

Course Registration

* All the Dates and Times shown below are Japan Standard Time (JST)

■ 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)

April 4 (Thu) to April 10 (Wed)

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

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

■ How to Register for Courses (Spring 2024 Semester)

The following guidelines are for the Spring semester only. Registration guidelines for the Fall semester are provided by the ILA Office in September.

1. 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

April 2 (Tue) 2:00 p.m. to 4:00 p.m.

Location: SK119

* For new students, participation is mandatory.

For current students, 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 I)
 Introductory Seminar C (Class I)
 Introductory Seminar D (Class I)
 Introductory Seminar E (Class I)

■ Schedule

Advanced Registration Period for Current Students

March 25 (Mon) 10 a.m. to March 29 (Fri) 1 p.m.

- Students can complete advanced registration using DUET anytime during the period provided 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 10 a.m. on April 1 (Mon).

Advanced Registration Period for New Students

April 2 (Tue) 10 a.m. to April 3 (Wed) 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 11 p.m. on April 3 (Wed).

Additional Registration Period

April 3 (Wed) 1 p.m. to April 4 (Thu) 1 p.m.

- Students can complete advanced registration via Microsoft Forms. Note that the class will be determined by the ILA (students do not have the option to choose a class).
- Announcement of Results: Log into DUET after 10 a.m. on April 5 (Fri).

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

April 8 (Mon) 10:00 a.m. to April 9 (Tue) 5:00 p.m.

Location: DUET

If you wish to register for Foreign Language Courses (excluding for English and your native language), you must drop by the ILA Office and go to the Consultation Session below. Please note that Foreign Language Courses are instructed mainly in Japanese. You are required to have a high level of Japanese ability.

April 5 (Fri) 10:00 a.m. to 11:00 a.m., 12:30 p.m. to 1:30 p.m.

Location: Ryoshinkan Building RY205

*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.

● 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. Spring Semester In-Person Classes Begin April 11 (Thu.)

* Before in-person classes begin, please watch the on-demand videos during DO Week (First on-demand video class period), April 4 (Thu) to April 10 (Wed).

* Please access on-demand video URLs from Syllabus website. (<https://syllabus.doshisha.ac.jp/>)

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”

April 15 (Mon) 9:30 a.m. ~

Location: DUET

Revision of Registration

April 15 (Mon) 9 a.m. to April 17 (Wed) 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

April 22 (Mon) and April 23 (Tue)

* Print the “Registered Courses” page and keep it for the record.

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

May 8 (Wed) 10 a.m. to May 9 (Thu) 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!