

# Course Registration Procedure Explanation for Exchange Students



2023 Autumn-Winter 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" data-label="Image">  </div> <div data-bbox="788 1011 913 1133" data-label="Image">  </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="1151 1053 1410 1133" data-label="Image">  </div> <div data-bbox="1497 1011 1628 1133" data-label="Image">  </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 postgraduate (PG) 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 (PG) 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</b> (@CELS) <b>*For Postgraduates, the only chance to apply for lottery courses is the 2<sup>nd</sup> Entry in Period A.</b>	1st: Sep. 4, 9 a.m. - Sep. 5, noon (Results: Sep. 6, 3 p.m.) 2nd: Sep. 6, 5 p.m. - Sep. 7, 2 p.m. (Results: Sep. 7, 8 p.m.)	3rd: Oct. 10, noon - Oct. 11, noon (Results: Oct. 12, noon)	4th: Dec. 11, noon - Dec. 12, noon (Results: Dec. 13, noon)	Sec. 3-1
What you can do	Apply for: <b>Lottery courses</b> (Term <b>A</b> , <b>W</b> , <b>K</b> , INT(W1~3))	Apply for: <b>Lottery courses</b> (Term <b>W</b> , INT(W1~3))	Apply for: <b>Lottery courses</b> (Term INT(W1~3))	
<b>Course Registration Period/Change of Course Registration Period</b> (@CELS)	<Course Registration Period> Sep. 8 – 15 <b>*Mandatory for all</b>	<Change of Course Registration Period> Oct. 13 – 16	<Change of Course Registration Period> Dec. 14 – 15	Sec. 3-2
What you can do	Add/Drop: <b>Non-lottery courses</b> (Term <b>A</b> , <b>W</b> , <b>K</b> , INT(W1~3))	Add/Drop: <b>Non-lottery courses</b> (Term <b>W</b> , INT(W1~3))	Add/Drop: <b>Non-lottery courses</b> (Term INT(W1~3))	

-  **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 Term **A** and **K** can only be applied for/added during the Period A.

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**

⑦Term Code:  
**K**  
Autumn - Winter Semester



## 2. Key Dates

Procedure	Period A	Period B	Period C	Ref.
<b>Course Withdrawal Period</b> (@CELS)	Sep. 26 - Oct. 2	Nov. 20 - Nov. 26	INT(W1) Jan. 10 – Jan. 11 INT(W2) Jan. 22 – Jan. 23 INT(W3) Jan. 30 – Jan. 31	Sec. 3-3
What you can do	Drop: Both lottery courses & non-lottery courses (Term <b>A</b> , <b>W</b> , <b>K</b> , INT(W1~3))	Drop: Both lottery courses & non-lottery courses (Term <b>W</b> , INT(W1~3))	Drop: Both lottery courses & non-lottery courses (Term INT(W1~3))	
<b>Grade Release Date</b> (@CELS)	Nov. 24	Feb. 15	Mar. 7	Sec. 6-2
What you can do	Grade check: Courses offered in Term <b>A</b> (students < 100)	Grade check: Courses offered in Term <b>A</b> (students ≥ 100)	Grade check: Courses offered in Term <b>W</b> , <b>K</b> , INT(W1~3)	
<b>Request for Explanation of a Grade Period</b> (UG only)	Mar. 7 - Mar. 8 (For courses offered in Term <b>A</b> , <b>W</b> , <b>K</b> , INT(W1~3))			Sec. 6-4



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



Course offered in the Term **A** and **K** can only be dropped during the Period A.



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

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

⑦Term Code:  
**K**  
Autumn - Winter 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 periods**.
- ✓ For specific instructions, refer to “**Manual for WEB Lotteries**” on the [orientation webpage](#) or on the [CELS download center](#).
- ✓ If you are selected, the course will be automatically registered on your timetable on CELS.



**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, Postgraduate students, Exchange students, and MEXT Japanese Studies Students)

◇

**1st Entry : Sep. 4, 9 a.m. – Sep. 5, noon**

For courses offered in the autumn and/or winter quarters, winter intensive course  
(Announcement of results: Wednesday, Sep. 6, 3 p.m.)

◇

**2nd Entry: Sep. 6, 5 p.m. – Sep. 7, 2 p.m.**

For courses offered in the autumn and/or winter quarters, winter intensive course  
(Announcement of results: Thursday, Sep. 7, 8 p.m.)

◇

**3rd Entry : Oct. 10, noon – Oct. 11, noon**

For courses offered in the winter quarter and winter intensive course  
(Announcement of results: Thursday, Oct. 12, noon)

◇

**4th Entry : Dec. 11, noon – Dec. 12, noon**

For winter intensive course  
(Announcement of results: Wednesday, Dec. 13, 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 [orientation webpage](#).



**You cannot register 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 “**Course Withdrawal System**” on the [orientation webpage](#).
- ✓ 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 until the course withdrawal period begins.**



HITOTSUBASHI UNIVERSITY  
GLOBAL & INTERNATIONAL

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留学生オリエンテーション  
International Student Orientation

2023年秋学期 新入生のみなさんへ

一橋大学へのご入学、おめでとうございます！  
留学生のみなさんが安心して一橋大学での学生生活を送れるよう、オリエンテーションを実施します。授業の履修及び日本での生活に役立つ情報をご案内しますので、必ず詳細を確認してください。

Welcome New International Students

Congratulations on your admission to Hitotsubashi University!  
This orientation provides useful information for international students on how to take classes and live in Japan so that you can comfortably enjoy your students life at Hitotsubashi University.  
Please make sure you check the details.



