

**How to use "Educational Affairs System"**  
**on Nagoya University Portal (For Students)**  
Updated on March 10, 2025

**CONTENTS**

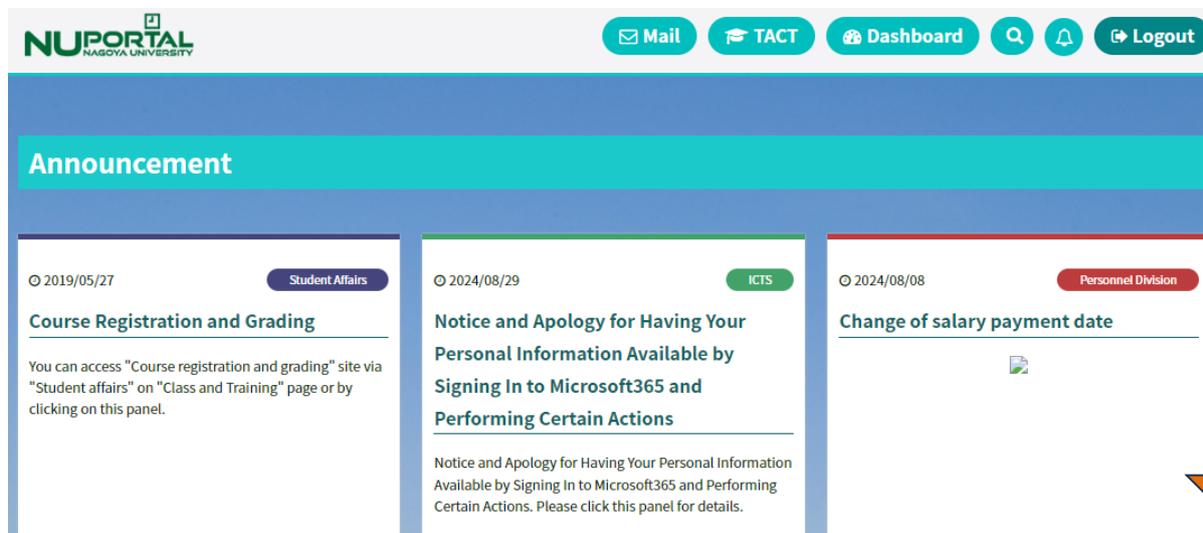
1. Login .....	1
2. Features .....	3
2-1 Portal Main Page .....	3
2-2 Check for Notices .....	4
3. Search for a Syllabus .....	5
4. Register for Courses .....	7
4-1 Be sure to check this before you register for courses (Application for Address) .....	7
4-2 Course Registration .....	8
1)[★] .....	8
2)[★★] .....	9
3) Intensive Courses .....	9
4) Other Department Courses .....	9
4-3 Course Registration (First Year Seminar) .....	12
4-4 Course Registration (Second Foreign Language Class Preference) .....	13
4-5 Course Registration (English Course) .....	14
4-6 Course Registration (Special Registration Courses) .....	15
4-7 Correcting course registration .....	16
4-8 Confirm Course Registration Status (Check for Errors) .....	18
4-9 Confirmation of registered courses .....	19
5. Check Grade .....	20
5-1 Check “Grades Inquiry” .....	20
5-2 Check “Student Records (Student number)” .....	21

# 1. Login

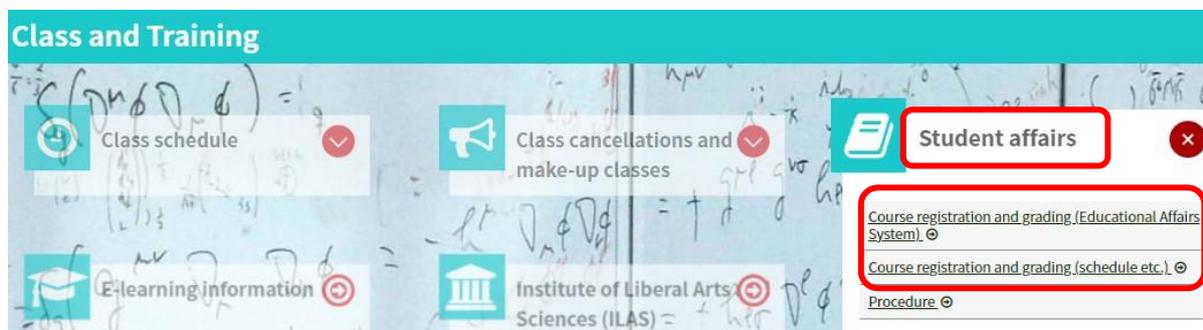
Login from the Nagoya University Portal with your THERS Account and password.

(<https://portal-dev.icts.nagoya-u.ac.jp/portal/student>)

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



- 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 the schedule related to course registration and grade check.



The screen images shown below are samples only.  
For actual operation, follow the on-screen instructions.

Click “Educational Affairs System”, you will go to "Educational Affairs System".  
Click “Course Registration and Grading (Schedule)” to view course registration and grade check schedule.

