



Course Registration Procedures

Course registration, confirmation and modification for Liberal Arts and Science Courses must be done in the Learning Management System (Web).

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.

REGISTRATION SCHEDULES

Course Registration in the Learning Management System (Web)

1. Information Security Training via the Learning Management System (Web)

To use Nagoya University Information Services including the Learning Management System, you must complete the “Information Security Training” on the Nagoya University (NU) Portal. If you try to access the Learning Management System without completing the training, the web page will automatically move to the training page.

※ After you receive your student ID card, take this training before the course registration.

2. Join the course sites on NUCT (except for the First year seminar, Foreign Language courses and Open courses.)

Period: After you have received your NU ID – September 28 (Mon) 18:30, 2020

Access to NUCT and join the courses required or wishing to take among the “Joinable Sites” on “Membership”. Because of the limitation on the number of the students for each course, you might not be admitted by the instructor of the course you have joined. In this case, notified by the message on this course site. Make sure to constantly check the site.

3. Course Registration Period via the Learning Management System (Web)

Period: October 2 (Fri) 9:00 - October 15 (Thu) 18:30, 2020

Via the Learning Management System, make sure to register for the courses which you have joined the sites on NUCT within the “Course Registration” period above. If failed to complete this procedure, no credits will be awarded at the end of Fall semester.

4. Registration Confirmation via the Web

Period: October 28 (Wed) 9:00 – October 29 (Thu) 18:00, 2020

You must complete the course registration by the designated day.

It is strongly recommended to finish the registration by the day before the deadline to avoid busy network hours.

Course Registration URL: <https://portal.nagoya-u.ac.jp/>

Operation Manual URL: NU Portal → Student affairs → Course registration and grading (schedule etc) → Educational Affairs (For Students) → Learning Management System Manual

(Contact Information for Inquiries)




Nagoya University ID: Information Media Office e-office@media.nagoya-u.ac.jp

System Operation: Student Affairs Planning Division gakumu-support@adm.nagoya-u.ac.jp

Contact Information for Course Registration

<p>●For Liberal Arts and Sciences Courses (The registration code start with "00"): →Please contact via email as much as possible. (kyoikuin@adm.nagoya-u.ac.jp) [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) After October 2: Open during the lunch time</p> <p>●For School Specific Courses (The registration codes starting without "00"): →Student Affairs Section of Each School</p>

Related Website URLs

Website and URL	QR
Nagoya University Portal ※Learning Management System can be accessed from here. https://portal.nagoya-u.ac.jp/	
Learning Management System -Student Manual- Operation Manual URL: NU Portal→Student affairs→Course registration and grading (schedule etc)→Educational Affairs (For Students)→Learning Management System Manual	
Information Security Training for New Students Instructions https://ist.nagoya-u.ac.jp/access/content/group/e78b1f2e-bf98-4013-905d-376fa09a8e77/isp2013e.pdf	
Information Security Self-Inspection Instructions http://www.icts.nagoya-u.ac.jp/en/security/self-inspection.html	

Contact Information for Other Inquiries




Information Security Training/Information Security Self-Inspection IT Help Desk Email: it-helpdesk@icts.nagoya-u.ac.jp	
Nagoya University ID 【takes two days to respond】 Information Media Office Email: e-office@media.nagoya-u.ac.jp	
Web-Based System Operation Student Affairs Planning Division Email: gakumu-support@adm.nagoya-u.ac.jp	

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*In response to the Covid-19 pandemic, course registration procedures can be implemented online.

*Refer to other booklets such as “Liberal Arts and Sciences Class Timetable and Syllabus for International Programs Fall Semester, 2020”, “AY 2020 Liberal Arts and Sciences Course Registration Guide for International Programs Students” and “Student Handbook Academic Year 2020” for course registration.

I. Course Registration Procedures

Course registration is available through the Learning Management System which is accessible via the NU Portal (<https://portal.nagoya-u.ac.jp/>).

