

# **TUJ**

# **STUDENT**

# **HANDBOOK**



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## Introduction

### **Welcome to TUJ**

Temple University is a large, well-known, highly respected state-related university located in Philadelphia, Pennsylvania. Founded in 1884, the university is today one of the largest in the United States and one of the nation's leading centers of professional education. Temple University is accredited by the Middle States Association of Colleges and Schools, which accredits colleges and universities in the eastern part of the United States. This accreditation includes Temple's campus in Japan and assures that the university maintains high-quality academic programs internationally.

Temple University, Japan Campus (TUJ) is the oldest and largest foreign university in Japan. Founded in 1982, TUJ has developed into an internationally recognized institution offering an extensive range of educational programs with campuses in Tokyo and Kyoto. In addition to its core undergraduate program, TUJ offers graduate programs in law, business, and education; an English-language preparation program; continuing education courses; and corporate education courses. TUJ has over 3,000 students across these programs. They come from over 80 countries around the world.

TUJ is the first educational institution in Japan to be officially recognized as a Foreign University, Japan Campus by Japan's Ministry of Education, Culture, Sports, Science and Technology. This status allows TUJ to sponsor student visas, enabling international students to study at the university on either a short-term basis (one or two semesters) or a long-term basis (such as to complete a full four-year program).

### **Temple University Student Conduct Code**

Temple University maintains and enforces rules of conduct to help ensure that all students act in a manner that is consistent with the university's educational mandate and respectful of all members of the university community. By registering as a student at Temple University, each student accepts the right of the university to exercise disciplinary authority. Each student should read and understand the [Student Conduct Code](#).

The Conduct Code incorporates by reference other university rules and regulations, including applicable TUJ policies such as visa regulations and dorm rules. Each student is responsible for reading and understanding the Conduct Code and other policies that apply to university activities in which they are engaged. The goal is for all members of the university community to be able to participate in a safe and constructive environment in which mutual rights are respected, and that provides space for ideas to be tested, views to be challenged, and established wisdom to be questioned. Any violation of applicable policies or local laws and ordinances is subject to the disciplinary sanctions outlined in the Conduct Code. TUJ may apply the Conduct Code to conduct that occurs within 500 meters of TUJ premises, at TUJ-sponsored activities, and to off-campus incidents that adversely affect the TUJ community and/or the pursuit of its objectives.

TUJ administrative authorities and its general counsel are responsible for administering the Conduct Code and other rules and regulations. An alleged violation of other rules and regulations, e.g. an allegation of theft, or disorderly conduct, or violation of TUJ's alcohol-related policies, may result in a Conduct Code complaint. A finding of responsibility will result in sanctions, ranging from community service, to fines, suspension, or expulsion. A disciplinary hold will be placed on the student's records until the prescribed sanctions have been completed.

The Student Conduct Code also includes academic dishonesty, commonly known as plagiarism and cheating. All work submitted for courses—papers, examinations, homework exercises, laboratory reports, oral presentations, etc.—is expected to be the individual effort of the student presenting the work. The use of unauthorized resources, including the work of other students, the products of websites, apps, and software, and other similar attempts to claim the work of others as the student's own, is considered academic dishonesty. A student who is found to have committed academic dishonesty can receive a failing grade on the assignment, in the course, or can be expelled from the University, in the most severe cases.

For more information, contact the [Office of Student Services and Engagement](#) or TUJ's General Counsel Tom Dreves ([Thomas.Dreves@tuj.temple.edu](mailto:Thomas.Dreves@tuj.temple.edu)).

## TUJ Policies

TUJ has the following explicit Drinking/Drugs Policy and Smoking/Tobacco Policy, which apply to all TUJ students. **Any violation of these policies is subject to the disciplinary sanctions outlined in the Student Conduct Code.**

### Drinking and Illegal Substance Policy

Japanese law prohibits persons of any age from possessing, consuming or distributing marijuana, and prohibits people under the age of 20 from consuming alcohol under any circumstances. Students of any age are prohibited from carrying alcohol, consuming or being under the influence of alcohol, marijuana or illegal substances on TUJ campuses, at TUJ dorms, or at off-campus activities arranged by TUJ. Students who are not minors may make moderate use of alcohol if they are an invitee to an official function managed by a TUJ employee where alcohol is served. Students of any age are prohibited from consuming or being under the influence of alcohol, marijuana or other illegal substances within 500 meters of the TUJ campus (other than within business establishments where alcohol is served). Similar prohibitions apply to the illegal use, possession, cultivation, distribution, manufacture or sale of any drug(s), including unauthorized medications, and being under the influence of such substances or of solvents, aerosols or propellants. The Conduct Code authorizes TUJ to notify parents/guardians of alcohol or illegal substance violations involving students who are minors.

### Smoking and Tobacco Policy

TUJ is a smoke-free environment and applies the Temple University Smoking and Tobacco Use Policy (policy no. 04.62.11) to TUJ campuses, as further explained below.

Because TUJ makes available a designated smoking area, we strongly request that all students help us maintain good relations with our neighbors by respecting Japanese ordinances that ban public smoking in the vicinity of TUJ, and by refraining from littering. TUJ may apply sanctions under the Student Conduct Code to violations of laws and ordinances that occur within 500 meters of TUJ premises, at TUJ-sponsored activities and to off-campus incidents that adversely affect the TUJ community and/or the pursuit of TUJ's objectives.

#### At TUJ:

**Smoking and the use of tobacco are prohibited on all TUJ premises**, both indoors and outdoors, including the main campus, outside areas (including the open plaza/"hiroba", outdoor seating and the SWU buildings adjacent to the TUJ campus), and on public sidewalks or streets within 6 meters of the main entrance to the TUJ campus. This includes both literal smoking and the use of e-cigarettes/vape/heat-not-burn devices. The TUJ campus includes TUJ's main building, the art studio space that is attached to the West Gym Building, the Owl Center and all other building facilities used by TUJ. See the definitions of "smoking" and "tobacco" below.

As a limited exception, **TUJ has established a designated smoking area on the rooftop above the main campus 6th floor that can be accessed by the north staircase**. This outdoor and uncovered space is open and can be used pursuant to terms of use that are posted on the door to the smoking area and on a wall in the smoking area. (The outdoor plaza on the 6th floor is not a smoking area.)

#### Nearby TUJ:

Smoking is generally prohibited at Showa Women's University.

Local ordinances ban the smoking of tobacco in public spaces (including streets, sidewalks and parks) in Setagaya Ward, including the area around the TUJ campus, other than in designated smoking areas. The city-designated smoking area at Sangenjaya Station is the closest public place to smoke. Such ordinances presently apply only to literal smoking, defined as the use of cigarettes and similar tobacco products which have been lit and give off smoke, and not to e-cigarettes/vape/heat-not-burn devices which do not burn tobacco. Similar rules apply in the vicinity of TUJ's Kyoto campus.

#### At TUJ activities:

Smoking at TUJ-arranged events or activities off campus, on TUJ-arranged transportation and at TUJ dorms is also prohibited, except to the extent expressly permissible under the rules of the respective event venue or dorm facility.

"Smoking" includes the burning of any type of pipe, cigar, cigarette, cigarillo, or any other smoking equipment, whether filled with tobacco or any other material. "Tobacco" includes (1) all tobacco-derived or tobacco-containing products, including but not limited to cigarettes (e.g., clove, bidis, kreteks, electronic cigarettes, cigars and cigarillos), hookah smoked products, pipes and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco, and (2) any product that mimics tobacco products (such as electronic cigarettes and vape devices), contain tobacco flavoring, or deliver nicotine, but excluding products used for smoking cessation (such

as patches, gum or lozenges or other regulatory approved therapies).

### Sorting Trash

TUJ is required to sort our daily trash and dispose of it in the appropriate trash cans on each floor. There are six different types of trash. See below.

|  |  |
|--|--|
|  <p>Non-combustible Plastics</p>  | <p>Plastics/plastic bags, lunch boxes from convenience/deli stores, etc.</p>  <p>Pet bottle labels/caps should be removed from the bottles</p>  |
|  <p>Glass/Cans</p>  | <p>First, empty contents into leftover food trash can</p>  |
|  <p>PET Bottles</p>   | <p>First, empty contents into kitchen sink</p>   |
|   <p>Recyclable Papers / Cardboard</p> | <p>Newspapers, wastepaper, delivery boxes, magazines, boxes, etc.</p>    |
|  <p>Leftover Food</p>   | <p>From lunch boxes, tea bags, food in cans, etc.</p>  |
| <p>Combustibles</p>   | <p>Anything other than the above</p>   |

### Theft Prevention

Students are encouraged to take their belongings with them whenever they leave study spaces, the Parliament and Student Lounge, computer labs, the library, etc. TUJ is a safe campus, but to prevent minor thefts you are encouraged to have your personal belongings with you at all times. TUJ is not responsible in cases of loss.

### No Pets

Except for approved service animals for persons with disabilities, no pets or emotional support animals are allowed (even temporarily) anywhere on the TUJ campus including the courtyard.

# 1. Campus Information

## **About the Campus**

The TUJ campus includes TUJ's main building, an art studio space that is attached to the West Gym Building, and the Owl Center located in the shopping street close to the Main Building. For more information on study spaces, students are encouraged to visit our website: <https://www.tuj.ac.jp/services/study-rooms-and-student-spaces>

## **Building and Computer Lab Hours**

### **During UG Semester**

#### **Building Hours**

Monday through Friday 07:00 to 23:00.  
Saturdays 7:30 to 19:00  
Sundays 9:00 to 19:00  
National holidays 9:00 to 22:00

#### **Computer Lab Hours**

Monday through Friday 08:30 to 22:30  
Saturdays 09:00 to 16:30  
Closed Sundays and national holidays

### **During UG Semester Breaks**

#### **Building Hours**

Monday through Friday 07:00 to 20:00  
Saturdays 08:00-18:00  
Closed Sundays and national holidays

#### **Computer Lab Hours**

Monday through Friday 09:00 to 17:30  
Closed Saturdays, Sundays and national holidays

## **Student Meeting Rooms in the Cafeteria** (110A and 110C)

Meeting rooms are free for student use but must be reserved.  
<https://tuj.libcal.com/reserve/groupstudyroom>  
Clean up the room after use.

## **Group Study Rooms and Individual Study Booths**

Group study rooms are located on the 1st, 2nd and 6th floor of the building, and soundproof study booths are located in the library. These spaces are available by reservation.  
<https://tuj.libcal.com/reserve/groupstudyroom>

## **Drinking Water**

There is a filtered water tap available on each floor in the small kitchens located near the elevator. The filtered water tap is on the right side.  
On the first floor, the kitchen is at the end of the hall near the Career Development Office.

## **Outdoor Area (including grass area)**

This is a space we share with SWU.

### **What you can do:**

- Walk on the grass
- Sit on the grass
- Relax on the grass

### **What you can't do:**

- Play ball or other sports on the grass

Play loud music  
Disrupt any use by SWU student  
Have organized events without approval  
of OSSE  
Have pets on the grass

### **West Gym Building**

TUJ students have access to the West Gym Building only for the times TUJ clubs have booked to use the facilities. The West Gym includes a pool (see below).

### **Owl Center**

The Owl Center consists of the following spaces

|           |   |
|-----------|---|
| B1        | Studio (102)<br>Gym (Free weights, strength machines and cardio machines)   |
| 1st Floor | Science Room (201)<br>Classroom (202)                                       |
| 2nd Floor | Faculty Offices<br>Collaboration space<br>Showers (can be used by students) |

### **Showa Women's University (SWU) Campus**

Students may access the SWU campus (SWU) by showing their TUJ ID card when either the front gate or south gate is open. See the map below for points of interest, including the seating area outside the Student & Global Lounge between #19 and #15 and the Japanese Garden and Pond (#8).

### **Access to SWU**

You must show your TUJ Student ID card to access the SWU campus.

**All buildings on the SWU campus are strictly off-limits** to TUJ students, except the cafeteria and others listed below.

