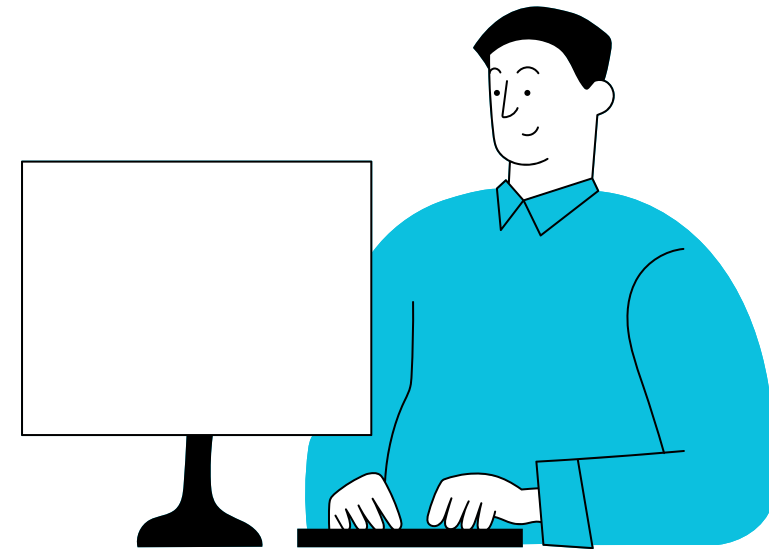# Registration Guide for STEPS Students -Fall 2025-

Courses for STEPS Students at Saitama University

（1）Course offered in English

1) Faculty of Liberal Arts : Associate Prof. Kiener
2) Faculty of Economics : Associate Prof. Onaka
3) Faculty of Science : Senior Prof. Inoue
4) Multicultural Campus Project :
   Associate Prof. Zhao
5) Center Director for English Education
   and Development : Prof. Vye

（2）Japanese Intensive Course

（3）Other regular course
(ask for a permission from the instructor)

（4）Graduate Level Course
(ask for a permission from the instructor)

If you want to know more details about the course・・・

Check the Syllabus to see the goals, content, development, and grade evaluation methods of each course.

Course Registration

・Even if you have attended every classes You may not get any credits without the course registration.

・Exchange students must register for at least 7 classes*(more than 10 hours) per week in each term to maintain student visa status.
※Ex)The following registrations are not allowed
Term1 10 classes/week
Term2 4 classes/week

＊"Classes" here mean how many times a week a course is held.

Relation between period, number of classes and credits

（1）Course offered in English

（3）Other regular course

（4）Graduate Level Course

Period	Class/week	Credit
1 Semester (Through Term3 and Term4)	1	2
Term3 or Term4	2	2

（2）Japanese Intensive Course

	4 classes/week 2 credits/term	2 classes/week 1 credits/term				1 classes /week 1 credits/2 term
S		Japanese I Reading Comprehension	Japanese I Writing	Japanese II Listening Comprehension	Japanese II Composition	
E		Reading Comprehension	Grammar	Listening Comprehension / Conversation		
D		Reading Comprehension	Grammar	Listening Comprehension / Conversation		Writing
C		Reading Comprehension	Grammar	Listening Comprehension / Conversation		Writing
B	Rikai	Katsudou				Kanji
A	Rikai	Katsudou				Kanji

Example）Term3

Course name	Period	Class/week
Japanese A (Rikai)①	Term3	4
Japanese A (Katsudou) ②	Term3	②
Course①	Semester (Term3&4)	1
Course②	Term1	2

Term 1 table	Mon	Tue	Wed	Thu	Fri
1		Class A②	Class A①	Class A①	
2		Class A②	Class A①	Class A①	
3	Course①				Course②
4					Course②
5					

This case has 9 classes per week

Example) Term 4

Course name	Period	Class /week
Japanese C(Grammar)①	Term 2	2
Japanese C(Reading)②	Term 2	2
Japanese C(Listening, Speaking)③	Term 2	2
Course①	Semester	1

Term 2 table	Mon	Tue	Wed	Thu	Fri
1	Class C①	Class C①	Class C②		
2	Class C③	Class C②	Class C③		
3	Course①				
4					
5					