**NU**PORTAL  
NAGOYA UNIVERSITY

Course registration and grading (schedule etc)

**Important Notes (Registration Period etc...)**

**Educational Affairs System (Campusmate)**

The system is working properly. There are no plans for the system suspension.

**Issue of Health Evaluation Report from the Certificate Issuing Machines.** (Updated: March 27,20

- By April 15 (Mon) .....Academic Year 2023 Medical Checkup results
- On and after April 16 (Tue) .....Academic Year 2024 Medical Checkup results

※ Students required to come in for re-examination should wait until the new results are available.  
※ If you have any questions, please inquire at the Health Administration Office.

**Educational Affairs (For Students)**

**Class enrollments and Grades**

- [Educational Affairs System \(English ver.\)](#)
- [Course Registration Period and Completed Courses Check \(Schedule\)](#) (Posted: July 22,2024)

The screen images shown below are samples only.  
For actual operation, follow the on-screen instructions.

## 2. Features

Notes:

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

### 2-1 Portal Main Page

#### ① Menu tab

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

The screenshot shows the Campusmate - J portal interface. At the top, there is a navigation bar with tabs: HOME, School Affairs Page, Course/Grades, Student support, and Syllabus. Below this, there are several message and schedule sections. Four red callout boxes highlight specific features:

- ① Menu tab:** A red box highlights the navigation tabs at the top of the page.
- ② Notices from the University, to individuals, about class cancellations/makeup classes, etc. are displayed here.** A red box highlights the 'Messages For You' section.
- ③ Sub-menus and links to other systems are displayed here.** A red box highlights the 'My tools' and 'Personal Settings' sections on the right side of the page.
- ④ Change the display language:** A red box highlights the 'Change Japanese' button in the top right corner.

#### ① Menu Bar

- HOME
- School Affairs Page
- Course/Grades
- Syllabus

#### ② Notices

- Notices from the University
- Notices to You
- Notices about Syllabus
- Schedule

#### ③ Functions/Links List

#### ④ Change the display language (English or Japanese)

The screen images shown below are samples only.  
For actual operation, follow the on-screen instructions.

## 2-2 Check for Notices

Click on the title of the notice displayed in the portlet.

**Message Details**

Sender	資金管理課収入グループFunding Control Division Incoming Payment Section
Message Type	Message
Title	【重要/Important】後期授業料口座振替日について(The direct debit date for the fall semester tuition fees)
	11月27日(月)に口座振替(引落し)しますので、前日までに登録口座への入金をお願いいたします。 Your account will be debited on November 27th(Mon.). Please deposit to your registered account by the day before.

Click on “View All” to view all notices. You can enter search criteria and select notices.

**View All**

**Message List**

<input type="checkbox"/>	Title	Type	Sender	Received on	Read on
<input type="checkbox"/>	【重要/Important】R6前期授業料口座振替日について(The direct debit date for the spring semester tuition fees)	Message	資金管理課収入グループ Funding Control Division Incoming Payment Section	2024/05/09 11:27	
<input type="checkbox"/>	【重要/Important】後期授業料口座振替日について(The direct debit date for the fall semester tuition fees)	Message	資金管理課収入グループ Funding Control Division Incoming Payment Section	2023/11/09 09:30	2024/01/18 20:50

To view announcements for lectures other than those for which you have registered, click “View All” or go to the menu bar “School Affairs Page Setting” and uncheck “Display only Timetable Relating to You” on the search screen to search for announcements.

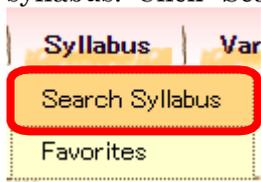
**Search Conditions**

Message Type	<input type="checkbox"/> Class Cancellation <input type="checkbox"/> Report <input type="checkbox"/> Supplementary Classes <input type="checkbox"/> Class Schedule Change <input type="checkbox"/> Change of Timetable <input type="checkbox"/> Lecture Information
Course Name	<input type="text"/> (Specify any of formal, abbreviated, Kana, or English name.)
Class Period	<input type="text"/> ~ <input type="text"/>
Sender	<input type="text"/>
Target Date	<input type="text"/> (When this condition is specified, course messages and report assignments cannot be searched.)
Posting Day	<input type="text"/> ~ <input type="text"/>
Posting Condition	<input type="checkbox"/> Display only Timetables Relating to You

The screen images shown below are samples only.  
For actual operation, follow the on-screen instructions.

### 3. Search for a Syllabus

You can confirm the objectives, contents, and faculty members in charge of the lecture in the syllabus. Click “Search Syllabus” from “Syllabus” in the menu bar.



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



#### Search conditions

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

2024

Search Syllabus

#### Syllabus search conditions

Course name  Partial match  
Faculty  Partial match  
Keyword   
Course period -- Not selected --  
Campus -- Not selected --

[Open detailed search conditions.](#)



#### Syllabus search conditions

Course name  Partial match  
Faculty  Partial match  
Keyword  Search all terms  
Course period -- Not selected --  
Campus -- Not selected --

[Close detailed search conditions.](#)

Course period -- Not selected --

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

Course method -- Not selected --

Curriculum -- Not selected --

Field and Category -- Not selected --

Required/Elective -- Not selected --

Course classification  選択科目  必修科目

Last updated  ~

Search Syllabus

The screen images shown below are samples only.  
For actual operation, follow the on-screen instructions.

