Spring Semester, AY2023
For International Programs Students Enrolled in 2022

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 (registration possible during periods ①and②)

①March 20 (Mon) 9:00 - March 28 (Tue) 12:00, 2023

②April 3 (Mon) 13:00 - April 4 (Tue) 18:00, 2023

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

*From 2023 Nagoya University online learning management system will change from NUCT to TACT

2. 1st Confirmation of Registration Status (Web)

April 10 (Mon) 9:00, -April 18 (Tue) 13:00, 2023

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

April 11 (Tue) 9:00 - April 18 (Tue) 13:00, 2023

After receiving permission for the course from the instructor via email, you must register via the Web-Based Educational Affairs System (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. 2nd (Final) Confirmation of Registration Status (Web)

May 2 (Tue) 9:00, 2023 -

You must complete the course registration by the designated day.
It is strongly recommended to complete registrations a day earlier to avoid busy network hours.
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Contact Information for Course Registration

●For Liberal Arts and Sciences Courses (Course registration codes starting 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 10: Closed during lunch time (12:00 - 13:00)
After April 11: Open during the lunch time too
●For School Specific Courses (Course registration codes starting without "00"):
→Student Affairs Section of each School

Related Website

Website and URL	QR
Nagoya University Portal ※Web-Based 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	

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	
“THERS” account and email address Email: acct-help@g.thers.ac.jp *Please inform your THERS account	
Nagoya University ID【takes two days to respond】 Information Media Office Email: e-office@media.nagoya-u.ac.jp	
Web-Based 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

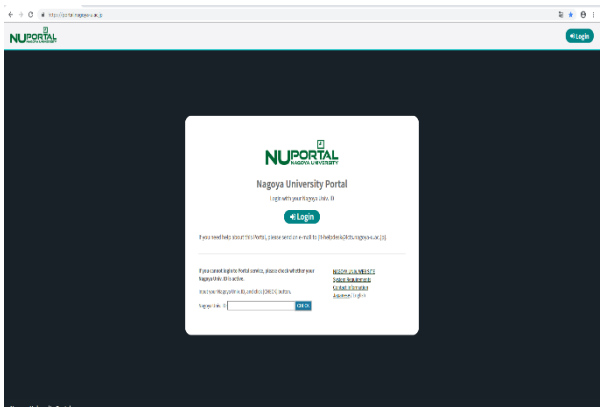
・Course registration is available through the Web-Based **Educational Affairs System** after logging in NU Portal (https://portal.nagoya-u.ac.jp/). NU Portal can be accessed both on/off-campus. (Nagoya University ID and Multi-Factor Authentication are necessary)
・Proceed to the Educational Affairs System, and register for courses following the instructions for each course.
※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 Web-Based Educational Affairs System, login to the NU portal, and click "Student affairs" → "Course registration and grading".
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

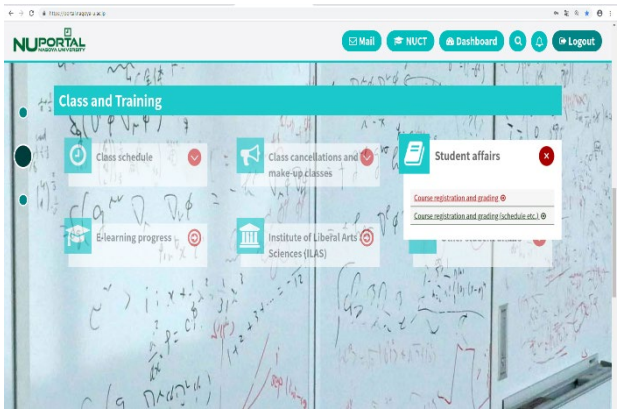
(1) Login https://portal.nagoya-u.ac.jp/

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

NU Portal → Class and Training → Student affairs → Course Registration and Grading



2. Syllabus

Syllabi can be accessed from NU Portal → Student affairs → Course registration and grading → 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.

ILAS building computer rooms available hours during the Registration Period (closed on weekend and holidays)
【March 20-28, April 3-5, 10】9:00-16:00 (Only Sub-Lab Room B is open.)
【From April 11】8:30-18:00

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

The "Course Registration" period in this Spring 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.

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., you must obtain permission from the instructor in charge.

Registration Revision Period: April 11 (Tue) 9:00 - April 18 (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.4 "2. 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.
*From 2023 NUCT will change to TACT

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.

6. 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.

