# Guide for Students Taking Classes in AY2021 Spring Semester

Organization for Academic Affairs
Kwansei Gakuin University

関西学院大学
KWANSEI GAKUIN UNIVERSITY

# Table of Contents

# Class duration/timetable in AY2021 and beyond

**① Class duration**
**Starting in AY2021, the duration of all classes will be <u>100 minutes</u> (per period).**

**② Class timetable**
**The class timetable for each campus will be revised in view of this shift to <u>100-minute</u> periods.**

・**Refer to <u>this page</u> for the class timetable of undergraduate schools.**

・**Refer to <u>this page</u> for the class timetable of graduate schools.**

# Class policy for Spring Semester AY2021

The University will adopt the necessary precautions against COVID-19 based on the situation in the local community as
## primarily face-to-face classes
## will be held on each campus.

※We will arrange for online classes to be held for students who are unable to attend face-to-face classes on campus due to their chronic conditions as well as for international students who are unable to enter Japan. Please review the following information and submit your application accordingly.

■For current students  ■For new students  ■For new graduate students

※Online classes will be held for some courses in view of pedagogical considerations and the infection risk for these courses.

※Please note that this policy may be revised if the COVID-19 situation in the local community deteriorates and activity restriction levels are raised.

# Overview of class formats

Classes will be offered in the following four formats in AY2021.

## ①Face-to-face classes

In general, face-to-face classes will be held for all 14 sessions of each course.
For courses whose grading criteria in the syllabus is "regular examinations," regular examinations will be held during make-up classes, test periods, or the regular examination period.

## ②Simultaneous two-way online classes

The class content will be delivered during the designated class time (in a simultaneous, two-way manner). Some classes may also be conducted face-to-face as these courses have a designated timetable and classroom venue. For courses whose grading criteria in the syllabus is "regular examinations," regular examinations will be held during make-up classes, test periods, or the regular courses examination period.

## ③On-demand Type-A online classes (with designated periods)

The class content will be prepared/recorded in advance and delivered online prior to the designated class time (in a pre-recorded, non-simultaneous, one-way manner). Some classes may also be conducted face-to-face as these courses have a designated timetable and classroom venue. For courses whose grading criteria in the syllabus is "regular examinations," regular examinations will be held during make-up classes, test periods, or the regular courses examination period.

## ④On-demand Type-B online classes (with no designated periods)

All classes will be delivered on demand. Please seek further instructions from the course instructor regarding when the class content will be made available. These classes have no designated timetable or classroom venue, and no regular examinations will be held.

＊The class format for each course will be stated in the "Course Format" section of the Syllabus. Students are advised to check this information before registering for a course.

# Notes on registering for courses with online classes (1/2)

Although simultaneous two-way classes and on-demand Type-A classes are online classes without any face-to-face classes held in classrooms, some face-to-face classes and regular examinations may be held over the course of the 14 sessions. For this reason, a campus and a classroom have been designated for these courses on the Kyogaku Web Service. (See the examples on the next page)

Students will be informed by their course instructor in the event that face-to-face classes and/or in-class examinations will be held for courses with online classes.

The class format of each course is stated in the "Course Format" section of the Syllabus, but this information is not shown on the screen when you are registering for courses.

Please ensure that you check the Syllabus for the class format before registering for a course so that you do not mistakenly assume that a course will be holding face-to-face classes based on the campus and classroom information shown on the course registration screen.

Examples of "campus" and "classroom" information shown on the Kyogaku Web Service for three different types of online classes:

■**Simultaneous two-way online classes**
■**On-demand Type-A online classes (with designated period)**

**"Designated campus" and "designated classroom" shown**

➡ <Example> **Campus: Nishinomiya-Uegahara / Classroom: B-201**

■**On-demand Type-B online classes (with no designated period)**
**"Online" shown for both "campus" and "classroom"**

➡ <Example> **Campus: Online / Classroom: Online**

## Academic essentials

(1) Kyogaku Web, Kwansei Gakuin email

(2) Syllabus

(3) LUNA (Learning Unlimited Network for Academia)

(4) Textbooks and reference books

# Academic essentials (1): Kyogaku Web, Kwansei Gakuin email

## What is the Kyogaku Web Service?

The Kyogaku Web Service is a system that allows you to register for courses, apply for courses that require advance application, check information on canceled/make-up classes and changes in classroom venues, view announcements, and review your personal notifications.

Please check the Kyogaku Web Service regularly as it is the primary channel through which the university will get in touch with you.