Click course name to refer to syllabus. By clicking the "Add to Favorites," you can add the syllabus to your Favorites menu. Please note that for undergraduate students, favorites will be hidden during the following period. Favorites Hidden Period: From the end of the course registration period to the confirmation of class enrollment. (by students,2nd round)

**Search Syllabus**

[Return to Previous Screen](#)

**Course list**

Click course name to see syllabus.

1-10/12521 1 2 3 4 5 6 7 8 9 10 ... Next10>> 10

No	Course Code	Course Name	Course period, Day of week and period	Faculty
1	2302350	<a href="#">(E)Academic Writing I</a>	Fall Mon 4	MCGINTY Sean Michael
2	4302350	<a href="#">(E)Academic Writing I</a>	Fall	
3	2302360	<a href="#">(E)Academic Writing I</a>	Spring	
4	4302360	<a href="#">(E)Academic Writing I</a>	Spring	

<a href="#">View Syllabus</a>	
<a href="#">Return to Search Result List</a>	
<a href="#">Add to Favorites</a>	
Undergraduate / Graduate	法・博前
Registration Code	2302350
Course Category	Courses Offered by the Graduate School of Law
Course Title	(E)研究方法論 I
Course Title	(E)Academic Writing I
Instructor	MCGINTY Sean Michael ○ KUH N Michelle louise
Instructor	MCGINTY Sean Michael ○ KUH N Michelle louise
Credits	2
Term / Day / Period	Fall Mon 4
Year	1
Course style	Lecture

Goals of the Course(JPN)	
	This course will introduce academic literacy skills necessary for your independent research projects. The course lays the foundation of academic writing in three principal stages: pre-writing, writing, and revision. Academic Writing II and III will build on these fundamental skills.

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

**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"/>	<a href="#">Academic English Advanced</a>	III Mon 2	KIM Sangmi	

[Delete](#)

[Imprt from Crse Data](#)

The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 4. Register for Courses

Select and register for the courses you wish to take. During the course registration (adjustment) period, you can register, modify, and delete courses as many times as you want.

### 4-1 Be sure to check this before you register for courses (Application for Address)

When you register for courses, select “Course Registration” from “Course/Grades” in the menu tab.



Before registering for courses, you must register for information such as your address. Click on “Register”. Please enter your most recent contact information.

Survey Period End	Target	Content	Status
Required	Course Registration	住所等申請(履修登録時)/Change of Address	Not done <a href="#">Register</a>

[Return to List](#)   [Application Details Entry](#) → [Application Details Confirmation](#) → [Application Completed](#)

Enter your address and other information. Items with “\*” are mandatory.

#### 住所等申請(履修登録時)/Change of Address

下記の注意事項を必ず読んでください。

Cell Phone Number 1 *	<input type="text"/>
Cell Phone Number 2	<input type="text"/>
Cell Phone's Email Address 1 *	<input type="text"/>
Cell Phone's Email Address 2 *	<input type="text"/>
Postal Code	<input type="text"/> * Enter postal code using [xxxx-xxxx] format. <a href="#">Search from Postal Code</a>
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.

Click “Confirm” to check the information, and then click “Apply” to complete the application and Click “Return to List” to register for courses.

During the course registration period, you do not need to apply from “Various Change of Notification > Application for change of address, etc.” if you submit your application on this screen. If you submit both applications on the same day, the application from “Various Change of Notification > Application for change of address, etc.” will be the latest information.

During the course registration period, you can edit your current address on this screen on the same day as your application, but you will not be able to correct it after the application is reflected. If you need to change your address, please go to “Various Change of Notification > Application for change of address, etc.” to submit the change.

The screen images shown below are samples only.  
For actual operation, follow the on-screen instructions.

## 4-2 Course Registration

### Course Registration

#### Registration Status List

Confirm registration status. Course registration cannot be completed if items marked 'required' are not registered.

Survey Period End	Target	Content	Status
Required	Course Registration	住所等申請(履修登録時)/Change of Address	Done <a href="#">Inquire</a>

[Course Registration](#)

You can register for courses on the Course Registration page. During the course registration (adjustment) period, you can register, modify, and delete courses as many times as you want.

- 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.
- To select an intensive course, click on “Intensive Courses”.
- To select a course offered by another department, click on “Other Dpt. Courses”.

### 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](#)

2023 Spring

Unregistered Registered No Changes Allowed

Period	Mon	Tue	Wed	Thu	Fri	Sat
1						
2		0121105 Lecture on Phonetics a UTSUGI Akira		0120014 Lecture on Critical Film Analysis OGAWA Shota		

Unregistered Registered No Changes Allowed

1)[★]

Select the courses you would like to register for, starting with your first choice, and click on “Register”.

