Spring Semester, AY2022
For International Programs Students

Course Registration Procedures

You can complete most of the registration procedures anywhere you are able to connect to the Internet.
[Note] All times in this document are based on Japan time.

<<SCHEDULES>>

1. Course Registration Periods(Web)

For first year students (register available during①and②)

①March 18 (Fri) 9:00 - March 28 (Mon) 12:00, 2022

②April 3 (Sun) 13:00 - April 4 (Mon) 18:00, 2022

※If you register on the Web-Based Educational Affairs System, you will be automatically registered on NUCT before classes start, therefore, you don't need to register in advance on NUCT.

For second year students and above (register available during③,④and⑤)

③March 18 (Fri) 9:00 - March 28 (Mon) 12:00, 2022

④April 2 (Sat) 9:00 - April 3 (Sun) 12:30, 2022

⑤April 4 (Mon) 18:30 - April 5 (Tue) 11:00, 2022

2. 1st Registration Confirmation (Web)

April 8 (Fri) 9:00, -April 18 (Mon) 18:00, 2022

3. Registration Revision【addition and/or cancellation】(Web)

April 11 (Mon) 9:00 - April 18 (Mon) 13:00, 2022

> After receiving permission for the course from the instructor via email, you must register via the website.
> The email addresses of the instructors in charge are available in the syllabus.
> (https://office.ilas.nagoya-u.ac.jp/international-programs-g30/)

※There are some courses everyone needs to register from April 11(Mon)9:00 to April 18(Mon)13:00. (p.13 and p.15)

4. 2nd (Final) Registration Confirmation (Web)

May 6 (Fri) 9:00,2022 -

It is strongly recommended to finish registrations by the 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: NU Portal → Student affairs → Course registration and grading (schedule etc.) → Educational Affairs (For Students) → Learning Management System Manual

Contact Information for Course Registration

●For Liberal Arts and Sciences Courses (The registration code start with "00"):
→Please contact via email as much as possible. (kyoikuin@adm.nagoya-u.ac.jp)
[Consultation Counter]
Institute of Liberal Arts and Sciences Office (hereinafter referred to as ILAS Office)
[Office Hours] 8:30 - 17:00 on weekdays
Until April 8: Closed during lunch time (12:00 - 13:00)
After April 11: Open during the lunch time too
●For School Specific Courses (Registration codes starting without "00"):
→Student Affairs Section of each School

Related Website

Website and URL	QR
Nagoya University Portal ※Educational Affairs System can be accessed from here. https://portal.nagoya-u.ac.jp/	
How to use "Educational Affairs System"-Student Manual- NU Portal → Student affairs → Course registration and grading (schedule etc.) → Educational Affairs (For Students) → Learning Management System Manual	
Information Security Training for New Students Instructions https://ist.nagoya-u.ac.jp/access/content/group/e78b1f2e-bf98-4013-905d-376fa09a8e77/ispa2013e.pdf	
Information Security Self-Inspection Instructions http://www.icts.nagoya-u.ac.jp/en/security/self-inspection.html	
Multi-Factor Authentication CAS https://icts.nagoya-u.ac.jp/en/services/nuid/CAS/	
Information of "THERS"account https://icts.nagoya-u.ac.jp/ja/services/thersac/	

Contact Information for the Other Inquiries

Information Security Training/Information Security Self-Inspection/Multi-Factor Authentication IT Help Desk Email: it-helpdesk@icts.nagoya-u.ac.jp	

Nagoya University ID【takes two days to respond】 Information Media Office Email: e-office@media.nagoya-u.ac.jp	
Web-Based System (Educational Affairs System) Operation Student Affairs Planning Division Email: gakumu-support@adm.nagoya-u.ac.jp	

Table of Contents

**Related Website URLs & Contact Information・・・

I. Course Registration Procedures

・Course registration is available through the Educational Affairs System after logging in NU Portal (https://portal.nagoya-u.ac.jp/). NU Portal can be accessed both on/off-campus. (Nagoya University ID is necessary)
・Multi-Factor Authentication (One-Time 6-Digit Number in addition to Nagoya University ID and password) will be also required when you log in to NU Portal.
You need to complete a set-up for Multi-Factor Authentication before course registration.
※Detail of the set-up：https://icts.nagoya-u.ac.jp/ja/services/nuid/CAS/
・Proceed to the Educational Affairs System, and register for courses following the instructions for each course.
※Details of the course registration : **III. How to Register for Courses(p9)**

1. Web-Based Educational Affairs System

By using this system, you can register for courses, and confirm both registered and completed courses (grades).
To access the Educational Affairs 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.
・NU Portal(https://portal.nagoya-u.ac.jp) → Student affairs → Course registration and grading (schedule etc.) → Educational Affairs (For Students) → Learning Management System Manual

2. Syllabus

☆To see the latest information of syllabi, access to the URL below:
【Spring Semester AY2022】Course Registration for G30 International Program Students｜名古屋大学教養教育院 (nagoya-u.ac.jp) →Syllabus

3. Location of Computers on Campus

You can use the computers located on campus such as 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 (http://pcroom.ilas.nagoya-u.ac.jp/) 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)
【March 18-28,April 4-5】9:00 – 16:00 (Only Sub-Lab Room B is open.)

【Class days after April 11】
We provide the NU students who do not have an adequate internet environment (who do not have internet access or who lack a computer or other device) with a network access point (AP) here at the Institute of Liberal Arts and Sciences (ILAS) Building. Please refer to the following page for information on how to use this service.
https://office.ilas.nagoya-u.ac.jp/ilas-network-access-points/

Media Satellite Laboratories on Campus

Higashiyama Campus	➢ Liberal Arts and Sciences Building A, Center lab ➢ Integrated Research Building for Humanities and Social Sciences Rooms 304, 406 ➢ School of Science / Graduate School of Science, Building A, Room 250 ➢ Engineering and Science Building, Rooms ES031, ES032 ➢ Integrated Building, North Wing, 10th floor ➢ School of Agricultural Sciences / Graduate School of Bioagricultural Sciences, Building B, Room 327/309 ➢ Graduate School of International Development Building, Room712 ➢ Liberal Arts and Sciences Main Building, 2nd floor, Sub-lab Room A, B ➢ University Library, 4th floor
Tsurumai Campus	Annex to Medical Research Building 2F
Daiko Campus	School of Health Sciences (Main Building) Information Media Room 1,

4. “Course Registration” Web Entry Period

If you wish to register for a course during Registration Revision Period, you must obtain permission from the instructor in charge.
[Note]You cannot change a course once it has been registered.

