

# Course Registration Procedure Explanation for Exchange Students



2024 Autumn-Winter Semester

**Educational Affairs Division**  
**Study Abroad Section (Inbound)**  
(Inbound Student Exchange Coordinators' Office)

<https://international.hit-u.ac.jp/pros/orientation/>

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# I. Course Registration

# 1. What You Need to Know Before Course Registration

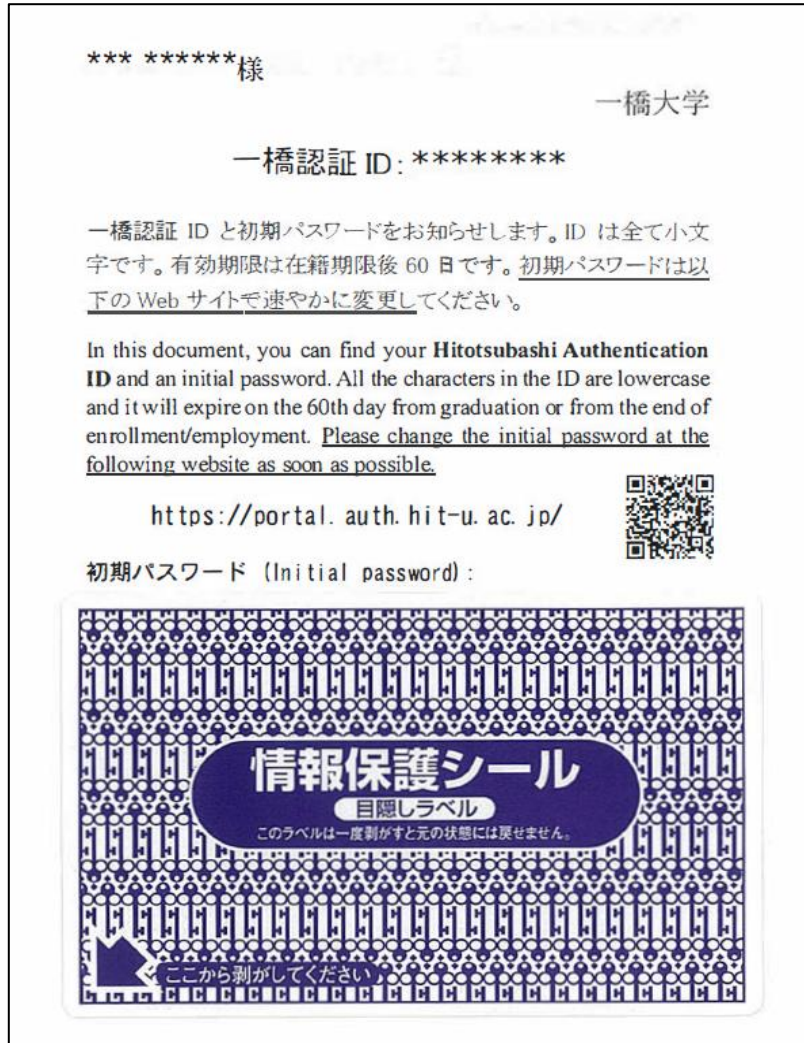
## 1-1. “CELS” and “manaba”

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

	CELS (Campus Education Learning System)	manaba
Function	<p><b>WEB lottery</b> <b>Course registration</b> Class cancellation information Grade check, etc....</p>	<p>Receiving class materials, Submitting assignments, etc....</p>
How to log in	<p>1. Visit <a href="https://cels.hit-u.ac.jp/campusweb/">https://cels.hit-u.ac.jp/campusweb/</a> 2. Enter your ID and password printed on your Hitotsubashi Authentication ID and initial password card.</p> <div style="display: flex; align-items: center; justify-content: center;">   </div>	<p>1. Visit <a href="https://manaba.hit-u.ac.jp">https://manaba.hit-u.ac.jp</a> 2. Enter your ID and password printed on your Hitotsubashi Authentication ID and initial password card.</p> <div style="display: flex; align-items: center; justify-content: center;">   </div>

Your **user ID** is your **Hitotsubashi student ID (lower case)** both for **CELS** and **manaba**.

**WEB lottery** and **course registration** can only be processed on **CELS**.



## Hitotsubashi Authentication ID and initial password card

Come and collect this card as well as your student ID card at the Study Abroad Section (Inbound) office **on Sep. 4, 5, or 6.**

You need your ID and initial password for

- web lottery from Sep. 9 to Sep. 10.
- course registration from Sep.13 to Sep.20.

on **CELS.**

# 1. What You Need to Know Before Course Registration

## 1-2. “WEB lottery” and “Course Registration”

- Some undergraduate (UG) courses are subject to the results of the lottery. For **lottery courses**, applying for the **WEB lottery** is required.
- All postgraduate (PG) courses and most undergraduate (UG) courses do not need the WEB lottery. For **non-lottery courses**, **course registration** is required.

	Lottery Courses	Non-lottery Courses
Type of Courses	Some face-to-face and online courses (UG)	All face-to-face and online courses (PG) Most face-to-face and online courses (UG)
Method	WEB lottery	Course registration
Tool	CELS	CELS
Period	Lottery period	Course registration period

**WEB lottery** and **course registration** can only be processed on **CELS**.

# 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		
① Term Code: <b>P</b> Spring Quarter		② Term Code: <b>S</b> Summer Quarter		④ Term Code: <b>INT (S)</b> Summer Intensive Course		⑤ Term Code: <b>A</b> Autumn Quarter		⑥ Term Code: <b>W</b> Winter Quarter		⑧ Term Code: <b>INT (W1)</b> Winter Intensive Course I		⑨ Term Code: <b>INT (W2)</b> Winter Intensive Course II	⑩ Term Code: <b>INT (W3)</b> Winter Intensive Course III
③ Term Code: <b>Z</b> Spring - Summer Semester				⑦ Term Code: <b>K</b> 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**

Summer and Winter Intensive Courses are not mandatory.

The time schedule for Intensive Courses will be announced later on CELS.

# 1. What You Need to Know Before Course Registration

## 1-4. Class Schedule

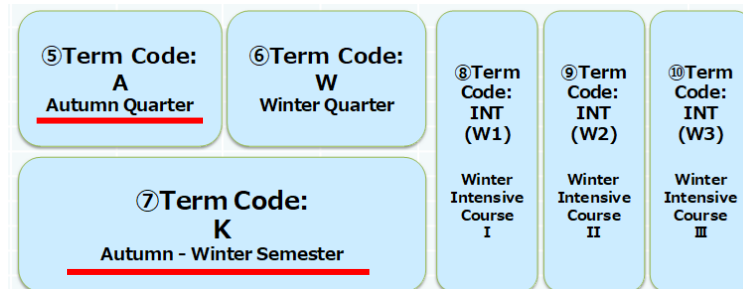
1 <sup>st</sup> period	8:45 a.m. – 10:30 a.m.
2 <sup>nd</sup> period	10:45 a.m. – 0:30 p.m.
Lunch break (45 minutes)	
3 <sup>rd</sup> period	1:15 p.m. – 3:00 p.m.
4 <sup>th</sup> period	3:15 p.m. – 5:00 p.m.
5 <sup>th</sup> period	5:10 p.m. – 6:55 p.m.



