

# **TUJ STUDENT HANDBOOK**





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# 1. 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 the 28th largest university 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. 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 3,250 students distributed across these programs. They come from over 60 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 (online): [www.tuj.ac.jp/undergrad/code-of-conduct](http://www.tuj.ac.jp/undergrad/code-of-conduct)

The Conduct Code incorporates by reference other university rules and regulations. Whether visa regulations or dorm rules, each student is responsible for reading and understanding the Conduct Code and other stated requirements for the 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.

TUJ administrative authorities and its General Counsel are responsible for administering the Student 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 record until the Conduct Code process is complete.

For more information, please contact the Office of Student Services (below) or TUJ's General

Counsel (MH 3rd Floor; 03-5441-9800; email: [Thomas.Dreves@tuj.temple.edu](mailto:Thomas.Dreves@tuj.temple.edu)).

## **TUJ Policies**

### **Drinking Policy**

Japanese law prohibits people under the age of 20 from consuming alcohol under any circumstances. Students of any age are prohibited from carrying alcohol or being under the influence of alcohol on TUJ campuses, and are prohibited from consuming alcohol (1) on TUJ campuses unless they are at a TUJ official function where alcohol is served or (2) at off-campus activities arranged by TUJ. Further restrictions apply in TUJ dorms. Any violation of applicable laws or policies (including the Temple University Drug and Alcohol Policy) is subject to the disciplinary sanctions outlined in Temple University's Student Conduct Code, which may include the notification of parents/guardians of alcohol violations involving students who are minors. The Student Conduct Code applies to public intoxication and also applies to conduct that occurs within 500 yards 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.

### **Smoking Policy**

Smoking is prohibited at TUJ except in designated smoking areas. In Azabu Hall, the second floor outdoor deck next to the cafeteria is a designated smoking space. In Mita Hall, the fourth floor lounge has been set aside as a smoking area. As we have received multiple complaints from the building management and neighboring businesses about smokers associated with TUJ, we ask your full cooperation in smoking only in designated areas. Also, please be aware that smoking is prohibited while walking and standing on the streets in Minato-ku, the area around Temple University, Japan Campus.

### **Theft Prevention**

Students are encouraged to take their belongings with them whenever they leave study space, the Parliament Student Lounge, the second floor Student Lounge, 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.

## **2. Campus Information**

### **About the Campus**

The TUJ campus includes portions of three buildings – Azabu Hall (AH), Mita Hall (MH), and the Azabu Annex building. All of the buildings are commercial office buildings, with fixed hours over which TUJ has limited control. Azabu Hall building hours are Monday through Friday, 08:00 to 21:00. The building closes earlier on Saturdays. Mita Hall building hours are Monday through Friday, 09:00 to 22:00. The Azabu Annex building (3F-5F) is open during regular business hours from 09:00 to 17:30, Monday through Friday.

The Azabu Hall building is staffed with building superintendents and maintenance personnel in order to ensure appropriate use of the facilities. They work for all tenants in the building, not only for TUJ. Students must cooperate with them if a request is made, and if cooperation is not possible, immediately notify TUJ Facilities or the Office of Student Services. This is Japan; there is limited space and we need to be respectful of others working and living in the same area.

## **Parking**

There is no parking available at TUJ, aside from handicapped parking arranged in advance with the building superintendents. TUJ recognizes that this is a significant problem with the current facilities, but there is currently no space to park a bike, motorcycle, scooter or automobile. If you park inside the building property zone or NO PARKING posted areas, this is illegal parking and the police may be notified. See page 16 for a list of public parking lots near TUJ.

In addition, Minato Ward, where TUJ is located, prohibits parking bicycles 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 bicycle storage lot for up to one month. The ward will charge a fee to retrieve an impounded bicycle or scooter.

## **Computer Labs**

### **TUJ Wireless Network**

The campus-wide wireless network is available at Azabu Hall and Mita Hall. Please review the instructions on the TUJ IT Orientation website at [www.tuj.ac.jp/it-orientation](http://www.tuj.ac.jp/it-orientation). If you forget your login information or have any issues with online resources, contact Computer Services for assistance at ([tuisupport@tuj.temple.edu](mailto:tuisupport@tuj.temple.edu))

### **Computer Services Help Desk**

The staff at the Computer Services Help Desk, located in the main computer lab (AH 502), can assist students with various computing needs. Scanners, printers and copiers are also available. 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\*, 502 and 505\* in Azabu Hall, and room 202 in Mita Hall. 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 501 and 505 in Azabu Hall are also used as classrooms. Before attempting to use these labs, check the daily class schedules posted outside the rooms to ensure there is no class taking place.

### **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 a study area, so please keep your voice down and switch your cellphone to manner mode. Talking on the phone is not allowed. If you need to make a phone call, please go outside.

### **Silent lab**

AH 501 is a silent computer lab, and therefore absolutely no talking or making noise of any sort is allowed. For students who wish to study in absolute silence, please use computer lab 501. For group studying, use other available labs (i.e. 502 or 505), or study rooms on the fourth floor.

### **Macintosh Computer Labs**

Macintosh labs are located in rooms 504 and 507 in Azabu Hall. These labs are open to all students as long as there are no classes taking place. Room 506 in Azabu Hall is a production studio and is only accessible to students majoring in communications.

### **Computer Lab Hours (during the UG semester):**

Azabu Hall: Monday through Friday 08:30 to 20:00 / Saturdays 09:00 to 16:30

Mita Hall: Monday through Saturday 08:30 to 22:00

## **Library**

The library is located in Azabu Hall on the fourth floor. The library maintains a collection of approximately 55,000 books, reserve readings for classes, a browsing collection of newspapers and magazines, and an extensive collection of DVDs available for checkout. The library staff can assist students with searching the vast electronic resources available to all TUJ students through TUportal. Photocopy machines (coin-operated and copy card), free scanners (color and black & white), computers, and printers are also available in the library.

