

July 29, 2021

Meiji Gakuin University  
Academic Affairs Department

### **Courses for fall semester 2021**

Based on University policy for teaching as many classes as possible in a face-to-face format while still protecting the health and safety of our students, faculty, and staff, we have been teaching classes in both “face-to-face (with simultaneous broadcast)” and “remote learning (with on-demand and simultaneous broadcast)” formats. As stated in today’s message from the president, “[Fall semester 2021](#)” after implementing even more thorough infection prevention measures, in fall semester we will review classroom capacities and increase the number of classes conducted in a face-to-face format.

Please read the following regarding class formats:

#### **1. Regarding changes to classroom capacities and increased face-to-face classes**

In spring semester, we set classroom capacities to approximately one-third normal, but alongside continued anti-infection measures such as ventilation during classes, mask requirements, and the installation of alcohol-based disinfectant stations, in fall semester we will increase the number of face-to-face classes and set classroom capacities to one-half normal.

We ask our students for their continued cooperation in anti-infection measures. Also, note that the University has decided to participate in the Workplace Vaccination Program, so please consider getting vaccinated against COVID-19. See the following link for details:

<https://www.meijigakuin.ac.jp/en/news/archive/2021/CpHWWErD.html>

Note: Participation in the Workplace Vaccination Program is entirely voluntary, and those not wishing to be vaccinated will not be disadvantaged for their decision.

#### **2. Regarding changes to class formats in fall semester 2021**

You can refer to course syllabi or to course schedules (course information listings) on Port Hepburn to confirm the format of classes for fall semester courses. Note that some fall semester courses that as of spring semester were planned for remote learning have since been changed to a face-to-face format. Format changes will be completed by 1 September (Wednesday), so please check syllabi or schedules after that date.

### **3. Regarding types of class formats**

In fall semester, we will continue to have three class formats: “face-to-face (with simultaneous broadcast),” “remote learning (with simultaneous broadcast),” and “remote learning (with on-demand streaming).”

As a rule, classes having the face-to-face format will be taught in classrooms. However, students wishing to remotely participate in courses for COVID-related reasons will be allowed to do so after submitting the prescribed application form (see item 4 below).

Your registered courses will be reflected on “manaba” the morning after registration. If you register during course registration period A you will be able to participate in “remote learning (on-demand/simultaneous broadcast)” classes from the first day, but if you register during course registration period B you may be unable to participate in the first class. Please be sufficiently careful in planning for course registrations.

Depending on how the state of COVID-19 infections develops, face-to-face classes in fall semester may be changed to a remote learning format partway through the semester. In that event we will post notifications to manaba and the University website.

### **4. Applying for remote participation in face-to-face classes**

Students requiring special consideration concerning COVID-19 infection, such as those with preexisting conditions that would be exacerbated by an infection, may apply for remote participation via Microsoft Teams, Zoom, etc. To apply, print and fill out the application form, which can be found on Port Hepburn at “Registration, Classes, Grades” → “Download Documents” → “Academic Affairs” → “Application for remote participation.”

Applications must be postmarked by September 6 (Mon). Note that if approved you will be required to participate in all classes remotely.