

March 8, 2022
Meiji Gakuin University
Academic Affairs Department

Classes in spring semester 2022

We have been preparing to in principle conduct all classes for courses in spring semester 2022 in a face-to-face format, but spread of the Omicron variant of COVID-19, which started at the beginning of this year, has yet to subside, and there remains no sign of a reduction in new infections within Japan. As stated in President Murata's memo "[Spring semester 2022 classes](#)," dated March 4, in accordance with the University's belief that face-to-face classes are the basis of university education, we will continue to conduct spring 2022 classes in a combination of face-to-face classes and online remote learning.

For face-to-face courses, as a rule you will be required to attend classes in classrooms. Please read the following other points regarding class attendance.

1. Class formats for spring 2022 courses

Please refer to course syllabi or time schedules (course information) posted on Port Hepburn to confirm class formats. (Release date: March 22)

2. Types of class formats

Please click on the link below for more information about remote learning.

<https://st.mguolg.info/>

Face-to-face classes

In principle, all classes will be conducted face-to-face. As an infection prevention measure, classrooms used for face-to-face classes will be limited to about one-half normal capacities.

In general, face-to-face classes must be taken in a classroom. However, students wishing to remotely participate in face-to-face classes for reasons related to COVID-19 infections will be allowed to do so by applying through a prescribed procedure (see "3. Applying for remote participation in face-to-face classes (with simultaneous broadcasts)," below).

Note, however, that for pedagogical reasons, some face-to-face classes may not provide simultaneous broadcasts. This will be noted as "同時配信なし (No simultaneous broadcasts)" in the "Notes" section of the syllabus.

Remote learning (with simultaneous broadcasts)

In this class format, also known as “live broadcast,” instructors and students will use Microsoft Teams or Zoom to meet online and share video, audio, and other materials while participating in the class. The University’s learning management system, manaba, will be used to distribute course materials, to notify students of information needed for Zoom participation, and to confirm their level of understanding. Please note that there will be time restrictions on the distribution of course materials.

Remote learning (with on-demand streaming)

These classes use prerecorded videos of classes, audio-equipped PowerPoint presentations, and other class materials made available on manaba. These materials become downloadable at the scheduled class time, and students must carefully watch and read the provided materials during the period in which they are made available. Manaba will also be used to confirm your understanding (through quizzes, reports, etc.) and to allow instructors to respond to your questions and inquiries. Please be sufficiently aware of time restrictions related to the release of class videos, distribution of course materials, taking quizzes, and submitting reports.

Course registrations are reflected on manaba on the morning of the day following registration. For remote learning (with either simultaneous broadcasting or on-demand streaming), if you register during registration period A, you will definitely be able to participate in the first class of the semester, but you may miss the first class if you register during registration period B. Please pay sufficient attention to this, and plan your registration accordingly.

2-1. Things to keep in mind while participating in remote learning

Depending on the courses you enroll in, you may end up with a mixed schedule in which you have a distance learning classes in the period following a face-to-face class. We have prepared on-campus classrooms for use when participating in distance learning, so after your face-to-face class ends, please promptly relocate to a classroom with a quiet learning environment. You are being permitted to remotely participate in class on the presumption that you need to avoid contact with others to the extent possible, so please never participate in classes from public transportation (buses, trains), campus cafeterias, hallways, or other noisy environments unsuitable for learning. You can verify which classrooms are available for use in remote learning by viewing classroom allocations (available classrooms) on Port Hepburn. Please use this feature beforehand to locate the available classroom that will be closest to your face-to-face class.

2-2. Measures for preventing the spread of COVID-19 infections on campus

While commuting to school and while you’re on campus, please make every effort to prevent

COVID-19 infections, such as wearing a facemask, frequently washing your hands, ventilating, and refraining from conversations while you eat. Should you contract a COVID-19 infection, you will be suspended from class attendance. Please immediately report your status to the Health Support Center and apply with the Academic Affairs Department for special considerations regarding class attendance. If you are designated as having been in close contact with someone infected by COVID-19, such as a family member living with you, please report that to the Health Support Center as soon as possible and apply for a period of absence with the Academic Affairs Department. Please do not come to school if you have even the slightest symptom of a COVID-19 infection (including fever, coughing, and shortness of breath), instead using manaba, etc., to contact your instructor before class begins to request instructions. Please follow any other instructions from the instructor related to class participation according to the characteristics of the class.

