

Schedule for Spring Semester 2025

Course Registration Procedure		
Event	Time & Date	Note
Orientation by OIS (Legal Procedures for Life in Japan)	March 25 from 10am - 12pm	At International Community Lounge in Shigyokan Bldg. (#19 in Kyotanabe Campus map). Please submit online attendance form by March 7 from the following link: <a href="https://forms.office.com/r/tU70EUy8Yn">https://forms.office.com/r/tU70EUy8Yn</a>
Orientation by ISTC (Course registration)	March 25 from 1:30pm - 3:00pm	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	April 1 during Office Hour	Pick up your student ID card and user ID/password at ISTC Office.
Advanced Course Registration Period	March 24 at 10am to April 7 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)
Spring Semester Classes begin	Friday, April 4	First week (DO WEEK) classes will be conducted online through on-demand videos. All classes will be held in-person starting from April 11.
Course Registration Period	April 8 at 10am - April 9 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	April 15 - April 17 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	April 22 - April 23	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 Period	May 12 at 10am - May 13 at 5pm	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 Japanese language courses must be withdrawn by submitting the Course Withdrawal Form.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>	March 4 at 10am - March 7 at 9am	Take the placement test online. Test URL will be shared at the beginning of March.
Announcement of <b>Placement Test</b> Result	April 1	Test result will be sent by email.
Consultation on Class Placement	April 3 from 1pm - 3pm April 9 from 10am - 12pm	At Room 208, 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	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 <u>Beginners</u>	April 1 at 9am - April 7 at 9am	Pre-Registration is required. Please register from here: <a href="https://forms.office.com/r/nzqvxxdfhX">https://forms.office.com/r/nzqvxxdfhX</a>
Japanese <b>Classification Test</b> for <u>Beginners</u>	April 10 from 1:30pm to 3:30pm	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	April 15	Test result will be sent by email.
Registration for <u>Beginner level</u> Japanese Language Course	By April 18 at 9am	Registration by MS-Forms. More information will be provided with the result of the Classification Test.

(Updated on March 14, 2025)

ISTC Office  
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