### **Library Hours (during the UG semester):**

Monday through Thursday 08:30 to 20:00 / Friday 08:30 to 18:00

Saturdays 11:30 to 18:00

Closed Sundays and National Holidays

Watch for extended hours during final exams

## **Bookstore**

The TUJ bookstore (Nellie's) is open for just the first week of the semester and is located in AH 306B. The bookstore operating hours are Monday through Friday 10:00 to 17:00. Students are encouraged to purchase textbooks online through either Nellie's or Amazon.co.jp. The book list for the current semester can be found at <http://www.tuj.ac.jp/ug/books/>. The page is updated with book order links for the semester courses approximately one week before the start of each semester.

## **Other Facilities**

### **Student Lockers**

Students may rent a locker on campus to use during the semester. To request a locker, visit Facilities & General Affairs (AH 1F for Azabu lockers, MH 3F for Mita lockers). The cost of a locker is 2,060 yen/semester and 3,090 yen for two continuous semesters. Note that student lockers can be requested in the TLC (AH 2F) the first two days of the semester.

### **Study Rooms**

Study rooms are common spaces located on the fourth floor of Azabu Hall and the second floor of Mita Hall where students can study, do their homework, and read quietly. Study carrels allow students to focus on their school work with limited distractions. There is a **no food, no drink, and no talking policy**. There are also three separate meeting rooms available for group work. Study rooms are open Monday through Friday from 08:30 to 21:00. The Test Center is also available as a study room on Wednesdays and Thursdays from 09:00 to 21:00, if it is not being used for tests.

### **Cafeteria and Student Lounge**

Cafeterias are located on the second floor of Azabu Hall and the second floor of Mita Hall, and are open Monday through Friday from 08:30 to 21:00. There are vending machines for drinks and snacks, a microwave oven, and a hot pot. The Student Lounge (AH 202) and the Parliament Student Lounge (AH 1F) are open spaces for students to mingle and relax. Please take care to clean up, and remove your belongings after using the room.

**Sick Room**

The sick room (AH 306A) includes a bed to lie down on when you are not feeling well. If you would like to use the sick room, please contact the Information Center (AH 1F).

**Lost and Found**

Inquire at the Information Center (AH 1F).



### 3. Temple University Online Resources

#### TUJ IT Orientation

All TUJ students should know how to use the following Temple University web-based systems. Before accessing TU online resources, review the TUJ IT Orientation website at [www.tuj.ac.jp/it-orientation](http://www.tuj.ac.jp/it-orientation)

If you forget your login information or have any issues with the following online resources, contact Computer Services for assistance at [tujsupport@tuj.temple.edu](mailto:tujsupport@tuj.temple.edu)

#### TUportal

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

TUportal gives registered students a single sign-on gateway to Temple's online services including Temple email (TUmail), Self-Service Banner (SSB), and Blackboard and Canvas. You need to use your AccessNet username and password when you register for classes online.

#### TUmail

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

TUmail is the official contact for all students enrolled at TUJ. Students are required to use TUmail to contact those who work in the Temple community. 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 classes, drop and withdraw from courses, update addresses, and check academic history, grade reports, and financial aid application status.

#### Blackboard

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

Blackboard is a learning management system. Many TUJ faculty use Blackboard to communicate with students, and allow students to download course materials, submit assignments, participate in discussion groups, and check grades. Relevant announcements from administrative offices are often posted on Blackboard as well. Students are responsible for checking these announcements on a regular basis.

#### Canvas

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

Starting in the fall 2017 semester, Temple University is transitioning to a new learning management system called Canvas. Canvas is a robust and easy-to-use system that will replace our current Blackboard system in the summer 2018 semester.

#### OWLbox

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

Temple's free resource for storing, sharing and collaborating on files. The OWLbox website offers 50GB of storage space.

**TUMobile** Access via searching for “TUMobile” on app stores for iPhone and Android devices.

TUmobile provides convenient access to Temple University Japan information:

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

## 4. 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 sponsored" students are studying at TUJ on a TUJ-sponsored visa.

#### Study Abroad Students (SA)

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

### Certifications and Documents

#### Student Identification Card (Student ID)

Student IDs are issued during New Student Orientation. 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, please request a re-issuance at the Academic Advising Center. The cost of replacement is 1,080 yen.

#### Sample TUJ Student ID

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



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 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

At stations, students can purchase a student commuter pass 通学定期券 (tsugaku 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 get a rough idea on the amount of your student commuter pass, you can visit websites such as this:

<https://www.navitime.co.jp/transfer/pass/>

To obtain a student commuter pass, do this:

1. Present your student ID with a current semester sticker (available at Bursar's Office, AH 106) to **Facilities & General Affairs (AH 1F)** to obtain a one academic year commuter sticker 通学証明書 (tsugaku shomei sho-commuter pass certificate). **It is valid for one academic year from September through the following August.** You should get a new commuter sticker every fall semester. Student commuter stickers can be obtained in the TLC (AH 2F) on the first two days of the semester. For new students, please write down your address (home stay, independent housing) and your commuting route (e.g. Yokohama Motomachi – Shinagawa – Tamachi).
2. Take your TUJ student ID card with the attached commuter sticker to a train/bus ticket office and fill out the ticket request form to purchase your commuter pass.

## Important Notes:

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

## Transportation Discounts

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). To purchase student discount tickets at a JR ticket office, first obtain a Student Travel Fare Discount Certificate issued at TUJ's Facilities & General Affairs (AH 1F) after filling out the online request form through the TUJ website. (Visit the link at <https://www.tuj.ac.jp/students/gakuwari/index.html> and follow the procedure).