Jump to:

国際的な交流に関するサポートはこちら

- 国際教養交流センター
- 日本語教育
- 留学生・海外留学相談室
- Hitotsubashi University Global Education (HGEP)

### Course Withdrawal System

#### Operation and Precautions

#### Contents

1. What is the course withdrawal system?
2. Courses that can be withdrawn
3. Course withdrawal procedures
4. Withdrawing from a course
5. Notes on withdrawal
6. Confirmation after withdrawal (self-evaluation)

## 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 postgraduate-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



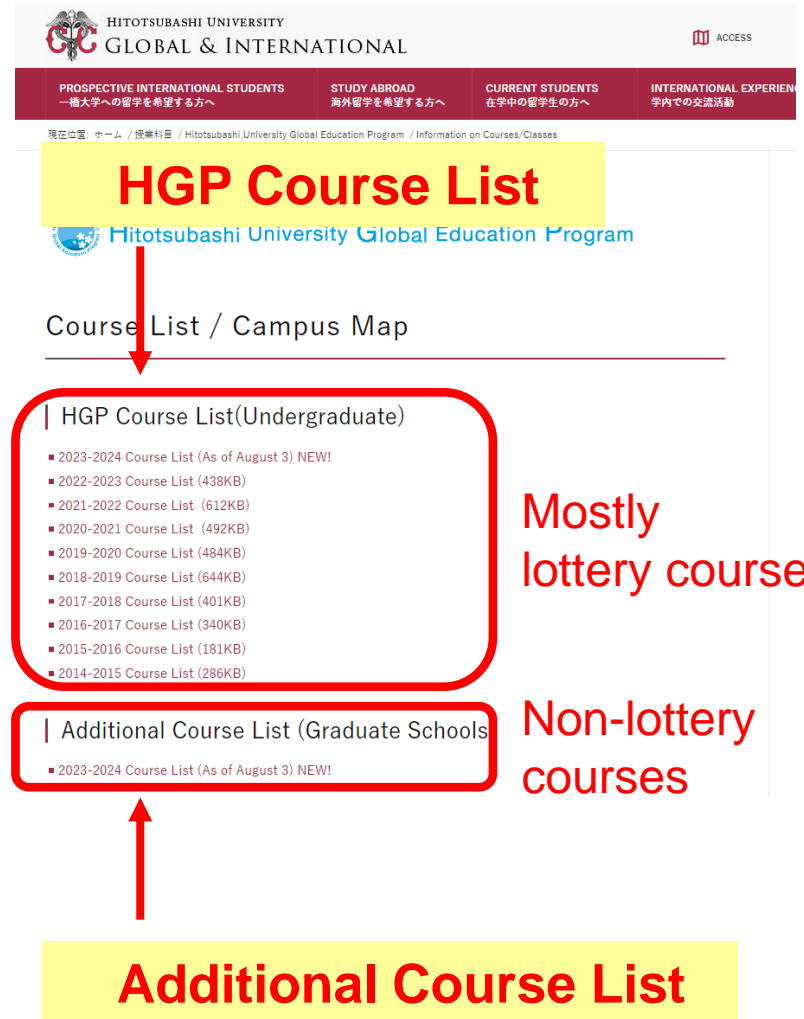


## 4. How to Find Courses

### Tool 1 HGP Course List

<https://international.hit-u.ac.jp/courses/hgp/information-on-courses-classes/>

- ✓ HGP Course List
  - : Undergraduate-level courses offered in English open to exchange students
  - \*With some exceptions, open to both UG and PG students
  - \***UG students must refer to/use course codes on HGP course list** for WEB lotteries and course registration.
  
- ✓ Additional Course List
  - : Postgraduate-level courses offered in English open to exchange students
  - \***Open to PG students only**



The screenshot shows the Hitotsubashi University Global & International website. The main navigation bar includes links for Prospective International Students, Study Abroad, Current Students, and International Experience. The main content area is titled "HGP Course List" and "Hitotsubashi University Global Education Program". Below this, there is a link to "Course List / Campus Map". The "HGP Course List(Undergraduate)" section lists various course lists for different academic years, with the 2023-2024 list marked as "NEW!". To the right of this list, a red box highlights the text "Mostly lottery courses". Below the HGP list is the "Additional Course List (Graduate Schools)" section, which also lists the 2023-2024 course list as "NEW!". To the right of this list, a red box highlights the text "Non-lottery courses". A red arrow points from the "Additional Course List" box to the "Additional Course List (Graduate Schools)" section.

**HGP Course List**

Hitotsubashi University Global Education Program

Course List / Campus Map

HGP Course List(Undergraduate)

- 2023-2024 Course List (As of August 3) NEW!
- 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)

**Mostly lottery courses**

Additional Course List (Graduate Schools)

- 2023-2024 Course List (As of August 3) NEW!

**Non-lottery courses**

**Additional Course List**

## 4. How to Find Courses

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

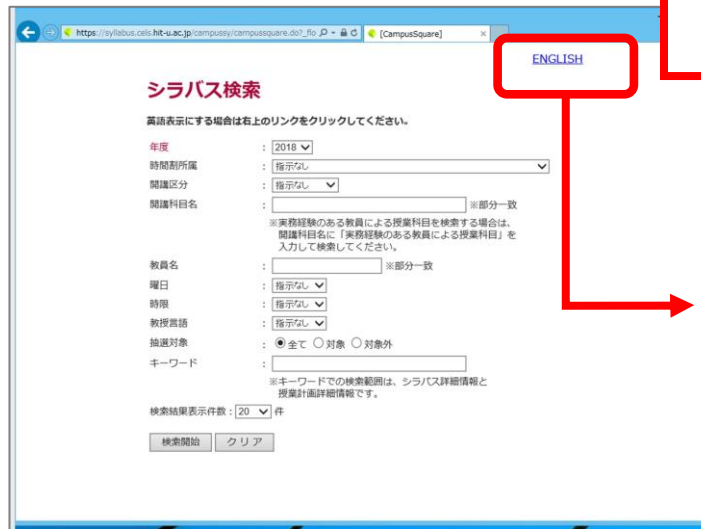
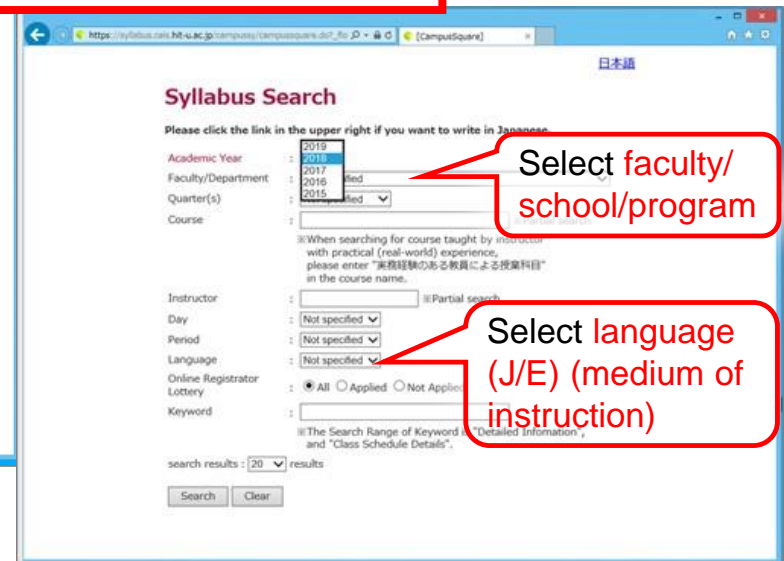
✓ To see course syllabi, there are two options.