Registration Revision Period : April 11 (Mon) 9:00 - April 18 (Mon) 13:00

To obtain permission, please send an email to the instructor in charge via THERS email address with the following information: (1) Student Number, (2) Name, (3) Course Name, and (4) Registration Code.
The email addresses of the instructors in charge are available in the syllabus.(Refer to p5 2“Syllabus”)

※ (How to use e-mail with a mechanism account)

You will be able to join each NUCT course site after your instructor has registered you. Please check that the course site you have registered for has been added to the "Site List" in the upper right corner of the NUCT website.

Notes:

If you do not register on the Web-Based Educational Affairs System, you will not receive a grade. Therefore, after receiving permission from the instructor via email, you must register via the Web-Based Educational Affairs System.

5. GPA (Grade Point Average) System and Handling of Grade Assessment (“Absent (W)” and “Fail (F)”)

Nagoya University employs **GPA**, Grade Point Average system based on the “six-step” grade scale: A+, A, B, C, C- and F (for students enrolled in/before 2019, “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 “W”(Absent) does not affect the GPA. Therefore, the difference between a grade of “F” and “W” is significant as it strongly affects your GPA.

6. Course Withdrawal System

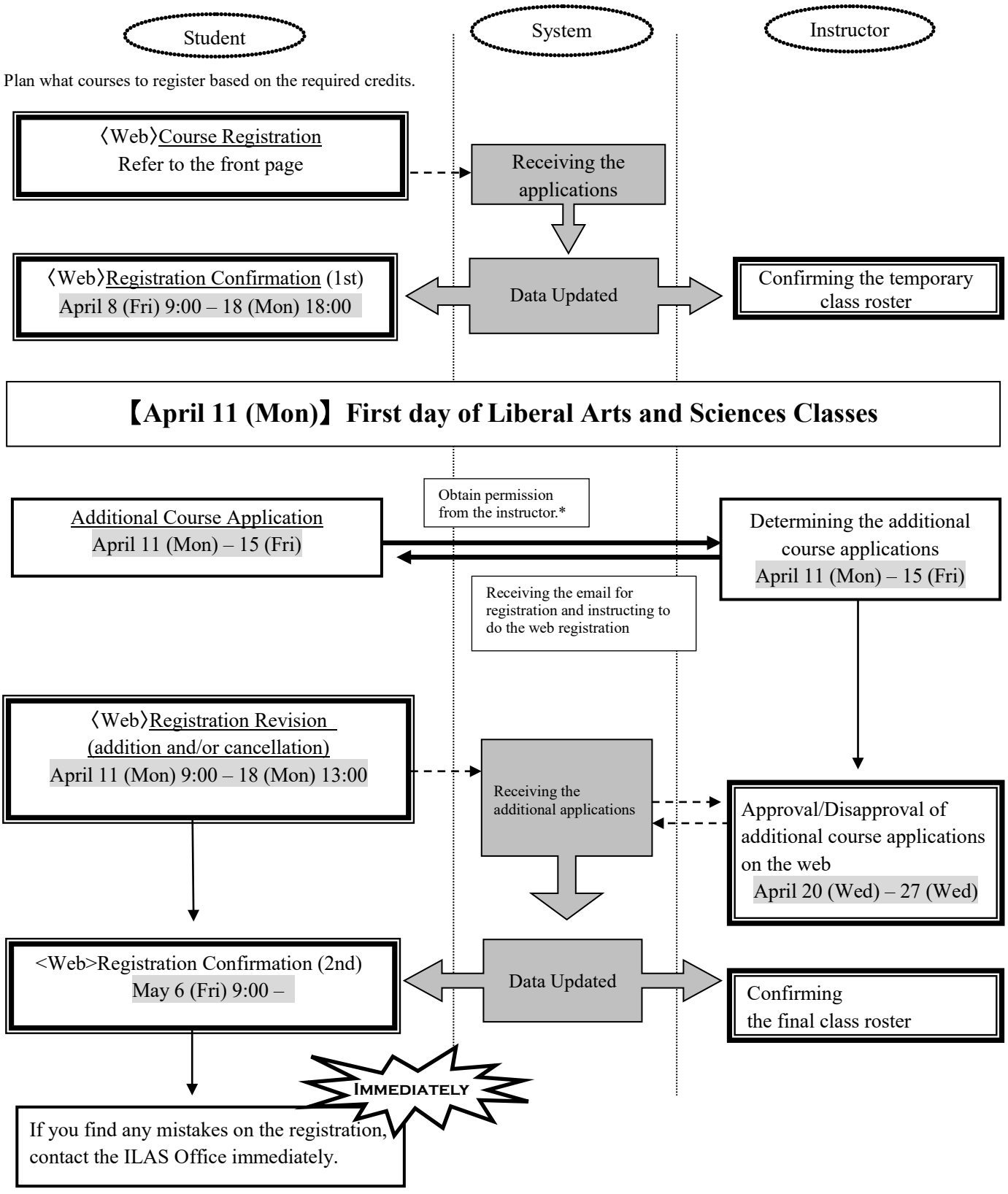
Nagoya University has introduced the course withdrawal system.
If you want to withdraw from an ILAS course, please notify the instructor in charge via the NUCT message system. The submission period is from April 19(Tue) to the end of May in this semester, however, it might vary depend on the courses so please check the course syllabus or inquire the instructor directly about the deadline.
※For specialized courses, please contact your School. Be aware that the course withdrawal system may vary depend on each School.

7. Contact Information of Senior Instructors for Each Language

Language	Instructor	Contact
German	YASUKAWA	Email: yasukawa@nagoya-u.jp
French	TORIYAMA	Email: toriyama.teiji.n8@f.mail.nagoya-u.ac.jp
Russian	SAVELIEV	Email: saveliev.igor.d2@f.mail.nagoya-u.ac.jp
Chinese	KATSUKAWA	Email: katsukawa.yuko.t4@f.mail.nagoya-u.ac.jp
Spanish	SHIBA	Email: a-shiba@nagoya-u.jp
Korean	UTSUGI	Email: utsugi@nagoya-u.jp
Japanese	TOKUHIRO	Email: tokuhiro@iee.nagoya-u.ac.jp

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

II. Course Registration Process



* The email addresses of the instructors in charge are available in the syllabus.

