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 NU Portal
   For second year students as of October:
   September 14 (Thu) 9:00 - September 22 (Fri) 12:00, 2023
   For third year students and above as of October:
   September 14 (Thu) 14:00 - September 22 (Fri) 17:00, 2023

2. Registration Confirmation (1st) via NU Portal:
   September 28 (Thu) 9:00 -
3. Registration Revision 【addition and/or cancellation】 via NU Portal :
   October 3 (Tue) 9:00- October 11 (Wed) 13:00, 2023

> After receiving permission for the course from the instructor via email, you must register via NU Portal.
> The email addresses of the instructors in charge are available in the syllabus.
> Syllabi can be accessed from NU Portal → Student affairs → Course registration and grading → Syllabus

4. Registration Confirmation (2nd) via NU Portal
   From October 25th (Wed) 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 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

Related Website URLs and Contact Information

Information environment setup guide 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

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  First Year Seminar
  Health and Sports Science: Lecture
  Global Liberal Arts ※Except “Go in Japanese Culture”
  Contemporary Liberal Arts (Natural Sciences)
  Contemporary Liberal Arts (Interdisciplinary/Integration of Arts and Sciences)
  Basic Courses in Humanities and Social Sciences
  Basic Courses in Natural Sciences
- ✧ Health and Sports Science: “Health and Sports Science：Practicum (Exercise and Sports A)”
- ✧ Language and Culture : “Academic English Advanced I / 3”
- ✧ Language and Culture : Second Foreign Language / Japanese
- ✧ Global Liberal Arts (JMI Courses)
  Global Liberal Arts “Go in Japanese Culture ”

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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, 2023
“Liberal Arts and Sciences Course Registration Guide for International Programs Students”
“Student Handbook”

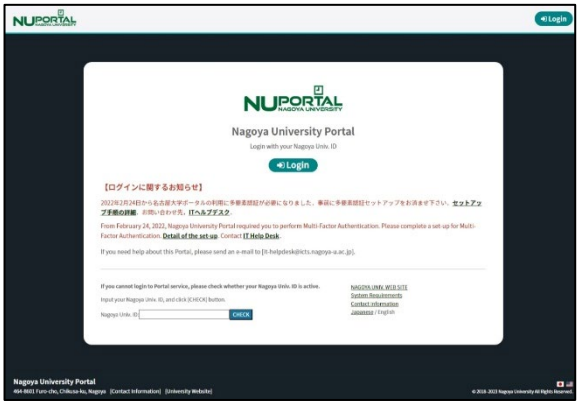
I. Course Registration Procedures

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 and Multi-Factor Authentication are necessary)

Proceed to the Educational Affairs System and register for courses following the instructions for each course.

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.)

1. Syllabus

Syllabi are very important materials to know the aims, course content etc. of each course.

Syllabus can be accessed on NU Portal → "Student affairs" tab → "Course registration and grading" tab →"Syllabus".

2. "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 "Confirmation of Registration Status".

[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.

3. How to Register for Courses

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

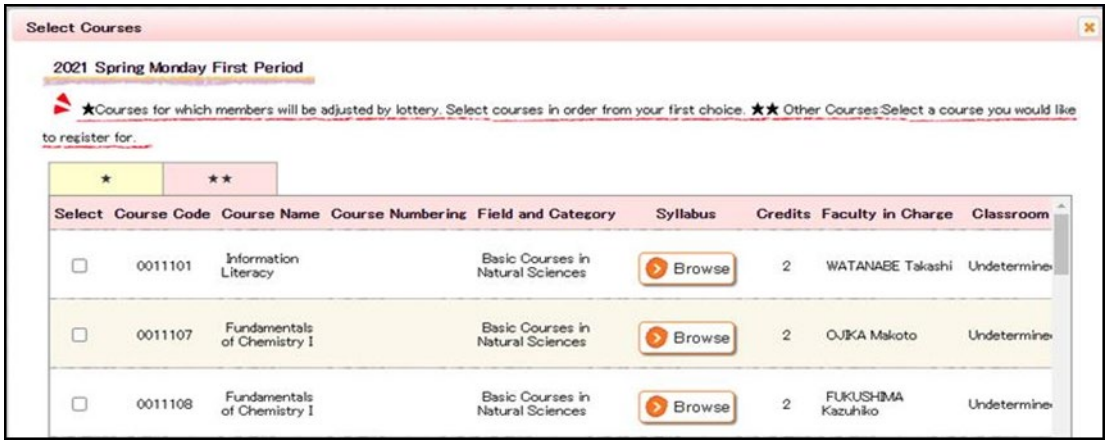
NU portal→ Student affairs → Course registration and grading (schedule etc.) → Educational Affairs (For Students) → Learning Management System Manual

