

## 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 online bulletin board. Some notices may also be posted on university bulletin boards (see p. 92 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

Certificates that can be issued  
from the certificate issuance machine

Certificate of Enrollment [English and Japanese]	¥100
Official Transcript (current students) [English and Japanese]	¥200
Certificate of prospective graduation [English and Japanese]	¥100
Temporary ID card (for examination)	¥500

The above certificates are issued from the certificate issuance machine on the 3rd floor in Bldg. 2, Service hours of the machines are Monday through Friday, 9:00 to 17:00.

Certificates to be requested at  
the Academic Records Section

Visa Extension Application Form	¥100
Certificate of Graduation [English and Japanese]	¥300
Certificate of Enrollment [English and Japanese]	¥300
Official Transcript (past) [English and Japanese]	¥300
Official Personal Report (current students and graduates) [English and Japanese]	¥500

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

Any 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.

### **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 taking examinations
2. When applying for any kind of certificate such as a Certificate of Enrollment, an Official Transcript, or a Student Travel Fare Discount Certificate
3. When purchasing a student commuter pass or a student discount ticket
4. When applying for a scholarship
5. When submitting an Application Form for Medical Reimbursement
6. When receiving a lost item
7. When entering the Central Library or borrowing books
8. When requested to show it by school officials or employees

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

### **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.

### **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, status of residence 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 himself/herself.

**\* New residency management system will start from July 9, 2012.**

Information will be announced on Loyola.

**When public transport service is shut down**

When the University decides that it is not possible to hold regular classes or final exams due to shutdown of transport services caused by natural disasters such as typhoons, heavy rainfalls, by accidents or strikes, classes may be cancelled and exams rescheduled to another day. Such cancellation and changes will be announced on University official website, Loyola or official Facebook. Please be sure to check them out.

**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.

For a new infectious disease, special measures might be taken. Please look at Loyola for any notice from the university.

If a student has contracted a school infectious disease:

1. The student must follow 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 the physician to fill out the form and specify the date when one is 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.

### **Absences due to lay judge service**

Based on the “Act on Criminal Trials Examined under the Lay Judge System,” students may decline to serve as lay judges under the recently instituted lay judge system. However, in order to respect the wishes of students who consent to being appointed as lay judges, absences due to lay judge service (including any attendant procedures) will be treated as follows.

#### **1. Scope of Policy**

This policy applies to degree-seeking undergraduate and graduate students as well as non-matriculated students. This policy does not apply to auditing students.

#### **2. Accepted Grounds for Absence**

- a. Appearing at a courthouse as a lay judge candidate for appointment procedures
- b. Attending a trial as a lay judge.
- c. Sitting in on trial proceedings as an alternate lay judge.

#### **3. Procedures**

In general, students must contact the Center for Academic Affairs, receive a copy of the designated Notification of Absence due to Lay Judge Service form, and submit this form, along with a copy of the Notice of Date for Lay Judge Appointment sent in the mail from the court, to the faculty member(s) in charge of the class(es) from which the student is to be absent. The student must also show to the faculty member(s) the post-trial discharge certification documentation issued by the court.

#### **4. Handling of Absences**

Provided that the student has given notice of absence by means of the designated form mentioned above, faculty will observe the following considerations to avoid causing detriment to the student.

- a. Classes missed will not be counted as absences. Make-up opportunities will be determined by the faculty member.
- b. Quizzes: Make-up opportunities will be determined by the faculty member.
- c. Examinations: Student will be allowed to sit a make-up examination. The usual request for a make-up examination should be submitted in time.