

# TUJ Undergraduate Registration Information

Fall 2019

## [Priority Registration]

### Degree Seeking Students

Registration Eligibility Date	Number of Earned Credits
Friday, April 5, 2019	105 or more hours
Monday, April 8, 2019	90 or more hours
Tuesday, April 9, 2019	75 or more hours
Wednesday, April 10, 2019	60 or more hours
Thursday, April 11, 2019	45 or more hours
Friday, April 12, 2019	30 or more hours
Monday, April 15, 2019	15 or more hours
Tuesday, April 16, 2019	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 must meet with an academic advisor 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)

<b>Registration Eligibility Date</b>	Wednesday, April 17, 2019
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- **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
<b>TBA</b>	5,400 yen All Students except Bridge Program students

- Late Fee applies only if students' *initial* registration is processed after this deadline

## **Waitlist** (please also see:

[http://www.tuj.ac.jp/newsite/main/undergrad/academic\\_advising/manuals/pdf/waitlist\\_manual\\_students.pdf](http://www.tuj.ac.jp/newsite/main/undergrad/academic_advising/manuals/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).

<b>Waitlist Closure</b>	<b>TBA</b>
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- SSB Waitlist feature will no longer accept additional students for closed courses after this date

<b>Waitlist Deletion</b>	<b>TBA</b>
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- All “Waitlist” will be deleted and students will be discharged from the list

## Registration for a Closed Course

Period	Methods
<b>During Priority Registration – Waitlist Closure</b>	Students must use the Waitlist feature on SSB
<b>Waitlist Closure – 1<sup>st</sup> day of Semester</b>	Students can neither use the Waitlist feature nor register for a closed course  Students must consult with the AAC for individual cases
<b>1<sup>st</sup> day of Semester – Last Day to Add a Course</b>	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.

<b>1<sup>st</sup> Day of Semester – Last Day to Drop a Course</b>	<b>Same-Day, Sign-up Appointment</b> *Morning Sign-up required	Pick up Advising Preparation Sheet at the front desk in the morning (available before 9am).  Morning Sign-up starts at 9am.
<b>3<sup>rd</sup> Week of Semester – Final Exam Week</b>	<b>Appointment</b>	Submit the appointment request form at <a href="https://www.tuj.ac.jp/ug/meetaac">https://www.tuj.ac.jp/ug/meetaac</a> or visit the AAC to schedule your appointment
<b>After Final Exam Week – 1<sup>st</sup> day of the Next Semester</b>	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 [http://www.tuj.ac.jp/newsite/main/undergrad/academic\\_advising/manuals/pdf/advising\\_session\\_report\\_student\\_manual.pdf](http://www.tuj.ac.jp/newsite/main/undergrad/academic_advising/manuals/pdf/advising_session_report_student_manual.pdf)