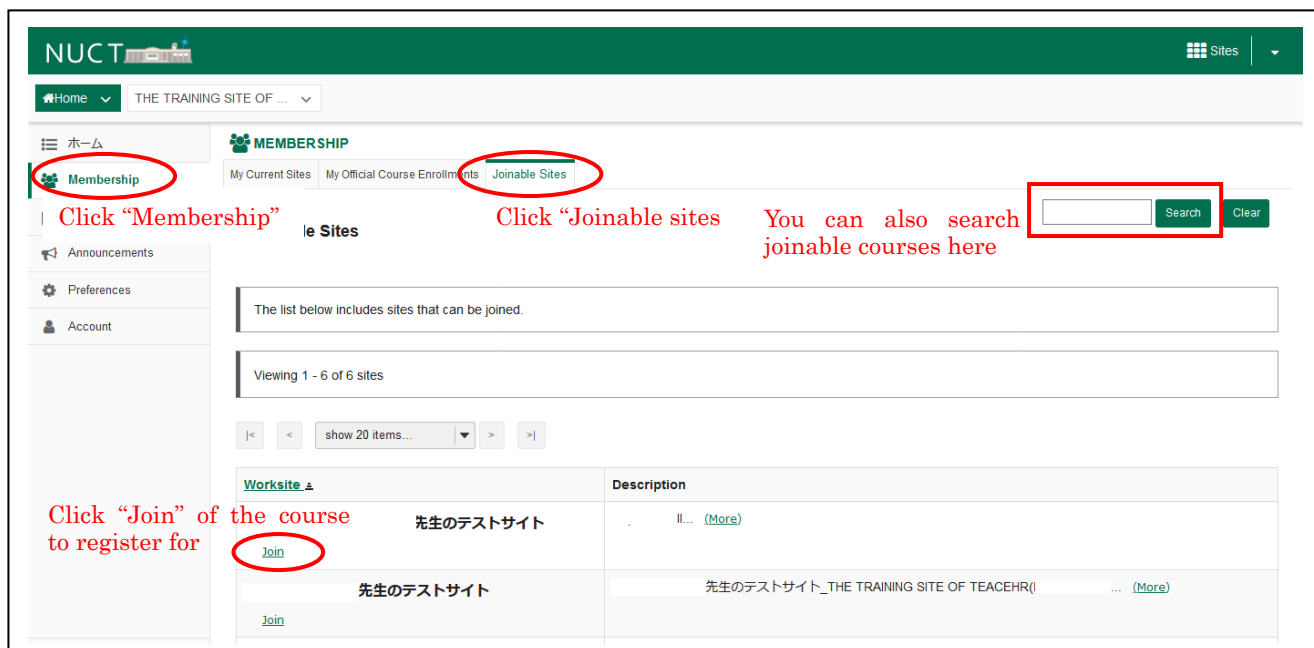
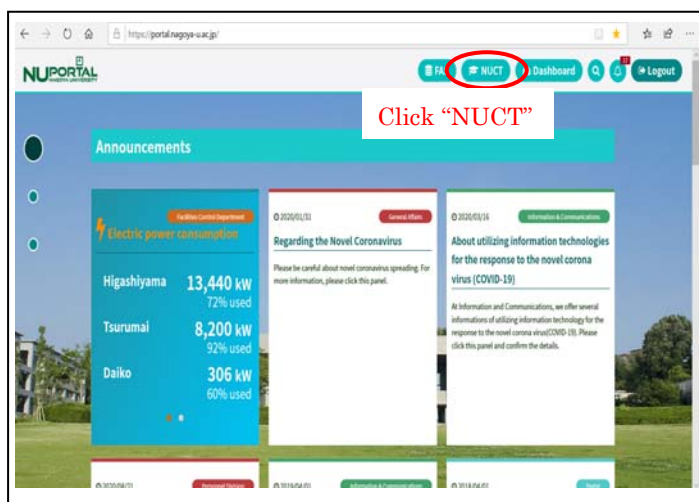
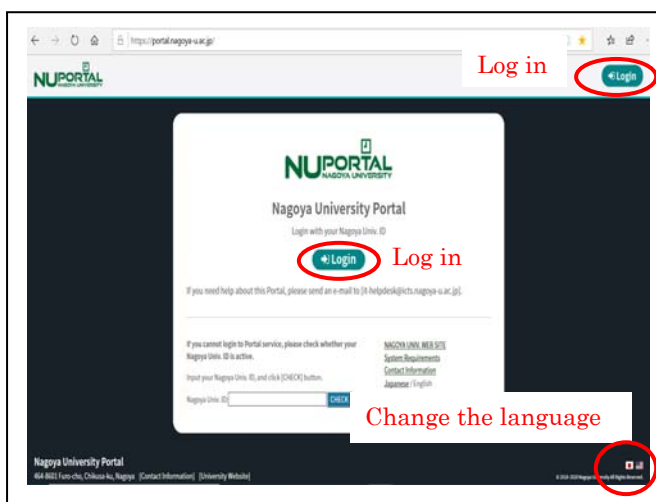
You can access to the NU Portal from anywhere, both on and off campus using a computer connected to the Internet after authenticated with your Nagoya University ID.

