



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 first year students:

- ① March 16 (Mon) 9:00 – March 25 (Wed) 12:00, 2026
- ② April 2 (Thu) 9:00 – April 3 (Fri) 15:00, 2026

For second year students and above:

- ① March 16 (Mon) 9:00 – March 25 (Wed) 12:00, 2026
- ② April 1 (Wed) 9:00 – April 2 (Thu) 8:30, 2026

2. Registration Confirmation (1st)

April 9 (Thu) 9:00 – April 17 (Fri), 2026

3. Course Registration Revision (add/cancel)

April 10 (Fri) 9:00 – April 17 (Fri) 13:00, 2026

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

4. Registration Confirmation (2nd)

April 27 (Mon) – August 19 (Wed)

● 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.)”

◆ Websites & Materials related to Course Registration

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

◆ Websites related to Information Infrastructure Environment

Purpose	Website	Link
Take Annual Information Security Training	https://icts.nagoya-u.ac.jp/en/security/training.html * Take this training promptly once the 2026 version becomes available to avoid any restrictions on your THERS account.	
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.	

◆ 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 April 9: Closed during lunchtime (12:00 - 13:00) From April 10: Open during lunchtime Online: Contact from Inquiry Form on the ILAS website
Course Registration for School Specialized Courses (registration codes not starting with "00")	Student Affairs Section of Each School
Information Infrastructure Environment (Except THERS account matters)	IT Help Desk: https://icts.nagoya-u.ac.jp/en/helpdesk.html
THERS Account Matters	THERS Account Help Center: https://thersac.icts.thers.ac.jp/hc/ja

Table of Contents

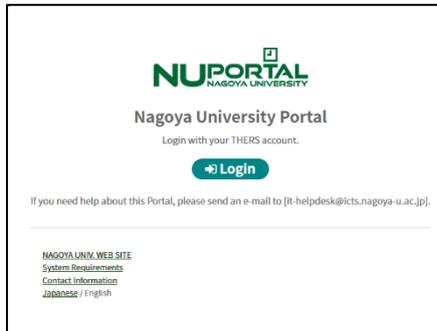
I. Course Registration Procedures	4
1. Access the Educational Affairs System	
2. Check Syllabus	
3. Register for Courses	
4. Confirm the Registration Status	
5. Add and/or Cancel Course Registration	
II. Additional Information	7
1. GPA (Grade Point Average) System and Handling of Grade Assessment (“W” and “F” grades)	
2. Course Withdrawal System	
3. Setting Upper Limits on the Number of Registered Credits (Cap System)	
4. Content Courses Taught in Japanese (JMI Courses)	
5. About Course Equivalency (For Students Enrolled in/before 2021)	
III. Summary of Registration Procedures	8

I. Course Registration Procedures

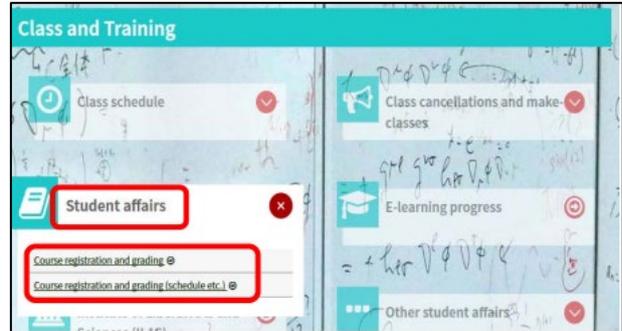
I. Access the Educational Affairs System

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



2) Enter the Educational Affairs System



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.

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

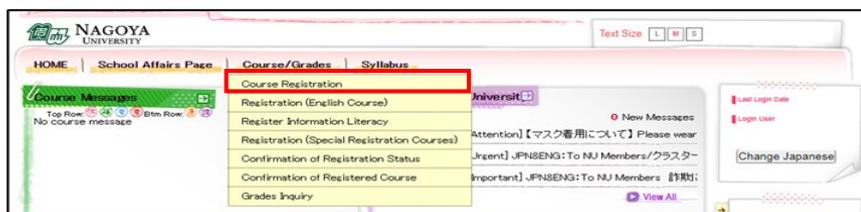
2. Check Syllabus (How to access: refer to p.2)