**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/>

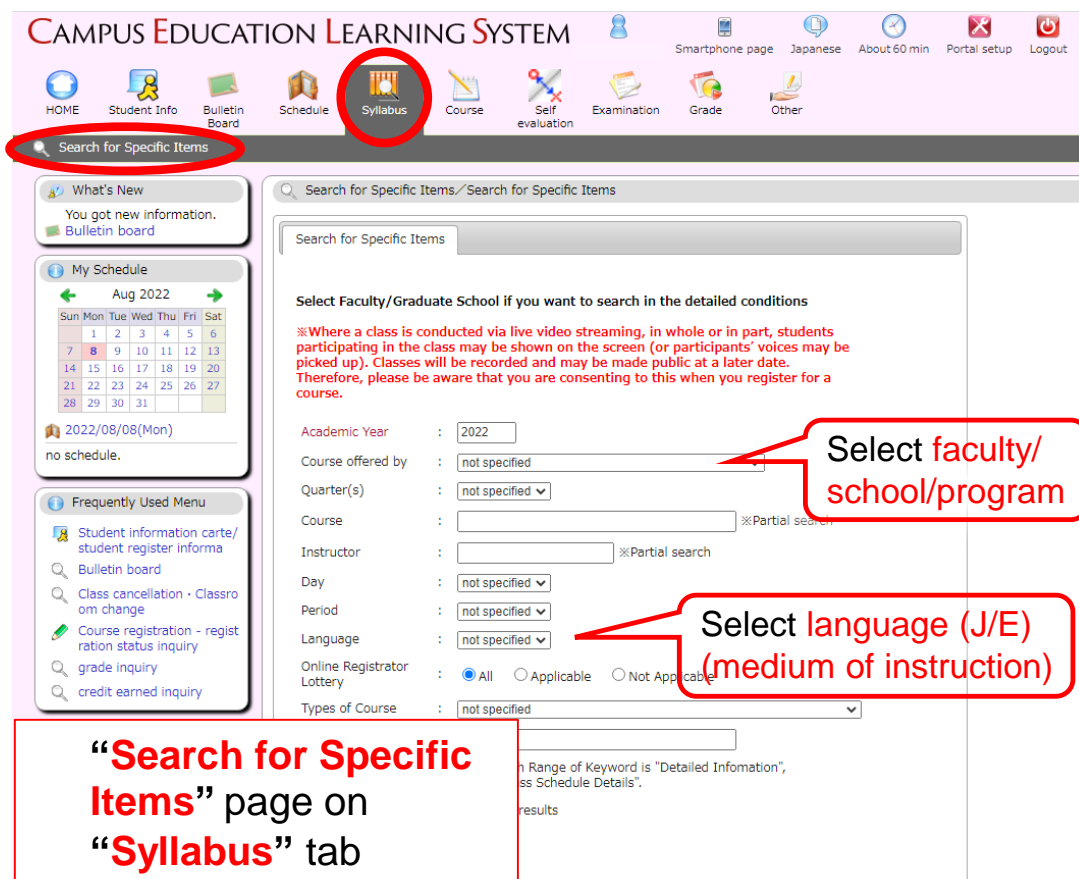
**Step 2** Log in with your Ikkyo ID and password.

**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.

学務情報  
システム

CELS  
Campus Education Learning System

CAMPUS EDUCATION LEARNING SYSTEM

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

Smartphone page Japanese About 60 min Portal setup Logout

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 carte/  
student register informa  
Bulletin board  
Class cancellation - Classro  
om change  
Course registration - regist  
ration 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 :  ※Partial search

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

Select language (J/E) (medium of instruction)



## 4. How to Find Courses

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

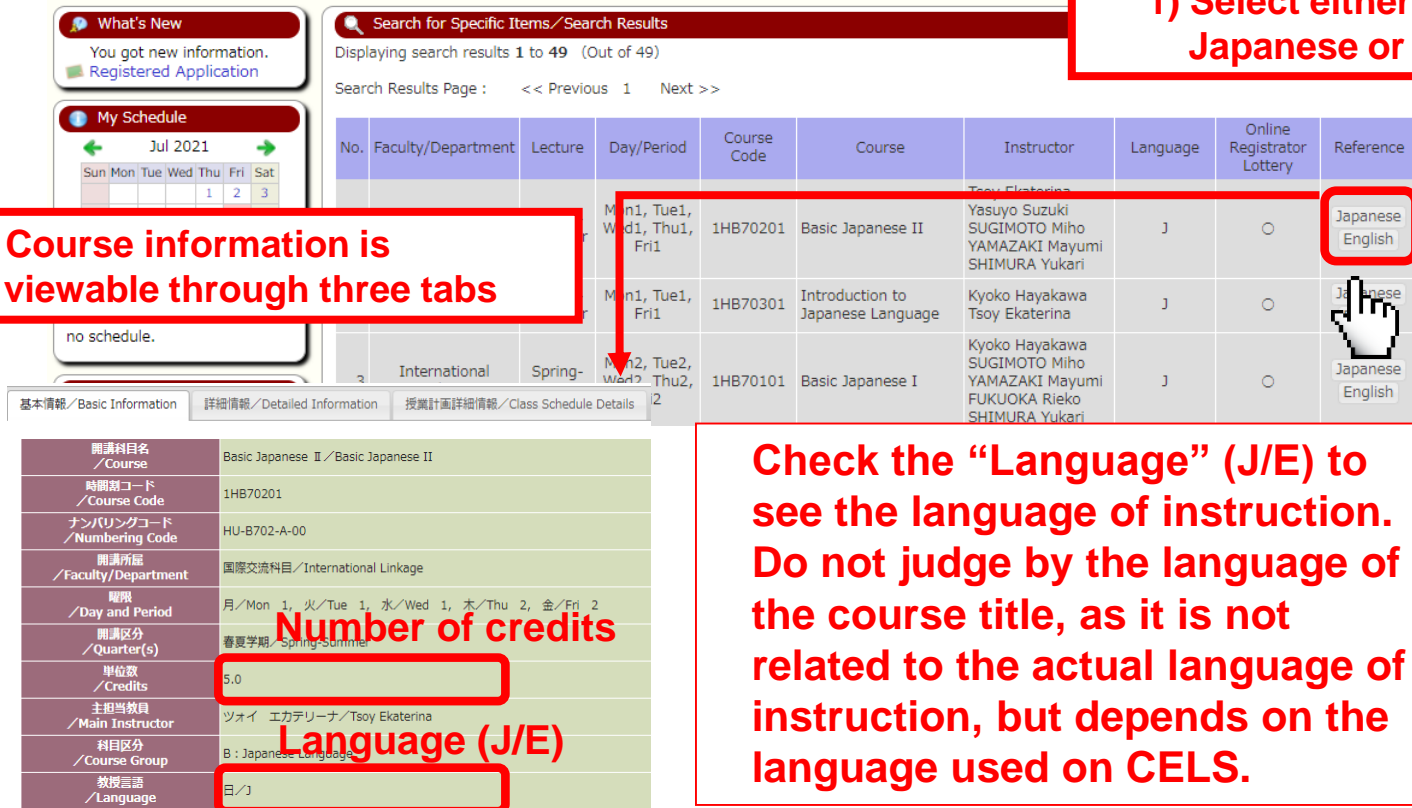
Option B If you already have an active Ikkyo ID (User ID)

