



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 first year students:

- ① March 18 (Mon) 9:00 – March 26 (Tue) 12:00, 2024
- ② April 2 (Tue) 13:00 – April 3 (Wed) 17:30, 2024

For second year students and above:

- ③ March 18 (Mon) 9:00 – March 26 (Tue) 12:00, 2024
- ④ April 1 (Mon) 9:00 – April 2 (Tue) 12:30, 2024
- ⑤ April 3 (Wed) 18:00 – April 4 (Thu) 11:30, 2024

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

April 9 (Tue) 9:00 – April 17 (Wed) 13:00

3. Registration Revision (addition and/or cancellation) via [NU Portal](#) :

April 10 (Wed) 9:00– April 17 (Wed) 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 April 26 (Fri) 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: [NU Portal](#) → Student affairs → Course registration and grading (schedule etc.) → Educational Affairs (For Students) → Learning Management System Manual

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* Refer also to the following booklets for course registration:

["Timetables"](#) and ["Syllabus"](#) for International Programs Spring Semester, 2024

["Liberal Arts and Sciences Course Registration Guide for International Programs Students"](#)

["Student Handbook"](#)

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 April 9: Closed during lunch time (12:00 - 13:00)
 From April 10: Open during the lunch time
- For School Specialized Courses (registration codes starting with other than "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

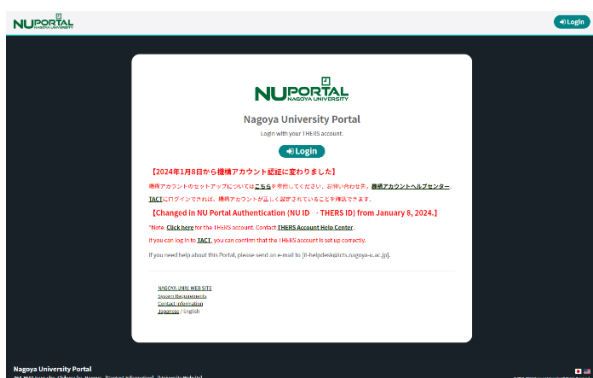
I. Course Registration Procedures

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 (p.9-10).

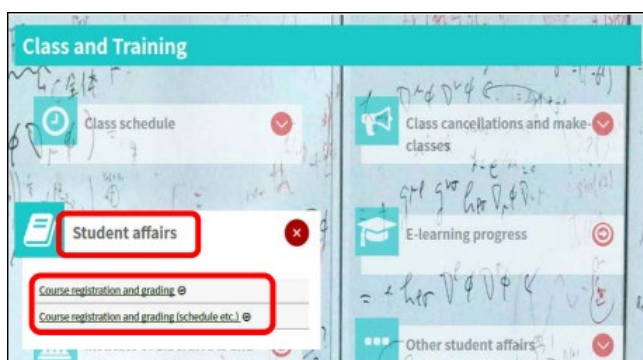
1. Login <https://portal.nagoya-u.ac.jp/>

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 Spring 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 "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")]

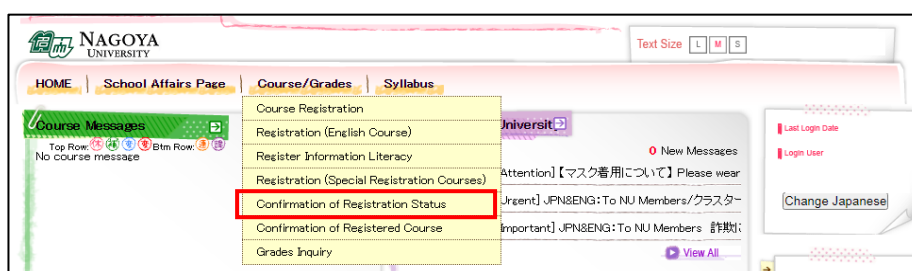
[NU portal](https://portal.nagoya-u.ac.jp/) → Student affairs → Course registration and grading (schedule etc.) → Educational Affairs (For Students) → Learning Management System Manual

- ※ 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.

Select	Course Code	Course Name	Course Numbering	Field and Category	Syllabus	Credits	Faculty in Charge	Classroom
<input type="checkbox"/>	0011101	Information Literacy		Basic Courses in Natural Sciences	Browse	2	WATANABE Takashi	Undetermined
<input type="checkbox"/>	0011107	Fundamentals of Chemistry I		Basic Courses in Natural Sciences	Browse	2	OJIKAWA Makoto	Undetermined
<input type="checkbox"/>	0011108	Fundamentals of Chemistry I		Basic Courses in Natural Sciences	Browse	2	FUKUSHIMA Kazuhiko	Undetermined

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 are not registered 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 next page and check the meaning of the error/warning. If the registration needs to be corrected, do it during the Registration Revision Period (4/10-4/17). 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.

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".

