
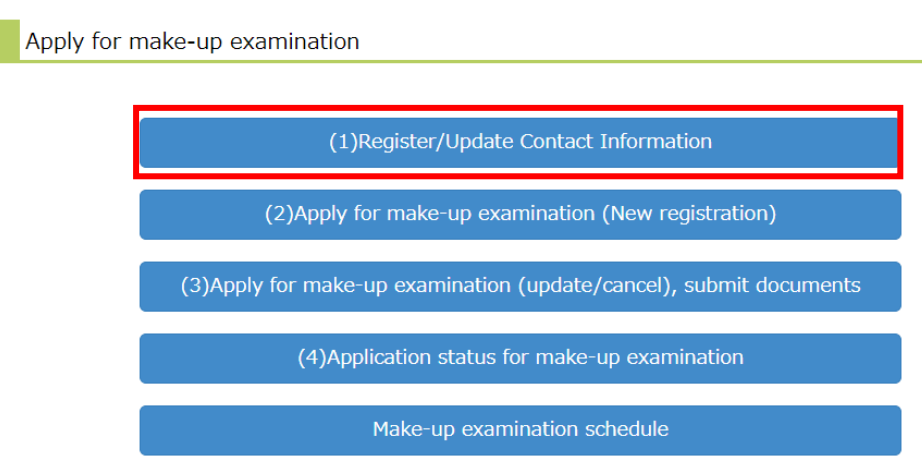
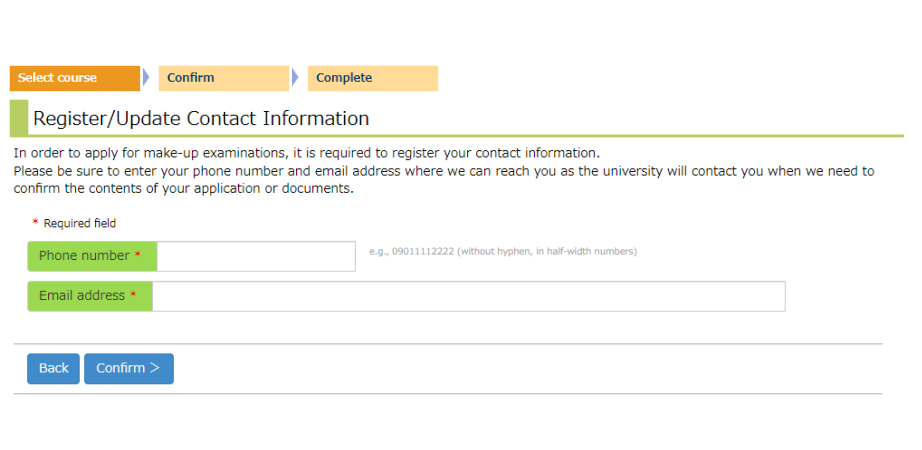


CAMPUS WEB

Application Procedures for Make-up Examinations

Screen Image	Procedures and Points to Note
 <p>The screenshot shows the main menu of the CAMPUS WEB system. The 'Apply for make-up examination' button is highlighted with a red box. A red arrow points to the 'CAMPUSWEB' header.</p>	<ul style="list-style-type: none"> • Login to manaba+R > CAMPUS WEB, and Select 'Apply for make-up examination'. • Before start applying, prepare the image data of the certification documents that are appropriate to the reason for applying for make-up examination.
 <p>The screenshot shows the sub-menu for 'Apply for make-up examination'. The '(1) Register/Update Contact Information' button is highlighted with a red box.</p>	<ul style="list-style-type: none"> • Enter and check the items in the menu on the left. (1) to (4) must be completed in this order to proceed to the next menu. • Select '(1) Register/Update Contact Information'. Not required for second and subsequent applications.
 <p>The screenshot shows the 'Register/Update Contact Information' form. The 'Phone number' and 'Email address' fields are highlighted with green boxes.</p>	<p>Enter your phone number and email address where you can be reached during the daytime.</p> <p>↓ 「Confirm」</p> <p>↓ 「Register」</p> <p>*Follow the same procedure to change the contact information you have registered once.</p>

Apply for make-up examination

- (1) Register/Update Contact Information
- (2) Apply for make-up examination (New registration)
- (3) Apply for make-up examination (update/cancel), submit documents
- (4) Application status for make-up examination
- Make-up examination schedule

Select '(2) Apply for make-up examination (New registration)'.

