



# 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.

## <<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](#)

## <<SCHEDULES>>

1. Course Registration for Liberal Arts and Sciences Courses via Forms  
(※ Except Japanese and Second Foreign Language courses)  
Deadline: September 26 (Thu) 13:00  
Forms: <https://forms.office.com/r/RvfX5specQ>
2. Registration Confirmation via [TACT](#)  
September 27 (Fri)–
3. Registration Confirmation for Liberal Arts and Sciences Courses, and  
Course Registration for School Specialized Courses via [NU Portal](#)  
October 3 (Thu) 9:00– October 11 (Fri) 13:00, 2024

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 semester.

It is strongly recommended to complete course registration a day before the deadline to avoid busy network hours.

You can access the [instructions](#) on how to use NU Portal and Educational Affairs System

4. Registration Confirmation (2nd) via [NU Portal](#)  
From October 23 (Wed) 9:00 –

## Contact Information for Inquiries Related to Course Registration

- For Liberal Arts and Sciences Courses (registration codes starting 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 October 1: Closed during lunch time (12:00 – 13:00)  
From October 2: Open during the lunch time
- For School Specialized Courses (registration codes starting with other than “00”):  
→Student Affairs Section of Each School

## Table of Contents

Contact Information for Course Registration	1
Related Contact Information	2
<b>I. Course Registration Procedures</b>	<b>3</b>
1. Syllabus	
2. “Course Registration” Web Entry Period and How to Register for Courses	
3. Confirmation of Registration Status on TACT	
4. (1st) Confirmation of Registration Status on NU Portal	
5. (2nd) Confirmation of Registration Status on NU Portal	
<b>II. Additional Information</b>	<b>6</b>
1. GPA (Grade Point Average) System and Handling of Grade Assessment (“W” and “F” grades)	
2. Course Withdrawal System	
3. Setting of Upper Limits on the Number of Registered Credits (Cap System)	
4. ILAS Remote Learning Spaces	
<b>III. Summary of Course Registration Procedures</b>	<b>7</b>
<b>IV. Supplementary Materials</b>	<b>8</b>
1. Related Websites	
2. Information related to “Health & Sports Science: Practicum”	

\* Refer also to the following booklets for course registration:

- Timetables ([Timetable A](#) and [Timetable B](#)) and Syllabus for International Programs Fall Semester, 2024
- [Liberal Arts and Sciences Course Registration Guide for International Programs Students](#)
- Student Handbook: Refer to [NU Portal](#) → Student affairs → Course registration and grading (schedule etc) → Educational Affairs (For Students) → Student Handbook

## Related Contact Information

<a href="#">Information environment setup guide for new students</a>
Information Security Training for New Students/ Yearly Information Security Check/ Multi-Factor Authentication IT Help Desk Email: <a href="mailto:it-helpdesk@icts.nagoya-u.ac.jp">it-helpdesk@icts.nagoya-u.ac.jp</a>
THERS account and email address THERS Account Help Center: <a href="https://thersac.icts.thers.ac.jp/hc/ja">https://thersac.icts.thers.ac.jp/hc/ja</a>
Nagoya University ID and PW 【takes two days to respond】 Information Media Office Email: <a href="mailto:e-office@media.nagoya-u.ac.jp">e-office@media.nagoya-u.ac.jp</a>
Educational Affairs System Operation Student Affairs Planning Division Email: <a href="mailto:n-gakumu-support@t.thers.ac.jp">n-gakumu-support@t.thers.ac.jp</a>

## I. Course Registration Procedures

### 1. Syllabus

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

Syllabus can be accessed via:

(Until the end of September) [NU Portal, ILAS page](#)

(From October) [NU Portal](#) → “Student affairs” → “Course registration and grading” → “Syllabus”

### 2. “Course Registration” Web Entry Period and How to Register for Courses

Fill ILAS course Form to select Liberal Arts and Sciences Courses you want to register.

(※Except Japanese and Second Foreign Language courses)

Forms: <https://forms.office.com/r/RvfX5specQ>

Deadline: September 26 13:00

(Your THERS account and password may be requested before answering the Forms.)

#### <Notes>

(1) Follow the procedures below for Japanese and Second Foreign Language courses.

