CELS Online Course Registration Operation Overview

Course Registration Period : April 9 – April 16

(For Yearlong courses, Spring-Summer semester courses, Spring quarter courses, Summer quarter courses, Summer Intensive courses)

- This overview is about **course registration** for **non-lottery courses**.

- Refer to "Manual for WEB Lotteries" for instructions on WEB lottery for lottery courses.

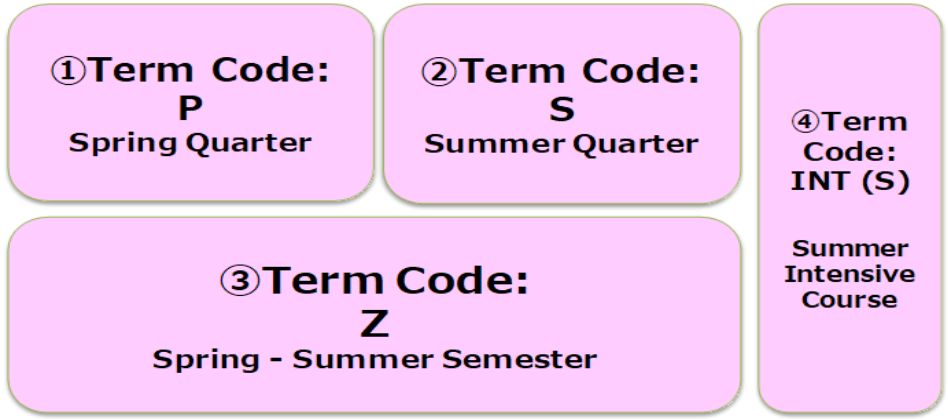
- Refer to "Course Withdrawal System" for instructions on course withdrawal.

Course Registration Schedule

Procedure	Period A	Period B	Period C
Course Registration Period/ Change of Course Registration Period (@CELS)	Course Registration Period **April 9 – April 16** *Mandatory for all	Change of Course Registration Period **May 13 – May 14**	Change of Course Registration Period **July 3 – July 4**
What you can do	Add/Drop Non-lottery courses offered in Term P, S, Z, INT(S) + Yearlong	Add/Drop Non-lottery courses offered in Term S, INT(S)	Add/Drop Non-lottery courses offered in Term INT(S)

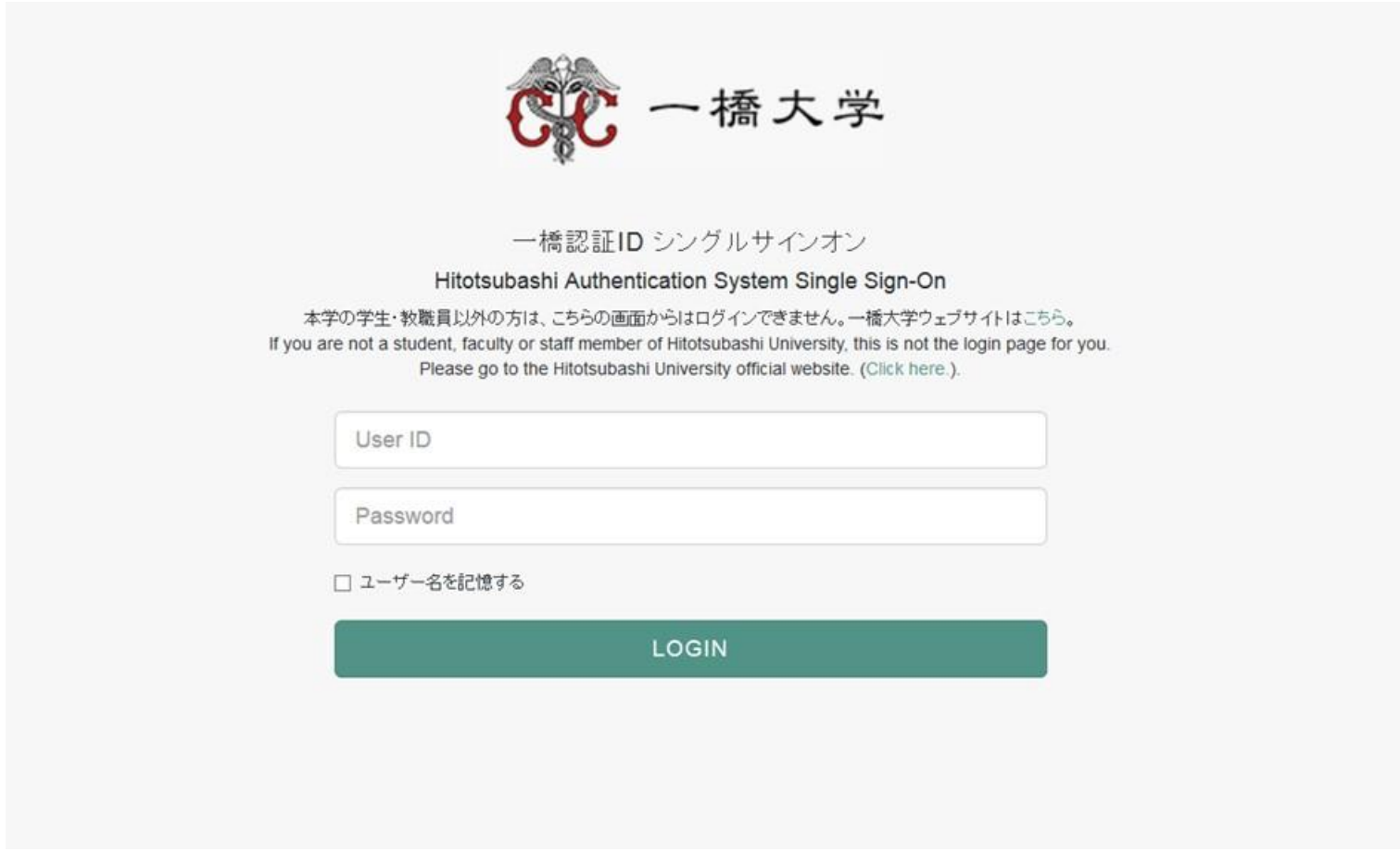
Term Code on the HGP course list

P: Spring Quarter
S: Summer Quarter
Z: Spring-Summer Semester
INT(S): Summer Intensive Course

