



Course Registration Procedures



Course registration, confirmation and modification for Liberal Arts and Science Courses must be done in the Learning Management System (Web).

You can complete most of the registration procedures from anywhere that has internet access.

REGISTRATION SCHEDULES

Course Registration in the Learning Management System (Web)

1. Information Security Training via the Learning Management System (Web)

To use Nagoya University Information Services including the Learning Management System, you must complete the “Information Security Training” on the Nagoya University (NU) Portal. If you try to access the Learning Management System without completing the training, the web page will automatically move to the training page.

※ After you receive your student ID card, take this training before the course registration.

2. Course Registration Period via the Learning Management System (Web)

October 2 (Wed) 9:00 a.m. - October 9 (Wed) 6:30 p.m., 2019

Attend the first class of the course, obtain permission from the instructor to register for the course, and submit a “Registration Application Form” to the instructor. Then, make sure to register for the course via the system within the “Course Registration” period.

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

3. Registration Confirmation via the Web

October 25 (Fri) 9:00 a.m. – October 30 (Wed) 6:00 p.m., 2019

You must complete the course registration by the designated day.

It is strongly recommended to finish the registration by the day before the deadline to avoid busy network hours.

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)

*takes two days to respond.





System Operation: Student Affairs Planning Division

Contact Information for Course Registration

- For Liberal Arts and Sciences Courses (The registration codes starting 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 office hour above including the lunch time

- For School Specific Courses (The registration codes starting without "00"):
 - Student Affairs Section of Each School

Related Website URLs

Website Name and the URL	QR
Nagoya University Portal ※Learning Management System (English ver.) can be accessed from here. 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 for New Students https://ist.nagoya-u.ac.jp/access/content/group/e78b1f2e-bf98-4013-905d-376fa09a8e77/ispa2013e.pdf	
Information Security Self-Inspection Instructions https://ist.nagoya-u.ac.jp/access/content/group/si/selfins_en	

Contact Information for Other Inquiries




Information Security Training/Information Security Self-Inspection IT Help Desk Email: it-helpdesk@icts.nagoya-u.ac.jp	
Nagoya University ID 【takes two days to respond】 Information Media Office (School of Engineering Building 7, 4F) Email: e-office@media.nagoya-u.ac.jp	
Web-Based System Operation Student Affairs Planning Division Email: gakumu-support@adm.nagoya-u.ac.jp	

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*Refer to other booklets such as “Liberal Arts and Sciences Class Timetable and Syllabus for International Programs Fall Semester, 2019”, “AY 2019 Liberal Arts and Sciences Course Registration Guide for International Programs Students” and “Student Handbook Academic Year 2019” for course registration.

I. Course Registration Procedures

Course registration is available through the Learning Management System which is accessible via the NU Portal (<https://portal.nagoya-u.ac.jp>).

You can access to the NU Portal from anywhere, both on and off campus using a computer connected to the Internet after authenticated with your Nagoya University ID.

Proceed to the Learning Management System, and register for courses following the instructions for each course.

1. Web-Based Learning Management System

By using this system, you can register for courses, and confirm both registered and completed courses (grades).

To access the Learning Management System (web), login to the NU portal, and click “STUDENT AFFAIRS” tab under “Class and Training”.

Course registration, confirmation of registered courses, and completed course confirmation (grades) are available only during designated periods.

To access to the instructions for using the system, refer to the “Learning Management System -Student Manual-” below.

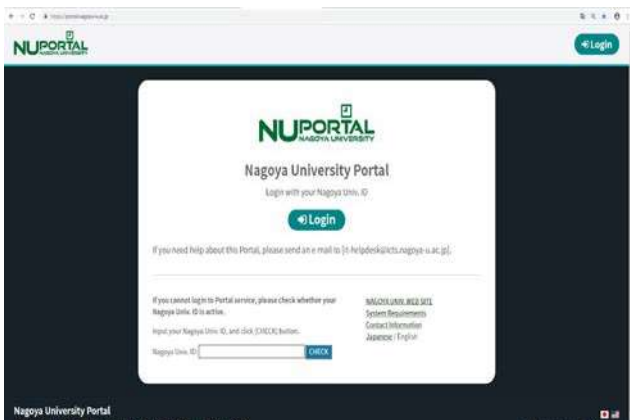
(<http://web-honbu.jimu.nagoya-u.ac.jp/gakumu/gakumubu/student/e/index.htm>).

