

Schedule for Fall Semester 2025

| Course Registration Procedure | | |
|--|---|---|
| Event | Time and Date | Note |
| Orientation by OIS (Legal Procedures for Life in Japan) | September 17 10am - 12pm | 2F of Mukoku-kan Bldg MK201. (#24 in Kyotanabe Campus map). Please submit the online attendance form by August 31. |
| Orientation by ISTC (Course registration) | September 17 from 1:30pm - 3:00pm | Teacher's Salon on the 2nd floor of Rikagakukan (Science Building, #34 in Kyotanabe campus map), right across from I |
| Distribution of Student ID card, User ID/Password for Student Portal | September 22 during Office Hours (9 AM - 11:30 AM, or 12:30 PM - 5 PM) | Pick up your student ID card and user ID/password at ISTC Office. |
| Advanced Course Registration Period | September 17 at 10am to September 24 at 5pm | Courses that require advanced registration before regular registration period must be registered during this period. (ex. 31691009 Advanced Distributed Systems, Advanced level Japanese language and culture courses) |
| Fall Semester Classes Begin | September 22 | First week (DO WEEK) classes will be conducted online through on-demand videos. All classes will be held in-person starting from October 1. |
| Course Registration Period | September 25 at 10am - September 26 at 5pm | Regular Student: Register via DUET system Special Student: Submit Course Registration Form by email (jt-istc@mail.doshisha.ac.jp) or in person at ISTC office. Please contact the office if you need any registration help during this period. |
| Review of Your Course Registration / Registration Error Correction | October 2 - October 6 at 5pm | Please review your schedule on DUET and check if the courses you registered are reflected in your schedule correctly. The office will send a DUET message if you have registration errors. If you receive the message, please follow the instructions to correct the errors. Please contact ISTC office any time if you need help solving the problems. |
| Review of Your Schedule | October 10 | Please download and confirm your final schedule with the list of courses you have registered from DUET system and keep it for your record. |
| Course Withdrawal Period | October 22 at 10 AM - October 23 at 5 PM | Withdraw from the course/s that you decide to discontinue via DUET (Regular Students) or by filling out Course Withdrawal Form (Special Students). Japanese language courses must be withdrawn by submitting the Course Withdrawal Form. |

| Japanese Language Course Procedure | | |
|---|---|--|
| Event | Time | Note |
| Pre-Registration for Placement Test for <u>Intermediate to Advanced</u> | | Current students only. Pre-Registration is not required for new students. |
| Japanese Language Placement Test for <u>Intermediate to Advanced</u> | August 25 at 10 AM - August 27 at 9 AM | Take the placement test online. Test URL will be shared at the beginning of August. |
| Announcement of Placement Test Result | September 21 | Test result will be sent by email. |
| Consultation on Class Placement | September 24 12 PM - 2 PM September 26 1 PM - 3 PM | At Room 313, Chishinkan-1 Bldg (#18 in Kyotanabe campus map). This is only for those who wish to change the assigned class level due to schedule conflict with other required courses. |
| Registration for <u>Intermediate to Advanced level</u> Japanese Language Course | September 25 at 10 AM - September 26 at 5 PM | Submit Course Registration Form by email or in-person to ISTC office. <u>You cannot register for Japanese classes on DUET.</u> Please contact the office if you have any registration problems. |
| Pre-Registration for Classification Test for <u>Beginners</u> | September 21 at 1 PM - September 26 at 11:30 AM | Pre-Registration is required in order to take the test. |
| Japanese Classification Test for <u>Beginners</u> | October 2 at 1:30 PM | The test wll take place in person at Room 309 in Chishinkan1 Bld. (#18 in Kyotanabe Campus map). Your test time will be informed by email after the registration. |
| Announcement of Classification Test Result | October 7 | Test result will be sent by email. |
| Registration for <u>Beginner level</u> Japanese Language Course | October 8 at 1 PM - October 10 at 9 AM | Registration by MS-Forms. More information will be provided with the result of the Classification Test. |

(2025/8/5 v1)

ISTC Office

The Office of Faculty/Graduate School of Science and Engineering

2nd Floor, Rikagakukan (Science Building)

Office Hour : 9am - 5pm (closed for lunch 11:30am-12:30pm)

Email: jt-istc@mail.doshisha.ac.jp

Phone : 0774-65-6200