

New Class cancellations, Makeup classes and Classroom Changes System Manual for Students

(Simplified Version)

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1. How to Check Class Cancellations, Makeup Classes, and Classroom Changes

The method for checking class cancellations, makeup classes, and classroom changes can be found on Study Support website. Please check and verify the information using the new system.

[Study Support Site > Course Related Matters > How to check cancelled classes, makeup classes, and classroom changes](#)

2. About the New System for Class Cancellations, Makeup Classes, and Classroom Changes

2-1. Key Differences from manaba+R

manaba+R	New System
Both students and instructors could receive information about class cancellations, makeup classes, and classroom changes for the courses they were registered for, which could be checked as announcements on each course page in manaba+R. (Automatic notifications were sent.)	Announcements for individual courses will not be sent. (automatic notifications to students will not be made.) Students are required to log in to the new system and check the information on their own.

*Urgent messages from instructors may still be sent via the LMS (manaba+R course news or moodle+R) used for the course,

*Along with the LMS, please make it a habit to regularly check the new system for class cancellations, makeup classes, and classroom changes.

2-2. Login Method

Please log in directly using the [URL of the new class cancellations, makeup classes, and classroom changes system](#) found on the Study Support website.

After transitioning to the screen shown below, please check for 'Class Cancellations, Makeup Classes and Classroom Changes.

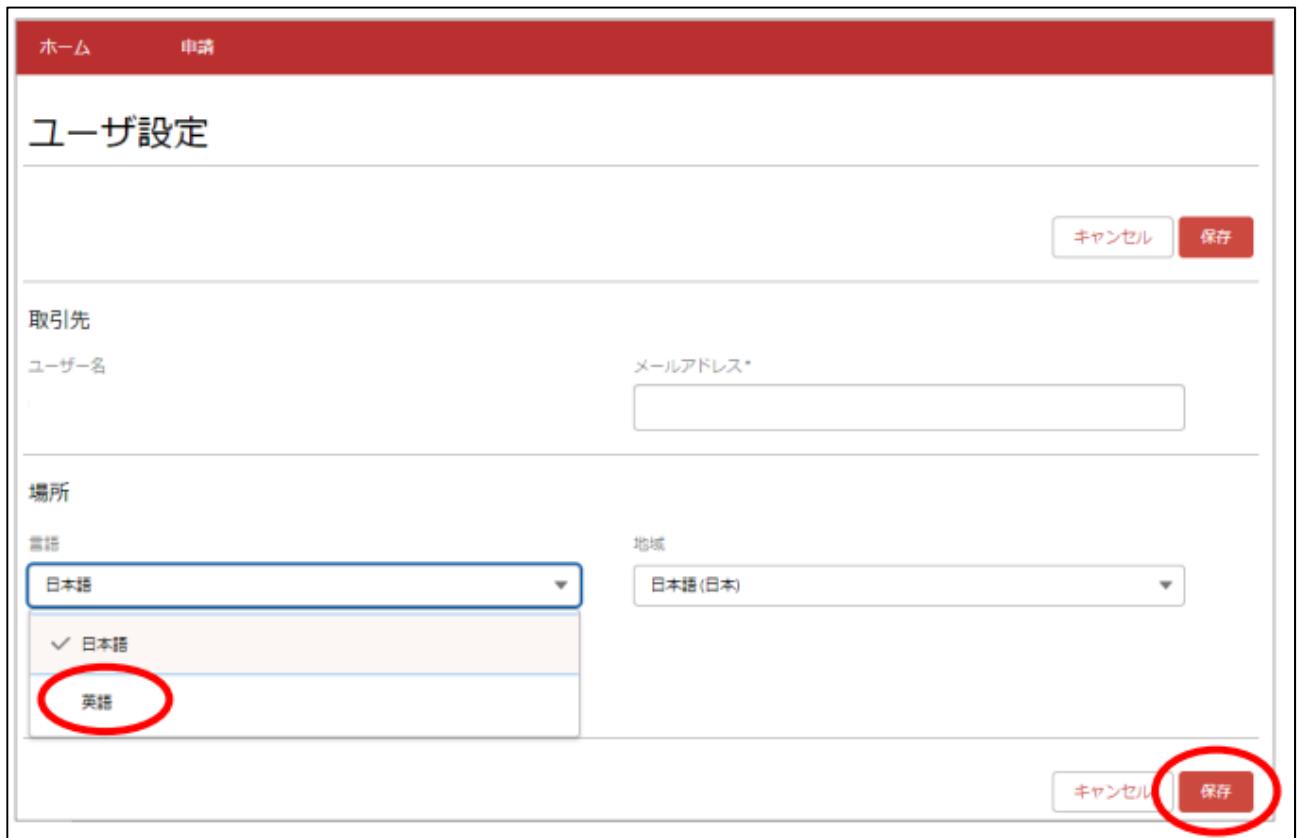
*Only for the AY2025, it is possible to log in from the manaba+R My Page. You can also access the above page via the dedicated banner or the announcement notification section within My Page

3. How to switch to English

3-1. Press the icon at the upper right of the page and select “設定” (Settings).



