Fall Semester AY 2022

For International Programs Students Enrolled in/before 2021

Course Registration Procedures

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.

<<SCHEDULES>>

1. Course Registration via the Web

   For first year students as of September:

   September 14 (Wed) 9:00 - September 22 (Thu) 12:00, 2022

   For second year students and above as of September:

   September 14 (Wed) 14:00 – September 22 (Thu) 17:00, 2022

2. Registration Confirmation (1st) via the Web (Educational Affairs System):

   September 29 (Thu) 9:00 -

3. Registration Revision【addition and/or cancellation】via the Web (Educational Affairs System):

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

   *Some courses need to be registered during the Registration Revision period. (see p.8)

   After receiving permission for the course from the instructor via email, you must register via the Educational Affairs System. The email addresses of the instructors in charge are available in the syllabus.
   Syllabus can be accessed from NU Portal, ILAS tab

4. Registration Confirmation via the Web (2nd):

   October 25 (Tue) 9:00 -

You must complete the course registration by the designated day.

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[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
●For School Specific Courses (Registration codes starting without "00"):
→Student Affairs Section of Each School

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	
Yearly Information Security Check	
Multi-Factor Authentication CAS	
"THERS" account Email help@icts.nagoya-u.ac.jp	

Contact Information for the Other Inquiries

Yearly Information Security Check/ 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	

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Related Website URLs and Contact Information ・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・1

**I. Course Registration Procedures ・・・・・・・・・・・・・・・・・・・

I. Course Registration Procedures

Course registration is available through the **Educational Affairs System** which is accessible via the **NU Portal**. NU Portal can be accessed both on/off-campus. (Nagoya University ID and Multi-Factor Authentication are necessary)
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 (p7)**

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

2. Syllabus

Syllabus is posted on NU Portal, ILAS tab.

3. 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/

4. "Course Registration" Web Entry Period

The "Course Registration" period in this Fall Semester is indicated on the front page of this electronic booklet.
Access to the **NU portal**, enter the **Educational Affairs System**, and **register** for courses by yourself. Please note that the web registration can be done only during the designated period.
We recommend you to **take a screenshot** after you click "**Register**" and check it with "**Check enrolled class**".

[Note]
Course registration web entry can be done at any time during the "Course Registration" and "Registration Revision" 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.

5. Registration Revision【addition and/or cancellation】

If you wish to register for a course during the Registration Revision Period because the course registration is not completed due to a registration error etc. or the registration for the course is done during the Registration Revision Period, you must obtain permission from the instructor in charge.

Registration Revision Period: October 4 (Tue) 9:00 - October 11 (Tue) 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 p.3 “2. Syllabus”)

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.

Course registration will not be completed just by obtaining permission to attend (and just by reflected on NUCT).
Don't forget to register online on the Educational Affairs System.

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

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” (for students enrolled in/before 2019: Absent) does not affect the GPA. Therefore, the difference between a grade of “F” and “W” is significant as it strongly affects your GPA.

7. 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.

8. About Term G-I Courses

The curriculum changes from students enrolling in 2022. If you take courses targeted for first year students (Term G-I courses), the course needs to be changed to the course that is applicable to your graduation requirements. Before registering for courses, always check the Course Equivalency Table on NU Portal, ILAS tab and the course registration processes in this booklet.