## 2. Key Dates

Procedure	Period A	Period B	Period C	Ref.
<b>Lottery Period</b> (@CELS) <i>*For Postgraduates, the only chance to apply for lottery courses is the 2<sup>nd</sup> Entry in Period A.</i>	1st: Sep. 9 (Mon)(9 a.m.) - Sep. 10(Tue)(noon) Results: Sep. 11(3 p.m.) 2nd: Sep. 11 (Wed)( 5 p.m.) - Sep. 12 (Thur)( 2 p.m.) Results: Sep. 12(8 p.m.)	3rd: Oct. 8 (Tue)(noon) - Oct. 9 (Wed)(noon) Results: Oct. 10(noon)	4th: Dec. 9 (Mon)(noon) - Dec. 10 (Tue)(noon) Results: Dec. 11(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 Sep. 13 – Sep. 20 <i>*Mandatory for all</i>	Change of Course Registration Oct. 11 – Oct. 14	Change of Course Registration Dec. 12– Dec. 13	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))	

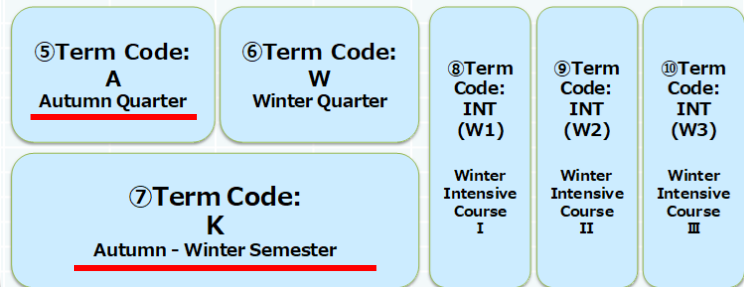
- Lottery courses can be applied for only during the lottery period and dropped only during the course withdrawal period.
- Courses offered in the **Term A and K** can be applied for/added only during **Period A**.



## 2. Key Dates

Procedure	Period A	Period B	Period C	Ref.
<b>Course Withdrawal Period (@CELS)</b>	Sep. 30 - Oct. 6	Nov. 22 - Nov. 28	INT(W1) Jan. 9 – Jan. 10 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 (@CELS)</b>	Nov. 27	Feb. 13	Mar. 10	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 (UG only)</b>	Mar. 10 - Mar. 11 (For courses offered in Term <b>A</b> , <b>W</b> , <b>K</b> , INT(W1~3))			Sec. 6-4

- Lottery courses that you've won can be dropped only during the course withdrawal period.
- Courses offered in the **Term A and K** can be dropped only during **Period A**.
- The grade release date is fixed and cannot be expedited. (non-negotiable)



### 3. WEB Lottery/Course Registration/Course Withdrawal

- Do not panic even if you don't win any lottery courses.  
You can still register for NON-lottery courses after the lottery period.
- Before applying for the lottery, check the schedule for lottery courses and NON-lottery courses that you are interested in. If they are held on the same day and same time of the week, you need to decide which one you'd really like to take. When you win a lottery course, you cannot drop it and add a NON-lottery course to the slot. You can drop the lottery courses that you've won only during the course withdrawal period which is at the end of the registration flow.

#### Registration flow

1. 1st lottery for lottery courses (UG students)
2. Result announcement
3. 2nd Lottery for lottery courses (UG and PG students)
4. Result announcement
5. Course registration (add/drop) for NON-lottery courses
6. Course withdrawal for lottery courses and non-lottery courses

## 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 win a WEB lottery course, the course will be automatically registered on your timetable on CELS
- You can drop the lottery courses that you’ve won only during the course withdrawal period which is at the end of the registration flow.
- There is no remedy even if you fail a course you wish to take, forget to apply, or apply for a wrong course.

## 3. WEB Lottery/Course Registration/Course Withdrawal

### 3-2. Course Registration

- If you wish to take non-lottery courses, complete course registration on 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 on 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 add non-lottery courses to the slots that are already filled with the lottery courses that you've won.

## 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 on 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 can drop the lottery courses that you’ve won only during the course withdrawal period which is at the end of the registration flow. Therefore you cannot add non-lottery courses to the slot that are already filled with the lottery courses you’ve won.

## 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 2024-25, HGP offers courses in the categories below.
  - Japanese & World 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  
 \*Open to both UG and PG students with some exceptions.  
 \*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



Hitotsubashi University Global Education Program

Course List / Campus Map

HGP Course List(Undergraduate)

- 2024-2025 Course List (As of July 16) NEW!
- 2023-2024 Course List
- 2022-2023 Course List
- 2021-2022 Course List
- 2020-2021 Course List
- 2019-2020 Course List
- 2018-2019 Course List
- 2017-2018 Course List
- 2016-2017 Course List
- 2015-2016 Course List
- 2014-2015 Course List

▪ Lottery  
▪ Non-lottery courses

Additional Course List (Graduate Schools)

- 2024-2025 Course List (As of July 16) NEW!
- 2023-2024 Course List (As of September 1)

▪ Non-lottery courses



## 4. How to Find Courses

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

- To see course syllabi, there are two options.

#### Option A If you haven't collected your ID and initial password



- Visit the following link for an online syllabus system open to the public.

<https://syllabus.cels.hit-u.ac.jp/>

シラバス検索

英語表示にする場合は右上のリンクをクリックしてください。

年度: [2018 ▼]  
 時間割所属: [推定なし ▼]  
 関連区分: [推定なし ▼]  
 関連科目名: [ ] ※部分一致  
※実務経験のある教員による授業科目を検索する場合は、関連科目名に「実務経験のある教員による授業科目」を入力して検索してください。  
 教員名: [ ] ※部分一致  
 曜日: [推定なし ▼]  
 時限: [推定なし ▼]  
 教授言語: [推定なし ▼]  
 抽選対象:  全て  対象  対象外  
 キーワード: [ ]  
※キーワードでの検索範囲は、授業計画詳細情報です。  
 検索結果表示件数: [20 ▼] 件  
 検索開始 クリア

Click **ENGLISH** to switch the language

Syllabus Search

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

Academic Year: [2018 ▼]  
 Faculty/Department: [ ]  
 Quarter(s): [ ]  
 Course: [ ] ※Partial search  
※When searching for course taught by instructor with practical (real-world) experience, please enter "実務経験のある教員による授業科目" in the course name.  
 Instructor: [ ] ※Partial search  
 Day: [Not specified ▼]  
 Period: [Not specified ▼]  
 Language: [Not specified ▼]  
 Online Registrar Lottery:  All  Applied  Not Applied  
 Keyword: [ ]  
※The Search Range of Keyword is "Detailed Information", and "Class Schedule Details".  
 search results: [20 ▼] results  
 Search Clear

Select faculty/school/program

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

- Change the language of the website to English (if preferred).
- Select faculty, school, program and language (medium of instruction).

