



# 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
2. Complete [Information environment setup](#)
3. Take [Annual Information Security Training](#)

## <<SCHEDULES>>

1. Course Registration for Liberal Arts and Sciences Courses via Forms  
(※ Except Japanese and Second Foreign Language courses, etc.)  
Deadline: September 24 (Wed) 13:00  
Forms: <https://forms.office.com/r/ZVGzxRSMeB>
2. Registration Confirmation via [TACT](#)  
September 26 (Fri)–
3. Registration Confirmation for Liberal Arts and Sciences Courses, and  
Course Registration for School Specialized Courses via [NU Portal](#)  
October 3 (Fri) 9:00 – October 10 (Fri) 13:00, 2025

During this period, you can add and/or cancel course registration.

To add course registrations, be sure to register for the course on the Educational Affairs System after obtaining permission from the course instructor by email.

\* Instructor's email address is available on each syllabus (refer to P.2)

4. Registration Confirmation (2nd) via [NU Portal](#)  
October 23 (Thu) 9:00 – February 17 (Tue)

## 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

Inquiry Form



## Websites & Materials related to Course Registration

### ★ ILAS Website <https://www.ilas.nagoya-u.ac.jp/>

\* This website can be accessed via NU Portal→Institute of Liberal Arts and Sciences (ILAS)

- Click on “Global 30 International Programs (G30)”
  - ◇ Students’ Guide for G30 students
  - ◇ Course Registration Procedures (this document)
  - ◇ Timetable A / B
  - ◇ Syllabus for new students (Available until October 1)



### ★ Nagoya University Portal <https://portal.nagoya-u.ac.jp/>

- Login → Institute of Liberal Arts and Sciences (ILAS)
  - ◇ Information specific to Liberal Arts & Sciences Course  
(e.g., Assigned Second Foreign Language course (p.4))
  - \* Check this site regularly as it is frequently updated.
- Login → Student affairs \* Educational Affairs System can be accessed after Oct. 1
  - Course registration and grading (Educational Affairs System)
  - ◇ Syllabus (Select “Syllabus” tab)
  - ◇ Course Registration Confirmation, Addition, and/or Cancellation  
(Select “Course/Grade” tab)
    - < Usage Manual & Inquiries >
    - Login→ Student affairs
    - Course registration and grading (schedule etc.)



### ★ TACT <https://tact.ac.thers.ac.jp/>

- ◇ Course Registration Confirmation (Spt.26 – Oct.2)
- ◇ Information on each class
  - <Usage Manual & Inquiries>
  - TACT Help Center: [How to use TACT](#)



## Information Infrastructure Environment

<For Inquiries>

IT Help Desk: <https://icts.nagoya-u.ac.jp/en/helpdesk.html>

(Matters related to THERS account and email address)

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

IT Help Desk

THERS Account Help Center



### How to Setup

[https://icts.nagoya-u.ac.jp/ja/services/setup\\_info\\_for\\_new\\_members.html](https://icts.nagoya-u.ac.jp/ja/services/setup_info_for_new_members.html)



### Annual Information Security Training

<https://icts.nagoya-u.ac.jp/en/security/training.html>



### How to use THERS Email

<https://thersac.icts.thers.ac.jp/hc/ja/p/thersmail>

\* The ILAS office uses THERS e-mail for communication.

\* Check the mailbox at least once a day.

\* Use THERS e-mail when contacting course instructors or the ILAS Office.



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## I. Course Registration Procedures

### 1. Syllabus

Syllabi are very important materials to know the aims, course content etc. of each course. Especially for the First Year Seminar classes, each of them has different themes, so confirm them before course registration.

(Please refer to p.2 for instruction on how to access the syllabi.)

### 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.

(※ Some courses follow different procedures. Please refer to the <Notes> below for details.)

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

Deadline: September 24 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 22</li><li>2. Attend Japanese language course registration guidance on September 24, 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 (September 26~)</li><li>5. Check on NU Portal, Educational Affairs System (October 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 fulfill 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 (September 26~)</li><li>3. Assigned courses will be posted on NU Portal→ILAS tab and the bulletin board for G30 in the ILAS main building (September 29~)</li><li>4. Check on NU Portal, Educational Affairs System (October 3~)</li></ol>

(2) The following courses are automatically registered and do not require registration via the Form.

