

9-5 Student Consultation Office

Faculty Members Assigned to the Class Year/Faculty Advisors

■ Faculty members assigned to the class year

In order to help students experience a more abundant student life, Ochanomizu University has assigned faculty members to each class year, and each division, etc.

These faculty members are available to give advice regarding a wide variety of problems that students may face while in school, from what courses to take, leaves of absence, withdrawing from school, transferring to a different department or division, and other things related to being a student, to tuition waivers, scholarships, health problems, and other aspects of university life. Please feel free to talk to your assigned faculty member if you have any questions, concerns, etc. The faculty member assigned to each class year is listed on the “Students Portal Site”, so be sure to check it.

■ Faculty advisors

When a student wants to start a new group (circle) or continue an existing one, she must establish a faculty advisor.

The members of the circle should ask the faculty member they view as the most suitable to serve as the faculty advisor.

Be sure to meet with your faculty advisor and discuss things sufficiently before conducting circle activities, and ensure that extracurricular activities are both safe and fulfilling.

General Consultation Desk

“You don’t know where to go”. If there is anything that you need to know about courses, extracurricular activities, or other things that are part of life as a student in general, make your first stop the General Consultation Desk. The staff will direct you to the person in charge or provide information according to your question.

The General Consultation Desk is located in the Student and Career Support Office on the second floor of the Student Services Building.

Disabled Student Support Desk

Disabled Student Support Desk provides consultation for the various problems related to studies and student life for the disabled students including applicants for enrollment.

The Disabled Student Support Consultation Desk is located in the Student and Career Support Office on the second floor of the Student Services Building.

Health Care Center

The Health Service Center provides health-related consultations and medical examinations (primary care). Consultations and medical examinations are provided by appointment only.

In addition, referrals will be made to appropriate medical institutions when necessary, so please consult with us.

The appointment procedure is described in Chimes 2023 (for the fiscal year 2023) "Health Service Center (for students)_In-Person and Online Medical Guide".

Please refer to the following information on the website of the Health Service Center.

- Outpatient hours of the Health Service Center
- Description of the Health Service Center's services and how to use it
- Scheduled events such as periodic health checkups
- Notices regarding health
- Notices of temporary closing of the Health Service Center, etc.

Be sure to check it regularly.

■ Physical Examinations/Certificates of Health

As a rule, regular health checkups are conducted in the latter half of April by appointment only. The schedule, how to make an appointment, and precautions for the checkup will be announced on the student portal site, OchaMail, and the website of the Health Service Center, OchaMail, and the website of the Health Service Center.

In order to receive a Health Examination Certificate, students are required to undergo a regular health examination. The Health Examination Certificate can be obtained from the automatic machine on the 2nd floor of the Student Center Building only during the year of the examination. The health examination certificate may be required for participation in educational practice, scholarship applications, etc. If you have not had a regular medical checkup, you will need to visit an outside medical institution and have the certificate issued for a fee.

Student Consultation Office

The Student Counseling Center is a place where students can consult about student life, interpersonal relationships, themselves, their future, etc. The counseling room is staffed by licensed clinical psychologists and licensed psychotherapists.

The Student Counseling Center will not disclose the name, counseling content, etc. without the consent of the student, with the exception of cases where there is a fear of self-harm or harm to others.

Please use the counseling center with peace of mind.

■ Requesting Consultation, Consultation Days, etc.

We offer in-person and online consultations, each lasting 45 minutes. Consultations are by appointment only.

Please apply by e-mail. Please send an e-mail from the official Ochanomizu University e-mail address.

Please include the following information in the email. After we receive your email, we will send you a reply.

Name

Affiliation, Grade

If you would like to make an appointment, please write a brief description of what you would like to discuss.

Consultation hours	Monday through Friday 10:00 A.M. to 4:00 P.M.
Appointments	can be made from Monday through Friday, from 10:00 A.M. to 4:30 P.M.

Harassment and Human Rights Abuse Counseling Office

Professional counselors from outside the University are available to assist you with cases of harassment or other human rights violations. If a problem arises, feel free to come in and talk about it, rather than worrying about it alone.

Please be assured that anything talked about will be kept strictly confidential.

- Consultation reception

Call, send an e-mail, or visit the Center directly to make an appointment for consultation. Consultation can be done anonymously as well.

- Days and hours

10:00 A.M. to 4:00 P.M.

Please refer to the website of the Harassment and Human Rights Abuse for the opening days of each month.

- Professional counselors

Reiko Matsumoto

Yuriko Yamada

■ Consultation Staff

The consultation staff members act as the contact point for consultation, provide counsel regarding human rights violations, etc., explain the University's procedures for dealing with such matters, and connect you with a professional counselor. A list of consultation staff members is available on the Sexual Harassment and Human Rights Abuse Counseling Center page of the Ochanomizu University website. Please select the staff member that you feel will be easiest to talk to.

What is sexual harassment?

Sexual harassment consists of sexual words or actions that are unwelcome by the individual receiving them and that make that person uncomfortable.

What is academic harassment?

Academic harassment consists of the use of one's position or authority in education or research to direct unjust and inappropriate words or actions toward another person.

What is power harassment?

Power harassment consists of the use of one's position or authority in a work setting to direct unjust and inappropriate words or actions toward another person.

What are other human rights violations?

Other human rights violations include discriminatory words, actions, treatment, etc., based on the person's sex, race, citizenship, age, sexual orientation, presence or absence of a disability, and other violations of another person's moral rights or other human rights.

What are problems resulting from harassment?

Problems resulting from harassment consist of violations of the safe and pleasant learning, research, and work environment of members of the Ochanomizu University community, etc., or loss, damage, or a disadvantage suffered by members of the Ochanomizu University community as a result of harassment.

International Student Consultation Office

The International Student Consultation Office has a history of almost 30 years focusing on providing consultation services to international students. In the International Student Consultation Office, just over 20 graduate student tutors from diverse majors give support to international students from throughout the University, providing them with information related to daily living and helping them learn Japanese. The room is staffed by two graduate student tutors who work from 10:00 to 17:00 on weekdays. International students are free to visit the room during the opening hours and feel free to receive support from the tutors as needed.

The support includes correction of Japanese papers, reports, class resumes, etc., written by international students to make them express themselves naturally, as well as support for general Japanese, not limited to academic Japanese, but also for letters, e-mails, and so on.

In addition, we provide information essential for daily life and advice on how to change trains, how to get a travel ticket, and so on.

This information is not as important as asking the faculty or administrative staff, but it is important for international students' daily lives. The role of the Room as a place where students can feel free to ask questions is significant. The PCs in the room allow students to print, use the Internet, and view DVDs. The adjacent lounge is a place to eat lunch and chat with other visitors.

Graduate Student Consultation Desk

When Ochanomizu University graduate students face some type of problem in research or education, it is sometimes difficult to consult directly with their advisor. In such cases, it may be possible to solve the problem by consulting with another faculty member.

As both a researcher and an educator, the faculty member who serves as the contact at the Graduate Student Consultation Desk will provide assistance in solving the problem, while taking the utmost care to protect the privacy of the students who have come for consultation.

Depending on the content of the consultation, the faculty member may, with the consent of the student who has come for consultation, work with one of the following consultation offices in an effort to find a solution. Consultation can also be done anonymously, so please feel free to come talk rather than worrying alone. A list of faculty members available for consultation can be found on the "Graduate Student Consultation Service" page of our website.