# **WEB** Lotteries

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

### $\bigcirc$ 1st Entry : Apr. 4, 9 a.m. – Apr. 5, noon For courses offered in the spring and/or summer quarters, summer intensive 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 course (Announcement of results: Tuesday, 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) $\diamond$ 4th Entry : July 1, noon – July 2, noon For summer intensive course (Announcement of results: Wednesday, July 3, noon)

- **Postgrad. students** (Degree-seeking, Exchange, Research) can apply for the "2nd Entry" only.
- After all lotteries, the registration will be closed even if some courses still have seats remaining.
- Read information on the following slides carefully and follow the instructions posted on <u>Campus</u>
   <u>Education Learning System (CELS)</u>.

# Information on WEB Lotteries (1)

- Depending on the lottery period (1<sup>st</sup> Entry ~ 4<sup>th</sup> Entry), the courses eligible for the lottery differ (Spring-Summer semester courses, Spring quarter courses, Summer quarter courses, and Summer Intensive courses).
- Before applying for the lottery, check the following course registration rules carefully.

### **1. Applicable Lottery Courses**

To check if a course is a lottery course, refer to the syllabus on CELS.

→ Go to "Syllabus" > "Search for Specific Items"

Lottery courses are indicated with a "O" symbol in the "Online Registrator Lottery" section. (You can also use a search function to find courses subject to lotteries.)

- 2. "学士課程ガイドブック"(For Undergraduate degree-seeking students)
- **3. "学生便覧"**(For Postgraduate degree-seeking students)

4. "Course Registration Guidelines for Exchange Students and MEXT Japanese Studies Students" (For Exchange students and MEXT students)

## Information on WEB Lotteries (2)

- If many students try to access CELS as the deadline approaches, you may not be able to complete your entry properly in time. There is no remedy even if you cannot complete your entry, so complete the procedures as early as possible.
- You can change/add/delete your choices as many times as you wish during each entry period only. (Be sure to confirm details of your registration at the end of your operation.)
- The 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> lotteries are held only for courses that have seats remaining after the previous lottery. You are not allowed to register for any courses after the end of all lotteries even if some courses have seats remaining.
- Courses that you won in the lotteries will be automatically registered. You are not allowed to change them to the other courses. You are not allowed to take any courses that you did not win, either. If you wish to withdraw from any of the courses you won in the lottery, you may only delete them during the designated Course Withdrawal Period.

# How to Apply for the Lottery (1)

- Log in to CELS @ <u>https://cels.hit-u.ac.jp/</u>.
- Go to "Course" > "Pre-registration."

Campus Educat	ION LEARNING SYSTEM	Smartphone page	Japanese About 60 mir	n Logout
HOME Student Info Bulletin Board	Schedule Syllabus Course Self evaluation	Examination Grade Of	ther	
<ul> <li>Class Portfolio</li> <li>Pre-registra</li> <li>Application for Exr</li> <li>Pre-registr</li> <li>Course Withdrawa</li> <li>View Pre-r</li> </ul>	ration Confirmation of Teaching-Related Con		List of Seminar Scree n Sheet Input Nu	ening Results ursing Care Experience Schedule
What's New	-registration / Category Selection			
You got new information.		Student ID No.		
Bulletin board     My Schedule	Faculty of Commerce and ManagementDepartment of Busin Management		3	
🔶 Aug 2022 🌩	Registration	Academic	2022 / Autumn	
Sun Mon Tue Wed Thu Fri Sat	Period	Year/Semester		
1 2 3 4 5 6 7 8 9 <b>10</b> 11 12 13	English Level			
14 15 16 17 18 19 20	Select the lottery selection categories to perform	m pre-registration for.		
21         22         23         24         25         26         27           28         29         30         31	Where a class is conducted via live video strep participating in the class may be shown on the	aming, in whole or in part, stud screen (or participants' voices i	may be	
1 2022/08/10(Wed)	picked up). Classes will be recorded and may be please be aware that you are consenting to this			
no schedule.				
	Category Name			
Frequently Used Menu	社会科学戦論Ⅰ・Ⅱ(社会学部生のみ履修可)			
Student information carte/	英語(I · II · Introduction) / English I, II, Introd	luction		
· · · · · · · · · · · · · · · · · · ·				

# How to Apply for the Lottery (2)

### • Select the course category.



# How to Apply for the Lottery (3)

- Select the course group (day and period).
- Courses with two classes per week are categorized into the course group of the first class.
   (e.g. A course with two classes on Mon. 2<sup>nd</sup> period and Thu. 2<sup>nd</sup> period → The course group is "Mon2")



### How to Apply for the Lottery (4)

### • Input priority rankings from 1 to 5 (up to five choices for each course group).

Category	他授業科目(曜日・時限指定有) / Specified day and period
Course Group	月1(秋・秋冬) / Mon1(Aut, Aut-Win)

#### Input between 1 and 5 course priority rankings.

The course with no remaining seat will be excluded from the list of choices. In order to delete your registration and return to the previous screen, please click on the "Delete and Return" button.