- “Introduction to skills for academic success” (Monday 2<sup>nd</sup> period, Fall Quarter 1)
- “Entrepreneurship Beginners” (Monday 2<sup>nd</sup> period, Fall Quarter 2)

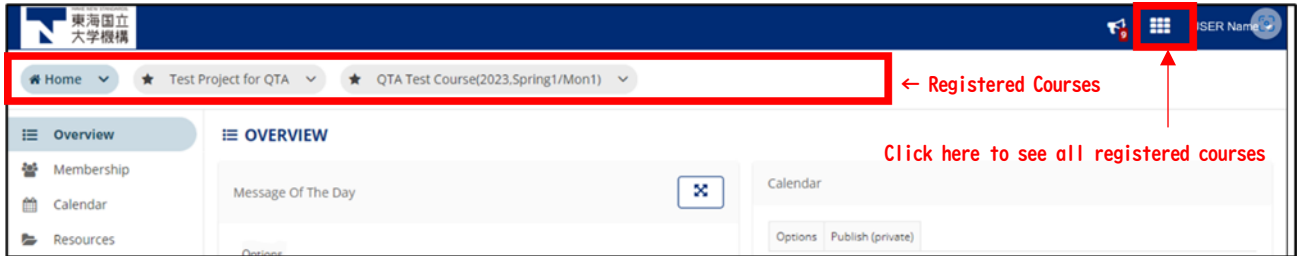
(3) Global Liberal Arts and Contemporary Liberal Arts are mainly for the second year. Taking CAP System into consideration, in the first year, students are allowed to take these courses only if the number of registered credits is within the limit determined by your school.

### 3. Confirmation of Registration Status on TACT (September 26-)

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

(Please refer to p.2 for the TACT usage manual)

**ALL registered courses (including auto-registered courses, 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.



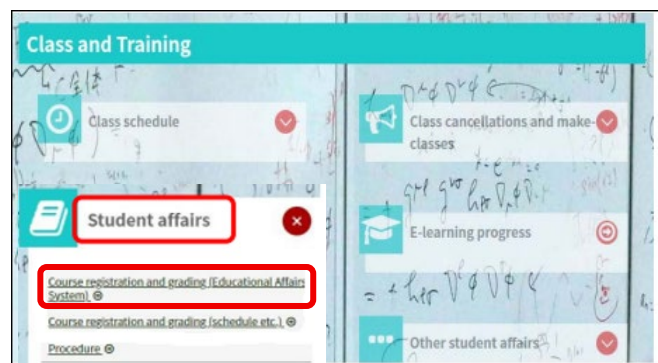
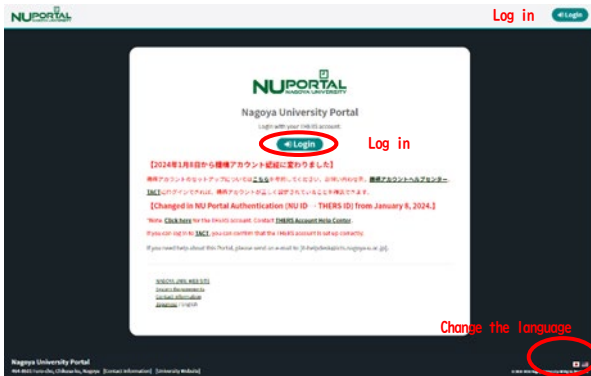
### 4. (1st) Confirmation of Registration Status on [NU Portal](#), Student Affairs, Educational Affairs System (October 3 (Fri) 9:00- October 10 (Fri), 2025)

(Please refer to p.2 for the operation manual of the Educational Affairs System)

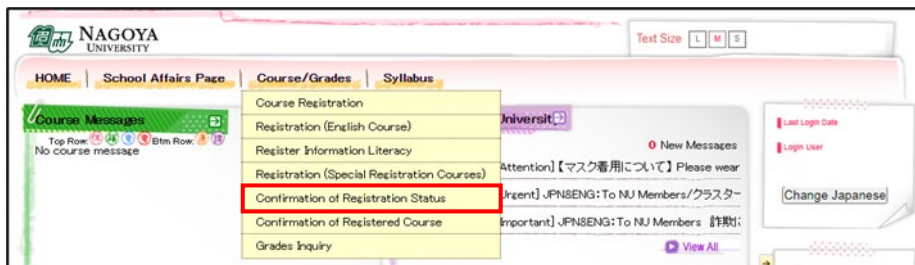
Prepare THERS account and its password, then follow the steps below for confirmation of registered courses:

(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 on the “Confirmation of Registration Status” tab and confirm the registered courses.



## 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 “Registration Code” are indicated. For classrooms, please refer to Timetable B on [the ILAS website](#).
- (2) 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 the [NU portal](#), Educational Affairs System.
- (3) **You cannot take courses which you are not registered for, and you are not eligible to take the examinations.**
- (4) **If you find any mistakes on your registered courses, you can add/cancel courses during this period. To add courses, obtain instructor’s permission by email and register on the [NU Portal](#), Educational Affairs System. The email addresses of the instructors are available in each syllabus. **Please note that additional course registrations 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 the Educational Affairs System.****
- (5) **It is not permitted to change your class 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 “Confirmation of Registration Status”.**

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 10 on the “Confirmation of Registration Status” page.
  - 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.1.

