



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 Web

For first year students as of September

September 14 (Mon) 9:00 - September 24 (Thu) 13:00, 2020

For second year students and above as of September

September 14 (Mon) 14:00 - September 24 (Thu) 18:00, 2020

2. Registration Confirmation via the Web (1st)

September 29 (Tue) 9:00 - October 12 (Mon) 18:00, 2020

3. Registration Revision [addition and/or cancellation] via the Web

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

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

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

4. Registration Confirmation via the Web (2nd)

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 registrations 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 *needs 2 days to answer 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

- 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
- For School Specific Courses (Registration codes starting without "00"):
 → Student Affairs Section of each School

| 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- NU Portal → Student affairs → Course registration and grading (schedule etc) → Educational Affairs (For Students) → Learning Management System Manual | |
| Information Security Self-Inspection Instructions http://www.icts.nagoya-u.ac.jp/en/security/self-inspection.html |  |

Related Website URLs

Contact Information for the Other Inquiries




| | |
|---|---|
| Information Security Training/Information Security Self-Inspection IT Help Desk Email: it-helpdesk@icts.nagoya-u.ac.jp |  |
| Nagoya University ID and PW 【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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*Refer to other booklets such as “Liberal Arts and Sciences Class Timetable and Syllabus for International Programs Fall Semester, 2020”, “Liberal Arts and Sciences Course Registration Guide for International Programs Students” and “Student Handbook” 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. Syllabus

Check the latest syllabi posted on the ILAS website since the latest 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.

2. 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/>



3. “Course Registration” Web Entry Period

The “Course Registration” period in this Fall Semester is indicated on the front page of this booklet.

Access to the NU portal, enter the Learning Management System, and register for courses by yourself.

Please note that the web registration can be done only during the designated period.

We recommend you to print out the screen image after you click “Register” and check it with “Check enrolled class”.

Notes:

You can register for courses at any time during the “Course Registration” and “Registration Revision” 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.

4. “Course Registration” during Registration Revision Period

If you wish to register for a course during Registration Revision Period, you must obtain permission from the instructor in charge.

[Note] You cannot change a course once it has been registered.

Registration Revision Period : October 2 (Fri) 9:00 - October 15 (Thu) 18:30

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.

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

Nagoya University employs GPA, Grade Point Average system based on the five letter grades: S-A-B-C-F. According to the GPA system, a grade of “F” (Fail) results in 0 points and lowers the GPA; however, “Absent” does not affect the GPA. Therefore, the difference between a grade of “F” and “Absent” 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”