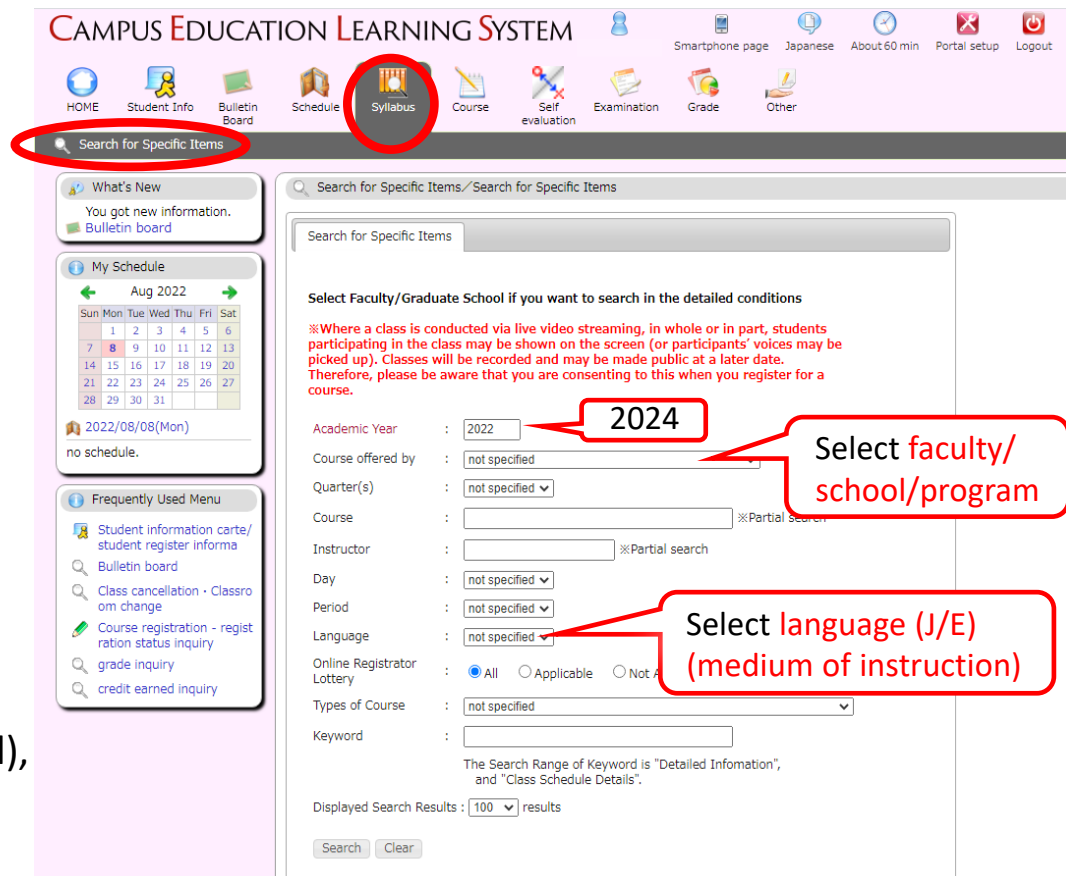
## 4. How to Find Courses

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

Option B If you've collected your ID and initial password



- ① Visit the following login page.  
<https://cels.hit-u.ac.jp/campusweb/>
- ② Log in with your ID and password.
- ③ Click on “Syllabus” and “Search for Specific Items”
- ④ Select faculty/school/program, course title, instructor, language (medium of instruction), course type (face-to-face, on-demand), lottery (applicable or not applicable), keyword, etc.



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

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 **2024**

Course offered by : not specified **Select faculty/school/program**

Quarter(s) : not specified

Course :  ※Partial search

Instructor :  ※Partial search

Day : not specified

Period : not specified

Language : not specified **Select language (J/E) (medium of instruction)**

Online Registrar 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

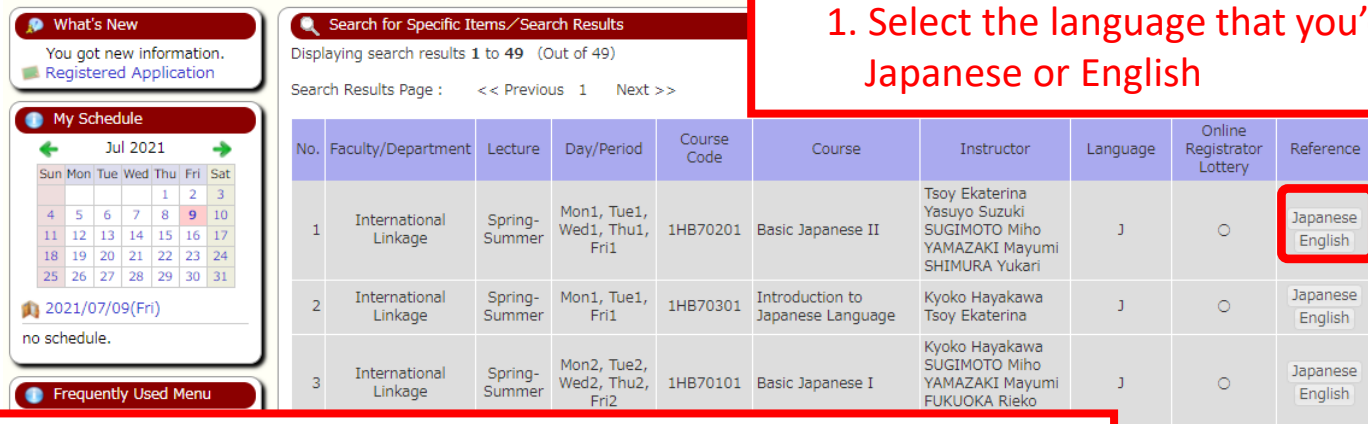
Search Clear

## 4. How to Find Courses

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

⑤ Select a course in order to look at its syllabus.

1. Select the language that you'd like to read in.  
Japanese or English



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

2. "Basic Information tab" on "Class Information" page will appear.



項目名 / Item Name	内容 / Content
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
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

Check "Language" (J/E) on the "Basic Information" tab to see the medium of instruction.  
Do not judge by the language of the course title, as it is not related to the medium of instruction.

Language : medium of instruction

## 4. How to Find Courses

### <How “Lottery courses” are indicated>

Search for Specific Items / Search for Specific Items

Search for Specific Items

Select Faculty/Grade

※Where a class is participating in the lottery (not picked up). Classes are not participating in the lottery. Therefore, please be careful when selecting 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 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	Topic	Credits	Main Instructor	Language	Online Registrator Lottery
Course Code	ISM41601	2.0	NAKANO Satoshi	E	○
Numbering Code					
Faculty/Department	Faculty of Social Sciences				
Day and Period	Thu 3				

If a course is a “Lottery Course,” then (○) is shown on the Course List and Class Information sections. Otherwise, (-) is shown.

## 5. Notes on Course Registration

### 5-1. Seminar (ゼミ、演習) Application Form “Blue Sheet” (UG only)

[Seminar on Majoring Subject 202401.pdf](#)

- Find out **which seminar you can register for** at the **Academic Advising Session on Friday, September 6**. (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 Study Abroad Section (Inbound) by **4 p.m. on October 7**.
- 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\_\_\_\_日から(半年間/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  
<次のすべてにチェックしてください>  
 指導教員の指示に従い、学業に励みます。  
 指定された曜日・時間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。  
※翌学期の指定の期限までに、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。  
※あてはまるほうに○  
 (春夏・秋冬) 学期のみ、Seminar on Majoring Subject を履修登録します。  
 (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、  
※あてはまるほうに○  
 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・時間： \_\_\_\_\_

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、敬請以下「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・日研究生のゼミ履修許可は、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、ゼミ履修許可を要請するものではありません。なお、交流学生がゼミを履修する場合、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+AB/F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。

教務課留学支援係(受入担当)(内線：8162)      メールアドレス：[edu\\_rs\\_g2@ad.hit-u.ac.jp](mailto:edu_rs_g2@ad.hit-u.ac.jp)



# 5. Notes on Course Registration

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

[Exchange MEXT Students Course registration guideline 2024.02.pdf](#)

- Exchange students and MEXT Japanese Studies Students CANNOT take courses listed in the **Course Registration Guideline “Pink Sheet”**.

August 2024  
一橋大学教育課 Hitotsubashi University Educational Affairs Division

**交流学生及び日本語・日本文化研修留学生履修ガイドライン**  
**Course Registration Guidelines for Exchange Students 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、「一橋大学学務課履修要項」等に基づき、以下のとおりとする。

1) 交流学生（学部生）及び日本語・日本文化研修留学生が1年間に履修登録し得る科目の単位数の上限は、44単位とする。交流学生（大学院生）の場合は、各研究科の定規による。

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) 抽選科目の履修希望者は、正規生と同期間中に抽選に参加すること。

4) 全ての学期において、出入国管理庁及び難民認定法第七条第一項第二号に基づき1学期につき10時間以上の履修を満たすため、本学において1学期につき105分の授業を受けることで履修すること（本学が実施する研究を行う交流学生（大学院生）を除く）。なお、日本語を専攻する交流学生についても同様の扱いとする。

5) 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) For exchange students (Undergraduate) and MEXT Japanese Studies students, the maximum number of credits for courses for which a student may register in one year shall be 44. For exchange students (Postgraduate), it is in accordance with the regulations of each graduate school.