## Student Records

### ERR, FERPA, and Proxy Access

Your parents, guardians or other appropriate persons may need to speak with us directly, but TUJ is not allowed to disclose any records to these individuals or third parties without your written permission, as TUJ's policy of handling student records follows U.S. and Japanese laws. There are two forms -- FERPA and ERR -- you need to complete in order to allow us to talk with them directly. In addition, alternatively, you can grant others permission to access certain components of your education records in Self-Service Banner (Proxy Access).

**ERR**, our Educational Records Release (ERR) Form, is required by Japanese law to be completed. Please see the following link:

<https://www.tuj.ac.jp/services/registrar/err/index.html>. The Registrar's Office (AH 1F) can also provide you with the form in person.

**FERPA**, Family Educational Rights and Privacy Act (FERPA) Contacts, 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." You can read more about FERPA on the Main Campus website:

<https://sfs.temple.edu/policies/family-educational-rights-and-privacy-act>

**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. You will need to log into TUportal, click on Self-Service Banner, click on the "Student" section and then "Proxy Access."

You can read more about Proxy Access at <http://deanofstudents.temple.edu/ferpa-family-educational-rights-and-privacy-act>

### Enrollment Confirmation Letters and Transcripts

The following certificates and documents are issued at the Registrar's Office (AH 1F). Note that official transcripts can only be issued by Temple Main Campus, and must be requested directly through Self-Service Banner (SSB).

- a. Enrollment Confirmation Letter (540 yen / letter)
- b. Unofficial Transcript Request (540 yen / transcript)
- c. Unofficial Graduation Confirmation Letter (1,080 yen / letter)

### 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). Additionally, every semester after the end of add/drop 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.

### Change of Name

The request form for change of name is available at the Registrar's Office (Azabu Hall 1F). Visit the office with your TUJ student identification card, and passport or residence certificate (*Juminhyo*), which officially prove your name change.

### Leave of Absence (LOA)

If you are a degree-seeking student currently enrolled full time at TUJ and do not intend to take courses during the forthcoming 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 of 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. Please check the LOA policy and the online application procedure here:

<https://www.tuj.ac.jp/ug/academics/policies-and-procedures/policies/leave-of-absence.html>

**Important:**

If you are on a TUJ-sponsored visa, please 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**

If you are withdrawing from TUJ, you will first need to drop/withdraw from all your courses through Self-Service Banner and then complete a University Exit Form available at the Registrar’s Office (Azabu Hall 1F). The details of the university withdrawal procedure can be found at

<https://www.tuj.ac.jp/ug/academics/policies-and-procedures/policies/withdrawing-from-tuj.html>.

## 5. Tuition / Scholarships / Educational Loans

### Tuition and Fees

Tuition statements are sent by TEmail to you during the course registration period. 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). Payment methods and details are included in the statement. General information on tuition payment can be found at

[http://www.tuj.ac.jp/newsite/main/undergrad/academic\\_info/tuition\\_payment/index.html](http://www.tuj.ac.jp/newsite/main/undergrad/academic_info/tuition_payment/index.html)

### Tuition Billing and Payment Schedule

A detailed tuition billing and payment schedule for current and future semesters can be found at

[http://www.tuj.ac.jp/newsite/main/undergrad/academic\\_info/payment\\_schedule/index.html](http://www.tuj.ac.jp/newsite/main/undergrad/academic_info/payment_schedule/index.html)

### Easy Payment Plan (EPP)

To assist students with the costs associated with studying, TUJ offers an installment plan called the Easy Payment Plan (EPP). Application details are available on the tuition statement itself and at the following address (specific to each semester):

[http://www.tuj.ac.jp/newsite/main/undergrad/academic\\_info/payment\\_schedule/index.html](http://www.tuj.ac.jp/newsite/main/undergrad/academic_info/payment_schedule/index.html)

### Financial Responsibility Agreement

In order to register online, students are required to accept the terms of the financial responsibility agreement. This agreement will appear automatically when students log in to register on Self-Service Banner. Please note that the agreement refers to specific processes followed at Main Campus, and that these do not necessarily match those 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 an 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, visit the Academic Advising Center website at

<http://www.tuj.ac.jp/ug/academics/advising-and-support/academic-advising/index.html>

### Financial Aid Resources

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

The term "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 [www.temple.edu/sfs/](http://www.temple.edu/sfs/)

Under the “APPLY” tab, complete financial aid information can be found for **Temple University Japan**. For assistance regarding financial aid, visit TUJ’s Financial Aid Coordinator in the Office of Student Services (AH 108) or email ([tujfinaid@tuj.temple.edu](mailto:tujfinaid@tuj.temple.edu)).

The FAFSA application period for the 2017-2018 Academic Year begins on September 1 for the next academic year. To apply, carefully read the information on this website:

<http://sfs.temple.edu/apply/steps-financial-aid/complete-fafsa>

### **Matriculated Students - Dependent**

- Federal Direct Loan
- 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

### **Matriculated Students - Independent**

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

### **Non-Matriculated Students\***

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

\*A non-matriculated student whose acceptance status is “conditional non-matriculated” may be eligible for a Federal Stafford Loan if the student is enrolled in a course of study necessary for admission to a degree or certificate program. 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.

\*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-time (6 credits) each semester to receive the Federal Direct Loan and Federal Direct Parent Loans (PLUS). Please 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. PHEAA Grants are awarded to Pennsylvania residents who have met all eligibility requirements. For details, visit the Pennsylvania Higher Education Assistance Agency website at [www.pheaa.org](http://www.pheaa.org)



- d. FAFSA applicants must review the Academic Progress Standards requirement at <https://sfs.temple.edu/apply/steps-financial-aid/eligibility-determination/academic-progress-standards>
- e. If any requirement(s) are found in a student's TUportal account, the student must complete all the requirements in order to receive further disbursement after the semester starts.