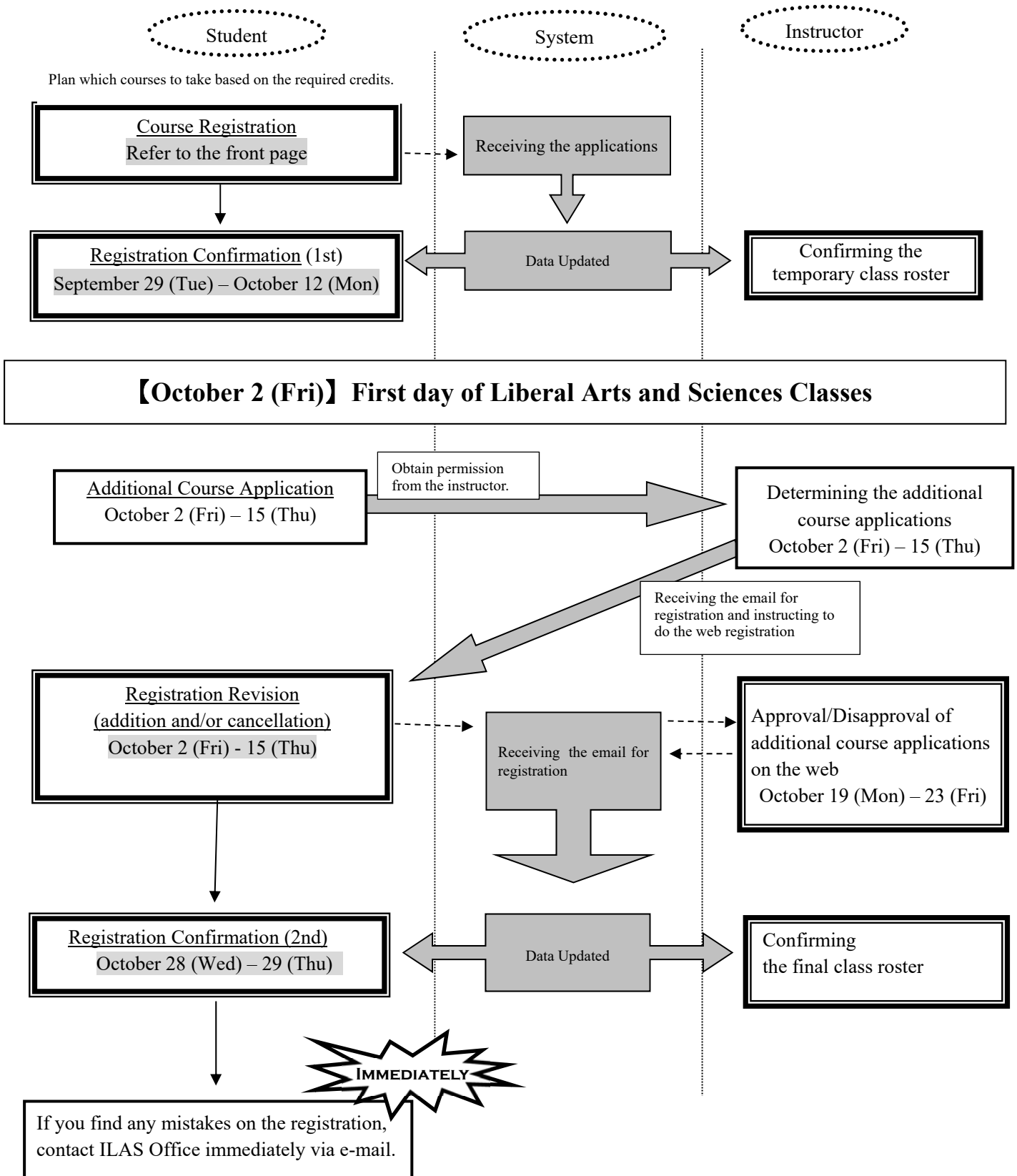
If you want to withdraw from an ILAS course, please notify the instructor in charge via the NUCT message system. The submission period is from October 16 (Fri) to the end of November in this semester, however, it might vary depending on the courses so please check the course syllabus or inquire the instructor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

3. Contact Information of Senior Instructors for each Language

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

| 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 |
| | HAJIKANO | Office: International Center, 3F, Room303 Phone: 052-747-6542 / Email: hajikano@iee.nagoya-u.ac.jp |

II. Course Registration Process



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

III. How to Register for Courses

Please follow “Learning Management System -Student Manual-”.

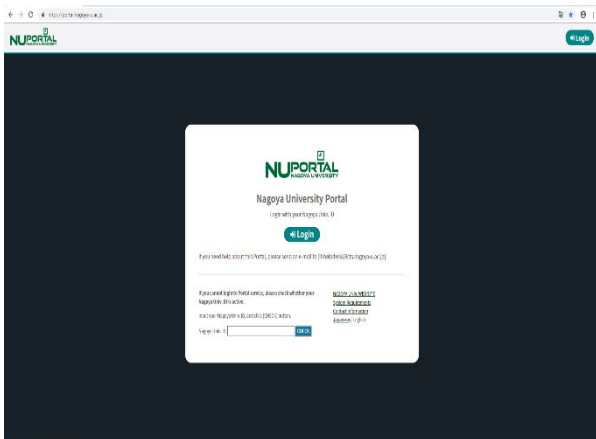
Operation Manual URL: NU Portal → Student affairs → Course registration and grading (schedule etc.)
→ Educational Affairs (For Students) → Learning Management System Manual

Keep your Nagoya University user ID and password safe since they are used to protect personal information. You can login to the system by entering the Nagoya University User ID on the Nagoya University Portal from an Internet browser.

