



# 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 3<sup>rd</sup> & 4<sup>th</sup> 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 3<sup>rd</sup> & 4<sup>th</sup> 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>

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- 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/](mailto:/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](mailto: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 30<sup>th</sup>.

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](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 may take two days to get a response.

For Web-Based System

Student Affairs Information Section: [gakumu-support@adm.nagoya-u.ac.jp](mailto:gakumu-support@adm.nagoya-u.ac.jp)

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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 1<sup>st</sup> period and Thursday 1<sup>st</sup> period:  
<http://tmd.u.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 1<sup>st</sup> period and Thursday 1<sup>st</sup> 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.

##### **Open Hours for Sub-Lab Rooms**

Sub-Lab Rooms are open as following hours from October 3

8:45 a.m. - 7:30 p.m., except on holidays

September 13 - 26      9:00 a.m. - 4:00 p.m. (Only the Sub-lab Room B is open.)

\*September 16, 23, 26    9:00 a.m. - 6:00 p.m. (Only the Sub-lab Room B is open.)

#### 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)

#### 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.

##### **<Period to Register>**

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.

\* 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.

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

sample →

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

## 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”.**

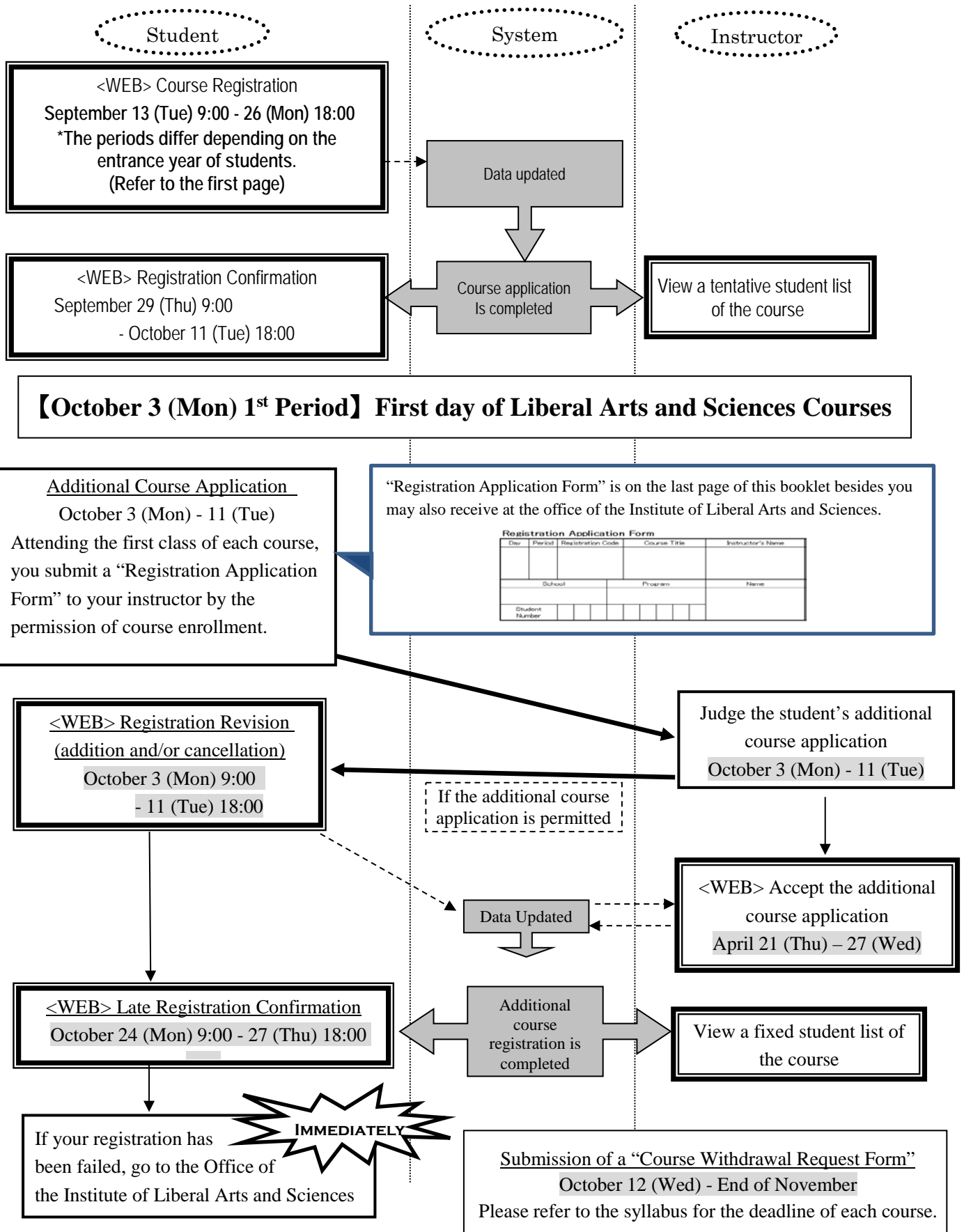
Course withdrawal may affect class implementation when a student is provided his or her own task in class. Even in this case, instructor indicates “Students need an approval of responsible instructors for course withdrawal”. When strongly requesting course withdrawal, students are required to consult 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**

