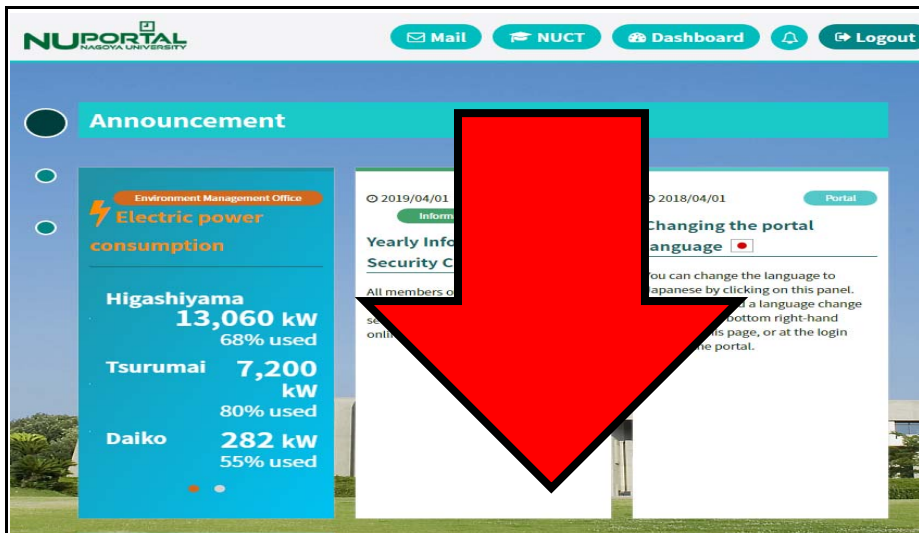
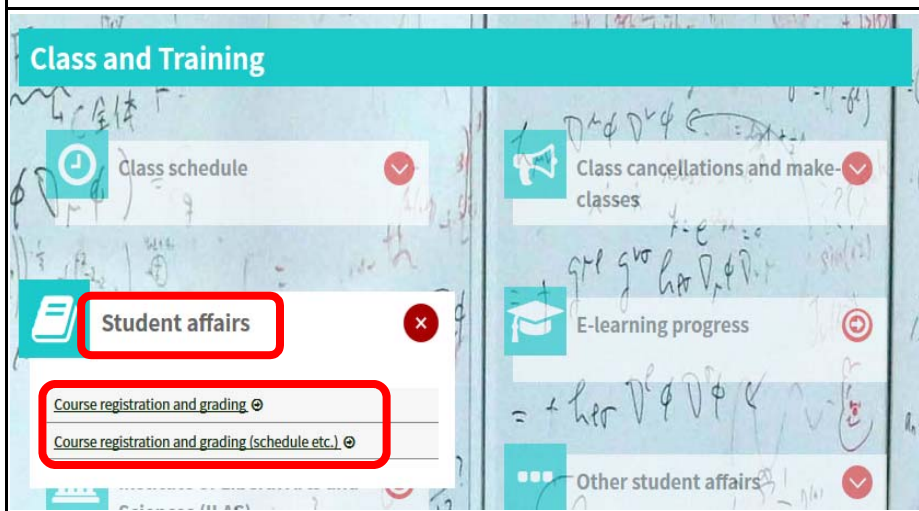


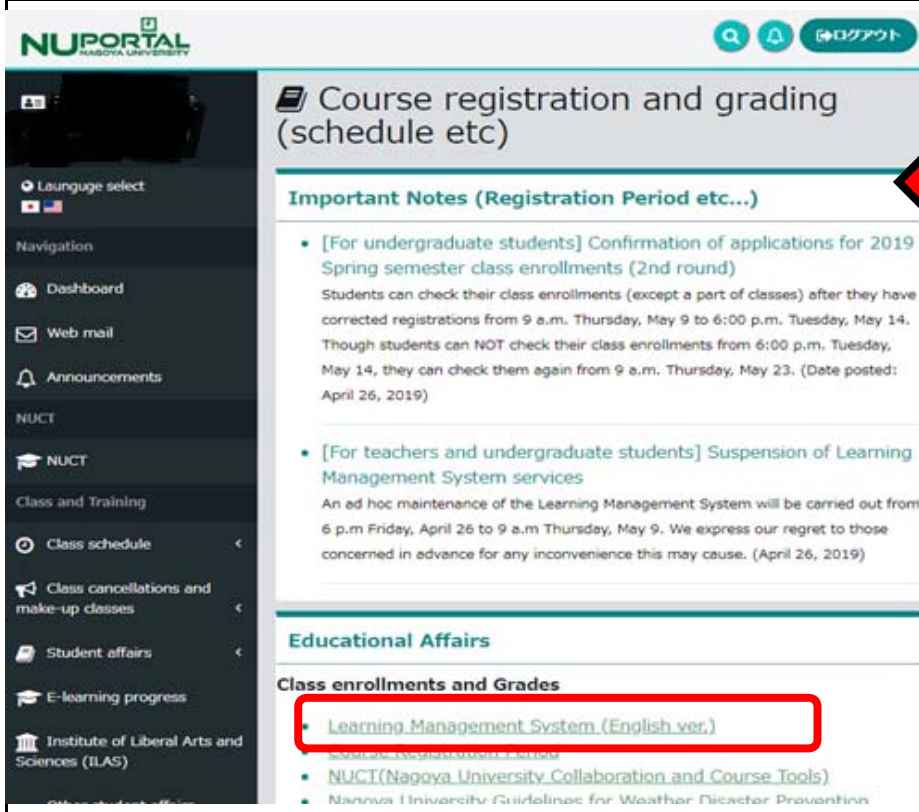
How to use "Educational Affairs System" on Nagoya University Portal.