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) A student who wishes to take "lottery courses" must apply for a lottery during the same designated period as for degree-seeking students.

4) Every term, a student must register for courses with a total of at least six 105-minute slots of class time per week at HU in order to fulfil 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 (except for exchange students (Postgraduate) who conduct research under a supervisor at HU). This rule shall be applied equally to exchange students with Japanese nationality.

5) 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.

● 履修できない科目 Registration not permitted

所属区分 Department	科目コード Course Code	科目名 Course Title	
法学部 Faculty of Commerce and Management	1BA10101	履入ゼミナールⅠ	Undergraduate Introductory Seminar 1
	1BA10102	履入ゼミナールⅠ	Undergraduate Introductory Seminar 1
	1BA10103	履入ゼミナールⅠ	Undergraduate Introductory Seminar 1
	1BA10104	履入ゼミナールⅠ	Undergraduate Introductory Seminar 1
	1BA10105	履入ゼミナールⅠ	Undergraduate Introductory Seminar 1
	1BA10106	履入ゼミナールⅠ	Undergraduate Introductory Seminar 1
	1BA10107	履入ゼミナールⅠ	Undergraduate Introductory Seminar 1
	1BA10108	履入ゼミナールⅠ	Undergraduate Introductory Seminar 1
	1BA10109	履入ゼミナールⅠ	Undergraduate Introductory Seminar 1
	1BA10110	履入ゼミナールⅠ	Undergraduate Introductory Seminar 1
	1BA10111	履入ゼミナールⅠ	Undergraduate Introductory Seminar 1
	1BA10112	履入ゼミナールⅠ	Undergraduate Introductory Seminar 1
	1BA10113	履入ゼミナールⅠ	Undergraduate Introductory Seminar 1
	1BA10114	履入ゼミナールⅠ	Undergraduate Introductory Seminar 1
	1BA10115	履入ゼミナールⅠ	Undergraduate Introductory Seminar 1
	1BA10116	履入ゼミナールⅠ	Undergraduate Introductory Seminar 1
	1BA10117	履入ゼミナールⅠ	Undergraduate Introductory Seminar 1
	1BA10118	履入ゼミナールⅠ	Undergraduate Introductory Seminar 1
	1BA10119	履入ゼミナールⅠ	Undergraduate Introductory Seminar 1
	1BA10120	履入ゼミナールⅠ	Undergraduate Introductory Seminar 1
	1BA10201	履入ゼミナールⅡ	Undergraduate Introductory Seminar 2
	1BA10202	履入ゼミナールⅡ	Undergraduate Introductory Seminar 2
	1BA10203	履入ゼミナールⅡ	Undergraduate Introductory Seminar 2
	1BA10204	履入ゼミナールⅡ	Undergraduate Introductory Seminar 2
	1BA10205	履入ゼミナールⅡ	Undergraduate Introductory Seminar 2
	1BA10206	履入ゼミナールⅡ	Undergraduate Introductory Seminar 2
1BA10207	履入ゼミナールⅡ	Undergraduate Introductory Seminar 2	
1BA10208	履入ゼミナールⅡ	Undergraduate Introductory Seminar 2	
1BA10209	履入ゼミナールⅡ	Undergraduate Introductory Seminar 2	

## 5. Notes on Course Registration

### 5-3. Restrictions for Exchange Students

- Courses offered by graduate schools are **NOT open to UG students**.
- Pedagogical subjects are **NOT open to exchange students including PG students**.
- Limited number of Master of Business Administration (MBA) courses **are open to exchange students**.
- School of International Corporate Strategy (ICS) courses, Business Law courses conducted in Japanese and School of Law courses are **NOT open to exchange students including PG students**.
- Among **UG** courses, courses on the HGP course list (with some exceptions), International Linkage courses, and Japanese Language 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	
Faculty of Commerce and Management	
Faculty of Economics	
Faculty of Law	<b>UG</b>
Faculty of Social Sciences	
in preparation 0	
International Linkage	
<u>Pedagogical Subjects</u>	
Graduate School of Business Administration	
Researcher Training Course	
<u>Management Analysis Program</u>	<b>PG</b>
<u>Business Administration Program</u>	
<u>Financial Strategy Program</u>	
<u>International Corporate Strategy</u>	<b>NOT</b>
Graduate School of Economics	<b>open to</b>
Graduate School of Law	<b>exchange</b>
Law and International Relations	<b>students</b>
<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	
<u>Law school</u>	

## 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, 28 credits throughout the semester, and 44 credits per academic year** (This applies to the period of April to March of the following year).
- Postgraduate students: Contact your Graduate School Office to find out 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 university 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 **a minimum of 6 slots of class time every week every quarter (throughout the semester)**.
- Each On-demand/Online** course also counts as 1 slot (semester course) / 2 slots (quarter course) in a week.
- Intensive courses don't count as any slots.**
- This requirement does not apply to PG students who have been permitted to research under a supervisor at HU.

 = 1 slot of class time

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

4) Every term, a student must register for courses with a total of at least six 105-minute slots of class time per week at HU 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 (except for exchange students (Postgraduate) who conduct research under a supervisor at HU). This rule shall be applied equally to exchange students with Japanese nationality.

It is mentioned in [Pink Sheet](#).

## 5. Notes on Course Registration

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

Semester Course	Semester courses
Quarter Course	Quarter courses

Autumn quarter (7 slots)

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

Winter quarter (5 slots)

	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.

Autumn quarter (9 slots)

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

Winter quarter (9 slots)