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

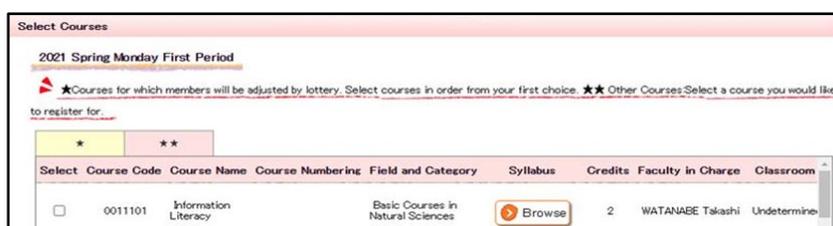
3. Register for Courses (Operation Manual: refer to p.1)

• **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 in the next step, “Confirm the Registration Status.”

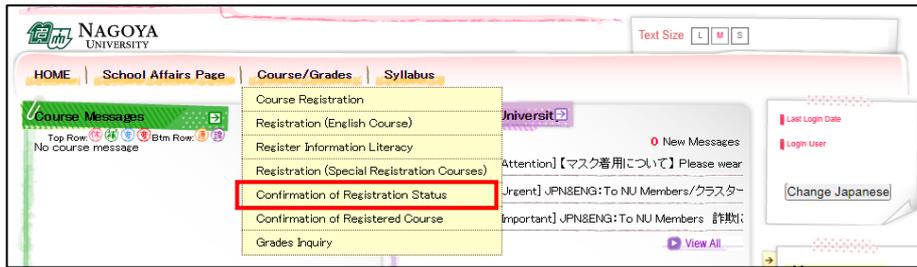


• For intensive courses except “Art and Culture”, check the syllabus for registration procedures.
• For the courses in the “★” tab, student registration will be adjusted by lottery.



4. 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 first and second confirmation period. (check the periods on 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 attend courses for which you are not registered, and you are not eligible to take the examinations.
- (3) When checking the “Confirmation of Registration Status”, please compare it with the screenshot you took when registering for courses to verify the information.
- (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” tab. If the registration needs to be corrected, do it during the Registration Revision (add/cancel) Period (4/10-4/17).

Caution!

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 (add/cancel) period.

5. Add/Cancel Course Registration

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

(1) Adding Course Registration

- **Step 1. Check the “Available Course List”**

- * If the course is one of the JMI courses (other than First Year Seminars), confirm that it is listed on the “Available Course List”. For other courses, proceed directly to “Step 2”.

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

- * Refer to p.8 for details.

- **Step 2. Obtain 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” at the upper right corner of the TACT website.

- **Step 3. Register on the Educational Affairs System**

- * Important: 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**

- * Important: 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 (“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 LAS course, inform the instructor via email or the TACT message system. The withdrawal period is from April 20 (Mon) until the end of May 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 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) (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 under “Global Liberal Arts”. Taking JMI courses requires sufficient Japanese proficiency to understand lectures, participate in discussions and write academic assignments.

* Check the list of JMI Courses offered in AY2026 on the [ILAS website \(G30\)](#).

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

* The registration period and procedure for First Year Seminars (JMI Courses) are different from other courses. Please refer to the [ILAS website \(G30\)](#) around late May.

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

The curriculum changed from students enrolled in 2022. When registering for Liberal Arts and Sciences courses, you must ensure that each course corresponds to your graduation requirements. Before registering for courses, be sure to check the Course Equivalency Table on the [NU Portal, ILAS page](#) and the course registration processes in this booklet.

Please note that when registering for courses and on TACT, courses will appear under the new curriculum course name, but they will be changed to the course name under your curriculum when grades can be checked. Some courses require an application for equivalency, so always check the Course Equivalency Table when you take Liberal Arts and Sciences courses.