1, Please find the "Student Affairs" contents by scrolling down the page.



2, Click on "Student Affairs" to use sub-menu.
"Course registration and grading"
You will go to "Educational Affairs System" directly.
"Course registration and grading (schedule etc.)"
You can check important notes regarding "Learning Management System".



← To Learning Management System

Campusmate-J V3 Portal Website Simple User's Manual (For Students)

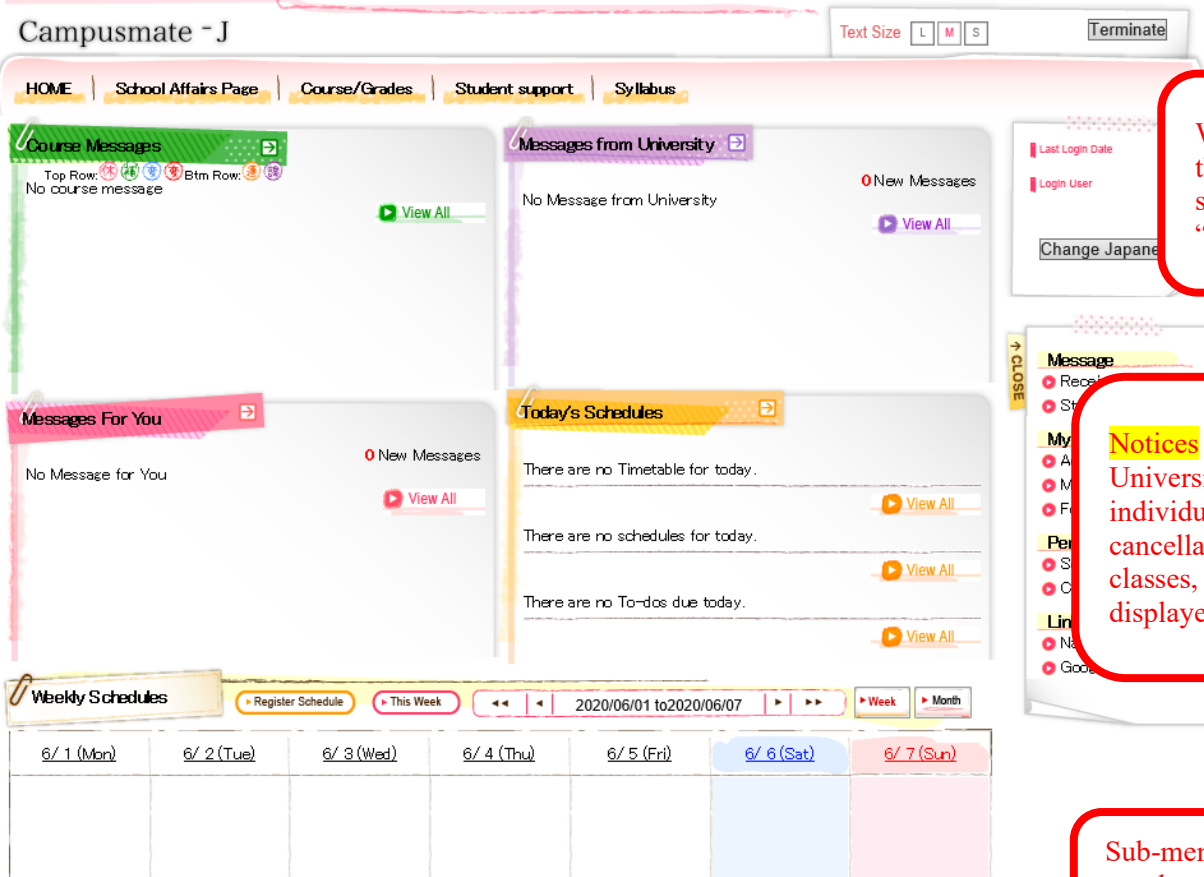
- Notes:
- We recommend using Windows to access the Portal Website. It is not guaranteed to work on Mac OS.
 - The recommended browser is IE9 or higher.
 - While using this website, please do not click the browser's back button or close button.

