*All the Dates and Times shown below are JST.

【2023 SPRING】REGISTRATION MANUAL FOR DOSHISHA WOMEN'S COLLEGE OF LIBERAL ARTS AND THE CONSORTIUM OF UNIVERSITIES IN KYOTO COURSES

(For students who will be starting their 3rd semester or above)

1. Application

Doshisha Women's College of Liberal Arts	The Consortium of Universities in Kyoto
Please apply for the course(s) via Microsoft Forms on the following website. https://www.doshisha.ac.jp/students/curriculum/credit_transfer.html **Application Period:** **9:00 a.m., March 24(Fri)** **～** **5:00 p.m., April 6 (Thu)**	Please sign up for the "Miyako-College Portal (https://tg-kyoto.consortium.or.jp)" and fill out the application form. Print out the form on A4 paper and submit the completed form to the ILA Office. **Application Period:** **9:00 a.m., March 24(Fri)** **～** **5:00 p.m., April 6 (Thu)**

2. Course Registration through DUET

Doshisha Women's College of Liberal Arts	The Consortium of Universities in Kyoto
You do not need to register for the course through DUET. The ILA will do so on your behalf.	Please log in to DUET and register for the course you applied for during the general registration period. The course list is provided on DUET.

3. Selection and Notice of Result

Selection will be made by the respective university and the results will be sent to your email address by mid-April.

If Accepted: The course(s) you applied for will be officially registered. Please follow the instructions from the college and complete the required procedures, if any. Otherwise you might be denied registration for the course. Although you cannot cancel the application, you may withdraw from the Consortium of Universities in Kyoto courses during Doshisha University's course withdrawal period (you cannot withdraw from the courses offered by Doshisha Women's College of Liberal Arts).

If Not Accepted: Your registration will be automatically cancelled. You cannot add or change to other courses even if your application is declined.

To those who are expected to graduate this academic year

Since transferred credit courses have different grading schedules than that of Doshisha University, grades for these courses may not be issued in time for the announcement of graduation results. Thus, those who are expected to graduate this September cannot register for Spring semester courses or intensive courses. Those who are expected to graduate in March next year cannot register for Fall semester courses or intensive courses.

Other Notes

- Most of the courses are conducted in Japanese.
- Application form(s) should be filled out in Japanese.
- Make sure to check which campus or university the course(s) is offered at before submitting the application.
- Since the Notice of Result comes after courses have started, you are permitted to attend courses until the announcement.
- Please refer to the guidelines issued by The Consortium of Universities in Kyoto and Doshisha Women's College for the lists of all courses.
- The ILA may only approve credit transfer for up to a combined total of 60 credits, including credits from other institutions.
- Please register for all courses in April, including the ones offered in the fall semester. There may be additional recruitment in mid-September, if any seats are left available.