3-2. Select “英語” (English) under the “言語” (Language) section and press “保存” (Save) .



ユーザ設定

取引先

ユーザー名 メールアドレス*

場所

言語

日本語

✓ 日本語

英語

地域

日本語(日本)

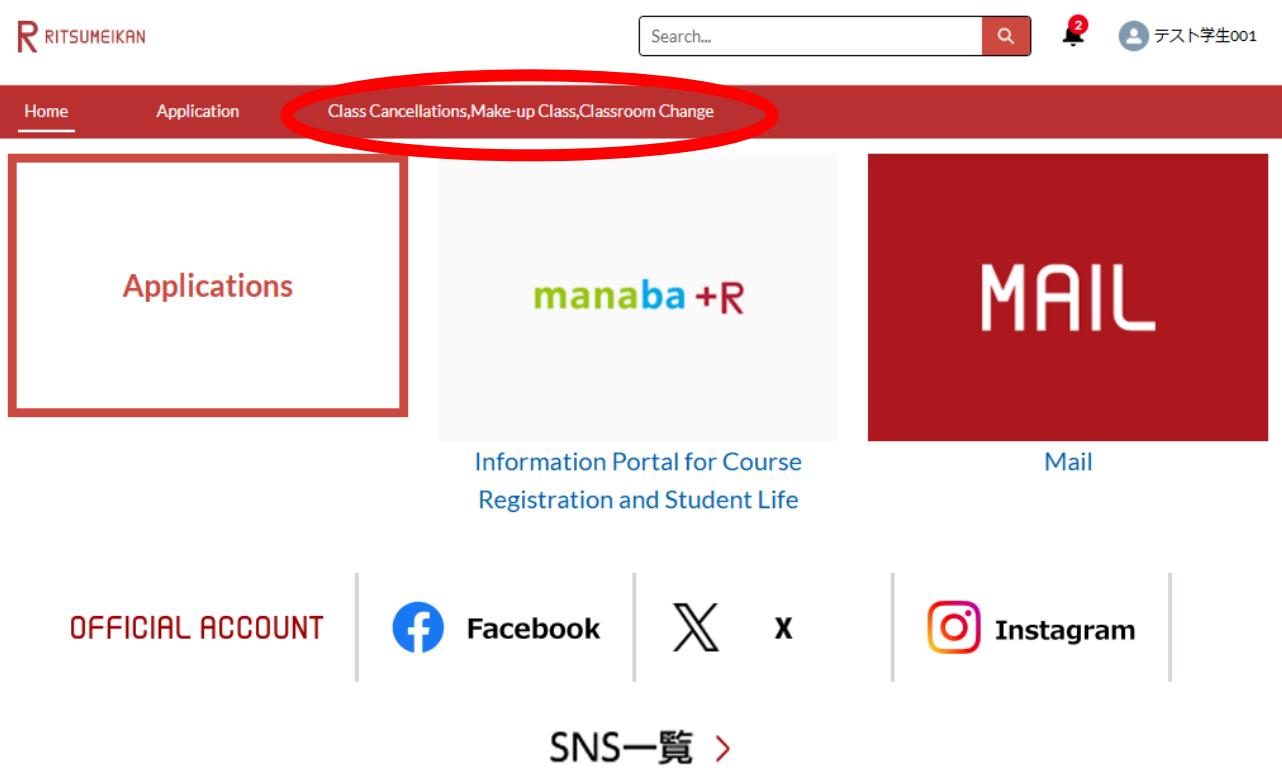
保存

3-3. Back to "Home".



The screenshot shows a user interface for 'User Setting'. At the top, there are two tabs: 'Home' (which is circled in red) and 'Application'. Below the tabs, the title 'User Setting' is displayed. On the left, there is a section for 'Account' with fields for 'Username' and 'Email Address *'. On the right, there are 'Cancel' and 'Save' buttons. The entire interface is enclosed in a light gray border.