Menu tab

A sub-menu will appear if you place the cursor over the menu tab.

Change of text size

You can change the displayed text size.



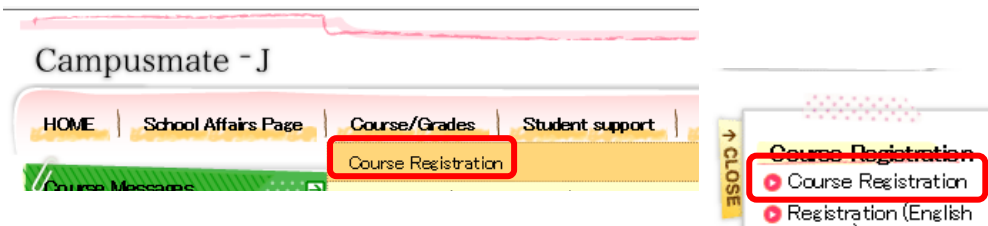
When you close the website, be sure to click on "Logout".

Notices from the University, to individuals, about class cancellations/makeup classes, etc. are displayed here.

Sub-menus and links to other systems are displayed here.

Any schedule you have registered is displayed here.

1. Register for Courses

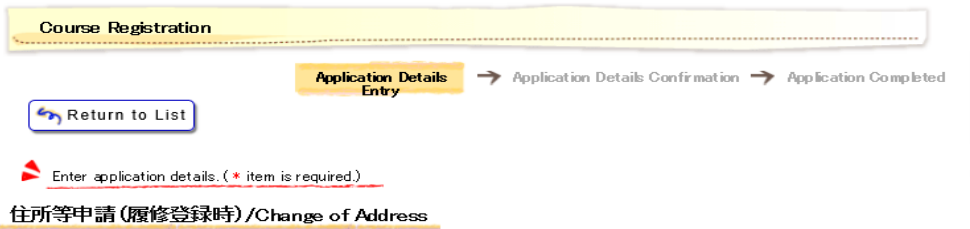


When you register for courses, select “Course Registration” from either “Course/Grades” in the menu tab or the Functions/Links list.

1. Address Registration



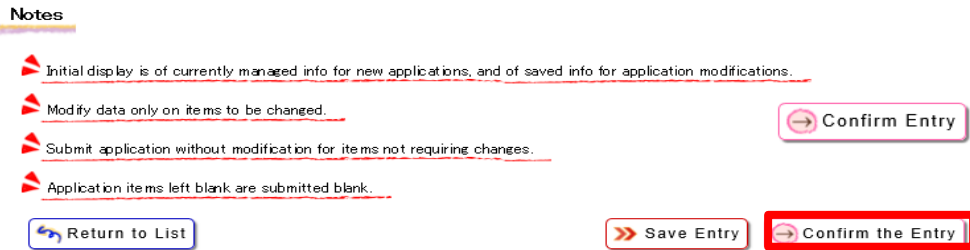
Before registering for courses, you must register information such as your address. Click on “Register”.



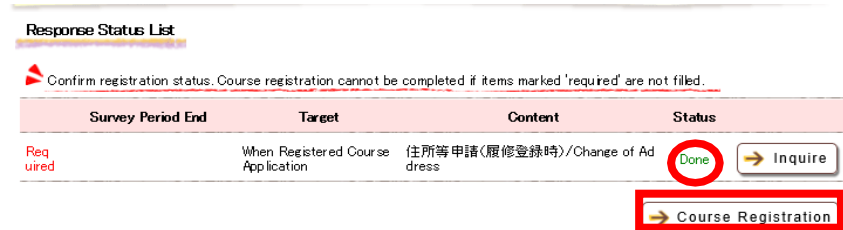
The screen containing your registered information is displayed. If you need to modify the information, update it and click on “Confirm Entry”. Even if you do not modify anything, click on “Confirm Entry” to proceed to the next step.

Cell Phone Number 1 *	<input type="text"/>
Cell Phone Number 2	<input type="text"/>
Cell Phone Email address 1 *	<input type="text"/>
Cell Phone Email address 2	<input type="text"/>
Postal Code	<input type="text"/> * Enter postal code using [xxx-xxxx] for mat. <input type="button" value="Search from Postal Code"/>
Address (Prefecture) *	<input type="text"/>
Address (City) *	<input type="text"/>
Address *	<input type="text"/>
Address (House Number)	<input type="text"/>
Address (Apartment Name, etc)	<input type="text"/>
Phone Number	<input type="text"/>

Fields with an asterisk (*) are mandatory. Please enter information into any blank fields marked with an asterisk.



A page to confirm the entered information will appear. After confirming the details, click on “Register Entry”. The Response Status List will be displayed again. After confirming that “Status” is marked as “Done”, click on “Course Registration” to go to the Course Registration process.



