Notes on Class Enrollment
Registration Procedures

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

REGISTRATION SCHEDULES

1. Course Registration
   For the students enrolled in 2015 [The 3rd & 4th digits of the student number is “15”]
   September 13 (Tue) 9:00 a.m. - September 23 (Fri) 6:00 p.m.

   For the students enrolled in/before 2014
   [The 3rd & 4th digits of the student number is “14” and fewer]
   September 14 (Wed) 9:00 a.m. - September 26 (Mon) 6:00 p.m.

2. Registration Confirmation
   September 29 (Thu) 9:00 a.m. - October 11 (Tue) 6:30 p.m.

3. Registration Revision (additions and/or cancellations)
   October 3 (Mon) 9:00 a.m. - October 11 (Tue) 6:30 p.m.

   *For only course addition, student should submit a “Registration Application Form” to the instructor during the first week of classes. Then, students registers the additional course by his/her self on the website.

4. Late Registration Confirmation
   October 24 (Mon) 9:00 a.m. - October 27 (Thu) 6:00 p.m.

Course Registration must be completed during the designated period. You are strongly recommended to register by a day before the deadline to avoid the busy network hour.

Registration Procedures URL: https://portal.nagoya-u.ac.jp/
Learning Management System -Student Manual- URL:
http://web-honbu.jimu.nagoya-u.ac.jp/gakumu/gakumubu/student/e/index.htm

*For Inquiries regarding the NU ID and PW:
Visit “Information Media Office”, 4 floor of School of Engineering Building 7 /e-office@media.nagoya-u.ac.jp/ *It may take two days to get a response.

*For Inquiries regarding web-based system for Nagoya University Portal:
Visit “Student Affairs Information Section”/gakumu-support@adm.nagoya-u.ac.jp
<Related Website>

- 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 Course Registration>

For Liberal Arts and Sciences Course (started with "00" of Class Registration Code):
Office of the Institute of Liberal Arts and Sciences
  [Office Hours] 8:30 a.m. - 5:00 p.m. on weekdays
  *Closed during lunch time (12:00 p.m.- 1:00 p.m.) by September 30th.

For School Specific Courses (not started with "00" of Class Timetable Code):
  Student Affairs Section of each School

<Contact Information for Others>

For Information Security Training/Information Security Self-Inspection
IT Help Desk: 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
*It may take two days to get a response.

For Web-Based System
Student Affairs Information Section: gakumu-support@adm.nagoya-u.ac.jp
Table of Contents

Related Website URL & General Contact Information

I. Class Enrollment Registration Procedures

1. Learning Management System
2. Viewing the Syllabus
3. Consultation on Registration
4. Location of Computers on Campus
5. Period for Entering “Registering class enrollments”
6. Registration Application Form
7. Course Withdrawal Form
8. GPA (Grade Point Average) System and Handling of Grade Assessment (“Absent” and “Fail (F)”)
9. Contact Address to Each Senior Instructor for the Language

II. Class Enrollment Registration Process

III. How to Register for Class Enrollment

1. Login
2. Class Enrollment Procedure Menu

IV. Application Procedures for Each Course

- Basic General Education Courses: First Year Seminar A
- Basic General Education Courses: Language and Culture I
  “Academic English Advanced I/III”
- Basic General Education Courses: Language and Culture I and II
  Foreign languages other than English and “Advanced Japanese”
- Basic General Education Courses: Language and Culture I
- Basic General Education Courses: Language and Culture I
- Open Courses
- Basic General Education Courses: Health and Sports Science: Lecture
- Basic General Education Courses: Health and Sports Science: Practicum
- 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,
  Liberal Education Courses in Interdisciplinary Fields

V. Confirming and Correcting Enrolled Classes

1. Confirming Registration
2. Class Enrollment Check – Errors and Resolving the Issue
3. Class Enrollment Check – Examples

In addition to this booklet, information on registration procedures can be found in the timetables, Syllabus, “Course Registration Guide” and “Student Handbook”
I. Class Enrollment Registration Procedures
Registration procedures can be completed on the Learning Management System after logging into the Nagoya University Portal at https://portal.nagoya-u.ac.jp
This Learning Management System can be accessed from inside or outside the university online, following confirmation of the Nagoya University ID.

