Temple University, Japan Campus

Basic Information
Founded 1982
https://www.tuj.ac.jp

Matthew J. Wilson, J.D.
Dean
1-14-29 Taishido, Setagaya-ku, Tokyo, Japan 154-0004
+81-3-5441-9800 (from overseas) / 03-5441-9800 (in Japan)

Academic Affairs (Undergraduate)
George Miller, M.J., M.L.A.
Associate Dean for Academic Affairs
gwm3@temple.edu

Jonathan Wu, M.S.
Assistant Dean for Academic Programs
jonwu@tuj.temple.edu

Yoko Namima
Registrar, Japan Campus
tujregistrar@tuj.temple.edu

Myron Shaffer, M.A.
Director, Academic Advising
aac@tuj.temple.edu

Undergraduate faculty information is available on the TUJ web site.

Campus Overview
Oldest and largest foreign university in Japan
Temple University, Japan Campus (TUJ) is the oldest and largest foreign university in Japan. Founded in 1982, TUJ has developed into a nationally recognized institution offering an extensive range of educational programs. In addition to its core undergraduate program, TUJ offers graduate programs in law, business, and education; an English-language preparation program; continuing education courses; and corporate education classes.

4,700 learners and counting...
Including the participants in the Corporate Education programs and English training programs for educational organizations, TUJ is a home for around 4,700 learners. TUJ takes pride in its top-quality, English-language education and in providing a unique opportunity for students to obtain American undergraduate and graduate degrees without leaving Japan.

International student body
One of TUJ's greatest assets is its student body. Students come from approximately 60 countries around the world, including Japan, the United States, East and Southeast Asia, Russia, the Middle East, Africa, Latin America, and Europe. Its diverse student body helps make TUJ a rich, dynamic, and stimulating institution.

Recognized as a Foreign University, Japan Campus
TUJ is the first educational institution in Japan to be officially recognized as a Foreign University, Japan Campus by Japan's Ministry of Education, Culture, Sports, Science and Technology. This status allows TUJ to sponsor student visas, enabling international students to study at the university on either a short-term basis (one or two semesters) or a long-term basis (such as to complete a full four-year program).

Superb faculty and small classes
TUJ's superb faculty works closely with students to help them achieve their academic objectives. We organize small classes to facilitate lively discussions and to allow professors to give special attention to students. Moreover, TUJ offers the Temple University brand of education, providing the same course content as that of Temple's main campus and teaching all but its language courses in English. Studying at TUJ offers the same quality education as at Temple University in the United States.
Academic Programs (Undergraduate)
TUJ offers the following programs, which are not offered at any other Temple campus:

• Associate in Arts in General Program
• Bachelor of Arts in Communication Studies: Production Track
• Bachelor of Arts in General Program
• Bachelor of Arts in International Affairs
• Bachelor of Arts in Japanese
• Bachelor of Arts in Psychological Studies
• Bachelor of Science in International Business Studies

TUJ also offers the following programs:

• Bachelor of Arts in Art
• Minor in Art
• Minor in Art History
• Bachelor of Arts in Asian Studies
• Minor in Asian Studies
• Bachelor of Arts in Communication Studies: Contemporary Media Environments Track
• Minor in Computer Science
• Bachelor of Arts in Economics
• Minor in Economics
• Certificate in Fundamentals of Programming
• Minor in General Business Studies
• Minor in Information Science and Technology
• Minor in Japanese
• Certificate of Specialization in Japanese
• Bachelor of Arts in Political Science
• Minor in Political Science
• Certificate in Political Economy
• Minor in Psychology

Academic Advising Center
Myron Shaffer, M.A., Director
Danielle Vokal, M.A., M.S., Assistant Director
TUJ’s Academic Advising Center works with all undergraduate students in any major at any level. See the Advising (p. 3) section for more details.

Internship Program (Career Development Office)
Kentaro Sawa, M.A., Director

The internship program is one of the distinctive features of a TUJ education. Students find it useful to not only gain valuable work experience, but also to build their future career plan. In fact, many students choose to find the same kind of job as they undertake during their internship.

Credit internship is a valuable way to gain practical work experience, often in a student’s field of interest, while earning academic credits. Since credit internship is treated as an academic course, you will need to register with the Academic Advising Center. Students usually work from 10 to 20 hours per week on site under managerial supervision.

Not only TUJ students but also qualified Main Campus students are welcome to apply for the Internship Program through Study Abroad. Main Campus students who are interested in applying for TUJ’s Internship Program should contact the Education Abroad and Overseas Campuses, 200 Tuttleman Learning Center.

More details about the Internship Program at TUJ can be found at the TUJ Career Development Office web site.
Office of Student Services

Nicole Despres, Director

The Office of Student Services (OSS) supports TUJ’s diverse student population as they become members of the university community. In addition to providing assistance with the visa application process and coordinating Financial Aid/GI Bill-related matters and housing, the OSS provides orientations to help students adapt to the academic and social life at TUJ. The OSS also works with the Student Government and other student organizations to encourage social interaction among students with different backgrounds by creating events and activities that appeal to all TUJ students.

Teaching & Learning Center

Andrew Merzenich, M.A., Director

The Teaching & Learning Center (TLC) at TUJ offers free tutoring in a variety of subjects, resources for self-access independent study, and support for faculty.

Free tutoring is available from Monday through Friday. Students in any TUJ program may come to the TLC (room Azabu 209) and sign up for appointments, or wait for the next available tutor. Every semester, tutoring generally begins sometime during the second week of classes, and the last day of undergraduate classes is the last day of TLC tutoring.

