

## ANNOUNCEMENTS FROM UNIVERSITY OFFICES

### **Bulletin Boards**

Notices concerning classes (cancelled classes, make-up classes, change of classrooms, and exam schedules) and announcements for individual students, including urgent matters, will be posted on the Loyola bulletin board. Some notices may also be posted on university bulletin boards (see p. 129 for the location of the bulletin boards). All students are strongly advised to check the Loyola and university bulletin boards regularly.

### **Requests for Certificates at the Academic Records Section**

#### Official Transcript (Current Students), Certificate of Attendance, and Certificate of Prospective Graduation

The above certificates are issued from the certificate issuance machine in front of the Center for Academic Affairs, Bldg. 2, 1F, and in the Student Lounge, Bldg. 11, 1F. Service hours of the machines are Monday through Friday, 9:00 ~ 17:00.

#### Official Transcript (Graduates), Certificate of Graduation, and Official Personal Report (Current Students & Graduates)

A request form is available at the Center for Academic Affairs. The above certificates are issued approximately three days after the request is received. Office service hours are Monday through Friday, 9:30 ~ 11:30 and 12:30 ~ 17:00.

Notice concerning certificates (certificate issuance machine, change of service hours) will be posted on the Loyola bulletin board.

The university will not issue a transcript of a student's or graduate's record to any third party, unless the student or graduate notifies the Center for Academic Affairs that he/she wishes it to be sent. When requesting a transcript, the student or graduate should indicate in writing the name and address of the person to whom it is to be sent.

### **Prices of Certificates**

Certificate of Attendance (current) [Japanese]	¥100
Certificate of Attendance (current) [English]	¥100
Official Transcript (current) [Japanese]	¥200
Official Transcript (current) [English]	¥200

Certificate of Prospective Graduation [Japanese]	¥100
Certificate of Prospective Graduation [English]	¥100
Certificate of Graduation [Japanese]	¥300
Certificate of Graduation [English]	¥300
Certificate of Attendance (past) [Japanese]	¥300
Certificate of Attendance (past) [English]	¥300
Reissue of Student ID Card	¥800
Official Personal Report	¥500

### **Student Identification Card (ID Card)**

The ID card identifies one as a student of Sophia University and should be in the student's possession at all times. Students must present their ID cards on the following occasions:

1. When registering for courses
2. When taking examinations
3. When applying for any kind of certificate such as a Certificate of Attendance or an Official Transcript
4. When applying for a Tsūgaku Shōmeisho (通学証明書) for a commuter's pass or student discount certificate
5. When entering the Central Library
6. When using or borrowing university facilities or equipment
7. When requested to show it by school officials or employees
8. When purchasing a student commuter pass
9. When applying for medical services at a hospital designated by the university

If the validity period has expired, the card is invalid.

### **Change of Guarantor for Sophia University, Student's Name, Other Changes**

If there is a change in the following information, students are required to notify the Center for Academic Affairs and fill out the appropriate form as soon as the change takes place: student's name, address, telephone number or guarantor's name, address, or telephone number. In the case of a change in the student's name, he/she will be required to attach the Jūminhyō no Utsushi (住民票の写し) issued at the local government office.

For non-Japanese students, in the case of change in the student's name, visa status or period of stay, he/she will be required to submit the Certificate of Registered Matters (登録原票記載事項証明書) issued at the local government office or a photocopy of the Certificate of Alien Registration (外国人登録証明書) (one copy of

each side). Failure to submit may cause disadvantages to the student.

### **Reissuance of ID Card**

If a student loses his/her ID card or if the card becomes dirty or damaged, he/she should immediately notify the Center for Academic Affairs and apply for reissuance of the ID card. A new ID Card will be issued in about one hour. A fee of ¥800 must be paid at the time of application.

### **Class/Final Exam Schedules in the Event of JR Train Service Cancellation**

When JR cancels train services due to natural disasters or accidents, classes and final exams are held or cancelled according to following rules, unless otherwise notified.

The reasons for cancellation of train service are:

1. natural disaster, such as typhoons, rainstorms, snowstorms, earthquakes, etc.
2. outbreaks of fire, accidents, railway strikes, etc.

When all Chuo Rapid Trains and Sobu-Chuo Trains\* to JR Yotsuya station are stopped due to the above reasons, but start operating before

1. 7:00 a.m., then all classes are held normally.
2. 11:00 a.m., then classes from the 5th period (1:30 p.m.~) are held (1st to 4th period classes are cancelled).
3. 1:00 p.m., then classes from the 7th period (3:15 p.m.~) are held (1st to 6th period classes are cancelled).

but if

4. trains are still not running at 1:00 p.m., then all classes for the day are cancelled.

During the final examination\*\* period, the following rules will apply:

When all Chuo Rapid Trains and Sobu-Chuo Trains\* to JR Yotsuya station are stopped due to the reasons given above,

but start running before

1. 6:00 a.m., then all exams are held normally.
2. 10:00 a.m., then exams from the 5th period (1:30 p.m.~) are held. The cancelled 1st to 4th period exams will be held on the extra examination day (i.e., the last day of the final exam period) at the scheduled time.
3. 12:00 noon, then exams from the 7th period (3:15 p.m.~) are held. The cancelled 1st to 6th period exams will be held on the extra examination day (i.e., the last day of the final exam period) at the scheduled time.

but if

4. trains are still not running at 12:00 noon, then all exams for the day are cancelled. The cancelled exams will be held on the extra examination day (i.e., the last day of the final exam period) at the scheduled time.
- \* JR Chuo Rapid Trains; Chuo-sen kaisoku 中央線快速 (Tokyo 東京－Takao 高尾)  
JR Sobu-Chuo Direct Trains; Sobu-Chuo-sen chokutsu 総武中央線直通  
(Chiba 千葉－Mitaka 三鷹)
  - \*\* Final examinations are those held at the end of each semester; for the exams held during class period in each semester, the instructor of each class will make the decisions.
  - ※ If train services are temporarily interrupted or delayed, decisions will be made to change the final exam schedule accordingly.

### **School infectious diseases**

The School Health Law (Gakko-Hoken-Anzen-Ho) provides that, when a student has contracted one of those diseases prescribed as “school infectious diseases” (such as influenza, measles, whooping cough, German measles, mumps and chicken pox), he or she is not allowed to attend school for a designated period of time to prevent spread of the disease.

If a student has contracted a school infectious disease:

1. The student must follow their physician’s instructions and stay home until there is no risk of infection.
2. The student must download the form “Doctor’s permission to return to campus” (Toko Kyoka Sho) from the university website or request the university Health Center to provide the form by mail and then ask their physician to fill out the form and specify the date when they are permitted to return to school. (Other forms prepared by a hospital are acceptable if the period of required absence is clearly stated.)
3. The student must give the original copy of the form to the university Health Center. He or she is also required to give a photo copy of the form to the instructor of each course he or she is enrolled in.

It is the student’s responsibility to inform the instructor about the situation when he or she returns to school. The Center for Academic Affairs does not pass on the messages to instructors.