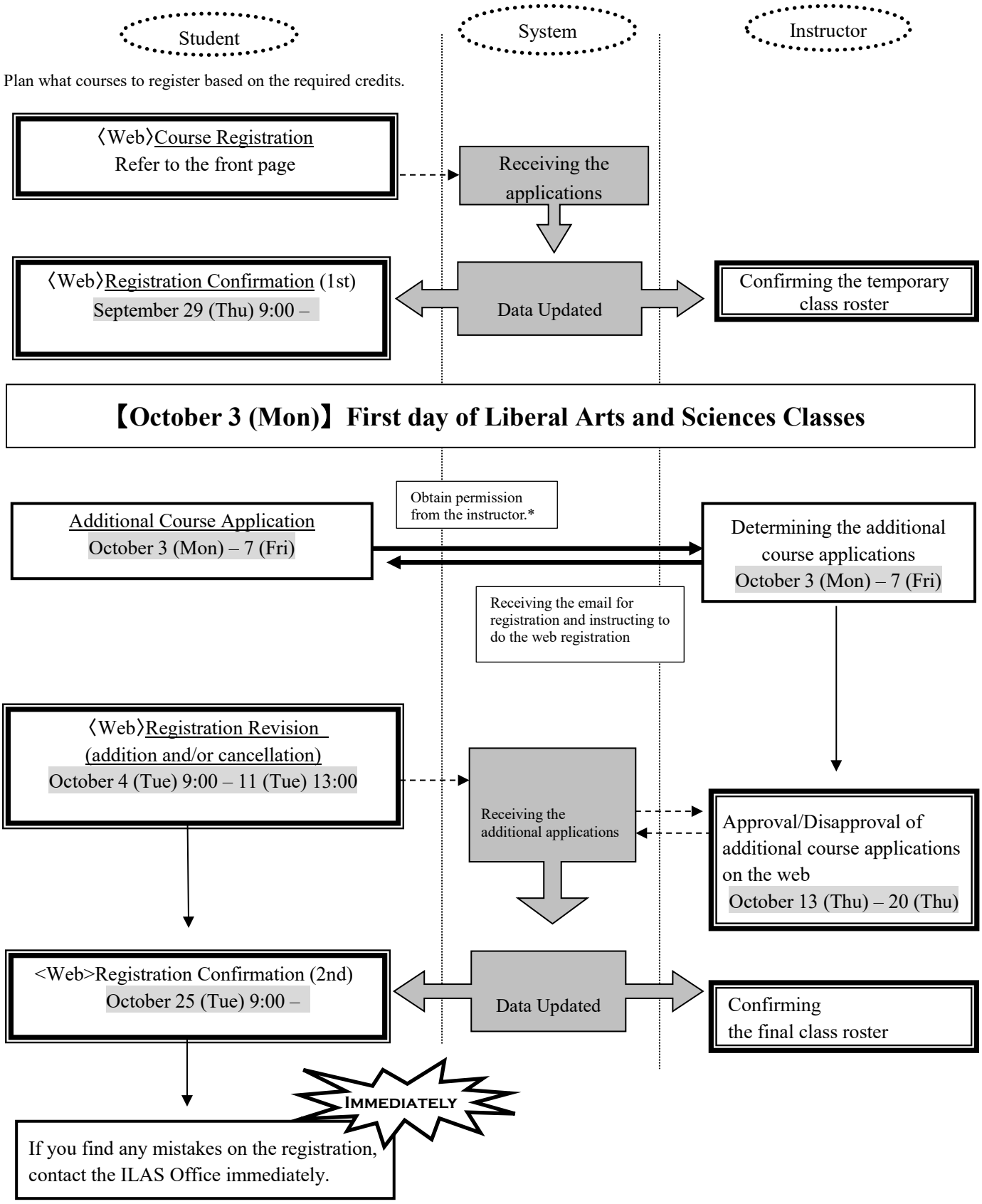
When taking Term G-I courses the course name will be shown as the new curriculum course name on NUCT etc., but it will be changed to the old curriculum course name when grades can be checked. There are some courses for which you have to apply for the change, so always check the Course Equivalency Table when you take Term G-I courses.

9. Contact Information of Senior Instructors for each Language

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

*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

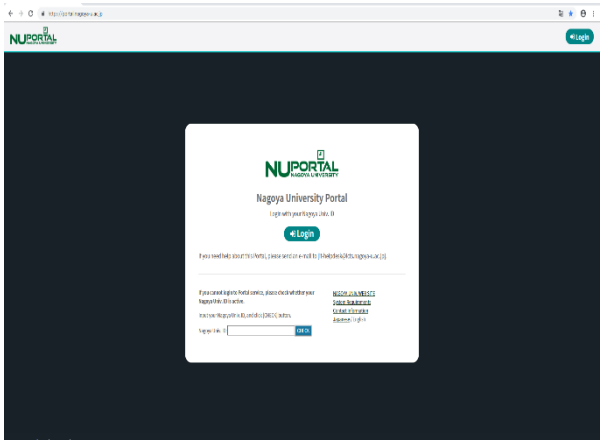
【Refer to Operation Manual (How to use "Educational Affairs System")】

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

【Note】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.

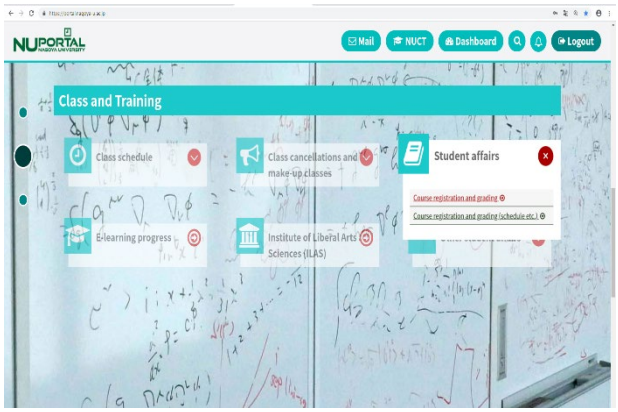
(1) Login https://portal.nagoya-u.ac.jp/