3. Applying for remote participation in face-to-face classes (with simultaneous broadcasts)

Students in special circumstances, such as having a preexisting medical condition that could severely exacerbate a COVID-19 infection, can apply to remotely participate in courses via Microsoft Teams, Zoom, etc. See the application form for detailed conditions. To print out the application form, follow the Port Hepburn menus “Registration, Classes, Grades” → “Download Documents” → “Academic Affairs” → “Application for Remote Participation.”

Applications and their required accompanying documents must be postmarked by Friday, April 8, 2022. Applications received after that deadline will not be accepted, unless they pertain to a preexisting medical condition that developed after the deadline.

3.1 Class participation by remote learning applicants

If you are approved to remotely participate in classes, you must remotely participate in all classes. However, there are courses that by their nature cannot be effectively taught remotely, and classes for those courses will not provide simultaneous broadcasts, so please consider participating in face-to-face classes or registering for a different course. Please check the course syllabus for details on how its classes will be conducted. You will not be allowed to take part in extracurricular activities that require face-to-face participation.

Until Tuesday, April 26, some classes may not provide simultaneous broadcasts, but instead ask those applying for remote participation in classes to submit assignments or to watch on-demand broadcasts. See course syllabi for details. You are not permitted to remotely participate in classes by watching simultaneous broadcasts, submitting assignments, or watching on-demand streaming unless you have been granted or have applied for permission for remote participation; such cases will be treated as an absence.

4. Changes to class starting times

Class hours for the 2022 academic year are shown below. Note that periods 1 and 2 and the lunch break have different times from the 2021 academic year, so note the new times if you are a second-year student or above. To avoid crowding in the cafeteria, we ask that you bring your own lunch if possible. Please also refrain from eating meals or snacks in classrooms during breaks between classes as an infection prevention measure.

Period	Time
Period 1	9:15–10:45
Period 2	11:00–12:30
Lunch	12:30–13:30
Period 3	13:30–15:00
Period 4	15:15–16:45
Period 5	17:00–18:30
Period 6	18:40–20:10
Period 7	20:20–21:50

5. Grades in spring semester 2022

Grades in spring semester 2022 will be based on final exams or on overall course performance. As a rule, final exams will be held in classrooms, with separate accommodations made for students given permission to remotely participate in classes. Grades based on overall course performance will have a heavy emphasis on the extent of class participation and performance on quizzes and reports. For some courses, in-class examinations may be taken during the last week of the course term, or end-of-term reports may be submitted to the instructor.

Reports for which topics will be simultaneously assigned and those assigned in place of final exams (for students given permission to remotely participate in face-to-face classes) are subject to University guidelines for disciplinary actions for academic dishonesty in reports, so please be extremely careful to avoid any infractions. Please be sure that you learn how to write reports that appropriately cite academic literature and other materials before submitting any end-of-term reports.

Please continue daily participation in your classes and accumulate learning that allows you to attain the educational goals described in the syllabi for your courses.

6. Changes in class format due to infection status

Depending on the status of COVID-19 infections, face-to-face classes may be changed to remote classes, or remote classes to face-to-face classes, even in the middle of the semester. In that event, we will post an announcement to manaba and the University website.

7. Classes in fall semester 2022

Depending on the status of COVID-19 infections, in fall semester 2022 we may have more courses taught face-to-face, and we may change how classes are taught (ending simultaneous broadcast of face-to-face classes, switching remotely taught classes to face-to-face classes, etc.). In such cases, we will provide notifications via the University website, etc., so please be sure to check our website before registering for fall semester classes.