

CELS Online Course Registration Operation Overview



◆ Course Registration Period : **Apr. 10 – Apr. 17**

(For courses offered in the Spring and/or Summer quarter, Summer Intensive Courses)

- This overview is about **course registration** for **non-lottery courses**.
- For instructions on **WEB lottery** for **lottery courses**, refer to [“Manual for WEB Lotteries.”](#)
- For instructions on **course withdrawal**, refer to [“Course Withdrawal System.”](#)

WEB Lotteries

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

◇1st Entry : Apr. 4, 9 a.m. – Apr. 5, noon
For courses offered in the spring and/or summer quarters, summer intensive, Yearlong course
(Announcement of results: Monday, Apr. 8, 3 p.m.)

◇2nd Entry: Apr. 8, 5 p.m. – Apr. 9, 2 p.m.
For courses offered in the spring and/or summer quarters, summer intensive, Yearlong course
(Announcement of results: Thursday, Apr. 9, 8 p.m.)

◇3rd Entry : May 8, noon – May 9, noon
For courses offered in the summer quarter and summer intensive course
(Announcement of results: Friday, May 10, noon)

◇4th Entry : Jul. 1, noon – Jul. 2, noon
For summer intensive course
(Announcement of results: Wednesday, Jul. 3, noon)

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 Courses that can be withdrawn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)

◆ Course Registration Schedule

Procedure	Period 1	Period 2	Period 3
Course Registration Period/Change of Course Registration Period (@CELS)	<Course Registration Period> Apr. 10 – 17 *Mandatory for all	<Change of Course Registration Period> May 13 – 14	<Change of Course Registration Period> Jul. 4 – 5
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))

Term Code on the [HGP course list](#)

P: Spring Quarter

S: Summer Quarter

Z: Spring-Summer Semester

INT(S): Summer Intensive Course

①Term Code:
P
Spring Quarter

②Term Code:
S
Summer Quarter

③Term Code:
Z


Spring - Summer Semester

④Term Code:
INT (S)

Summer Intensive Course

◆ How to Add Courses

Log in @ <https://cels.hit-u.ac.jp/>



一橋大学

一橋認証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

LOGIN



Choose your language

CAMPUS EDUCATION LEARNING SYSTEM

HOME 学生情報 掲示 休補・スケジュール シラバス 履修 試験 成績 その他

お知らせ 新着掲示

新着情報
あなた宛の新着情報はありません。

MYスケジュール
2019年4月

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				

2019年04月03日(Wed)
登録されている予定はありません

よく使うメニュー

- 掲示板
- 履修登録・登録状況照会
- 履修成績照会
- 単位修得状況照会

リンク

Myリンク編集

お知らせ
[20] Welcome!






Welcome to Hitotsubashi University!

2018年6月13日

English

Language changed to English

CAMPUS EDUCATION LEARNING SYSTEM



[Smartphone page](#) [Japanese](#) [About 60 min](#) [Logout](#)

[HOME](#) [Student Info](#) [Bulletin Board](#) [Schedule](#) [Syllabus](#) [Course](#) [Examination](#) [Grade](#) [Other](#)

[Information](#) [New Messages](#)

What's New

No data available for display.





My Schedule

← Apr 2019 →

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				

🏠 2019/04/03(Wed)
no schedule.

Frequently Used Menu

-  [Bulletin board](#)
-  [Course registration - registration status inquiry](#)
-  [grade inquiry](#)
-  [credit earned inquiry](#)

Link

[Edit My Links](#)

Information

[20] Welcome!

Welcome to Hitotsubashi University!

2018/06/13

Click on “Course”

→ “View Course Registration and Status”

The screenshot shows the CAMPUS EDUCATION LEARNING SYSTEM interface. At the top, there is a navigation bar with icons for HOME, Student Info, Bulletin Board, Schedule, Syllabus, Course, Examination, Grade, and Other. The 'Course' icon is highlighted with an orange box. Below the navigation bar, there is a secondary bar with links for Class Portfolio and View Course Registration and Status. The 'View Course Registration and Status' link is highlighted with a red circle. A hand cursor is pointing at the 'Course' icon. On the right side of the interface, there is a 'Course' icon with a pencil, also highlighted with an orange box. The main content area is divided into sections: 'What's New' (No data available for display), 'My Schedule' (Calendar for Apr 2019), 'Class Portfolio' (Whats NEW!! Not in particular), and 'Registered Courses' (2019 Academic Year Spring Display). The 'Registered Courses' section shows a table with columns for Course and Day/Period, but it displays 'Corresponding data not found'. There are also links for 'Course Registration Status' and 'Credits Earned Status'.