2. Course Selections

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

2020 Spring	2020 Fall	Unregistered	Registered	No Changes Allowed	
Period	Mon	Tue	Wed	Thu	Fri
1Period		0022120 Exercise and Sports II (Tennis) 栗田 優子			
2Period					
4Period					
5Period					
6Period					
7Period					

	Spring	Fall	Yearly
Upper Limit	-	-	-
Course Credits	5	3	8
Lower Limit	-	-	-

Confirm Entry

You can register for courses on the Course Registration page.

- To select a regular course, click on the book or pencil icon on the timetable.
- To select an intensive course, click on **"Intensive Courses"**.
- To select a course offered by another department, click on **"Other Dpt. Courses"**.

Mon Tue

0022120
Exercise and Sports II (Tennis)

Unregistered Registered No Changes Allowed

If you click on the book or pencil icon on the timetable, a list of courses you can register for in the time slot will appear.

Select Courses

2020 Spring Monday Fourth Period

★Courses subject to a drawing: Select in order from your first choice in the [★★Courses Subject to Enrollment Adjustment] tab. Other: Select the courses you would like to register for in the [Courses not Subject to Enrollment Adjustment].

★ ★★

preference order	Course Code	Course Name	Course Numbering	Field and Category	Syllabus	Credits	Instructor in Charge	Information
<input type="checkbox"/>	001371	Laboratory in Biology		Basic Courses in Natural Sciences		15		Related (Spring Mon 3)
<input checked="" type="checkbox"/>	0011433	Fundamentals of Earth Science I		Basic Courses in Natural Sciences		2		
<input type="checkbox"/>	0011434	Fundamentals of Earth Science I		Basic Courses in Natural Sciences		2		
<input type="checkbox"/>	0011435	Fundamentals of Biology I		Basic Courses in Natural Sciences		2		

Close Register

[★]
Select the courses you would like to register for, starting with your first choice, and click on "Register".

Select Courses

2020 Spring Friday First Period

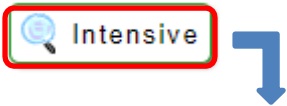
★Courses subject to a drawing: Select in order from your first choice in the [★★Courses Subject to Enrollment Adjustment] tab. Other: Select the courses you would like to register for in the [Courses not Subject to Enrollment Adjustment].

★ ★★

Select	Course Code	Course Name	Course Numbering	Field and Category	Syllabus	Credits	Instructor in Charge	Information
<input type="checkbox"/>	0015101	Academic English Basic		Language and Culture				
<input checked="" type="checkbox"/>	0015102	Academic English Basic		Language and Culture				
<input type="checkbox"/>	0015103	Academic English Basic		Language and Culture				
<input type="checkbox"/>	0015104	Academic English Basic		Language and Culture				

Close Register

[★★]
Select a course you would like to register for and click on "Register".



Select Intensive Courses.

2020 Fall

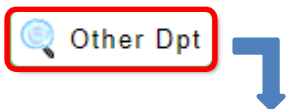
Please select an intensive lecture.

Select	Course Code	Course Name	Course Numbering	Field and Category	Syllabus	Credits	Instructor in Charge	Classroom	Information
<input type="checkbox"/>	0020001	Exercise and Sports II (Skiing)		Health and Sports Science-Practicum	Browse	1		Undetermined	
<input type="checkbox"/>	0020081	Principles of Education		Courses for Prospective Teachers, Optional Courses	Browse	2		Undetermined	
<input type="checkbox"/>	0264001	Teaching Practice I		Courses for Prospective Teachers, Optional Courses	Browse	5		Undetermined	
<input type="checkbox"/>	0264002	Teaching Practice II		Courses for Prospective Teachers, Optional Courses	Browse	3		Undetermined	

Close Register

When you register for an intensive course, click on “Intensive Courses”.

Select the courses you would like to register for and click on “Register”.



Select Courses of Another Department

2020 Fall

There are no added courses of another department.

Add Courses Close

When you register for a course offered by another department, click on “Select Other Dpt. Courses”.

Click on “Add Courses” on the bottom right of the page.

Enter the search criteria and click on “Search Course”.

Select the courses you would like to register for and click on “Register”.

Search Courses of Another Department

2020 Fall

Enter search criteria for lectures at other faculties.

Conditions Result

Day of the Week	<input type="text"/>
Period	<input type="text"/>
Course Code	<input type="text"/> (Prefix Match)
Course Name	<input type="text"/> (Partial match)
Course Numbering	<input type="text"/> (Prefix Match)
Field and Category	<input type="text"/>
Instructor in Charge	<input type="text"/> (Partial match)

Close Search Course

Search Courses of Another Department

2020 Fall

Please select another undergraduate course.

