



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 the [NU Portal](#)

For first year students:

- ① March 17 (Mon) 9:00 – March 26 (Wed) 12:00, 2025
- ② April 2 (Wed) 9:00 – April 3 (Thu) 11:30, 2025

For second year students and above:

- ① March 17 (Mon) 9:00 – March 26 (Wed) 12:00, 2025
- ② April 1 (Tue) 9:00 – April 2 (Wed) 8:30, 2025

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

April 9 (Wed) 9:00 – April 17 (Thu)

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

April 10 (Thu) 9:00 – April 17 (Thu) 13:00, 2025

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

* Refer to the syllabus for the e-mail address of the instructor in charge.
[NU Portal](#) → “Student affairs” → “Course registration and grading” → “Syllabus”

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

April 25 (Fri) – August 20 (Wed)

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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Related Materials, Websites etc. for Course Registration




Materials, etc.	Website	Notes
Syllabus	NU Portal	Select "Student affairs" → "Course registration and grading" → "Syllabus"
Information specific to Liberal Arts & Sciences Courses		Select "Institute of Liberal Arts and Sciences (ILAS)" (JMI Course List (p.7), Course Equivalency (p.7), Available Course List (p.8) etc. are available on this site.) * Please check this site regularly as it is frequently updated.
Timetable	ILAS Website (G30) *	Go to "2. Timetable" and click on the timetable you want to check under "Spring AY2025".
Students' Guide		Go to "4. Liberal Arts and Sciences Course Guide (Students' Guide)"
How to use THERS Email	THERS Account Help Center (THERS Email)	The ILAS office uses THERS e-mail for communication. * Please check the mailbox at least once a day. * Please use THERS e-mail when contacting course instructors or the ILAS Office.
Annual Information Security Training	Information & Communications	Take this training during designated period. * The period, detailed procedures, etc. will be announced by Information & Communications

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

Contact Information for Course Registration

<p>● Liberal Arts and Sciences Courses (The registration codes starting with “00”): → Please contact from Inquiry Form on the ILAS website [Consultation Counter] Institute of Liberal Arts and Sciences Office <Location> Liberal Arts and Sciences Main Building, 1st Floor <Office Hours> 8:30 - 17:00 on weekdays Until April 9: Closed during lunch time (12:00 - 13:00) From April 10: Open during lunch time</p>	
<p>● School Specialized Courses (The registration codes starting without “00”): → Contact student affairs section of each School</p>	

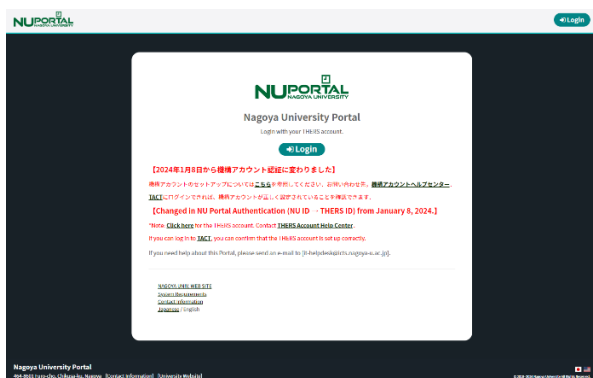
Related Contact Information

<p>Annual Information Security Training · NUWNET : IT Help Desk: https://icts.nagoya-u.ac.jp/en/helpdesk.html</p>	
<p>THERS account and email address THERS Account Help Center: https://thersac.icts.thers.ac.jp/hc/ja</p>	
<p>Educational Affairs System (NU Portal) Operation Student Affairs Planning Division Email: n-gakumu-support@t.thers.ac.jp</p>	

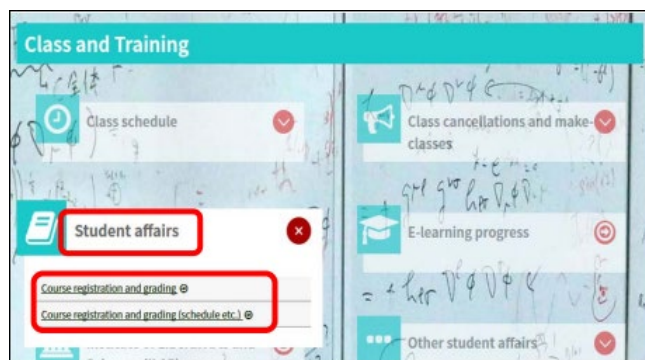
I. Course Registration Procedures

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. Syllabus can be accessed on the [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 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 that you take a screenshot after you click “Register” and check it with “Confirmation of Registration Status”.

