2017年度受講登録ガイドブック
Course Registration Guidebook 2017

1) Course Registration Schedule

The annual course registration schedule follows below.

Semester	Period	Type of Course Registration
Fall Semester	Late September	Spring Semester Grades Released
	September 26	Fall Semester Classes Begin
	Late September	Fall Semester Course Registration Period
	Early October	Course Registration Confirmation Period
	Late October	Fall Semester Course Cancellation Period
	Early November	Course Registration Confirmation Period
	Late January - Early February	Submission of Report Exams, Final Exams
	Late March	Fall Semester Grades Released, Academic Guidance

Concerning the period from the second semester, students must register for both spring and fall semester courses during the spring semester course registration period (with a few exceptions).

However, during the fall semester course Registration period, students may add or drop fall semester courses.

Semester Periods:
Fall Semester: September 26~March 31

Date	Event
Tue, September 26	Fall Semester Begins Course Registration Begins (10:00AM-) *CAMPUS WEB
Thu, September 28	Course Registration Ends (-11:00AM) *CAMPUS WEB
Fri, October 6	Individual Course Timetable (PDF) Released (5:30AM-) *CAMPUS WEB
Mon, October 23	Course Cancellation Period Begins (10:00AM-) *CAMPUS WEB
Wed, October 25	Course Cancellation Period Ends (-11:00AM) *CAMPUS WEB
Thu, November 2	Updated Individual Course Timetables Released (5:30AM-) *CAMPUS WEB (students who made changes to course registration only)

1．Course Registration

Registering for classes is a fundamental part of earning credits and completing courses systematically. Students must follow the designated registration periods based on the Course Registration Guidebook, Academic Schedule and syllabi in order to register for courses successfully.

2．Registration Period

Course registration periods are as follows.

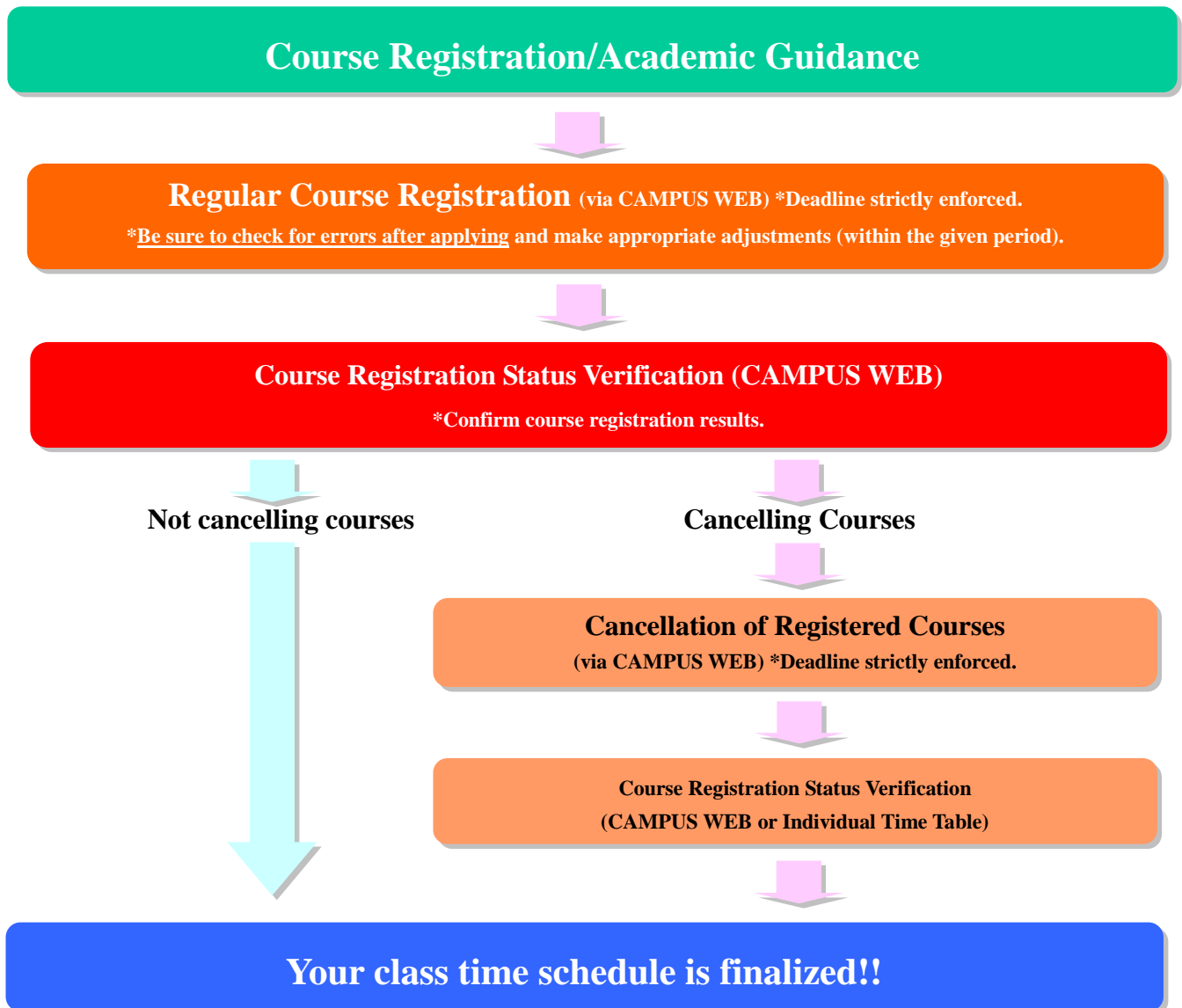| Type of Class Registration	Registration Period	Type of Course	Eligible Students
Regular Course Registration *(Hon-Toroku）*	10:00 a.m., Tue, September 26 – 11:00 a.m., Thu, September 28	Regular course	Students entering in September or Students making any class adjustments to their fall semester schedule