Select	Class Period	Course Code	Course Name	Course Numbering	Field and Category	Syllabus	Credits	Instructor in Charge	Classroom
<input type="checkbox"/>	Mon 1	0111112	Seminar in Linguistics		Courses for Prospective Teachers, Optional Courses	Browse	2		Undetermined
<input type="checkbox"/>	Mon 4	0111202	Lecture on Japanese Linguistics		Courses for Prospective Teachers, Optional Courses	Browse	2		Undetermined
<input type="checkbox"/>	Mon 2	0111209	Seminar in Japanese Linguistics		Courses for Prospective Teachers, Optional Courses	Browse	2		Undetermined

Close Select Courses

3. Course Registration

		Spring		Fall		Yearly	
Upper Limit	Course Credits	-	5	-	18	-	23
Lower Limit		-		-		-	

Confirm Entry

		Spring		Fall		Yearly	
Upper Limit	Course Credits	-	5	-	18	-	23
Lower Limit		-		-		-	

Return to Entry Screen

Register Entry

Course Registration

Enter Registration Details → Confirm Details → **Registration Completed**

When you have finished selecting courses, click on “**Confirm Entry**” on the bottom right of the page.

After confirming your entries, click on “**Register Entry**” on the bottom right of the page and confirm that “**Register Entry**” appears on the upper right of the page. It will appear when course registration has been completed.

Please note that registration will not be completed unless “**Registration Completed**” appears on the upper right of the page.

4. Each Type of Course Registration

<First Year Seminar>

Course/Grades	Student support	Syllabus
Course Registration		
Registration (English Course)		
Register Information Literacy		
Registration (First Year Seminar)		
Register Second Foreign Language Class Preference		
Registration (Special Registration Courses)		
Confirmation of Registration Status		
Confirmation of Registered Course		
Lottery Result Inquiry		
Grades Inquiry		

Course Registration

- Course Registration
- Registration (English Course)
- Register Information Literacy
- **Registration (First Year Seminar)**
- Register Second Foreign Language Class Preference
- Registration (Special Registration Courses)
- Confirmation of Registration Status
- Confirmation of Registered Course
- Lottery Result Inquiry

Grades Inquiry

- Grades Inquiry

When you register for First Year Seminar Courses, select “**Course Registration (First Year Seminar)**” from either “**Course/Grades**” in the menu bar or the Functions/Links list.

Registration (First Year Seminar)

Enter Registration Details → Confirm Details → Registration Completed

You can register for courses on the course registration page.

Choose the course you would like to attend, starting with your 1st choice.

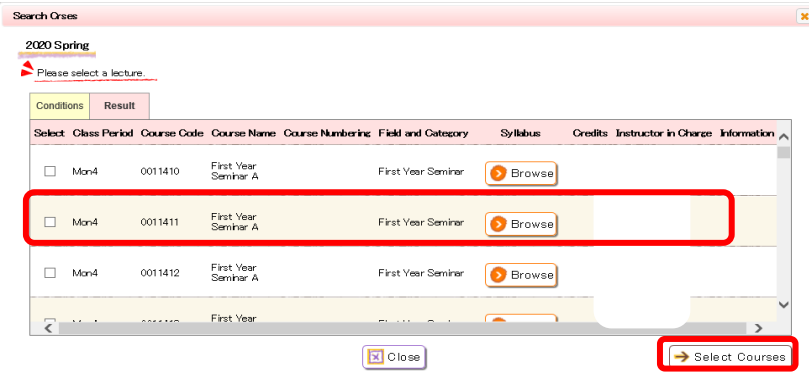
2020 Spring

Preference Order	Class Period	Course Code	Course Name	Faculty in Charge
1st choice				
2nd choice				

- Select a time slot when you would like to register for a course. Click on “**Search Course**”, starting with your first choice.

- Check the box of the course you would like to register for, and click on “**Select Course**”.

- Repeat this procedure for other courses you would like to register for.

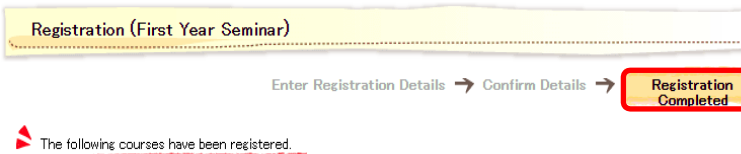


→ Confirm Entry

When you have finished selecting the courses, click on “Confirm Entry” on the bottom right of the page.

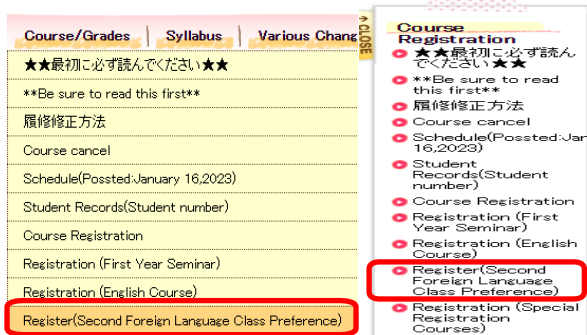
>> Register Entry

After confirming your entries, click on “Register Entry” on the bottom right of the page and confirm that “Registration Completed” appears on the upper right of the page. It will appear when course registration has been completed.