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



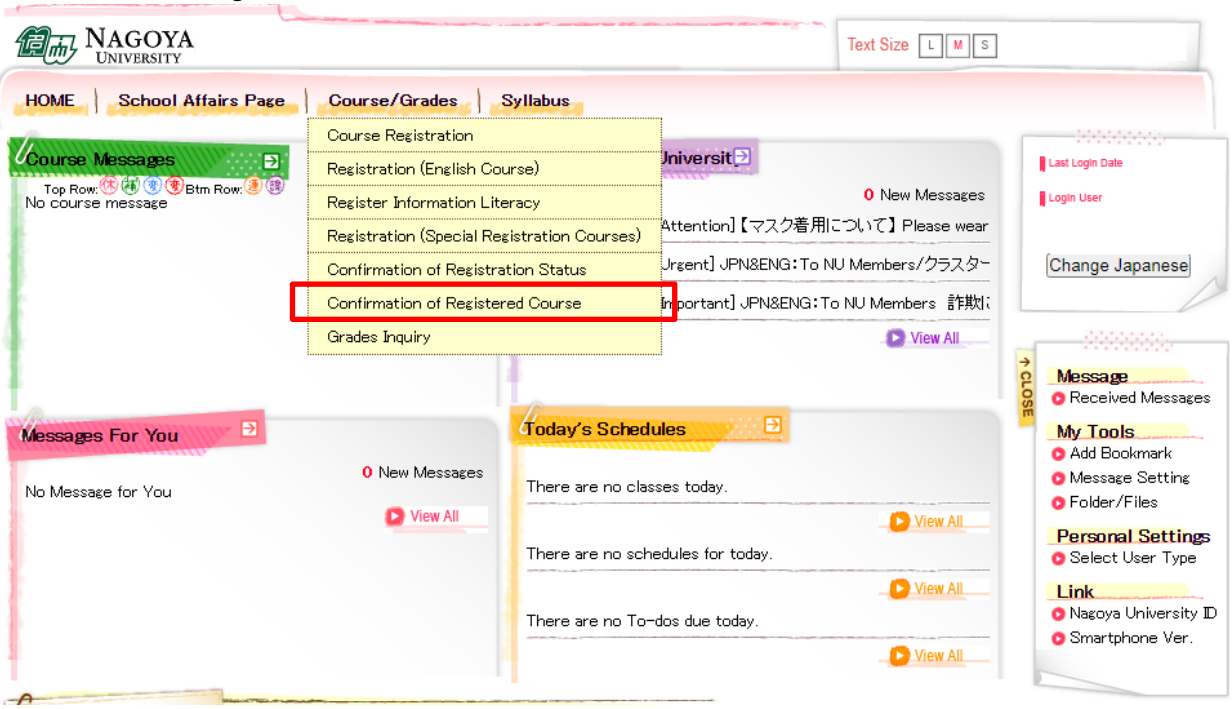
(2) Click "Student Affairs" Tab

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**

(Appended Table)

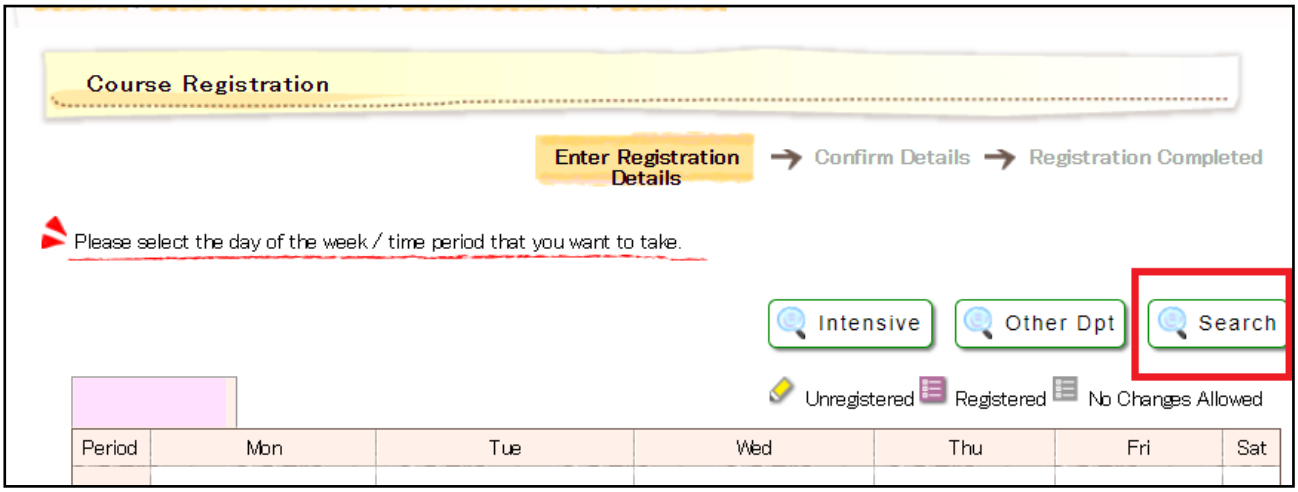
<table>
<tr><th>Menu Name</th><th colspan="2">Course Categories</th><th>Data Entry Period</th></tr>
<tr><td rowspan="9">Course Registration</td><td rowspan="8">Liberal Arts and Sciences Courses</td><td>Basic Courses in Humanities and Social Sciences</td><td rowspan="9">1) First year students as of September
September 14 (Wed) 9:00 -
September 22 (Thu) 12:00
2) Second year students and above as of September
September 14 (Wed) 14:00 -
September 22 (Thu) 17:00</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>Japanese</td></tr>
<tr><td>Health and Sports Science: Practicum</td></tr>
<tr><td>Health and Sports Science: Lecture</td></tr>
<tr><td>Academic English Advanced 1 / 3</td></tr>
<tr><td colspan="2">Specialized Courses for each school
(for details, follow the directions of each school)</td></tr>
<tr><td rowspan="4">Course Registration</td><td rowspan="2">Liberal Arts and Sciences Courses</td><td>First Year Seminar A ※1</td><td rowspan="4">October 4 (Tue) 9:00 –
October 11 (Tue) 13:00</td></tr>
<tr><td>Languages except English and Japanese</td></tr>
<tr><td colspan="2">Courses to add or delete for such reasons as registration mistake.</td></tr>
<tr><td colspan="2">Specialized Courses for each school
(for details, follow the directions of each school)</td></tr>
</table>

