

Ritsumeikan University

[College of Global Liberal Arts](#) and [the Office International Affairs](#)

FAQ for Fall 2020

(Last Update: September 2, 2020)

Fall 2020 Courses

Q1. How will the classes be taught in Fall 2020?

- All GLA courses will continue to be taught online via Zoom for Fall 2020.

Q2. How do I check the Zoom URL for each class?

- This information can be found in the Course News section of each course page on manaba+R.
- You can use manaba+R's Early Use Request feature to access information about each course, including the Course News, in advance of registering for regular classes(*).

Early Use Request (page 21): http://www.ritsumei.ac.jp/pathways-future/student-manual/manaba/assets/file/manaba_manual_en.pdf

*Early Use Request is not a formal course registration. You must register for courses on the Campus Web during the course registration period after the start of the Fall semester (excluding courses to be registered by the GLA Office for the first-year students).

Q3. Is it possible to take classes even if I cannot enter Japan?

- Yes, you can take the course anywhere you have internet access and a computer, tablet, or other devices.

Q4. How do I contact the class instructor?

- A list of GLA faculty members' email addresses will be posted on manaba+R. If you need to contact a faculty member before that time, please contact the GLA office.

The GLA Office: glapost@st.ritsumei.ac.jp

Q5. How can I obtain my textbooks and reference books?

- First, please read the syllabus of the course you have registered for, check the course material to be used, and then purchase it at a bookstore or online. If the Ritsumeikan University Co-op sells the materials you need, you can consult with them about domestic shipping. Ritsumeikan University Co-op does not ship overseas; if you live abroad, hence, please consider online-purchase.

Ritsumeikan Co-op(J): <https://www.ritsco-op.jp/shopinformation/oic.html>

Ritsumeikan Co-op (E): <https://www.ritsco-op.jp/shopinformation/oic.html>

Q6. I am considering taking a Leave of Absence (LOA) or Withdrawing from the University. What should I do?

- We recommend that you consult with the Academic Advising Center to discuss your options first, including an LOA or Withdrawal from the University. To formally apply for either LOA or Withdrawal from the University, you will need to submit an application and meet with the Assistant Dean for Student Affairs.

Request for Leave of Absence: http://en.ritsumei.ac.jp/gla-e/aac/file/forms/request_for_leave_of_absence_form.xlsx

Request for Withdrawal from the University: http://en.ritsumei.ac.jp/gla-e/aac/file/forms/request_for_withdrawal_from_the_university_form.xls

Campus Entry

Q1. Can I enter the campus?

- As of August 2020, based on a BCP level 2, students requesting to enter the OIC campus for a legitimate reason must obtain advance permission. Please contact the relevant department you are working with in advance. Be sure to stop by the Campus Information on the first floor of Building A for the necessary screening protocol when you enter the OIC campus.
- Please also note that the campus will be closed between Saturday, August 8, and Sunday, August 16, in conjunction with the University's summer closure.

Student Support

Q1. Can I consult with academic advisors about my study plans during the online class period?

- Yes, of course. Please contact the GLA's Academic Advising Center at gla-aac@st.ritsumei.ac.jp.
- Academic advisors are available Monday-Friday 9:00-17:00, except for national holidays. Advising sessions with the academic advisor will be conducted via Zoom.

Q2. Since I can't see my teachers and classmates in person during online classes, I may feel isolated and anxious. What should I do?

- Under the current difficult situation, it is natural for you to feel isolated, but you are not alone. Licensed professional counselors are available in the University's Student Support Room (SSR). They are operating Monday through Friday, except for national holidays.
- English-speaking counselors are also available on Tuesdays and Wednesdays.
- Counselors will treat your information in a strictly confidential manner. They will not disclose your information to other third parties, including staff and faculty of the University, without your written consent, unless there is an exceptional circumstance. If you need assistance, please contact them.

Student Support Room (J): <http://www.ritsumei.ac.jp/ssr/>

Student Support Room (E): <http://www.ritsumei.ac.jp/ssr/en/>

Q3. I need academic accommodations regarding my disability. What should I do?

- The University has a Disability Support Center (DRC), and its staff members are available for consultation. Please contact the DRC.
- DRC coordinators will not disclose your information without your written consent.

Disabled Students Support Office (J): <http://www.ritsumei.ac.jp/drc/>

Disabled Students Support Office (E): <http://www.ritsumei.ac.jp/drc/en/>

Q4. I'm having difficulties with my studies and student life, but I don't know where to contact for help. What should I do?

- The Student Support Coordinator in the Student Office is available to discuss your needs and refer you to the appropriate support unit. Please contact the Student Office for more information.

Student Support Coordinator (J): <http://www.ritsumei.ac.jp/drc/sougou/detail/>

Student Support Coordinator (E): <http://www.ritsumei.ac.jp/drc/sougou/en/detail/>

Australian National University (ANU)

Q1. Can I study at ANU?

- GLA is working with ANU and making every effort to determine the best way to assist your study. Due to the uncertainty of the COVID-19 situation and the policies of both the Japanese and Australian governments regarding international travel, we are currently unable to provide a clear answer. We will keep you posted via the college website, LMS (manaba+R), and the university email.