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

Check the "Language" (J/E) to see the language of instruction. Do not judge by the language of the course title, as it is not related to the actual language of instruction, but depends on the language used on CELS.



The screenshot shows the CELS system interface. At the top, there's a search bar and a search results table. Below the table, there are three tabs: "Basic Information", "Detailed Information", and "Class Schedule Details". The "Detailed Information" tab is selected, showing course details for "Basic Japanese II".

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

開講科目名 / Course	Basic Japanese II / Basic Japanese II
時間割コード / Course Code	1HB70201
ナンバリングコード / Numbering Code	HU-B702-A-00
開講所属 / Faculty/Department	国際交流科目 / International Linkage
曜限 / Day and Period	月 / Mon 1, 火 / Tue 1, 水 / Wed 1, 木 / Thu 2, 金 / Fri 2
開講区分 / Quarter(s)	春夏学期 / Spring-Summer
単位数 / Credits	5.0
主担当教員 / Main Instructor	ツオイ エカテリーナ / Tsoy Ekaterina
科目区分 / Course Group	B : Japanese Language
教授言語 / Language	日 / J

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

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, Sep. 1**. (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 **Oct. 13 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・時限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。
  - ※翌学期の履修登録時、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。

**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・時限： \_\_\_\_\_

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\\_g2@ad.hit-u.ac.jp](mailto:edu-gs_g2@ad.hit-u.ac.jp)

## 5. Notes on Course Registration

### 5-2. Course Registration Guideline “Pink Sheet”

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



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

[Pink Sheet](#) 

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。

Course registration for exchange students and MEXT Japanese Studies students shall be as follows, in compliance with the "Hitotsubashi University Course Registration Rules" and other regulations.

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 **UG** students: Courses offered by graduate schools are **NOT open to them.**
- ✓ For **all exchange students (including PG)**: Pedagogical courses, 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.**
- ✓ Among **UG** courses, courses on the HGP course list (with some exceptions), International Linkage courses, and Japanese Language Education courses are **open to PG students.**

### 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 ▼


General Education	<b>UG</b>
Faculty of Commerce and Management	
Faculty of Economics	
Faculty of Law	
Faculty of Social Sciences	
in preparation 0	
International Linkage	
<u>Pedagogical Subjects</u>	
Graduate School of Business Administration	<b>PG</b>
Researcher Training Course	
<u>Management Analysis Program</u>	
<u>Business Administration Program</u>	
<u>Financial Strategy Program</u>	
<u>International Corporate Strategy</u>	<b>NOT open to exchange students</b>
Graduate School of Economics	
Graduate School of Law	
Law and International Relations	
<u>Business Law</u>	
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	

## 5. Notes on Course Registration

### 5-4. Maximum and Minimum Number of Credits


#### <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 **postgraduate students**, contact your Graduate School Office to know the maximum number of credits you can register for.


#### <Minimum Number of Credits>


There is no requirement for both UG and PG students.







 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)

- ✓ **All exchange students** must fulfill a **Class time** requirement.  
: Exchange students (both UG and PG) are required to register for a minimum of 6 slots of class time every week every quarter (throughout the semester).
  - ✓ **On-demand/Online** courses are also counted as 1 slot (semester course) / 2 slots (quarter course) in a week.
-  This requirement does not apply to PG students who have been permitted to research under a supervisor at HU.