※1 The maximum number of students for First Year Seminar is 15 per class. If you wish to take the course, check **the list of available classes** (see p.10 for more details).

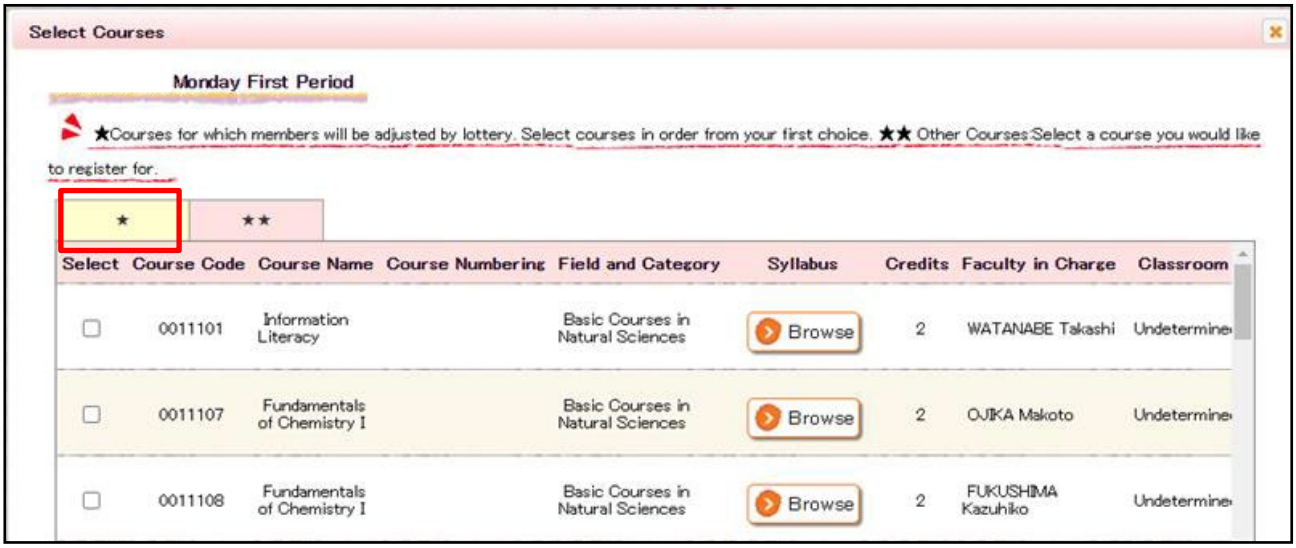
※2 Click the "Search" button to search and register Liberal Arts and Sciences Courses. However, for the following courses, please search and register from the "★" tab.
★:Courses for which members will be adjusted by lottery.

★Special Mathematics Lecture（Mathematics for machine learning）(0061621)
★Special Mathematics Lecture（Groups and their representations）(0063621)
★Special Lecture (Studium Generale I) (0065521)
★Special Lecture (Go in Japanese Culture) (0065421)

