



# Notes on Class Enrollment Registration Procedures



*You can complete most of the registration procedures anywhere you are able to connect to the Internet.*

## <<SCHEDULES>>

1. Course Registration \*Student may register during any date and time as below on the website.

**March 18 (Fri) 9:00 a.m. - March 28 (Mon) 6:00 p.m., 2016**

**April 2 (Sat) 9:00 a.m. - April 3 (Sun) 12:30 p.m., 2016**

**April 4 (Mon) 6:30 p.m. - April 5 (Tue) 11:00 a.m., 2016**

2. Registration Confirmation

**April 8 (Fri), 2016, 9:00 a.m. - April 18 (Mon), 2016, 6:30 p.m.**

3. Registration Revision (addition and/or cancellation)

**April 11 (Mon) 9:00 a.m. - April 18 (Mon) 6:30 p.m., 2016**

For only course addition, student attends first class of each course and submit a "Registration Application Form" to your instructor by the permission of course enrollment.

Then, student registers the additional course by his/her self on the website.

Day	Period	Registration Code	Course Title	Instructor's Name
School		Program		Name
Student Number				

4. Late Registration Confirmation

**May 6 (Fri) 9:00 a.m. - May 10 (Tue) 6:00 p.m., 2016**

Course registration must be completed during the designated period.

You are strongly recommended to register until the day  
before the deadline to avoid the busy network hour.

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**Registration Procedures URL : <https://portal.nagoya-u.ac.jp/>**

**Learning Management System -Student Manual- :**

**<http://web-honbu.jimu.nagoya-u.ac.jp/gakumu/gakumubu/student/e/index.htm>**

### **<Contact Information for Course Registration>**

#### For Liberal Arts and Sciences Course (started with "00" of Class Timetable Code)

Office of the Institute of Liberal Arts and Sciences

[Office Hours] 8:30 a.m. - 5:00 p.m. on weekdays

~ April 8 : Closed during lunch time (12:00 p.m.- 1:00 p.m.)

April 11 ~ : Open during lunch time

#### For School Specific Courses (not started with "00" of Class Timetable Code)

Educational and Student Affairs Section of each School

\*For School of Letters, Education, Law and Economics courses

→A person responsible for each school in Educational Affairs Group

\*For the School of Engineering

→The Educational Affairs Division, Educational Affairs Section.

### **<Related Website Information>**

●Nagoya University Portal Site

→<https://portal.nagoya-u.ac.jp>

●Learning Management System -Student Manual-

→<http://web-honbu.jimu.nagoya-u.ac.jp/gakumu/gakumubu/student/e/index.htm>

●Information Security Training Instructions

→<https://ist.nagoya-u.ac.jp/access/content/group/e78b1f2e-bf98-4013-905d-376fa09a8e77/ispa2013e.pdf>

●Information Security Self-Inspection Instruction

→<http://www.icts.nagoya-u.ac.jp/ja/security/self-inspection.html>

### **<Contact Information for Others>**

#### For Information Security Training/Information Security Self-Inspection

IT Help Desk: [it-helpdesk@icts.nagoya-u.ac.jp](mailto:it-helpdesk@icts.nagoya-u.ac.jp)

#### For Nagoya University User ID

Information Media Office (School of Engineering Building 7, 4F): [e-office@media.nagoya-u.ac.jp](mailto:e-office@media.nagoya-u.ac.jp)

\*It takes two days for response.

#### For Web-Based System

Information and Communications Technology Services Division: [gakumu-support@adm.nagoya-u.ac.jp](mailto:gakumu-support@adm.nagoya-u.ac.jp)

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# Table of Contents

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<b>I. Class Enrollment Registration Procedures</b>	<b>1</b>
1. Web-Based Learning Management System	
2. Syllabus	
3. Location of Computers on Campus	
4. Course Registration Period	
5. Registration Application Form	
6. GPA (Grade Point Average) System and Handling of Grade Assessment	
7. Contact Information of Senior Instructors for the Language	
<b>II. Course Registration Process</b>	<b>4</b>
<b>III. How to Register the Courses</b>	<b>5</b>
<b>IV. Application Procedures for Each Course</b>	<b>7</b>
- Basic General Education Courses (First Year Seminar)	
- Basic General Education Courses (Language and Culture)	
"Advanced English II"	
- Basic course in Natural Sciences (Information Literacy (Humanities and Social Sciences))	
- Basic General Education Courses (Language and Culture)	
"Foreign languages other than English", "Advanced Japanese"	
- Basic General Education Courses (Language and Culture)	
"Integrated Japanese II", "Japanese Language Seminar II", "Academic Japanese V"	
- Basic General Education Courses (Language and Culture)	
"Academic Japanese II/IV", "Business Japanese II/IV"	
- Open Courses	
- Basic General Education Courses (Health and Sports Science)	
- Basic Courses in Humanities and Social Sciences,	
- Basic Courses in Natural Sciences,	
- Liberal Education Courses in Humanities and Social Sciences,	
- Liberal Education Courses in Natural Sciences,	
<b>V. Confirmation and Revision on Registered Courses</b>	<b>16</b>
1. Registration Confirmation	
2. Class Enrollment Check – Errors and Resolving the Issue	
3. Class Enrollment Check (examples)	

\*Please refer to the other booklets such as "2016 Syllabus", "2016 Student Guide", "2016 Class Timetable", "Course Registration Guide" and "Student Handbook" for course registration.

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## I. Class Enrollment Registration Procedures

Registration procedures can be completed on the “Learning Management System” by logging into the Nagoya University portal (<https://portal.nagoya-u.ac.jp>). The system can be accessed from inside or outside the university using a computer connected to the network. To log in the system, student needs his/her Nagoya University User ID. Please follow the directions of each course for course registration.

### 1. Web-Based Learning Management System

By using this system, students can register the courses and confirm both of the registered and completed courses (grade). For the instruction of system use, please refer to the “Learning Management System -Student Manual-“(<http://web-honbu.jimu.nagoya-u.ac.jp/gakumu/gakumubu/student/e/index.htm>).

### 2. Syllabus

Please follow the procedures below and confirm for browsing an electronic version of the syllabus for Liberal Arts and Sciences courses,

The syllabus can be viewed at the following locations from any computer connected to the Internet.

✧ For the G30 program courses including the foreign language courses of “Language and Culture I”, please go to <http://ilas.nagoya-u.ac.jp/office/> and click the “Syllabus for G30 program”.

(“Notice from the office” of the Institute of Liberal Arts and Sciences website)

✧ For Elementary/Intermediate foreign language courses of “Language and Culture II”, please go to <http://www.ilas.nagoya-u.ac.jp/> and click the “Syllabus”.

### 3. Location of Computers on Campus

Courses can be registered for using computers located on campus such as those at the Information Media Center Laboratory and the Liberal Arts and Sciences Main Building Sub Laboratory.

Students will likely be able to use the **Liberal Arts and Sciences Main Building Sub Laboratory** at the following times. **Please check the bulletin board at the entrance in Liberal Arts and Sciences Main Building for details since it may not be possible to use the computers for various reasons such as maintenance.**

Information on computers located in other locations can be provided from the Administration Office.

