1. Japanese Language Course

1. Overview

**Important Notice for Taking Japanese Language Courses**

(1) Classes are open to all international students at Okayama University. However, international students enrolled in a four-year degree program other than the Global Discovery Program can only select Applied Japanese (Reading), Applied Japanese (Listening), Applied Japanese (Writing), and Applied Japanese (Speaking).

(2) As a general rule, those who can attend all classes in session are allowed to take our Japanese Language Courses.

(3) International researchers are only permitted to audit a class when the class is not full. Please read the application process on page 61.

(4) Students planning to enroll in one of Okayama University’s Japanese Language Courses for the first time should take the placement test which is held before the beginning of each First and Third Term. However, students who have never previously studied Japanese do not need to take the placement test.

(5) The amount of time that a student may enroll in Japanese Language Courses is a maximum of 12 hours per week.

(6) If you do not attend courses during the reservation period, your enrollment will not be accepted.

(7) Students who can register for courses will be determined on a first come, first served basis. If the number of students exceeds the limit, the registration of anyone who is absent from the first class will be void.

(8) Multiple registrations for the same course are not accepted.

(9) Students that have already taken this course and failed cannot retake the course if the class quota has been exceeded.
Terms

<table>
<thead>
<tr>
<th>Terms</th>
<th>First Term</th>
<th>Second Term</th>
<th>Third Term</th>
<th>Fourth Term</th>
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For further details, please refer to the Academic Calendar on p.5.

Levels and Classes

1. There are seven levels of Japanese courses, from Level 1 (Beginner) to Level 7 (Advanced). A student must take a Placement Test in order to enter a class at the most appropriate level.

2. There are skills-based and topic-based classes, and integrated classes in the Japanese language course. The integrated class is a class where students learn reading, listening, speaking, and writing skills in an integrated manner while also studying grammar and vocabulary. There are four classes per week, so please be sure to attend class four times a week. The skills-based and topic-based classes meet once or twice per week. You do not have to take the integrated class and the skills-based/topic-based classes at the same time. Please choose classes in accordance with your own schedule and objectives.

◆ First and Second Term

<table>
<thead>
<tr>
<th>Level</th>
<th>Integrated Classes (classes per week)</th>
<th>Skill-based and Topic-based Classes (classes per week)</th>
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<tbody>
<tr>
<td></td>
<td>Integrated Classes</td>
<td>Skill-based and Topic-based Classes</td>
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<td></td>
<td>(classes per week)</td>
<td>(classes per week)</td>
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<tr>
<td></td>
<td></td>
<td>Japanese 1 (8)</td>
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<tr>
<td>Elementary</td>
<td>1</td>
<td>Japanese 1 (8)</td>
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<tr>
<td></td>
<td>2</td>
<td>Japanese 2 (8)</td>
</tr>
<tr>
<td>Intermediate</td>
<td>3</td>
<td>Japanese 3 (8)</td>
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<tr>
<td></td>
<td>4</td>
<td>Japanese 4 (8)</td>
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<tr>
<td></td>
<td>5</td>
<td>Japanese 5 (8)</td>
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<td></td>
<td>7</td>
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</tbody>
</table>
### Third and Fourth Term

<table>
<thead>
<tr>
<th>Level</th>
<th>Integrated Classes (classes per week)</th>
<th>Skill-based and Topic-based Classes (classes per week)</th>
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<tr>
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<td></td>
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<tr>
<td>Elementary</td>
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<tr>
<td>1</td>
<td>Japanese 1 (8)</td>
<td>Reading and Writing 1 (4)</td>
</tr>
<tr>
<td>2</td>
<td>Japanese 2 (8)</td>
<td>Reading and Writing 2 (4)</td>
</tr>
<tr>
<td>Intermediate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Japanese 3 (8)</td>
<td>Japanese through News and Magazine Articles (2)</td>
</tr>
<tr>
<td>4</td>
<td>Japanese 4 (8)</td>
<td>Extensive Reading 1 (2)</td>
</tr>
<tr>
<td>5</td>
<td>Japanese 5 (8)</td>
<td>Japanese through Films 1 (2)</td>
</tr>
<tr>
<td>Advanced</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Japanese 6 (Reading/Writing) (4)</td>
<td>Study of Okayama (2)</td>
</tr>
<tr>
<td>7</td>
<td>Japanese 6 (Listening/Speaking) (4)</td>
<td>Media Literacy (2)</td>
</tr>
<tr>
<td></td>
<td>Applied Japanese (Reading B) (2)</td>
<td>Extensive Reading 2 (2)</td>
</tr>
<tr>
<td></td>
<td>Applied Japanese (Listening B) (2)</td>
<td>Japanese through Films 2 (2)</td>
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<td></td>
<td>Applied Japanese (Writing A) (2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Applied Japanese (Speaking A) (2)</td>
<td></td>
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</tbody>
</table>

