic Advising by Professional Advisors

1st Year – 4th Year

Professional academic advisors at the Academic Advising Center (AAC) are available at 9:00 a.m. – 5:00 p.m., Monday through Friday, except for national holidays and other university closure periods. Students are encouraged to schedule an appointment in advance, but if advisors are available, walk-in is also welcome.

The AAC supports students in planning their program of study at GLA. If students have questions about program requirements for graduation, credit transfer from ANU to RU, registration for or withdrawal from courses, academic policies and procedures, and/or any other concern, the AAC serves as their first point of contact. Advisors at the AAC can also refer students to other student support units on campus as necessary and appropriate.

As much as we would like to assist students thoroughly, the AAC is not responsible for ANU's graduation requirements, course delivery, policies, and registration procedures. Students with questions related to the items listed above should contact the ANU Convener at bapa.bell@anu.edu.au.

Welcome Faculty Mentoring by Faculty

1st Semester

Welcoming mentors are faculty members and are assigned to all 1st-semester students. During their scheduled office hours, you will meet with your welcoming mentors in the 3rd week of your 1st semester. This meeting is casual but important and intended to ensure that your classes have begun well and that your semester is on the right track.

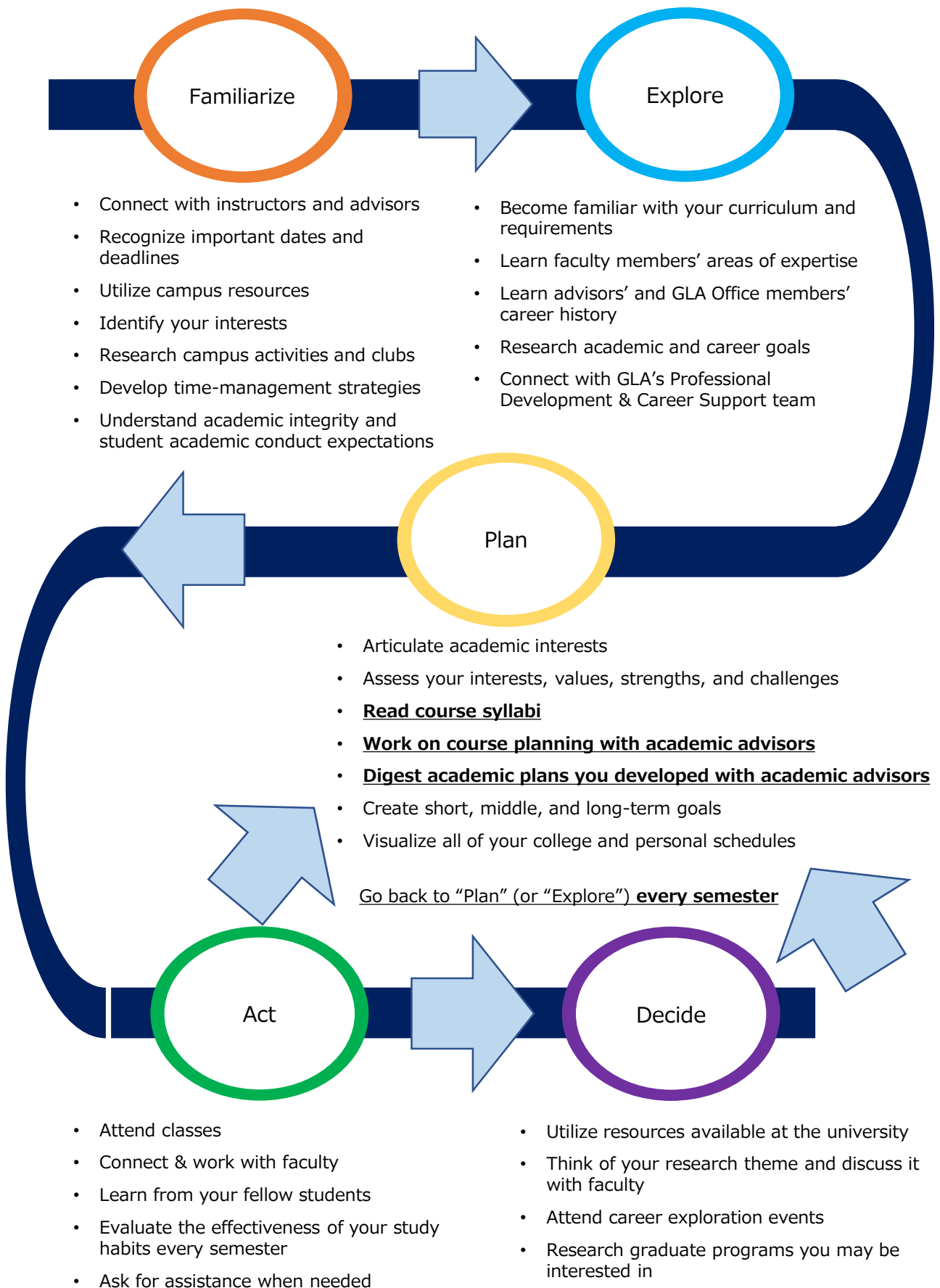
Meeting with your faculty mentor in your 2nd semester is not mandatory but highly encouraged.

