



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 (Tue) 9:00 - September 22 (Wed) 12:00, 2021

For second year students and above as of September:

September 14 (Tue) 14:00 – September 22 (Wed) 17:00, 2021

2. Registration Confirmation(1st) via the Web (Educational Affairs System):

September 29 (Wed) 9:00 -

3. Registration Revision [addition and/or cancellation] via the Web(Educational Affairs System):

October 4 (Mon) 9:00- October 11 (Mon) 13:00, 2021

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 in the syllabus. To see the **syllabi**:

<https://www.ilas.nagoya-u.ac.jp/en/index.html>

→ “ **【Fall Semester AY2021】** Course Registration for G30 International Program Students” posted on “What’s New”.

4. Registration Confirmation via the Web (2nd):

October 25 (Mon) 9:00 -

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 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 4: Open during the lunch time

- For School Specific Courses (Registration codes starting without "00"):

Related Website URLs

Website and URL	QR
Nagoya University Portal ※ Educational Affairs System can be accessed from here. https://portal.nagoya-u.ac.jp/	
How to use "Educational Affairs 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	

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

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◇ Basic General Education Courses: “Health and Sports Science: Practicum (Exercise and Sports II)”	
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*Refer to other (electronic) booklets or websites such as “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 **Educational Affairs 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 Educational Affairs System, and **register** for courses following the instructions for each course.

1. Syllabus

Check the latest information posted on the ILAS website(<http://www.ilas.nagoya-u.ac.jp/>) since the information may be revised.

To see the **syllabi**:

<https://www.ilas.nagoya-u.ac.jp/en/index.html>

→ “ **【Fall Semester AY2021】 Course Registration for G30 International Program Students**” posted on “What’s New”.

For Open Courses, refer to:

<https://portal.nagoya-u.ac.jp/> → “Student affairs” → “Course registration and grading” → “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 electronic booklet.

Access to the **NU portal**, enter the **Educational Affairs 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**”.

[Note]

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 4 (Mon) 9:00 - October 11 (Mon) 13:00

To obtain permission, please send an email to the instructor in charge via **Zengaku email address (mbox 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 in the electronic **syllabus**.

To see the **syllabi**:

<https://www.ilas.nagoya-u.ac.jp/en/index.html>

→ “ **【Fall Semester AY2021】 Course Registration for G30 International Program Students**” posted on “What’s New”.

For Open Courses, refer to:

<https://portal.nagoya-u.ac.jp> → “Student affairs” → “Course registration and grading” → “Syllabus”.



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

-Course registration will not be completed just by obtaining permission to attend (and just by reflected on NUCT). Don't forget to register online on the Educational Affairs System.

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 (for students enrolled in/before 2019, “five-step” grade scale: S,A,B,C,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 electronic booklet “**Liberal Arts and Sciences Course Registration Guide for International Programs Students**” (<http://www.ilas.nagoya-u.ac.jp/>).