You can register for courses at any time during the “Course Registration” period, except for maintenance time (4:00 a.m. - 5:00 a.m., 6:00 p.m. - 7:00 p.m.).

※The system is normally available from 6:00 p.m. to 7:00 p.m., however, inputting data will be unavailable when maintenance is held.

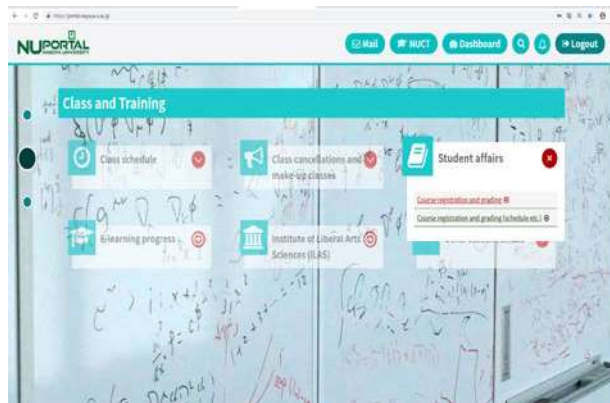
(1) Login

Enter your NU ID and password to login.

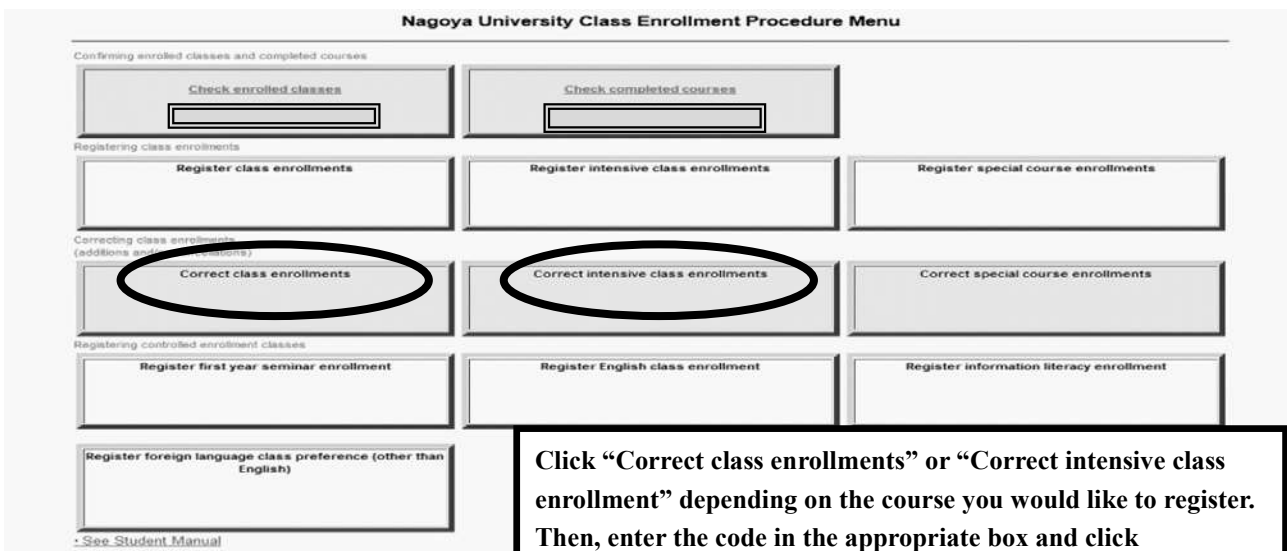


(2) Click “Student Affairs” Tab

“Learning Management System” is in “Course registration and grading (schedule etc.)”.