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

III. How to Register for Courses

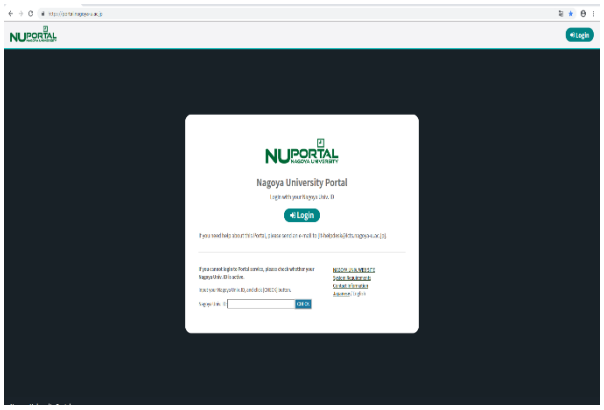
Please follow “Learning Management System -Student Manual-” below.

・NU Portal → Student affairs → Course registration and grading (schedule etc.) → Educational Affairs (For Students) → Learning Management System Manual

Keep your Nagoya University user ID and password safe since they are used to protect personal information. You can access to the system with Multi-Factor Authentication (CAS : Central Authentication Service) on the Nagoya University Portal from an Internet browser.

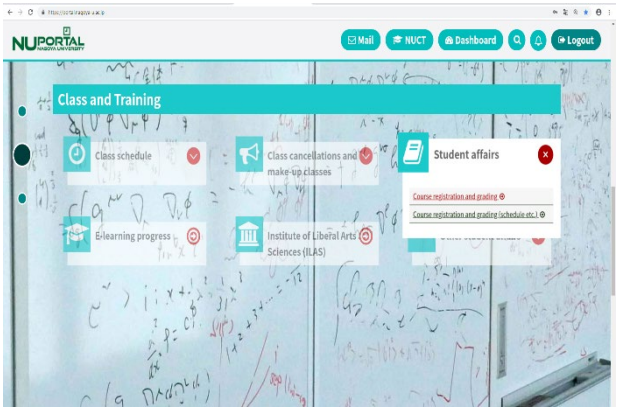
(1) Login (https://portal.nagoya-u.ac.jp/)

Enter your NU ID and password to login. Multi-Factor Authentication (One-Time 6-Digit Number will be also required.



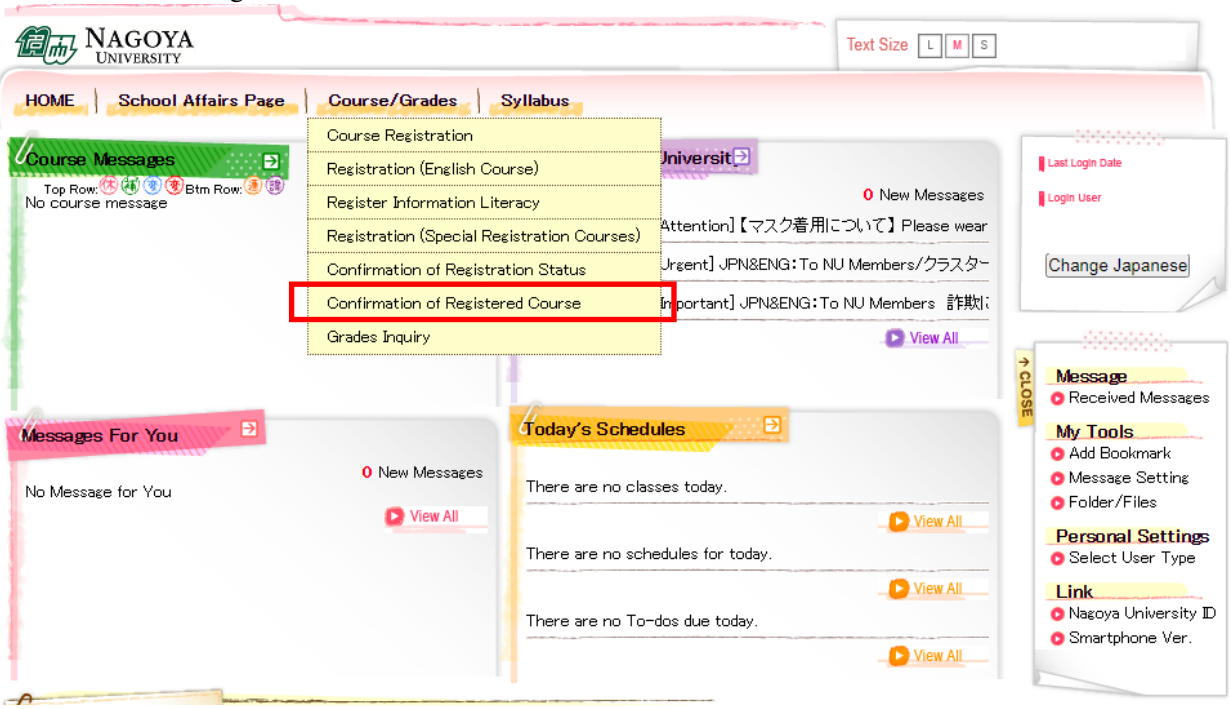
(2) “Student Affairs” Tab

NU Portal → Class and Training → Student affairs → Course Registration and Grading(schedule etc.) → Educational Affairs(for students) → Learning Management System(English ver.)



(3) Confirmation of Registered Course

To confirm registered courses: NU portal →Student affairs →Course registration and grading → Confirmation of Registered Course



◇Categories of the Class Enrollment Procedure Menu and Corresponding Courses

Please refer to the categories below and enter the data via appropriate category.