Course Category	Registration Procedure
Japanese	<p>※ ALL new students are required to take Japanese language placement test and attend the guidance.</p> <ol style="list-style-type: none"><li>1. Take Japanese language placement test on September 20</li><li>2. Attend Japanese language course registration guidance on September 25, and there obtain instructor' s permission to take courses that are your level and you wish to take</li><li>3. No course registration is required</li><li>4. Check on TACT (9/27~)</li><li>5. Check on NU Portal, Educational Affairs System (10/3~)</li></ol>
Second Foreign Language (German, French, Russian, Chinese, Spanish, or Korean)	<p>※ A minimum of 4 credits in one foreign language is required to fulfil graduation requirements for Second Foreign Language category.</p> <p>※ Students in School of Economics are not allowed to choose their native language as Second Foreign Language subject.</p> <ol style="list-style-type: none"><li>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 guidance</li><li>2. Check on TACT (9/27~)</li><li>3. Assigned courses will be posted on NU Portal→ILAS tab and the bulletin board for G30 in the ILAS main building (9/30~)</li><li>4. Check on NU Portal, Educational Affairs System (10/3~)</li></ol>

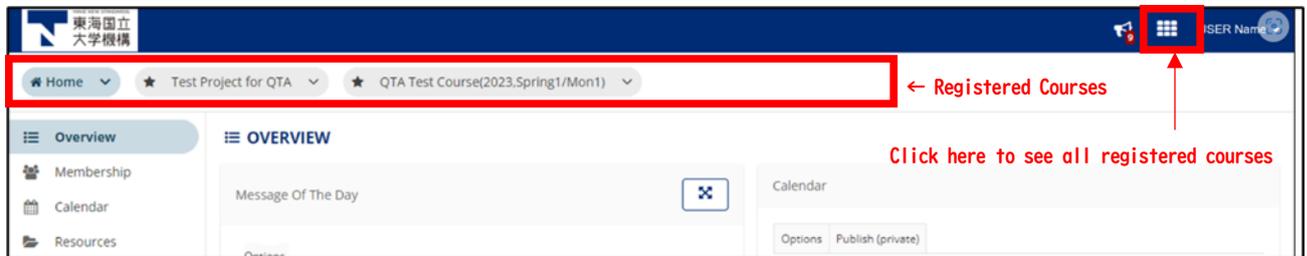
(2) Global Liberal Arts and Contemporary Liberal Arts are mainly for the second year. Taking CAP System into consideration, in the first year, students are allowed to take these courses only if the number of registered credits is within the limit determined by your school.

### 3. Confirmation of Registration Status on TACT (September 27-)

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

(How to login and use TACT: [TACT Usage Manual](#))

ALL registered courses (including Japanese and Second Foreign Language courses) will be displayed on TACT. Please note that as a result of course adjustments, you may not be allowed to take some courses.



### 4. (1st) Confirmation of Registration Status on [NU Portal](#), Student Affairs, Educational Affairs System (October 3 (Thu) 9:00- October 11 (Fri) 13:00, 2024)

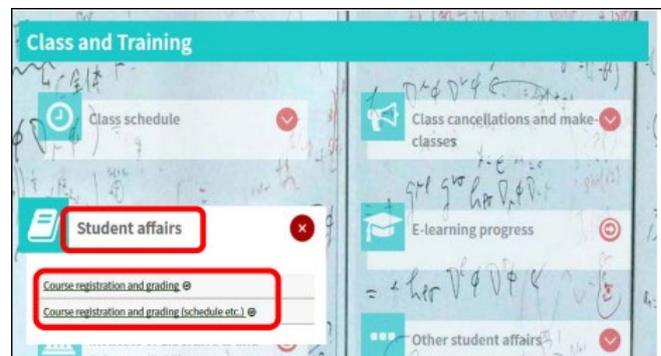
Prepare THERS account and its password, then follow the steps below for confirmation of registered courses:

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

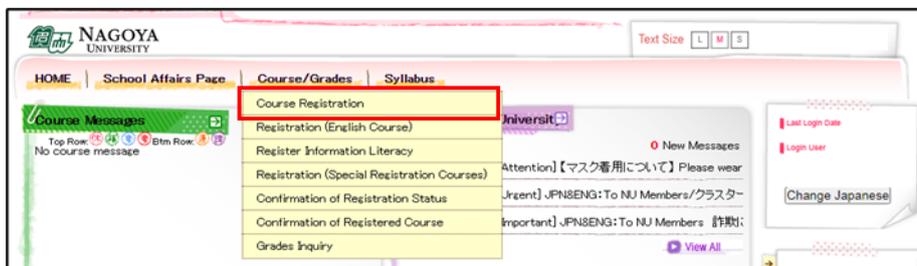
Enter your THERS account and password to login. Authentication with Microsoft Authenticator app will also be required.

(2) Click “Course registration and grading”

NU Portal → Class and Training → Student affairs → Course registration and grading



(3) Click the “Course Registration” tab, then you can see the registered courses.



#### Notes on confirmation of registered courses

- (1) The “Course Registration” is a computerized web registration result. For all registered courses, the “Course Title”, “Instructor’s Name”, and “Registration Code” are indicated. For classrooms, please refer to the Timetable B on [NU Portal, ILAS tab](#).