Proceed to the Learning Management System, and register for courses following the instructions for each course.

1. Join the course site on NUCT

Before starting to register for courses on Learning Management System, the process of joining the course site is required except for First Year Seminar, language courses and Open courses.

- (1) Access and login to Nagoya University Portal Site (<https://portal.nagoya-u.ac.jp/>) with Nagoya University ID and password.
- (2) Click “NUCT” tab in the title bar.
- (3) Click “Membership” tab in the side bar and then “Joinable Sites” tab
- (4) Click the “Join” on the course you are registering for



Do not join two or more courses in the same period on the same day!

2. Web-Based Learning Management System

By using this system, you can register for courses, and confirm both registered and completed courses (grades). To access the Learning Management System (web), login to the NU portal, and click “STUDENT AFFAIRS” tab under “Class and Training”.

Course registration, confirmation of registered courses, and completed course confirmation (grades) are available only during designated periods.

To access to the instructions for using the system, refer to the “Learning Management System -Student Manual” below.

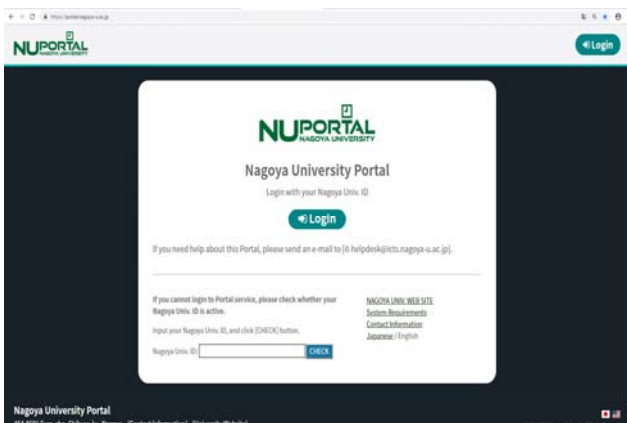
NU Portal → Student affairs → Course registration and grading (schedule etc) → Educational Affairs (For Students) → Learning Management System Manual

You can register for courses at any time during the “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.

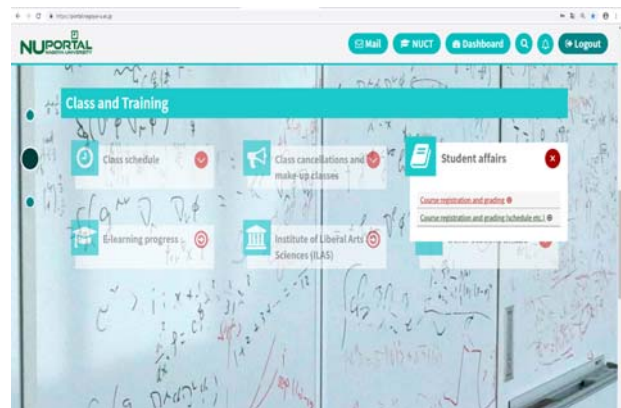
(1) Login

Enter your NU ID and password to login.



