

Lakeland University Student Handbook

The contents of this document are provided for Lakeland University Japan Campus (LUJ) students. It is accurate at the time of printing, but is subject to change as deemed appropriate to fulfill the university's mission or to accommodate circumstances beyond the university's control.

The university reserves the right to amend, add, delete or modify any information and policies contained within for any reason and without prior notice at any time. The changes will be deemed effective immediately unless otherwise specified by the university. Any significant changes will be communicated by the university through various means including but not limited to email messages and notification on the posting boards.

Lack of awareness of policies or requirements will not serve as a justifiable excuse at a later date.

本 Student Handbook（以後 Handbook）はレイクランド大学ジャパン・キャンパス(以後 LUJ)の学生用に作成されたものであり、印刷後も様々な状況を鑑みて更新されることがあります。学則に変更が生じた場合は本学よりメールや掲示等にて通知され、学生は最新の規則に従うこととします。本学に在籍、在学するすべての学生は大学の規則順守が義務づけられ、規則違反は認められません。また、本 Handbook に記載があるポリシーや規則事項の認識不足を理由に自己正当化することはできません。

The university's official language is English. The Japanese texts, when used, will follow English contents and are only summaries of what it is said in English. They are not complete translations. No university officials are obligated to translate documents. The officials will only assist those students who have basic understanding of the university policies and need clarifications.

本学の公式言語は英語です。本 Handbook 各項目に添えられる日本語の内容はあくまでも概要を伝えることを目的として作成され、英語にて記載される内容の訳文ではありません。大学が必要とする範囲内で説明を省略または追記を行っています。大学職員が他言語に訳す義務はなく、学生本人が Handbook の内容を把握したうえで不明点があるものだけ質問を受け付けるものとします。

Disclaimer of Liability

Lakeland University and the Lakeland University foundation disclaims liability for any injuries, including death, damages or loss, regardless of severity or cause, suffered by a student. This liability disclaimer applies to, but is not limited to, the following:

- Any injuries, including death, damages or loss, regardless of severity, sustained on property owned by or under the control of the university. This includes classrooms, structures, buildings, public areas and grounds, etc.
- Any injuries, including death, damages or loss, regardless of severity, resulting from fire, theft, the elements or other causes.
- Any injuries, including death, damages or loss regardless of severity, as a result of an act or omission by any Lakeland University officials, faculty, employees, students, agents or their successors.
- Any injuries, including death or damage, suffered at off site events (athletic or otherwise) as a participant, spectator or otherwise. This also includes transit to or from an event.

Students accept the foregoing disclaimer and agree to it upon admission, readmission or continued enrollment with Lakeland University.

Any student enrolled in or attending classes at Lakeland University is bound to follow all of the university's rules and regulations and is subject to the jurisdiction of the university with regard to violations of such rules and regulations. Lakeland University students who fail to read this handbook will not be excused from compliance with the policies and requirements herein.

LAKELAND UNIVERSITY STATEMENT OF MISSION, VALUES AND EXPECTATIONS

Mission

Lakeland University educates women and men of diverse backgrounds, preparing them to think critically, to communicate effectively, to succeed professionally and to lead ethical, purposeful and fulfilling lives. Rooted in the values of the United Church of Christ, Lakeland integrates the liberal arts and experiential learning to develop the whole person for success in a dynamic, multi-faceted world.

Values

The values of Lakeland University are informed by its relationship with the United Church of Christ and continuing commitment to the liberal arts:

Inquiry and Academic Excellence. We are a community committed to learning, discovery and creativity as ongoing endeavors. We maintain high standards of academic rigor and expectations for achievement that drive the acquisition and application of knowledge through the liberal arts and practical learning opportunities.

Integrity and Responsibility. We are a community that is open, honest and ethical. We are accountable to ourselves, each other and the university to uphold the mission and values of the institution.

Faith and Religious Expression. We are a community that values the study and exploration of faith and religious beliefs. We invite one another to investigate what it means to live a spiritual, meaningful and purposeful life.

Diversity and Respect. We are a community that welcomes all people regardless of their gender, race, religion, sexual orientation, socioeconomic status, disability or country of origin. We value differing backgrounds, cultures and viewpoints and accept our responsibility to treat each other with fairness, compassion and civility.

Service and Stewardship. We are a community committed to socially responsible service at the institutional, local, regional, national and global levels. We embrace our role as caretakers of the resources of the institution and society.

GENERAL INFORMATION

Lakeland University Japan Faculty & Staff (大学教職員)

All employees of Lakeland University are considered university officials. Students are to comply with all reasonable directions and requests of all university officials. This includes the request to present a valid Student ID Card. Members of the faculty have full authority in their respective classes and

any such activities related to the instructional process. Verbal and/or physical abuse directed toward any university official will not be tolerated and students committing such offences will be subject to severe disciplinary action.

大学の全従業員は大学教職員であり、学生は教職員による合理的な指示や要求に従うことが義務付けられています。教員はそれぞれの授業、また教育上の活動に関して完全な権限を保有しています。教職員に対する暴言・暴力は容認されず、厳重な処罰の対象になります。

Communication from the University (大学からの連絡)

Important information and notifications from LUJ will be delivered to students through a variety of platforms:

大学からの重要な情報は、以下の手段で伝達されます。

LUJ E-mail Accounts

All students are assigned an LUJ e-mail account, and university has the right to communicate with students through these email accounts and the right to expect those communications will be read and responded in a timely manner. Students are responsible for checking their accounts daily, as university officials will use it to send important messages. When the university communicates and announces an important notice, email will only be sent to their LUJ e-mail accounts. The university's email system can be accessed on and off-campus and students may synchronize this email account with their electronic devices.

全ての学生は、大学から割り当てられたメールアカウントに届くメールを読み、迅速に対応することが課せられています。大学からの重要な告知は LUJ のメールアドレスにのみ送信されます。スマートフォンやタブレット等に同期することを推奨しています。メールにて届けられた伝達事項に対する認識不足を理由に自己正当化することはできません。

LUJ Blog <https://luj.lakeland.edu/lcj-blog>

Information, important reminders and announcements will be posted on the LUJ blog. Students should frequently check the blog to stay up-to-date with University announcements, class updates and helpful reminders.

重要な情報、告知、リマインダーは大学のブログに掲載されます。学生は頻繁にブログをチェックし、最新情報を確認するようにしてください。

Student Resources <http://luj.lakeland.edu/Inside-Lakeland/student-resources>

Class schedules, calendars, and other useful information for students are posted on the "Student Resources" page of our English website. Please refer to this page as well as the LUJ blog.

英語版ホームページにある"Student Resources"に、クラススケジュール、カレンダー、その他様々な情報が掲載されています。ブログ同様よく確認するようにしてください。

Message Boards

Message boards set up around the campus display events, announcements, and reminders for students. Students are encouraged to frequently check the message boards when on campus.

学内の掲示板には、イベントやお知らせなどが掲示されています。随時掲示板を確認するようにしてください。

Phones

Phone calls will be used only in situations that require immediate and direct communication with students.