1. Learning Management System
Using this system, students can register for each course and confirm both registered courses and completed courses (grades).
For detailed operation procedure, please see the following section of this booklet:
➤ Course Registration → “III. How to Register for Class Enrollment”
➤ Registered Course Confirmation → “V. Confirming and Correcting Enrolled Classes”

You can also see the User Manual PDF file at the following address:
http://web-honbu.jimu.nagoya-u.ac.jp/gakumu/gakumubu/student/e/index.htm

2. Viewing the Syllabus
To see an electronic version of the syllabus for Liberal Arts and Sciences courses, access to the following site and confirm the latest information.
The syllabus can be viewed at the following locations online.
➤ G30 program courses other than “Intermediate Foreign Languages 2” on Monday 1st period and Thursday 1st period:
   http://tmdu.ilas.nagoya-u.ac.jp/office/
   Click the “Syllabus for G30 program” in “Notice from the Office”.
➤ Foreign Language “Intermediate Foreign Languages 2” on Monday 1st period and Thursday 1st period:
   http://www.ilas.nagoya-u.ac.jp/
   Click the “Syllabus” icon. (only in Japanese)

3. Consultation on Registration
● Courses which have a Registration Code starting with “00” (Liberal Arts and Sciences Courses)
   → Office of the Institute of Liberal Arts and Sciences
   Office Hours: 8:30 - 17:00 on weekdays
   • Until September 30: closed for lunch (12:00 to 13:00)
   • From October 1 and later, open during lunch hour.
● Courses which have a Registration Code that does not start with “00” (School Specific Courses)
   → Educational and Student Affairs Section of each School you belong to.
4. 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 (2nd floor). Students will likely be able to use the Liberal Arts and Sciences Main Building Sub Laboratory at the following times. Check the bulletin board at the 1st floor of 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 obtained from the Administration Office.

<table>
<thead>
<tr>
<th>Open Hours for Sub-Lab Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Lab Rooms are open as following hours from October 3</td>
</tr>
<tr>
<td>8:45 a.m. - 7:30 p.m., except on holidays</td>
</tr>
<tr>
<td>September 13 - 26 9:00 a.m. - 4:00 p.m. (Only the Sub-lab Room B is open.)</td>
</tr>
<tr>
<td>*September 16, 23, 26 9:00 a.m. - 6:00 p.m. (Only the Sub-lab Room B is open.)</td>
</tr>
</tbody>
</table>

Media Satellite Laboratories on Campus

| Higashiyama Campus | ➢ Liberal Arts & Sciences Main Building, Sub-lab Room A, B / CALL 1,2,3,4 |
|---------------------| ➢ Integrated Research Building for Humanities and Social Sciences Rooms 304, 406 |
|                     | ➢ School of Science Building A, Room 250 |
|                     | ➢ ES Building, ES031, ES032 and School of Engineering Building7, Room 716 |
|                     | ➢ School of Agricultural Sciences, Building B, Room 309, Room 327 |
|                     | ➢ Graduate School of International Development Building, Room 712 |
|                     | ➢ Central Library, 4th floor, Seminar Room |
| 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) |

5. Period for Entering “Registering class enrollments”

Courses should be registered via Nagoya University Portal during the following period. Students should keep in mind that it is only possible to access the Learning Management System during the designated time. Students should create a copy by printing out the screen when registering and check this against the information on the registered course confirmation screen.

