

# Course Registration Procedure Explanation for Exchange Students



## 2023 Spring-Summer Semester

**Educational Affairs Division**  
**Section 4**

(Incoming Student Exchange Coordinators' Office)

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# I. Course Registration Information



# 1. What You Need to Know Before Course Registration

## 1-1. “CELS” and “manaba”

- ✓ Hitotsubashi University (HU) has two different online systems for education.

	CELS (Campus Education Learning System)	manaba
For what	<b>WEB lottery</b> <b>Course registration</b> Class cancellation information Grade check, etc....	Distribution of class materials Submission of assignments, etc....
How to log in	1. Visit the following login page. <a href="https://cels.hit-u.ac.jp/campusweb/">https://cels.hit-u.ac.jp/campusweb/</a> 2. Enter your user ID and password which are printed on your Ikkyo network ID card. <div data-bbox="440 1053 697 1139">  </div> 	1. Visit the following login page. <a href="https://manaba.hit-u.ac.jp">https://manaba.hit-u.ac.jp</a> 2. Enter your user ID and password which are printed on your Ikkyo network ID card. <div data-bbox="1155 1053 1412 1139">  </div> 



**WEB lottery and course registration can only be processed through “CELS,” NOT “manaba.”**



# 1. What You Need to Know Before Course Registration

## 1-2. “WEB lottery” and “Course Registration”

- ✓ All undergraduate (UG) face-to-face courses are subject to the results of the lottery. All graduate (G) courses and most undergraduate (UG) online courses are not subject to the results of the lottery.

For **lottery courses**, applying for the **WEB lottery** is required, not course registration.

For **non-lottery courses**, **course registration via CELS** is required, not WEB lottery.

	Lottery Courses	Non-lottery Courses
Type of Courses	All face-to-face courses (UG) Some online courses (UG)	All face-to-face and online courses (G) Most online courses (UG)
Registration Method	<b>WEB lottery</b>	<b>Course registration</b>
Registration Tool	<b>CELS</b> 	<b>CELS</b> 
Registration Period	Lottery period	Course registration period



**WEB lottery** and **course registration** can only be processed through **“CELS,”** NOT “manaba.”

# 1. What You Need to Know Before Course Registration

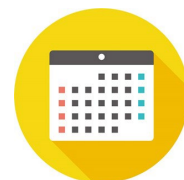
## 1-3. Lecture Terms

- ✓ HU adopts a quarter system with 6 different lecture terms (4 quarters and 2 semesters) throughout the academic year.

<6 Term codes on the [HGP course list](#)>

Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan		Feb	Mar
①Term Code: P Spring Quarter		②Term Code: S Summer Quarter		④Term Code: INT (S)  Summer Intensive Course		⑤Term Code: A Autumn Quarter		⑥Term Code: W Winter Quarter		⑧Term Code: INT (W1)  Winter Intensive Course I	⑨Term Code: INT (W2)  Winter Intensive Course II	⑩Term Code: INT (W3)  Winter Intensive Course III
③Term Code: Z Spring - Summer Semester						⑦Term Code: K Autumn - Winter Semester						

- Term code **P S A W** : 105 min. per class x 2 classes per week x 7 weeks  
→ **quarter course**
- Term code **Z K** : 105 min. per class x 1 class per week x 14 weeks  
→ **semester course**





# 1. What You Need to Know Before Course Registration

## 1-4. Class Schedule

1 <sup>st</sup> period	8:45 a.m. – 10:30 a.m.
2 <sup>nd</sup> period	10:45 a.m. – 0:30 p.m.
Lunch break (45 minutes)	
3 <sup>rd</sup> period	1:15 p.m. – 3:00 p.m.
4 <sup>th</sup> period	3:15 p.m. – 5:00 p.m.
5 <sup>th</sup> period	5:10 p.m. – 6:55 p.m.



-  Summer/Winter Intensive Courses are **optional** (not mandatory).
-  For Winter Intensive Courses, the time schedule will be announced later on CELS.

## 2. Key Dates

Procedure	Period A	Period B	Period C	Ref.
<b>Lottery Period (@CELS)</b> <b>*For Graduates, the only chance to apply for lottery courses is the 2<sup>nd</sup> Entry in Period A.</b>	1st: Apr. 3, 9 a.m. - Apr. 4, noon (Results: Apr. 5, 3 p.m.) 2nd: Apr. 5, 5 p.m. - Apr. 6, 2 p.m. (Results: Apr. 6, 8 p.m.)	3rd: May 10, noon - May 11, noon (Results: May 12, noon)	4th: Jul. 3, noon - Jul. 4, noon (Results: Jul. 5, noon)	Sec. 3-1
What you can do	Apply for: <b>Lottery courses</b> (P, S, <b>Z</b> , INT(S))	Apply for: <b>Lottery courses</b> (S, INT(S))	Apply for: <b>Lottery courses</b> (INT(S))	
<b>Course Registration Period/Change of Course Registration Period (@CELS)</b>	<Course Registration Period> Apr. 7 – 14 <b>*Mandatory for all</b>	<Change of Course Registration Period> May 15 – 16	<Change of Course Registration Period> Jul. 6 – 7	Sec. 3-2
What you can do	Add/Drop: <b>Non-lottery courses</b> (P, S, <b>Z</b> , INT(S))	Add/Drop: <b>Non-lottery courses</b> (S, INT(S))	Add/Drop: <b>Non-lottery courses</b> (INT(S))	

- ⚠ **Lottery courses:** You can only apply for them during the lottery period.
- ⚠ **Lottery courses:** You cannot drop them until the course withdrawal period begins (next page).
- ⚠ Course offered in the **P** and **Z** terms can only be applied for/added during the Period A.

①Term Code:  
**P**  
Spring Quarter

②Term Code:  
**S**  
Summer Quarter

③Term Code:  
**Z**  
Spring - Summer Semester

④Term Code:  
INT (S)

Summer Intensive Course



## 2. Key Dates

Procedure	Period A	Period B	Period C	Ref.
<b>Course Withdrawal Period (@CELS)</b>	Apr. 24 - Apr. 30	Jun. 15 - Jun. 21	Jul. 28 – Jul. 31	Sec. 3-3
What you can do	Drop: Both lottery courses & non-lottery courses (P, S, Z, INT(S))	Drop: Both lottery courses & non-lottery courses (S, INT(S))	Drop: Both lottery courses & non-lottery courses (INT(S))	
<b>Grade Release Day (@CELS)</b>	Jun. 20	Aug. 18	Aug. 31	Sec. 6-2
What you can do	Grade check: Courses offered in P term (students < 100)	Grade check: Courses offered in P term (students ≥ 100)	Grade check: Courses offered in S, Z, INT(S)	
<b>Request for Explanation of a Grade Period</b>	Aug. 31 - Sep. 1 (For courses offered in P, S, Z, INT(S))			Sec. 6-4



**Lottery courses:** You cannot drop them until the course withdrawal period begins.



Course offered in the P and Z terms can only be dropped during the Period A.



The grade release day is fixed and cannot be expedited (**non-negotiable**).

①Term Code:  
**P**  
Spring Quarter

②Term Code:  
**S**  
Summer Quarter

④Term Code:  
INT (S)

Summer Intensive Course

③Term Code:  
**Z**  
Spring - Summer Semester

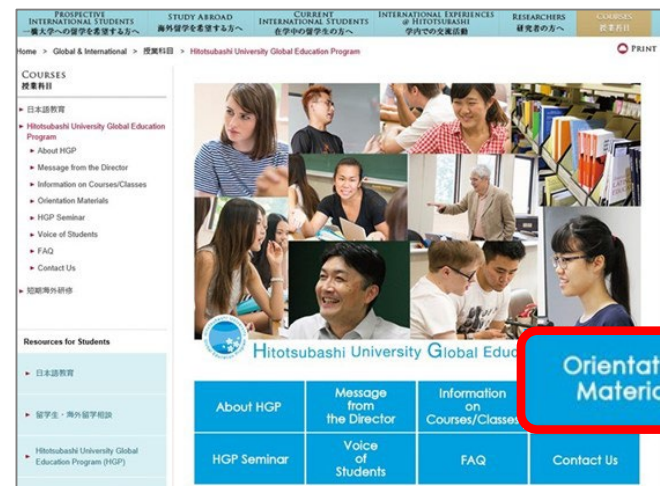
## 3. WEB Lottery/Course Registration/Course Withdrawal

### 3-1. WEB Lottery

- ✓ If you wish to take **lottery courses**, apply for the **WEB lottery** on **CELS** during the **lottery period**.
- ✓ For specific instructions, refer to “**Manual for WEB Lotteries**” on the [HGP website](#) or on the [CELS download center](#).
- ✓ If you are selected, the course will be automatically registered on your timetable.



**There is no remedy even if you failed a course you wish to take, forgot to apply, or applied for a wrong course.**



### WEB Lotteries

(for Undergraduate students, Graduate students, Exchange students, and MEXT Japanese Studies Students)

◇ 1st Entry : Sep. 5, 9 a.m. – Sep. 6, noon

For courses offered in the autumn and/or winter quarters, winter intensive courses  
(Announcement of results: Wednesday, Sep. 7, 3 p.m.)

◇ 2nd Entry: Sep. 7, 5 p.m. – Sep. 8, 2 p.m.

For courses offered in the autumn and/or winter quarters, winter intensive courses  
(Announcement of results: Thursday, Sep. 8, 8 p.m.)

◇ 3rd Entry : Oct. 11, noon. – Oct. 12, noon.

For courses offered in the winter quarter and winter intensive courses  
(Announcement of results: Thursday, Oct. 13, noon.)

◇ 4th Entry : Dec. 12, noon. – Dec. 13, noon.

For winter intensive courses  
(Announcement of results: Wednesday, Dec. 14, noon.)

## 3. WEB Lottery/Course Registration/Course Withdrawal

### 3-2. Course Registration

- ✓ If you wish to take **non-lottery courses**, complete **course registration** via **CELS** during the **course registration period**.
- ✓ If you wish to add/drop **non-lottery courses** in the middle of the semester, complete **Add/Drop procedures** via **CELS** during the **change of course registration period**.
- ✓ For specific instructions, refer to “**CELS Online Course Registration Operation Overview**” on the [HGP website](#).

