AY2024 College of Law and Politics
Full-Year, Spring semester
Seminar Courses Application Procedure

・Those who wish to enroll in the seminar courses to be offered full-year and in the spring semester must apply for the courses according to the following procedures

・The application period for the seminar courses offered in the fall semester, キャリアデザイン(Career Design) and キャリア意識の形成 (Career Awareness Formation), will begin separately in June or later.

For details, please refer to the course guidebook and the R Guide.

1. Subjects for which application is required

※Be sure to check the language used in the syllabus. Courses numbered "0" in the first column of the syllabus are classes conducted in Japanese, courses numbered "1" are classes conducted in English, "2" are classes conducted in languages other than Japanese and English, and "3" are other (such as bilingual classes).

Course Title	Number of Courses applied for	Remarks
演習 (Seminar) 発展演習 (Progressive Seminar) 法政外国語演習 (Seminar on Law and Politics) 公務実践演習 (Seminar on Administrative Praxis)	Can apply for more than 2 courses (More than 2 courses can be taken in the same academic year.)	In principle, only for law students. ※However, students from other colleges may be allowed to take the course only if there is room for the number of students who wish to take the course. Students from other colleges are required to contact the College of Law and Politics of the Academic Affairs Office before the start of the application period.

2. Application Method

Students who wish to enroll in the course must apply for the course through Canvas LMS within the designated period. Course registration cannot be made by any other method other than through the Canvas LMS during the designated application period.

Check the manual site carefully in addition to the following.

① When you access the Canvas LMS during the application period, the name of the course for application (e.g., "法学部演習系科目申込（●年）") will appear on the Dashboard.
※If you do not see the course on the dashboard, go to "Courses" on the left side menu, then "All Courses".

② When you enter courses for application, "シラバス一覧(List of syllabi for seminars)" "R Guide," and "申込用コース一覧 (List of the course for Application)" will be displayed. In the "シラバス一覧(List of syllabi for seminars)", a list of seminar courses offered full-year and in the spring semester can be confirmed.

③ Enter "申込用コース一覧 (List of the courses for application)" to see a list of courses for application that you can apply for. Select the course you wish to apply for, open the Courses for Application" link, and press "コースへの登録 ("Register for Course").
※Once enrolled in a course, it will appear on the dashboard (if you do not see the course on the dashboard, go to "Courses" > "All Courses" in the left side menu).

④ Open the course page of the course for which you have registered, and you will see "Reports for application" and the application period ([●次募集]). Click on [●次募集], check the notes, and press "Start Assignment" to submit the report and apply for the course.

＜Notes on application＞
- Please check the syllabus of each course for the report assignment (theme, word count, etc.).

  ※Be sure to check the language used in the syllabus. Courses numbered "0" in the first column of the syllabus are classes conducted in Japanese, courses numbered "1" are classes conducted in English, "2" are classes conducted in languages other than Japanese and English, and "3" are other (such as bilingual classes).
- Reports must be submitted in word format (extension: docx, doc).

  【File Name】：「Couse Code、Course Instructor's name」

  【Full text of the report】：Enter the course code, course name, name of the course instructor, student number, and name at the beginning of the body of the text.
- For courses with no specific report assignment, submit a word file with "course code, course name, instructor's name, student number, and name" instead of a report.
- After submission, please check that the assignment has been submitted using the method described in "「Canvas LMS：課題の提出（Canvas LMS: Assignment Submission)」" in the Canvas LMS Student Manual. (When you submit, "提出しました！(Submitted!)" will appear on the display)

  ※When submission is complete, the message "Submitted!" will be displayed.

  ※You can see what you have submitted under "Submission Details."

  ※The Canvas LMS allows for resubmission of assignments, but the last one submitted will be considered for selection.

3. Application period and result announcement

（1）The first application period ・result announcement

	Date of announcement	Place of announcement
Application period	Mar. 19 (Tue.) 2:00 PM〜 Mar. 22 (Fri.) 3:00 PM	Canvas LMS
Result announcement	Mar. 29 (Fri.)	R Guide

（2）The second application period ・result announcement

（Second round of application will be conducted only for the courses that did not reach the number of applicants in the first round of application.）

	Date of announcement	Place of announcement
Announcement of target courses	Mar. 29 (Fri.)	R Guide
Application period	Apr. 1 (Mon.) 10:00 AM〜 Apr. 3 (Wed.) 3:00 PM	Canvas LMS
Result announcement	Apr. 8 (Mon.)	R Guide

4. Course registration

① No student will be allowed to enroll in the course except those who have applied for the first or second intake and have been approved by the instructor in charge of the course.

② Those who are permitted to take the course will be registered by the University.

③ Be sure to check if the courses you have passed are reflected in the course registration status screen (Web).

④ For Seminar in which a Seminar Paper is conducted, the university will register the Seminar Paper together with the Seminar.

＜Notes on Course Cancellation＞

The course cancellation system will be abolished from the 2024 academic year. Therefore, students are responsible for planning and applying for courses, paying attention to overlapping days and times, lack of time to travel to between the Ikebukuro and Niiza Campuses, and so on.

＜If a student passes a course in the same day and time period＞
- If a student passes more than one course for the same day and time during the same application period, the university will randomly remove one of the courses.
- It is not acceptable to register for a seminar course during the second application period on the same day and time as the

course that was accepted during the first application period. In such cases, the courses passed in the second application period will not be registered.

· If there is an overlap error of days/times or insufficient time to travel to the school site between the courses accepted during the second application period and the lottery registration, the seminar courses will not be registered.

5. Notes

（1）About the syllabus

The syllabus for the seminar courses offered in the full-year and spring semester of the academic year 2024 will be available on the "Syllabus/Time Schedule Search System" on the web from February 20, 2024 (Tue.) onward. Please refer to the link "「**法学部】2024 年度　通年・春学期開講 演習系科目　申込要領**" in the "Announcements" section on the top page of the following URL.

https://sy.rikkyo.ac.jp

※Please note that the year of distribution listed in the syllabus is the year of 2024, the year in which the course is actually taken.

（2）About class schedule

The timetable for the AY 2024 will be available on the "Syllabus/Timetable Search System" on the Web from 1:00 PM. on March 19, 2024 (Tuesday).

Please check it by yourself from the following URL.

https://ry.rikkyo.ac.jp/timeschedule/

※In case of any other details, corrections or changes, please check the R Guide (scheduled to be published on March 19, 2024 (Tue.) at 1:00 PM.). In case of urgent changes, such as a change of the instructor of the course, the announcement will be made in the SPIRIT Academic Affairs Division as needed. Check in as needed during the spring break.

2024.1.27 Academic Affairs Office