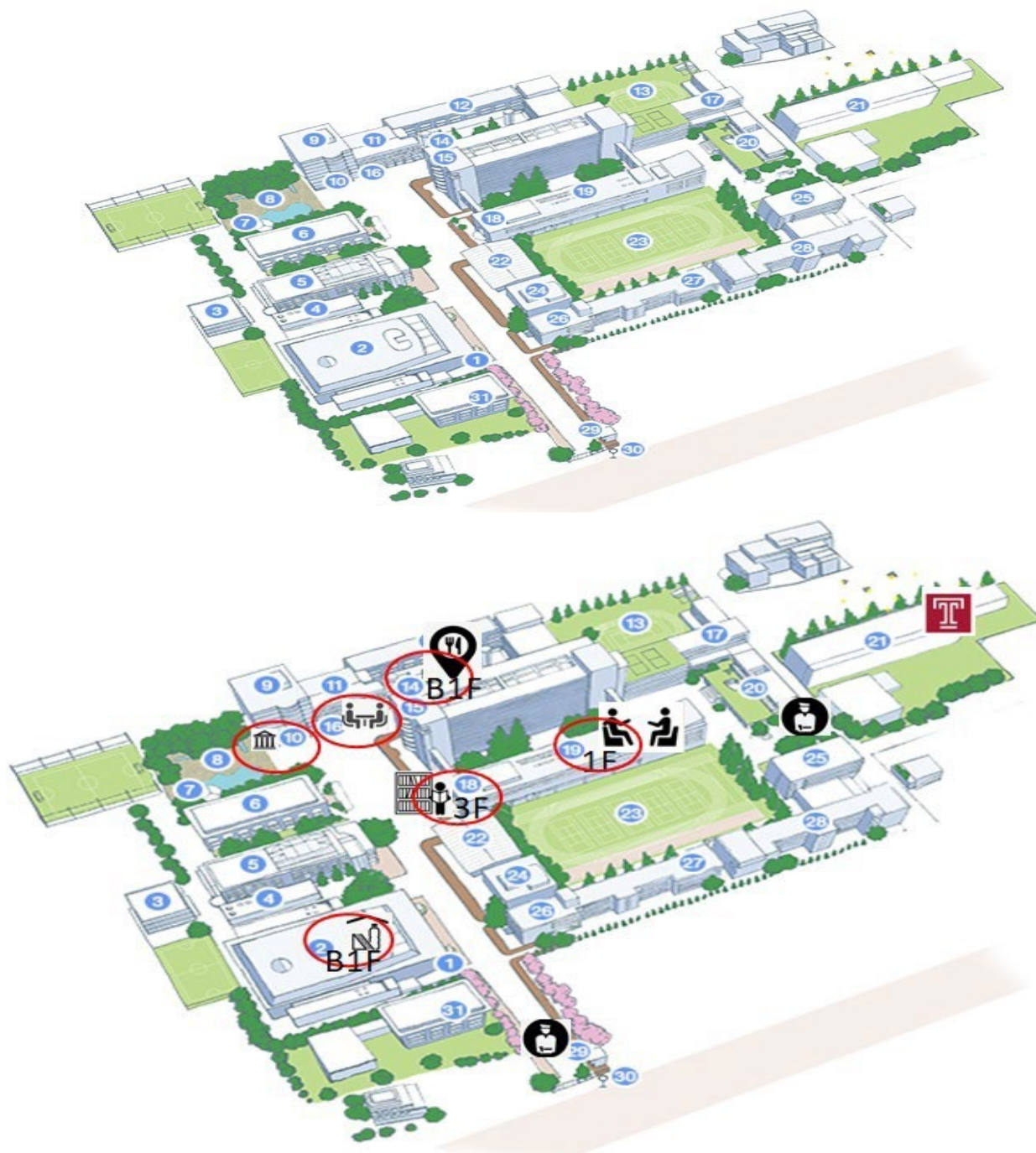
Cafeteria (see #14 on the SWU campus map below)

- Monday through Friday from 10:00 to 12:00, 13:30 to 15:00\*  
(TUJ students unable to use Cafeteria from 12:00 to 13:30)

- Saturdays from 10:00 to 12:00\*

\* This is the last order time.





**All buildings on the SWU campus are strictly off-limits to TUJ students, **EXCEPT** for the following:**

|      |  |
|------|--|
| #19. | Student & Global Lounge (Bldg. 8, first floor)   |
| #14. | Sofia Cafeteria<br>Monday through Friday from 10:00 to 12:00 and from 13:30 to 15:00 Saturdays from 10:00 to 12:00 |
| #18. | Library (Bldg. 8, 3rd floor)   |
| #10. | Koyo Museum  |
| #2.  | Shop Prelude under Hitomi Hall   |
| #16. | Student Support Center   |

If you are eligible to participate in a class or event that is held in an area not listed above, you may access only the relevant area.

Do not enter the SWU campus via car, motorcycle, skateboard, kickboard etc. Only walk onto and around the campus. You should not be on the SWU campus after 20:00 without permission.

### **Pool Usage**

The West Gym Pool is open to students, staff and faculty every Monday and Wednesday from 18:00 to 20:00. Outside this time, do not enter the West Gym building.

Note the following

- Take off your shoes before entering the change rooms.
- Remove any makeup and rinse your hair of any special creams/gels, etc.
- Remove jewelry and watches.
- Use a swimming cap.
- Take a shower in the poolside shower area before you enter the pool.

## **Parking**

### **TUJ Bicycle Parking**

(Lower row) First 2 hours free, ¥100 for more than 2 hours, less than 10 hours (cash / IC card)

(Upper row) First 4 hours free, ¥100 for more than 4 hours, less than 20 hours (cash / IC card)

Car, motorcycle or scooter parking is not available at TUJ for students. You cannot park motorcycles or scooters in the bicycle parking space.

**Do not park cars, bicycles, motorcycles, scooters or the like elsewhere on campus or on the sidewalks or streets around TUJ.**

- Any violation of TUJ parking rules is subject to fines and other sanctions under the **Student Conduct Code**.
- There are 7 parking spots at the Owl Center designated only for motorcycles and large tire bicycles.
- Regular bicycles should NOT be parked here — please use the main building bicycle parking area.
- Parking is available to Students, Faculty, and Staff on a first-come, first-served basis.
- All parking reservations must be made via LibCal: <https://tuj.libcal.com/reserve/OCParking>
- Reservations are accepted only on the same day or up to 1 day prior to your parking time.
- Your booking must fall within the Owl Center opening hours (see below).
- There is no limit on the length of your booking, as long as it's within the opening hours.
- Multiple time slots cannot be booked simultaneously.
- Please move your bike before the Owl Center closes each day.
- Bikes left past closing time will result in loss of future reservation privileges.

Setagaya Ward, where TUJ is located, prohibits parking bicycles and scooters on public thoroughfares including sidewalks, except in designated areas. This is because they block pedestrian traffic, disabled access, and the passage of emergency vehicles. Unattended bicycles and scooters are subject to immediate impoundment by the ward. Impounded bicycles and scooters are stored at a storage lot for up to one month. The ward will charge a fee to retrieve an impounded bicycle, scooter, or electric motor scooter.

## **Computer Labs**

### **TUJ Wireless Network**

The campus-wide wireless network is available in TUJ's main building. Review the instructions on the [TUJ ITS Orientation website](#). If you forget your login information or have any issues with online resources, contact IT Services for assistance at [tujhelp@tuj.temple.edu](mailto:tujhelp@tuj.temple.edu)

### **IT Services Help Desk**

The staff at the IT Services Help Desk (Rm 501) assists students with various computer needs. Multi-functional printers are available for student use in the main computer lab. Also, various computer-related items are available for borrowing. Students can use their Pasma or Suica cards to pay for printing or copying.

### **Windows Computer Labs**

Windows computer labs are located in rooms 501, 503 and 506. There are also eight desktop computers in the library (2nd fl). Students are not allowed to store documents on the hard drives of these computers, so be sure to bring your own external storage to save your work.

Note that some labs are also used as classrooms. Before attempting to use these labs, check the daily class schedules posted outside the rooms to ensure that no class is taking place.

### **Computer Lab policy**

Eating is strictly prohibited in the computer labs. Drinks are allowed if they are in sealable containers. The computer labs are used as study areas, so keep your voice down and switch your cell phone to silent mode. Talking on the phone is not allowed. If you need to make a phone call, leave the lab.

### **Mac Computer Labs**

Mac labs are located in rooms 504, 505 and 507. These labs are open to all students as long as there are no classes taking place. Room 502 is a production studio and is only accessible to students majoring in Communications Studies.

### **Gaming PCs**

**All the computers in 501 are gaming PC's.**

Rm501 is open to all students as long as the building is open. The computers in Rm506 are only for the eSports team.

### **Computer Lab Hours (during the Undergraduate Program semester):**

Monday through Friday 08:30 to 22:30

Saturdays 09:00 to 16:30

Closed Sundays and national holidays

### **Contact**

Email: [tujhelp@tuj.temple.edu](mailto:tujhelp@tuj.temple.edu)

Tel: 03-5441-9800 (Extension 5010) or 03-5441-9861 (Direct)

Zoom drop-in session: <https://temple.zoom.us/my/tujsupport> (Available weekdays 09:00 to 17:30)

### **Library**

The TUJ library maintains a collection of approximately 55,000 books, course reserve textbooks, DVDs, newspapers and magazines. It also provides access to millions of articles, e-books and streaming media via its online library databases. Librarians can assist with searching the vast array of resources available in the [Library Catalog](#). The library is a silent study-space. [Individual study booths](#) are available for reservation. Photocopy machines (SUICA, PASMO payment only), free scanners (color and black & white), computers, and printers are also available in the library.

#### *Library Hours:*

Monday through Friday 08:30-23:00

Saturday 11:00-17:00

Closed Sundays and national holidays

For more information, visit the TUJ library homepage: <https://www.tuj.ac.jp/library>

### **Access to Showa Women's University (SWU) Library**

**Your TUJ ID card will allow entry into the SWU library.** It is generally open between 09:00 to 17:00 Monday through Saturday and closed on Sundays/national holidays. Consult the [SWU library website](#) or check with the TUJ library staff before visiting.

### **Purchasing Course Textbooks**

Students may purchase textbooks online through the [TU Bookstore](#), [Amazon.com](#) or [Amazon.co.jp](#). Your instructors will list required textbooks for their class(es) on the course syllabus.

### **Other Facilities**

#### **Student Lockers**

Students may rent a locker on campus to use during the semester. To request a locker, visit the Information Center (Rm 101) to pay the rental fee and register for a locker. The cost of a locker is 2,100 yen/semester and 3,100 yen for two consecutive semesters, and 4,200 yen for three consecutive semesters.

#### **Group Study Rooms & Individual Study Booths**

There are twelve study rooms that students can reserve for group-work (1st, 2nd and 6th floors), and six reservable individual study booths located in the library. To reserve a space, and to learn more about other spaces available for studying or zoom class meetings, go to the [Study Rooms and Spaces](#) page on the TUJ web site.

#### **Cafeterias and Student Lounges**

The cafeteria is located on the 1st floor and is open Monday through Friday from 08:30 to 22:00. There are vending machines for drinks and snacks, a microwave oven, and electric kettles for heating water. The Parliament Student Lounge on the first floor is open for students to mingle and relax. Take care to clean up and remove your belongings after using these areas.

TUJ students are permitted to use the Showa Women's University cafeteria "Sofia" (#14 on the campus map) weekdays from 13:30 to 14.30.

#### **Sick Room**

The sick room (Rm 204) includes a bed to lie down on when you are not feeling well. If you would like to use the sick room, visit the Information Center (Rm 101).

#### **Prayer Room**

The Prayer Room (Rm 605) is a place where students can go for their daily prayers with limited distractions. There is a no food and no drink policy in the Prayer Room. The Prayer Room is open during regular building hours.

#### **Student Activity Studio**

The Student Activity Studio (Rm 113) is just a 1 min walk from campus!

| <b>Days</b>                  | <b>Time</b>               | <b>Usage</b>   |
|------------------------------|---------------------------|--|
| <b>Monday through Friday</b> | <b>8am to 5:30pm</b>      | TUJ scheduled classes.   |
| <b>Monday through Friday</b> | <b>5:30pm to 9pm</b>      | Student Club Space. Bookings are required for use of the space during this time for student clubs and table tennis. Please contact <a href="mailto:facilities@tuj.temple.edu">facilities@tuj.temple.edu</a> to book the space. |
| <b>Saturday and Sunday</b>   | <b>Closed to Students</b> |  |

For further information about the studio, please visit the Facilities page in the TUJPortal.