※You need your Kwansei Gakuin System ID and password to access this system.

## To check your Kwansei Gakuin email account:

You can check your Kwansei Gakuin email account (@kwansei.ac.jp) with the email app or a browser. ※No email forwarding feature is available.

■Accessing your account with the email app

How to set up: Link

■Accessing your account with a browser (Safari, Chrome, Edge, Internet Explorer, etc.)

How to check your email: Link

# Academic essentials (2): Syllabus

## What is the Syllabus?

The Syllabus allows course instructors to provide students with detailed information about the course. It contains course information such as the course purposes, learning goals, topics, class format, required textbooks, and grading criteria, etc. Please ensure that you review this information before registering for a course.

■Class format of the course: Check "Course Format"

■Delivery schedule and class content for online classes

・For on-demand Type-B online classes (with no designated period): Check "Study Required Outside Class"

・For simultaneous two-way classes and on-demand Type-A online classes (with designated period): Please follow the instructions given on the Syllabus or by the course instructor.

※Click here for the Syllabus navigation manual.
※Click here for more information on the Syllabus system.

※Students who have been allowed to take online classes due to their chronic conditions should review the information under 【For students taking online classes】 in the "Course Format" section for more information on special provisions, and in the "Grading Criteria etc." section for more information on the grading method.

# Academic essentials (3): LUNA (Learning Unlimited Network for Academia)

## What is LUNA (Learning Unlimited Network for Academia)?

LUNA is a system that not only supplements your classes with instructions on how to prepare for and review a class, but also allows you to submit assignments, take various tests, and engage in Q&A.

Please check this system regularly as **the course instructor may contact you or issue instructions regarding assignments and reports through this system.**
(The period of availability of teaching materials and assignments varies for each course. Please check with the instructor for more information.)

**※You need your Kwansei Gakuin System ID and password to access this system.**

※Click here for the user manual.

※This system can be accessed on smartphones and tablet devices, but we are unable to guarantee that it will work on all models, operating systems, and browsers. It may not be displayed properly or work as intended in some situations.

# 【How to purchase textbooks and reference books】

Kwansei Gakuin Co-op bookstores will be selling textbooks and reference books in-store. Please visit the Co-op bookstore located <u>on your campus</u> to make a purchase.

Nishinomiya Uegahara campus: April 5th (Mon) to April 30th (Fri)
Kobe-Sanda campus: April 5th (Mon) to April 30th (Fri)
Nishinomiya Seiwa campus: April 7th (Wed) to April 20th (Tue)

Please contact the Kwansei Gakuin Co-op bookstores for more information.
Kwansei Gakuin Co-op, Forum Branch, Books Corner: 0798-53-5233
Website of Kwansei Gakuin Co-op bookstores: https://www.kgcoop.jp/book/

# Information on online classes (1/4)

## Delivery method

Classes will be delivered using a variety of apps and services (YouTube, OneDrive, Teams, Zoom, etc.) depending on their content.
Please check the Syllabus for more information on the class delivery method and follow the instructions of the course instructor.

## Location of teaching materials

Teaching materials for your classes will be made available on various on-campus and off-campus services (mainly the Syllabus, LUNA, etc.).
Please follow the instructions of the course instructor to access these materials.

## Q&A

For online classes, students can engage in Q&A with the course instructor by using the bulletin board on LUNA for each course. Please follow the instructions of the course instructor on how to do this, as it varies for each course.
In the event that the Q&A channel for a course is not clearly stated, please contact the Office (School, Center, etc.) offering the course.

## Cancellation of classes

Click here for more information on how classes will be affected in the event of an operational delay of public transport, or when a "storm warning", "snowstorm warning", or "emergency warning" has been issued.

Online classes, including online simultaneous two-way classes, will not be cancelled in the event that a "storm warning" or "emergency warning" has been issued as these classes are not held on campus in a face-to-face manner (excluding classes whose students have been split into two groups that attend face-to-face and online classes respectively, as well as online classes holding some face-to-face classes that have scheduled a face-to-face class during the period in question).

However, if your area has been ordered to brace for an evacuation, or is subject to an evacuation advisory or evacuation order, and you feel that your safety is at risk, please evacuate immediately or take other appropriate precautions. The university has informed all course instructors to give due consideration to students who are absent under such circumstances.

14

## Items to prepare

Please prepare the following items if you will be taking online classes.