[Note]

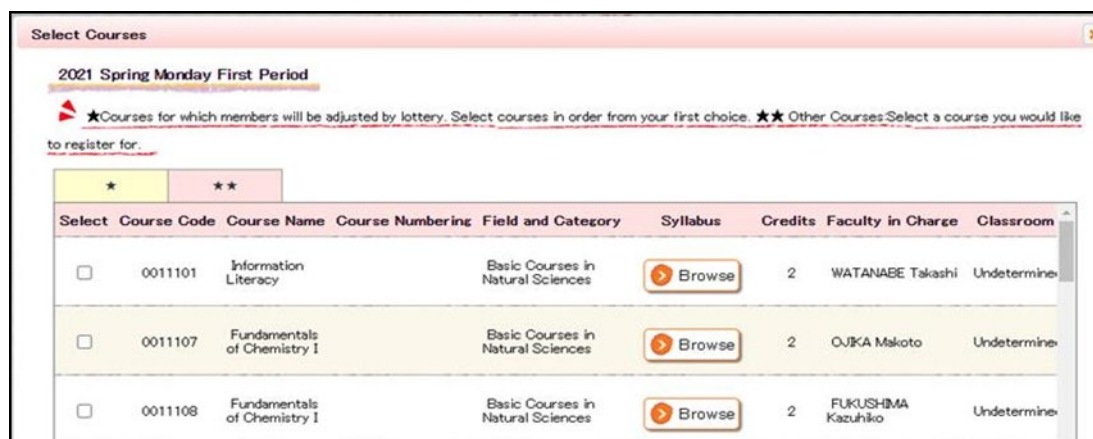
Course registration web entry can be done at any time during the “Course Registration” and “Add/Cancel Course Registration” period, except for maintenance time (4:00–5:00, 18:00–19:00).
※The system is normally available from 18:00 to 19:00, however, inputting data will be unavailable when maintenance is held.

3. How to Register for Courses

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

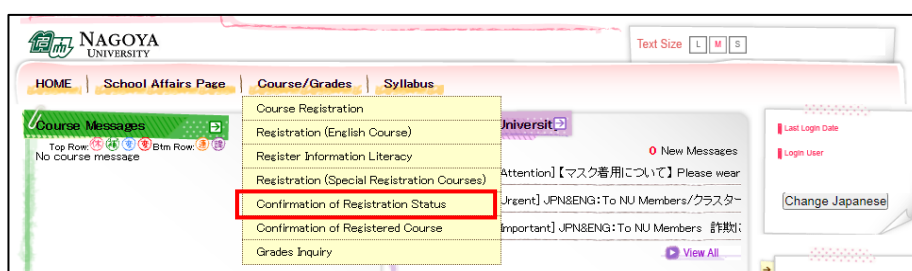
[NU portal](https://portal.nagoya-u.ac.jp/) → Student affairs → Course registration and grading (schedule etc.) → Educational Affairs (For Students) → Education Affairs System Manual

- ※ To search and register for Liberal Arts and Sciences Courses, please click on the book or pencil icon on the timetable. For the courses in the "★" tab, student registration will be adjusted by lottery.



4. Confirmation of Registration Status

Log in to the [NU portal](#) → Click on "Student Affairs" tab → Click on "Course registration and grading" → Click on "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 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.
- (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 the [NU Portal](#) → "Educational Affairs System". If the registration needs to be corrected, do it during the Registration Revision (Addition/Cancellation) Period (4/10-4/17). 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 Affair Section in your school. For more information, please refer to "Contact Information for Course Registration" on p.3.

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 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 allowed to change your class once it has been fixed.**

Period for Adding/Canceling Course Registration: **April 10 (Thu) 9:00 – April 17 (Thu) 13:00**

To obtain permission, please send an email from your **THERS email** to the course 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: 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 (Fri) 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 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 (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”

* “JMI Courses” are for 2nd year students and above and for students enrolled in/after 2022.

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 the [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.