### **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 is found at <http://www.tuj.ac.jp/newsite/main/undergrad/admissions/gibill/application-process.html> .

Note that if you are a new student, your Certificate of Eligibility should have first been submitted to the Office of Student Services before your arrival at TUJ. If you are a current student, you will work directly with the Registrar's Office. For details of the veterans' declaration and certification processes on reporting your enrollment to the VA every semester, visit the Registrar's Office 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>

## 6. Academic Information

### Academic Calendar

TUJ operates on a trimester system of 15-week fall/spring semesters, and a 10-week summer semester. Consult the Academic Calendar posted on TUJ's Undergraduate website at [www.tuj.ac.jp/newsite/main/undergrad/academic\\_info/academic\\_calendar/index.html](http://www.tuj.ac.jp/newsite/main/undergrad/academic_info/academic_calendar/index.html) for a list of holidays and important dates regarding course registration.

### Academic Policies and Requirements

#### Academic Policies

Academic Policies containing important information pertaining to your academic career at TUJ are listed on the AAC website at [www.tuj.ac.jp/newsite/main/undergrad/academic\\_advising/policies/index.html](http://www.tuj.ac.jp/newsite/main/undergrad/academic_advising/policies/index.html)

#### Academic Requirements

For detailed information regarding academic requirements, including General Education (GenEd) and major/minor requirements, visit the Academic Information section of TUJ's UG Program website at [www.tuj.ac.jp/newsite/main/undergrad/academic\\_info/index.html](http://www.tuj.ac.jp/newsite/main/undergrad/academic_info/index.html)

### Academic Advising Center

The Academic Advising Center (AAC) provides academic support for students to help them achieve their academic goals at TUJ. The AAC assists students with selecting appropriate courses for their program of study and reviewing their academic progress, and keeps students informed of important deadlines, academic policies and regulations.

#### Academic Advising

Appointments are typically available between **10:00 and 17:00 Monday through Friday**. Students can make an appointment in person at the AAC or by completing the Appointment Request Form on the AAC website at <https://www.tuj.ac.jp/ug/academics/advising-and-support/academic-advising/form-appointment-for-academic-advising.html>. Advising appointments typically last 30 minutes. Some exceptions include periods reserved for graduation review, new student orientation, and same-day, sign-up advising during the first two weeks of the semester.

#### Registering for Courses

All newly admitted undergraduate students must take placement tests (English and Math) regardless of transfer credits and register for courses during New Student Orientation Week. Continuing students may be eligible to participate in priority registration and online registration, depending on the student's current status and academic standing. For details, consult the AAC website at [www.tuj.ac.jp/undergrad/academic\\_advising/](http://www.tuj.ac.jp/undergrad/academic_advising/)

#### Change of Program (Transfer to Main Campus)

Degree-seeking, full-time students at TUJ who meet certain minimum academic requirements may apply for transfer to study at Temple Main Campus in Philadelphia. Students who are considering transferring to Temple Main Campus should discuss their academic plans with an academic advisor. All first semester students are required to obtain a PIN to process course registration for the following semester. They must meet an academic advisor in order to receive their PIN. Consult the Academic Advising Center for details.

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

This program allows TUJ students to take selected courses at Musashi University, Meiji University, Toyo 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 AAC website at

[http://www.tuj.ac.jp/newsite/main/undergrad/academic\\_advising/credit\\_exchange\\_programs/index.html](http://www.tuj.ac.jp/newsite/main/undergrad/academic_advising/credit_exchange_programs/index.html)

### **Other Procedures Handled by the AAC:**

- Transfer credit re-evaluation
- Major/Minor/Certificate declaration
- Re-enrollment
- Re-issuance of student ID
- Course withdrawal
- Other academic-related applications and petitions
- Degree Progress Report/Reduced Course Load Request (for student visa)

### **Disability Resources and Services (DRS)**

Temple University is committed to inclusion and diversity. We want to ensure all students have the support they need to learn. The Disability Resources and Services (DRS) ensures that students with particular educational needs can access the full university experience. The DRS Office (AH110) provides support for students with disabilities and assists them with their academic accommodation needs. If you need academic accommodations due to your disabilities or want to learn more about the services, contact the DRS Coordinator at TUJ ([tujdrs@tuj.temple.edu](mailto:tujdrs@tuj.temple.edu)) and/or visit <http://disabilityresources.temple.edu/> at any point in the semester. You are also encouraged to communicate directly with your professors at any point in this process.

## 7. Student Support Services

### Office of Student Services

The Office of Student Services (OSS) provides support for TUJ's diverse student population and assists them with their non-academic needs as they become members of the university community. Support includes visa sponsorship for international students, coordination for financial aid, and housing. OSS also coordinates student activities and student organizations, and oversees student government elections and projects. If you have any non-academic-related issues, do not hesitate to visit the OSS (AH 108) or contact them at [oss@tuj.temple.edu](mailto:oss@tuj.temple.edu). For more information, visit the OSS website at [www.tuj.ac.jp/oss/](http://www.tuj.ac.jp/oss/).

### Teaching & Learning Center

The Teaching & Learning Center (TLC) offers free tutoring in academic writing, mathematics, Japanese, accounting, economics and many other subjects. Students in any TUJ program may come to the TLC (AH 209) and sign up for appointments, or wait for the next available tutor. Also available are tutor-led study groups for several math courses, and for the JLPT (Japanese Language Proficiency Test). Tutors can also advise you as you prepare for exams and help you develop strategies and study skills for success in all your courses. In addition, the TLC has resources for self-access independent study for use in the TLC for students studying to improve their English language skills. For more information and resources, visit our website at [www.tuj.ac.jp/services/tlc/](http://www.tuj.ac.jp/services/tlc/).