(3) If you want to advance to a higher level,

1) You must take and pass one of the integrated classes (Japanese 1-2/2-2/3-2/4-2/5-2) that are offered in the second term or fourth term.

2) You must pass both Japanese 6-2 (Reading and Writing) and Japanese 6-2 (Listening and Speaking) to advance from level six to level seven.

(4) Please take the placement test held before the First or Third Term if either of the following applies:

1) You failed a level but want to advance to the next level

2) You would like to advance two or more levels

(5) Please refer to pages 6-9 for the timetable of each level.

(6) For information about each class schedule and evaluation methods, please visit the University homepage. The teacher in charge of the class will give a detailed explanation of class content in the first lesson.
**Changing Levels**

Students taking the Japanese Language Course placement test for the first time, who feel that the level in which they are placed afterward does not match their Japanese language ability, can take the following steps:

1) Students should attend the first class for the level determined for them through the placement test, and carefully decide whether that level is appropriate for them.

2) Students who think their level is not appropriate should tell the teacher that they would like to observe classes of different levels.

3) For the second class, students should attend a class of their desired level, and carefully determine whether the level is appropriate for them.

4) Students who wish to join a higher-level class should communicate their wishes to the teacher of the higher-level class they have observed and appear for a test on the following date.

    **First term**: Friday, April 12th, 4:20 p.m.-5:20 p.m.
    **Third term**: Thursday, October 10th, 4:20 p.m.-5:20 p.m.

    Room: **B22** in the General Education Building B

※ The date and time of the test cannot be changed.
※ If your test score meets the requirements of the level you desire, you may advance to that level.

5) Login to the system before the next class begins to check your level and enroll in classes.
2. Things to Do Before Attending Class

**Things to Do Before Attending Class**

- **Students who have taken the Japanese Language Course at Okayama University:**
  - Students who would like to study at a higher level than the one planned for them for the current term

- **Students who have never taken the Japanese Language Course at Okayama University:**
  - Students who have some knowledge of Japanese
  - Students who have almost no knowledge of Japanese

### Placement Test

**Dates and time:**
- **First Term:** Thu., Apr. 4th - Entry to the room 9 a.m. - 1:30 p.m.
- Fri., Apr. 5th - Entry to the room 9 a.m. - 12:00 p.m.
- **Third Term:** Wed., Oct. 2nd - Entry to the room 9 a.m. - 1:30 p.m.
  - Thu., Oct. 3rd - Entry to the room 9 a.m. - 12:00 p.m.

**Room:** B22 in the General Education Building B (See the map on p.10)

### Notification of Test Results

**Dates and time:** Fri., Apr. 5th / Thu., Oct. 3rd

Confirm results on the Japanese Language Course Web System (pp.40-43)

### Class Enrollment

If you don’t understand the course registration process, please come to the designated place at one of the times listed below.

**Dates and time:**
- **First Term:** Fri., Apr. 5th / **Third Term:** Thu., Oct. 3rd
  - 2:30p.m. - 3:30p.m.

**Room:** B22 in the General Education Building B (See the map on p.10)

### Add/Drop

- Register the classes by yourself on the Japanese Language Course Web System (pp. 45-51) within the dates listed below prior to attending courses. If you would like to cancel your registration, please inform the teacher in charge and remove it from the Japanese Language Web System.