Be careful of the categories since **the registration via wrong category will be invalid.**

(Appended Table)

<table>
<tr><th>Names of Buttons</th><th colspan="2">Categories (Applicable Courses)</th><th>Data Entry Period</th></tr>
<tr><td rowspan="9">Course Registration
※3</td><td rowspan="8">Liberal Arts and Sciences Courses</td><td>Basic Courses in Humanities and Social Sciences</td><td rowspan="9">For first year students (register available during ①and②)
① March 18 (Fri) 9:00 – March 28 (Mon) 12:00
② April 3 (Sun) 13:00 – April 4 (Mon) 18:00

For second year students and above (register available during ③,④and⑤)
③March 18 (Fri) 9:00 – March 28 (Mon) 12:00
④April 2 (Sat) 9:00 – April 3 (Sun) 12:30
⑤April 4 (Mon) 18:30 – April 5 (Tue) 11:00</td></tr>
<tr><td>Basic Courses in Natural Sciences</td></tr>
<tr><td>Liberal Education Courses in Humanities and Social Sciences</td></tr>
<tr><td>Liberal Education Courses in Natural Sciences</td></tr>
<tr><td>Liberal Education Courses in Interdisciplinary Fields</td></tr>
<tr><td>Academic English Advanced 2</td></tr>
<tr><td>Integrated Japanese 2, Academic Japanese II/IV/V, Japanese Language Seminar 2, Business Japanese II/IV</td></tr>
<tr><td>Health and Sports Science: Practicum</td></tr>
<tr><td colspan="2">Specialized Courses for each school
(for details, follow the directions of each school)</td></tr>
<tr><td>Registration (First Year Seminar)</td><td colspan="2">First Year Seminar B</td></tr>
<tr><td rowspan="4">Course Registration</td><td rowspan="2">Liberal Arts and Sciences Courses</td><td>Languages except English</td><td rowspan="2">※1</td></tr>
<tr><td>Open Courses</td></tr>
<tr><td colspan="2">Courses to add or revise registration for various reasons such as mistaken registration
(any course, a Liberal Arts and Sciences course, a course of a particular school, etc. except some courses)</td><td rowspan="2">April 11 (Mon) 9:00 – April 18 (Mon) 13:00</td></tr>
<tr><td colspan="2">Specialized Courses for each school
(For details, follow the directions of each school) ※2</td></tr>
</table>

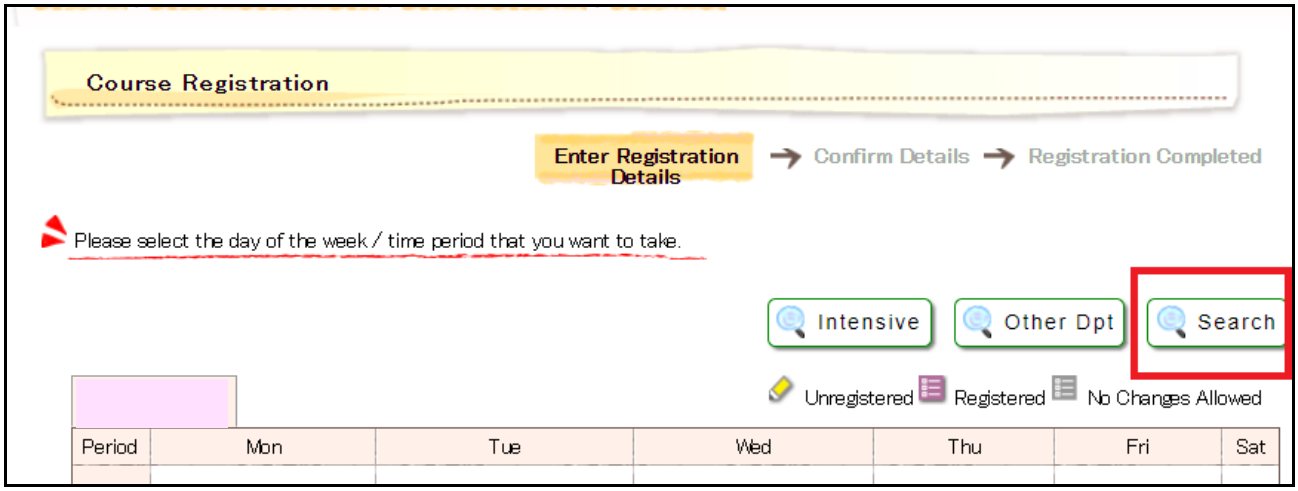
※1 Please obtain registration permission from the instructor via email. Then register for the course via the website.

※2 Courses which can apply additional registration are restricted.

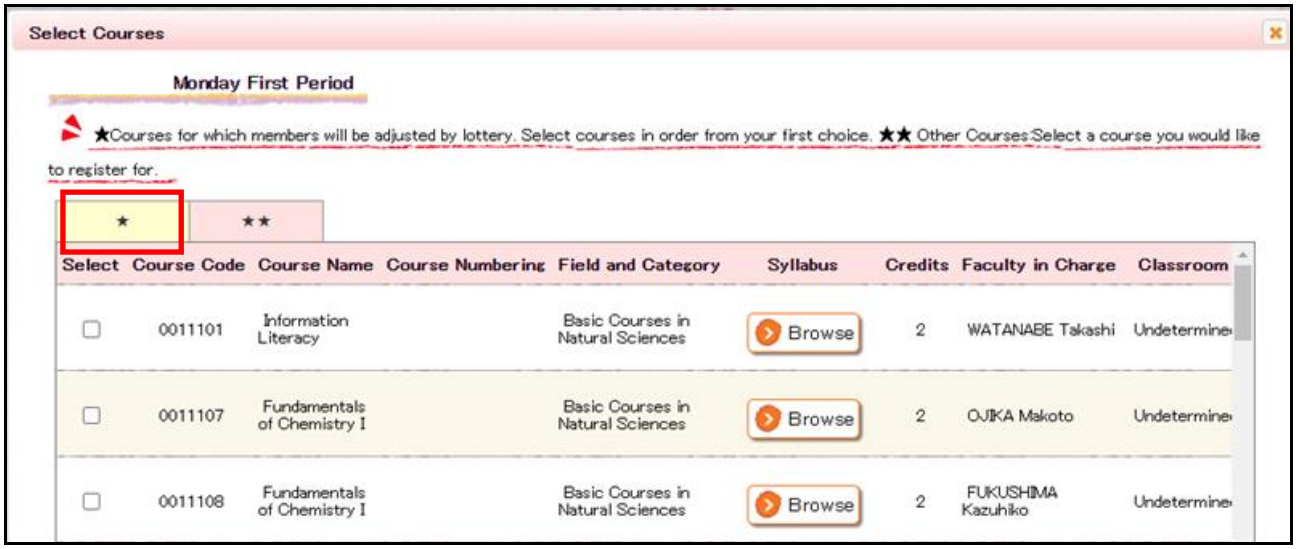
※3 To search and register Liberal Arts and Sciences Courses, please click "Search" button. However, for the following courses, please search and register from the "★" tab. In these courses, the members need to be adjusted by lottery.

