May 27, 2020

Dear students,

President of Nara University of Education

About the permission to enter university for students who have trouble in taking online classes

Classes have been conducted by "non-face to face (online) system in principle since May 7th. Regarding this, given the state of emergency in some prefectures including Nara prefecture was lifted on May 14th, students who have trouble in taking online classes are permitted to enter our university, and use some facilities such as PC(computer) installed at on-campus Information Processing Facilities(情報館) and wireless LAN etc under below conditions.

1．Those who can apply this system :
  Students who have trouble in taking online classes due to the internet environment or PC functions at home or dormitory etc

2．Starting date of this permission
  Mon, June 1st, 2020
  ＊Reservation is available from 15:00 on Wed, May 27th

3．How to apply
  ①Reserving by "Information Processing Facilities seat reservation system(情報館座席予約システム)".

  Below URL is Information Processing Facilities seat reservation system.
  (sorry, only Japanese)
  https://jisedai.nara-edu.ac.jp/open/netcommons/htdocs/index.php?page_id=729

  ＊The available time students can use facilities by this reservation system is from 9:00am to 5:50pm on weekdays.
  ＊You can't use any seat excluding the one you reserved. Also, you are not permitted to do any other activities at university.
  ＊Please bring what you need to take online classes such as headset, USB web camera etc on your own.
  ＊ Web camera is not equipped on PC installed in university. If you want to use camera,

please follow the below procedures.

(1) To bring USB web camera and connect it with PC installed at on-campus Information Processing Facilities(情報館).

(2) To connect your smart phone to wireless LAN of university.

(3) To bring your PC or tablet equipped with camera and connect it to wireless LAN of university.

＊You can participate discussion through microphone in non face-to-face（online）classes.

＊The reservation until only two weeks ahead is effective.

＊If the ban of entering university as a whole is lifted in the future, the reservations might be invalid.

②On the day you use the facilities, please show your student ID card and the screen of your reservation（such as screen on your smartphone or printed paper of the email that certifies your reservation is accepted）to the staff of janitors' room at the university main gate.

4．Notice

Please observe "Guideline for all students and staff members against coronavirus(新型コロナウイルス感染症に対する学生ならびに教職員の行動指針)" announced on April 7th, and pay special attention to the following items when you come to university and use facilities.

①If you have any one of the following symptoms（fever, coughing, sore throat, weariness(fatigue), losing appetite, taste disorder）or any other symptoms that you don't feel well, please don't enter university.

② Please make sure to wear masks and use hand and finger sterilizers for disinfection with alcohol which are installed at the entrance of each room or facilities when you enter and leave room.

③ Please come back to your home as soon as you finished using the facilities.

④ Please keep track of your activity at university such as where you went or what facilities you used .

5．Other notice

Although on-campus library is closed now, students who reserved the seats through this system and necessary for learning can use library.

（contact）

Office of Information Processing Facility（情報館）

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