Research Mentoring by Faculty

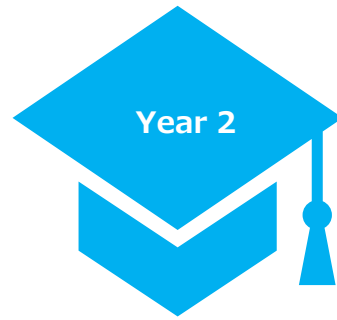
4th Year

A research mentor is a faculty member (or members) who will support and advise you in writing your final thesis. Your research mentor(s) will be determined in your 4th year when you choose your final thesis topic.

Student Development Process – It’s a non-stop & repeated process!



General Objectives of Advising with Academic Advisors & Career Advisors



Transitioning & Adjusting to College

- Explore your academic & career interests
- Explore interpersonal factors related to academic & career goals
- Clarify your personal values, particularly in relation to academic & career choices
- Assess your strengths, skills, and challenges
- Understand skills you will need to make the most of GLA education, including ANU coursework
- Use various resources to maximize your undergraduate experiences, such as advisors, faculty, study groups, student organizations, and student support units
- Connect with GLA Office's Student Professional Development & Career Support team

Academic Exploration & Personal Development

- Focus on your interests, and study one of them in more depth
- Continue assessing your skills, strengths, and interests
- Explore connections between your interests and strengths & potential careers
- Explore experiences that will help you clarify your goals
- Understand RU & ANU transition mechanism, including credit transfer



Academic Enhancement & Career Goal Setting

- Discover how your interests & skills apply to the world of work
- Identify educational and other skills you may want to develop to attain employment or professional training in your field
- Be able to articulate what you are studying and why
- Research graduate program options and start applying
- Connect with the RU & ANU Career Offices

Transitioning Out of College into A Professional Career or Graduate Programs

- Research employment options and start applying
- Understand skills employers and graduate schools seek
- Be able to market your skills and education to employers and graduate schools
- Networking with professionals in the fields you are interested in
- Continue assessing your options

General Academic Advising Semester-by-Semester Grid (Spring Start)

