Course Registration Procedure Explanation for Exchange Students



2023 Spring-Summer Semester

Educational Affairs Division Section 4 (Incoming Student Exchange Coordinators' Office)



Index

I. Course Registration Information

- 1. What You Need to Know Before Course Registration
- 2. Key Dates
- 3. WEB Lottery/Course Registration/Course Withdrawal
- 4. How to Find Courses
- 5. Notes on Course Registration
- 6. Academic Calendar/Grade/manaba
- 7. How to Find Classrooms

II. Communication Methods between Students and HU



- **1.** Communication Methods
- 2. Class Cancellations, Changes in Classrooms



I. Course Registration Information





1-1. "CELS" and "manaba"

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

	CELS (<u>C</u> ampus <u>E</u> ducation <u>L</u> earning <u>S</u> ystem)	manaba
For what	WEB lottery Course registration Class cancellation information Grade check, etc	Distribution of class materials Submission of assignments, etc
How to log in	 Visit the following login page. <u>https://cels.hit-u.ac.jp/campusweb/</u> Enter your user ID and password which are printed on your Ikkyo network ID card. 	 Visit the following login page. <u>https://manaba.hit-u.ac.jp</u> Enter your user ID and password which are printed on your Ikkyo network ID card.

WEB lottery and course registration can only be processed through "CELS," NOT "manaba."



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-fa Some onlin	All face-to-face courses (UG) Some online courses (UG)			and online courses (G) ine courses (UG)	
Registration Method	WE	WEB lottery Difference		rent Course registration		
Registration Tool	CELS	学務情報 システム Contractional Laboration		CELS	学務情報 システム CertalExcerter Lawrenc Sotter	
Registration Period	Lottery period Diffe		ferent Course registration period			

WEB lottery and course registration can only be processed through "<u>CELS</u>," NOT "manaba."



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 <u>HGP course list</u>>







1-4. Class Schedule

1 st period	8:45 a.m. – 10:30 a.m.		
2 nd period	10:45 a.m. – 0:30 p.m.		
Lunc	h break (45 minutes)		
3 rd period	1:15 p.m. – 3:00 p.m.		
4 th period	3:15 p.m. – 5:00 p.m.		
5 th 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.
Lottery Period (@CELS) *For Graduates, the only chance to apply for lottery courses is the 2 nd Entry in Period A.	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: Lottery courses (P, S, Z, INT(S))	Apply for: Lottery courses (S, INT(S))	Apply for: Lottery courses (INT(S))	
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, INT(S))	Add/Drop: Non-lottery courses (INT(S))	
 (P, S, Z, INT(S)) (S, INT(S)) (INT(S)) <				



2. Key Dates

Procedure	Period A	Period B	Period C	Ref.
Course Withdrawal Period (@CELS)	Apr. 24 - Apr. 30	Jun. 15 - Jun. 21	Jul. 28 – Jul. 31	Sec.
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))	3-3
Grade Release Day (@CELS)	Jun. 20	Aug. 18	Aug. 31	Sec
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, <mark>Z</mark> , INT(S)	6-2
Request for Explanation of a Grade Period	(For	Aug. 31 - Sep. 1 courses offered in P, S, Z, INT	(S))	Sec. 6-4

Lottery courses: You cannot drop them until the course ①Term Code: **2**Term Code: **.** Ρ withdrawal period begins. S **④Term** Spring Quarter Summer Quarter Code: Course offered in the P and Z terms can only be dropped during A INT (S) the Period A. Summer **3**Term Code: Intensive The grade release day is fixed and cannot be expedited A Course Ζ (non-negotiable). 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 <u>HGP website</u> or on the <u>CELS download center</u>.
- ✓ If you are selected, the course will be automatically registered on your timetable.

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





◆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.)

Sard 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.)



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 <u>HGP website</u>.

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







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 <u>HGP website</u>.
- ✓ 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.







4. How to Find Courses

Tool 1 HGP Course List

✓ The HGP website introduces courses offered under the <u>H</u>itotsubashi University <u>G</u>lobal Education <u>P</u>rogram (HGP). <u>https://international.hit-u.ac.jp/jp/courses/hgp/index.html</u>



- ✓ 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
 - Humanities
 - Japanese Language
 - Seminars taught in Japanese

- Business
- Economics
- Law
- International Relations
- Sociology





4. How to Find Courses

Tool 1 HGP Course List

- ✓ HGP Course List
 - : Undergraduate-level courses <u>https://international.hit-</u> <u>u.ac.jp/jp/courses/hgp/03_Informau</u> <u>on%20on%20Courses%20Classes/</u> <u>index.html</u>
- ✓ Additional Course List
 - : Graduate-level courses <u>https://international.hit-</u> <u>u.ac.jp/jp/courses/hgp/03_Informati</u> <u>on%20on%20Courses%20Classes</u>/* ¹¹ index.html





