

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.

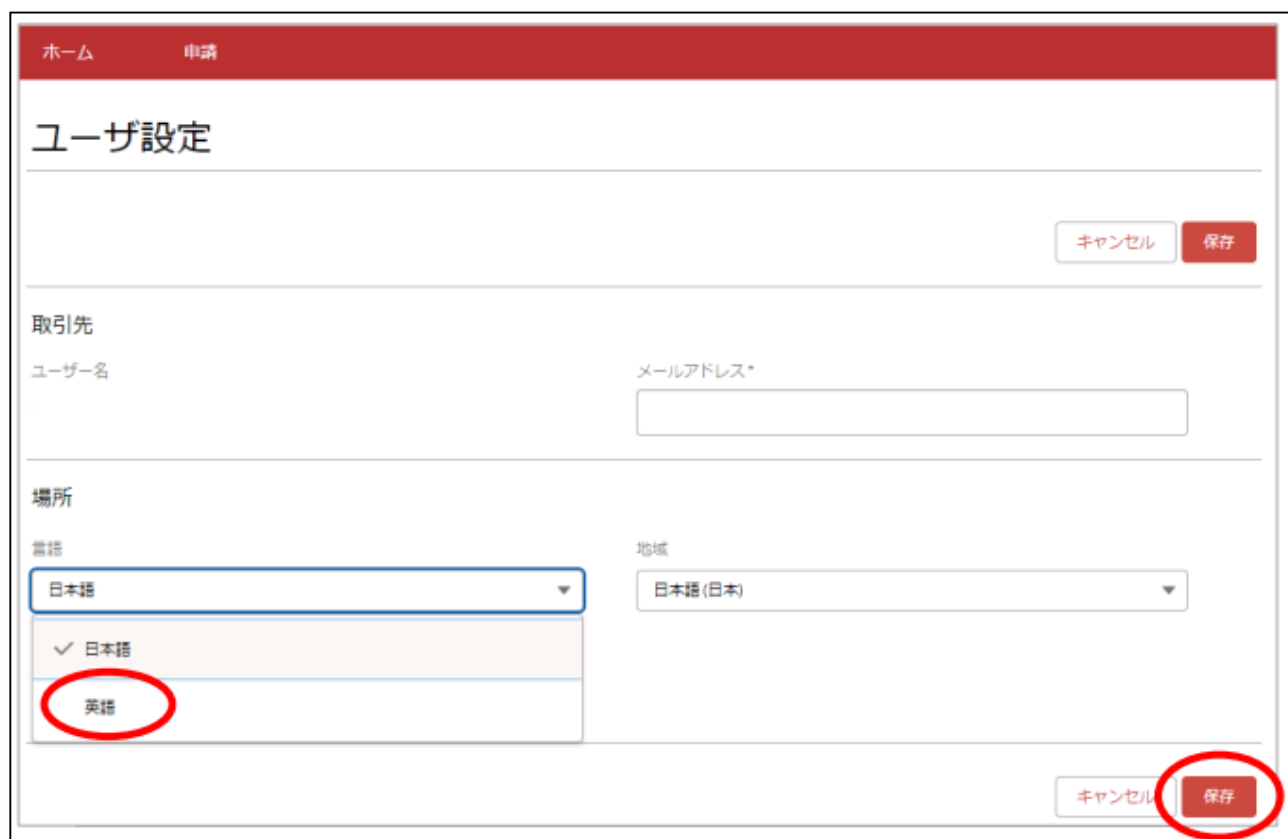
*Only for the AY2025, it is possible to log in from the manaba+R My Page. You can also access the above page via the dedicated banner or the announcement notification section within My Page

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) .