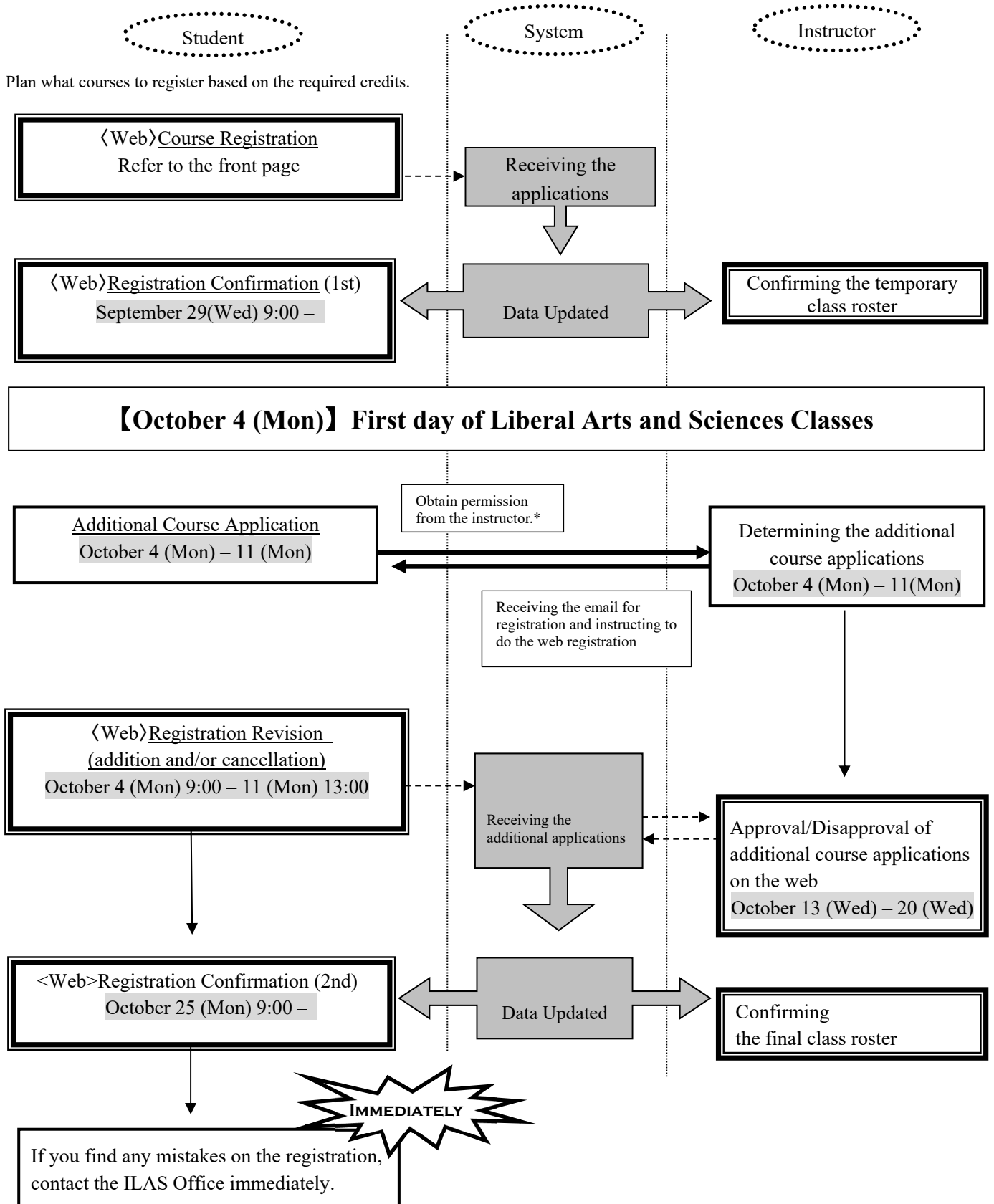
If you want to withdraw from an ILAS course, please notify the instructor in charge via the NUCT message system. The submission period is from October 12 (Tue) to the end of November in this semester, however, it might vary depending on the courses so please check the course syllabus or inquire the instructor directly about the deadline.

3. Contact Information of Senior Instructors for each Language

Language	Instructor	Contact
German	NAKAMURA	Office: School of Humanities / Graduate School of Humanities Building , 4F, 419 Phone: 052-789-2234 / Email: yanaka@nagoya-u.jp
French	OKUDA	Office: Integrated Research Building for Humanities and Social Sciences, 6F, 619 Phone: 052-789-5459 / Email: t-okuda@nagoya-u.jp
Russian	SAVELIEV	Office: Graduate School of International Development Building, 7F, Room705 Phone: 052-789-4396 / Email: saveliev.igor@f.mbox.nagoya-u.ac.jp
Chinese	HU	Office: Liberal Arts and Sciences Main Building, North Wing, 3F, Room311 Phone: 052-789-4196 / Email: hu.jie@f.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

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

II. Course Registration Process



* The email addresses of the instructors in charge are available in the syllabus.
If you do not complete the registration, you will not be given a grade of the course.