### **Lost and Found**

Inquire at the Information Center (Rm 101). Students can also check the library on the 2nd floor and the IT Help Desk on the 5th floor if you lost items at those locations.

### **Amazon Lockers on SWU Campus**

Amazon Locker provides a self-service delivery location to pick up and return your amazon.co.jp packages.

To place an order for delivery to an Amazon Locker:

Place an eligible item in your shopping cart and click the Proceed to Checkout button.

- Click Shipping Address. Then scroll to the bottom and select Search for store address.
- Enter 154-8533 and click Search.
- The SWU locker location address will appear. Check the "I confirm that I have access to this location" box. Then click "Ship to this Address."
- Complete your order.
- Pick Up Your Package at an Amazon Locker
  - <https://www.amazon.com/gp/help/customer/display.html?nodeId=201117870>

### **Community Events (Setagaya Ward Events)**

There are many events organized by Setagaya Ward which you can join simply as a guest, or as a volunteer worker if you are interested in more active involvement in the community. Contact [communityrelations@tuj.temple.edu](mailto:communityrelations@tuj.temple.edu) for more information.

## **2. Temple University Online Resources**

### **TUJ IT Orientation**

All TUJ students should know how to use the following Temple University web-based systems.

#### **NOTE:**

If you do not remember your password and/or username, go to the Account Management site at <http://accounts.temple.edu> and then click the "I cannot log in" link on the right and follow the instructions.

Everyone is required to change passwords every 6 months. When necessary, you will have to reset your expired password.

If you have any IT-related questions including issues with the following online resources, contact Information Technology Services (ITS) for assistance at [tujhelp@tuj.temple.edu](mailto:tujhelp@tuj.temple.edu)

Before accessing TU online resources, review the TUJ IT Orientation website:  
Students an access to the Manuals via Temple Portal > Services and Facilities > Information Technology Services > Manuals and Guides.

If the link prompts you, enter your AccessNet username and password.

### TUportal

Access: <https://tuportal.temple.edu/>

The TUportal website is your main hub for accessing Temple's online resources such as Temple email (TUmail), Self-Service Banner (SSB), and Canvas. Also, you need to use your AccessNet username and password when you register for classes online.

### TUJPortal

After accessing the TUportal above, you can then click on the "Japan Campus" tab to access the TUJPortal. The TUJPortal is your hub for TUJ-specific student information.

### TUmail

Access via TUportal or direct login at <https://tumail.temple.edu>

TUmail is the official contact for all students enrolled at TUJ. Students are required to use TUmail to contact Temple faculty and staff. Administration offices, staff and faculty will send notices to student TUmail accounts. Students are responsible for checking their TUmail regularly.

### Self-Service Banner (SSB)

Access via TUportal

Self-Service Banner (SSB) is students' main gateway for accessing important student information and functions. Students can use it to register for courses, drop and withdraw from courses, update addresses, and check academic history, grade reports, and financial aid application status.

### Canvas

Access via TUportal or login directly at <https://canvas.temple.edu>

Canvas is an online learning management system used to facilitate online instruction, or complement in-person courses. If you are experiencing issues using Canvas, speak with your class instructor, or contact Canvas 24/7 live chat support at <https://cases.canvaslms.com/liveagentchat?chattype=student>. There are also support resources and guides about how to access and use Canvas on TUJ's online learning website: <https://www.tuj.ac.jp/online/technical-help>



### OneDrive

OneDrive is Microsoft's online backup and syncing service providing you with 1 TB of storage in the cloud. Access via TUportal or direct login at <https://portal.office.com>

### TUmobile

Access via searching for "TUmobile" on app stores for iPhone and Android devices. TUmobile provides convenient access to Temple University Japan information. Note that many features of this app though are specifically for Main Campus students.

- Find your daily class schedule.
- Securely view your grades.
- Connect to Canvas.
- Access the Cherry & White directory.
- Access TEmail.
- Keep up to date on campus events.
- Access Student Facebook page and other student information.

### Temple University / Office 365

Access: <https://its.temple.edu/office-365>

Office 365 provides students, faculty and staff with access to the latest version of Word, Excel, PowerPoint, OneNote, and more at no charge. The software can be loaded on up to five PCs and Macs, and up to five compatible mobile devices.

This offering is only available to currently enrolled students and current employees (faculty and staff) and is subject to Temple University's participation in this Microsoft program. New students are able to access Office 365 after their arrival at TUJ.

### Adobe Creative Cloud

Available in the TU Applications menu on TUportal.

Temple offers Adobe Creative Cloud for current students, faculty and staff at no charge. Creative Cloud includes the latest versions of Photoshop, Acrobat Pro, Dreamweaver, InDesign, Illustrator and more. The software is available for Windows and Mac computers and mobile devices, and includes access to Adobe online storage. You have the option to install all the programs included or just specific ones you need.

### A note on how to compose appropriate emails to faculty and staff at Temple University

1. Email is the official means of communication at Temple University. **Students are required to send all emails to those who work in the Temple community from their Temple email accounts ONLY.** Staff members who receive emails from non-Temple email accounts will either respond directly to the student's Temple email account or write back to the personal email account and request that the email be sent using a valid Temple account. If you are using an alias, make sure your preferences are set so your alias can receive replies. If you have concerns about this, contact Information Technology Services at [tujhelp@tuj.temple.edu](mailto:tujhelp@tuj.temple.edu)

2. **Fill in the subject line in all emails.** It helps the receiver prioritize their responses and avoid duplication of effort when the subject line relates to the email topic.

3. **Address the people in your emails appropriately.**

Be sure to start all emails with: *Dear Mr., Ms., Dr., or Professor* rather than diving right into the subject matter. Additionally, make sure that you sign your emails with your first **and** last name. If you are writing an email to Temple faculty or staff, **ALWAYS** include your TUID number. You might even add it to your standard email signature to ensure that you don't forget. (note: your TUID is the 9 digit number on your Student ID card)

4. You may have had previous communication with the individual you are writing an email to, but this does not mean that they will remember your individual situation in its entirety. **Be sure to provide a thorough but concise description of what it is that you need.** If you use the "reply" make sure the *original* correspondence is included at the bottom of your email message.

5. **Do not send the same email multiple times.** If you do not get a response from someone within 3 business days, write a follow-up message and ask how long they think it will take to receive a response. During high email traffic times, many faculty and staff will set up an auto-reply with information about

potentially long response times. Do not send the same email to several different people at once. Instead, utilize the Carbon Copy (CC:) feature, and only do so if the additional parties are essential to your inquiry – again – to avoid duplication of effort.

6. Do **not** use “text-speak.” These types of emails can be misinterpreted and are unprofessional. Always type using complete sentences and try to avoid abbreviations. Finally, use spell-check and proofread before sending an email.



### 3. Administrative Services

#### Classification of Students

There are two types of students in TUJ's Undergraduate Program.

##### Japan Admit Students (JA)

Locally admitted students who complete their studies at TUJ over an extended period of time. "JA students" include Japanese nationals, permanent residents of Japan, international students studying at TUJ on a long-term TUJ-sponsored visa, etc.

##### Study Abroad Students (SA)

These students are on short-term study abroad programs admitted through Temple's Main Campus in Philadelphia.

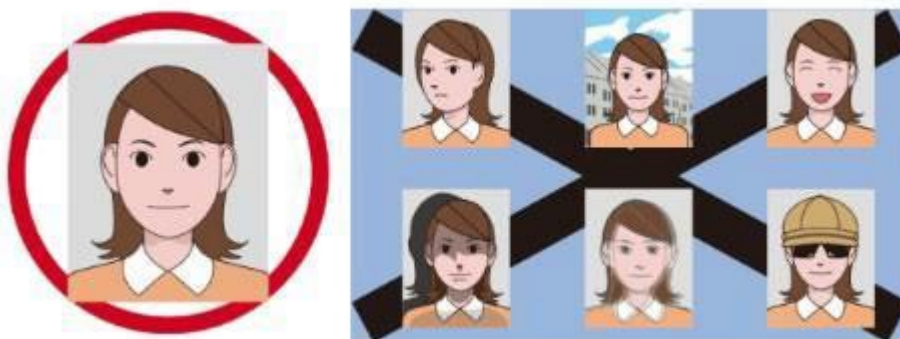
#### Certifications and Documents

##### Student Identification Card (Student ID)

New students please apply for a Student ID card you must apply in your Application Portal.

##### Photo Requirements

1. Color: a color (RGB 24 bit true color) photo, no black & white photo is accepted.
2. Background: can only use a white or an off-white background
3. Date: a photo taken within the last 6 months.
4. Quality: a clear-cut, high-resolution photo with no shadows over face or in the background.
5. Format: photos must be a JPEG image with size of at least 120 KB and no larger than 2 MB.
6. Others: the photo should present the front view of the applicant, and show the full facial features clearly and completely. Head should be horizontally and vertically centered.



Students must carry their student ID at all times. Campus facilities such as the library cannot be used, and issuances of certificates cannot be made, without a valid student ID and semester sticker (see below). If you need to replace a lost or damaged student ID, request a re-issuance at the Information Center (Rm 101). The cost of replacement is 1,100 yen and can be paid by credit card or bank transfer. Card payment details can be found at <https://www.tuj.ac.jp/fee-payment/under/index.html>

## Sample TUJ Student ID

Left: Front side with semester sticker / Right: Back side with student commuter pass certificate

You can get the semester sticker (after paying tuition and fees) at the Bursar's Office (Rm 105), and then you can get the student commuter pass certificate from the Information Center (1F).



|   |      |     |       |      |     |
|---|------|-----|-------|------|-----|
| Address (住所)  |      |     |       |      |     |
| Commuting Route (通学区間)                                    |      |     |       |      |     |
| Valid Duration (有効期間) '09.9.1. ~ '10.8.31                 |      |     |       |      |     |
| Railroad Company Use Only (鉄道各社用通学定期乗車券発行控え)              |      |     |       |      |     |
| 発行年月日   | 有効期間 | 発行駅 | 発行年月日 | 有効期間 | 発行駅 |
|   |      |     |       |      |     |
|   |      |     |       |      |     |
|   |      |     |       |      |     |
|   |      |     |       |      |     |
|   |      |     |       |      |     |
| valid without date of current semester. この有効期間のないものは無効です。 |      |     |       |      |     |

## Semester Sticker

A semester sticker will be provided to those students in good financial standing with TUJ. The sticker is required to gain access to services such as the library and computer labs. Present your student ID card to the Bursar's Office (Rm 105) and they will check your account and confirm your status. A sticker will be issued if you (a) have paid your tuition and fees in full for the semester; (b) have sufficient financial aid to cover your tuition and fees for the semester; or (c) are up to date with your Easy Payment Plan (EPP) payments.

## Student Commuter Sticker (commuter pass certificate)

At stations, you can purchase a student commuter pass 通学定期券 ("tsuugaku teiki-ken") to commute from your home station to the university by public transportation. This pass will give you unlimited use within a fixed period/route. To purchase a commuter pass at stations, you first need to obtain a current semester sticker at the Bursar's Office (Room 105), and then a commuter sticker at the Information Center (1F).

To apply for a commuter sticker, complete the following form before you go to the Information Center (1F).

### [Student Commuter Pass Form](#)

On the form that appears, fill out your address and your commuting route (e.g. Yokohama Motomachi – Shibuya – Sangen-jaya).

## Important Notes

- Your living address in Self-Service Banner (SSB) must match your commuting address in order for a commuter sticker to be issued.
- Your commuter sticker will be deactivated if you take a leave of absence or withdraw from TUJ. Return your TUJ ID card to the Information Center (1F).
- Any change of address and route should be reported to the Information Center (1F). Your commuter sticker should be revised immediately.
- Some bus companies do not have student commuter pass discounts. Check directly with your bus company.

