

Instructions for Application of Course Withdrawal on DUET

You can withdraw from a course after around one month from the first meeting of the class. If you feel the course content is different from what you expected and wish to withdraw, you can apply for the withdrawal of courses without affecting your GPA (please look at your faculty's registration guide for which courses you cannot withdraw).

You can only withdraw courses and cannot add courses during the withdrawal period.

1. Eligible students

The following students can withdraw courses through DUET.

- Regular students (except for students of Graduate School of Letters and Doshisha Business School)
- Students of Center for Global Education
- Students of Center for Japanese Language and Culture

2. Course withdrawal period

October 24th (Mon.) 10:00 a.m. ~ October 25th (Tue.) 5:00 p.m.

*The course withdrawal period using OCR form is different from that period of using DUET.

***Since access to DUET is anticipated to be particularly high just before the end of the period, please give yourself ample time to complete your registration.**

*Other than errors caused by Doshisha network failure or unless the server is down, we will not deal with any errors, or incomplete registration due to personal circumstances.

3. Online course withdrawal guideline

Please log in to DUET via multi-factor authentication from Web Single Sign-On (<https://sso.doshisha.ac.jp/>).

The information on how to use DUET can be found in the "Manual" which is on the left side of the DUET landing page.

After completing your application for course withdrawal, please be sure to click "Course Withdrawal" to re-confirm that you have completed your application with no errors.

When you complete your application, you will receive a confirmation email to your email address provided by Doshisha University. Please note that it may take some time to receive.

4. Access to DUET

▼ On Campus

Please use computers that have access to the Doshisha network.

You can use DoKoDeMoPC (laptop computers) or the computers in PC spaces, computer classrooms. Please check on the IT Support Office Webpage, the bulletin boards, and so on for more information about a computer classroom's office hours. Also, you can check the availability of computers in each classroom and PC space from PC room availability services.

- **Office Hours:** https://it.doshisha.ac.jp/utility_time/utility_time.html
- **PC room availability:** <http://openpc.doshisha.ac.jp/clv/>

▼ Off-Campus

You can access DUET via the Internet off-campus. Please check the internet connection before you start the course withdrawal procedure.

Please refer to “**Information Education Environment Navigation**” for more details on how to use a computer and access the network.

- **Information Education Environment Navigation (Japanese language only)**
: <https://it.doshisha.ac.jp/>

▼ Recommended environment for DUET

Please click on the link which is on the left side of the home page after you log in to DUET to check the recommended environment. The system might not work properly under environments different from the recommended ones.

5. Questions about Course Withdrawal

For questions regarding DUET, please refer to the online manual available on the left side of the home page after you log in to DUET. **We do not answer any questions via email or phone.** If you have questions regarding course withdrawal, please consult with the office of your affiliated faculty/graduate school.

6. Note during the course withdrawal period

Please make sure to check your email frequently and/or keep your phone on at all times during the designated course withdrawal period in case we need to contact you to confirm your course withdrawal procedures, etc.

While the University has put in place a robust system for handling various application procedures through DUET (including online registration, advanced registration, and course withdrawal), DUET services may become unavailable due to unforeseen network issues or other problems.

If a serious issue affects the University's systems during the course withdrawal period that prevents these procedures from being performed normally, please note that the University may extend the course withdrawal period or, if system recovery will take considerable time, require hardcopy submissions on campus.

In situations such as the above, countermeasures will be announced through notifications on DUET, or, if DUET is non-operational, on the Current Students page under “Notices” section.