Please note that registration will not be completed unless “Registration Completed” appears on the upper right of the page.

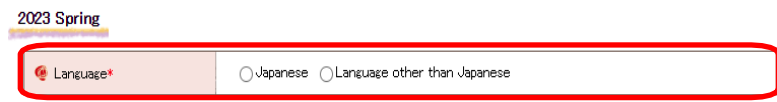
<Second Foreign Language Class Preference>



When you register for a second foreign language course other than English, select “Course Registration (Second Foreign Language Course Preference Other Than English)” from either “Course / Grades” in the menu bar or the Functions/Links list.



Choose the language course you would like to register for.



→ Confirm Entry

International students can take Japanese instead of a second language.

When you have finished selecting the courses, click on “Confirm Entry” on the bottom right of the page.

After confirming your entries, click on “Register Entry” on the bottom right of the page and confirm that “Registration Completed” appears on the upper right of the page.

>> Register Entry

Then click the "Register language course preference" button.

→ Register language course preference

Register(Second Foreign Language Class Preference)

Enter Registration Details → Confirm Details → Registration Completed

Select your preferences for your second foreign language course.
Select from 1st choice to 6th choice for every language.

2023 Spring

Language	Order of preference
German	▼
French	1st choice
Russian	2nd choice
Chinese	3rd choice
Spanish	4th choice
	5th choice
	6th choice
Korean	▼

You can register for courses on the course registration page.

Select the languages you would like to register for, starting with your first choice.

→ Confirm Entry

When you have finished selecting the courses, click on “Confirm Entry” on the bottom right of the page.

>> Register Entry

After confirming your entries, click on “Register Entry” on the bottom right of the page and confirm that “Registration Completed” appears on the upper right of the page. It will appear when course registration has been completed.

Register(Second Foreign Language Class Preference)

Enter Registration Details → Confirm Details → Registration Completed

Please note that registration will not be completed unless “Registration Completed” appears on the upper right of the page.

<English Course>

Course/Grades	Student support	Syllabus	Course Registration
Course Registration			• Course Registration
Registration (English Course)			• Registration (English Course)
Register Information Literacy			• Register Information Literacy
Registration (First Year Seminar)			• Registration (First Year Seminar)
			• Register Second

When you register for English courses, select “Registration (English Course)” from either “Course/Grades” in the menu bar or the Functions/Links list.

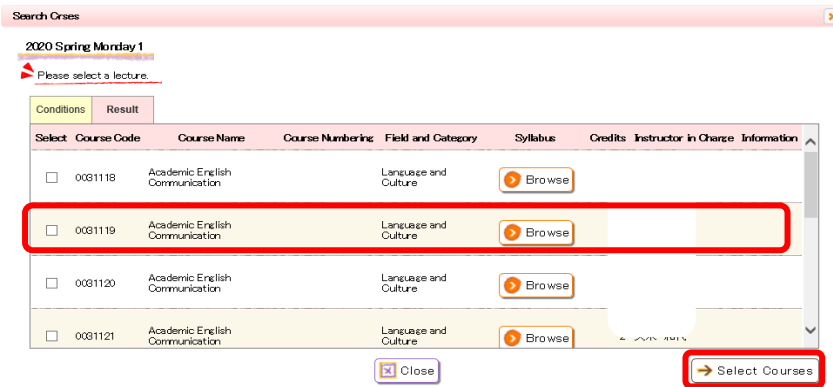
Registration (English Course)

Enter Registration Details → Confirm Details → Registration Completed

Choose the course you would like to attend, starting with your 1st choice.

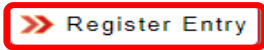
2020 Spring Monday 1 [Close Input Area](#)

preference order	Course Code	Course Name	Instructor in Charge
1st choice			<input type="text" value="Search Crses"/>



You can register for courses on the course registration page.

- Select a time slot when you would like to register for a course. Click on “Search Course” starting with your first choice.
- Check the box of the course you would like to register for, and click on “Select Course”.
- Repeat this procedure for other courses you would like to register for.