7. 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 TACT message system. The notifying period is from April 19 (Wed) 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 depending on each School.
*From 2023 NUCT will change to TACT

8. 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

9. Content Courses Taught in Japanese (JMI Courses)

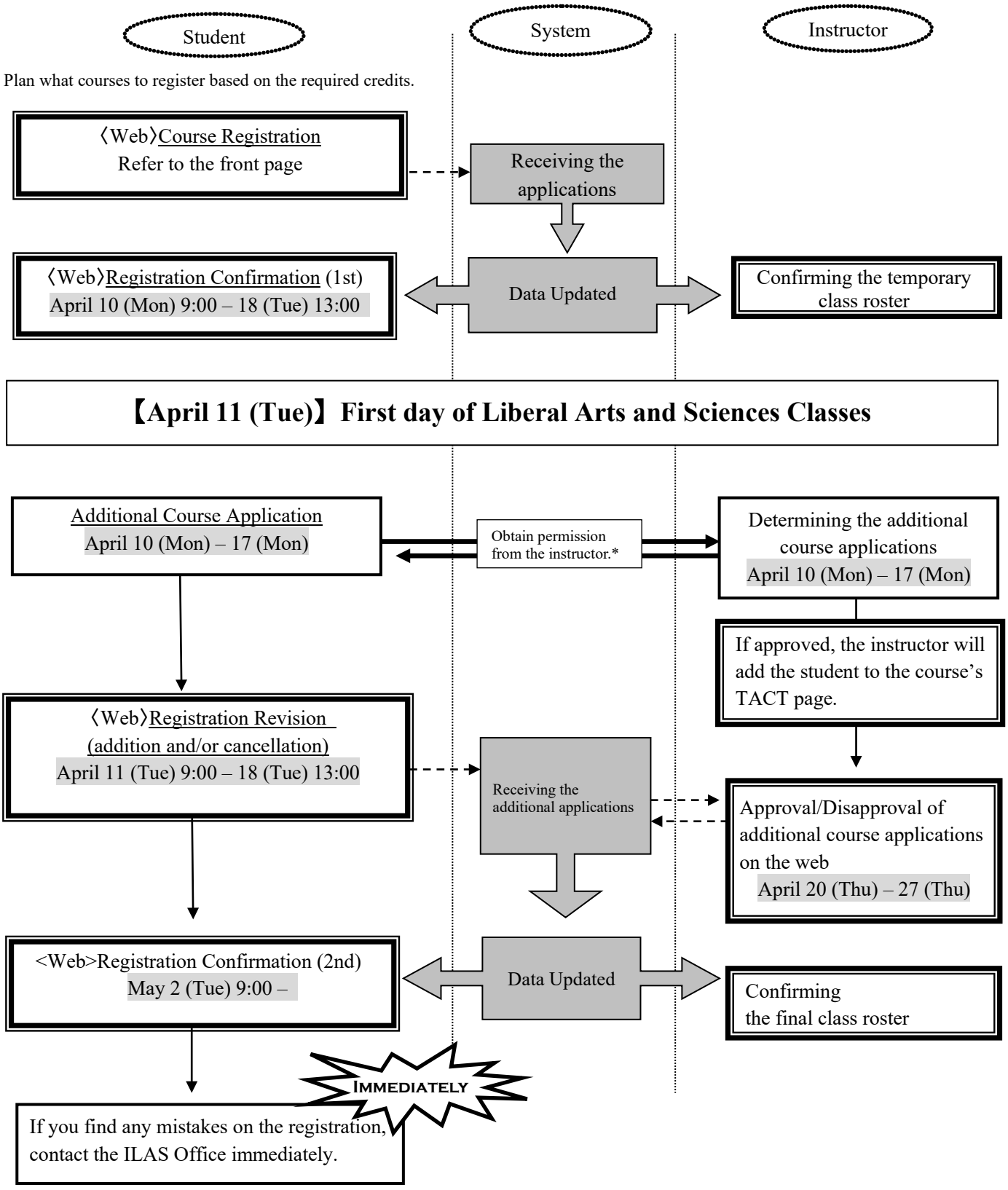
“Content Courses Taught in Japanese” are courses in “Global Liberal Arts” Course Category. They are general program courses taught in Japanese. If you earn credits by taking these courses, they will be included in required credits for graduation as “Global Liberal Arts” courses.
*“Content Courses Taught in Japanese” are for 2nd year students and above, so you will be able to take these courses from 2023 Fall Semester.

10. Contact Information of Senior Instructors for Each Language (until March 2023)

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 course registration, you will not be given a grade for 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

【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.