**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
★	0011371	Laboratory in Biology		Basic Courses in Natural Sciences	<a href="#">Browse</a>			
★★	0011433	Fundamentals of Earth Science I		Basic Courses in Natural Sciences	<a href="#">Browse</a>			
	0011434	Fundamentals of Earth Science I		Basic Courses in Natural Sciences	<a href="#">Browse</a>			
	0011435	Fundamentals of Biology I		Basic Courses in Natural Sciences	<a href="#">Browse</a>			

[Close](#) [Register](#)

The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 2)[★★]

Select a course you would like to register for and click on “Register”.

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	<a href="#">Browse</a>			
<input type="checkbox"/>	0015102	Academic English Basic		Language and Culture	<a href="#">Browse</a>			
<input type="checkbox"/>	0015103	Academic English Basic		Language and Culture	<a href="#">Browse</a>			
<input type="checkbox"/>	0015104	Academic English Basic		Language and Culture	<a href="#">Browse</a>			

[Close](#) [Register](#)

## 3) Intensive Courses

When you register for an intensive course, click on “Intensive”. Select the courses 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 (Skine)		Health and Sports Science: Practicum	<a href="#">Browse</a>				
<input type="checkbox"/>	0020081	Principles of Education		Courses for Prospective Teachers, Optional Courses	<a href="#">Browse</a>				
<input type="checkbox"/>	0264001	Teaching Practice I		Courses for Prospective Teachers, Optional Courses	<a href="#">Browse</a>				
<input type="checkbox"/>	0264002	Teaching Practice II		Courses for Prospective Teachers, Optional Courses	<a href="#">Browse</a>				

[Close](#) [Register](#)

## 4) Other Department Courses

When you register for a course offered by another department, click on “Other Dpt”. Click on “Add Courses” on the bottom right of the page.



Select Courses of Another Department

2020 Fall

There are no added courses of another department.

[Add Courses](#)

[Close](#)

The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Search and select the courses you would like to register for and click on “Select Courses”

Search Other Dept Courses

2023 Spring

Please select another undergraduate course.

Conditions	Result							
Select	Class Period	Course Code	Course Name	Course Numbering	Field and Category	Syllabus	Credits	Faculty in Charge
<input checked="" type="checkbox"/>	Wed 2	0200090	Principles and Organization of Lifelong Education	EDUCO2021J	Courses for Prospective Teachers, Optional Courses	<a href="#">Browse</a>	2	KAWANO Asuka / KONAGAI Akiko / TSUJII Yutaka
<input type="checkbox"/>	Wed 2	0220440	Seminar on Teacher Development 1	EDUED9254J	Courses for Prospective Teachers, Optional Courses	<a href="#">Browse</a>	2	SARKAR Arani Mohammad Reza
<input type="checkbox"/>	Wed 2	0250200	Seminar on Personality 2	EDUPS3445J	Courses for Prospective Teachers, Optional Courses	<a href="#">Browse</a>	2	YAMAGATA Shinji

[Close](#) [Select Courses](#)

And click on “Register”

Select Other Dept Courses

2025 Fall

Please select another undergraduate course.

Select	Course Code	Course Name	Course Numbering	Field and Category	Syllabus	Credits	Faculty in Charge	Classroom	Info
<input checked="" type="checkbox"/>	0120005	Japanese Culture	HLMCO2025J	Courses for Prospective Teachers, Optional Courses	<a href="#">Browse</a>	1	GRIB Dina	Undetermined	Oth

[Add Courses](#) [Close](#) [Register](#)

Repeat the above process for each day/period for which you wish to register to complete the matrix. When you have finished selecting lectures, click “Confirm Entries” in the lower right corner of the screen.

6						
7						

		Spring	Fall	Year
Upper Limit	Course Credits	-	-	-
		0	19	19
Lower Limit		-	-	-

[Confirm Entry](#)

**You must pay attention to the upper limit (cap system, remote classes) when registering for courses.**

The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

After completing the confirmation, click “Register Entry” in the lower right corner of the screen to confirm that your course registration is complete.

**Course Registration**

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

[Return to Entry Screen](#)

Please check the course contents.

2025 Fall		Mon	Tue	Wed	Thu	Fri	Sat
1			0164101 Introduction to Lifelong Learning(From2022) UEHARA Naoto		0161402 Survey on Philosophy II(From2022) IWATA Naoya		
2	0161206 Lecture on Japanese Literature IIb(From2022) KATO Yumie		0164102 Introduction to Museology(From2022) TSURUMI Yasutoshi		0164172 Conservation of Museum Collections(From2022) MINO Michiko		
3	0165001 Introduction to Research Methods for Culture and History(From2022) IWATA-MEIOKIGENANUMI Kohsuke etc.		0161808 Overview of the Japanese Historical Sources and Documents II(From2022) SAITO Natsuki		0162101 Survey on the History of Art(From2022) ITO Daisuke		
4	0161812 Introduction to the Japanese Historical Sources and Documents II(From2022) SAITO Natsuki	① 0022481 Data Science Exercise A ISHI Hitotoki	① 0022491 Entrepreneurship Beginners KONO Kenji etc.		0161807 (remote)Overview of the Japanese Historical Sources and Documents I(From2022) FURUOYA Tomohiro		
5	0160302 Technology and Humanities(From2022) KAWABARA Yoshimitsu etc.						
6							
7							

		Spring	Fall	Year
Upper Limit	Course Credits	28	28	-
Lower Limit		-	23	23

[Return to Entry Screen](#)

**Register Entry**

**Course Registration**

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.  
Please print or screenshot your registration details.