Language	Instructor	Office	Phone
German	YAMAGUCHI	Integrated Research Building for Humanities and Social Sciences, 6th Floor, Room617	052-789-4397
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. Class Enrollment Registration Process

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



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.

The screenshot shows the Nagoya University Portal Login Screen. At the top, there is a navigation bar with the 'Nuportal' logo and a 'TOP' button. Below the navigation bar, there is a 'LOGIN' tab. The main content area is divided into several sections:

- LOGIN:** A box with the text "名古屋大学IDとパスワードでログインしてください。 Input Nagoya Univ.ID and password to sign in." Below this is the Nagoya University logo and a "Central Authentication" box. The "Central Authentication" box contains the text "Enter your NagoyaUnivID and Password" and two input fields: "NagoyaUnivID:" and "Password:". There is also a checkbox labeled "Warn me before logging me into other sites." and a "LOGIN" button with a "clear" link.
- NEWS:** A box with the text "ポータルに関するご質問は「名古屋大学情報連携統括本部 Q&A SYSTEM」にて入力してください。 [こちらから] Please send an e-mail to [it-helpdesk@icts.nagoya-u.ac.jp], when you need help about this Portal Site."
- ACCOUNT LOCK CHECK:** A box with the text "ログインできない方は、こちらから名古屋大学IDが無効になっていないか確認してください。 If you cannot log in Portal service, please check whether your Nagoya Univ.ID is available or not." Below this is the text "あなたの名古屋大学IDを以下に入力し、[CHECK]ボタンをクリックしてください。 Input your Nagoya Univ.ID in the box below, and click [CHECK] button." and an input field for "名大ID(Nagoya Univ.ID):" with a "CHECK" button.
- REFERENCES:** A box with a list of links: "名古屋大学ホームページ NAGOYA UNIV.WEB SITE", "推奨動作環境について System Requirements", and "お問合せについて Questions".

##### (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.

The screenshot shows the Nagoya University Portal Student Affairs Page. At the top, there is a navigation bar with the 'Nuportal' logo and a 'Welcome' message. Below the navigation bar, there is a 'STUDENT AFFAIRS' tab. The main content area is divided into several sections:

- Navigation Bar:** A bar with tabs for "PERSONAL", "ICTS NEWS", "CAMPUS", and "STUDENT AFFAIRS". The "STUDENT AFFAIRS" tab is selected.
- STUDENT AFFAIRS:** A section with the heading "STUDENT AFFAIRS".
- Notice from Student Affairs Department:** A section with a heading "Notice from Student Affairs Department" and a list of notices:
  - [For undergraduate and graduate students who are expected to graduate in March] Issue of certificate a When the deadline has passed, students expected to graduate in March can no longer issue their cert need a Certificate of Student Discount for JR) should issue them early. For details, see the link (PDF f
  - [For teachers] Grade input period for the 2nd semester The grade input period for undergraduate students is from 9 a.m. Tuesday, January 21 to 6 p.m. Mond: Friday, February 14 for Liberal Arts and Sciences courses). To input student grades, enter from the "L: Affairs Menu". (Date posted: January 6, 2014)
  - [For undergraduate students (except the students newly admitted on October 1 in academic year 2013)] Students can check their class enrollments (except a part of classes) after they have corrected registr

## 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.

**Nagoya University Class Enrollment Procedure Menu**

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Confirming enrolled classes and completed courses

<a href="#">Check enrolled classes</a> <small>from May 18 00:00 to Aug 5 23:59</small>	<a href="#">Check completed courses</a> <small>from Feb 19 00:00 to Aug 27 18:00</small>
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Registering class enrollments

<b>1</b> Register class enrollments	Register intensive class enrollments	Register special course enrollments
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Correcting class enrollments  
(additions and/or cancellations)

<b>3</b> Correct class enrollments	<b>4</b> Correct intensive class enrollments	Correct special course enrollments
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Registering controlled enrollment classes

Register first year seminar enrollment	<b>2</b> Register English class enrollment	Register information literacy enrollment
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Register foreign language class preference (other than English)
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[See Student Manual](#)

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.