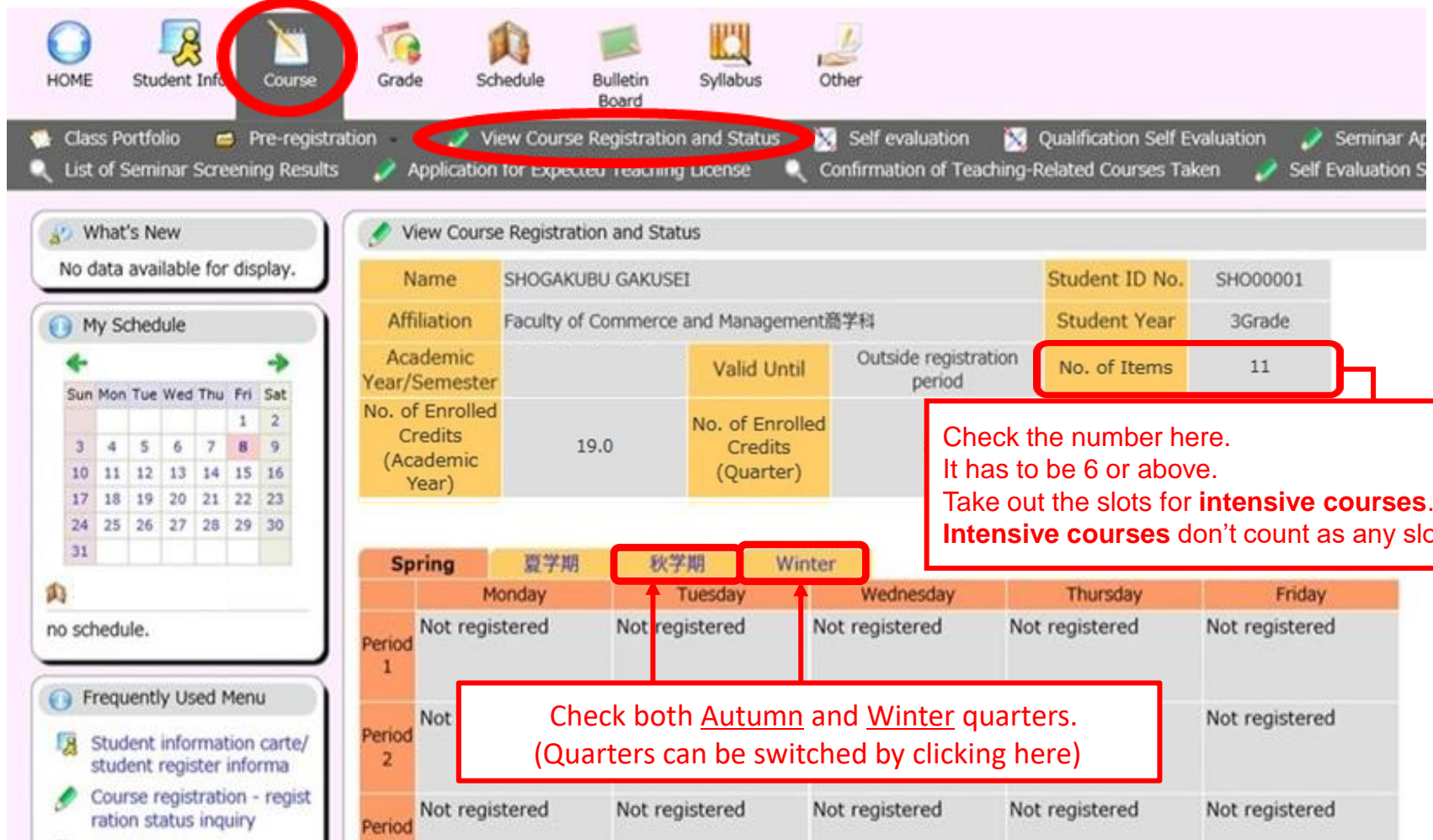
	Mon	Tue	Wed	Thu	Fri
1st					
2nd	①	①	①	①	①
3rd		②			②
4th				③	
5th	②				

**Fulfilled**

Both **Autumn** and **Winter** quarters exceed 6 slots of class time per week.

## 5. Notes on Course Registration

### 5-5. Class Time Requirements (3) – How to check the total number of slots per week



The screenshot shows the CELS system interface. The 'Course' menu item is circled in red. Below it, the 'View Course Registration and Status' link is also circled in red. The main content area displays the following information:

Name	SHOGAKUBU GAKUSEI		Student ID No.	SHO00001
Affiliation	Faculty of Commerce and Management 商学科		Student Year	3Grade
Academic Year/Semester	Valid Until	Outside registration period	No. of Items	11
No. of Enrolled Credits (Academic Year)	19.0	No. of Enrolled Credits (Quarter)		

Below this is a weekly schedule grid. The 'Autumn' (秋学期) and 'Winter' (冬学期) quarters are circled in red. The grid shows registration status for various periods across the days of the week.

	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

Annotations on the screenshot include:

- A red box around the 'No. of Items' field (11) with the text: "Check the number here. It has to be 6 or above. Take out the slots for **intensive courses**. **Intensive courses** don't count as any slots."
- A red box around the 'Autumn' and 'Winter' quarter tabs with the text: "Check both Autumn and Winter quarters. (Quarters can be switched by clicking here)"

## 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 university, obtain confirmation **before** the 1<sup>st</sup> Entry of lottery period.

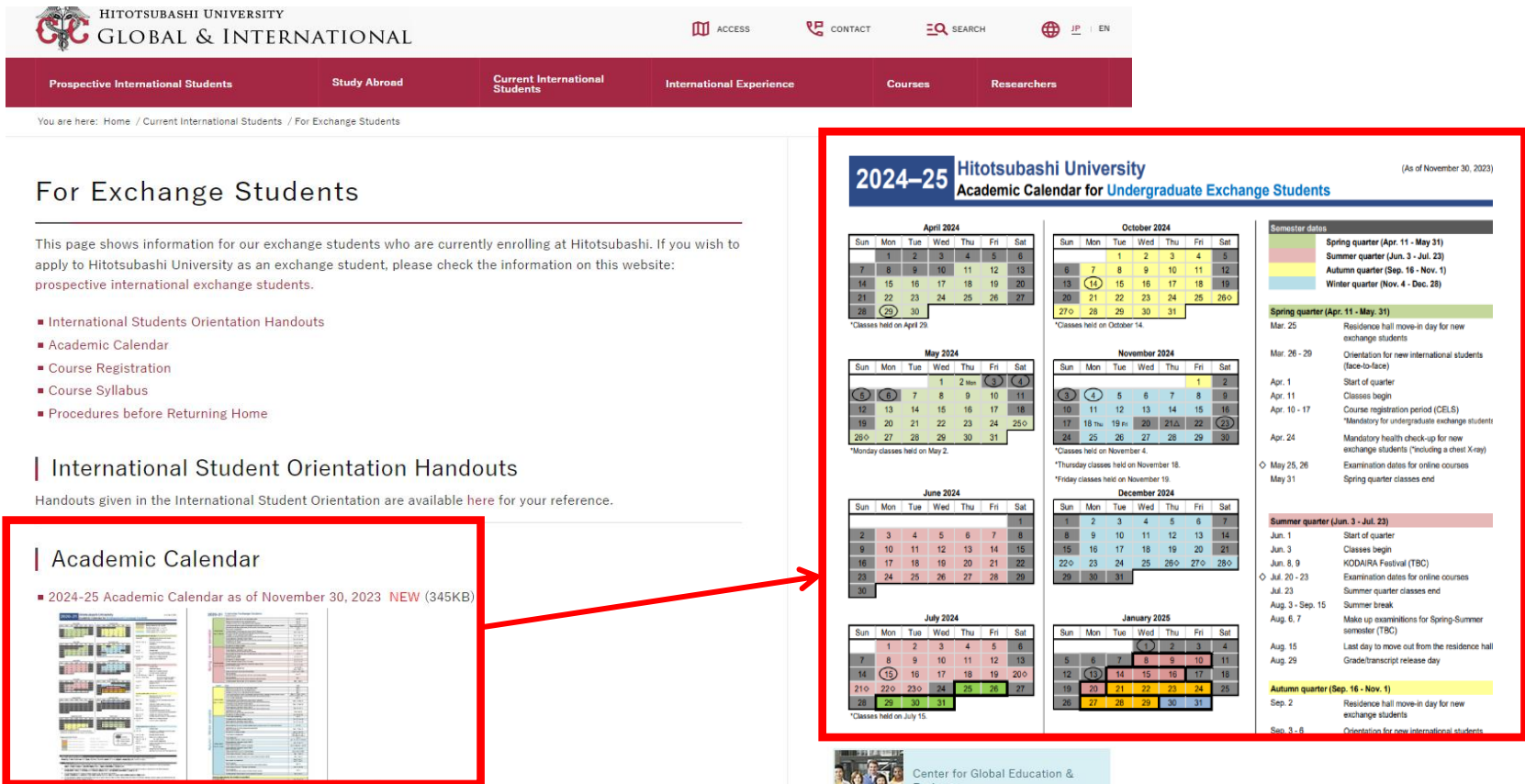
Lottery Period (@CELS)	1 <sup>st</sup> Entry: Sep. 9(9 a.m.) – Sep. 10(noon)
---------------------------	--

- It is **your responsibility** to confirm the guidelines of credit transfer at your home university.
- There is **no remedy** even if you forget to register, register for a wrong course, or do not register for enough credits required by your home university.