Notes regarding the application

Application Notes

- (1) Read the make-up examination schedule and procedures posted on manaba+R> Study Support Site, and check the make-up examination dates, procedures, and deadlines before applying.
- (2) Applications for make-up examinations that are past the deadline will not be accepted. The courses will not be displayed on the system either.
- (3) If the submitted document is incomplete, you will be contacted at the phone or email address you registered in [(1) Register/Update Contact Information]. Please note that your application will be withdrawn if the deficiencies are not resolved by the specified date or if we are unable to contact you by the deadline.

Agree to the above and proceed to the application

[Back](#) [Register](#)

Confirm the Application Notes.

↓
Check the box next to the 「Agree to the above...」.
↓
「Register」

List of applicable course

Below are the final examination dates.

Click the [Apply] link for the day you would like to apply for to open the course selection screen.

If the application deadline has passed, or if the application has been completed even before the application deadline, the [Apply] link will not be displayed.

Number of courses applied for	
0	

(Total 3 item(s))

	Final examination date	Application deadline
Apply	01/24	11/19 17:00:00
Apply	01/25	11/19 17:00:00
Apply	01/27	11/19 17:00:00

[Back to the menu](#)

• Select the final examination date of the course(s) you would like to apply for.

• If the application deadline has passed, the "Apply" link will not be displayed.

Select course → Confirm → Complete

Select course for makeup examination

Choose the reason for applying, check the boxes for the courses you wish to apply for.

* Required field

Select the reason for not taking the final examination

Reason for not taking the final examination *

Make-up examination fee

Select the courses for which you wish to take the make-up examination

Check All None

	Course code	Course title			
<input checked="" type="checkbox"/>	31892	Organic Chemistry II	M	01/25	3
<input type="checkbox"/>	31894	Inorganic Chemistry II	M	01/25	3
<input type="checkbox"/>	31899	Microbiology	MA	01/25	4

Back Confirm >

- 01 : Illness of the examinee
- 02 : Bereavement leave (spouse and first- or second-degree relative)
- 03 : Attendance at a wedding ceremony (of a first- or second-degree relative. Does not include attendance at wedding of the student.)
- 04 : Natural or man-made disaster
- 05 : Job examination (including examinations for civil servants or examinations for hiring school teachers)
- 06 : Examination for graduate school
- 07 : Teaching practicum, nursing care and special education school experience, museum practice
- 08 : Exam for a credit transfer course
- 09 : Class for a credit transfer course
- 10 : Late arrival of public transport that operates according to a timetable
- 11 : Extracurricular activity
- 12 : Lay judge duty
- 13 : Other unavoidable grounds

Select a reason for applying.
↓
Check the box(es) of the course(s) you wish to apply for make-up examination.
↓
「Confirm」
↓
「Apply」

*0 yen will be displayed for the “Make-up examination fee”.
*The application is required for each examination date.

Apply for make-up examination

- (1) Register/Update Contact Information
- (2) Apply for make-up examination (New registration)
- (3) Apply for make-up examination (update/cancel), submit documents**
- (4) Application status for make-up examination
- Make-up examination schedule

Select **‘(3) Apply for make-up examination (update/cancel), submit documents’**.

*If the reason for your application is to attend practicum/practice, you are not required to follow this procedure. Please go to the next menu (4) Application status for make-up examination.

[CAMPUS WEB] > [Apply for make-up examination] > [(3)Apply for make-up examination (update/cancel), submit documents]

List of applied courses

* To submit the required documents, click the [Upload document] link.
Furthermore, your application cannot be canceled after submitting the required documents.
* To change the details of your application, click the [Update] link.
* To cancel your application, click the [Cancel] link.
* To check the uploaded documents, click [Check Document].

(Total 1 item(s))

		Reception number	Reason for Application	Course code / Course title	Final examination date	Application deadline
Upload document	Update Cancel	21200000022	Illness of the examinee	31892:Organic Chemistry II (M)	01/25	11/19 17:00:00

Back

• Select Upload document.

• You can change the details of the course(s) you have already applied for (reason for application and course (s) you applied for) or cancel them before uploading.