◇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="10">Course Registration

※1</td><td rowspan="9">Liberal Arts and Sciences Courses</td><td>Basic Courses in Humanities and Social Sciences</td><td rowspan="10">For first year students (registration available during ①and②)

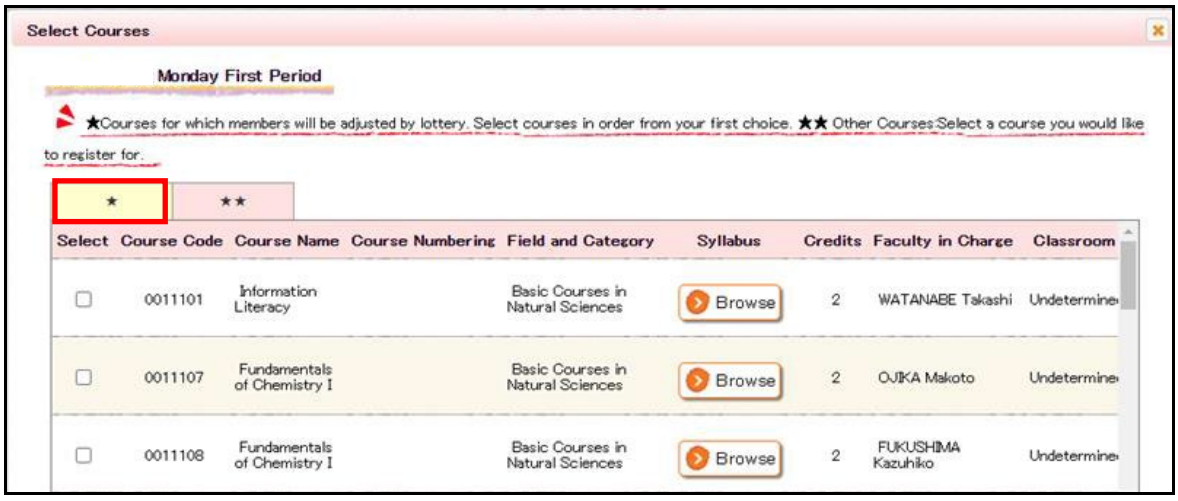
① March 20 (Mon) 9:00 – March 28 (Tue) 12:00

② April 3 (Mon) 13:00 – April 4 (Tue) 18:00</td></tr>
<tr><td>Basic Courses in Natural Sciences</td></tr>
<tr><td>Contemporary Liberal Arts (Natural Sciences)</td></tr>
<tr><td>Global Liberal Arts</td></tr>
<tr><td>Data Science</td></tr>
<tr><td>Academic English Advanced 2</td></tr>
<tr><td>Japanese</td></tr>
<tr><td>Health and Sports Science: Practicum</td></tr>
<tr><td>Second Foreign Languages</td></tr>
<tr><td colspan="2">Specialized Courses for each school
(for details, follow the directions of each school)</td></tr>
<tr><td rowspan="2">Course Registration</td><td colspan="2">Courses to add or delete for such reasons as registration mistake.</td><td rowspan="2">※2

April 11 (Tue) 9:00 – April 18 (Tue) 13:00</td></tr>
<tr><td colspan="2">Specialized Courses for each school
(For details, follow the directions of each school)</td></tr>
</table>

