CELS Online Course Registration Operation Overview



◆ Course Registration Period : Apr. 7 – Apr. 14

(For courses offered in the Spring and/or Summer quarters, Summer Intensive Course)

- This overview is about course registration for non-lottery courses and course withdrawal.
- For instructions on WEB lottery for lottery courses, refer to "Manual for WEB Lotteries" from <u>here</u>.



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

◆1st Entry : Apr. 3, 9 a.m. – Apr. 4, noon For courses offered in the spring and/or summer quarters, summer intensive course (Announcement of results: Wednesday, Apr. 5, 3 p.m.)

Solution Content of the spring and/or summer quarters, summer intensive course (Announcement of results: Thursday, Apr. 6, 8 p.m.)

Sind Entry : May 10, noon – May 11, noon For courses offered in the summer quarter and summer intensive course (Announcement of results: Friday, May 12, noon)

♦ 4th Entry : Jul. 3, noon – Jul. 4, noon For summer intensive course (Announcement of results: Wednesday, Jul. 5, noon)

Graduate School students (Degree-seeking, Exchange) can apply for the <u>"2nd Entry" only.</u>

After all lotteries, the registration will be closed even if some courses still have seats remaining

Read information on the following slides carefully and follow the instructions posted on <u>Campus Education Learning System (CELS)</u>

Course Registration Schedule

Procedure	Period 1	Period 2	Period 3	
Course Registration Period/Change of Course Registration Period (@CELS)	<course registration<br="">Period> Apr. 7 – 14 *Mandatory for all</course>	<change course<br="" of="">Registration Period> May 15 – 16</change>	<change course<br="" of="">Registration Period> Jul. 6 – 7</change>	
What you can do	Add/Drop: Non-lottery courses (P, S, Z, INT(S))	Add/Drop: Non-lottery courses (S, Z, INT(S))	Add/Drop: Non-lottery courses (INT(S))	

Term Code on the HGP course list

- P: Spring Quarter
- S: Summer Quarter
- Z: Spring-Summer Semester
- INT(S): Summer Intensive Course



Course Withdrawal Schedule

Procedure	Period 1	Period 2	Period 3
Course Withdrawal Period (@CELS)	Apr. 24 - Apr. 30	Jun. 15 - Jun. 21	Jul. 28 – Jul. 31
What you can do	Drop: Both lottery courses & non-lottery courses (P, S, Z, INT(S))	Drop: Both lottery courses & non-lottery courses (S, Z, INT(S))	Drop: Both lottery courses & non-lottery courses (INT(S))

Term Code on the <u>HGP course list</u>

- P: Spring Quarter
- S: Summer Quarter
- Z: Spring-Summer Semester INT(S): Summer Intensive Course









ー橋認証ID シングルサインオン

Hitotsubashi Authentication System Single Sign-On

本学の学生・教職員以外の方は、こちらの画面からはログインできません。一橋大学ウェブサイトはこちら。 If you are not a student, faculty or staff member of Hitotsubashi University, this is not the login page for you. Please go to the Hitotsubashi University official website. (Click here.).

User ID

Password

□ ユーザー名を記憶する





Language changed to English

CAMPUS EDUCAT	CAMPUS EDUCATION LEARNING SYSTEM				8	E Smartphone page	(D) Japanese	About 60 min	Logout	
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1 2019/04/03(Wed) no schedule.										
Frequently Used Menu										
Q Bulletin board										
Course registration - regist ration status inquiry										
Q grade inquiry										
Q credit earned inquiry										
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Edit My Links										

Click on "Course" → "View Course Registration and Status"

		<u>></u>		
CAMPUS EDUCA	TION LEARNING SYSTEM	Course	Dananese About 60 min	U logaut
HOME Student Info Bulletin Board	Schedule Syllabus Course Etamination	on Grade Other	apanese About oo min	Logodi
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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	Registered Courses 2019 Academic Year Spring V Display			
10 20 30 30 (Wed)	Course		Day/Period	
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Frequently Used Menu Bulletin board	Course Registration Status Credits Earned State	us		

"View Course Registration and Status" menu

Campus Educat	ION LEARN	ing <mark>S</mark> ystem	8	Smartphone page	(D) Japanese	About 60 min	Logou	t		
HOME Student Info Bulletin Board	Schedule Syllabus	Course Examination	Grade	Other						
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👔 What's New	🔗 View Course Regist	tration and Status								
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14 15 16 17 18 19 20 21 22 23 24 25 26 27	Postal Code	- (Half-width ch	aracters)			Prefecture			~	
28 29 30	Municipality									
no schedule.	District, house number, etc.									
Frequently Used Menu	Apartment name, etc.									
Q Bulletin board	Phone Number	Incl	ude hyphens			Category			~	
Course registration - regist ration status inquiry	Mobile Phone Number	×(Single-byte Cha	racters) Hyphen Allowed	t					
Q grade inquiry										
Q credit earned inquiry	Change Clear									
() Link										
Edit My Links										

