Fall Semester AY 2018
For International Programs Students Enrolled in 2018

Course Registration Procedures

Course registration and confirmation for Liberal Arts and Sciences courses are to be done via the web, Learning Management System.
You can access to the system from anywhere you are able to connect to the internet.

REGISTRATION SCHEDULES

1. Information Security Training

※Please take this training before course registration, after receiving your student ID card.

First of all, you must complete the "Information Security Training" via the website, Nagoya University (NU) Portal for using the Learning Management System. If you try to access the Learning Management System without completing the training, the web page will automatically move to this training page.

2. Course Registration

October 2 (Tue) 9:00 a.m. - October 15 (Mon) 6:30 p.m., 2018

Attend the first day of classes and submit a "Registration Application Form" to the instructor if you obtain permission from the instructor. Then, do registration via website 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 26 (Fri) 9:00 a.m. – October 31 (Wed) 6:00 p.m., 2018

You must complete the course registration by the designated day.
It is strongly recommended to finish registrations by a day before the deadline to avoid busy network hours.

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Course Registration URL: https://portal.nagoya-u.ac.jp/

Operation Manual URL: http://web-honbu.jimu.nagoya-u.ac.jp/gakumu/gakumubu/student/e/index.htm

(Contact Information for Inquiries)
Nagoya University ID: Information Media Office (School of Engineering Bldg. 7, 4F) *needs 2 days to answer
System Operation: Student Affairs Planning Division

Contact Information for Course Registration

For Liberal Arts and Sciences Courses (The registration code start with "00"):
→Institute of Liberal Arts and Sciences Office (hereinafter referred to as ILAS Office)
[Office Hours] 8:30 a.m. - 5:00 p.m. on weekdays
Until October 1: Closed during lunch time (12:00 p.m. - 1:00 p.m.)
After October 2: Open during the lunch time

●For School Specific Courses (Registration code start except "00"):
→Student Affairs Section of each School

Related Website

Website and URL	QR
Nagoya University Portal ※Learning Management System can be accessed from here. https://portal.nagoya-u.ac.jp/	
Operation Manual URL 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 the Other Inquiries

For Information Security Training/Information Security Self-Inspection IT Help Desk Email: it-helpdesk@icts.nagoya-u.ac.jp	
For Nagoya University ID and PW【needs a few days to respond】 Information Media Office (School of Engineering Building 7, 4F) Email: e-office@media.nagoya-u.acc.jp	
For Web-Based System Student Affairs Planning Division Email: 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 done on the Learning Management System which is accessible via the NU Portal (https://portal.nagoya-u.ac.jp/).
The University Portal can be accessed from anywhere, inside or outside the university, connected to the internet after authenticated by Nagoya University ID. Proceed to the Learning Management System and do registrations according to the instruction of each course.

1. Web-Based Learning Management System

By using this system, you can register for courses and can confirm both registered and completed courses (grade).
To access the Learning Management System (web), access the NU portal.
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).

We recommend you to make a copy by printing out the screen of the registration and check them with the screen of "Check enrolled classes". You can register for courses at any time during the "Course Registration" period, except maintenance time (4:00 a.m. - 5:00 a.m., 6:00 p.m. - 7:00 p.m.).
※Usually the system is available from 6:00 p.m. to 7:00 p.m., however sometimes under maintenance you cannot enter the data.

2. Syllabus

Syllabi are very important materials to confirm the aims of the course, course contents etc. of each course. Especially the First Year Seminar classes, each of them have their own theme, so please confirm them before doing registration. Also, check the latest information of the syllabi posted on the ILAS website since the information on the booklet might be revised.
☆ILAS website: http://www.ilas.nagoya-u.ac.jp/
To see the syllabi, select "【Fall Semester AY2018】Course Registration Procedures for International Programs" posted on "What's New".
For foreign language courses, access to the URL written in each syllabus.

3. Locations of Computers on the Campus

You can use the computers located on the campus for course registration such as those on the Information Media Center Laboratory and on the Sub-Laboratory on 2nd floor in Liberal Arts and Sciences main building.
The Sub-Lab rooms are available during the period below. Please check the notice on the bulletin board at the 1st floor of the ILAS main building since it may not be possible to use the rooms for various reasons such as maintenance. For the other locations, please follow the directions of the each administration office.

Sub-Lab Rooms Available Hours during the Registration Period (closed on weekend and holidays)
【On and After October 2】 8:45 a.m. – 7:30 p.m.