5. Registration 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 → Course registration and grading.

- * Correct registration for the courses that have errors, if necessary.
- * It is not permitted to change your class once it 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.

6. 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 10 (Wed) 9:00 – April 17 (Wed) 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 2", 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 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 a LAS course, inform the instructor via the TACT message system. The withdrawal period is **from April 18 (Thu) until the end of May** 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 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.

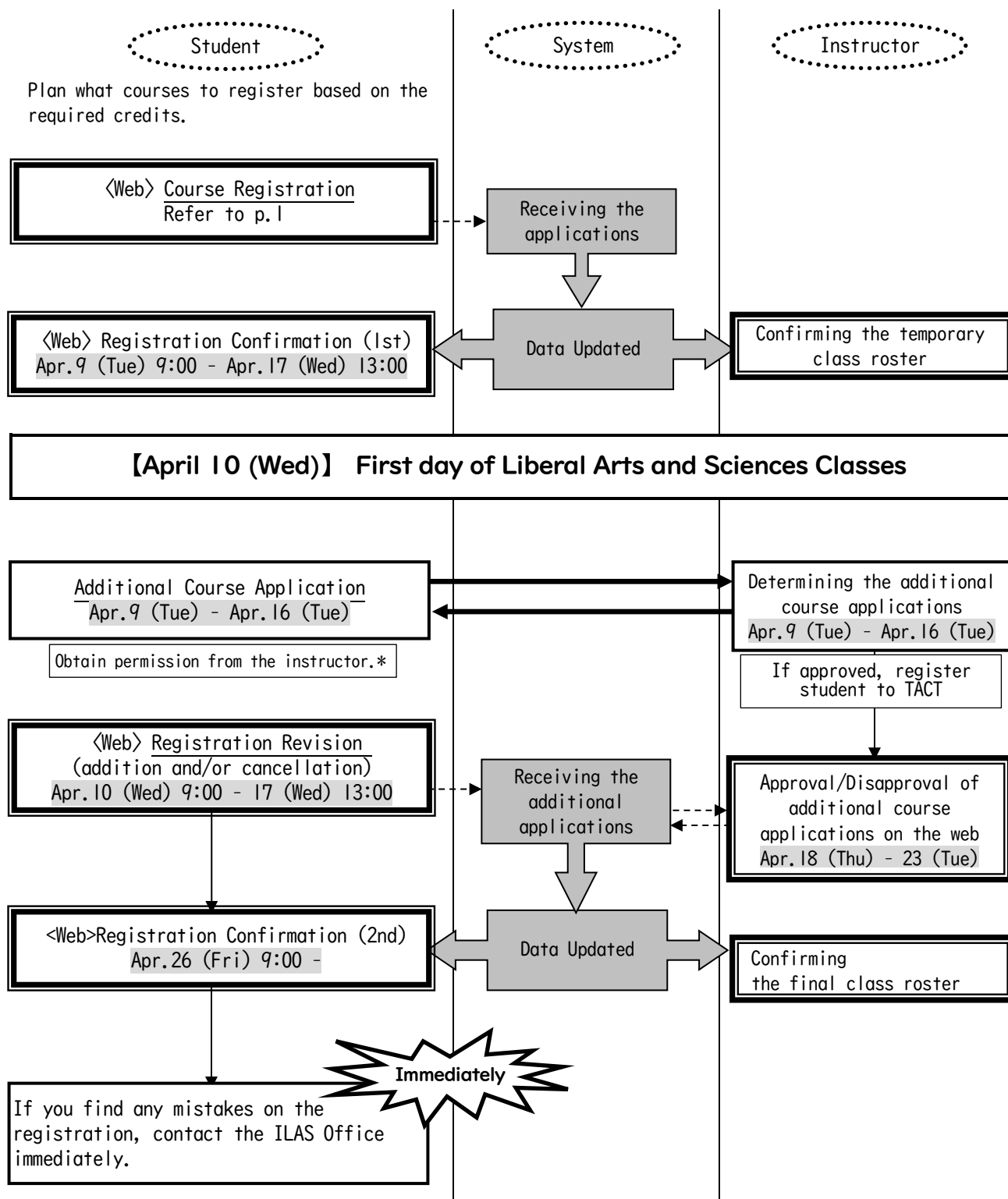
5. Content Courses Taught in Japanese (JMI Courses)

“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.