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

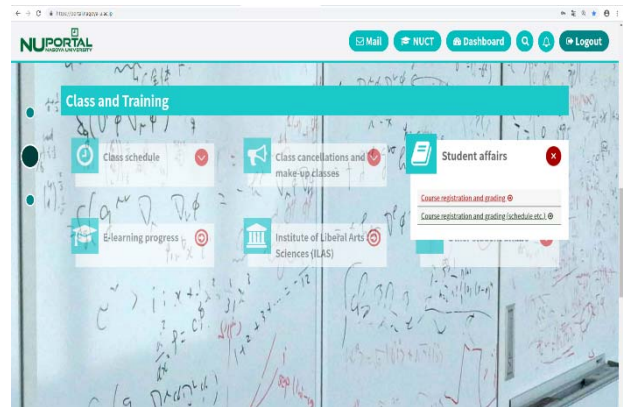
(1) Login

Enter your NU ID and password to login.



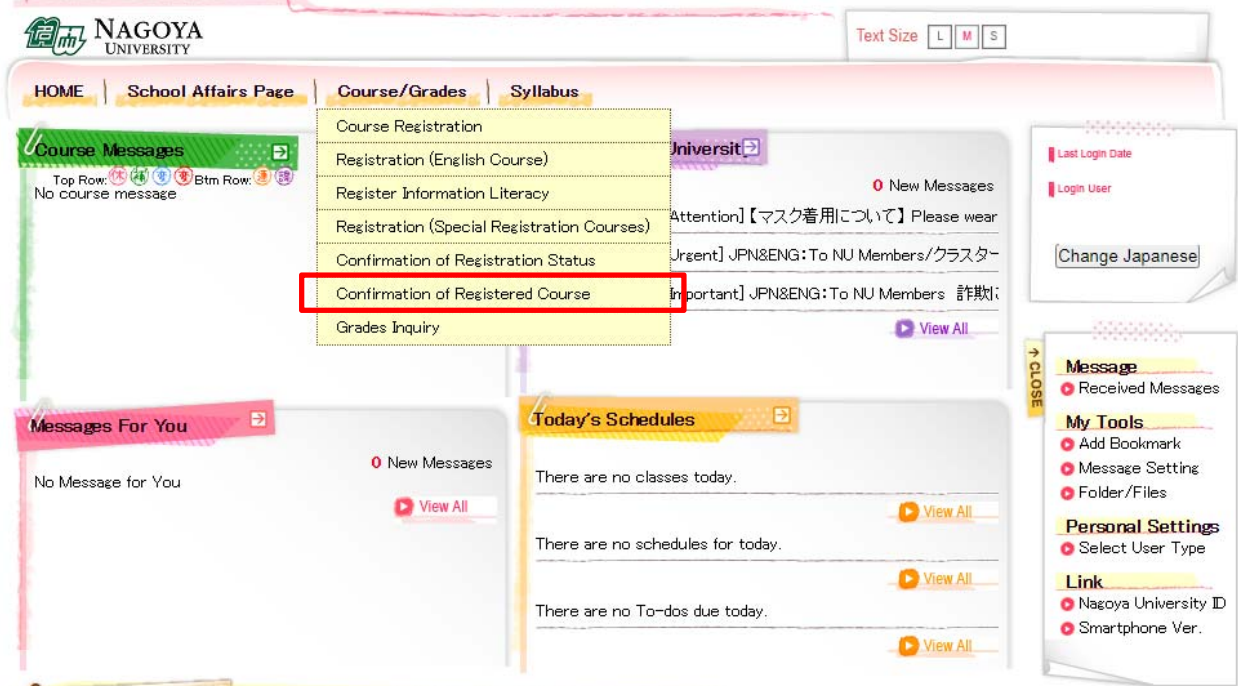
(2) “Student Affairs” Tab

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



(3) Confirmation of Registered Course

To confirm registered courses: NU portal → Student affairs → Course registration and grading → Confirmation of Registered Course



◇Categories of the Class Enrollment Procedure Menu and Corresponding Courses

Please refer to the categories below and enter the data via appropriate category.