・Exploration of Japan: From the Outside Looking Inside (0052221)
・Special Mathematics Lecture (Introduction to data assimilation) (0053621)
・Special Lecture (Studium Generale Ⅱ) (0055521)
・Laboratory in Biology A (0011471)

[The "Search" button will be displayed as below.]



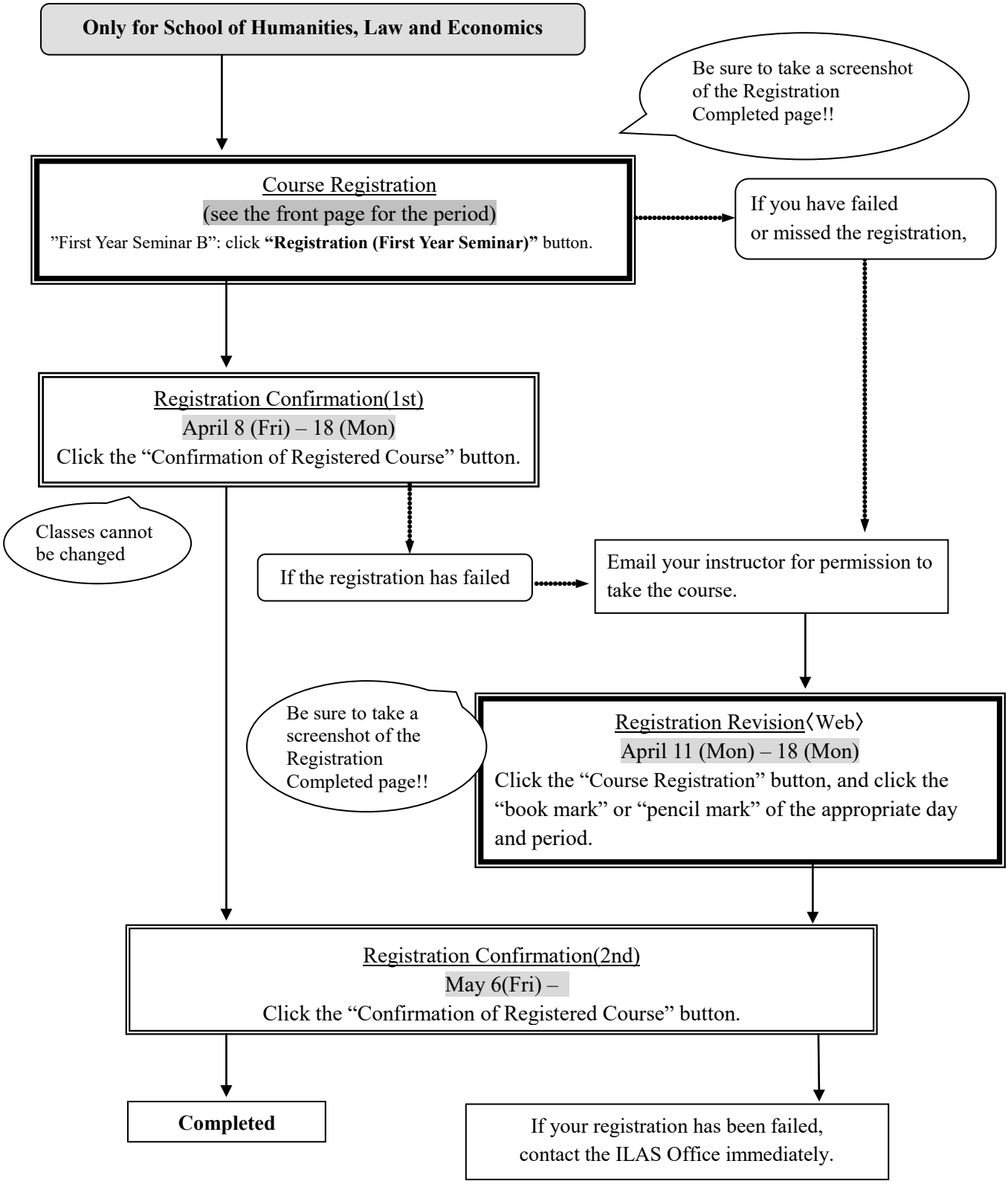
[The "★" tab will be displayed as below.]



Regarding Specialized Courses for each school, please follow the directions of each school.