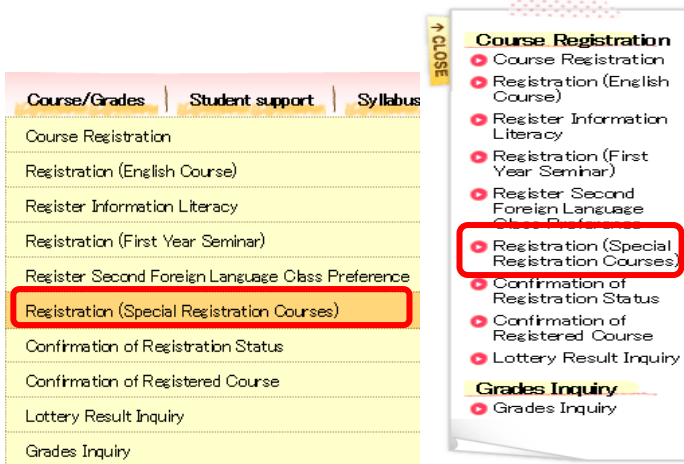
When you have finished selecting the courses, click on “Confirm Entry” on the bottom right of the page.

After confirming your entries, click on “Register Entry” on the bottom right of the page and confirm that “Registration Completed” appears on the upper right of the page. It will appear when course registration has been completed.



Please note that registration will not be completed unless “Registration Completed” appears on the upper right of the page.

<Special Registration Courses>



When you register for Special Registration Courses, select “Course Registration (Special Registration Courses)” from either “Course/Grades” in the menu bar or the Functions/Links list.

Registration (Special Registration Courses)

Enter Registration Details → Confirm Details → Registration Completed

Choose courses which you would like to register for Special Registration.

Choose Special Registration Course

Search Courses

2020 Spring

Please select a lecture. Search result exceeds the maximum number.

Conditions	Result								
Select	Class Period	Course Code	Course Name	Course Numbering	Field and Category	Syllabus	Credits	Faculty in Charge	Inform
<input type="checkbox"/>	Mon1	0011101	Information Literacy		Basic Courses in Natural Sciences	Browse			
<input type="checkbox"/>	Mon1	0051121	Integrated Japanese 2		Language and Culture	Browse			Related (Spring Wed 1, Spring 1)
<input type="checkbox"/>	Mon1	0051122	Integrated Japanese 2		Language and Culture	Browse			Related (Spring Wed 1, Spring 1)

Close Select Courses

You can register for courses on the course registration page.

- To select for Special Registration courses, click on “Select Special Registration Course”.
- Check the box of the course you would like to register for, and click on “Select Course”.

Confirm Entry

Register Entry

When you have finished selecting the courses, click on “Confirm Entry” on the bottom right of the page.

After confirming your entries, click on “Register Entry” on the bottom right of the page and confirm that “Registration Completed” appears on the upper right of the page. It will appear when course registration has been completed.

Registration (Special Registration Courses)

Enter Registration Details → Confirm Details → Registration Completed

Please note that registration will not be completed unless “Registration Completed” appears on the upper right of the page.

2. Confirm Course Registration Status/Registered Courses

1. Confirmation of registration status

Course/Grades | Syllabus | Various

- ★★最初に必ず読んでください★★
- **Be sure to read this first**
- 履修修正方法
- Course cancel
- Schedule(Possted:July 7,2022)
- Student Records(Student number)
- Course Registration
- Registration (English Course)
- Registration (Special Registration Courses)
- Confirmation of Registration Status**
- Confirmation of Registered Course
- Course Registration Error List

When you confirm your course registration status, select “Confirmation of Course Registration Status” from either “Course/Grades” in the menu bar or the Functions/Links list.

For details of error information, please check the "Course Registration Error List".

Confirmation of Registration Status

This is a list of your registered courses. (Registered Course list)

If an "E (error)" or "W (warning)" appears, correction may be necessary. Please refer to the method to confirm the registered courses, which is described in the "Notes on Class Enrollment Procedure".

Period	Class Period	Course Code	Course Name	Field and Category	Credits	Faculty in Charge	Information	Error Code
Spring	Mon2	0403120	Finance	Specialized Courses	2			
Spring	Mon8	0403130	Production Management	Specialized Courses	2			
Spring	Tue3	0402140	Japanese Economic History	Related Specialized Courses	2			E-1
Spring	Tue4	0405018	Career Guidance	Related Specialized Courses	2			W-5

Confirm that there are no error messages (“E”-type or “W”-type messages) in the “Error” column.

If “E (Error)”-type or “W (Warning)”-type messages appear, identify the cause of the errors by referring to the error examples which can be found in the Functions/Links list, and make any corrections if required.

△Error

2. Confirmation of registered courses

Course/Grades | Syllabus | Various

- ★★最初に必ず読んでください★★
- **Be sure to read this first**
- 履修修正方法
- Course cancel
- Schedule(Possted:July 7,2022)
- Student Records(Student number)
- Course Registration
- Registration (English Course)
- Registration (Special Registration Courses)
- Confirmation of Registration Status
- Confirmation of Registered Course**
- Course Registration Error List

When you confirm the registered courses, select “Confirmation of Registered Courses” from either “Course/Grades” in the menu bar or the Functions/Links list.

Confirmation of Registered Course

Course information currently registered.