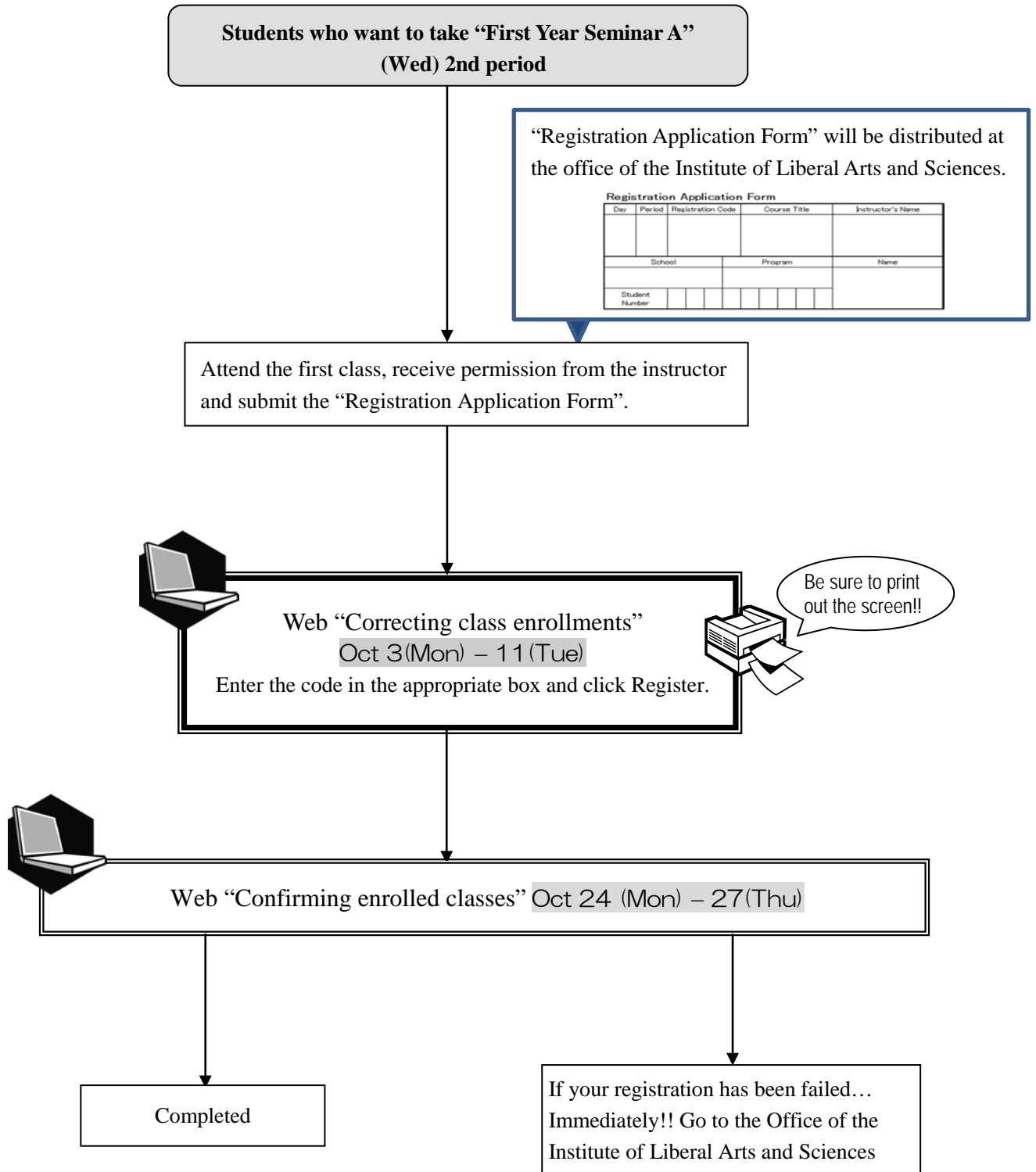
- <Ex> To register “Academic English Advanced III”,  
click “Register English class enrollment” and go to the English class registration page.  
You cannot register “Academic English Advanced III” through the “Register class enrollments”.

