

May 1st, 2020

To Graduate students

Tokyo University of Agriculture

【Important Notice】 Regarding Start of Online Classes and Course Registration

In response to the Japanese government's declaration of a state of emergency, Tokyo University of Agriculture (Tokyo NODAI) decided to close all three campuses (Setagaya, Atsugi, Okhotsk) from April 10 (Mon.) until it remains in effect and to start first semester classes from May 11th (Mon.) and onwards.

In order to reduce the risk of spreading novel coronavirus (COVID-19) and to protect our students and society, the university has come to the decision that it would be best not to conduct regular (physical) classes. At the same time, Tokyo NODAI is fully committed in providing learning opportunities to our students. Therefore, regardless of whether the state of emergency will be lifted or not, all classes for the entire first semester will be conducted online starting May 11th (Mon.). This method also applies to courses with practical learning experiences. As you can tell, all courses, including experiments and hands-on training, will be conducted quite differently from previous years. If course contents are deemed inadequate, the university is planning to compensate through courses offered in the second semester or the following academic year.

As all classes will be held online, there is absolutely no need for students to come to the campuses for the entire semester for any matter. Meanwhile, please begin preparing an environment in which you can take online classes from home. Please see below for details on how to take online classes and please regularly check your Student Portal Website for any further notice.

Above all, we are fully aware of how anxious graduate students and fourth-year students may be feeling about their research and thesis. However, please kindly understand that the campuses cannot reopen until not only the state of emergency is lifted, but also after carefully taking into consideration each local area's infection situation report (①area with exponential growth of confirmed cases, ②area that has shown improvement and steady decline in number of confirmed cases, ③area with no confirmed cases). For this reason, the decision of reopening each campus will be made after thorough deliberation.

It is everyone's wish that students, faculty, and staff return to the classrooms and laboratories on campuses and go back to enjoying the unique education and research activities offered at Tokyo NODAI. Students, please kindly continue to act responsibly and put your mental and physical health as your utmost priority.

Mariko Uehara

Dean of the Graduate School of Agriculture, and
Dean of the Graduate School of Applied Biosciences

Akihiro Shiimoto

Dean of the Graduate School of Bioindustry

1. First Semester Courses

(1) How classes will be conducted

In principle, all courses for the first semester starting May 11 (Mon.) will be offered remotely. Depending on the nature of each course, classes will be held in the 2 formats listed below independently or combined. **Please check the information from your department for more details on classes.**

- ① Remote Learning through Distributed Course Materials
- ② Bidirectional Live-Streamed Classes

(2) Courses with Experiments and Hands-on Training

In order to ensure the safety of students, courses with experiments and hands-on training will also be conducted remotely. Professor of the course will make accommodations to meet the course objectives.

(3) Period of First Semester Courses (as of April 30th)

From May 11 (Mon.) to July 31 (Fri.)

2. Preparation for Taking Online Classes

Please read the following about recommendable devices and internet connection to take online classes (including writing and submitting assignments) and take any necessary actions to prepare an appropriate learning environment.

(1) Device

Please prepare one of the following types of device with a camera and microphone: ①laptop, ② tablet, and③smartphone. Out of these, laptops and tablets are recommendable considering you will be expected to complete assignments (such as writing reports). Smartphones may not be desirable as screens are too small to see presentations and to write reports.

■ Recommended Spec for Windows

Recommended OS : Windows10、 Windows8.1

CPU : Core i3 or up for Intel、 Ryzen 3 or up for AMD

Memory : minimum of 8GB

Internal Storage : minimum of 250GB (SSD is recommended)

Laptop with built-in camera and microphone (you may set up external Web camera and microphone)

■ Recommended Spec for Mac

Recommended OS : macOS10.13.6 or released after

Memory : minimum of 8GB

Internal Storage : minimum of 128GB

*University Support System

Enrolled students are able to download Microsoft Office to your personal computer. For this reason, there is no need to purchase a laptop with Microsoft Office already installed.

