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2．Courses that can be withdrawn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)

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◆ 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

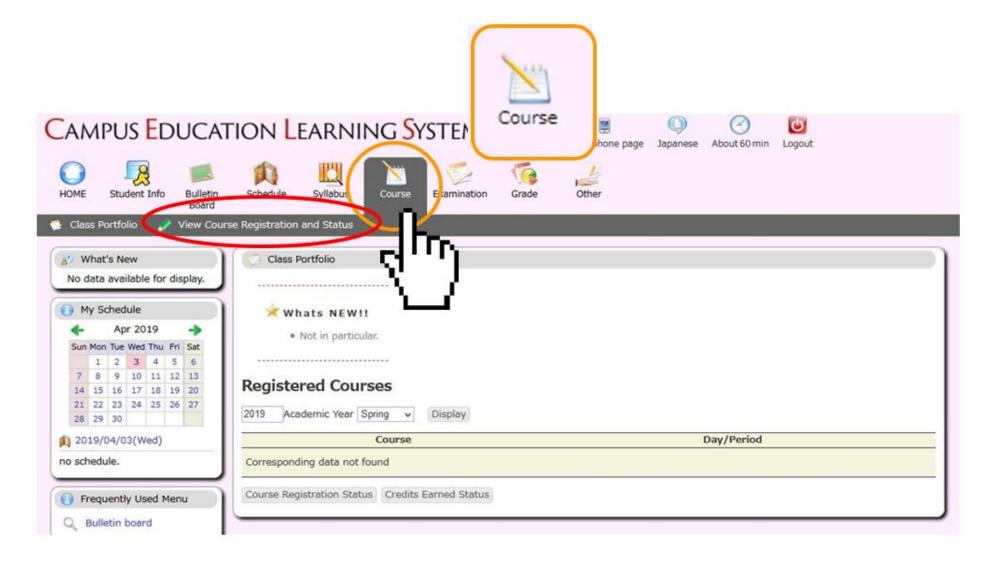Log in @ https://cels.hit-u.ac.jp/

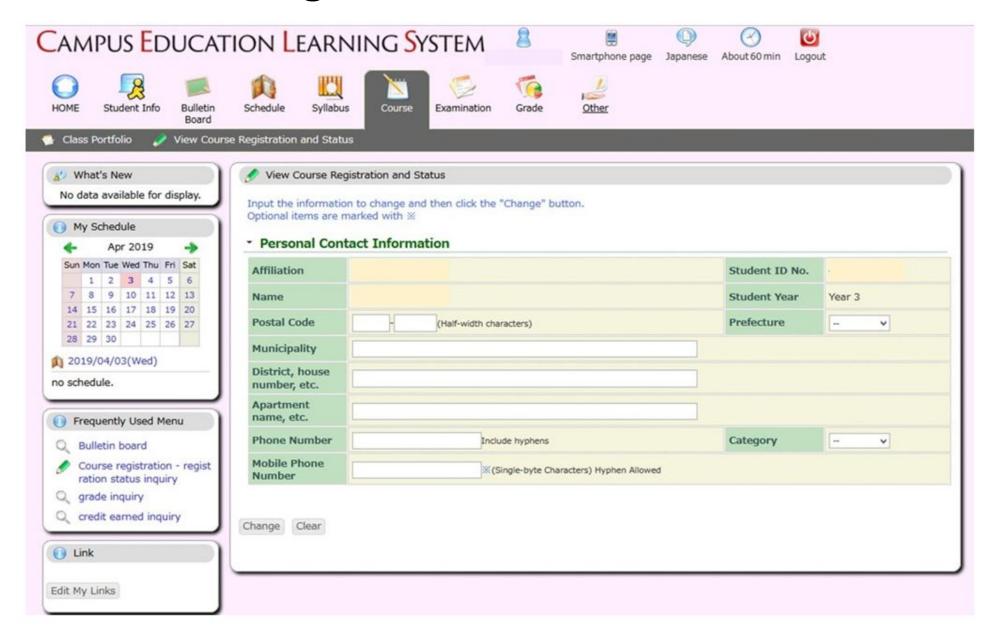# Choose your language

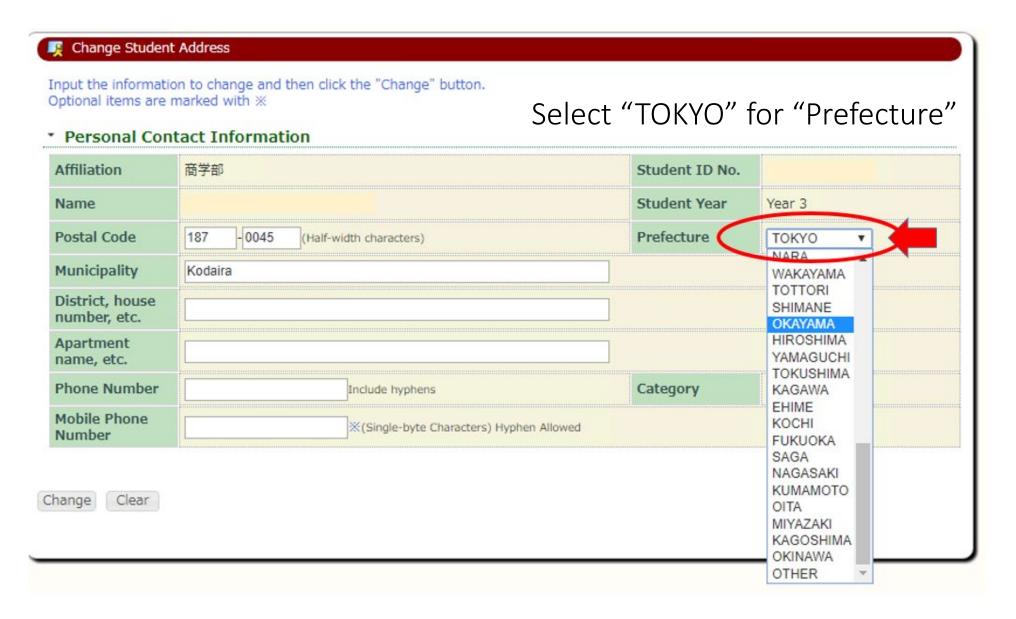# Language changed to English

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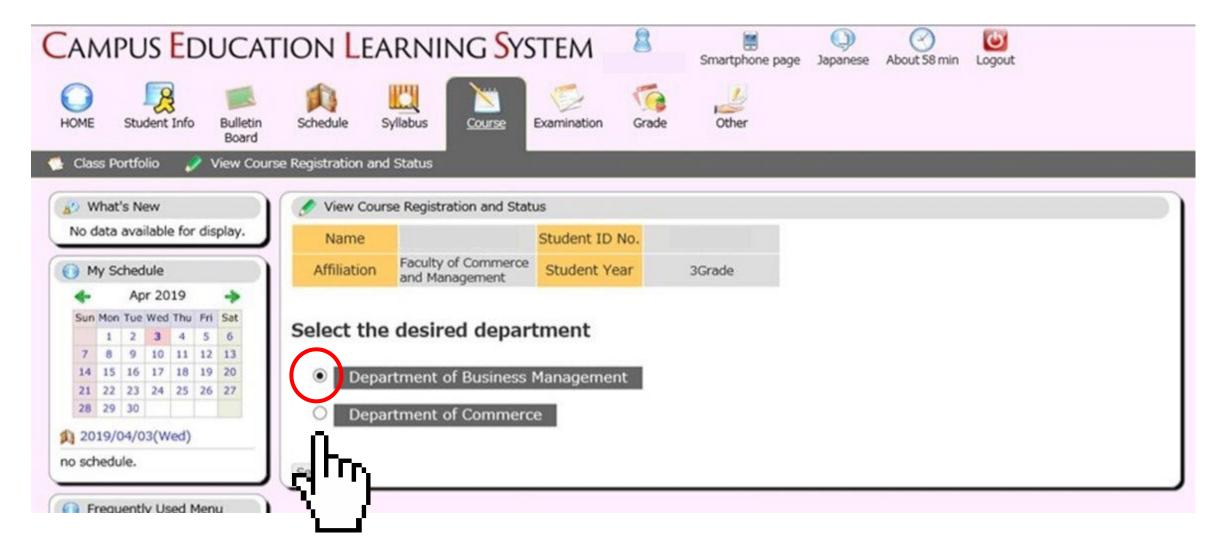## → "View Course Registration and Status"