**List of Class Enrollment Procedure Menu Items and Corresponding Courses**

Items on the Menu	Applicable courses		Data Entry Period
① Register class enrollments	Liberal Arts and Sciences Courses	Basic Courses in Humanities and Social Sciences	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
		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)		
② Register English class enrollment	Academic English Advanced I / III		
③ Correct class enrollments	Liberal Arts and Sciences Courses	First Year Seminar A	October 3 (Mon), 9:00   October 11 (Tue), 18:30
		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)		
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**



**Basic General Education Courses: Language and Culture I  
"Academic English Advanced I / III"**

**School of Letters, Law, Economics and Agricultural Sciences only:  
(Tue) 3<sup>rd</sup> period "Academic English Advanced I"**

**School of Letters, Law and Economics only:  
(Tue) 4<sup>th</sup> period "Academic English Advanced III"**



**Data Entry Period**  
(see the front page for the period)  
"Register English class enrollment"

Be sure to print out the screen!!

If late in registering,

**Classes cannot be changed**

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

Registration Application Form				
Dept.	Period	Registration Code	Course Title	Instructor's Name

**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.

Be sure to print out the screen!!



**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

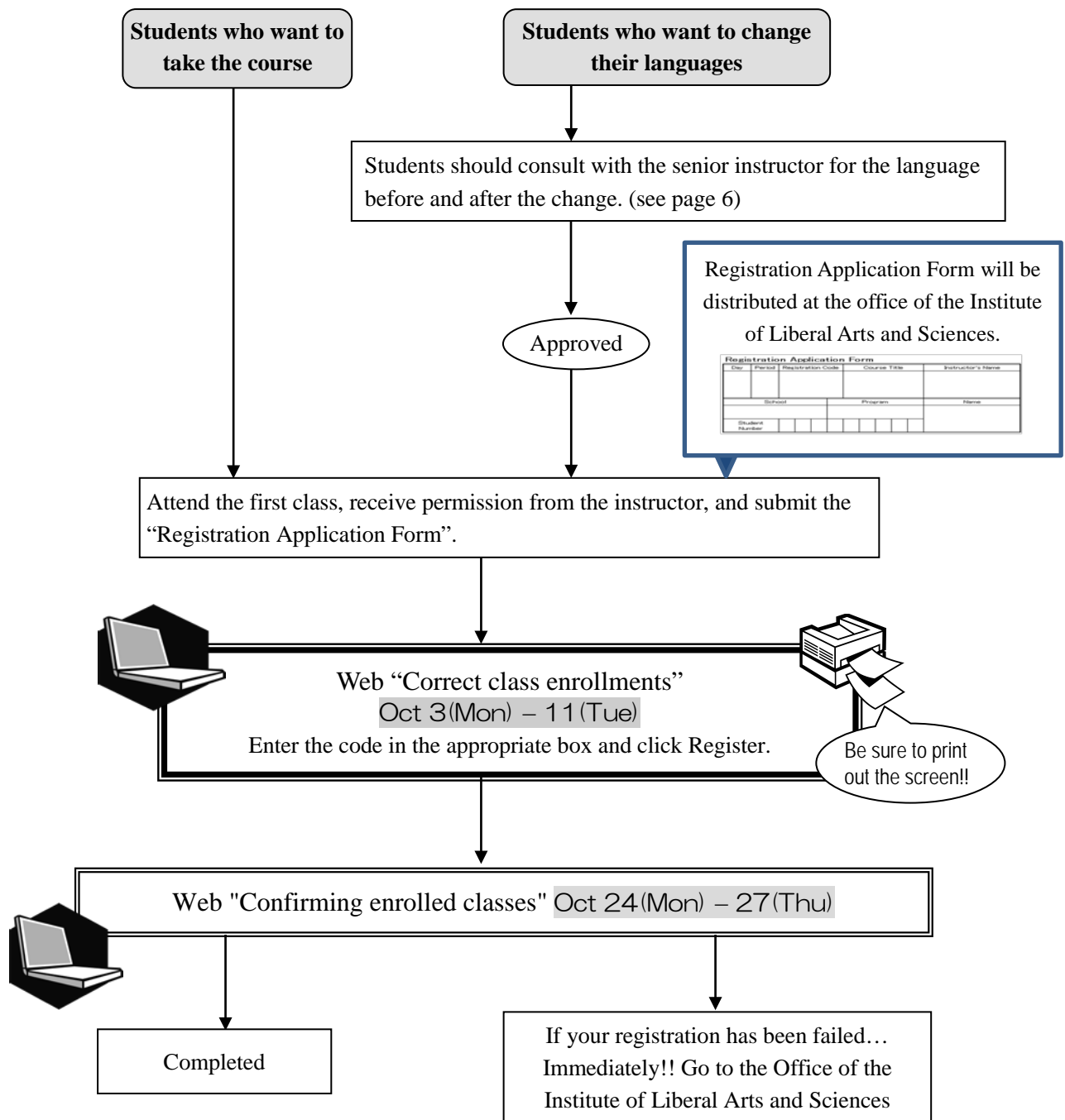
If your registration has been failed...  
Immediately!! Go to the Office of the  
Institute of Liberal Arts and Sciences