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



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

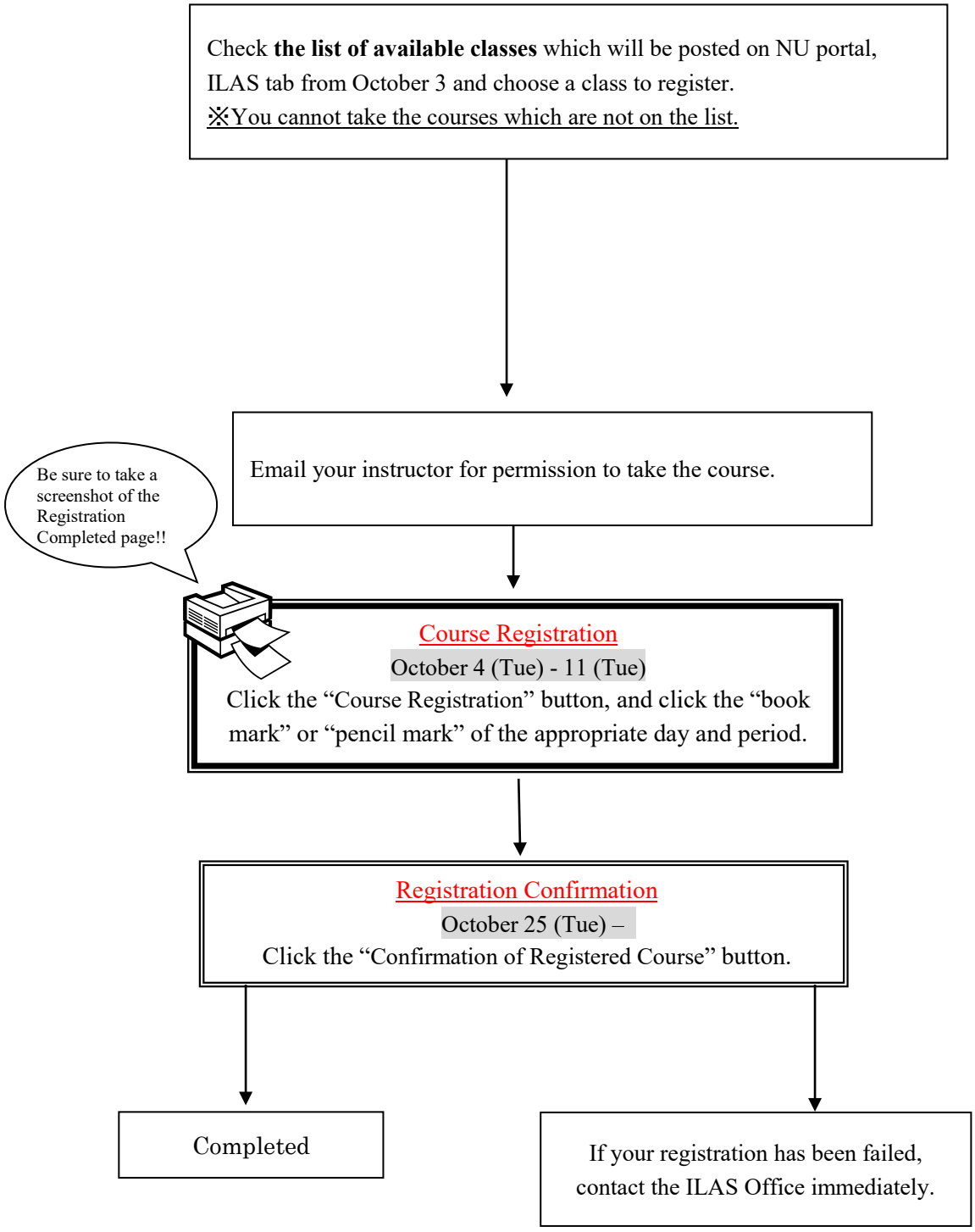


Regarding Specialized Courses for each school, please follow the directions of each school.

IV. Registration Procedures for Each Course

Basic General Education Courses: "First Year Seminar A" (Term G-I)

*This is Term G-I course (course targeted for first year students). The curriculum changes from students enrolling in 2022 and the course names in the new curriculum are different so please check p.4 "About Term G-I Courses" for more information.



Basic General Education Courses: Language and Culture I
"Academic English Advanced 1 / 3"

*If you take Term G-I courses (courses targeted for first year students), please refer to p.4 "About Term G-I Courses"

All Schools (Term G-I):
Tuesday 5th period "Academic English Advanced 1"

School of Humanities/Letters, Law and Economics only (Term G-Ⅲ):
Tuesday 4th period "Academic English Advanced 3"

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

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

If you have failed or missed the registration,

Registration Confirmation (1st)
September 29 (Thu) -

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
October 4 (Tue) - 11 (Tue)
Click the "Course Registration" button, and click the "book mark" or "pencil mark" of the appropriate day and period.

