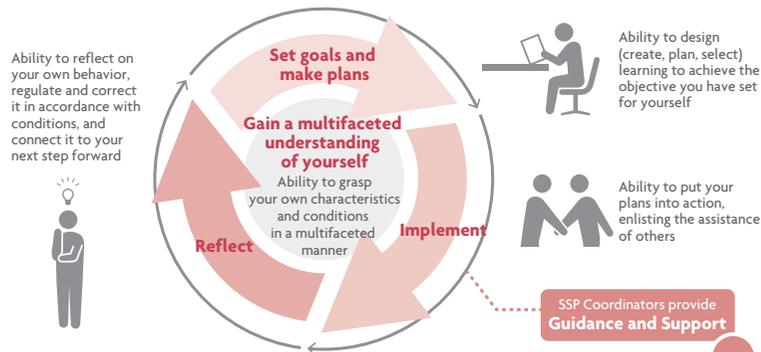


# Student Success Program (SSP)



## What is the SSP?

The SSP is designed for students to cultivate the abilities shown below and to grow into independent learners, through proactive participation in support programs.



SSP Coordinators furnish methods and ideas and provide guidance and support based on each student's individual objectives, to help students acquire the abilities shown above.

## Support Programs in the SSP

The SSP offers programs including seminars, small-group support, and individual support. Students can use these programs freely in line with their own individual conditions and needs.

SSP Seminar	<ul style="list-style-type: none"> <li>Gathering and organizing information</li> <li>Making a to-do list</li> <li>Time management</li> <li>Note taking</li> <li>Report writing, etc.</li> </ul> <p>The video is streaming on the SSP website.</p>
Consultation hours and events with Peer Supporters	Opportunities for students to learn from one another, both face-to-face and online
Individual consultations with SSP Coordinators	SSP Coordinators provide study skills assessments and advice to help students grow and gain independence

To find out more, contact the Office of Student Affairs or SSP Coordinator.

### Step 1

Schedule a consultation with an SSP Coordinator. You can do so in person, by e-mail, or using the reservation form on the SSP website.

### Step 2

In discussion with an SSP Coordinator on your campus, discover your strengths and weaknesses, and what problems you can solve by developing new skills and approaches.

### Step 3

The SSP Coordinator will provide you with essential problem-solving support, introductions to other resources on campus, and other forms of coordination.

**Student Success Program (SSP), Office of Student Affairs** Opening hours: Monday to Friday 9:30-17:00 \*Same hours as Student Office

Kinugasa: 2nd Floor, Kenshinkan BKC: 1st Floor, Central Arc OIC: Building A (within AS Office)

TEL. 075-465-8174

TEL. 072-561-3951

TEL. 072-665-2130

E-mail [ssp1@st.ritsumei.ac.jp](mailto:ssp1@st.ritsumei.ac.jp)

URL <https://www.ritsumei.ac.jp/ssp/english/howto.html/>

See how to use SSP or to apply for individual consultations here



## Try Out the SSP Support Tools

The SSP offers three support tools to help you visualize, organize, and clarify your tasks.

First use the Course Study Planning Sheet to get a visual overview of your classes for the next half-year. Then, use the To-Do List to organize what you need and want to do in your student life. In order to put your To-Do List into practice, use the Time Management Sheet to clarify your tasks. Using these three tools together enables you to follow a procedure to take practical action.

### Course Study Planning Sheet Plan out your next half-year of classes

This is a tool to collect and organize information on the classes you're taking, so you can plan ahead half a year at a time.

The sheet gathers together information including evaluation methods, course objectives, key points, tasks, reports, and exams, and class attendance. By collecting and organizing class information in this way, you will be able to see clearly what to do next.

You can find a simplified version of the sheet on pages 20-23.

### To-Do List Understand what you need to do and what order to do it in

This sheet allows you keep tabs on the tasks you need to complete and clarify the process to completion. You'll find it easier to make progress in your studies and homework if have a solid grasp of tasks and deadlines and a clear plan of what to do when.

### Time Management Sheet Decide how you'll use your time on a weekly basis

This virtual weekly schedule makes your current situation visible at a glance. Placing things on the To-Do List and your daily habits into a schedule format helps you identify the best ways to spend your time.

## Make use of practical learning tools to manage your student life.

### Access these web pages to download the tools and attend related seminars

#### SSP Support Tools

URL <https://www.ritsumei.ac.jp/ssp/english/tool.html/>



#### Seminars on Using the Support Tools

URL <https://secure.ritsumei.ac.jp/students/ssp/english/support.html/>