*Required to upload (submit documents) for each examination date.
*If the application deadline has passed, the link for uploading will not be displayed.

Select file | Confirm | Complete

Upload required documents

Please upload the required documents for the application.
The file format must be ".jpg", ".jpeg", ".png" or ".gif".
Upload a vertical image that is clear and legible.
Your application cannot be canceled after submitting the required documents

* Required field

Reason for not taking the final examination: Illness of the examinee

Required documents: Medical certificate (including the examination date)

Notes: For the treatment of students with infectious diseases, please read the descriptions on the website. (Ritsumeikan University website → Student Life and Career Support → Treatment of Students with Infectious Diseases)

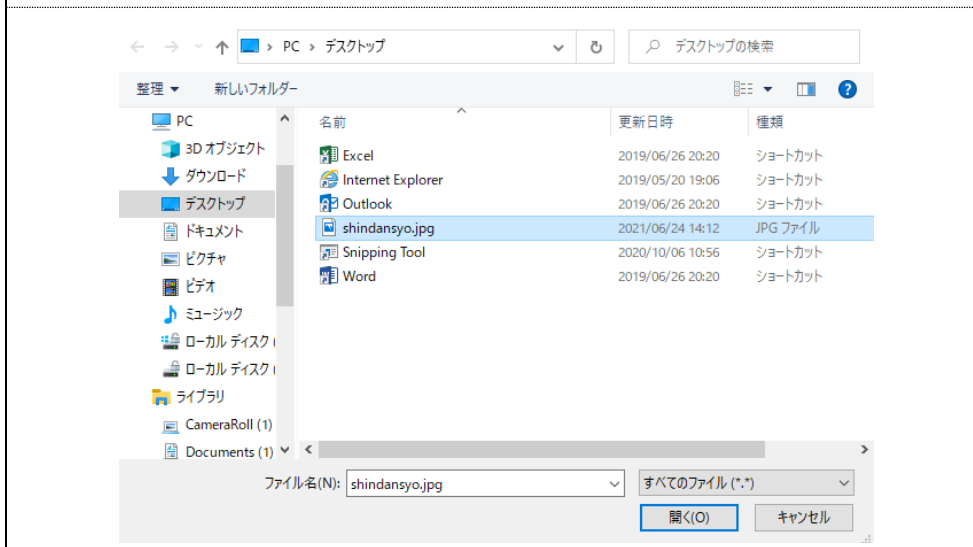
Files to upload * ファイルを選択 選択されていません

Back | Confirm >

Check the required documents and read notes carefully to make sure if the documents are appropriate for uploading.

「ファイルを選択 (Select the file)」
↓
Select a file to upload.
↓
「Confirm」
↓
「Register」

*Note that the file cannot be replaced once it is uploaded.



*The screen image on the left is an example of the file selection page. It may vary depending on your device, etc.
*For the file name, you can use one-byte characters/numbers and “.”, “-” and “_” only.

Apply for make-up examination

(1) Register/Update Contact Information

(2) Apply for make-up examination (New registration)

(3) Apply for make-up examination (update/cancel), submit documents

(4) Application status for make-up examination

Make-up examination schedule

Select ‘(4) Application status for make-up examination’.

You can check the documents you have submitted from "(3)Apply for make-up examination (update/cancel), submit documents".
Once the "Application status" is changed from "In progress" to "Completed", the application is complete. Status processing will be done by the office sequentially during weekday opening hours.

Reload

(Total 1 item(s))

Reception number	Reason for Application	Course code / Course title	Final examination date	Application deadline	Required documents	Application status	Payment status
21200000022	Illness of the examinee	31892 : Organic Chemistry II (M)	01/25	11/19 17:00:00	Submitted	In progress	Unnecessary

Back

- Once the submission of documents is completed, the status of the Required documents will be indicated as **'Submitted'**.
- Once the application is accepted by the University, the Application status will be changed from **'In progress'** → **'Completed'**, and the application will be completed.

You will not be able to take make-up examinations unless your application status is "Completed", so make sure you confirm this.

*If the reason for application is for practicum/practice, **'Unnecessary'** will be displayed for the Required documents.