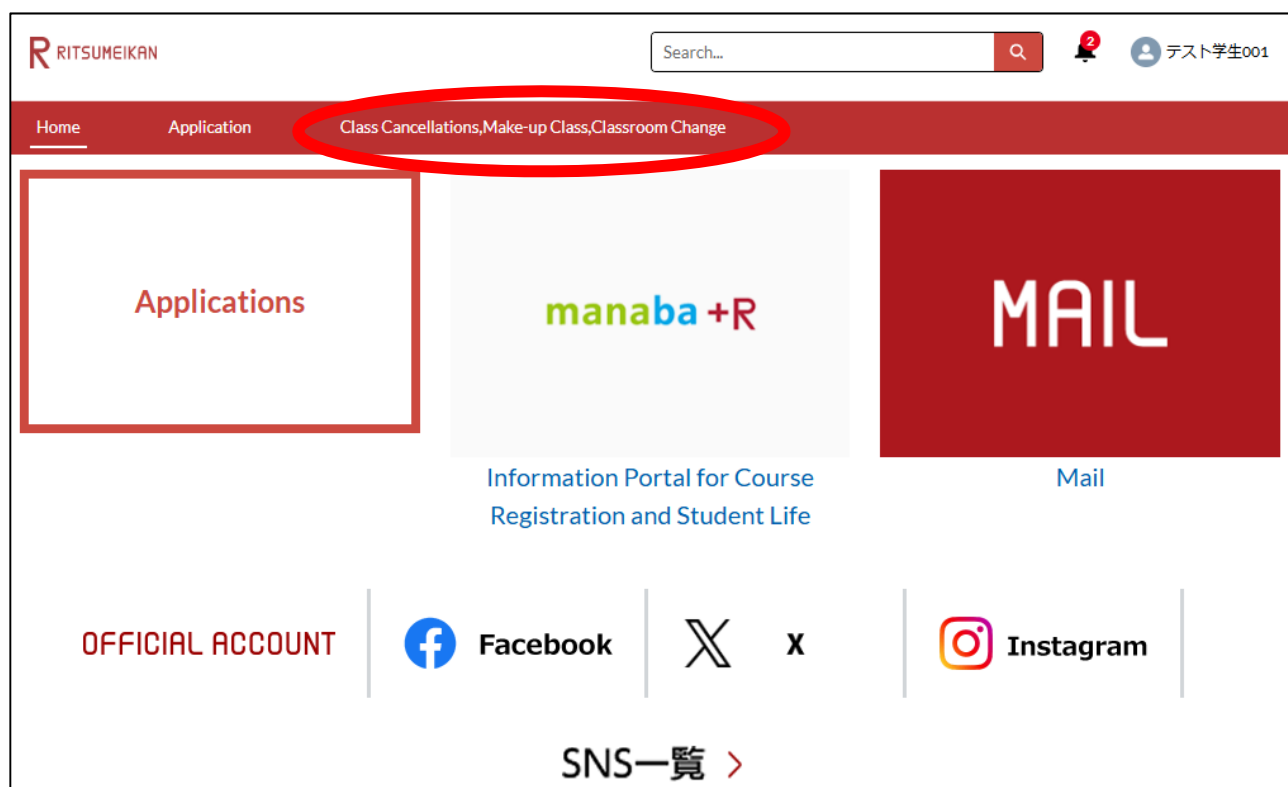


3-3. Back to “Home”.



The screenshot shows a web interface with a red header bar. The 'Home' tab is highlighted with a red circle. Below the header, the page title is 'User Setting'. There are 'Cancel' and 'Save' buttons on the right. Under the 'Account' section, there are input fields for 'Username' and 'Email Address *'.

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



The screenshot shows the RITSUMEIKAN portal. The top navigation bar has three tabs: 'Home', 'Application', and 'Class Cancellations, Make-up Class, Classroom Change'. The third tab is highlighted with a red circle. Below the navigation bar, there are three main sections: 'Applications' (highlighted with a red border), 'manaba +R' (Information Portal for Course Registration and Student Life), and 'MAIL'. At the bottom, there is a section for 'OFFICIAL ACCOUNT' with links to Facebook, X, and Instagram, followed by a link to 'SNS一覧 >'.

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, make-up 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	LectureInfo	Instructor Name	Date	Applicab
1	34526:Thesis (B5)	Makeup classes	BKC/BKC	Full Year:S / F		2025/05/08	
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	

4-2. Filtering Options

Click the "Filter"

> Filter

	Course Title	Type	Campus	LectureInfo	Instructor Name	Date	Applicab
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

R

RITSUMEIKAN

Search...

2

テスト学生001

HomeApplicationClass Cancellations,Make-up Class,Classroom Change

Registered SubjectAll

Class Cancellations, Make-up Class, Classroom Changes

Filter

Type

Select an Option

Course Title

Search Course

Instructor Name

Search Instructors

Search

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.


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Search...

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テスト学生001

HomeApplicationClass Cancellations,Make-up Class,Classroom Change



Class Cancellations,Make-up Class,Classroom Change
AE-0086

▼ Information

Class Cancellations,Make-up,Change Id
AE-0086

Type
Makeup classes

Publication Status
Open

▼ Subject

Syllabus Course Name
34526:卒業研究(B5)

Instructor Name

Syllabus Course Name (English)
34526:Thesis (B5)

Instructor Name (English)

Date of Make-up Class
2025/04/10

Period (Make-up Class)
1 (1-2)

Class Format
On-Demand Classes

Classroom