



Course Registration Procedures



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

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

[Note] All times in this document are based on Japan time.

REGISTRATION SCHEDULE

Course Registration in the Educational Affairs System (Web)

1. Complete **Information environment setup** (see the link on the next page)

To use Nagoya University Information Services including the Educational Affairs System, you are required to set up an information environment and take online training prior to using the services.

※ After you receive your NU ID, take the training etc. before the course registration.

2. Join the course sites on **NUCT** (except for the First year seminar, Second Foreign Language courses and some Japanese courses)

Period: After you have received your NU ID – September 28 (Wed) 17:00, 2022

Access to NUCT and join the course sites for courses you would like to take from the “Joinable Sites” on “Membership”. Because of the limitation on the number of the students for each course, you might not be admitted by the instructor of the course you have joined. In this case, you will be notified by email. Make sure to constantly check your THERS email.

*Join the course sites for Academic Japanese and Business Japanese courses by September 29 (Thu) 17:00

3. **Course Registration Period** via the Educational Affairs System (Web)

Period: October 4 (Tue) 9:00 - October 11 (Tue) 13:00, 2022

Via the Educational Affairs System, make sure to register for the courses (except for Introduction to Skills for Academic Success) within the “Course Registration” period above.

If failed to complete this procedure, no credits will be awarded at the end of Fall semester.

4. **Registration Confirmation** via the Educational Affairs System (Web)

Period: October 25 (Tue) 9:00 –

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

Contact Information for Course Registration

<p>● For Liberal Arts and Sciences Courses (The registration code start with "00"): → Please contact via email as much as possible. (kyoikuin[at]adm.nagoya-u.ac.jp) * please replace [at] with @ [Consultation Counter] Institute of Liberal Arts and Sciences Office [Office Hours] 8:30 - 17:00 on weekdays Until September 30: Closed during lunch time (12:00 - 13:00) After October 3: Open during the lunch time</p> <p>● For School Specific Courses (The registration codes starting without "00"): → Student Affairs Section of Each School</p>
--

Related Website URLs

Website and URL	QR
Nagoya University Portal ※Educational Affairs System can be accessed from here.	
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 environment setup guide for new students -Information Security Training for New Students etc.	
Multi-Factor Authentication CAS	
THERS account Email help@icts.nagoya-u.ac.jp	

Contact Information for Other Inquiries

Information Security Training/ Multi-Factor Authentication Email: it-helpdesk@icts.nagoya-u.ac.jp	
Nagoya University ID and PW 【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 and Contact Information	1
I. Important Points to Check Before Course Registering	3
1. Syllabus	
2. ILAS Remote Learning Spaces	
3. GPA (Grade Point Average) System and Handling of Grade Assessment (“W” and “F” grades)	
4. Course Withdrawal System	
5. Setting of Upper Limits on the Number of Registered Credits (Cap System)	
6. Content Courses Taught in Japanese (JMI Courses)	
II. Course Registration Procedures	5
1. Join the Course Sites on NUCT	
2. Register for the Courses through the Educational Affairs System	
3. Registration Procedures for Each Course	
3.1. Registration for First Year Seminar	
3.2. Registration for Second Foreign Language Courses	
4. Contact Information of the Senior Instructor of Each Language	
III. Course Registration Process	10
IV. Confirmation of the Registered Courses	11
1. Registration Confirmation	
2. Confirmation of Registration Status - Errors and Correction Methods	

*Refer also to other booklets below for course registration.
“Timetables” and “Syllabus” for International Programs Fall Semester, 2022
“AY 2022 Liberal Arts and Sciences Course Registration Guide for International Programs Students”
“Student Handbook Academic Year 2022”

I. Important Points to Check Before Course Registering

1. Syllabus

Syllabus is posted on [NU Portal, ILAS tab](#).

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 [NU Portal, ILAS tab](#) since the information may be revised.

2. ILAS Remote Learning Spaces

At the Institute of Liberal Arts and Sciences (ILAS) Building there are rooms where computers can be used (CALL room) and also open spaces where wi-fi can be used (Hattori International Scholarship Foundation Hall etc.) during classes. In addition, designated vacant classrooms can be used as remote learning spaces by students who take remote classes on campus. Please refer to the following page for more information.

