



# Course Registration Procedures



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

## REGISTRATION SCHEDULES

### 1. Information Security Training

**October 2 (Mon) 9:00 a.m. - 10 (Tue) 5:30 p.m., 2017**

First of all, students must complete “Information Security Training” via the website, Nagoya University Portal. If it is not completed by the deadline, the course registration does not start up for any courses.

### 2. Course Registration

**October 2 (Mon) 9:00 a.m. - 10 (Tue) 6:30 p.m., 2017**

Attend the first day of classes and submit a “Registration Application Form” to the instructor if you obtain permission from the instructor. Then, register for the course via the website by yourself during the period of “Course Registration”.

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

### 3. Registration Confirmation

**October 23 (Mon) 9:00 a.m. - 26 (Thu) 6:00 p.m., 2017**

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

**Nagoya University Portal: <https://portal.nagoya-u.ac.jp/>**

**Manual for Students:**

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

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Register for courses via Nagoya University Portal during the designated period. Make a copy by printing out the screen when registering for the courses and check them against the information on the registered course confirmation screen.

\* The courses registered can be revised as many times as you like during “Course Registration” period, except maintenance time (4:00 to 5:00 and 18:00 to 19:00).

### **<Related Website >**

#### **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):**

The office of the Institute of Liberal Arts and Sciences (hereinafter referred to as the ILAS office)  
[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 the NU ID and PW:**

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 a few 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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\*Please refer to the other booklets such as “Syllabus”, “Course Registration Guide for International Programs Students” and “Student Handbook” for course registration.

# I. Course 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, you need to know your 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 for 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

☆To see the latest information of syllabi, access to the URL below:

<http://www.ilas.nagoya-u.ac.jp/>

Select “【Fall Semester AY2017】 Course Registration Procedure for International Programs” posted in “What’s New”.

☆For foreign language courses, access to the URL written on the each syllabus.

## 3. Location of Computers on Campus

Courses can be registered by using computers located on campus such as those at the Information Media Center Laboratory and the Sub Laboratory on 2nd floor in Liberal Arts and Sciences Main Building.

Students can use Sub-Lab rooms in the Liberal Arts and Sciences Main Building 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 provided from each administration office.

### **Sub-Lab Rooms Open Hours (except Holidays)**

【September 13 – 25】 9:00 a.m. - 4:00 p.m. (Only Sub-Lab Room B is available.)  
【On and After October 2】 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</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</li></ul>
Tsurumai Campus	Medical Research Building Annex, Health and Community Medicine Practical Training Room 2F
Daiko Campus	School of Health Sciences (Main Building) Information Media Room (1)

#### 4. Registration Application Form

"Registration Application Form" is to be submitted at the first day of the class during the period of course registration (October 2 - 10) after receiving the instructor's permission.

PLEASE MAKE SURE to register for the course via website during the registration period after submitting a "Registration Application Form". Students who did not register via website may not be given the credits even though they had obtained the permission from the instructor.

"Registration Application Form" is available at the ILAS office.

Sample →

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

#### 5. Course Withdrawal Request Form

The Course withdrawal System was established to employ more stringent achievement evaluation, especially between "Absence" and "F". By submitting a "Course Withdrawal Request Form" to the course instructor, students can drop the course and receive a grade of "Absence" which is not calculated in GPA points. The forms can be obtained at the ILAS office.

The recommended period to submit a "Course Withdrawal Request Form" is from Thursday, October 12 to November 30 for this semester. However there are various exceptions among courses, so please check a course syllabus or inquire the course instructor how to use it.

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

##### ("Absent" and "Fail (F)")

Nagoya University employs a GPA (Grade Point Average) system based on the five-step grade scale: S-A-B-C-F. According to the GPA system, a grade of "F" (Fail) results in 0 points and lowers the student's GPA; however, a grade of "Absent" is not reflected in the GPA. Therefore, the difference between a grade assessment of "F" and "Absent" is significant as it strongly affects students' GPA performance.