III. How to Register for Courses

【Refer to Operation Manual (How to use "Educational Affairs System")】

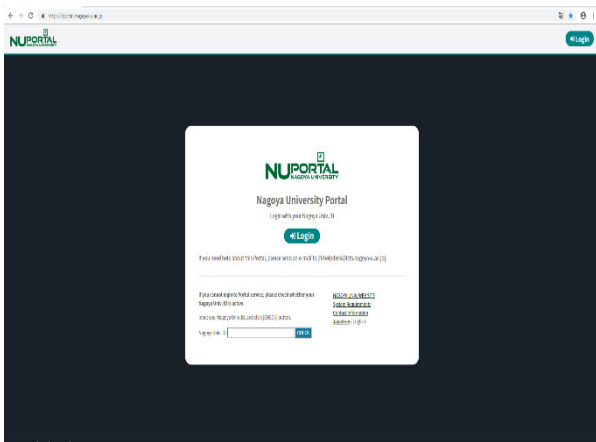
NU Portal (<https://portal.nagoya-u.ac.jp/>)

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

【Note】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.

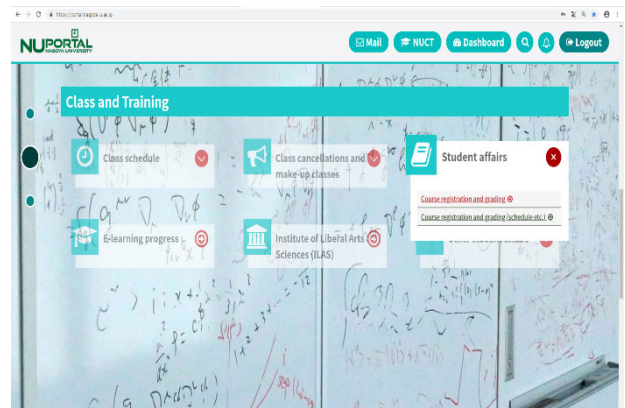
(1) Login <https://portal.nagoya-u.ac.jp/>

Enter your NU ID and password to login.