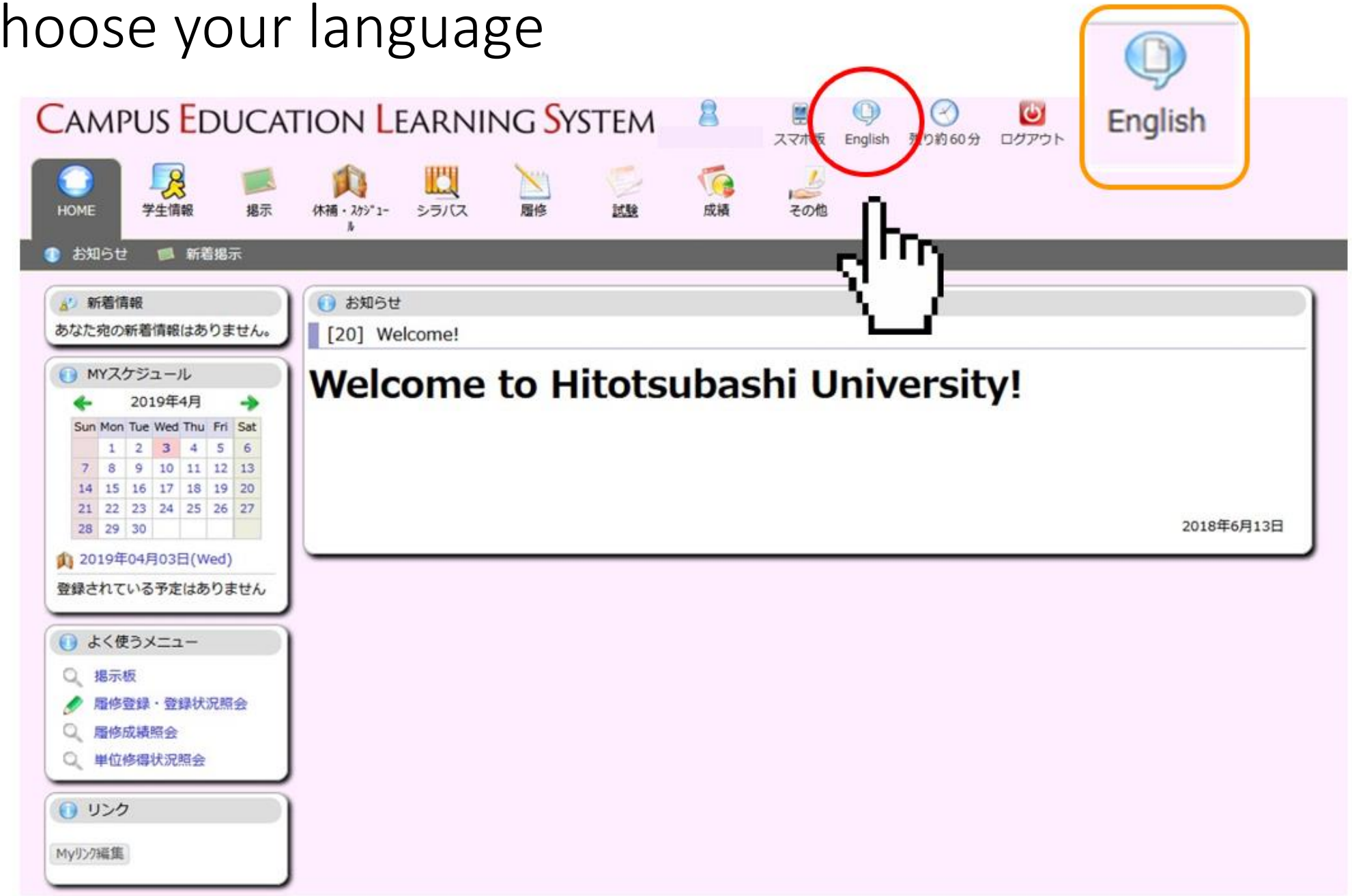


How to Add Courses

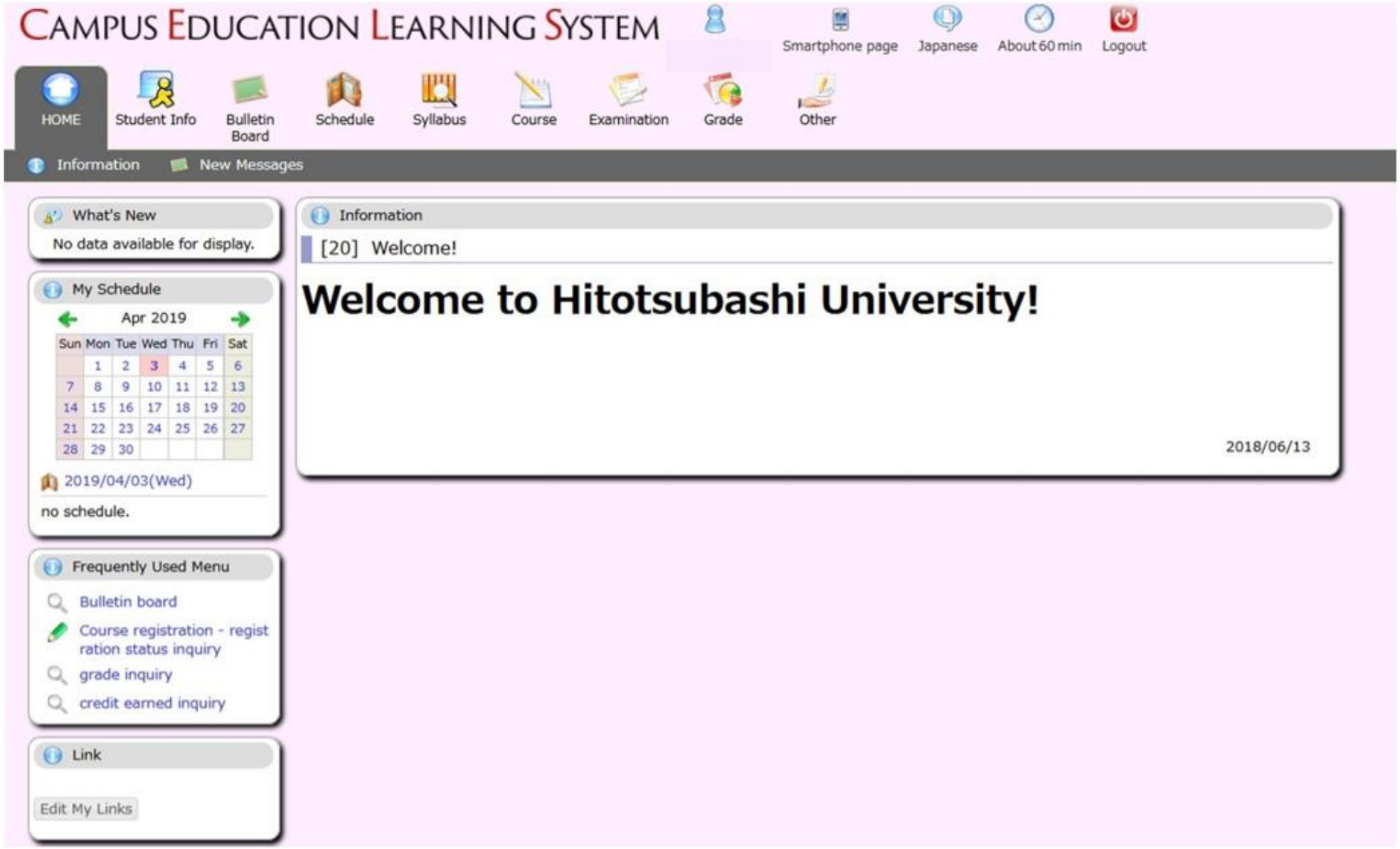
Log into CELS. (https://cels.hit-u.ac.jp/)