3．Withdrawal Period

A student who wishes to withdraw from a course(s) must do so during the following periods.

Type of Class Registration	Period	Type of Course	Eligible Students
Cancellation of Registered Courses (Fall Semester) *(Koki-Juko-Jitai)*	10:00 a.m., Mon, October 23 – 11:00 a.m., Wed, October 25	Regular course	Those who wish to withdraw from a fall semester course(s)

4．Course Registration/Withdrawal Outside the Designated Periods

Registering for and/or withdrawing from a course(s) outside the designated periods is not permitted.

2) Course Registration Process

Course Registration/Academic Guidance

Regular Course Registration (via CAMPUS WEB) *Deadline strictly enforced.
*<u>Be sure to check for errors after applying</u> and make appropriate adjustments (within the given period).

Course Registration Status Verification (CAMPUS WEB)
*Confirm course registration results.

Not cancelling courses

Cancelling Courses

Cancellation of Registered Courses
(via CAMPUS WEB) *Deadline strictly enforced.

Course Registration Status Verification
(CAMPUS WEB or Individual Time Table)

Your class time schedule is finalized!!

3) Procedures Before Regular Course Registration

(1) Matters that Require Attention

(1) Regular Course Registration occurs during a set time period.

Regular Course Registration Period

Tue, September 26 (10:00AM) - Thu, September 28 (11:00AM)

Deadlines are final!! If you miss the registration deadline, you can no longer register.

Registration Method: Apply via CAMPUS WEB.

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(2) Once credit is acquired for a course (including credits approved after study abroad/reenrollment), you cannot re-register for that course.

(3) Only one course can be taken at a time during the same semester/day/period.

(4) You cannot take courses that you did not properly register for.

Annual Credit Registration Limit

The credit registration limit is 22 credits per a year.

● The recommended number of registered credits per semester is about half the annual credit registration limit.