(Example)  = 1 slot of class time

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



## 5. Notes on Course Registration

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

Semester  
Course

Semester courses

Quarter  
Course

Quarter courses

**BAD!!**

<Autumn>

7 slots of  
class time

<Winter>

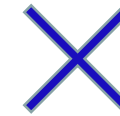
5 slots of  
class time

Autumn quarter

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

Winter quarter

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



**NOT fulfilled**

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

**GOOD!!**

<Autumn>

9 slots of  
class time

<Winter>

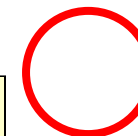
9 slots of  
class time

Autumn quarter

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

Winter quarter

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



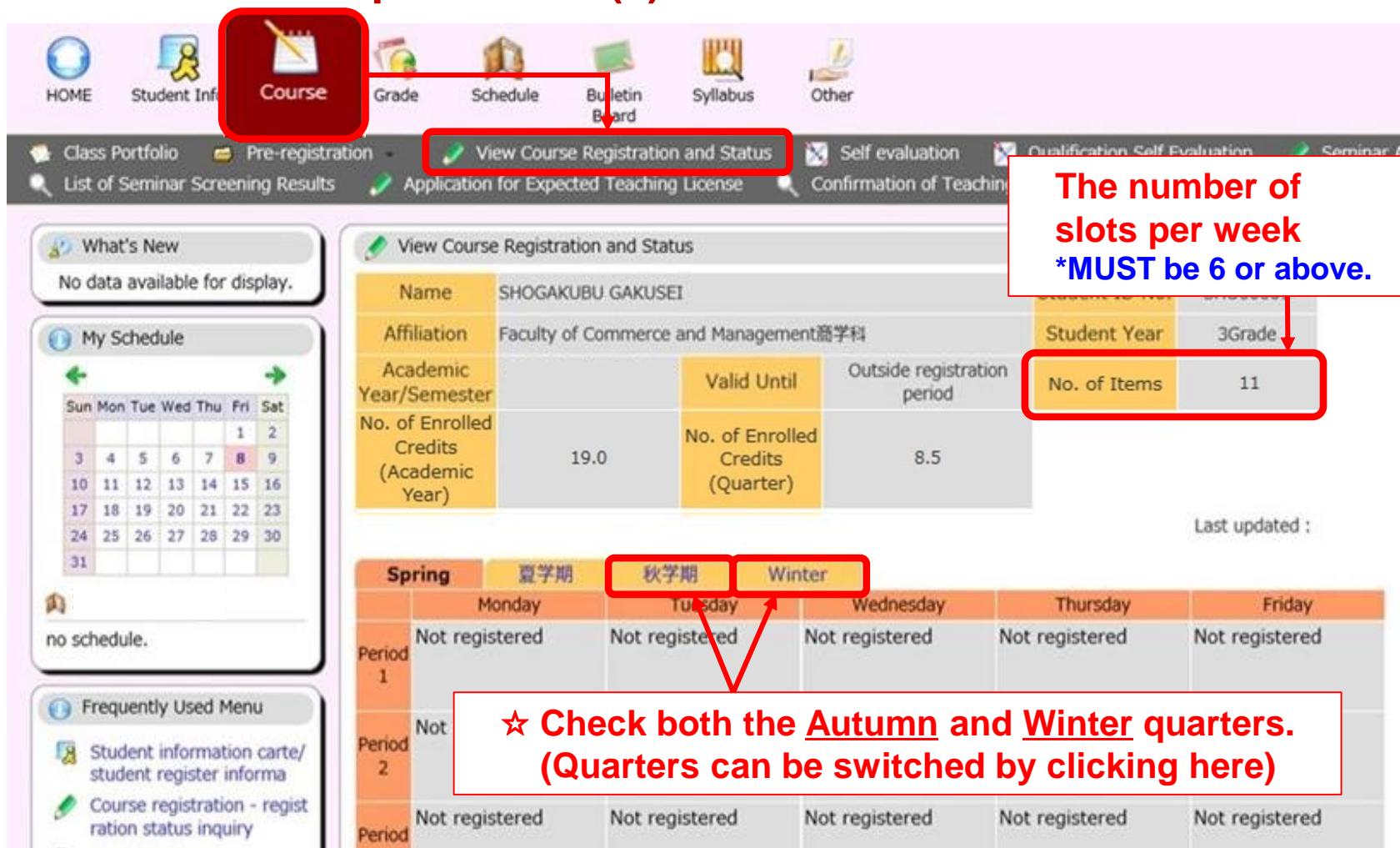
**Fulfilled**

Both the **Autumn** and  
**Winter** 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



**Course**

**View Course Registration and Status**

**The number of slots per week  
\*MUST be 6 or above.**

**No. of Items** 11

**☆ Check both the Autumn and Winter quarters.  
(Quarters can be switched by clicking here)**

Spring		夏学期	秋学期	Winter		
	Monday	Tuesday	Wednesday	Thursday	Friday	
Period 1	Not registered	Not registered	Not registered	Not registered	Not registered	
Period 2	Not registered	Not registered	Not registered	Not registered	Not registered	
Period	Not registered	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.

**Lottery Period  
(@CELS)**

**1<sup>st</sup> Entry:  
Sep. 4, 9 a.m. - Sep. 5, noon**



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>





HITOTSUBASHI UNIVERSITY  
GLOBAL & INTERNATIONAL

[ACCESS](#)
[CONTACT](#)
[SEARCH](#)
[JP](#)
[EN](#)

[Prospective International Students](#)
[Study Abroad](#)
[Current International Students](#)
[International Experience](#)
[Courses](#)
[Researchers](#)

You are here: [Home](#) / [Current International Students](#) / [For Exchange Students](#)

### For Exchange Students

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

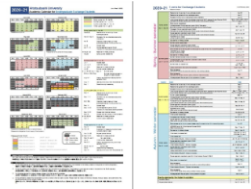
- International Students Orientation Handouts
- Academic Calendar
- Course Registration
- Course Syllabus
- Procedures before Returning Home

### International Student Orientation Handouts

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

#### Academic Calendar

2023-24\_Academic Calendar as of June 27, 2023 NEW (249KB)



(249KB)

Information

- For MEXT Scholarship Students
- For Privately Financed International Students
- For Exchange Students
- Information about Visas and Entry Procedures
- Procedures after entering University
- Request for a Certificate of Enrollment
- Renting an On-Campus Apartment
- Residence Status and Visa Extension
- International Student Handbook
- Support Services for International Students
- Accommodation

**2023-24 Hitotsubashi University Academic Calendar for Undergraduate Exchange Students** (As of June 27, 2023)

Semester	Start Date	End Date	Key Events
Spring quarter	Apr. 10 - May 31	Apr. 10 - May 31	Residence hall move-in day for new exchange students
Summer quarter	Jun. 1 - Jul. 23	Jun. 1 - Jul. 23	Orientation for new international students (face-to-face)
Autumn quarter	Sep. 11 - Oct. 31	Sep. 11 - Oct. 31	Start of quarter
Winter quarter	Nov. 2 - Jan. 9	Nov. 2 - Jan. 9	Classes begin

**Spring quarter (Apr. 10 - May 31)**

- Mar. 27: Residence hall move-in day for new exchange students
- Mar. 28 - 31: Orientation for new international students (face-to-face)
- Apr. 1: Start of quarter
- Apr. 10: Classes begin
- Apr. 7 - 14: Course registration period (CEIS)
- Apr. 25: Mandatory health check-up for new exchange students (including a chest X-ray)
- May 27, 28: Examination dates for online courses
- May 31: Spring quarter classes end

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

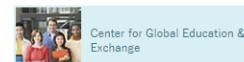
- Jun. 1: Start of quarter, Classes begin
- Jun. 10, 11: KODAIRA Festival
- Jul. 20 - 23: Examination dates for online courses
- Jul. 23: Summer quarter classes end
- Aug. 5 - Sep. 10: Summer break
- Aug. 8, 9: Make up examinations for Spring-Summer semester (TBC)
- Aug. 18: Last day to move out from the residence hall
- Aug. 31: Grade/transcript release day

**Autumn quarter (Sep. 11 - Oct. 31)**

- Aug. 28: Residence hall move-in day for new exchange students
- Aug. 29 - Sep. 1: Orientation for new international students (face-to-face)
- Early-Sep: Mandatory health check-up for new exchange students (including a chest X-ray)
- Sep. 9: Start of quarter

Jump to:

[Click here for support related to global education and exchange](#)



## 6. Academic Calendar/Grade/manaba

### 6-2. Grade/Transcript

- ✓ The grade release date on CELS for the Autumn-Winter semester is **March 7, 2024**. This schedule is fixed and cannot be expedited (**non-negotiable**).
- ✓ A soft copy of your official transcript (PDF) will be sent to you and your home institution by email within a few business days after the grade release date.