 **You cannot registered for lottery courses during the course registration period.**



CELS Online Course Registration  
Operation Overview



## 3. WEB Lottery/Course Registration/Course Withdrawal

### 3-3. Course Withdrawal

- ✓ If you wish to withdraw from courses (both **lottery courses** and **non-lottery courses**), complete **withdrawal procedures** via **CELS** during the **course withdrawal period**.
  - ✓ For specific instructions, refer to “**CELS Online Course Registration Operation Overview**” on the [HGP website](#).
  - ✓ After you withdraw from a course, it **will not be listed on your official transcript** issued by HU, nor included in your GPA calculation.
- ! You cannot drop lottery courses by the course withdrawal period begins.**



CELS Online Course Registration  
Operation Overview

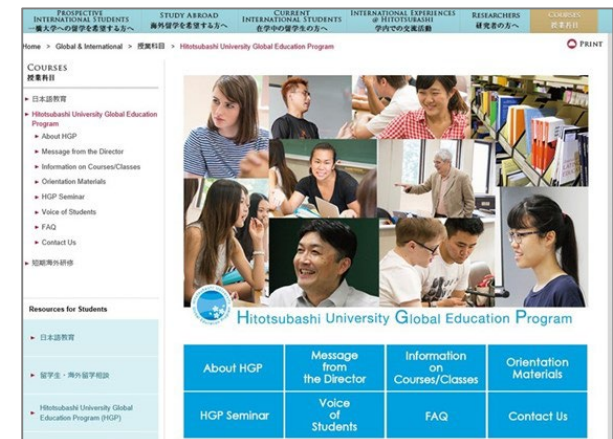
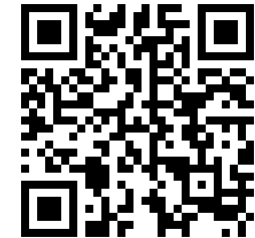




## 4. How to Find Courses

### Tool 1 HGP Course List

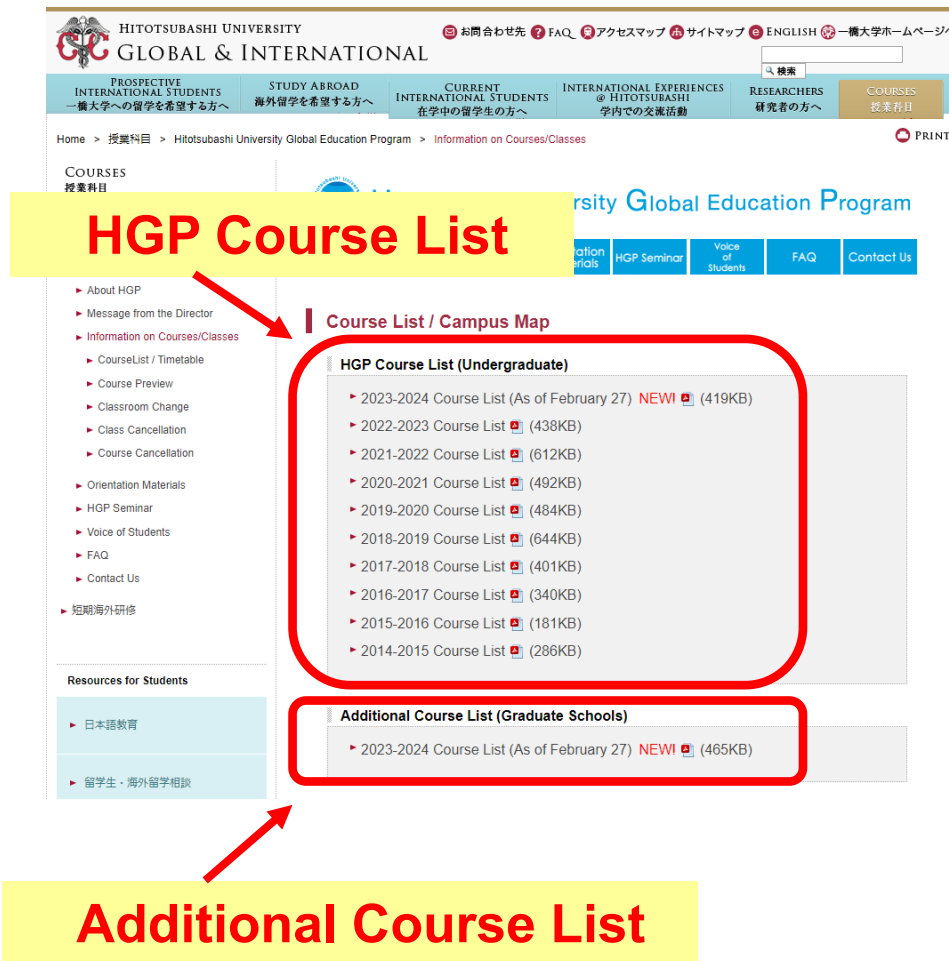
- ✓ The HGP website introduces courses offered under the Hitotsubashi University Global Education Program (HGP).  
<https://international.hit-u.ac.jp/courses/hgp/>
- ✓ HGP courses are mostly undergraduate-level courses, but there are a few graduate-level courses open to undergraduate students too.
- ✓ HGP courses are **conducted in English** except for Japanese language courses.
- ✓ For the AY 2023-24, HGP offers about 150 courses in the categories below.
  - Japanese & Word Affairs
  - Business
  - Humanities
  - Economics
  - Japanese Language
  - Law
  - Seminars taught in Japanese
  - International Relations
  - Sociology



## 4. How to Find Courses

### Tool 1 HGP Course List

- ✓ HGP Course List  
: Undergraduate-level courses  
<https://international.hit-u.ac.jp/courses/hgp/information-on-courses-classes/>
- ✓ Additional Course List  
: Graduate-level courses  
<https://international.hit-u.ac.jp/courses/hgp/information-on-courses-classes/>



The screenshot shows the Hitotsubashi University Global & International website. The main navigation bar includes links for Prospective International Students, Study Abroad, Current International Students, International Experiences, Researchers, and Courses. The breadcrumb trail indicates the path: Home > 授業科目 > Hitotsubashi University Global Education Program > Information on Courses/Classes.

The page title is "HGP Course List". The left sidebar contains a list of links, including "About HGP", "Message from the Director", "Information on Courses/Classes", "CourseList / Timetable", "Course Preview", "Classroom Change", "Class Cancellation", "Course Cancellation", "Orientation Materials", "HGP Seminar", "Voice of Students", "FAQ", "Contact Us", "短期海外研修", "日本語教育", and "留学生・海外留学相談".

The main content area is titled "Course List / Campus Map". It features two sections:

- HGP Course List (Undergraduate)**
  - 2023-2024 Course List (As of February 27) **NEW!** (419KB)
  - 2022-2023 Course List (438KB)
  - 2021-2022 Course List (612KB)
  - 2020-2021 Course List (492KB)
  - 2019-2020 Course List (484KB)
  - 2018-2019 Course List (644KB)
  - 2017-2018 Course List (401KB)
  - 2016-2017 Course List (340KB)
  - 2015-2016 Course List (181KB)
  - 2014-2015 Course List (286KB)
- Additional Course List (Graduate Schools)**
  - 2023-2024 Course List (As of February 27) **NEW!** (465KB)

Red arrows point from the yellow boxes "HGP Course List" and "Additional Course List" to their respective sections on the website.

## 4. How to Find Courses

### Tool 2 CELS (Campus Education Learning System)

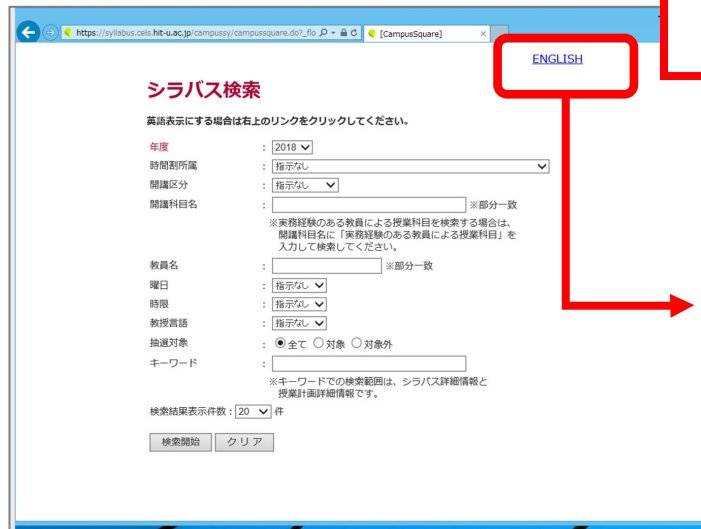
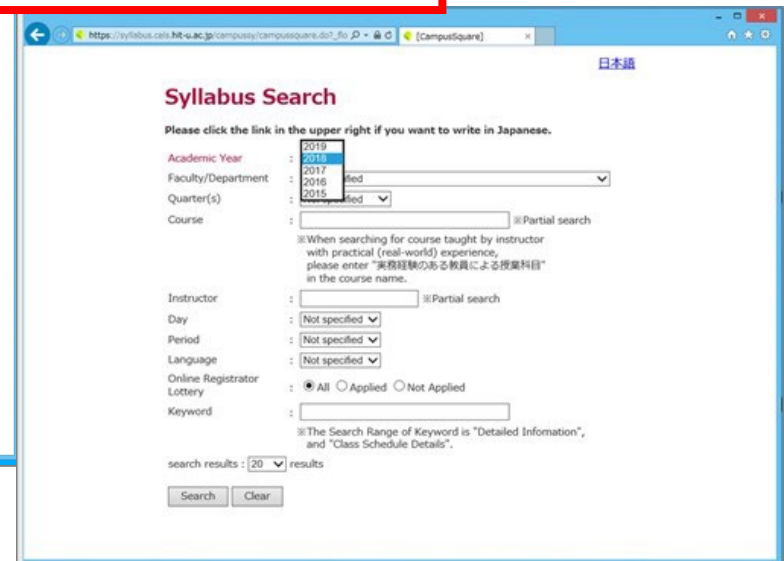
✓ To see course syllabi, there are two options.