#### Open hours of Sub-lab rooms in Liberal Arts and Sciences Main Building

(Closed weekends and holidays)

March 18 - 28	9:00 a.m. - 5:00 p.m. (Only the Sub-lab Room B is open.)
April 2	9:00 a.m. - 5:00 p.m. (Only the Sub-lab Room B is open.)
April 8	9:00 a.m. - 4:00 p.m. (Only the Sub-lab Room B is open.)
April 11-	8:45 a.m. - 7:30 p.m.

#### <<Media Satellite Laboratories on Campus>>

Higashiyama Campus	<ul style="list-style-type: none"><li>➤ Liberal Arts &amp; Sciences Main Building, Sub-lab Room A, B / CALL 1,2,3,4</li><li>➤ Integrated Research Building for Humanities and Social Sciences Rooms 304, 406</li><li>➤ School of Science Building A, Room 250</li><li>➤ ES Building, ES031, ES032 and School of Engineering Building7, Room 716</li><li>➤ School of Agricultural Sciences, Building B, Room 309, Room 327</li><li>➤ Graduate School of International Development Building, Room712</li><li>➤ Central Library, 4th floor, Seminar Room</li></ul>
Tsurumai Campus	Medical Research Building Annex, Health and Community Medicine Practical Training Room
Daiko Campus	School of Health Sciences (Main Building) Information Media Room (1)

#### 4. Course Registration Period

Courses should be registered during the following period. Students should note that the Learning Management System can be accessed during the designated time. Please make sure that after entering the registration data, student should print out screenshots of “Class Enrollment Check” pages and confirm with your registered data, which can be indicated in clicking the “Check enrolled classes” button.

##### <Course Registration Period>

**March 18 (Fri) 9:00 a.m. - March 28 (Mon) 6:00 p.m., 2016**

**April 2 (Sat) 9:00 a.m. - April 3 (Sun) 12:30 p.m., 2016**

**April 4 (Mon) 6:30 p.m. - April 5 (Tue) 11:00 a.m., 2016**

#### (Notes)

Registered and revised courses during the period of “Course Registration” and “Registration Revision” can be revised during the designated time (except maintenance time at 4:00 a.m. to 5:00 a.m. and 6:00 p.m. to 7:00 p.m.).

#### 5. Registration Application Form

"Registration Application Form" is to be submitted at the first class during the period of course registration revision (April 11 - April 18) after receiving the instructor's permission.

PLEASE MAKE SURE to register for the course on the web during the Registration Revision Period after submitting the “Registration Application Form”. Students who do not register on the web may not take the course even though they obtain the permission from the instructor.

“Registration Application Form” will be distributed at the office of the Institute of Liberal Arts and Sciences.

sample →

Registration Application Form									
Day	Period	Registration Code	Course Title			Instructor's Name			
School		Program			Name				
Student Number									

#### 6. GPA (Grade Point Average) System and Handling of Grade Assessment

##### (“Absent” and “Fail (F)”)

Nagoya University employs the GPA (Grade Point Average) system based on the five-step S-A-B-C-F grades. According to the GPA system, “Fail (F)” grade, such as 0 point, is reflected in the GPA that leads GPA score drops; however, “Absent” is not reflected in the GPA. Therefore, grade assessment of “F” and “Absent” strongly influences students' performance.

In terms of protecting student rights, Nagoya University has introduced the course withdrawal system. The system is to notify responsible instructors of students' intentions of course withdrawal for their registered courses by submitting a “Course Withdrawal Request Form”, which is available at the office of the Institute of Liberal Art and Sciences during the semester. Since the students notify their intentions of course withdrawal, the course will be graded “Absent”. For course withdrawal, the one of the following notifications is indicated on each syllabus.

- ① **Described “Need to submit a Course Withdrawal Request Form when students have no intention of finishing a course during the semester”.**

Students fill out the form and submit it to your instructor by the deadline, which depends on each course. Even if

students are under the situations such as the absence of final examination, no submission of report, lack of attendance of lecture, seminar and Laboratory, if they do not submit a Course Withdrawal Request Form by the designated period, the grade is “F” same as the case of final examination (report included) failed. In principle, instructors may not give students “Absent” in case of no submission of Course Withdrawal Request Form. However, in the case of any unavoidable reasons such as sickness, accident, or no attendance school, instructors may give “Absent” in the judgement of themselves. When the Course Withdrawal Request Form is submitted, the grade is “Absent”.

**② Described “Students do not need to submit a Course Withdrawal Form for course withdrawal”.**

The Course Withdrawal Request Form is not necessary to be submitted when instructors are difficult to accept and to manage the Course Withdrawal Request Forms because of a number of students in a class. In the case of absence from final examination, no submission of report and such, grade assessment will be “Absent” (not “F”), not conditional on submitting a Course Withdrawal Request Form. However, instructors indicate in “Course Evaluation Methods” of syllabus that in which cases (regarding mid-term examination, report, attendance and such) the course will be graded “Absent”. Furthermore, in class orientation, instructors notify the grade assessment in detail such as “No attendance of final examination leads “Absent” grades”, “In the case of no submission of reports and lack of attendance score, “F” is given even if you take a final examination”.

If there is no specific notification, please follow the instructor’s instruction.

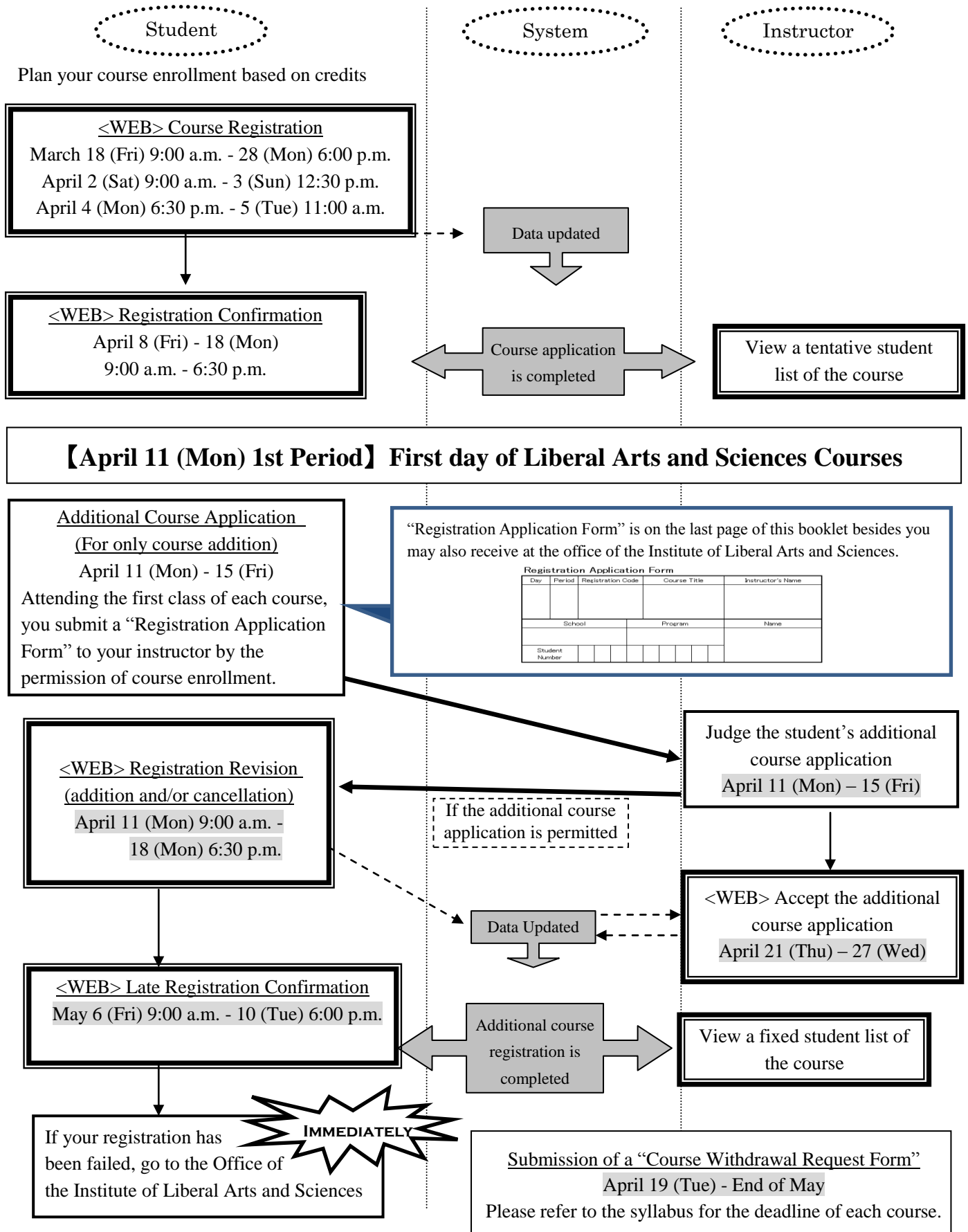
**③ Described “Need to have a permission of responsible instructor when students request course withdrawal during the semester”.**