CAMPUS EDUCATION LEARNING SYSTEM

HOME Student Info Bulletin Board Schedule Syllabus Course Examination Grade Other

Class Portfolio View Course Registration and Status

What's New
No data available for display.

My Schedule
Apr 2019
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
2019/04/03(Wed)
no schedule.

Class Portfolio
★ Whats NEW!!
• Not in particular.

Registered Courses
2019 Academic Year Spring Display
Course Day/Period
Corresponding data not found
Course Registration Status Credits Earned Status

“View Course Registration and Status” menu

CAMPUS EDUCATION LEARNING SYSTEM

Smartphone page

Japanese

About 60 min

Logout

HOME

Student Info

Bulletin Board

Schedule

Syllabus

Course

Examination

Grade

Other

Class Portfolio

View Course Registration and Status

What's New

No data available for display.

My Schedule

←

Apr 2019

→

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				

📅

2019/04/03(Wed)

no schedule.

Frequently Used Menu

🔍

Bulletin board

✏️

Course registration - registration status inquiry

🔍

grade inquiry

🔍

credit earned inquiry

Link

Edit My Links

View Course Registration and Status

Input the information to change and then click the "Change" button.

Optional items are marked with ※


Personal Contact Information

Affiliation		Student ID No.	
Name		Student Year	Year 3
Postal Code	<input type="text"/> - <input type="text"/> (Half-width characters)	Prefecture	-- ▾
Municipality	<input type="text"/>		
District, house number, etc.	<input type="text"/>		
Apartment name, etc.	<input type="text"/>		
Phone Number	<input type="text"/> Include hyphens	Category	-- ▾
Mobile Phone Number	<input type="text"/> ※(Single-byte Characters) Hyphen Allowed		

Change

Clear

Enter your address in Japan

 **Change Student Address**

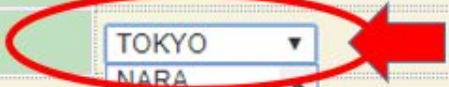
Input the information to change and then click the "Change" button.
Optional items are marked with ※

▼ **Personal Contact Information**

Affiliation	商学部	Student ID No.	
Name		Student Year	Year 3
Postal Code	187 - 0045 (Half-width characters)	Prefecture	TOKYO ▼
Municipality	Kodaira		
District, house number, etc.			
Apartment name, etc.			
Phone Number		Category	
Mobile Phone Number			

Change Clear

Select "TOKYO" for "Prefecture"



Leave the “desired department” as it is and proceed

CAMPUS EDUCATION LEARNING SYSTEM

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

Class Portfolio View Course Registration and Status

Smartphone page Japanese About 58 min Logout

What's New
No data available for display.

My Schedule
Apr 2019
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
2019/04/03(Wed)
no schedule.

Frequently Used Menu


View Course Registration and Status

Name		Student ID No.	
Affiliation	Faculty of Commerce and Management	Student Year	3Grade

Select the desired department

☒ Department of Business Management

☐ Department of Commerce



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

CAMPUS EDUCATION LEARNING SYSTEM

HOME Student Info Bulletin Board Schedule Syllabus Course Examination Grade Other

Smartphone page Japanese About 59 min Logout

Class Portfolio View Course Registration and Status

What's New
No data available for display.

My Schedule
Apr 2019
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
2019/04/03(Wed)
no schedule.

Frequently Used Menu
Bulletin board
Course registration - registration status inquiry
grade inquiry
credit earned inquiry

Link
Edit My Links

View Course Registration and Status

Name				Student ID No.	
Affiliation	Faculty of Commerce and Management Department of Business Management			Student Year	3Grade
Academic Year/Semester	2019Academic Year Spring	Valid Until	2019/04/03 19:00	No. of Items	0
No. of Enrolled Credits (Academic Year)	0.0	No. of Enrolled Credits (Quarter)	0.0		

Last updated :

Select the desired department

☒ Department of Business Management ☐ Department of Commerce Set

Spring	Summer	Autumn	Winter
Monday		Tuesday	
Period 1	Not registered	Not registered	
Period 2	Not registered	Not registered	
Period 3	Not registered	Not registered	
Period 4	Not registered	Not registered	

Register an intensive course

Before starting the procedure, decide courses that you wish to take in the [HGP Course list](#) or syllabus.

