

Academic Accommodation for Students with Disabilities Application System Manual

(For Students Ver. 1)

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1. About the new system

The “Request for Academic Accommodations for Students with Disabilities” (hereinafter referred to as “accommodation requests”), which was previously distributed mainly by students to instructors by hand, will now be distributed through the new online system (with some exceptions, see page 7). For specific application methods, issuing accommodation requests, and confirmation by subject instructors, please proceed by consulting the coordinator of the Disability Resource Center (DRC), referring to this manual for guidance. As before, accommodation requests will be issued and distributed on a semester basis.

2. Consultation on Academic Accommodation and the flow of application procedures using the new system.

(1) Consultation before application

When applying for Academic Accommodations due to a disability or other reason, please contact the DRC at the campus where your college is located to schedule an appointment for an interview.

Students at Suzaku Campus should contact Kinugasa Campus.

Disability Type	Location	Contact Information
For students with physical disabilities	Kinugasa Campus	075-465-8343
	Kenshinkan 1F	drc@st.ritsumei.ac.jp
For students with mental disorders/developmental disabilities, and those who may have these conditions (located in the Office of Student Affairs)	Kinugasa Campus	075-465-8174
	Kenshinkan 2F	sns-k@st.ritsumei.ac.jp
	Biwako-Kusatsu Campus (BKC)	077-561-3951
	Central Arc 1F	sns-b@st.ritsumei.ac.jp
	Osaka Ibaraki Campus (OIC)	072-665-2130
	Building A, South Wing 1F (AS Office)	sns-oic@st.ritsumei.ac.jp

(2) How to apply online

① Login

Log in to [the student portal](#).

Application screen URL: <https://sp.ritsumei.ac.jp/studentportal/s/application-home>

Or you can find the login URL

[The Student Support Site](#) also provides a URL for logging into the system and a link to the user manual for online applications.

[The Student Support Site](#) > Course Related Matters > [Officially Approved Absence/Special Considerations on Classes](#) > Academic Accommodation for Students with Disabilities

② How to switch to English

②-1 Press the icon at the upper right of the page and select “設定” (Settings) .



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

②-3 Back to “Home”.

The screenshot shows the 'User Setting' page. At the top, there is a red navigation bar with two tabs: 'Home' and 'Application'. The 'Home' tab is circled in red. Below the navigation bar, the page title 'User Setting' is displayed. There are two buttons, 'Cancel' and 'Save', on the right side. At the bottom, there is an 'Account' section with fields for 'Username' and 'Email Address *'.

②-4 Press the “Application” tab.

The screenshot shows the RITSUMEIKAN homepage. At the top, there is a red navigation bar with three tabs: 'Home', 'Application', and 'Class Cancellations, Make-up Class, Classroom Change'. The 'Application' tab is circled in red. Below the navigation bar, there are three main sections: 'Applications' (circled in red), '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 >'. The footer contains links for 'About this website', 'Privacy policy', and 'Related Links', along with the copyright notice '© Ritsumeikan Univ. All rights reserved.'

If you click “Application” without consulting with the DRC, the following message will appear:

The screenshot shows the 'Application/Inquiry' page. At the top, there is a red navigation bar with three tabs: 'Home', 'Application', and 'Class Cancellations, Make-up Class, Classroom Change'. The 'Application' tab is highlighted. Below the navigation bar, the page title 'Application/Inquiry' is displayed. There are two main sections: 'Application Form' and 'Application, answer inquiry from faculty'. The 'Application Form' section contains a message: 'Please submit each applications from [here](#).' Below this, there is a list of application categories: 'Student ID Card Reissuance', 'Grade Confirmation System (Valid only during the application period)', and 'Academic Accommodations in Supporting Students with Disabilities *Prior to the online application, consultation with the coordinator of the Disability Resource Center (DRC) is required. (<https://www.ritsumei.ac.jp/drc/en/>)'. The third category is highlighted with a red box. The 'Application, answer inquiry from faculty' section is empty.

Access **the link (hyperlink)** provided during your consultation with the DRC and follow the application instructions. A “Confirmation of a DRC Consultation” screen will appear.