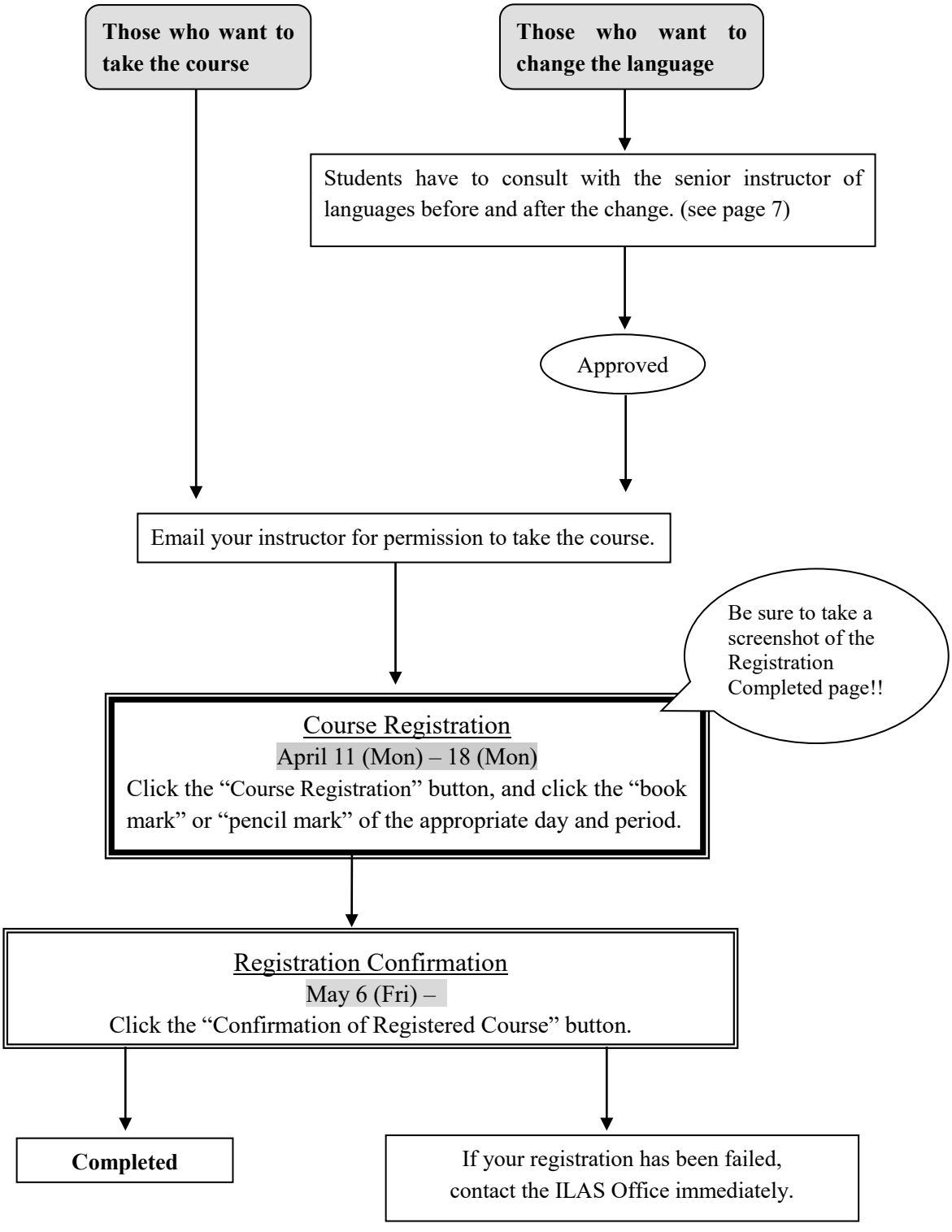
IV. Registration Procedures for Each Course

Basic General Education Courses: First Year Seminar B (Spring Semester)



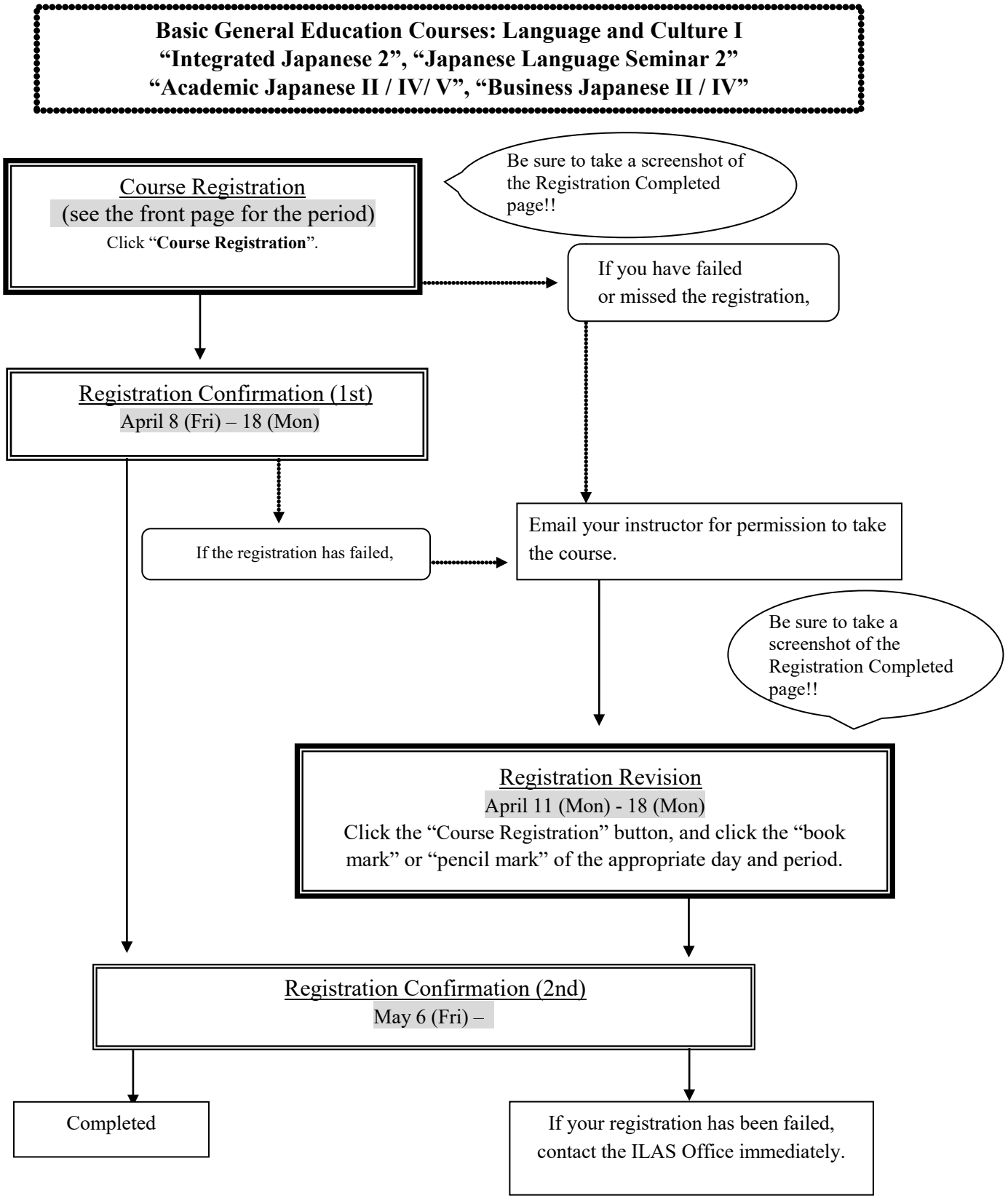
Basic General Education Courses: Language and Culture I
: [German, French, Russian, Chinese, Spanish, Korean] 3, 4