4) Applying for Course Registration, Confirming Results

A brief explanation on course registration methods follows below.

Procedure 1: Applying via Course Registration

Course registration will be done via <u>CAMPUS WEB</u> on the Internet.

* <u>After applying for your courses, you're still not finished</u>. You only applied to register courses and there may be errors. Shortly afterwards, you will receive a summary of your registration on the Web Message Board page of CAMPUS WEB. Please check carefully.

Attention!

Internet traffic will be congested as the course registration deadline approaches. **Please register for courses ahead of time**.

* **If you do not properly register during the registration period because you claim that you cannot access the main page, this will be your responsibility and you will not be allowed to later register.**


Procedure 2: Confirming Registration Results

Details on registered courses can be confirmed via the **CAMPUS WEB "Course Registration Status Verification" page or Individual Course Timetable.** Please check for any course registration errors.

Check

What's an "Individual Course Timetable"?
An Individual Course Timetable is a time schedule that shows the results of your course registration.
* Please check it on CAMPUS WEB (paper versions are no longer distributed.)
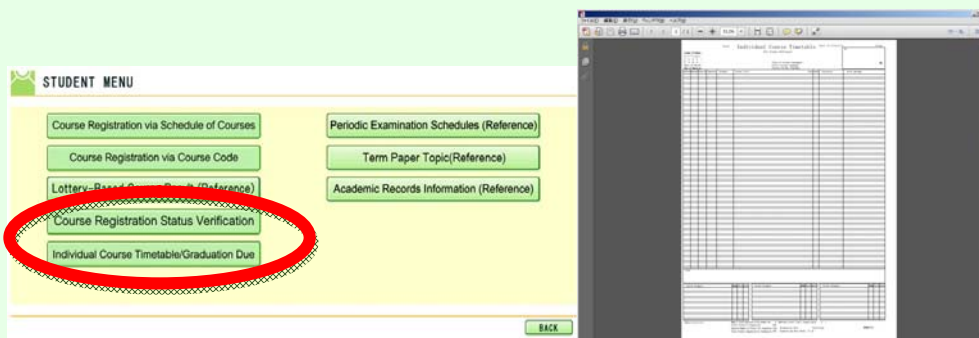
5) Using CAMPUS WEB

(1) Accessing CAMPUS WEB

Regular Course Registration,

and Cancellation of Registered Courses are conducted online via CAMPUS WEB.

> **Access**
>
> College of IR Homepage (For Current Students)➲ CAMPUS WEB (click English in top right if necessary)➲
> 「在学生の皆様へ(Current Students)」 ➲ CAMPUS WEB (English) (left-side menu)➲ Login page

(2) Registering for Courses ~ Error Check (using CAMPUS WEB)

(Login Page)

(1) Login by entering your User ID and Password and clicking "Sign On."

> **Important!!**
>
> Your username and password will be the same as your Rainbow ID/password (used to access your email).

(2) Next, the CAMPUS WEB's Web Message Board page appears.

 (1) Click "Course Registration/Exams/Grades" on the left side of the page.