**!** If the above grade release date 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 date (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 Autumn-Winter semester is from March 7 to March 8 (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

Sun	Mon	Tue	Wed	Thu	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

no schedule.

Frequently Used Menu

- Student information carte/ student register informa
- Bulletin board
- Class cancellation・Classro om change
- Course registration - regist ration status inquirv

ダウンロードセンター

Search by open period.  
From  To  Display

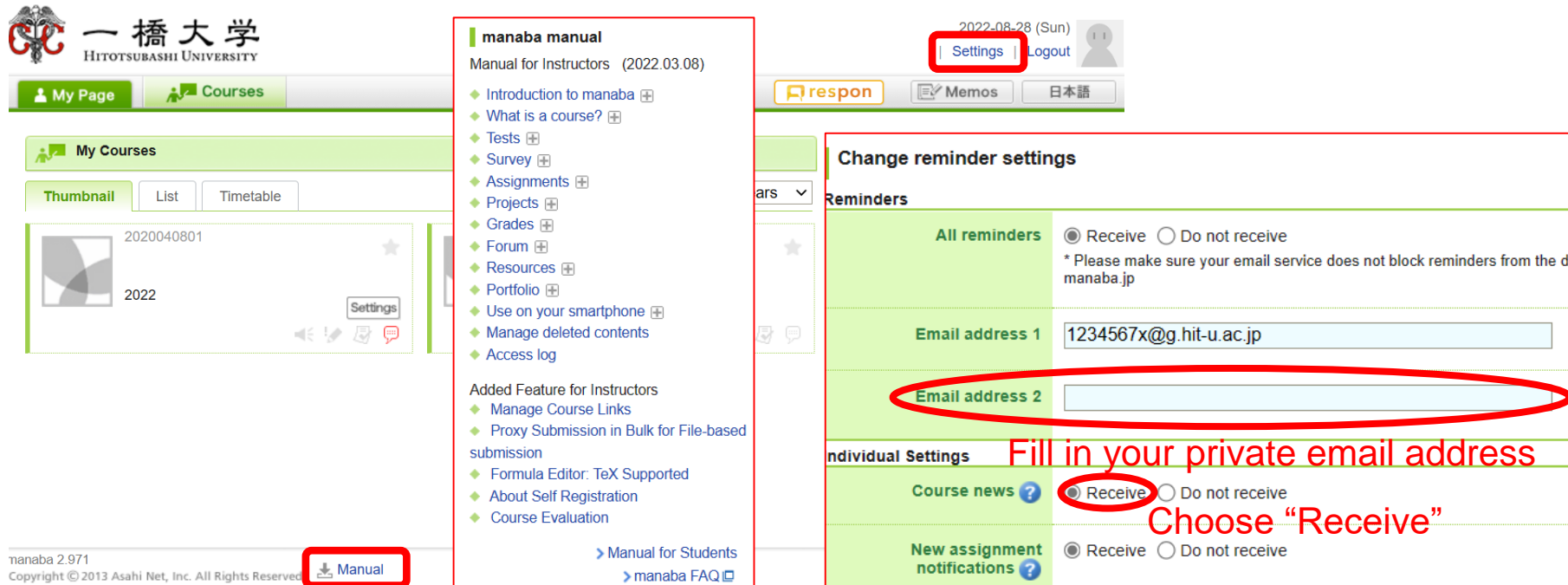
Folder Name	Open Period	Owner	Summary
1. 時間割 Timetable	1,4,19 - 31,3,24	教務課 教務第一係	時間割
<b>2. 授業・履修関係 Course/Classes</b>	1,4,19 - 31,3,24	教務課 教務第一係	授業・履修関係
カリキュラム関係 Curriculum	1,4,19 - 31,3,24	教務課 教務第一係	カリキュラムの変更、科目の廃止・変更等に関する情報
ゼミ進学 Seminar Application	1,4,19 - 31,3,24	教務課 教務第一係	現在掲載している情報はありませぬ。
<b>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 lists various features like 'Introduction to manaba', 'Tests', 'Assignments', and 'Grades'. A red box highlights the 'Manual' link at the bottom. 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, with a red oval around it and the text 'Fill in your private email address'. A third red box highlights the 'Receive' radio button for 'Course news', with the text 'Choose “Receive”'.



**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

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>

19. IIR: Institute of Innovation Research (イノベーション研究センター)

IIR-C: Conference Room (2F)  
IIR-L: Lab (2F)

21. CEB: Computer Education Building (情報教育棟)

11-12 (1F)  
21-22 (2F)

18. FB2: Faculty Building 2 (第2研究館)

217 (2F)  
709 (7F)

8. Main Building (本館)

20-28 (2F)  
30-38 (3F)

10. Lecture Building 2 (第2講義棟)

209-220 (2F)  
307-310 (3F)  
405-410 (4F)

13. IER: Institute of Economic Research (経済研究所)

IER-M1: Conference Room 1 (3F)  
IER-M2: Conference Room 2 (3F)  
IER-M5: Research Laboratory#5 (4F)

9. Lecture Building 1 (第1講義棟)

101-108 (1F)  
201-208 (2F)  
301-304 (3F)  
401-403 (4F)

35. East Lecture Building 2 (東2号館)

2201-2206 (2F)  
2301 (3F)

34. East Lecture Building 1 (東1号館)

1101 (1F)  
1201-1209 (2F)  
1301-1318 (3F)  
1401-1414 (4F)

38. LS/CGEE Building (国際研究館)

4101~4104 (1F)  
4201~4205 (2F)  
Lecture Theater (4F)

39. Mercury Tower (マーキュリータワー)

3101-3105 (1F)  
3201-3205 (2F)  
3301-3311 (3F)  
3401-3406 (4F)