Semester (Physical Location)	With the AAC Advisors	With the Faculty Members
1st Semester (RU)	Discuss ... <ul style="list-style-type: none"> • Transition to college life • GLA's curriculum • Program requirements • campus resources 	Throughout your academic career at GLA, students will always be welcome to contact the AAC for items listed below.
2nd Semester (RU)	Discuss RU courses to take in your 3 rd semester. You will also take pre-fixed ANU courses in the 3 rd semester.	Check in with your Faculty Mentor and discuss your 1 st -semester experiences.
3rd Semester (RU)	Discuss RU courses to take in your 4 th semester. You will also take pre-fixed ANU courses in the 4 th semester.	Keep on working with RU & ANU course instructors throughout your academic career until degree completion
4th (RU) and 5th (ANU) Semesters	Discuss ANU courses to take in your 5 th and 6 th semesters. You need to know how your ANU courses will transfer to RU and fulfill the GLA requirements.	<ul style="list-style-type: none"> • Ask questions • Discuss your ideas • Request clarifications on ideas and theories you do not understand
6th Semester (ANU)	Plan your final year after returning from ANU. Time to get prepared for the Research Seminars and Thesis, too.	<ul style="list-style-type: none"> • Course planning at RU & ANU • Credit transfer between ANU and RU • Graduation Review • Policy clarification • Other learning opportunities • Academic difficulty • Referral • Questions you are not sure whom to ask
7th and 8th Semesters (RU)	Welcome back to RU! Discuss your remaining requirements and request graduation reviews. You will also take pre-fixed ANU courses.	<ul style="list-style-type: none"> • Discuss career and/or further education opportunities • Learn faculty's areas of expertise • Other questions and discussions relevant to your coursework
		Advisors also assess your needs and connect you to other student support units as appropriate.
		Work with your Faculty Research Mentor to discuss your research interests and produce the thesis.

BECAUSE we care - AAC Advising Types & Student Resources

Scheduled Advising

30-minute appointments

For items such as

- RU Course Planning
- ANU Course Planning
- Credit Transfer between ANU & RU
- Graduation Review
- Academic difficulty
- Other study options

Walk-in Advising

5-10 minutes with an advisor

First-come, first-served

For items such as

- Policy clarification
- Referrals
- Urgent concerns

Add/Drop Advising

5-10 minutes with an advisor

First-come, first-served

Quick assistance on schedule adjustments for courses unavailable for self-registration via CAMPUS WEB

Resources

- Academic Advisors
- Career Office
- Disability Resource Center (DRC)
- Faculty
- GLA Office
- RAINBOW Service Desk (IT Services)
- Student Success Program (SSP)
- Student Support Room (Counseling)
- Writing Supports
- University Library

Tools

- Academic Advising Database
- Academic Advising Syllabus
- Academic Handbooks
- CAMPUS WEB
- Course Syllabus
- GLA Website
- manaba+R
- ProQuest & other library databases
- Registration Guidebook
- University Email

Important Dates

- Add/Drop Due Dates
- Drop-only Period
- Withdrawal Due Date (only for pre-hurdle students)

How to Contact the Academic Advisors

Advising Appointments

Submit the online Advising Appointment Request Form after logging in using your Rainbow ID and password.

http://en.ritsumei.ac.jp/gla/advising/advising_appointment_for_current_students/

You may upload files if necessary. Please 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.

Please read the tips on the following page.



General Inquiries to the Advisors

Use the AAC General Inquiry Form.

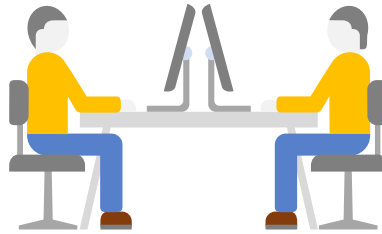
http://en.ritsumei.ac.jp/gla/advising/contact_academic_dvising_team/

Follow the same log-in protocol to use the inquiry form.

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

Students' and Advisors' Responsibilities

Academic Advising is a repeated process of collaboration between students and advisors. Hence, both parties will take their own responsibilities.



Students' Responsibilities	Advisors' Responsibilities
Be familiar with all academic advisors by working with them regularly. Check the Academic Advising Database after every meeting with an advisor.	Conduct student advising meetings in a manner that follows ethical behavior and respects student confidentiality.
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.	Respond to the messages to the students within two business days.
Follow the academic policies and procedures of the College and University. These can be found in the Academic Handbooks for GLA and the University available on the GLA website.	Clarify concerns students may have regarding the policies and procedures of GLA and the University.
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.	Work with students to create an academic plan to complete the degree requirements for graduation and achieve their academic goals.
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.	Prepare for each meeting checking with the student's academic record and the Academic Advising Database.
Improve their academic performance by taking advantage of the academic workshops and seminars organized on campus. Refer to the GLA website for these and other university resources.	Provide students with advice and resources to enable them to make informed decisions about their academic program.
Balance their academic life by setting goals and managing time. <u>Take ownership of your decisions and actions.</u>	Refer students to available university resources and services which can appropriately address and support their needs.