This case has 7 classes per week

How to register
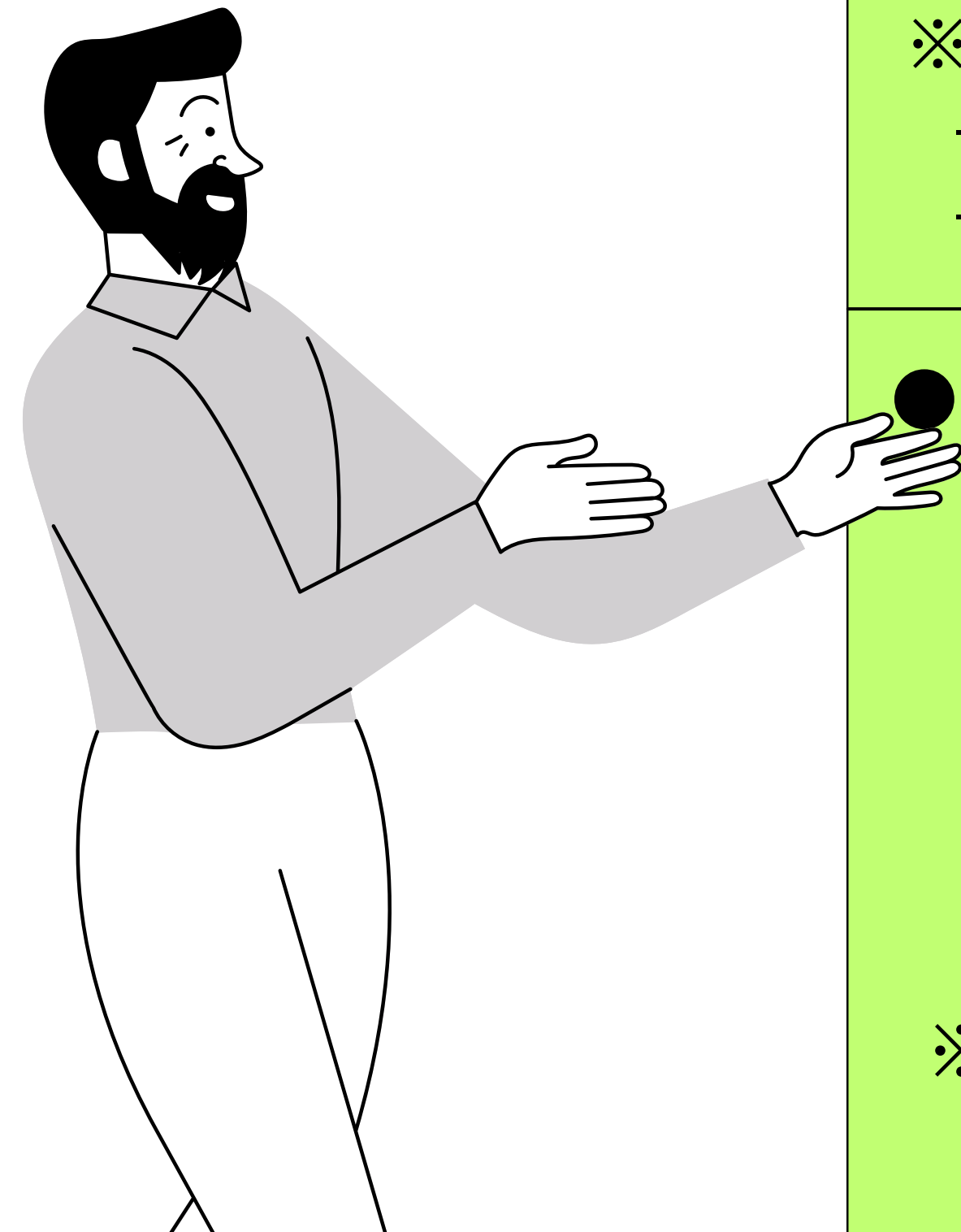
●You **CAN** register for and cancel the following courses by yourself using **Web Student System "Campus Square".**

・ Intensive Japanese Course （Except "S class"）

・ Courses on the List (Except "Liberal Arts, Skills and Literacy Courses"

※The following cases require Instructo's permission

-If undergraduate student takes any of the graduate courses

-If you take any of the courses in the Faculty of Engineering

●You **CAN NOT** register for and cancel the following courses by yourself.

1)Intensive Japanese Language Course for S-Class

2)Courses whose lecture numbers begin with XZ and NX ("Liberal Arts, Skills and Literacy Courses)

3)All courses NOT on the list for STEPS students

※If you want to take these courses, you must submit the "COURSE ADD AND DROP REQUEST"

履修登録票
COURSE ADD AND DROP REQUEST
STEPS STUDENT ONLY

STUDENT INFORMATION

NAME

STUDENT ID #

		Date of Request	Lecture Number	Course Title	OFFICE USE ONLY 教務システムへの登録日
1	☐ ADD ☐ DROP				
2	☐ ADD ☐ DROP				
3	☐ ADD ☐ DROP				
4	☐ ADD ☐ DROP				
5	☐ ADD ☐ DROP				
6	☐ ADD ☐ DROP				
7	☐ ADD ☐ DROP				
8	☐ ADD ☐ DROP				
9	☐ ADD ☐ DROP				
10	☐ ADD ☐ DROP				

If there are course that cannot be registered by yourself, please fill out this form and send it by email. (inbound@gr.saitama-u.ac.jp)

*When submitting, please include your student ID number and your name in the file name.

Registration Period

After the registration deadline has passed,
you will not be able to register for them.
※"COURSE ADD AND DROP REQUEST" is required to be submitted by the deadline.

	Description	Registration Period	Drop Period	Important Note
Term 3	Courses start and end in Term 3	~ Sep. 30 11:00	Oct.3 11:00 ~ Oct.17 11:00	
Semester	Courses start in Term 3 and end in Term 4			Semester courses may not be dropped during drop period of Term 2 courses.
Term 4	Courses start and end in Term 4		Dec.5 11:00 ~ Dec.12 11:00	Registration for Term 2 starts as those as Term 1.

Other Important Notices

（1）Daily Schedule

1st Class	9:00～10:30
2nd Class	10:40～12:10
3rd Class	13:00～14:30
4th Class	14:40～16:10
5th Class	16:20～17:50
6th Class	18:00～19:30

（2）Academic Calendar

Term 1 & 2	11 April - 5 August

（4）Credits Hours

The Japanese government defines the concept of one credit in Japan is equivalent to 45 hours of study including 15 – 30 hours of lectures and exercise.
Saitama University follows this regulation;
1credit = 45 hours of study.

If you want to transfer credits earned at Saitama University to your home university, please refer to study hours.

（5）Grading System

Grade	Grade Point
S	4.0
A+	3.5
A	3.0
B+	2.5

Grade	Grade Point
B	2.0
C+	1.5
C	1.0
F/D	0

If you have any questions regarding Life in Japan or registration...

Feel free to ask the advisor or the Office of International Affairs.
E-mail : inbound@gr.saitama-u.ac.jp