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

**Advanced Japanese and Foreign Languages other than English**

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

(Tue) 5<sup>th</sup> period and (Fri) 5<sup>th</sup> period: Language and Culture I “Foreign Languages 1 / 2”  
 (Mon) 1<sup>st</sup> period, (Thu) 1<sup>st</sup> period and others [Refer to the Timetable]:  
 Language and Culture II “Elementary/Intermediate Foreign Languages”  
 (Thu) 1<sup>st</sup> period: “Advanced Japanese 2”



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


**“Integrated Japanese I” “Japanese Language Seminar I”**  
**“Academic Japanese V”**

Students who want to take the course

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

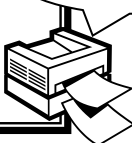
Registration Application Form									
Class	Prereq	Registration Code	Course Title	Instructor's Name					
Student		Program			Name				
Student Number									

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.



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

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

**“Academic Japanese I / III” “Business Japanese I / III”**

**Students who want to take the course**

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

Registration Application Form					
Class	Period	Registration Code	Course Title	Instructor's Name	
Student		Program		Office	
Student Number					

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.

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



**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.

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

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 4<sup>th</sup> period of Tuesday.



Be sure to print out the screen!!

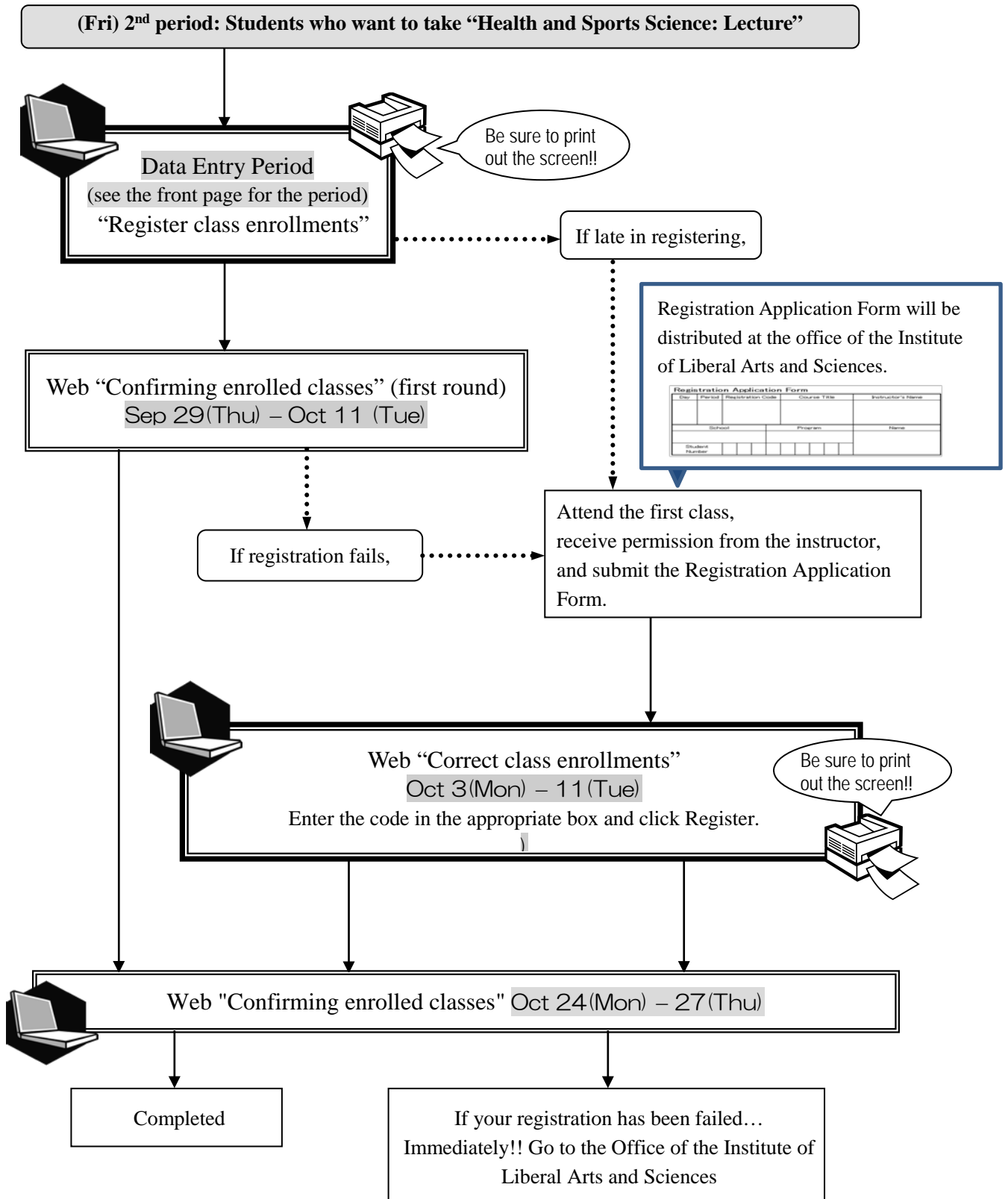
**Web "Confirming enrolled classes" Oct 24 (Mon) – 27 (Thu)**