Registration Confirmation (2nd)
October 25 (Tue) –

Completed

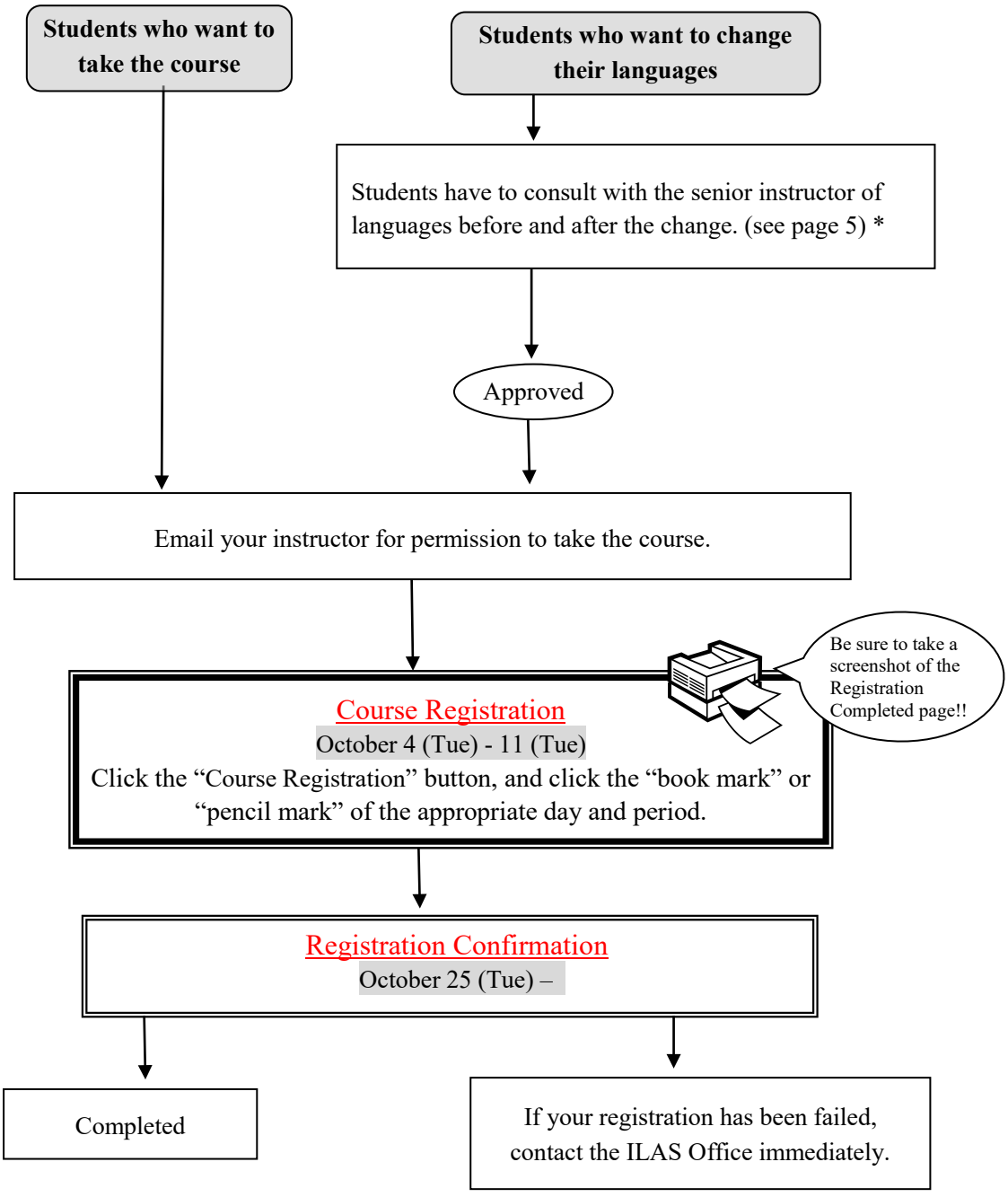
If your registration has been failed, contact the ILAS Office immediately.

Basic General Education Courses: Language and Culture I:
: [German, French, Russian, Chinese, Spanish, Korean] 1, 2 (Term G-I)

Basic General Education Courses: Language and Culture II:
Intermediate [German, French, Russian, Chinese, Spanish, Korean] 2 (Term G-Ⅲ)

*The curriculum changes from students enrolling in 2022 and the course names in the new curriculum are different. If you take Term G-I courses (courses targeted for first year students), please refer to p.4 “About Term G-I Courses”.