Enter your address in Japan

R Change Student Address							
Input the informati Optional items are • Personal Con	on to change and marked with ※ Itact Informat	then click the "Change" button. Select "TC	DKYO" for "	Prefecture"			
Affiliation	商学部		Student ID No.				
Name			Student Year	Year 3			
Postal Code	187 -0045	(Half-width characters)	Prefecture	ТОКҮО Т			
Municipality	Kodaira			WAKAYAMA			
District, house number, etc.				TOTTORI SHIMANE OKAYAMA			
Apartment name, etc.				HIROSHIMA YAMAGUCHI			
Phone Number		Include hyphens	Category	KAGAWA			
Mobile Phone Number		(Single-byte Characters) Hyphen All	owed	KOCHI FUKUOKA			
Change Clear				SAGA NAGASAKI KUMAMOTO OITA MIYAZAKI KAGOSHIMA OKINAWA OTHER			

Leave the "desired department" as it is and proceed

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HOME Student Info Bulle	tin Schedule s	Syllabus	Examination G	rade Other				
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救 What's New	🔗 View Cour	se Registration and Stat	us					
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🔶 Apr 2019 🄶								
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no schedule.								
C Pressuenthal Manual	< <u>-</u>							
Frequency Used Menu	· • • • •							

Course Registration Screen – Click on a grid where you wish to register your course

Campus Educat	fion <mark>L</mark> eai	rning <mark>S</mark> yst	em 🙎	Smartphone page Japane	ese About 59 min	Logout	
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My Schedule	Affiliation	Faculty of Commerce and	ManagementDepartn	nent of Business Manageme	nt Student Year	3Grade	
← Apr 2019 →	Academic Year/Semester	2019Academic Year Spring	Valid Until	2019/04/03 19:00	No. of Items	0	
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	No. of Enrolled Credits (Academic Year)	0.0	No. of Enrolled Credits (Quarter)	0.0			
28 29 30 2019/04/03(Wed) o schedule.	Select the o	desired departm	jement O Deg	partment of Commerce	Set		
🕞 Frequently Used Menu	Spring	Summer Autum	n Winter			Regis	ter an intensive course
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Q grade inquiry Q credit earned inquiry	Period Not regis	tered Not registe	red Not regi	stered Not register	red Not reg	istered f	Not registered
🕞 Link	Period Not-ri	Not registe	red Not regi	stered Not register	red Not reg	istered 1	Not registered
	Period Not re	Not registe	red Not regi	stered Not register	red Not reg	istered 1	Not registered

Select "Course offered by" and enter "Course Code" → Click on the "Register" button or.....

Campus Educa	tion Learning Systi	M Smartphone page	e Japanese About 55 min Logout	
HOME Student Info Bulletin Board	Schedule Syllabus Course Exar	ination Grade Other		
🐪 Class Portfolio 🛛 🤌 View Cou	urse Registration and Status			
💋 What's New	View Course Registration and Status)
No data available for display.	Please enter the course you want to regi	ter.		
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Sun Mon Tue Wed Thu Fri Sat	Period 1			
7 8 9 10 11 12 13 14 15 16 17 18 19 20	Course offered by General Education		~	
21 22 23 24 25 26 27 28 29 30	Course Code			
1 2019/04/03(Wed)		abarias Cadas manha mada		
no schedule.	If unknown, a search of Course Codes of Nu	nbering Codes may be made.		
Frequently Used Menu	Register View Syllabus Clear	Return to the Course Registrat	tion Screen	J
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() Link				
Edit My Links	J (e.	g. 1EI303	01)	

Search for your desired course



Search for your desired course

CAMPUS EDUCAT	ion <mark>L</mark> earnii	NG <mark>S</mark> ystem	8	Smartphone page	() Japanese	e About 59 min Logout
HOME Student Info Bulletin Board	Schedule Syllabus	Course Examination	Grade	Other		View Course Registration and Status [CampusSquare
🐏 Class Portfolio 🧳 View Cours	e Registration and Status					View Course Registration and Status / Criteria Input
👔 What's New	🔗 View Course Registra	ation and Status				If the course code is unknown, you can search using the following criteria.
No data available for display.	Please enter the course	you want to register.				Academic Year : 2019
My Schedule Apr 2019	Day	Monday				Course offered : by International Linkage ~
Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6	Period	1				Semester : Spring V
7 8 9 10 11 12 13 14 15 16 17 18 19 20	Course offered by	General Education			~	Lecture : not specified Instructor Name : XPartial Match
21 22 23 24 25 26 27 28 29 30	Course Code					Language Used : not specified V
no schedule.	If unknown, a search of C	ourse Codes or Numbering C	Codes may	be made.		Course Title : Japanese × %Partial Match
Frequently Used Menu	Register View Sy	Ilabus Clear R	leturn to th	e Course Registratio	n Screen	Student Year : 3 V Day : Monday V
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Course registration - regist ration status inquiry						Displayed Search Results : 100 🗸 results
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Choose a desired course from search results