Note: The TLC hires tutors every semester. For more information, contact Andrew Merzenich ([tujtlc@tuj.temple.edu](mailto:tujtlc@tuj.temple.edu)), director of the Teaching & Learning Center.

### Counseling Office

The TUJ Counseling Office (MH 3F) helps students increase their self-awareness, improve their problem-solving skills, and accomplish their personal and academic goals. Services provided by professional counselors include individual counseling, group counseling, and workshops and seminars. Counseling services are available without charge in English or Japanese, and generally require an appointment in advance (Monday through Friday, from 10:00 to 17:00). Appointments can be made by email ([tujcounseling@tuj.temple.edu](mailto:tujcounseling@tuj.temple.edu)) or by phone at 03-5441-9889 (direct line). For more information, visit the Counseling Office website at [www.tuj.ac.jp/counseling/](http://www.tuj.ac.jp/counseling/).

### Career Development Office

The Career Development Office provides students with professional development and job search assistance including individual career counseling, internship programs, career seminars/workshops, career fairs, and company information sessions. They also have an extensive range of information and materials including job hunting handbooks, job postings (full time and part time), useful books, and company brochures.

To make an appointment to see a career counselor, visit the Career Development Office (AH 607), send an email to [career@tuj.temple.edu](mailto:career@tuj.temple.edu) or give them a call at 03-5441- 9873 (direct line). For more information, visit the Career Development Office website at [www.tuj.ac.jp/career\\_support/](http://www.tuj.ac.jp/career_support/).

## Making a Business Card with the TUJ Logo

Many students wish to use a personal business card for networking purposes. To print business cards with the TUJ logo yourself, follow the procedures described in the instruction manual below. TUJ does not accept printing orders and it is the student's responsibility to get their business cards made.

### **Please Note:**

*You must be logged in using your Temple account when you access the following files.*

### **Instructions**

<https://drive.google.com/open?id=0B818xG22pkTWMnJfNmhibkgzV3M>

### **Template**

<https://drive.google.com/open?id=0B818xG22pkTWZzRYcTcxN3lPXzQ>



## 8. Student Life

### 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 the Office of Student Services (OSS). 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 (AH 202) or email them at [stugv@tuj.temple.edu](mailto:stugv@tuj.temple.edu)

### Student Activities

Student Activities is housed within the Office of Student Services (OSS). It brings together student organizations, student volunteers, and the student government in making our campus a better and more involved community. Student Activities provides students with the necessary resources to form student groups, plan activities, and create networks within our diverse university community.

Students are encouraged to be active and participate in university events, activities, and student organizations to enrich their academic and social experience at TUJ. If you have any questions, contact Student Activities at [activities@tuj.temple.edu](mailto:activities@tuj.temple.edu)

### Semester Activities

The university sponsors a variety of activities each semester, including culture exchange programs, workshops, day outings, and overnight trips. These activities are designed to cultivate social relations among members of our diverse community, and advance the university's mission of strengthening relations among nations by creating a unique intellectual environment that transcends borders and enabling students to become good global citizens. A full list of current semester activities and events is available at <https://www.tuj.ac.jp/students/tuj-activities/> and on Facebook at [www.facebook.com/tujactivities/](https://www.facebook.com/tujactivities/)

### Student 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 OSS website at <https://www.tuj.ac.jp/students/clubs-organizations/>

### Community Events (Minato Ward Events)

There are many events organized by Minato 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.

## 9. In Emergencies

### On Campus

#### First Aid Kit

First aid kits are located in the Information Center (AH 1F), Computer Lab (AH 5F), and at the reception desk (3F) in Mita Hall. 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 / Saturday 09.00 to 16.30 (twice a month when UG has an Open House)

##### Office of Student Services (OSS)

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.

#### Ambulance/Fire - Dial 119

For situations with 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 evenings 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: <http://amda-imic.com/>

Tel: 03-5285-8088

Hours: Monday through Friday 09:00 to 20:00 (Chinese, English, Korean, Spanish, Thai)

Wednesday 13:00 to 17:00 (Tagalog)

Monday, Wednesday, Friday 09:00 to 17:00 (Portuguese)

### **Tokyo Metropolitan Health and Medical Information Center**

Website: [www.himawari.metro.tokyo.jp/](http://www.himawari.metro.tokyo.jp/)

Tel: 03-5385-8181

Daily 09:00 to 20:00 (Chinese, English, Korean, Spanish, Thai)

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

Tel: 03-5285-8185

Weekdays 19:00 to 20:00 / Weekends 09:00 to 20:00

(Chinese, English, Korean, Spanish, Thai)

## **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 at 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. You should also notify the Office of Student Services (details above) so that other actions can be explored, such as support in seeking medical care, contacting Japanese police, class accommodations, housing changes, conduct code charges, counseling, and other options.

Counseling services are available free of charge at the TUJ Counseling Office (details above), 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 at the TUJ website and at the Counseling Center; see or ask for the Counseling Office's "Resources on Sexual Assault and Interpersonal Violence."

## **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 that could get you 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 is very safe is because Japanese authorities are much stricter with illegal activity of any kind; laws are strictly enforced. Police and prosecutors have tremendous discretion in making arrests, detaining persons after an arrest has been made, conducting investigations, and determining whether to prosecute. As a foreigner, you will stand out, which could bring unwanted attention from the authorities. **Such attention may result in you being arrested, in which case there is a high likelihood that you may be held without bail (and without access to a phone or the internet) for several weeks.**

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, (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.