(3) Class Enrollment Procedure Menu



2. Syllabus

Syllabi are very important materials to know the aims, course content etc. of each course. Especially for the First Year Seminar classes, each of them has different themes, so confirm them before course registration. Also, check the latest information posted on the ILAS website since the information on the booklet “Liberal Arts and Sciences Class Timetable and Syllabus for International Programs” may be revised.

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

To see the syllabi, select “ **【Fall Semester AY2019】** Course Registration Procedures for International Programs” posted on “What’s New”.

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

3. Computing Sites on Campus

You can use the computers located on campus such as in the Information Media Center Laboratory and in the Sub-Lab rooms on the 2nd floor of the Liberal Arts and Sciences building for course registration.

Sub-Lab rooms are available during the period below. Please check the notice on the bulletin board on the 1st floor of the ILAS building since it may not be possible to use the rooms for various reasons such as the maintenance. For other computer locations, follow the directions of each administration office.

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

Media Satellite Laboratories on Campus

Higashiyama Campus	<ul style="list-style-type: none"> ➤ Liberal Arts & Sciences Building: Sub-lab Room A and B ➤ Integrated Research Building for Humanities and Social Sciences: Rooms 304 and 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” must be submitted to the instructor in the first class of the course in Registration Period (October 2 (Wed) - 9 (Wed)) 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.

MAKE SURE to register for courses online within the registration period after submitting a “Registration Application Form” to the instructor. **Even if you submit the form to the instructor, course registration will not be completed if you do not register for the course online.**

(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 GPA, Grade Point Average system based on the five letter grades: S-A-B-C-F. According to the GPA system, a grade of “F” (Fail) results in 0 points and lowers the GPA; however, “Absent” does not affect the GPA. Therefore, the difference between a grade of “F” and “Absent” is significant as it strongly affects your GPA.

Nagoya University has introduced the course withdrawal system. For the details, refer to the “Liberal Arts and Sciences Course Registration Guide for International Programs Students”

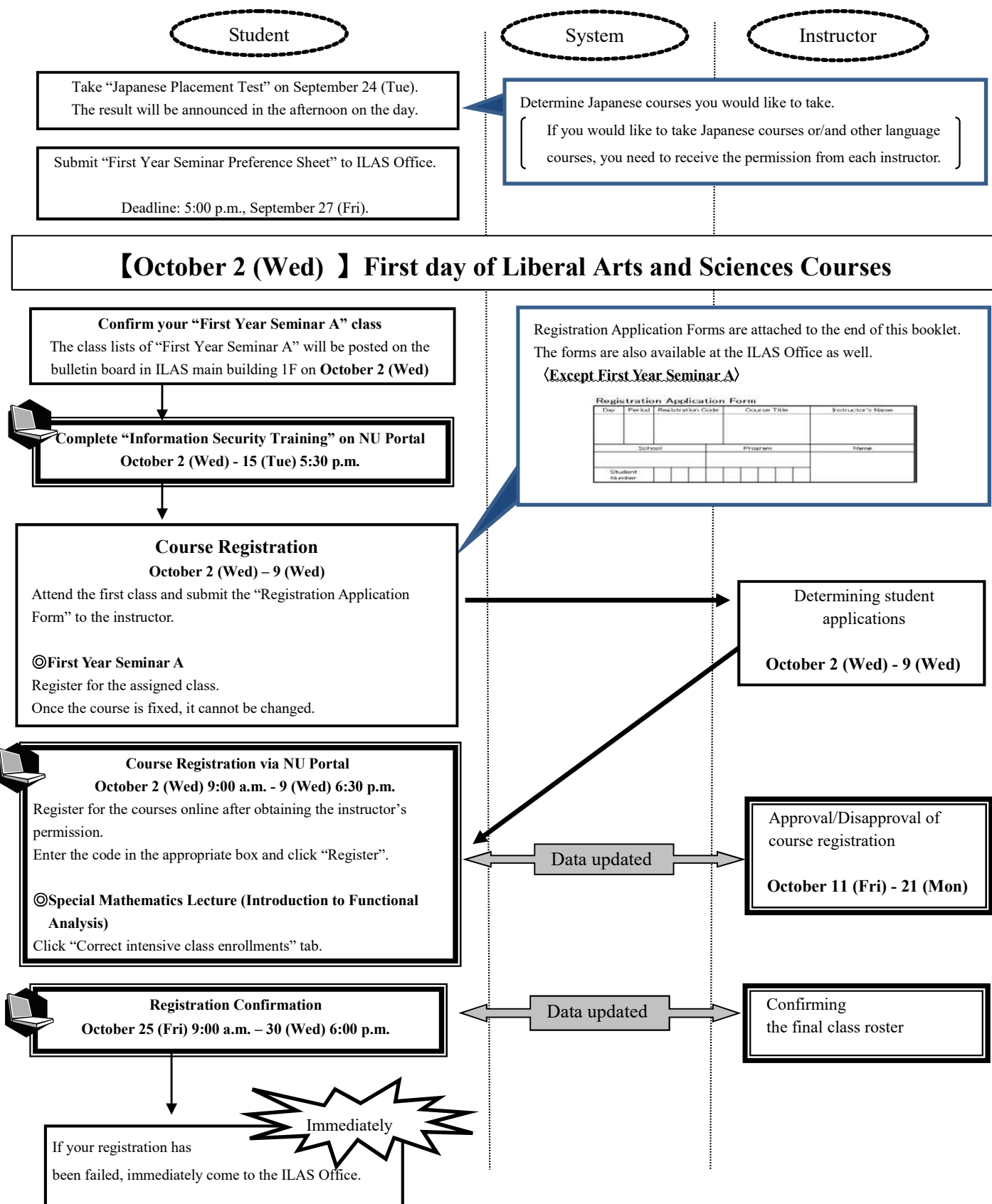
“Course Withdrawal Form” for Liberal Arts and Sciences Courses can be obtained at the ILAS Office. The submission period is from October 11 (Fri) to the end of November in this semester, however, it might vary depending on the courses so please check the course syllabus or inquire the instructor directly about the deadline.