Course withdrawal may affect class implementation when a student is provided his or her own task in class. Even in this case, instructor indicates “Students need an approval of responsible instructors for course withdrawal”. When strongly requesting course withdrawal, students are required to consult an instructor. Since course withdrawal is submitted, it is graded “Absent”. If students do not (or are not be able to) submit a Course Withdrawal Request Form for certain reasons such as sickness, accident, or not attending school, responsible instructors may grade “Absent” for the course. Basically, submission period of a Course Withdrawal Request Form is from April 19 (Tue) to the End of May. Please check the deadline on syllabus, because there may be the case that each course separately has its own deadline.

## **7. Contact Information of Senior Instructors for the Language**

Language	Instructor	Office	Phone
German	NARITA	Graduate School of International Development Building, 1th Floor, Room111	052-789-4345
French	TADOKORO	Integrated Research Building for Humanities and Social Sciences, 7th Floor, Room707	052-789-5311
Russian	SAVELIEV	Graduate School of International Development Building, 7th Floor, Room705	052-789-4396
Chinese	SAKABE	Graduate School of International Development Building, 7th Floor, Room706	052-789-4871
Spanish	MITO	Liberal Arts and Sciences Main Building, North Wing, 3rd Floor, Room305	052-789-4826
Korean	UTSUGI	Liberal Arts and Sciences Main Building, North Wing, 2nd Floor, Room204	052-789-4989
Japanese	TOKUHIRO HAJIKANO	International Center, 3rd Floor, Room308	052-747-6557 052-747-6542

## II. Course Registration Process



If you do not complete a registration certainly, you will not be given a grade of the course.

### III. How to Register the Courses

#### 1. Login

Please follow the instructions on the “Learning Management System -Student Manual-”

(<http://web-honbu.jimu.nagoya-u.ac.jp/gakumu/gakumubu/student/e/index.htm>) and manage your Nagoya University user ID and password since they are used to protect personal information. Students log in to the system by entering the Nagoya University User ID on the Nagoya University portal from an Internet browser.

<https://portal.nagoya-u.ac.jp/> → Nagoya University Portal Login Screen

#### (1) Login screen

\* For a computer connected to the Information Media Center Laboratory (Terminal room, Sub-laboratory, etc.), firstly students must log in to the Information Media Center Laboratory (Information Media Studies Center) system.

#### (2) Student tab

After logging in, click the “STUDENT AFFAIRS (学務)” tab. You go to “STUDENT AFFAIRS Page”. Click the “Learning Management System (for undergraduate only) “heading in the center column of the page. A new window will appear.

#### (3) Class Enrollment Procedure Menu

Description of each button with the numbers above is indicated on the appended table (p6).

The period, which is indicated on the above picture, is just a sample.



## 2. Class Enrollment Procedure Menu

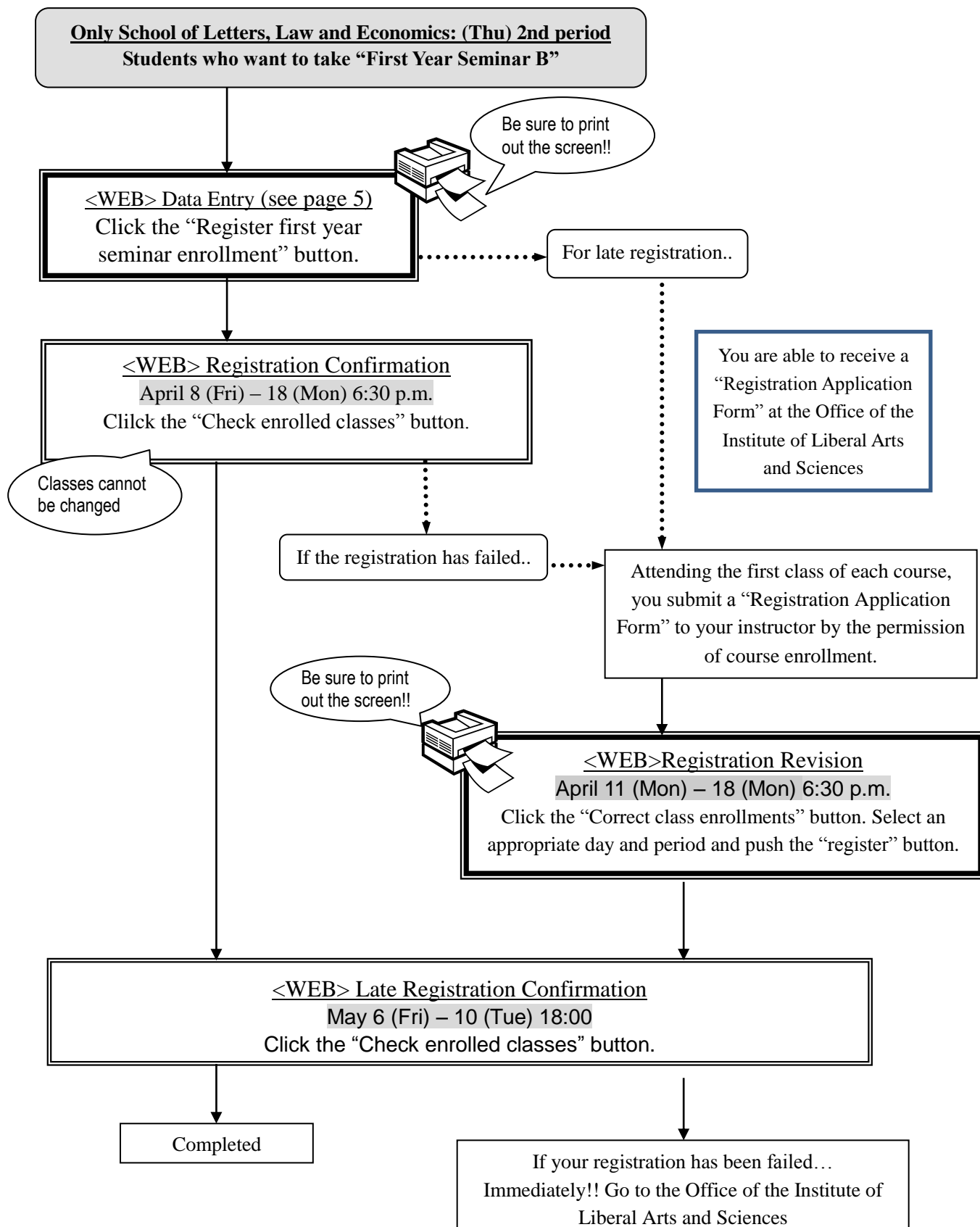
The following table indicates the description of “Class Enrollment Procedure Menu”. When you register the courses, please confirm the appropriate buttons for entering your registration data. If it has any mistakes, your registration will not be completed. Please make sure the contents of each button.