Once we are informed or determine that a student is detained, TUJ staff would visit the student once 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 the police investigation 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 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. Please consult the Office of Student Services 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 and we begin a search. When there is a bilateral agreement between the student's country and Japan (e.g. the US), the student's Embassy is contacted; 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 22 or 23 days.
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 22-23 day detention period, the prosecutor typically decides whether or not to prosecute. If not, student will be released. If prosecuted, the detention typically

continues, though a person may be released, subject to the possibility of further investigation.

5. 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. When the student/family wishes to hire a private lawyer, the search for a lawyer should be conducted through their Embassy. A vital role typically played by a lawyer is 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.

## 10. 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.
- 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.

### In the Event of an Earthquake

#### On Campus

If a severe earthquake happens while you are on campus, please 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 quake 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 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 after-shocks (*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 manger, 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.

## Azabu Hall Evacuation Area



## Mita Hall Evacuation Area



## TUJ Evacuation Route



## Additional Information

### Japan Meteorological Agency (JMA)

JMA provides residents in Japan with earthquake early warnings. Note that these warnings may give you 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: [www.bousai.metro.tokyo.jp/english/index.html](http://www.bousai.metro.tokyo.jp/english/index.html)

### 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 [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: [http://mb.softbank.jp/scripts/english/disaster\\_message/index.jsp](http://mb.softbank.jp/scripts/english/disaster_message/index.jsp)
- NTT docomo: <http://www.nttdocomo.co.jp/english/>
- au by KDDI: <http://www.au.kddi.com/english/>

### 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/>

## 11. Public Facilities Near TUJ

### Libraries

#### Minato City Mita Library

- Access: 5-minute walk from the East Exit of JR Tamachi Station
- Address: 5-28-4 Shiba, Minato-ku
- Tel: 03-3452-4951
- Hours: Weekdays 09:00 to 20:00 / Weekends 09:00 to 5:00
- Closed: 3rd Thursdays
- Website: [www.lib.city.minato.tokyo.jp/](http://www.lib.city.minato.tokyo.jp/)



#### Minato City Azabu Library Service Center

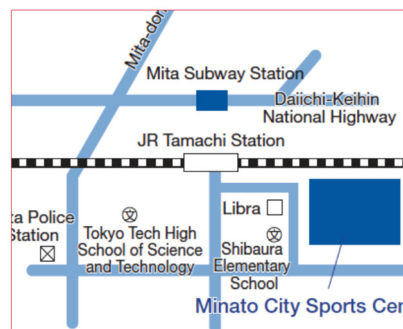
- Access: 3-minute walk from Azabu-Juban Station
- Address: 1-10-4 Mita, Minato-ku
- Tel: 03-3456-3225
- Hours: Weekdays 09:00 to 20:00 / Weekends 09:00 to 17:00
- Closed: 3rd Thursdays
- Website: [www.lib.city.minato.tokyo.jp/](http://www.lib.city.minato.tokyo.jp/)



### Sports Facilities

#### Minato City Sports Center

- Access: 3-minute walk from the East Exit of Tamachi Station
- Address: 3-1-19 Shibaura, Minato-ku
- Tel: 03-3452-4151
- Hours: Daily 09:00 to 21:00
- Closed: 1st and 3rd Monday of each month
- Website: [www.city.minato.tokyo.jp/](http://www.city.minato.tokyo.jp/)



### Parking

#### Shirokane-Takanawa Station Parking

- Access: 1-minute walk from Shirokane-Takanawa Station
- Address: 1-3-20 Takanawa, Minato-ku
- Tel: 03-3440-6191
- Hours: Daily 04:30 to 01:00
- Note: Bicycles only

### Azabu-Juban Public Parking Lot

- Access: 2-minute walk from Azabu-Juban Station
- Address: 1-4-10 Azabu-Juban, Minato-ku
- Tel: 03-3583-5910
- Hours: 24 hours
- Note: Motorcycles and Automobiles

## Musashi University

Musashi University is a private Japanese university located in Nerima-ku, Tokyo, approximately 40 minutes away from TUJ. As part of the cooperative agreement between TUJ and Musashi University, TUJ students are able to use the following facilities at Musashi University with a valid TUJ ID Card.

### Library

Under a cooperative agreement between Musashi University and TUJ, TUJ affiliated students and faculty are permitted to use the Musashi University Library. Review the “User’s Guide” available on the library website at

[www.lib.musashi.ac.jp/homepage/riyouannai/mibun/tm\\_e.pdf](http://www.lib.musashi.ac.jp/homepage/riyouannai/mibun/tm_e.pdf)

### Training Room

The training room (4F, Building #10) has weights, treadmills, StairMasters, and other exercise equipment. In order to use the training room, you must first attend a one-hour training session to go over how to safely use the equipment and machines. To make an appointment for a training session, stop by TUJ’s Office of Student Services (OSS) on the first floor of TUJ Azabu Hall at least two days prior to the day you would like to have your training session. Training sessions are held Monday through Saturday at 15:00.

### Important

- Please be mindful of the rules, regulations, and policies when using these facilities.
- Should a TUJ student act negligently towards Musashi University facilities, staff, or students, they may be subject to the TUJ Student Conduct Code.

