

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.

<<ACCOUNT SETUP>>

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 (Thu) 13:00

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

2. **Registration Confirmation via TACT**

September 28 (Mon)

3. **Registration Confirmation for Liberal Arts and Sciences Courses, and Course Registration for School Specialized Courses via Educational Affairs System**

October 5 (Mon) 9:00 – October 13 (Tue) 13:00

During this period, students can add and/or cancel their 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

4. **Registration Confirmation (2nd) via Educational Affairs System**

October 22 (Thu) 9:00 – February 15 (Mon)

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



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I. Course Registration Procedures

I. Plan Your Course Registration

Check the required credits for your program in the **Students' Guide** for your enrollment year.
Check available courses for this semester in **Timetable A and B**.

<Note> Go to the G30 ILAS Website to access these materials

* Link for the ILAS Website: <https://office.ilas.nagoya-u.ac.jp/news/G30/>

2. Syllabus

Syllabi are very important resources to understand the objectives, course content, and other details of each course. In particular, First-Year Seminar courses cover different themes, so be sure to review the syllabus for each course before the course registration.

<Note> How to access syllabi

In September: Go to the [G30 ILAS Website](#)

From October onward: Log in to the Educational Affairs System and select "Syllabus" tab

* How to access the Educational Affairs System: Login to the NU Portal (<https://portal.nagoya-u.ac.jp/>) → Select "Course registration and grading"

3. Register for Courses

Fill out the ILAS Course Registration Form to select Liberal Arts and Sciences Courses you wish to take. Please note that registration for some courses is handled separately. Please refer to the notes below for details.

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

Deadline: Thursday, September 24 13:00

<Notes> (1) Follow the procedures below for Japanese and Second Foreign Language courses.

※ All new students are required to take a Japanese placement test and attend the Japanese Course Registration Guidance.

Category	Registration Procedure
Japanese	1. Take the Japanese Placement Test and attend an individual consultation with a faculty advisor on September 24 to determine your course level. 2. Attend the Japanese Course Guidance on September 28. 3. Do not register for courses yourself. 4. Confirm your registered courses on TACT^{*1} (from September 28 (PM)) 5. Check your registered courses on the Educational Affairs System^{*2} (from October 5)
Second Foreign Language (German, French, Russian, Chinese, Spanish, or Korean)	※ This category is only for students with high level of Japanese who have been exempt from taking Japanese language courses. ※ A minimum of 4 credits in a single foreign language is required to fulfill the graduation requirement for this category. ※ Students in the School of Economics are not allowed to choose their native language as their Second Foreign Language. 1. ILAS Office will send an email to eligible students asking for their preferred language on September 25. Please respond to the email by September 28 (AM). 2. Based on your response, the office will determine your class and notify you of the assigned courses. 3. Confirm your registered courses on TACT^{*1} (from September 28 (PM)) 4. Check your registered courses on the Educational Affairs System^{*2} (from October 5)

*1: See step I-4 on the next page. *2: See step I-5 on the next page.

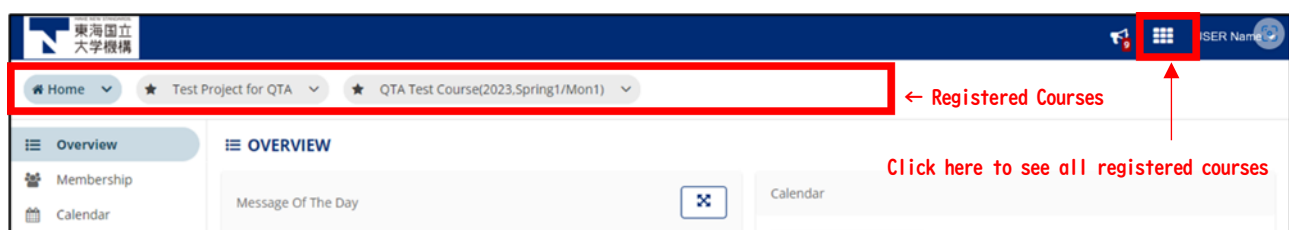
(2) The following courses are automatically registered and do not require registration via the Form.

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

(3) Global Liberal Arts and Contemporary Liberal Arts are primarily designed for second-year students and above. Taking CAP System into consideration, first-year students are allowed to take these courses only if their total registered credits remain within the limit determined by their respective school.

4. Confirm Registration Results on TACT

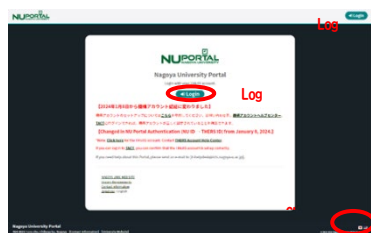
- Period: From Monday, September 28
- Prepare THERS account and password, and log in to [TACT](https://media.ac.thers.ac.jp/tact/how_to_use/en/).
(Link for TACT usage manual: https://media.ac.thers.ac.jp/tact/how_to_use/en/)
- ALL registered courses (including auto-registered courses, Japanese, and Second 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.



5. Check Registration Status on Educational Affairs System

- Period: From Monday, October 5, 9:00 to Tuesday October 13, 13:00
- Prepare THERS account and its password, then follow the steps below for checking registered courses

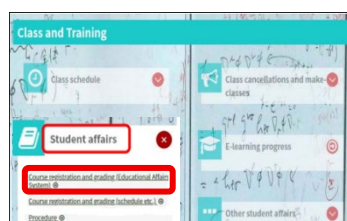
(1) Log in to the NU Portal



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

Enter your THERS account and password to log in. Authentication with Microsoft Authenticator app will also be required.