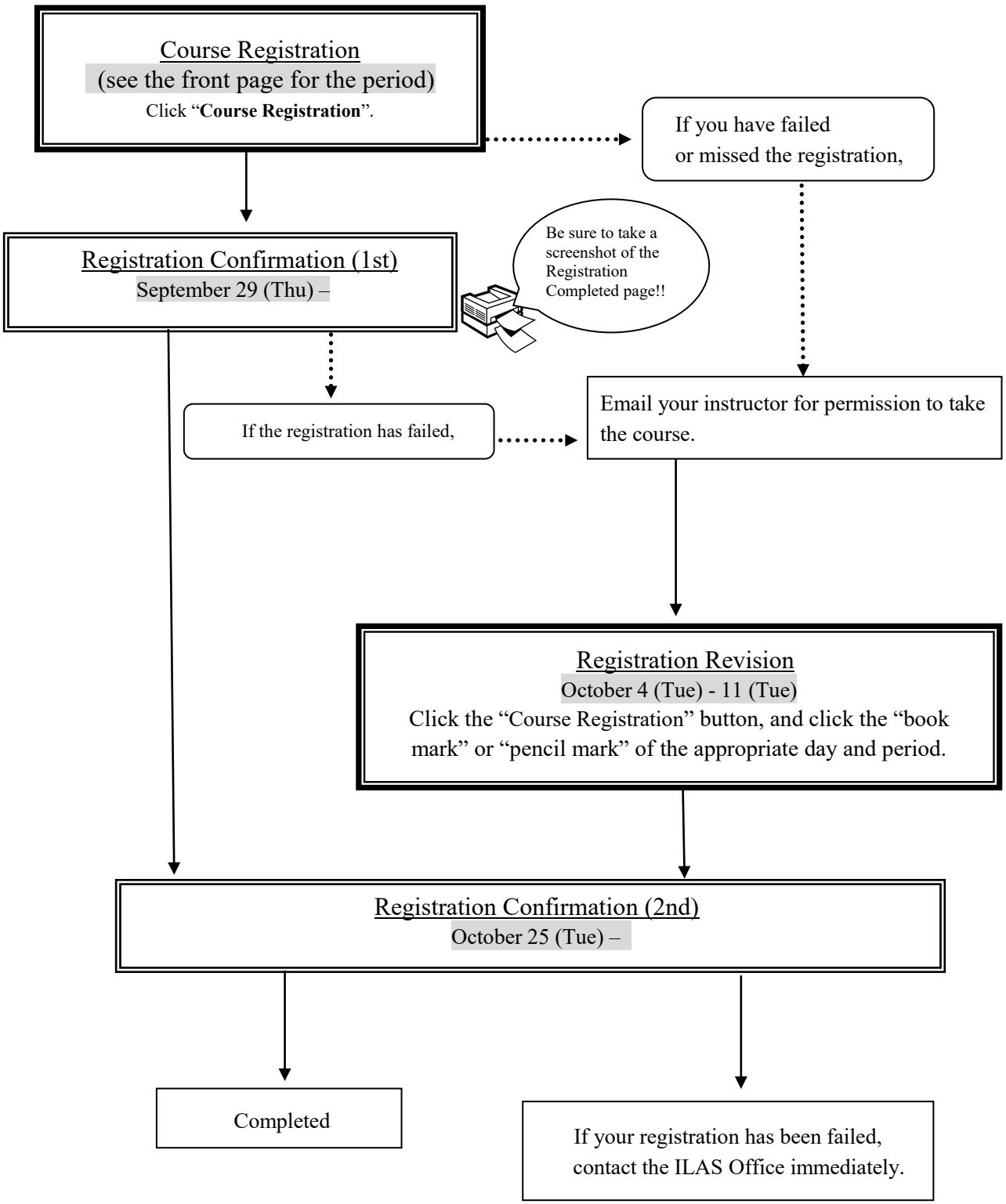
*Instructors’ email addresses can be found in the syllabus on Educational Affairs System.
NU Portal → Student affairs → Course registration and grading → Syllabus → Search Syllabus



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

Basic General Education Courses: Language and Culture I
"Academic Japanese I / III / V", "Business Japanese I / III"

*The curriculum changes from students enrolling in 2022 and the course names in the new curriculum are different. Because of this, the names of some courses (refer to the list on the next page) will be shown as the Term G-I course name when registering. But when you get the grade, the course name will be the Term G-III course name. Please check the course names when grades can be checked.



Term G-III course name	**Term G-I course name**
Academic Japanese (Reading and Writing) I	Academic Japanese 1A
Academic Japanese (Reading and Writing) III	Academic Japanese 3A
Academic Japanese (Reading and Writing) V	Academic Japanese 5 (Kanji 2200)
Academic Japanese (Listening and Presentation) I	Academic Japanese 1B
Academic Japanese (Listening and Presentation) III	Academic Japanese 3B
Business Japanese I	Business Japanese 1
Business Japanese III	Business Japanese 3

Basic General Education Courses / Health and Sports Science:

"Health and Sports Science：Practicum (Exercise and Sports II)"

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

If you have failed
or missed the registration,

Registration Confirmation (1st)
September 29 (Thu) –

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

If the registration has failed,

Email your instructor for permission to take the course.

Registration Revision
October 4 (Tue) - 11 (Tue)
Click the "Course Registration" button, and click the "book mark" or "pencil mark" of the appropriate day and period.

Registration Confirmation (2nd)
October 25 (Tue) –

Completed

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

1) Check "Confirmation of Registered Course" via the website if the course has been registered.
2) The course withdrawal system is adopted. Students need to request a course withdrawal via email or NUCT message **before the end of the 4th class** (including the first orientation class).

