■Office Hours Kinugasa Campus (KIC) AY2021

Standard office hours will be applied for departments and offices where office hours are not indicated on this list.
Even if the closing information is not indicated on this list, office hours may vary some days. For details, please check the website of each department/office.

☐In principle, office service is available from Monday to Friday during the course offering periods. For details on the opening and closing information of office on Saturdays and holidays designated as class days, please check on the website of each department in advance.

☐Most of the offices are closed from 11:30 to 12:30 (during lunch time). Some offices marked with * are not closed for lunch time.

☐Vacation periods are based on the Academic Calendar of Colleges.

	Office Hours during the Course Offering Periods (includes Final Examination Period)	Office Hours during Vacation (Summer Break, Winter Break, Spring Break)		Office Hours on Saturdays
Standard Office Hours	**10:00～17:00**	**13:00～17:00**	The vacation period will be handled as follows.	Close

～ Office Hours other than the above ～

	Office	Office Hours during the Course Offering Periods (includes Final Examination Period)	Office Hours during Vacation (Summer Break, Winter Break, Spring Break)		Office Hours on Saturdays
Office Hours for each departement	Kinugasa Manabi Station	Class days and Makeup class days 8:45～17:00* Final Examination days 9:00～17:00*	9:00～17:00*	Summer Break August 1 (Sun) ～ September 25 (Sat) ※From August 10 (Tue) ～August 16 (Mon), all offices are closed due to the closure of the university. Winter Break December 25 (Sat) ～ January 5 (Wed) ※From December 28 (Tue) ～ January 5 (Wed), all offices are closed due to the closure of the university. Spring Break February 1 (Tue) ～ March 31 (Thu)	Close ※On class days of colleges, the office will be open according to the "Office Hours during the Course Offering Period" on the left. And it may be closed on final examination days and makeup class days
	Teacher-Training Support Cente	10:30～17:00	10:30～17:00		Close
	Kinugasa Student Office	9:30～17:00	9:30～17:00		Open for class days ※Close for final examination days and makeup class days
	Student Support Room	9:30～17:00*	9:30～17:00*		Close
	Office for Athletics and Sport Services	9:30～17:00	9:30～17:00		
	Medical Service Center	9:30～17:00	9:30～17:00		
	Career Center	9:30～17:00 ※12:30～17:00 on Wednesdays	9:30～17:00 ※12:30～17:00 on Wednesdays		Open for class days ※Close for final examination days and makeup class days
	Extension Center	9：30～17：00 ※12:30～17:00 on Wednesdays	9：30～17：00 ※12:30～17:00 on Wednesdays		
	Division of Admissions	9:00～17:30	9:00～17:30		Close