電話は、学生と緊急かつ直接に連絡を取る必要がある場合にのみ使用します。

Communication with Family and/or Third Parties (家族や第三者との連絡)

To protect students' privacy, the university does not disclose information considered as personal information. This can include attendance records, an academic status, grades, credits earned or GPAs, etc. Such information can only be released to a third party, including family members, by the student's written request.

個人情報保護と学生個人の権利保護の観点により、成績、出欠席を含む個人情報は家族に対しても無条件で開示されるものではありません。学生本人が本学指定形式にて特定する第三者への開示請求をした場合にのみ開示されます。

Student Identification Cards (学生証)

All students are provided a Student ID Card at the time they enroll to the university, and are required to carry it at all times. Transferring, lending, borrowing, altering or creating unauthorized versions of university identification is prohibited. Students must present their Student ID Cards if asked by any university officials. Students are required to validate their ID cards in the Student Affairs office at the beginning of every semester.

学生証は常に携行し、教職員から求められた場合は、速やかに学生証を提示してください。学生証の譲渡、貸与、改変、偽造は禁止されています。各学期開始後に学生課で更新の手続きを行ってください。

Student ID Numbers (学籍番号)

Students will receive two ID numbers: a Lakeland University Japan Campus (LUJ) ID and a Lakeland University Wisconsin Campus (LUW) ID. Academic students will use their LUW ID numbers to register, check grades and other information on My.Lakeland, the main campus online portal for LUW information. All students will need to use their LUW ID numbers when ordering official transcripts.

学生には、LUJ と LUW(ウィスコンシン・キャンパス)の2つの学籍番号が付与されます。LUW ID は、教養課程生が My.lakeland 上で履修登録、成績などの情報を確認する際に、また全学生が成績証明書を取り寄せる際に使用します。

Change of Personal Information (個人情報の変更)

It is important for the university to have students' most up-to-date contact information for communicating, advising, issuing documents, and in the event of an emergency. Students should immediately notify Student Affairs of any personal information changes, including changes in current addresses, home addresses, telephone numbers, marital status, and/or legal name updates.

学生への情報提供、アドバイジング、文書発行、緊急時の連絡等のため、大学は学生の最新の連絡先を保持する必要があります。現住所、帰省先住所、電話番号、氏名等に変更が生じた場合は、直ちに学生課で変更手続きを行ってください。

Personal Items & Lost and Found (私物・落とし物)

Students are urged to always keep their valuables and belongings with them. All items turned in will be kept in the Lost & Found section in Student Affairs office. Unclaimed items will be held until the end of the following semester, and they will be disposed and/or donated.

私物・貴重品は常に携行してください。落とし物が届けられた場合、学生課の忘れ物保管所に保管されます。届けられた学期の次の学期末まで保管されますが、それ以降は処分又は寄付されます。

Receiving Postal Items (郵便物)

The university does not accept any personal packages/materials sent to students. All packages/materials addressed to students will be returned to the sender.

学生個人宛の郵便物の収受は行いません。全て発送人に返送されます。

FACILITY

Campus Hours

The campus is open from 8:00 a.m. to 9:00 p.m. from Monday through Friday. Students may enter the main building on specified Saturdays and Sundays from 10:00 a.m. to 5:00 p.m. but they may only use the 4th and 5th floors of this building. Closed on Holidays.

キャンパスの開館時間は平日午前 8 時から午後 9 時までです。大学指定の土日のみ午前 10 時から午後 5 時まで、本館の 4 階と 5 階が使用できます。

Reservations of Facilities

Students can reserve classrooms and student facilities by contacting the Student Affairs office. Rooms can only be reserved if there are no classes. Noise must be kept to a minimum.

Computer Room (コンピュータールーム)

The university provides computers for students at several designated locations on campus to use freely at any time while the rooms are available, with printing service available. Computers and network resources should be used only in accordance with university computer use policy.

Students must follow the computer room policy specified below:

- Students must think about others and be considerate of them in this shared facility
- University computers are to be used only for educational purposes
- All data must be saved onto students' personal flash memories or cloud-based services. Data saved onto computer will be deleted
- Downloading any programs without permission from the university is prohibited
- Eating and drinking at computer stations are prohibited
- Students must use only reasonable amounts of printing paper
- Students may be banned from the computer room if they fail to follow the rules.
- Any violation that interferes with the mission or operation of the university or members of the university community will be regarded as unethical and may lead to disciplinary action.

Students should report computer or printer errors or malfunctions to the Student Affairs office.

学内数箇所に設置されているコンピュータールームは開放時にはいつでも使用することができます。上記に記載されているルールに従って利用してください。大学の通常業務及び他学生を含む大学関係者への迷惑行為は懲罰の対象となります。

STUDENT INFORMATION AND SERVICES

Library

Hours: 8:00 a.m. - 8:00 p.m. Monday – Friday 平日午前 8 時～午後 8 時

Closed on Weekends and Holidays for check-out

The library's mission is to provide high quality information and research resources to all students. The library's collection includes over 150,000 paper and eBooks, hundreds of thousands of online magazine and journal articles, online encyclopedias, current newspapers and magazines, hundreds of DVDs and audio CDs, comic books, and video games, as well as borrowable electronic devices.

The library's databases are accessible from any computer.

A full-time librarian is available to help students find information for their research projects. The library also has computer terminals available for online research and other applications in a quiet study area.

Check-Out Policy

- Materials can be checked out from the librarian. The loan period for library materials is two weeks. Students can borrow up to ten items at once. Reservations for library materials can be made at the library desk. During semester breaks, only books can be checked out by self-checkout.
- If a library staff member is not available, please follow the “self-check-out” instructions and leave the check-out card in the check-out card box.
- Students cannot check out or reserve materials if they have overdue items. Warnings regarding overdue items will be sent to students a maximum of 3 times. If the materials are not returned to the library after the 3rd notice, students will be billed for replacement materials.

- Students can extend a loan period once, unless another student has requested the item.
- Instructors often put books or other materials on reserve so that they will be available for specific students. Reserved items must be returned on the same day.
- The librarian has information regarding other libraries in Tokyo with English materials. Libraries with English collections are also listed on the library's website.
- The library welcomes material requests. Please write your suggestions and put them in the "Comments, Suggestions and Recommendations" box, located at the library desk.
- 書籍・CD・DVD・ビデオについては2週間を限度に借りることができ、一度に合計10点までを借りることができます。
- 貸出期間を超え返却されない場合は、他の書籍などを借りることはできません。
- 借りている書籍などの期間を延長したい場合は、元の貸出期限と同じ期間だけ延長することができます。それ以上の延長はできません。
- 長期休暇期間中の貸出は書籍に限りセルフ・チェックアウトでの貸出が可能となります。また、長期休暇期間前に返却期限を迎えていない書籍等は、延長を申し出れば休暇中も継続して借りることができます。休暇中の返却はドロップボックスを利用するか、次の学期開始後にカウンターにて返却してください。
- 借りたい書籍などがすでに貸出されている場合は、予約をすることができます。
- 予約の入っている書籍は貸出期限の延長をすることはできません。
- 貸出期限を越えても書籍などが返却されない場合は、学生と保護者に通知します。
- 1度目の警告...貸し出し期限を越えても書籍などが返却されない場合、図書館より学生本人の学生用メールアドレスに通知が送られます。
- 2度目の警告...1度目の警告書が発行されて直ちに書籍などが返却されない場合、2度目の警告書が書面にて本人へ届きます。
- 3度目の警告...図書館司書または大学より書面と共に直接の警告がなされます。3度目の警告の際に渡される警告書には最終返却期限が記され、期限までに返却がない場合は、代替書籍の費用が請求される旨が記載されています。
- 3度の警告にも関わらず書籍などが返却されない場合は、代替書籍の費用が請求されます。請求額には、書籍などの購入代金、延滞金、送料、手数料が含まれます。

