



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>>

* You must complete the course registration during the designated period.

1. Course Registration via [NU Portal](#)

For second year students as of October:

September 12 (Fri) 9:00 – September 18 (Thu) 12:00, 2025

For third year students and above as of October:

September 12 (Fri) 14:00 – September 18 (Thu) 16:00, 2025

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

September 26 (Fri) 9:00 – October 10 (Fri)

3. Course Registration Revision (Addition/Cancellation) via [NU Portal](#) :

October 3 (Fri) 9:00 – October 10 (Fri) 13:00, 2025

For additional registrations during Course Registration Revision period, register on the Educational Affairs System after receiving permission from the instructor by email.

* Refer to the syllabus for the e-mail address of the instructor in charge.
(How to access the syllabi: refer to page 2)

4. Registration Confirmation (2nd) via [NU Portal](#)

October 23 (Thu) 9:00 – February 17(Tue)

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/>

Contact Information for 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

Inquiry Form



- For School Specialized Courses (registration codes starting with other than “00”):

→ Student Affairs Section of Each School

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



Global 30 International Programs (G30)

Click!



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

- Login → Student affairs
→ Course registration and grading (Educational Affairs System)
- ◇ **Syllabus** (Click on “Syllabus” tab)
- ◇ **Course Registration, Registration Confirmation, Addition, and/or Cancellation** (Click on “Course/Grade” tab)

<Usage Manual & Inquiries>
Login→ Student affairs
→ Course registration and grading (schedule etc.)



- Login → Institute of Liberal Arts and Sciences (ILAS)
- ◇ **Information specific to Liberal Arts & Sciences Courses**
(JMI Course List (p.7), Course Equivalency (p.7), Available Course List (p.8) etc. are available on this site.)
*** Check this site regularly as it is frequently updated.**

Information Infrastructure Environment

<For Inquiries>

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

IT Help Desk

THERS Account Help Center

(Matters related to THERS account and email address)

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



Annual Information Security Training

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

*** If you have not taken this training yet, take it as soon as possible, as your THERS account may be restricted.**



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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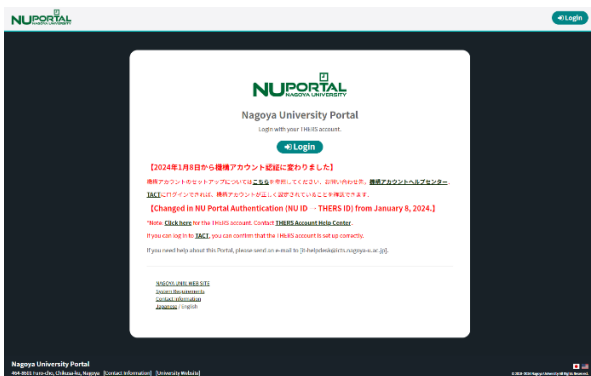
I. Course Registration Procedures

Course registration is available through the **Educational Affairs System** after logging in with your THERS account to the [NU Portal](https://portal.nagoya-u.ac.jp/). The 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.

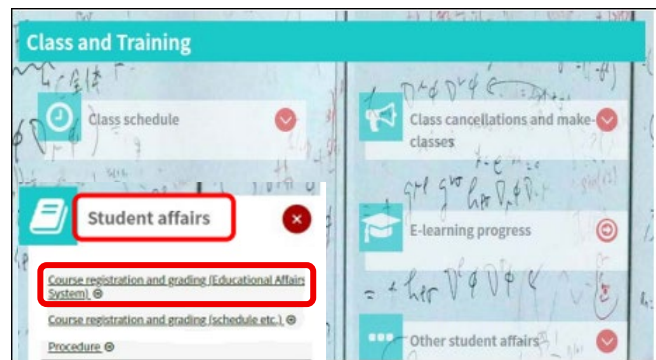
(1) Login <https://portal.nagoya-u.ac.jp/>

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. Be sure to confirm them before the course registration.

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

2. “Course Registration” Web Entry Period

The course registration period in this Fall Semester is indicated on p.1.