<http://office.ilas.nagoya-u.ac.jp/news/access-point/>



3. GPA (Grade Point Average) System and Handling of Grade Assessment (“W” and “F” grades)

Nagoya University employs GPA, Grade Point Average system based on the “six-step” grade scale: A+, A, B, C, C- and F. According to the GPA system, a grade of “F” (fail) results in 0 points and lowers the GPA; however, a grade of “W” (withdrawal) does not affect the GPA. Therefore, the difference between a grade of “F” and “W” is significant as it strongly affects your GPA.

4. Course Withdrawal System

Nagoya University has a course withdrawal system.

If you want to withdraw from an ILAS course, please notify the instructor in charge via the NUCT message system. The notifying period is from **October 12 (Wed) 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.

5. Setting of Upper Limits on the Number of Registered Credits (Cap System)

Upper limits on the number of registered credits (cap system) are set with the aim of ensuring students have sufficient time to study by encouraging them to carefully select the courses they will study and the number of credits so that they can truly learn the course content and take appropriate courses in each academic year. Each School and Department sets upper limits on the number of credits students may register for courses per year or semester.

Students who have acquired their prescribed credits with an excellent academic record may register for courses in excess of the upper limits on the number of credits.

The upper limits on the number of registered credits, conditions for raising the limits, and other matters are determined by each School. For details, see the Student Handbooks for each School.

In principle, the following courses are not counted in the upper limits on the number of credits for course registration. (The handling of this may vary by School and Department.)

- Intensive courses
- Credit exchangeable courses of other universities (including overseas and online universities)
- Courses for foreign language proficiency test certificates
- Courses for which credits were already acquired before admission
- Special courses

6. Content Courses Taught in Japanese (JMI Courses)

“Content Courses Taught in Japanese” are courses in “Global Liberal Arts” Course Category. They are general program courses taught in Japanese. If you earn credits by taking these courses, they will be included in required credits for graduation as “Global Liberal Arts” courses.

For details, please refer to “Course Registration Procedures” on the NU Portal, ILAS tab.

*In Fall Semester 2022, there are no “Content Courses Taught in Japanese”. From Spring Semester 2023, you will be able to take these courses.

II. Course Registration Procedures

- Nagoya University ID and password and Multi-Factor Authentication (One-Time 6-Digit Number) will be required when you login to NU Portal.
 - You need to complete the set-up for Multi-Factor Authentication before course registration.
- ※Detail of the set-up: <https://icts.nagoya-u.ac.jp/ja/services/nuid/CAS/>

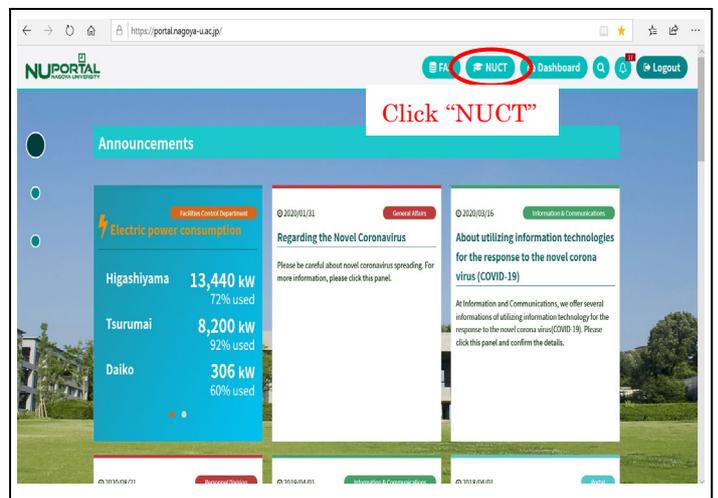
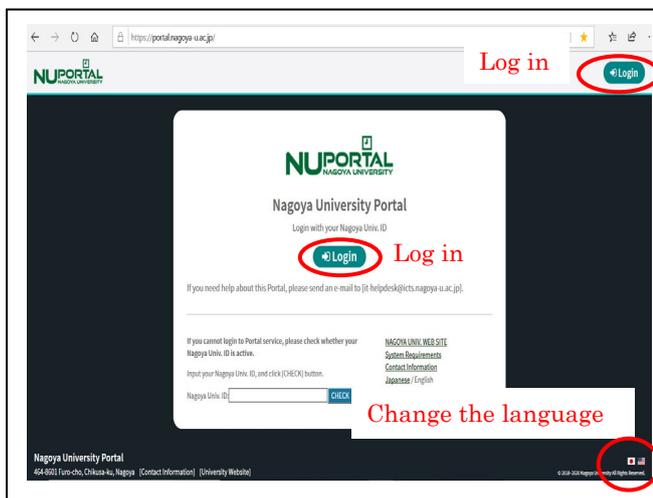
1. Join the Course Sites on NUCT