Academic Advising Appointment Tips

Before

- Determine what kind of advising appointment you need
- Familiarize yourself with the GLA Academic Calendar
- Be aware of all College and University deadlines
- Review your academic records, such as grades and GPA
- Come prepared with your questions written out
- Research and/or complete fact-finding as relevant

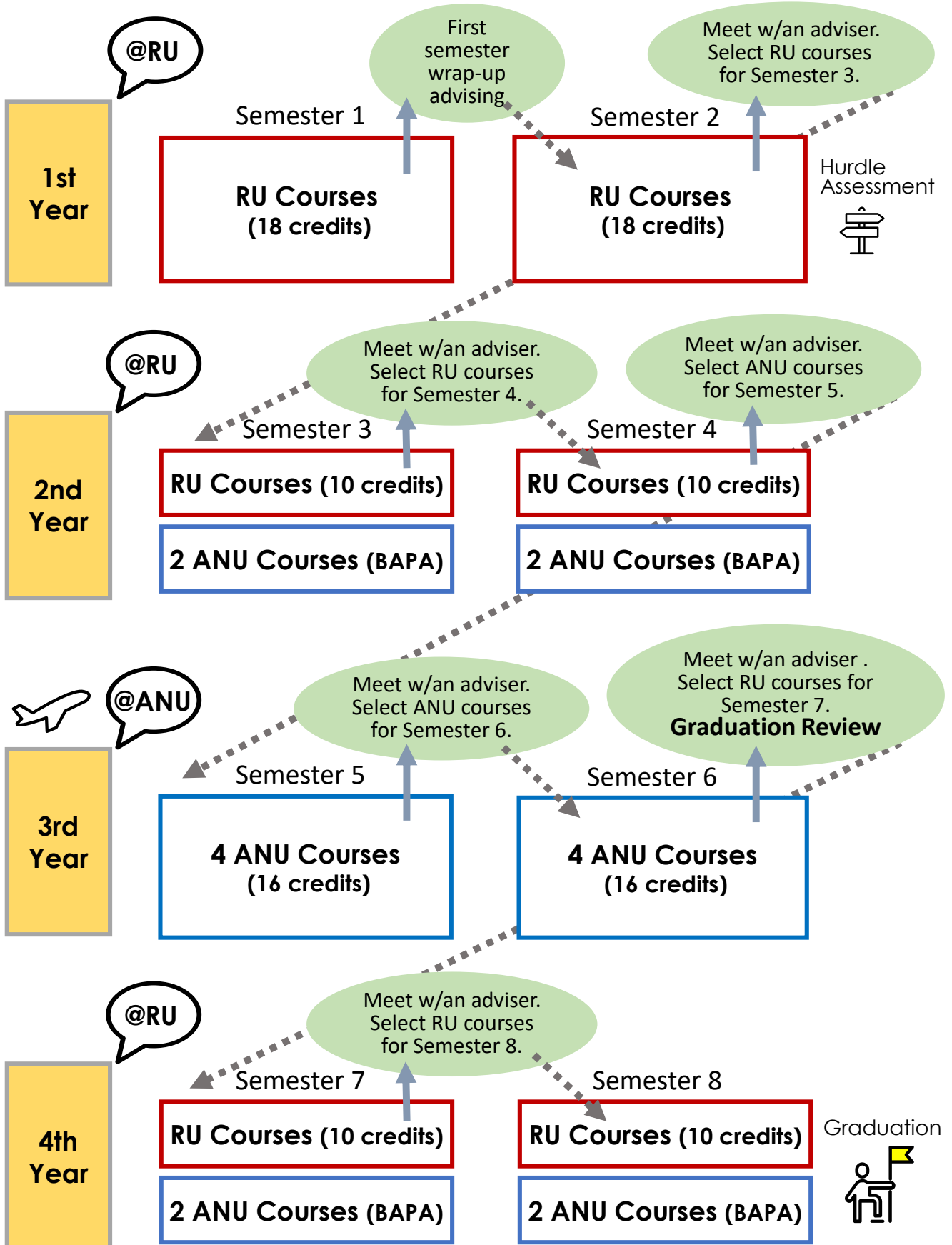
During

- Show up on time
- Take notes
- Be open with your advisor on how things are going at school and in your classes
- Be willing to share things about yourself, so we can better understand your goals and interests, both academically and professionally
- **ASK QUESTIONS!**