3-4. Press the "Class Cancellations, Make-up Class, Classroom Change" tab.



The screenshot shows the main dashboard of the Ritsumeikan system. At the top, there is a header with the Ritsumeikan logo, a search bar, and a user profile icon. Below the header, there are three main navigation tabs: 'Home' (underlined), 'Application', and 'Class Cancellations, Make-up Class, Classroom Change' (which is circled in red). The 'Applications' section is visible on the left, showing a red box around its title. In the center, there is a 'manaba +R' section with the text 'Information Portal for Course Registration and Student Life'. On the right, there is a 'MAIL' section with a 'Mail' button. At the bottom, there are links for 'OFFICIAL ACCOUNT', 'Facebook', 'X (formerly Twitter)', 'Instagram', and a 'SNS一覧 >' button.

4. How to Confirm Course-related Information

4-1. Course Classification

1. All

View all registered class cancellations, makeup classes, and classroom changes.

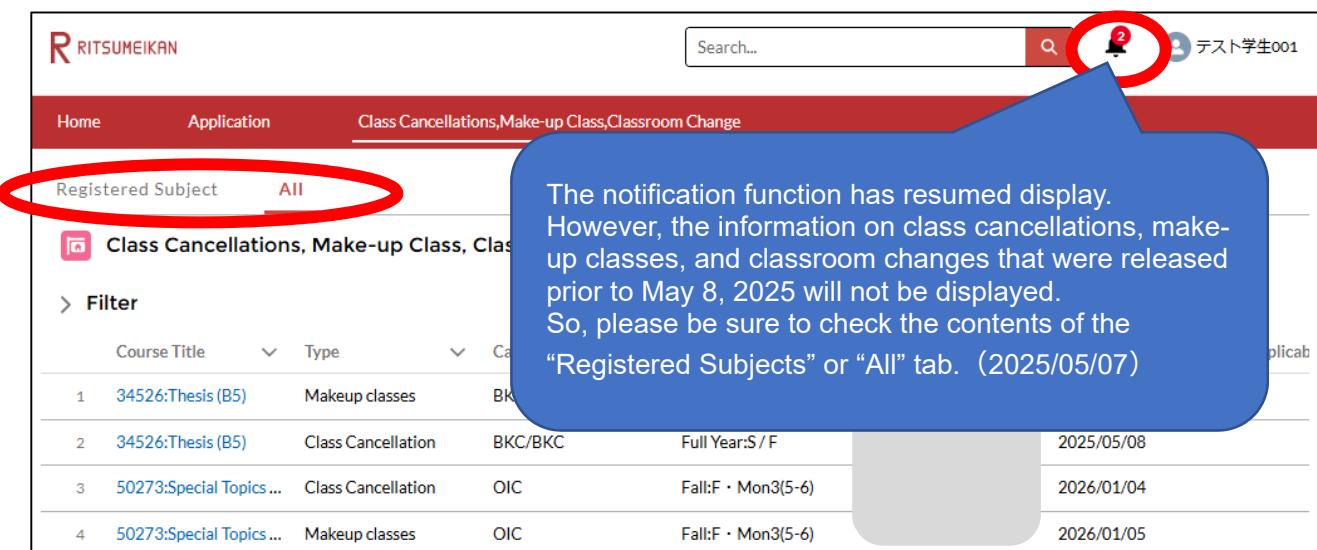
2. Registered Subject

View only the information related to the courses you are officially registered for.

【Note】

Only the courses with confirmed enrollment will be displayed under '2. Registered Courses'. Please note that courses with pending enrollment applications will not be reflected. Until your enrollment is confirmed, please filter and check the information by selecting '1. All' for your enrolled courses.

Please note that even if the early use request for LMS (manaba+R) has been completed, if the course enrollment has not been confirmed, you will not be able to access it from section 2.

