TUJ Undergraduate Registration Information

Summer 2020 *UPDATED*

[Priority Registration]

Degree Seeking Students

Registration Eligibility Date	Number of Earned Credits*
Friday, April 3, 2020	90 or more hours
Monday, April 6, 2020	60 or more hours
Tuesday, April 7, 2020	30 or more hours
Wednesday, April 8, 2020	0 or more hours

- Registration will open to eligible students at **7:00 a.m.** of the listed dates in Japan Standard Time (JST)

- "*Earned Credits*" is determined by **the total number of credits from courses that have been completed at Temple with grades between A and D-** as well as **transfer credits** (if any). Courses taken in the current semester DO NOT count.

- Students currently in the following categories <u>must meet with an academic advisor</u> in order to register:

  - ➢ **Academic Warning**
  - ➢ **Academic Probation**
  - ➢ **Students (transfer and freshman) who are currently in their first semester at Temple**

Non-Degree Seeking Students (Except Bridge Program)

Registration Eligibility Date	Wednesday, April 8, 2020

- **These students' registration must be processed at the Academic Advising Center**
- Current Bridge Program students will not register during Priority Registration. They will register with an academic advisor during New Student Orientation of the following semester, upon successful completion of the Bridge Program (Late Fee will not apply)

Late Initial Registration

Late Fee Charge Begins	Late Fee Amount
After 5:00pm on April 22, 2020 (Wednesday)	**5,500 yen** All Students except Bridge Program students

- Late Fee applies when students' *initial* registration is processed after this deadline.
- As such, please register at least one course before this deadline.
- Any current students who register during the priority registration period, but fail to pay the amount by the due date, will have their registration canceled. Students who then re-register will incur a **5,500yen registration re-instatement fee**.

Waitlist (please also see: https://www.tuj.ac.jp/ug/academics/advising-and-support/pdf/waitlist-manual-students.pdf)

When a desired course is closed, students may add their names on the waiting list through the "Waitlist" feature on Self-Service Banner (SSB).

Waitlist Closure	**Wednesday, May 13, 2020**

- SSB Waitlist feature will no longer accept additional students for closed courses after this date

Waitlist Deletion	**Thursday, May 14, 2020**

- All "Waitlist" will be deleted and students will be discharged from the list

Registration for a Closed Course

Period	Methods
During Priority Registration – Waitlist Closure	Students must use the Waitlist feature on SSB.
Waitlist Closure – 1st day of Semester	Students can neither use the Waitlist feature nor register for a closed course. Students must consult with the AAC for individual cases.
1st day of Semester – Last Day to Add a Course	Students in their final semester must petition to the AAC immediately. Other students must obtain a permission from the course instructor.

Academic Advising

All students should meet with an academic advisor in order to confirm course selection accuracy.

1st Day of Semester – Last Day to Drop a Course	**Same-Day, Sign-up Appointment** *Morning Sign-up Required; First Come First Serve basis	Pick up the *Advising Preparation Sheet* at the front desk in the morning (available before 9am). Morning Sign-up starts at 9am.
3rd Week of Semester – Final Exam Last Day	**Appointment**	Submit the appointment request form at https://www.tuj.ac.jp/ug/meetaac or visit the AAC to schedule your appointment.
After Final Exam Last Day – 1st day of the Next Semester	**Not Available (N/A)**	NO advising for continuing students (Graduation Reviews & New Student Orientation in Progress)

- Students should also review **Advising Session Report** after meeting with an advisor. Please see
  https://www.tuj.ac.jp/ug/academics/advising-and-support/pdf/advising-session-report-student-manual.pdf