(2) Click “Student Affairs” Tab

“Learning Management System” is in “Course registration and grading (schedule etc.)”.



(3) Class Enrollment Procedure Menu

Click the “Course Registration” button, and click the “book mark” or “pencil mark” of the appropriate day and period. Make sure to print out the screen image and check it with the “Confirmation of Registered Course”.

3. Syllabus

Syllabi are very important materials to know the aims, course content etc. of each course. Especially for the First Year Seminar classes, each of them has different themes, so confirm them before course registration. Also, check the latest information posted on the ILAS website since the information on the booklet “Liberal Arts and Sciences Class Timetable and Syllabus for International Programs” may be revised.

ILAS website: <http://www.ilas.nagoya-u.ac.jp/>

To see the syllabi, select “ **【Fall Semester AY2020】** Course Registration Procedures for International Programs” posted on “What’s New”.

For foreign language courses, access to the URL written in each syllabus.

4. ILAS Network Access Points

We provide the NU students who do not have an adequate internet environment (who do not have internet access or who lack a computer or other device) with a network access point (AP) here at the Institute of Liberal Arts and Sciences (ILAS) Building. Please refer to the following page for information on how to use this service.

<https://office.ilas.nagoya-u.ac.jp/ilas-network-access-points/>



5. GPA (Grade Point Average) System and Handling of Grade Assessment (“Absent (W)” and “Fail (F)”)

Nagoya University employs GPA, Grade Point Average system based on the “six-step” grade scale: A+, A, B, C, C- and F. According to the GPA system, a grade of “F” (Fail) results in 0 points and lowers the GPA; however, a grade of “W”(Absent) does not affect the GPA. Therefore, the difference between a grade of “F” and “W” is significant as it strongly affects your GPA.

Nagoya University has introduced the course withdrawal system. For the details, refer to the “Liberal Arts and Sciences Course Registration Guide for International Programs Students”

If you want to withdraw from an ILAS course, please notify the instructor in charge via the NUCT message system. The submission period is from October 16 (Fri) to the end of November in this semester, however, it might vary depending on the courses so please check the course syllabus or inquire the instructor directly about the deadline.

6. First Year Seminar

In Wednesday 2nd period, two classes of “First Year Seminar A” are held for those in School of Humanities, Law, Economics, and three classes for those in School of Science, Engineering, and Agricultural Sciences. Please refer to each syllabus and choose the one you would like to take.

Fill out “First Year Seminar Preference Sheet” which is available on the ILAS website

(<http://www.ilas.nagoya-u.ac.jp/>) and submit it to the ILAS Office via email (kyoikuin[at]adm.nagoya-u.ac.jp) by September 28 (Mon) 17:00.

Regarding the email account, please be advised to replace [at] with @.

Each class has an enrollment limit, so you may not be able to take your preferred class. Classes will be determined randomly considering your preferences and the result of the application will be posted on the NU portal, ILAS tab on Friday, October 2. Please check the result and make sure to do registration via Learning Management System by October 15 (Thu) 18:30. Once the class is assigned, it cannot be changed.