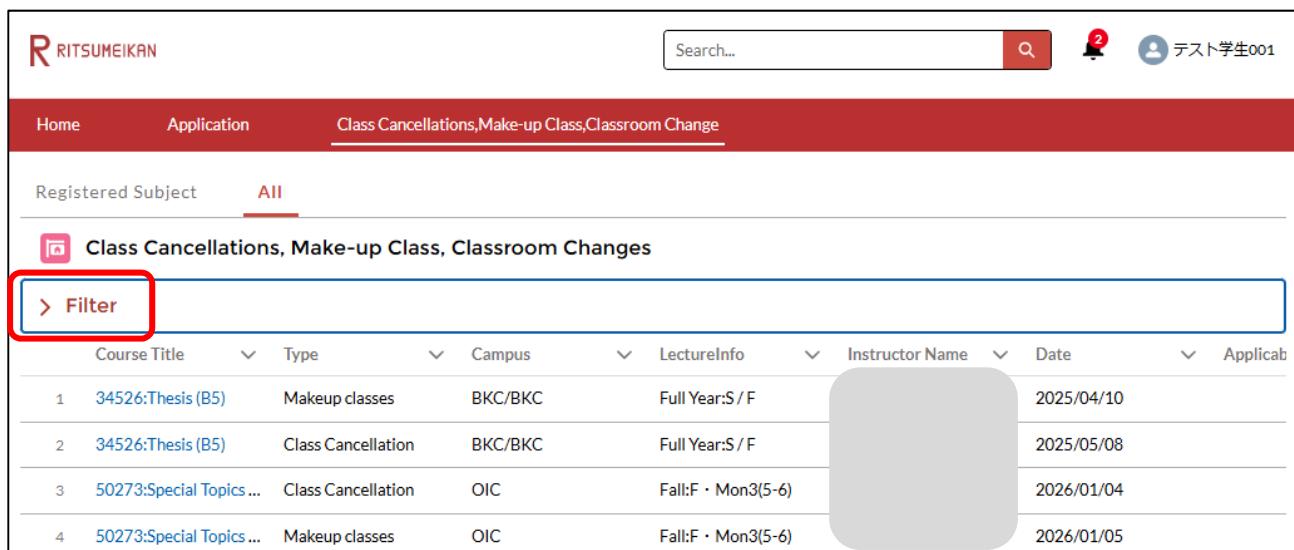


The notification function has resumed display. However, the information on class cancellations, makeup classes, and classroom changes that were released prior to May 8, 2025 will not be displayed. So, please be sure to check the contents of the "Registered Subjects" or "All" tab. (2025/05/07)

Course Title	Type	Campus	Lecture Info	Instructor Name	Date	Applicable
1 34526:Thesis (B5)	Makeup classes	BKC	Full Year:S / F		2025/05/08	
2 34526:Thesis (B5)	Class Cancellation	BKC/BKC				
3 50273:Special Topics ...	Class Cancellation	OIC	Fall:F · Mon3(5-6)		2026/01/04	
4 50273:Special Topics ...	Makeup classes	OIC	Fall:F · Mon3(5-6)		2026/01/05	

4-2. Filtering Options

Click the "Filter"



Course Title	Type	Campus	Lecture Info	Instructor Name	Date	Applicable
1 34526:Thesis (B5)	Makeup classes	BKC/BKC	Full Year:S / F		2025/04/10	
2 34526:Thesis (B5)	Class Cancellation	BKC/BKC	Full Year:S / F		2025/05/08	
3 50273:Special Topics ...	Class Cancellation	OIC	Fall:F · Mon3(5-6)		2026/01/04	
4 50273:Special Topics ...	Makeup classes	OIC	Fall:F · Mon3(5-6)		2026/01/05	

Subjects can be filtered using the options

1. Type

Filter by selecting from class cancellation, makeup classes, or classroom change.

2. Course Title

Filter by course title or course code. Partial matches are supported.

