



Course Registration Procedures



Course registration, confirmation and modification for Liberal Arts and Science Courses must be done on the [Nagoya University Portal \(NU Portal\)](#).

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.

BEFORE COURSE REGISTRATION

1. Receive your Nagoya University ID and THERS Account from office
2. Complete [Information environment setup](#)
3. Take [Yearly Information Security Check](#)

COURSE REGISTRATION PROCEDURE

1. Fill ILAS course FORM to choose ILAS courses you want to register
Forms: <https://forms.office.com/r/LIsMNmiPin>
Deadline: September 26 (Tue) 17:00
2. Confirm you have been registered on selected course sites on [TACT](#)
From September 28 (Thu)
3. Confirm ILAS course registration on
[NU Portal](#), Student Affairs, Educational Affairs System
Register for School specific courses on [NU Portal](#)
Period: October 3 (Tue) 9:00 – October 11 (Wed) 13:00
※ During this period, you can add and/or cancel course registration
If you fail to complete this procedure, no credits will be awarded to you at the end of the semester.
It is strongly recommended to complete course registration a day before the deadline to avoid busy network hours.
You can access the [instructions](#) for NU Portal, Educational Affairs System
4. Registration Confirmation via [NU Portal](#)
From October 25 (Wed) 9:00 -

Contact Information for Course Registration

- For Liberal Arts and Sciences Courses (The registration code start with "00"):
→Please contact from [Inquiry Form](#) on the [ILAS website](#)
[Consultation Counter] Institute of Liberal Arts and Sciences Office
[Office Hours] 8:30 – 17:00 on weekdays
Until September 29: Closed during lunch time (12:00 – 13:00)
After October 2: Open during the lunch time
- For School Specific Courses (The registration codes starting without "00"):
→Student Affairs Section of Each School

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- * Refer also to other booklets below for course registration.
“Timetables” and “Syllabus” for International Programs Fall Semester, 2023
“AY 2023 Liberal Arts and Sciences Course Registration Guide for International Programs Students”
“Student Handbook Academic Year 2023”

Related Website URLs and Contact Information

Information environment setup guide for new students
Information Security Training for New Students/ Yearly Information Security Check/ Multi-Factor Authentication IT Help Desk Email: it-helpdesk@icts.nagoya-u.ac.jp
“THERS” account and email address Email: acct-help@g.thers.ac.jp * Please inform your THERS account
Nagoya University ID and PW 【takes two days to respond】 Information Media Office Email: e-office@media.nagoya-u.ac.jp
Educational Affairs System Operation Student Affairs Planning Division Email: n-gakumu-support@t.thers.ac.jp

I. Important Things to Check Before Course Registration

I. 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.

Syllabus can be accessed on [NU Portal](#), [ILAS tab](#) during September.

After October, Please access [NU Portal](#) → “Student affairs” tab → “Course registration and grading” tab → “Syllabus”.

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

Nagoya University employs GPA based on the “six-step” grade scale: At, A, B, C, C- and F. 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 “F” and “W” grades is significant.

For details, please refer to:

[Nagoya University Academics / Campus Life \(nagoya-u.ac.jp\) - Grade Evaluation and the GPA System](#)
[Liberal Arts and Sciences Courses Registration Guide - Examinations and Grading - Grade Evaluation](#)

3. Course Withdrawal System

To withdraw from an ILAS course, inform the instructor via the TACT message system. The withdrawal period is **from October 12 (Thu) until the end of November** in this semester. However, deadlines may vary for different courses, so please refer to the course syllabus or ask the instructor directly.

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

The Cap system sets limits on the number of credits students can register. This ensures that students have enough time to study and encourages them to choose courses and credits carefully.

The upper limits on the number of registered credits, conditions for raising the limits, and other matters are determined by each School. For details, please refer to: [Liberal Arts and Sciences Courses Registration Guide - How Courses Are Conducted - Upper Limits on the Number of Registered Credits\(Cap System\)](#)

5. Content Courses Taught in Japanese (JMI Courses)

“Content Courses Taught in Japanese” are part of the “Global Liberal Arts” Course Category. They are general program courses taught in Japanese and count towards the required credits for graduation as “Global Liberal Arts” courses.

* “Content Courses Taught in Japanese” are for 2nd year students and above, so you will be able to take these courses from 2024 Fall Semester.