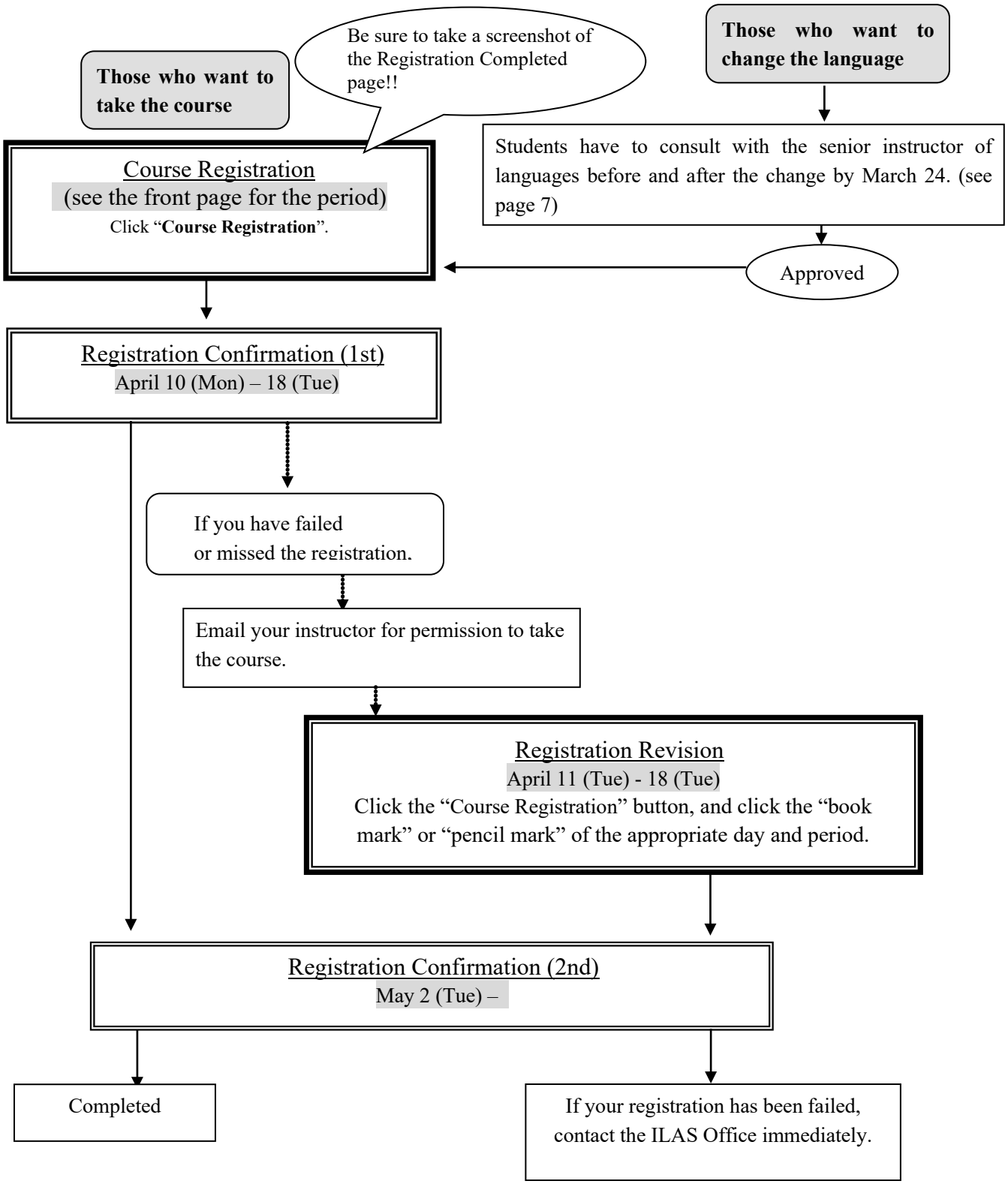
※1 To search and register Liberal Arts and Sciences Courses, please click on the book or pencil icon on the timetable. For the courses in the "★" tab, the members will be adjusted by lottery.

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



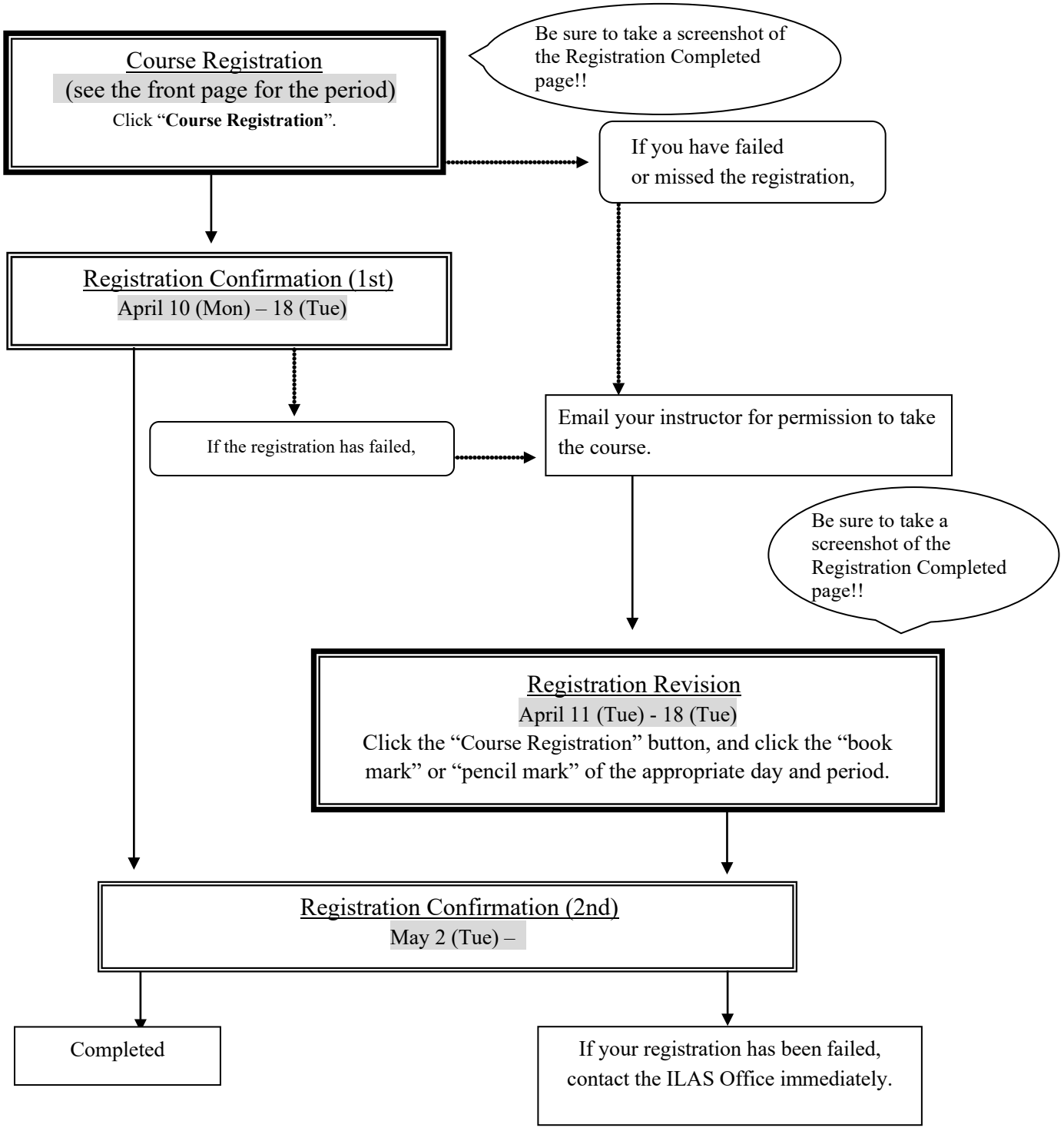
IV. Registration Procedures for Each Course