### Directions to Musashi University

7-minute walk from Shinegota Station

/ 5-minute walk from Ekoda Station

Address:

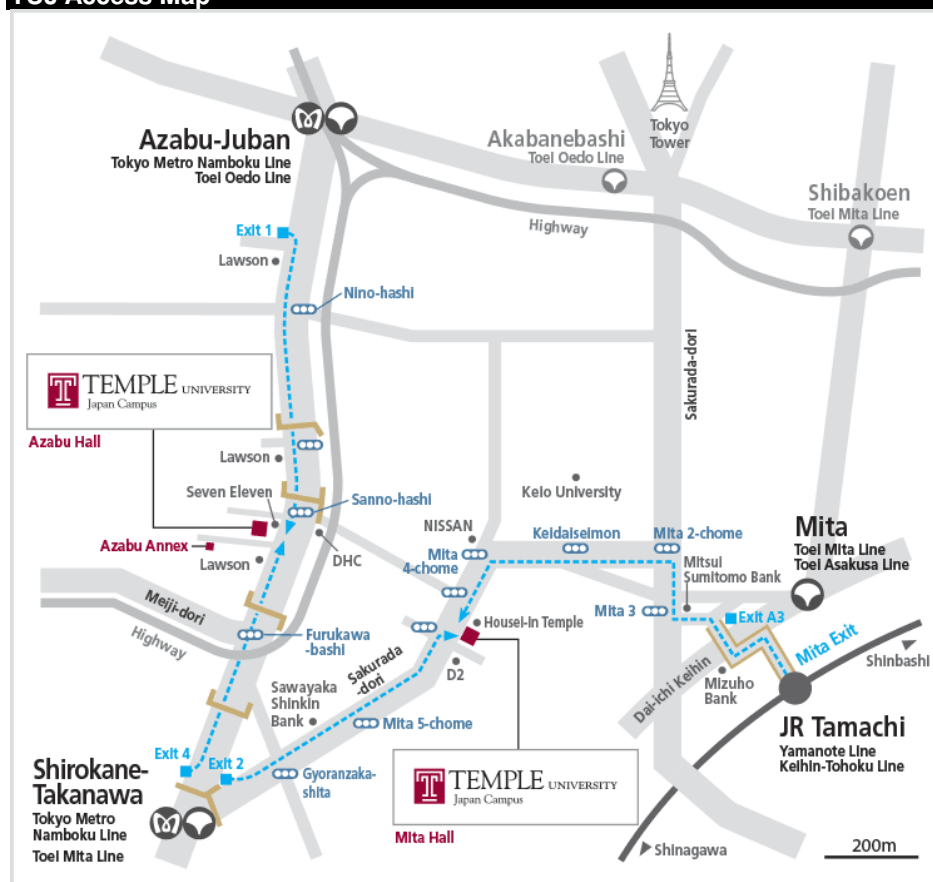
1-26-1 Toyotamakami, Nerima-ku,  
Tokyo 176-853418





## 12. TUJ Map & Contact Information

### TUJ Access Map



#### Azabu Hall

- Address: 2-8-12 Minami-Azabu, Minato-ku, Tokyo 106-0047
- Tel: 03-5441-9800; 0120-86-1026 (toll free) / Outside Japan: 81-3-5441-9800
- Access: Shirokane-Takanawa (Namboku Line / Mita Line): 7-minute walk from Exit 4. (Once you reach the sunken courtyard on the B1 floor, take the stairs to the right and continue straight). / Azabu-Juban (Namboku Line / Oedo Line): 10-minute walk from Exit 1 (walk toward Sunkus convenience store).

#### Mita Hall

- Address: 4-1-27 Mita, Minato-ku, Tokyo 108-0073
- Access: Shirokane-Takanawa (Namboku Line, Mita Line): 8-minute walk from Exit 2 (after coming out of Exit 2, follow the street on the right). / JR Tamachi (Yamanote Line, Keihin Tohoku Line): 13-minute walk from Mita Exit. / Mita (Mita Line, Asakusa Line): 12-minute walk from Exit A3.

#### Azabu Annex

- Address: 2-10-2 Minami-Azabu, Minato-ku, Tokyo 106-0047

## Floor Guide

### Azabu Hall

#### 1st Floor

- Parliament Student Lounge
- Information Center (101)
- Academic Advising Center
- Facilities & General Affairs
- Office of Student Services (108)
- Registrar's Office
- DRS Office
- Bursar's Office (106)
- Continuing Education Program Office

#### 2nd Floor

- Cafeteria (201)
- Outside Deck/Smoking Area
- Student Lounge/SG Office (202)
- Art Room (203/204)
- Teaching & Learning Center (209)
- Classrooms (206/207/210-213)

#### 3rd Floor

- Academic English Program (301)
- Graduate College of Education Program (301)
- Bookstore (only for the first week of each semester) (306B)
- Test Center
- Art Room (315)
- Sick Room
- Classrooms (302/303/305/307-310/316/317)

#### 4th Floor

- Library (401)
- Copy Room (402)
- Prayer Room
- Study Room
- Communications & Marketing Support (404)
- Community Relations Department (404)
- Classroom (405)
- Dean's Office (407)

#### 5th Floor

- Computer Services (500)
- Computer Lab/Classroom (501)
- Computer Lab (502)
- Computer Services Help Desk (502)
- Computer Lab/Classroom (505)
- Mac Lab (504/506/507)

#### 6th Floor

- Institute of Contemporary Asian Studies
- Faculty Room
- Career Development (607)
- Classroom (608)

### Mita Hall

#### 2nd Floor

- Computer Lab
- Study Room
- Student Lounge

#### 3rd Floor

- EMBA Office
- Law Office
- Corporate Education Office
- Facilities & General Affairs
- Counseling Office
- General Counsel Office
- UG Faculty Offices

#### 4th Floor

- Smoking Area
- Undergraduate Faculty Offices
- EMBA/Law Faculty Offices
- Classrooms

#### 5th Floor

- Faculty Offices
- Classrooms

### Azabu Annex

- Admissions Counseling (3F)
- Classroom, event room (4F)
- Admissions Department (5F)
- Accounting (5F)
- Human Resources (5F)

