

AY2026 College of Law and Politics

Full-Year, Spring semester

Seminar Courses Application Procedure

- Those who wish to enroll in the seminar courses to be offered full-year and in the spring semester must apply for the courses according to the following procedures
 - For “other” Registration Courses offered in the fall semester, selection will be conducted on the same schedule as general students from June onward.
- For the fall semester, applications will be accepted up to the second application period scheduled for June, and the third application period previously conducted in September will not be held.**
- For details, please refer to the course guidebook and the R Guide.

1. Subjects for which application is required

科目名	申込科目数	備考
演習 (Seminar)	Can apply for more than 2 courses (More than 2 courses can be taken in the same semester.)	In principle, these courses are only intended for students of the College of Law and Politics. ※However, if there is room for additional students, those from other colleges may also be allowed to take the course. Students who are not from the College of Law and Politics are required to fill out the Inquiry form at the Academic Affairs Office before the start of the application period and follow the instructions.
発展演習 (Progressive Seminar)		
法政外国語演習 (Seminar on Law and Politics)		
2年次演習A (Sophomore Seminar A)		
実践演習2A・3A (Practical Seminar 2A・3A)		
Seminar A		

2. Required Documents

For details of the selection methods for each course, including whether submission of reports or grade records is required, please refer to the link titled “**【法学部】2026 年度 通年・春学期開講 その他登録科目 申込要領およびシラバス**” in the “Notice” section on the top page of the following URL.

<https://sy.rikkyo.ac.jp>

① Selection Report

- Reports must be submitted in word format (extension: docx, doc).
【File Name】: 「Course Code、Course Instructor’s name」
【Full text of the report】: Enter the course code, course name, name of the course instructor, student number, and name at the beginning of the body of the text.
- For courses with no specific report assignment, submit a word file with “course code, course name, course instructor’s name, student number, and name” instead of a report.

② Grade Records

- Depending on the course, submission of grade records may be required. Grade records should be saved as a PDF file from the grade reference system and submitted together with the selection report.
※Instructions for saving the grade report screen as a PDF file are available [here](#).
※Personal information (including grade records) submitted for the selection process will be used only for the purpose of selecting students for seminar-type courses and will not be used for any other purpose.

3. Application Method

Students who wish to enroll in the course must apply for the course through Canvas LMS within the designated period. Course registration cannot be made by any other method other than through the Canvas LMS during the designated application period.

Check the [manual site](#) carefully in addition to the following.

- ① When you access the Canvas LMS during the application period, the name of the course for application (e. g., “法学部その他登録科目科目申込 (●年) (AY 2025 Fall Semester List of “other” registration courses for application)”) will appear on the Dashboard.
 ※If you do not see the course on the dashboard, go to “Courses” on the left side menu, then “All Courses”.
- ② When you enter courses for application, “シラバス・R Guide・申込用コース一覧 (秋学期●次募集) (Syllabus・R Guide・List of the course for Application(fall semester ●th Application)” will be displayed. A list of seminar courses offered in fall semester can be confirmed there.
- ③ Select the course you wish to apply for, open the Courses for Application link, and press “コースへの登録 (Enroll in Course) ”.
 ※Once enrolled in a course, it will appear on the dashboard (if you do not see the course on the dashboard, go to “Courses” > “All Courses” in the left side menu).
- ④ Open the course page of the course for which you have registered, and you will see “Reports for application” and the application period ([●次募集]). Click on [●次募集], check the notes, and press “Start Assignment” to submit the report and apply for the course.
 ※Even if a course does not have a report assignment, merely “コースへの登録 (“Enroll in Course”)” does not constitute an application.
 ※If you interrupt the course before the end of the application period in any of the ways described in the “Notes on application” below, you will not be considered for selection.
 ※Even if application documents are incomplete or contain errors, we are unable to individually check or contact applicants via Canvas LMS.
Please carefully review all documents before submission.
The management and verification of submitted documents are the sole responsibility of the student.