## ①Laptop

Please set up the following peripheral devices in advance if your laptop is not equipped with them and they are required for an online class.
【Examples of peripheral devices that may be required for a course】
Web camera, microphone, speakers, headphones, etc.

【Software for the laptop】
※Students **may install Microsoft Office (Word, Excel, PowerPoint) free of charge** from the website of the Organization for Information Management and Communication.
Click here for the installation instructions.

# Information on online classes (4/4)

## ②Internet connection

Online classes require students to have access to the Internet.
Please ensure that you have a working Internet connection at home.

　　※We recommend setting up a fiber-optic connection or Wi-Fi network.
　　※Please be aware that using the mobile network (LTE, etc.) on smartphones may result in a large amount of data consumed, network restrictions, or high mobile data charges.

## ③Printing equipment and connection

Please ensure that you have a working printer for printing teaching materials and reports.

　　※In the event of any changes to the class format of a course due to the COVID-19 situation in the local community, the university will consider taking steps to facilitate online learning for students. You will be provided with more information in such a situation.

# Suitable devices for taking online courses (1/3)

◇For students who already own a laptop

Please do not use a PC with an end-of-life operating system to connect to the campus network.
You can connect to the network with the following operating systems. (as of March 15th, 2021)
　○ Windows: Windows 10 and 8.1 only　　　○ Mac: macOS 10.14 Mojave, macOS 10.15 Catalina, macOS 11 Big Sur

◇For students who will be purchasing a laptop (<u>excluding</u> students enrolled in the School of Architecture and registered in the Architects Program in the School of Policy Studies)

Please refer to the following recommended specifications when purchasing a laptop.

| | Specifications | Remarks |
|---|---|---|
| Operating System | Windows 10 | All editions (Home, Pro, etc.) are acceptable. |
| Display Size/Weight | 12 to 13.5-inch anti-glare LCD display (non-glossy) recommended. Laptops weighing less than 1.5kg are ideal for carrying around. | Displays of this size achieve a good balance between ease of reading and portability. Displays that are larger than this will be too large and heavy for carrying around. Smaller displays make it slightly harder to read the content on the screen, but their lower weight and smaller size make the laptop easier to carry around. While glossy LCDs are attractive, the reflections from external lighting such as fluorescent light may compromise the ease of reading and result in eye fatigue. |
| CPU | Intel Core i5 / AMD Ryzen 5 and above | You will still be able to attend online classes and use the email, Internet, and MS Office with Core i3 or Ryzen 3, but your system may find it difficult to cope with specialized software that you might use in the future. |
| Memory | At least 8GB | 8GB is necessary as the amount of memory required by Windows is increasing every year. |
| Storage Device / Capacity | SSD 256GB or larger | SSD is recommended for its shock resistance and high performance, but HDD is also acceptable. (For HDDs, at least 1TB is recommended.) More data can be stored on devices with larger capacities. |
| Battery | Should be replaceable as batteries deteriorate with use. | Since there are no charging facilities on campus, it is convenient to purchase a laptop that can run for a long time (from the time you leave home until you get home). For recent models whose battery cannot be replaced by the user, it should be possible for the battery to be replaced by the manufacturer (for a fee). |

| | Specifications | Remarks |
|---|---|---|
| Keyboard | Attached keyboard | Tablet devices without keyboards are not suitable to be used for study and research, such as report writing. |
| Wireless LAN | Built-in LAN | External USB LAN adapters are also acceptable. |
| Office Applications | Students are not required to purchase Microsoft Office (Word, Excel, PowerPoint) as the university will provide a license. | Please install the required software on your own after you have enrolled in the university. |
| Antivirus Software | Students are not required to purchase antivirus software as the university will provide a license (Virus Buster Corporate Edition). | Please install the required software on your own after you have enrolled in the university. You may also use Windows Defender. |
| Other Accessories | ・Web camera: Both built-in and external cameras are acceptable.<br>・Microphone: Both built-in and external microphones are acceptable. It is convenient to use a headset when attending online classes.<br>・CD/DVD/Blu-ray drive: Built-in drives make the laptop heavy and inconvenient to carry around. You are recommended to purchase an external drive if you need one, as its frequency of use has declined in recent years.<br>・Numeric keypad: Built-in keypads make the laptop bulkier and inconvenient to carry around. You are recommended to purchase an external keypad if you need one. | |

# Suitable devices for taking online courses (2/3)

◇For students who will be purchasing a laptop (students enrolled in the School of Architecture and registered in the Architects Program in the School of Policy Studies). Please refer to the following recommended specifications for Windows and Mac, respectively, when purchasing a laptop.