Q2. Will ANU courses be offered at OIC in the Fall 2020 semester?

- Yes, students who have passed the Academic and English Hurdles will take BAPA1001 and BAPA1002 as scheduled. However, due to ANU's international travel restrictions, classes will be taught online via Zoom.
- Please contact the ANU Convener at bapa.bell@anu.edu.au for more information.

Fall 2020 Tuition Fees

Q1. Where will my tuition bill be sent?

- [Students residing in Japan] Tuition bills will be sent to the address in Japan that is on file with the University as the billing address for tuition fees. If you change your billing address after enrollment, please notify the OIC Manabi Station (in the AC office).
- [For students residing abroad] Tuition bills will not be sent to addresses outside of Japan. Please contact the GLA office for assistance.
- If you have paid your full-year tuition in the spring semester, you will not receive the tuition bill in the fall semester.

Q2. What kind of scholarships is available at the University?

- For details of the scholarships available at the University, please refer to the following websites. For more information about the scholarships, please directly contact the office responsible for each scholarship.

Financial Aid: <http://en.ritsumei.ac.jp/current-students/financial-aid/>

Scholarship: <http://en.ritsumei.ac.jp/admissions/#aid04>

Moving into the Dorm

Q1. When should I move into the Global House?

- New Student Move-in Day for Fall 2020 is September 14 and 15, 2020. Move-in is between 9 am and 8 pm.
- Returning students can move into the dorm on any dates after September 16, 2020. Move-in is between 9 am and 8 pm.

Q2. I cannot enter Japan by the designated Move-in Day due to the entry restriction to Japan. What should I do?

- If you have submitted a dorm application, your room is secured at the Global House, and you can arrive when the entry restrictions are lifted.
- RU's Office of International Affairs will contact all the students who have applied for housing on campus to confirm the most recent situation in late August.
- No room fee is required until you move into the Global House, considering the COVID-19 situation.
- The prepaid rent as a part of initial fees will be allocated to your rent payments after you move in.

Q3. Do I need to self-quarantine for 14 days after travel - and what are the rules?

- RU will contact students who must quarantine upon arrival to provide the necessary information, including self-quarantine accommodations and the fees.

Q4. What are the procedures upon my arrival?

- You need to register your residency at the city hall and open your account at the Japan Post Bank. Details will be provided by email in early September.
- Resident Mentors, GLA student leaders who live in the Global House, will be available to assist you during your transition process.

Q5. Can I cancel my application for the OIC Global House?

- No. Applicants are not allowed to cancel their housing application unless there are compassionate and compelling reasons approved by the University. Please contact the Office of International Affairs at oic-dorm@st.ritsumei.ac.jp if you need further details.

Q6. Can I stay in on-campus accommodation even if GLA offers all the courses online?

- Yes. You can live on campus and take the courses from your own individual room via Zoom.

Q7. Can I return to my home country after moving into the Global House, If the COVID-19 situation escalates?

- Yes. You can return to your home country temporarily. You can leave your belongings in your room while you are out of Japan.

Q8. How many GLA students live in the Global House?

- In general, under a normal circumstance, approx. 60% - 70% of the students at GLA live in the on-campus residence.
- Currently, 65 GLA students are registered to live in the on-campus residence, but about 40 of them are now back home.

Dorm Fees

Q1. If I cannot move in by the designated move-in date, can I get a partial refund?

- As far as September is concerned, if you move into the Global House on the Move-in Day (Sep 14 & 15, 2020) or later, you will only pay half a month's rent for that month.
- Residents are required to pay the rent only after moving in. The prepaid rent as a part of initial fees will be allocated to your rent payments after you move in. The monthly rent will be calculated as below:

<Case 1> If you move into the dorm in the first half of the month (from 1st to 15th), you are responsible for paying the rent in full.

<Case 2> If you move into the dorm in the second half of the month, (from 16th to 31st), you are responsible for paying half a month's rent.

Please note in either case 1 or 2, you are required to pay the utility and internet fee in full.

Q2. If I return to my home country after I move into the Global House, can I get a refund?

- In principle, residents are required to pay the rent even while they are returning home. However, special consideration may apply under extenuating circumstances (e.g., tightened border control due to the declaration of State of Emergency or a pandemic resurgence). For more details, please consult with the Office of International Affairs.

Student Life on Campus

Q1. What kind of dining options are available on campus?

- Many residents cook for themselves in a kitchen they share with their floormates.
- The campus cafeteria is open during the weekday lunchtime. Bento meals are also occasionally available to take out in the evening.
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Q2. Can I get support in my transition into college life in Japan?

- Resident Mentors, GLA student leaders who live in the Global House, will be available to assist you during your transition process.

Contact

If you need assistance in the academic planning, curriculum, and relevant university policies, please contact the GLA's Academic Advising Center at gla-aac@st.ritsumei.ac.jp.

For general information and/or concerns about Fall 2020, please contact the GLA Office at glapost@st.ritsumei.ac.jp.

For questions about the residence hall, student visa and/or COE, please contact the Office International Affairs at OIC at oic-dorm@st.ritsumei.ac.jp.