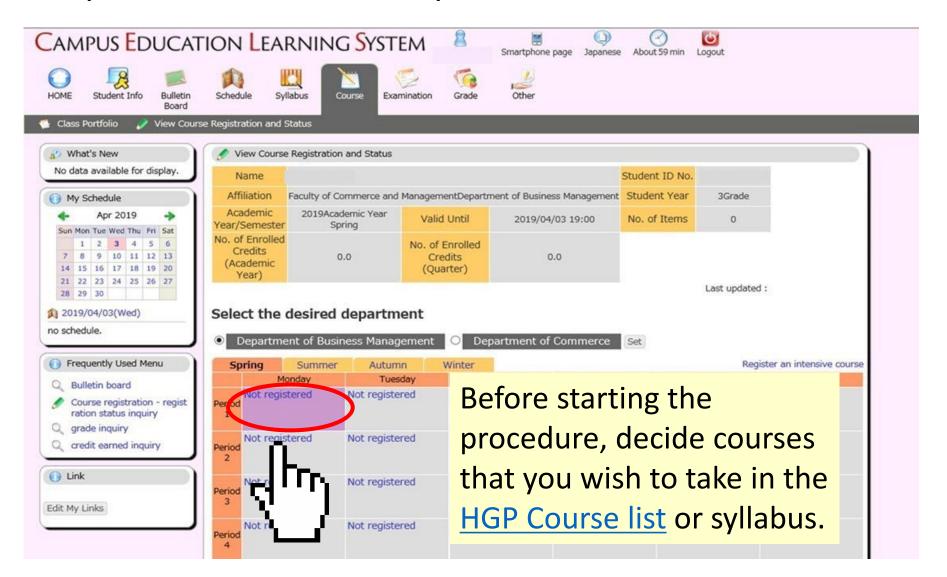
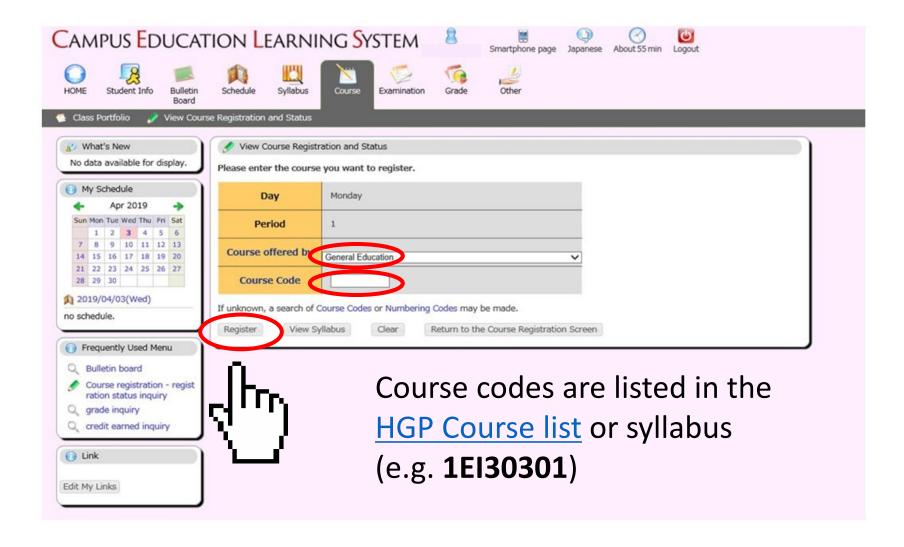# "View Course Registration and Status" menu

Enter your address in Japan
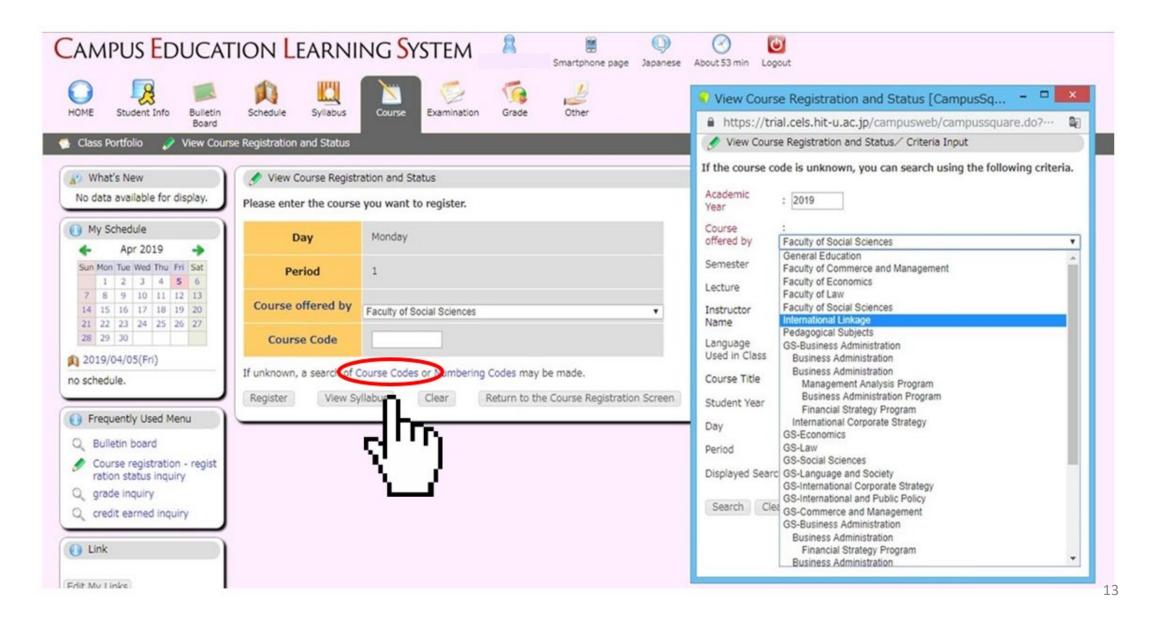
Leave the "desired department" as it is and proceed