(2) Click “Course registration and grading” to access the Educational Affairs System



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.



Click here for error code details. ➡

Notes on confirmation of registered courses

- (1) The “Confirmation of Registration Status” shows the registration results. For all registered courses, the “Course Title”, “Instructor’s Name”, and “Registration Code” are indicated. For classroom information, please refer to Timetable B on [the G30 ILAS website](#).
- (2) If any errors or warnings appear in the “Error Code” column on the “Confirmation of Registration Status” page, please refer to the “Course Registration Error List”.
- (3) You cannot take any courses which you are not registered for, and you are not eligible to take the examinations for those courses.
- (4) If you find any mistakes in your registered courses, you may add or cancel courses during this period. To add a course, obtain the instructor’s permission by email no later than Oct. 9 (Fri) and register through the Educational Affairs System. The email addresses of the instructors are available on each syllabus.

Important Your registration is not complete just by obtaining permission or being added to the TACT. You must complete your registration online through the Educational Affairs System. If you do not complete this process, your grade cannot be recorded for the course.

- (5) You are not permitted to change your class once it has been fixed.

6. Confirm final registration status on Educational Affairs System

- **Period:** From Thursday, October 22 9:00 to Monday, February 15
- You can see all courses including the course registered between October 5 – October 13 on the “Confirmation of Registration Status” page.
- If you have any questions regarding 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.

Caution:

Even if you notice any mistakes in your course registration just before the final exams, it will be too late to make corrections. Please carefully check the course titles and instructors’ names in the “Confirmation of Registration Status.”

II. Additional Information

1. GPA (Grade Point Average) System and Handling of Grade Assessment

Nagoya University uses a GPA system based on a six-grade scale: A+, A, B, C, C- and F. A grade of “F” (fail) results in 0 points and lowers the GPA. In contrast, 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 an ILAS course, inform the instructor via email or the TACT message system. The withdrawal period is from October 14 (Wed) 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 sufficient time to study by encouraging them to plan their course load carefully.

The maximum number of registered credits, the criteria for raising the limits, and other related 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)

“Content Courses Taught in Japanese (JMI)” are part of the “Global Liberal Arts” course category. These are general program courses taught in Japanese and count towards the credits required for graduation under the “Global Liberal Arts” category. Taking JMI courses requires sufficient Japanese language proficiency to understand lectures, participate in discussions and complete academic assignments.

* In Fall 2026, JMI courses are available only to 2nd year students and above; therefore, you are not eligible to take these courses in this semester. Please consider taking JMI courses from AY2027 onward.

III. Summary of Course Registration Procedures

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

Course Registration

(Deadline: Thursday, September 24 13:00)

Submit FORM : <https://forms.office.com/r/ZVGzxRSMeb>

Please adhere to the deadline.

Registration procedure differs for the following courses. Refer to “Notes” on p.4

- Japanese courses
- Second Foreign Language courses
- Introduction to skills for academic success
- Entrepreneurship Beginners

Registration Confirmation

<TACT> September 28 (Mon)–

Check registered courses on the TACT top page.

<Educational Affairs System > October 5 (Mon) – 13 (Tue)

Check registered courses through [NU Portal](#)

→“Course/Grades”→ “Confirmation of Registration Status”

If the registration has failed,

October 2 (Fri):

First day of
Liberal Arts and
Sciences Classes

Email the instructor for permission to take the course.

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

Sep.28 (Mon) – Oct.9 (Fri)

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

Add/Cancel Course Registration

October 5 (Mon) 9:00 – 13 (Tue) 13:00

Click on the “Course Registration” button, and
click on the icon of the appropriate day and period.

Registration Confirmation (final)

October 22 (Thu) 9:00 – February 15 (Mon)–

Click the “Confirmation of Registration Status” button.

Completed

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

IV. Supplementary Material

I. Websites & Materials related to Course Registration

★ ILAS Website https://www.ilas.nagoya-u.ac.jp/en/ * 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)  Global 30 International Programs (G30)  <tr><td colspan="2"> ★ 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.3)) * 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.)  <tr><td colspan="2"> ★ TACT https://tact.ac.thers.ac.jp/ ✧ Course Registration Confirmation (Spt.28 – Oct.2) ✧ Information on each class <Usage Manual & Inquiries> TACT Help Center: How to use TACT  <tr><td colspan="2"> ★ Information Infrastructure Environment ✧ Information Environment Setup Guide for New Students https://icts.nagoya-u.ac.jp/en/services/setup_info_for_new_members.html ✧ Inquiries on Information Infrastructure (Except THERS Account Matters) IT Help Desk: https://help.icts.nagoya-u.ac.jp/hc/ja * For English version : Click “言語を選択” and select “英語” ✧ Annual Information Security Training https://icts.nagoya-u.ac.jp/en/security/training.html ✧ How to use Microsoft 365 Apps and THERS Email https://thersac.icts.thers.ac.jp/hc/en-us/ * 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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2. Information related to “Health & Sports Science: Practicum”

Health & Sports Science: Practicum **Syllabus day information**

Location : Gymnasium 1 **(Liberal Arts and Sciences Building Sports Area)**

The guidance session for “Health & Sports Science: Practicum (Badminton)” will be held during the first class at the Gymnasium 1.

- Please bring indoor shoes (e.g., gym shoes). Outdoor shoes cannot be used in the gymnasium.
- You do not need to change into sportswear for the guidance session.
- Please bring a portrait photo (4 cm in height, 3 cm in width) for your course card.
- Please bring a ballpoint pen or permanent marker. Do not use a pencil.

Location of the Gymnasium 1