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,
Basic General Education Courses: "Health and Sports Science: Lecture"

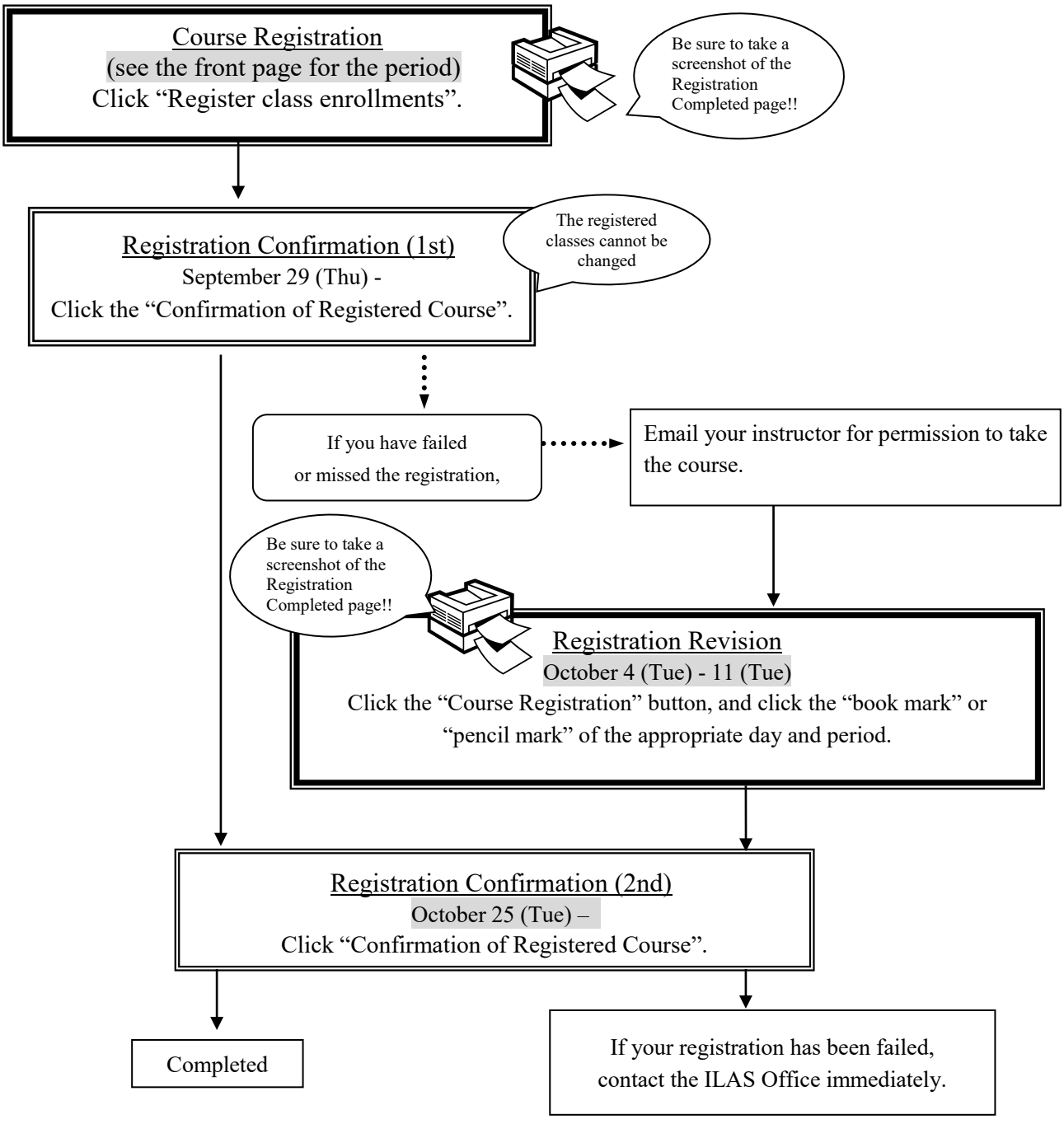
*If you take Term G-I courses (courses targeted for first year students), please refer to p.4 "About Term G-I Courses"

*The curriculum changes from students enrolling in 2022 and the course names in the new curriculum are different. Because of this, the names of the following courses will be shown as the Term G-I course name when registering. But when you get the grade, the course name will be the Term G-III course name. Please check the course names when grades can be checked.

*Introduction to Biology (Term G-Ⅲ) → Introduction to Life Sciences B (Term G-I)

*Special Lecture (Go in Japanese Culture) (Term G-Ⅲ) → Go in Japanese Culture (Term G-I)

*Special Lecture (Studium Generale I) (Term G-Ⅲ) → Studium Generale A (Term G-I)



V. Confirmation and Revision of Registered Courses

1. Registration Confirmation

Check the enrolled classes via the Nagoya University Portal within the period below.

Period	Contents	How to Confirm
Registration Confirmation (1st) September 29 (Thu) 9:00 –	The courses registered via the web before the semester begins	Access to the NU Portal and login (p.7) with using your Nagoya University user ID. After logging in, you can confirm the registered courses from "Confirmation of Registered Course".
Registration Confirmation (2nd) October 25 (Tue) 9:00 –	All courses including the courses registered between October 4 (Tue) to 11 (Tue)	

Notes:

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.7) 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, you are allowed to add/cancel courses during the Registration Revision Period. To add courses, follow the registration instructions for each course. 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; 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.

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 the 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.