Language and Culture:
Lower Intermediate German/ French/ Russian/ Chinese/ Spanish/ Korean

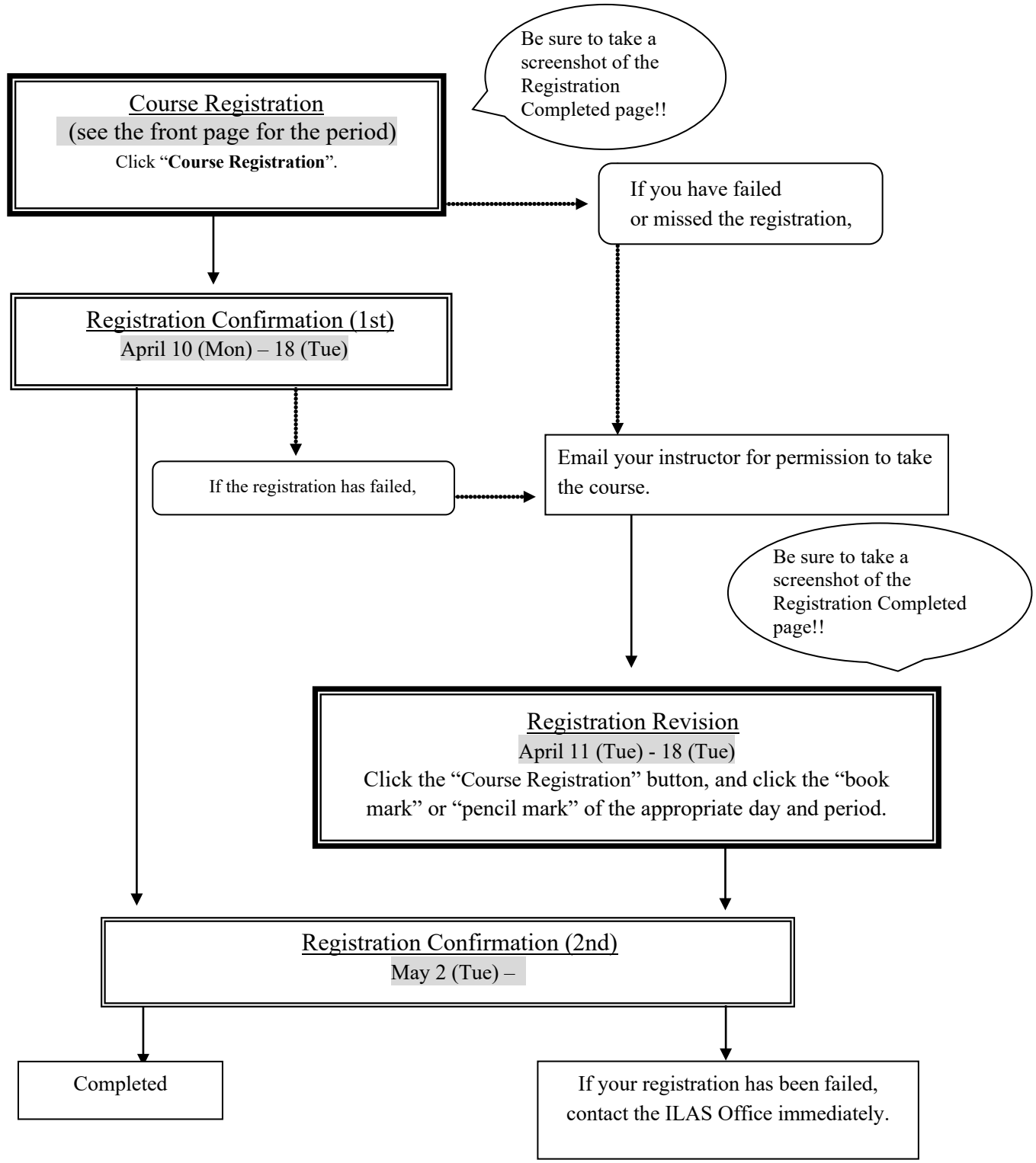


Notice : Japanese 3, 4, 5, 6 and Japanese Notation have two classes: "a" and "b". Those who take "a class" should register "a class" for all five courses, and those who take "b class" should register "b class" for all five courses.