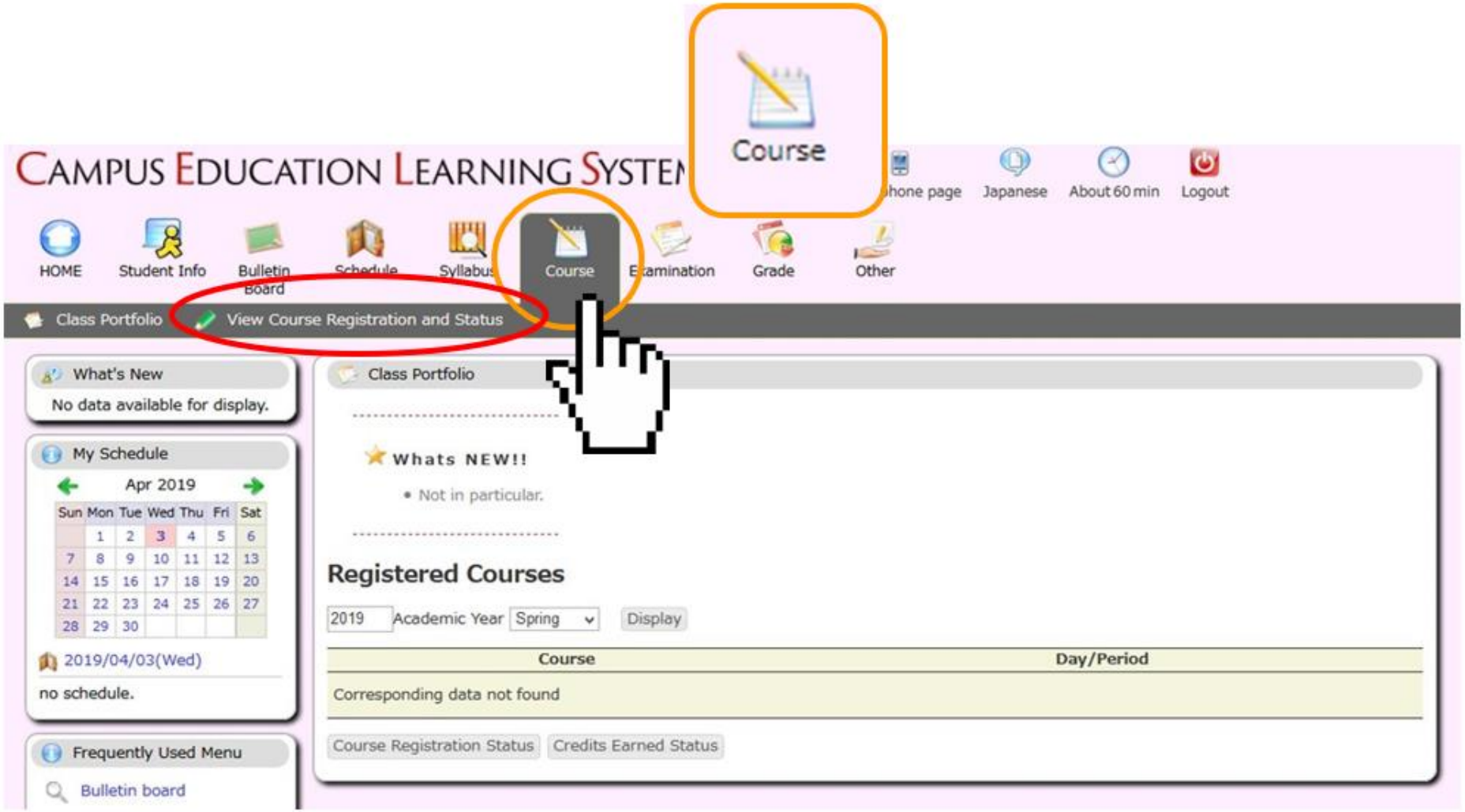
Choose your language



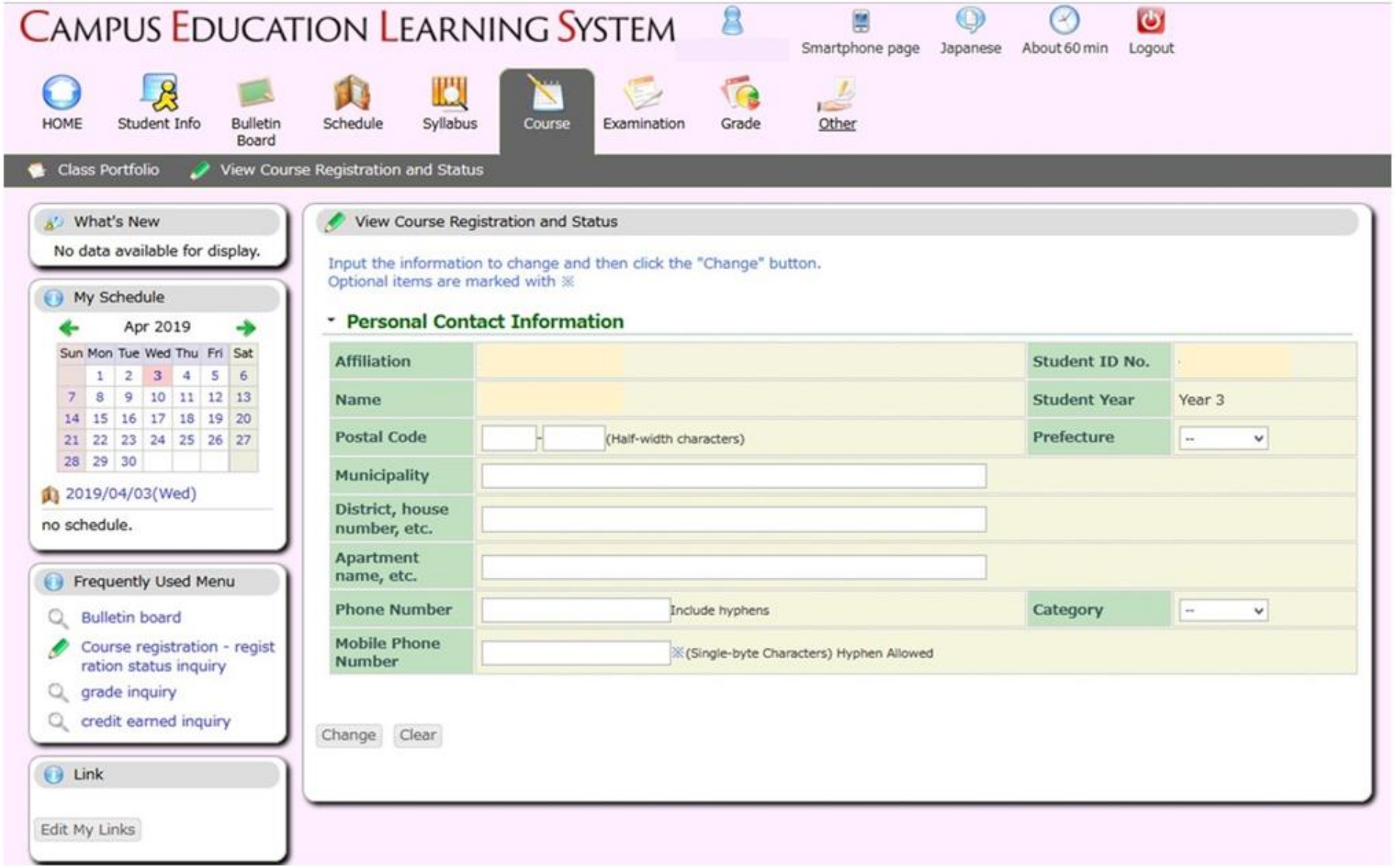
Language changed to English



Click on “Course” and “View Course Registration and Status”