Period: After you have received your NU ID – September 28 (Wed) 17:00, 2022

*Join the course sites for Academic Japanese and Business Japanese courses by September 29 (Thu) 17:00

First you need to join the course sites on NUCT for courses you would like to take (except for First Year Seminar, Second Foreign Language Courses and some Japanese courses).

- (1) Access and login to [Nagoya University Portal Site](#) with Nagoya University ID and password and Multi-Factor Authentication.
- (2) Click “NUCT” tab in the title bar.
- (3) Click “Membership” tab in the side bar and then “Joinable Sites” tab
- (4) Click the “Join” on the course you are registering for



Click “Membership” and “Joinable sites”

Membership

Joinable Sites

G30 Search Clear

You can search G30 courses here

The list below includes sites that can be joined.

Viewing 1 - 6 of 6 sites

Worksite	Description
先生のテストサイト	先生のテストサイト
先生のテストサイト	先生のテストサイト THE TRAINING SITE OF TEACHER(
先生のテストサイト	のテストサイト THE TRAINING SITE OF TEACHER(

Click “Join” of the course to register for

Click “More” to check the detail and choose courses for 2022.

Do not join two or more courses in the same period on the same day!

2. Register for the Courses through the Educational Affairs System

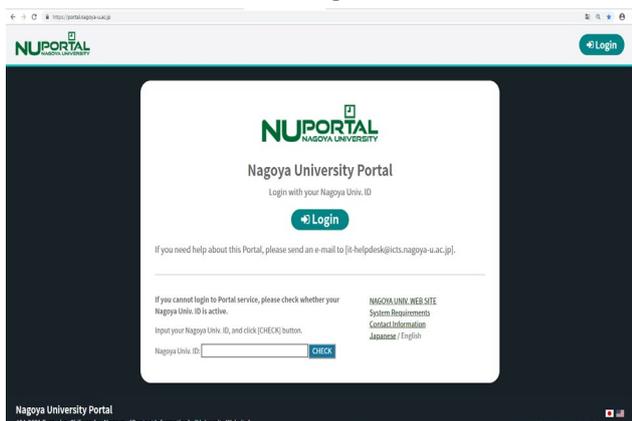
Period: **October 4 (Tue) 9:00 - October 11 (Tue) 13:00, 2022**

Register for the courses through the Educational Affairs System.

Course registration **will not** be completed just by registering on NUCT. You cannot take the courses which are not on the "Confirmation of Registered Course" on Educational Affairs System and you are not eligible to take the examinations, so don't forget to register through the Educational Affairs System.

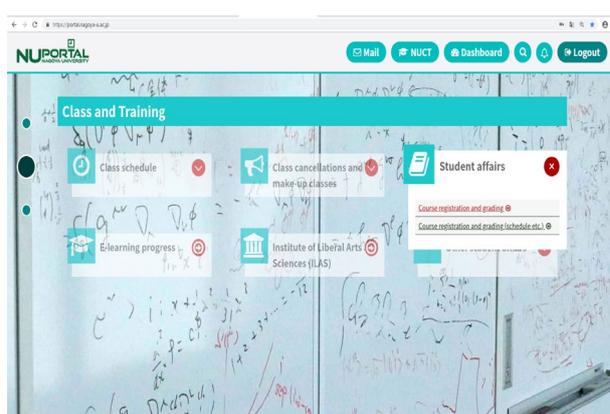
(1) Login <https://portal.nagoya-u.ac.jp/>

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



(2) Click "Student Affairs" Tab

Student affairs → Course registration and grading (schedule etc.) → Educational affairs (For students) → Learning Management System



(3) Class Enrollment Procedure Menu

Click the "Course Registration" button, and click the "book mark" or "pencil mark" of the appropriate day and period. Make sure to take a screenshot of the Registration Completed page and check it with the "Confirmation of Registered Course".