[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.

※ To search and register Liberal Arts and Sciences Courses, please click on the book or pencil icon on the timetable. For the courses in the "★" tab, the members will be adjusted by lottery.



4. 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 3 (Tue) 9:00 - October 11 (Wed) 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.

You will be able to join each TACT 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 TACT website.

NOTE

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

Ⅱ. Additional Information

1. 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: A+, 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 Guide - Examinations and Grading – Grade Evaluation

2. 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.

3. 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 by encouraging 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)

4. About Course Equivalency (For Students Enrolled in/before 2021)

The curriculum changed from students enrolling in 2022. If you take Term G-I, G-III 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 registration courses the course name will be shown as the new curriculum course name on TACT 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 Liberal Arts and Sciences courses.

5. Content Courses Taught in Japanese (JMI Courses)

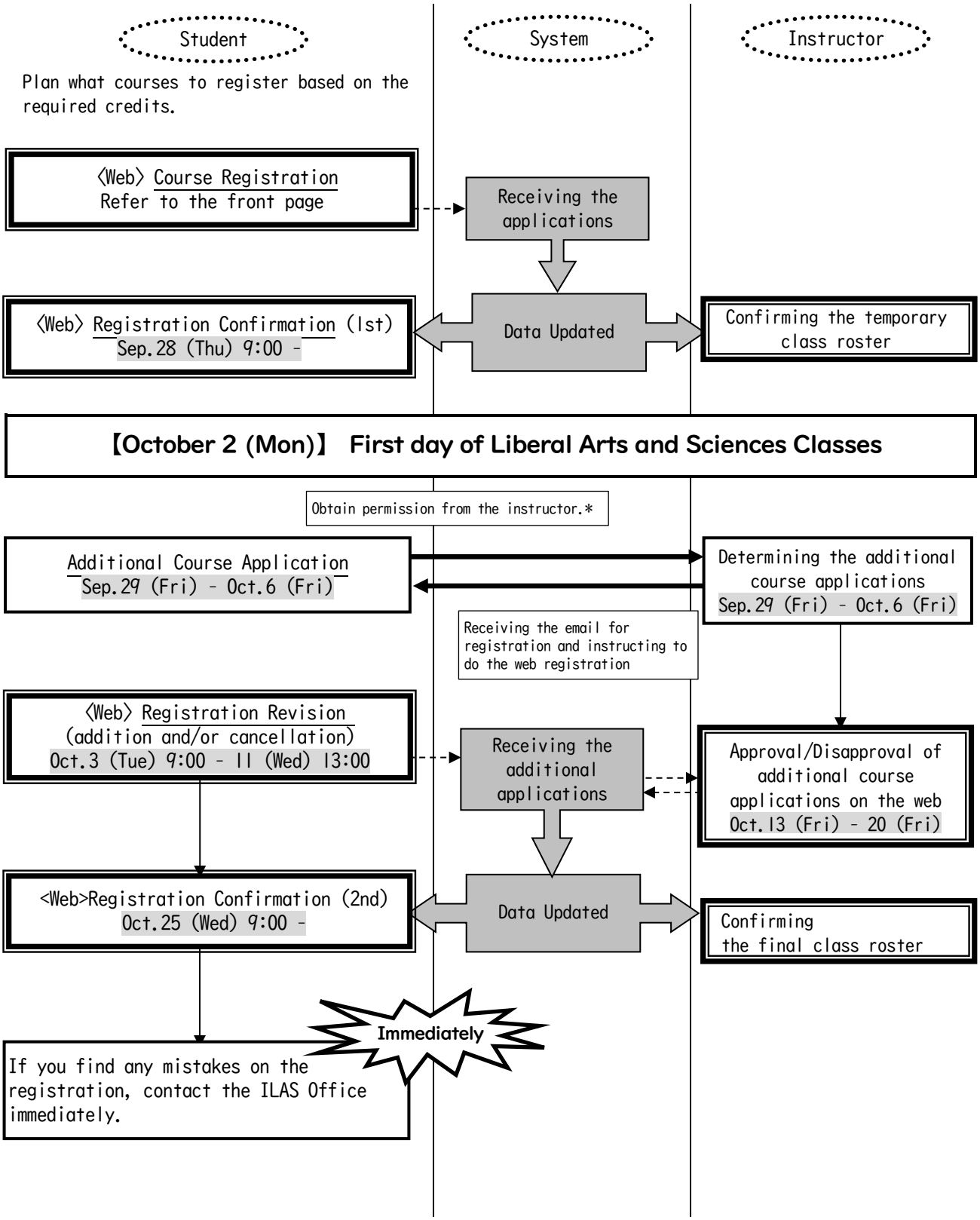
"Content Courses Taught in Japanese" are part of the "Global Liberal Arts" Course Category. They are general program courses taught in Japanese and count towards the required credits for graduation as "Global Liberal Arts" courses.

