

Course Registration Procedures

Course registration must be completed online through the “Educational Affairs System”

- * All times in this document are Japan Standard Time (JST).
- * Course registration must be completed within the designated period.

<<SCHEDULES>>

1. Course Registration

* The system may be very busy on the last day, so register early to avoid problems.

For second year students as of October:

September 11 (Fri) 9:00 – September 16 (Wed) 12:00

For third year students and above as of October:

September 11 (Fri) 14:00 – September 16 (Wed) 16:00

2. Registration Confirmation (1st)

September 28 (Mon) 9:00 – October 13 (Tue)

3. Course Registration Revision (Addition/Cancellation):

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

* During this period, students must obtain approval from the instructor via email before adding a course in the Educational Affairs System. Please refer to the syllabus for the instructor’s email address.

4. Registration Confirmation (2nd)

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

Course Registration URL (NU Portal): <https://portal.nagoya-u.ac.jp/>

● Access the Educational Affairs System:

[NU Portal](#) → Select “Student affairs”

→ “Course registration and grading (Educational Affairs System)”

● Operation Manual:

[NU Portal](#) → Select “Student affairs”

→ “Course registration and grading (schedule etc.)”

→ “Manual for Students”

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I. Course Registration Procedures

1. Plan Your Course Registration

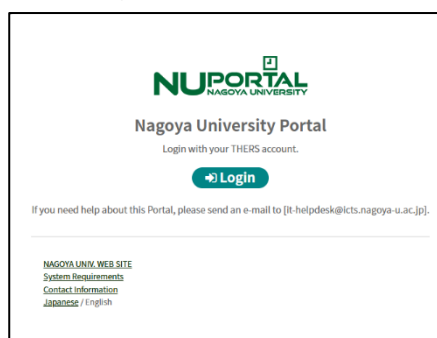
Check the required credits for your program in the **Students' Guide** for your enrollment year.
Check available courses for this semester in the **Timetable A and B**.

<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. Access the Educational Affairs System

Course registration is available through the Educational Affairs System after logging in to the **NU Portal** with your THERS account. The NU Portal can be accessed both on/off campus.
Proceed to the Educational Affairs System and register for courses following the instructions below.

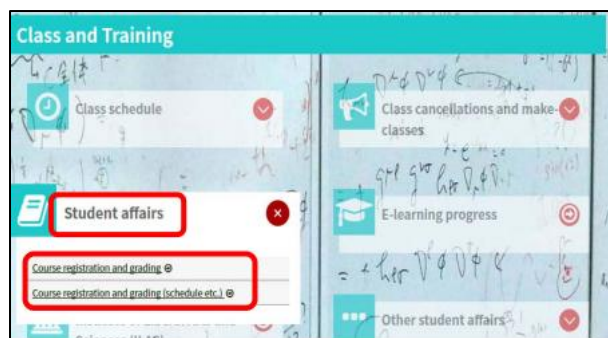
1. Log in to the NU Portal



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

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

2. Access the Educational Affairs System



Under “Class and Training”, click “Student affairs”, and then select “Course registration and grading”

3. Check Syllabus

Syllabi are essential resources that describe the objectives, course content etc. of each course.
Be sure to review them carefully before registering for courses.

<Note> Access the syllabi through the Educational Affairs System (select “Syllabus” tab.)

4. Register for Courses (Operation Manual: refer to p.1)

- **Registration is only available during the designated period (see p.1).**
- On the Educational Affairs System, select “Course/Grades” tab, click on “Course Registration”, then click on the icon on the timetable to register. Save a screenshot of the completion page and verify it matches your registration status when confirming the registration status.
- For intensive courses, check the syllabus for the registration procedures.



5. Confirm the Registration Status

On the Educational Affairs System, select “Course/Grades” tab, click on the “Confirmation of Registration Status”, and check the registered courses during the confirmation period. (check the periods on p.1)



Click here for error code details.

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 [G30 ILAS Website](#)
- (2) Please note that as a result of course adjustments, you may not be able to take some courses.
- (3) You cannot attend courses for which you are not registered, and you are not eligible to take the examinations for those courses.
- (4) When checking the “Confirmation of Registration Status”, please compare it with the screenshot you took during the course registration to verify the information.
- (5) 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” and confirm the details. If the registration needs to be corrected, do it during the Registration Revision (add/cancel) Period (10/5 – 10/13).
- (6) You are not permitted to change your class once it has been fixed.

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.”