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

To access 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

Course registration web entry can be done at any time during the "Course Registration" period, except for

maintenance time (4:00-5:00, 18:00-19:00).

※The system is normally available from 18:00 to 19:00, however, inputting data will be unavailable when maintenance is held.

3. Registration Procedures for Each Course

Course Category	Registration Procedures
First Year Seminar	<ol style="list-style-type: none"> 1. Submit Preference Sheet to ILAS Office via email 2. Check result on NU Portal's ILAS tab 3. Register on Educational Affairs System 4. Confirm registration via Educational Affairs System
Second Foreign Languages	<ol style="list-style-type: none"> 1. Obtain instructor's permission by email 2. Register on Educational Affairs System 3. Confirm registration via Educational Affairs System
Japanese	<ol style="list-style-type: none"> 1. Take Japanese language placement test in September. 2. Attend Japanese language course registration guidance and there obtain instructor's permission to take courses that are your level and you wish to take. 3. Join the course site on NUCT (only Academic Japanese and Business Japanese) 4. Register on Educational Affairs System 5. Confirm registration via Educational Affairs System
Introduction to Skills for Academic Success	<ol style="list-style-type: none"> 1. Join the course site on NUCT 2. Register on Educational Affairs System 3. Confirm registration via Educational Affairs System
English	
Health and Sports Science Lecture/Practicum*	
Global Liberal Arts**	
Contemporary Liberal Arts**	
Basic Courses in Humanities and Social Sciences	
Basic Courses in Natural Sciences	

*If you are not able to come to Japan and want to take Health and Sports Science Practicum online, please contact the instructor by email by September 28.

**Global Liberal Arts and Contemporary Liberal Arts are mainly for the second year. Taking CAP System into consideration, in the first year, students are allowed to take these courses only if the number of registered credits is within the limit determined by your school.

3.1. Registration for First Year Seminar

- 【procedure】**
- ①Submit “First Year Seminar Preference Sheet” to the ILAS Office via email.
 - ②Check the result on NU Portal's ILAS tab.
 - ③Register via the Web (NU Portal→Educational Affairs System).

In Wednesday 2nd period, five classes of “First Year Seminar” are held. Please refer to each syllabus and choose your preference and fill out “First Year Seminar Preference Sheet” which is available on the [NU Portal's ILAS tab](#) and submit it to the ILAS Office via email (kyoikuin[at]adm.nagoya-u.ac.jp) by **September 27 (Tue) 17:00**. Regarding the email account, please be advised to replace [at] with @.

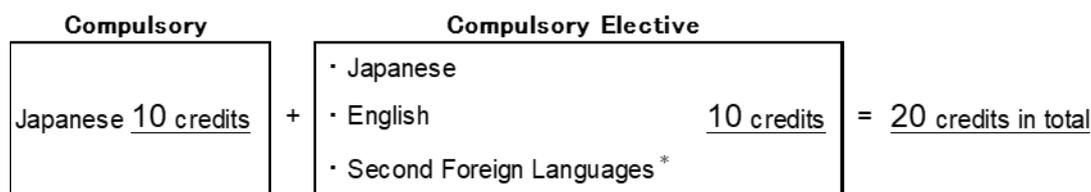
Each class has an enrollment limit, so you may not be able to take your preferred class. Classes will be determined considering your preferences and the enrollment limit, and the result of the application will be posted on the [NU Portal's ILAS tab](#) on **Monday, October 3**. Please check the result and make sure to do registration via Educational Affairs System by **October 11 (Tue) 13:00**. Once the class is assigned, it cannot be changed.

3.2. Registration for Second Foreign Language courses

In addition to compulsory Japanese courses, students are required to select one or more Course Categories from Japanese, English, and Second Foreign Languages, and to acquire the following credits in the first year to the second year. Students can take courses in multiple categories (e.g., Japanese and English, Japanese and Second Foreign Languages, English and Second Foreign Languages).

Second Foreign Language Courses are conducted in Japanese, so it is necessary to have enough Japanese proficiency to understand the classes. In addition, if you choose a Second Foreign Language, you must obtain at least 4 credits in one of the following languages: German, French, Russian, Chinese, Spanish, and Korean.