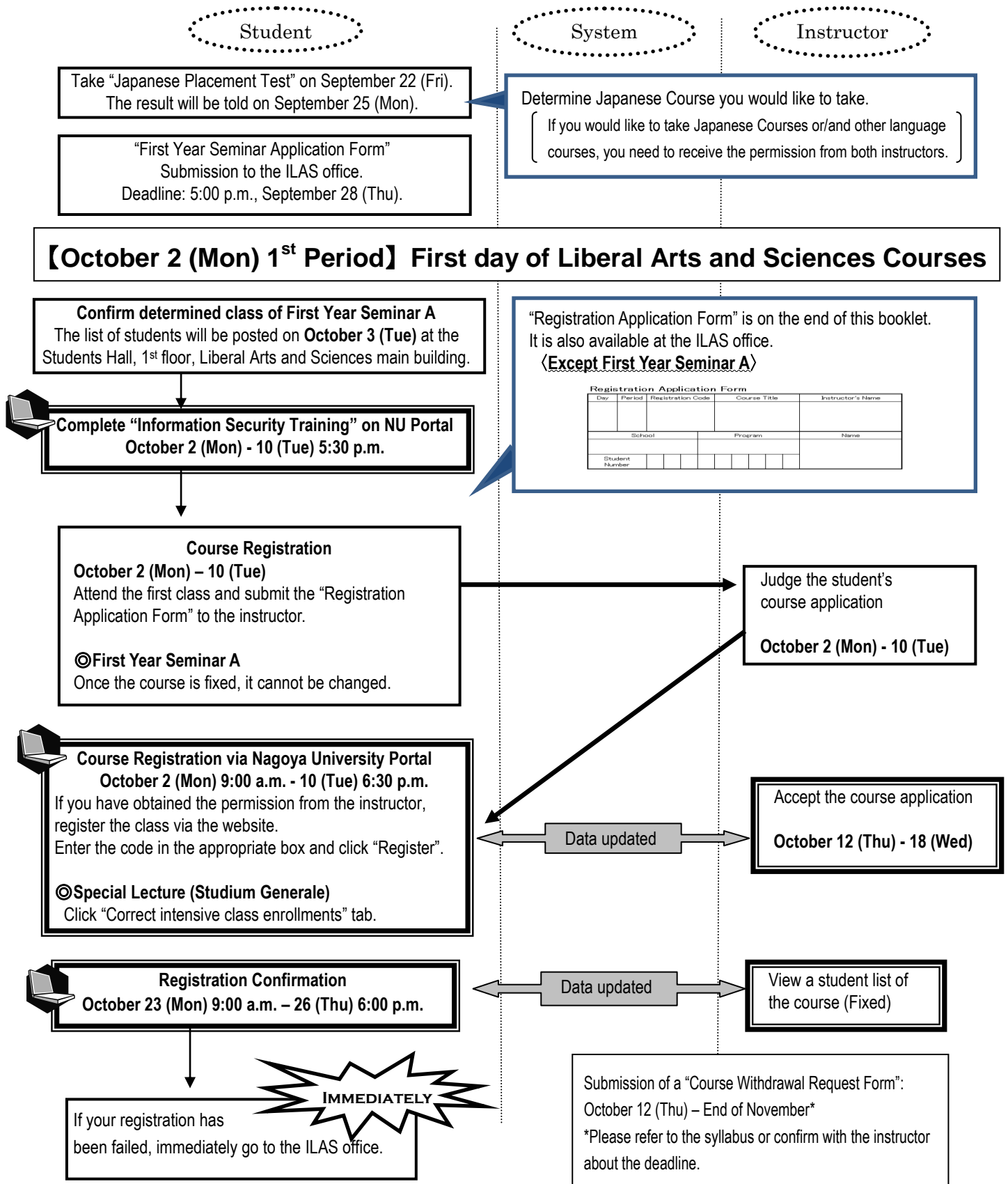
In terms of protecting student rights, Nagoya University has introduced a course withdrawal system. For the details, please refer to the "Liberal Arts and Sciences Course Registration Guide for International Programs Students" page 12-13.