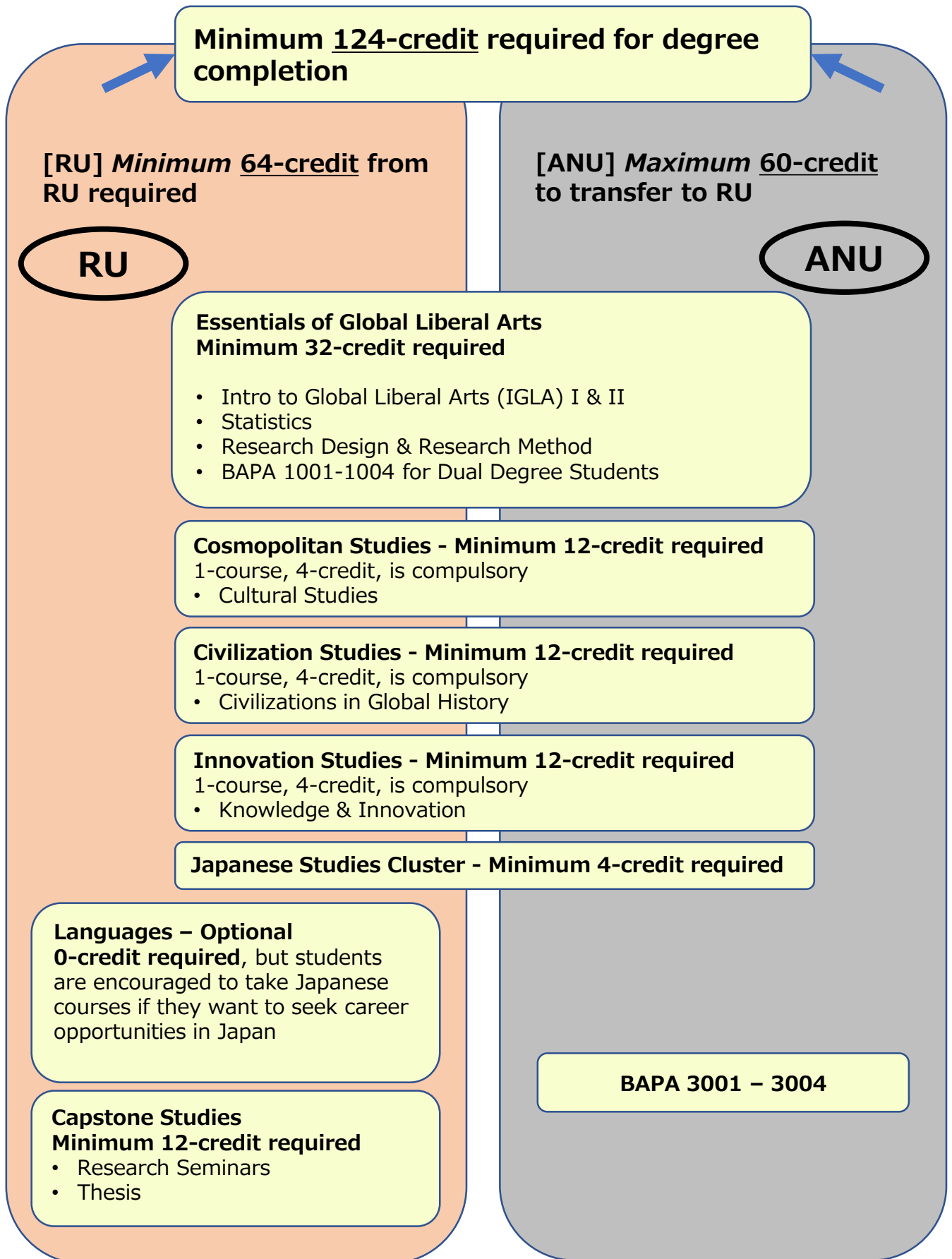
After

- Check your advisor's advising summary on the Academic Advising Database
- Keep a record of the information you learned during your advising appointment
- Complete all follow-up steps if necessary, such as