**(Appended Table)**

Names of items on the Class Enrollment Procedure Menu	Applicable courses		Data Entry Period
① Register class enrollments	Liberal Arts and Sciences Courses	Basic Courses in Humanities and Social Sciences	March 18 (Fri), 9:00 a.m. – March 28 (Mon), 6:00 p.m.  April 2 (Sat), 9:00 a.m. – April 3 (Sun), 12:30 p.m.  April 4 (Mon), 6:30 p.m. – April 5 (Tue), 11:00 a.m.
		Basic Courses in Natural Sciences	
		Liberal Education Courses in Humanities and Social Sciences	
		Liberal Education Courses in Natural Sciences	
		Health and Sports Science: Practicum	
	Specialized Courses for each school (for details, follow the directions of each school)		
② Register first year seminar enrollment	First Year Seminar B		
③ Register English class enrollment	Advanced English II		
④ Register information literacy enrollment	Information Literacy (Humanities and Social Sciences)		
⑤ Correct class enrollments	Liberal Arts and Sciences Courses	Integrated Japanese II, Academic Japanese V Japanese Language Seminar II	April 11 (Mon), 9:00 a.m. – April 18 (Mon), 6:30 p.m.
		Foreign languages other than English	
		Open Courses	
	Courses to add or revise registration for various reasons such as mistaken registration (any course, a Liberal Arts and Sciences course, a course of a particular school, etc.)		
	Specialized Courses for each school (for details, follow the directions of each school)		
⑥ Correct intensive class enrollments	Academic Japanese II/IV Business Japanese II/IV		

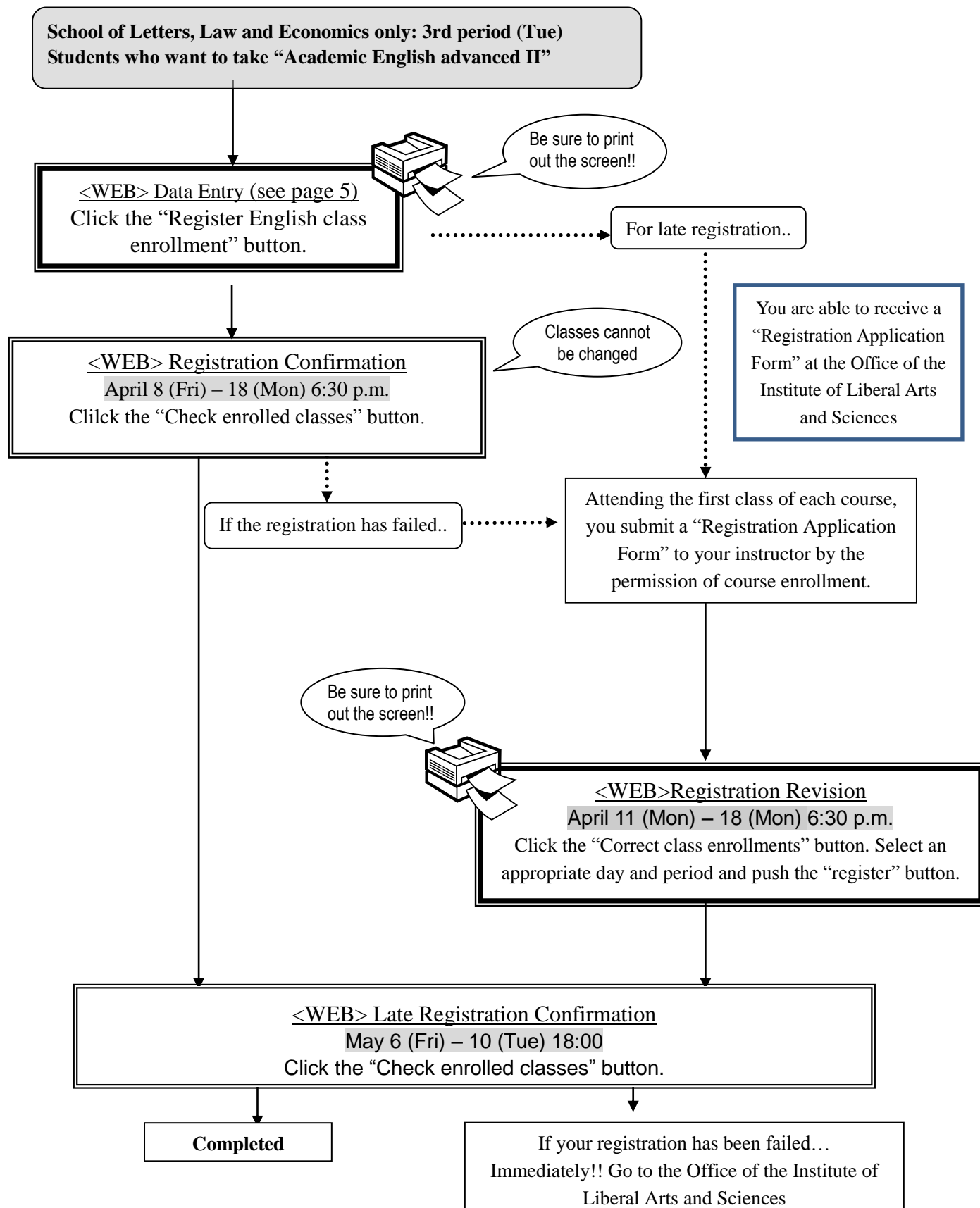
#### IV. Application Procedures for Each Course