Ø Vi	🧭 View Course Registration and Status [CampusSquare – 🗖 💌							
< ht	< https://trial.cels.hit-u.ac.jp/campusweb/campussquare.do?_flowExe 🔒 🏠 ☆ 🔅							
1								
1	View Cou	rse Regis	tration and s	Status/Sea	rch Results			
Displ	aying sear	ch result	s 1 to 3 (O	ut of 3)				
Sear	ch Results	Page :	<< Previo	ous 1 N	ext >>			
No.	No. Semester Lecture Day/Period Course Course Instructor							
1	Spr	Spr- Sum	Mon1	1HB70201	Basic Japanese II	Matsui Sakiko		
2	Spr	Spr- Sum	Mon1	1HB70301	Introduction to Japanese Language	Matsui Sakiko		
3	3 Spr Spr- Sum Mon1 1HB70403 Introduct Japanese Language							
Displaying search results 1 to 3 (Out of 3)								
Displ	ayed Sear	ch Result	s : 100 🗸 r	esults Disp	lay			

A course code for the chosen course is automatically entered → Click on the "Register" button

CAMPUS EDUCAT	fion Learning System	Smartphone page Japanese About 55 min Logout
HOME Student Info Bulletin Board	Schedule Syllabus Course Examination	Grade Other
Class Portfolio View Court What's New No data available for display.	rse Registration and Status View Course Registration and Status Please enter the course you want to register.	
 My Schedule Apr 2019 Sun Mon Tue Wed Thu Fri Sat 2 4 5 7 8 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 27 28 29 30 2019/04/03(Wed) no schedule. 	Day Monday Period 1 Course offered by General Education Course Code If unknown, a search of Course Codes or Numbering Register View Syllabus Clear	g Codes may be made. Return to the Course Registration Screen
 Frequently Used Menu Bulletin board Course registration - regist ration status inquiry grade inquiry credit earned inquiry Link Edit My Links 	Cour HGP (e.g.	se codes are listed in the <u>Course list</u> or syllabus 1EI30301)

Registration successful



How to Drop Courses Click on a course you wish to drop

🛷 Vi	iew Course	Registration	and Stati	us						
N	Name							Student ID No.		
Affiliation Faculty of Social Sciences							Student Year	3Grade		
Academic ear/Semester		2019Academic Year Spring		Valid Until		2019/04/06 23:59		No. of Items	9	
lo. of Enrolled Credits (Academic Year)		10.0		No. of Enrolled Credits (Quarter)		6.0				
								Last updated : 2	019/04/03 22:12	
Sp	ring	Summer	Au	tumn	Winte	r	_			Register an intensive o
	M	onday		luesday		Wednesday		Thursday	Friday	Saturday
eriod 1	1HB70301 Introduction to Japanese Language A Matsui Sakiko		1HB70301 Introduction to Japanese Language A Matsui Sakiko		Not registered		No	t registered	1HB70301 Introduction to Japanese Language A Matsui Sakiko	Not registered
eriod 2	1SO40201 International Justice Theory FUKUTOMI Mitsuhisa		1SK40401 Educational Policy NAKATA Yasuhiko		Not registered		1SO40201 International Justice Theory FUKUTOMI Mitsuhisa		1SK40401 Educational Policy NAKATA Yasuhiko	Not registered
eriod 3	Not registered		Not registered		Not	Not registered		t registered	1SZ90603 Politics SEBATA Hajime	Not registered
eriod 4	Not registered		1HE71001 Special Topics in Social Sciences D Ed Franco		Not	Not registered No		t registered	Not registered	Not registered

Click on the "Delete" button and confirm



Withdrawal successful

Sp	oring	Summer	Autumn	Winter		5	Register an intensive course
	M	onday	Tuesday	Wedness	lay Thursday	Friday	Saturday
Period 1	1HB70301 Introduction to Japanese Language A Matsui Sakiko		1HB70301 Introduction to Japanese Language A Matsui Sakiko	Not registere	d Not registered	1HB70301 Introduction to Japanese Language A Matsui Sakiko	Not registered
Period 2	1SO40201 International Justice Theory FUKUTOMI Mitsuhisa		1SK40401 Educational Policy NAKATA Yasuhiko	Not registere	d 1SO40201 International Justice Theory FUKUTOMI Mitsuhisa	1SK40401 Educational Policy NAKATA Yasuhiko	Not registered
Period	Not regis	tered	Not registered	Not registere	d Not registered	1SZ90603 Politics SEBATA Hajime	Not registered
Period	Not regis	tered	Not registered	Not registere	urse delet	Not registered	Not registered

- During the Course Registration Period/Change of Course Registration Period, deleted courses can be added again.
- During the Course Withdrawal Period, deleted courses cannot be added again. (Be careful not to delete courses by mistake.)

Note: Repeat Marks

If you retake a course that you have previously taken, it will be marked as "上書き."

If you retake the course, the grade will be overwritten (the previous grade will not appear on your transcript, only the most recent grade).



If you have any questions regarding online course registration operation, please contact:



Educational Affairs Division Section 1 <u>edu-km.g@ad.hit-u.ac.jp</u> West Campus Main Building 1F