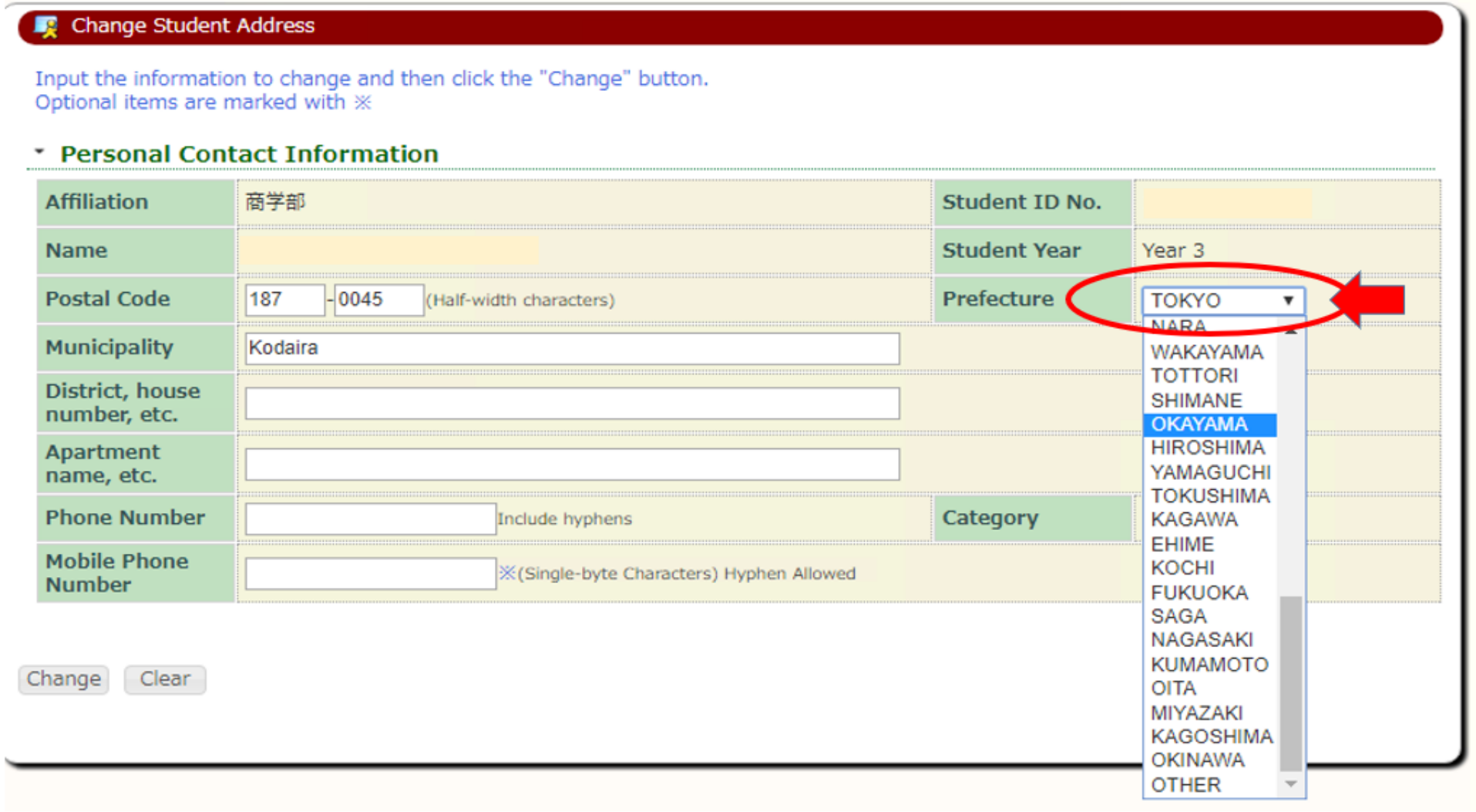


“View Course Registration and Status” menu

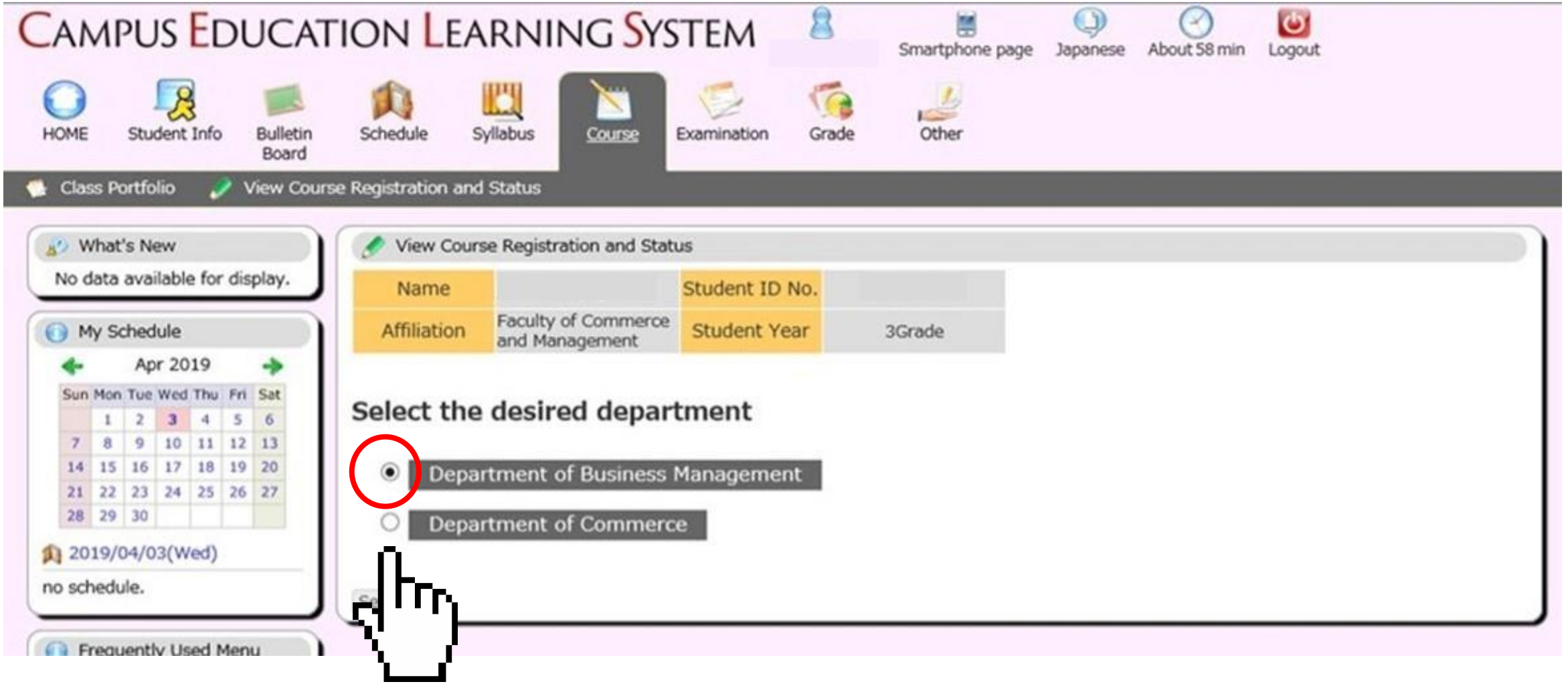


Enter your address in Japan