<table>
<thead>
<tr>
<th>&lt;Period to Register&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>For the students enrolled in 2015</td>
</tr>
<tr>
<td>[The 3rd &amp; 4th digits of the student number is “15”]</td>
</tr>
<tr>
<td>September 13 (Tue) 9:00 a.m. - September 23 (Fri) 6:00 p.m.</td>
</tr>
<tr>
<td>For the students enrolled in/before 2014</td>
</tr>
<tr>
<td>[The 3rd &amp; 4th digits of the student number is “14” and fewer]</td>
</tr>
<tr>
<td>September 14 (Wed) 9:00 a.m. - September 26 (Mon) 6:00 p.m.</td>
</tr>
</tbody>
</table>

* The courses registered or corrected during the “Registering class enrollments” and “Correcting class enrollments (additions and/or cancellation)” period can be revised as many times as you like anytime during the designated time above (except for periods of maintenance 4:00 to 5:00 and 18:00 to 19:00).
6. Registration Application Form
The “Registration Application Form” is to be submitted when the first class meets during the period for correction of course registration (October 3 - 7), after obtaining the permission of the instructor. Students should be sure to bring the “Registration Application Form” with them since they may be requested to present it during class in other situations.

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 for the course on the web cannot take the course even though they obtain the permission from the instructor.

7. Course Withdrawal Form
The Course Withdrawal System was established to employ more stringent achievement evaluation, especially between “Absence” and “F”. By submitting a “Course Withdrawal Form” to instructors, a student can drop a course and receive a grade “Absence” which is not calculated in GPA points. The form can be distributed at the office of the Institute of Liberal Arts and Sciences.

The recommended period to submit a “Course Withdrawal Form” is from Wednesday, October 12 to November 30 for this semester. However there are various exceptions among courses. Please check a course syllabus or inquiry instructors before submitting a form.

8. 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 October 12 to the End of November. Please check the deadline on syllabus, because there may be the case that each course separately has its own deadline.

### 9. Contact Address to Each Senior Instructor for the Language

<table>
<thead>
<tr>
<th>Language</th>
<th>Instructor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>German</td>
<td>YAMAGUCHI</td>
<td>Integrated Research Building for Humanities and Social Sciences, 6th Floor, Room617</td>
<td>052-789-4397</td>
</tr>
<tr>
<td>French</td>
<td>TADOKORO</td>
<td>Integrated Research Building for Humanities and Social Sciences, 7th Floor, Room707</td>
<td>052-789-5311</td>
</tr>
<tr>
<td>Russian</td>
<td>SAVELIEV</td>
<td>Graduate School of International Development Building, 7th Floor, Room705</td>
<td>052-789-4396</td>
</tr>
<tr>
<td>Chinese</td>
<td>SAKABE</td>
<td>Graduate School of International Development Building, 7th Floor, Room706</td>
<td>052-789-4871</td>
</tr>
<tr>
<td>Spanish</td>
<td>MITO</td>
<td>Liberal Arts and Sciences Main Building, North Wing, 3rd Floor, Room305</td>
<td>052-789-4826</td>
</tr>
<tr>
<td>Korean</td>
<td>UTSUGI</td>
<td>Liberal Arts and Sciences Main Building, North Wing, 2nd Floor, Room204</td>
<td>052-789-4989</td>
</tr>
<tr>
<td>Japanese</td>
<td>TOKUHIRO</td>
<td>International Center, 3rd Floor, Room308</td>
<td>052-747-6557</td>
</tr>
<tr>
<td></td>
<td>HAJIKANO</td>
<td></td>
<td>052-747-6542</td>
</tr>
</tbody>
</table>
II. Class Enrollment Registration Process

Plan what courses to register for based on the already earned credits.

<WEB> Course Registration
September 13 (Tue) 9:00 - 26 (Mon) 18:00
*The periods differ depending on the entrance year of students.
(Refer to the first page)

View a tentative student list of the course

Course application is completed

Registration Confirmation
September 29 (Thu) 9:00 - October 11 (Tue) 18:00

<WEB> Registration Confirmation
September 29 (Thu) 9:00 - October 11 (Tue) 18:00

Data updated

Additional Course Application
October 3 (Mon) - 11 (Tue)
Attending the first class of each course, you submit a “Registration Application Form” to your instructor by the permission of course enrollment.