Be careful of the categories since **the registration via wrong category will be invalid.**

(Appended Table)

| Category Name | Corresponding Courses | | Data Entry Period |
|--|---|---|--|
| ① Course Registration | Liberal Arts and Sciences Courses | Basic Courses in Humanities and Social Sciences | 1) Students enrolled in 2019 September 14 (Mon) 9:00 - September 24 (Thu) 13:00 2) Students enrolled in/before 2018 September 14 (Mon) 14:00 - September 24 (Thu) 18:00 |
| | | Basic Courses in Natural Sciences | |
| Liberal Education Courses in Humanities and Social Sciences | | | |
| Liberal Education Courses in Natural Sciences | | | |
| Liberal Education Courses in Interdisciplinary Fields | | | |
| Health and Sports Science: Lecture Academic English Advanced 1 / 3 | | | |
| | Specialized Courses for each school (for details, follow the directions of each school) | | |
| ② Course Registration (Click “Intensive”) | Special Mathematics Lecture (Mathematics for Machine Learning) | | |
| ③ Course Registration | Liberal Arts and Sciences Courses | First Year Seminar A ※1 | October 2 (Fri) 9:00 – October 15 (Thu) 18:30 |
| | | Languages except English ※2 | |
| | | Health and Sports Science: Practicum | |
| | | Open Courses | |
| | Courses to add or delete for such reasons as registration mistake. | | |
| Specialized Courses for each school (for details, follow the directions of each school) | | | |
| ④ Course Registration (Click “Intensive”) | <ul style="list-style-type: none"> • Academic Japanese I / III / V • Business Japanese I ※2 • Courses of ② above to add or delete due to registration mistake etc. | | |

※1 The maximum number of students for First Year Seminar is 12 per class. If you wish to take the course, check **the list of available classes** (see p.9 for more details).

※2 “Business Japanese III” should be registered via ③ “Course Registration”.

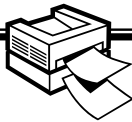
IV. Registration Procedures for Each Course

Basic General Education Courses: "First Year Seminar A"

Check **the list of available classes** which will be posted on NU portal, ILAS tab from **October 2** and choose a class to register.
✗ You cannot take the courses which are not on the list.

Email your instructor for permission to take the course.

Be sure to print out the registration page!!



Registration Revision
October 2 (Fri) - 15 (Thu)

Click the "Course Registration" button, and click the "book mark" or "pencil mark" of the appropriate day and period.

Registration Confirmation (2nd)
October 28 (Wed) - 29 (Thu)

Click the "Confirmation of Registered Course" button.