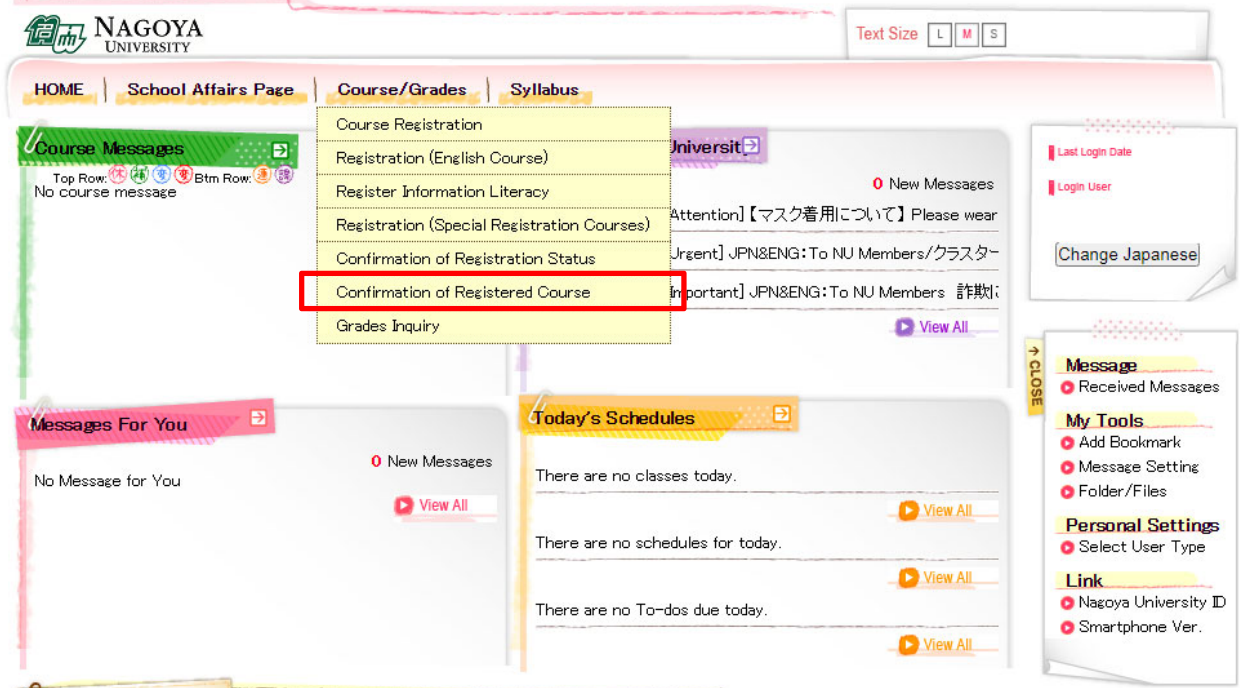
(2) Click “Student Affairs” Tab

“Student affairs”→ “Course registration and grading (schedule etc.)”→“Educational affairs(For students)” →“Learning management system(English ver.) ”.



(3) Confirmation of Registered Course

To confirm registered courses: NU portal <https://portal.nagoya-u.ac.jp/> →“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 2020 September 14 (Tue) 9:00 - September 22 (Wed) 12:00 2) Students enrolled in/before 2019 September 14 (Tue) 14:00 - September 22 (Wed) 17:00
		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) Special Mathematics Lecture (differential equations and dynamical systems)		
② Course Registration	Liberal Arts and Sciences Courses	First Year Seminar A ※1	October 4 (Mon) 9:00 – October 11 (Mon) 13:00
		Languages except English	
		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)		
• Academic Japanese I / III / V Business Japanese I, III			

※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.10 for more details).

※2 Click the "Search" button to search and register Liberal Arts and Sciences Courses. However, for the following courses, please search and register from the "★" tab.★:Courses for which members will be adjusted by lottery.

★Special Mathematics Lecture (differential equations and dynamical systems) (0063611)

★Special Lecture (Studium Generale I) (0065511)

★Special Lecture (Go in Japanese Culture) (0065431)

[The "Search" button will be displayed as below.]

Course Registration

Enter Registration Details → Confirm Details → Registration Completed

Please select the day of the week / time period that you want to take.

Intensive Other Dpt **Search**

Unregistered Registered No Changes Allowed

Period	Mon	Tue	Wed	Thu	Fri	Sat

[The "★" tab will be displayed as below.]

Select Courses

Monday First Period

★Courses for which members will be adjusted by lottery. Select courses in order from your first choice. ★★ Other Courses: Select a course you would like to register for.

★ ★★

Select	Course Code	Course Name	Course Numbering	Field and Category	Syllabus	Credits	Faculty in Charge	Classroom
<input type="checkbox"/>	0011101	Information Literacy		Basic Courses in Natural Sciences	Browse	2	WATANABE Takashi	Undetermined
<input type="checkbox"/>	0011107	Fundamentals of Chemistry I		Basic Courses in Natural Sciences	Browse	2	OJIKI Makoto	Undetermined
<input type="checkbox"/>	0011108	Fundamentals of Chemistry I		Basic Courses in Natural Sciences	Browse	2	FUKUSHIMA Kazuhiko	Undetermined

Regarding Specialized Courses for each school, please follow the directions of each school.

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 1 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!!



Course Registration

October 4 (Mon) - 11 (Mon)

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

Registration Confirmation

October 25 (Mon) –

Click the "Confirmation of Registered Course" button.