Judge the student’s additional course application
October 3 (Mon) - 11 (Tue)

If the additional course application is permitted

If your registration has been failed, go to the Office of the Institute of Liberal Arts and Sciences

<WEB> Registration Revision
(addition and/or cancellation)
October 3 (Mon) 9:00 - 11 (Tue) 18:00

View a fixed student list of the course

Additional course registration is completed

<WEB> Accept the additional course application
April 21 (Thu) – 27 (Wed)

Additional course registration is completed

<WEB> Course Withdrawal Request Form
October 12 (Wed) - End of November

Please refer to the syllabus for the deadline of each course.

If you do not complete a registration certainly, you will not be given a grade of the course.
III. How to Register for Class Enrollment

1. Login
Please follow the instructions in the user manual and properly manage the Nagoya University ID and password since they are used to protect personal information. Students log in to the system by entering the Nagoya University ID on the Nagoya University Portal.

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

If using a computer connected to the Information Media Center Laboratory including the sub-lab A and B, students must first log in to the Information Media Center Laboratory System.

(1) Login screen
* If using a computer connected to the Information Media Center Laboratory (terminal room, sub-laboratory, etc.), students must first log in to the Information Media Center Laboratory (Information Media Studies Center) system.

(2) Student Affairs tab
After logging in, you will find some tabs on the screen. Please click “STUDENT AFFAIRS (学務)” tab. You will 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.
2. Class Enrollment Procedure Menu

Numbers correspond to the numbers on the next page (appended table). The actual period for class enrollment procedure differs from the indicated in this sample picture.

Students should enter into the specified section to register for courses. The registration through the wrong category will not be valid even if the data entry is succeeded.

<Ex> To register “Academic English Advanced III”,
click “Register English class enrollment” and go to the English class registration page.
You cannot register “Academic English Advanced III” through the “Register class enrollments”.

- See Student Manual
<table>
<thead>
<tr>
<th>Items on the Menu</th>
<th>Applicable courses</th>
<th>Data Entry Period</th>
</tr>
</thead>
</table>
| **① Register class enrollments** | Liberal Arts and Sciences Courses | 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  
Liberal Education Courses in Interdisciplinary Fields  
Health and Sports Science: Lecture  
Specialized Courses for each school (for details, follow the directions of each school) | Students enrolled in 2015  
September 13 (Tue), 9:00  
September 23 (Fri), 18:00  
Students enrolled in/before 2014  
September 14 (Wed), 9:00  
September 26 (Mon) 18:00 |
| **② Register English class enrollment** | | Academic English Advanced I / III |
| **③ Correct class enrollments** | Liberal Arts and Sciences Courses | First Year Seminar A  
Foreign languages other than English  
Health and Sports Science: Practicum  
Open Courses | Courses to add or cancel registration for various reasons such as mistaken  
Specialized Courses for each school (for details, follow the directions of each school) | October 3 (Mon), 9:00  
October 11 (Tue), 18:30 |
| **④ Correct intensive class enrollments** | | Academic Japanese I / III  
Business Japanese I / III | |
IV. Application Procedures for Each Course

Basic General Education Courses: First Year Seminar A

Students who want to take “First Year Seminar A” (Wed) 2nd period

Attend the first class, receive permission from the instructor and submit the “Registration Application Form”.

Web “Correcting class enrollments”
Oct 3(Mon) – 11(Tue)
Enter the code in the appropriate box and click Register.

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

Web “Confirming enrolled classes” Oct 24 (Mon) – 27(Thu)

Completed

If your registration has been failed… Immediately!! Go to the Office of the Institute of Liberal Arts and Sciences
Registration Application Form will be distributed at the office of the Institute of Liberal Arts and Sciences.

Data Entry Period
(see the front page for the period)
“Register English class enrollment”

Web “Confirming enrolled classes” (first round)
Sep 29(Thu) – Oct 11(Tue)

If registration fails,
Attend the first class, receive permission from the instructor, and submit the Registration Application Form.

