SPRING 2025 FOR COLABS STUDENTS

HOW TO DROP COURSES INSTRUCTIONS FOR COLABS STUDENTS

Follow the instructions below to drop courses. Please note that deadlines differ depending on the courses. The below instructions are for all the elective courses except for the Japanese Language courses that you registered on the <u>Academic Affairs System</u>; for the Japanese Language Courses, follow the instructions of the <u>JLPK Guide</u> in page 7 to drop courses.

Step 1

 Contact the instructor of the course you are dropping and get their approval by email. Save the email as a PDF file.

Step 2

 Inform to the Student Exchange Office with the PDF file by the deadline.

Step 3

 You will receive a confirmation email from the COLABS coordinator within a few weeks once your drop request was accepted.

DEADLINES

You can drop courses only during the course drop period. The below deadline applies for elective courses offered by Graduate Schools, elective courses by the JYPE Program, and Intercultural collaborative learning courses mentioned in the JLPK Guide.

Course Drop Period: By May 8 at 11:59 PM

Note that deadlines may differ for the courses offered in the 2nd quarter. For questions or if you do not know who you should contact, please contact the COLABS coordinator through the <u>contact form</u> or by email at studyab@grp.tohoku.ac.jp