## Transportation Discounts (Long distance)

Students can also receive a student discount 学割 ("gakuwari") on trips exceeding 101 km one way on JR lines (20% off the regular base fare). **Apply at least 3 business days before you wish to purchase your ticket.** First, through the TUJ website, fill out the online request form [Receiving a Student Discount for Shinkansen / Long Distance Tickets | Temple University, Japan Campus \(tuj.ac.jp\)](#). Then go to TUJ's Information Center (1F) to obtain a Student Travel Fare Discount Certificate. Then you can purchase student discount tickets at a JR ticket office.

## **Student Records**

### **Educational Records Release (ERR)**

Due to the university privacy policy, and as a requirement of Japanese law, TUJ is not able to disclose any records to your parents, guardians or third parties without your explicit permission. If you wish our offices to be able to share information with a third party upon request, you need to complete the ERR form available from the link below.

Information on ERR, along with the online request for the form can be found at [Educational Records Release \(ERR\) | Temple University, Japan Campus \(tuj.ac.jp\)](#)

## **Enrollment Confirmation Letters and Transcripts**

### **Confirmation Letters**

Students can request the following documents through the TUJ Registrar's Office

- a. Enrollment Confirmation Letter
- b. Expected Graduation Confirmation Letter
- c. Graduation Confirmation Letter

Enrollment and graduation Confirmation Letters are delivered as a digital document (pdf.) to students via email.

Additional information on confirmation letters, along with the online request form can be found here:

<https://www.tuj.ac.jp/services/registrar/for-students#documents>

Confirmation Letters are generally be issued in 3-5 business days, though it may be longer at busy times of the year.

### **Official Transcript**

An official transcript is your certified academic record. An official transcript displays the terms you attended, graded courses, academic programs, and other relevant academic information.

To place an order, start by selecting the delivery option. Transcripts are delivered to the recipient directly from Temple University.

1. Using your TUportal login, sign into the [Print/Digital Transcript](#) New Tab services app to place your order.
2. Click on the Order Your Transcript button. This will take you to Parchment.
  - If you receive an "authentication error" (see above), please contact [Parchment](#) New Tab directly.
  - Complete or update your Parchment profile.
3. Proceed through the remaining steps to request an electronic transcript (highly preferred), a paper transcript by mail, or delivery to centralized application service (i.e AMCAS, AACOMAS, PTCAS, etc).
4. Proceed through the steps to indicate recipient details and payment information
5. After the order is complete, you will receive a confirmation by email.

### **Unofficial Transcript**

Unofficial transcripts are available for review in Self-Service Banner.

1. Sign-in to [TUportal](#) New Tab
2. Click on the Student Tools tab.

3. In the Records channel, click on View Academic History.

### **Change of Address / Living Address**

If your contact information (phone number, address, etc.) changes any time while you are enrolled at TUJ, be sure to update your information on Self-Service Banner (SSB) via the “Manage my Account” link in the TUPortal. Additionally, every semester after the end of the add/drop period you will be required to confirm your current living address (where you reside while attending school) after logging into TUportal. You will be able to choose from your mailing address, permanent address, or a new address.

### **Personal Information Change**

For some records, such as financial records, human resources records, library records, and transcripts and diplomas, Temple's policy is to utilize a student's legal name to ensure for verification and to safeguard against identity theft and fraudulent credentials.

#### **How do I update my personal information?**

Students can update their legal name, social security number, or date of birth using the Personal Information Change process:

1. Using your TUportal login, sign into the Name/Personal Info Change app to update your personal information (legal name, date of birth or SSN).
2. Complete the required form fields.
3. Select the supporting document type, and upload the file.
4. After uploading each document type individually, click SUBMIT REQUEST to send your request.
5. We will evaluate the documents you submitted, and follow-up via email.

#### **How do I update my preferred name?**

Temple University supports the need or preference for members of its community who identify by a name other than their legal name. The university will accommodate a preferred name, when possible, in the course of university business and education. Please see the Preferred Name Use section of the website for details.

Note that for Japan administrative purposes, as some government organizations require to see your student ID, having a student ID that does not match your passport may cause issues with some Japanese government organizations. TUJ highly encourages you to have a student ID that matches your passport.

### **Leave of Absence (LOA)**

If you are a degree-seeking student currently enrolled full time or part time at TUJ and do not intend to take courses during the upcoming fall and/or spring semester, you must submit a Leave of Absence (LOA) petition online through TUportal. Submit this as soon as you have made the decision to take an LOA. The deadline for the petition is 17:00 on the last day to drop a course for the semester you will be on leave. If you are planning to leave Japan, be sure to submit the LOA petition before leaving the country.

Check the LOA policy and the online application procedure at <https://www.tuj.ac.jp/ug/academics/policies-and-procedures/policies/leave-of-absence.html>

#### **Important:**

If you are on a TUJ-sponsored visa, follow the policies and procedures as described in the “Important Information for Visa-sponsored Students” section of the **International** Student Handbook.

### **Withdrawing From the University**

nts wishing to withdraw from Temple University, Japan Campus will need to complete the following steps available on the TUJ website here: <https://www.tuj.ac.jp/ug/academics/policies-and-procedures/policies/withdrawing-from-tuj>

## 4. Tuition / Scholarships / Educational Loans

### Tuition and Fees

Tuition statements are sent to your TEmail address during the course registration period. The statements provide details of the costs for the credits you have enrolled for, any associated fees, along with information on methods of payment and payment deadlines. Note that each semester you will receive a number of updated versions of your statement to reflect any enrollment changes made during the add/drop periods, or to reflect changes in awarded financial aid amounts, scholarships, etc.

All tuition and fees must be paid by the date specified on the statement. Tuition and fees are generally non-refundable unless course(s) are dropped in the first two weeks of the semester (add/drop period).

General information on tuition payment can be found at [TUJ Tuition Payment | Undergraduate Program | Temple University, Japan Campus](#)

#### Tuition Billing and Payment Schedule

A detailed tuition billing and payment schedule for current and future semesters can be found at [Tuition Billing and Payment Schedules | Undergraduate Program | Temple University, Japan Campus \(tuj.ac.jp\)](#)

#### Tuition & Fees Statements

- Tuition and fee statements will be sent to your TU email (TEmail) address on the following days
  - FIRST VERSION -- In the evening on the last weekday before the first day of classes
  - ADD/DROP UPDATE -- After the add period has ended
  - FINAL VERSION (Invoice)-- After the drop period has ended

#### Payment Deadlines

- The payment deadline for each semester is stated at the top of the invoice which is sent to your Temple email (TEmail) address. The deadline is typically one week after the final invoice is sent.
- Note that if you are arranging for a third party to make payment on your behalf, you will need to forward the statement to them yourself.

#### Available Methods of Payment

##### 1. Bank Transfer

- Bank account details for payment will appear on each statement you receive.
- Include your TUID number when making a bank transfer. Without your TUID number, we may not be able to correctly allocate your payment to your student record.
- Be aware that students are responsible for covering all bank transfer charges. Do not deduct these amounts from the amount due when making a transfer.
- When transferring from overseas, be sure to pay in YEN and add at least 3,000 yen to the total to cover the estimated Japanese bank handling charges for the TUJ account. Be aware that this 3,000 yen only covers the Japanese bank fee for our account. You will need to include more to cover any fees charged by your home bank or any intermediary bank they choose to use.

##### 2. Credit Card

- Credit card links for card payment will appear on each statement you receive.
- Only Visa and MasterCard are accepted.
- If your card payment is unsuccessful, contact your credit card company directly for details.

##### 3. Convera (Formerly Western Union)

- A link to the Convera payment website is provided on the statement/invoice sent to students.
- Students should contact Convera directly with any questions about this method of payment.

#### Easy Payment Plan (EPP)

To assist students with the costs associated with studying, TUJ offers an installment plan called the Easy Payment Plan (EPP). The plan allows students to make payment in two 50% portions.

Application details are available on the tuition statement itself which is sent to your Temple email (TEmail) address and on the TUJ website (specific to each semester):

[TUJ Tuition Payment | Undergraduate Program | Temple University, Japan Campus](#)

### **Late Registration and Withdrawal**

- There are fees associated with late registration.
- If you miss the assigned enrollment period ("Priority Registration"), you will be charged a late registration fee of 5,500 yen. Refer to the Academic Calendar for the Priority Registration start date and the Tuition Payment Schedule for the registration deadline.
- Students who withdraw from classes after the official add/drop period remain financially responsible for the tuition and fees charged. However, students may petition their advisor for an Excused Withdrawal (EW) due to a serious documented extenuating circumstance that prohibits continued enrollment in all courses for the term and may be eligible for a refund.

### **U.S. Financial Aid Students and Payment**

- Financial Aid is first received at Main Campus and is then processed on to TUJ. This process takes time.
- The timing of a financial aid refund will depend upon your disbursement date.
- It generally takes around two weeks to complete the process from that date.
- In order to process a financial aid refund you need to provide the university with details of a local (Japanese) bank account.
- Refunds to banks outside of Japan can be made upon request. Please contact the Bursar's Office to request the required form for this type of transfer.
- Once your financial aid has been disbursed, use the link on your statement to provide the TUJ Bursar's Office with your bank account information.
- Disbursed financial aid for each semester should appear on your statement. If it does not appear on the statement, email the Financial Aid Coordinator in OSSE at [tujfinaid@tuj.temple.edu](mailto:tujfinaid@tuj.temple.edu) to check on the status of your funds.

### **Financial Responsibility Agreement**

In order to register online, students are required to accept the terms of the financial responsibility agreement. This agreement appears automatically when students log in to register on Self-Service Banner. The agreement refers to specific processes followed at Main Campus and does not necessarily match the processes at TUJ.

### **TUJ Scholarships**

TUJ offers a variety of scholarships to qualified undergraduate students. Scholarship recipients receive partial tuition remission for the relevant semester. Some scholarships are also awarded to students demonstrating both merit and need.

To be eligible for Continuing Undergraduate Scholarship, students must

- a. be currently registered as a full-time student,
- b. be a matriculated undergraduate TUJ student, and
- c. have completed at least 12 credit hours of academic work at TUJ.

Students in their final semester, on a leave of absence, or registered as part-time students due to financial reasons may also be considered in exceptional circumstances. For application requirements and details, see <https://www.tuj.ac.jp/ug/cost-financial-aid/scholarships/current-students.html>

### **Financial Aid Resources**

#### **Federal Financial Aid for U.S. Citizens**

The term "U.S. Federal Financial Aid" refers to financial aid provided by the United States government. You must be a United States citizen or a permanent resident of the U.S. in order to apply for this aid. Listed below is financial aid (loans and grants) available to students in TUJ's Undergraduate Program. For detailed descriptions and application procedures, refer to the Student Financial Services (SFS) website of Temple Main Campus at [sfs.temple.edu](http://sfs.temple.edu) Under the "APPLY" tab, complete financial aid information can be found for **Temple University, Japan Campus**. For assistance regarding financial aid, visit TUJ's financial aid coordinator in the Office of Student Services and Engagement (Rm 104) or email ([tujfinaid@tuj.temple.edu](mailto:tujfinaid@tuj.temple.edu)).

The [FAFSA application](#) period for the each academic year begins on October 1 of the prior calendar year and will continue through June 30 of the subsequent calendar year. This means that the 2025-2026 FAFSA will open October 1, 2024, and close June 30, 2026. The FAFSA is typically divided between the fall and spring semesters. Summer awards are packaged separately. If you use up your academic award eligibility during the fall and spring semesters, you may need to apply for an additional educational loan for the summer semester. To apply, carefully read the information at <http://sfs.temple.edu/apply/steps-financial-aid/complete-fafsa>

You are encouraged to submit/renew your FAFSA application each academic year you wish to be considered for



federal financial aid. Students must complete all requirements listed on TUPortal in order for financial aid to be disbursed. If you are having difficulties completing outstanding requirements, contact the TUJ financial aid coordinator at [tujfinaid@tuj.temple.edu](mailto:tujfinaid@tuj.temple.edu)

#### **Types of Financial Aid for Matriculated Students - Dependent**

- [Federal Direct Loans](#)
- [Federal Pell Grant](#)
- [The Pennsylvania State Grant \(PHEAA\)](#)
  - For other state residents, review the SFS website under “State Grants”
- [The Federal Direct Parent Loans \(PLUS\)](#)
  - For students under 24 years old
- [Alternative Private Loans](#)

#### **Types of Financial Aid for Matriculated Students - Independent**

- Federal Direct Loans
- Federal Pell Grant
- The Pennsylvania State Grant (PHEAA)
  - For other state residents, review the SFS website under “State Grants”
- Alternative Private Loans
  - May need to apply with a credit-worthy cosigner

#### **Types of Financial Aid for Non-matriculated Students\***

- Federal Direct Loans
- Federal Direct Parent Loans (PLUS)
- Alternative Private Loans

\*A non-matriculated student whose acceptance status is “permanent non-matriculated” may be eligible for a Federal Direct Loan if the student is enrolled in a course of study necessary for admission to a degree or certificate program. For more information about this classification, visit this website:

<https://sfs.temple.edu/apply/non-matriculated-students>

Non-matriculated students must complete ***the Non-matriculated Student Eligibility Form***

(<https://sfs.temple.edu/forms>) and submit it to their contact at the Office of Student Services and Engagement.