Confirm Preview

Print

Show List

2023 Spring	Period	Mon	Tue	Wed	Thu	Fri	Sat
1							
2			0121105 Lecture on Phonetics a UTSUGI Aies		0120014 Lecture on Critical Film Analysis OGAWA Shota		
3		他 0900100 Administrative Law I INAGA Kazumasa	0122702 Survey on Archaeology II KANWARA Yohimitsu		0122108 Seminar in History of Chinese Philosophy Ia YOSHIDA Jun		
4	0121101 Survey of Linguistics a SARUMA Jun'ichi	他 0900100 Administrative Law I INAGA Kazumasa					
5							
6							

3. Check Grades

Course/Grades	Syllabus	Vario
★★最初に必ず読んでください★★		
Be sure to read this first		
願修正方法		
Course cancel		
Schedule(Possted:July 7,2022)		
Student Records(Student number)		
Course Registration		
Registration (English Course)		
Registration (Special Registration Courses)		
Confirmation of Registration Status		
Confirmation of Registered Course		
Course Registration Error List		
Grades Inquiry		

Grades Inquiry

Grades Inquiry

When you check your grades, select “Grades Inquiry” from either “Course/Grades” in the menu bar or the Functions/Links list.

Grades Inquiry

Please check the grade of each subject.

[Grades disclosure date and time:2020/06/14 13:22]

Confirm Preview

View Course List

View Credits

View GPA

Print

Field and Category/Course	Credits	Assessment	Year	Period	Instructor
First Year Seminar					
First Year Seminar A			2020	Spring	SASAKI Shizehiro
Language and Culture					
Academic English Basic			2020	Spring	TAKIKAWA Mutsumu
German 1			2020	Spring	YAMAGUCHI Yoko

● View Course List

You can check the details concerning your grades.

Grades Inquiry

Check the credit acquisition status.

[Grades disclosure date and time:2022/10/18 09:00]

Confirm Preview

View Course List

View Credits

View GPA

Print

Category	Earned
Introduction to skills for aca	1
First Year Seminar	2
Language and Culture	6

● View Credits

You can check the credit acquisition status.

Grades Inquiry

Please check the GPA.

[Grades disclosure date and time:2022/10/18 09:00]

Confirm Preview

View Course List

View Credits

View GPA

Print

Year	Period	GPA
2020Year	Spring	0.00
	Fall	4.16

● View GPA (Grade Point Average)

You can check your GPA.

4. Search for a Syllabus



When you search for syllabus, click either “Syllabus” in the menu bar on in the Functions/Links list.

Campusmate - J Text Size

HOME | School Affairs Page | Course/Grades | Syllabus | Various Change Notification

Search Syllabus

Search conditions

Select the year for which you would like to search the syllabus, and enter the search conditions.

2022

Syllabus search conditions

Course name Partial match

Faculty Partial match

Keyword

Course period

Campus

[Close detailed search conditions.](#)

Course period

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Other
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Day of week and period

Course method

Curriculum

Field and Category

Required/Elective

Course classification 選択科目 必修科目

Last updated ~

You can search for a syllabus by specifying the course name, time slot, etc.

Course list

Click course name to see syllabus.

1-10/1704

No	Course Code	Course Name	Co	Day of
1	0031209	Academic English Advanced	III	Mon 2

Click course name to see syllabus.

View Syllabus

[Return to Search Result List](#) [Add to Favorites](#)

Undergraduate / Graduate	学部
Registration Code	0031209
Course Category	Language and Culture
Course Title	Academic English Advanced
Course Title	Academic English Advanced
Course Numbering Code	
Language Used in the Course	
Theme of First Year Seminar(First Year Seminar Only)	
Instructor	KIM Sangmi
Instructor	KIM Sangmi
Credits	2
Term / Day / Period	III Mon 2
Year	1

本授業科目は、専門的学習のツールとして外国語の能力を高め、異文化理解を深めて、国際社会に相応しい教養を身につけることが目的である。学会や社会で求められるプレゼンテーションを行えるよう、リーディングスピーキング力

Favorites

Favorites

These are favorite syllabuses.

2020 Year

<input type="checkbox"/>	Course Name	Course period, Day of week and period	Faculty	Additional function
<input type="checkbox"/>	Academic English Advanced	III Mon 2	KIM Sangmi	

Click the "Add to Favorites" button to add a syllabus to the Favorites menu.

Delete

Imprt from Crse Data

Click the "Imprt from Crse Data" button to add the syllabus of the registered courses to the Favorites menu.

5. Others

The Portal Website also includes the following main functions:

- HOME Menu
 - Schedule registration: You can manage your schedule.
 - Folder/Files: You can download various application forms and other documents.
- Course/Grades Menu
 - Qualification application: You can apply for Teacher Certifications, etc.
 - Course registration cancellation: You can cancel course registrations.
- Student Support Menu
 - New application: You can complete various applications, such as notification for address change.