**Dates and time:**
- **First Term:** Fri., Apr. 5th - Fri., Apr. 19th
- **Second Term:** Thu., Jun. 13th - Wed., Jun. 26th
- **Third Term:** Thu., Oct. 3rd - Fri., Oct. 18th
- **Fourth Term:** Mon., Dec. 2nd - Fri., Dec. 13th

### YOU MUST ATTEND THE FIRST DAY OF THE CLASS.

The procedure is not finished by the computer course registration alone.

- If you do not attend courses during the registration period, your registration will be void.
- If the maximum number of students for the class is exceeded, the registration of anyone who is absent from the first class will be void.
If the Test Cannot be Taken on the Placement Test Day (Makeup Test)

Students enrolling in Okayama University’s Japanese Language Course for the first time, who have not yet taken a placement test, must take a makeup test at the times and places listed below. Students who cannot come at these times cannot take Japanese Language Courses.

Dates and time:

**First Term:** Monday, April 8th - Thursday, April 11th (4days)
From 4:20 p.m. until 5:50 p.m.

**Third Term:** Friday, October 4th and Monday, October 7th - Wednesday, October 9th (4days) From 4:20 p.m. until 5:50 p.m.

➢ **Enter the room by 4:30 p.m.**

Room: B22 in the General Education Building B

3. How to Use the Japanese Language Course Web System

**Important Notice**

(1) Students can access the Japanese Language Course Web System from computers on campus. However, it is not accessible from the dormitories.

(2) The Japanese Language Course Web System is used for the following purposes:

- Taking the Placement Test (Room B22 only) … pp.43-45
- Enrolling in a class … pp.45-51
- Dropping a class … pp.52-53
- Inquiring about final grades … p.53
- Updating personal information … p.54
- Downloading forms … p.54

(3) To use the Japanese course web system, the students require the Japanese course web system ID and password. These are provided during the placement test or registration.

<table>
<thead>
<tr>
<th>ID</th>
<th>19****</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>******</td>
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</tbody>
</table>

This ID card is not your student identification card. You will be using this card for the selection and cancellation of your classes and for checking your test results. DO NOT LOSE IT.
Logging In

(1) Access https://www.ies.ccsv.okayama-u.ac.jp/kikan/japanese/, and click 「全学日本語コース履修システム」.

(2) If you are seeing this page for the first time, click here.

If you have already read the outline of the Japanese Language Course, click here.
(3) Choose the display language.

Please select.
選んでください。

☐ English
☐ 日本語

(4) Click “Registration.”

Enrollment
Please enroll for the course now.

(5) Type in your ID and password, and click “LOGIN.”

ID 19****
Password ******
(6) Choose a language.

Choose a language

Fill in your personal information, and click “Submit.”

Placement Test

(1) Click “Placement Test.”
(2) Type in your ID and password, and click “login.”

ID: 19****
Password: ******

(3) After choosing the display language, please answer the following questions.

Please choose the cues that apply best to you.

1. How long have you studied Japanese?
   [ ] 0 year(s) [ ] 0 month(s)

2. Where did you study Japanese? Tick all that apply.
   [ ] high school [ ] college/university [ ] Japanese language school [ ] private lessons [ ] self-study

3. Which textbooks did you use? Tick all that apply.
   [ ] Minna no nihongo [ ] 中日交流標準日本語 [ ] 新編日語 [ ] Genki [ ] Yokoso
   [ ] Nakama [ ] JAPANESE for COLLEGE STUDENTS [ ] J BRIDGE [ ] New Approach
   [ ] Shin bunke shokyu nihongo [ ] Bunke choukyuu nihongo [ ] Shin nihongo no choukyuu
   [ ] Tobira: Gateway to Advanced Japanese [ ] others

4. How long have you been living in Japan?
   [ ] 0 year(s) [ ] 0 month(s)

5. How many kanji do you know?
   [ ] characters

6. Which levels of the Japanese Language Proficiency Test have you passed? Tick all that apply.
   [ ] N1 / Level 1 [ ] N2 / Level 2 [ ] N3 [ ] N4 / Level 3 [ ] N5 / Level 4 [ ] None

Click “NEXT.”
(4) After choosing the display language, please start the placement test.