Web “Correct class enrollments”
Oct 3(Mon) – 11(Tue)
Enter the code in the appropriate box and click Register

Web "Confirming enrolled classes" Oct 24(Mon) – 27(Thu)

Completed

If your registration has been failed… Immediately!! Go to the Office of the Institute of Liberal Arts and Sciences
Students should consult with the senior instructor for the language before and after the change. (see page 6)

Students who want to take the course

Students who want to change their languages

Attend the first class, receive permission from the instructor, and submit the “Registration Application Form”.

Web “Correct class enrollments”  
Oct 3(Mon) – 11(Tue)  
Enter the code in the appropriate box and click Register.

Web "Confirming enrolled classes"  
Oct 24(Mon) – 27(Thu)

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 V”

Students who want to take the course

Web "Correct class enrollments" Oct 3(Mon) – 11(Tue)
Enter the code in the appropriate box and click Register.

Be sure to print out the screen!!

Attend the first class, receive permission from the instructor,
and submit the Registration Application Form.

Web "Confirming enrolled classes" Oct 24(Mon) – 27(Thu)

Completed

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

Completed
Basic General Education Courses: Language and Culture I
Japanese courses listed below


Students who want to take the course

Attend the first class, receive permission from the instructor, and submit the Registration Application Form.

Web “Correct class enrollments”
Oct 3(Mon) – 11(Tue)
Enter the code in the appropriate box and click Register.

Web "Confirming enrolled classes" Oct 24(Mon) – 27(Thu)

Completed

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

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

Be sure to print out the screen!!
Open Courses

Classes for **School of Law and School of Economics only** (Fall semester)

**Students who want to take the course**

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

Attend the first class, receive permission from the instructor, and submit the Registration Application Form.

**Web “Correct class enrollments” Oct 3(Mon) – 11(Tue)**

Enter the code in the appropriate box and click Register.

**You can register both “Mathematics Tutorial 1a” and “Mathematics Tutorial 1b” simultaneously on 4th period of Tuesday.**

Be sure to print out the screen!!

**Web “Confirming enrolled classes” Oct 24(Mon) – 27(Thu)**

Completed

If your registration has been failed… Immediately!! Go to the Office of the Institute of Liberal Arts and Sciences
(Fri) 2nd period: Students who want to take “Health and Sports Science: Lecture”

Data Entry Period
(see the front page for the period)
“Register class enrollments”

Be sure to print out the screen!!

If late in registering,

Web “Confirming enrolled classes” (first round)
Sep 29(Thu) – Oct 11 (Tue)

If registration fails,

Attend the first class,
receive permission from the instructor,
and submit the Registration Application Form.

Web “Correct class enrollments”
Oct 3(Mon) – 11(Tue)

Enter the code in the appropriate box and click Register.

Web "Confirming enrolled classes" Oct 24(Mon) – 27(Thu)

Completed

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

Registration Application Form will be distributed at the office of the Institute of Liberal Arts and Sciences.
Basic General Education Courses: Health and Sports Science: Practicum

(Mon) 4th period: Students who want to take “Health and Sports Science (Practicum) Exercise and Sports II”

Attend the first class and submit the “Exercise Course Card”. (See the box at the bottom for details.)

If absent at the first class,

Obtain permission for taking the course at the Research Center of Health, Physical Fitness and Sports by October 11 and then submit the “Exercise Course Card”.

Be sure to print out the screen!!

Web “Correcting class enrollments” Oct 3(Mon) – 11(Tue)
Click the appropriate day and period and then push the register button.

