

# Schedule for Spring Semester 2024

Course Registration Procedure		
Event	Time & Date	Note
Orientation by OIS (Legal Procedures for Life in Japan)	March 26 from 10am - 12:30pm	At International Community Lounge, 1F Shigyokan Bldg. (#19 in Kyotanabe Campus map). Please register your attendance by March 8 from the following link: <a href="https://forms.office.com/r/YXk1WDiHfV">https://forms.office.com/r/YXk1WDiHfV</a>
Orientation by ISTC (Course registration)	March 26 from 2pm - 3:30pm	Study space 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	April 1 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.)	April 2 at 8:30am	ISTC staffs will accompany you to Kyotanabe City Hall to complete the paperwork. Please bring your 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	March 25 at 10am - April 5 at 5pm	Courses that require advance registration before regular registration period must be registered during this period.
Spring Semester Classes begin	Thursday, April 4	<b>First week (DO WEEK) classes will be given online via on-demand videos. All classes will begin in-person from April 11.</b>
Course Registration Period	April 8 at 10am - April 9 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	April 15 - April 17	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	April 22	Via DUET system Please download your schedule with the list of courses you have registered from DUET system and keep it for your record.
Course Withdrawal Deadline	May 8 at 10am - May 9 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 Course Procedure		
Event	Time	Note
Pre-Registration for <b>Placement Test</b> for <b>Intermediate to Advanced</b>		<b>Current students only.</b> Pre-Registration is not required for new students.
Japanese Language <b>Placement Test</b> for <b>Intermediate to Advanced</b>	March 5 at 10am - March 8 at 9am	Please take the placement test online. Link to the test will be provided on March 1.
Announcement of <b>Placement Test</b> Result	April 1	Your placement test result will be sent by email.
Consultation on Class Placement	April 3 from 1pm - 3pm	At TC1-206. This is only for those who wish to change the class level you are placed due to schedule conflict with other required courses.
Registration for <b>Intermediate to Advanced level</b> Japanese Language Course	April 8 at 10am - April 9 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 <b>Beginners</b>	April 1 at 1pm - April 5 at 11:30am	Pre-Registration will be required. Please log in your DU student account and sign up from here: <a href="https://forms.office.com/r/k7NXFz2">https://forms.office.com/r/k7NXFz2</a>
Japanese <b>Classification Test</b> for <b>Beginners</b>	April 11 at 1:30pm	Test will be held in person on Kyotanabe Campus. Detailed schedule and venue information will be shared after your registration.
Announcement of <b>Classification Test</b> Result	April 16	Test result will be sent by email.
Registration for <b>Beginner level</b> Japanese Language Course	By April 19 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)

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