Media Satellite Laboratories on Campus

Higashiyama Campus	➢ Liberal Arts & Sciences Main Building, Sub-lab Room A, B ➢ 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, 327 ➢ Graduate School of International Development Building, Room712 ➢ Central Library 4F
Tsurumai Campus	Medical Research Building Annex 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- i.e., during the period of Course Registration (October 2 - 15) after obtaining the instructor's permission.
The forms are attached to the end of this booklet. If you need more forms, they are available at the ILAS Office.

> **<u>PLEASE MAKE SURE to do registration via website</u>** during the registration period after submitting a "Registration Application Form" to the instructor. **Even if you have submitted the form to the instructor, if you do not register for courses on the web, the registration will not be completed.**

(Sample)

Registration Application Form

Day	Period	Registration Code	Course Title	Instructor's Name

School	Program	Name

Student Number									

5. 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 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 the GPA performance.

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

The Notification of Course Withdrawal for Liberal Arts and Sciences courses can be obtained at the ILAS Office. The submission period is from October 17 (Wed) to the end of November in this semester, however, it might vary depending on the courses, so please check a course syllabus or inquire the instructor about that.

6. Contact Information of Senior Instructors for each Language

Language	Instructor	Contact
German	NAKAMURA Toshiya	Office: Liberal Arts and Sciences Main Building, North Wing, 3F, Room306 Phone: 052-789-5326 / Email: toshiyan@nagoya-u.ac.jp
French	TSURUMAKI	Office: Integrated Research Building for Humanities and Social Sciences, 6F, 607 Phone: 052-789-4798 / Email: tsurumaki@nagoya-u.ac.jp
Russian	SAVELIEV	Office: Graduate School of International Development Building, 7F, Room705 Phone: 052-789-4396 / Email: saveliev@gsid.nagoya-u.ac.jp
Chinese	CHEN Zhaohui	Office: Integrated Research Building for Humanities and Social Sciences , 5F, 508 Phone: 052-789-4341 / Email: chen@lang.nagoya-u.ac.jp
Spanish	SHIBA	Office: Liberal Arts and Sciences Main Building, North Wing, 4F, Room402 Phone: 052-789-4349 / Email: shiba@lang.nagoya-u.ac.jp
Korean	UTSUGI	Office: Liberal Arts and Sciences Main Building, North Wing, 2F, Room204 Phone: 052-789-4989 / Email: utsugi@nagoya-u.ac.jp
Japanese	TOKUHIRO	Office: International Center, 3F, Room304 Phone: 052-747-6557 / Email: tokuhiro@iee.nagoya-u.ac.jp
	HAJIKANO	Office: International Center, 3F, Room303 Phone: 052-747-6542 / Email: hajikano@iee.nagoya-u.ac.jp

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

II. Course Registration Process

Student | System | Instructor

Take "Japanese Placement Test" on September 25 (Tue).
The result will be noticed on the same day afternoon.

Submit "First Year Seminar Preference Sheet" to ILAS Office.

Deadline: 5:00 p.m., September 27 (Thu).

Determine Japanese courses you would like to take.
(If you would like to take Japanese courses or/and other language courses, you need to receive the permission from both instructors.)

【October 2 (Tue) 1st Period】First day of Liberal Arts and Sciences Courses

Confirm your "First Year Seminar A" class
The Class assignment of "First Year Seminar A" will be posted on the bulletin board in ILAS main building 1F on **October 2 (Tue)**

Complete "Information Security Training" on NU Portal
October 2 (Tue) - 15 (Mon) 5:30 p.m.

Registration Application Forms are attached on the end of this booklet.
The forms are also available at the ILAS Office.
〈**Except First Year Seminar A**〉

Registration Application Form

Day	Period	Registration Code	Course Title	Instructor's Name

School	Program	Name
Student Number		

Course Registration
October 2 (Tue) – 15 (Mon)
Attend the first class and submit the "Registration Application Form" to the instructor.

◎First Year Seminar A
Register for the assigned class.
Once the course is fixed, it cannot be changed.

Judge students' application
October 2 (Tue) - 15 (Mon)

Course Registration via NU Portal
October 2 (Tue) 9:00 a.m. - 15 (Mon) 6:30 p.m.
Register for the courses via website after obtaining the instructor's permission.
Enter the code in the appropriate box and click "Register".

◎Special Lecture (Studium Generale I) and Special Mathematics Lecture (Differential Geometry)
Click "Correct intensive class enrollments" tab.

Data updated

Accept course applications
October 17 (Wed) - 23 (Tue)

Registration Confirmation
October 26 (Fri) 9:00 a.m. – 31 (Wed) 6:00 p.m.

Data updated

View a fixed students list

Immediately

If your registration has been failed, immediately come to the ILAS Office.