***Without a consultation, you cannot proceed with the process of issuing an accommodation request.**

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

Confirmation of a DRC Consultation

* Before applying, a consultation with the Disability Resource Center (DRC) is required in advance.

☒ I had a DRC consultation
☐ I did not have a DRC consultation

Next

Select “I had a DRC consultation” and click “Next.” Then, a screen of the Consent Form will appear, requesting your consent regarding the policies. If you agree, check the consent box and click “Next.”

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

Consent Form

In order to apply for support for students with disabilities, you must agree to the following policies which were explained to you in a prior consultation with the DRC coordinator. "If you agree, please check the box on the bottom line."

- Ritsumeikan University Support Policy for Students with Disabilities website is here <https://www.ritsumeai.ac.jp/drc/about/policy/>
- Privacy policy of the Disability Resource Center website is here <https://www.ritsumeai.ac.jp/drc/privacy/>

☒ I have read and agree to the above policies.

Previous Next

③ Enter application details

Information other than the applicant's phone number will be displayed automatically. Please verify the accuracy of your student information and enter your mobile phone number.

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

Application Contents

■ Applicant Information

Student ID	Name	Affiliated Campus
12345600001	Student Test En 0001	BKC
College · Graduate School	Department	Year
College of Information Science and Engineering	Department of Information Science and Engineering	2Year

Email
rdrc+student98@st.ritsumeai.ac.jp
*As a rule, communication with the DRC will be via campus email

* Mobile Phone Number ※Only use half-width number without a hyphen.

00000000000
Complete this field.

Please check the applicable items for “Submission of Certificate,” “Disability Classification,” and “Application History.” These items will be explained during your consultation with the DRC, so please enter the information as instructed and click “Next.”

■ Application Information
*** Medical Certificate, Disability Certificate, etc.**
☐ It is available. I will submit (had submitted) it directly to the Office for DRC.
☐ Not Available
☐ In the Process of Application
*** Disability Classification**
☐ Physical Disability
☐ Mental/Developmental Disabilities
☐ Other or Unknown
*** Application History**
☐ Applying for the first time (new application)
☐ Have previously applied (renewal application)

Previous **Next**

Next, please select the courses for which you wish to distribute accommodation requests (multiple selections are possible). However, if you have not yet decided which courses to distribute them for (e.g., if you have not yet completed registration), please click “Next” without checking any courses.

*** The courses available for selection will be reflected on the morning of the day after course registration is confirmed.**

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

Course Selection
Course(s) for which you wish to distribute the letter of Request for Academic Accommodation.
(Class selections can be entered and changed until final registration; please make final confirmation with the DRC Coordinator)

1 of 1 item • 0 items selected

☐ Course Code Course Title Class

☐ 99999 test001 T

Previous **Next**

*** If you have not yet registered for courses, the following screen will appear. If you wish to proceed with the application, check “Apply without course selection” and click “Next”.**

RITSUMEIKAN Search... 学生テストJP 0500

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

Confirmation of Application
*** There are no available Courses**
☒ Apply without choosing Courses
☐ Close the application page.

Previous **Next**

Lastly, check the application details on the confirmation screen for any errors. If there are any errors, click “Back” to make corrections. If there are no errors, click “Apply.”

Confirmation of Application

■ **Applicant Information**

Student ID 12345600001	Name Student Test En 0001	Affiliated Campus BKC
College - Graduate School College of Information Science and Engineering	Department Department of Information Science and Engineering	Year 2Year
Email rdrc+student98@st.ritsumeai.ac.jp	Mobile Phone Number 112233	

■ **Application Information**

Medical Certificate, Disability Certificate, etc. It is available. I will submit (had submitted) it directly to the Office for DRC.	Disability Classification Mental/Developmental Disabilities	Application History Applying for the first time (new application)
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■ **Course Information**

1 of 1 item

Course Code	Course Title	Class
99999	test001	T

If you have not yet registered for the course, “No items to display” will appear in the class selection

Previous Apply

Application Completed

Your application for academic accommodation has been completed.

A confirmation email has been sent to the following email address.

- [redacted]@st.ritsumeai.ac.jp

Close

Once the application is complete, the applicant (student) will receive the following automatic notification via their university email address.