Access 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]

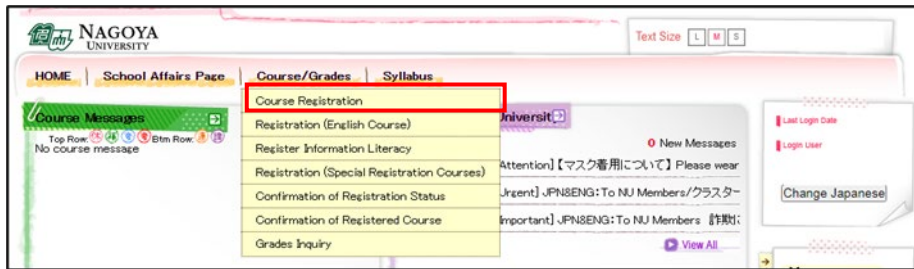
Course registration web entry can be done at any time during the “Course Registration” and “Course Registration Revision” period, except for maintenance time (4:00–5:00, 18:00–19:00).

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

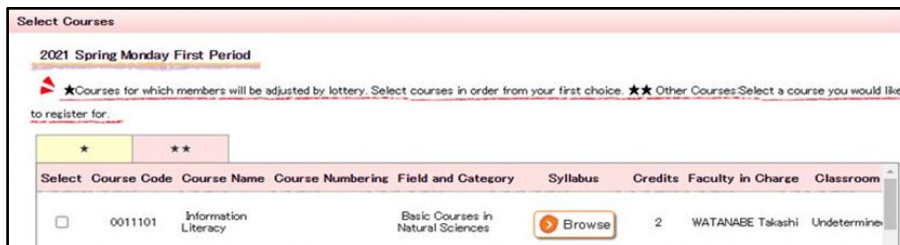
3. How to Register for Courses

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

On the Educational Affairs System, hover the mouse over “Course/Grades” tab, click on “Course Registration”, then click on the icon on the timetable.

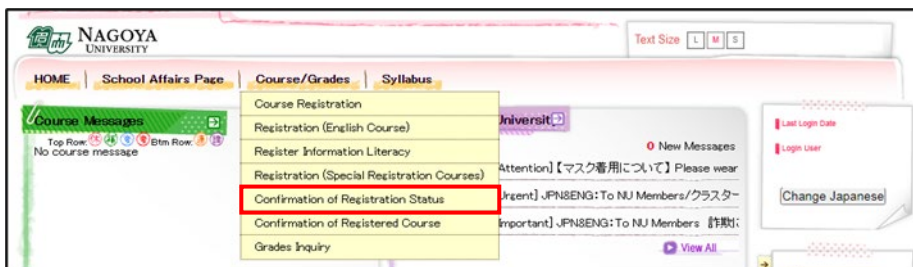


- ※ For intensive courses, check the syllabus for registration procedures.
- ※ For First Year Seminars, register from “Registration (First Year Seminar)” under the “Course/Grades”.
- ※ For the courses in the “★” tab, student registration will be adjusted by lottery.



4. Confirmation of Registration Status

On the Educational Affairs System, click on the “Confirmation of Registration Status” under the “Course/Grades”, 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 the [ILAS Website \(G30\)](#).
- (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. 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” tab. If the registration needs to be corrected, do it during the Registration Revision (Addition/Cancellation) Period (10/3–10/10). If you have any questions 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.

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 (addition/cancellation) period.

5. Add and/or Cancel Course Registration

If you wish to register for a course during the Registration Revision (Addition/Cancellation) Period, you must obtain permission from the instructor in charge.

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

Period for Adding/Canceling Course Registration: **October 3 (Fri) 9:00 – October 10 (Fri) 13:00**

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

Please refer to the syllabus for the instructor’s email address.

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.

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



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 the 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: At, 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 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 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.

* Check list of JMI Courses offered in AY2025 on the [NU Portal](#) → “ILAS”

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

5. Global Liberal Arts, Contemporary Liberal Arts, and Problem/Project-Based Learning Seminars

The enrollment capacity for these courses is determined based on the preferences of the instructor in charge. Please refer to the [ILAS website \(G30\)](#) for the enrollment capacity of each course.