# TEMPLE UNIVERSITY, JAPAN CAMPUS

## AZABU HALL FLOOR GUIDE

AS OF SEPTEMBER 2017

■ CLASSROOMS ■ SPECIAL PURPOSE CLASSROOMS ■ COMMON AREAS ■ FACILITIES & OFFICES ■ ADMIN OFFICES

### 6F

- 1 CAREER DEVELOPMENT OFFICE
- 2 INSTITUTE OF CONTEMPORARY ASIAN STUDIES
- 3 FACULTY OFFICES



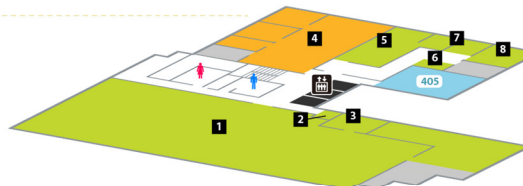
### 5F

- 1 MAC LAB
- 2 PC LAB
- 3 EDITING ROOM
- 4 OPEN COMPUTER LAB
- 5 COMPUTER SERVICES HELP DESK
- 6 COMPUTER SERVICES



### 4F

- 1 LIBRARY
- 2 PRAYER ROOM
- 3 COPY ROOM
- 4 STUDY ROOMS
- 5 COMMUNICATIONS & MARKETING SUPPORT
- 6 COMMUNITY RELATIONS
- 7 DEVELOPMENT & ALUMNI RELATIONS
- 8 DEAN'S OFFICE



### 3F

- 1 SICK ROOM
- 2 TEST CENTER
- 3 BRIDGE & AEP FACULTY OFFICE
- 4 AEP OFFICE
- 5 GRADUATE COLLEGE OF EDUCATION OFFICE
- 6 ART ROOM



### 2F

- 1 TEACHING & LEARNING CENTER
- 2 ART ROOM
- 3 STUDENT LOUNGE
- 4 STUDENT GOVERNMENT OFFICE
- 5 CAFETERIA
- 6 OUTSIDE DECK / SMOKING AREA



### 1F

- 1 PARLIAMENT STUDENT LOUNGE
- 2 INFORMATION CENTER
- 3 REGISTRAR'S OFFICE
- 4 DRS OFFICE
- 5 ACADEMIC ADVISING CENTER
- 6 CONTINUING EDUCATION OFFICE
- 7 OFFICE OF STUDENT SERVICES
- 8 FACILITIES & GENERAL AFFAIRS
- 9 BURSAR'S OFFICE



# TEMPLE UNIVERSITY, JAPAN CAMPUS

## MITA HALL & AZABU ANNEX FLOOR GUIDE

AS OF SEPTEMBER 2017

■ CLASSROOMS ■ SPECIAL PURPOSE CLASSROOMS ■ COMMON AREAS ■ FACILITIES & OFFICES ■ ADMIN OFFICES

### MITA HALL

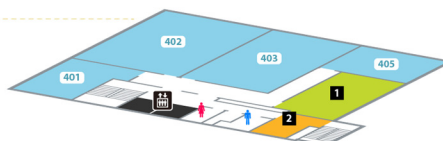
5<sub>F</sub>

- 1 BRIDGE FACULTY OFFICE



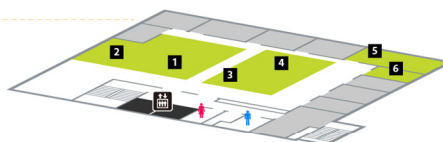
4<sub>F</sub>

- 1 UNDERGRADUATE FACULTY OFFICE
- 2 SMOKING AREA



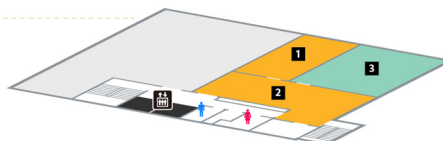
3<sub>F</sub>

- 1 LAW SCHOOL OFFICE
- 2 EXECUTIVE MBA OFFICE
- 3 FACILITIES & GENERAL AFFAIRS
- 4 CORPORATE EDUCATION OFFICE
- 5 GENERAL COUNSEL OFFICE
- 6 COUNSELING OFFICE



2<sub>F</sub>

- 1 STUDY ROOM
- 2 LOUNGE AREA
- 3 PC LAB



### AZABU ANNEX

5<sub>F</sub>

- 1 UNDERGRADUATE ADMISSIONS OFFICE
- 2 FINANCE & ACCOUNTING OFFICE
- 3 HUMAN RESOURCES OFFICE



4<sub>F</sub>

- 1 CLASSROOM
- 2 THEATER SPACE



3<sub>F</sub>

- 1 ADMISSIONS COUNSELING OFFICE



## Department Contact Information

Most departments are open Monday through Friday, 09:00 to 17:30

### Academic Advising Center (AAC)

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

Tel: 03-5441-9862

Location: Azabu Hall 1F

### Bursar's Office

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

Tel: 03-5441-9800

Location: Azabu Hall 1F (106)

### Career Development Office

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

Phone: 03-5441-9873

Location: Azabu Hall 6F (607)

### Community Relations

Email:

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

Tel: 03-5441-9801

Location: Azabu Hall 4F (404)

### Computer Services

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

Tel: 03-5441-9800

Location: Azabu Hall 5F (500/502)

### Counseling Office

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

Tel: 03-5441-9889

Location: Mita Hall 3F

### Facilities & General Affairs

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

Tel: 03-5441-9800

Location: Azabu Hall 1F

### Information Center (IC)

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

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

Location: Azabu Hall 1F

### Library

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

Tel: 03-5441-9867

Location: Azabu Hall 4F (401)

### Office of Student Services (OSS)

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

Tel: 03-5441-9800

Location: Azabu Hall 1F (108)

### Registrar's Office

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

Tel: 03-5441-9800

Location: Azabu Hall 1F

### Teaching & Learning Center (TLC)

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

Tel: 03-5441-9800

Location: Azabu Hall 2F (209)