* “Information Literacy” (old curriculum)

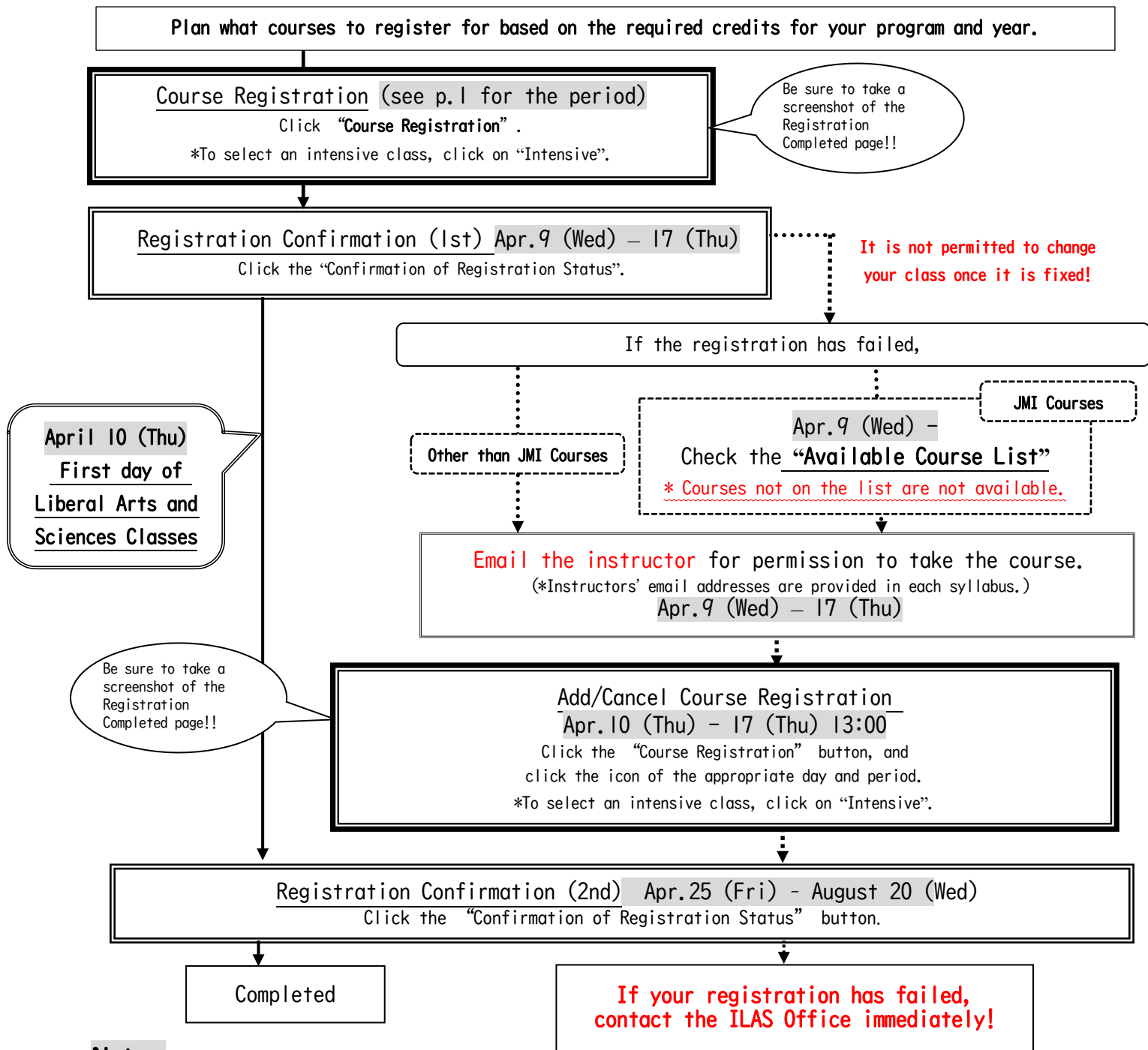
1) To get credits recognized for old curriculum “Information Literacy”, two new curriculum courses need to be taken: “Introduction to Data Science” and the following (a) or (b):

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

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

2) Please note that you can't register for these courses via the Educational Affairs System. Check the instructions from “(For Students enrolled in/before 2021) Course Equivalency Application” on the [NU Portal](#)→ILAS page, and apply between **March 17 (Mon) 9:00 – March 26 (Wed) 17:00.**

III. Summary of Registration Procedures



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).

Global Liberal Arts, Contemporary Liberal Arts and Problem/Project Based Learning Seminars: The enrollment capacity for these courses is set according to the wishes of the instructor in charge. After the maximum number of students has been decided, it will be posted on the [ILAS Website \(G30\)](#).

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")