＊ "Content Courses Taught in Japanese" are for 2nd year students and above.

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.

Ⅲ. 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.

Ⅳ. Registration Procedures for Each Course

Introduction to Skills for Academic Success
First Year Seminar
Health and Sports Science: Lecture
Global Liberal Arts ※Except "Go in Japanese Culture"
Contemporary Liberal Arts (Natural Sciences)
Contemporary Liberal Arts (Interdisciplinary/Integration of Arts and Sciences)
Basic Courses in Humanities and Social Sciences
Basic Courses in Natural Sciences

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

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

Registration Confirmation (1st)
Sep. 28 (Thu) –
Click the "Confirmation of Registration Status".

If the registration has failed,

Email your instructor for permission to take the course.

Registration Revision
Oct. 3(Tue) - 11 (Wed)
Click the "Course Registration" button, and click the "book mark" or "pencil mark" of the appropriate day and period.

Registration Confirmation (2nd)
Oct. 25 (Wed) -
Click the "Confirmation of Registration Status" button.

Completed

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

Health and Sports Science:

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

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

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

Registration Confirmation (1st)
Sep. 28 (Thu) –
Click the "Confirmation of Registration Status".

If the registration has failed,

Email your instructor for permission to take the course.

Registration Revision
Oct. 3(Tue) - 11 (Wed)
Click the "Course Registration" button, and click the "book mark" or "pencil mark" of the appropriate day and period.

Registration Confirmation (2nd)
Oct. 25 (Wed) -
Click the "Confirmation of Registration Status" button.

Completed

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

1) Check "Confirmation of Registration Status" 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 TACT message **before the end of the 4th class** (including the first orientation class).

Language and Culture : “Academic English Advanced I / 3”

Students who want to take the course

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

Registration Confirmation (1st)
Sep. 28 (Thu) –
Click the “Confirmation of Registration Status”.

If the registration has failed,

Attend the first class and obtain permission from the instructor.

Registration Revision
Oct. 3(Tue) - II (Wed)
Click the “Course Registration” button, and click the “book mark” or “pencil mark” of the appropriate day and period.

Registration Confirmation (2nd)
Oct. 25 (Wed) -
Click the “Confirmation of Registration Status” button.

