



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 12 (Thu) 9:00 – September 19 (Thu) 12:00, 2024

For third year students and above as of October:

September 12 (Thu) 14:00 – September 19 (Thu) 16:00, 2024

2. Registration Confirmation (1st) via [NU Portal](#):

September 27 (Fri) 9:00 – October 11 (Fri)

3. Add/Cancel Course Registration via [NU Portal](#) :

October 3 (Thu) 9:00 – October 11 (Fri) 13:00, 2024

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 23 (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.

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

Table of Contents

| | |
|--|----------|
| Contact Information for Course Registration | 2 |
| Related Contact Information | 2 |
| I. Course Registration Procedures | 3 |
| 1. Syllabus | |
| 2. “Course Registration” Web Entry Period | |
| 3. How to Register for Courses | |
| 4. Confirmation of Registration Status | |
| 5. Add and/or Cancel Course Registration | |
| II. Additional Information | 6 |
| 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. Content Courses Taught in Japanese (JMI Courses) | |
| 5. About Course Equivalency (For Students Enrolled in/before 2021) | |
| III. Summary of Registration Procedures for Each Course | 7 |
| ◇ Liberal Arts and Sciences Courses (Except JMI courses and Go in Japanese Culture) | |
| ◇ Global Liberal Arts (JMI courses and Go in Japanese Culture) | |
| * 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 | |

Contact Information for Course Registration

- For Liberal Arts and Sciences Courses (The registration code 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)
 After October 2: Open during the lunch time
- For School Specialized Courses (The registration codes starting without “00”):
→Student Affairs Section of Each School

Related Contact Information

THERS account and email address

THERS Account Help Center: <https://thersac.icts.thers.ac.jp/hc/ja>

Educational Affairs System Operation

Student Affairs Planning Division

Email: n-gakumu-support@t.thers.ac.jp

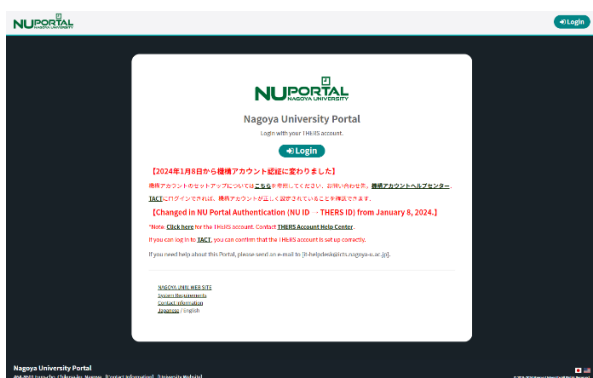
I. Course Registration Procedures

Course registration is available through the **Educational Affairs System** after logging in with your THERS account to [NU Portal \(https://portal.nagoya-u.ac.jp/\)](https://portal.nagoya-u.ac.jp/). NU Portal can be accessed both on/off-campus.

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

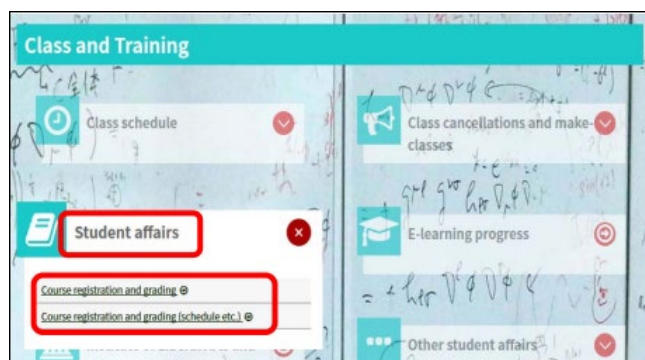
1. Login <https://portal.nagoya-u.ac.jp/>

Enter your 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



1. Syllabus

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

Syllabus can be accessed on [NU Portal](https://portal.nagoya-u.ac.jp/) → Student affairs → Course registration and grading → Syllabus.

2. “Course Registration” Web Entry Period

The “Course Registration” period in this Fall Semester is indicated on p.1.

Access to the [NU portal](https://portal.nagoya-u.ac.jp/), 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 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 “Add/Cancel Course Registration” period, except for maintenance time (4:00–5:00, 18:00–19:00).