Select “TOKYO” for “Prefecture”



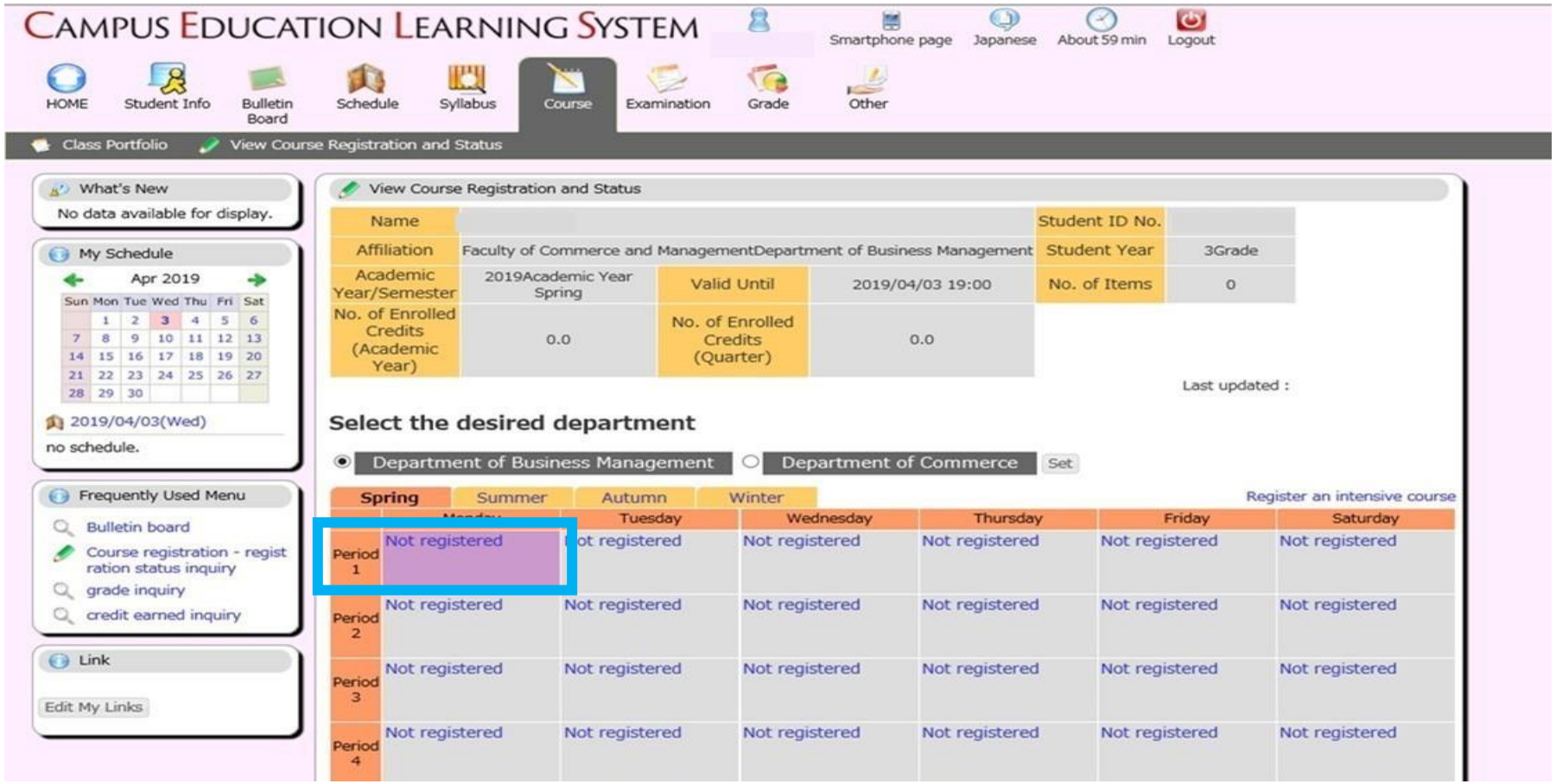
Leave the “desired department” as it is and proceed.