**Option A** If you do not yet have a valid Ikkyo ID (User ID)

**Step 1** Visit the following link for an online syllabus system open to the public.

<https://syllabus.cels.hit-u.ac.jp/>

Click **ENGLISH** to switch the language

**Step 2** Change the language of the website to English (if preferred).



## 4. How to Find Courses

### Tool 2 CELS (Campus Education Learning System)

**Option B** If you already have an active Ikkyo ID (User ID)

**Step 1** Visit the following login page. <https://cels.hit-u.ac.jp/campusweb/>

**Step 2** Log in with your Ikkyo ID and password.

**Step 3** Search a syllabus (Pull up the search engine).

**i** You can search for a syllabus by **faculty/school/program**, **course title**, **instructor**, **language** (medium of instruction), **course type** (face-to-face, on-demand, etc.), **lottery** (applicable or not applicable), **keyword**, etc.



**CAMPUS EDUCATION LEARNING SYSTEM**

HOME Student Info Bulletin Board Schedule **Syllabus** Course Self evaluation Examination Grade Other

Search for Specific Items

What's New  
You got new information.  
Bulletin board

My Schedule  
Aug 2022  
Sun Mon Tue Wed Thu Fri Sat  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30 31  
2022/08/08(Mon)  
no schedule.

Frequently Used Menu  
Student information card/student register information  
Bulletin board  
Class cancellation - Classroom change  
Course registration - registration status inquiry  
grade inquiry  
credit earned inquiry

Search for Specific Items / Search for Specific Items

Search for Specific Items

Select Faculty/Graduate School if you want to search in the detailed conditions

※Where a class is conducted via live video streaming, in whole or in part, students participating in the class may be shown on the screen (or participants' voices may be picked up). Classes will be recorded and may be made public at a later date. Therefore, please be aware that you are consenting to this when you register for a course.

Academic Year : 2022  
Course offered by : not specified  
Quarter(s) : not specified  
Course :  
Instructor : ※Partial search  
Day : not specified  
Period : not specified  
Language : not specified  
Online Registrar Lottery : ☒ All ☐ Applicable ☐ Not Applicable  
Types of Course : not specified

Search Range of Keyword is "Detailed Information",  
Class Schedule Details".  
results

**“Search for Specific Items” page on “Syllabus” tab**

Select **faculty/school/program**:  
–General Education:  
Courses taught in Japanese  
–Faculty of Commerce and Management  
–Faculty of Economics  
–Faculty of Law  
–Faculty of Social Sciences  
–International Linkage, etc...



## 4. How to Find Courses

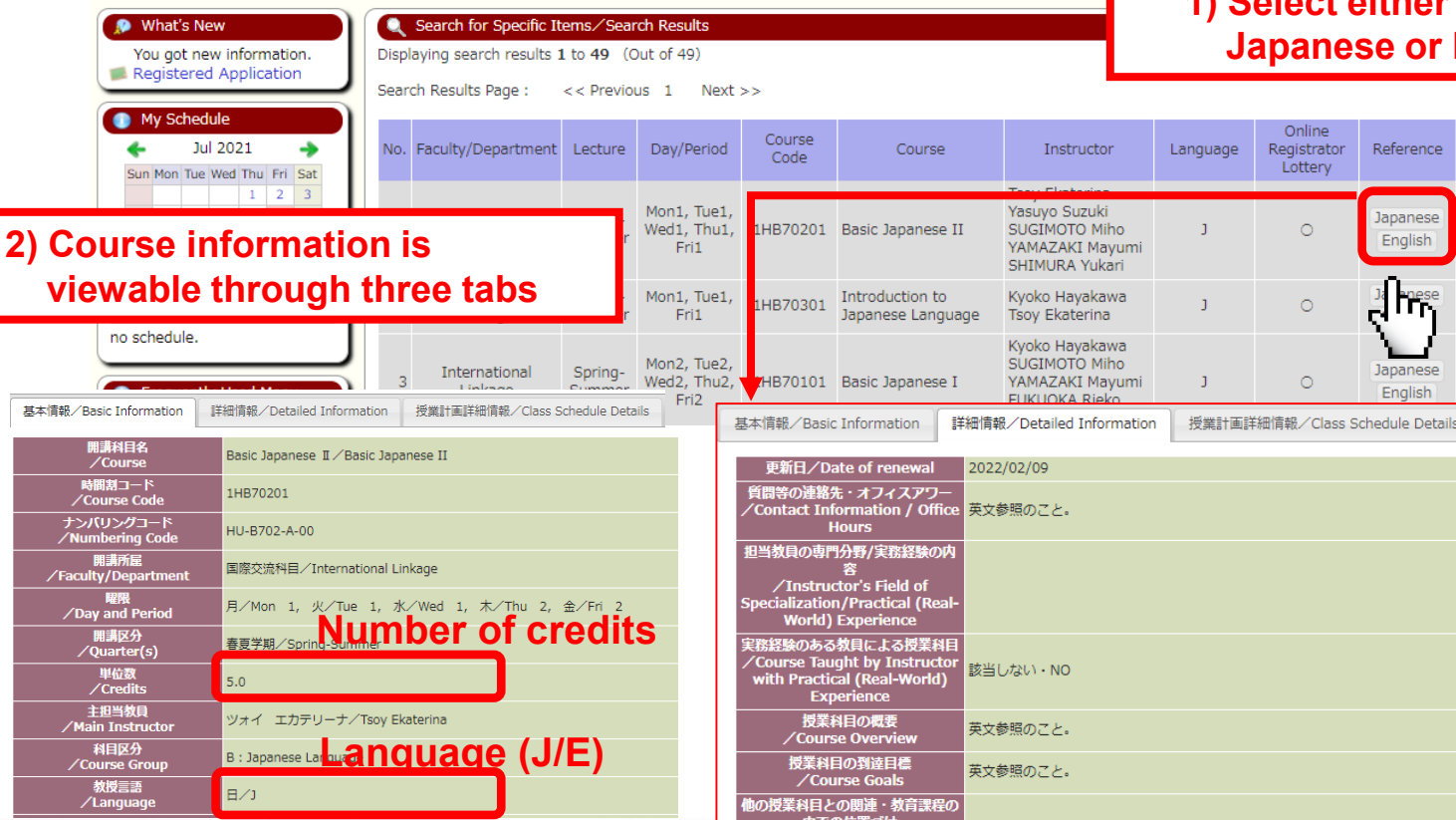
### Tool 2 CELS (Campus Education Learning System)

Option B If you already have an active Ikkyo ID (User ID)

Step 4 Select a course in order to look at its syllabus.

1) Select either  
Japanese or English

2) Course information is  
viewable through three tabs



The screenshot displays the CELS system interface. At the top, there's a search bar and a sidebar with 'What's New' and 'My Schedule'. The main area shows search results for 'Basic Japanese II'. A red box highlights the 'Japanese' and 'English' tabs in the 'Reference' column. Below the search results, a red box highlights the 'Basic Information', 'Detailed Information', and 'Class Schedule Details' tabs. The 'Basic Information' tab is selected, showing details for 'Basic Japanese II / Basic Japanese II'.

No.	Faculty/Department	Lecture	Day/Period	Course Code	Course	Instructor	Language	Online Registrar Lottery	Reference
1HB70201	International Linkage	Basic Japanese II	Mon1, Tue1, Wed1, Thu1, Fri1	1HB70201	Basic Japanese II	Yasuyo Suzuki SUGIMOTO Miho YAMAZAKI Mayumi SHIMURA Yukari	J	○	Japanese English
1HB70301	International Linkage	Introduction to Japanese Language	Mon1, Tue1, Fri1	1HB70301	Introduction to Japanese Language	Kyoko Hayakawa Tsoy Ekaterina	J	○	Japanese English
1HB70101	International Linkage	Basic Japanese I	Mon2, Tue2, Wed2, Thu2, Fri2	1HB70101	Basic Japanese I	Kyoko Hayakawa SUGIMOTO Miho YAMAZAKI Mayumi FUKUOKA Rieko	J	○	Japanese English

基本情報 / Basic Information	詳細情報 / Detailed Information	授業計画詳細情報 / Class Schedule Details
<p>開講科目名 / Course</p> <p>Basic Japanese II / Basic Japanese II</p> <p>時間割コード / Course Code</p> <p>1HB70201</p> <p>ナンバリングコード / Numbering Code</p> <p>HU-B702-A-00</p> <p>開講所属 / Faculty/Department</p> <p>国際交流科目 / International Linkage</p> <p>曜限 / Day and Period</p> <p>月 / Mon 1, 火 / Tue 1, 水 / Wed 1, 木 / Thu 2, 金 / Fri 2</p> <p>開講区分 / Quarter(s)</p> <p>春夏学期 / Spring-Summer</p> <p>単位数 / Credits</p> <p>5.0</p> <p>主担当教員 / Main Instructor</p> <p>ツオイ エカテリーナ / Tsoy Ekaterina</p> <p>科目区分 / Course Group</p> <p>B : Japanese Language</p> <p>教授言語 / Language</p> <p>日 / J</p>	<p>更新日 / Date of renewal</p> <p>2022/02/09</p> <p>質問等の連絡先・オフィスアワー / Contact Information / Office Hours</p> <p>英文参照のこと。</p> <p>担当教員の専門分野・実務経験の内容 / Instructor's Field of Specialization/Practical (Real-World) Experience</p> <p>実務経験のある教員による授業科目 / Course Taught by Instructor with Practical (Real-World) Experience</p> <p>該当しない・NO</p> <p>授業科目の概要 / Course Overview</p> <p>英文参照のこと。</p> <p>授業科目の到達目標 / Course Goals</p> <p>英文参照のこと。</p> <p>他の授業科目との関連・教育課程の 中での位置づけ</p>	

## 4. How to Find Courses

### <How “Lottery courses” are indicated>

Search for Specific Items / Search for Specific Items

Search for Specific Items

Select Faculty/Graduate School

※Where a class is conducted via participating in the class may be picked up). Classes will be recorded. Therefore, please be aware that course.

