

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.

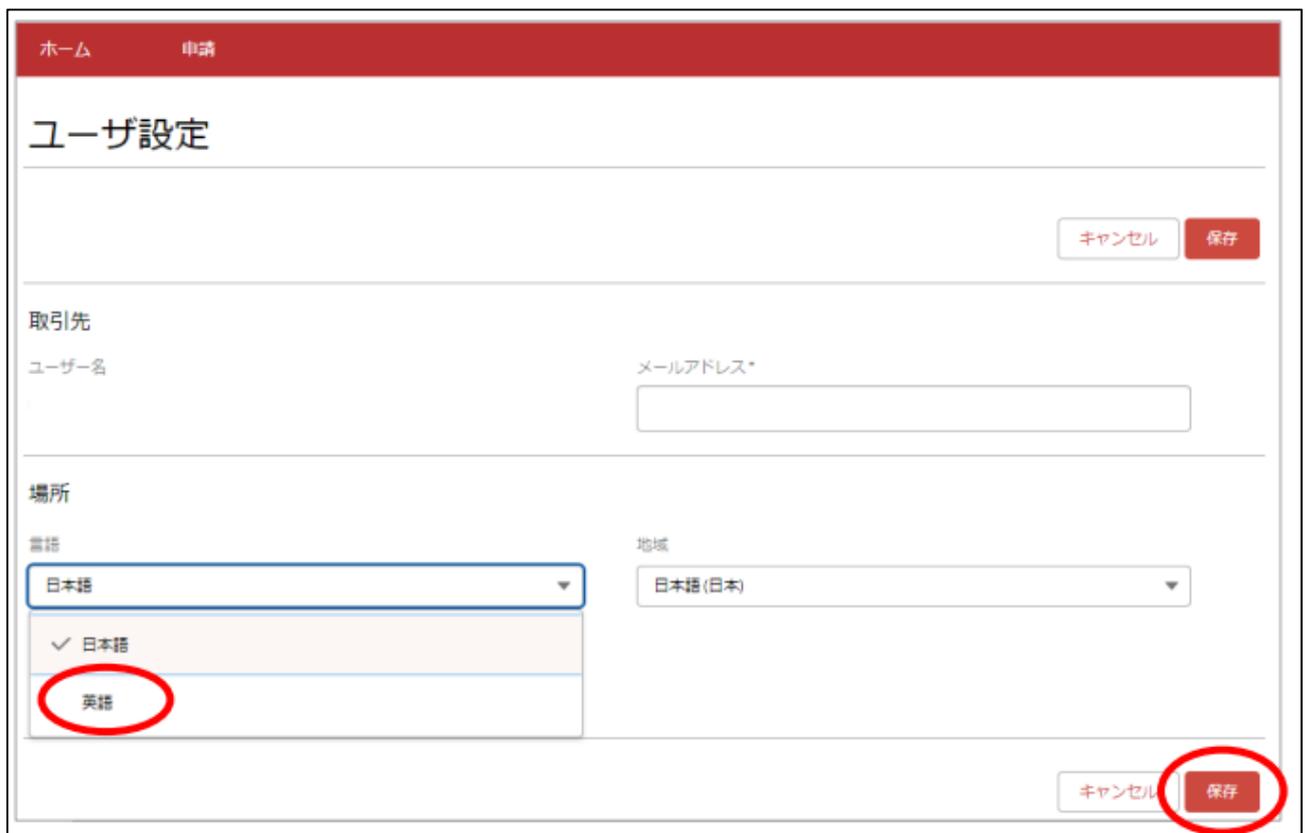
*Only for the AY2025, it is possible to log in from the manaba+R My Page. You can also access the above page via the dedicated banner or the announcement notification section within My Page