| Windows PC | | | | | |
|---|---|---|---|---|---|
| | Specifications | Remarks | | Specifications | Remarks |
| Operating System | Windows 10 | All editions (Home, Pro, etc.) are acceptable. | Adobe Software | Purchase of the Adobe Creative Cloud Complete Plan (Student's/Teacher's Edition) is recommended. | First year: 26,136 yen (tax included) Subsequent years: 39,336 yen per year (tax included) |
| Display Size/Weight | Around 15.6 to 17.3-inch Laptops weighing less than 2.0kg are recommended. | | CAD / BIM / Rendering Software | AUTOCAD REVIT 3DS MAX These software products can be used for free with the university's license for educational institutions. | Please install on your own after you have enrolled in the university. |
| CPU | Core i7 6700HQ and above (8th Generation Intel Core i7 and above is recommended) | | | | |
| Graphics Card / GPU | GTX950 and above | | Antivirus Software | Students are not required to purchase antivirus software as the university will provide a license (Virus Buster Corporate Edition). | Please install the required software on your own after you have enrolled in the university. You may also use Windows Defender. |
| Memory | At least 16GB needed | | | | |
| Storage Device / Capacity | SSD 256GB or larger (SSD 512GB or larger recommended) | | | | |
| Keyboard | Attached keyboard | Tablet devices without keyboards are not suitable to be used for study and research, such as report writing. | Other Accessories | • Web camera: Both built-in and external cameras are acceptable. • CD/DVD/Blu-ray drive: Built-in drives make the laptop heavy and inconvenient to carry around. You are recommended to purchase an external drive if you need one, as its frequency of use has declined in recent years. • Numeric keypad: Built-in keypads make the laptop bulkier and inconvenient to carry around. You are recommended to purchase an external keypad if you need one. | |
| Wireless LAN | Built-in LAN | | | | |
| Office Applications | Students are not required to purchase Microsoft Office (Word, Excel, PowerPoint) as the university will provide a license. | Please install the required software on your own after you have enrolled in the university. | Price Range | Around 150,000 to 200,000 yen | |

18

◇For students who will be purchasing a laptop (students enrolled in the School of Architecture and registered in the Architects Program in the School of Policy Studies). Please refer to the following recommended specifications for Windows and Mac, respectively, when purchasing a laptop.

| Mac | | | | | |
|---|---|---|---|---|---|
| | Specifications | Remarks | | Specifications | Remarks |
| Model | Mac Book Pro | | Adobe Software | Purchase of the Adobe Creative Cloud Complete Plan (Student's/Teacher's Edition) is recommended. | First year: 26,136 yen (tax included) Subsequent years: 39,336 yen per year (tax included) |
| Display Size/Weight | 16-inch 2.0kg | | CAD / BIM / Rendering Software | AUTOCAD FOR MAC This software product can be used for free with the university's license for educational institutions. | Please install on your own after you have enrolled i1 the university. |
| CPU | Intel Core i7 and above | | | | |
| Graphics Card / GPU | AMD Radeon Pro 5300M (4GB GDDR6 memory and above) | | Antivirus Software | Students are not required to purchase antivirus software as the university will provide a license (Virus Buster for MAC). | Please install the required software on your own after you have enrolled in the university. |
| Memory | At least 16GB needed | | | | |
| Storage Device / Capacity | SSD 512GB or larger | | Other Accessories | • Web camera: Built-in. • CD/DVD/Blu-ray drive: You are recommended to purchase an external drive if you need one. • Numeric keypad: You are recommended to purchase an external keypad if you need one. | |
| Keyboard | Attached keyboard | | | | |
| Wireless LAN | Built-in LAN | | | | |
| Office Applications | Students are not required to purchase Microsoft Office (Word, Excel, PowerPoint) as the university will provide a license. | Please install the required software on your own after you have enrolled in the university. | Price Range | Around 250,000 to 300,000 yen | |

# COVID-19 campus safety measures

## Wearing masks

Please prepare a mask and wear it on campus.
※Please consult with your department office if you are unable to wear a mask due to a medical condition or other reason.

## Disinfection of hands, equipment, and fixtures

Hand sanitizers have been placed at the entrance of each building and in the classrooms where face-to-face classes will be held. Please disinfect your hands before entering the building. When using PC classrooms and other equipment and fixtures, please use the disinfecting wipes to sanitize your hands before use.