The screen images shown below are samples only.  
For actual operation, follow the on-screen instructions.

### 4-3 Course Registration (First Year Seminar)

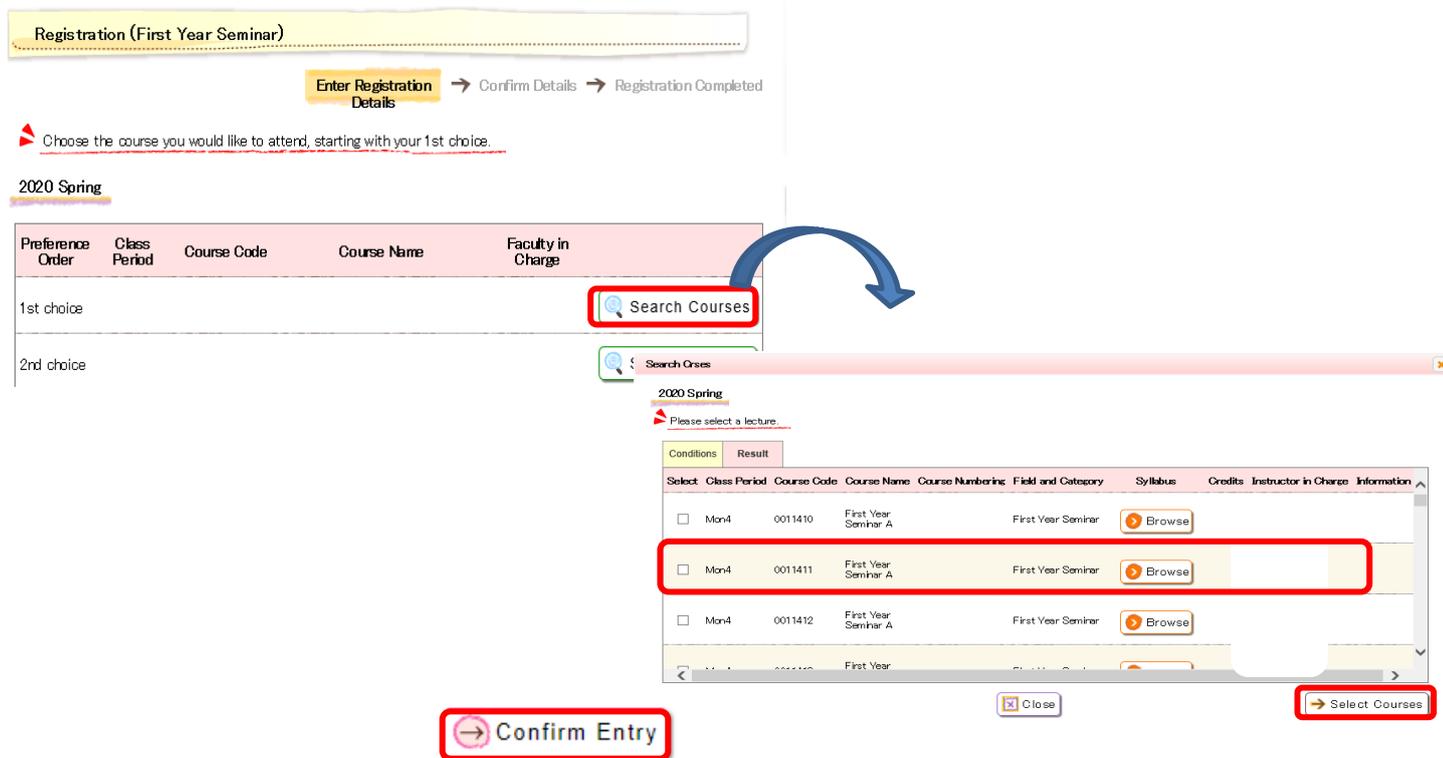
When you register for First Year Seminar Courses, select “Course Registration (First Year Seminar)” from “Course/Grades” in the menu bar.



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 the course registration has been completed.



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

The screen images shown below are samples only.  
For actual operation, follow the on-screen instructions.