Web "Confirming enrolled classes" Oct 24(Mon) – 27(Thu)

Completed

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

Health and Sports Science: Practicum (Exercise and Sports II)
1) During the first class held on, students should gather at the 2nd floor arena in the New Gymnasium in the Yamanoue general sports ground zone since there will be a course orientation.
2) Students taking a Health and Sports Science: Practicum course for the first time after enrolling should be sure to bring their photo (4 cm height x 3 cm wide, with their name and student number written on the back and a black ballpoint pen) since the “Exercise Course Card” will be created at the first class.
3) Be sure to register it on the web.
4) Verify in “Confirming enrolled classes” on the web that the course has been registered.
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,
Liberal Education Courses in Interdisciplinary Fields

**Important Notes for the students who wish to take the Physics courses below**
Be sure to contact your adviser for instructions and advice on the courses to take.
Please enter the registration code [0062211] for “Fundamentals of Physics I” in the Tuesday 2nd box and [0064211] for “Fundamentals of Physics II” in the Thursday 2nd box.

**Students who want to take the course**

- Data Entry Period
  (see the front page for the period)
  “Register class enrollments”

**Web “Confirming enrolled classes” (first round)**
Sep 29(Thu) – Oct 11(Tue)

- If registration fails,
  Attend the first class, receive permission from the instructor, and submit the Registration Application Form.

**Web “Correcting class enrollments”**
Oct 3(Mon) – 11(Tue)
Click the appropriate day and period and then push the register button.

**Web "Confirming enrolled classes" (Second round)**
Oct 24(Mon) – 27(Thu)

- Be sure to print out the screen!!

- Classes cannot be changed

**Completed**

- If your registration has been failed… Immediately!! Go to the Office of the Institute of Liberal Arts and Sciences
V. Confirming and Correcting Enrolled Classes

1. Confirming Registration
Students should check their registered courses using the “Confirming enrolled classes” on the web.

<Period to Check>
1) First Round: September 29 (Thu)9:00 - October 11 (Tue)18:30
   Courses registered on the web before the start of the class
2) Second Round: October 24 (Mon)9:00 - October 27 (Thu) 18:00
   All courses including courses registered on the web during October 3 (Mon) – 11 (Tue)

<How to Access>
1) Access the Nagoya University portal at https://portal.nagoya-u.ac.jp
2) Log in with your Nagoya University ID and password.
3) Click “Student Affairs (学務)” tab.
4) Click “Learning Management System” of “Class enrollments and Grades” in “Academic Affairs Menu for Students” which will appear underneath of “Notice from Student Affairs Department”.
5) Confirm your identity and click “Yes” if they are right.
6) Click “Check enrolled classes”, then your “Class Enrollment Check Sheet” will appear.

* Print your “Class Enrollment Check Sheet” out or keep a copy of it for your reference.
(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.

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Even if you find a mistake on your registration before the final exam, it is too late for adjustment. Students should check the course title and instructor’s name in clicking “Check enrolled classes”.

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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 error (warning) given in the day, period section

(a) W-5: Warning! Credits not recognized (Tue. 1st period)

**Cause of error:** 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.

**Correction Method:** If you have made a mistake in applying, and the course has been registered, the registration must be deleted.

(b) W-5: Warning! Credits not recognized (Mon. 5th period)

**Cause of error:** You are being warned that the teacher-training course “Basics of Education and Teaching” will not be recognized for graduation credits.

**Correction Method:** It is not necessary to revise the course registration for the teacher-training course. The class can be taken as is.

(c) W-5: Warning! Credits not recognized (Language and Culture Courses / Tue. 5th and Fri. 5th)

If you find W-5 despite you have registered Language and Culture Courses which are included with requirements for graduation, please go to the office of Liberal Arts and Sciences or each school. You can make sure of the reason for this error at the Office.

(d) W-7: Warning! Number of credits taken (Fri. 1st period)

**Cause of error:** You are being warned that the number of English course credits for (Tue) 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.

**Correction Method:** 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.

### 2. Examples of errors displayed in the Registration Error section

(e) E-3: Error related to multiple classes per week (Mon. 4th period)

**Cause of Error** 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).

**Correction Method** It is necessary to add a course for (Mon) 4th and 5th period.

(f) No permission due to adjustment (Wed. 1st period)

**Cause of Error** 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.

**Correction Method** Choose a class from the “Class with Openings List”, obtain permission from the instructor, and make a supplementary registration.