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Dear Student Test En 0001

We would like to inform you that we have received the following application:

Application Category:Academic Accommodation in Support of Students with Disabilities
Application ID:APP-2532

【Message】
This is an automatically generated email - please do not reply to it.

The DRC Coordinator will contact you regarding future support and accommodation. Please wait two to three days for a response.

If you do not hear from us, or have any urgent questions, please contact the DRC coordinator who you previously consulted.
  
```

Please note that if any discrepancies are found after the application is completed, the DRC coordinator will notify the applicant (student) via their university email address to request reapplication.

Sandbox: APP-2548:申請内容の差し戻しについて / Rejection of Application

Dear Student Test En 0001

The following applications have been rejected. For more information, please contact your coordinator directly.

Application Category:Academic Accommodation in Support of Students with Disabilities

Application ID:APP-2548

URL:<https://ritsumei--full.sandbox.my.site.com/studentportal/s/application/a03A200000GIMBz>

【Message】

The interview has not yet been completed, so please make another appointment and come in for a consultation.

This email is an automated communication. You will not be able to reply to this email.

[返信](#) [転送](#)

Open the reapplication screen from this URL.

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

Application APP-2550

Re-apply

Application ID	Status
APP-2550	Rejection
Application Category	Application Date
Academic Accommodation in Support of Students with Disabilities	2025/07/30 17:53
Number of Applications	
0	

▼ Comments Column

Reasons for Rejection/Cancellation

Please schedule another meeting with the DRC to discuss the details of your academic appointment requests.

▼ Application Information

Mobile Phone Number	Medical Certificate
23232323	It is available. I will submit (had submitted) it directly to the Office for DRC.
Disability Classification	Application History
Mental/Developmental Disabilities	Applying for the first time (new application)

If you click “Re-apply” on the application screen again, you will be taken to a screen where you can revise and confirm your application details. Please consult with the DRC coordinator before completing your reapplication.

<Regarding consultations with DRC coordinators>

Prior to online application, the coordinator at the DRC will confirm the submission of the consent form “Support Application Form” and supporting documents (e.g., disability certificate, medical certificate).