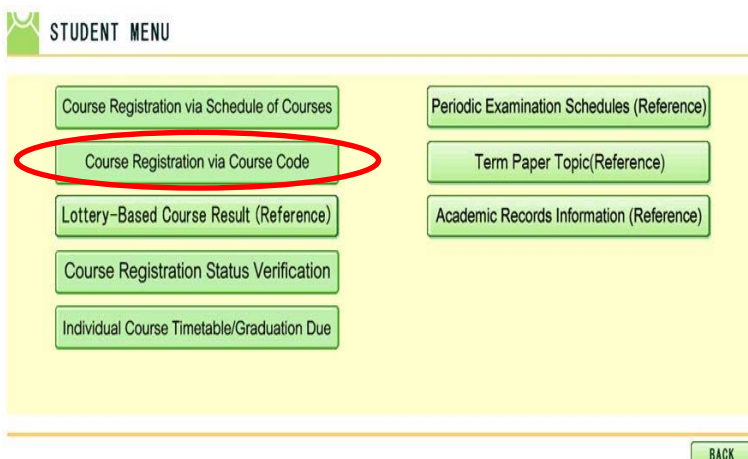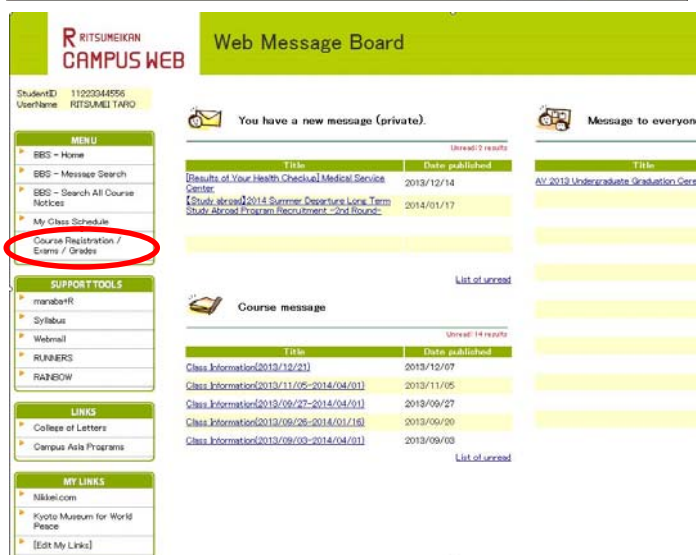(2) Click the "Course Registration via Course Code" button.

> **Attention!!**
>
> *College of IR students may only register via "**Course Registration via Course Code**."
>
> * You cannot use the via Schedule of Course.
>
> *You cannot apply for registration everyday from 2:00AM~5:30AM (due to periodic maintenance).

(3) Enter the course codes

   (1) The following page will appear where you can enter codes for courses you wish to register.

> **Caution!**
>
> **Be sure to input the course code properly.** If you enter the wrong course code, a different course will appear and you will not be properly registered for the intended course.

   (2) After you're finished inputting the codes, click [Course Confirmation]

(4) Confirm the inputted courses.

   (1) Details of course codes of you entered will appear.

   (2) If all the information is correct, click [SUBMIT]

> **Important!! (1)**
>
> Registration is complete only after you click the "Submit" button.
> * If you logoff without clicking "Submit," registration will not be complete.

> **Important!! (2)**
>
> After clicking "Submit," you will be directed to the course registration confirmation page, so make sure you check that the details are accurate.

> **[Caution!!] Confirmation CAMPUS WEB Web Message Board**
>
> Course registration information will be sent to you on the CAMPUS WEB Web Message Board, but does not show whether registration finished error-free or not.
> Please be sure to check via CAMPUS WEB for any errors that might have occurred.

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(5) Course registration verification (Course registration Status Verification page)

Please confirm the results of your registration application for courses you applied to register for from the CAMPUS WEB Course Registration Status Verification page.

(Schedule format view)

* Information is displayed in this order: Spring courses→fall courses→intensive courses (summer term or other courses without determined dates)→total number of acquired credits (scrolling sideways).
* Please select "View in list format" if you wish to view in a list format.

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Important!!

Courses with registration errors are displayed in <u>red</u>.

→Such courses are not yet properly registered.

<u>* You must error check and adjust your registration. See below for details.</u>

</div>

(Various Functions)

- You can choose between a time schedule or chart view.
- You can confirm the total number of credits available for the academic year.

Current Registered Credits	Registered /Maximum Credits
	20／22

You can also confirm the number of credits you are registered for in each course category as shown below.