Learning Center (ラーニングセンター)

Weekday Hours: As posted on LUJ Homepage and on Learning Center schedules
Weekends: Closed
Locations: Library and SGC 2nd floor

Tutors are available in LUJ's two Learning Center locations to help students improve their writing, language, and math skills and to assist them in better understanding the subjects they are studying. The Learning Center is the place to obtain assistance and guidance in becoming a more successful student. Tutors are experienced students who have generally received an A in any subject they are tutoring. Students are guided to better writing and study skills by tutors who have already excelled in these subjects and will gain the ability and confidence to write better, solve math problems, and engage the critical thinking issues particular to each subject. A primary goal of the Learning Center is to show students how to improve their own study and writing skills. Students learn successful study practices by working with tutors through proven methods of writing and study.

Tutoring is free of charge. Appointments can be made by signing up on the schedule at each Learning Center location. Students without an appointment may receive assistance if the on-duty tutor is not otherwise engaged. A tutoring session generally lasts for 30 minutes unless the tutor is free to continue the session and no other students are signed up for the following opening. LUJ ラーニングセンターでは2つのロケーションで学生の学術スキルアップのサポートを行っています。各教科を担当する学生チューターは成績優秀者のみを採用しています。ラーニングセン

ターは学生自身が効果的なスキルアップ法を身に着けることを目標としています。チュータリングセッションは無料です。各ロケーションにあるスケジュールにサインアップをすることで1セッション30分の予約ができますが、当日チューターに他の予約が入っていなければ延長することも可能です。

Counseling Services (カウンセリング)

LUJ offers a variety of counseling services to students, ensuring everyone has access to such support.

大学では、学生支援のためにさまざまなカウンセリングを用意しています。

Academic

The first and most important source of academic advice is the student's academic advisor.

Students can meet with their advisors or EAP coordinator to discuss course registration, degree requirements, and short/long-term goals.

アカデミックアドバイスの中でも最も重要なのは、アカデミックアドバイザーによるアドバイスです。履修登録、学位取得のための条件、目標等について、学生は各自のアドバイザーやEAP コーディネーターと話し合います。

General Student Life 学生生活全般

To keep students on track to graduation and assist students in leading a life of success and fulfillment, the office of Student Affairs offers counseling to help students connect to existing university resources (academic, health, financial, student organizations, etc.), reinforce study habits that lead to successful collegiate level performance, and encourage students to become actively engaged in all facets of the university experience.

学生課では、学生が卒業に向け充実した生活を送れるようにカウンセリングを行っています。大学のリソース（アカデミックに関すること、健康や金銭面に関すること、学生の組織するグループなど）についての情報提供、学業向上に向けた学習習慣の強化支援、大学の様々な行事への参加奨励など、学生と大学とを結ぶ役割を果たしています。

Professional 専門カウンセラー

LUJ offers professional counseling for students who may be experiencing stress, family or personal issues, as well as emotional and psychological difficulties. The professional counselor is available once a week for counseling sessions, which will remain confidential.

Hours: Wednesdays 11:00 am to 4:00 pm (These hours may change)

Location: Main Building, 3rd Floor Counseling Office

Appointments: First appointments should be made through the Student Affairs office.

Students may contact the counselor directly after their first session. Student may also visit the counselor if her door is open.

ストレスや家族・個人の問題を抱えている学生、情緒的・心理的な不安を抱えている学生に対して、大学では専門家によるカウンセリングを提供しています。カウンセラーと話した内容はすべて秘密厳守されます。毎週水曜日午前11時から午後4時までの間、本館3Fのカウンセリングオフィスにて行われます。初回の予約は学生課を通して行ってください。2回目以降は直接カウンセラーに連絡してください。

Department of Student Affairs (学生課)

Student Affairs is designed to work with all students to support a high quality of academic, social, and campus life. As the initial contact point for students, this office provides a variety of information and services for the university.

学生課では、全ての学生が充実した学生生活を送れるよう、大学に関する様々な情報とサービスを提供しています。

Academic Affairs Office (教務課)

The following services are available in the Academic Affairs Office.

Information on course offerings and class registration, including adding, dropping, withdrawing from a class

Information regarding the student's personal academic record, including: evaluation of transfer credit, graduation evaluations and grade-point-averages (GPA).

Student Government Association (SGA)(学生校友会)

The SGA is a student-led association that works together with the university in providing various extra-curricular activities offered for the LUJ community. SGA hosts and promotes both traditional and unique events, manages the SGA budget, and oversees student clubs.

SGA は、大学と連携して大学コミュニティ内の様々な課外活動を実施している学生主導のグループです。多様な行事の主催、SGA 予算の管理、クラブ活動の管理等を行っています。

Financial Aid

Student financial aid information is available in the Financial Aid Office at the main campus. Office hours are Monday through Friday, 8 a.m. to 4:30 p.m. in Wisconsin time. Call the Financial Aid Office at 920-565-1032 Ext. 2372 or finaidofs@lakeland.edu for assistance.

Student Employment (学内バイト)

On-campus student employment information, job descriptions, and position openings are available at the Student Affairs office. To be eligible for on-campus positions, students are required to have a minimum 2.0+ from most recently completed semester, and maintain an overall 2.0+ GPA. For students with a school sponsored visa, the university follows Japanese immigration policies regarding the maximum number of hours per week (28 hours during the term, 40 hours in between terms) he/she may work.

学内バイトの種類、募集の詳細については学生課にて案内しています。GPA は学期成績、総合成績ともに 2.0 以上であることが採用条件になります。学生ビザを保有する留学生の勤務時間は、入国管理局の法令に基づき学期中は週 28 時間、休暇中は週 40 時間以内となります。留学生の労働条件に関しては、学生課に相談してください。

Health Services

Students in need of help finding and receiving medical attention may contact the Student Affairs Office. Additionally, recommended hospitals / clinics with English services are available at Student Affairs office.

医療機関を探す必要が生じた場合は学生課に相談してください。

Internet / WiFi *

All students will have access to free school-wide WiFi. Students may connect WiFi to their laptops, tablets, smartphones, and any other devices. Several online resources, such as Google Apps for Education (e-mail, calendar, cloud drive, office suite web apps and more), Blackboard (a powerful online education suite), and online access to a number of library databases are available for all students. A password is required and available at the Student Affairs office.