< Compulsory/Compulsory Elective Courses for JACS, SSLaw, SSEcon Program >



* Second Foreign Languages: German, French, Russian, Chinese, Spanish or Korean

* SSEcon students cannot choose their 1st language

< Compulsory/Compulsory Elective Courses for Sc, En, Ag program >



* Second Foreign Languages: German, French, Russian, Chinese, Spanish or Korean

If you decide to take Second Foreign Language courses, please obtain the instructor's permission before registering via Educational Affairs System.

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.**

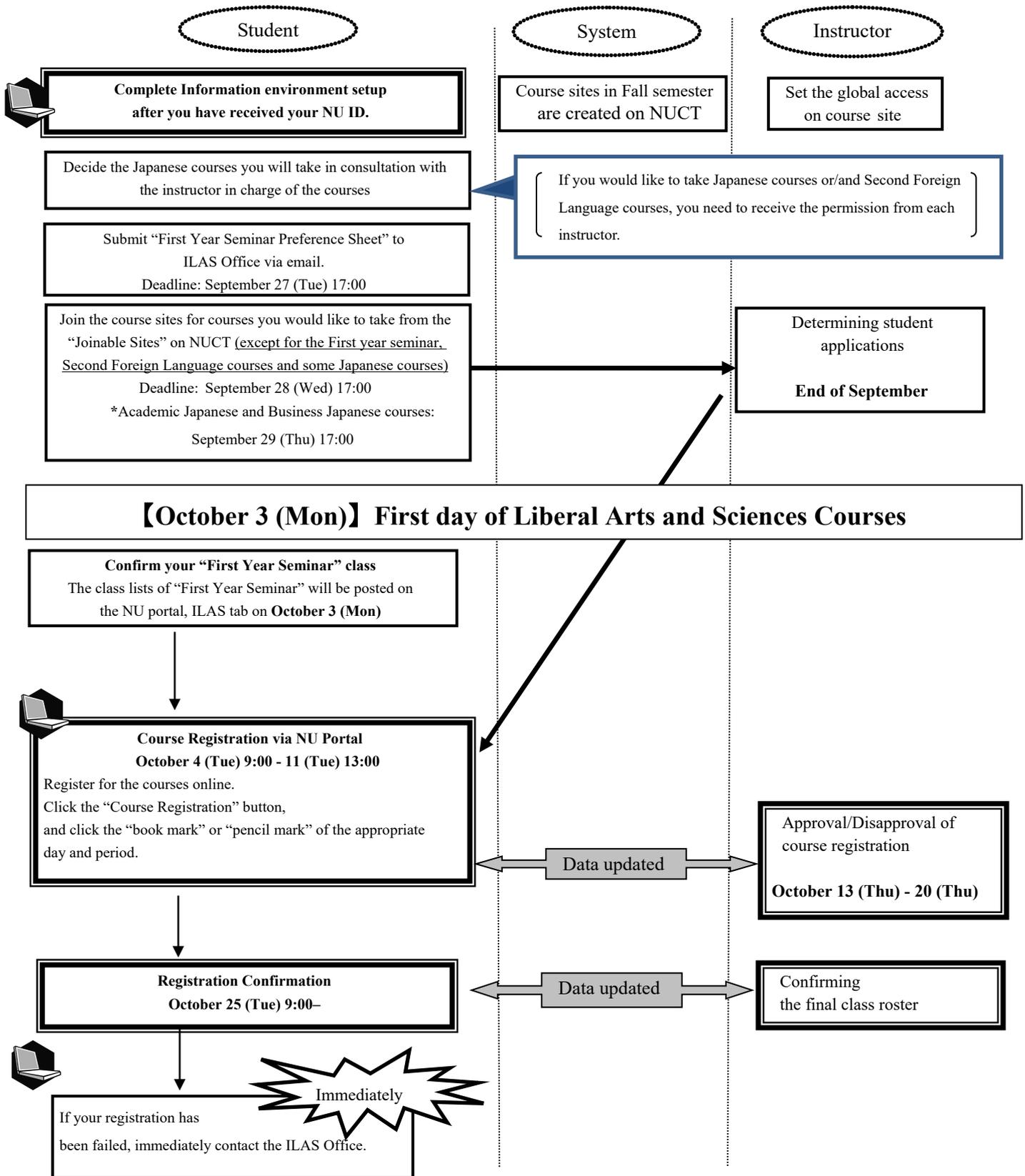
The email addresses of the instructors in charge can be found in the syllabus on [NU Portal's ILAS tab](#).