<Notes on application>

- After submission, please check that the assignment has been submitted to the subject for which you wish to apply, using the method described in “[「Canvas LMS:課題の提出 \(Canvas LMS: Assignment Submission\)」](#)” in the Canvas LMS Student Manual.
 ※When submission is complete, the message “提出しました！(Submitted!)” will be displayed.
 ※You can see what you have submitted under “Submission Details.”
 ※The Canvas LMS allows for resubmission of assignments, but the last one submitted will be considered for selection.
- Under no circumstances can a student apply to cancel a course that he/she has passed. Therefore, students are responsible for planning and applying for courses, paying attention to overlapping days and times, lack of time to travel to between the Ikebukuro and Niiza Campuses, and so on.
- If you have inadvertently submitted a report assignment to a course other than the one you wish to take, interrupt your participation from the course for which you registered in section ③of “2 Application Method” above. To interrupt a course, enter the course you wish to interrupt and click on the “×このコースを中断 (X Interrupt this course)” link on the right side or bottom of the home screen. When you interrupt a course, the course will be removed from your dashboard and “All courses”, and any report assignments you have inadvertently submitted will no longer be displayed.

4. Application period and result announcement

(1) The first application period •result announcement

	Date of announcement	Place of announcement
Application period	Mar. 19 (Thu.) 10:00AM~ Mar. 21 (Sat.) 12:00PM	Canvas LMS
Result announcement	Mar. 25 (Wed.)	College of Law and Politics R Guide > Course Registration・Course List> “other” registration> List of “Other” Registrations

(2) The second application period •result announcement

(Second round of application will be conducted only for the courses that did not reach the number of applicants in the first round of application, among other reasons.)

	Date of announcement	Place of announcement
Announcement of target courses	Mar. 25 (Wed.)	College of Law and Politics R Guide > Course Registration・Course List> “other” registration> List of “Other” Registrations
Application period	Mar. 25 (Wed.) 10:00AM~ Mar. 27 (Fri.) 3:00PM	Canvas LMS
Result announcement	Apr. 1 (Wed.)	College of Law and Politics R Guide > Course Registration・Course List> “other” registration> List of “Other” Registrations

5. Course registration

- ① No student will be accepted except for those who have applied for a course during the above period by the prescribed method and who have been permitted to take the course by the instructor in charge..
- ② Those who are permitted to take the course will be registered by the University. As a rule, courses that have been approved cannot be cancelled after registration.
- ③ Be sure to check if the courses you have passed are reflected in the course registration status screen (Web).
- ④ For Seminar in which a Seminar Paper is conducted, the university will register the Seminar Paper together with the Seminar.

<If a student passes a course in the same day and time period>

- If a student passes more than one “other” registration course for the same day and time during the same application period, the university will randomly remove one of the courses.
- It is not acceptable to register for “other” registration course during the second application period on the same day and time as the course that was accepted during the first application period. In such cases, courses applied for later will not be registered even if they are passed.
- If a timetable conflict occurs between a required courses that are automatically registered and an accepted seminar course, the seminar course will be removed.
- If a timetable conflict occurs between a non-required courses that are automatically registered and an accepted seminar course, the seminar course will also be removed.
- As students will not be notified individually of courses removed for the above reasons, they must check their course registration status screen to confirm which courses are registered.

6. Notes

(1) About the syllabus

The syllabus for the seminar courses offered in the full-year and spring semester of the academic year 2026 will be available on the “Syllabus/Time Schedule Search System” on the web from February 26, 2026 (Thu) onward. Please refer to the link “**【法学部】2026 年度 通年・春学期開講 その他登録科目 申込要領およびシラバス**” in the “Notice” section on the top page of the following URL.

<https://sy.rikkyo.ac.jp>

※Please note that the year of distribution listed in the syllabus is the year of 2026, the year in which the course is actually taken.

(2) About class schedule

The timetable for the AY 2026 will be available on the “Syllabus/Timetable Search System” on the Web. on March 19, 2026 . Please check it by yourself from the following URL.

<https://ry.rikkyo.ac.jp/timeschedule/>

※In case of any other details, corrections or changes, please check the R Guide (scheduled to be published on March 19, 2026). In case of urgent changes, such as a change of the instructor of the course, the announcement will be made in the bulletin board or R Guide as needed. Check in as needed during the spring break.

※If you have any questions or need to confirm anything, please inquire using [the inquiry form for courses, grades, and classes](#) before the application deadline and follow the instructions. (Please allow plenty of time for your inquiries, as responses will be sent to the e-mail address collected on the two opening days.)