Step 2

4. How to Find Courses

Tool 2 CELS (Campus Education Learning System)

- \checkmark 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/

3	クラバス検索	Contraction of the second state of the second	
英	語表示にする場合は右上のリンクをクリックしてください。	日本語	
* 时间 開 開 開 開 開 開 開 日 日 日 日 日 日 日 日 日 日 日 日	 	Syllabus Search Please click the link in the upper right if you want to write in Japanese. Academic Year : Please click the link in the upper right if you want to write in Japanese. Academic Year : Please click the link in the upper right if you want to write in Japanese. Academic Year : Please click the link in the upper right if you want to write in Japanese. Academic Year : Please click the link in the upper right if you want to write in Japanese. When searching for course taught by instructor with practical (real-world) experience, please enter "#RBBWD/b5/B/B/B/C-3-5/B/B/B/B/B' in the course name. Instructor : Marken enter. Marken en	
		Search Clear	









4. How to Find Courses



1) Soloct oithor

Tool 2 CELS (<u>Campus Education Learning System</u>)

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

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

What's New You got new information.	Search for Specific Items/Se Displaying search results 1 to 49	arch Results (Out of 49)				J	apane	se or l
Registered Application	Search Results Page : << Previ	ious 1 Next	>>					
Jul 2021	No. Faculty/Department Lecture	Day/Period	Course Code	Course	Instructor	Language	Online Registrator Lottery	Reference
2) Course information	on is	Mon1, Tue1, Wed1, Thu1, Fri1	1HB70201	Basic Japanese II	Tasuy Flasterias Yasuyo Suzuki SUGIMOTO Miho YAMAZAKI Mayumi SHIMURA Yukari	J	0	Japanese English
viewable through	three tabs	Mon1, Tue1, r Fri1	1HB70301	Introduction to Japanese Language	Kyoko Hayakawa Tsoy Ekaterina	J	0	Janese
no schedule.	3 International Spring-	Mon2, Tue2, Wed2, Thu2, Fri2	HB70101	Basic Japanese I	Kyoko Hayakawa SUGIMOTO Miho YAMAZAKI Mayumi EUKUOKA Rieko	J	0	Japanese English
基本情報/Basic Information 詳細情報/Detailed Inform	nation 投業計画詳細情報/Class Schedule De	etails	基本情報/Basi	c Information 詳細情	報/Detailed Informatior	1 授業計画語	¥細情報∕Class S	Schedule Details
Basic Japanese I/Basic Japanese I/Ba	asic Japanese II		更新日/D	ate of renewal 202	2/02/09			
/Course Code 1HB/0201 ナンバリングコード /Numbering Code HU-B702-A-00			質問寺の連絡 /Contact In	先・オフィスアワー formation / Office 英文 Hours	「参照のこと。			
期請所屋 /Faculty/Department 国際交流科目/Interna	tional Linkage		担当教員の専門	門分野/実務経験の内 容 ctor's Field of				
曜限 /Day and Period	e 1, 水/Wed 1, 木/Thu 2, 金/Fri 2		Specializatio World)	n/Practical (Real-				
開講区分 ∕Quarter(s) 春夏学期∕Spring-Sun	liber of creal	ts	・ 実務経験のある /Course Tau	・ 5教員による授業科目 ught by Instructor				
単位数 /Credits 5.0			with Practi	cal (Real-World)	iしない・NO			
主担当教員 / Main Instructor	´Tsoy Ekaterina		授業	料目の概要 Se Overview 英文	参照のこと。			
科目区分 /Course Group B:Japanese Laroua o	anguage (J/E)		授業科		「参照のこと。			
教授言語 /Language 日/J			他の授業科目と	urse Goals この関連・教育課程の				



4. How to Find Courses



<How "Lottery courses" are indicated>

Search for Specific I	tems/Search for Specific Items
Search for Specific Ite	On the syllabus search
Select Faculty/Grad Where a class is c participating in the picked up). Classes Therefore, please be course.	uate School onducted via class may be will be recore e aware that screen, you can select one from the "Online Registration Lottery" options.
Academic Year	: 2022
Course offered by	: not specified 🗸
Quarter(s)	: not specified V
Course	: XPartial search
Instructor	: XPartial search
Day	: not specified V
Period	: not specified 🗸
Language	: not specified 🗸
Online Registrator Lottery	: O Applicable O Not Applicable
Types of Course	: not specified V
Keyword	:
	The Search Range of Keyword is "Detailed Infomation", and "Class Schedule Details".
Displayed Search Re	sults : 100 🗸 results
Search Clear	

