



### 1. Academic Affairs

#### (1) Japanese Language Placement Test

When taking Japanese Language courses, students are placed into different course levels based on each student's Japanese ability. Your level will be determined by the Japanese Language placement test, which will be held at the beginning of semester.

Please find the schedule and other details of Japanese Language Placement Test announced on DUET in December of the previous year for the spring semester and in June for the fall semester.

## (2) Course Registration

### 1) Flow Chart of Course Registration

Advanced Registration	Advanced registration is used for courses that have enrollment limits and requires application prior to the general registration. If the number who apply exceeds the enrollment limits, registration is decided by lottery. Once the registration is complete, neither you can make any change nor withdraw them (other than during the withdrawal period).
General Registration	Subjects other than those advanced registration
Classes begin	
Confirmation of tentative course registration list for error correcting	Check the tentative course list on DUET to see whether your application is correct or not. If you find an error, apply for error correction to the Office of Center for Global Education and Japanese Language before the deadline.
Check of course registration list	Check the list to see whether your course list is correct. If it is not, apply to correct the error.
Registration finalized	
Withdrawal from subjects	You may withdraw from a course after attending the class for about one month. (For some subjects, it may not be possible to withdraw.)
Check of course registration list (only for those who withdraw from subjects)	Check your registration list to confirm your withdrawal, if applicable.

※Before the course registration deadline, the students of CGE should confirm with their home university whether course credits can be transferred. Please make sure that your courses will be counted for credit by your home university before enrolling, as this is your responsibility.

## 2) Notice for Course Registration

To enroll in a class, course registration must be completed during the course registration period.

- We will not be able to finalize your course registration if you have not properly completed your registration procedure.
- You will not receive credits for the course if you do not have the course registered.
- You are not allowed to attend class if you do not have the course registered.
- All courses require preliminary registration (called "Advanced Registration").
- You may not register for a course that you have already gained credits in the past. The only exception is when you have received a F grade (failure).
- Please make sure to check/confirm the contents of the course before registration.
- Students with disability: If you have concerns about taking part in a class (seminar, experiment, practicum, language course, etc.) due to your conditions, please contact the Office of the Center for Global Education and Japanese Language prior to course registration. We may be able to accommodate your needs under our commitment to provide "reasonable accommodation" for your needs.

### ① Credit Registration Limit

The credit registration limit of CGE Students may vary according to their home university as below.

Type of student	Student ID (●● Shows year of enrollment)	Credit
Exchange Students	2991●●1001-, 2001-	Students can register for courses up to a total of 15 credits each semester
Students under university-level agreement (Fee-based Program)	2991●●1501-, 2501-	Students can register for courses up to a total of 15 credits each semester. If you register for more than the limit, you must pay 20,000 Japanese Yen per credit.

#### Attention:

If you take subjects taught in undergraduate or graduate programs, the credits will count towards the credit registration limit.

Students must take more than 7 classes (1 class: 90 minutes) per week. It is designated by law.

### ② Institution of Liberal Arts (ILA) Subject

Exchange students who are native English speaker or have proven to have English proficiency equivalent to the native's may also enroll in subjects offered by ILA up to 3 subjects after due consideration. ILA subjects are conducted in native level English and focus mainly on Japanese culture and society. Request to register for ILA subjects may not always be granted as many ILA subjects limit number of students per class.

### ③ Japanese Language and Culture Subject

CGE students are also permitted to enroll in Japanese Language Courses up to 3 credits in accordance with their Japanese Level, while requests to register for Japanese Culture Subjects may not be granted unless Japanese Culture Subjects are course requirement of their home university.

The procedure for registering for ILA subjects and Japanese Language subjects will be explained at Course Guidance.

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### **(3) Educational Support Fee**

2,500yen “Educational Support Fee” is charged every semester.

However, as a special measure to take into account the impact of Covid-19, the fee is not collected from CGE students in 2021 and therefore no payment is required.