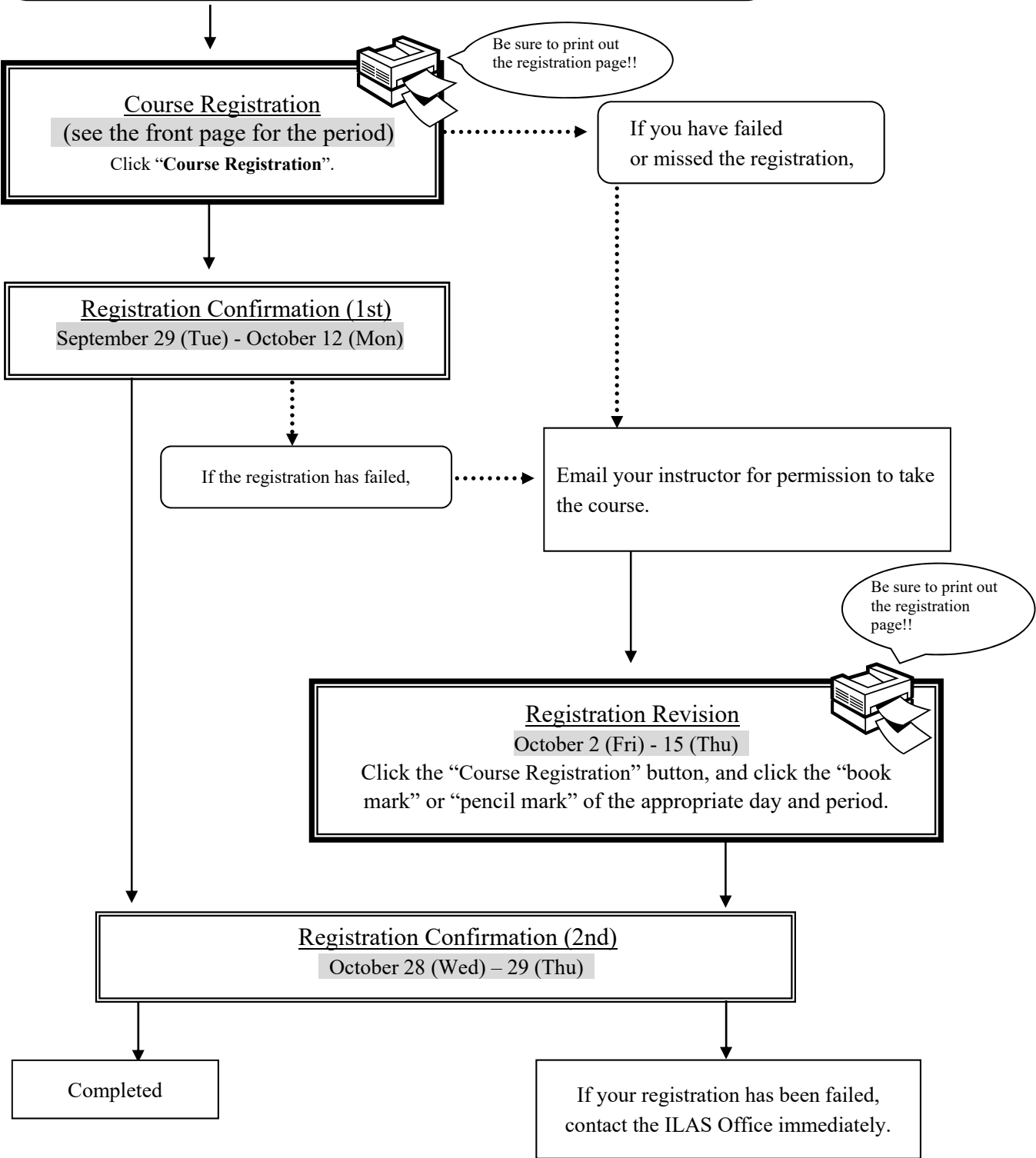
Completed

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

Basic General Education Courses: Language and Culture I
“Academic English Advanced 1 / 3”