6. Contact Information of the Senior Instructor for Each Language

Language	Instructor	Contact
German	FUJII	Office: Integrated Research Building for Humanities and Social Sciences, 7F, Room 710 Phone: 052-789-4796 / Email: tagiru.fujii@nagoya-u.ac.jp
French	OGURISU	Office: Integrated Research Building for Humanities and Social Sciences, 5F, Room 507 Phone: 052-789-5351 / Email: ogurusu.hitoshi@j.mbox.nagoya-u.ac.jp
Russian	SAVELIEV	Office: Graduate School of International Development Building, 7F, Room 705 Phone: 052-789-4396 / Email: saveliev@gsid.nagoya-u.ac.jp
Chinese	MARUO	Office: Integrated Research Building for Humanities and Social Sciences, 6F, Room 601 Phone: 052-789-5702 / Email: maruo.makoto@e.mbox.nagoya-u.ac.jp
Spanish	SHIBA	Office: Liberal Arts and Sciences Main Building, North Wing, 4F, Room 402 Phone: 052-789-4349 / Email: a-shiba@nagoya-u.ac.jp
Korean	UTSUGI	Office: Liberal Arts and Sciences Main Building, North Wing, 2F, Room 204 Phone: 052-789-4989 / Email: utsugi@nagoya-u.ac.jp
Japanese	TOKUHIRO	Office: International Education & Exchange Center, 3F, Room 304 Phone: 052-747-6557 / Email: tokuhiro@iee.nagoya-u.ac.jp
	HAIKANO	Office: International Education & Exchange Center, 3F, Room 303 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