Academic Year : 2022

Course offered by : not specified

Quarter(s) : not specified

Course : ※Partial search

Instructor : ※Partial search

Day : not specified

Period : not specified

Language : not specified

Online Registrator Lottery : ☒ All ☐ Applicable ☐ Not Applicable

Types of Course : not specified

Keyword : The Search Range of Keyword is "Detailed Information", and "Class Schedule Details".

Displayed Search Results : 100 results

Search Clear

On the syllabus search screen, you can select one from the “Online Registration Lottery” options.

### Course List

Please click the link in the upper right if you want to write in Japanese.

Shows search results from 1 results to 5 results (total of 5 results)

Search results : << previous page 1 next page >>

Department	Quarter(s)	Day&Period	Course	Instructor	Language	Online Registrator Lottery
Faculty of Economics	Spring-Summer	Thu5	Special Topics in Public Economics C	WATANABE Satoshi	J	-
Faculty of Social Sciences	Spring-Summer	Thu3	Topics of Modern and Contemporary History A	NAKANO Satoshi	E	○
Faculty of Social Sciences	Intensive Course(Winter 1)	Oth	Topics in Social Sciences III	NAKANO Satoshi	E	○
Graduate School of Economics	Spring-Summer	Thu0	Special Topics in Public Economics C	WATANABE Satoshi	J	-
Graduate School of Social Sciences	Spring-Summer	T				

### Class Information

和文・英文シラバス切替え

Course	To or
Course Code	1S
Numbering Code	
Faculty/Department	Faculty of Social Sciences
Day and Period	Thu 3
Main Instructor	NAKANO Satoshi
Language	E
Online Registrator Lottery	○

If a course is a “Lottery Course,” then the symbol (○) is shown in the Course List and Class Information sections. Otherwise, the symbol (-) is shown.

## 5. Notes on Course Registration

### 5-1. Seminar (ゼミ、演習) Application Form “Blue Sheet” (UG only)

- ✓ Find out **which seminar you can register for** at the **Academic Advising Session on Friday, Mar. 31**. (Consult with your host faculty's academic staff.)
- ✓ Attend the first session of the seminar you wish to register for and **obtain the signature of the instructor/advisor on the bottom portion of the Blue Sheet**.
- ✓ Submit the **Blue Sheet** (original) to the Educational Affairs Division, Section 4 by **May 12 at 5 p.m.**
- ✓ Registration for a Seminar on CELS will be manually processed by the Educational Affairs Division. (It may take about a month).

交流学生・日研究生：( 春夏 ・ 秋冬 ) 学期

**学生記入欄** Seminar on Majoring Subject 誓約書兼履修申込書

一橋大学教務課 ご担当者様

学籍番号： \_\_\_\_\_

所属学部： 商 / 経 / 法 / 社

区 分： 交流学生 / 日研究生

留学期間： \_\_\_\_\_ 年 \_\_\_\_\_ 月から (6 か月 / 1 年間)

署 名 欄： \_\_\_\_\_

氏名/Name in print: ( \_\_\_\_\_ )

日 付： \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

このたび、Seminar on Majoring Subject を履修するにあたり、次のことを誓約します。

1. 学業について

☐ 指導教員の指示に従い、学業に励みます。

☐ 指定された曜日・時間のゼミに参加します。

2. 履修登録について

<留学期間が【1年間】の場合は、次のいずれかにチェックしてください>

☐ 1年間、Seminar on Majoring Subject を履修登録します。

※留学期間の履修登録期間に、再度この誓約書兼履修申込書の提出が必要です。

☐ ( 春夏 ・ 秋冬 ) 学期のみ、Seminar on Majoring Subject を履修登録します。

<留学期間が【6か月間】の場合は、次にチェックしてください>

☐ ( 春夏 ・ 秋冬 ) 学期のみ、Seminar on Majoring Subject を履修登録します。

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**ゼミ担当教員 (指導教員) 記入欄**

Seminar on Majoring Subject 履修許可書

上記学生が Seminar on Majoring Subject を ( 春夏 ・ 秋冬 ) 学期に履修登録し、授業に参加することを許可します。

日付： \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日      ゼミの曜日・時間： \_\_\_\_\_

指導教員名： \_\_\_\_\_

**ゼミ担当教員 (指導教員) の方へ**

この「Seminar on Majoring Subject 誓約書兼履修申込書」を持参した交流学生・日研究生のゼミへの参加ならびに履修登録を許可いただける場合は、破線以下「履修許可書」にご記入のうえ、学生にご返却ください。交流学生・日研究生のゼミへの参加許可は、各ゼミ担当教員 (指導教員) の判断に委ねられておりますので、本誓約書兼履修申込書は、ゼミ参加許可を要請するものではありません。なお、交流学生のゼミ履修については、付与単位数は春夏学期または秋冬学期それぞれで2単位です。また、成績評価は可・不可ではなく、A+ABCF による5段階評価となります。


ご質問やご不明な点は、下記までお問い合わせください。

教務課教務第四係 (内線：8162)      メールアドレス： [edu-gs\\_g2ad.hit-u.ac.jp](mailto:edu-gs_g2ad.hit-u.ac.jp)

## 5. Notes on Course Registration

### 5-2. Course Registration Guideline “Pink Sheet” (UG only)

Pink Sheet 

- ✓ In principle, all undergraduate level courses at HU are open to exchange students **EXCEPT** some courses listed in this Guideline ( [Pink Sheet](#)  ).



All **undergraduate** exchange students must register for **at least 6 slots of class time per week**. (See 5-5)

交流学生（学部生）及び日本語・日本文化研修留学生履修ガイドラインについて  
Course Registration Guidelines for Exchange Students (Undergraduate Level) and MEXT Japanese Studies Students

交流学生及び日本語・日本文化研修留学生の履修登録について、「一橋大学学部履修規則」等に準じ、以下のとおりとする。

1) 1年間に履修登録し得る科目の単位数の限度は、44単位とする。

2) 本学が日本語教育プログラムで提供する日本語科目を履修する場合には、必ず本学が行う日本語プレースメントテストを受け、その結果に基づいたレベルの科目を履修すること。

3) 全ての学期において、出入国管理法及び難民認定法第七条第一項第二号に基づく1週間につき10時間以上の履修を満たすため、1週間につき105分の授業を6コマ以上履修すること。なお、日本国籍を有する交流学生についても同様の扱いとする。

4) 以下の科目については、履修を制限する。また、以下の科目以外にもシラバス等に特別の記載がある場合には、それに従うこと。

1) The maximum number of credits for courses for which a student may register in one year shall be 44.

2) Before registering for a Japanese language course offered under the Hitotsubashi University Japanese Language Education Program, a student must sit the Japanese language placement test conducted by the University and select a course of the level indicated by the results of that test.

3) Every term, a student must register for courses with a total of at least six 105-minute slots of class time per week in order to fulfill the requirement laid down in Article 7, Clause 1, Item 2 of the Immigration Control and Refugee Recognition Act that the student attend at least 10 hours of classes per week. This rule shall be applied equally to exchange students with Japanese nationality.

4) Registration for the courses listed below shall be restricted. Students must also satisfy any conditions stated in the syllabus or other written guidance for courses other than those listed below.

履修制限 Restrictions on Course Registration	開講区分 Department	日本語科目名 Subject Title in English
		「導入ゼミナールⅠ・Ⅱ」 Undergraduate Introductory Seminar 1 / 2
		「前期ゼミナール（英書講読）Ⅰ・Ⅱ」 Seminar (Intensive Readings) 1 / 2

3) 全ての学期において、出入国管理法及び難民認定法第七条第一項第二号に基づく1週間につき10時間以上の履修を満たすため、1週間につき105分の授業を6コマ以上履修すること。なお、日本国籍を有する交流学生についても同様の扱いとする。

3) Every term, a student must register for courses with a total of at least six 105-minute slots of class time per week in order to fulfill the requirement laid down in Article 7, Clause 1, Item 2 of the Immigration Control and Refugee Recognition Act that the student attend at least 10 hours of classes per week. This rule shall be applied equally to exchange students with Japanese nationality.



## 5. Notes on Course Registration

### 5-3. Restrictions for Exchange Students

- ✓ For **undergraduate students**: Courses offered by graduate schools are **NOT open to them**.
- ✓ For **graduate students**: Courses offered under the **Master of Business Administration Program (MBA)**, the **School of International Corporate Strategy (ICS)**, and **Business Law** are **NOT open to them**.

#### Syllabus Search

Please click the link in the upper right if you want to write in Japanese.

Academic Year : 2022 ▼  
 Faculty/Department : Not specified ▼  
 Quarter(s) : Not specified ▼

- ✓ Among **UG** courses, courses on the HGP course list (International Linkage, Japanese Language courses, and advanced UG courses) are **open to graduate students**.

UG

General Education  
 Faculty of Commerce and Management  
 Faculty of Economics  
 Faculty of Law  
 Faculty of Social Sciences  
 in preparation 0

---

International Linkage  
 Pedagogical Subjects  
 Graduate School of Business Administration  
     Researcher Training Course  
     Management Analysis Program  
     Business Administration Program  
     Financial Strategy Program  
     International Corporate Strategy  
 Graduate School of Economics  
 Graduate School of Law  
     Law and International Relations  
     Business Law  
 Graduate School of Social Sciences  
 Graduate School of Language and Society  
 School of International and Public Policy  
     Asian Public Policy Program  
 in preparation 1  
 Graduate School of Commerce and Management  
 Graduate School of International Corporate Strategy  
 Law school

**G**

**NOT open to exchange students**

## 5. Notes on Course Registration

### 5-4. Maximum Number of Credits for UG Students

#### <Maximum Number of Credits>

UG exchange students can register for a maximum of 14 credits per quarter, i.e., 28 credits throughout the semester, and 44 credits per academic year (This applies to the period of April to March of the following year).



For **graduate students**, contact your Graduate School Office for the minimum and maximum number of credits you should or can register for.