6. Entrepreneurship

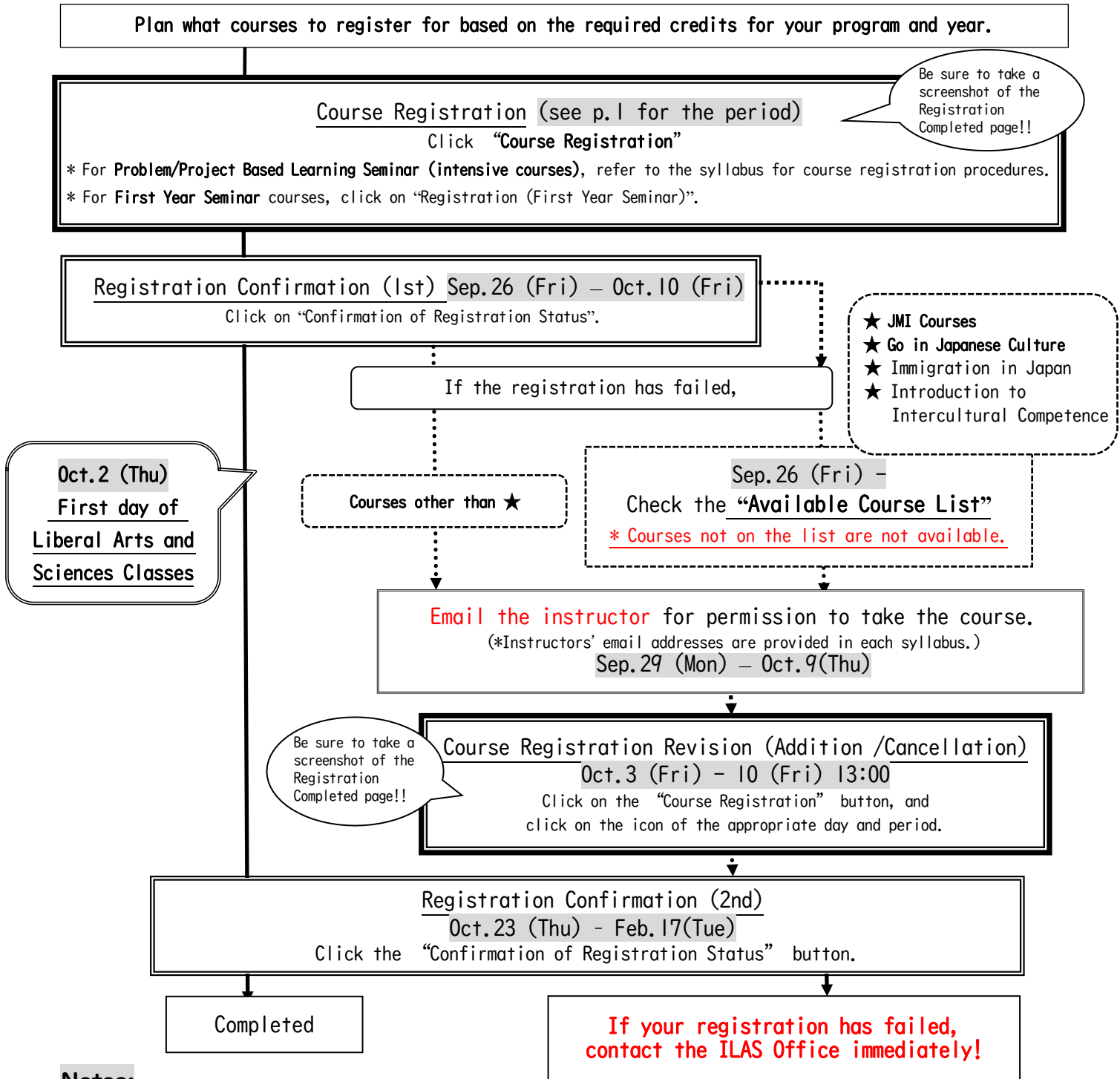
Students enrolled in/before 2024 are not eligible to take “Entrepreneurship Beginners” in Term G-I as it is not recognized as a graduation requirement.

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

The curriculum changed from students enrolled 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” and the course registration processes in this booklet.

When registering for 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



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.
- **Go in Japanese Culture and JMI Courses**
If you have failed the first course registration, be sure to check the "Available Course List" for regular programs before emailing the instructor. **Courses not listed on the Available Course List cannot be registered during the Course Registration Revision period.** (The list can be accessed via the [NU portal](#) → "ILAS")