* “Information Literacy” (old curriculum)

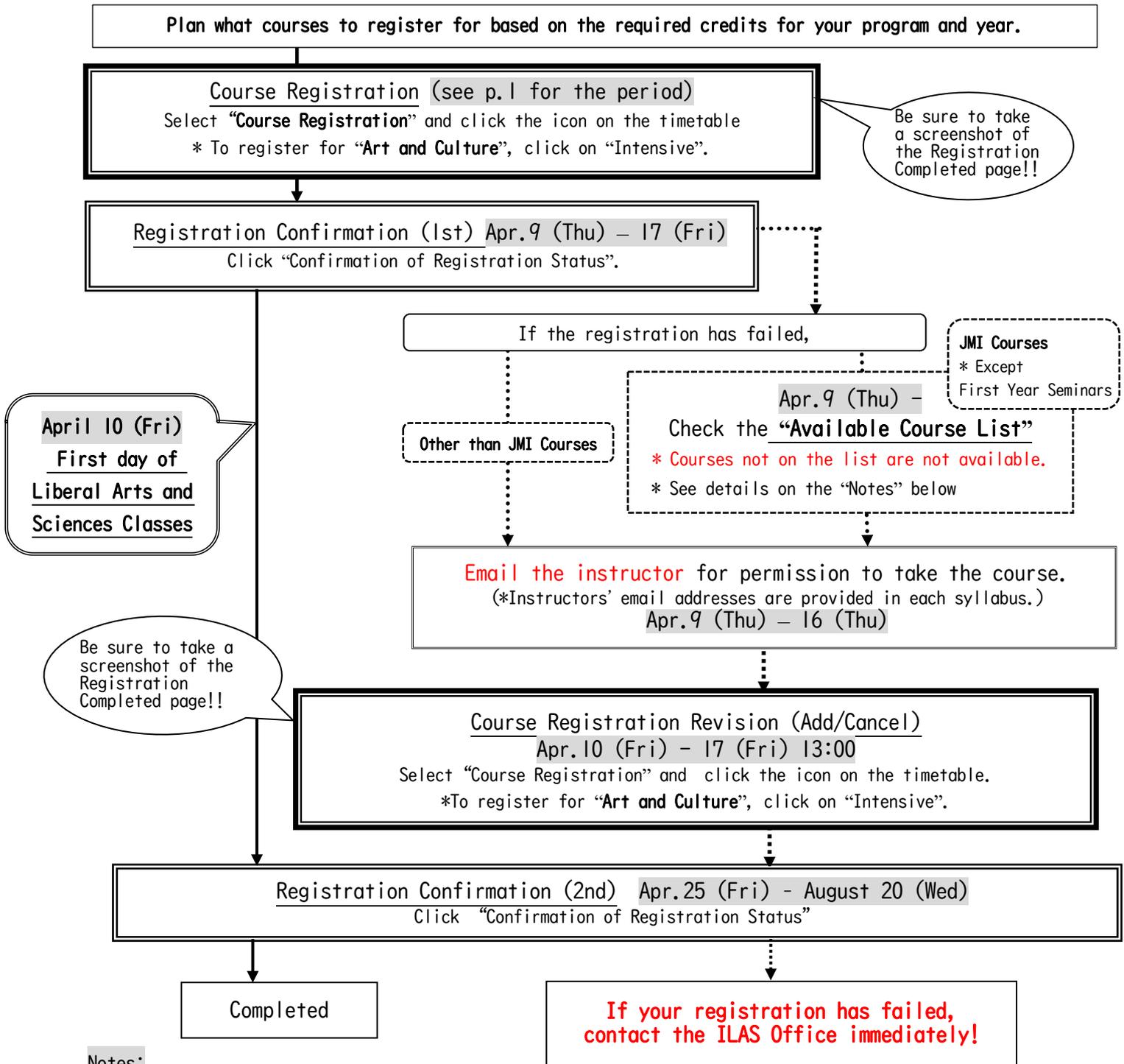
1) To get credits recognized for old curriculum “Information Literacy”, two new curriculum courses need to be taken: “Introduction to Data Science” and the following (a) or (b):

(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 cannot 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 16 (Mon) 9:00 — March 25 (Wed) 17:00**.

III. Summary of Registration Procedures



Notes:

Problem/Project Based Learning Seminar (“Summer Camp for General Academic Skills”, “Diversity & Innovation 1 and 2” and “Singapore Internship”): See the syllabus for information for registration details.

Health and Sports Science: Practicum (Exercise and Sports B): The course withdrawal system applies. 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 determined based on the preferences of the instructor. Please refer to the [ILAS website \(G30\)](#) for the enrollment capacity of each course.

JMI Courses: If you have failed the first course registration, be sure to check the “Available Course List” for general 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 page](#)). The registration period and procedure for First Year Seminars (JMI) are different. Please refer to the [ILAS website \(G30\)](#) around late May.