##### Basic General Education Courses: First Year Seminar B (Spring Semester)

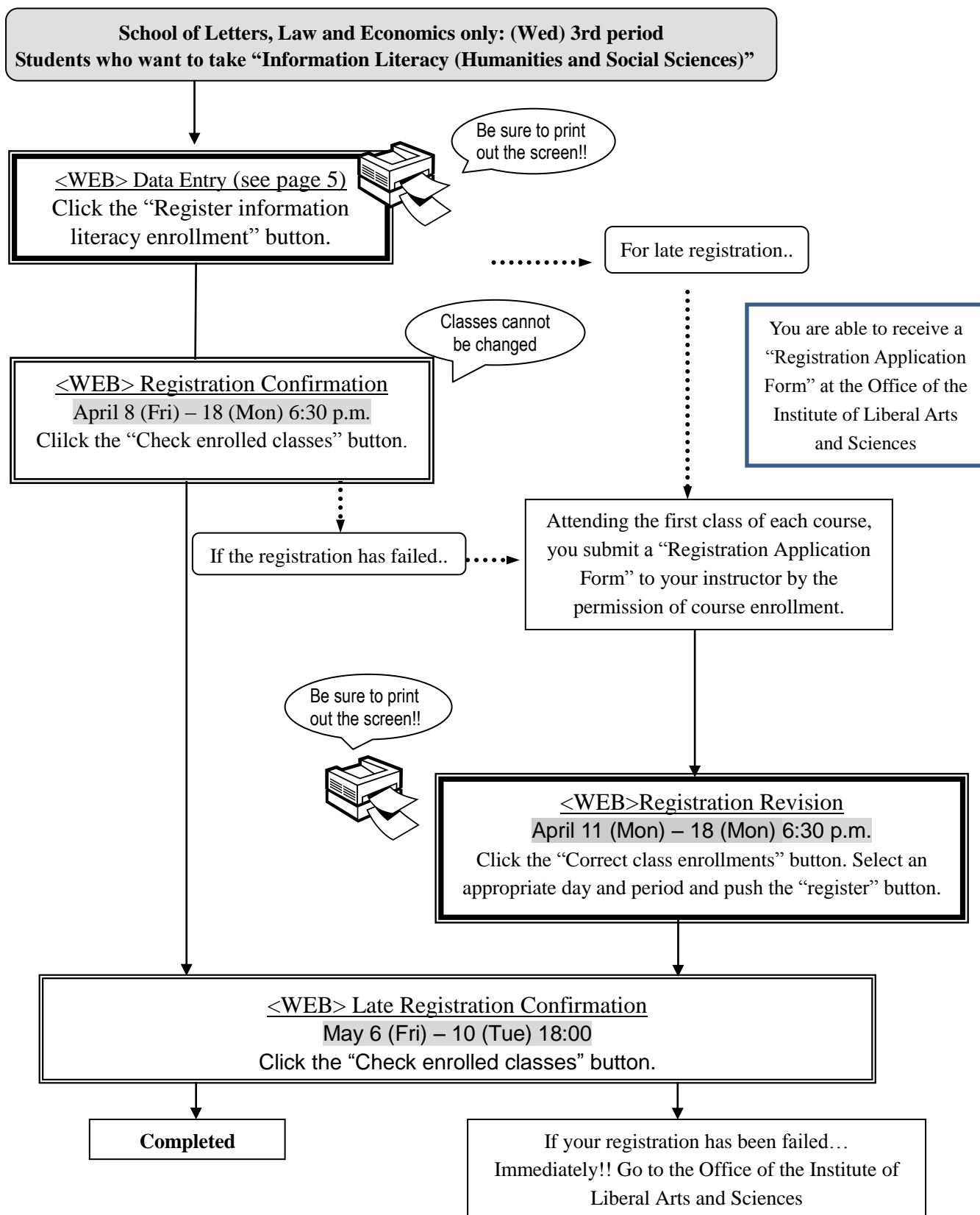


**Basic General Education Courses: Language and Culture I**

**– Academic English advanced II**

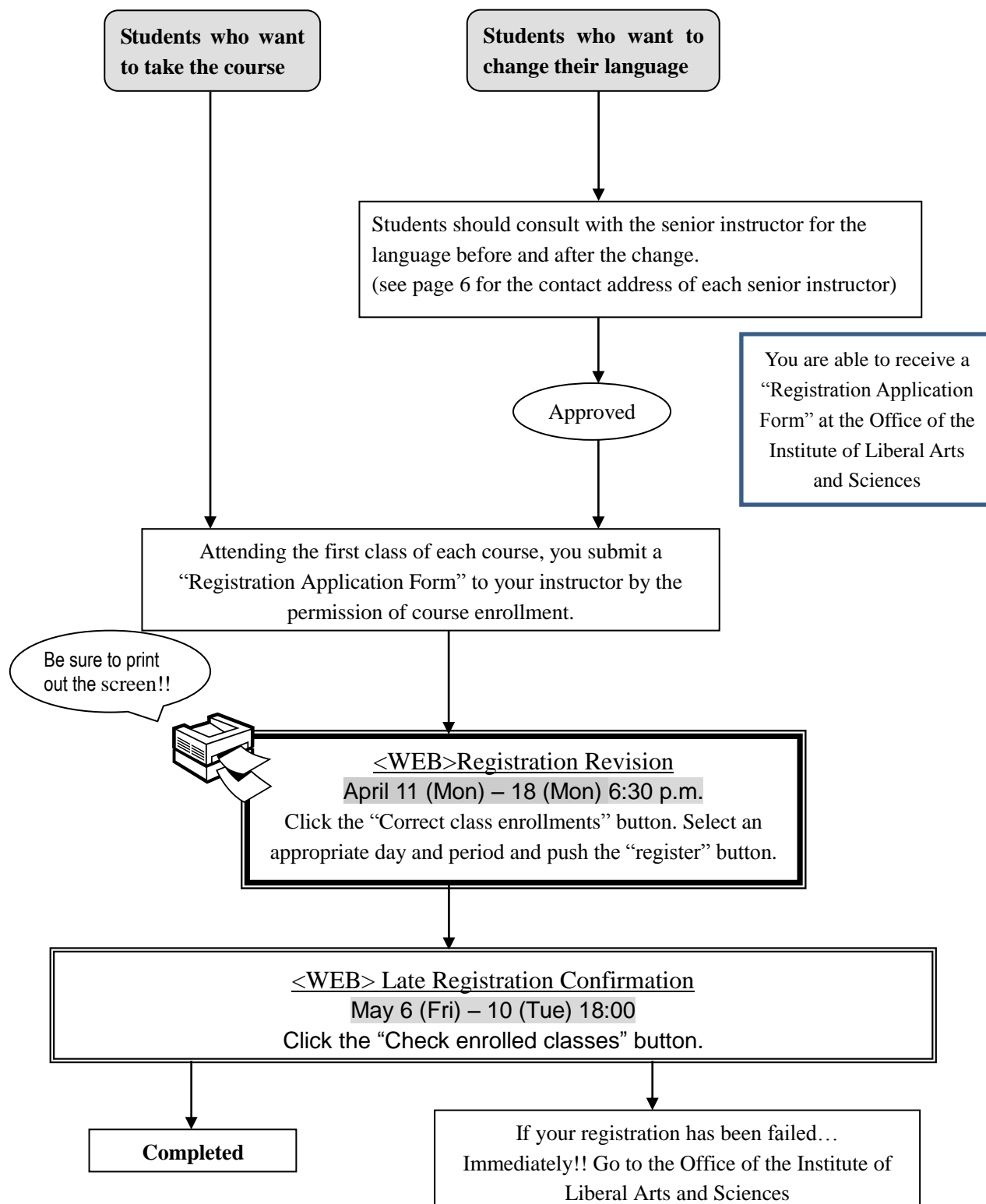


**Basic Courses in Natural Science, Information Literacy  
(Humanities and Social Sciences)**



**Basic General Education Courses,  
Language and Culture I: Foreign Languages other than English  
Language and Culture II: Advanced Japanese and Foreign Languages other than English**

**German, French, Russian, Chinese, Spanish, Korean, Advanced Japanese**



**Basic General Education Courses, Language and Culture I**  
**Japanese Courses listed below**

**“Integrated Japanese II”, “Japanese Language Seminar II”**  
**“Academic Japanese V”**

Students who want to take  
“Integrated Japanese II”, “Japanese Language Seminar II”,  
“Academic Japanese V”

Attending the first class of each course, you submit a  
“Registration Application Form” to your instructor by the  
permission of course enrollment.