(g) E-I: No permission to register (Fri. 2nd period)

**Cause of Error** An error was generated since the instructor did not grant permission to add the course.

**Correction Method** Consult with the Office of the Institute of Liberal Arts and Sciences if registration has been rejected even though you received permission from the instructor.

(h) E-K: Error in designation (Fri. 4th period)

**Cause of Error** 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.

**Correction Method** Follow the same correction method as explained in (e) above.

(i) E-B: Mistaken Registration Code (Day, Period not clear)

**Cause of Error** This is an error because you entered a Registration Code (0015684) that does not exist.

**Correction Method** Follow the same correction method as explained in (e) above.
<table>
<thead>
<tr>
<th>Mon.</th>
<th>Tue.</th>
<th>Wed.</th>
<th>Thu.</th>
<th>Fri.</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>002132</td>
<td>002213</td>
<td>082137</td>
<td>0025104</td>
<td>1: Error related to year of study. Students in your year of study cannot take the course. Delete registration.</td>
</tr>
<tr>
<td></td>
<td>Calculus I</td>
<td>Science of Animals and Plants</td>
<td>Computer Literacy and Programming</td>
<td>English (Reading)</td>
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<tr>
<td></td>
<td>XX XX 2.0 credits</td>
<td>XX XX 2.0 credits</td>
<td>XX XX 2.0 credits</td>
<td>XX XX 1.0 credits</td>
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<td>0821362</td>
<td>0022125</td>
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<td>Outline of Department of Physical Science and Engineering</td>
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<tr>
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<td>2</td>
<td>0023350</td>
<td>0023350</td>
<td>0023350</td>
<td>0023350</td>
<td>2: Error related to school or department affiliation. This course cannot be taken by students in your school. Delete registration.</td>
</tr>
<tr>
<td></td>
<td>Health and Sports Science: Lecture</td>
<td>Mechanics I</td>
<td>First Year Seminar A</td>
<td>Science of Animals and Plants</td>
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<tr>
<td></td>
<td>XX XX 2.0 credits</td>
<td>XX XX 2.0 credits</td>
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<td>3</td>
<td>0024347</td>
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<td>0024347</td>
<td>3: Error related to multiple classes per week. Classes for the course are held several times a week. Delete registration.</td>
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<td></td>
<td>Educational Psychology</td>
<td>Comparative Education</td>
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<td>4</td>
<td>002447</td>
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<td>002447</td>
<td>4: Error related to full-year course. This is a full-year course. Delete registration.</td>
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<tr>
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<td>English (Reading)</td>
<td>Health and Sports Science: Practicum</td>
<td>XX XX 1.0 credits</td>
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<td>5</td>
<td>002547</td>
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<td>002547</td>
<td>5: Error related to multiple classes per week. This is a mistaken registration code. Delete registration.</td>
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<tr>
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<td>Educational Psychology</td>
<td>French 2</td>
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<td>XX XX 2.0 credits</td>
<td>XX XX 1.5 credits</td>
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**Notes:**
- E-1: Error related to year of study.
- E-2: Error related to school or department affiliation.
- E-3: Error related to multiple classes per week.
- E-4: Error related to full-year course.
- E-5: Error related to multiple classes per week.
- E-6: Error related to full-year course.
- E-7: Error related to multiple classes per week.
- E-8: Error related to full-year course.
- E-9: Error related to multiple classes per week.
- E-10: Error related to full-year course.
- E-11: Error related to multiple classes per week.
- E-12: Error related to full-year course.
- E-13: Error related to multiple classes per week.
- E-14: Error related to full-year course.
- E-15: Error related to multiple classes per week.
- E-16: Error related to full-year course.
- E-17: Error related to multiple classes per week.
- E-18: Error related to full-year course.
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- E-69: Error related to multiple classes per week.
- E-70: Error related to full-year course.
- E-71: Error related to multiple classes per week.
- E-72: Error related to full-year course.
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