6. ILAS Remote Learning Spaces

At the Institute of Liberal Arts and Sciences (ILAS) Building there are rooms where computers can be used (Sub-Lab rooms on the 2nd floor) and open spaces where wi-fi can be used (Hattori Hall on the 1st floor etc.) during classes. Sub-Lab rooms are available 8:30-16:15 within the class period. For [other computer locations](#), follow the directions of each administration office.

II. Course Registration Procedure

1. Fill ILAS course Form to select your ILAS courses

Forms: <https://forms.office.com/r/LIsMNmiPin>

September 22 (Fri) – September 26 (Tue) 17:00

2. Confirm you have been registered on selected course sites on [TACT](#)

September 28 (Thu) –

(For Japanese courses and second foreign language courses, September 29 (Fri) –)

Please prepare THERS account and password before login to [TACT](#).

Please check [here](#) to how to log in and use TACT.

The lecture sites of your assigned courses will be displayed on TACT. Please note that as a result of course adjustments, you may not be allowed to take courses.

3. Confirm ILAS course registration on [NU Portal](#), Student Affairs, Educational Affairs System October 3 (Tue) 9:00 – October 11 (Wed) 13:00

Please prepare NU ID and password and follow the steps below for confirmation of registered courses:

- (1) Access and Login to [NU Portal](#). Enter your NU ID and password to login. Multi-Factor Authentication (One-Time 6-Digit Number) will also be required.
- (2) Click “Student Affairs” Tab → “Course registration and grading (schedule etc.)” tab → “Educational affairs (For students)” → “Learning Management System” tab,
- (3) Click the “Confirmation of Registered Course” tab, then you can see the registered courses.
- (4) If you find any mistakes on your registered courses, you can add/cancel during this period. To add courses, obtain instructor’s permission by email and register on [NU Portal](#). The email addresses of the instructors are available in the syllabus.
※ System maintenance periods: Every day from 4:00 AM to 5:00 AM

4. Registration confirmation on [NU Portal](#), Student Affairs, Educational Affairs System October 25 (Wed) –

You can see all courses including the course registered between October 3 – October 11.

The image displays three screenshots of the university's online systems. The top-left screenshot shows the 'NU PORTAL' login page with a 'Log in' button circled in red. The top-right screenshot shows the 'NU PORTAL' dashboard with a 'Log in' button circled in red and a 'Course registration and grading (schedule etc.)' tab highlighted. The bottom screenshot shows the 'NU PORTAL' main menu with 'Course Registration' and 'Confirmation of Registered Course' highlighted in red.

Extra information: The following courses have different registration procedures.

Course Category	Registration Procedure
Japanese	<ol style="list-style-type: none">1. Take Japanese language placement test in September2. Attend Japanese language course registration guidance and there obtain instructor's permission to take courses that are your level and you wish to take3. No course registration is required4. Check on TACT (9/29~)5. Check on NU Portal, Educational Affairs System (10/3~)
Second Foreign Language	<ol style="list-style-type: none">1. Respond to the questioner handed out at the guidance if a second foreign language course is required to take as a result of Japanese language course registration guidance2. Assigned courses will be posted on NU Portal→ILAS tab and the bulletin board for G30 in the ILAS main building3. Check on TACT (9/29~)4. Check on NU Portal, Educational Affairs System (10/3~)

※ 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.

5. Notes on confirmation of registered courses

- (1) The "Confirmation of Registered Course" is a 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 [NU Portal, ILAS tab](#).
- (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, if the course requires instructor's permission you may not be able to take the course nor the examination without the instructor's permission, even if a course is on the "Confirmation of Registered Course" screen.
- (3) If there are errors or warnings shown on the "Error code" column on the "Confirmation of Registration Status" page, refer to the next page and check the meaning of the error/warning. If the registration needs to be corrected, do it during the Registration Revision Period (10/3-10/11). If you have any question for Liberal Arts and Sciences courses, contact the ILAS Office from [Inquiry Form](#) on the [ILAS website](#) and for specialized courses, ask the Student Affairs Section in your school. For more information, please refer to "Contact Information for Course Registration" on the cover page.

It is important to carefully review your registration details, including course title and instructors' names by accessing the "Confirmation of Registered Course" page before the examination period, as it will be too late to correct any errors discovered at that time.

6. 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 [NU Portal](#), Student Affairs, 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 of the registration.
Correction Method	Consult with the ILAS Office if the registration has been rejected even though you received permission from the instructor.