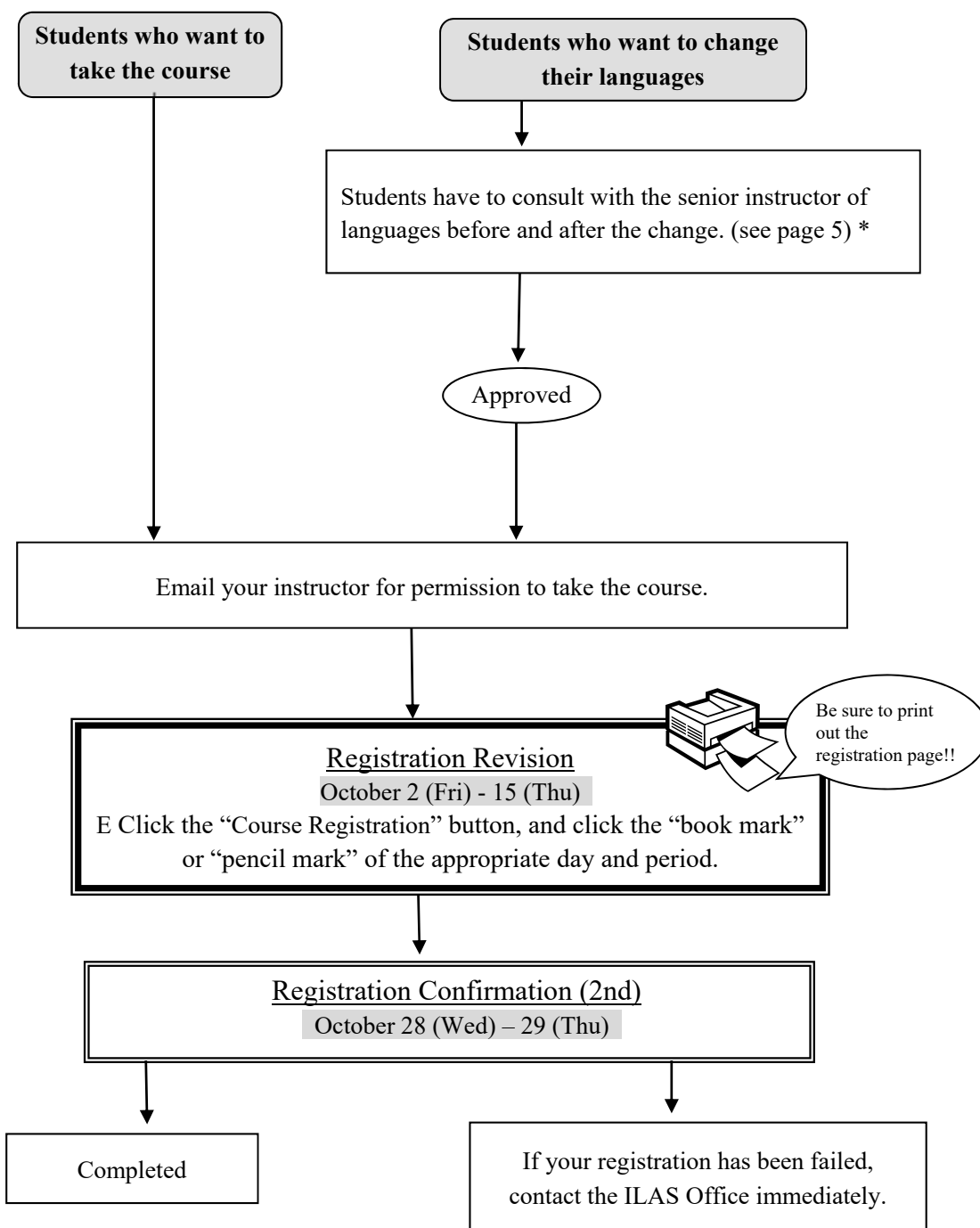
School of Humanities/Letters, Law, Economics and Agricultural Sciences only:
Tuesday 3rd period “Academic English Advanced 1”