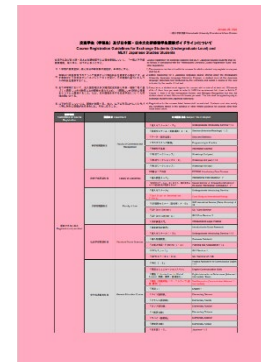


It is **your responsibility** to check the minimum requirements imposed by your home institution for the period of your exchange at HU.

## 5. Notes on Course Registration

### 5-5. Class Time Requirement (1)

- ✓ **UG students** must fulfill a **Class time** requirement  
: UG students are required to register for a minimum of 6 slots of class time every quarter (throughout the semester).



(Example)

	Mon	Tue	Wed	Thu	Fri
1st					
2nd	●		●		
3rd		●		●	
4th	●			●	
5th					

● = 1 slot of class time

- ✓ **On-demand/Online** courses can also be counted as 1 slot in a week.

## 5. Notes on Course Registration

### 5-5. Class Time Requirement (2)

Semester  
Course

Semester courses

Quarter  
Course

Quarter courses

**BAD!!**

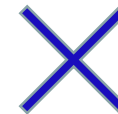
Spring quarter

	Mon	Tue	Wed	Thu	Fri
1st	①	①			①
2nd		②	③		②
3rd	②				
4th					
5th					

<Spring>  
7 slots of  
class time  
<Summer>  
5 slots of  
class time

Summer quarter

	Mon	Tue	Wed	Thu	Fri
1st	①				
2nd			③		
3rd	②	③			③
4th					
5th					



**NOT fulfilled**

The **Summer** quarter  
has only 5 slots of  
class time per week:  
**Requirement NOT  
fulfilled**

**GOOD!!**

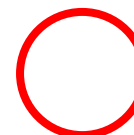
Spring quarter

	Mon	Tue	Wed	Thu	Fri
1st	①			①	
2nd	①	①	①	①	①
3rd					
4th				③	
5th	②				

<Spring>  
9 slots of  
class time  
<Summer>  
9 slots of  
class time

Summer quarter

	Mon	Tue	Wed	Thu	Fri
1st					
2nd	①	①	①	①	①
3rd		②			②
4th				③	
5th	②				



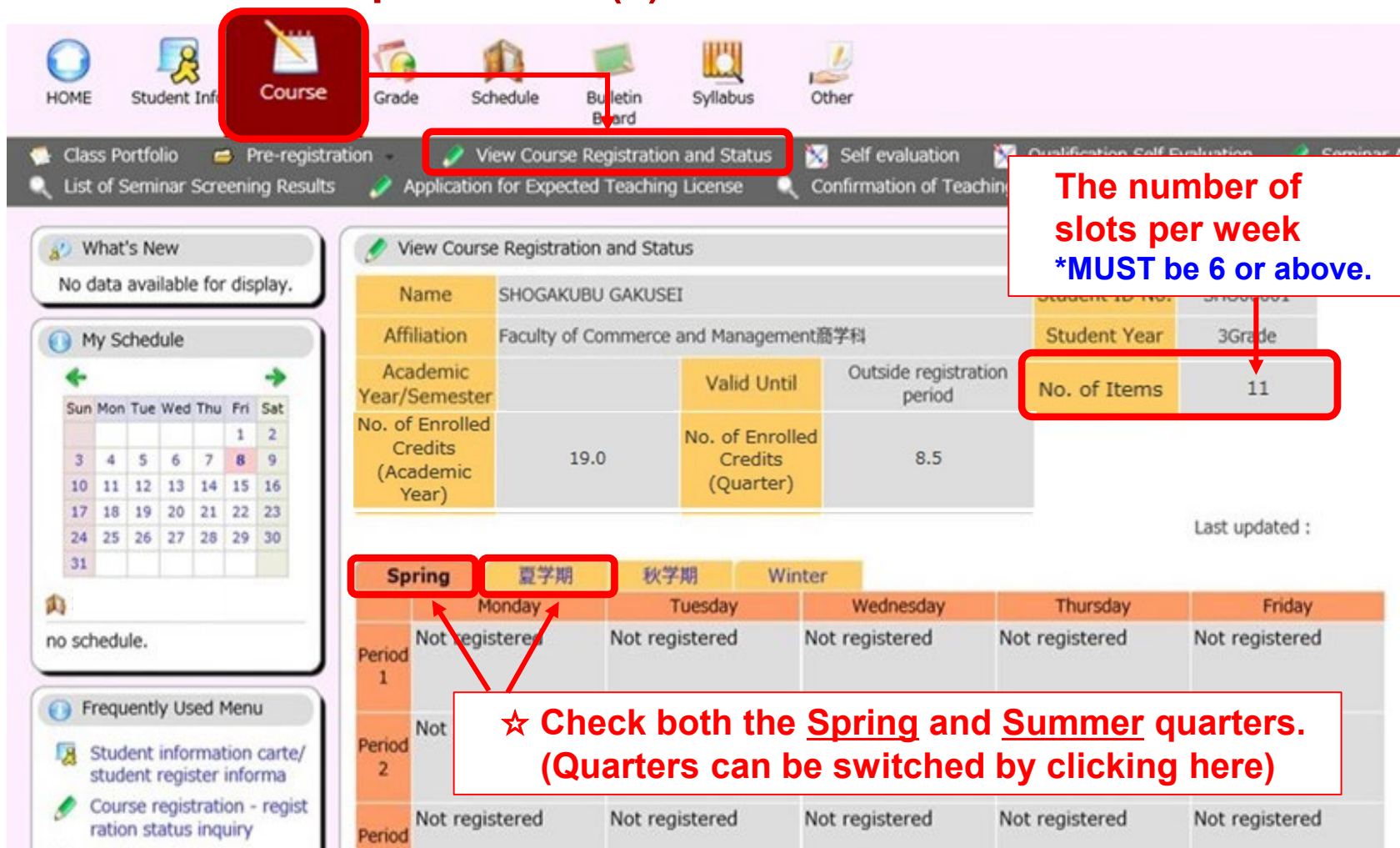
**Fulfilled**

Both the **Spring** and  
**Summer** quarters  
exceed 6 slots of class  
time per week:  
**Requirement fulfilled**



## 5. Notes on Course Registration

### 5-5. Class Time Requirements (3) – How to check the numbers



The screenshot shows the CELS system interface. The 'Course' menu is highlighted in the top navigation bar. The 'View Course Registration and Status' link is also highlighted. The main content area displays the registration status for a student named SHOGAKUBU GAKUSEI, Faculty of Commerce and Management, 3rd Grade. The 'No. of Enrolled Credits (Academic Year)' is 19.0, and the 'No. of Enrolled Credits (Quarter)' is 8.5. The 'No. of Items' is 11. A red box highlights the 'No. of Items' and a text box states: 'The number of slots per week \*MUST be 6 or above.' The 'My Schedule' section shows a calendar with the date 8 highlighted. The 'Frequently Used Menu' section includes links for 'Student information card/student register information' and 'Course registration - registration status inquiry'. The 'View Course Registration and Status' section shows a table with columns for 'Spring', 'Summer', 'Autumn', and 'Winter'. The 'Spring' and 'Summer' columns are highlighted with red boxes. A red box highlights the 'Spring' and 'Summer' columns and a text box states: '☆ Check both the Spring and Summer quarters. (Quarters can be switched by clicking here)'. The table shows registration status for various periods and days of the week.

	Spring	Summer	Autumn	Winter
Monday	Not registered	Not registered	Not registered	Not registered
Tuesday	Not registered	Not registered	Not registered	Not registered
Wednesday	Not registered	Not registered	Not registered	Not registered
Thursday	Not registered	Not registered	Not registered	Not registered
Friday	Not registered	Not registered	Not registered	Not registered
Saturday	Not registered	Not registered	Not registered	Not registered
Sunday	Not registered	Not registered	Not registered	Not registered

## 5. Notes on Course Registration

### 5-6. Approval of Your Study Plan

- ✓ If you need an approval of your study plan (courses registered at HU) from your home institution, obtain confirmation **before** the 1<sup>st</sup> Entry of lottery period.

<b>Lottery Period</b> <b>(@CELS)</b>	<b>1<sup>st</sup> Entry:</b> <b>Apr. 3, 9 a.m. - Apr. 4, noon</b>
---	--



It is **your responsibility** to confirm the guidelines of credit transfer at your home institution.



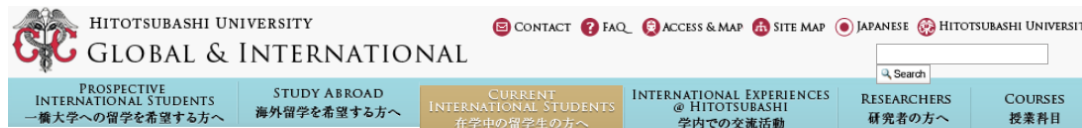
There is **no remedy** even if you forgot to register, registered for a wrong course, or did not register for enough number of credits required by your home institution.



## 6. Academic Calendar/Grade/manaba

### 6-1. Academic Calendar

- ✓ The Academic Calendar for Exchange Students is available at:  
<https://international.hit-u.ac.jp/en/curr/exchange#A>



Home > Current International Students > For Exchange Students

CURRENT INTERNATIONAL STUDENTS  
在学中の留学生の方へ

- ▶ For MEXT Scholarship Students
- ▶ For Privately Financed International Students
- ▶ For Exchange Students
- ▶ Procedures after entering Hitotsubashi University
- ▶ Request for a Certificate
- ▶ Information about Visas and Life in Japan
- ▶ Support Services for International Students
- ▶ Accommodation

Resources for Students

- ▶ Japanese Language Education
- ▶ International Student and Study Abroad Advising Office
- ▶ Hitotsubashi University Global Education Program (GEP)

#### For Exchange Students

This page shows information for our exchange students who are currently enrolling at Hitotsubashi University as an exchange student, please check the information on this [prospective international exchange students](#).

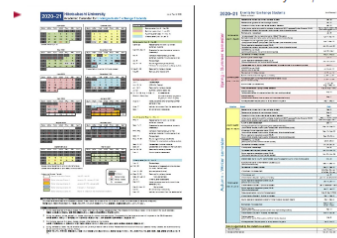
- ▶ International Students
- ▶ Academic Calendar
- ▶ Course Registration
- ▶ Course S
- ▶ Scholarships for Exchange Students
- ▶ Procedures before Returning Home

#### International Student Orientation Handouts

Handouts given in the International Student Orientation are available [here](#) for your reference.