Language and Culture:
"Japanese 3/ 4/ 5/ 6", "Japanese Notation 2 (Kanji 400)",
"Academic Japanese 2A/ 2B/ 4A/ 4B"
"Academic Japanese 5 (Kanji 2200)", "Business Japanese 2/ 4"

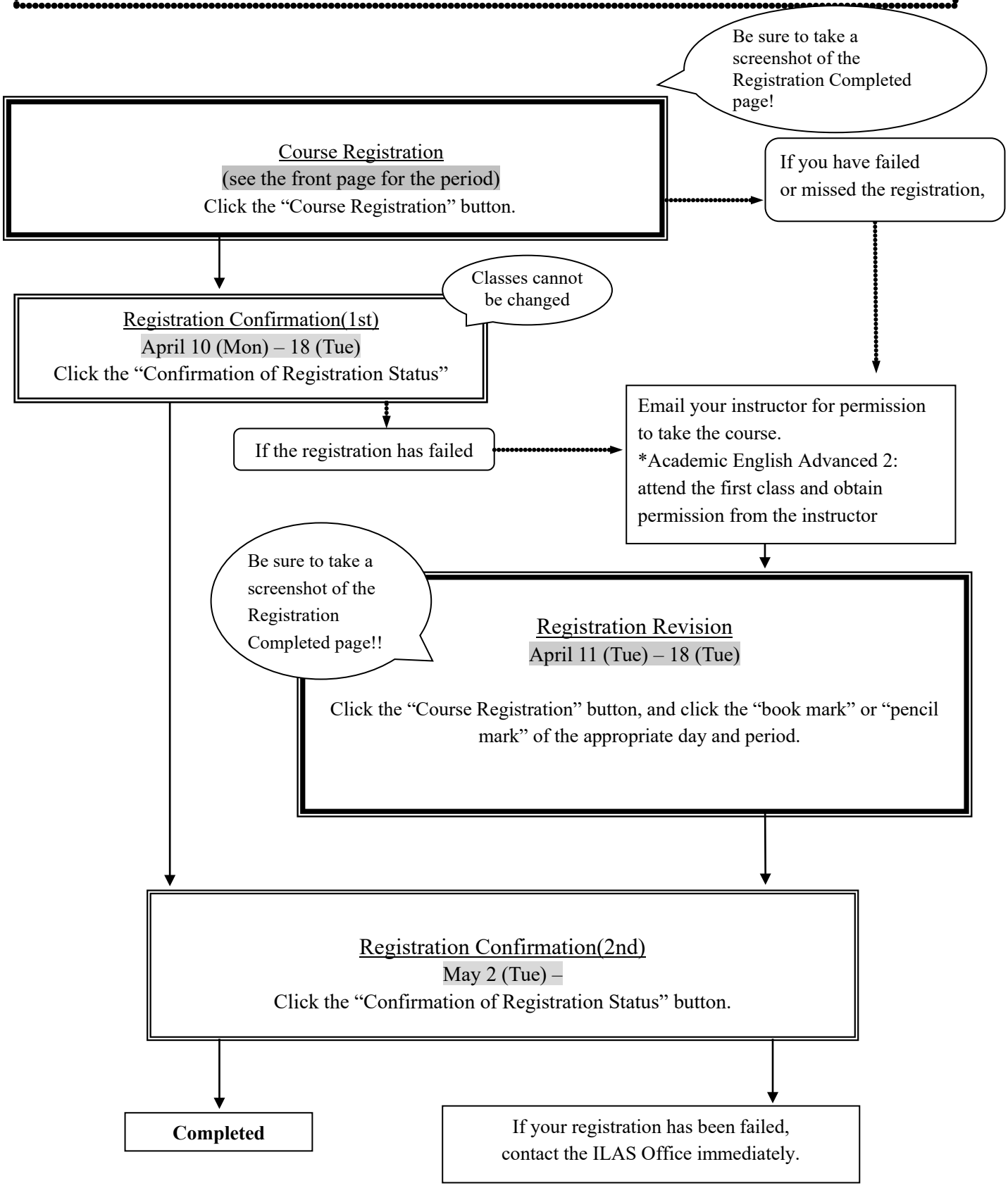


Health and Sports Science: Practicum (Exercise and Sports B)

