

# Schedule for Fall Semester 2024

Course Registration Procedure		
Event	Time & Date	Note
Orientation by OIS (Legal Procedures for Life in Japan)	September 18 from 10am - 12:30pm	At Room 232, Chishinkan-1 Bldg. (#18 in Kyotanabe Campus map). Please register your attendance by August 30 from the following link: <a href="https://forms.office.com/r/GdwmAFxMrY">https://forms.office.com/r/GdwmAFxMrY</a>
Orientation by ISTC (Course registration)	September 18 from 2pm - 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 24 during Office Hour	You can receive your student ID card and user ID/password for Doshisha student portal (DUET) at ISTC Office.
Paperwork at Kyotanabe City Hall (address registration, health insurance etc.)	September 25 at 8:30am	ISTC staffs will accompany you to Kyotanabe City Hall to complete the paperwork. Please bring your student ID, passport and Resident Card. We will meet at the entrance of Kyotanabe City Hall (80 Tanabe, Kyotanabe, Kyoto 610-0331) 5 minutes before 8.30 am.
Advance Course Registration Period	September 18 at 10am - September 25 at 5pm	Courses that require advance registration before regular registration period must be registered during this period. (Business Japanese C-2, D-2)
Spring Semester Classes begin	Tuesday, September 24	First week (DO WEEK) classes will be given online via on-demand videos. All classes will begin in-person from October 1.
Course Registration Period	September 26 at 10am - September 27 at 5pm	<b>Regular Student:</b> Register via DUET system <b>Special Student:</b> Submit the 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 3 - October 7 at 5pm	Via DUET system 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 11	Via DUET system 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 Deadline	October 22 at 10am - October 23 at 5pm	You can withdraw from the course/s that you decide to discontinue via DUET (Regular Students) or by filling out the Course Withdrawal Form (Special Students). Japanese language courses cannot be withdrawn via DUET.

Japanese Language Course Procedure		
Event	Time	Note
<b>Placement Test</b> for <u>Intermediate to Advanced</u> (Current Students)	September 9 at 10am - September 11 at 12:30pm	Current students will receive an email regarding the placement test registration on Sep. 9 to your Doshisha email. If you are a current student and need to take a placement test for fall semester, please follow the instruction provided in the email.
<b>Placement Test</b> for <u>Intermediate to Advanced</u> (New Students)	August 26 at 10am - August 28 at 9am	Please take the placement test online. <a href="https://forms.office.com/r/CmPQG3UHxR">https://forms.office.com/r/CmPQG3UHxR</a>
Announcement of <b>Placement Test</b> Result	September 21	Your placement test result will be sent by email.
Consultation on Class Placement	September 24 from 1pm - 3pm September 27 from 10am - 12pm	At Room 201, Chishinkan-1 Bldg. 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 26 at 10am - September 27 at 5pm	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 1pm - September 25 at 11:30am	Pre-Registration will be required. Please log in your DU student account and sign up from the following link: <a href="https://forms.office.com/r/vxwB1EuX6c">https://forms.office.com/r/vxwB1EuX6c</a>
Japanese <b>Classification Test</b> for <u>Beginners</u>	October 3 at 1:30pm	Test will be held in person at Room 212, Chishinkan-3 Bldg, Kyotanabe Campus. Detailed schedule will be shared by email after your registration.
Announcement of <b>Classification Test</b> Result	October 8	Test result will be sent by email.
Registration for <u>Beginner level</u> Japanese Language Course	October 8 at 1pm - October 11 at 9am	Registration by MS-Forms. More information will be provided with the result of Classification Test.

## 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](mailto:jt-istc@mail.doshisha.ac.jp)

Phone : 0774-65-6200