After finishing the Placement Test, close the window to log off. Next, to enroll in classes, follow the instructions on p.39.

**Enrolling in a Class**

(1) Choose a language. Update your information if necessary. Then, click “Submit.”
(2) Click “Enrollment.”

(3) On the screen, you will see your language proficiency level and the classes that you may enroll in. Check □ for the classes you want to take, and click “Confirm.”

You can read the syllabus for each class by clicking “here.”
If there is more than one class for Japanese 1, Japanese 2, Japanese 3, Reading and Writing 1, or Reading and Writing 2, please select the class that best suits your own schedule.

**e.g. Japanese 1:**
There are three classes available, Japanese 1(A), 1(B), and 1(C). All course content is identical. Please choose your preferred class.

**e.g. [ _ seat(s) left]:** This display indicates the number of people who can register for the class before it is full.
(4) You will see a table of the classes you wish to enroll in. Make any necessary changes by clicking “Change.” Then, click “Enroll.”

(5) You will see the table of classes in which you have enrolled.

Be sure to attend the first day of the class.
Your enrollment will be cancelled if you miss the class.
(6) If you register for more than 12 hours of courses, this screen below will be displayed. Please adjust your schedule so your registered hours are 12 or less.

When the Maximum Number of Students Is Exceeded

Registering on the Cancellation Waiting List

If a course has exceeded the maximum numbers of students, you can register on the cancellation waiting list. If there are any absences on the first day of the course, students on the cancellation waiting list will be allowed to enroll on a first come, first served basis. The procedure is as follows:

(1) When a course has exceeded the maximum number of students, [0 seat(s) left] will be displayed. Please click on the □ for the class you would like to enroll in, and click "Confirm."
(2) An explanation regarding the cancellation waiting list will be displayed. Click on the "Confirm" button.

(3) All of the courses you have chosen to enroll in will be displayed, including those for which you are on the cancellation waiting list. If there are no changes, click "Enroll." If you would like to make changes, click "Change."
(4) The following page will be displayed. Please make sure to attend the first day of your courses.

If the following page is shown, you can no longer register for the course.
Dropping a Class

1. Click “Enrollment/Cancellation.”

2. In order to drop a class, uncheck the box □, and click “Confirm.”
(3) A table of your classes will be displayed. Click “Enroll” if you have finished making changes.

When dropping a class, you must contact the instructor during the add/drop period. If you fail to drop the class, you will receive an F grade.

**Inquiring about Your Final Grade**

Click “Grade Confirmation.”
Updating Your Information

Choose a language. Update your information. Then, click “Submit.”

Downloading Forms

You can download the forms for absences, and requests for a certificate of course completion. Click the name of the form you want to obtain from the list in the bottom left corner of the screen.
4. Grades and Evaluation

Evaluation
In order to pass a class, students must not be absent for more than 1/3 of their classes, in addition to getting a final score of 60% or above.

Certificate of Completion of the Course
Upon successful completion of the Japanese Language Course, a certificate will be issued on request. Graduate students and research students should submit their applications to the Educational Support Office (2F of Bldg. A, General Education Block). Other students please submit your applications to the administration of your faculty.

5. Other

Class Cancellation Due to Storm
Classes will be cancelled when a storm warning (暴風警報 Boofuu Keehoo), a snowstorm warning (暴風雪警報 Boofuusetsu Keehoo), a heavy snow warning (大雪警報 Ooyuki Keehoo) or an emergency warning (特別警報 Tokubetsu Keehoo) is issued between 6 am and 8:40 am. If one of the above warnings was issued after 8:40 am during a class, all classes after that period will be cancelled. Please note that classes will NOT be cancelled due to any weather advisory (注意報 Chuuihoo) or heavy rain warning (大雨警報 Ooame Keehoo). Please read the homepage of the Okayama University and/or Japan Meteorological Agency for details.

Okayama University Homepage: http://www.okayama-u.ac.jp/
Japan Meteorological Agency Homepage: http://www.jma.go.jp/jma/index.html

Textbooks
Textbooks can be purchased at the bookstore in “Muscat Union” on campus. See the map on p.11.