

Course Registration for Fall 2024

■ New academic calendar starting with DO Week

Under the new academic calendar to be introduced in AY2024, basically, you will have 13 in-person classes and two on-demand video sessions for a total of 15 sessions. During the first week of the semester (called “Doshisha Opening Week” or “DO Week”), you are expected to access the on-demand video URLs from each syllabus and work on the assignments as instructed in the video. The information regarding the second on-demand video session will be given by the lecturer after in-person classes begin. For details of DO Week, please check the university official website.

(https://www.doshisha.ac.jp/en/students/curriculum/new_calender/index.html)

DO Week (First on-demand video class period)

September 24 (Tue) to September 30 (Mon)

*Please access on-demand video URLs from Syllabus website.

(<https://syllabus.doshisha.ac.jp/>)

■ How to Register for Courses (Fall 2024 Semester)

I. Make a Plan for Registration

Make sure you understand the curriculum, degree requirements, total credits, and course syllabi. In order to accomplish your academic goals, you need to plan carefully when you register for courses.

When deciding which courses to register for, be sure to consult the ILA curriculum carefully, paying special attention to the school year, the semester, and the number of credits.

It is also important to refer carefully to the timetable provided by the ILA Office. In general an ILA course has one 90-minute class per week. However, some courses do not follow this regular schedule. For example, the class schedule may become irregular if the course lecturer plans field trips to off campus sites. When a course does include field trips, students are expected to cover transportation costs and other expenses. Make sure that you are not registered for two or more courses in the same timetable slot.

● Consultation regarding Course Registration

If you have any questions regarding how to register for courses or about the curriculum in general, consult with the ILA faculty and administrators during the period below. However, if you have questions at other times, please do not hesitate to inquire at the ILA Office.

Consultation Date

September 18 (Wed) 1:30 p.m. to 3:30 p.m.

Location: SK119

*For participation, please send an email to the ILA Office to make a reservation in advance.

2. Advanced Registration

Advanced registration is used to select students for courses that have enrollment limits and prerequisites. In particular, Introductory Seminars at the ILA require advanced registration, as shown below. Many of the courses offered outside the ILA also require advanced registration. Often the designated period for advanced registration occurs in the Spring semester, even for courses that will be offered during the Fall semester.

■ ILA Courses That Require Advanced Registration

Introductory Seminar A (Class 2)

Introductory Seminar C (Class 2)

Introductory Seminar D (Class 2)

Introductory Seminar E (Class 2)

■ Schedule

Advanced Registration Period for Current Students

September 18 (Wed) 10 a.m. to September 19 (Thu) 1 p.m.

- Students can complete advanced registration using DUET anytime during the period listed above and are selected for courses through a lottery. Please select “ILA Introductory Seminars” under the category of “Dummy Course (actual course and class to be determined by lottery)”.
- Do not apply for courses that you have already received credit for.
- Announcement of Results: Log into DUET after 11 p.m. on September 19 (Thu).

Advanced Registration Period for New Students

September 18 (Wed) 10 a.m. to September 19 (Thu) 1 p.m.

- Students can complete advanced registration via Microsoft Forms, and the class will be determined by the ILA based on students’ selections and the number of senior students enrolled in each class.
- Announcement of Results: Log into DUET after 10 a.m. on September 20 (Fri).

Additional Registration Period

September 20 (Fri) 10 a.m. to September 24 (Tue) 1 p.m.

- Students can complete advanced registration via Microsoft Forms, and the class will be

determined by the ILA (students do not have the option to choose a class.)

【Microsoft Forms Application URL】

<https://forms.office.com/r/GPHPCRd549>

*Your ID and password for Doshisha University are required to log in to the application.

- Announcement of Results: Log into DUET after 10 a.m. on September 25 (Wed).

3. Registering for Courses

- You are required to register for courses every semester.
- It is not necessary to register for a course again if you have already completed the advanced registration.
- You are not permitted to register for courses after the registration dates.
- Make sure to check which campus the course is offered at when registering. If you register for courses held at Kyotanabe campus, you must plan for at least one hour of travel between the two campuses.
- In some cases, one course has several different classes (e.g. Seminar A). In these cases, although the content may differ, you can only register for one class since the course title is the same.

Registration Period

September 26 (Thu) 10:00 a.m. to September 27 (Fri) 5:00 p.m.

Location: DUET

If you wish to register for Foreign Language Courses (except for English and your native language), you must participate in the online consultation session below. Please note that Foreign Language Courses are mainly offered in Japanese. Therefore, you are required to have a high level of Japanese ability.

September 20(Fri) 10:00 a.m. to 11:30 a.m. via online

Please note that pre-signup is required to participate in the consultation session.

Bring your Student ID Card, Grade Report and the permission letter issued by the ILA. Registration will be on a first-come, first-served basis.

[Pre-signup period and the method] (first-come, first-served basis)

September 17 (Tue) and September 18 (Wed) From 10:00 a.m. to 11:30 a.m. and 12:30 p.m. to 5 p.m.

Please make a phone call to the Office of Center for General and Liberal Education at 075-251-3325.

*Further details for the consultation session will be announced on your phone call for pre-signup.

*You will not be able to receive any consultation during your phone call for pre-signup.

●Registration Errors

In the following cases, error messages may appear when you are completing registration on DUET. However, please disregard the error messages and obtain approval from the ILA Office. Students must correct errors and complete registration within the designated period, with the exception of the following cases:

- A student has already completed the advanced registration for the Fall semester in April.
- A non-international student registers for a Japanese Language and Culture Subject.
- A student registers for a Foreign Language Course (except for English and native languages).
- A student has already obtained special approval from the Department of the Registrar.