Apply for make-up examination

(1) Register/Update Contact Information

(2) Apply for make-up examination (New registration)

(3) Apply for make-up examination (update/cancel), submit documents

(4) Application status for make-up examination

Make-up examination schedule

After the day of the announcement of make-up examination timetable, you will find the details of the make-up examinations in the menu on the left.

Make-up examination schedule

Your make-up examination schedule is as follows.
For details, please click the [Details] link.

(Total 1 item(s))

	Date / Period	Course code	Course title	Class	Credit(s)	Instructor	Exam time
Detail	01/25(Tue)/1Period	31892	Organic Chemistry II	M	2	HANASAKI TOMONORI	60minutes

Back

- Only courses that have been successfully applied for will be displayed.
- Confirm the date and period of make-up examination(s), and click **Detail**. It will not be displayed until the day of the announcement of make-up examination timetable.

Make-up examination schedule (Details)

Your make-up examination Schedule is as follows.

Course Information

Course Code 31892
Course Title Organic Chemistry II
Class M
Term / Day / Period F • Tue1(1-2)

Make-up examination information

Date 01/25(Tue)
Period 1Period
Exam Time 60minutes
Leaving room after 30 min Permitted

Items permitted to bring in

Permitted / Unpermitted Unpermitted
Items Unpermitted
Notes

(Total 1 item(s))

Classroom	Notes
Co-learning101	

Close

Confirm the classroom(s) for examination and items permitted to bring in before taking make-up examination.

*Student ID card is required to take make-up examinations.

■FAQ regarding the application for make-up examinations

NO.	Q	A												
①	How many days does it take for my application to be 'Completed'?	Applications are processed as needed during the opening hours of the Manabi Stations and will be "Completed" on the same day. However, applications received after 5:00p.m. or on Saturdays and Sundays will be processed on the next working day.												
②	I cannot prepare a certification document (e.g. doctor's note) by the application deadline. What should I do?	<ul style="list-style-type: none"> • Please contact the Manabi Station on your home campus by the application deadline. We will check your situation and explain how to apply. • Note that applications will not be accepted after the deadline. 												
③	If I am applying for the reason "Other unavoidable grounds", what should I do?	Please consult with the Manabi Station on your home campus as soon as possible before applying. The reasons for the application will be discussed by the Faculty Council of your college and, if approved, the application may be submitted.												
④	Can I check the certification documents that I have submitted again?	<p>You can check the submitted documents from the menu '(3) Apply for make-up examination (update/cancel), submit documents'.</p> <p><Image></p> <table border="1"> <thead> <tr> <th></th> <th>Reception number</th> <th>Reason for Application</th> <th>Course code / Course title</th> <th>Final examination date</th> <th>Appl des</th> </tr> </thead> <tbody> <tr> <td>Check Document</td> <td>21200000022</td> <td>Illness of the examinee</td> <td>31892:Organic Chemistry II (M)</td> <td>01/25</td> <td>11/19</td> </tr> </tbody> </table>		Reception number	Reason for Application	Course code / Course title	Final examination date	Appl des	Check Document	21200000022	Illness of the examinee	31892:Organic Chemistry II (M)	01/25	11/19
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Check Document	21200000022	Illness of the examinee	31892:Organic Chemistry II (M)	01/25	11/19									
⑤	What happens if the certification documents I submitted are incomplete?	You will be contacted by the Manabi Station at your registered contact information and asked to resubmit them.												
⑥	I made a mistake, but cannot change the (Course/Reason for Application/Required documents). What should I do?	Please consult with the Manabi Station on your home campus. Once you have completed the upload of required documents, you will not be able to change them.												
⑦	The documents certifying the reason (required documents) cannot be uploaded. I got an error message.	<ul style="list-style-type: none"> • Confirm the format of the uploading data. The format of the data is limited to six types: '.jpg', '.jpeg', '.gif', '.png', '.docx', '.pdf', and '.xlsx' • For the file name, you can use one byte characters/numbers and '.', '-', and '_' only. • Only one file can be uploaded. If you have multiple documents to be submitted, please compile them into one file and upload it. 												
⑧	I am unable to apply by myself for some reasons. Can someone else apply on my behalf?	If the person can login to the CAMPUS WEB, it is possible to do so. Please pay attention not to apply for the wrong courses.												