Course List

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

Shows search results from1 results to5 results (total of5results)

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	0
Faculty of Social Sciences	Intensive Course(Winter 1)	Oth	Topics in Social Sciences III	NAKANO Satoshi	E	0
Graduate School of Economics	Spring- Summer	Thu0	Special Topics in Public Economics C	WATANABE Satoshi	J	14
Craduata Cohool		10				

Class Information 和文・英文シラバス切替え Course To occ Course Code 1S Numbering Code Faculty/Department Facul

Spring

of Social

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

Numbering Code		Main Instructor	NAKANO Satosh	
culty/Department	Faculty of Social Sciences	Language	E	
Day and Period	Thu 3	Online Registrator Lottery	0	



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 了.
- ✓ Submit the <u>Blue Sheet</u> (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).





5-2. Course Registration Guideline "Pink Sheet" (UG only)

 ✓ In principle, all undergraduate level courses at HU are open to exchange students <u>EXCEPT</u> some courses listed in this Guideline (<u>Pink Sheet</u>).



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



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、<u>1週間につき105分の授業を6コマ以上</u>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.



5-3. Restrictions for Exchange Students

- For undergraduate students: Courses offered by graduate schools are <u>NOT open</u> 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 Faculty/Department Quarter(s) : 2022 ✓ : Not specified

: Not specified

 \sim

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

		UG
	General Education Faculty of Commerce and Managemen Faculty of Economics Faculty of Law Faculty of Social Sciences	t
-	In preparation D International Linkage Pedagogical Subjects Graduate School of Business Administr Researcher Training Course	G ration
	Management Analysis Program Business Administration Program Financial Strategy Program International Corporate Strategy	NOT
	Graduate School of Economics Graduate School of Law Law and International Relations Business Law	exchange students
	Graduate School of Social Sciences Graduate School of Language and Soc School of International and Public Polic Asian Public Policy Program	iety sy
	in preparation 1 Graduate School of Commerce and Ma Graduate School of International Corpo aw school	anagement orate Strategy



5-4. Maximum Number of Credits for UG Students

<Maximum Number of Credits>

UG exchange students can register for <u>a maximum of 14 credits</u> per quarter, i.e., <u>28 credits</u> throughout the semester, and <u>44 credits</u> 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.



5-5. Class Time Requirement (1)

 ✓ UG students must fulfill a <u>Class time</u> requirement

> : UG students are required to register for <u>a minimum of 6 slots of class time</u> every quarter (throughout the semester). (Example)



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





5-5. Class Time Requirement (2)



Spring quarter



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

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

Summer quarter





NOT fulfilled

The Summer quarter has <u>only 5 slots</u> of class time per week: Requirement NOT fulfilled

GOOD!!

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

MonTueWedThu1st1112nd1111

2.1.4	Ŀ	•	•	•	Ŀ
3rd					
4th				3	
5th	2				

Fri

	Ju	mme	er qu	arter	
	Mon	Tue	Wed	Thu	Fri
1st					
2nd	1	1	1	1	1
3rd		2			2
4th				3	
5th	2				



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

23





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





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 <u>before</u> the 1st Entry of lottery period.

Lottery Period	1 st Entry:
(@CELS)	Apr. 3, 9 a.m Apr. 4, noon



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



There is **<u>no remedy</u>** 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.





6-1. Academic Calendar



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





6-2. Grade/Transcript

- ✓ The grade release day on CELS for the Spring-Summer semester is <u>August 31, 2023</u>. This schedule is fixed and cannot be expedited (<u>non-negotiable</u>).
- 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).



6-3. 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)



Courses that you have withdrawn from **will not be listed** on your official transcript.





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 <u>August 31 to September 1</u> (Japan Time).
- ✓ Only requests from a Hitotsubashi G-mail address (See Ⅱ 1) are acceptable.

1. 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.





6-4. 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.



