

Q&A Regarding Classes in Response to COVID-19

Organization for Academic Affairs



Q & A

Q1. The university campus is closed. How can I buy textbooks?

A. Online order and delivery system offered by the bookstore at the University CO-OP ended on May 15.

Please consult with the store staff individually if you have difficulty to buy textbooks.

Contact to: COOP Forum Book Corner TEL: 0798-53-5233

Q2. Where can I check information sent by the university?

A. In general, the university will make announcements through the [Kyogaku Web Service](#).

Q3. How long will I be able to view data posted on LUNA?

A. Please confirm with your teacher, as this will vary depending on teacher settings.

Q4. When will face-to-face classes resume?

A. From the viewpoint of avoiding "Three Cs" (Closed spaces with poor ventilation, Crowded places with many people nearby, Close-contact setting such as close-range conversations), we keep offering online course during the AY2020 spring semester. However, we will have a few exceptions; Seminar offered at GS, laboratory works, practicums, etc.



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Q5. How can I check the format of the classes I will be taking?

A. Please check the [syllabus system](#) for information about the classes you will be taking.

Q6. I am unable to set up a device and an Internet connection in order to take online classes. What should I do?

A. For students who are unable to set up an environment to take online classes, the university offer computer rooms available on campus after May 21. (Reservation in advance required)

Also, Univ. COOP also have free mobile router and laptop PC rental service.

[Contact] University Co-Op Forum 0798-53-5150

Q7. Will I need a web camera, microphone and speakers (headphones) to take online classes?

A. Please check your class syllabi, since it will depend on the format of the classes you will be taking.

Q8. I do not have Microsoft Office (Word, Excel, PowerPoint, etc.) installed on my computer. What should I do?

A. If you are a student at the university, you may install Office for free, as long as you are enrolled. Check the [Organization for Information Management and Communication](#) site license page for the installation guide (there are versions of the manual for Mac and Windows computers).

Q9. My home (or dormitory) does not have Wi-Fi, and I'm worried about high data fees. What should I do?

A. Concerning transmission capacity for smartphones and other devices, due to the effects of the spread of COVID-19,



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the Ministry of Internal Affairs and Communications is currently asking four telecommunications carriers to secure a communication environment for learning-related matters for students and others. In response, cell phone companies are taking measures such as not charging fees for some data transmissions. Please check your cell phone contract, etc. for information about this.

Q10. Am I allowed to record video and audio of uploaded class material?

A. If you would like to make audio or video recordings for academic purposes, please get permission from your teacher in advance. However, even if you have gotten permission to record audio and video, it is prohibited to redistribute that data without receiving approval.

- ✧ PDFs and other texts that the teacher has created for class generally also include materials that have not been released to the public. **Teachers hold the copyrights, and it is illegal for students to share them via SNS or redistribute them by uploading them to other sites, etc., without approval from the teacher.**
- ✧ Past articles that a teacher has written in a newspaper or journal are copyrighted by newspaper and magazine publishers. **Students are not authorized to redistribute or reupload these articles outside of class.**
- ✧ For public YouTube videos and open access articles, while they are copyrighted by their creators, they have already been released to the public. Students may share links via SNS or distribute the URL on other sites. **Resale for profit is prohibited.**



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Q11. How can I contact my teachers to ask questions about lectures or assignments?

A. LUNA bulletin boards, etc. for each online class have been set up so that students can have question-and-answer sessions with teachers. The methods will vary from class to class, so follow the instructions of the teacher regarding the details. If the method for question-and-answer sessions is not clear, contact the department offering the class (the School or Center, etc.).

Q12. Is there any information that will be helpful for taking online classes?

A. We have compiled a list of information that will be useful for students taking online classes. Information is updated and posted as needed, so please check [here](#).

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