

## COURSE REGISTRATION

For an explanation of how to register for these courses, see *Loyola Handbook* and *Course Schedule and Other Announcements* for Spring and Autumn Semesters 2008.

### Course Registration Procedure and Schedule (SPRING & AUTUMN 2008)

Event	SPRING	AUTUMN
1. Distribution of Course Information (Bulletin of Information & Course Schedule)	April 1 (Tue) -	to be announced later
2. Advising Session	April 7 (Mon)	to be announced later
3. Pre-Registration	Sophomores/juniors/seniors: April 4 (Fri)- 7 (Mon), 21:00  Freshmen/non-degree/exchange: April 7 (Mon) - 8 (Tue), 21:00	September 25 (Thu) - 28 (Sun)
4. Course Registration	Freshmen/sophomores/non- degree/exchange: April 11 (Fri) - 18 (Fri), 21:00  Juniors & seniors: April 11 (Fri) - 19 (Sat), 21:00	Freshmen/sophomores/non- degree/exchange: October 1 (Wed) - 8 (Wed)  Juniors & seniors: October 1 (Wed) - 9 (Thu)
Beginning of Classes	April 11 (Fri)	October 1 (Wed)
5. Result of Course Registration Available Online	April 22 (Tue)	October 11 (Sat)
Final Confirmation of Course Registration Sent	April 21 (Mon)	October 10 (Fri)
6. Cancellation Period	April 22 (Tue) - 25 (Fri)	October 13 (Mon) - 16 (Thu)
7. Withdrawal from Courses	June 16 (Mon) - 20 (Fri)	December 10 (Wed) - 16 (Tue)

## **1. Course Information / Registration Materials**

The following materials will be available to FLA/FCC students at the Center for Academic Affairs:

- FLA/FCC Bulletin of Information

- FLA/FCC Course Schedule and Other Announcements

For students registering for courses offered by other faculties and programs, the following materials are available on request:

- Sophia University Handbook of Course Registration (履修要覧)

- Sophia University Course Schedule (授業時間表)

The following material is available at FLA/FCC office in Building 10:

- FLA/FCC Academic Record Sheet (for recording fulfillment of requirements)

## **2. Advising Session**

Advising sessions will be offered by FLA/FCC at the beginning of each semester. All students are urged to see an advisor. Freshmen and first-term sophomores should consult the Freshman Advisor assigned them when they entered the university. Students who have declared their major should consult the Area Coordinator. The dates for the advising sessions will be posted on the bulletin board. A personalized Course Registration Form will be distributed at the time of the advising session held at the beginning of each term.

When consulting their advisor or Area Coordinator about their individual programs, students should bring their transcript and academic record sheet. In planning their programs, students should pay attention to the following points:

### **Limit on Number of Credits per Semester**

Freshmen may register for a maximum of 20 credits per semester. Sophomores and above may register for a maximum of 24 credits per semester. These upper limits include courses taken from other faculties and programs. Registration for more than 24 credits (or 20 credits in the case of freshmen) is not allowed. Students seeking certification as junior high school or high school teachers who need to register for additional credits required for such certification should consult with the Chair of the Department of Liberal Arts and their Area Coordinator regarding such courses, see p. 26.

## **Course Conflict**

A student may not register for two courses scheduled for the same day and hour. Students may not attend courses for which they have not officially registered.

## **3. Pre-registration**

Pre-registration is registering for lottery courses (shown in red on the course schedule). Students should register for the lottery courses online (Loyola) during Pre-registration period instead of Course Registration period. There are no lottery courses offered by FCC/FLA. However, if a student wishes to register for lottery courses offered by other faculty and programs (including University-Wide General Students courses 全学共通科目), he/she needs to register during this period. Results of Pre-registration will be available from April 10 for spring semester and from September 30 for the autumn semester via Loyola.

## **4. Course Registration**

Course registration is registering for all courses offered for the semester other than the lottery courses. You may register for FCC/FLA courses during the course registration period online (Loyola). During the course registration period, adjustment (add/delete) can be made any number of times. But you cannot cancel registration for a lottery course you have pre-registered for.

## **5. Result of Course Registration**

Results of course registration will be available online from April 22 (spring semester) and October 11 (autumn semester). It will also be sent on April 21 (spring semester) and October 10 (autumn semester) to the address the student has reported to the university. It is the student's responsibility to confirm that his/her registration is correct.

## **6. Cancellation Period**

If there are any errors in a student's course registration, he/she should apply for cancellation of course(s). This must be done before the end of the Cancellation Period. Note that only cancellations are allowed, and students will need the approval of the Chair for these changes. **Under no circumstances may courses be added at this stage.**

## **7. Withdrawal from Courses**

If a student decides after the Cancellation Period not to finish a course for which he/she has registered, the student should apply to withdraw from the course online (Loyola). If this notice is filed during the withdrawal period (see p. 14), there will be no charge for the procedure; however, the student will be responsible for full payment of the tuition charged for the course. If a student discontinues attending a course and does not file a Notice of Withdrawal during the withdrawal period, he/she will receive an “F” for the course. The grade of “W” will not be calculated into the student’s GPA, but an “F” will. Students may not withdraw from courses in Philosophical Anthropology, P.E., and Information Literacy, or from compulsory courses in the English Skills/FLA/FCC Core Program. For regulations on withdrawal from language courses taken in other programs, see p. 36/75.

N.B. There is no longer a supplementary withdrawal period.