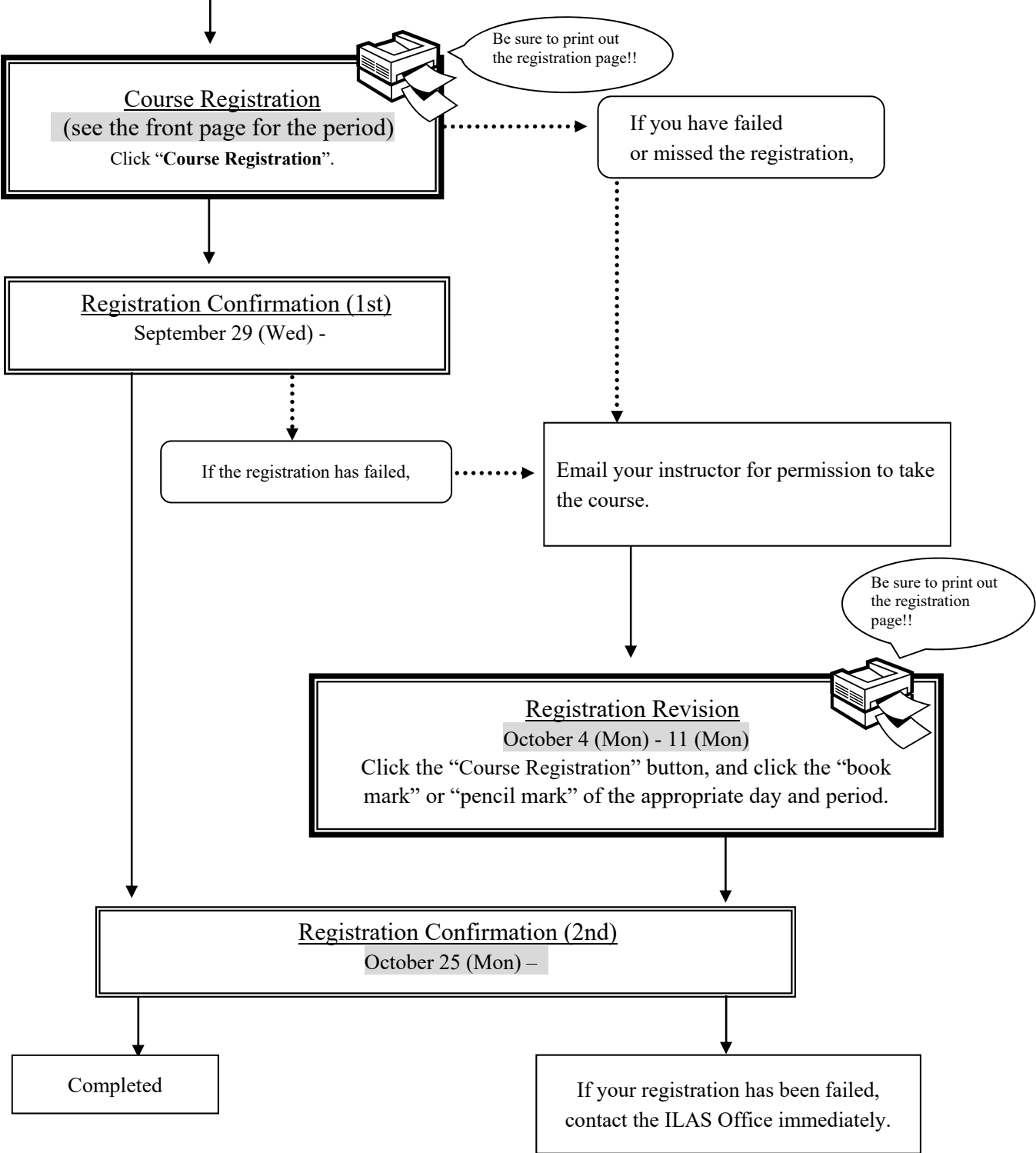
Completed

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

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

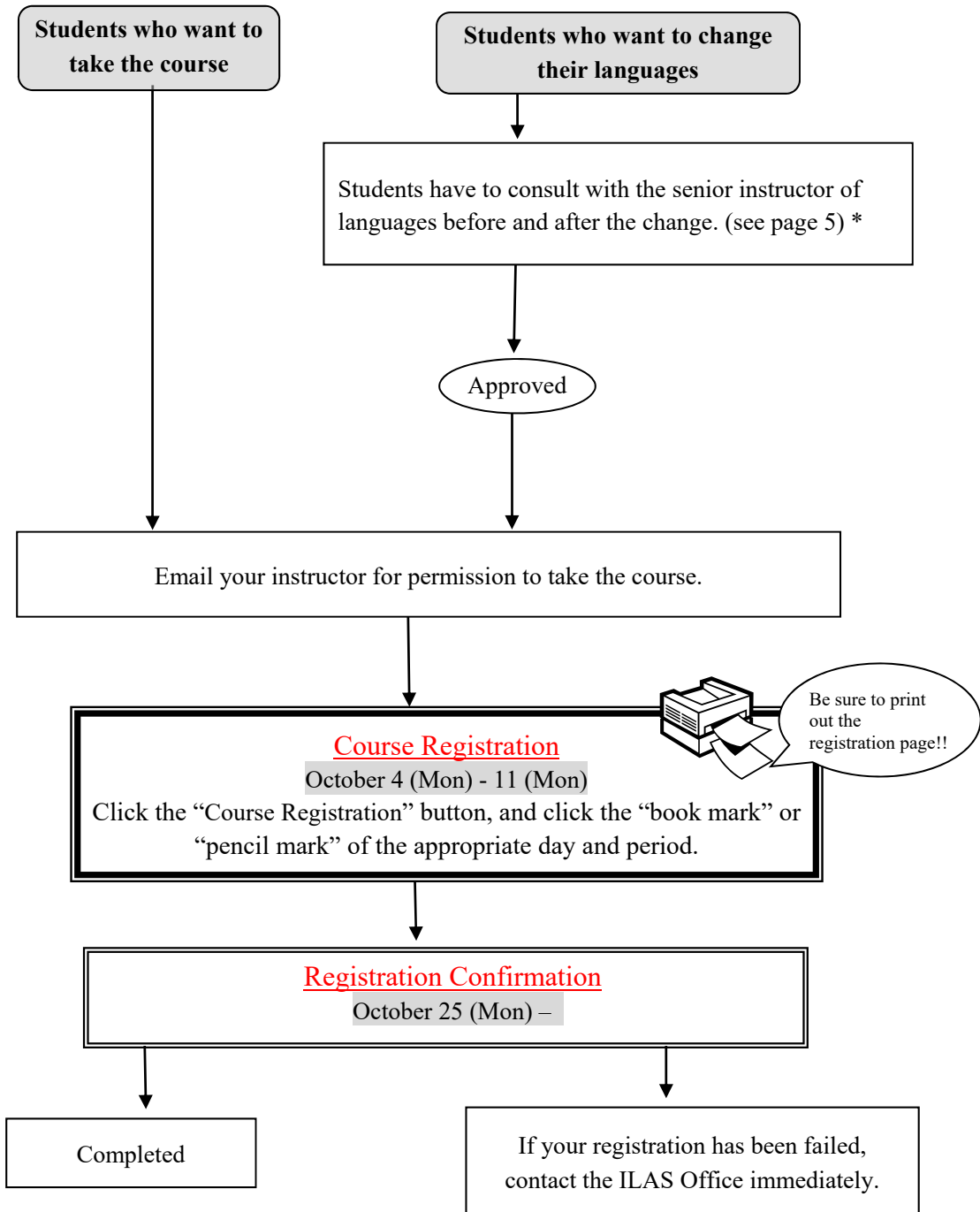
**School of Humanities/Letters, Law, Economics and Agricultural Sciences only:
Tuesday 3rd period “Academic English Advanced 1”**

**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
: 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.

Course Registration
October 4 (Mon) - 11 (Mon)
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
October 25 (Mon) –

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)”**

Students who participate in class face-to-face:
Attend the first class in Oct.4th(Mon.)
Students who participate online:Email your instructor for permission
to take the course by Oct.1st(Fri.)

Course Registration
October 4 (Mon) - 11 (Mon)

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



Be sure to print out
the registration
page!!