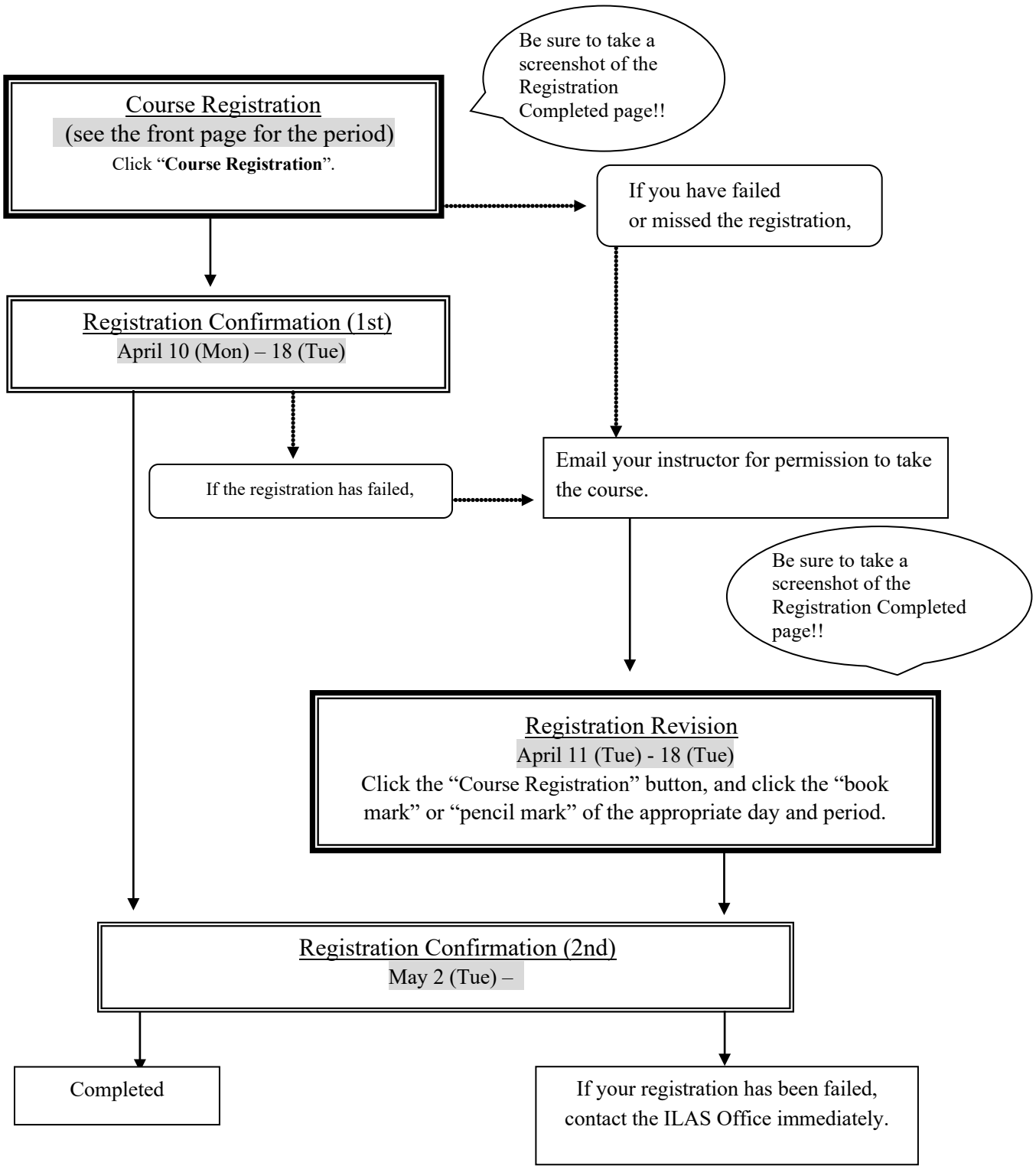


1) Check "Confirmation of Registration Status" via the website if the course has been registered.
2) The course withdrawal system is adopted. The submission deadline of a Notification of Course Withdrawal is **the end of 4th class**.

Language and Culture : Academic English Advanced 2
Basic Courses in Humanities and Social Sciences
Basic Courses in Natural Sciences
Contemporary Liberal Arts (Natural Sciences)
Global Liberal Arts



Data Science: Introduction to Data Science (Lecture)
Data Science: Data Science Exercise A/ B



V. Confirmation and Revision of Registered Courses

Check the registered courses via the NU Portal, “Confirmation of Registration Status” during the confirmation period from April 10 (Mon).