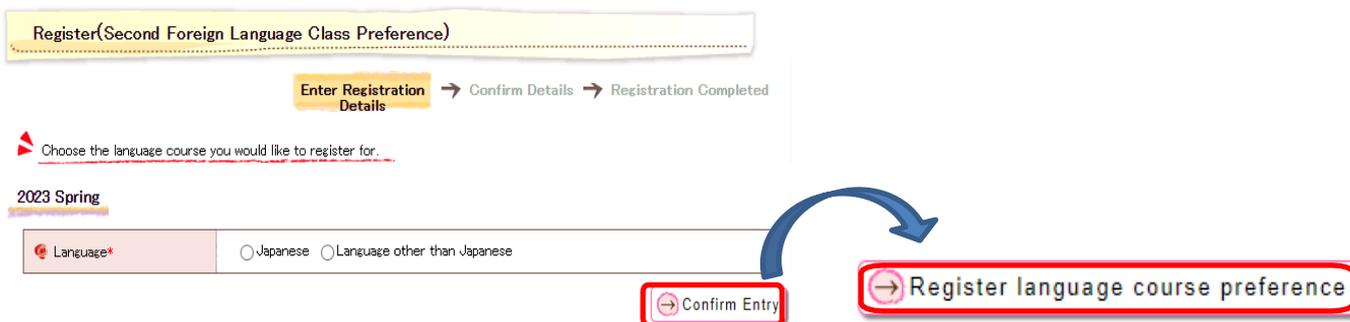
#### 4-4 Course Registration (Second Foreign Language Class Preference)

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



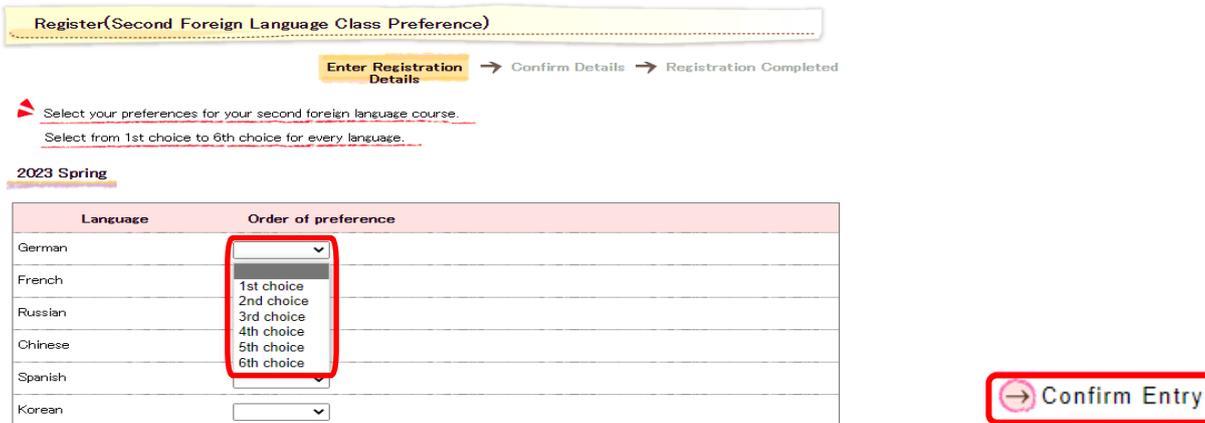
You can register for courses on the course registration page.

- International students can take Japanese instead of a second language.
- Then click the "Register language course preference" button.



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

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.



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

The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 4-5 Course Registration (English Course)

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

Course/Grades	Syllabus	Various Char
★★最初に必ず読んでください★★		
**Be sure to read this first**		
Schedule(Posted:July 22,2024)		
Student Records(Student number)		
Course Registration		
Registration (First Year Seminar)		
Registration (English Course)		
Register(Secord English Language Class Preference)		

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.

The screenshot shows the registration process. At the top, there is a menu bar with 'Registration (English Course)' highlighted. Below it, a navigation path is shown: 'Enter Registration Details' → 'Confirm Details' → 'Registration Completed'. A red arrow points to the instruction: 'Choose the course you would like to attend, starting with your 1st choice.' Below this, there is a table with columns: 'preference order', 'Course Code', 'Course Name', and 'Instructor in Charge'. The first row has '1st choice' in the preference order column and a 'Search Crses' button in the instructor column. A blue arrow points from the 'Search Crses' button to a 'Search Crses' dialog box. The dialog box shows a table of course options for '2020 Spring Monday 1'. The table has columns: 'Select', 'Course Code', 'Course Name', 'Course Numbering', 'Field and Category', 'Syllabus', 'Credits', 'Instructor in Charge', and 'Information'. The second row is highlighted with a red box, showing course code '0031119' and course name 'Academic English Communication'. A 'Browse' button is next to it. At the bottom right of the dialog box, there is a 'Select Courses' button highlighted with a red box.

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

Confirm 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 the course registration has been completed.

Register Entry

The screenshot shows the registration process. At the top, there is a menu bar with 'Registration (English Course)' highlighted. Below it, a navigation path is shown: 'Enter Registration Details' → 'Confirm Details' → 'Registration Completed'. The 'Registration Completed' status is highlighted with a red box.

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

The screen images shown below are samples only.  
For actual operation, follow the on-screen instructions.