Completed

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

Language and Culture : Second Foreign Language / Japanese

Students who want to take the course

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

Registration Confirmation (1st)
Sep. 28 (Thu) –
Click the "Confirmation of Registration Status".

If the registration has failed,

Email your instructor for permission to take the course.

Registration Revision
Oct. 3(Tue) - 11 (Wed)
Click the "Course Registration" button, and click the "book mark" or "pencil mark" of the appropriate day and period.

Registration Confirmation (2nd)
Oct. 25 (Wed) -
Click the "Confirmation of Registration Status" button.

Completed

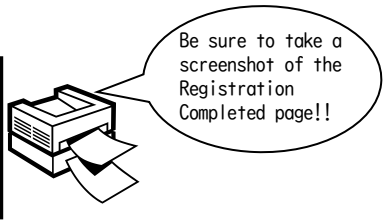
If your registration has been failed, contact the ILAS Office immediately.

* About credits required for graduation, please consult with the school you belong to.
* Regarding Second Foreign Languages Beginners I & II courses, please confirm the course status (course schedule, instructor, registration code, etc.) with Timetable B for regular programs and the syllabus.

Global Liberal Arts (JMI Courses*) Check JMI Courses on NU Portal, ILAS tab
Global Liberal Arts "Go in Japanese Culture"

* JMI courses are part of General Program and are conducted in Japanese. Taking these courses requires enough Japanese language abilities to understand lectures, participate in discussions and write academic assignments.

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



Registration Confirmation (1st)
Sep. 28 (Thu) –
Click the "Confirmation of Registration Status".

If the registration has failed,

Sep. 29 (Fri) -
Check the **"Available Course List"**
for regular programs and select courses you wish to register.
(The list will be posted on NU portal → ILAS office)
* Courses not listed on the portal are not available

Email your instructor for permission to take the course.

Registration Revision
Oct. 3(Tue) - 11 (Wed)
Click the "Course Registration" button, and click the "book mark" or "pencil mark" of the appropriate day and period.

Registration Confirmation (2nd)
Oct. 25 (Wed) -
Click the "Confirmation of Registration Status" button.

Completed

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

V.Confirmation and Revision of Registered Courses

Check the registered courses via the NU Portal, "Confirmation of Registration Status" during the confirmation period from September 28 (Thu).

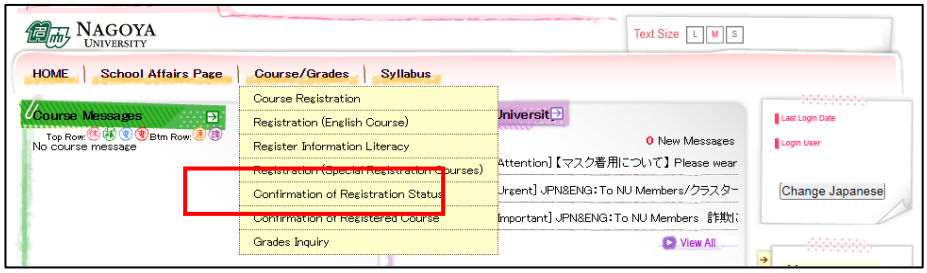
*How to Access:
Login to the NU portal→ Click "Student Affairs" tab → Click "Course registration and grading" → Click "Confirmation of Registration Status", then you can see the registered courses.

If there are errors or warnings shown on the "Error code" column on the "Confirmation of Registration Status" page, refer to the next pages and check the meaning of the error/warning. If the registration needs to be corrected, do it during the Registration Revision Period.

1. Registration Confirmation

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

Period	Contents
Registration Confirmation (1st) September 28 (Thu) 9:00 –	The courses registered via the web before the semester begins
Registration Confirmation (2nd) October 25 (Wed) 9:00 –	All courses including the courses registered between October 3 (Tue) to 11 (Wed)



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) When you see the "Confirmation of Registration Status", please confirm it with the registration page you have taken a screenshot when you registered for courses.

(4) 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 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 Registration Status" 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 NU Portal, Student 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.