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

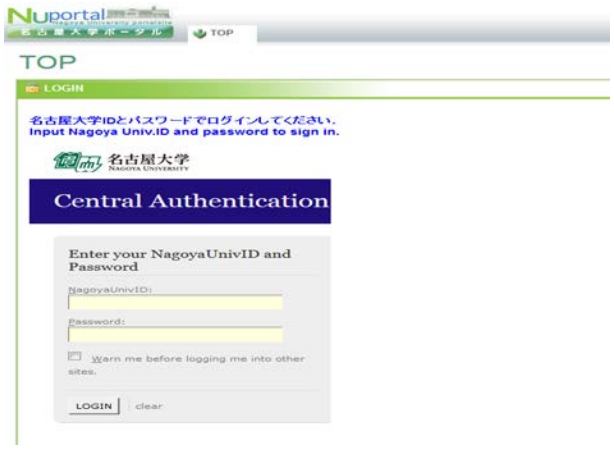
III. How to Register for Courses

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. You can log in to the system by entering the Nagoya University User ID on the NU portal from an Internet browser.

https://portal.nagoya-u.ac.jp/

(1) Login

Enter your NU ID and password to login.



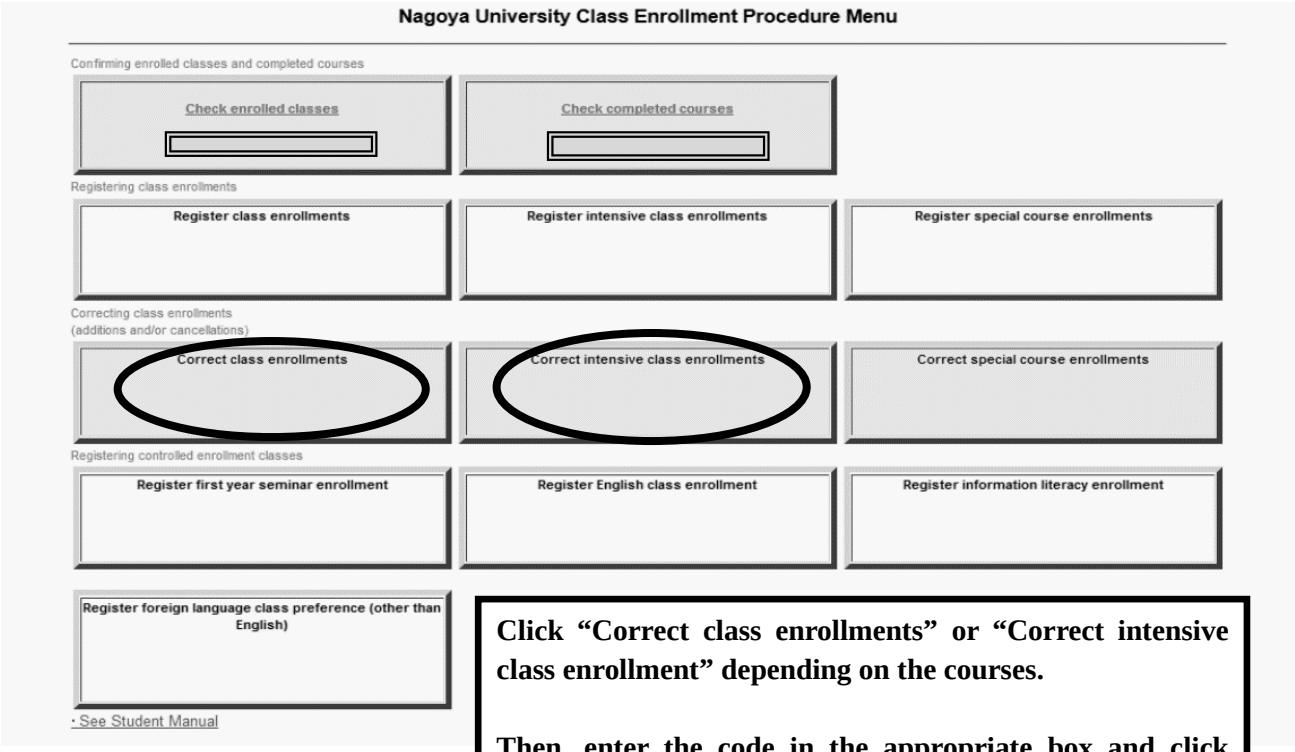
For using the computers connected to the Information Media Center Laboratory (Terminal room, Sub-laboratory, etc.), firstly you have to login to the Information Media Center Laboratory system.