学内の WiFi パスワードは学生課にお問い合わせください。

Certificates / Documents (証明書)

Any outstanding payment must be cleared prior to the order or transcripts.

未納付の学納金がある場合は大学より発行する様々な書類の申請ができません。

Transcripts (成績証明書)

A University Transcript is a record of a student's academic progress including grades and credits earned at the University. Transcripts are considered confidential and cannot be released to third parties without the written permission of the student.

How to obtain: An official transcript can be ordered by an online system with a credit card and will be sent from the main campus. Instructions on how to order an official transcript are available in English and Japanese at <http://luj.lakeland.edu/Inside-Lakeland/student-resources>.

成績証明書の内容は保護されているため、学生の書面による同意なしには家族を含む第三者に開示されることはありません。レイクランド大学本校のウェブサイトよりオンラインを利用して発行申請ができます。申請方法については英語版、日本語版のマニュアルが上記リンク先より取得可能です。支払いはクレジットカードのみとなりますのでご注意ください。

Documents (証明書)

Following documents are available to request at the Student Affairs office.

Type of Certificate	Number of Issuing Days	Cost
在学証明書 Verification of Enrollment Status	1 day	¥200
在学期間証明書 Verification of Enrollment Period	1 day	¥200
卒業見込証明書 Verification of Expected Date of Graduation	1 day	¥200
学費納入証明書 Certificate of Payment	10 day	¥700
学生割引証明書 Student Traveling Discount Certificate	1 day	¥200
学生証再発行 Student ID Card	1 day	¥700
学生証裏面シール Back Sticker of Student ID	1 day	¥200
シラバス Syllabus Copy	1 day	¥200

Payment for the above documents must be paid in advance. Additional charges will apply if the certificate needs to be prepared by rush order. PDF and/or paper duplicates of these certificates will cost an additional ¥200.

全て前払い制です。即日発行が可能な書類のみ追加 200 円にて対応します。PDF へのスキャン、複数部発行の場合は都度 200 円が加算されます。上記以外のもの、あるいは詳細については学生課にて相談してください。

POLICIES AND PROCEDURES

Enrollment Policies (学籍規定)

Lakeland University Japan Campus recognizes its students enrollment when the students satisfies all of the following

- Students' admission and enrollment are approved by the university
- Students are currently registered and attending for courses offered at Lakeland or are officially on Leave of Absence
- Students have no overdue school fees

LUJ では、その学期の履修登録があり、学費の納入が期日までになされ、かつ授業に出席することで本学での在籍を認めています。そのほか、手続きをして休学が認められた学生にも在籍を認めています。

Leave of Absence (LOA)(休学)

Students who wish to take a Leave of Absence (LOA) from LUJ in good standing either during the middle of the term or after completing their current coursework must contact the Student Affairs before the term ends. Students must receive a brief advisory session with a Student Affairs official, submit the LOA request form, and clear their financial accounts prior to being placed under the LOA status. The LOA Administration Fee applies each term, and the LOA can last up to three consecutive semesters including the term from which the students requested the LOA. Students may return to the curriculum which they have been admitted before taking LOA.

病気やその他の理由により休学を申請する場合は学務カウンセリングを受けてから手続きを行ってください。最長の休学期間は休学開始学期を含む 3 学期までとなります。学業成績不良回避のための休学、罰則規定を免れるための休学は許可されません。また、休学中は休学在籍料を納付する必要があります。休学が許可された期間でも休学在籍料を期日までに納付しない

場合は、籍を認める最終学期まで遡って **Fallen out of Enrollment** の処置がとられます。復学後は、教養課程進学時の卒業要件が適用されます。

Withdrawal from the University (自主退学)

Students in good standing who wish to withdraw from LUJ either during the middle of the term or after completing their current coursework must contact the Student Affairs office. Students must receive an advisory session with a Student Affairs official, submit the Withdrawal Request form co-signed by a financial sponsor if applicable, clear their financial accounts, and participate in a brief exit interview prior to successfully withdrawing from the school. Failure to complete the withdrawal process may result in **Fallen out of Enrollment** or **Dismissal** and in some cases the withholding of the student's records.

U.S. students who are receiving financial assistance from the main campus are strongly encouraged to consult with a representative from Financial Aid to identify and understand the financial assistance/monetary implications of withdrawing.

International students with student visas must consult with the Student Affairs official to discuss the serious immigration consequences that may result from withdrawing from Lakeland.

やむを得ない理由で退学を希望する場合は、学務カウンセリングを受けた後に退学届用紙を受け取り、退学の理由を添え保証人連署の退学届の提出、学生証の返還、退学面接を指定期限以内に完了しなければなりません。退学手続きを完了せずに大学を離れた場合は **Fallen out of Enrollment** や除籍となり、場合によっては証明書類発行停止となります。

学期途中で退学を希望する場合の退学日は退学届受理日となります。ただし、学期終了時の退学を希望する場合、退学届が学期途中で提出された場合であっても退学日は学期最終日となります。学籍のない学期に提出された場合の退学日は退学届受理日となりますが、最終在籍日は学籍のある学期の学生証有効期限最終日に遡って記録されます。納入金は返還されません。

Fallen out of Enrollment

Students who leave the school without following official procedures will be processed with the status of **Fallen out of Enrollment**. Students who wish to resume studies at LUJ must complete a readmission process in order to register for the courses. Readmitted students are subject to the degree requirements in effect at the point of their re-entry to the university.

休学・退学の手続きを完了せずに大学の籍を離れた場合、**Fallen out of Enrollment** という措置退学の扱いになります。最終在籍日は在籍を認める最終学期の学生証有効期限最終日となります。

Dismissal (除籍)

Students who are admitted on probational acceptance but fail to achieve the required terms of condition in their first semester will be academically dismissed. Students who do not meet the financial obligations will be financially dismissed. Others may be dismissed under disciplinary decision made by the university. Dismissed students, except for those dismissed for financial cause, may no longer enroll in Lakeland University coursework and are ineligible for readmission to Lakeland University.

在籍プログラムごとに定められた学業成績基準を満たさなかった場合、学費を滞納した場合(定められた期間内に学費等の納入を連絡なしに滞納させ、大学からの督促に応じなかった場合)は除籍処分となります。その他違反行為の処罰により除籍される場合もあります。再入学は認められません。正当な理由や連絡等がなく長期にわたって欠席が続いている場合、除籍となることがあります。除籍の取り消しは行いません。納入金は返還されません。

Readmission (再入学)

Students who have withdrawn, fallen out of enrollment, or who have been suspended from the university must apply for readmission to the Student Affairs in order to be re-enrolled in Lakeland classes. Application for readmission should be made a reasonable period prior to the date on which the student wishes to begin coursework. Successful readmission requires the complete payment of all prior balances due to the university, and the approval of the Dean or his/her

designee. Students who were suspended or who were not in good academic standing at the time they left the university will be asked to submit grades from any college-level coursework they may have completed elsewhere and/or letters of recommendation from any employers or supervisors who observed their work during the time they were absent from Lakeland. An overall review of the student's records relating to his or her prior experience at Lakeland University will occur. This review will include academic performance, conduct, participation in campus community life, compliance with financial obligations, and any other factors deemed relevant. The university reserves the right to make the readmission decision based on any combination of the above factors as well as the best interests of the student and the university community. The policy applies to all readmissions regardless of the reasons for the student's initial withdrawal or suspension from the institution.