#### 月1(秋・秋冬) / Mon1(Aut, Aut-Win)

Prio Ran	 Course Code	Course	Instructor	Semester	Day / Period	Capacity	Number of remaining seats	No. Applied (1st preference)	Notes
	1ED41101	Topics in Probability and Statistics A	HONDA Toshio	Autumn	Mon1 , Thu1	21	21	0	
1	1EG30101	Public Finance I	SATO Motohiro	Autumn	Mon1 , Wed1	190	190	0	
	1JA10402	Undergraduate Introductory Seminar	SAKAI TOMOYUKI	Autumn- Winter	Mon1	16	16	0	
2	1JD25501	Political & Diplomatic History of U.S.A.	T.B.D.	Autumn- Winter	Mon1	300	300	0	
	1JJ71401	EU Law	NAKANISHI Yumiko	Autumn- Winter	Mon1	41	41	0	

#### Confirm

The input contents are checked, and the pre-registration screen will open.

Delete and Return

Deletes all pre-registration information that is registered to this course group, and returns to the Course Group Selection screen.

Clear

Returns input on the screen to its initial state.

# How to Apply for the Lottery (5)

### • Click on the "Confirm" button.

 Category
 他授業科目(曜日・時限指定有) / Specified day and period

 Course Group
 月1(秋・秋冬) / Mon1(Aut, Aut-Win)

#### Input between 1 and 5 course priority rankings.

The course with no remaining seat will be excluded from the list of choices. In order to delete your registration and return to the previous screen, please click on the "Delete and Return" button.

#### 月1(秋・秋冬) / Mon1(Aut, Aut-Win)

Priority Ranking	Course Code	Course	Instructor	Semester	Day / Period	Capacity	Number of remaining seats	No. Applied (1st preference)	Notes
	1ED41101	Topics in Probability and Statistics A	HONDA Toshio	Autumn	Mon1 , Thu1	21	21	0	
1	1EG30101	Public Finance I	SATO Motohiro	Autumn	Mon1 , Wed1	190	190	0	
	1JA10402	Undergraduate Introductory Seminar	SAKAI TOMOYUKI	Autumn- Winter	Mon1	16	16	0	
2	1JD25501	Political & Diplomatic History of U.S.A.	T.B.D.	Autumn- Winter	Mon1	300	300	0	
	1JJ71401	EU Law	NAKANISHI Yumiko	Autumn- Winter	Mon1	41	41	0	



Delete

Clear

The input contents are checked, and the pre-registration screen will open.

Deletes all pre-registration information that is registered to this course group, and returns to the Course Group Selection screen.

Returns input on the screen to its initial state.

# How to Apply for the Lottery (6)

• Click on the "Register" button.

Category	他授業科目(曜日・時限指定有) / Specified day and period
Course Group	月1(秋・秋冬) / Mon1(Aut, Aut-Win)

If there are no mistakes in the course priority rankings, click the "Register" button. To change the priority order, click the "Back" button to return to the pre-registration screen.

#### 月1(秋·秋冬) / Mon1(Aut, Aut-Win)

Priority Ranking	Course Code	Course	Instructor	Semester	Day / Class period	Capacity	Number of remaining seats	No. Applied (1st preference)	Notes
1	1EG30101	財政学Ⅰ	SATO Motohiro	Autumn	Mon1 , Wed1	190	190	0	
2	1JD25501	アメリカ政治外交史	T.B.D.	Autumn- Winter	Mon1	300	300	0	

Register Perform

Performs pre-registration.

turns to the pre-registration screen.

# How to Apply for the Lottery (7)

• Registration succeeded (Registered courses can be checked under "View Pre-Registrations.")



# How to Apply for the Lottery (8)

To change your registration, follow the procedures on "How to Apply for the Lottery (1)~(3)" again and change priority rankings and click on the "Confirm" button.