Course Registration Screen

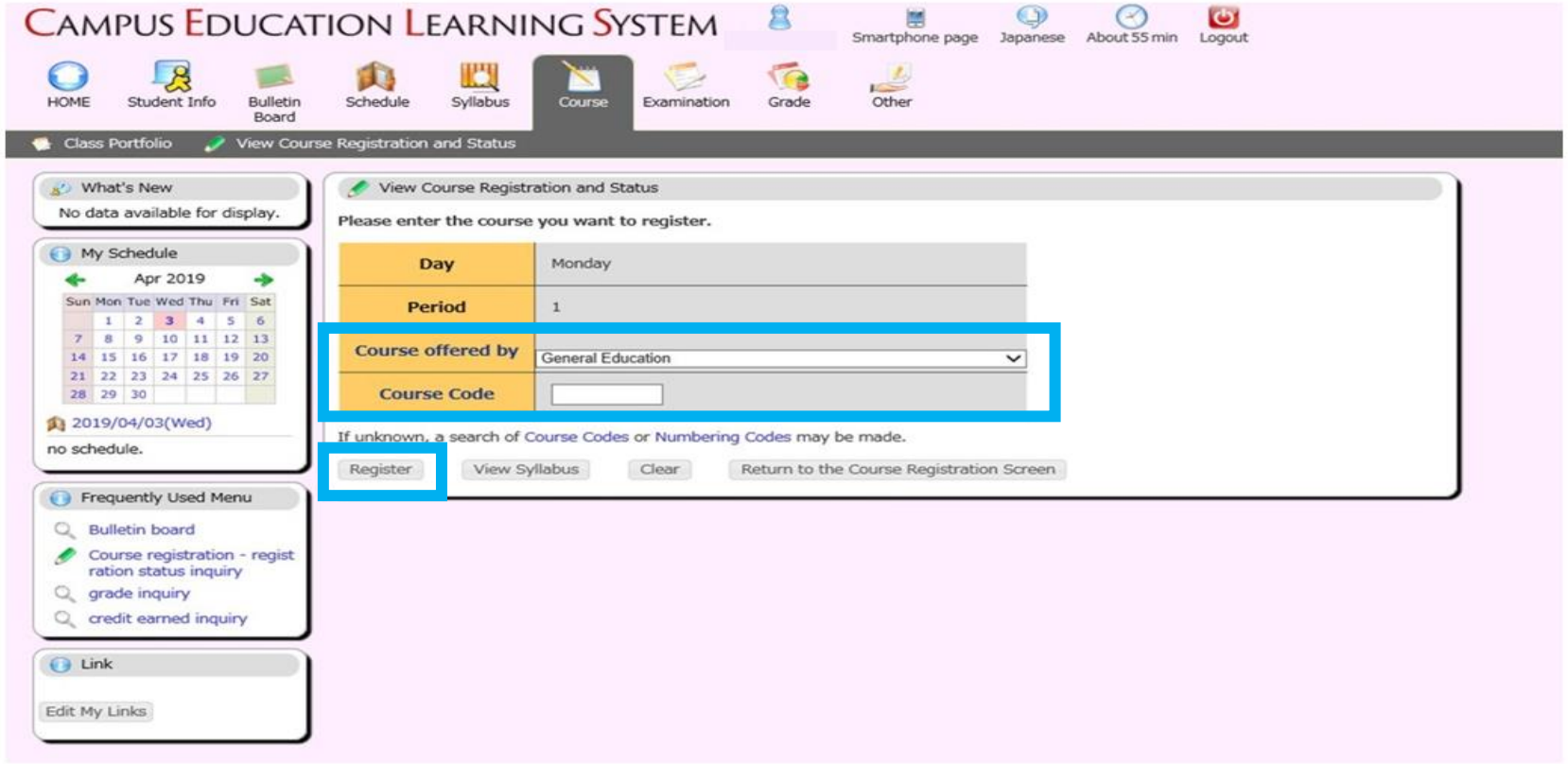
Click on a grid where you wish to add your course

Before starting the procedure, choose courses that you wish to take from the HGP Course list or syllabi.