Readmitted students are subject to the degree requirements in effect at the point of their re-entry to the university. Students readmitted after suspension are placed on academic probation for their first term of re-enrollment and must meet the terms of probation in order to be eligible for continuing enrollment.

退学、Fallen out of Enrollment、停学ののちに再入学を希望する学生は、再入学を希望する学期の前に十分な時間を取って手続きを行い、大学の許可を得る必要があります。未納付の学費の完済、籍を離れていた間の学業証明や推薦状の提出等が必須となります。また、離籍した理由の如何にかかわらず、在籍時の学業成績、学費納付の納付履歴、大学コミュニティへの貢献度、品行等を大学が審議し、再入学の可否を決定します。離籍中に卒業要件に変更が生じた場合は再入学時点の卒業要件が適用されます。

Payment Policy & Refund Policy (学費納入)

The payment of tuition and fees help to cover the costs for facilities, instructional and non-instructional salaries, equipment and other services associated with Lakeland's educational and extra-curricular programs. Tuition charges are based upon the program in which the student is enrolled.

Students must pay all tuition and school fees by the specified deadline. Failure to do so will result in Administrative Drop of courses, restriction of class registration for the future term, loss of enrollment status, and the withholding of student records. All tuition and fees are non-refundable.

授業料、教材費、TOEFL テスト代、諸費等の納入は事前に請求明細書を送付し、指定期日に登録口座から振替します。または特別な事情により口座振替登録ができない場合のみ、本学指定の銀行口座への振込みを受け付けます。現金での支払は受け付けておりません。

期日までの振込、引落が完了されない場合、英語研修課程では進級不可措置、教養課程では履修登録の取り消しが行われます。期日に間に合わない場合は必ず大学へ相談してください。未納付の学納金がある場合は大学より発行する様々な書類の申請ができません。学納金の返還は一切いたしません。定められた期間内に学費等の納入をせず、連絡もない場合は大学からの書面通知後、在籍を認める最終学期に遡って除籍します。

Student Records

Students' records are disclosed without the student's consent to school officials who demonstrate a need to know. A school official is a person employed by the university in an administrative, supervisory, academic, or support position (including security personnel and student life staff); or a person or company with whom the university has contracted. A school official meets the definition of a need to know if review of the student's education record is necessary to fulfill his or her professional job responsibility.

学生個人の情報は、正当な教育的見解に基づいた範囲に限り学生の同意なしに大学職員及び大学と契約関係にある個人または企業に開示されます。

個人情報保護と学生個人の権利の観点により、成績、出欠席を含む個人情報家族に対しても無条件で開示されるものではありません。学生本人が本学指定形式にて特定する第三者への開示請求をした場合にのみ開示されます。

Parental Notification

University reserves the right to contact the parent(s) and/or legal guardian(s) to disclose information about any violation of law or any university policy governing the use or possession of alcohol or drugs. The decision to contact a parent or legal guardian will be based on the school official's review of an incident(s) for pattern or severity.

Classroom Behavior

No student may unreasonably interfere with another's right to read study or learn in the classroom environments. An instructor has the right to ask a student who is disruptive to leave a class immediately and not return until the matter has been resolved.

Community Misbehavior

An action or conduct that is considered inappropriate or improper in a community setting is prohibited and may result in disciplinary action.

Alcohol & Drug Use Policy Notice

Alcohol and drug consumption in and around all LUJ facilities is strictly prohibited. Entering on LUJ facility under the influence of alcohol and/or drugs is also prohibited. All school officials are authorized to report students under the influence of alcohol, and physical evidence is not necessary. Any violation of policy results in appropriate sanctions.

Sanctions may include such disciplinary actions as:

- Suspension from school events
- Cancellation of scholarship
- Suspension
- Expulsion
- Completion of a special-educational course
- Community Service

Damage to Property / Vandalism

Students are expected to respect the property of others, including that of the university, and may be subject to disciplinary action for any damage, destruction or defacement of property of others or the university.

Bodily & Mental Harm

The following behaviors are prohibited: Intentionally inflicting mental or bodily harm upon any person; taking any action for the purpose of inflicting mental or bodily harm upon any person; taking any reckless, but not accidental, action from which mental or bodily harm could result to any person; causing a person to believe that the offender may cause mental or bodily harm; and/or any act that demeans, degrades or disgraces any person. "Any person" as used in this section may include oneself.

Communicable Disease Policy

Students who have been diagnosed with an infectious disease under the School Health Law need to notify the instructors and administrators immediately. Absences directed by medical doctors and the law are subject to be excused. The university reserves the right to require an individual to obtain medical evaluation.

学校保健安全法に定められた感染症に罹患したときは医療機関で受診し、速やかに担当教授へ報告してください。医師の指示に従い出席を停止し、復帰後に欠席免除の手続きを行ってください。
※診断書等証明書提出が必要になる場合もあります。

Class Cancellation / Delays Due to Traffic Interruptions

Inclement weather, train delays/cancellations, and other unforeseen conditions can lead to delays or even class cancellations. All cancellation decisions will be posted on the LUJ blog and/or sent to students' LUJ email accounts as early as possible. Students are urged to check the blog and LUJ e-mail accounts to stay updated.

自然災害（台風・大雪・地震等）や交通機関のストライキ及び何らかの理由により交通機関が不通の場合で、学生が登校できない状況、または学生が登校を控えるべき状況であると大学が判断した場合には休講とします。告知はブログまたはメールで行われますので、随時確認をしてください。混雑が予想されるため、やむを得ない場合を除き大学への電話連絡はお控えください。

Equal Opportunity Policy

LUJ provides equal educational and employment opportunities regardless of gender, age, religion, nationality or ethnic origin, maternal/paternal status, sexual orientation, physical handicap, and veteran status. It does not discriminate in administration of educational or admissions policies, scholarship and loan programs, extra-curricular events, hiring, promotion, retention, or any other university activities. Students who feel they have been denied equal opportunity may bring their concerns to the Dean.

The Policy for Students with Disabilities

Lakeland University's policy is to assist students with disabilities as much as is reasonably possible to achieve academic success and to actively participate in university life. Students at the Japan campus, who have a need for disability-related accommodations, should inform the dean of this campus. Students should make requests in a timely manner and attach the appropriate documentation in accordance with government and university guidelines. If the accommodations request is approved, the Japan campus will provide, to the extent it is able, accommodations and services to approved applicants. The accommodations that are offered may be limited by the resources available at the Japan campus.