#### Input between 1 and 5 course priority rankings.

The course with no remaining seat will be excluded from the list of choices. In order to delete your registration and return to the previous screen, please click on the "Delete and Return" button.

#### 月1(秋·秋冬) / Mon1(Aut, Aut-Win)

	Priority Ranking	Course Code	Course	Instructor	Semester	Day / Period	Capacity	Number of remaining seats	No. Applied (1st preference)	Notes
(	1	1ED41101	Topics in Probability and Statistics A	HONDA Toshio	Autumn	Mon1 , Thu1	21	21	0	
		1EG30101	Public Finance I	SATO Motohiro	Autumn	Mon1 , Wed1	190	190	0	
		1JA10402	Undergraduate Introductory Seminar	SAKAI TOMOYUKI	Autumn- Winter	Mon1	16	16	0	
		1JD25501	Political & Diplomatic History of U.S.A.	T.B.D.	Autumn- Winter	Mon1	300	300	0	
(	2	1JJ71401	EU Law	NAKANISHI Yumiko	Autumn- Winter	Mon1	41	41	0	



The input contents are checked, and the pre-registration screen will open.

Deletes all pre-registration information that is registered to this course group, and returns to the Course Group Selection screen.

Returns input on the screen to its initial state.

# How to Apply for the Lottery (9)

To delete your registration, follow the procedures on "How to Apply for the Lottery (1)~(3)" again and click on the "Delete and Return" button.

#### Input between 1 and 5 course priority rankings.

The course with no remaining seat will be excluded from the list of choices. In order to delete your registration and return to the previous screen, please click on the "Delete and Return" button.

#### 月1(秋・秋冬) / Mon1(Aut, Aut-Win)

	Priority Ranking	Course Code	Course	Instructor	Semester	Day / Period	Capacity	Number of remaining seats	No. Applied (1st preference)	Notes
[		1ED41101	Topics in Probability and Statistics A	HONDA Toshio	Autumn	Mon1 , Thu1	21	21	0	
ĺ	1	1EG30101	Public Finance I	SATO Motohiro	Autumn	Mon1 , Wed1	190	190	0	
[		1JA10402	Undergraduate Introductory Seminar	SAKAI TOMOYUKI	Autumn- Winter	Mon1	16	16	0	
(	2	1JD25501	Political & Diplomatic History of U.S.A.	T.B.D.	Autumn- Winter	Mon1	300	300	0	
(		1JJ71401	EU Law	NAKANISHI Yumiko	Autumn- Winter	Mon1	41	41	0	

Confirm

The input contents are checked, and the pre-registration screen will open.

Delete and Return

Deletes all pre-registration information that is registered to this course group, and returns to the Course Group Selection screen.

Clear

ins input on the screen to its initial state.

# Announcement of Lottery Results

• Lottery results can be checked under "View Pre-Registrations" after the announcement.

他	授業科目	(曜日・時限指	定有) / Specified day	and period					
Th	e numbe	r of remaining	seats is updated base	ed on the latest registration	n status.				
	月1(秋·	秋冬) / Mon	1(Aut, Aut-Win)						
	Priority Ranking	Course Code	Course	Instructor	Day/Period	Capacity	Number of remaining seats	No. Applied (1st preference)	Success/failed
	1			SATO Motohiro	Mon1 ,Wed1	190	190	1	
	2	1JD25501	Political & Diplomatic History of U.S.A.	T.B.D.	Mon1	300	300	o	

- The number of courses you may win is one per course group. (You may not win any of them.)
- From the end of the entry period until the announcement of results, the following menus of CELS cannot be accessed:
  - Class Portfolio
  - Course Registration/View Course Registration and Status
  - Class Cancellations/Supplementary Classes Schedule
  - Grade

### Four essential check points

1. Do not forget to click on "Register"!

You will not be able to register for the courses unless you click on "Register"! Otherwise your choices will not be saved.

\* You will not receive a confirmation e-mail at completion of your registration.