School of Humanities/Letters, Law and Economics only:
Tuesday 4th period “Academic English Advanced 3”



Basic General Education Courses: Language and Culture I
: [German, French, Russian, Chinese, Spanish, Korean] 1, 2

Basic General Education Courses: Language and Culture II
: Advanced Japanese
: Intermediate [German, French, Russian, Chinese, Spanish, Korean] 2



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

Basic General Education Courses: Language and Culture I
“Integrated Japanese 1”, “Japanese Language Seminar 1”,
“Academic Japanese I / III / V”, “Business Japanese I / III”,
Open Courses

Email your instructor for permission to take the course.

Registration Revision
October 2 (Fri) - 15 (Thu)

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

※For “Mathematics Tutorial Ia” and “Mathematics Tutorial Ib”, you can register for
both courses simultaneously in Tuesday 4th period.



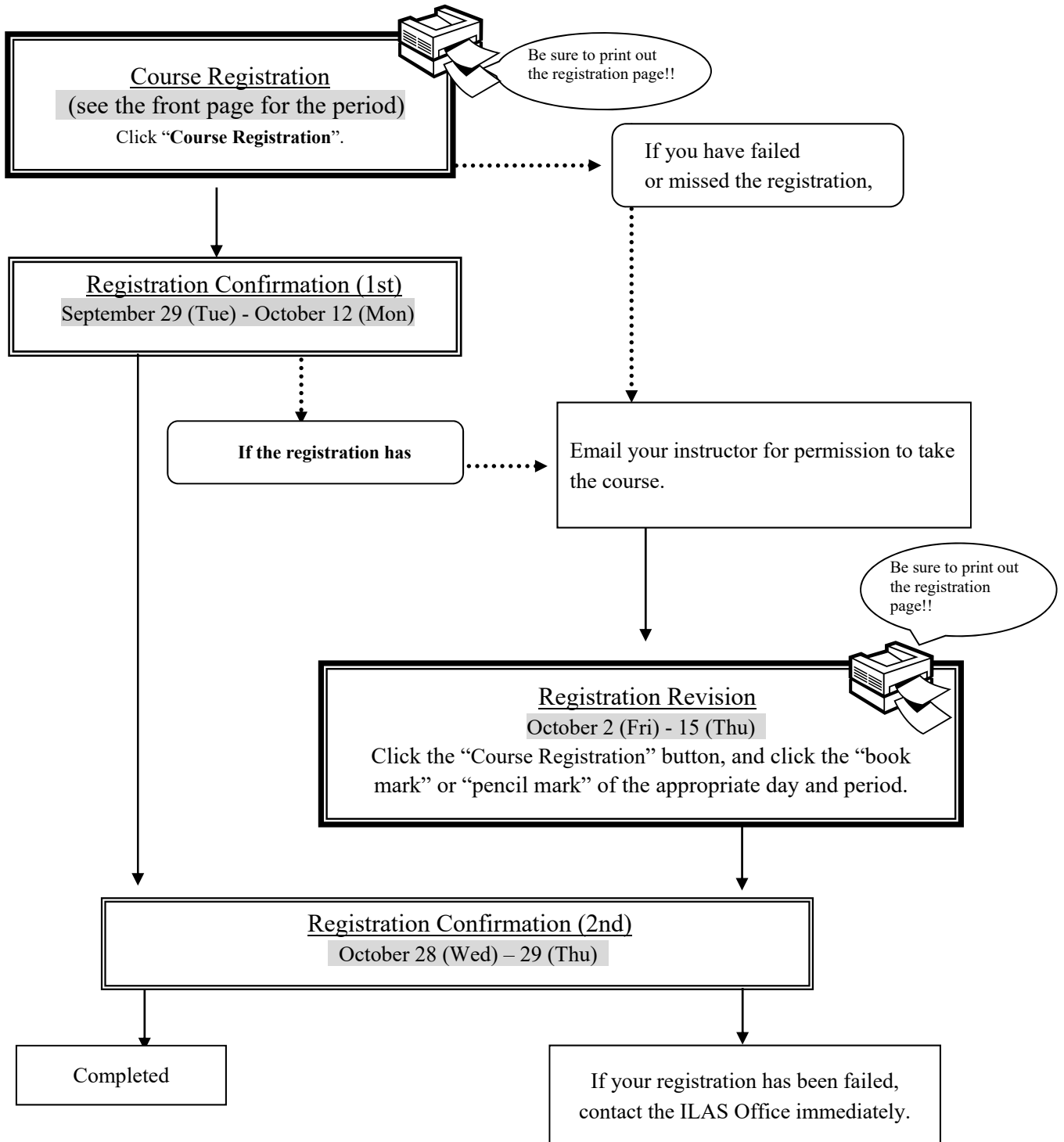
Be sure to print out
the registration
page!!

Registration Confirmation (2nd)
October 28 (Wed) - 29 (Thu)