(Credit Earning Status)

Credit Earning State

Subject Field	Requirement	Earned	Registration
Graduation Requirements	124	20	0
【General Education Courses Total】	14	2	0
↑ General Education Courses (Japanese)	0	0	0
↑ General Education Courses (English)	8	2	0
↑ General Education Courses (Other)	0	0	0
【Foreign Language Courses Total】	20	10	0
↑ English Language Courses	8	4	0
↑ Japanese Language Courses	12	6	0
【Elective Foreign Language Courses】	0	0	0
【Advanced Foreign Language Courses】	0	0	0
◆Course Field Total (A)	58	8	0
【Foundation Courses Total】	16	6	0
↑ Foundation Courses (Japanese)	0	0	0
↑ Foundation Courses (English)	8	6	0
↑ Foundation Courses (Other)	0	0	0
【Introductory Seminar】	0	2	0
◇Course Field Total (B)	38	0	0
【Core Program Courses】	20	0	0
【Core Program Courses (Other Program)】	0	0	0
【Core Related Courses】	0	0	0
【Area Studies Courses Total】	8	0	0
↑ Area Studies Courses (Japanese)	0	0	0
↑ Area Studies Courses (English)	4	0	0
↑ Area Studies Courses (Other)	0	0	0
【Advanced Seminar】	0	0	0
【Graduation Thesis】	0	0	0

*** Courses with registration errors are not included in the "Registration" fields.**

<div style="border:2px dashed orange;">

Important!!

The *Course Registration Status Verification* function will not be available everyday from 4:30AM~5:30AM (due to periodic maintenance).

</div>

(6) Error-checking

 (1) Error-checking on the day of registration

  Any invalid courses when **the registration result appears will be indicated in red**.

  * **<u>In this case, the invalid course will not be properly registered</u>**. For details on errors, see below.

***You can make an inquiry email to the Office by clicking the "Inquiry" button the right side. However, it may**

<div style="border:1px solid orange;">

Attention!

Error-checking must be done on the day of registration <u>AND</u> the following day.

<u>You can check for errors via CAMPUS WEB's *Course Registration Status Verification* page.</u>

</div>

take several days to respond, so before doing so, <u>please reconfirm the courses you applied for on your own</u>.

- **Course registration failure**

  This error message indicates that the course could not be recognized for some reason. Reasons differ depending on the case, but common examples are listed below.

  (a) You cannot register for additional courses outside of the specified registration periods (course cancellation period, etc.).

  (b) There is a special selection process, and only students with permission may enroll in the course.

  (c) An error will occur if you attempt to apply via CAMPUS WEB for a course that requires a different method of application.

  (d) You cannot register for courses not offered at the Graduate School of IR (see the Time Schedule) or courses from other Graduate Schools not approved by the Graduate School of IR (see Other Graduate Schools Courses list). In addition, undergraduate students cannot register for Graduate School courses and vice versa.

  (e) "Previously Earned Credit" Error
      You cannot register for a course for which you already received credit (there are exceptions).
      Reenrolling students: Courses with credits approved after being applied to a new applicable curriculum are considered completed. Therefore, you cannot apply to register for these courses.
      →Please cancel any of these courses if you already applied for them.

  (f) Overlapping Course Restriction Error
      You cannot register for two courses in which the language of instruction is different but content is the same.
      →Please cancel the appropriate course(s) online.

  (g) Curriculum Error
      You cannot register for courses that are not a part of your applicable curriculum.
      →Please cancel such courses and reapply to register for courses available in your applicable curriculum.

  You cannot register for courses that are not available in your curriculums or from other colleges without permission.

- **Credit Overload**

  If you register for more credits than your annual credit limit, course will become marked invalid starting from Friday, 5th period (you won't be able to register for the course(s)).
  →After confirming your available credits, please adjust accordingly.

- **Time Conflict Error**

  You cannot register for two or more courses that take place at the same time.
  →Please correct any overlaps via the online registration page.

- **Repeating Course Conflict Error**

  You cannot register for the same course more than once at the same time. However, there are certain courses which you can register for under the same name more than once.
  →Please cancel courses if necessary to avoid duplicate courses.