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

The screenshot displays the 'CAMPUS EDUCATION LEARNING SYSTEM' interface. The top navigation bar includes links for HOME, Student Info, Bulletin Board, Schedule, Syllabus, Course (highlighted), Examination, Grade, and Other. A secondary bar shows 'Class Portfolio' and 'View Course Registration and Status'. The main content area is divided into two panels. The left panel, titled 'What's New', shows 'No data available for display.' Below it is a 'My Schedule' calendar for April 2019, with the date 2019/04/03(Wed) selected, indicating 'no schedule.' The right panel, titled 'View Course Registration and Status', prompts the user to 'Please enter the course you want to register.' It contains a form with the following fields: 'Day' (Monday), 'Period' (1), 'Course offered by' (General Education), and 'Course Code' (empty). The 'Course offered by' and 'Course Code' fields are circled in red. Below the form, a message states: 'If unknown, a search of Course Codes or Numbering Codes may be made.' At the bottom of the form are buttons for 'Register' (circled in red), 'View Syllabus', 'Clear', and 'Return to the Course Registration Screen'. A pixelated hand cursor is pointing at the 'Register' button. On the left side of the interface, there is a 'Frequently Used Menu' with links to 'Bulletin board', 'Course registration - registration status inquiry', 'grade inquiry', and 'credit earned inquiry'. At the bottom left, there is a 'Link' section with an 'Edit My Links' button.

Course codes are listed in the [HGP Course list](#) or syllabus (e.g. **1EI30301**)

Search for your desired course

The screenshot displays the 'CAMPUS EDUCATION LEARNING SYSTEM' interface. The top navigation bar includes links for HOME, Student Info, Bulletin Board, Schedule, Syllabus, Course, Examination, Grade, and Other. A secondary bar shows Class Portfolio and View Course Registration and Status. The main content area is divided into three sections:

- What's New:** No data available for display.
- My Schedule:** A calendar for April 2019. The date 2019/04/05 (Fri) is highlighted, showing 'no schedule'.
- Frequently Used Menu:** Links to Bulletin board, Course registration - registration status inquiry, grade inquiry, and credit earned inquiry.

The central 'View Course Registration and Status' section prompts the user to 'Please enter the course you want to register.' It contains a form with the following fields:

- Day:** Monday
- Period:** 1
- Course offered by:** Faculty of Social Sciences
- Course Code:** (empty text box)

Below the form, a note states: 'If unknown, a search of Course Codes or Numbering Codes may be made.' A red circle highlights the words 'Course Codes' and 'Numbering Codes'. A hand cursor icon points to the 'View Syllabus' button.

On the right, a pop-up window titled 'View Course Registration and Status [CampusSq...]' shows a search criteria input form. It includes fields for Academic Year (2019), Course offered by (Faculty of Social Sciences), Semester, Lecture, Instructor Name, Language Used in Class, Course Title, Student Year, Day, and Period. A list of search results is displayed, including 'International Linkage', 'Pedagogical Subjects', 'GS-Business Administration', 'Business Administration', 'Management Analysis Program', 'Business Administration Program', 'Financial Strategy Program', 'International Corporate Strategy', 'GS-Economics', 'GS-Law', 'GS-Social Sciences', 'GS-Language and Society', 'GS-International Corporate Strategy', 'GS-International and Public Policy', 'GS-Commerce and Management', 'GS-Business Administration', 'Business Administration', 'Financial Strategy Program', and 'Business Administration'. A 'Search' button is visible at the bottom of the list.

Search for your desired course

The screenshot displays the 'CAMPUS EDUCATION LEARNING SYSTEM' interface. The top navigation bar includes links for HOME, Student Info, Bulletin Board, Schedule, Syllabus, Course, Examination, Grade, and Other. A secondary bar shows 'Class Portfolio' and 'View Course Registration and Status'. The main content area is divided into three sections:

- What's New:** No data available for display.
- My Schedule:** A calendar for April 2019. The date 2019/04/03 (Wed) is highlighted, with a note 'no schedule.'
- Frequently Used Menu:** Links to Bulletin board, Course registration - registration status inquiry, grade inquiry, and credit earned inquiry.

The 'View Course Registration and Status' section is the primary focus. It contains a form titled 'Please enter the course you want to register.' with the following fields:

Day	Monday
Period	1
Course offered by	General Education
Course Code	<input type="text"/>

Below the form, it states: 'If unknown, a search of [Course Codes](#) or [Numbering Codes](#) may be made.' Buttons for 'Register', 'View Syllabus', 'Clear', and 'Return to the Course Registration Screen' are provided.