paperwork, appointment, check email & websites
- Send your advisor follow-up questions, if necessary
- Contact/visit available campus resources, if necessary

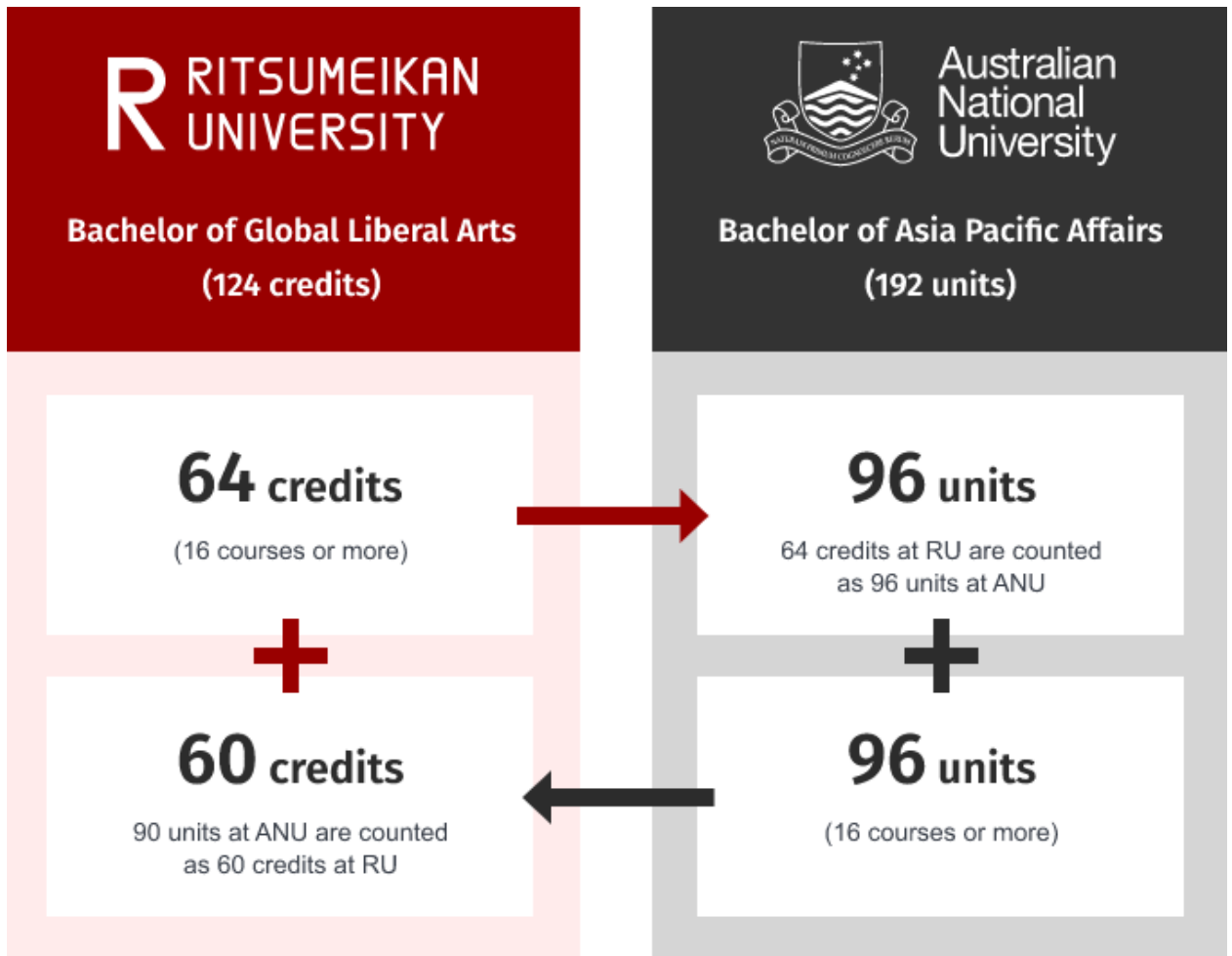
Program Grid For Spring Start Students – ALWAYS One Semester Ahead