- **Non-Cancellable Course Error**

  This error occurs when you attempt to enter courses that cannot be cancelled into the course cancellation fields. Courses that cannot be cancelled are listed in blue text on the "Course Registration Status Verification" page.

 (2) Error-checking the following day

> **Attention!**
> **Even if no errors occurred on the day of registration, there are cases when errors occur the following day.**
> * Error-checking occurs between 2:00~5:30AM. (For details, see (3)Points on CAMPUS WEB Usage.)
>   →**Be sure to perform an error check on the following day!** ⚠

Course Registration < Course Registration via Course Code >
Error Check < Course Registration Status Verification >

No error

Error

Registration Adjustment < Course Registration via Course Code >
Error Check <Course Registration Status Verification >

Following Day

Following Day

Once again, error check! < Course Registration Status Verification >

No error

Error

Registration Adjustment < Course Registration via Course Code >
Error Check < Course Registration Status Verification >

Following Day

Once again, **error check** < Course Registration Status Verification >

No error
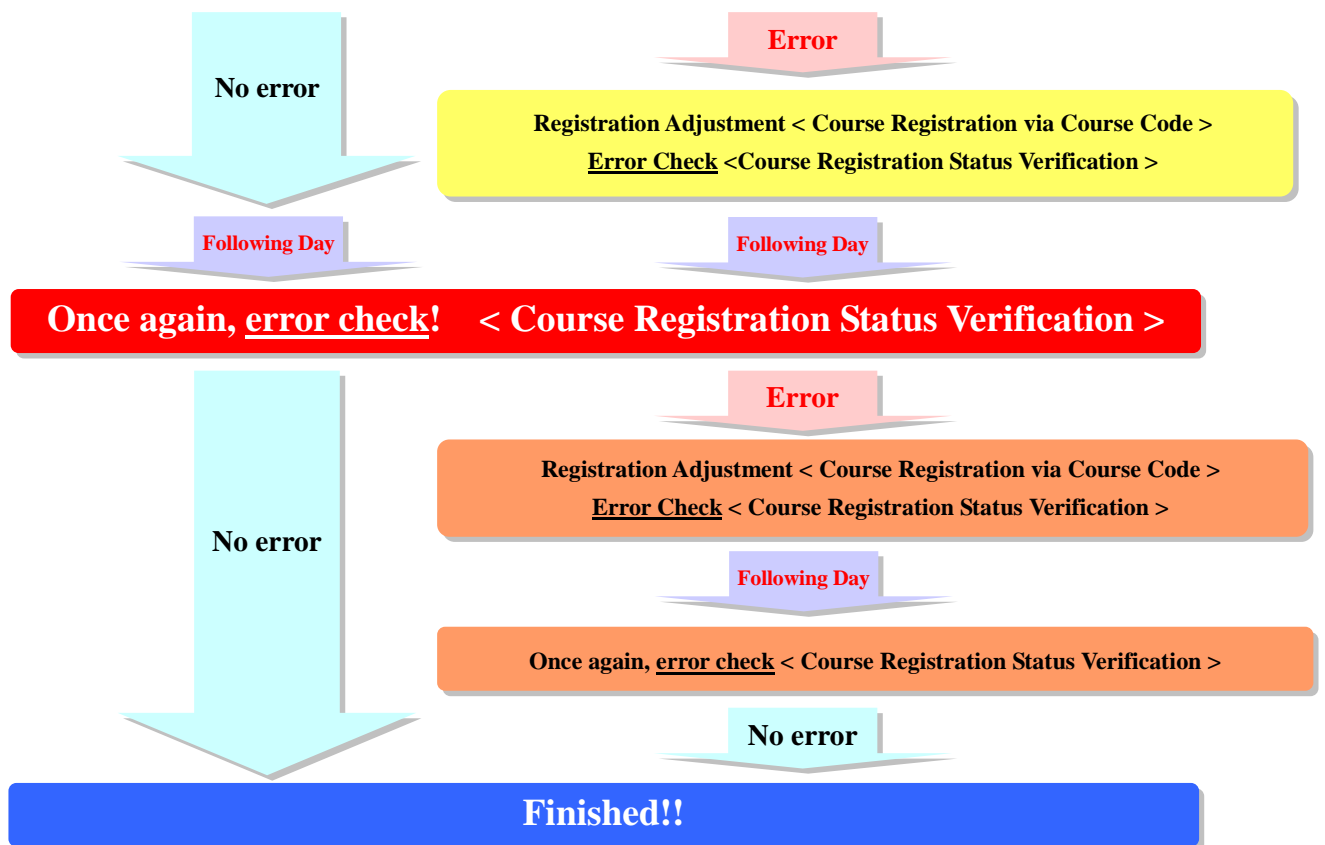
Finished!!