Completed

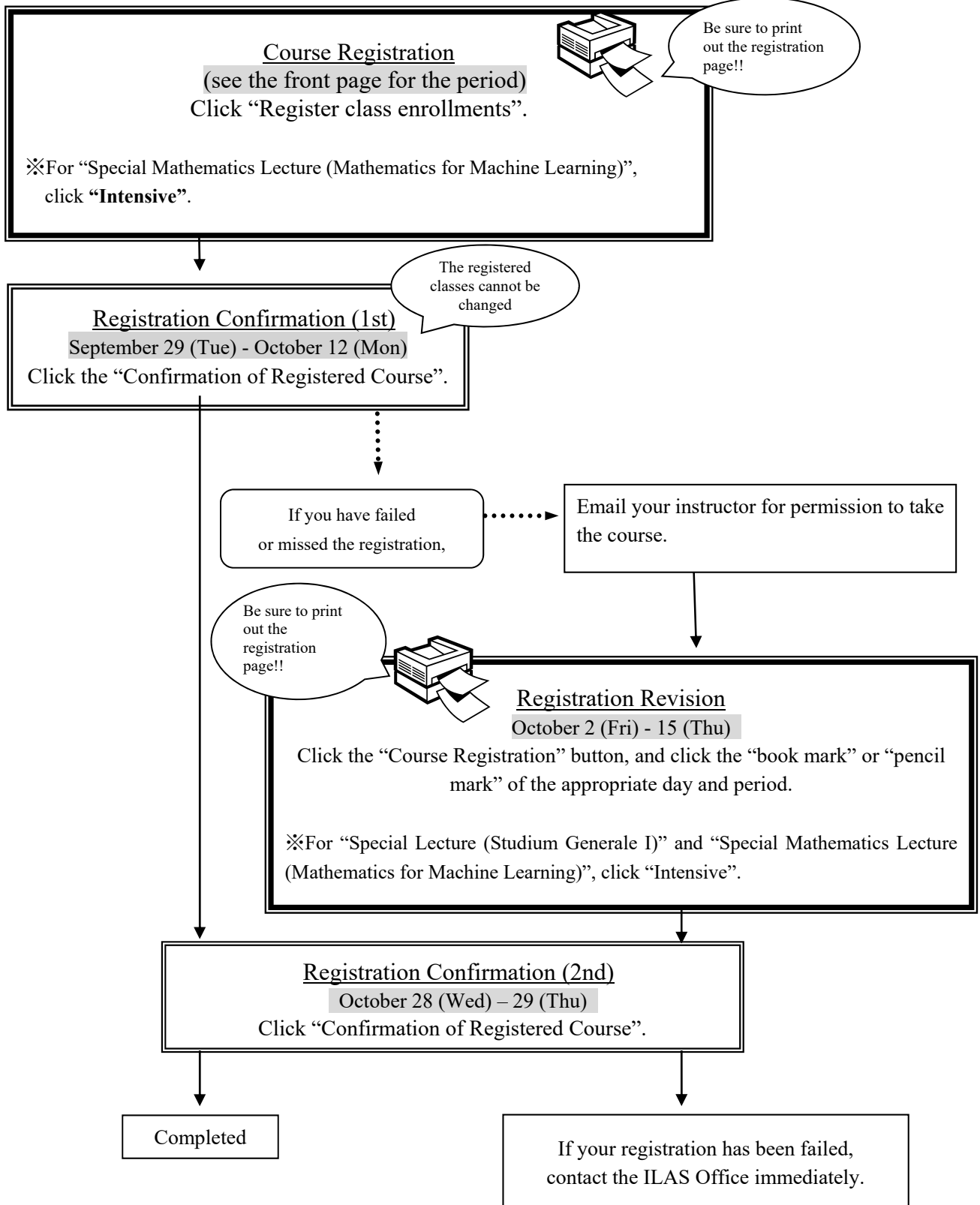
If your registration has been failed,
contact the ILAS Office immediately.

Basic General Education Courses / Health and Sports Science:
“Health and Sports Science: Practicum (Exercise and Sports II)”



- 1) Check “Confirmation of Registered Course” via the website if the course has been registered.
- 2) The course withdrawal system is adopted. The submission deadline of a Notification of Course Withdrawal is **the end of 4th class.**

- **Basic Courses in Humanities and Social Sciences,**
- **Basic Courses in Natural Sciences,**
- **Liberal Education Courses in Humanities and Social Sciences,**
- **Liberal Education Courses in Natural Sciences,**
- **Liberal Education Courses in Interdisciplinary Fields,**
- **Basic General Education Courses: “Health and Sports Science: Lecture”**



V. Confirmation and Revision of Registered Courses

1. Registration Confirmation

Check the enrolled classes via the Nagoya University Portal within the period below.

| Period | Contents | How to Confirm |
|---|--|--|
| <u>Registration Confirmation (1st)</u> September 29 (Tue) 9:00 – October 12 (Mon) 18:00 | The courses registered via the web before the semester begins | Using computers connected to the internet* <u>Nagoya University user ID and Password</u> are necessary. |
| <u>Registration Confirmation (2nd)</u> October 28 (Wed) 9:00 – October 29 (Thu) 18:00 | All courses including the courses registered between October 2(Fri) to 15(Thu) | |

*Access to the NU Portal (<https://portal.nagoya-u.ac.jp/>) and login (p.7) with using your Nagoya University user ID. After logging in, you can confirm the registered courses from "Check enrolled classes".

Notes:

1. "Confirmation of Registered Course" is computerized web registration result. For all registered courses, "Course Title", "Instructor's Name", and "Number of Credits" are indicated.
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. |