GLA Graduation Requirements – Credit Distribution



GLA Graduation Requirements – Credit Transfer



In addition to the GLA requirements, students will have to complete all ANU requirements to earn their degree.

Consult with the academic advisors at ANU for details.

GLA Academic Program Grid – April/Spring 2022 Cohort

As a liberal arts college with a global & diverse 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.

Note that this grid may become subject to change under unexpected circumstances.

Year	Semester	Campus	Courses	Note
1	Spring 2022	RU	4-5 RU courses	Total 18-RU credits
	Summer 2022 (optional)		1-2 RU courses	
	Fall 2022	RU	4-5 RU courses	Total 18-RU credits
	Winter 2022 (optional)		1-2 RU courses	
2	Spring 2023	RU	2-3 RU courses & 2 ANU courses	Total 10-RU credits
	Summer 2023 (optional)		1-2 RU courses	
	Fall 2023	RU	2-3 RU courses & 2 ANU courses	Total 10-RU credits
	Winter 2023 (optional)		1-2 RU courses	
3	ANU Semester 1 (February 2024)	ANU	4 ANU courses	
	ANU Semester 2 (July 2024)	ANU	4 ANU Courses	
	Winter 2024 (optional)	RU	1-2 RU courses	Register in September
4	Spring 2025	RU	2-3 RU courses & 2 ANU courses	Total 10-RU credits
	Summer 2025 (optional)		1-2 RU courses	
	Fall 2025	RU	2-3 RU courses & 2 ANU courses	Total 10-RU credits
	Winter 2025 (optional)		1-2 RU courses	

Spring 2022 GLA Academic Calendar

Spring 2022 Academic Calendar	
Thursday, March 31 – Tuesday, April 5	New Student Orientation
Saturday, April 2, 6:30 AM – Monday, April 4 11:00 AM	Lottery-based Courses Registration Period
Wednesday, April 6	Spring 2022 classes begin
Wednesday, April 6, 6:30 AM – Friday, April 8, 11:00 AM	Regular Registration Period (Add & Drop)
Tuesday, April 12, 5:00 PM	Last day to submit the Petition for Course Overload
Tuesday, April 12, 10:00 AM – Thursday, April 14, 11:00 AM	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 19, 6:30 AM – Wednesday, April 20, 11:00 AM	Optional Registration Period (only for students who applied for the optional registration)
Friday, April 22, 6:30 AM – Monday, April 25, 11:00 AM	Course Cancellation Period (Drop-only period)
Friday, April 29	Showa Day – Class day, no classes canceled
Friday, May 13	(For faculty) Mid-term progress rating opens
Tuesday, May 31	Last day to apply for Leave of Absence (LoA) for Spring 2022 or One Academic Year (Spring 2022 & Fall 2022)
Thursday, June 2	(For faculty) Due date of the mid-term progress rating
Thursday, June 23, 5:00 PM	Last day to withdraw from Spring 2022 courses (only for Dual Degree students before the Academic & English Hurdle assessments)
Monday, July 18	Marine Day - Class day, no classes canceled
Friday, July 22	Class Day - Tuesday Schedule
Friday, July 22	Last day of regular undergraduate courses
Schedule TBA (August)	Summer intensive session(s). Refer to syllabi on manaba+R for details.
Monday, September 5	Spring 2022 grades become available to students
Tuesday, September 20	Summer intensive session grades become available to students
Saturday, September 25	Formal last day of Spring 2022 semester
Spring 2022 Holidays (No Class)	
Tuesday, May 3	Constitution Memorial Day
Wednesday, May 4	Greenery Day
Thursday, May 5	Children's Day

