

Guidelines for Taking Online Classes



-Student Edition-

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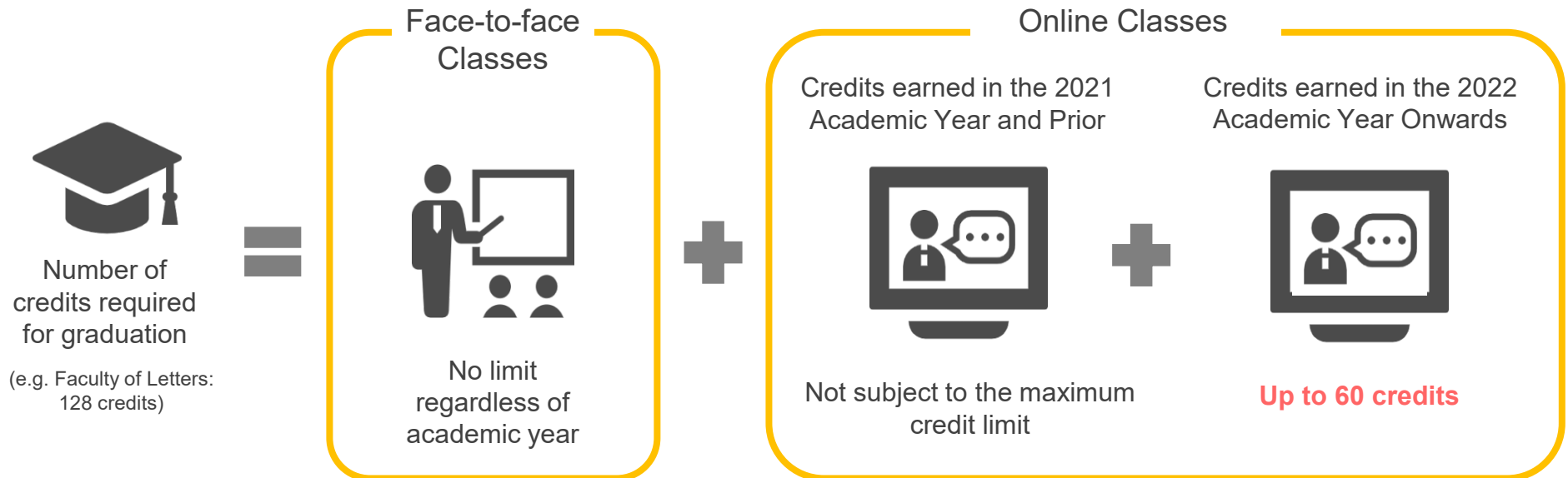
Course Registration

■ Maximum number of credits counted from online classes

- **Beginning in 2022**, undergraduate/bachelor program students*¹ **will not be able to count more than 60 credits from online classes towards graduation.**

*¹ For graduate school students (enrolled in a Master's Program/Doctoral Program/Professional Degree Program), there is no maximum to credits earned from online course which can be counted towards completion.

- Students should keep this maximum credit number in mind when registering for courses. Make sure to check the class format so as not to exceed the credit limit.
- If you exceed the 60 credit limit, please register the desired course as an **“optional subject”** (a course that won't count towards graduation requirements.)





Course Registration

■ Confirming class formats

- Whether a course is categorized as in-person or online will be displayed under its class format.
Courses that fall into formats 2-4 are subject to the maximum limit of credits counted towards graduation.

	Category	Maximum number of credits for graduation
1	Face-to-face classes (conducted mainly in-person)* ¹	No limit
2	Online classes (mainly real-time format)* ²	Maximum of 60 credits ("optional subjects" do not count towards this limit.)
3	Online classes (mainly on-demand format)* ²	
4	Online classes (completely on-demand format)	

*¹ Courses in which over half of scheduled classes are to be held in-person, though some may be held online.

*² Courses in which over half of scheduled classes are to be held online, though some may be held in-person.

- Students can confirm class formats for individual courses using the [Syllabus and Timetable](#).

Example:

LITERATURE 1

Lecturer(s)	TARO, KEIO
Credit(s)	2
Academic Year/Semester	2022 Spring
Day/Period	Tue.2
Class Format	Face-to-face classes (conducted mainly in-person)



Course Registration

■ Looking up class formats

- Students can search individual courses by their format using the following steps.

STEP 1: Access the [Syllabus and Timetable](#)



STEP 2: Click the  [Specify detailed conditions](#) at the bottom of the search box and select the desired class format

Class format

- ☒ Face-to-face classes (conducted mainly in-person)
- ☐ Online classes (mainly real-time format)
- ☐ Online classes (mainly on-demand format)
- ☐ Online classes (completely on-demand format)

STEP 3: Click the  button. The results will be filtered to match your selected criteria.



Taking Classes

■ Taking online classes

The following is an introduction to preparing for taking online classes and their progression.

STEP 1: Prepare your environment for taking classes

Make sure that you have a computer, tablet, or other comparable device that can connect to the internet.

(As some classes are likely to have high data demands, we highly **recommend using a stable Wi-Fi connection.**)



STEP 2: Install all necessary class software

For real-time classes, you will need to use Zoom, Webex, or similar online meeting programs. See below for details on how to install software.

[Q&A about taking online classes \(Japanese site\)](#) · [Distance learning tool guide \(Japanese site\)](#)



STEP 3: Attend lectures, download handouts, submit assignments, etc.

Announcements about class URLs, materials, and assignments will be conducted through **K-LMS** (Canvas/Class Support). Make sure to check these resources both before and after classes.

See below for details on how to use these resources.

[Student Application \(Canvas LMS\)](#) · [Student Applications \(Class Support\)](#)



Taking Classes

■ What **NOT to do** while taking classes

The following actions are **prohibited** when taking online classes.

Be aware that any student deemed to be in violation of these rules may face legal penalties or disciplinary action in line with University Regulations.



Making information for participating in online classes (meeting URLs, IDs, passwords, etc.) available to non-enrolled students or posting such information on social networking sites, etc., without permission.



Giving non-enrolled students or other third parties access to class materials using URLs or other methods.



Recording online classes or taking screenshots and sending these to other people or posting them on social media, etc.



Taking screenshots which include personal information such as the names, images, or ID numbers of students or faculty and posting them on social media, etc.



Taking Classes

■ **Precautions** when submitting assignments

Please keep the following in mind when submitting written assignments, etc., for classes

- Follow the instructor's guidelines for submitting assignments (file formats, etc.)
- Leave yourself extra time when submitting assignments (internet connection issues/failed uploads can result in delays in submitting assignments)
- After uploading your assignment, double-check the submission status
→ There have been cases where students close their browser window before confirming their assignment's upload status, failing to submit their work.
- Make sure you did not accidentally submit the wrong file.
(Re-download it to confirm, check the uploaded file size, etc.)

★ You can also refer to the following resources for information on submitting assignments

- [Information and announcements about "CanvasLMS" for students \(Japanese site\)](#)
- [About "Class Support" → Student Applications → "Reports"](#)