## 7. Contact Information of Senior Instructors of each Language

Language	Instructor	Office	Phone
German	NISHIKAWA	Integrated Research Building for Humanities and Social Sciences, 6th Floor, Room606	052-789-4866
French	OKUDA	Integrated Research Building for Humanities and Social Sciences, 6th Floor, Room 619	052-789-5459
Russian	SAVELIEV	Graduate School of International Development Building, 7th Floor, Room705	052-789-4396
Chinese	HOSHINO	Liberal Arts and Sciences Main Building, North Wing, 4nd Floor, Room404	052-789-4875
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

\*About credits required for graduation, please consult with the school you belong to.

## II. Course Registration Process



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

### III. How to Register for Courses

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/>



#### (1) Login

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) Click “Student Affairs” 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

Click “Correct class enrollments” tab.  
Then, enter the code in the appropriate box  
and click “Register” button.



## IV. Confirmation and Revision of Registered Courses

### 1. Registration Confirmation

Students must check the registered courses using the “Check enrolled classes” on the web.

\*Period: October 23 (Mon) 9:00 a.m. – 26 (Thu) 6:00 p.m.

\*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.

**Nagoya University Class Enrollment Procedure Menu**

Confirming enrolled classes and completed courses

**Check enrolled classes**  
from May 18 00:00 to Aug 5 23:59

**Check completed courses**  
from Feb 19 00:00 to Aug 27 18:00

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)**

Note: The indicated dates on the sample are not actual ones.

See Student Manual

#### Notice:

1) 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 courses. In addition, even if the course is on the “Class Enrollment Check Sheet”, students have to obtain course instructor’s permission for course enrollment. Without the permission, students may not take the course or examinations.

2) If there are any mistakes on the "Class Enrollment Check”, student needs to revise it during the designated period. If a course is indicated with “Course Error” or “Course Warning” in the "notes" section of the "Class Enrollment Check Sheet," or if you have any questions on course registration, please refer to the “Contact Information on Course Registration” written on and backside of the cover page.

**Even if you find a mistake on your registration just before the final examinations, it is too late.**

**Students must check the course title and instructor's name in clicking "Check enrolled classes".**



## 2. Examples of Errors and Correction Methods

Examples of errors and these correction methods are provided below. For the detail, read the right side of the column “Notes” on the “Class Enrollment Check- example” which is following page.

◇Correct the class of which “Registration Code”, “Course Name”, “Name of Instructor”, and “Number of Credits” is listed in the day and period section. **It is not permitted to change from fixed class to another class.**

<b>1. Example of the errors (warnings) on the “day” and “period” part</b>	
<b>(a) W-5: Warning! Credits not recognized (Tue. 1st period)</b>	
Cause of Error	You have registered a course which will not be recognized for graduation credits. The warning is issued because the same course as that for Thursday 3rd period is applied for.
Correction Method	If you have made a mistake in applying, and the course has been registered, the registration must be deleted.
<b>(b) W-5: Warning! Credits not recognized (Tue. 5th period)</b>	
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 teacher-training course registration. The class can be taken as is.
<b>(c) W-7: Warning! Number of credits taken (Fri. 1st period)</b>	
Cause of Error	It warns that the number of English course credits for Tuesday 4th period and Friday 1st period totals 2 credits, which is more than the maximum number of credits allowed in Term I (1 credit), so one must be deleted.
Correction Method	You have to delete one of the English courses. Since the general rule is to register for designated courses, delete the non-designated course in this case.
<b>2. Examples of errors displayed in the Registration Error section</b>	
<b>(d) E-3: Error related to multiple classes per week (Mon. 4th period)</b>	
Cause of Error	An error was generated because the student did not register for the part of a multiple-class-a-week course held on Monday 5th period ("Chemistry Laboratory" is 4th and 5th period on Monday).
Correction Method	It is necessary to add a course for Monday 4th and 5th period.
<b>(e) No permission due to adjustment (Wed. 1st period)</b>	
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 an additional registration.
<b>(f) E-I: No permission to register (Fri. 2nd period)</b>	
Cause of Error	An error was generated since the instructor did not grant permission to add the course.
Correction Method	Consult with the ILAS office if registration has been rejected even though you received permission from the instructor.
<b>(g) E-K: Error in designation (Fri. 4th period)</b>	
Cause of Error	This error indicates that the student either registered for a non-designated course using "Register class enrollments" or mistakenly registered for a non-designated course.
Correction Method	Follow the same correction method as explained in (e) above.
<b>(h) E-B: Mistaken Class Timetable Code (Day, Period not clear)</b>	
Cause of Error	This is an error because you entered a Class Timetable Code (0015684) that does not exist.
Correction Method	Follow the same correction method as explained in (e) above.

