

# 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 14:00pm - 3:30pm	Teacher's Salon on the 2nd floor of Rikagakukan (Science Building, #34 in Kyotanabe campus map), right across from ISTC office.
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)
<b>Fall Semester Classes Begin</b>	<b>September 22</b>	<b>First week (DO WEEK) classes will be conducted online through on-demand videos. All classes will be held in-person starting from October 1.</b>
Course Registration Period	September 25 at 10am - September 26 at 5pm	<b>Regular Student:</b> Register via DUET system <b>Special Student:</b> 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 Japanese language courses must be withdrawn by submitting the Course Withdrawal Form.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 <b>Placement Test</b> for <u>Intermediate to Advanced</u>		<b>Current students only.</b> Pre-Registration is not required for new students.
Japanese Language <b>Placement Test</b> 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 <b>Placement Test</b> 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. <b>You cannot register for Japanese classes on DUET.</b> Please contact the office if you have any registration problems.
Pre-Registration for <b>Classification Test</b> for <u>Beginners</u>	September 21 at 1 PM - September 26 at 11:30 AM	<a href="https://forms.office.com/r/AnQB2Si32t">Please register here from Sept. 21 1 PM to Sept 26 11:30 AM: https://forms.office.com/r/AnQB2Si32t</a>
Japanese <b>Classification Test</b> for <u>Beginners</u>	October 2 at 1:30 PM	The test will 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 <b>Classification Test</b> 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