Be sure to print  
out the screen!!



<WEB>Registration Revision  
April 11 (Mon) – 18 (Mon) 6:30 p.m.  
Click the “Correct class enrollments” button.  
Select an appropriate day and period and push the  
“register” button.

You are able to receive a  
“Registration Application  
Form” at the Office of the  
Institute of Liberal Arts  
and Sciences

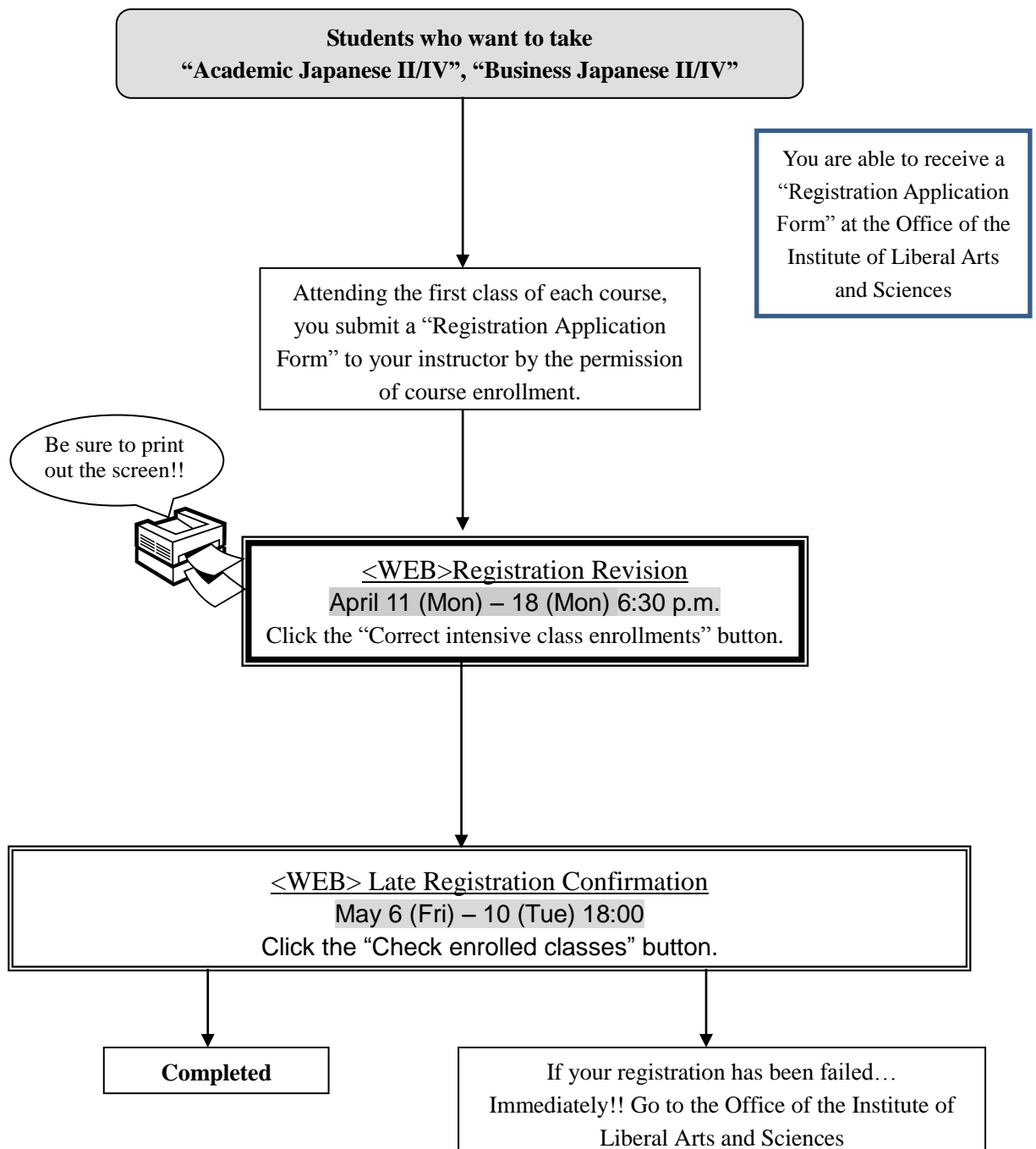
<WEB> Late Registration Confirmation  
May 6 (Fri) – 10 (Tue) 18:00  
Click the “Check enrolled classes” button.

**Completed**

If your registration has been failed...  
Immediately!! Go to the Office of the Institute of  
Liberal Arts and Sciences

**Basic General Education Courses, Language and Culture I**  
**Japanese courses listed below**

**“Academic Japanese II / IV”, “Business Japanese II / IV”**



## Open Courses

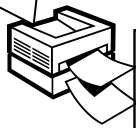
Courses for the School of Law and Economics  
(Spring Semester)

Students who want to take  
the course

Attending the first class of each course,  
you submit a "Registration Application  
Form" to your instructor by the  
permission of course enrollment.

You are able to receive a  
"Registration Application  
Form" at the Office of the  
Institute of Liberal Arts  
and Sciences

Be sure to print  
out the screen!!



<WEB>Registration Revision  
April 11 (Mon) – 18 (Mon) 6:30 p.m.  
Click the "Correct class enrollments" button.  
Select an appropriate day and period and push the  
"register" button.

<WEB> Late Registration Confirmation  
May 6 (Fri) – 10 (Tue) 18:00  
Click the "Check enrolled classes" button.