#### Academic Calendar

- ▶ 2022-23 Academic Calendar as of May 31, 2022 **NEW** (271KB)



(271KB)

**2022-23 Hitotsubashi University Academic Calendar for Undergraduate Exchange Students** (As of May 31, 2022)

**April 2022**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

\*Classes held on April 28.

**May 2022**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

\*Classes held on May 2 (Wednesday classes).  
 \*Classes held on May 5.

**June 2022**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

\*Classes held on July 18.

**July 2022**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

\*Classes held on July 18.

**August 2022**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	

**October 2022**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

\*Classes held on November 3.

**November 2022**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

\*Classes held on November 3.

**December 2022**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**January 2023**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**February 2023**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6

**Semester dates**

- Spring quarter (Apr. 11 - May 31)
- Summer quarter (Jun. 1 - Jul. 23)
- Autumn quarter (Sep. 12 - Oct. 31)
- Winter quarter (Nov. 2 - Jan. 6)

**Spring quarter (Apr. 11 - May 31)**

- Mar. 28: Residence hall move-in day for new exchange students
- Mar. 24 - Apr. 1: Orientation for new international students (Online)
- Apr. 1: Start of quarter
- Apr. 11: Classes begin
- Apr. 8 - 15: Course registration period (CELS)
- Apr. 27: Mandatory health check-up for new exchange students (including a chest X-ray)
- May 28, 29: Examination dates for online courses
- May 31: Spring quarter classes end

**Summer quarter (Jun. 1 - Jul. 23)**

- Jun. 1: Start of quarter. Classes begin
- Jun. 11, 12: KODJARA Festival (TBC)
- Jul. 20 - 23: Examination dates for online courses
- Jul. 23: Summer quarter classes end
- Aug. 6 - Sep. 9: Summer break
- Aug. 8, 9: Make up examinations for Spring-Summer semester (TBC)
- Aug. 16: Last day to move out from the residence hall
- Aug. 31: Grade/transcript release day

**Autumn quarter (Sep. 12 - Oct. 31)**

- Aug. 29: Residence hall move-in day for new exchange students
- Aug. 29 - Sep. 2: Orientation for new international students (Online)
- Early-Sep: Mandatory health check-up for new exchange students (including a chest X-ray)
- Sep. 10: Start of quarter

## 6. Academic Calendar/Grade/manaba

### 6-2. Grade/Transcript

- ✓ The grade release day on CELS for the Spring-Summer semester is **August 31, 2023**. This schedule is fixed and cannot be expedited (**non-negotiable**).
- ✓ An official transcript will be sent to you and your home institution by email within a few business days after the grade release day.





**!** If the above grade release day does not meet the timeline for the credit transfer process at your home institution, **consult with your home institution's relevant office** and ask for an alternative solution.

**!** **Do not contact** the instructors of your registered courses and ask them to disclose your grade information before the above grade release day (even if it is just related to pass/fail).

## 6. Academic Calendar/Grade/manaba

### 6-3. Grading Standards

Grades (grade point average)	
A+ = 4.3	Outstanding
A = 4.0	Excellent
B = 3.0	Good
C = 2.0	Satisfactory
F = 0.0	Fail (not completed)

-  **A+**, **A**, **B**, and **C** mean a **pass**, and **F** means a **fail**.
-  Courses that you have withdrawn from **will not be listed** on your official transcript.


## 6. Academic Calendar/Grade/manaba



### 6-4. Request for Explanation of a Grade (UG only) (1)

- ✓ If you wish to inquire about your grades, you may make a request to the instructor of a registered course through the Educational Affairs Division.
- ✓ **The request period for the explanation of a grade for the Spring-Summer semester is from August 31 to September 1 (Japan Time).**
- ✓ Only requests from a Hitotsubashi G-mail address (See II 1) are acceptable.

 You cannot directly request the instructor to change your grade.

 A request for an explanation of a grade cannot be accepted before or after the above specified period. It is highly recommended that you check your grades on CELS on the grade release day.



## 6. Academic Calendar/Grade/manaba

### 6-4. Request for Explanation of a Grade (UG only) (2)



- ✓ A manual on how to make a request and a request form are available on CELS.

CELS > Download Center > 2 授業・履修関係 Courses/Classes > 成績説明請求 Request for Explanation of a Grade

CAMPUS EDUCATION LEARNING SYSTEM

HOME Student Info Bulletin Board Schedule Syllabus Course Examination Grade **Download Center** Japanese About 60 min Logout

ダウンロードセンター

What's New  
No data available for display.

My Schedule  
no schedule.

Frequently Used Menu  
Student information card/student register information  
Bulletin board  
Class cancellation · Classroom change  
Course registration - registration status inquiry

ダウンロードセンター

Search by open period.  
From  To

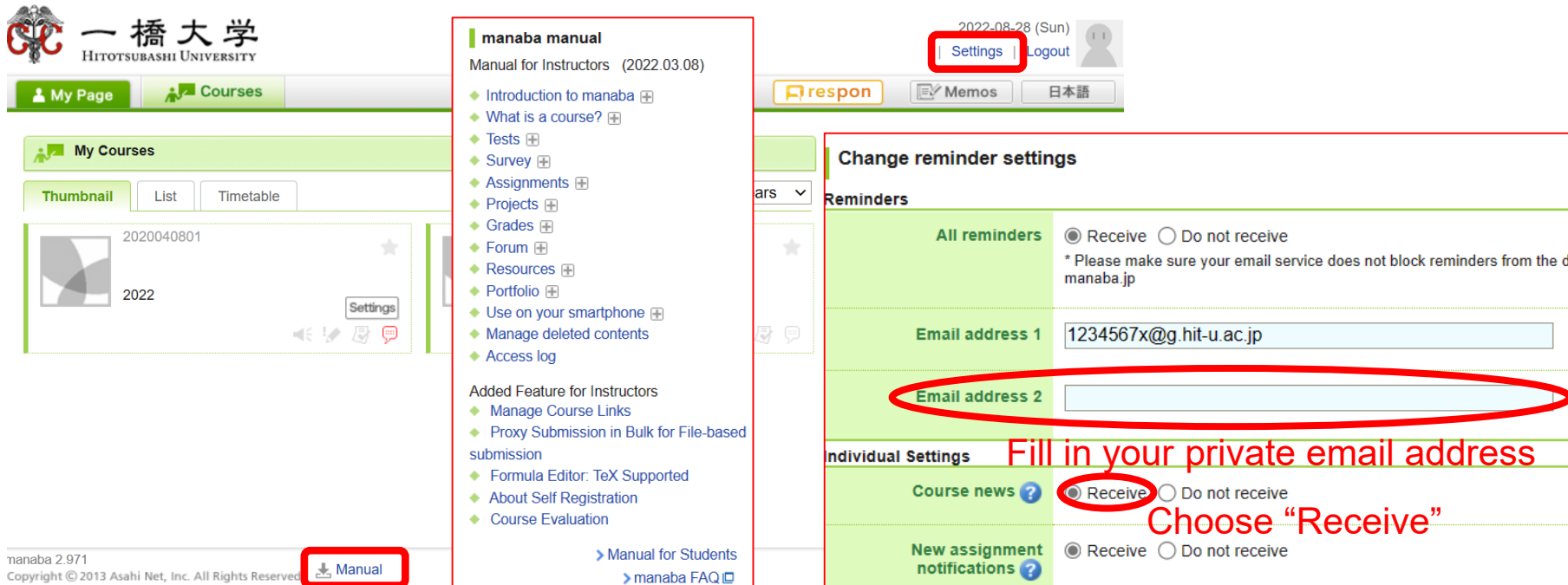
Folder Name	Open Period	Owner	Summary
1. 時間割 Timetable	1,4,19 - 31,3,24	教務課 教務第一係	時間割
<b>2. 授業・履修関係 Course/Classes</b>	1,4,19 - 31,3,24	教務課 教務第一係	授業・履修関係
カリキュラム関係 Curriculum	1,4,19 - 31,3,24	教務課 教務第一係	カリキュラムの変更、科目の廃止・変更等に関する情報
ゼミ選考 Seminar Application	1,4,19 - 31,3,24	教務課 教務第一係	現在掲載している情報はありません。
<b>成績説明請求 Request for Explanation of a Grade</b>	1,4,19 - 31,3,24	教務課 教務第一係	春・夏学期の請求期間 [8/30(金)~9/2(月)]

## 6. Academic Calendar/Grade/manaba



### 6-5. “manaba”

- ✓ “manaba” is an E-portfolio and learning assistance system. The course instructors often post a soft copy of handouts and assignments on “manaba.”



The screenshot displays the manaba system interface. On the left, the 'manaba manual' sidebar is visible, listing various features like 'Introduction to manaba', 'Tests', 'Assignments', and 'Grades'. A red box highlights the 'Manual' link at the bottom of this sidebar. The main content area shows the 'Change reminder settings' page. A red box highlights the 'Settings' link in the top navigation bar. Another red box highlights the 'Email address 2' field, which is currently empty. A red oval is drawn around the 'Email address 2' field, and a red arrow points to it with the text 'Fill in your private email address'. Below this, the 'Course news' and 'New assignment notifications' sections are visible, both with 'Receive' selected. A red box highlights the 'Receive' radio button for 'Course news' with the text 'Choose “Receive”'. The bottom of the page shows the footer with 'manaba 2.971' and 'Copyright © 2013 Asahi Net, Inc. All Rights Reserved'.



**WEB lottery and course registration can only be processed through “CELS,” NOT “manaba.”**



## 7. How to Find Classrooms

CAMPUS EDUCATION LEARNING SYSTEM

HOME Student Info Bulletin Board Schedule Syllabus **Course** Examination Grade Other

Click

Smartphone page Japanese About 57 min Logout

Class Portfolio Pre-registration View Course Registration and Status Self evaluation Seminar Application  
List of Seminar Screening Results Application for Expected Teaching License Confirmation of Teaching-Related Courses Taken Self Evaluation Sheet Input  
Nursing Care Experience Schedule Course Withdrawal

What's New  
You got new information.  
Bulletin board

My Schedule  
Mar 2022  
Sun Mon Tue Wed Thu Fri Sat  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 29 30 31  
2022/03/14(Mon)  
no schedule.