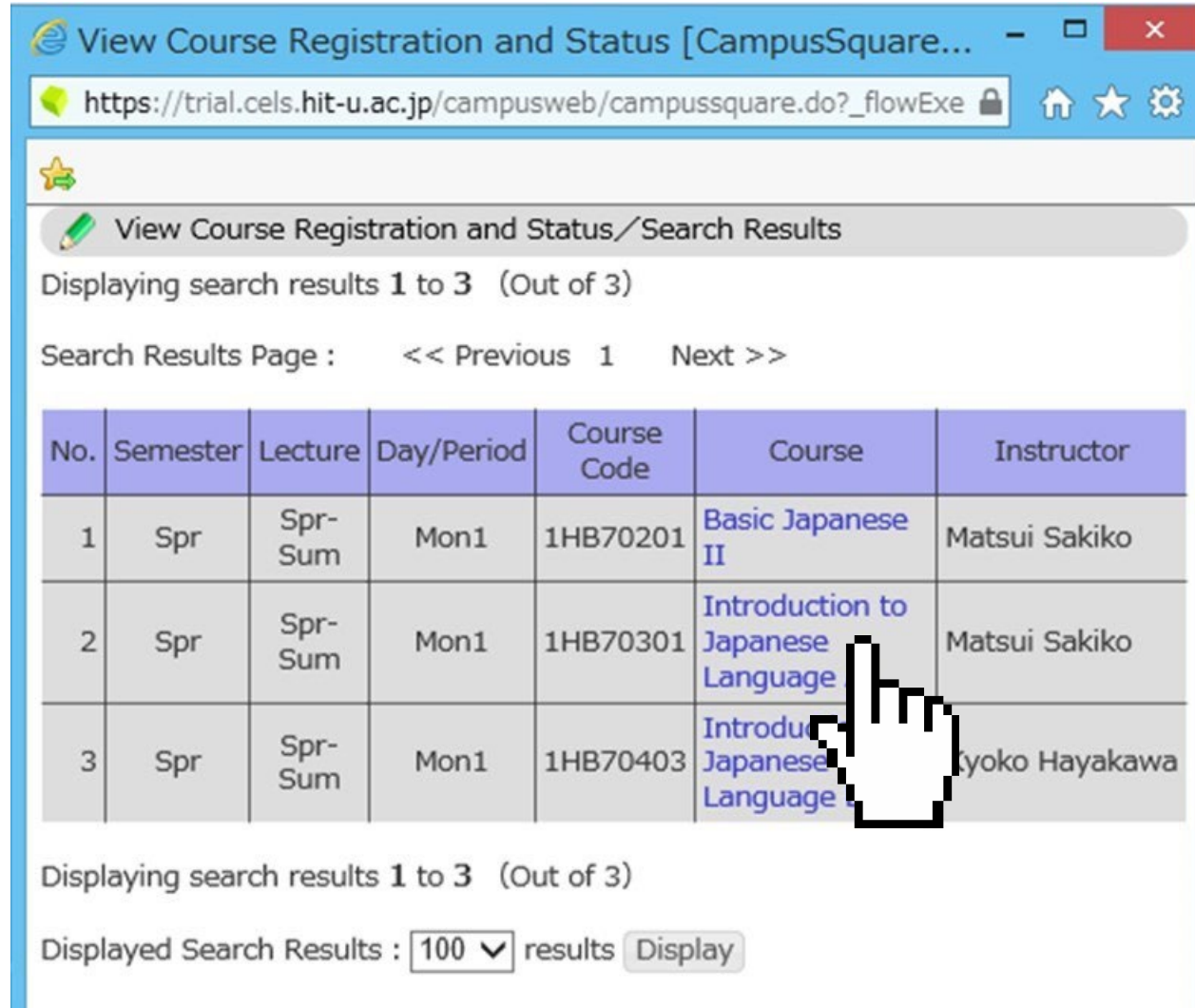
On the right, a browser window titled 'View Course Registration and Status [CampusSquare...]' shows the search criteria input page. The URL is https://trial.cels.hit-u.ac.jp/campusweb/campussquare.do?_flowExe. The page title is 'View Course Registration and Status/ Criteria Input'. It includes the instruction: 'If the course code is unknown, you can search using the following criteria.'

The search criteria are as follows:

- Academic Year : 2019
- Course offered by : International Linkage
- Semester : Spring
- Lecture : not specified
- Instructor Name : ※Partial Match
- Language Used in Class : not specified
- Course Title : Japanese x ※Partial Match
- Student Year : 3
- Day : Monday
- Period : Period 1

The 'Displayed Search Results' are 100 results. A 'Search' button is highlighted by a hand cursor.

