CGIS: Japan Center for Michigan Universities (JCMU) in Hikone, Japan

Handbook Supplement

Fall 2016 and Academic Year ’16-‘17

University of Michigan
Center for Global and Intercultural Study
Congratulations on your participation in the University of Michigan’s program at the Japan Center for Michigan Universities in Shiga, Japan. The information in these pages explains how the program will work for you as a U-M student and should be read in conjunction with JCMU’s Student Handbook. Please take this information with you when you go abroad, along with the CGIS General Handbook.

PROGRAM OVERVIEW

As a U-M student at JCMU, you will be participating in a program that is a cooperative effort, shared by the State of Michigan and its public universities, and Shiga Prefecture. The program is administered by Michigan State University’s Japan Center for Michigan Universities, and that office takes responsibility for coordinating program arrangements, planning program activities, and preparing students to participate in the program. Please read the JCMU Student Handbook and pay close attention to all e-mail correspondence and materials sent by the JCMU office.

While in Shiga, you will be subject to the same academic requirements as other JCMU students, fellow students from universities in the state of Michigan. Course enrollments, housing, and on-site orientation will be handled by JCMU’s on-site director and staff, while you will be responsible for making travel arrangements and providing the JCMU office in East Lansing with the necessary documentation to obtain a student visa.

IMPORTANT DATES

JCMU sets the dates for the program, and all students are expected to arrive in time to participate in the on-site orientation prior to the start of classes. The JCMU office will inform you of the start (and end dates) for your semester or year abroad, and you should make your airline plans around these dates. (There is no group flight, although JCMU will recommend one or two flights to program participants and will plan to have these flights met at Kansai or Nagoya International Airports.)

Program Schedule Fall 2016:

You will be expected to stay at JCMU until your last exam has taken place and you cannot make arrangements for early exams or to finish courses earlier than officially scheduled. (Please note: At JCMU, the second semester is called the Spring semester rather than Winter, as U-M terms it.)

**ACADEMIC ARRANGEMENTS**

As a U-M student participating in a CGIS program, you will be enrolled at U-M at the same time you are taking classes at JCMU.

You will need to register for the program before you leave Ann Arbor: register for 15 credits of STDABRD 349 for Fall semester. If you are participating in the full Academic Year program, it is your responsibility to also register for 15 credits for the Winter (Spring) semester as you normally would through Wolverine Access during your given registration period.

This is the only course you will be registered for while away, and it serves as a “place holder,” maintaining your status as a fully-enrolled student at U-M.

When you arrive at JCMU, you will need to enroll for classes there. It is important that you have met with a U-M general and/or concentration advisor prior to arriving at JCMU. You will want to discuss with the advisor courses you plan to take at JCMU and how they will fulfill requirements at U-M.

Each semester at JCMU, you will be expected to take the Intensive Japanese Language course at the appropriate level, for 10 credits, as well as one elective course for 3 or 4 credits, from those offered at the center. You are required to enroll for a full course load, minimum of 12 credits.


**JCMU Overload Fee:** The program fee is based in 10 credits of Japanese language + one 3 or 4 credit elective course. Students taking more than one elective course (or more than a total of 14 credits) will be charged an “overload” fee of $300/credit. For example, a student taking Japanese and two elective courses totaling 17 credits will be charged an overload fee of $900.

Information about each semester’s course offerings can be found on the program’s website: [http://jcmu.isp.msu.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=F3F2F927-A4BA-DB3E-035E622C60FF4659&Link_ID=F3FAC2EC-A4BA-DB3E-035E005881F3C869](http://jcmu.isp.msu.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=F3F2F927-A4BA-DB3E-035E622C60FF4659&Link_ID=F3FAC2EC-A4BA-DB3E-035E005881F3C869)

If, for some reason, your final course choices differ from what you had originally discussed with your U-M advisor, you should contact the U-M advisor and review with him/her your new selections.

CGIS students can take courses Pass/Fail during the program. Please refer to the section on Pass/Fail in the General Handbook for details. Note that the deadline to submit the proper form to the CGIS Office is within 3 weeks of the start of classes. The Pass/Fail forms are available to you in the Documents section of M-Compass and will need to be e-mailed directly to your CGIS Advisor within the three week time period. Late forms will not be accepted. You will receive a confirmation from your advisor to acknowledge they’ve received your form.

**Special Note:** if you enroll for more than the equivalent of 18 U-M credits while in Japan, you will be charged additional tuition back at U-M when the grades are posted to your account (extra tuition charges apply for courses taken in Japan just as in Ann Arbor).
Transcripts
Once you have completed your semester at JCMU, they will provide CGIS with a transcript of your work there and CGIS in turn will update your U-M academic record. The actual courses, credits, and grades will be part of your U-M record, with exact course credits replacing the 15 “place-holder” credits you registered for before going abroad.