The letter of academic accommodation requests is prepared by the student in consultation with the DRC coordinator (at the same time as an initial application process, or multiple times as necessary).

The accommodation requests created with the DRC coordinator will be distributed to the instructors of the selected courses after being approved by the Dean of the Student Affairs Division and the Dean of the college or graduate school to which the student belongs. Therefore, it will take some time before distribution (See the diagram “Flow of issuing and distributing accommodation requests.”)

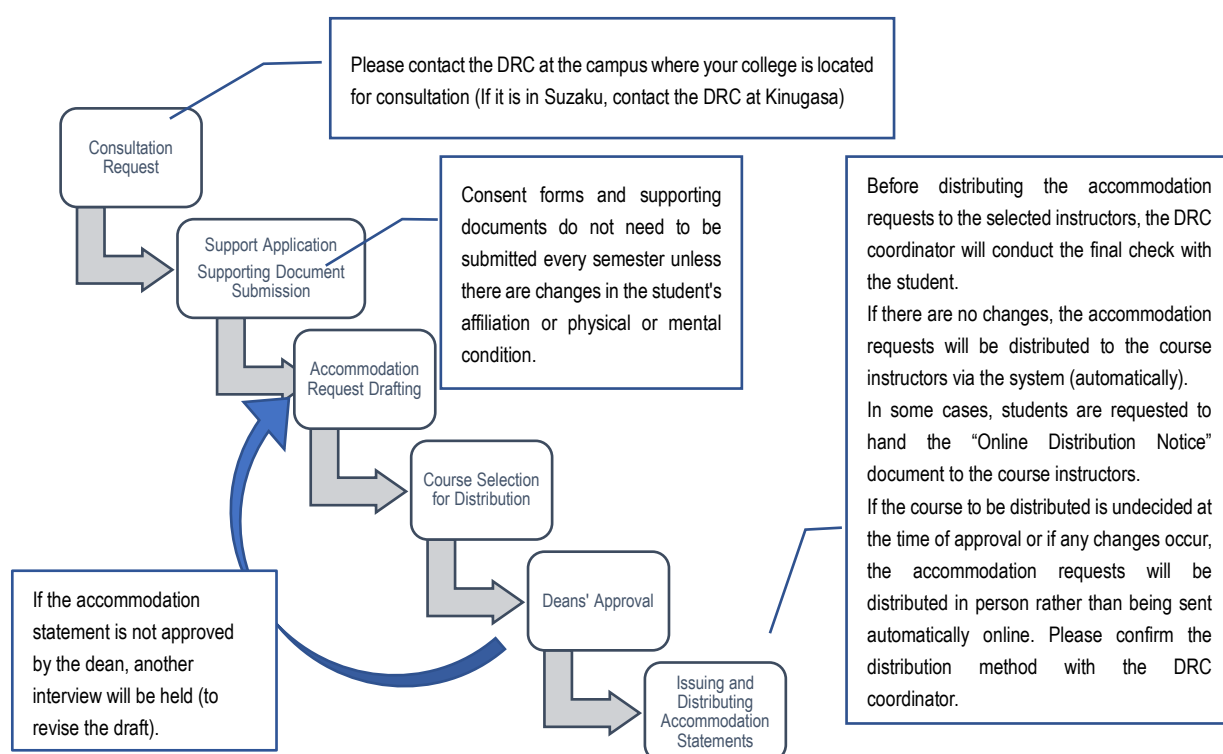


Diagram: Flow of issuing and distributing accommodation requests

If the courses for accommodation requests are undecided at the time of the approval, or if the student wishes to add or change the distribution courses, the accommodation requests cannot be distributed automatically by the system. In such cases, the student has to distribute the accommodation requests to the course instructors by hand or alternative means. In such cases, please confirm the distribution method with the DRC coordinator and handle personal information with utmost care and consideration.

3. Distribution of academic accommodation requests using the system, and confirmation of responses from instructors

When an accommodation request is automatically distributed to the instructor through the system, the instructor in charge of the course will confirm the content of the request. The system will then automatically notify the student of the instructor's confirmation via their university email.

Dear Student Test En 0001

We would like to inform you that your instructor has responded to the following application.

Application Category:Academic Accommodation in Support of Students with Disabilities
Application ID:APP-2526
URL:<https://ritsumei--full.sandbox.my.site.com/studentportal/s/application/a03A200000G5tfP>


【Message from instructor】
No specific comments.


This email is an automated communication. You will not be able to reply to this email.
If you wish to contact or consult with your course instructor,please use the contact method specified in the class (campus email, manaba+R, etc.).


【Contact】
[Contact Information]
OIC Office of Student Affairs
Disability Resource Center
Support coordinator in charge of mental/Developmental disabilities (and others)
Tel: 072-665-2130
Email: sns-oic@st.ritsumei.ac.jp
Location: Bldg. A 1F AS Office


Click this URL to open
the confirmation
screen from the
instructor.

The confirmation screen will look like this:







 学生テストEN 0001

Home

Application

Class Cancellations,Make-up Class,Classroom Change

