

Graduate School of International Relations,

Administrative Office

July 2017

## **Grade Report Distribution and Graduation Results for Spring Semester 2017**

### **1. Spring Semester Grade Report Pickup 【All Students】**

[Important]

- \* You must show your Student ID Card to get your Grade Report
- \* To have someone else (a proxy) pick up your grade report, the proxy must bring:
  1. Letter of Attorney signed by you. (Letter of Attorney form can be downloaded from the College of IR Current Students page.)
  2. The proxy's own ID (no photocopies).
  3. Your ID (photocopy accepted).
- \* Once you receive your grade report, please be sure to confirm the name and student ID number to be sure that it is actually yours.
- \* Grade reports will be distributed until September 29 (Fri). Please be sure to pick yours up during the distribution period.  
*Note for students who are graduating:* If you do not pick up your grade report by September 15 (Fri), it will be given to you at the graduation ceremony.

#### **【Students Expecting to Graduate in Spring Semester AY 2017】**

**【When】 : Sept. 6, 2017 (Wed) at 10 : 00 am - Sept. 15, 2017 (Fri) at 5 : 00pm**

**【Where】 : Manabi Station (East) at Gakujikan 1F**

Spring Semester grade report distribution will begin at the same time graduation results are announced.

*Note:* If you cannot pick up your Grade Report by the period above, please pick it up at the **Graduation Ceremony**.

#### **【Students who will continue enrollment into Fall Semester AY 2017】**

**Be sure to pick up your Grade Report during the period below.**

Date	Time	Place
Sept. 21 (Thu) - Sept. 25 (Mon) 【Except Sat, Sun, Holidays】	10 : 00am - 5:00pm	Manabi Station (West) at Gakujikan 1F

### **2. Graduation Results and Graduation Ceremony/Degree Conferral Ceremony**

#### **Graduation Results**

**【When】 : Available from Sept. 6, 2017 (Wed) at 10 : 00am-**

**【Where】 : CAMPUS WEB (Personal Messages)**

- \* The IR Office cannot answer questions regarding graduation results.

#### **Graduation Ceremony & Degree Conferral Ceremony**

**【When】 : September 23, 2017 (Sat)**

**Note: Check CAMPUS WEB messages and the University and Graduate School of International Relations website (Current Students) for exact details, such as time.**

**【Where】 Suzaku Campus, Ritsumeikan University**

### 3. Grade Confirmation System 【All Students】

“Grade Confirmation System” applications will be accepted at Manabi Station during the following period. Applications will NOT be accepted after this period has ended. For details, see the CAMPUS WEB message that was sent on June 14 (Wed).

Who	Date	Time	Place
Students expecting to graduate in Spring Semester AY 2017	Sept. 6(Wed)	10 : 00 -17 : 00	Manabi Station (East) at Gakujikan 1F
	Sept. 7(Thu)	9 : 00 -17 : 00	
	Sept. 8(Fri)	9 : 00 -17 : 00	
Students who will continue enrollment into Fall Semester AY 2017	Sept. 21(Thu)	9 : 00 -17 : 00	
	Sept. 22(Fri)	9 : 00 -17 : 00	
	Sept. 25(Mon)	9 : 00 -17 : 00	

### 4. Fall Semester AY 2017

Fall Semester Classes Begin : September 26 (Tue)

**Note:** Important information regarding course registration and your studies could be sent at any time on CAMPUS WEB. Therefore, please be careful about checking CAMPUS WEB.

※ GAKUJIKAN Hall is “No. 7” on the map.

