

COURSE REGISTRATION

For an explanation of how to register for these courses, see *Course Schedule and Other Announcements* for Spring and Autumn Semesters 2012.

Course Registration Procedure and Schedule (SPRING & AUTUMN 2012)

Event		SPRING	AUTUMN
1.	Distribution of Course Information (Bulletin of Information & Course Schedule)	March 29 (Thu.) - April 6 (Fri.) ※No distribution on March 31-April 1	to be announced later
2.	Individual Advising	April 9 (Mon.)	September 25 (Tue.)
3.	Pre-Registration "First lottery"	Sophomores/juniors/seniors: From April 3 (Tue.), 10:00 to April 6 (Fri.), 21:00 Freshmen/exchange/non-degree: From April 7 (Sat.), 6:00 to April 9 (Mon.), 21:00	From September 21 (Fri.), 10:00 to September 24 (Mon.), 21:00
	Results of Pre-Registration Available Online	From April 10 (Tue.), 12:00	From September 25 (Tue.), 12:00
4.	Pre-Registration "Secondary lottery"	From April 10 (Tue.), 12:00 to 21:00	From September 25 (Tue.), 12:00 to 21:00
	Results of Pre-Registration Available Online	From April 11 (Wed.), 13:00	From September 26 (Wed.), 13:00
5.	Beginning of Classes	April 12 (Thu.)	September 28 (Fri.)
6.	Course Registration	Freshmen/sophomores/non-degree/ exchange: From April 13 (Fri.), 10:00 to April 18 (Wed.), 21:00 Juniors & seniors: From April 12 (Thu.), 10:00 to April 18 (Wed.), 21:00	Freshmen/sophomores/non-degree/ exchange: From September 29 (Sat.), 10:00 to October 4 (Thu.), 21:00 Juniors & seniors: From September 28 (Fri.), 10:00 to October 4 (Thu.), 21:00
7.	Result of Course Registration Available Online	From April 19 (Thu.), 10:00 to April 20 (Fri.), 21:00	From October 5 (Fri.), 10:00 to October 6 (Sat.), 21:00
8.	Self Evaluation & Category Changes via Loyola for Seniors	From April 19 (Thu.), 10:00 to April 23 (Mon.), 21:00	From October 5 (Fri.), 10:00 to October 8 (Mon.), 21:00
9.	Course Adjustment	From April 21 (Sat.), 10:00 to April 23 (Mon.), 21:00	From October 7 (Sun.), 10:00 to October 8 (Mon.), 21:00
10.	Final Confirmation of Course Registration Available Online	From April 25 (Wed.), 13:00	From October 10 (Wed.), 13:00
11.	Cancellation Period	April 25 (Wed.) – 27 (Fri.)	October 10 (Wed.) – 15 (Mon.)
12.	Withdrawal from Courses	From June 8 (Fri.), 10:00 to June 13 (Wed.), 21:00	From December 9 (Sun.), 10:00 to December 14 (Fri.), 21:00

1. Course Information / Registration Materials

After the designated distribution period, the following materials will be available to FLA students at the Center for Academic Affairs:

- FLA Bulletin of Information
- FLA 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 (授業時間割表) will be available online (via Loyola)

The following material is available at the FLA office in Building No. 10:

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

2. Individual Advising

Individual advising will be offered by the FLA 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 to 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 Loyola bulletin board.

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:

3. 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. However, junior and senior students seeking certification as junior high school or high school teachers or as curators may register for additional credits required for such certification. They should consult with the Center for Certification Programs. If you would like to register for additional credits for other reasons, please consult with the FLA office.

4. 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.

5. Pre-registration

Pre-registration means registering for lottery courses, such as "Studies in Christian Humanism, " Information literacy (compulsory for students who entered before 2011), and lottery courses offered by other faculties and programs (including University-Wide GS courses 全学共通科目). Also from 2012, regarding the courses which are held in computer rooms and CALL rooms, students should register during the pre-registration period.

"First lottery" and "Secondary lottery" will be conducted during the pre-registration period. "Secondary lottery" will be conducted only for the courses that did not reach capacity after the "First lottery".

Results of pre-registration will be available via Loyola.

6. Course Registration

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

7. FLA Core Courses

Students who are scheduled to take FLA Core courses are assigned to class sections at the start of each semester. These assignments cannot be changed. Students must register for the sections to which they have been assigned.

Students must enroll in the FLA Core Program courses in sequence. If a student fails a Core Program course (including Basic Skills), he/she must repeat and pass the course before proceeding to the next level. Neither cancellation nor withdrawal is allowed from FLA Core Program courses, including Basic Skills.

For details see page 43.

8. Result of Course Registration

Results of course registration will be available via Loyola. Please confirm the result and prepare for the course adjustment, if necessary.

9. Self Evaluation and Category Changes

Students must check their own accumulated credits and adjust the category of courses via Loyola. Seniors ought to carefully use Loyola to confirm that their

self-evaluation is accurate, especially the category into which a course is put.

10. Course Adjustment

Students can change or add courses (except lottery courses) any number of times during this period. As this is the final chance to register for courses, be careful.

11. Final Confirmation of Course Registration

Final confirmation of course registration will be available online. Please make sure you check the registration on Loyola carefully. It is the student's responsibility to confirm that his/her registration is correct.

12. 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.**

13. 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. 16), 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 P.E., Information Literacy (if taken as a GS compulsory course), or from compulsory courses in the English Skills/FLA Core Program. For regulations on withdrawal from language courses taken in other programs, see p. 39.