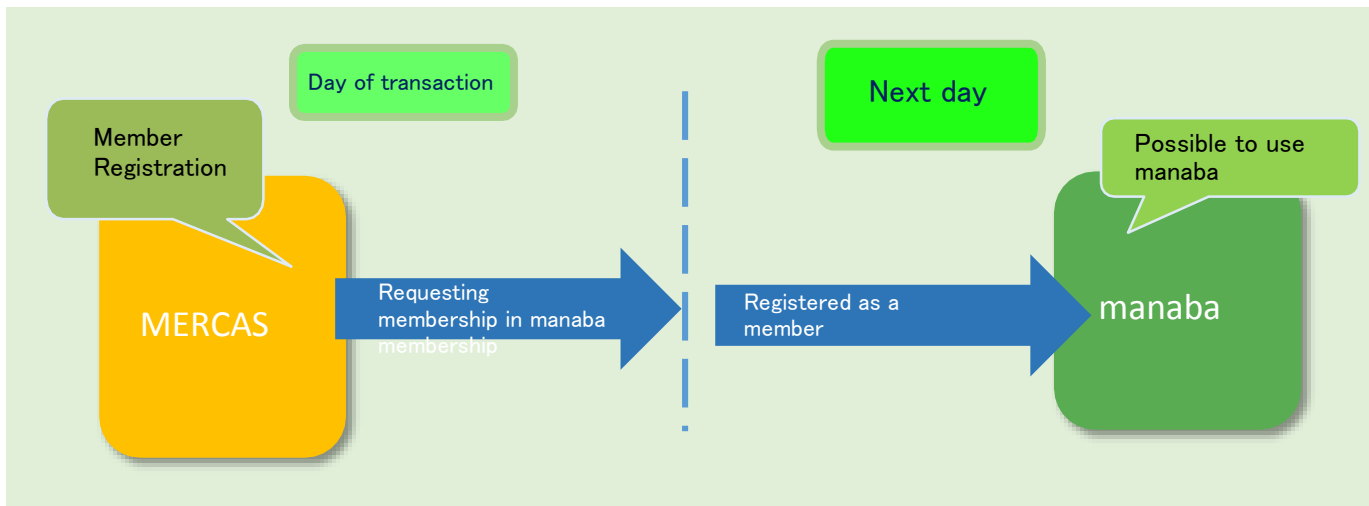


# Apply for a course membership in manaba

## ◆ MERCAS and manaba

MERCAS and manaba are linked as shown in the figure below.

All transactions made in MERCAS will be reflected in manaba after a batch transfer overnight.



### Becoming a course member in manaba...

#### Syllabi & Seminars > ▶ Member Registration for manaba Courses

For undergraduate degree-seeking students, your manaba courses are created and registered automatically in your “My Page” after official registration. (It is not necessary to create courses or manually request member registration in manaba.) However, exchange students must create a course and register as a member in manaba through MERCAS. For exchange students, member registration in manaba does *not* imply official course registration. Exchange students should submit a Course Registration Form on the designated course registration day.

Student Status	Timeline	Member Registration	Remarks
Undergraduate	Before official registration	Manual	Go to “Syllabi & Seminars “at MERCAS and select “Member Registration for manaba Courses.” To create a course in manaba, search for and select the course you want.
	After official registration	Automatic	After you have officially registered for a course, your registered courses will be automatically created in your “My Page.”
Graduate	At any time	Manual	Go to MERCAS “Syllabi & Seminars,” select “Member Registration for manaba Courses.” To create a course in manaba, search for and select the course you want.



If you cannot find the course itself in manaba, please contact your course instructors. Not all instructors use manaba, and they may not necessarily have opened a course page in manaba.

## ◆ How to create a course in manaba (Member Registration) through MERCAS

MERCAS > Syllabi & Seminars > Member Registration for manaba course

### 1. Search for and select a course

Go to “Member Registration for manaba Courses.” Search for the course you want to register for.

Apply for a course membership in manaba

Academic Year	2018	Course Name	
Quarter(s)	ALL	Instructor	
Department	All	Keyword	
Course Category	ALL		
Day	ALL		
Period			

Course List

Select a course in manaba for which you want to apply.

/ 1 pages Total : 3 data

Select	Academic Year	Day&Period	Quarter(s)	Course Name	Instructor	Credits	Course Category	manaba Course
<input type="button" value="Select"/>	2018	Fri1	Spring-Summer	Statistics (English)	Dr. M. S. ...	3	Mathematics	●
<input type="button" value="Select"/>	2018	Fri1	Autumn-Winter	Statistics (English)	Dr. M. S. ...	3	Mathematics	●
<input type="button" value="Select"/>	2018	Fri2	Spring-Summer	Statistics (English)	Dr. M. S. ...	3	Mathematics	●

Select a course

### 2. Click “Submit” to send your request

User ID	
User Name	
User Type	履修生

If a password is necessary for member registration, please contact the instructor. The instructor may give out the password during class or by email.

### IMPORTANT:

Registration as a member is *not* the same as official course registration. For exchange students, please submit the Course Registration Form on the designated course registration day.