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

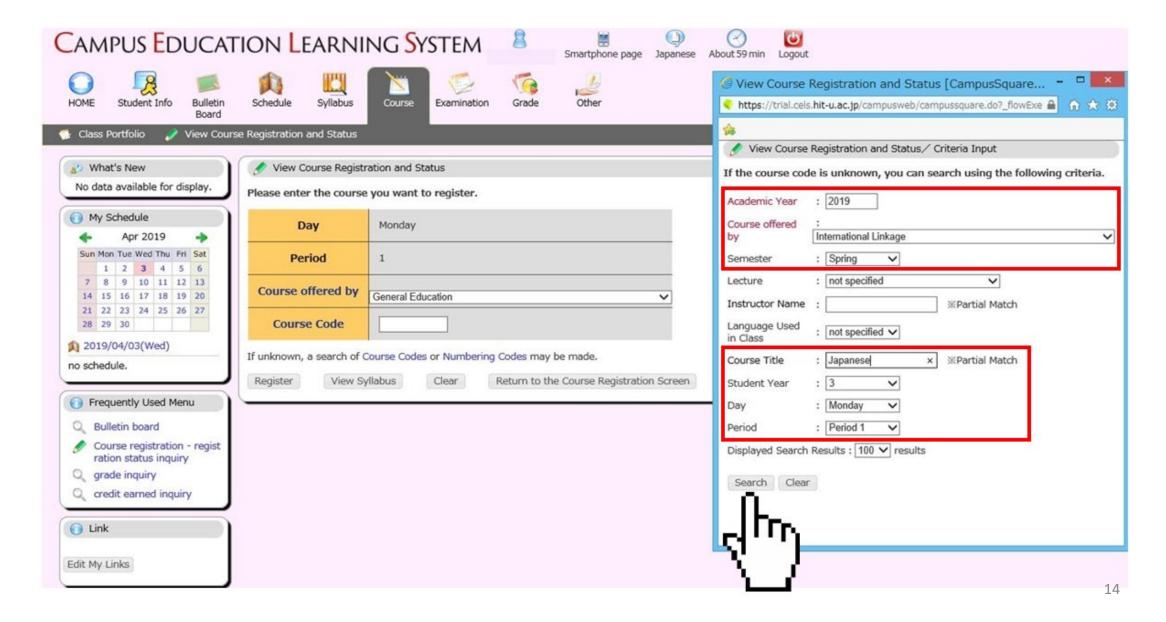Before starting the procedure, decide courses that you wish to take in the HGP Course list or syllabus.

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

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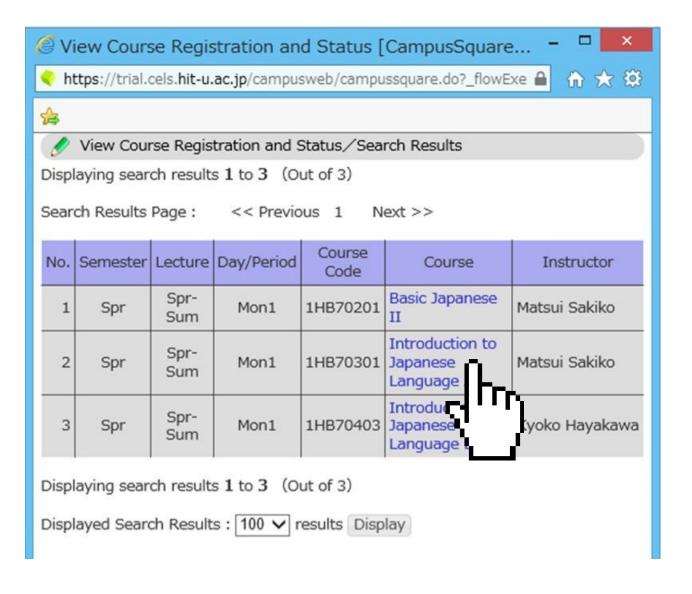HGP Course list or syllabus
(e.g. **1EI30301**)