(2) Click "Student Affairs" Tab

"Learning Management System" is on this tab.

The "Learning Management System" can be accessed via "Academic Affairs Menu for Students" box, located under "Notice from Student Affairs Department" box.

(3) Class Enrollment Procedure Menu



Click "Correct class enrollments" or "Correct intensive class enrollment" depending on the courses.

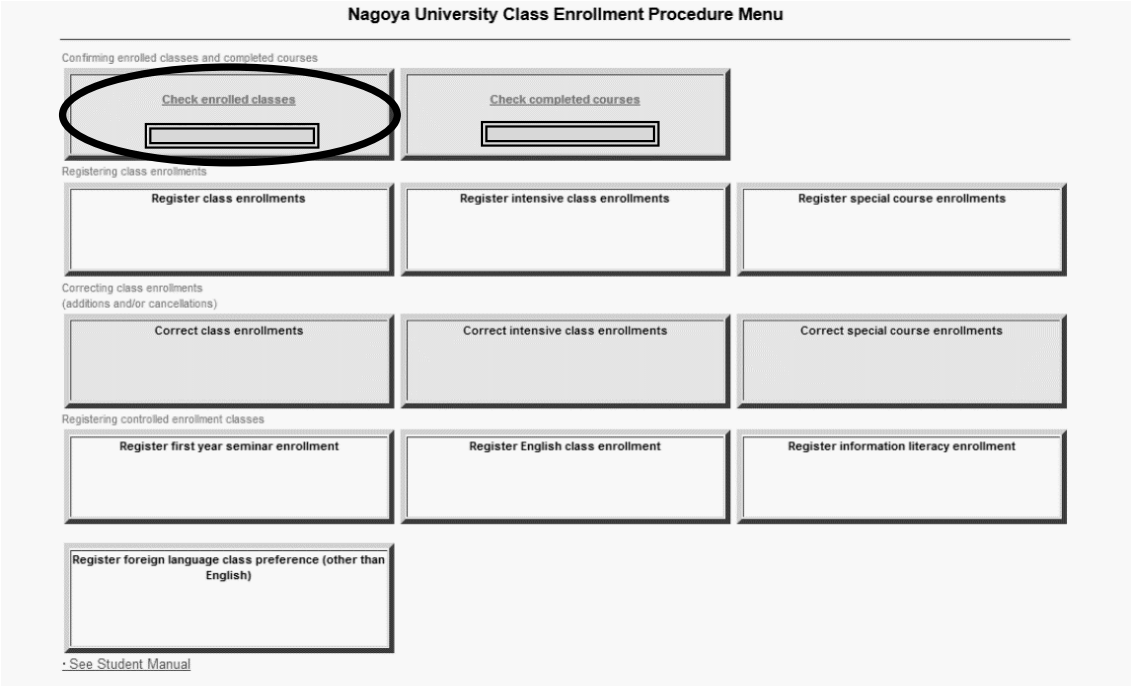
Then, enter the code in the appropriate box and click "Register" button.

IV. Confirmation of the Registered Courses

1. Registration Confirmation

Please check the registered courses via the NU portal, “Check enrolled classes” during the confirmation period from October 26 (Fri) 9:00 a.m. to 31 (Wed) 6:00 p.m.

*How to Access:
Login to the **NU portal (https://portal.nagoya-u.ac.jp/)** → Click “Student Affairs” tab “→ Click “Learning Management System” → Click “Check enrolled classes”, then you can see the enrolled classes.



Notice:

1. The “Check enrolled classes” is computerized web registration. For all registered courses, the “Course Title”, “Instructor’s Name”, and “Number of Credits” are indicated.
   For classrooms, please refer to the timetable B posted on the Syllabus and the ILAS website.
2. **You cannot take the courses which are not on the "Class Enrollment Check" and you are not eligible to take their examinations.** In addition, even though a course is on the “Check enrolled classes” screen, if the course needs instructor’s permission, you may not take the course nor the examination without the instructor’s permission.
3. When you see the “Check enrolled classes”, please confirm it by using a printed screen of web registration.
4. If you find any mistakes on the enrolled classes, you need to modify it by the deadline. If “Course Error” or “Course Warning” is shown on the notes section of that screen, you should confirm it. If there are any questions, make sure to visit the office in charge; for Liberal Arts and Sciences courses visit ILAS Office and for specified courses ask Student Affair Section in your school. For more information, please refer to the “Contact Information for Course Registration” on the backside of cover page.