## 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).

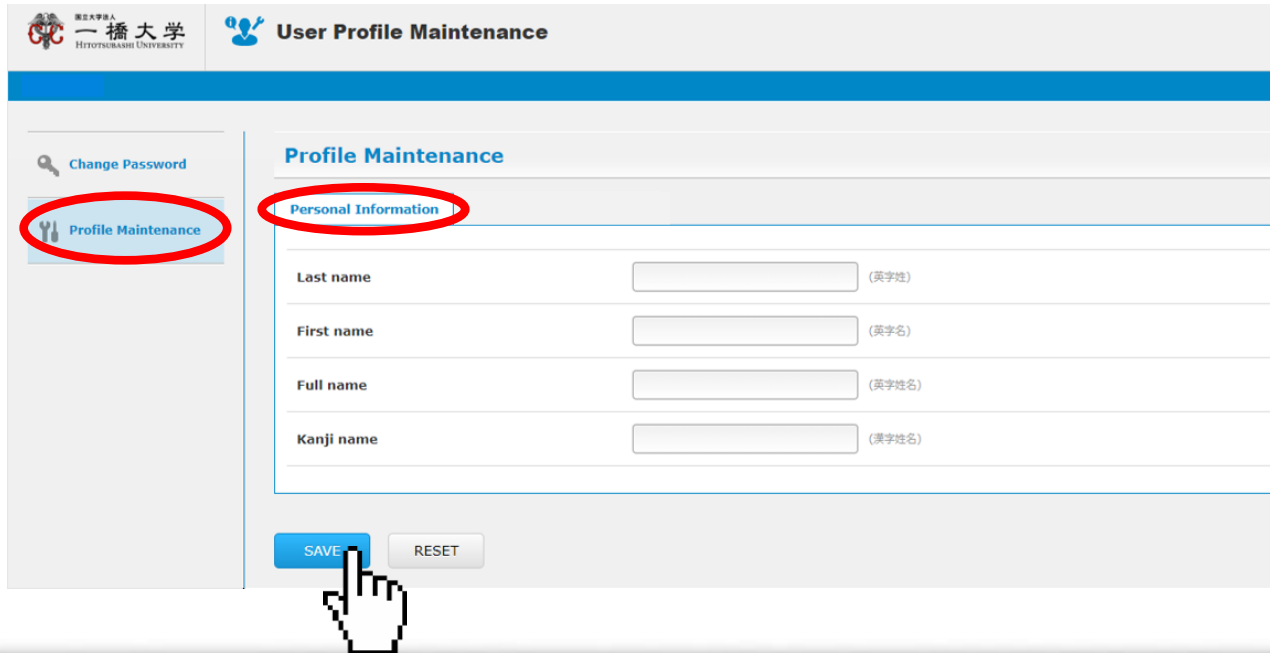
 Your HU G-mail is:  
**Student ID Number (alphabets in lowercase) @g.hit-u.ac.jp**  
Sample: for UGs, 1234567x@g.hit-u.ac.jp  
for PGs, ab1234567@g.hit-u.ac.jp  
Login @ <http://mail.g.hit-u.ac.jp/>



# 1. Communication Methods

## How to change your name on Gmail/Google Classroom

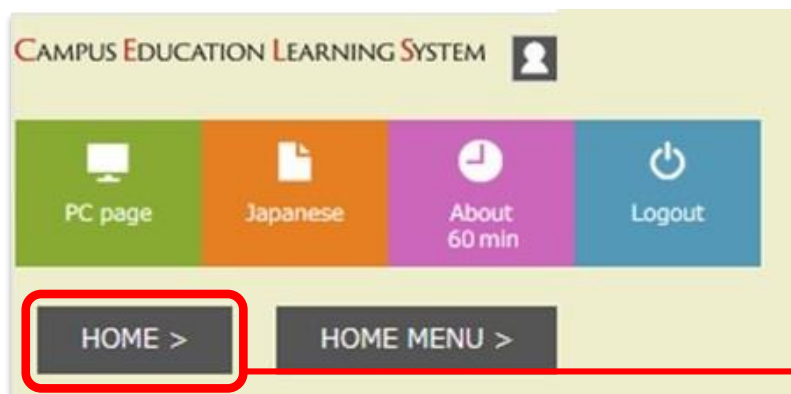
- Step 1 Go to the website: <https://portal.auth.hit-u.ac.jp/>
- Step 2 Log in with your student ID and password
- Step 3 Change your name on the “Personal Information” tab of the “Profile Maintenance” page and press the “SAVE” button