7. Contact Information of the Senior Instructor for Each Language

Language	Instructor	Contact
German	NISHIKAWA	Office: Integrated Research Building for Humanities and Social Sciences , 6F, 606 Phone: 052-789-4866 / Email: nishikawa.tomoyuki@b.mbox.nagoya-u.ac.jp
French	ARAI	Office: Liberal Arts and Sciences Main Building, North Wing, 3F, Room313 Phone: 052-789-4340 / Email: arai@nagoya-u.jp
Russian	SAVELIEV	Office: Graduate School of International Development Building, 7F, Room705 Phone: 052-789-4396 / Email: saveliev@gsid.nagoya-u.ac.jp
Chinese	SUGIMURA	Office: Liberal Arts and Sciences Main Building, North Wing, 3F, Room301 Phone: 052-789-4207 / Email: sugimura.yasushi@e.mbox.nagoya-u.ac.jp
Spanish	SHIBA	Office: Liberal Arts and Sciences Main Building, North Wing, 4F, Room402 Phone: 052-789-4349 / Email: a-shiba@nagoya-u.ac.jp
Korean	UTSUGI	Office: Liberal Arts and Sciences Main Building, North Wing, 2F, Room204 Phone: 052-789-4989 / Email: utsugi@nagoya-u.ac.jp
Japanese	TOKUHIRO	Office: International Center, 3F, Room304 Phone: 052-747-6557 / Email: tokuhiro@iee.nagoya-u.ac.jp
	HAIKANO	Office: International Center, 3F, Room303 Phone: 052-747-6542 / Email: hajikano@iee.nagoya-u.ac.jp

*About credits required for graduation, please consult with the school you belong to.

8. Registration for Foreign Language courses and Open courses.

For registering Foreign Language courses and Open courses, please obtain the instructor's permission before registering via "2.Web-Based Learning Management System".

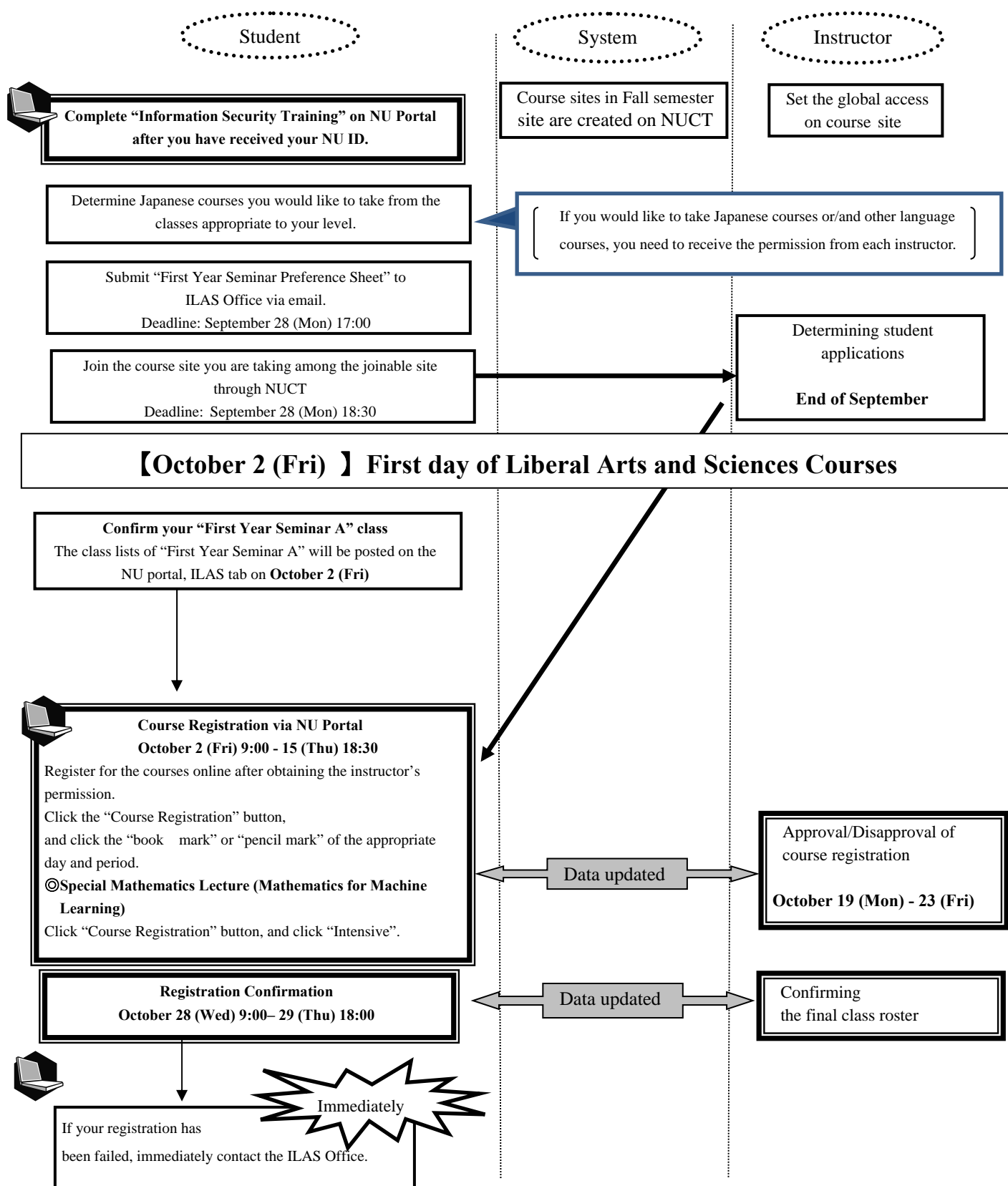
To obtain permission, please send an email to the instructor in charge via Zengaku email address with the following information: (1) Student Number, (2) Name, (3) Course Name, and (4) Registration Code.

