

## [Important Reminders about Taking Our Japanese Language Classes]

<b>●First day of instruction</b>	
Instruction begins on <u>Tuesday, October 9, 2012</u> . All students should attend from the start of the semester.	
<b>●Adjustment period</b>	
From Monday, October 15 to Friday, October 19, 2012 there will be an advisory service for language class selection offered by the coordinator of the Japanese Language Classes. After the adjustment period ends, students cannot add or change classes.	
<b>●Dropping a class</b>	
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 <sup>th</sup> week of the semester.	
<b>●Inquiries</b>	
All information on class cancellation and other class-related issues are communicated through the bulletin board. Inquiries by telephone will not receive a reply.	
<b>●Cancellation of the class</b>	
<ul style="list-style-type: none"> <li>• Classes may be cancelled in the case of weather warnings and suspension of transportation services. See the web-site below for detailed information. <a href="http://www.z.k.kyoto-u.ac.jp/zenkyo_weather.html">http://www.z.k.kyoto-u.ac.jp/zenkyo_weather.html</a></li> <li>• 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.</li> </ul>	
<b>●Office Hours for Japanese Language Studies</b>	
If you need advice concerning your Japanese language studies, you may contact us during office hours.	
Monday (IEMOTO, Tarou Sensei)	<b><u>14:45-16:15</u></b>
Tuesday (KAWAI, Junko Sensei)	<b><u>14:45-16:15</u></b>
Thursday (PALIHAWADANA, Ruchira Sensei)	<b><u>14:45-16:15</u></b>
Friday (KAWAKAMI, Shikiko Sensei)	<b><u>14:45-16:15</u></b>
<b>●Ask More Class</b>	
We offer an “Ask More Class” 1 day a week. Please check the Application Form or the bulletin board at the International Center for detailed information.	

### ●Make-up Exams

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 case: 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.

### ●Grading

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

Evaluation	Pass				Fail
Letter Grade	A <sup>+</sup>	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.

### ●Course evaluation questionnaire

At the end of every semester, we conduct a course evaluation questionnaire. Your cooperation is appreciated.