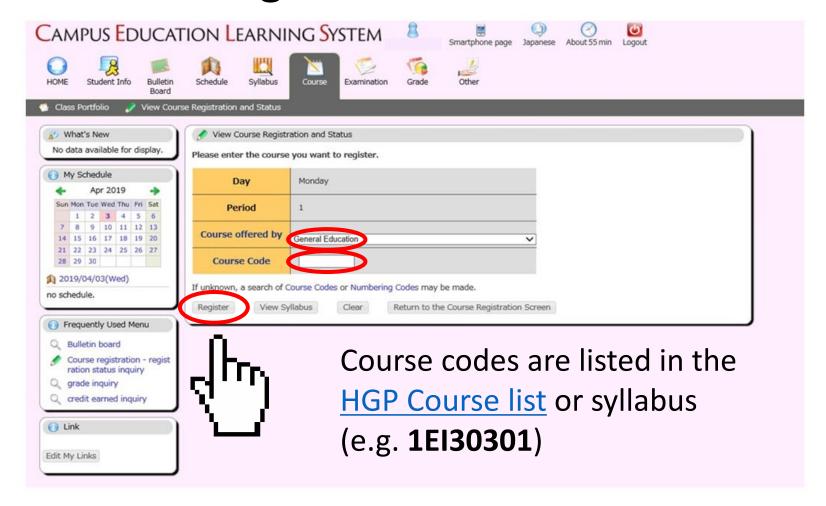# Search for your desired course

Search for your desired course

Choose a desired course from search results

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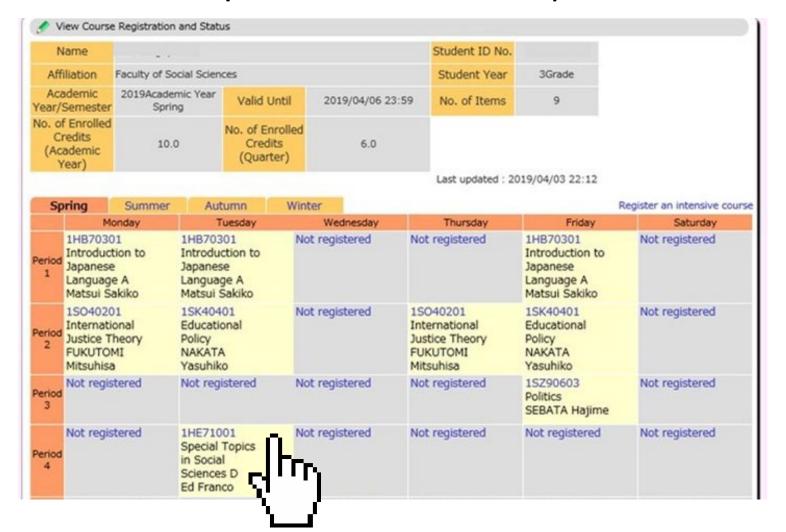## → Click on the "Register" button

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

✓ Registration succeeded

◆ How to Drop Courses

Click on a course you wish to drop

Clink on the "Delete" button and confirm

✓ **Drop succeeded**

	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 Mitsuhisa	1SK40401 Educational Policy NAKATA Yasuhiko	Not registered	1SO40201 International Justice Theory FUKUTOMI Mitsuhisa	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

Register an intensive course

Course deleted

Within the **Course Registration Period/Change of Course Registration Period**, deleted courses can be added again.
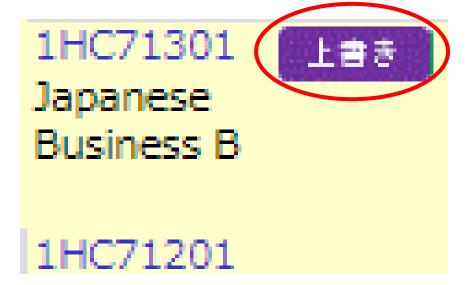
◆ Note: Repeat Marks

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).

1HC71301　上書き

Japanese
Business B

1HC71201

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

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