Basic General Education Courses: Language and Culture II
: Intermediate [German, French, Russian, Chinese, Spanish, Korean] 1

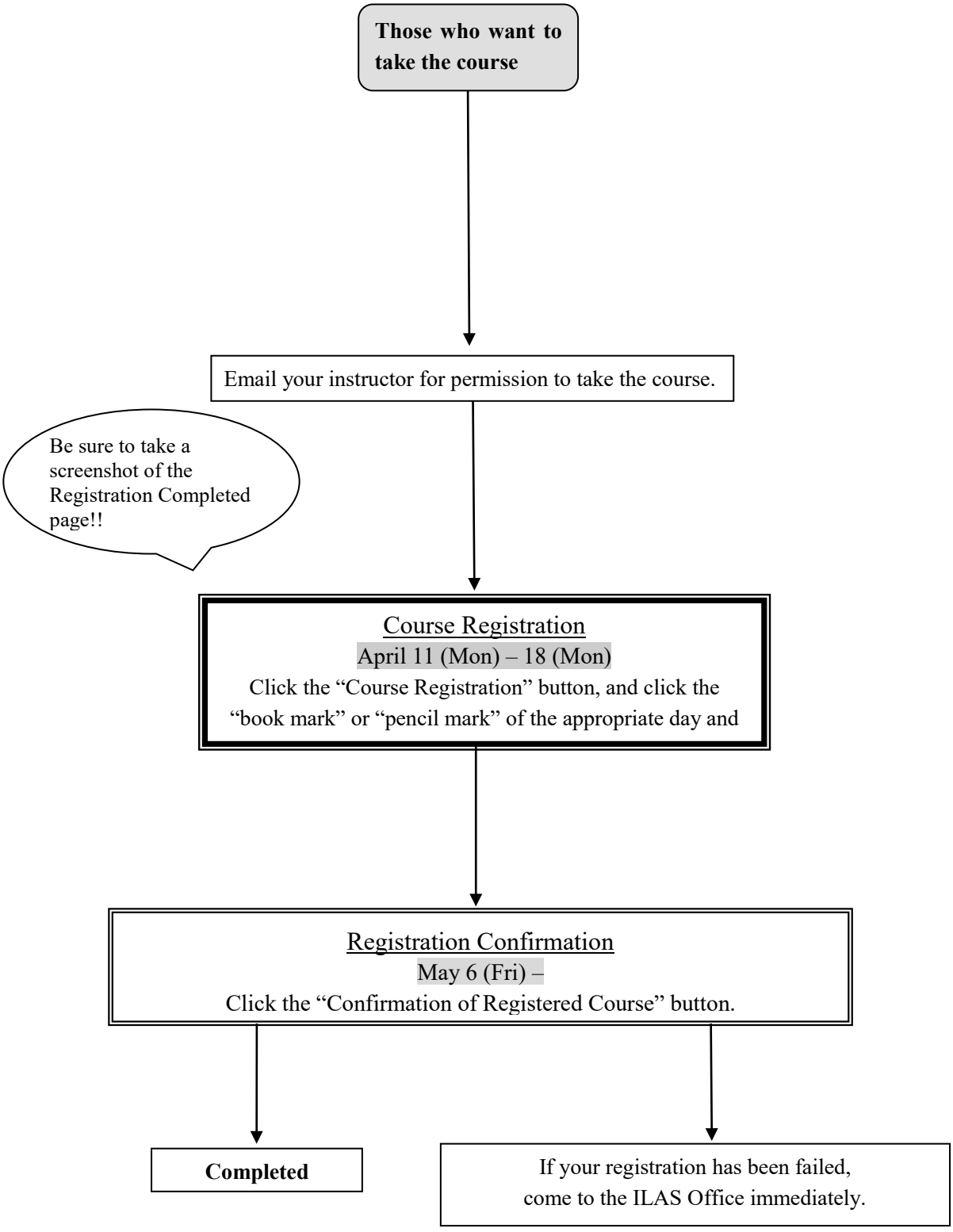


Notice : Those who register for Integrated Japanese 2a(Registration Code: 0051121) should also register for Japanese Language Seminar 2a(Registration Code: 0052122)in the same semester.

Those who register for Integrated Japanese 2b(Registration Code: 0051122) should also register for Japanese Language Seminar 2b(Registration Code: 0052121)in the same semester.



Open Courses



●"Open courses" (registration code: 00***) and "Specialized courses" have the same course title, but their course categories of graduation requirements are different. Please pay attention to the registration code when you do registration.**