6. Add/Cancel Course Registration

Period for Adding/Canceling Course Registration: October 5 (Mon) 9:00 – October 13 (Tue) 13:00

(1) Adding Course Registration

Step 1. Check the “Available Course List” (The list will be posted on Sept. 28)

* If the course is one of the following, confirm that it is listed in the “Available Course List” on the [NU Portal \(ILAS page\)](#). For other courses, proceed directly to “Step 2”.

- JMI Courses
- Go in Japanese Culture
- Immigration in Japan

* Courses not on the list have reached their enrollment limits and cannot be added.

* Refer to p.8 and 9 for details.

Step 2. Obtain the instructor’s permission

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

* The instructor’s email address can be found in the syllabus.

* After the instructor registers you on [TACT](#), you will be able to access the TACT course site. Please check that the course appears in the “Site List” in the upper right corner of the TACT website.

Step 3. Register on the Educational Affairs System

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

(2) Canceling Course Registration

Step 1. Check the Syllabus and notify the instructor if required

* Check the syllabus to see if the instructor requires a withdrawal request.

Step 2. Cancel the course registration on the Educational Affairs System

* Cancellation is not complete just by notifying the instructor or being removed from the TACT course site. You must remove the course online through the Educational Affairs System.

<Note>

You can register online at any time during the “Course Registration” and “Course Registration Revision” period, except during maintenance (daily from 4:00–5:00). Although the system may be accessible during maintenance hours, please avoid registering for courses as data entry cannot be guaranteed.

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 more 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 each course, 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) (For Students enrolled in/after 2022 only)

“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 AY2026 on the [G30 ILAS website](#).

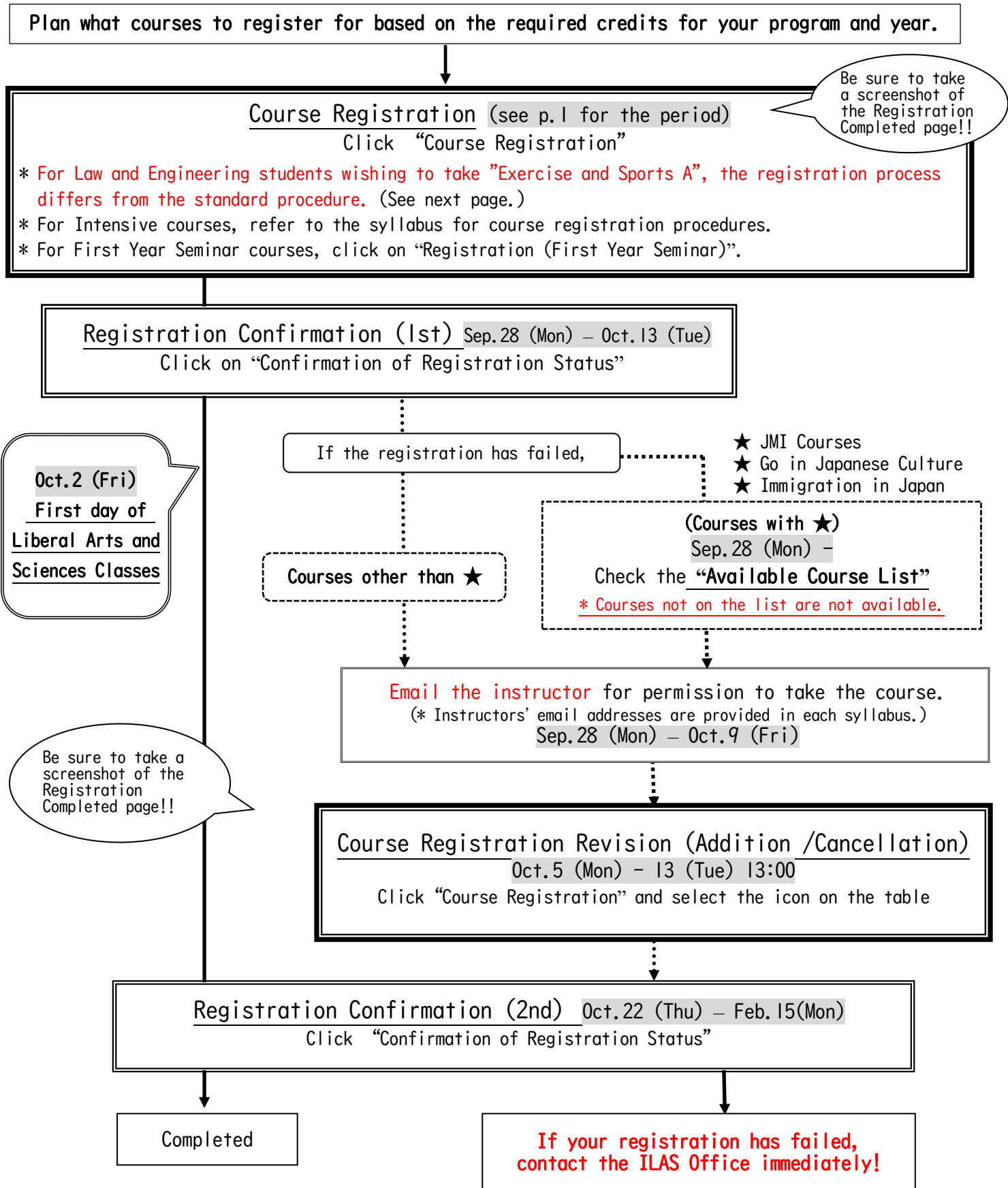
* Check the eligible year for each course on the list.