## 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 the “Students’ Guide for G30 Students (V. Examinations and Grading).”

### 2. Course Withdrawal System

To withdraw from a ILAS course, inform the instructor via email or the TACT message system. The withdrawal period is **from October 14 (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 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.

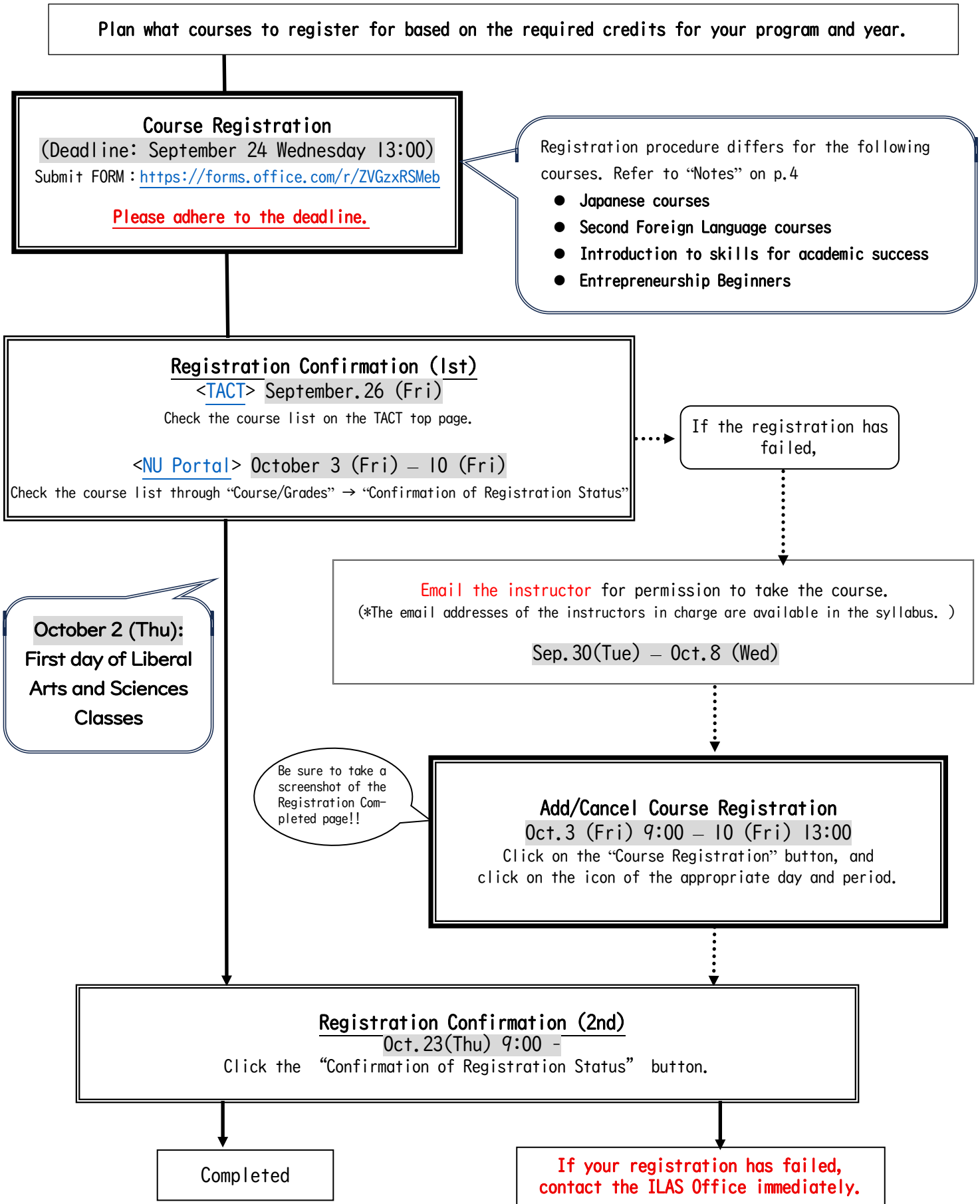
The upper limits on the number of registered credits, conditions for raising the limits, and other matters are determined by each School. For details, please refer to the “Students’ Guide for G30 Students (III. How Courses Are Conducted).”

### 4. Content Courses Taught in Japanese (JMI Courses)

“Content Courses Taught in Japanese (JMI)” 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. Taking JMI courses requires enough Japanese language abilities to understand lectures, participate in discussions and write academic assignments.

\* “Content Courses Taught in Japanese” are for 2nd year students and above, so you will be able to take these courses from 2026 Fall semester.

### III. Summary of Course Registration Procedures





Information related to “Health & Sports Science: Practicum”

# Health & Sports Science: Practicum Syllabus day information

## Location : New Gymnasium (Yamanoue Sports Area)

The guidance session for “Health & Sports Science: Practicum (Soccer)” 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