# 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.

- 2024-25 Academic Calendar as of November 30, 2023 NEW (345KB)

#### 2024-25 Hitotsubashi University Academic Calendar for Undergraduate Exchange Students

(As of November 30, 2023)

April 2024							October 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6		1	2	3	4	5	
7	8	9	10	11	12	13	8	7	8	9	10	11	12
14	15	16	17	18	19	20	13	14	15	16	17	18	19
21	22	23	24	25	26	27	20	21	22	23	24	25	26
28	29	30					27	28	29	30	31		

\*Classes held on April 29

May 2024							November 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4	3	4	5	6	7	8	9
5	6	7	8	9	10	11	10	11	12	13	14	15	16
12	13	14	15	16	17	18	17	18	19	20	21	22	23
19	20	21	22	23	24	25	24	25	26	27	28	29	30
26	27	28	29	30	31								

\*Monday classes held on May 2.

\*Classes held on November 4.

\*Thursday classes held on November 18.

\*Friday classes held on November 19.

June 2024							December 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1	1	2	3	4	5	6	7
2	3	4	5	6	7	8	8	9	10	11	12	13	14
9	10	11	12	13	14	15	15	16	17	18	19	20	21
16	17	18	19	20	21	22	22	23	24	25	26	27	28
23	24	25	26	27	28	29	29	30	31				
30													

July 2024							January 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6							
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28	29	30	31	

\*Classes held on July 15.

**Semester dates**

- Spring quarter (Apr. 11 - May 31)
- Summer quarter (Jun. 3 - Jul. 23)
- Autumn quarter (Sep. 16 - Nov. 1)
- Winter quarter (Nov. 4 - Dec. 28)

**Spring quarter (Apr. 11 - May 31)**

- Mar. 25: Residence hall move-in day for new exchange students
- Mar. 26 - 29: Orientation for new international students (face-to-face)
- Apr. 1: Start of quarter
- Apr. 11: Classes begin
- Apr. 10 - 17: Course registration period (CELS)
  - \*Mandatory for undergraduates exchange students
- Apr. 24: Mandatory health check-up for new exchange students (\*including a chest X-ray)
- May 25, 26: Examination dates for online courses
- May 31: Spring quarter classes end

**Summer quarter (Jun. 3 - Jul. 23)**

- Jun. 1: Start of quarter
- Jun. 3: Classes begin
- Jun. 8, 9: KODAIRA Festival (TBC)
- Jul. 20 - 23: Examination dates for online courses
- Jul. 23: Summer quarter classes end
- Aug. 3 - Sep. 15: Summer break
  - Aug. 6, 7: Make up examinations for Spring-Summer semester (TBC)
  - Aug. 15: Last day to move out from the residence hall
  - Aug. 29: Grade/transcript release day

**Autumn quarter (Sep. 16 - Nov. 1)**

- Sep. 2: Residence hall move-in day for new exchange students
- Sep. 3 - 8: Orientation for new international students

## 6. Academic Calendar/Grade/manaba

### 6-2. Grade/Transcript

- The grade release date on CELS for the Autumn-Winter semester is **March. 10, 2025**. 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 university 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 university, consult with your home university'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).
- The grade release date for Global Education Portfolio (Winter) Courses will be late June, 2025.



## 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 10 to March 11 (Japan Time).**
- Only requests from your Hitotsubashi G-mail address (See II 1) are acceptable.
- You cannot 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.



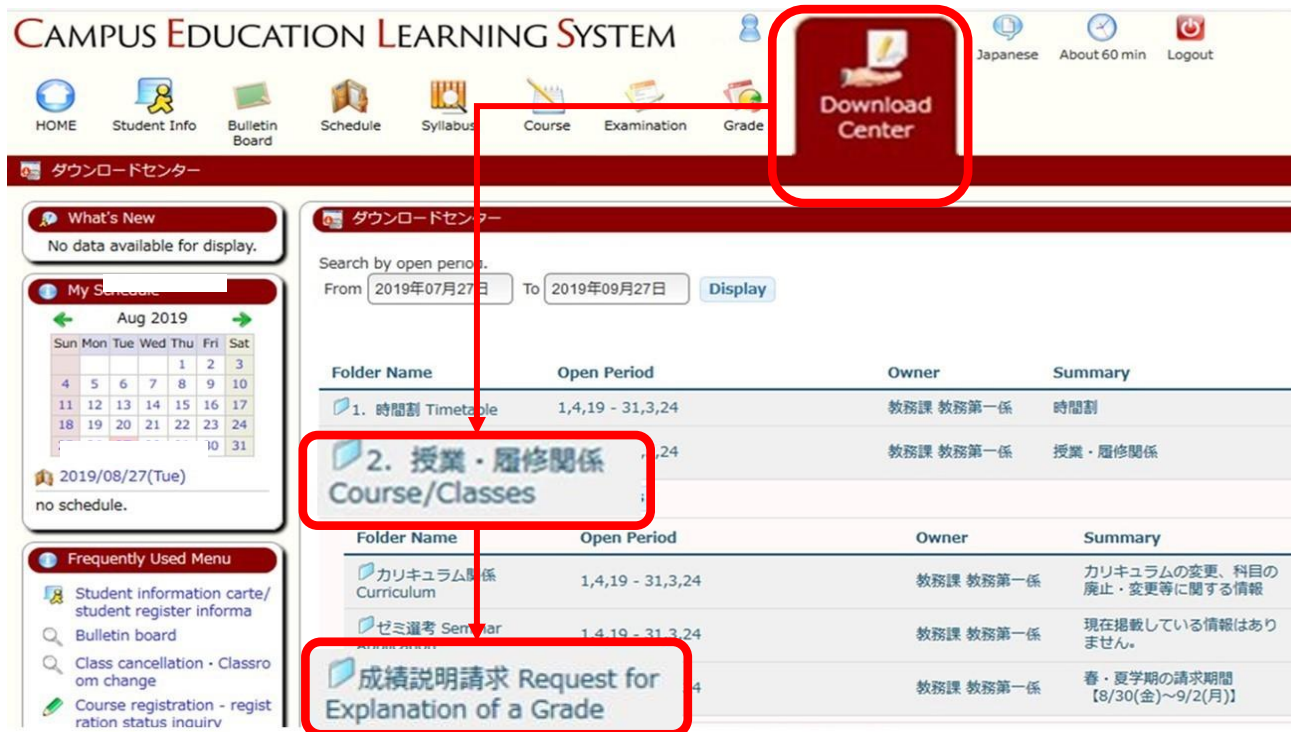


## 6. Academic Calendar/Grade/manaba

### 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

ダウンロードセンター

What's New  
No data available for display.

My Schedule  
Aug 2019

2019/08/27(Tue)  
no schedule.

Frequently Used Menu  
Student information card/student register information  
Bulletin board  
Class cancellation / Class room change  
Course registration - registration status inquiry

ダウンロードセンター

Search by open period:  
From 2019年07月27日 To 2019年09月27日 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
2. 授業・履修関係 Course/Classes	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
ゼミ選考 Seminar	1,4,19 - 31,3,24	教務課 教務第一係	現在掲載している情報はありません。
成績説明請求 Request for Explanation of a Grade	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. Your 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' is visible, with a 'Manual' button highlighted in red. The main content area shows the 'Change reminder settings' page. The 'Settings' link in the top navigation bar is also highlighted in red. The 'Email address 2' field is circled in red with the text 'Fill in your private email address'. The 'Course news' radio button for 'Receive' is also circled in red with the text 'Choose “Receive”'.

WEB lottery and course registration can only be processed on “CELS,” NOT “manaba.”

## 7. How to Find Classrooms

CAMPUS EDUCATION LEARNING SYSTEM

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

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 NEW!!  
Not in particular.