5. About Course Equivalency (For Students enrolled in/before 2021)

The curriculum has changed for students who enrolled in 2022 and later. If you take Liberal Arts and Sciences courses, you need to substitute them so that they meet your graduation requirements. Before registering for courses, be sure to check the Course Equivalency Table on the [NU Portal \(ILAS Page\)](#) and follow the course registration procedures.

When you register for courses, the course names will be shown as the new curriculum course names in TACT etc., but it will be changed to the course names in your original curriculum when grades can be checked. Some courses require you to apply for substitution, so be sure to check the Course Equivalency Table and Course Equivalency Application when taking Liberal Arts and Sciences courses.

III. Summary of Registration Procedures for Each Course



Be sure to read the notes on the next page!

Notes for each course:

● Health and Sports Science : Practicum (Exercise and Sports A)

- Students from the School of Law and the School of Engineering who wish to take this course should attend the first orientation class. Please note that, due to the enrollment capacity, you may not be permitted to take the course. If your enrollment is approved at the orientation, be sure to register for the course on the Educational Affairs System during the Course Registration Revision Period (Oct. 5 – 13).
- 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 and Second Foreign Languages

Regarding credits required for graduation, please refer to the [Students' Guide](#) for your enrollment year. For 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.

● Courses with Enrollment Limits (in the Global Liberal Arts, Contemporary Liberal Arts, and Problem/Project Based Learning Seminars categories only)

The courses listed below have enrollment limits. Once a course has reached its limit, no additional registration requests will be accepted.

Day	Period	Course Title	Enrollment Capacity
Fri	4	★ Immigration in Japan	20
Fri	4	★ Go in Japanese Culture	40
Fri	3	Biotechnology	32
Intensive		Problem/Project Based Learning Seminar (Diversity & Innovation 1: Venture Building – Introduction)	30
Intensive		Problem/Project Based Learning Seminar (Diversity & Innovation 2: Venture Building – Advanced)	30
Intensive		Problem/Project Based Learning Seminar (Project Management)	15

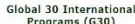
Please note that the courses marked with ★ and JMI courses will be listed on the "Available Course List" if seats are available after the initial course registration. Students wishing to add one of these courses must first check the Available Course List and obtain the instructor's approval. Approved courses may be added during the Course Registration Revision (Addition/Cancellation) period. The list will be posted on the [NU Portal \(ILAS Page\)](#) on September 28.

● 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.

IV. Supplementary Materials

◆ Websites & Materials related to Course Registration

Materials	Website Make sure to check the latest information!	Link
Students' Guide	ILAS Website https://www.ilas.nagoya-u.ac.jp/en/ Select "Global 30 International Programs (G30)"  	
Timetable A/B		
JMI Course List		
Registration Procedures (This booklet)		
Syllabus	Educational Affairs System https://portal.nagoya-u.ac.jp/ Select "Student affairs" → "Course registration and grading" → "Syllabus"	
Course Equivalency (p.6)	Nagoya University Portal (ILAS page) https://portal.nagoya-u.ac.jp/	
Available Course List (p.5, 7, and 8)	Select "Institute of Liberal Arts and Sciences (ILAS)" * Check this site regularly as it is frequently updated.	
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.	

◆ Contact Information

Regarding	Contact Information	
Course Registration for Liberal Arts and Sciences Courses (registration codes starting with "00")	In-person: [Consultation Counter] ILAS Office [Office Hours] 8:30 – 17:00 on weekdays Until October 1: Closed during lunchtime (12:00 – 13:00) From October: Open during lunchtime Online: Contact from Inquiry Form on the ILAS website	
Course Registration for School Specialized Courses	Student Affairs Section of Each School	
Information Infrastructure Environment (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"	
THERS Account Matters	THERS Account Help Center: https://thersac.icts.thers.ac.jp/hc/ja	