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

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

III. Course Registration Process



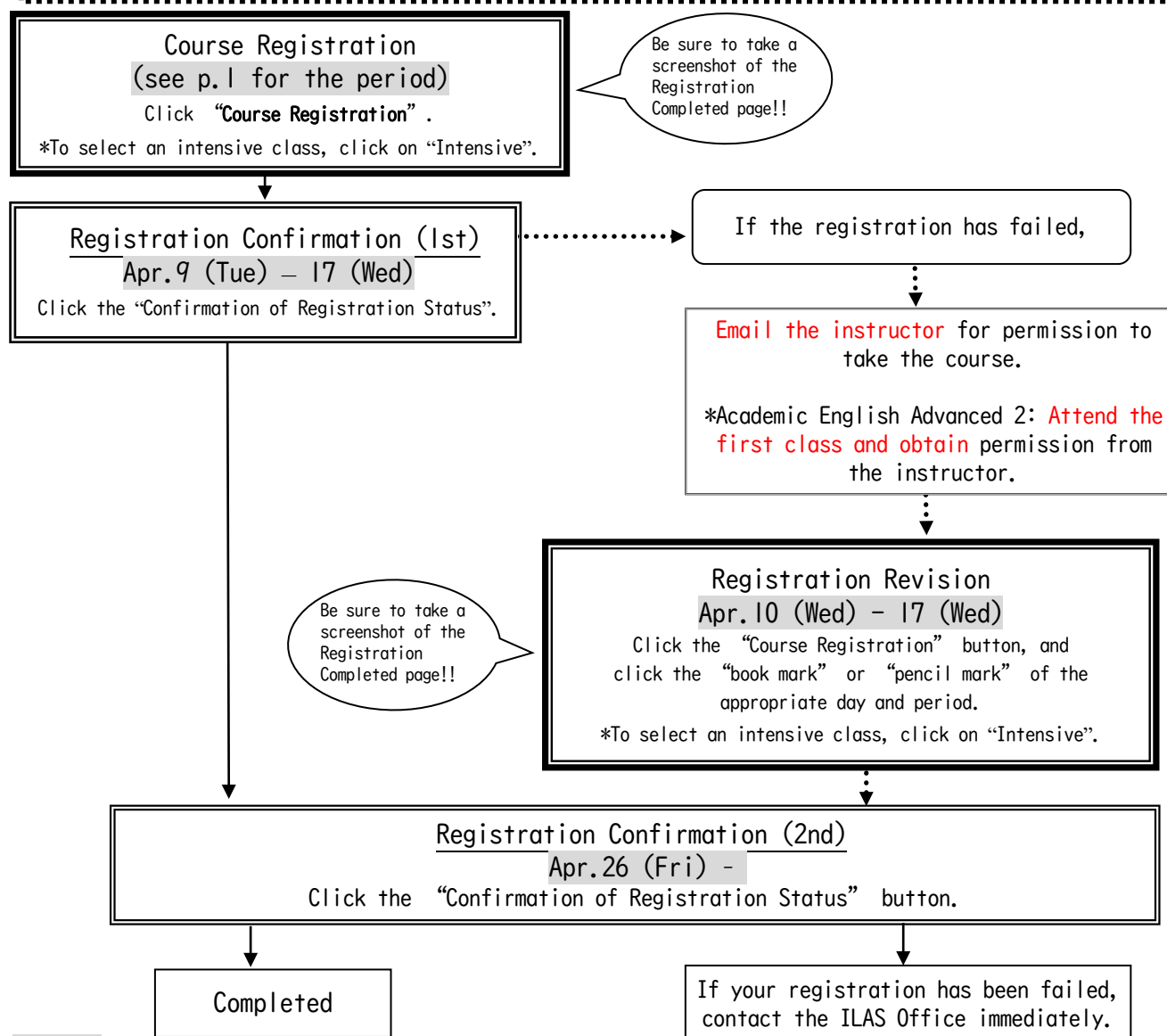
*The email addresses of the instructors in charge are available in the syllabus.

If you do not complete the registration, you will not be given a grade for the course.

The number of students who can take "Global Liberal Arts", "Contemporary Liberal Arts" and "Problem/Project Based Learning Seminars" courses is set according to the wishes of the instructor in charge. After the number of students has been decided, it will be posted on NU Portal, ILAS tab.

IV. Registration Procedures for Each Course

Liberal Arts and Sciences Courses (Except JMI courses)



Notes:

Language and Culture, Japanese: Japanese 3, 4, 5, 6 and Japanese Notation 2 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.

Problem/Project Based Learning Seminar (Summer Camp for General Academic Skills): See the syllabus for information about registration.

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

For Students Enrolled in/before 2021: About “Information Literacy” (old curriculum)

To get credits recognized for old curriculum “Information Literacy”, two new curriculum courses need to be taken by choosing from (a) or (b):

(a) Introduction to Data Science and Data Science Exercise A

(b) Introduction to Data Science and Data Science Exercise B

You can’t register for these courses on the Educational Affairs System, so please check the instructions from “(For Students enrolled in/before 2021) Course Equivalency Application” on NU Portal, ILAS tab, and apply between **March 18 (Mon) 9:00 – March 26 (Tue) 17:00**.

Global Liberal Arts (JMI Courses) 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.
- * First Year Seminar (summer intensive classes): The registration procedures will be posted on NU Portal, ILAS tab around mid-May.