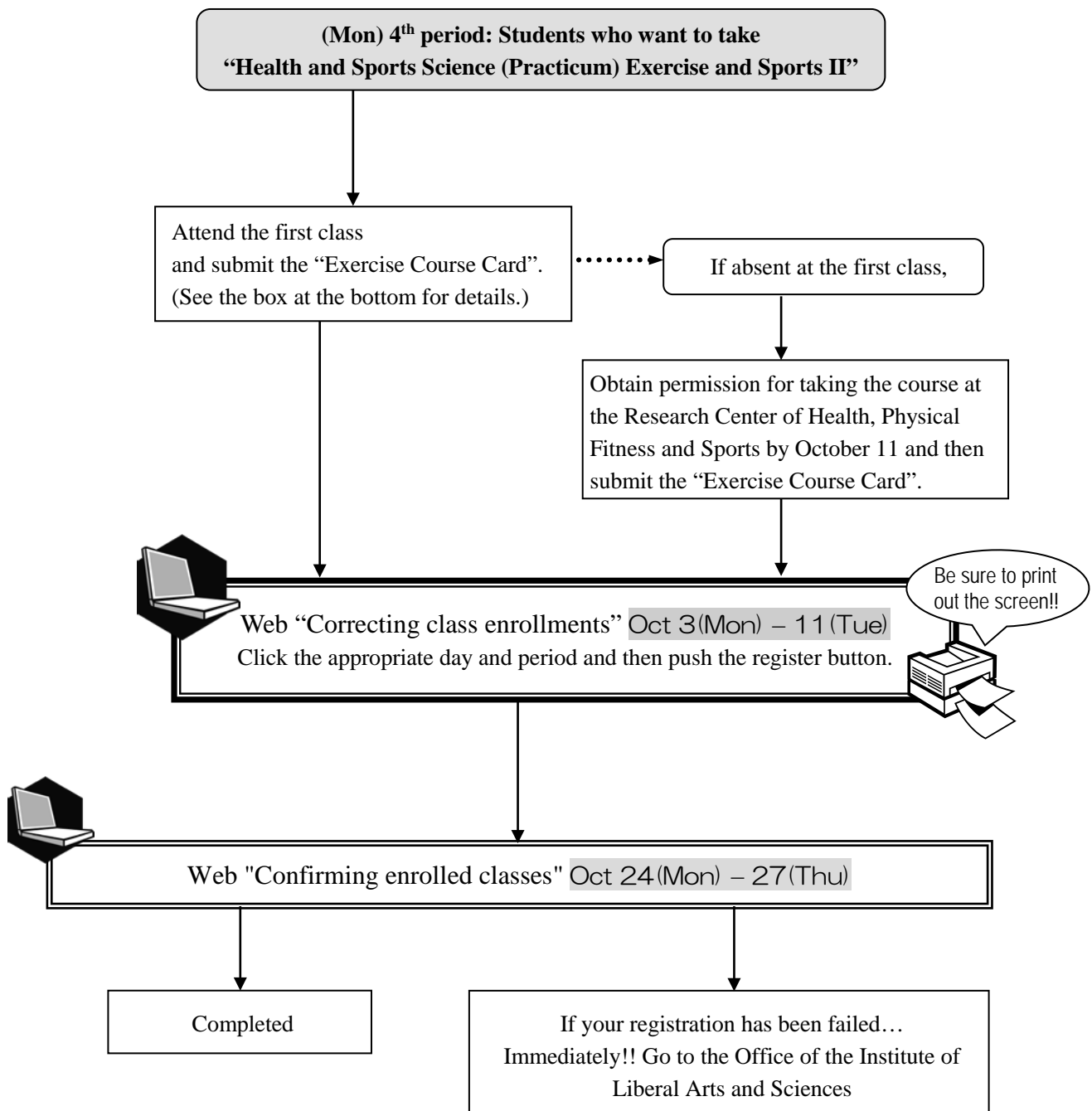
Completed

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

**Basic General Education Courses: Health and Sports Science: Lecture**



**Basic General Education Courses: Health and Sports Science: Practicum**

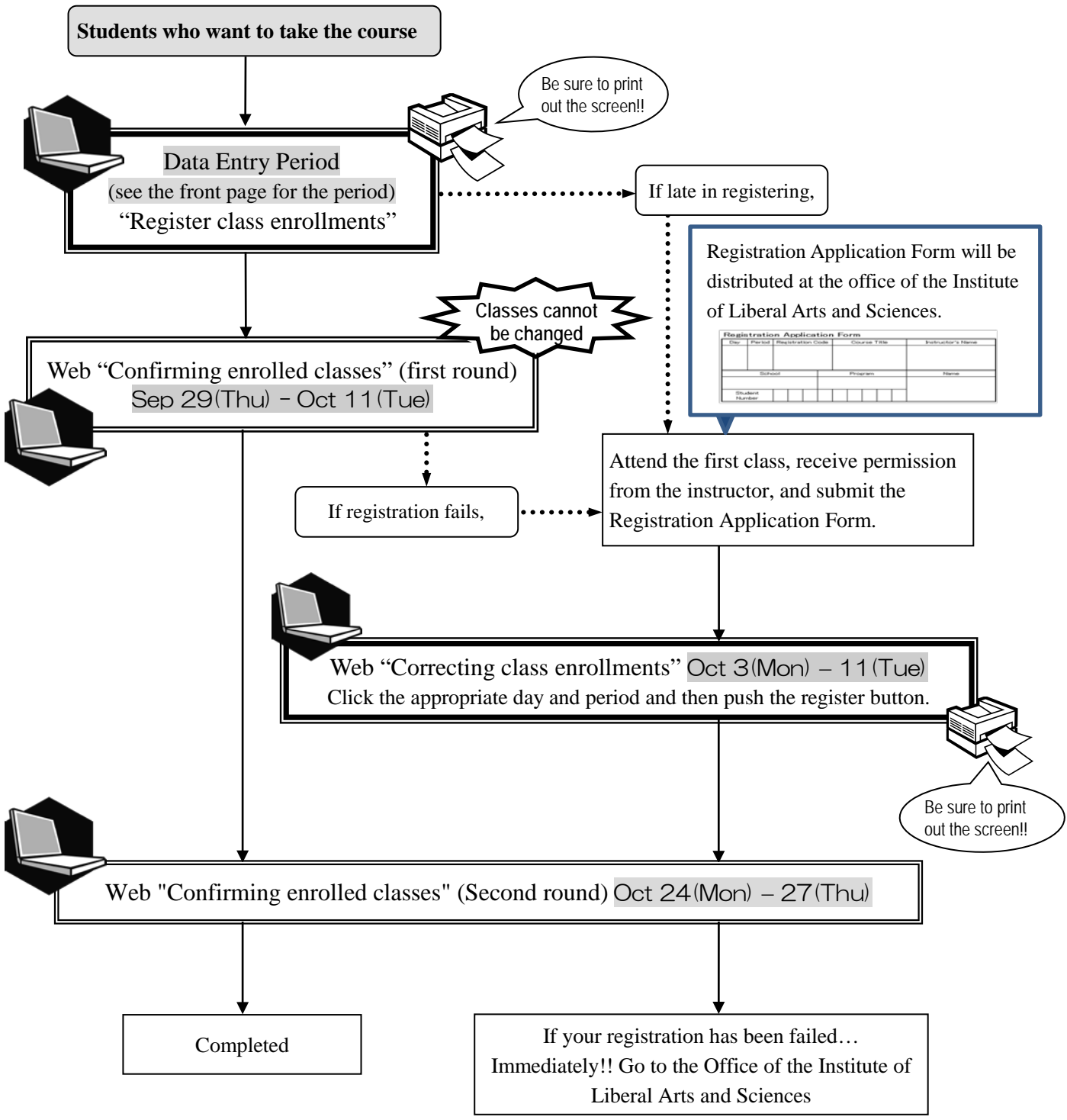


**Health and Sports Science: Practicum (Exercise and Sports II)**

- 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 2<sup>nd</sup> box and [0064211] for "Fundamentals of Physics II" in the Thursday 2<sup>nd</sup> box.