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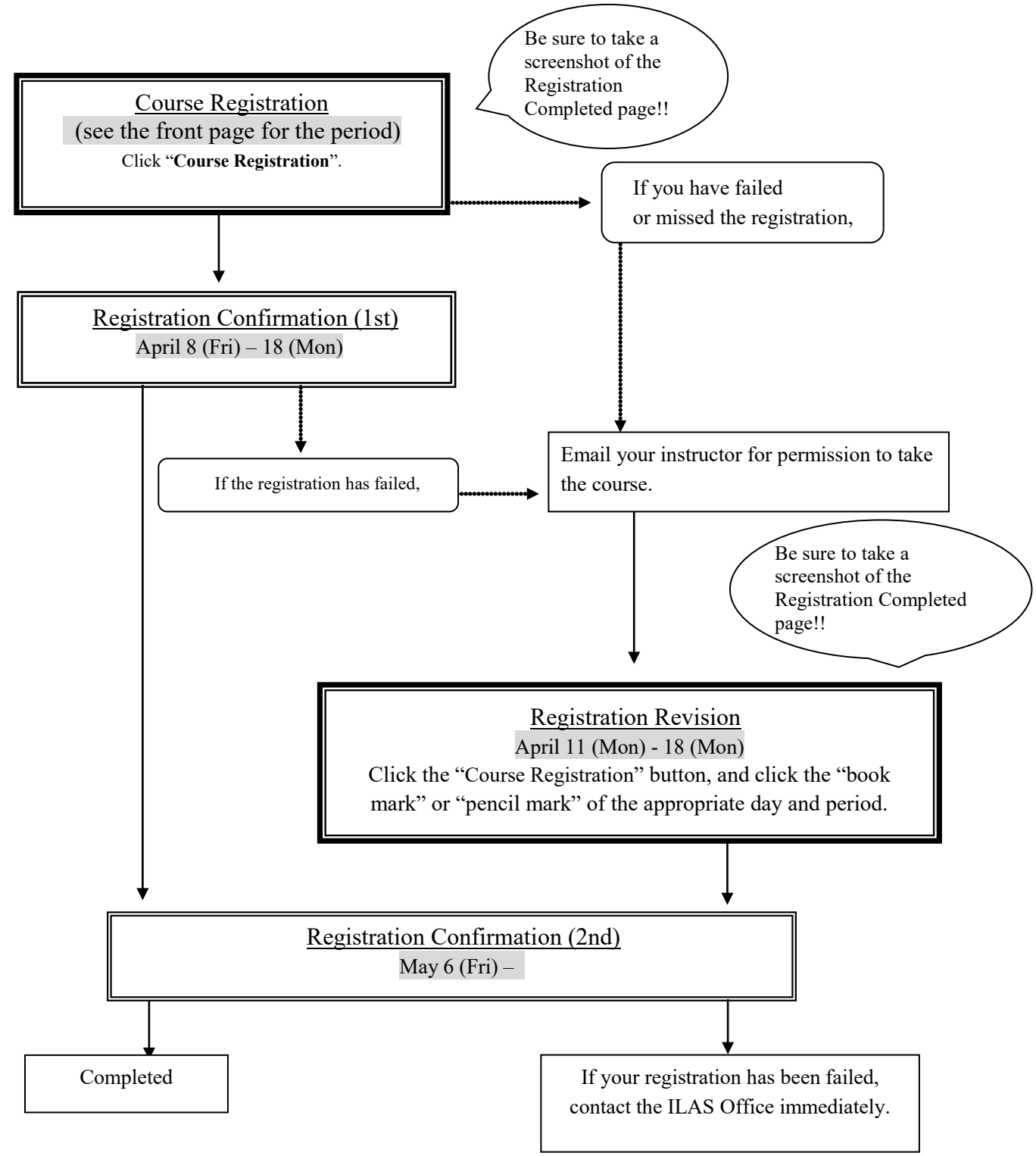
Basic General Education Courses: Health and Sports Science: Practicum (Exercise and Sports I)



1) Check "Confirmation of Registered Course" via the website if the course has been registered.
2) The course withdrawal system is adopted. The submission deadline of a Notification of Course Withdrawal is **the end of 4th class**.

Basic General Education Courses, Language and Culture I: Academic English Advanced 2
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

Be sure to take a screenshot of the Registration Completed page!

Course Registration
(see the front page for the period)
Click the "Course Registration" button.

If you have failed or missed the registration,

Classes cannot be changed

Registration Confirmation(1st)
April 8 (Fri) – 18 (Mon)
Click the "Confirmation of Registered Course"

If the registration has failed

Email your instructor for permission to take the course.

Be sure to take a screenshot of the Registration Completed page!!

Registration Revision
April 11 (Mon) – 18 (Mon)

Click the "Course Registration" button, and click the "book mark" or "pencil mark" of the appropriate day and period.

Registration Confirmation(2nd)
May 6 (Fri) –
Click the "Confirmation of Registered Course" button.

Completed

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

V. Confirmation and Revision of Registered Courses

1. Registration Confirmation

Check the enrolled classes via the NU Portal within the period below.

Period	Contents	How to Confirm
Registration Confirmation(1st) April 8 (Fri) 9:00 – 18 (Mon) 18:00	The courses registered via the web before the semester begins	Access to the NU Portal (https://portal.nagoya-u.ac.jp/) and login (p.8) by using NU ID, Password and Multi-Factor Authentication Number. After logging in. you can confirm the registered course at "Confirmation of Registered Course".
Registration Confirmation(2nd) May 6 (Fri) 9:00 –	All courses including the courses registered between April 11 and 18	

Notice:

1. "Confirmation of Registered Course" is computerized web registration result. For all registered courses, "Course Title", "Instructor's Name", and "Number of Credits" are indicated.

2. **You cannot take the courses which are not on the "Confirmation of Registered Course"(p.9) and you are not eligible to take the examinations.** In addition, even if a course is on the "Confirmation of Registered Course" screen, you may not take the course nor the examination without the instructor's permission, if the course needs instructor's permission.

3. When you see the "Confirmation of Registered Course", please confirm it with the Registration Completed page you have taken its screenshot 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, contact the office in charge; for Liberal Arts and Sciences courses contact ILAS Office and for specialized courses contact 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 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 "Confirmation of Registered Course" when registering courses.

2. Class Enrollment Check – Errors and Correction Methods

Examples of errors and the correction methods are provided below.

◇To correct “W-○” errors

Click the “Course Registration” button, and click the “book mark” or “pencil mark” of the appropriate day and period, and delete the course during Registration Revision period.

◇To correct “E-○” errors

Click the “Course Registration” button, and click the “book mark” or “pencil mark” of the appropriate day and period and register correctly. Since the courses which are displayed in the Registration Error section are not registered, you don’t have to delete the data.

※It is not permitted to change once your class is fixed.

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

1. Example of the errors (warnings) on the “day” and “period” part	
(a) W-5: Warning! Credits not recognized	
Cause of Error	This is a warning that the course will not be recognized for graduation credits.
Correction Method	It is not necessary to revise the course registration for the course. The class can be taken as is when it is an Optional Subject.
2. Examples of the errors displayed in the Registration Error section	
(b) E-Z: Disapproved due to adjustment	
Cause of Error	As a result of the adjustments for the number of students, the registration was disapproved.
Correction Method	Choose the other class to take, obtain permission from the instructor, and make an additional registration.
(c) E-I: Disapproved registration	
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.
(d) E-K: Error in designation	
Cause of Error	An error was generated since you tried to register for a course which is not designated.
Correction Method	Choose the other class to take, obtain permission from the instructor, and make an additional registration.