3. Instructor Name

Filter by instructor name. Partial matches are supported

RITSUMEIKAN

Search...   テスト学生001

Home Application Class Cancellations, Make-up Class, Classroom Change

Registered Subject **All**

 Class Cancellations, Make-up Class, Classroom Changes

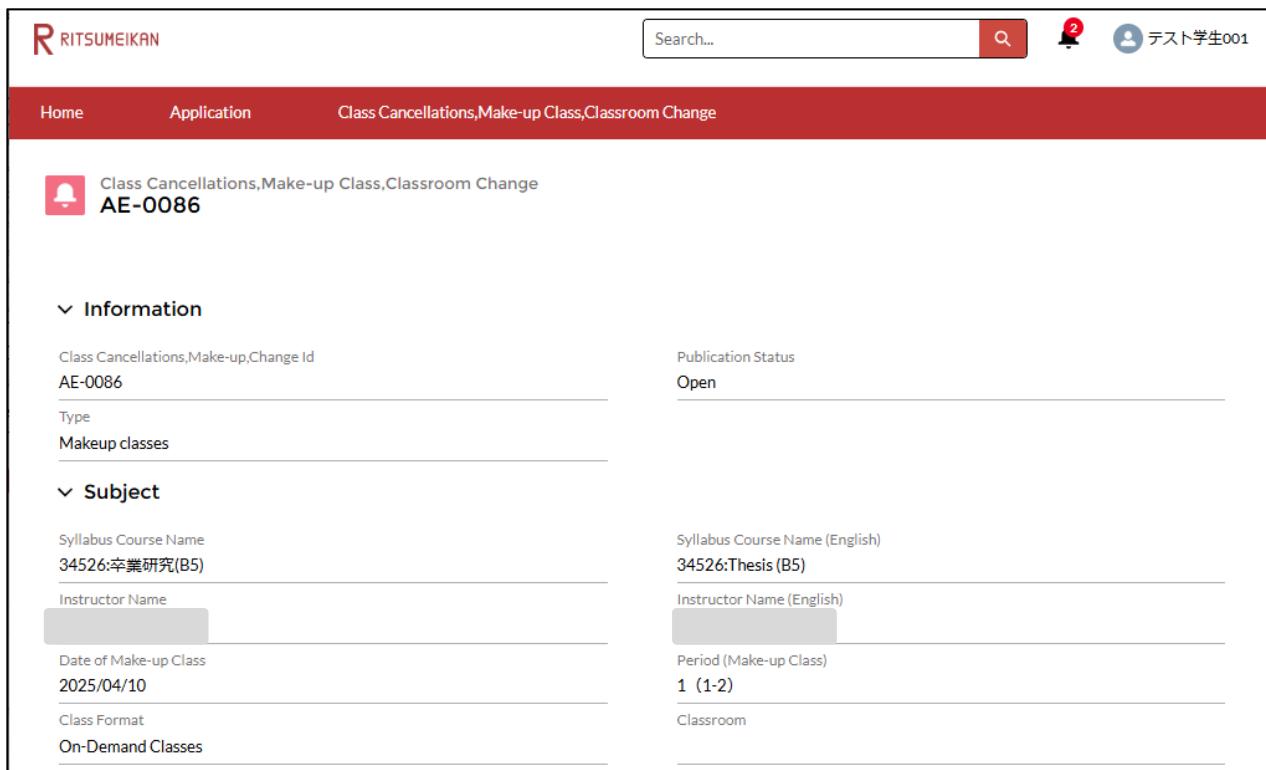
Filter

Type	Course Title	Instructor Name
Select an Option	<input type="text" value="Search Course"/> 	<input type="text" value="Search Instructors"/> 
<ul style="list-style-type: none"><input type="checkbox"/> Class Cancellation<input type="checkbox"/> Makeup classes<input type="checkbox"/> Classroom Changes	<input type="button" value="Search"/> <input type="button" value="Clear"/>	

Type	Campus	LectureInfo	Instructor Name	Date	Applic
1 34526:Thesis (B5)	Makeup classes	BKC/BKC	Full Year:S / F	2025/04/10	
2 34526:Thesis (B5)	Class Cancellation	BKC/BKC	Full Year:S / F	2025/05/08	
3 50273:Special Topics ...	Class Cancellation	OIC	Fall:F · Mon3(5-6)	2026/01/04	
4 50273:Special Topics ...	Makeup classes	OIC	Fall:F · Mon3(5-6)	2026/01/05	

4-3. Viewing Course Details

From the list of displayed courses, click the course title to view detailed information regarding class cancellations, makeup classes, and classroom changes for that course.



The screenshot shows a web page for viewing course details. At the top, there is a header with the Ritsumeikan logo, a search bar, and a user profile icon. The main content area has a red header bar with 'Home', 'Application', and 'Class Cancellations, Make-up Class, Classroom Change' buttons. Below this, a course card for 'AE-0086' is displayed, showing a bell icon and the course title. The page is divided into sections: 'Information' and 'Subject'. The 'Information' section contains fields for Class Cancellations, Make-up, Change Id (AE-0086), Type (Makeup classes), Publication Status (Open), and various dates and names. The 'Subject' section contains fields for Syllabus Course Name (34526:卒業研究(B5)), Instructor Name, Syllabus Course Name (English) (34526:Thesis (B5)), Instructor Name (English), Period (Make-up Class) (1 (1-2)), and Classroom.

Information	Subject
Class Cancellations, Make-up, Change Id AE-0086	Syllabus Course Name (English) 34526:Thesis (B5)
Type Makeup classes	Instructor Name (English)
Date of Make-up Class 2025/04/10	Period (Make-up Class) 1 (1-2)
Class Format On-Demand Classes	Classroom