

【Important Reminders about Taking Our Japanese Language Classes】

●First day of instruction					
Instruction begins on <u>Friday, October 9, 2009</u> . All students should attend from the start of the semester.					
●Adjustment period					
From Monday, October 19 to Friday, October 23, 2009 there will be an advisory service for language class selection given 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 10 th 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:					
<p>(1)In the case of sickness: Submit a medical certificate to the International Center <u>within 3 days after the scheduled test.</u></p> <p>(2)In the case of emergency situations: Submit a letter explaining the reason to the International Center <u>within 3 days after the scheduled test.</u></p> <p>(3)Other: Submit a statement of reason explaining why you cannot take the test to the International Center or to the instructor <u>at least 2 days prior</u> to the date of the scheduled test.</p>					
●Cancellation of the class					
<ul style="list-style-type: none"> • 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.					
Monday (IEMOTO, Tarou Sensei)		<u>14:45-16:15</u>			
Tuesday (KAWAI, Junko Sensei)		<u>14:45-16:15</u>			
Wednesday (MORI, Mariko Sensei)		<u>10:30-12:00</u>			
Friday(KAWAKAMI, Shikiko Sensei)		<u>14:45-16:15</u>			
We offer an “Ask More Class” for beginners.					
<u>Monday 13:00-14:30 Room #1</u>					
●Grading					
The grades for each class will be decided in the following manner.					
Evaluation	<small>ごう かく</small> 合 格 (Pass)				<small>ふごうかく</small> 不合格(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.					