Disability Resources & Services (DRS)

May Watabe, M.Ed., Disability Resources and Services Coordinator

Temple University is committed to inclusion and diversity. We want to ensure all students have the support they need to learn. The Disability Resources and Services (DRS) team ensures that students with particular educational needs can access the full university experience. For more details, see the TUJ DRS web site.

Registrar’s Office

Yoko Namima, Registrar, Japan Campus

The TUJ Registrar’s Office (RO) is responsible for academic record maintenance (e.g. manual registration input, certified document issuance, etc.) in order to assist students in achieving their academic goals.

Not only do we handle various registration-related data input and release for TUJ staff members and students, TUJ RO is also committed to collaborating with the Main Campus Office of the University Registrar to share mutual issues and make necessary changes in our procedures.

Research Opportunities for Students & Faculty

Mariko Nagai, M.A., Director

As the only fully accredited American university in Tokyo, TUJ is uniquely positioned and committed to supporting research opportunities for both students and faculty, especially in Teaching English as a Second Language, Law, the Humanities, Art, Business Studies, Communications Studies, and the Social Sciences. For more details, see the Research web site.

Institute of Contemporary Asian Studies (ICAS)

Robert Dujarric, M.B.A., Director

ICAS provides lectures, seminars and discussions of issues related to Japanese politics, society and economics. Participants include a wide range of individuals from both the foreign and Japanese business, government and academic communities. ICAS also publishes articles on Asian and US affairs, hosts adjunct and visiting fellows, and coordinates undergraduate and graduate student internships. Its events and publications are in English. Details about ICAS seminars, events and publications are available at the ICAS web site.

Academic Advising

Academic Advising Center, Temple University, Japan Campus (TUJ)
1st Floor, TUJ Building
+81-3-5441-9862 (from overseas) / 03-5441-9862 (in Japan)
aac@tuj.temple.edu

www.tuj.ac.jp/ug/academics/advising-and-support/academic-advising/index.html

Myron Shaffer, M.A.
Director
Danielle Vokal, M.S., M.A.
Assistant Director

Academic Advising is a series of supportive activities provided for students to accomplish their academic and career goals through assistance such as:

- choosing an appropriate major based on their interests
- selecting appropriate courses for their program of study
- monitoring their academic progress
- informing about the University's deadlines, policies, and regulations
- assisting students on exploring academic options and opportunities

Please also see full mission statement.

The Academic Advising Center (AAC) works with all undergraduate students as a primary support unit. Major Coordinators are also available to assist students in course selection for the major and minor requirements based on their academic interest and needs.

**Advising by Professional Advisors**

Undergraduate students in all majors at any level can get assistance from the Academic Advising Center (AAC, located on the 1st floor of Azabu Hall) staffed with full-time professional academic advisors. Students will be ensured by the AAC advisors to satisfy all of the University's graduation requirement areas, such as General Education, major, and college requirements. Advising is available on appointment basis throughout the semester with the exception of certain designated periods in which advising is limited, such as Graduation Review and Clearance or New Student Orientation.

**Advising Appointments**

Appointments are typically available between 10:00 a.m. - 5:00 p.m. on Monday through Friday. In order to make an appointment, students simply can stop by the AAC or submit a request through the online form. Each advising slot typically lasts for 30 minutes.

Due to high demand for advising appointments, it is critical for students to arrive on time. Please be aware that students who are more than 10 minutes late to their appointment will have to reschedule due to time constraints.

Advising by the AAC is also available on the same-day sign-up basis during the first two weeks of each semester. Each advising slot will last for 30 minutes. Students who wish to book a slot may do so only by stopping at the AAC. The sign-up sheet becomes available at 9:00 a.m. every day during the aforementioned period.

**Major Coordinators**

While the AAC works as the primary unit for advising to TUJ undergraduate students, Major Coordinators are also available for students to discuss their course selection particularly in major and minor requirements. Students should remember that Major Coordinators are specifically responsible for the respective major and minor requirements only, and therefore, General Education and other collegial requirements are typically not covered by them. Students who seek assistance in comprehensive academic advising to cover all degree requirements should meet with a professional academic advisor from the AAC even after they discuss course selection in their major requirements with the Major Coordinator.

Double-major students and students with minors should also meet with a professional advisor from the AAC on a regular basis since there will be a policy regarding course sharing.

Through contact with the Major Coordinators, students gain an in-depth appreciation of a specific discipline and discover opportunities associated with their field of interest. Some TUJ students choose to continue their studies by attending Masters or Doctorate Graduate programs of their choice. While each graduate program has its own specific admissions requirements, it is recommended that students meet with their Major Coordinator for further information and suggestions. Students should begin planning as soon as their sophomore/junior year.

**Change of Program (CoP) between TUJ and Main Campus**

The AAC serves as an academic liaison with relevant advising and other academic units at Main Campus, and assists students transfer between two campuses. Students who are interested in studying at Main Campus should contact the AAC at least two semesters earlier before they transfer to Main Campus.

**Academic Partnership with Japanese Universities**

TUJ currently has academic partnerships with the following institutions in Tokyo. TUJ students can attend these institutions and earn credits without extra costs. Contact the AAC for more details.

- Meiji University, School of Arts and Letters
- Musashi University
Main Campus Students
Main Campus students who are interested in attending TUJ should first discuss their options with the Education Abroad and Overseas Campuses, 200 Tuttleman Learning Center.

Academic Policies
As one of the campuses run by Temple University, TUJ also follows the University's Academic Policies. See Academic Policies and the TUJ web site.

Academic Calendar
Available on TUJ web site: Academic Calendar

Course Schedule
Available on TUJ web site: Course Schedules