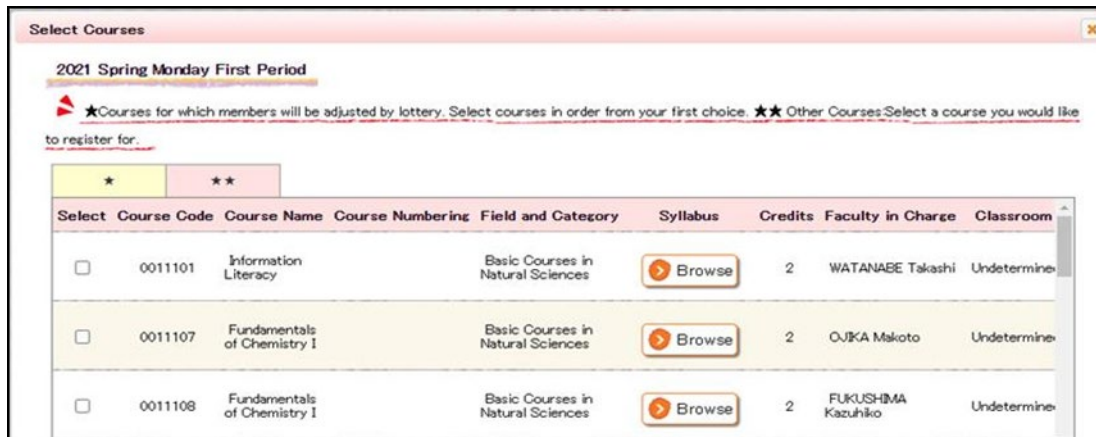
※The system is normally available from 18:00 to 19:00, however, inputting data will be unavailable when maintenance is held.

3. How to Register for Courses

[Refer to Operation Manual (How to use “Educational Affairs System”)]

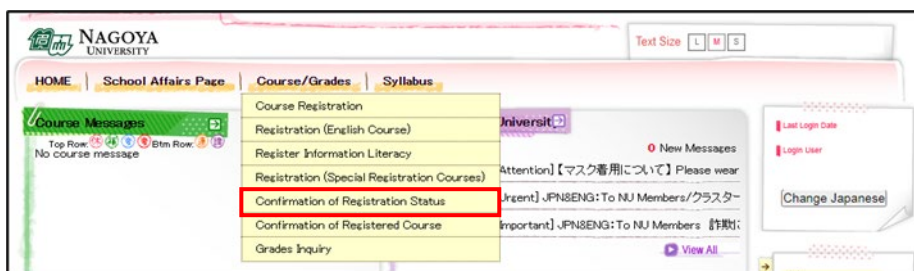
[NU portal](https://portal.nagoya-u.ac.jp/) → Student affairs → Course registration and grading (schedule etc.) → Educational Affairs (For Students) → Learning Management System Manual

- ※ 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. Confirmation of Registration Status

Login to the [NU portal](#) → Click “Student Affairs” tab → Click “Course registration and grading” → Click “Confirmation of Registration Status”, and check the registered courses during the first and second confirmation period. (check the periods from p.1)



Notes on confirmation of registered courses

- (1) The “Confirmation of Registration Status” 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 courses which you are not registered for, and you are not eligible to take the examinations.**
- (3) When you check 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 “Course Registration Error List” from “Course/Grades” on [NU Portal, Student Affairs System](#). If the registration needs to be corrected, do it during the Registration Revision (addition/cancellation) 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” 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 from "Confirmation of Registration Status" during the registration revision period.

5. Add and/or Cancel Course Registration

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

**Only additions and cancellations are allowed.
It is not permitted to change your class once it is fixed.**

Period for Adding/Canceling Course Registration : **October 3 (Thu) 9:00 – October 11 (Fri) 13:00**

To obtain permission, please send an email from your **THERS email** to the instructor in charge with the following information: **(1) Student Number, (2) Name, (3) Course Name, and (4) Registration Code.**

* For "Academic English Advanced 1,3", 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.

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.



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.

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 a LAS course, inform the instructor via the TACT message system. 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. 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.

* Check list of JMI Courses on [NU Portal, ILAS tab](#)