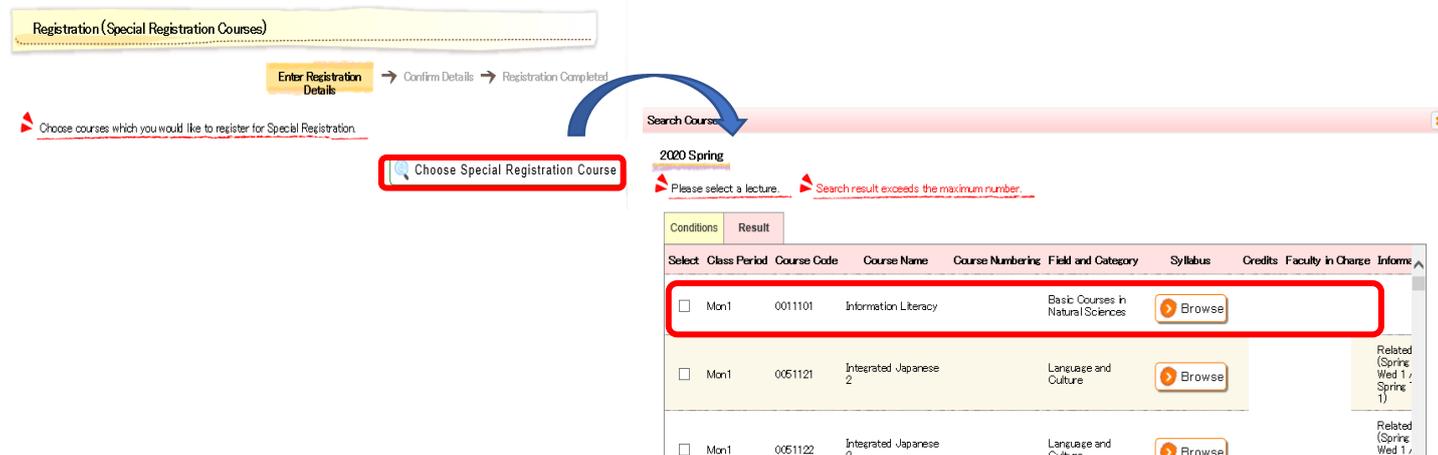
#### 4-6 Course Registration (Special Registration Courses)

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



You can register for courses on the course registration page.

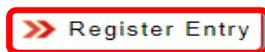
- To select for Special Registration courses, click on “Select Special Registration Course”.
- Check the box of the course you would like to register for, and click on “Select Course”.



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 the course registration has been completed.



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

Course registration information is NOT immediately reflected in the "Confirmation of Registration Status" and "Confirmation of Registered Course" sections of Educational Affairs System. If you would like to check the status of your course application, please go to the “Course Registration” menus. (The information will NOT be also reflected in TACT immediately.)

The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 4-7 Correcting course registration

If you want to cancel a registered course, please click “the book icon” you want to cancel.

**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
1		<p>① 0012101 History of Nagoya University YOSHIKAWA Takuji</p> <p>② 0012102 Invitation to the Learned World SUTO Yoshiyuki</p>	<p>① 0073181 Statistical Methods and Applications NEMOTO Jiro</p>			

Remove this “check-mark”

Select Courses

2021 Spring Wednesday 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 checked="" type="checkbox"/>	0073181	Statistical Methods and Applications		Open Courses	Browse	2	NEMOTO Jiro	Undetermined

Close Register

Click “Register”

Select Courses

2021 Spring Wednesday 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"/>	0073181	Statistical Methods and Applications		Open Courses	Browse	2	NEMOTO Jiro	Undetermined

Close Register

The screen images shown below are samples only.  
For actual operation, follow the on-screen instructions.

Make sure it disappears from the display and click “Confirm Entry”.

**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

2021 Spring

Unregistered Registered No Changes Allowed

Period	Mon	Tue	Wed	Thu	Fri	Sat
1		<ul style="list-style-type: none"> <li>① 0012101 History of Nagoya University YOSHKAWA Takuji</li> <li>② 0012102 Invitation to the Learned World SUTO Yoshiyuki</li> </ul>				
7						

		Spring		Fall		Year	
Upper Limit	Course Credits	-	4	-	0	-	4
Lower Limit		-		-		-	

Confirm Entry

After confirming your entries, click on “Register Entry” on the bottom right of the page.

» Register Entry

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.

The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

#### 4-8 Confirm Course Registration Status (Check for Errors)

This is used to check course registration status (It is NOT immediately reflected after course registration). When you confirm your course registration status, select “Confirmation of Course Registration Status” from “Course/Grades” in the menu bar. The “Course Registration Status” page will show you the courses you have registered for in each academic year. There is no problem even if courses from the previous semester are displayed.

Course/Grades	Syllabus	Various Change
★★最初に必ず読んでください★★		
**Be sure to read this first**		
Schedule(Posted:July 22,2024)		
Student Records(Student number)		
Course Registration		
Registration (First Year Seminar)		
Registration (English Course)		
Register(Second Foreign Language Class Preference)		
Registration (Special Registration Courses)		
Confirmation of Registration Status		
Confirmation of Registered Course		
Course Registration Error List		

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

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.