Accommodation is meant to assist those who need it, but students need to meet the basic criteria of the classes in which they are enrolled. LUJ cannot compromise academic standards by allowing excessive leeway in meeting the standards of the university. Students with accommodations still need to attend a majority of the classes, turn in assignments within reasonable deadlines and adhere to other course requirements.

Students can obtain application forms from the Dean's Office. All students are given equal access to the programs, services and activities of the university.

本学は障害のある方々が大学生活を達成、成功できるためのサポートを提供しています。この特別支援を受けるためには、当該学生がその旨を大学に報告し、大学教育上で必要な能力を補償するための配慮を大学に申請します。同時に担当の主治医または臨床心理カウンセラーから障害証明書および関連資料をレイクランド大学障害支援審査委員会に提出後、その必要性が認められた場合のみ状況に応じて支援を行うというものです。詳しくは学生課までお問い合わせください。支援内容は可能な範囲で行います。特別支援を受ける学生に求められる学術的基準は変わらず、ほぼ通常通りに出席することや提出期限を守ることが求められます。申請書は学長のオフィスで受け取ることができます。

Social Networking Website Policy

Social networking websites such as Facebook and Twitter are not confidential and the university may use information from these sites to investigate matters that are brought to its attention.

フェイスブック、ツイッター等の SNS にて公開されている情報は大学の調査に使われることがあります。

Parking Policy

LUJ does not provide any official parking space for students. Students cannot park any type of vehicle on and around campus property including bicycles. Violation of this policy may result in disciplinary action or even removal of the vehicle from campus property at the expense of owner.

駐車・駐輪場は設置されていません。自転車、オートバイを含む車両の大学構内、大学近隣の駐車・駐輪行為は禁止されています。違反した場合は懲罰の対象となります。

Posting and Advertising Policy

Students are permitted to display approved announcements in designated areas. The following rules apply:

- Flyers and posters must be approved by the Student Affairs office. Students should get approval for the size (A4 only), number of sheets, and duration of posting.
- Posting is prohibited on walls, doors, windows, inside classrooms and elevators, or any other locations not approved by Student Affairs.

Posting announcements referring to for-profit solicitation, religious or political organizations, alcohol and illegal activities is not permitted.

学生課よりサイズ、枚数、掲示期間の承認を受けた掲示物のみ指定された場所に掲示することができます。壁、ドア、窓、教室内、エレベーター内、その他学生課が承認しない場所への掲示及び、営利目的の勧誘、宗教・政治団体に関するもの、アルコールや違法行為に関するものは一切禁止されています。

Student Feedback

Students can access an online form to submit feedback to the university under the “Current Students” tab of the main website. Feedback can be submitted anonymously; however, completing all the fields will help ensure feedback is directed to the proper university officials.

フィードバックの提出は大学英語版ホームページより受け付けています。匿名での投稿も可能ですが、より具体的な内容把握がより正確な対応に繋がるため、できる限りの回答をお願いしています。

INTERNATIONAL STUDENTS

Visa Sponsorship Information

The university sponsors student visas for international students upon enrollment. Students must be enrolled “full-time” and abide by all rules and regulations set by the university and the Tokyo Regional Immigration Bureau.

International Student Sessions

International Student Sessions are held each semester, and attendance is MANDATORY for all students holding university-sponsored student visas. The sessions are held to provide students with updated visa information and other policy changes.

Visa Status Change

Students wishing to change their visa status to a student visa should make an appointment with the Student Affairs office to complete all required paperwork. Students must understand that the Tokyo Regional Immigration Bureau makes the final decision regarding visa eligibility. Students can confirm with the Student Affairs office staff regarding required documents. After an application documents are in order, students need to submit them to the Tokyo Regional Immigration Bureau.

Visa Extensions

Requests for extending visas should be made through the Student Affairs office at least 3 months prior to the visa expiration. An extension handling fee (6,000 yen) must be paid. In case expedition is needed, an additional charge of 2,000 yen is required. Student Affairs office will contact students via e-mail if their current visa is close to expiration. The Students must schedule an appointment to begin the visa extension process. A second appointment will be scheduled to confirm all paperwork and complete payment. Finally, students need to submit their application paperwork to the Tokyo Regional Immigration Bureau.

Additional Visa Policies

Personal Contact Updates

International students must provide updated contact information to the Student Affairs office. They also need to inform the office personnel of changes in such documents as: new passports, visas, residence cards, health insurance cards, addresses, telephone numbers, and especially legal name changes. Updates should also be provided for financial sponsors and emergency contacts.

Traveling

International students are required to inform the Student Affairs office when traveling outside the Kanto area. Travel Information Forms are available at the Student Affairs office and must be submitted before departure.

Part-time work

Student visa holders are allowed to work a maximum of 28 hours per week during the semester and 40 hours per week during semester breaks (no more than 8 hours per day). This includes any type of paid work (on/off campus). The 28-hour limit applies to all work undertaken by students; in other words, the hours worked at all jobs must not exceed 28. Students working part-time are required to fill in the contact information and work details on the Visa Recipient Agreement form. Submission of a work permit form to the Tokyo Regional Immigration Bureau is required.

Leave of Absence

If Student Visa holders take a Leave of Absence, they will need to leave Japan. Leave of Absence documents must be submitted to the university. During the Leave of Absence period, international students are required to pay a ¥43,200 administration fee for visa sponsorship management, and other administrative details.

Graduation

A student's visa will expire one month after graduating from the university. Students will need to leave Japan within that time frame. Any additional time needed must be requested directly by the student to the Tokyo Regional Immigration Bureau. Students may not stay later than a month after graduation status is confirmed. Immigration laws do not permit students to extend their stay to attend the Commencement Ceremony.

University Transfer (in Japan)

When student visa holders transfer to another institution in Japan, that institution will become the visa sponsor. Please ask your transferring institution to update your student visa.

Withdrawal / Fallen Out of Enrollment

Student visa sponsorship will be cancelled if a student withdraws or falls out of enrollment. In such cases, students must leave Japan within two weeks. A letter of visa cancellation will be sent to (a) the student's current address and (b) the Tokyo Regional Immigration Bureau.

Dismissal

If dismissed, students with a student visa must leave Japan within two weeks. A letter of dismissal will be sent to (a) the student's current address and (b) the Tokyo Regional Immigration Bureau.

Health Insurance

Upon arrival in Japan, student visa holders are required to sign up for National Health Insurance at their local city hall office and must carry the insurance card with them at all times. Foreign students must submit a copy of their health insurance card to the Student Affairs office.

Financial Sponsors

Student visa holders are required to submit documentation showing sufficient financial sponsorship. These documents are required by the university and the Tokyo Regional Immigration

Bureau when they apply for a student visa. Financial sponsorship may be represented by, but is not limited to, the student, a family member, scholarships, or financial aid. The financial sponsor's contact information must be updated each semester on the Visa Recipient Agreement form.

Tuition Payments

Tuition payments must be made by the deadline shown on invoices. Tuition invoices will be sent to the student's current Japanese address. Upon request (¥200 fee), additional copies of invoices can be sent by mail or electronically.