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

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

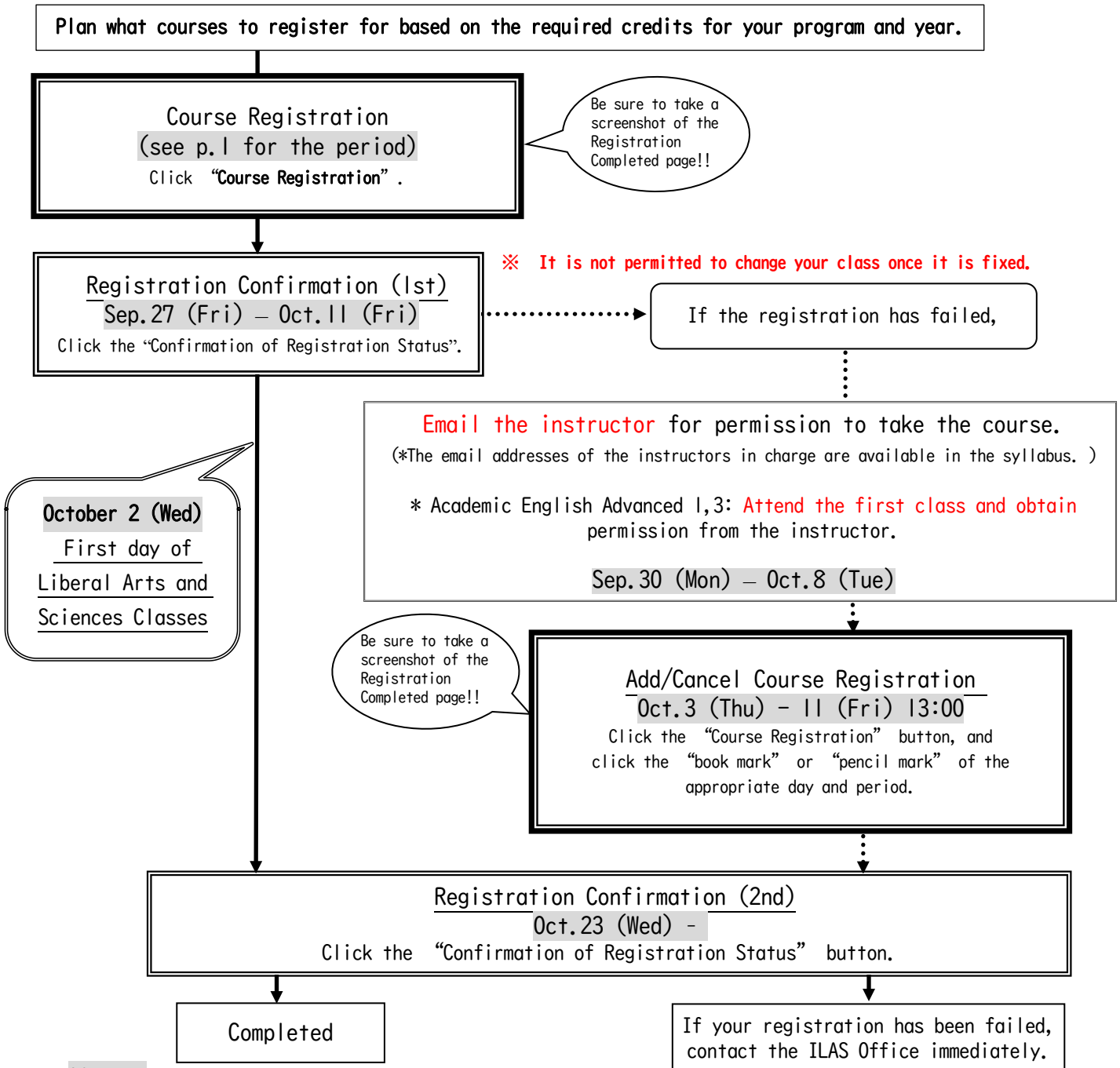
The curriculum changed from students enrolling in 2022. If you take Liberal Arts and Sciences courses, the courses need to be changed to the course that is applicable to your graduation requirements. Before registering for courses, always check the Course Equivalency Table on [NU Portal](#), ILAS tab and the course registration processes in this booklet.

When registering 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.

III. Summary of Registration Procedures for Each Course

Liberal Arts and Sciences Courses

* Except JMI Courses and (0065412) Go in Japanese Culture



Notes:

- **Health and Sports Science : Practicum (Exercise and Sports A)**
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).
- **Japanese/Second Foreign Languages**
 - * 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.

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

Global Liberal Arts

- JMI Courses
- (0065412) Go in Japanese Culture

- * Check JMI Courses on [NU Portal, ILAS tab](#)
- * 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.
- * JMI courses are for 2nd year students and above.

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

Course Registration
 (see p.1 for the period)
 Click "Course Registration".

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

Registration Confirmation (1st)
 Sep.27 (Fri) – Oct.11 (Fri)
 Click the "Confirmation of Registration Status".

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

If the registration has failed,

Sep.30 (Mon) –
 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 the instructor for permission to take the course.
 (*The email addresses of the instructors in charge are available in the syllabus.)
 Sep.30 (Mon) – Oct.8 (Tue)

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

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

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

Registration Confirmation (2nd)
 Oct.23 (Wed) –
 Click the "Confirmation of Registration Status" button.

Completed

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

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