Choose a desired course from search results



View Course Registration and Status [CampusSquare...]

https://trial.cels.hit-u.ac.jp/campusweb/campussquare.do?_flowExe

View Course Registration and Status/Search Results

Displaying search results 1 to 3 (Out of 3)

Search Results Page : << Previous 1 Next >>

No.	Semester	Lecture	Day/Period	Course Code	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	Spr	Spr-Sum	Mon1	1HB70403	Introduction to Japanese Language	Kyoko Hayakawa

Displaying search results 1 to 3 (Out of 3)

Displayed Search Results : 100 results Display

A course code for the chosen course is automatically entered

→ Click on the “Register” button

The screenshot displays the 'CAMPUS EDUCATION LEARNING SYSTEM' interface. The top navigation bar includes links for HOME, Student Info, Bulletin Board, Schedule, Syllabus, Course, Examination, Grade, and Other. The 'Course' tab is selected. Below the navigation bar, the 'View Course Registration and Status' section is active. It contains a form with the following fields:

Day	Monday
Period	1
Course offered by	General Education
Course Code	

Below the form, there is a 'Register' button, a 'View Syllabus' button, a 'Clear' button, and a 'Return to the Course Registration Screen' button. A red circle highlights the 'Register' button, and a hand cursor is pointing at it. The 'Course Code' field is also circled in red. The 'Course offered by' dropdown menu is set to 'General Education'.

On the left side of the interface, there is a 'What's New' section with the message 'No data available for display.' Below it is a 'My Schedule' section showing a calendar for April 2019. The calendar indicates that the user is currently on Wednesday, April 3, 2019, and there is no schedule for that day. Below the calendar is a 'Frequently Used Menu' section with links for 'Bulletin board', 'Course registration - registration status inquiry', 'grade inquiry', and 'credit earned inquiry'. At the bottom left, there is a 'Link' section with an 'Edit My Links' button.

Course codes are listed in the [HGP Course list](#) or syllabus (e.g. **1EI30301**)

✓ Registration succeeded

CAMPUS EDUCATION LEARNING SYSTEM

HOME Student Info Bulletin Board Schedule Syllabus Course Examination Grade Other

Class Portfolio View Course Registration and Status

What's New
No data available for display.

My Schedule
Apr 2019
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
2019/04/03(Wed)
no schedule.

Frequently Used Menu
Bulletin board
Course registration - registration status inquiry
grade inquiry
credit earned inquiry

Link
Edit My Links

View Course Registration and Status

Name				Student ID No.	
Affiliation	Faculty of Commerce and Management Department of Business Management			Student Year	3Grade
Academic Year/Semester	2019Academic Year Spring	Valid Until	2019/04/06 23:59	No. of Items	3
No. of Enrolled Credits (Academic Year)	0.0	No. of Enrolled Credits (Quarter)	0.0		

Last updated : 2019/04/03 21:06

Select the desired department
☒ Department of Business Management ☐ Department of Commerce Set

	Spring	Summer	Autumn	Winter	Register an intensive course	
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Period 1	1HB70301 Introduction to Japanese Language A Matsui Sakiko	1HB70301 Introduction to Japanese Language A Matsui Sakiko	Not registered	Not registered	1HB70301 Introduction to Japanese Language A Matsui Sakiko	Not registered
Period 2	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
Period 3	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
Period 4	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
Period 5	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered

Intensive course, etc.

Day	Period	Course Code	Course	Instructor Name
Not registered				

Register an intensive course

◆ How to Drop Courses

During

- the **Course Registration Period**
- the **Change of Course Registration Period**


Click on a course you wish to drop

View Course Registration and Status

Name				Student ID No.	
Affiliation	Faculty of Social Sciences			Student Year	3Grade
Academic Year/Semester	2019Academic Year Spring	Valid Until	2019/04/06 23:59	No. of Items	9
No. of Enrolled Credits (Academic Year)	10.0	No. of Enrolled Credits (Quarter)	6.0		