🤌 事前登録/登	禄確認							
学生氏名	商学部学生			学舗	語番号	SHOO	0001	
学生所属	商学部商学科			<u>4</u>	学年	3年	E	
登録期間	第1回目 2019年3月1日 10時05 第2回目 2019年3月8日 12時05			年度	・学期	2018年度	冬学期	
英語レベル	標準							
カテゴリ	全学共通科目 (選択)							
カテコウ	王子共通件曰(進抗)							
科目グループ	月曜日1限							
科目の希望順位に間 希望順位を変更する	月曜日1限 違いがなければ「登録」ボタンを 場合は「戻る」ボタンで事前登録							
科目の希望順位に間 希望順位を変更する 月曜日1限	違いがなければ「登録」ボタンを							
科目の希望順位に間 希望順位を変更する	違いがなければ「登録」ボタンを 場合は「戻る」ボタンで事前登録		曜日時限	定員		申込人数 (第1希望)	備考	
科目の希望順位に間 希望順位を変更する 月曜日1限 希望 時間割っ	違いがなければ「登録」ボタンを 場合は「戻る」ボタンで事前登録 -ド 科日	画面へ戻ってください		定員 30			備考	

### 2. Open the "View Pre-registrations" page and check your registration status!



### Four essential check points

### 3. Be careful with overlapping day and period!



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### Notes for WEB lotteries

### Four essential check points

### 4. Be careful with language of instruction!

You cannot check the language of instruction on the WEB lottery screen. 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.

If you do not wish to take courses offered in Japanese, **be sure to check the "Language" (J/E) in the syllabus before applying for the lottery** to avoid applying for courses offered in Japanese by mistake.

火1	(秋・)	秋冬) / Iue:	1(Aut, Aut-Win)									
	ority king	Course Code	Course		Instructor	Day/Period	Capacity	Number of remaining seats	No. Applied (1st preference)	Success/failed		
	1 :	1EM42101	Advanced Development Economics E		MERADEE TANGVATCHARAPONG	Tue1 ,Fri1	28	28	3			
		報/Basic	Information	詳	御情報/Detailed Inform	nation	授業計画	前詳細情報	∕Class Schedu	le Details		
/			科目名 Course		Basic Japanese Ⅱ/Ba	asic Japan	ese II					
			割コード Irse Code		1HB70201							
			リングコード ering Code		HU-B702-A-00							
			講所屋 /Department		国際交流科目/Interna	tional Link	age					
			曜限 and Period		月/Mon 1, 火/Tue 1, 水/Wed 1, 木/Thu 2, 金/Fri 2							
			講区分 arter(s)		春夏学期/Spring-Summer							
			单位数 Credits		5.0							
			当教員 Instructor		ツォイ エカテリーナ/	Tsoy Ekat	terina					
			目区分 rse Group		B : Japanese Languag	je						
			授言語 nguage		∃∕J	Lan	guage	(J/E)				

#### 火1(秋・秋冬) / Tue1(Aut, Aut-Win)

### **Common errors at the time of the entry**

### (examples)

# **Errors due to course registration restrictions**

月1 (春・春夏)



### **Repeat marks**

If you retake a course that you have taken in a previous semester, 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.
\* Even if the grade before the overwriting is higher, it is unconditionally rewritten to the

grade after the overwriting.

林市 ノーショナ シャート 一般市 トゥ	
1GC20901     英語(ディスカッション・発展)I     ワンチェン・タイ     木2     16     0	D
1GC20902     英語(ディスカッション・発展) I     ワンチェン・タイ     木3     16     0	D
GC2009-3 <del>英語(ディス</del> ) リション・発展) I ワンチェン・タイ 木4 16 0	D
1001 英語(LL) I 上書き 橋沼 克美 月3 40 0 3	2
221003 <sub>英語(LL)I</sub> 上書き 早坂 静 金3 40 0	D
GC21004 <sub>英語(LL)I</sub> 上書き 早坂 静 金4 40 0	D
GC21007 <sub>英語(LL)I</sub> 上書き 江澤 美月 火3 40 0	D
GC21008 <sub>英語(LL)I</sub> L書き 江澤 美月 火4 40 0	D
GC21011 <sub>英語(LL)I</sub> L書書 加茂 秀隆 木2 40 0	D
GC21012 <sub>英語(LL)I</sub> 上書書 加茂 秀隆 木3 40 0	D
GC21015 <sub>英語(LL)I</sub> 上書書 山下 芳典 火1 40 0	D
GC21016 英語 (LL) I 上書書 山下 芳典 水1 40 0	D

### Notes on the 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> lottery

The number of seats available for one course in the 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> lottery is the number of seats remaining after the previous lottery (lotteries).



- Courses with no remaining seats are excluded from the list of choices.
- You can win only one course per course group.

# Be sure to check out the latest information on lottery courses and the lotteries on CELS.



Operation manuals are also available on CELS.

Notes for

WEB lotteries