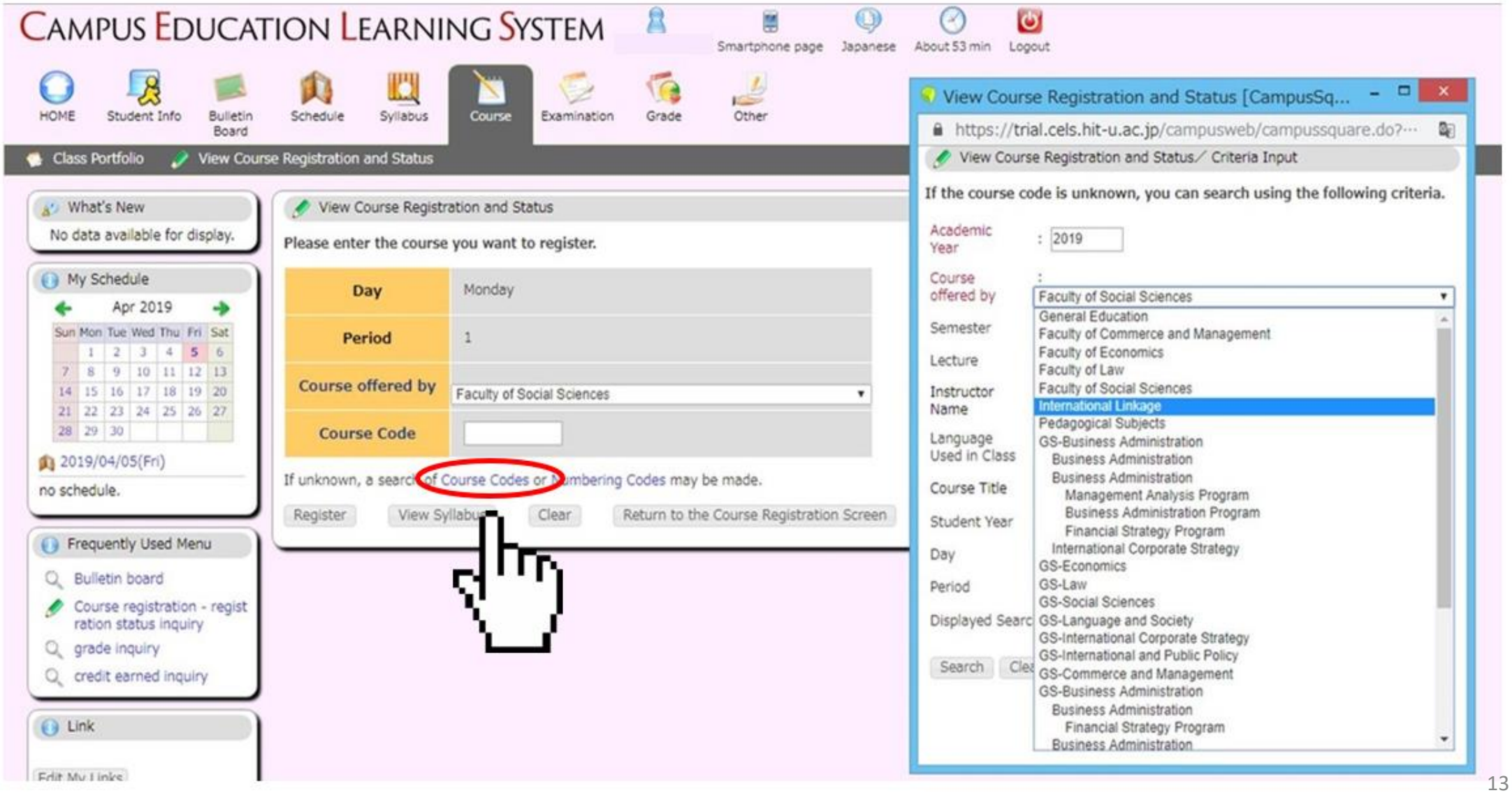


Select “Course offered by”, enter “Course Code” and Click on “Register.

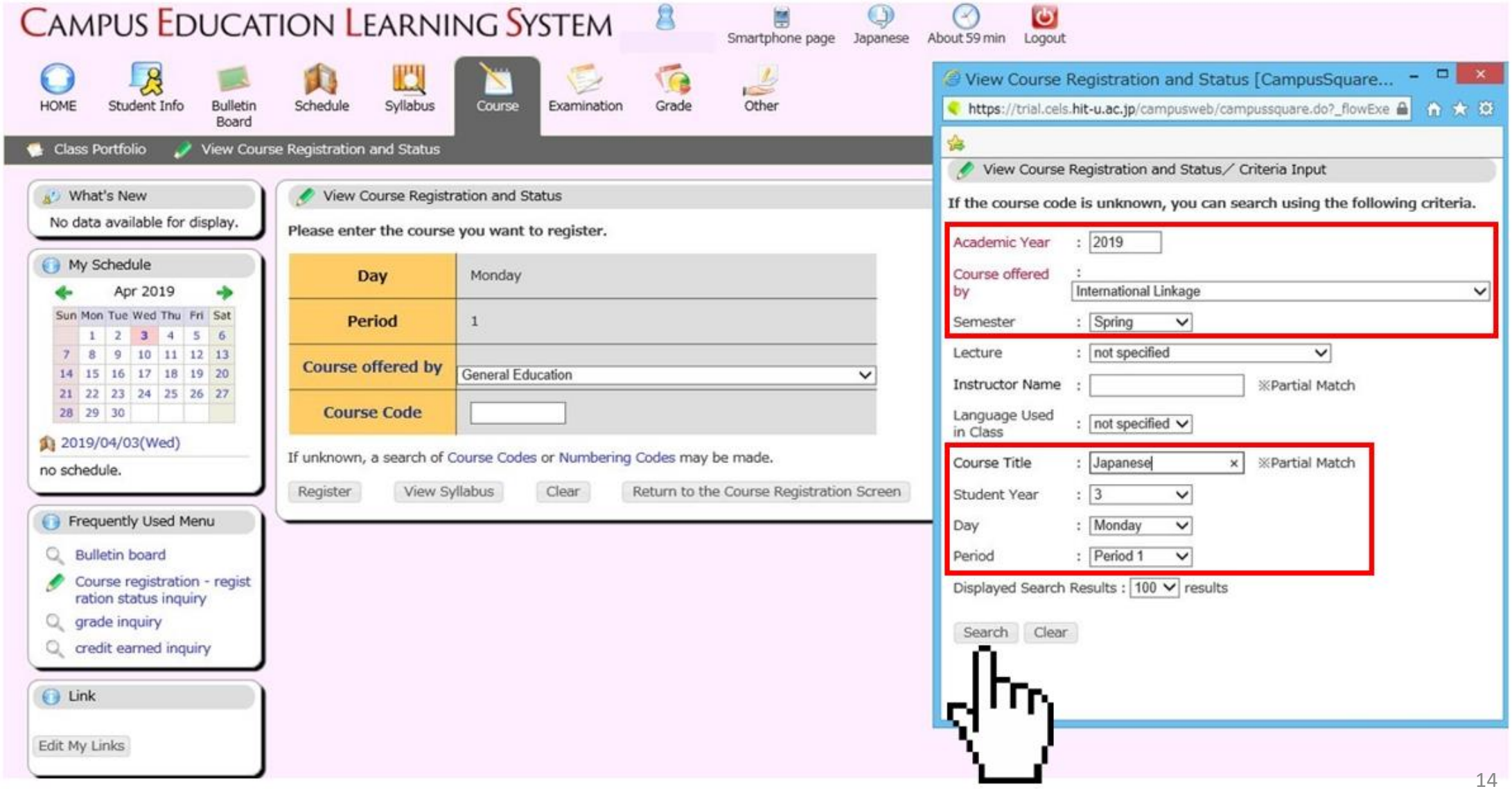
Course codes are listed on the HGP Course list or syllabi (e.g. **1EI30301**).