- (2) You cannot take courses which you are not registered for, and you are not eligible to take the examinations.
- (3) 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 each syllabus.  
 \* To add "Academic English Advanced I", attend the first class and obtain permission from the instructor. Give the instructor a paper with the following information: (1) Student Number, (2) Name, (3) Course Name, and (4) Registration Code.

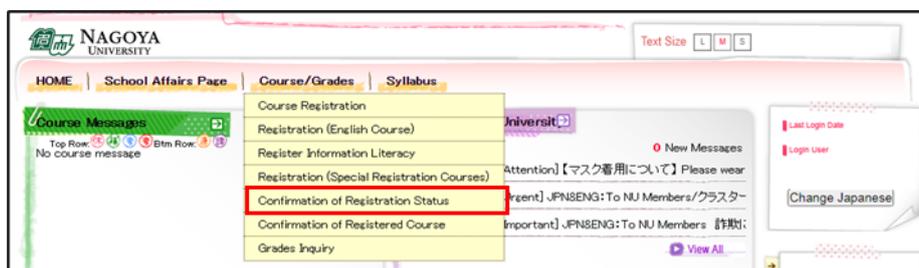
Course registration will not be completed just by obtaining permission to attend (and just by been added to the course on TACT). Don't forget to register online on NU Portal Educational Affairs System.

- (4) You cannot change a course to another once it is fixed.

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 from "Course Registration".

5. (2nd) Confirmation of Registration Status on [NU Portal](#), Student Affairs, Educational Affairs System (October 23-)

- You can see all courses including the course registered between October 3 – October 11 on the "Confirmation of Registration Status" page.
- If there are errors or warnings shown on the "Error code" column on the "Confirmation of Registration Status" page, please refer to the "Course Registration Error List" from "Course/Grades" on [NU portal](#) → Student affairs → Course registration and grading.
- 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 p.2.



## II. Additional Information

### I. 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 a LAS course, inform the instructor via the TACT message system. In principle, the withdrawal period is **from October 15 (Tue) 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. ILAS Remote Learning Spaces

In the Institute of Liberal Arts and Sciences (ILAS) Building, there are open spaces where wi-fi can be used (Hattori Hall on the 1st floor, Hattori Lounge on the 2<sup>nd</sup> floor, etc.)

### III. Summary of Course Registration Procedures

Plan what courses to register for based on the required credits for your program and year.

**Course Registration**  
 (deadline September 26<sup>th</sup> Thursday 13:00)  
 Submit FORM :  
<https://forms.office.com/r/RvfX5specQ>

Japanese and Second Foreign Language courses follow different procedures.  
 Check "Notes (1)" on p.3.

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

**Registration Confirmation (1st)**  
 <[TACT](#)> September.27 (Fri)  
 Check the course list at the top of the page.  
 <[NU Portal](#)> October 3 (Thu) – 11 (Fri) 13:00  
 Click the "Course Registration" button.

If the registration has failed,

**October 2 (Wed):**  
 First day of Liberal Arts and Sciences Classes

Email the instructor for permission to take the course.  
 (\*The email addresses of the instructors in charge are available in the syllabus.)  
 \*Academic English Advanced I: Attend the first class and obtain permission from the instructor.  
 Sep. 30(Mon) - Oct. 8 (Tue)

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

**Add/Cancel Course Registration**  
 Oct.3 (Thu) 9:00 – 11 (Fri) 13:00  
 Click the "Course Registration" button, and click the "book mark" or "pencil mark" of the appropriate day and period.

**Registration Confirmation (2nd)**  
 Oct.23(Wed) 9:00 -  
 Click the "Confirmation of Registration Status" button.

Completed

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

If you find any mistakes in the registration, contact ILAS office immediately.

## IV. Supplementary Materials

### I. Related Websites

1) Nagoya University ILAS Website (<https://www.ilas.nagoya-u.ac.jp/>)



2) Course Registration for G30 International Program Students

(<https://office.ilas.nagoya-u.ac.jp/news/G30/>)

- Course Registration Procedures
- Timetable A / B
- Syllabus
- Liberal Arts and Sciences Course Guide for International Programs



3) Nagoya University Portal (<https://portal.nagoya-u.ac.jp/>)



4) TACT (<https://tact.ac.thers.ac.jp/>)



## 2. Information related to “Health &amp; Sports Science: Practicum”

## Health & Sports Science: Practicum Syllabus day information

### Location : New Gymnasium (Yamanoue Sports Area)

The guidance session for “Health & Sports Science: Practicum (Badminton)” will be held during the first class at the New Gymnasium.

- Please bring indoor shoes, such as gym shoes.
- You do not need to change into sportswear for the guidance session.
- Please park your bicycle in the designated area shown on the map.
- Students should bring a portrait photo (4 cm in height, 3 cm in width) for the creation of a course card.
- Students should bring a ballpoint pen or oil pen \*no pencil.

### Location of the New Gymnasium