\*Additional documents may be required for non-matriculated student loans (listed as “requirements” in Self-Service Banner).

#### **Important Notes**

- a. The financial aid listed above is what is available to TUJ students (status is “off campus”). It does NOT mean that all students are eligible or that they will be awarded financial aid.
- b. Students must by federal regulations be enrolled at least ~~part~~ **half** time (6 credits) each semester to receive the Federal Direct Loan and Federal Direct ~~Parent~~ **PLUS** Loans (**PLUS**). Note that if a student is under TUJ visa sponsorship, they must also separately maintain a full-time course schedule each semester (12 credits in fall/spring, 9 credits in summer).
- c. FAFSA applicants must review the Academic Progress Standards requirement at <https://sfs.temple.edu/apply/steps-financial-aid/eligibility-determination/academic-progress-standards>
- d. If any requirement(s) are found in a student’s TUportal account, the student must complete all the requirements in order to receive the disbursement after the semester starts.
- e. If you are awarded any outside private scholarship, be sure to send a copy of your award letter to the financial aid coordinator in the Office of Student Services and Engagement at [tujfinaid@tuj.temple.edu](mailto:tujfinaid@tuj.temple.edu)

#### **FERPA ([Family Educational Rights and Privacy Act](#))**

This allows a student to consent to the release of all of the information from their education records to parents, guardians or other appropriate persons. By selecting FERPA Contacts and providing the requested information, you are providing the university with your consent to discuss any information from your education records with the person(s) specified, either in person or via telephone. You will need to log

in to TUportal and click on Self-Service Banner and click on the "Student" section and then "FERPA Contacts."

#### **ERR ([Educational Records Release](#))**

It is TUJ's policy to comply with the confidentiality requirements for personal information established under Japanese law.

"Education records" are defined to include all records maintained by TUJ about you such as your enrollment information, contact information, transcripts, financial records, advising records, academic progress records, disciplinary records, and other personal records. It does not include employment or medical records.

In order for the university to communicate your information to parents, guardians, or other appropriate persons, students must give consent to those persons by completing both ERR and FERPA forms.

**Proxy Access** allows a student to grant others permission to access certain components of their education records in Self-Service Banner. This is called granting "proxy access" and you refer to the other person as your "proxy." By selecting Proxy Access (following the easy instructions to add a proxy), you are providing the university with your consent to allow the proxy to access components of your education records in Self-Service Banner. To grant Proxy Access, log in to TUportal, click on Self-Service Banner, click on the "Student" section and then "Proxy Access."

To learn more about Proxy Access, refer to the link:

<http://deanofstudents.temple.edu/ferpa-family-educational-rights-and-privacy-act>

### **GI Bill and Veterans Benefits**

Individuals who are eligible for GI Bill benefits may apply those benefits to TUJ. TUJ is listed under the same VA approval as Temple University Main Campus in Philadelphia. The general application procedure for VA benefits at TUJ can be found at [GI Bill and Veterans Benefits | Undergraduate Program | Temple University, Japan Campus \(tuj.ac.jp\)](#). To apply for VA benefits for the first time, you need to contact the VA directly.

If you have already provided your GI Bill COE (Certificate of Eligibility) to TUJ, and made your declaration, then your coverage details will appear on your tuition statement. Note that visa fees, TUJ housing fee, and late enrollment fees are not covered by the VA. If you have any questions about certification, or have not yet submitted your COE, visit or contact the TUJ Registrar's Office (Rm105) ([tujregistrar@tuj.temple.edu](mailto:tujregistrar@tuj.temple.edu)).

Note that if you are a new student, your Certificate of Eligibility should have first been submitted to the Office of Student Services and Engagement before your arrival at TUJ and uploaded to the TUportal app in Self-Service Banner. For details on the declaration and certification processes, visit <https://veterans.temple.edu/> and contact Main Campus at [ourveterans@temple.edu](mailto:ourveterans@temple.edu). For general inquiries, you can also visit the TUJ Registrar's Office (Rm105) or contact them at [tujregistrar@tuj.temple.edu](mailto:tujregistrar@tuj.temple.edu)

### **Japanese Educational Loans**

Various Japanese banks and institutions offer educational funding, including scholarships and loans. The qualifications for applying for these loans and scholarships vary. For more information, visit <https://www.tuj.ac.jp/ug/cost-financial-aid/scholarships/other-funding.html>



## 5. Academic Information

### Academic Calendar

TUJ operates on a trimester system of 15-week fall and spring semesters, and a 10-week summer semester. For a list of holidays and important dates regarding course registration, consult the academic calendar posted on TUJ's Undergraduate Program website at

[Academic Calendar | Undergraduate Program | Temple University, Japan Campus \(tuj.ac.jp\)](https://www.tuj.ac.jp/undergraduate-program/academic-calendar)

### Academic Policies and Requirements

#### Academic Policies

Academic policies containing important information pertaining to your academic career at TUJ are listed on the website for the Academic Advising Center (AAC) at [Academic Policies | Undergraduate Program | Temple University, Japan Campus \(tuj.ac.jp\)](https://www.tuj.ac.jp/undergraduate-program/academic-policies)

#### Academic Requirements

For detailed information regarding academic requirements, including General Education (GenEd) and major/minor requirements, visit the Academic Information section of TUJ's Undergraduate Program website at [Academics | Undergraduate Program | Temple University, Japan Campus \(tuj.ac.jp\)](https://www.tuj.ac.jp/undergraduate-program/academics)

#### Prerequisites

Students are responsible for knowing and completing all published prerequisites for a course before enrolling. Prerequisites are listed on the [Course Schedule](#). TUJ always holds the right to de-register a student from a course if the student has not satisfied the published prerequisites.

#### Online Courses at Main Campus Prohibition

Unless approved in advance, all TUJ students are prohibited from participation in online courses offered by Temple University's Main Campus. Students seeking an exception must submit a written petition to the AAC that demonstrates the course is essential for timely graduation. These exceptions are not likely to be approved except in the case of significant extenuating circumstances. Non-TUJ online courses will not count toward full-time visa status in a typical academic year.

#### Students on Academic Warning, Probation, or Extended Probation

Students on Academic Warning, Probation, or Extended Probation must see an academic advisor from the Academic Advising Center (AAC) in order to register. Students on Academic Warning may self-register online after they meet with their academic advisor. Students on Academic Probation are not allowed to adjust their registration by themselves (including add, drop, and withdrawal). Refer to the [policy on Academic Warning, Probation, and Dismissal](#).

#### Academic Grievance (Grade Appeal)

TUJ Students have the right to a fair adjudication of grievances concerning academic matters. An academic grievance is a grievance related to the evaluation of academic work in a course. The Academic Grievance Procedure applies to all complaints from students on academic matters, and can be accessed on the TUJ website at Academic Grievance <https://www.tuj.ac.jp/policies/academic-grievance>

### Academic Advising Center

The Academic Advising Center (AAC, Room 102) supports TUJ's undergraduate students to achieve their academic goals and to develop an academic plan that aligns with the University's policies. Academic advisors are a good first point of contact for students with questions about navigating university resources and/or academics at TUJ.

Academic advisors partner with students to help them find and stay on their preferred path of academic success. Students lead their own academic journey, course selection, and interest exploration, with advisors providing helpful guidance along the way. Advisors expect to connect with students at least once each semester to check in, identify options, review requirements, develop plans, and make informed decisions. Learn more about the role of an advisor and role of a student on this website: [About the Academic Advising Center](#)

Each student is assigned an academic advisor during orientation based on their major. Students may find their advisor listed in their TUportal student profile. Common discussion topics include course planning, add/drop/withdrawal of courses, graduation requirements and timeline, major changes, options for additional programs, reduced course load petitions, and academic support. Academic advisors also help students stay informed of important semester deadlines and academic opportunities and resources via TEmail.

### **Academic Advising Appointments**

Students can make academic advising appointments directly through this website:

<https://www.tuj.ac.jp/ug/academics/advising-and-support/academic-advising-at-tuj/advising-appointment-scheduling-system> Appointments are available in Room 102 or online via Zoom.

Generally, advising appointments are available between 9:00 and 17:00 Tokyo time, Monday through Friday (except on public holidays) and typically last 30 minutes.

Drop-in Advising is also available twice each week for students with urgent, quick questions. Students may meet with an academic advisor for general questions during the posted drop-in hours found on the Academic Advising Center Canvas page at

<https://templeu.instructure.com/courses/38047/pages/drop-in-advising>

### **Registering for Courses**

All students self-register for courses each semester through TUPortal. New students and students who are not in Academic Good Standing will need a PIN to register. Academic advisors provide these PINs after students share a course plan.

New students create their first semester course plan through an online Class Registration module in the New Student Portal.

After their first semester, students register during Priority Registration in advance of the next semester. Priority Registration typically happens at the end of October for Spring semester and at the end of March for Summer and Fall semesters. See more details on this website: <https://www.tuj.ac.jp/ug/academics/advising-and-support/academic-advising-at-tuj/priority-registration>

### **Placement Assessments**

All newly admitted undergraduate students must take online placement assessments (English and Math) prior to their registration to ensure that they are enrolled in the best fit classes for their academic level. Students may be exempted from placement assessments if they receive auto-placements based on their SAT/ACT/AP scores or relevant transfer credits. For questions about placement assessments, contact Temple University's Institutional Research & Assessment office at [placements@temple.edu](mailto:placements@temple.edu)

### **Credit Exchange Program with Other Universities**

This program allows TUJ students to take selected courses at Meiji University and Showa Women's University (private Japanese universities in Tokyo) without paying extra tuition. For international students at TUJ, this is an excellent opportunity to challenge themselves by taking classes offered in Japanese. For details, consult the Academic Advising website at [Exchange Programs | Undergraduate Program | Temple University, Japan Campus \(tuj.ac.jp\)](https://www.tuj.ac.jp/exchange-programs)

### **Contact Academic Advising with your questions and concerns related to:**

- Academic interests and goals
- Graduation timeline
- Transfer credit re-evaluation for GenEd courses
- Major/Minor/Certificate declaration
- Re-enrollment
- Course withdrawal
- Other academic-related applications and petitions
- Degree Progress Report/Reduced Course Load Request (for student visa)

The Accessibility Services(DRS) Department is committed to providing every student with the necessary support for academic success, irrespective of disabilities, learning differences, or medical conditions. We offer academic accommodations designed to reduce barriers to learning. For students who register with the Department, accommodations may include assistive technology, extended test-taking time, distraction-reduced testing environments, and flexible attendance policies. For more information about academic accommodations and to register for services, please contact the TUJ Accessibility Services coordinator at [tujaccessibility@tuj.temple.edu](mailto:tujaccessibility@tuj.temple.edu) or visit: <https://www.tuj.ac.jp/services/drs>.