## Installation of the contact-tracing app "COCOA"

Please update and use the contact-tracing app "COCOA" or keep records of your own whereabouts.

## Maintain a safe social distance

Desks have been marked with seating marks (crescent moon marks) to indicate the recommended seating arrangement. Unmarked seats may also be used for courses with a large number of students. Please be considerate and share the available seats during class.

## Special provisions regarding infectious diseases in schools

In the event that a student has contracted or is suspected of having contracted an "infectious disease that must be prevented in schools," including COVID-19, the university will bar the student from entering the school campus under the "School Health and Safety Act" and the "Ordinance for Enforcement of the School Health and Safety Act" to protect other students on campus. Alternative academic arrangements will be made for the student. If you have been diagnosed with one of these infectious diseases, or if you meet the following requirements to be barred from entering the school campus, please refer to the Webpage for Precautions against Infectious Diseases immediately and submit a notification here (Microsoft Forms). If you experience symptoms after arriving on campus, please leave the classroom immediately and notify the office of your undergraduate school or graduate school by phone.

Requirements for being barred from entering the school campus: ① You are experiencing fever or cold symptoms / ② You have just entered or returned to Japan from abroad / ③ You have been ordered to quarantine at home by a health center as a close contact of a confirmed case / ④ You have been notified by the contact-tracing app COCOA that you have come into contact with a confirmed case / ⑤ Your family members who are living together with you are experiencing fever or cold symptoms / ⑥ Your family members who are living together with you are required to undergo PCR testing, etc.

# Use of on-campus areas

## Study areas on campus

・In addition to the Commons on each campus, some classrooms and PC classrooms (not available for students to attend online classes) will be open to students as study areas. Please avoid the three C's (closed spaces, crowded places, and close contact) when using these areas.
・You may borrow a PC from the Commons or your department if you do not have your own PC.
・You may attend online classes at the designated classrooms. (More information on the available classrooms and other important information will be announced when classes start.) When attending online classes, please wear a headset to avoid inconvenience to other students. (Headsets are not available for loan.)
・Please avoid talking while facing each other and keep your volume down as much as possible, except in the designated areas of the Commons.
<span style="color:red">Please refrain from talking loudly or gathering in large groups and creating a lot of noise.</span>

## Dining areas on campus

In addition to the cafeterias on each campus, the following locations will be available as temporary dining areas during lunch hours only.
Please follow the guidelines and the contact-tracing rules when using these areas. (More information will be announced in due course.) <span style="color:red">Students are not allowed to dine in groups in other vacant classrooms. (Please dine while keeping a safe distance from one another.)</span>

＜Nishinomiya Uegahara＞　　Classrooms with movable desks for individual students (lunch break only)
＜Nishinomiya Seiwa＞　　　Learning Commons "Rippla" (during the day), and
　　　　　　　　　　　　　　Classrooms with movable desks for individual students (lunch break only)
＜Kobe-Sanda＞　　　　　　　Academic Commons (during the day), and
　　　　　　　　　　　　　　Classrooms with movable desks for individual students (lunch break only)

# Notes on copyrighted material

The following is a summary of what you should know and be aware of regarding the copyright of lecture materials uploaded to LUNA and audio/video recordings you have made of classes.

■ **What should I do if I wish to make an audio/video recording of a class?**

If you wish to make an audio/video recording for learning purposes, please obtain the prior permission of the course instructor. Even if you have obtained permission, you are not allowed to redistribute the data without permission.

■ **Examples of lecture materials uploaded to LUNA for classes and how they should be handled**

1. PDF and other texts prepared by the course instructor for the class

➡ The copyright belongs to the course instructor. As these materials are not publicly available, <u>it is illegal for students to distribute them by sharing them on social media platforms or uploading them to other sites without the permission of the course instructor (even in the absence of any malicious intent).</u>

2. Articles written by the course instructor for newspapers and economic magazines in the past

➡ The copyright belongs to the respective newspapers and magazine publishers.
<u>Students are not allowed to distribute or upload these materials outside the classroom.</u>

3. YouTube videos that are publicly available
4. Articles that are open access

➡ The copyright belongs to the creator of the content. However, since these materials have already been made available to the public, students are allowed to share their links on social media platforms or post them on other sites. <u>(Making commercial profit from the resale of these materials would be illegal.)</u>