3. How to switch to English

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



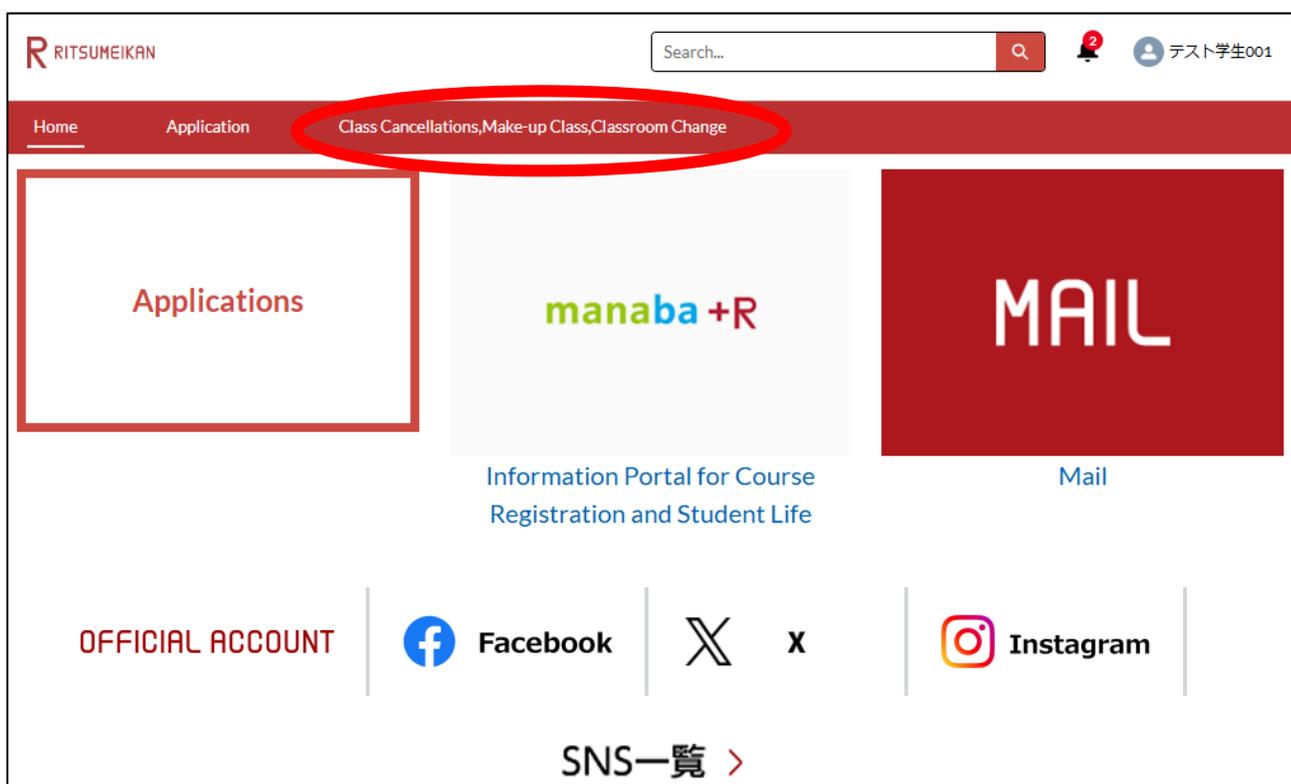
3-2. Select “英語” (English) under the “言語” (Language) section and press “保存” (Save) .



3-3. Back to "Home".



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



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 screenshot shows the RITSUMEIKAN LMS interface. At the top right, there is a search bar and a notification icon with a red circle and the number '2'. A blue callout box points to the notification icon with the text: "This notification function is currently unavailable due to a system malfunction. Please be sure to click the 'Registered Subjects' or 'All' tab to check the information on class cancellations, make-up classes, and classroom changes. (2025/04/11)". The 'Registered Subject' tab is highlighted with a red circle, and the 'All' tab is also highlighted. Below the tabs, there is a 'Filter' button and a table of course information.

	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"

The screenshot shows the RITSUMEIKAN LMS interface with the 'Filter' button highlighted by a red box. The 'Registered Subject' tab is selected, and the 'All' tab is also visible. Below the tabs, there is a 'Filter' button and a table of course information.

	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

The screenshot shows the Ritsumeikan website interface. At the top, there is a search bar and a user profile icon labeled 'テスト学生001'. The main navigation bar includes 'Home', 'Application', and 'Class Cancellations, Make-up Class, Classroom Change'. Below this, there is a section for 'Registered Subject' with a sub-tab 'All'. The main content area is titled 'Class Cancellations, Make-up Class, Classroom Changes'. A 'Filter' section is expanded, showing three filters: 'Type' (with a dropdown menu open showing 'Class Cancellation', 'Makeup classes', and 'Classroom Changes'), 'Course Title' (with a search input 'Search Course'), and 'Instructor Name' (with a search input 'Search Instructors'). There are 'Search' and 'Clear' buttons. Below the filter section is a table with the following data:

	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 the Ritsumeikan website interface. At the top left is the RITSUMEIKAN logo. To its right is a search bar with the text "Search...". Further right are a notification bell icon with a red "2" and a user profile icon labeled "テスト学生001". Below this is a red navigation bar with three items: "Home", "Application", and "Class Cancellations,Make-up Class,Classroom Change". The main content area has a red header with a bell icon and the text "Class Cancellations,Make-up Class,Classroom Change" and "AE-0086". Below this is a section titled "Information" with a dropdown arrow. It contains two columns of information: "Class Cancellations,Make-up,Change Id" with value "AE-0086" and "Publication Status" with value "Open". Below that is a section titled "Subject" with a dropdown arrow. It contains two columns: "Syllabus Course Name" with value "34526:卒業研究(B5)", "Syllabus Course Name (English)" with value "34526:Thesis (B5)", "Instructor Name" (blurred), "Instructor Name (English)" (blurred), "Date of Make-up Class" with value "2025/04/10", "Period (Make-up Class)" with value "1 (1-2)", and "Class Format" with value "On-Demand Classes". The "Classroom" field is empty.

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