### 3. Examples

School	Department (course, etc.)	Year of study	Year enrolled	Student number	Name	Academic advisor
School of XX	XXXXX Department	1	2017	0816xxxxx	Taro Nagoya	XX XX

	Mon.	Tue.	Wed.	Thu.	Fri.	Notes
1	0021121 Calculus I XX XX 2.0 credits	0022125 <b>W-5</b> 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 <b>W-7</b> 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. Registration will be deleted. E-2: Error related to school or department affiliation This course cannot be taken by students in your school. Registration will be deleted. E-3: Error related to multiple classes per week Classes for the course are held several times a week. Registration will be deleted. E-6: Error related to full-year course This is a full-year course. Registration will be deleted.
2		0821362 Outline of Department of Physical Science and Engineering XX XX 2.0 credits				E-B: Mistaken registration code This is a mistaken registration code. Registration will be deleted.
3	0021351 Health and Sports Science: Lecture XX XX 2.0 credits	0022320 Mechanics I 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	E-C: Overlapping day or period More than one course on the same day or period. Registration will be deleted. E-D: Does not match the timetable The course is not offered for that day or period. Registration will be deleted. E-F: Class semester error Course is not offered this semester. Registration will be deleted.
4		0022427 English (Reading) I XX XX 1.0 credits (b) Warning! Credits not recognized		00214434 Health and Sports Science: Practicum XX XX 1.0 credits		E-G: Multiple class timetable code This class timetable code is already registered. Registration will be deleted. E-H: Special registration application error You have already taken this course. Registration will be deleted.
5	0021584 <b>W-5</b> Basics of Education and Teaching XX XX 2.0 credits	0022503 <b>W-5</b> French 1 XX XX 1.5 credits (c) Warning! Credits not recognized		0014582 <b>W-5</b> Educational Psychology XX XX 2.0 credits	0025502 <b>W-5</b> 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. Registration will be deleted. E-J: Upper limit registration error More credits than permitted for this semester have been registered for. Registration will be deleted. E-K: Error in designation This is a non-designated course that you cannot take. Registration will be deleted.
Intensive courses	0865130 Outline of Engineering I XX XX 2.0 credits	0865140 Engineering Ethics XX XX 2.0 credits				E-L: Order of preference error There was a mistake in entering the order of preference. Registration will be deleted. E-M: Automatic registration error It is not possible to register for this course. Registration will be deleted. E-N: Mistaken application The application was made incorrectly. Registration will be deleted.
Special Registration			(f) No permission due to adjustment		No permission to register (g)	W-1 Warning! Auditing Courses Offered by Another School This is an auditing course for another School. Please confirm this. W-5 Warning! Credits not recognized The credits cannot be recognized for graduation credits. Please confirm this. W-7 Warning! Number of credits taken There is an error against the maximum allowed number of foreign language credits. Please confirm this.
Error	0021471 Mon. 4 <b>E-3</b> Laboratory in Chemistry XX XX 1.5 credits 0025684: <b>E-B</b>	0023123 Wed. 1 <b>No permission due to adjustment</b> Human Behavior XX XX 2.0 credits (h) Mistaken registration code	0023126 Wed. 1 <b>No permission due to adjustment</b> Modern Society and the Law XX XX 2.0 credits	0023129 Wed. 1 <b>No permission due to adjustment</b> The Light and Shadow of Development XX XX 2.0 credits	0025236 Fri. 2 <b>E-I</b> Fundamentals of Chemistry I XX XX 2.0 credits	0025435 Fri. 4 <b>E-K</b> Linear Algebra I XX XX 2.0 credits Error in designation (g)



### Registration Application Form

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

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

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