Student Visa Agreement Form

To effectively manage student visas and updates, each student visa holder must complete a Visa Recipient Agreement form. This form is distributed each semester at the International Student Session. Failure to complete this form may jeopardize visa sponsorship.

EMERGENCY AND FIRST AID

Emergency Contact Numbers

LUJ	03-3225-0425
NIC	03-5379-5551
Fire, ambulance	119
Police	110
Emergency Consultation Center (Tokyo, 24hrs, 365 days)	03-3212-2323

First Aid Procedures (救急や緊急時の対応)

The LUJ campus is equipped with first-aid kits in each building and an Automatic External Defibrillator (AED) in the main building. An Emergency Contact Manual is located next to each first aid kit, which provides students with clear instructions on how to react and who to contact in the event of an emergency.

All first-aid and emergency contact procedures and instructions (below) are reviewed with students during their New Student Orientation. Students are also made aware that PDF copies of the manual, as well as additional emergency contact numbers, are provided on the LUJ website.

それぞれの建物に救命用キットと「緊急時の対応方法マニュアル(学生用)」、そして本館にAED(自動体外式除細動器)が設置されています。マニュアルと緊急連絡先情報はLUJの英語版ホームページにて取得可能です。下記の緊急時の対応方法とホームページの閲覧方法については新入生向けオリエンテーションでも案内されています。

Students are instructed to take the following actions in the case of a first-aid emergency:

緊急時は、次の指示に従ってください。

IF YOU ARE IN NEED OF FIRST-AID あなた自身に応急処置が必要な場合

If you are the victim and in need of first-aid care, you should follow these steps:

1. If the surrounding environment is unsafe and you are able to move, immediately do so and call for help. If you have access to a phone, immediately call the Student Affairs office **(03-3225-0425)** and give your **name, exact location, and current condition**.
周囲が安全ではない場合、直ちにその場所から離れ助けを呼んでください。もし近くに電話がある場合は、すぐに学生課(03-3225-0425)に電話をし、氏名・所在地・現状を説明してください。
2. If you are not able to contact the Student Affairs office, attempt to call out for help. Another classmate, faculty or staff member may come to help assess the situation and contact the

necessary respondents. There are first-aid kits prepared in every building throughout the LUJ campus.

学生課に連絡ができない場合、周囲に助けを求めてください。他の学生・先生・スタッフが到着したら、その時の状況によって必要な判断・連絡をします。救命用キットは、キャンパス内（本館及び別館）に設置されています。

IF YOU FIND SOMEONE IN NEED OF FIRST-AID 病気又はけがをしている人を見つけた場合

Notify staff or faculty members immediately, so they can facilitate the situation. First-aid should be performed only if medical or trained personnel are not immediately available. Perform first-aid only to the extent you are capable and comfortable with.

救命隊又は訓練を受けた教職員が到着するまで、むやみに傷病者を動かさないようにしてください。自分の応急処置に自信がある人は、すぐに処置を始めてください。

First, calm yourself by breathing deeply. Then, proceed as follows:

まず、深呼吸をして気持ちを落ち着かせてください

1. Check the scene. Is it safe? If the scene is unsafe, DO NOT attempt to enter. If the scene is safe, check the victim for life-threatening conditions. Check for: breathing, other signs of life (movement, etc.), and for visible signs of injury. DO NOT attempt to move the victim. 周りの安全を確認してください。もし危険だと判断したら近寄らないようにしてください。周囲が安全だと判断したら、むやみに傷病者を動かさないようにしながら、すぐに傷病者の状態（息をしているか・意識があるか、ないか・怪我の状態など）を確認してください。
2. Immediately call the Student Affairs office (03-3225-0425). Give your name, exact location, and current condition of the victim. If more than one person is able to assist, make sure at least one person stays with the victim while the other(s) seek additional help. すぐ学生課（03-3225-0425）に連絡をし、自分と傷病者の氏名・所在地・現状を説明してください。周りの助けを呼びに行く際に協力者がいる場合は、必ず一人以上が傷病者のそばにいるようにしてください。
3. There are first-aid kits prepared on every floor of the LUJ buildings, and an Automatic External Defibrillator (AED) in the main building. The First Aid manual provides basic illustrations and instructions for various emergency situations. **Perform them only to the extent you are capable and comfortable with while you wait for medical or trained personnel.** Keep the victim comfortable, and DO NOT move or transport the victim(s) unless the surrounding environment is unsafe. 救命用キットは各フロアに設置されており、AED（自動体外式除細動器）は本館に設置されています。マニュアルにはけがの処置方法が記載されています。救命隊または訓練を受けた教職員が到着するまで傷病者をむやみに動かさないようにしてください。自分の応急処置に自信がある人は、すぐに処置を始めてください。

Fire and Earthquake Evacuation Procedures 地震・災害時の避難方法

In the event of a fire: 火災があったら

1. Each floor has a fire extinguisher and fire alarm located near the stairway door. To put out a fire, aim the extinguisher at the base of the fire, not at the flames. 本館および別館に設置された消火器を使用して、消火作業を行ってください。
2. To sound the alarm, press hard to perforate the seal and press the button beneath it. If you hear the fire alarm, evacuate the building immediately. Do not wait for your floor to be evacuated by staff members. Touch the door to make sure the fire is not in the hallway. If the staircase is not available as an exit, you may need to use the “emergency ladder” located on the each floor. 火災用警報ボタンを押してください。火災警報が鳴ったら至急外階段より非難してください。その際、教職員を待つ必要はありません。外階段が使用できない場合は各フロアのべ

ランダにある「非常用はしご」を使用してください。

3. Take precaution when leaving the campus and do not return to the building for any personal belongings.
建物から非難した後も周囲に注意をし続けてください。決して建物内に戻らないでください。
4. Instructors at the satellite buildings will notify students if there is a need to evacuate. If there are no instructors available during an emergency, please evacuate to the nearest exit.
本館以外の建物にいる場合は教員の指示に従ってください。教員不在の場合は近くの非常口より避難してください。

In the event of an earthquake:

1. The initial strong shakes of an earthquake may last only a few seconds to minutes. Get under a desk to protect your head from falling objects. Stay away from windows. Open the door to secure an exit before it becomes bent or jammed. Do not rush out of the school building; there is danger from vehicles as well as falling objects.
上から物が落ちてくる危険性がありますので、頭を保護して、机の下に身を隠してください。決して慌てて屋外に出ないでください。
2. Once the earthquake is completely over, the staff or teachers will lead you to the evacuation route (which is the outer staircase). If the emergency stairs are not available, please climb down the “emergency ladder” located in on each floor. **DO NOT USE THE ELEVATOR UNDER ANY CIRCUMSTANCES.**
揺れが収まったら、職員または教員が避難路の確保を行ないます。職員または教員の指示に従って、右記の避難場所へ移動してください。もし、外階段が使用できない時には、各階のペランダにある「非常用はしご」を使用してください。決してエレベーターは使用しないでください。
3. If a staff member does not come to lead you after 10 minutes, students should evacuate as a group. Be aware of your surroundings and walk in a calm fashion to the pre-arranged evacuation area. When you evacuate, pay attention to both debris on the ground and falling objects such as window glass. If the inside of the building is considered safer than outside, stay in the building. If instructions are announced over the Public Address system, please follow them.
もし、10分経っても教職員が来ない場合、避難を開始してください。避難経路も危険な場合がありますので、移動の際は十分注意してください。※ただし、建物内が安全と判断した場合は、教室内に待機することもあります。
4. When you evacuate, carry only minimum necessities except for bag if it can be a protection for your head. Do not return to the campus to collect other items.
避難する場合は、最低限必要な物（携帯電話、財布など）のみ持ち出してください。ただし、バッグなどは避難の際に頭を保護するヘルメットの代わりになりますので、状況に応じて持ち出してください。