4. Contact Information of the Senior Instructor for Each Language

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

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

III. Course Registration Process



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

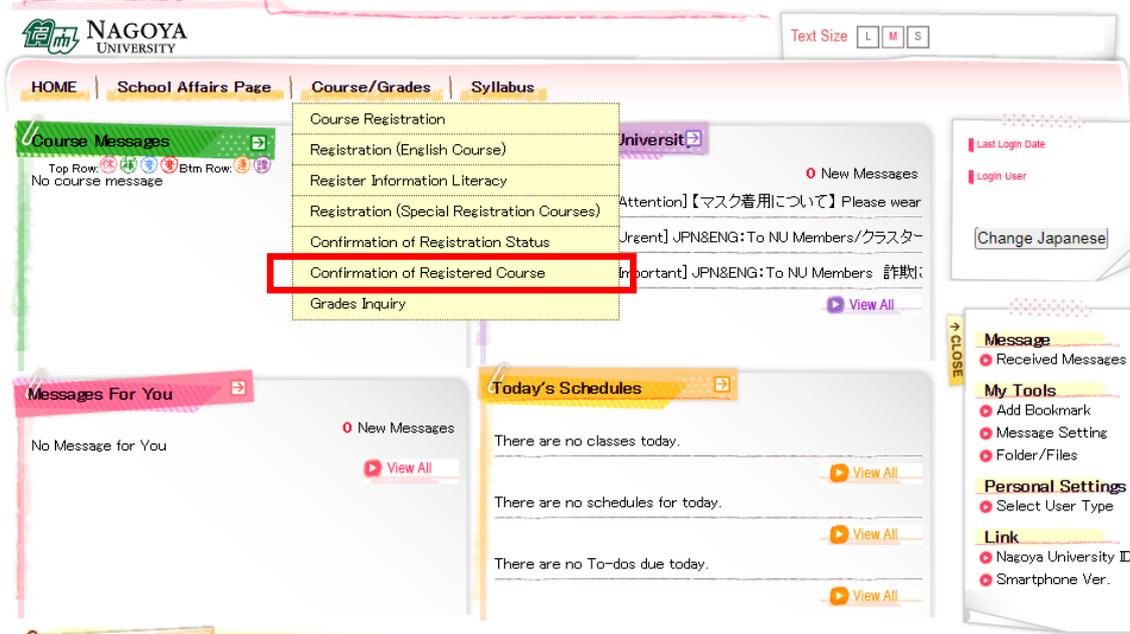
IV. Confirmation of the Registered Courses

1. Registration Confirmation

Check the registered courses via the NU Portal, “Confirmation of Registered Course” during the confirmation period from October 25 (Tue).

*How to Access:

Login to the [NU portal](#) → Click “Student Affairs” tab → Click “Course registration and grading (schedule etc.)” → Click “Confirmation of Registered Course”, then you can see the registered courses.



Notes:

1. The “Confirmation of Registered Course” 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.
2. **You cannot take the courses which are not on the "Confirmation of Registered Course" 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 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 “Confirmation of Registered Course”, please confirm it with the registration page you have taken a screenshot when you registered for courses.
4. If you find any mistakes on your registered courses, contact the office in charge via e-mail; for Liberal Arts and Sciences courses, contact the ILAS Office (kyoikuin[at]adm.nagoya-u.ac.jp) and for specialized courses, ask the Student Affair Section in your school. For more information, please refer to “Contact Information for Course Registration” right after the cover page. Also, if you have any questions regarding “Course Error” or “Course Warning” shown on the notes section of that screen, contact the office in charge via e-mail.

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 “Confirmation of Registered Course” when registering courses.

2. Confirmation of Registration Status – Errors and Correction Methods

Examples of errors and the correction methods are provided below. For more information, see the “Course Registration Error List” from “Course/Grades” on Educational Affairs system.

***Correct registration for the courses that have errors, if necessary.**

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

◇How to correct errors (examples)

1. Example of the error (warning) 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 another 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.