LSA Students will receive in-residence credit and the grades that you earn at JCMU will be factored into your overall U-M GPA.

Non-LSA Students should check with your home school to determine what type of credit you will receive for the program and whether your JCMU grades will factor in to your overall U-M GPA.

Students who plan to continue their study of Japanese language at U-M will be required to take a placement test, administered by the Department of Asian Languages and Cultures, once they return to campus.


HOUSING
JCMU handles all housing arrangements for program participants, and you may choose to stay with a Japanese family, for either a long or a short term, or to live in JCMU’s residence hall. More details are provided on the JCMU website and the JCMU Student Handbook.

VISAS
U.S. citizens must obtain a student visa in the U.S. prior to departure. (Non-U.S. citizens, please check with the Japan Embassy to determine if a study visa is required: Electronic Embassy. When researching the visa application process, pay close attention to requirements to exit the country and reenter the U.S.)

http://www.embjapan.org/embassies-north-america/

About two to four weeks prior to departure, you will receive the various documents (e.g., official program admission letter, Certificate of Eligibility, verification of scholarship award, etc.) needed to apply for a student visa from the Japan Consulate nearest to your state of permanent residence (see website below for contact information). After receipt of this document, immediately apply for a student visa at the Japan consulate. You cannot apply for your student visa until you have received the Certificate of Eligibility from JCMU.

JCMU provides instructions and recommendations for U.S. citizens in their pre-departure materials and program handbook. Non-US citizens must contact the Japanese Embassy nearest their permanent residence to determine their particular requirements for a student visa to enter Japan.

You are responsible for ensuring that your visa does not expire before you leave Japan. Per Japan government regulations, students who stay in Japan illegally, even one day past the visa expiration period, will be fined, sent to a detention center, expelled immediately, and banished from returning to Japan for five years.

FEES AND BILLING
Although you are registered at U-M while participating in the program at JCMU, you do not pay U-M tuition. Instead, you pay the CGIS program fee that includes JCMU’s tuition, housing, insurance, and course materials. In addition, students are responsible for paying the CGIS Administrative fee (see Budget Sheet for details). There is also a confirmation deposit that should be paid directly to JCMU to confirm your participation.
INSURANCE

All University of Michigan students are required to be covered by HTH Worldwide health insurance while abroad and are automatically enrolled by CGIS. Details of your plan can be found in the CGIS General Handbook, on the UHS website (http://www.uhs.umich.edu/tai) and on the HTH Worldwide website: www.hthstudents.com.

WHO TAKES CARE OF WHAT?

JCMU is responsible for students’ acceptance decisions, assistance with obtaining a student visa, all academic arrangements, on-site orientation, and housing. CGIS assists students in preparing to study in Shiga, provides support services while they are abroad, and processes academic results from study at JCMU for U-M academic records. Each student is responsible for obtaining a passport, providing JCMU with necessary documentation for the student visa, making travel reservations, and returning to JCMU the housing application and other required forms. The JCMU Student Handbook contains useful information about appropriate behavior and cultural expectations in Japan, handling money while at JCMU, as well as suggestions about packing (and what to leave at home), and information about general and academic policies at the JCMU center.

CONTACT INFORMATION

MICHIGAN STATE UNIVERSITY
  Chad Cole, Program Coordinator
  Japan Center for Michigan Universities
  International Center
  427 N. Shaw Lane, Rm 110
  East Lansing, MI 48824
  Phone: (517) 355-4654
  Fax: (517) 353-8727
  Website: http://jcmu.isp.msu.edu/
  Email: colecha1@msu.edu

UNIVERSITY OF MICHIGAN
  Center for Global and Intercultural Study (CGIS)
  University of Michigan
  G155 Angell Hall
  435 S. State Street
  Ann Arbor, MI 48109-1003
  Phone: 734-764-4311; Fax: 734-764-3229
  Email: cgis@umich.edu
  Web: www.lsa.umich.edu/cgis

  Cristina Zamarron, Intercultural Programs Advisor
  Phone: 734-764-4311
  Email: cezamarr@umich.edu
EMERGENCIES

Contact your local program/on-site staff immediately if you are the victim of crime or need emergency assistance. Please also contact the University of Michigan to let us know of the situation as soon as you are able. The University of Michigan Department of Public Safety has a 24 hour number which is (734) 763-1131. They will then contact the necessary on-campus offices, including CGIS, to respond to your situation. You may provide this same 24 hour number to your parents should they experience an emergency and need to get a hold of you while you are abroad and are unable to contact you directly. To contact HTH Worldwide in the event of an emergency, call 1-800-257-4823 or globalhealth@htheworldwide.com.