# Academic calendar for AY2021 Spring Semester (Undergraduate)

| Activity | Period / Date and Time |
|---|---|
| Pre-registration period for priority courses | 3/23 (Tue) 9:00 AM to 3/24 (Wed) 4:50 PM |
| Announcement of registration results for priority courses | 3/26 (Fri) 9:00 AM |
| Registration period for courses | 4/1 (Thu) 9:00 AM to 4/3 (Sat) 4:50 PM |
| Announcement of registration results for courses (offered by undergraduate schools) | 4/6 (Tue) 9:00 AM |
| Announcement of registration results for courses (offered by centers) | 4/7 (Wed) 9:00 AM |
| Registration period for courses (Round 2) | 4/7 (Wed) 9:00 AM to 11:30 AM |
| Announcement of registration results for courses (Round 2) | 4/7 (Wed) 5:00 PM |
| Start of classes for Spring Semester | 4/8 (Thu) |
| Course registration period (Theology, Humanities, Sociology, Law and Politics, Economics) | 4/8 (Thu) 9:00 AM to 4/12 (Mon) 4:50 PM |
| Course registration period (Business Administration, Science and Technology, Policy Studies, Human Welfare Studies, Education, International Studies, Science, Engineering, Biological and Environmental Sciences, Architecture) | 4/9 (Fri) 9:00 AM to 4/13 (Tue) 4:50 PM |
| Add and drop courses period (all undergraduate schools) | 4/16 (Fri) 9:00 AM to 4/17 (Sat) 4:50 PM |
| Release of timetables | 4/23 (Fri) 9:00 AM |
| Course withdrawal period | 5/25 (Tue) 9:00 AM to 5/31 (Mon) 4:50 PM |
| End of classes for Spring Semester | 7/21 (Wed) (However, Friday classes will end on 7/9 (Fri).) |
| Make-up classes and test dates for Spring Semester | 7/16 (Fri): Friday classes. 7/17 (Sat): Thursday classes. 7/22 (Thu/Holiday): Monday classes. 7/23 (Fri/Holiday): Tuesday classes. 7/24 (Sat): Wednesday classes. |
| Regular and mid-term examinations for Spring Semester | 7/26 (Mon) to 8/3 (Tue) (including backup dates) |
| Make-up examinations for Spring Semester | 8/6 (Fri) and 8/9 (Mon/Holiday) |

23

※Please refer to these URLs (Academic Calendar for AY2021 / Class Schedule) for more information on the academic calendar.

# Academic calendar for AY2021 Spring Semester (Graduate)

■(First half / Second half) Theology, Humanities, Sociology, Law and Politics, Economics, Business Administration, Science and Technology, Policy Studies, Human Welfare Studies, Education, International Studies.
(First half only) Language, Communication, and Culture (LCC).

| Activity | Period / Date and Time |
|---|---|
| Course registration period | 4/3 (Sat) 9:00 AM to 4/6 (Tue) 4:50 PM |
| Course registration information review period | 4/7 (Wed) to 4/9 (Fri) 4:50 PM |
| Start of classes | 4/8 (Thu) |
| Course registration and change period (Theology, Law and Politics, Science and Technology, Policy Studies, Education, LCC) | 4/12 (Mon) 9:00 AM to 4/19 (Mon) 4:50 PM |
| Course registration information review period (Theology, Law and Politics, Science and Technology, Policy Studies, Education, LCC) | 4/20 (Tue) to 4/21 (Wed) 4:50 PM |
| End of classes for Spring Semester | 7/21 (Wed) (However, Friday classes will end on 7/9 (Fri).) |
| Make-up classes and examination period for Spring Semester | 7/16 (Fri) to 8/5 (Thu) |

※Please refer to this URL for more information on the academic calendar.

■Law School / IBA

| Activity | Period / Date and Time |
|---|---|
| Course registration period | 4/3 (Sat) 9:00 AM to 4/12 (Mon) 4:50 PM |
| Start of classes | 4/5 (Mon) |
| Course registration information review period | 4/13 (Tue) to 4/16 (Fri) 3:00 PM |

※Please refer to these URLs (Law School / Institute of Business and Accounting) for more information on the academic calendar.

# Other information

## Important channels for future information

Announcements regarding COVID-19 precautions will be disseminated through the following channels. Please ensure you check them regularly.

◆ **Kyogaku Web Service** (**Link**)  ※**System ID and password required.**
◆ **University Website** (**Link**)
◆ **Syllabus** (**Link**)
◆ **LUNA** (**Link**)  ※**System ID and password required.**

## Useful information for students taking online classes
◆ **PukiWiki**
This page is regularly updated with useful information for students taking online classes. (**Link**)