*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.

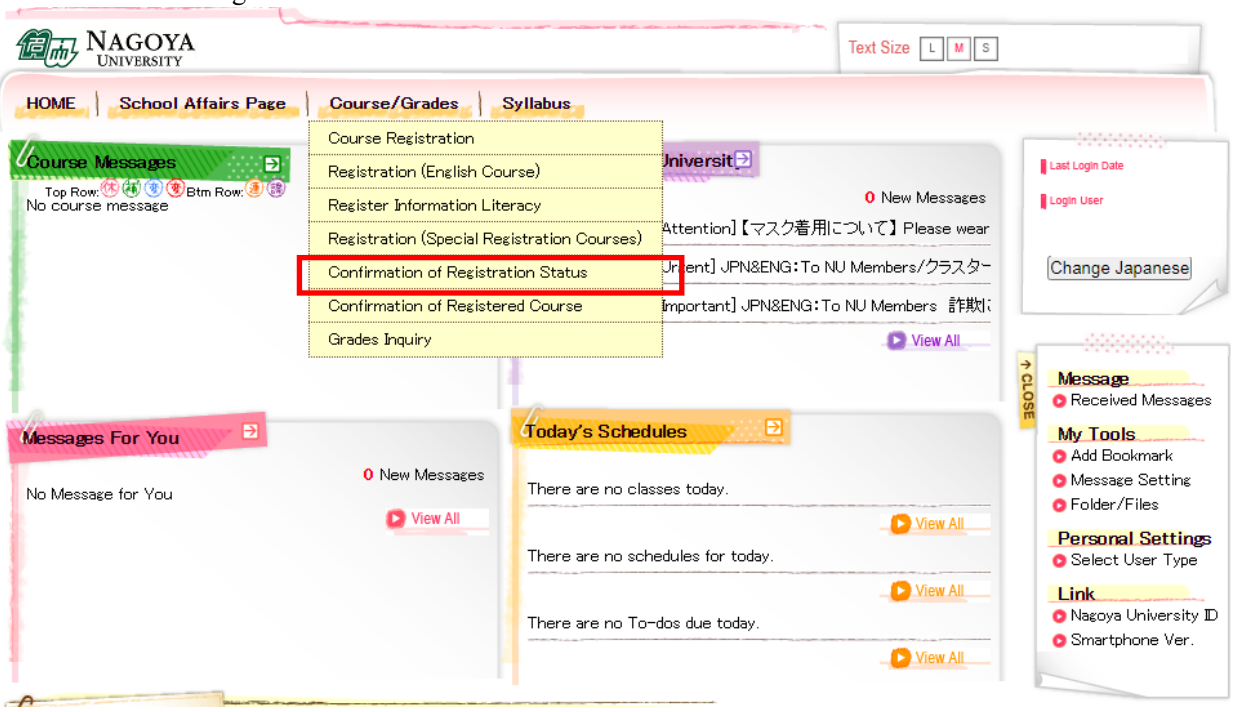
1. Registration Confirmation

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

Period	Contents	How to Confirm
Registration Confirmation (1st) April 10 (Mon) 9:00 – 18 (Tue) 13:00	The courses registered via the web before the semester begins	Access to the NU Portal and login by using NU ID, Password and Multi-Factor Authentication Number . After logging in. you can confirm the registered course at “Confirmation of Registration Status”.
Registration Confirmation (2nd) May 2 (Tue) 9:00 –	All courses including the courses registered between April 11 and 18	

Confirmation of Registration Status

To confirm registered courses: NU Portal →Student affairs →Course registration and grading → Confirmation of Registration Status



<For Reference>
・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
・Inquiries about Nagoya University ID： Information Media Office
TEL: 052-789-3903
Email: e-office@media.nagoya-u.ac.jp
・Inquiries about Educational Affairs System Operation: Student Affairs Planning Division
Email: gakumu-support@adm.nagoya-u.ac.jp

Notice:

1. “Confirmation of Registration Status” is computerized web registration result. For all registered courses, “Course Title”, “Instructor’s Name”, and “Number of Credits” are indicated. For classrooms, please refer to Timetable B on NU Portal, ILAS tab.

2. **You cannot take the courses which are not on the “Confirmation of Registration Status" and you are not eligible to take the examinations.** In addition, even if a course is on the “Confirmation of Registrations Status” 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 Registration Status”, 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 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; for Liberal Arts and Sciences courses contact ILAS Office (kyoikuin[at]adm.nagoya-u.ac.jp) and for specialized courses contact Student Affairs Section in your school. For more information, please refer to “Contact Information for Course Registration” right after 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 Registration Status” when registering courses.

2. Class Enrollment Check – 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 the 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 (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.