Registered Courses  
2021 Academic Year Winter Display

Course	Day/Period/Classroom
Practical Applications for Communicative English II	火4 26教室 木5 16教室
English LL I	
Calculus I	
computer literacy	月3 情報教育棟演習室11

... Day of the Week/ Period  
 月: Monday, 火: Tuesday, 水: Wednesday, 木: Thursday, 金: Friday  
 ... Classroom number

Hitotsubashi doesn't have a specific building for each faculty.  
There are classrooms on both the west and east 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)

18. FB2: Faculty Building 2 (第2研究館)

217 (2F)  
709 (7F)

**8. Main Building (本館)**

**Office (1F)**  
20-28 (2F)  
30-38 (3F)

10. Lecture Building 2 (第2講義棟)

209-220 (2F)  
307-311 (3F)  
405-410 (4F)

9. Lecture Building 1 (第1講義棟)

101-108 (1F)  
201-208 (2F)  
301-306 (3F)  
401-403 (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)

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)  
1201-1210 (2F)  
1301-1318 (3F)  
1401-1414 (4F)

38. LS/CGEE Building (国際研究館)

4101-4103 (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)  
3501-3509 (5F)  
3601-3617 (6F)  
Mercury Hall (7F)

## **II. Communication Methods between Students and HU**



# 1. Communication Methods

- Check announcements from the Educational Affairs Division posted on CELS, manaba, and HU's website frequently.
- Even if you suffer a disadvantage because you fail to check the information posted on the above places, there is no remedy for such a disadvantage.
- Important information is also sent to your Hitotsubashi Gmail account. Check emails from HU's offices (or set up auto-forwarding) at least once a day.

Your HU Gmail is:

**Student ID Number (alphabets in lowercase) @g.hit-u.ac.jp**

Sample: UGs: **1234567x@g.hit-u.ac.jp**

PGs: **ab1234567@g.hit-u.ac.jp**

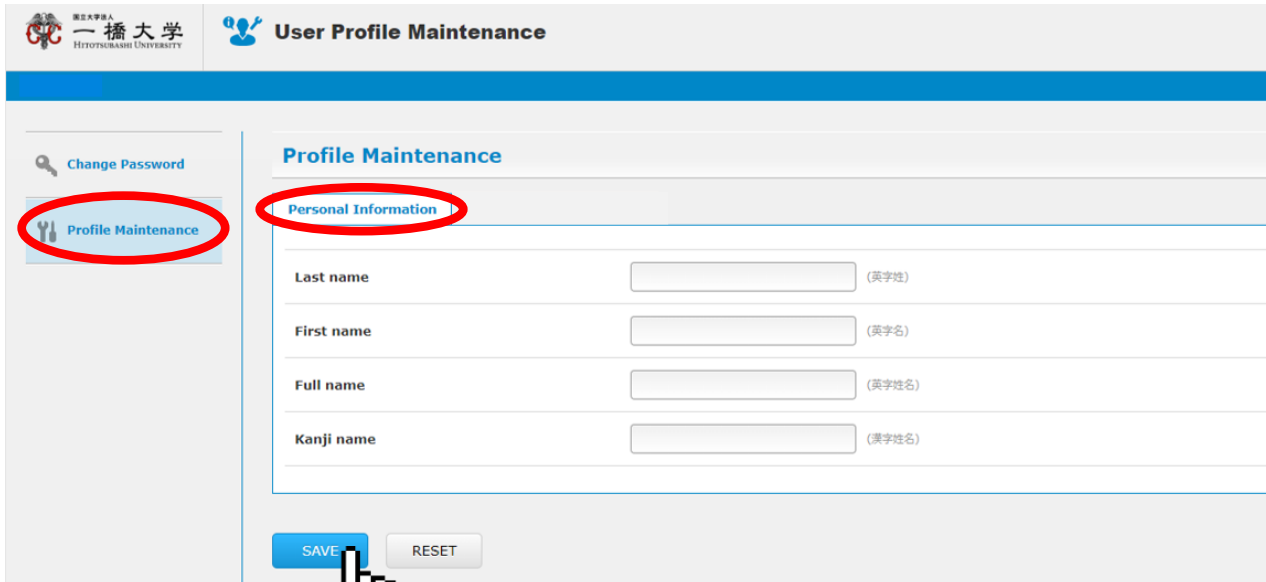
Login @ <http://mail.g.hit-u.ac.jp/>



# 1. Communication Methods

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

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



Hitotsubashi University User Profile Maintenance

Change Password

Profile Maintenance

Profile Maintenance

Personal Information

Last name  (英字姓)

First name  (英字名)

Full name  (英字姓名)

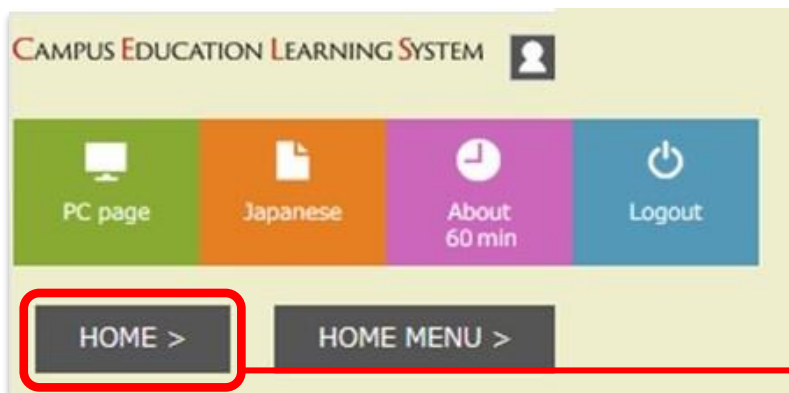
Kanji name  (漢字姓名)

