【Important Reminders about Taking Our Japanese Language Classes】

●First day of instruction

Instruction begins on Wednesday, October 8, 2008. All students should attend from the start of the semester.

●Adjustment period

From Monday, October 20 to Friday, October 24, 2008 there will be an advisory service for language class selection by the coordinator of the Japanese Language Classes. After the adjustment period ends, students cannot add or change classes.

●Dropping a class

Students who cannot continue attending a class must inform the instructor that they are dropping the class. Failure to do so will result in a failing grade on your record. Students will not be allowed to drop classes after the 10th week of the semester.

●Inquiries

All information on class cancellation and other class-related issues are communicated through the bulletin board. Inquiries by telephone will not receive a reply.

●Making up tests

Students must take all the tests given in a class, including mid-terms and final examinations. Except for the following cases, make-up tests will not be allowed:

(1)In the case of sickness: Submit a medical certificate to the International Center within 3 days after the scheduled test.

(2)In the case of emergency situations: Submit a letter explaining the reason to the International Center within 3 days after the scheduled test.

(3)Other: Submit a statement of reason explaining why you cannot take the test to the International Center or to the instructor at least 2 days prior to the date of the scheduled test.

●Cancellation of the class

・Classes may be cancelled in the case of weather warnings and suspension of transportation services.
See the web-site below for detailed information.
http://www.z.k.kyoto-u.ac.jp/zenkyo_weather.html

・Please check the bulletin board at the International Center about information regarding make-up classes or make-up tests in the event a class is cancelled.

●Office Hours for Japanese Language Studies・Ask More Class for beginners

If you need advice concerning your Japanese language studies, you may contact us during office hours.

14:45-16:15 Monday (IEMOTO, Tarou Sensei) Tuesday (KAWAI, Junko Sensei)
Wednesday (MORI, Mariko Sensei) Friday(KAWAKAMI, Shikiko Sensei)

We offer an “Ask More Class” for beginners.

Wednesday 14:45-16:15 Room #4

●Grading

The grades for each class will be decided in the following manner.

Evaluation	合格(ごうかく) (Pass)				不合格(ふごうかく)(Fail)
Letter Grade	A+	A	B	C	F
Score (100)	100－90	89－80	79－70	69－60	59－0

●Certificate

Upon your request, we will prepare a certificate of course completion. Submit a request form to the International Center.