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

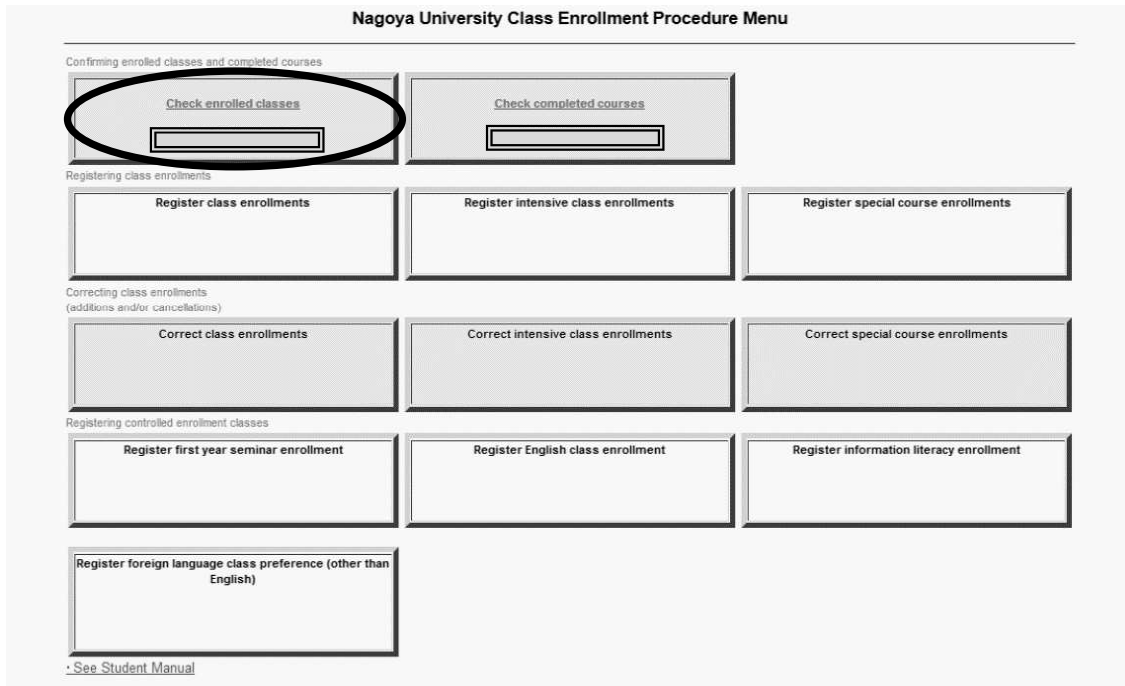
III. Confirmation of the Registered Courses

1. Registration Confirmation

Check the registered courses via the NU Portal, “Check enrolled classes” during the confirmation period from October 25 (Fri) 9:00 a.m. to 30 (Wed) 6:00 p.m.

*How to Access:

Login to the NU portal (<https://portal.nagoya-u.ac.jp/>) → Click “Student Affairs” tab → Click “Course registration and grading (schedule etc.)” → Click “Check enrolled classes”, then you can see the registered courses.



Notes:

1. The “Check enrolled classes” is computerized web registration result. For all registered courses, the “Course Title”, “Instructor’s Name”, and “Number of Credits” are indicated.
For classrooms, please refer to the Timetable B on the Syllabus and the ILAS website. (Information for classroom changes will be posted on the bulletin board in the ILAS main building.)
2. **You cannot take the courses which are not on the "Class Enrollment Check" and you are not eligible to take the examinations.** In addition, even if a course is on the “Check enrolled classes” screen, you may not be able to take the course nor the examination without the instructor’s permission if the course requires instructor’s permission.
3. When you see the “Check enrolled classes”, please confirm it with the registration page you have printed out when you registered for the course.
4. If you find any mistakes on the enrolled classes, you need to modify it by the deadline. If you have any questions regarding “Course Error” or “Course Warning” shown on the notes section of that screen, visit the office in charge; for Liberal Arts and Sciences courses, visit the ILAS Office and for specific courses, ask the Student Affairs Section in your school. For more information, please refer to “Contact Information for Course Registration” on the backside of the cover page.

Even if you find a mistake on your registration just before the final exam, it is too late to modify the registration. You must check the course titles and instructor’s names by clicking “Check enrolled classes” when registering courses.