Last updated : 2019/04/03 22:12

	Spring	Summer	Autumn	Winter	Register an intensive course	
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Period 1	1HB70301 Introduction to Japanese Language A Matsui Sakiko	1HB70301 Introduction to Japanese Language A Matsui Sakiko	Not registered	Not registered	1HB70301 Introduction to Japanese Language A Matsui Sakiko	Not registered
Period 2	1SO40201 International Justice Theory FUKUTOMI Mitsuhiisa	1SK40401 Educational Policy NAKATA Yasuhiko	Not registered	1SO40201 International Justice Theory FUKUTOMI Mitsuhiisa	1SK40401 Educational Policy NAKATA Yasuhiko	Not registered
Period 3	Not registered	Not registered	Not registered	Not registered	1SZ90603 Politics SEBATA Hajime	Not registered
Period 4	Not registered	1HE71001 Special Topics in Social Sciences D Ed Franco	Not registered	Not registered	Not registered	Not registered



Click on the “Delete” button and confirm

During

- the **Course Registration Period**
- the **Change of Course Registration Period**

The screenshot displays the 'CAMPUS EDUCATION LEARNING SYSTEM' interface. The top navigation bar includes links for HOME, Student Info, Bulletin Board, Schedule, Syllabus, Course, Examination, Grade, and Other. The 'Course' tab is currently selected. Below the navigation bar, the 'View Course Registration and Status' section is active, showing a confirmation message: 'Are you sure you wish to cancel registration of the following course?'. A table lists the course details:

Day	Tuesday
Period	4
Course offered by	International Linkage
Course Code	1HE71001
Course	Special Topics in Social Sciences D

Below the table, there are two buttons: 'Delete' (circled in red) and 'Return to the Course Registration Screen'. A modal dialog box titled 'Web ページからのメッセージ' (Message from Web Page) is overlaid on the right, asking 'You wish to delete data; Is it OK?'. The 'OK' button in this dialog is also circled in red, with a hand cursor pointing at it. The 'キャンセル' (Cancel) button is also visible.

✓ Drop succeeded

During

- the **Course Registration Period**
- the **Change of Course Registration Period**

	Spring	Summer	Autumn	Winter	Register an intensive course	
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Period 1	1HB70301 Introduction to Japanese Language A Matsui Sakiko	1HB70301 Introduction to Japanese Language A Matsui Sakiko	Not registered	Not registered	1HB70301 Introduction to Japanese Language A Matsui Sakiko	Not registered
Period 2	1SO40201 International Justice Theory FUKUTOMI Mitsuhiro	1SK40401 Educational Policy NAKATA Yasuhiko	Not registered	1SO40201 International Justice Theory FUKUTOMI Mitsuhiro	1SK40401 Educational Policy NAKATA Yasuhiko	Not registered
Period 3	Not registered	Not registered	Not registered	Not registered	1SZ90603 Politics SEBATA Hajime	Not registered
Period 4	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered

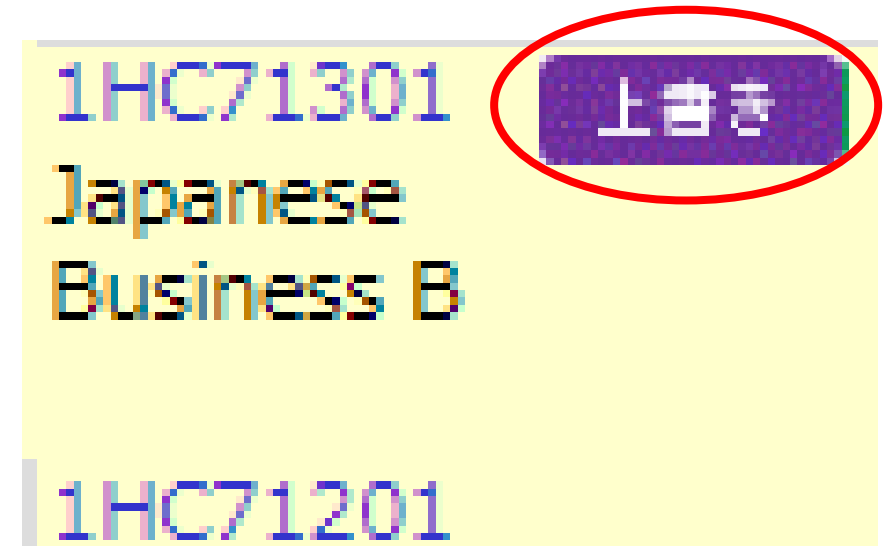
← Course deleted

Within the **Course Registration Period/Change of Course Registration Period**, deleted courses can be added again.

◆ 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 will appear).



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



Educational Affairs Division, Study Abroad Section (Inbound)

edu-gs.g2@ad.hit-u.ac.jp

West Campus Main Building 1F