4. Fall Semester In-Person Classes Begin October 1 (Tue)

5. Revision of Registration Errors

You will download a form for checking your registered courses from DUET. Please check this form carefully and inform the ILA Office if you find any errors. If registration errors are not corrected at this time, your course registration may be automatically deleted. Note that you cannot register for any additional courses after the registration period.

Distribution of “the Form for Checking Registered Courses”
 October 3 (Thu) 9:30 a.m.~ Location: DUET

Revision of Registration
 October 3 (Thu) 9 a.m. to October 7 (Mon) 5 p.m.
 Students need to correct their registration errors by sending an email from their “Doshisha University email accounts” with the necessary information to the ILA Office. In order to confirm students’ identities, only emails sent from “Doshisha University email accounts” will be accepted.

6. Confirmation of Registration

Please check your registration using DUET on the date below.

Confirmation Date
 October 11 (Fri)
 *Print the “Registered Courses” page and keep it for your records.

7. Course Withdrawal

You can withdraw from courses approximately one month after the first week of classes, on the dates below. If you feel that the contents of a course are different from what you expected and you wish to withdraw, you can apply to withdraw from the course on DUET without it affecting your GPA. Please consult the course descriptions in the syllabi to judge whether or not you can reasonably complete the courses that you have registered for.

*Note: You CANNOT withdraw from required courses, seminars, or the Honors Thesis.

Course Withdrawal Dates (TBD)
 October 22 (Tue) 10 a.m. to October 23 (Wed) 5 p.m.
 Location:DUET

Please check the ILA Private Website and the university website as well as the student

handbook regarding the dates and locations for course registration. Be sure to complete your registration before the deadlines. During the registration period, the ILA Office may contact you to confirm your registration. Be sure to check your university email frequently during the registration period!

■ Reasonable Accommodations

Students with disabilities may wish to make particular requests for any reasonable accommodation to be taken in the learning environment. If you would like for a disability to be taken into consideration, please contact the ILA office AND the class professor as soon as possible. The ILA office can help you to make an appointment to speak with the counseling center, or you can proceed with this by contacting the center directly.

https://www.doshisha.ac.jp/en/student_life/health/counseling.html

■ Courses not Required for a Degree

In exceptional cases, it may be possible to register for a course as an auditor (voluntary course). You do not receive credits for voluntary courses and they are not calculated into your degree requirements. Please understand that the credits for voluntary courses are not calculated into your degree requirements or your GPA, but WILL be included in the maximum number of credit hours that you are allowed to register for each semester.

*If you wish to register for a voluntary course, please consult with the ILA Office in advance.

■ Credit Transfer

Under Article 9-4 of the Doshisha University School Regulations, credits earned at other universities prior to entering the ILA may be transferred if approved. Please complete the following steps if you would like to apply to have your credits from your former institution evaluated (new students only).

Complete the following steps to apply for a transfer of credits.

1. Consult with the ILA Office before course registration.
2. Fill out the prescribed application form and apply at the ILA Office. You will be required to submit an official transcript and course descriptions (photocopies are acceptable) along with your application form.

The deadline for transfer credit applications for students entering from the Fall semester is notified by the ILA office before enrollment.

Remarks

1. This rule applies to new students only.
2. The ILA does not accept late applications.
3. The ILA will evaluate your application and make the final decision about which courses to approve.
4. The final decision regarding applications for the transfer of credits will be made after the registration period.

Please take this into consideration when registering.

5. The ILA Office will delete any courses that you have registered for at Doshisha that duplicate approved course work you have already completed at a former institution.

■ “Subjects to which Article 9-5 of the Undergraduate Regulations applies”

Since academic year 2023, a new terminology “Subjects to which Article 9-5 of the Undergraduate Regulations applies” has been displayed on DUET screens, as well as in documents such as the Course Registration Check Sheet, the Grade Report, and in syllabi. This regulation stipulates the upper limit of remote-class credits that are counted toward the credits required for graduation. This is stipulated by the University Establishment Standards, a ministerial ordinance of MEXT (Ministry of Education, Culture, Sports, Science and Technology).

“Article 9-5” will be displayed as either “Applicable” or “Not Applicable” indicating whether or not the course should be counted as a remote class or not.

Doshisha University applied preferential measures for Covid-19 in AY2023. However, From AY2024, the preferential measures for Covid-19 will be abolished. This means that when you plan your course registration, you have to ensure that you take no more than 60 credits in total of remote classes (indicated as Article 9-5 “Applicable”). Any remote-classes taken over the 60 credit-limit will NOT be counted toward your graduation credits (124 credits). Whether Article 9-5 is “Applicable” or “Not Applicable” can be checked in syllabi. For details, please check the university official website. (<https://duet-man.doshisha.ac.jp/student/article9-5.pdf>)

■ DUET

DUET (Doshisha University Electronic Tutorial System) is an online study support system. You will need a user

ID and password to log into the DUET system. Go to Doshisha University’s English Website (<http://www.doshisha.ac.jp/en/>) and click on “Current Students.” Click on “Learning support system DUET.”

ILA students can use DUET to register for or withdraw from courses, confirm registration, check timetables, confirm grades, fill out class evaluation surveys, and get important information, such as class cancellations, exam schedules, or grades for the semester.

Note: If a serious issue affects the University’s system during the registration or withdrawal periods and DUET is unable to function normally, the University may extend the registration and

withdrawal periods or switch to hard copy application submission to the ILA Office. If you have trouble accessing DUET, please see the University website at <https://www.doshisha.ac.jp/en/students/>

■ “Special Students” (i.e. Exchange students at the ILA)

Please refer to the Curriculum and submit an application form to the ILA Office to register for courses. You cannot use DUET to complete course registration.