SAVE RESET

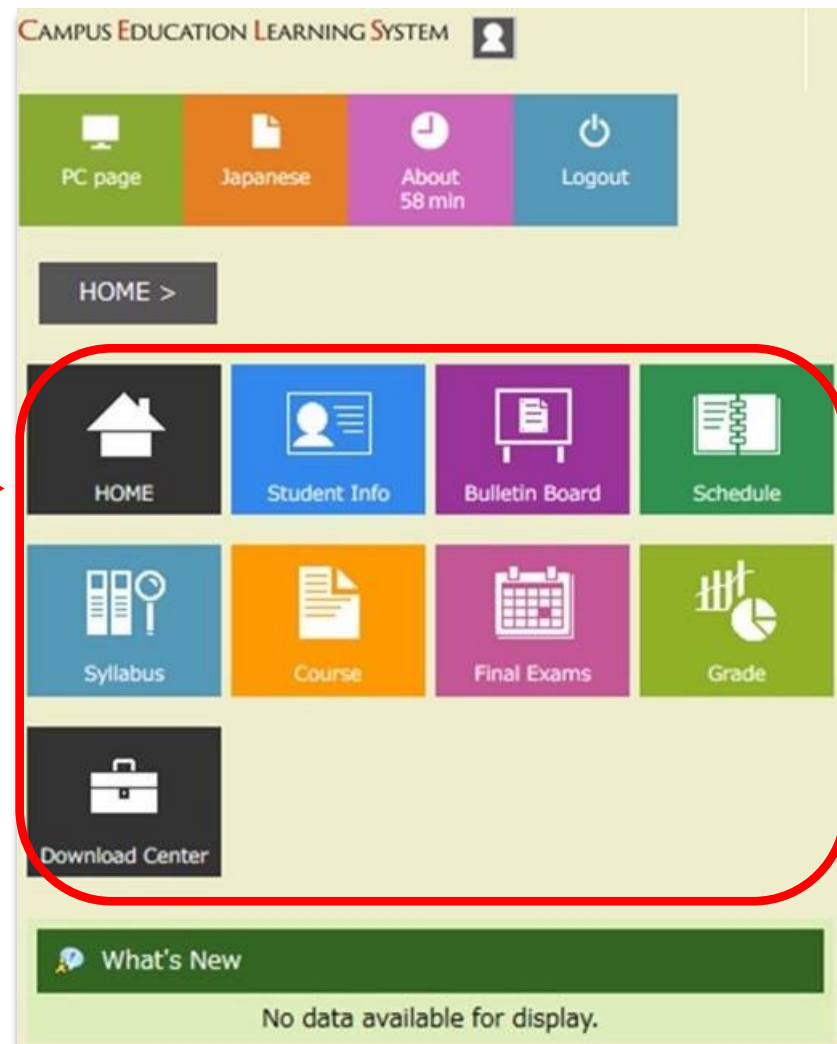


# 1. Communication Methods

## CELS smartphone screen



Click "Home" to show all menus

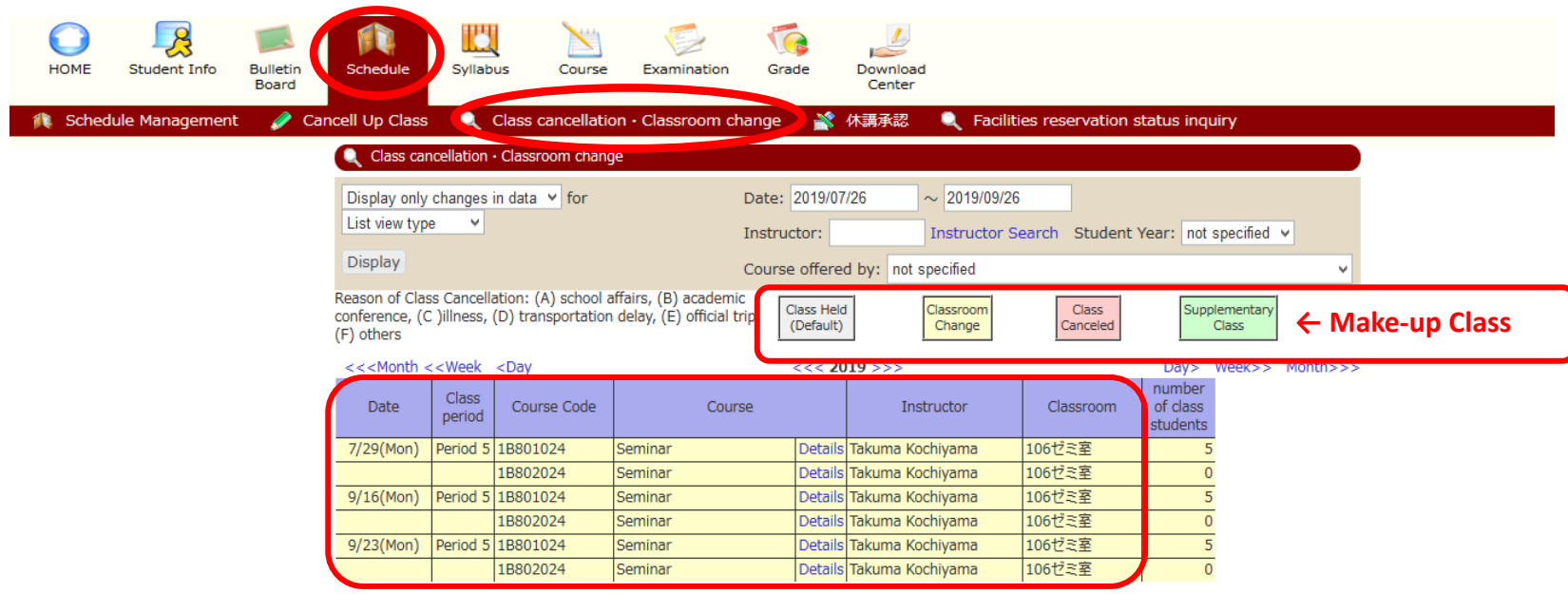




## 2. Class Cancellation, Classroom Change

**Option A** If you have NOT registered for courses yet (before lottery/course registration)

- ① Log into CELS <https://cels.hit-u.ac.jp/> with your ID and password.
- ② Click on “Schedule” and “Class cancellation ▪ Classroom change”.
- ③ You’ll see a course list.



Reason of Class Cancellation: (A) school affairs, (B) academic conference, (C) illness, (D) transportation delay, (E) official trip (F) others

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

## 2. Class Cancellation, Classroom Change

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

- ① Log into CELS <https://cels.hit-u.ac.jp/> with your ID and password.
- ② Click on “Course” and “Class Portfolio”.
- ③ You’ll see your own course list.



HOME Student Info Bulletin Board Schedule Syllabus **Course** Examination Grade Download Center

Class Portfolio View Course Registration and Status Output List of Registered Students  
 Output the information of students taking a course Seminar Screening Procedure Registration Seminar Screening Result Input  
 List of Seminar Screening Results

What's New Class Portfolio

**Registered Courses**

2019 Academic Year Summer Display

Course	Day/Period	Classroom
Advanced Japanese Writing I	Mon2	4203教室
Advanced Japanese Reading 2	Tue2	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 icons will be colored when a related content is posted.

1 Notice

2 Class Cancellation and Make-up Class

3 Examination

Click on the course you'd like to check for details.

## 2. Class Cancellation, Classroom Change

You can check

- classroom change
- class cancellation
- 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

Date	Class period	Classroom	Instructor	Notes
5/21(Tue)	3Period	4203教室	IMAMURA Kazuhiro	

Class cancellation →

Make-up Class →

### 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: 1F

- Course registration, Certificates & Student ID cards (for UG)
- Student Exchange Coordinators

#### Student Services Division: 1F

- Residence hall matters, Japanese pensions
- Part-time jobs, Lost & Found

### ③④ East Lecture Bldg. 1

東1号館 (ひがしいちごうかん)

#### Center for Global Education and Exchange

- HGP Coordinator's Office: 1F

### ⑪ Library

図書館 (としよかん)

### ⑩⑬ West Plaza/Cafeteria

西生協・学食 (がくしよく)

West Campus  
西キャンパス

### ⑤ Health Center

保健センター  
(ほけんせんたー)

### ③ Administration Building

法人本部棟 (ほうじんほんぶとう)

\*Graduate School Offices are located here.

Business Administration / Economics: 3F

Law / Social Sciences: 4F

### 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

Graduate School of Language and Society: 3F



East Campus  
東キャンパス



③⑧ LS/CGEE Building

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

**Study Abroad Section (Inbound)**

[edu-gs.g2@ad.hit-u.ac.jp](mailto:edu-gs.g2@ad.hit-u.ac.jp)

**8:30 a.m. - 5:15 p.m.**

1F of Main Building on the West Campus



[Click here](#) for  
“**Manual for WEB Lotteries**”

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

- ◇1st Entry : Sep. 9 ( 9 a.m.) – Sep. 10 (noon)  
For courses offered in the autumn and/or winter quarters, winter intensive course  
Announcement of results: Sep. 11 ( 3 p.m.)
- ◇2nd Entry: Sep. 11 ( 5 p.m.) – Sep. 12 ( 2 p.m.)  
For courses offered in the autumn and/or winter quarters, winter intensive course  
Announcement of results: Sep. 12 ( 8 p.m.)
- ◇3rd Entry : Oct. 8 ( noon) – Oct. 9 ( noon)  
For courses offered in the winter quarter and winter intensive course  
Announcement of results: Oct. 10 (noon)
- ◇4th Entry : Dec. 9 ( noon) – Dec. 10 ( noon)  
For winter intensive course  
Announcement of results: Dec. 11 (noon)

[Click here](#) for  
“**CELS Online Course Registration Operation Overview**”



[Click here](#) for  
“**Course Withdrawal System**”

**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)