Please complete course registration, error checks, and adjustments according to the flow chart above.

Important!!

Please make a final check on your registration details.

→**Course registration is officially finished once you confirm your registration content.**

(3) Error adjustment method

If you wish to remove a registered course to fix an error, on CAMPUS WEB→Course Registration via Course Code)→under Course Number(s) to Cancel, enter the codes of courses you wish to remove and click Course Confirmation below.

(3) Points on CAMPUS WEB Usage

- **You cannot apply for registration everyday from 2:00AM~5:30AM (due to periodic maintenance).**
- Please take care of your username and password (the Office doesn't know it).
- There may be times when traffic increases and you cannot access the login page properly. If this happens, wait a short while and try to login again.
  * Expect traffic to increase right before the deadline!! Please register ahead of time!
- After you login, if you are inactive for <u>over 30 minutes</u>, the webpage will timeout. Keep in mind that if this happens before submission, all inputted data will be lost.
- When you're finished, be sure to return to the Student Menu and click the Logout button to complete the CAMPUS WEB session.

Important!!

Error adjustment can only be done during the course registration periods. Because the course registration deadline is Thu, September 28 (11:00AM), <u>please register no later than Wed, September 27</u> so that you can confirm and correct any errors by 11:00AM the following day.

(4) CAMPUS WEB "My Class Schedule" (Reminders when using these resources)

Please keep the following in mind during the course registration period regarding the CAMPUS WEB **"My Class Schedule"**.

1) See below for the periods where you can use "My Class Schedule".

"My Time Schedule" Availability Periods

Function	Start Date of Availability
My Class Schedule	Fri, October 6 5:30AM~*

* "My Class Schedule" is <u>not viewable in the CAMPUS WEB top page menu</u> before the above date.

2) **Courses Displayed in "My Class Schedule"**

<u>Courses with errors from the time you applied to registred for courses will not be displayed in "My Class Schedule"</u>.

6) Confirming Course Registration Result

(1) Campus Web Course Registration Status Verification *For all students.

Checking course registration results is your responsibility. After the regular course registration period, please confirm your registration via the CAMPUS WEB *Course Registration Status Verification* page.
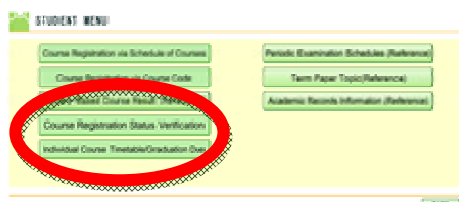
Course Registration Result Confirmation Period

Semester	Period	Where to Confirm
Fall	Tue, September 26 ~ Thu, October 5 Mon, October 16 ~ Wed, November 1 Tue, November 28 ~ Mon, December 4	CAMPUS WEB *Course Registration Status Verification* page

## (2) CAMPUS WEB Individual Course Timetable / Graduation due.

Semester	Period	Where to Confirm
Fall	Fri, October 6 5:30AM ~	CAMPUS WEB *Individual Course Timetable/Graduation due* page

*Course registration details will only be updated on Thu, November 2 for students who modified their course registration during the course cancellation period.