### Study Abroad Opportunities for TUJ Students

TUJ offers a variety of study abroad opportunities to qualified candidates, including **Temple Main and Rome campuses, bilateral exchange programs, and external programs** in various cities and countries. Students must complete at least one semester at TUJ with good academic standing in order to apply to study abroad. In addition, each program has its own eligibility requirements, such as class standing, GPA, and language skills. **Exchange programs** allow TUJ students to keep paying regular TUJ tuition while studying at a partner university overseas, which usually makes it more affordable compared to other study abroad options. Students may use study abroad credits to fulfill their Temple degree requirements with pre-approvals from AAC. It is a good idea to discuss your study abroad plans and ideas with both the TUJ study abroad coordinator and an academic advisor. The **Fly to Philly program** allows TUJ students to study at Temple's main campus for 1-3 consecutive semesters by paying the equivalent of regular TUJ tuition (instead of at the main campus, non-resident/international student tuition rate). Students may choose to transfer permanently to pursue different majors at main campus, or return to TUJ to finish their studies.

For more information, contact the **OSSE study abroad coordinator** at [goabroad@tuj.temple.edu](mailto:goabroad@tuj.temple.edu) or visit the [TUJ Study Abroad website](#).

## 6. Student Support Services

### Office of Student Services and Engagement

The Office of Student Services and Engagement (OSSE) provides support for TUJ's diverse student population and assists students with their non-academic needs as they become members of the university community. The office handles both services for students as well as student events and activities (engagement).

Student Services includes:

- Visa sponsorship for international students
- Study Abroad opportunities
- Coordination for Financial Aid matters
- Scholarship Support
- TUJ Housing
- New Student Orientation
- Student Conduct Code

Engagement includes:

- Student Activities and Events
- Clubs and Organizations
- Student Government
- TUJ LEAD

OSSE is also the primary contact related to Conduct Code matters.

Many of our services are highlighted in the TUJ portal. Students are encouraged to review the TUJ Portal for issues related to our services as well as living in Japan matters

If you have any non-academic-related issues, do not hesitate to visit the OSSE (Rm 104) or contact them at [osse@tuj.temple.edu](mailto:osse@tuj.temple.edu).

## The Learning Center (TLC)

The TLC offers peer tutoring in a range of subjects, including Academic Writing, Mathematics, Computer Science, Psychology and Japanese. Live tutoring is available both on campus and online Monday through Fridays. Additionally, the TLC offers peer success coaching to help students learn to manage their coursework, develop study skills, and stay motivated in a busy semester.

For more information and to make a reservation, visit the [TLC website](#).

Note: The TLC hires tutors every semester. For more information, contact Ryan Rashotte ([tujtutoring@tuj.temple.edu](mailto:tujtutoring@tuj.temple.edu)), Director of Learning Support Services.

## Peer-to-Peer Mentorship

TUJ's Peer-to-Peer Mentorship Program offers an opportunity for you to connect with experienced student mentors who can provide you with guidance and support as you navigate the challenges of student life. It's a chance for you to seek assistance, share your experiences, and build meaningful connections in the TUJ community.

Peer mentors are trained to assist you in various ways. They can help you cultivate study skills, adjust to life in Japan, find connections in your community, and deal with stress and scholastic anxiety. Moreover, because our mentors are fellow students who have dealt with the challenges you may be facing, they can offer you unique advice based on their own experiences.

For more information, [please visit the main page on TUPortal](#).

## Counseling Office

The TUJ Counseling Office (Rm 603) helps students increase self-awareness, improve problem-solving skills, accomplish personal and academic goals, and manage mental health symptoms and related concerns. The services provided by mental health professionals include individual counseling, virtual office hours, and workshops. Our counseling services are free and confidential and available in both Japanese and English. Appointments can be made by email ([tujcounseling@tuj.temple.edu](mailto:tujcounseling@tuj.temple.edu)). The 24/7 mental health crisis services are also available via TELUS for Japan Admit students and Healix for Study Abroad students. For more information, visit the Counseling Office website at <https://www.tuj.ac.jp/services/counseling>.

## Career Development Office

The Career Development Office (Rm 107, Tokyo) provides students with professional development and job search assistance including individual career counseling, internship programs, career seminars and workshops, career fairs, and company information sessions. An extensive range of information and materials including job hunting handbooks, job postings (full time and part time), useful books, and company brochures are also available. The Career Development Office also sends out a weekly newsletter through Temple email (TUmail).

To make an appointment to see a career counselor, use Handshake at <https://temple.joinhandshake.com/edu/appointments>. The career seminar and event schedule for the current semester can be seen at <https://tuportal6.temple.edu/group/japan/events1>.

For more information, visit the Career Development Office TUportal page at <https://tuportal6.temple.edu/group/japan/career-development>

and Career Development Canvas Resources at

<https://templeu.instructure.com/courses/135586>

## Academic Grievances and Other Student Complaints

TUJ Students have the right to a fair adjudication of grievances concerning academic matters. An academic grievance is a grievance related to the evaluation of academic work in a course. Please see “Academic Grievance” under the previous Academic Policies section for information about academic grievances (grade appeals).

Non-academic complaints (for example, related to housing, student financial services, visa services, and so on) by undergraduate students should be referred to the Office of Student Services and Engagement at [osse@tuj.temple.edu](mailto:osse@tuj.temple.edu). Graduate program non-academic issues should be referred to the respective graduate program director.

In addition to consulting with OSSE, students may directly (1) bring non-academic complaints to the relevant office, the office manager, that manager's supervisor, and to others (such as the associate dean for enrollment management, the associate dean of academic affairs in case of complaints about faculty, the chief HR manager, the general counsel, or the dean), or (2) communicate their concerns to the following general "ombudspersons" regarding non-academic student complaints:

Erica Adams ( [erica.adams@tuj.temple.edu](mailto:erica.adams@tuj.temple.edu) ) (Career Development), and  
Yukiko Maehara ( [yukiko.maehara@tuj.temple.edu](mailto:yukiko.maehara@tuj.temple.edu) ) (Admissions Counselling).

## 7. Student Engagement

Student Engagement is housed within the Office of Student Services and Engagement (OSSE). In addition to planning activities and events both on and off campus, Student Engagement brings together student organizations, student volunteers, and the Student Government in making TUJ a better and more involved community. Student Engagement provides students with the necessary resources to form student groups, plan activities, and create networks within our diverse university community.

Students are encouraged to participate in university events, activities, and student organizations to enrich their academic and social experience at TUJ. If you have any questions, contact Student Engagement at [engagement@tuj.temple.edu](mailto:engagement@tuj.temple.edu) or visit the [Student Engagement Website](#).

## Student Activities and Events

OSSE sponsors a variety of activities each semester, including culture exchange programs, workshops, day outings, and overnight trips. These activities are designed to promote social relations among members of TUJ's diverse community, and advance the university's mission of strengthening relations among students as they become good global citizens. A full list of current semester activities and events is available at [the Student Activities website](#).

## Clubs and Organizations

Student organizations help students identify people with similar interests and promote connections with other students. For a list of current student organizations or instructions on how to start a new student organization, visit the [Student Clubs and Organizations website](#). If you have any questions on forming or joining a TUJ student organization, contact [engagement@tuj.temple.edu](mailto:engagement@tuj.temple.edu).

## Student Government

The TUJ Student Government (SG) is the official representative of the student body at TUJ. The SG is organized, directed and operated by students with assistance and oversight from Student Engagement. Elections for SG officers are held each year, and any student in good standing who has been enrolled at TUJ for more than one semester with an overall GPA of 2.50 is eligible to run for office. For more information, visit the SG office (Rm 110 B in the cafeteria), [check the SG Website](#), or email them at [stugv@tuj.temple.edu](mailto:stugv@tuj.temple.edu)

## Emerging Leaders Program

The Emerging Leaders Program (ELP) is a program designed to help new students develop leadership skills, gain life-long friendships, find opportunities to network, and prepare them for the global marketplace. The program is designed as a regular class (3 elective credits towards a degree) and takes place only in the Fall semester. ELP students are expected to organize and lead a major event towards the end of Fall semester as the main goal of their program. For more information, [visit the Emerging Leaders Program website here](#).

### Program Board

The TUJ Program Board (TUJPB) is a student committee devoted to organizing large-scale and specialty events, both on and off campus, for the entire TUJ UG/Bridge/AEP student community. The TUJPB offers students the opportunity to participate full-scale from proposal to execution, and to gain skills in project planning, budgeting, event execution, promotion, and PR. You can contact them at [tujpb@tuj.temple.edu](mailto:tujpb@tuj.temple.edu) and, if you want to know more about them, [visit the TUJ Program Board website here](#).

### TUJ LEAD

Student Engagement also oversees TUJ LEAD. TUJ LEAD: Leading in Equity, Acceptance, and Diversity, focuses on supporting efforts to raise cultural awareness, equity, and inclusion of all members of the TUJ community and for the public, acknowledging differences in beliefs, gender, identity, nationality, race, and sexual orientation. The group endeavors to develop resources, policies, and initiatives that foster greater inclusion for all members of the community. For more information or if you would like to volunteer to support diversity efforts at TUJ, email [diversity@tuj.temple.edu](mailto:diversity@tuj.temple.edu) or [visit the TUJ LEAD website](#).

## 8. In Emergencies

### On Campus

#### First Aid Kit

First aid kits are located in the Information Center (Rm 101) and the ITS Help Desk (Rm 501). The Information Center staff is trained in first aid.

#### Emergency Contact Information

##### Information Center (IC)

If you are injured or sick on campus and need an ambulance, contact the Information Center immediately. They will take the necessary action.

Tel: 03-5441-9800 / 0120-86-1026

Hours: Monday through Friday 08:30 to 19:00

##### Office of Student Services and Engagement (OSSE)

Tel: 090-2158-0562 (use only when absolutely necessary)

### Off Campus

#### Police Department - Dial 110

If you are involved in a crime or accident or feel that your life may be in danger, call 110 immediately. In the case of an accident, you must notify the police immediately to obtain a Traffic Accident Certificate 事故証明書 ("jiko shomeisho") based on the police report in order to claim or file for insurance. If you lost something or something was stolen, you should file a report at the nearest police station and get a certificate of lost or stolen property 遺失/盗難届証明書 ("ishitsu" or "tounan-todoke shomeisho"), which may be required to re-issue official documents such as your residence card or passport. For more information, students can consult the [Foreign Resident Manual](#).

#### Ambulance/Fire - Dial 119

For situations involving **critical** health conditions needing immediate medical care, or in case of fire, call 119 (Fire Department). Make sure you tell the operator the nature of your call (ambulance "kyu-kyushya" or fire "kaji") and your present location.

#### Sudden Illness/Injury

Japanese hospitals are open to the general public for limited hours and may not allow emergency admission, particularly in the evening or on weekends. On Sundays and public holidays and at night, you can receive treatment for sudden illness or injury at an emergency hospital. However, note that only a minimum number of



doctors required for emergency treatment are on duty, and these hospitals can only provide first-aid treatment. For information on emergency hospitals in your area, contact the [Tokyo Fire Department Emergency Consultation Center](#) (Tel: 03-3212-2323).

### **Medical / Emergency Helplines**

#### **AMDA International Medical Information Center**

Website: [www.amdamedicalcenter.com/](http://www.amdamedicalcenter.com/)

Tel: 03-6233-9266

Monday through Friday 10:00 to 16:00 (Japanese, Chinese, English, Korean, Spanish, Thai, Tagalog, Vietnamese, Portuguese)

#### **MHLW Medical Information Net**

Website: <https://www.iryuu.teikyouseido.mhlw.go.jp/zkn-web/juminkanja/S2300/initialize> (Japanese, Chinese, English, Korean)

#### **Emergency Interpretation Service (for Medical Institutions)**

Tel: 03-5285-8185 or 0570-099283

English, Chinese available for 24-hour, 365-day assistance.

Korean, Thai, Spanish, French, available on weekdays, 17:00 to 20:00, and weekends/national holidays 9:00 to 20:00.

#### **Natural Dental Jiyugaoka (English speaking dentist)**

Website: <https://naturaldental-jiyugaoka.com/en>

Tel: 03-5726-8840

Mail: [yamamoto@naturaldental-jiyugaoka.com](mailto:yamamoto@naturaldental-jiyugaoka.com)

Address: CASA DE KS 1F, 5-20-1 Okusawa, Setagaya-ku, Tokyo 158-0083

Consultation hours: Tue-Fri 10:00-19:00, Sat 10:00-17:00, Sun 10:00-13:00

※ CLOSED on Mondays, Sundays (1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>), and holidays

### **Sexual Assault and Other Sexual Misconduct**

TUJ is committed to preventing and addressing sexual assault, domestic or dating violence, stalking, and sexual exploitation wherever it occurs. To familiarize yourself with university resources and options in the event you or someone you know experiences sexual assault, dating or domestic violence, stalking, or sexual exploitation, review the university's policy on [Preventing and Addressing Sexual Misconduct](#). A summary of this policy and how to report incidents is posted on the [TUJ website](#).