Frequently Used Menu  
Student information carte/  
student register informa  
Bulletin board  
Class cancellation · Classro  
om change

Class Portfolio

★ Whats N  
• Not in

... Day of the Week, Period  
月:Monday, 火:Tuesday, 水:Wednesday, 木:Thursday, 金:Friday

... Classrooms

Registered Co

2021 Academic Year Winter Display

Course	Day/Period/Classroom
Practical Applications for Communicative English II	火4 26教室 木5 26教室
English LL I	
Calculus I	
computer literacy	月3 情報教育棟演習室11

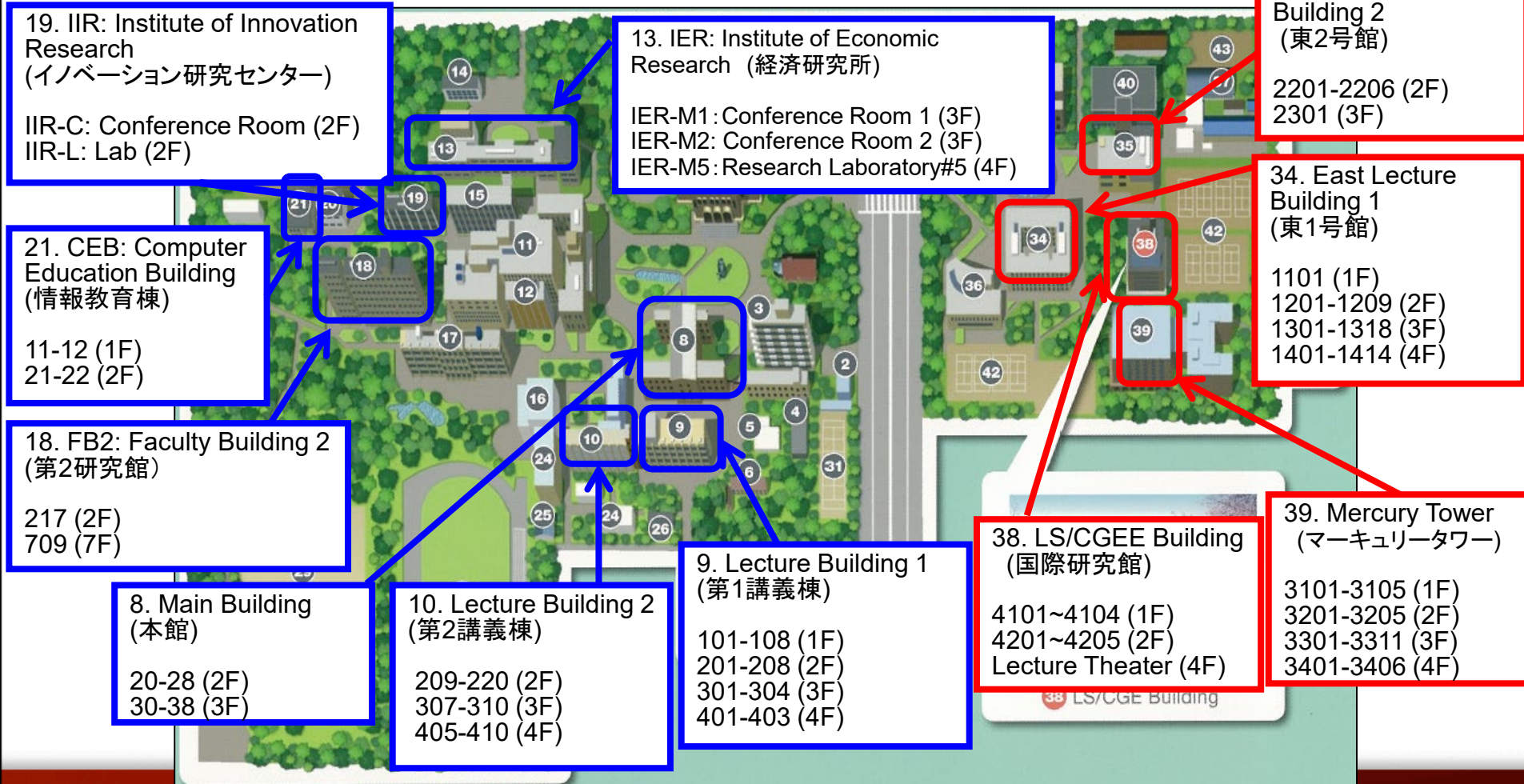


**Classrooms do NOT belong to particular faculties nor departments and spread around both East and West campuses.**

[Classrooms]

- 8. Main Building (本館), West Campus <2-digit number>
- 9. Lecture Building 1 (第1講義棟), West Campus <3-digit number>
- 10. Lecture Building 2 (第2講義棟), West Campus <3-digit number>
- 13. IER: Conference Rooms on 3F of Institute of Economic Research (経済研究所会議室), West Campus
- 19. IIR-C / IIR-L: Conference Room / Lab, 2F of Institution of Innovation Research (イノベーション研究センター), West Campus
- 21. CEB: Computer Education Building (情報教育棟), West Campus

- 34. East Lecture Building 1 (東1号館), East Campus <4-digit number starting with 1>
- 35. East Lecture Building 2 (東2号館), East Campus <4-digit number starting with 2>
- 38. CGEE : LS/CGEE Building (国際研究館), East Campus
- 39. Mercury Tower (マーキュリータワー), East Campus <4-digit number starting with 3>



## II. Communication Methods between Students and HU



# 1. Communication Methods

- ✓ Students must frequently check announcements from the Educational Affairs Division posted on CELS, manaba, and HU's website.
- ✓ Even if students suffer a disadvantage because they fail to check the information posted on the above places, there is no remedy for such a disadvantage.
- ✓ Particularly, important information is also sent to students via the HU G-mail system. Students must make a habit of checking e-mails from HU's offices (or set up auto-forwarding).



Your HU G-mail is:

