

## **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 Care Center provides general medical services (primary care, treatment of external wounds), consultation regarding health, psychological care (appointment required), and gynecology (appointment required).

Call or e-mail the Center for appointments or questions.

Depending on the nature of the disease, the Center refers patients to nearby medical institutions and advanced medical institutions, provides information, and collaborates with other healthcare professionals to provide treatment. The Center provides consultation for diagnosis and treatment departments and clinics, and accepts referrals as well.

Schedules for events such as periodic physical examinations, details of operations, and important notifications regarding health are posted on the Health Care Center website. Be sure to check it regularly.

### ■ Physical Examinations/Certificates of Health

Regular physical examinations are conducted every April. Schedules are posted on the Health Care Center website and on the bulletin boards in the Student Services Building, each department, and graduate school. All students should be sure to undergo a physical examination.

In some cases, a certificate of health is required for employment, advancing to a higher level of education, participation in educational training, etc., or applying for a scholarship. Please be aware that a health certificate cannot be issued unless you have had a regular physical examination. Certificates of health can be obtained from the self-issuing machine on the second floor of the Student Services Building during the academic year in which the physical examination was conducted.

### ■ Hours

\* Days and hours may change and the Center may be closed due to events on or off campus. The up-to-date information can be acquired through the website of health care center.

### Student Consultation Office

The Student Counseling Center is a counseling room where students can consult about student life, interpersonal relationships, themselves, and their future. 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 counselor, with the exception of cases where there is a risk of self-harm or other harm to the student.

### ■Frequently Asked Questions

- I am worried about my family or friends.
- I have trouble attending classes or earning credits.
- I feel depressed or anxious.
- I want to deepen my self-understanding of my personality and characteristics.

### ■How to use this service

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 e-mail. After we receive your email, we will send you a reply.

-Name

-Affiliation, Grade

-If you are interested, please write a brief description of what you would like to discuss.

Office Hours

### ■ Requesting Consultation, Consultation Days, etc.

An appointment is required for consultation. You can make an appointment by coming directly to the Consultation Office or by phone. (If the Consultation Office is closed or in use, please try contacting us again.)

<b>Consultation hours</b>	Monday through Friday 10:00 A.M. to 4:00 P.M.
<b>Appointments</b>	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 Human Rights Counseling Center for Harassment and Other Human Rights Violations for the opening days of each month.

### **■ 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.

There are always two graduate student tutors in the Consultation Office, working in shifts from 10:00 A.M. to 5:00 P.M. on weekdays. International students can come in freely any time the Office is open, and get help from a tutor as needed.

The tutors can help international students use Japanese expressions that are more natural in papers, reports, resumes for class, and other documents the international student has written in Japanese. Tutors will help with questions not only about academic Japanese, but about everyday Japanese as well, such as letters and e-mail.

They also provide crucial information and advice related to daily life to international students who have recently arrived in Japan, such as how to write a contract for telephone service, etc., how to make connections on train lines, how to purchase tickets for trips, etc.

This type of information may not be important enough to go ask a faculty member or office staff member, but it is important to international students, enabling them to live their daily lives smoothly. The role of the International Student Consultation Office as a place where international students can ask questions without worry or pressure is significant. In addition, the computers in the Consultation Office can be used to access the Internet, or even watch DVDs. The common room is a space where students can eat their lunch, chat, etc.

### **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 on our website.