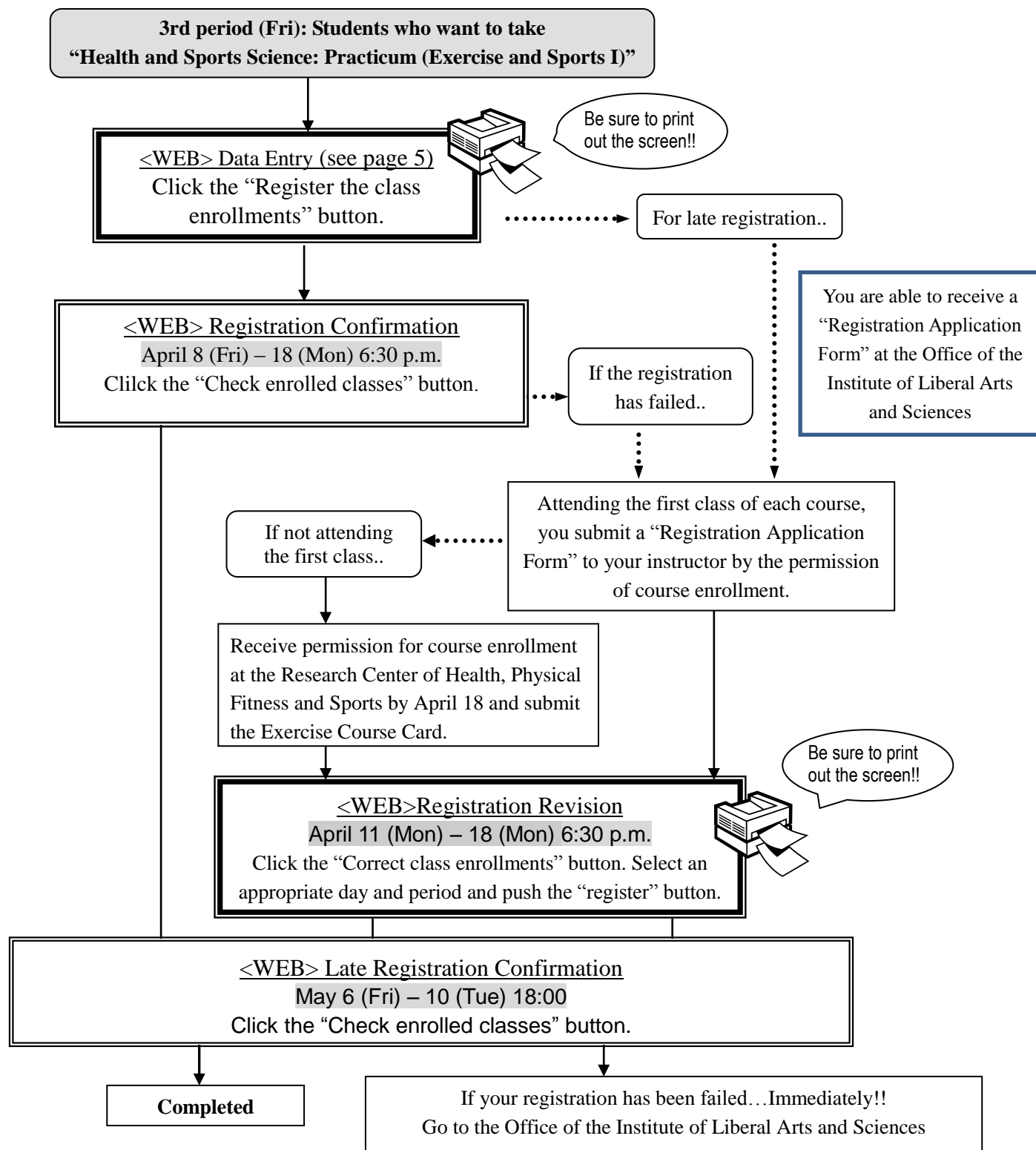
Completed

If your registration has been failed...  
Immediately!! Go to the Office of the Institute of  
Liberal Arts and Sciences



## Basic General Education Courses: Health and Sports Science

### Health and Sports Science: Practicum (Exercise and Sports I)



#### Health and Sports Science: Practicum (Exercise and Sports I)

- 1) For the first class, students are supposed to gather at the “New Gymnasium” on the 2nd Floor in the “Yamanoue General Sports Ground Zone”. Course orientation will be held.
- 2) Student who takes “Health and Sports Science: Practicum” course for the first time since enrollment, is supposed to bring his/her photo (4 cm height x 3 cm wide, with their name and student number written on the back) and a black ballpoint pen to get an “Exercise Course Card” during the first class.
- 3) Make sure to register the course on the web.
- 4) Please confirm that the course has been registered in clicking “Check enrolled classes” button on the web.

Basic Courses in Humanities and Social Sciences

Basic Courses in Natural Sciences (except for Information Literacy (Humanities and Social Sciences))

Liberal Education Courses in Humanities and Social Sciences

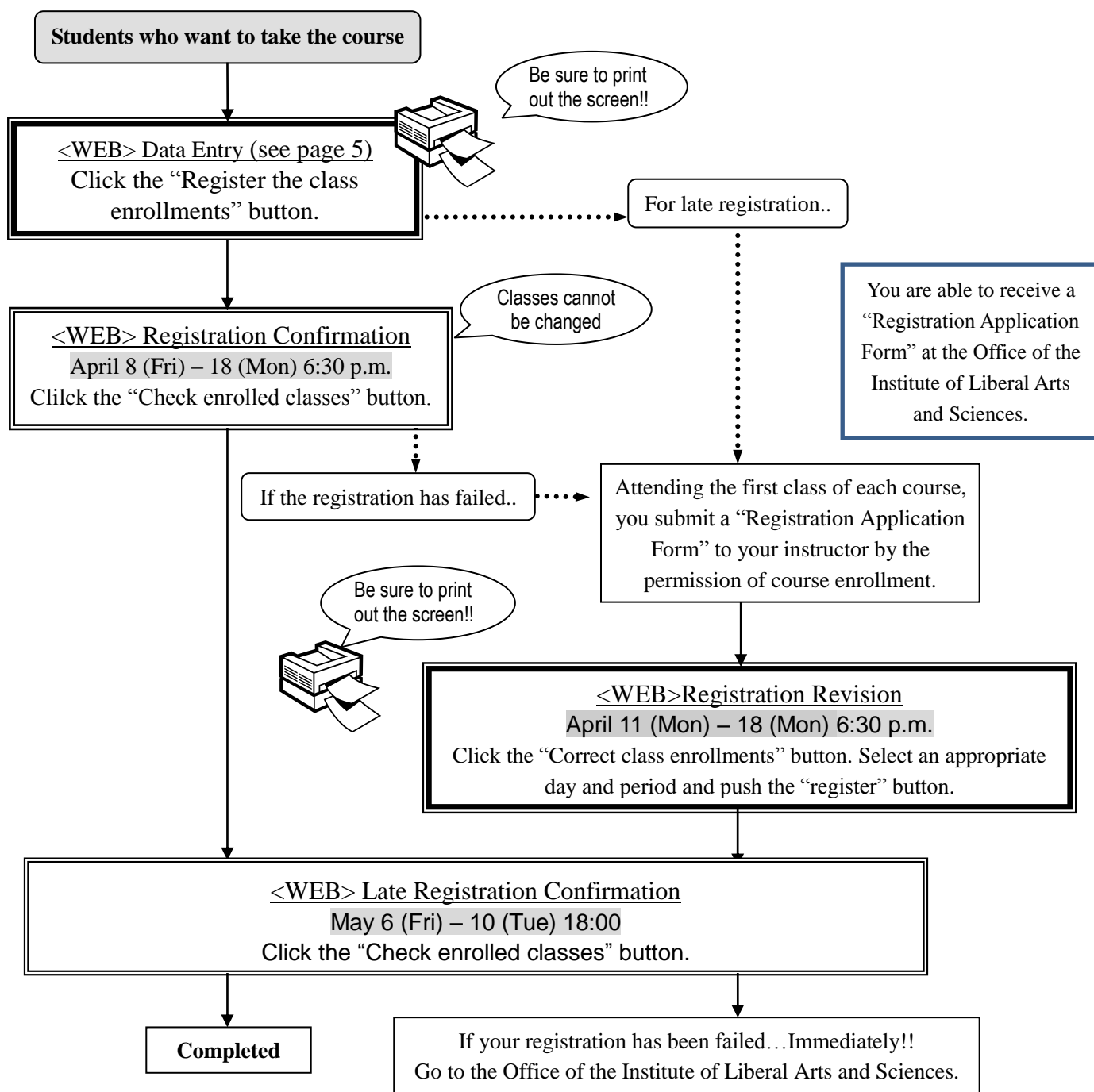
Liberal Education Courses in Natural Sciences

Liberal Education Courses in Interdisciplinary Fields

**Important Notes for the students who wish to take the courses below**

**Physics courses:** Please enter the registration code [0051221] for “III” in the Monday 2nd box and [0053221] for “IV” in the Wednesday 2nd box. It is not permitted to take only IV course.

