

Learning How to Learn "Glossary of Terms"

Term	Meaning
Taking course	Taking classes
Offering a course	Courses must be open for students to take. If a course is not open, it is called "not offered" .
Course Registration	Registering for courses to take classes and earn credits. Student must register for courses.
Course Composition	Courses are divided into three main groups; <ul style="list-style-type: none"> ▪ University-wide General Studies (Zengaku-Kyotsu-Kamoku) courses offered by all Faculties ▪ Language Courses offered by the Center for Language Education and Research ▪ Specialized Education courses offered by each Department
University-wide General Studies	A subject offered to all Faculties.
Course Types	General Studies (Zengaku-Kyotsu Kamoku) and Specialized Education are divided into four types. <ul style="list-style-type: none"> ▪ Compulsory courses :Mandatory ▪ Compulsory Elective courses: You may choose from compulsory courses ▪ Electives : You may select courses from certain groups of courses ▪ Optional courses : You may take courses that interest you academically or personally but the credits will not count into graduation requirements
Numbering	A system that classifies courses by giving appropriate numbers to show the level and order of learning and clearly indicates the curriculum system. Numbering shows the fields of the course subject, the levels of learning, and the order in which courses should be taken.
Credit	Each course awards a set number of credits. Credits are earned by registering for courses and receiving passing grades.
Graduation Requirements	Students enrolled in Sophia University must meet the following two requirements to earn credits and graduate from the university: if you fail to meet either of the requirements, you will not be able to graduate and will need to repeat a year or a semester. 1 : To satisfy the residence requirement (4 years; may vary for transfer, re-entry, and second-degree admission students) 2 : To take courses specified and obtain credits for graduation requirements (Courses and credits required for graduation vary depending on your Department and the year in which you were admitted)
Curriculum	Educational content plan organized in accordance with the educational goals of the university
Bulletin of Information	Booklet explaining university regulations, curriculum and other important information to study at the university
Loyola	Portal system for use by currently enrolled students only. It has the following features. <ul style="list-style-type: none"> • Information of Course Registration • Syllabus • Course Registration • Bulletin board / Cancel & Make Up Class & Exams & change of classroom • Grades • Questionnaires
Diploma Policy	A fundamental policy in accordance with the University's educational ideals, clarifying skills, and knowledge that students are expected to have acquired to be awarded a bachelor's degree, and a guide for students when making their academic plans.
Curriculum Policy	A policy to organize the curriculum and define ways of learning in order to meet the Diploma Policy.
Admission Policy	A guideline for admitting students based on our educational ideals and the two policies mentioned above.
Curriculum Map	A Curriculum Map illustrates the connection of offered courses to the educational purposes. Based on the Diploma Policy, it shows what courses cultivate the expected skills and knowledge upon graduation. The Curriculum Map of each Faculty and Department is shown on Loyola's Bulletin Board (University Bulletin Board). Please check to see how your registered courses relate to the Diploma Policy and use the information as a guide when making your academic plans. The relationship of courses and the Diploma Policy will also be shown on the syllabus.