Academic Advising “Food for Thoughts” for Spring 2022

By when	Task	Done!
Orientation Week March 31-April 5	Learn about the GLA curriculum and requirements and university resources, and meet with the GLA staff & faculty.	
Week 1 April 6-	<ul style="list-style-type: none"> Add & Drop period begins—check out the syllabi of the courses you signed up for and buy textbooks Questions? Ask your instructors or contact the academic advisors! Interested in taking the Winter Intensive course? The registration period is only open at the start of the semester. Check the Academic Calendar for the deadline and manaba+R for the winter course details. 	
Week 2 April 13-	<p>Finalize course planning for the semester.</p> <p>Consider forming a study group for your classes. Working with your fellow students would deepen your learning and will develop a community!</p>	
Week 3 April 20-	<ul style="list-style-type: none"> Meet with your Welcome Faculty Mentor during their scheduled office hours. The last day to drop courses is April 25 (11:00 a.m.). Be sure to speak with your instructors during their office hours to see how you are doing in your courses. <p><u>The last day to drop courses is April 25 at 11:00 a.m.</u></p>	
Week 4 April 27-	<p>Assess your progress and performance in your courses. Are your study habits efficient and effective? Do you need some guidance? We have writing support, the Student Success Program (SSP), and other support resources! Check it out, or ask an academic advisor.</p>	
Week 5 May 6-		
Week 6 May 13-	<p>Missing the Golden Week? Exhausted with your homework? Need time to be away from textbooks & laptop? Here are tips for you!</p> <ul style="list-style-type: none"> Check out student engagement programs offered on campus. Consider attending local cultural/sports activities. Student Support Room (SSR) offers individual and confidential counseling by licensed counselors. 	
Week 7 May 20-		
Week 8 May 27-		
Week 9 June 3-		
Week 10 June 10-		
Week 11 June 17-	<ul style="list-style-type: none"> Plan how you will be spending the last few weeks A cluster of deadlines? Preparing ahead will save tears down the road <p><u>The last day to withdraw from Spring 2022 courses is June 23 at 5:00 p.m. Note that it is applicable only to Dual Degree students before the Academic & English Hurdle assessment</u></p>	
Week 12 June 24-		
Week 13 July 1-		
Week 14 July 8-		
Week 15 July 15-	<p>CONGRATULATIONS! The semester has concluded!</p> <p>1st-semester students will attend the AAC’s 1st-semester Wrap-up advising.</p>	

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 the Academic Advising Database every time after you meet with an academic advisor. Read the university email and manaba+R announcements as often as possible. Bookmark important websites, such as the university and GLA homepages and the AAC section.
3. **BE PROACTIVE.** Seek assistance as soon as it becomes necessary. 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 you walk through the GLA curriculum, monitor your academic progress, and 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 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. Do not know whom to speak to? Feel free to contact the AAC!
7. **STUDY HARD** – really, what else!?
8. **HAVE FUN,** but do not forget to keep a healthy balance.

Experience the power of the GLA Office team

ONE Mission, THREE Teams

Office Hours: **9:00 a.m. – 5:00 p.m., Monday through Friday,**
except for national holidays & university closure periods

The Academic Advising Center

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

- Norihisa Shimada (“Nori”), Director, Academic Advising
- Ryosuke Kawai (“Ryo”), Academic Advisor
- Lisa Shimamoto, Academic Advisor
- Noriko Okada, Academic Advisor

Student Professional Development & Career Support

g-career@st.ritsumei.ac.jp

- Yoshiki Onishi, Director, Student Professional Development & Career Support
- Misao Higashi, Student Professional Development & Career Support

GLA Writing Coach & Support

http://en.ritsumei.ac.jp/gla/academics/learning_support/academic_writing_skills/

- Ayumi Hagusa, Writing Coach & Coordinator