## 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.

**Nagoya University Class Enrollment Procedure Menu**

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Confirming enrolled classes and completed courses

<a href="#">Check enrolled classes</a> <small>from May 18 00:00 to Aug 5 23:59</small>	<a href="#">Check completed courses</a> <small>from Feb 19 00:00 to Aug 27 18:00</small>
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Registering class enrollments

Register class enrollments	Register intensive class enrollments	Register special course enrollments
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Correcting class enrollments  
(additions and/or cancellations)

Correct class enrollments	Correct intensive class enrollments	Correct special course enrollments
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Registering controlled enrollment classes

Register first year seminar enrollment	Register English class enrollment	Register information literacy enrollment
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Register foreign language class preference (other than English)

· See Student Manual

**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 exam, it is too late for adjustment. Students should 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 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.

### 3. Class Enrollment Check – Examples

School	Department (course, etc.)	Year of study	Year enrolled	Student number	Name	Academic advisor
School of XX	XXXXX Department	I	2015	0815xxxxx	Taro Nigoya	XX XX
Mon.	Tue.	Wed.	Thu.	Fri.	Notes	
0021121 Calculus I XX XX 2.0 credits	0022125 Science of Animals and Plants XX XX 2.0 credits	(a) Warning! Credits not recognized	0821372 Computer Literacy and Programming XX XX 2.0 credits	0025104 English (Reading) I XX XX 1.0 credits Warning! Number of credits taken (d)	E-1: Error related to year of study Students in your year of study cannot take the course. Delete registration. E-2: Error related to school or department affiliation This course cannot be taken by students in your school. Delete registration. E-3: Error related to multiple classes per week Classes for the course are held several times a week. Delete registration. E-6: Error related to full-year course This is a full-year course. Delete registration. E-B: Mistaken registration code	
2	0821362 Outline of Department of Physical Science and Engineering XX XX 2.0 credits					
3	0021351 Health and Sports Science: Lecture XX XX 2.0 credits	0023309 First Year Seminar A XX XX 2.0 credits	0024357 Science of Animals and Plants XX XX 2.0 credits	0025348 Comparative Education XX XX 2.0 credits	This is a mistaken registration code. Delete registration. E-C: Overlapping day or period More than one course on the same day or period. Delete registration. E-D: Does not match the timetable The course is not offered for that day or period. Delete registration. E-F: Class semester error Course is not offered this semester. Delete registration. E-G: Multiple class timetable code This class timetable code is already registered. Delete registration. E-H: Special registration application error You have already taken this course. Delete registration.	
4	0022427 English (Reading) I XX XX 1.0 credits		00214434 Health and Sports Science: Practicum XX XX 1.0 credits			
(b) Warning! Credits not recognized						
0021584 Basics of Education and Teaching XX XX 2.0 credits	0022503 French I XX XX 1.5 credits (c) Warning! Credits not recognized		0014582 Educational Psychology XX XX 2.0 credits	0025502 French 2 XX XX 1.5 credits (c) Warning! Credits not recognized	E-I: No permission to register Permission to take the course has been denied by the instructor. Delete registration. E-J: Upper limit registration error More credits than permitted for this semester have been registered for. Delete registration. E-K: Error in designation This is a non-designated course that you cannot take. Delete registration. E-L: Order of preference error There was a mistake in entering the order of preference. Delete registration. E-M: Automatic registration error It is not possible to register for this course. Delete registration. E-N: Mistaken application The application was made incorrectly. Delete registration. W-1 Warning! Auditing Courses Offered by Another School This is an auditing course for another School. Please be sure to confirm this. W-5 Warning! Credits not recognized The credits cannot be recognized for graduation credits. Please be sure to confirm this. W-7 Warning! Number of credits taken There is an error against the maximum allowed number of foreign language credits. Please be sure to confirm this.	
0865130 Outline of Engineering I XX XX 2.0 credits	0865140 Engineering Ethics XX XX 2.0 credits					
Intensive courses						
Special Registration	Error related to multiple classes per week (e)	(f) No permission due to adjustment		No permission to register (g)		
0021471 Laboratory in Chemistry XX XX 1.5 credits 0025684; E-B	0023123 Wed. 1 Human Behavior XX XX 2.0 credits (h) Mistaken registration code	0023126 Wed. 1 Modern Society and the Law XX XX 2.0 credits	0023129 Wed. 1 The Light and Shadow of Development XX XX 2.0 credits	0025236 Fri. 2 Fundamentals of Chemistry I XX XX 2.0 credits	0025435 Fri. 4 Linear Algebra I XX XX 2.0 credits Error in designation (g)	
Error						



### Registration Application Form

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

cut here

cut here

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

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