Course registration changes made during the course cancellation period will not be immediately shown in individual time schedule tables. These students should confirm modifications from Thu, November 2.

Important
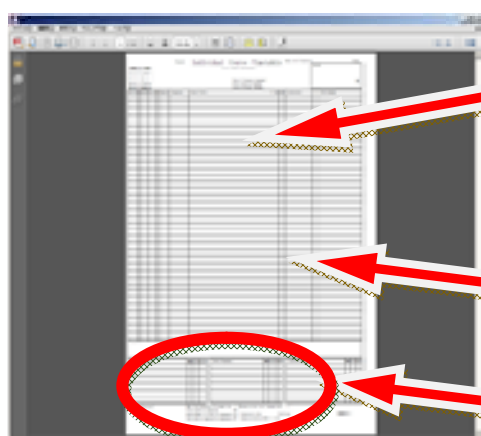
Please confirm that the courses you registered for are properly listed. (Courses with errors in the error message field are not properly registered.)
Please refer to the next page.

Please confirm that there are no errors.
*Courses with errors are not yet properly registered.

This is a column of total credits divided by course category. Please check carefully.

Prospective Graduation Status Pass/Fail Result (students applicable to graduate only)
Please check your Prospective Qualification Pass/Fail Result (applicable students only).

7) "Registration Error" Shown on Individual Course Timetable

Below, please confirm details on the error message(s) printed on your Individual Course Timetable.

Error Message	Details	Course(s) with Error Message
No more class allowable for annual credit number limit	Occurs when you attempt to register for more credits than your annual credit registration limit.	This error applies to listed course(s) starting from the bottom of your schedule.
Day/time overlap error	Error occurs when student attempts to register for two separate classes held on the same semester/day/time. (Overlapping classes are not allowed.)	Between the overlapping courses, the course in the latter semester/day/period will generate an error.
The same subject code throughout a year	Occurs when you attempt to register for a course you previously registered for.	This error applies to course(s) with error messages attached.
No more class allowable in a category	Occurs when you attempt to register for a duplicate course of a previously taken course. (You cannot take the English version of the same course you previously took in Japanese, or vice versa.)	One or the other duplicate course will have an error.

Courses with an Error Message Displayed   Important

Error messages appear next to certain courses on the Individual Course Time table; Please note that **this means the registration of these courses is not complete.**

8) Cancellation of Registered Courses

(1) Cancellation of Registered Courses?
Students may cancel courses that have been registered during a set period within the semester.

(2) Procedures/Schedule

(1) Procedures

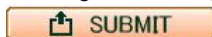Course cancellation procedures are done during a set time period via CAMPUS WEB.

(i) Enter the course codes of courses you wish to cancel into the CAMPUS WEB→Course Registration via course code→boxes below "Course Number(s) to Cancel." Afterwards, press

Course Confirmation

(ii) Likewise with Regular Course Registration procedures, after confirming the courses you wish to cancel, click

SUBMIT

Now, the course cancellation procedure is complete.

(2) Procedure Schedule

Semester	Period	Method of Procedure
Fall	Mon, October 23 (10:00AM) ~ Wed, October 25 (11:00AM)	CAMPUS WEB

* Once this period ends, course cancellations will not be allowed.

(3) Confirming Result of Cancelled Courses

① **CAMPUS WEB Course Registration Status Verification**

After the Cancellation of Registered Courses period, please confirm your registration via the CAMPUS WEB *Course Registration Status Verification* page between Mon, October 23 and Wed, November 1, including the Course Cancellation Period.

② **CAMPUS WEB Individual Course Timetable / Graduation due.**

On Thu, November 2, the Individual Course Timetable will be updated only for students who made changes to their course registration during the cancellation period.