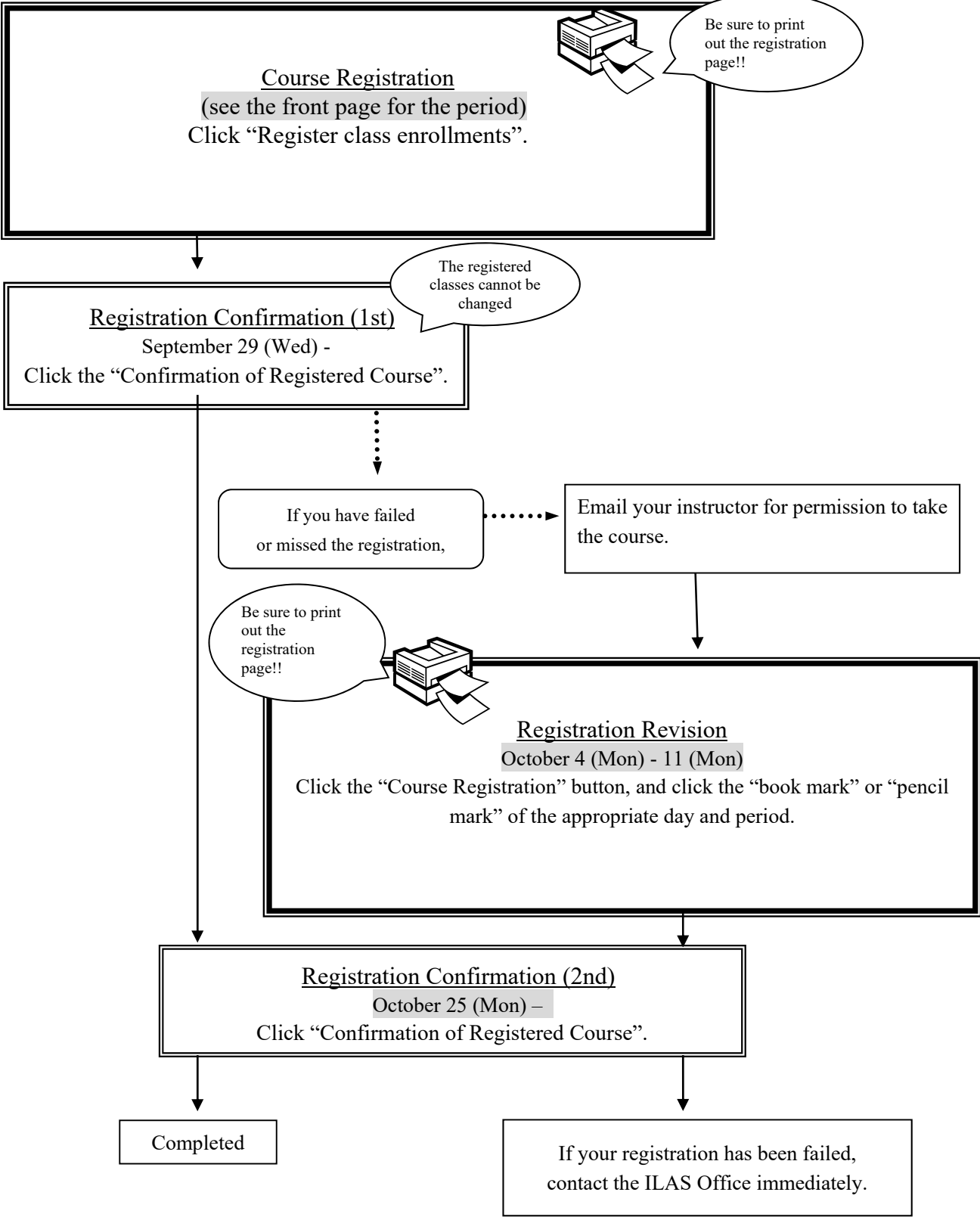
Registration Confirmation
October 25 (Mon) –

Completed

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

- 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 **by 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 (Wed) 9:00 –	The courses registered via the web before the semester begins	Access to the NU Portal (https://portal.nagoya-u.ac.jp/) and login (p.7) with using your Nagoya University user ID.
<u>Registration Confirmation (2nd)</u> October 25 (Mon) 9:00 –	All courses including the courses registered between October 4(Mon) to 11(Mon)	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" (p.7) 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 specialized 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	
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) Disapproved due to adjustment	
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.
(c) E-I: Disapproved registration	
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.
(d) E-K: Error in designation	
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.