The email addresses of the instructors in charge are available at the following website.

NU Portal → ILAS Office → ILAS Menu for Students → Contact Information of Instructors in charge of Liberal Arts and Sciences Courses AY2020

After receiving permission for the course from the instructor via email, you must register via the website.

II. Course Registration Process



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

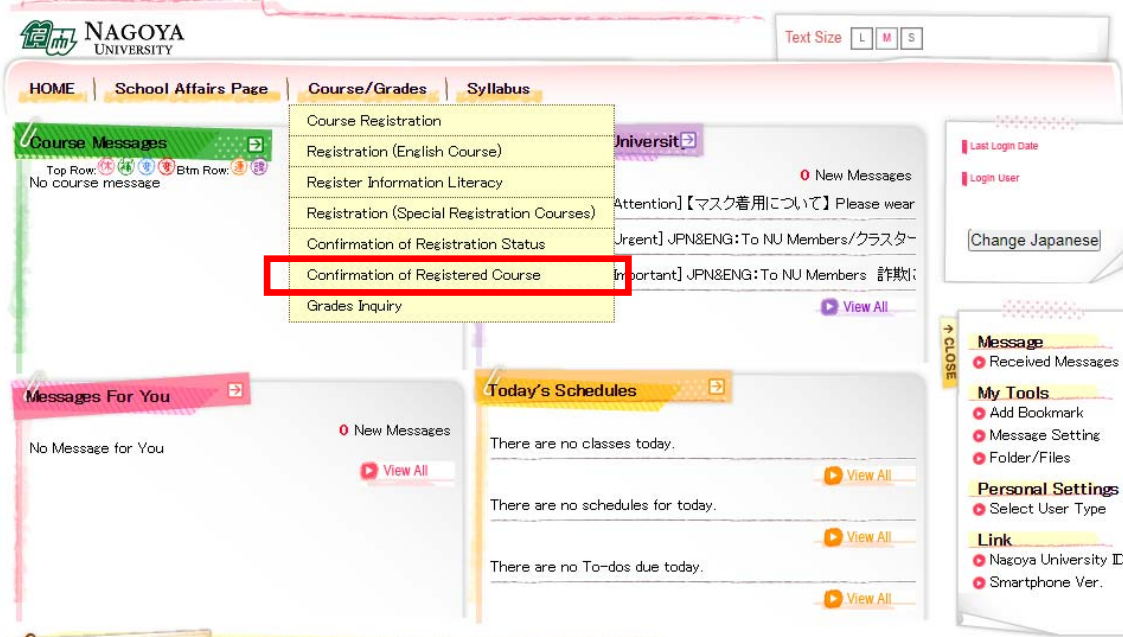
III. Confirmation of the Registered Courses