Evacuation Areas

There are three official evacuation areas in the LUJ campus vicinity:

Area#1: Tenjin Elementary School : about 300m from LUJ, four minutes on foot

Evacuation route : Exit out of LUJ's front or side entrance. Walk past the Family Mart and continue to the first 4-way intersection. Turn left and proceed straight. The elementary school is on your left side.

第一避難場所：天神小学校 約 300m 徒歩 4 分

避難経路：東京医科大学通りをファミリーマート方面へ

ファミリーマートの角を左に曲がり、直進したら、正面に校庭のある小学校です

Area#2: Shinjuku Junior High School : about 300m from LUJ, four minutes on foot

Evacuation route : Exit out of LUJ's front or side entrance. Walk past the Family Mart and continue to the first 4-way intersection. Turn left and proceed straight. The junior high school is on your right side, on the opposite side of the Tenjin Elementary School.

第二避難場所：新宿中学校 約 300m 徒歩 4 分

避難経路：東京医科大学通りをファミリーマート方面へ

ファミリーマートの角を左に曲がり直進したら、正面に校庭のある小学校のその向い側です

Area#3: Tokyo Medical University : 300m, four minutes on foot

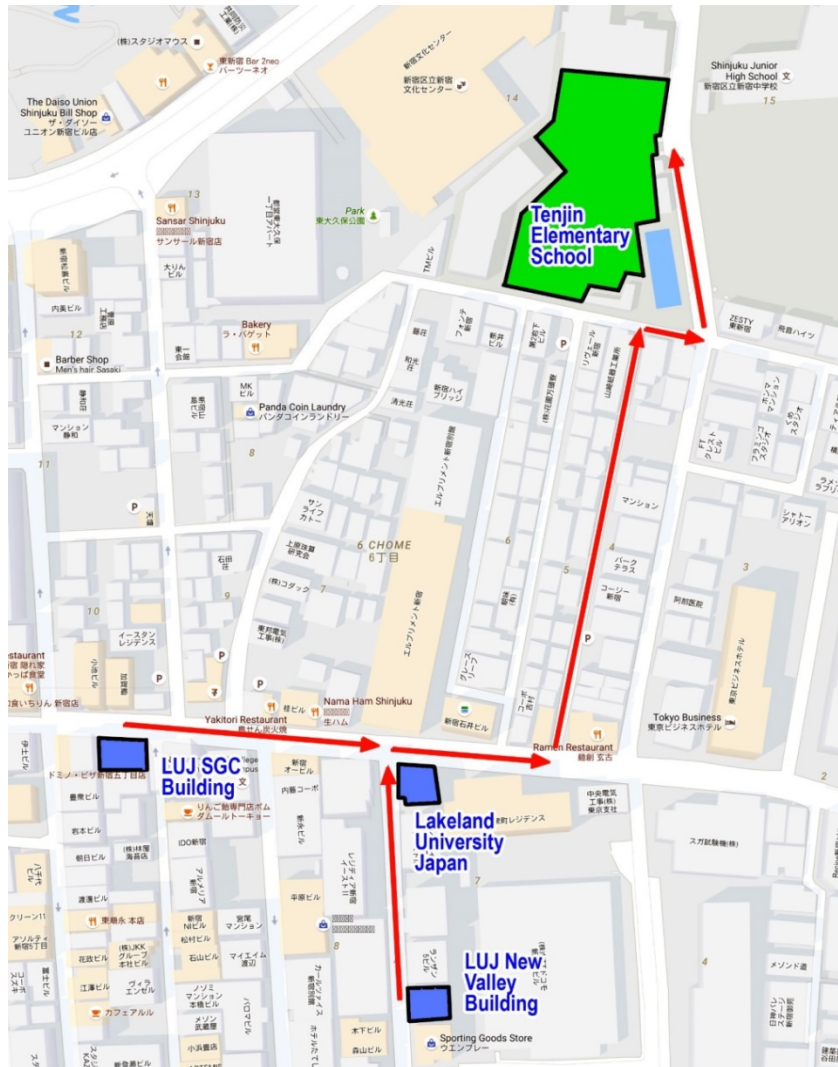
Evacuation route : Exit out of LUJ's front or side entrance. Walk past the Family Mart and proceed straight towards the Tokyo Business Hotel. Tokyo Medical University is on your left side.

参考： 第三避難場所：東京医科大学 約 300m 徒歩 4 分

避難経路：東京医科大学通りを東京ビジネスホテル方面に直進する通りの左側に校庭のある大学です

LUJ staff members and faculty will lead students to these evacuation areas if available. If you move to an evacuation area without the supervision of an LUJ staff and faculty, it is recommended to stay there until contact is made. A map of the nearby evacuation areas is provided below.

Evacuation Map 避難場所の地図



For international students who cannot read Japanese, show this map to a Japanese person who can direct you to the evacuation area. In the event you are away from campus and not able to receive English support immediately, it is recommended to follow the movements and directions of the Japanese people around you. When you reach a safe place and conditions improve, please contact the university for updates.

Contact with the University

In the event the university campus is evacuated for an extended period of time, the university will provide updates to students via the LUJ website and LUJ e-mail accounts. If you are away from the university during/after the earthquake, please inform the school of your safety and whereabouts by e-mail and/or phone.

登校に関する告知は大学のブログまたはメールで行われますので、随時確認をしてください。地震発生時点で学外にいた、または地震発生後に大学を離れた場合は、大学にメールまたは電話で安否を知らせてください。

Contact with Family

When the situation calms down, let your family know you are OK and where you are staying. If you have to stay in the school, the telephones and computers in the university will be available for use. If your mobile phone is inactive, please use a public telephone.

状況が落ち着いたら、家族へ安否の連絡をしてください。学内に待機となった場合は、大学の固定電話を貸し出します。また携帯電話が不通になることが想定されるため、その場合は近くの公衆電話を使用してください。災害時には無料で利用できることがあります。

<災害伝言ダイヤル>

ダイヤル

1 7 1 - 1 - 電話番号（登録）

1 7 1 - 2 - 電話番号（確認）

※ 事前に携帯電話で各自確認、理解しておくことをお勧めします。

Other Free Hotlines / Websites for Information and Contact Updates

The following link provides basic safety procedures, networking sites, English support hotlines, Embassy listings and contact information (in multiple languages): <http://nip0.wordpress.com/>