

July

## Important Notes for JLP\* students

### (Mainly about Taking Courses)

\*Japanese Language Program at Center for Japanese Language

#### 1, Eligible Courses

JLP students are eligible to take the courses below.

(1) Japanese language courses provided by Center for Japanese Language (CJL)

- Comprehensive Course: Students are able to comprehensively study the four skills of reading, writing, listening, and speaking. "Kanji" and "Conversation" courses are also offered to complement the four key skills.

- Theme Course: Courses categorized into various themes from creative subjects such as haiku poetry and theater to specialized Japanese language useful in job-hunting, further education, and so on.

(2) Courses provided by other schools/centers ("University-wide Open Courses"/ "Courses offered at other undergraduate schools") (cf. 7)

#### 2, Maximum Number of Credits for Registration

Maximum number of credits for Japanese language courses allowed to take per semester is 14. Students can also take the courses provided by other schools/centers, but it is up to 4 credits and 2 courses per semester.

In this case, students can take a maximum 18 credits in total in a semester, but it is not guaranteed. (cf. 6)

#### 3, Completion of Program

In JLP, the prescribed number of credits for completion is 13 for a half-year program, and 26 for a full year program. Credits of the courses provided by other schools/centers may not be counted as required credits for completion of JLP. (However, only「日本語教育科目」 offered at Global Education Center are counted as credits for completion.) Students who fulfill the required number of credits will be granted a Certificate of Completion.

1. Offered by/Courses offered		2. Maximum Credits	3. Completion of Program
(1) Japanese Language Center (CJL)	Japanese Language Course - Comprehensive Course - Theme Course	Up to 14 credits per semester	Half-year program: 13 credits
(2) other than CJL (Courses that CJL students can take, taken are optional)	「日本語教育科目」 offered by Global Education Center (GEC)	Up to 4 credits and 2 courses per semester	One-year program: 26 credits
	“University-wide Open Courses”/ “Courses offered at other undergraduate schools”		-

#### **4, Academic Year**

All JLP students are regarded as 1<sup>st</sup> year students at Waseda University. You are not allowed to register for undergraduate or graduate courses offered at other schools intended for second year or above students, even if you are a second-year or third-year, or graduate students at your home university.

#### **5, Class time**

(a) Japanese Language courses, Courses provided by other schools/centers (Language courses, Physical Education courses, etc.);

1 credit = 100 minutes (1 class per week) × 14 weeks (1 semester) = 1,400 minutes (23 hours and 20 minutes)

(b) Courses provided by other schools/centers (Lecture);

2 credits = 100 minutes (1 class per week) × 14 weeks (1 semester) = 1,400 minutes (23 hours and 20 minutes)

#### **6, Course Registration Procedure**

You have the opportunity to register for the courses three times in total per semester. For each semester, 1<sup>st</sup> to 3<sup>rd</sup> registration periods are scheduled, but you may not register aside from those periods. If the number of applicants exceeds the capacity of a class when the class is very popular, the computer system will randomly select students that can register. There are cases you will not be able to take courses of your choice if you are not selected (over-enrollment).

If you cannot register for the courses you applied as a result of the 1<sup>st</sup> registration due to over-enrollment or error, you may apply for the courses which have available seats in the 2<sup>nd</sup> registration period. In the case the same happens after the 2<sup>nd</sup> registration period, try again during the 3<sup>rd</sup> registration period. If you are able to register for all of your desired courses, you do not need to do any further registration.

Please note that there is a possibility you will not be able to take courses of your preference or reach the maximum of 14 credits after all three registration periods.

The procedure for the course registration might be complicated and difficult to understand for international students, so please make sure to check the academic orientation video and the registration guidebook available on the CJL website below once you have enrolled. If you still find it difficult to understand, please ask at the Japanese Courses Consultation Session which is held before the course registration.

<https://www.waseda.jp/inst/cjl/en/students/registration/>

## **7, Course Registration at Other Schools/Centers**

University-wide Open Courses are open to all students, and “Courses offered at other undergraduate schools” give priority to students who belong to that school. In consequence, the possibility of you being selected is quite small.

For example, even if you wanted to register for courses outside of CJL relating to the major of your home university, the possibility you will take these courses is quite low. \*The purpose of JLP is to learn the Japanese language.

In addition, as for the course registration outside CJL, you will need to follow the registration guide which is instructed by each school that offers courses. Please note that some of the instructions are explained only in Japanese such as the ones at Global Education Center. For further details, please check “Notice for Taking Courses by Other schools for JLP students” which can be referred in the Course Registration page at the CJL website.

<https://www.waseda.jp/inst/cjl/en/students/registration/download/#anc18>

■(for CJL Students Only) Notice for Taking Courses Offered by Other schools/Centers

## **8, Requirement at your home universities or organizations who grant you scholarships**

If a home university or an organization granting you scholarship designates the number of credits or courses you take, please take notices 1-7 above into consideration and follow the CJL regulations when you register. Even if you cannot meet the demands of your home university or organization after the 3<sup>rd</sup> registration, we cannot allow you to deviate from the CJL rules stated in the notices above, in accordance with the equal opportunity and fairness for all students.

For example, if your home university requires you to earn more than 40 credits in a year, or to take a course from other schools such as “Advanced Economics” which is intended for the second-year students and above, we cannot allow that because of our regulations. Please make sure to share all the notices and conditions for registering for the courses in advance with your home university or organization. Please also note that there is a possibility of not meeting the demands depending on the outcome of your course registration.