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

2. Class Enrollment Check – 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.**

◇How to correct the errors on following page (example)

1. An Example of Error (Warning) on the Day and Period Part	
(a) W-5: Warning! Credits not recognized (Wed. Intensive courses)	
Cause of Error	This is a warning that the course "Special Mathematics Lecture" will not be recognized for graduation credits.
Correction Method	It is not necessary to revise the course registration. The class can be taken as is.
2. Examples of the Errors in the Registration Error Section	
(b) E-3: Error related to multiple classes per week (Fri. 3rd period)	
Cause of Error	An error was generated because you did not register for the part of a multiple-class-a-week course held on Friday 4th period ("Introduction to Civil Engineering and Architecture" is 3rd and 4th period on Friday).
Correction Method	For revising the registration, please come to the ILAS Office immediately.
(c) E-I: No permission to register (Wed. 2nd period)	
Cause of Error	An error was generated since the instructor did not grant permission to add the course.
Correction Method	Consult with ILAS Office if your registration has been rejected even though you have obtained permission from the instructor.
(d) E-K: Error in designation (Tue. 4th period)	
Cause of Error	This error indicates that you 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 (b) above.
(e) E-B: Mistaken Class Timetable Code (Day, Period not clear)	
Cause of Error	This is an error because you entered a Class Timetable Code (0025684) that does not exist.
Correction Method	Follow the same correction method as explained in (b) above.

3. Examples

School	Department (course, etc.)	Year of study	Year enrolled	Student number	Name	Academic advisor
School of XX	XXXXX Department	1	2018	0818xxxxx	Taro Nagoya	XX XX

	Mon.	Tue.	Wed.	Thu.	Fri.
1		00621XX Japanese Language Seminar(Communication) 1 XX XX 2.0 credits			00621XX Japanese Language Seminar(Communication) 1 XX XX 2.0 credits
2	00612XX Linear Algebra I XX XX 2.0 credits	08213XX Outline of Department of Physical Science and Engineering XX XX 2.0 credits			00652XX Health and Sports Science: Lecture XX XX 2.0 credits
3	00613XX Fundamentals of Biology I XX XX 2.0 credits	00623XX Academic English Advanced 1 XX XX 2.0 credits	00632XX First Year Seminar A XX XX 2.0 credits		
4		00824XX Immigration in Japan - Law, Policy, and Society XX XX 2.0 credits		00643XX Biotechnology XX XX 2.0 credits	00654XX Comparative Studies of Cultures XX XX 2.0 credits
5	00615XX Past and Present of Democracy XX XX 2.0 credits	00225XX French 1 XX XX 1.5 credits	(a) Warning! Credits not recognized	00645XX Calculus I XX XX 2.0 credits	00255XX French 2 XX XX 1.5 credits
Intensive courses			0063611 **W-5** Special Mathematics Lecture (Differential Geometry) XX XX 2.0 credits		
Special Registration	(b) Error related to multiple classes per week	(c) E-I: No permission to register	(d) Error in designation	(e) Mistaken registration code	
Error	0085384 Fri.3 **E-3** Introduction to Civil Engineering and Architecture XX XX 2.0 credits	00542XX Wed.2 **E-I** First Year Seminar B XX XX 2.0 credits	0062411 Tue. 4 **E-K** Mathematics Tutorial Ia XX XX 2.0 credits	0025684 **E-B**	

Notes

E-1: Error related to year of study
You cannot take the course in your grade. Registration will be deleted.
E-2: Error related to school or department affiliation
The School you belong to cannot take this course. 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.
E-B: Mistaken registration code
This is a mistaken registaration code. Registration will be deleted.
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.
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.
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.
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.
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.

・"E-○" is an "Error".
The registration will be deleted. If you wish to register for the course, you need to do the registration again.

・"W-○"is a "Warning".

cut here

Registration Application Form

Day	Period	Registration Code	Course Title	Instructor's Name

School	Program	Name

Student Number									

cut here

Registration Application Form

Day	Period	Registration Code	Course Title	Instructor's Name

School	Program	Name

Student Number									

cut here

Registration Application Form

Day	Period	Registration Code	Course Title	Instructor's Name

School	Program	Name

Student Number									

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Registration Application Form

Day	Period	Registration Code	Course Title	Instructor's Name

School	Program	Name

Student Number									

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Registration Application Form

Day	Period	Registration Code	Course Title	Instructor's Name

School	Program	Name

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Registration Application Form

Day	Period	Registration Code	Course Title	Instructor's Name

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Registration Application Form

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Registration Application Form

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School	Program	Name

Student Number									

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School	Program	Name

Student Number									

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Registration Application Form

Day	Period	Registration Code	Course Title	Instructor's Name

School	Program	Name

Student Number									