If you or a friend experiences sexual assault or other sexual misconduct, seek medical care immediately to address immediate health concerns and to obtain and preserve evidence of the crime. We also encourage you to contact the Assistant Dean of Students at TUJ Nicole Despres ([ndespres@tuj.temple.edu](mailto:ndespres@tuj.temple.edu)), to begin receiving whatever support you may need. The [Office of Student Services and Engagement](#) can provide support in seeking medical care, contacting Japanese police, class accommodations, housing changes, counseling, Conduct Code charges, and other options. If you would like to make an anonymous report directly to the Title IX coordinator at Main Campus you can do that [here](#); the content of such a report will be shared with the assistant dean of students at TUJ.

A student alleging sexual assault, domestic violence, dating violence, stalking, sexual exploitation or other sexual harassment may also use the following email to contact an ombudsperson: [harassment.ombudsperson@tuj.temple.edu](mailto:harassment.ombudsperson@tuj.temple.edu). An ombudsperson for student complaints can advise students of their options, but as noted below, may be obliged to advise others within TUJ and appropriate outside parties about any specific reports of sexual misconduct.

Counseling services are available free of charge at the [TUJ Counseling Office](#) and may be available at mental health provider offices in Tokyo and at various other call centers. A summary of counseling and other resources at TUJ, in Japan, and at Main Campus that are relevant to sexual assault and other sexual misconduct is available on the TUJ [website](#). See also "Resources: Sexual Assault and Interpersonal Violence" on the [Counseling Services website](#).

## **Public Safety and Encounters With Law Enforcement**

Generally speaking, Tokyo is a very safe city and violent crime is rare. This does not, however, mean your safety is guaranteed. It is wise to be cautious in all entertainment and nightlife districts throughout Japan. In Tokyo -- Roppongi, Shinjuku (especially the area of Kabuki-cho), Shibuya, and Ikebukuro are entertainment districts with higher incidence of crime, particularly theft and drink-spiking. Follow common sense precautions to avoid putting yourself in bad situations where you could get into trouble. In particular, avoid illegal drugs and excessive or irresponsible consumption of alcohol, which can impair judgment and compromise health and safety.

One reason Tokyo and other parts of Japan are very safe is because Japanese authorities are much stricter with illegal activity of any kind; laws are strictly enforced. **As a practical matter, police and prosecutors have tremendous discretion** in stopping foreigners to check their ID or to stop and question anyone, regardless of nationality, if they have reasonable grounds to suspect a person has committed, is about to commit or has knowledge of a crime (known as “shokumu shitsumon”/職務質問 or “shokushitsu”), in making arrests, detaining persons after an arrest has been made, conducting investigations, and determining whether to prosecute.

While foreigners all stand out to one degree or another, students who fit particular profiles may feel that they are more frequent targets of police scrutiny [as has been noted in the U.S. State Department's Japan 2017 Human Rights Report, news media and court cases].

TUJ does not assume obligations for students' off-campus behavior or for their interactions with Japanese law enforcement personnel or the criminal justice system. While we may sympathize with the plight of students who have been arrested and detained by Japanese authorities, (i) we cannot provide you with legal advice or act on your behalf in interacting with police or prosecutors, (ii) we do not have authority to act for you in such cases, and (iii) privacy laws restrict our ability to directly aid you and to disclose your affairs to (or take directions from) other persons. If you haven't been arrested but feel you are being unfairly targeted or profiled by police, we recommend that you ask for the name and rank of the officers, consider recording your encounter, and report it to a police complaint bureau that can hear your complaint in English (or other foreign language). In Tokyo, this is the Tokyo Metro Police Department's Community Safety Consultation Center (for foreigners only): 03-3503-8484 (weekdays 08:30 to 17:15). TUJ cannot make phone calls or visits to police on your behalf.

**Should you be arrested, there is a high likelihood that you may be held without bail (and without access to a phone or the internet) for several weeks; this may have a severe impact on your semester. Further, students under TUJ's visa-sponsorship who are convicted are likely to not be granted further visas to stay in Japan.** Once we are informed or determine that a student is detained, TUJ staff may visit the student to check on well-being and assist to order the student's academic affairs such as communicating with faculty or internship sponsors, and gaining signatures for course withdrawals. TUJ usually cooperates with police investigations by releasing information after a formal request is received and is reviewed by TUJ's general counsel to determine the scope of information that can be released. TUJ's general counsel can neither act as the student's lawyer nor offer legal advice.

The following is a brief summary of our experience with encounters by TUJ students with the Japanese criminal justice system. Consult the Office of Student Services and Engagement or TUJ's general counsel if you have questions.

### **Police Custody & Court Proceedings: Lawyers**

1. TUJ may not know a student is in custody unless someone, a teacher/friend/internship etc., alerts us that the student has been missing. When there is a bilateral agreement between the student's country and Japan (e.g. the U.S.), police or prosecutors will contact the student's embassy; the school is usually not contacted unless directed by the student to do so (through embassy or lawyer), or unless the police contact us to gain information for their investigation.
2. If there is probable cause to believe a crime has been committed, the prosecutor customarily requests an initial 10-day detention and the court grants it to continue their investigation. This request has to be made within the first 48 hours after the arrest. At the end of this 10-day period, the prosecutor often requests -- and is usually granted -- a second 10-day detention period to continue the investigation further. As a result, there is a high likelihood that an arrested student will remain in custody for 21 or 22 days. Prosecutors will use this period to seek evidence, including evidence of crimes other than the incident that initiated the arrest.
3. Convictions are typically based on confessions signed by the accused, in addition to other evidence. Appeals are possible, but rarely successful. Persons in custody are under strong pressure to sign a confession (which will have been prepared in Japanese), and courts rarely reject a confession or



- overturn a conviction on the grounds of misunderstanding or pressure.
4. By the end of the 21- or 22-day detention period, the prosecutor typically decides whether or not to prosecute. If not, the student will be released. If prosecuted, the detention typically continues, though a person may be released, subject to the possibility of further investigation.
  5. The Japan Federation of Bar Associations has, in collaboration with local bar associations throughout Japan, established a "Duty Attorney" system under which someone who has been arrested can consult with a lawyer, simply by requesting at the police station that officers "Please call the duty attorney (*"toban bengoshi"*). If requested, the police or court will make contact with the nearest local bar association and a lawyer who is acting as the duty lawyer will come to see the detainee. Police may call the duty lawyer, even if not requested. A duty attorney will interview the detained student at a police holding cell without the presence of police officers, explain about his/her rights and the future procedures, and may make contact with family or others at the detained student's request. The first time a duty attorney is consulted, there is no charge.
  6. After an initial meeting with a duty lawyer, in most cases a court-appointed lawyer will be made available as students can claim a lack of sufficient financial resources to afford a private lawyer. The duty lawyer may be willing to represent you further. If the student or family wishes to hire a private lawyer, the search for a lawyer should be conducted through their embassy.
  7. A vital role typically played by a lawyer is to reach out quickly to see if agreements can be reached with persons who claim injuries or property damage; if so, such persons may withdraw or decline to provide statements to the police, in which case prosecutors are more likely to decline to prosecute.

## 9. Disaster Prevention

### Earthquake Preparedness

Earthquakes happen frequently in Japan, and can happen at any time and place. To minimize danger to your health and well-being, be prepared mentally and materially before they occur. In addition, all international students are encouraged to register their name, address and passport number at their embassy or consulate as a preventive measure in the event of an evacuation or disaster. Consult embassy or consulate websites for details.

### Everyday Measures

- Determine where the safest place in your house/apartment is.
- Store enough drinking water for 2 to 3 days at least.
- Prepare a backpack or emergency bag and store it in a place that is easy to access. Example of items to put in the backpack/emergency bag: (a) flashlight, (b) batteries, (c) drinking water and food, (d) money (including 10 yen coins for public pay phones), (e) copies of identification materials such as passports, bankbooks, etc. and other valuables, (f) matches, lighter and candles, (g) a first aid kit (including personal medication), (h) helmet or other protective headgear, (i) cotton work gloves, socks and underwear, (j) heat-insulating and waterproof blankets, (k) rope.
- Use metal fittings to secure furniture and prevent it from falling over.
- Use shatter-prevention film on windows, shelves, etc. where glass is used.
- Make a note of emergency contact telephone numbers and the phone number, address and other contact details of someone who can communicate in your language.
- Confirm where your nearest emergency evacuation site is and how to get there. If you are unsure, inquire at your city/ward office.

International students may wish to review further emergency information on the [website](#) for the Tokyo Fire Department.

### In the Event of an Earthquake

#### On Campus

If a severe earthquake happens while you are on campus, follow these procedures

1. Crouch under a desk or sit down where you are and cover your head and body with your belongings, bags or clothes so that you can avoid falling glass, whiteboards, light bulbs, etc.
2. Move away from windows or shelves so as not to be injured by broken glass or falling objects.
3. Remain where you are until the earthquake stops.
4. After first ensuring your safety, if you are near the door of the room, open the door if possible.
5. Remain inside the building.
6. If evacuation is necessary, follow the TUJ floor safety officer's instructions and evacuate to the designated evacuation site.

7. Phone or email your parents or family to notify them of the situation. This is also necessary if the problem is less severe. From afar, family and friends may not know the specific situation in Tokyo and will need to be assured that you are okay even if there is no actual local threat.
8. TUJ will contact all currently registered students through Temple email (TUmail) to confirm your safety. Check your email (TUmail) and follow the instructions given.

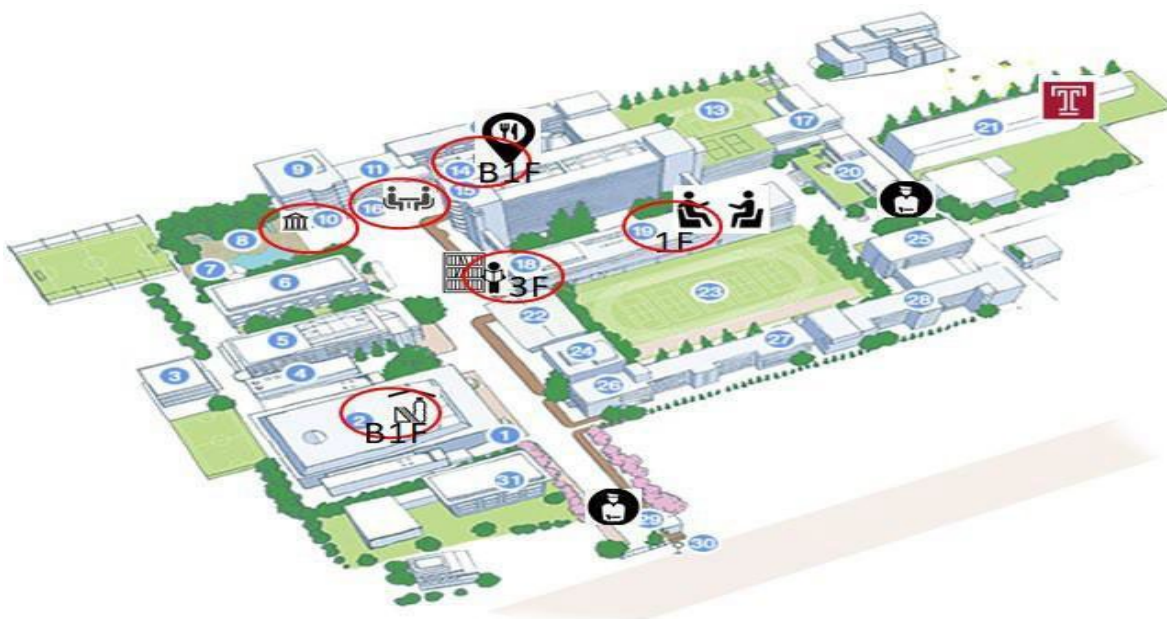
### Off Campus

In the event of an earthquake, the following steps are recommended

1. Ensure your personal safety and get to the nearest safe place.
2. Switch off all cooking and heating appliances, which may cause a fire. If a fire breaks out, extinguish it immediately with the nearest fire extinguisher.
3. Open all doors including the front door to ensure an escape route.
4. After an earthquake, there is the danger of aftershocks (*yoshin*) and tidal waves (*tsunami*). Try to listen regularly to the TV and radio to get up-to-date information.
5. Do not rush out of a building. Wait until the earthquake has temporarily stopped, then get your emergency bag, put on a helmet or other protective covering and make your way to open space.
6. If you are walking along a wide road, move out to the center. If downtown, be careful of falling objects such as signs, telephone poles, glass from windows, etc. Try not to become separated from neighbors.
7. Inform your country's embassy or consulate, your dorm manager, program director, or a university representative of your safety so that family members can be informed of your situation if they contact the university.
8. Phone or email your parents or family to notify them of the situation. This is also necessary if the problem is less severe. From afar, family and friends may not know the specific situation in Tokyo and will need to be assured that you are okay even if there is no actual local threat.