<https://www.nodai.ac.jp/center/shisetu/mslicense/>

(2) Internet Connection

Please prepare one of the followings:①internet network for home, ②Mobile Wi-Fi, ③mobile data for smartphone. Out of these three, “①internet network for home” is recommended as it is most stable. If you use an internet data plan which has a data usage limit, please note that it can cause network lag if you exceed the limit.

*Assistance by Mobile Service Providers

Currently, several mobile service providers (Docomo, KDDI, Softbank, Y-mobile) are offering discounted unlimited data plans for students (aged 25 or younger) in order to support their education. For more information on how to apply and duration of their offers, please access the website of each provider.

In addition, if you use the tethering function on your smartphone, you can connect the internet to your laptop. Currently, all mobile service providers offer the tethering option for free.

3. Course Registration

(1) Course registration period

From May 11 (Mon.) to 15(Fri.)

(2) How to register

Please register for the courses by either of the following options;

■ On the Student Portal Website

Before the registration, please register the following three items of “住所等の登録(registrations of addresses)” on the Student Portal Website.

- “本人現住所変更(Change of the current address of student)”
- “保証人住所変更 (Change of the current address of guarantor)”
- “納付書通知先・本籍・出身地 (Registration of payment statement sending address, permanent address and birthplace)”

After the registration of those three items are reflected on the site, course registration function will be available. It may take one business day.

Further information on course registration will be announced via the Student Portal Website.

*You may register for courses at any time during this period (Exceptions: ①First day the site is accessible from 10:30, ②Every day from 8:30~10:30 the website will be under maintenance, ③ the site is accessible only until 17:00 on the last day) .

* Students of October admission and who entered before April 2018 cannot register on the Student Portal Website. Please register by sending the course registration form via e-mail.

■ Sending the Course Registration Form via e-mail

Please fill the Course Registration Form and send it to the following e-mail address.

The Form will be uploaded on the Student Portal Website soon.

Setagaya Campus: Academic Affairs innogaku@nodai.ac.jp

Atsugi Campus: Student and Academic Affairs innogaku@nodai.ac.jp

Hokkaido Okhotsk Campus : Student and Academic Affairs o-kyomu@nodai.ac.jp

(3) Registration for the compulsory subjects

It is necessary to register for both compulsory and elective subjects. The compulsory subjects will not be registered automatically as it was explained in the course timetable, which was distributed before, due to systematic problems.

(4) Registration for the subjects of other departments

If the course has no student registration among the home department, the course will no longer be open even the subject was on the list of courses open to students of other departments.

(5) Release of Registration Status

The registration status will be released on the Student Portal Website on or after May 20 (Wed.).

(6) Revision Period

From June 1 (Mon.) to 5 (Fri.)

Please fill “履修登録変更願(Application form for Course Registration Revision)” and send it to the following e-mail address during the period.

Setagaya Campus: Academic Affairs innogaku@nodai.ac.jp

Atsugi Campus: Student and Academic Affairs innogaku@nodai.ac.jp

Hokkaido Okhotsk Campus : Student and Academic Affairs o-kyomu@nodai.ac.jp

(7) Confirmation of the registration

On June 10 (Wed.)

(8) Important notes

- Please check the course timetable and “学生便覧 (Graduate School Students Handbook)” carefully and make your registration plan in accordance with a guidance made by your supervisor.
- Students of April Admission need to register for whole academic year in April.
- Students of October Admission need to register per semester. Course registration for the second semester will be from Sep. 23 (Wed.) to Sep. 30 (Wed.).
- There are many subjects which have several courses by different instructors under the one common subject name. Please check the name of course instructor and choose the proper one, your supervisor.

7. Inquiries Regarding Courses

Setagaya Campus: Academic Affairs innogaku@nodai.ac.jp

Atsugi Campus: Student and Academic Affairs innogaku@nodai.ac.jp

Hokkaido Okhotsk Campus : Student and Academic Affairs o-kyomu@nodai.ac.jp

*In response to the declaration of a state of emergency made by the Japanese government, university staff and faculty are working remotely from home. We apologize for this inconvenience, but please contact us by email for any inquiries.