2. Class Enrollment Check – Errors and Correction Methods

Examples of errors and the correction methods are provided below. For the details, read the right side of the “Notes” column in the “Class Enrollment Check- example” on the next 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 allowed to change once your class is fixed.**

◇How to correct the errors shown on the next page (example)

1. Example of the errors (warnings) 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 counted as credits required for graduation.
Correction Method	It is not necessary to revise the course registration for the course. The class can be taken as is.
2. Examples of errors displayed in the Registration Error section	
(b) E-3: Error related to multiple classes not registered (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 in Friday 4th period ("Introduction to Civil Engineering and Architecture" is held in 3rd and 4th period on Friday).
Correction Method	It is necessary to add a course held in Friday 3rd and 4th period.
(c) Disapproved due to adjustment (Wed. 3rd period)	
Cause of Error	As a result of the adjustments for the number of students, the registration was disapproved.
Correction Method	Choose another class to take, obtain permission from the instructor, and make an additional registration.
(d) E-I: Disapproved registration (Thu. 2nd period)	
Cause of Error	An error was generated since the instructor disapproved the registration.
Correction Method	Consult with the ILAS Office if the registration has been rejected even though you received permission from the instructor.
(e) E-K: Error in designation (Tue. 4th period)	
Cause of Error	An error was generated since you tried to register for a course which is not designated.
Correction Method	Follow the same correction method as explained in (c) above.
(f) E-B: Wrong registration code (Day and Period not clear)	
Cause of Error	This error appeared since the registration code 0025684 does not exist.
Correction Method	Follow the same correction method as explained in (c) above.

3. Example of Errors

	Mon.	Tue.	Wed.	Thu.	Fri.	Notes
1		00621XXX Japanese Language Seminar(Communication) I XX XX 2.0 credits			00621XX Japanese Language Seminar(Communication) I XX XX 2.0 credits	E-1: Error related to the university grade You cannot take the course in your grade. The registration will be deleted. E-2: Error related to school or department affiliation The course is not for the school you belong to. The registration will be deleted. E-3: Error related to multiple classes per week Classes for the course are held several times a week. The registration will be deleted. E-6: Error related to full-year course This is a full-year course. The registration will be deleted. E-B: Wrong registration code This is a wrong registration code. The registration will be deleted. E-C: Overlapping classes in the same period More than one course was tried to be registered in the same period. The registration will be deleted. E-D: Does not match to the timetable The course is not offered in the period. The registration will be deleted. E-F: Class semester error The course is not offered this semester. The registration will be deleted. E-G: The same registration code has been registered This registration code is already registered. The registration will be deleted. E-H: Special registration application error You have already taken this course before. The registration will be deleted. E-I: Disapproved registration Your application to register for this course was disapproved by the instructor. The registration will be deleted. E-J: Upper limit registration error More courses than permitted for this semester were tried to be registered. The registration will be deleted. E-K : Error in designation
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 I 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 I XX XX 1.5 credits	(e) Warning! Credits not recognized.	00645XX Calculus I XX XX 2.0 credits	00255XX French 2 XX XX 1.5 credits	
Intensive courses			00635XXX W-5 Special Mathematics Lecture (Introduction to Functional Analysis) XX XX 2.0 credits			This course is not designated to register. The registration will be deleted. E-L: Order of preference error There was a mistake in entering the order of preference. The registration will be deleted. E-M: Automatic registration error It is not possible to register for this course. The registration will be deleted. E-N: Wrong application error The application was made incorrectly. The 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! Exceeding the maximum number of credits There is an error against the maximum number of foreign language credits allowed. Please confirm this.
Special Registration	(e) Disapproved due to adjustment	(b) Multiple classes not registered	(e) Not designated	(f) Wrong registration code	(d) E-I Disapproved registration	
Error	00133XX Wed.3 Information Literacy XX XX 2.0 credits	00851XX Fri.3 E-3 Introduction to Civil Engineering and Architecture XX XX 2.0 credits	00621XX Tue. 4 E-K Mathematics Tutorial Ia XX XX 2.0 credits	0025684 E-B	00542XX Thu.2 E-I First Year Seminar B XX XX 2.0 credits	<ul style="list-style-type: none"> *"E-O" is an "Error". The registration will be deleted. If you wish to register for the course, you need to do the registration again. *"W-O" is a "Warning".

Registration Application Form

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

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cut here

Registration Application Form

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

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School		Program		Name
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School		Program		Name
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