If you have any questions or concerns for your instructor, please contact them using the designated method (e.g., campus email, manaba+R) specified in class.

Application ID	Status
APP-2549	Instructor's Response Sent
Application Category	Application Date
Academic Accommodation in Support of Students with Disabilities	2025/07/23 12:27
Application	
APP-2548	

▼ Message From Instructor

Instructor's Comments

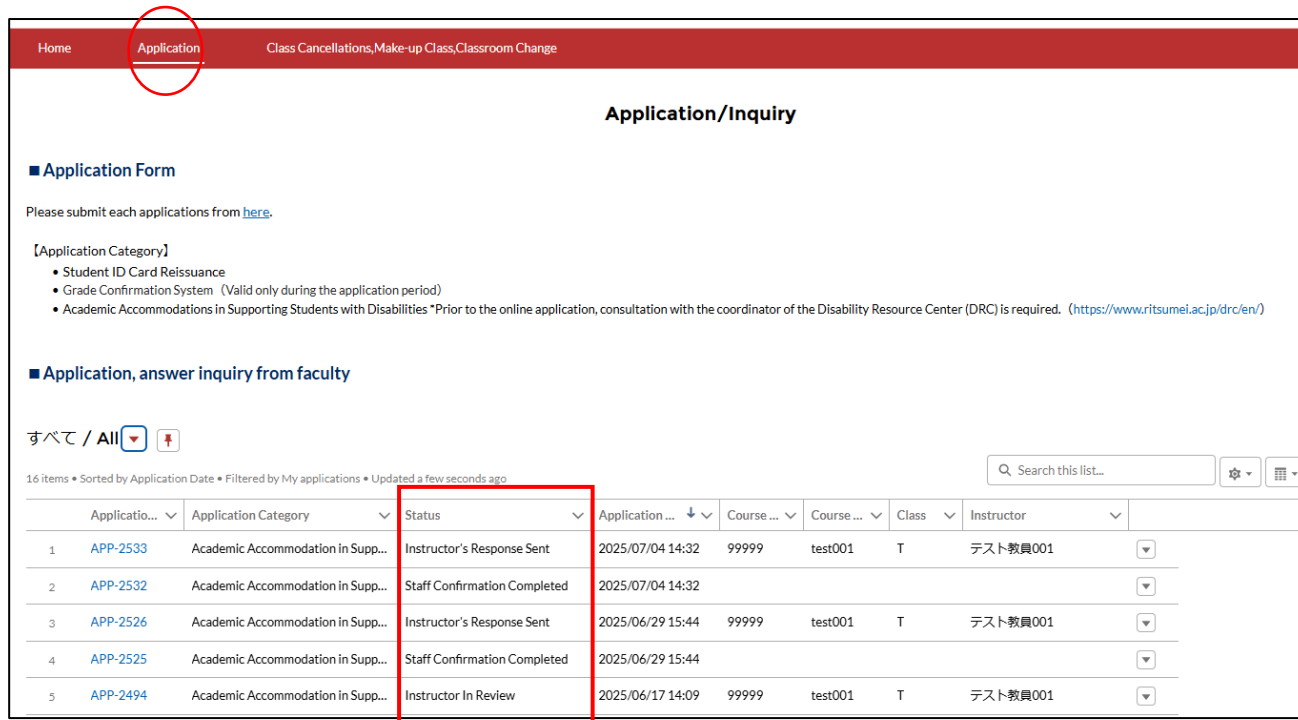
If you have any specific requests, please let me know after class.

▼ Courses for which you are requesting Academic Accommodation

Course Code	Instructor
99999	テスト教員001
Course Title	Class
test001	T

You can also check the status of your application by clicking the “Application” button at the top.

If the status says “Instructor in Review”, the instructor in charge of the course has not yet responded to the student’s accommodation request. If the status says “Instructor’s Response Sent,” the instructor has confirmed the student’s accommodation request.



Application/Inquiry



■ Application Form

Please submit each applications from [here](#).

【Application Category】

- Student ID Card Reissuance
- Grade Confirmation System (Valid only during the application period)
- Academic Accommodations in Supporting Students with Disabilities *Prior to the online application, consultation with the coordinator of the Disability Resource Center (DRC) is required. (<https://www.ritsumei.ac.jp/drc/en/>)

■ Application, answer inquiry from faculty

すべて / All  

16 items • Sorted by Application Date • Filtered by My applications • Updated a few seconds ago

Search this list...

	Application...	Application Category	Status	Application ...	Course ...	Course ...	Class	Instructor
1	APP-2533	Academic Accommodation in Supp...	Instructor's Response Sent	2025/07/04 14:32	99999	test001	T	テスト教員001
2	APP-2532	Academic Accommodation in Supp...	Staff Confirmation Completed	2025/07/04 14:32				
3	APP-2526	Academic Accommodation in Supp...	Instructor's Response Sent	2025/06/29 15:44	99999	test001	T	テスト教員001
4	APP-2525	Academic Accommodation in Supp...	Staff Confirmation Completed	2025/06/29 15:44				
5	APP-2494	Academic Accommodation in Supp...	Instructor In Review	2025/06/17 14:09	99999	test001	T	テスト教員001

Distribution of the accommodation requests is not the end of the process. After distribution, you should proactively consult with the instructor in charge of the course about the methods and environment that will enable you to study without hindrance.

Please also continue to consult with the DRC regarding any questions or concerns you may have after distribution, as well as for semester reflection, accommodation requests, and support plans for the next semester.