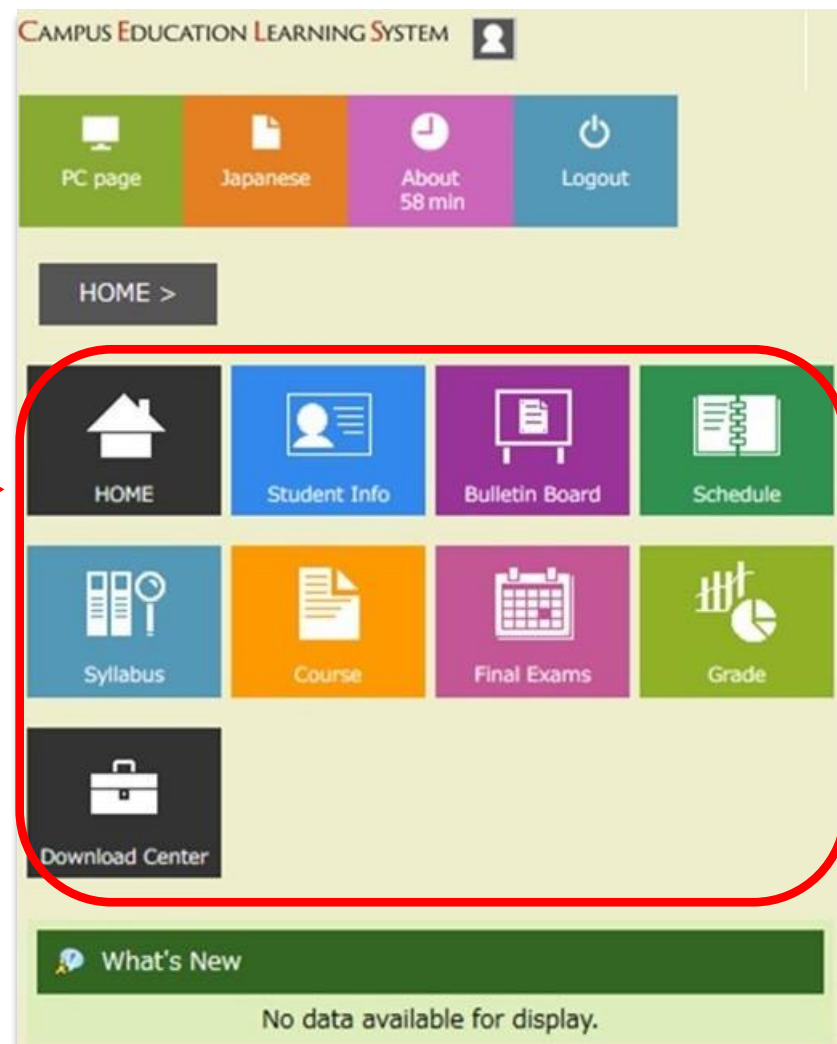


# 1. Communication Methods

## CELS smartphone screen



Click “Home” to show all menus



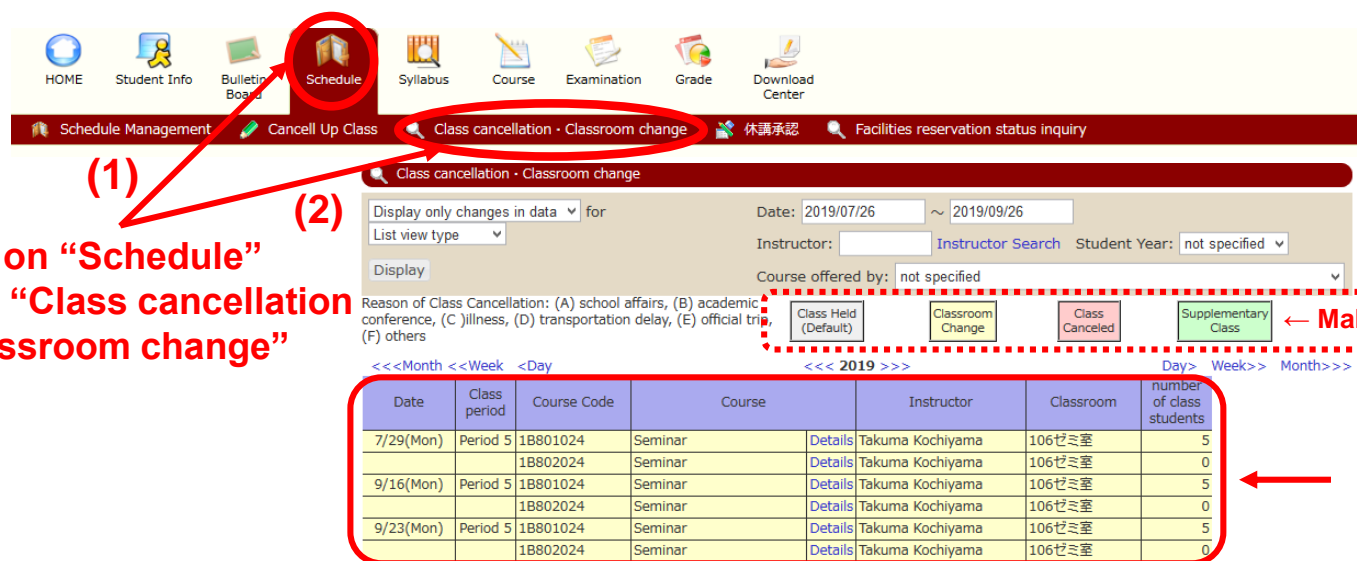
## 2. Class Cancellation, Changes in Classrooms

**Option A** If you have NOT registered for courses yet (before course reg./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**  
Campus Education Learning System

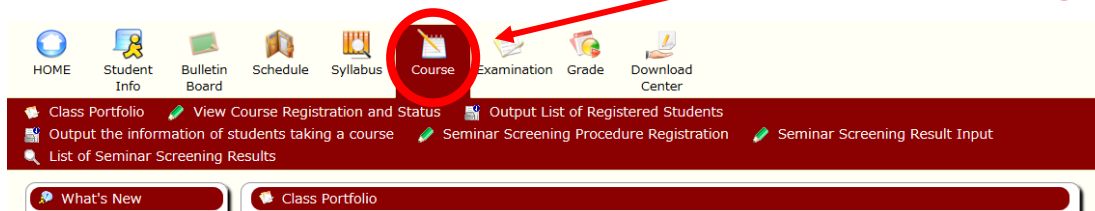
**Option B** If you have already registered for courses (after course reg./lottery)

**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 Portfolio”

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



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

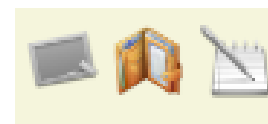
### Registered Courses

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

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

### 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



### 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

### ⑪ Library

図書館 (としやかん)

### ⑬ West Plaza/Cafeteria

西生協・学食 (がくしょく)

### ⑤ Health Center

保健センター  
(ほけんせんたー)

### 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**

### 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

### ③⑨ Mercury Tower

マーキュリータワー

3F Graduate School of International and Public Policy:

### 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: **3F**  
Graduate School of Language and Society: **3F**



East Campus  
東キャンパス

③⑧ LS/CGEE Building

West Campus  
西キャンパス

# Thank you for your attention!

THANK  
You!

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](#).

✓ For specific instructions on course withdrawal, refer to **“Course Withdrawal System”** from [here](#).

### WEB Lotteries

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

◇1st Entry : Sep. 4, 9 a.m. – Sep. 5, noon

For courses offered in the autumn and/or winter quarters, winter intensive course  
(Announcement of results: Wednesday, Sep. 6, 3 p.m.)

◇2nd Entry: Sep. 6, 5 p.m. – Sep. 7, 2 p.m.

For courses offered in the autumn and/or winter quarters, winter intensive course  
(Announcement of results: Thursday, Sep. 7, 8 p.m.)

◇3rd Entry : Oct. 10, noon – Oct. 11, noon

For courses offered in the winter quarter and winter intensive course  
(Announcement of results: Thursday, Oct. 12, noon)

◇4th Entry : Dec. 11, noon – Dec. 12, noon

For winter intensive course

(Announcement of results: Wednesday, Dec. 13, noon)

### CELS Online Course Registration Operation Overview



### Contents

#### Course Withdrawal System

Operation and Precautions

1. What is the course withdrawal system?
2. Courses that can be withdrawn
3. Course withdrawal procedures
4. Withdrawing from a course
5. Notes on withdrawal
6. Confirmation after withdrawal (self-evaluation)