**Laboratory in Biology:** Students of the School of Agricultural Sciences register for A course.  
Students of the School of Science and Engineering register for B course.



## V. Confirmation and Revision of Registered Courses

### 1. Registration Confirmation

Students should confirm their registered courses by using the “Check enrolled classes” button on the web.

Period	Contents	How to Confirm
April 8 (Fri) - April 18 (Mon) 9:00 a.m. – 6:30 p.m.	Registered courses on the web before the first day of class	*Access to the Nagoya University Portal with a computer accessible to the Internet.  <u>Nagoya University user ID and Password are necessary.</u>
<<Late Confirmation>> May 6 (Fri) - May 10 (Tue) 9:00 a.m. – 6:00 p.m.	All courses included courses registered on the web during April 11(Mon) – April 18(Mon)	

\*Access to the Nagoya University Portal (<https://portal.nagoya-u.ac.jp/>) and login (p.5) by using your Nagoya University user ID, which has been issued with your student ID. After logging in, you can confirm at "Check enrolled classes" button.

Nagoya University Class Enrollment Procedure Menu

Confirming enrolled classes and completed courses

[Check enrolled classes](#)  
[Nov 7 to Feb 10](#)

[Check completed courses](#)  
[Sep 5 to Feb 15](#)

Registering class enrollments

Register class enrollments

Register intensive class enrollments

Register special course enrollments

Correcting class enrollments  
(additions and/or cancellations)

Correct class enrollments

Correct intensive class enrollments

Correct special course enrollments

Registering controlled enrollment classes

Register first year seminar enrollment

Register English class enrollment

Register information literacy enrollment

Register foreign language class preference (other than English)

\*See Student Manual

End

NOTE: The indicated dates on the sample are not actual ones for course registration.

### **(Precautions)**

1. The "Class Enrollment Check" in clicking "Check enrolled classes" button is based on the web registration. For all registered courses, the "Course Title", "Instructor's Name", and "Number of Credits" are indicated.

2. **The courses, which are not on the "Class Enrollment Check", may not be taken. Also the students are not permitted to take the examinations for the course.** In addition, even if the course is on the "Class Enrollment Check Sheet", student separately needs permission for course enrollment, which are necessary to be permitted by instructor. If you do not have permission for class enrollment, students may not take the course or the examinations.

3. Students should check the registered data and "Class Enrollment Check Sheet" for courses enrollment.

4. If there are any mistakes on the "Class Enrollment Check", student needs to revise it by the deadline. If course is indicated with "Course Error" or "Course Warning" in the "notes" section of the "Class Enrollment Check Sheet," or if you have any question on course registration, please refer to the "Contact Information on Course Registration" on the backside of cover page.

**Even if you find a mistake on your registration before  
the final examinations, it is too late!!  
Students must check the course title and instructor's  
name in clicking "Check enrolled classes".**

### **2. Class Enrollment Check – Errors and Resolving the Issue**

Examples of "Cause of Errors" and "Resolving Issues" are provided below based on the "Class Enrollment Check Sheet".

#### **(How to revise)**

◇Revise the "Registration Code", "Course Name", "Name of Instructor", and "Number of Credits" listed in the day and period section.

Click the day, period button of the course listed in clicking the "Correct class enrollments" button and delete the code. If there is a course actually being taken, enter the Registration Code for additional course registration by using "Correct class enrollments".

◇Revise courses listed in the "Registration Errors" section

It is not necessary to delete the data since the information is not registered. If there is a course actually being taken, enter the course code for additional course registration by using "Correct class enrollments" button.

1. Example of the errors (warnings) on the “day” and “period” part
<p>(a) W-5: Warning! Credits not recognized (Tue 1st period)  <b>&lt;&lt;Cause of error&gt;&gt;:</b> You have registered a course which will not be recognized for graduation credits. The warning was issued because the same course as that for (Thu) 3rd period was applied for.  <b>&lt;&lt;Correction Method&gt;&gt;:</b> If you have made a mistake in applying, and the course has been registered, the registration must be deleted.</p>
<p>(b) W-5: Warning! Credits not recognized (Tue. 5th period)  <b>&lt;&lt;Cause of error&gt;&gt;:</b> You are being warned that the teacher-training course "Basics of Education and Teaching" will not be recognized for graduation credits.  <b>&lt;&lt;Correction Method&gt;&gt;:</b> It is not necessary to revise the course registration for the teacher-training course. The class can be taken as is.</p>
<p>(c) W-7: Warning! Number of credits taken (Fri. 1st period)  <b>&lt;&lt;Cause of error&gt;&gt;:</b> You are being warned that the number of English course credits for (Tues) 4th period and (Fri) 1st period totaling 2 credits, which is more than the maximum number of credits allowed in the Term I (1 credit), so one must be deleted.  <b>&lt;&lt;Correction Method&gt;&gt;:</b> You must apply for deletion of one of the English courses. Since the general rule is to register for designated courses, apply for deletion of the non-designated course.</p>
2. Examples of errors displayed in the Registration Error section
<p>(d) E-3: Error related to multiple classes per week (Mon. 4th period)  <b>&lt;&lt;Cause of error&gt;&gt;:</b> An error was generated because the student did not register for the part of a multiple-class-a-week course held Mon in the 5th period ("Chemistry Laboratory" is 4th and 5th period on Monday).  <b>&lt;&lt;Correction Method&gt;&gt;:</b> It is necessary to add a course for (Mon) 4th and 5th period.</p>
<p>(e) No permission due to adjustment (Wed. 1st period)  <b>&lt;&lt;Cause of error&gt;&gt;:</b> As a result of the adjustments in the controlled enrollment classes, permission was not given to register for the course since a large number of students want to take the course.  <b>&lt;&lt;Correction Method&gt;&gt;:</b> Choose a class from the "Class with Openings List," obtain permission from the instructor, and make a supplementary registration.</p>
<p>(f) E-I: No permission to register (Fri. 2nd period)  <b>&lt;&lt;Cause of error&gt;&gt;:</b> An error was generated since the instructor did not grant permission to add the course.  <b>&lt;&lt;Correction Method&gt;&gt;:</b> Consult with the Office of the Institute of Liberal Arts &amp; Sciences if registration has been rejected even though you received permission from the instructor.</p>
<p>(g) E-K: Error in designation (Fri. 4th period)  <b>&lt;&lt;Cause of error&gt;&gt;:</b> An error was generated since the student either registered for a non-designated course using "Register class enrollments" or planned to register for a designated course, but mistakenly registered for a non-designated course.  <b>&lt;&lt;Correction Method&gt;&gt;:</b> Follow the same correction method as explained in (e) above.</p>
<p>(h) E-B: Mistaken Class Timetable Code (Day, Period not clear)  <b>&lt;&lt;Cause of error&gt;&gt;:</b> This is an error because you entered a Class Timetable Code (0015684) that does not exist.  <b>&lt;&lt;Correction Method&gt;&gt;:</b> Follow the same correction method as explained in (e) above.</p>