**Student ID Number (alphabets in lowercase) @g.hit-u.ac.jp**

Sample: for UGs, **1234567x@g.hit-u.ac.jp**

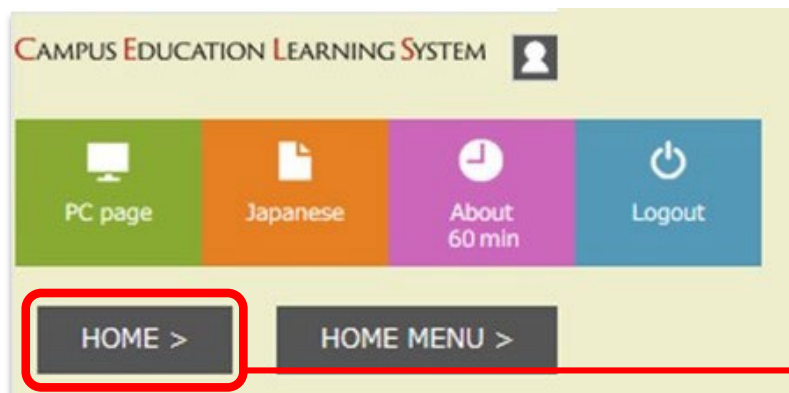
for Grads, **ab1234567@g.hit-u.ac.jp**

Login @ <http://mail.g.hit-u.ac.jp/>

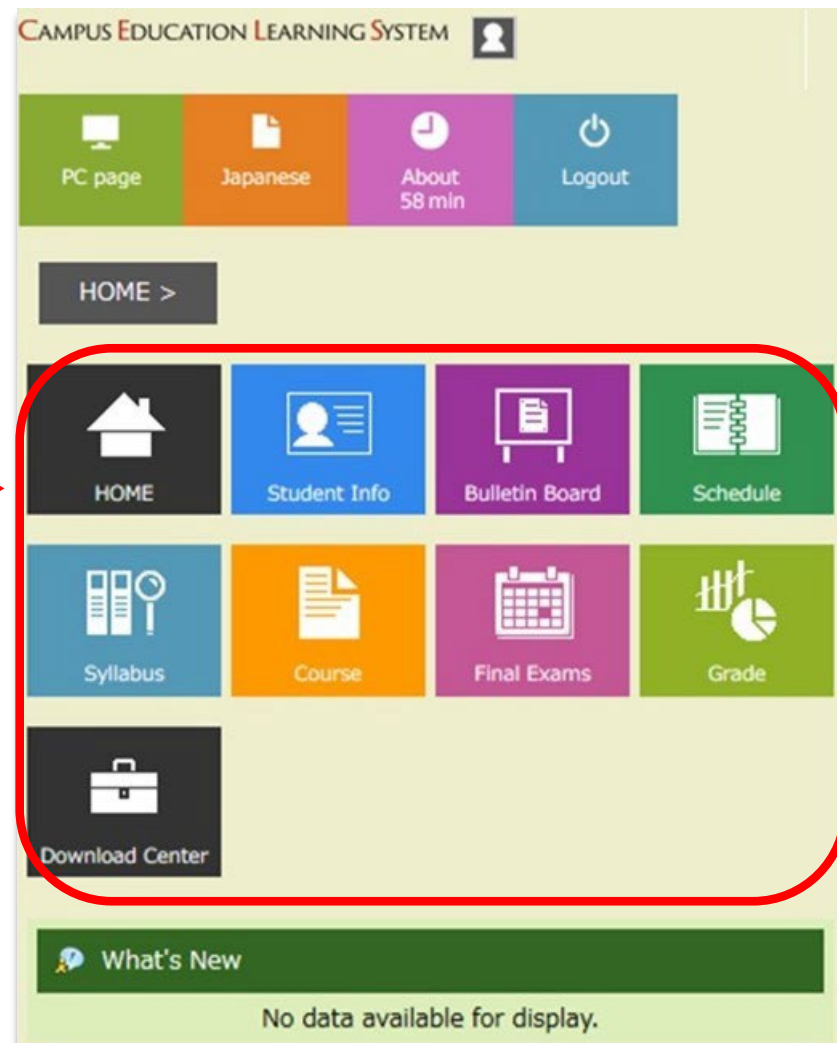


# 1. Communication Methods

## CELS smartphone screen



Click “Home” to show all menus





## 2. Class Cancellation, Changes in Classrooms

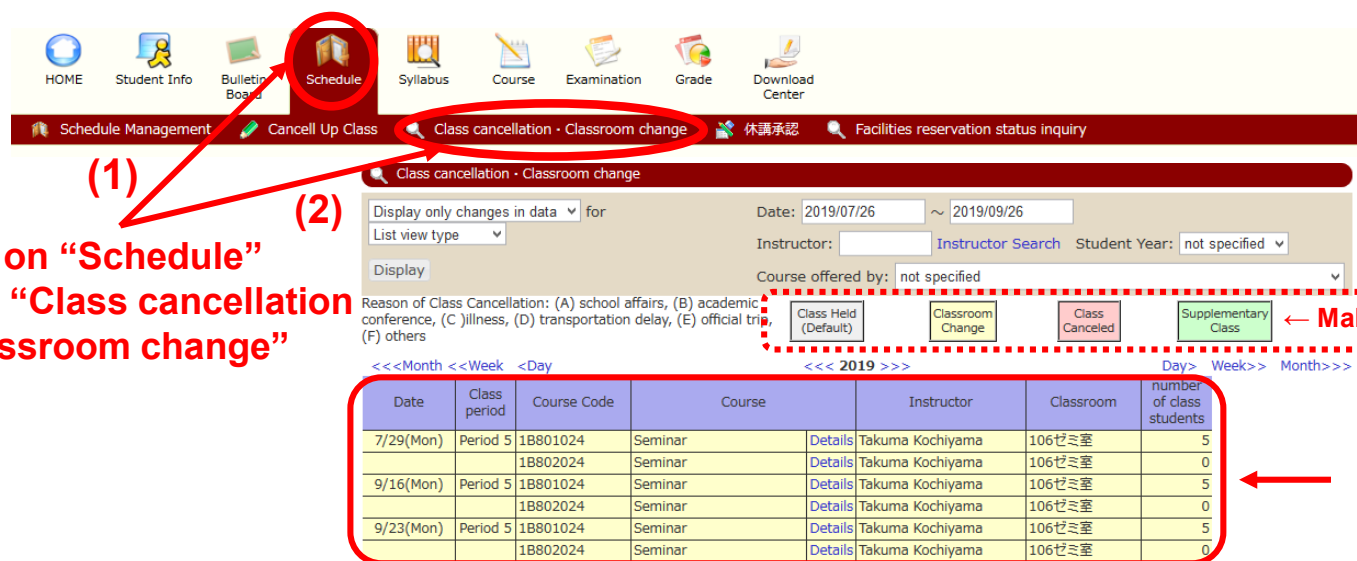
**Option A** If you have NOT registered for courses yet

(before course registration/lottery)

**Step 1** Go to the CELS website: <https://cels.hit-u.ac.jp/>

**Step 2** Log in with your Ikkyo ID and password

**Step 3** Open “Class cancellation・Classroom change”



(1) Click on “Schedule”

(2) Open “Class cancellation・Classroom change”

Reason of Class Cancellation: (A) school affairs, (B) academic conference, (C) illness, (D) transportation delay, (E) official trip, (F) others

Class Held (Default) Classroom Change Class Canceled Supplementary Class ← Make-up Class

Date	Class period	Course Code	Course	Instructor	Classroom	number of class students
7/29(Mon)	Period 5	1B801024	Seminar	Takuma Kochiyama	106ゼミ室	5
		1B802024	Seminar	Takuma Kochiyama	106ゼミ室	0
9/16(Mon)	Period 5	1B801024	Seminar	Takuma Kochiyama	106ゼミ室	5
		1B802024	Seminar	Takuma Kochiyama	106ゼミ室	0
9/23(Mon)	Period 5	1B801024	Seminar	Takuma Kochiyama	106ゼミ室	5
		1B802024	Seminar	Takuma Kochiyama	106ゼミ室	0

The color of each row (class) indicates the type of posted information there.

## 2. Class Cancellation, Changes in Classrooms

学務情報  
システム

CELS  
Carnegie Education Learning System

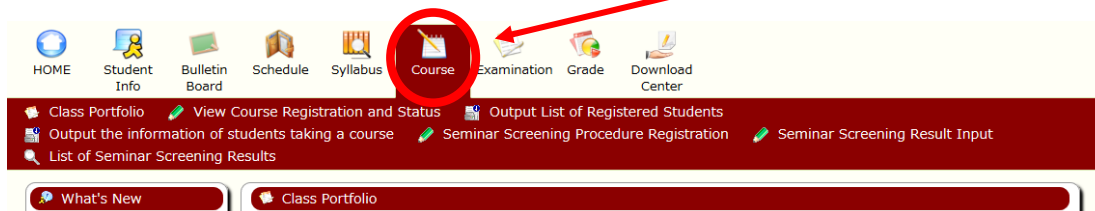
**Option B** If you have already registered for courses (after course registration)

**Step 1** Go to the CELS website: <https://cels.hit-u.ac.jp/>

**Step 2** Log in with your Ikkyo ID and password

**Step 3** Open “Class Portfolio”

**Open Class Portfolio by clicking on the “Course” icon.**



**Click on the course you want to check for details.**

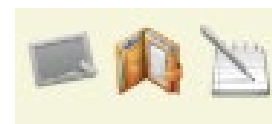
### Registered Courses

2019 Academic Year Summer Display

Course	Day/Period	Classroom
Advanced Japanese Writing I	Mon2	4203教室
Advanced Japanese Reading 2	Wed2	国際研究館大教室
Advanced Japanese Grammar	Tue4,Thu2	4101教室
Interactive Course on Business Basics(Management)	Wed5	イノベーション研究センター第2ラボ
Advanced Japanese in Economics II	Tue3	4204教室

Course Registration Status Credits Earned Status

1 2 3



The icon(s) will be colored if the corresponding contents are posted.

1 Notice  
2 Class Cancellation and Make-up Class  
3 Examination

## 2. Class Cancellation, Changes in Classrooms

### Class Portfolio - Detail

Academic Year・Semester	2019Academic Year Spring	Day/Period	Tue3	Classroom	4204教室
Course offered by	Faculty of Economics	Course Code	1ET22101		
Course	Advanced Japanese in Economics II	Instructor	IMAMURA Kazuhiro		



Search for Specific Items

### Notice List

Information for Notice not found.

### Class Cancellations / Supplementary Classes Schedule

#### Classroom Change

Information for Classroom Change not found.

#### Class Canceled

Date	Class period	Classroom	Instructor	Notes
4/23(Tue)	3Period		IMAMURA Kazuhiro	

#### Supplementary Class

← Make-up Class

Date	Class period	Classroom	Instructor	Notes
5/21(Tue)	3Period	4203教室	IMAMURA Kazuhiro	

### Regular Exam Schedule

#### Exam Period

Information for Examination not found.

#### Examination through report submission

Information for Examination through report submission not found.

Back

Check classroom change,  
class cancellation, and  
make-up class.





### ⑧ Main Building 本館 (Honkan)

#### Educational Affairs Division Section 1, 2, 4, 5

- Course registration, Certificates & Student ID cards (for UG)
- Student Exchange Coordinators

#### Student Services Division

- Residence hall matters, Japanese pensions
- Part-time jobs, Lost & Found

### ③④ East Lecture Bldg. 1

東1号館 (ひがしいちごうかん)

#### Educational Affairs Division Section 3

- HGP Coordinator's Office

### ⑪ Library

図書館 (としよかん)

### ⑬ West Plaza/Cafeteria

西生協・学食 (がくしょく)



### ③⑨ Mercury Tower

マーキュリータワー

3F Graduate School of International and Public Policy:

East Campus  
東キャンパス

③⑧ LS/CGE Building

### ③⑧ LS/CGEE Building

国際研究館 (こくさいけんきゅうかん)

Language Community, Tutorial Services: 1F  
留学生・海外留学相談室 :2F  
International Student & Study Abroad Advising Office  
Graduate School of Language and Society :3F

### ③ Administration Building

法人本部棟 (ほうじんほんぶどう)

\*Graduate School Offices are located here.  
Business Administration / Economics: 3F  
Law / Social Sciences: 4F

### ⑤ Health Center

保健センター  
(ほけんせんたー)

West Campus  
西キャンパス

# Thank you for your attention!

If you have any questions on course registration procedures, contact us by e-mail.

Educational Affairs Division, Section 4

[edu-gs.g2@ad.hit-u.ac.jp](mailto:edu-gs.g2@ad.hit-u.ac.jp)

Business hours: 8:30 a.m. - 5:15 p.m.

Main Building 1F, West Campus



- ✓ For specific instructions on WEB lottery, refer to “**Manual for WEB Lotteries**” from [here](#). ✓ For specific instructions on course registration, refer to “**CELS Online Course Registration Operation Overview**” from [here](#).

**WEB Lotteries**  
(for Undergraduate students, Graduate students, Exchange students, and MEXT Japanese Studies Students)

- ◇1st Entry : Sep. 5, 9 a.m. – Sep. 6, noon  
For courses offered in the autumn and/or winter quarters, winter intensive courses  
(Announcement of results: Wednesday, Sep. 7, 3 p.m.)
- ◇2nd Entry: Sep. 7, 5 p.m. – Sep. 8, 2 p.m.  
For courses offered in the autumn and/or winter quarters, winter intensive courses  
(Announcement of results: Thursday, Sep. 8, 8 p.m.)
- ◇3rd Entry : Oct. 11, noon. – Oct. 12, noon.  
For courses offered in the winter quarter and winter intensive courses  
(Announcement of results: Thursday, Oct. 13, noon.)
- ◇4th Entry : Dec. 12, noon. – Dec. 13, noon.  
For winter intensive courses  
(Announcement of results: Wednesday, Dec. 14, noon.)

**CELS Online Course Registration  
Operation Overview**