1. Registration Confirmation

Check the registered courses via the NU Portal, “Confirmation of Registered Course” during the confirmation period from October 28 (Wed) 9:00 to 29 (Thu) 18:00.

*How to Access:

Login to the NU portal (<https://portal.nagoya-u.ac.jp/>) → Click “Student Affairs” tab → Click “Course registration and grading (schedule etc.)” → Click “Confirmation of Registered Course”, then you can see the registered courses.



Notes:

1. The “Confirmation of Registered Course” is 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 Syllabus and the ILAS website. (Information for classroom changes will be posted on the bulletin board in the ILAS main building.)
2. **You cannot take the courses which are not on the "Confirmation of Registered Course" and you are not eligible to take the examinations.** In addition, even if a course is on the “Confirmation of Registered Course” screen, you may not be able to take the course nor the examination without the instructor’s permission if the course requires instructor’s permission.
3. When you see the “Confirmation of Registered Course”, please confirm it with the registration page you have printed out when you registered for the course.
4. If you find any mistakes on the enrolled classes, you need to modify it by the deadline. If you have any questions regarding “Course Error” or “Course Warning” shown on the notes section of that screen, contact the office in charge via e-mail; for Liberal Arts and Sciences courses, contact the ILAS Office (kyoikuin@adm.nagoya-u.ac.jp) and for specific courses, ask the Student Affair Section in your school. For more information, please refer to “Contact Information for Course Registration” on the backside of the cover page.

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 by clicking “Confirmation of Registered Course” when registering courses.

2. Confirmation of Registration Status – Errors and Correction Methods

Examples of errors and the correction methods are provided below.

◇To correct “W-○” errors

Click the “Course Registration” button, and click the “book mark” or “pencil mark” of the appropriate day and period, and delete the course during Registration Revision period.

◇To correct “E-○” errors

Click the “Course Registration” button, and click the “book mark” or “pencil mark” of the appropriate day and period and register correctly. Since the courses which are displayed in the Registration Error section are not registered, you don’t have to delete the data.

※It is not permitted to change once your class is fixed.

◇How to correct the errors on following page (example)

1. Example of the errors (warnings) on the “day” and “period” part	
(a) W-5: Warning! Credits not recognized (Intensive courses)	
Cause of Error	This is a warning that the course "Special Mathematics Lecture" will not be recognized for graduation credits.
Correction Method	It is not necessary to revise the course registration for the course. The class can be taken as is.
2. Examples of the errors displayed in the Registration Error section	
(b) E-3: Error related to multiple classes per week (Fri. 3rd period)	
Cause of Error	An error was generated because you did not register for the part of a multiple-class-a-week course held on Friday 4th period ("Introduction to Civil Engineering and Architecture" is 3rd and 4th period on Friday).
Correction Method	It is necessary to add a course for Friday 3rd and 4th period.
(c) Disapproved due to adjustment (Wed. 3rd period)	
Cause of Error	As a result of the adjustments for the number of students, the registration was disapproved.
Correction Method	Choose the other class to take, obtain permission from the instructor, and make an additional registration.
(d) E-I: Disapproved registration (Thu. 2nd period)	
Cause of Error	An error was generated since the instructor disapproved the registration.
Correction Method	Consult with the ILAS Office if the registration has been rejected even though you received permission from the instructor.
(e) E-K: Error in designation (Tue. 4th period)	
Cause of Error	An error was generated since you tried to register for a course which is not designated.
Correction Method	Follow the same correction method as explained in (c) above.