### TUJ Evacuation Area

The evacuation area for TUJ students is the open plaza ("hiroba") outside the TUJ building (#21) as shown in the picture above. If you happen to be on the SWU campus, use evacuation area (#23).



## TUJ Evacuation Route



## Additional Information

### Japan Meteorological Agency (JMA)

JMA provides residents in Japan with earthquake early warnings. Note that these warnings may give just a couple of seconds advance notice. JMA website: <http://www.jma.go.jp/jma/en/menu.html>

### Tokyo Metropolitan Government

The Tokyo Metropolitan Government has comprehensive information on disaster prevention and earthquakes in Japan, including an English survival manual. Tokyo Metropolitan Government website: <https://www.bousai.metro.tokyo.lg.jp/>

### Disaster Messaging Service

In the event of a disaster, the disaster messaging service enables people to leave voice mail messages confirming their status, using telephone numbers in the disaster-stricken area as voice mail boxes. To record or replay messages, dial 171 and follow the instructions given. More information on how to send voice messages can be found online at [http://www.ntt-east.co.jp/saigai\\_e/voice171/images/manual.pdf](http://www.ntt-east.co.jp/saigai_e/voice171/images/manual.pdf)

Mobile phone companies also offer disaster messaging services. See information provided by each carrier for details:

- [SoftBank](#)
- [NTT/Docomo](#)
- [au by KDDI](#)

### Registering with Embassy/Consulate

All international students are encouraged to register their name, address and passport number at their embassy or consulate as a preventive measure in the event of an evacuation or disaster. Consult embassy or consulate websites for details. For U.S. citizens, enroll in STEP: <https://step.state.gov/step/>

## 10. Public Facilities Near TUJ

### Libraries

#### **Setagaya City Shimouma Library**

Access: 5-minute walk from the main entrance of TUJ

Address: 2-32-1 Shimouma Setagaya-ku

Tel: 03-3418-6531

Hours: Tuesday through Sunday 09:00 to 19:00

Closed: Mondays

Website: <https://libweb.city.setagaya.tokyo.jp/index.shtml>

### Parking for Bicycles

#### **Sangen-jaya West Parking for Bicycles**

Access: 1-minute walk from Sangen-jaya Station

Address: 4-chōme-20 Taishidō, Setagaya-ku, Tōkyō 154-0004

Tel: 03-3440-6191

Hours: Daily 04:30 to 01:00

Note: Bicycles only



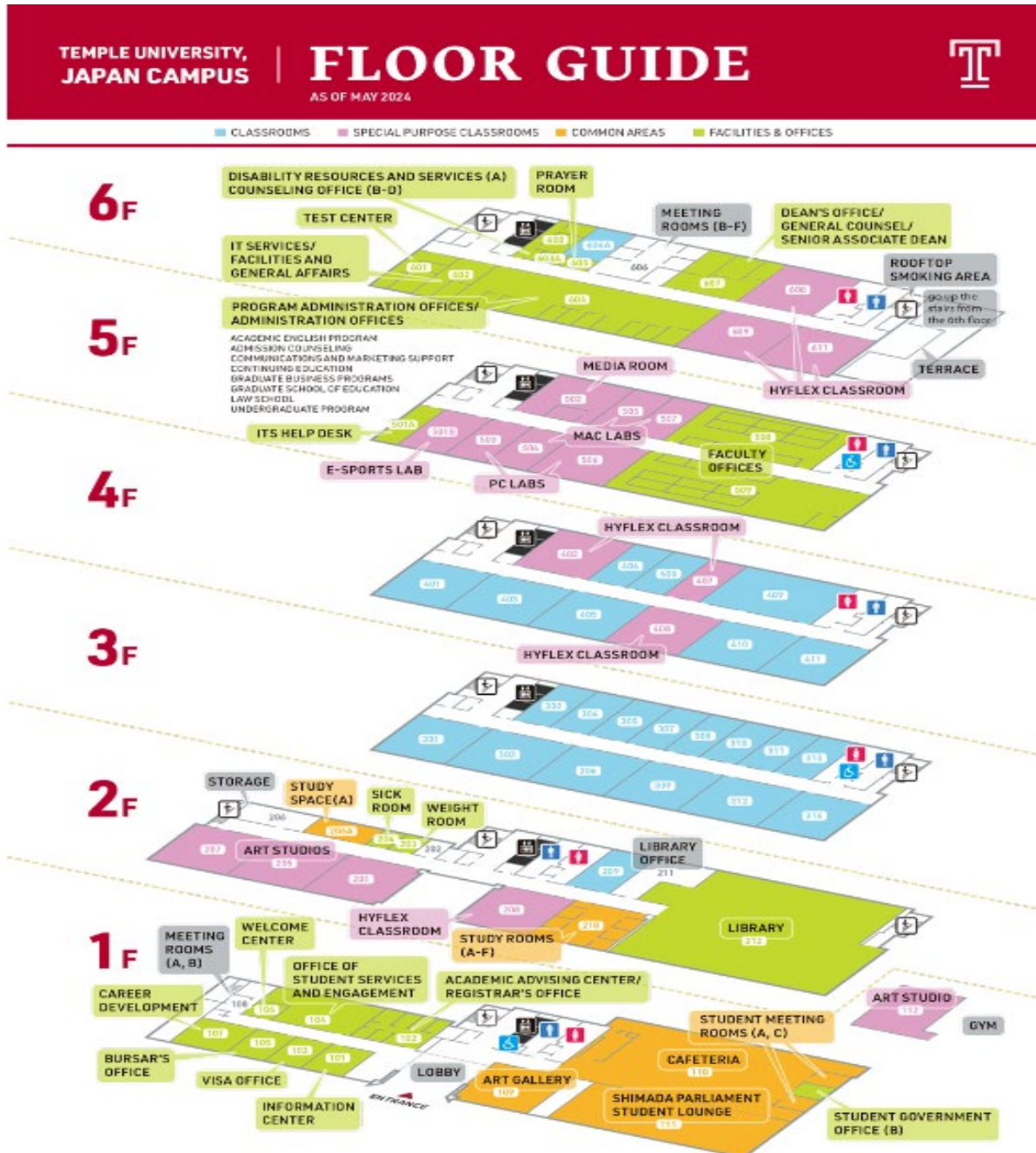
## 11. TUJ Map & Contact Information

### TUJ Access Map



## Floor Guide

This Floor Guide can be viewed online at : [TUJ Floor Guide](#)



### 1st Floor

- Information Center (101)
- Academic Advising Center (102)
- 
- Visa Office (103)
- Office of Student Services and Engagement (104)
- Bursar's Office (105)
- Registrar's Office (105)
- Welcome Center (106)
- Career Development Office (107)
- Art Gallery (109)
- Cafeteria (110)
- Student Meeting Rooms (A & C)
- Student Government Office (B)
- Parliament Student Lounge (111)
- Art Studio (112, West Gym Building)

### 2nd Floor

- Art Rooms (201, 205, 207)
- Sick Room (204)
- 
- HyFlex Classroom (208)
- Classroom (209)
- Study Rooms (210, A-F)
- 
- Library (212)

### 3rd Floor

- Classrooms (301-314)

### 4th Floor

- Classrooms (401-405, 410, 411)
- Hyflex Classroom (402, 407, 408)

### 5th Floor

- ITS Help Desk (501A)
- E-Sports Lab (501B)
- Media Room (502)
- PC Lab (503, 506)
- Mac Lab (504, 505, 507)
- Faculty Offices (508, 509)

### 6th Floor

- Test Center (601)
- Information Technology Services/Facilities and General Affairs (602)
- Accessibility Services/Disability Resources and Services (DRS) (603A)
- Counseling Services (603 B-D)
- Graduate Business, Law, & Graduate College of Education (Rm 604)
- Academic English Program (AEP) (604)
- Undergraduate Program Office (604)
- Continuing Education (604)
- Admissions Counseling (604)
- Communications and Marketing Support (604)
- Prayer room (605)
- Shared Work Space (606A)
- Meeting Rooms (606)
- Accounting Office (606A)
- Dean's Office (607)
- Enrollment Management (607)
- General Counsel (607B)
- HyFlex Classroom (608)
- HyFlex Classroom (609)
- Finance & Accounting (610)
- HyFlex Classroom (611)

### Roof

- Smoking Area

### Student Activity Studio (Shopping Street) Owl Center

#### B1

Studio (102)  
Gym

#### 1st Floor

Science Room (201)  
Classroom (202)

### **Department Contact Information**

Most departments are open Monday through Friday, 9:00 to 17:30

#### **Academic Advising Center (AAC)** Email:

[aac@tuj.temple.edu](mailto:aac@tuj.temple.edu)

Tel: 03-5441-9862

Location: 1st Floor, Rm 102

#### **Accessibility Services/DRS**

Email: [tujaccessibility@tuj.temple.edu](mailto:tujaccessibility@tuj.temple.edu)

Tel: +81-3-5441-9800

Location: 6th Floor, Rm 603A

#### **Bursar's Office**

Email: [tujbursar@tuj.temple.edu](mailto:tujbursar@tuj.temple.edu) Tel:

03-5441-9800

Location: 1st Floor, Rm 105

#### **Career Development Office** Email:

[career@tuj.temple.edu](mailto:career@tuj.temple.edu) Tel: 03-

5441-9873

Location: 1st Floor, Rm 107

#### **Community Relations**

Email: [communityrelations@tuj.temple.edu](mailto:communityrelations@tuj.temple.edu) Tel:

03-5441-9801

#### **Counseling Office**

Email: [tujcounseling@tuj.temple.edu](mailto:tujcounseling@tuj.temple.edu) Tel:

03-5441-9889

Location: 6th Floor, Rm 603

#### **Facilities & General Affairs**

Email:

[facilities@tuj.temple.edu](mailto:facilities@tuj.temple.edu)

Tel: 03-5441-9800 Location: 6th Floor,

Rm 602

#### **Information Center (IC)**

Email:

[tujinfo@tuj.temple.edu](mailto:tujinfo@tuj.temple.edu)

Tel: 03-5441-9800 / 0120-86-1026

Location: 1st Floor, Rm 101

#### **ITS Help Desk**

Email:

[tujhelp@tuj.temple.edu](mailto:tujhelp@tuj.temple.edu)

Tel: 03-5441-9800

Location: 5th Floor, Rm 501A

#### **Library**

Email:

[tujlib@temple.libanswers.com](mailto:tujlib@temple.libanswers.com)

Tel: 03-5441-9867

Location: 2nd Floor, Rm 212

#### **Office of Student Services and Engagement (OSSE)**

Email:

[osse@tuj.temple.edu](mailto:osse@tuj.temple.edu)

Tel: 03-5441-9800

Location: 1st Floor, Rm 104

#### **Registrar's Office**

Email:

[tujregistrar@tuj.temple.edu](mailto:tujregistrar@tuj.temple.edu)

Tel: 03-5441-9800

Location: 1st Floor, Rm 105

#### **The Learning Center (TLC)**

Email:

[tujtutoring@tuj.temple.edu](mailto:tujtutoring@tuj.temple.edu)