Confirmation of Registration Status									
<p>▶ This is a list of your registered courses. (Registered Course list)</p> <p>▶ 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 “Course Registration Error List”.</p>									
Period	Class Period	Course Code	Course Name	Field and Category	Credits	Faculty in Charge	Classroom	Information	Error Code
Spring	Tue3	0165025	Japanese Literature and Translation(From2022)	Specialized Courses	2				
Spring	Tue4	0160433	Japanese for International Students II(From2022)	Specialized Courses	2				
Spring	Wed3	0165026	Japanese Literature and Gender(From2022)	Specialized Courses	2				
Spring	Wed4	0165005	Introduction to Modern Japanese History(From2022)	Specialized Courses	2				
Spring	Wed5	0165031	Contemporary Film Theory (E)(From2022)	Specialized Courses	2				
Spring	Thu3	0034315	Upper-intermediate Spanish I	Language and Culture	2				
Spring	Fri2	0075205	Upper-intermediate Spanish II	Language and Culture	2				
Spring	Fri3	0055321	[G30]History	Basic Courses in Humanities and Social Sciences	2				
Fall	Mon2	0165038	Japanese Visual Culture(From2022)	Specialized Courses	2				
Fall	Mon3	0160432	Japanese for International Students I(From2022)	Specialized Courses	2				
Fall	Wed5	0165032	Japanese Cinema before 1945(From2022)	Specialized Courses	2				
Fall	Thu3	0165019	New Perspectives on Modern Japanese History(From2022)	Specialized Courses	2				

Notice: Courses for which students registered in the previous semester are indicated in blue letters. The courses with blue letters in this semester CANNOT be changed.

The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

#### 4-9 Confirmation of registered courses

“Confirmation of registration Status” menu is available from the second confirmation of course registration. When you confirm the registered courses, select “Confirmation of Registered Courses” from “Course/Grades” in the menu bar. The “Confirmation of Registered Courses” menu shows the courses you have registered for this term. Course registration errors are not displayed in this menu, so please check the “Confirmation of Course Registration Status” menu.

Course/Grades	Syllabus	Various Change
★★最初に必ず読んでください★★		
**Be sure to read this first**		
Schedule(Posted:July 22,2024)		
Student Records(Student number)		
Course Registration		
Registration (First Year Seminar)		
Registration (English Course)		
Register(Second Foreign Language Class Preference)		
Registration (Special Registration Courses)		
Confirmation of Registration Status		
Confirmation of Registered Course		

#### 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 Akira		0120014 Lecture on Critical Film Analysis OGAWA Shota		
3		他 0300100 Administrative Law I INABA Kazumasa	0122702 Survey on Archaeology II KAIWARA Yoshimitsu		0122108 Seminar in History of Chinese Philosophy Ia YOSHIDA Jun	
4	0121101 Survey of Linguistics a SAKUMA Jun'ichi	他 0300100 Administrative Law I INABA Kazumasa	0022481 Data Science Exercise A ISHI Hidetoki			
5						
6						

Notice: The courses with blue letters CANNOT be changed.

The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 5. Check Grade

### 5-1 Check “Grades Inquiry”

When you check your grades, select “Grades Inquiry” from “Course/Grades” in the menu bar.

Course/Grades	Syllabus	Various Chan
★★最初に必ず読んでください★★		
**Be sure to read this first**		
Schedule(Posted:July 22,2024)		
Student Records(Student number)		
Course Registration		
Registration (First Year Seminar)		
Registration (English Course)		
Register(Second Foreign Language Class Preference)		
Registration (Special Registration Courses)		
Confirmation of Registration Status		
Confirmation of Registered Course		
Course Registration Error List		
Grades Inquiry		

①View Course List...You can check the details concerning your grades.

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 Shigehiro	
Language and Culture						
Academic English Basic			2020	Spring	TAKIKAWA Mutsumu	
German 1			2020	Spring	YAMAGUCHI Yoko	

②View Credits...You can check the credit acquisition status.

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		

③View GPA (Grade Point Average)...You can check your GPA.

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	

The screen images shown below are samples only.  
For actual operation, follow the on-screen instructions.

**5-2 Check “Student Records (Student number)” Data reflection date: The day after the grades inquiry date.**  
 When you check your grades, select “Student Records (Student number)” from “Course/Grades” in the menu bar.

①achievement…you can check your curriculum and total earned credits and also check the credit status.

Year	Passed	Not passed	Total
2021	48	0	48
2022	48	0	48
2023	38	0	38
2024	41	0	41

②Evaluation…you can check the Assessment Distribution (by Year).

Year	Passed	Not passed	Currently enrolled
2021Year	48	0	0
2022Year	2.00	46	0
2023Year	38	0	0
2024Year	41	0	0

③Grade Point Average…you can check history of Grade Point Average.

Year	By year	Total
2021	3.8	3.8
2022	3.7	3.7
2023	3.8	3.8
2024	3.9	3.9

\* GPA guidelines: Low - less than 2.0, Average - 2.0 to 3.5, High - greater than 3.5

The screen images shown below are samples only.  
 For actual operation, follow the on-screen instructions.