CAMPUS EDUCAT POME Student Info Bulletin Board ダウンロードセンター	Schedule Syllabu	NG SYSTEM	Download Center	About 60 min Logout
No data available for display.	Search by open period. From Folder Name 「1.時間割 Timet ble	To Display Open Period 1,4,19 - 31,3,24	Owner 教務課 教務第一係	Summary 時間割
25 26 27 28 29 30 31 no schedule.	☑2. 授業・風 Course/Classe	·3,24 25	教務課 教務第一係	授業・履修関係
Frequently Used Menu	Folder Name	Open Period	Owner	Summary
Student information carte/	●カリキュラム B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
student register informa Q Bulletin board	ジゼミ選考 Sen inar 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。
 Class cancellation - Classro om change Course registration - regist ration status inquiry 	☑ 成績説明請求 Explanation of a	Request for 3,24 a Grade	教務課 教務第一係	春· 夏学期の請求期間 【8/30(金)~9/2(月)】





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."

● 橋大学 HITOTSUBASHI UNIVERSITY ▲ My Page Courses	manaba manual Manual for Instructors (2022.03.08) ◆ Introduction to manaba ⊕ ◆ What is a course? ⊕ ◆ Tests ⊕	P re	2022-08-28 (Su Settings Logo spon E Memos E	in) put 日本語
My Courses	◆ Survey ⊞		Change reminder settin	gs
Thumbnail List Timetable	 Assignments	ars 🗸	Reminders	
2020040801 ★ 2022 Settings €€ !2 23 \$	 Grades Forum Resources Portfolio Use on your smartphone Manage deleted contents Access log 	* 	All reminders Email address 1	 Receive O Do not receive * Please make sure your email service does not block reminders from the d manaba.jp 1234567x@g.hit-u.ac.jp
	Added Feature for Instructors Manage Course Links Proxy Submission in Bulk for File-based submission Formula Editor: TeX Supported About Self Registration Course Evaluation		Email address 2 Individual Settings Fill Course news ?	in your private email address Receive Do not receive Choose "Receive"
manaba 2.971 Copyright © 2013 Asahi Net, Inc. All Rights Reserved 🛃 Manual	> Manual for Students > manaba FAQ □		notifications ?	



WEB lottery and course registration can only be processed through "<u>CELS</u>," NOT "manaba."







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/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>



35. East Lecture



II. Communication Methods between Students and HU



34



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







2. Class Cancellation, Changes in Classrooms



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

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

- Step 2 Log in with your Ikkyo ID and password
- Step 3 **Open "Class Portfolio"**

Bulletir

Board

Schedule

🤌 View Course Registration and Status

Syllabus

Studen

Info

🔎 What's New

Open Class Portfolio by clicking on the "Course" icon.

Click on the course you want to check for details.



Download

Center

Output List of Registered Students



The icon(s) will be colored if the corresponding contents are posted. 1 Notice 2 Class Cancellation and Make-up Class 3 Examination

Course Registration Status Credits Earned Status

2. Class Cancellation, Changes in Classrooms



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

Hitotsubashi Univ

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



Notice List

• Information for Notice not found.

 Information 	tion for Cla	assroom Change	e not found.	
Class Cano	celed			
Date	Class period	Classroom	Instructor	Notes
4/23(Tue)	3Period		IMAMURA Kazuhiro	
Suppleme	ntary Clas	ss ← Ma	ike-up Clas	S
Date	Class period	Classroom	Instructor	Notes
	2 Deried	4203数室	IMAMURA Kazubiro	

Exam Period

• Information for Examination not found.

Examination through report submission

• Information for Examination through report submission not found.









Thank you for your attention!

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

Educational Affairs Division, Section 4 <u>edu-gs.g2@ad.hit-u.ac.jp</u> Business hours: 8:30 a.m. - 5:15 p.m. Main Building 1F, West Campus



✓ For specific instructions on WEB ✓ For specific instructions on course registration, lottery, refer to "Manual for WEB Lotteries" from <u>here</u>.
 ✓ For specific instructions on course registration, refer to "CELS Online Course Registration Operation Overview" from <u>here</u>.

WEB Lotteries Verdergraduate students, techninge students, and MEXT Japanese Studies Students * 1st Entry: Sep. 5, 9 a.m. - Sep. 6, noon For courses offered in the autume marking wither quarters, winter intensive courses And Entry: Sep. 7, 5 p.m. - Sep. 8, 2 p.m. For courses offered in the autume marking wither students, sep. 8, 8 p.m. And Entry: Oct. 11, noon. - Oct. 12, noon. For courses offered in the duiter quarters wither intensive courses (ansumement of results Thorading Sep. 8, 8 p.m. Sand Entry: Oct. 11, noon. - Oct. 12, noon. For courses offered in the wither quarter and wither intensive courses (ansumement of results Thorading Sep. 8, 10) * Ath Entry: Dec. 12, noon. - Dec. 13, noon.



CELS Online Course Registration

Operation Overview