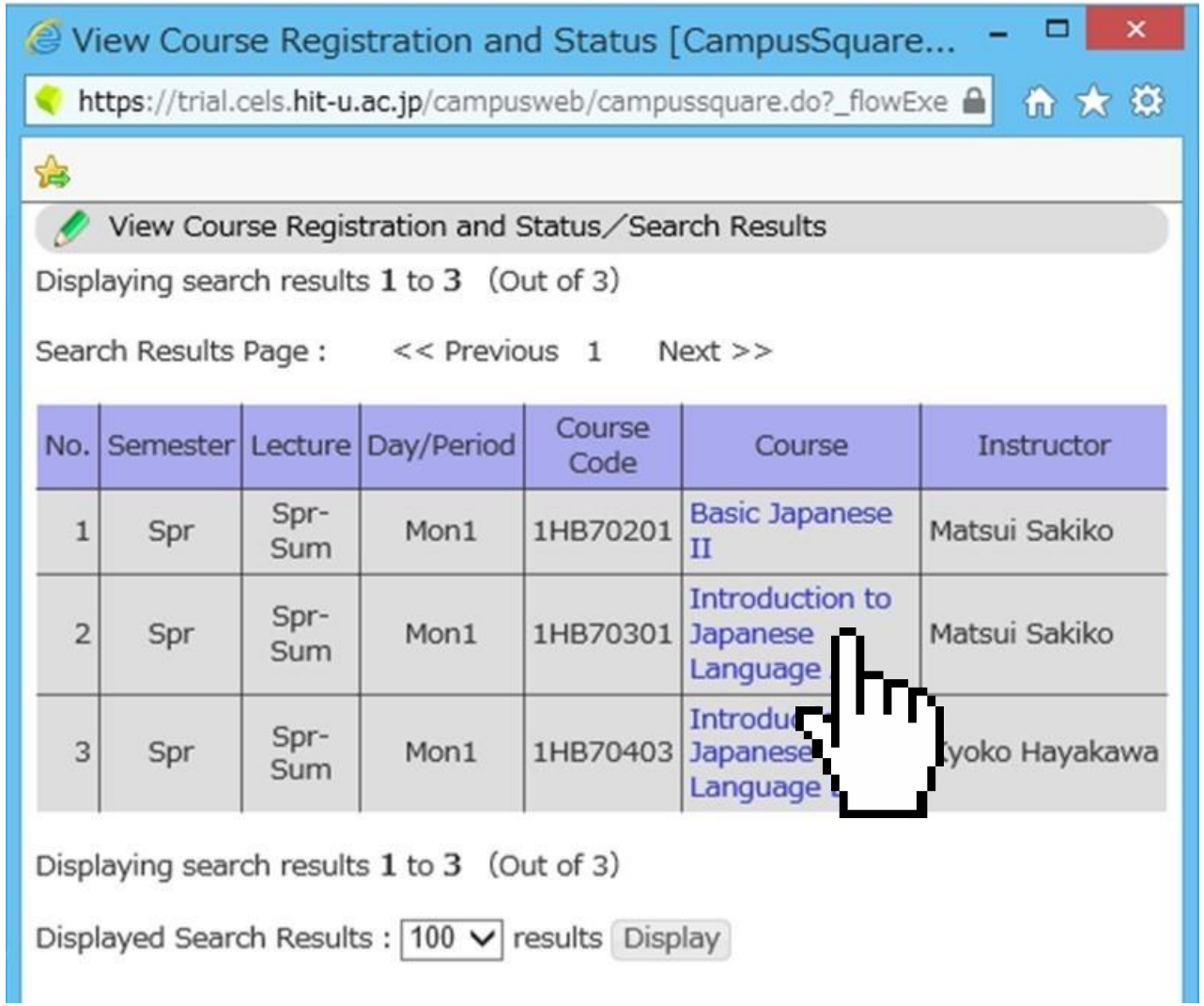
Or search for your desired course



Search for your desired course

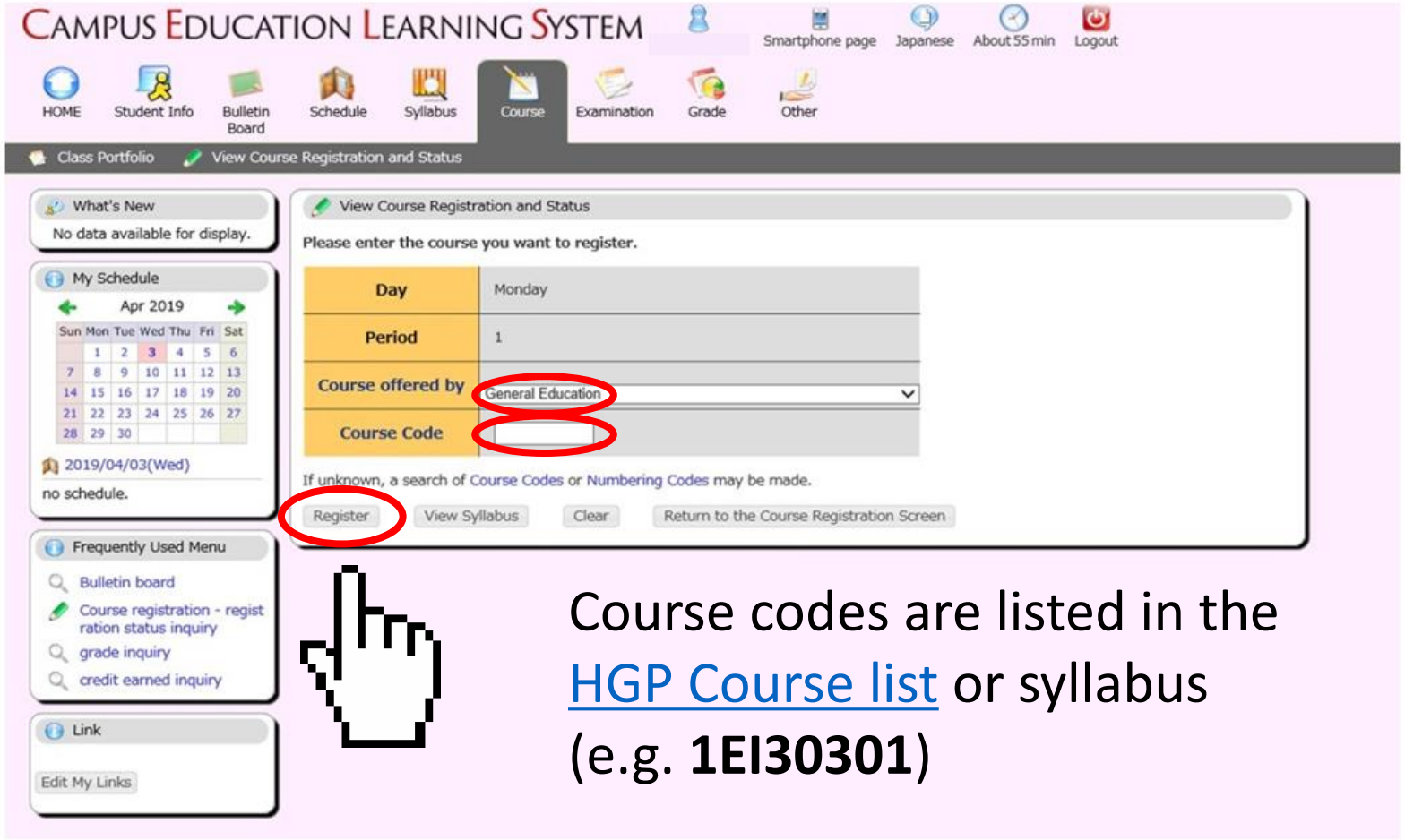


Choose a desired course from search results



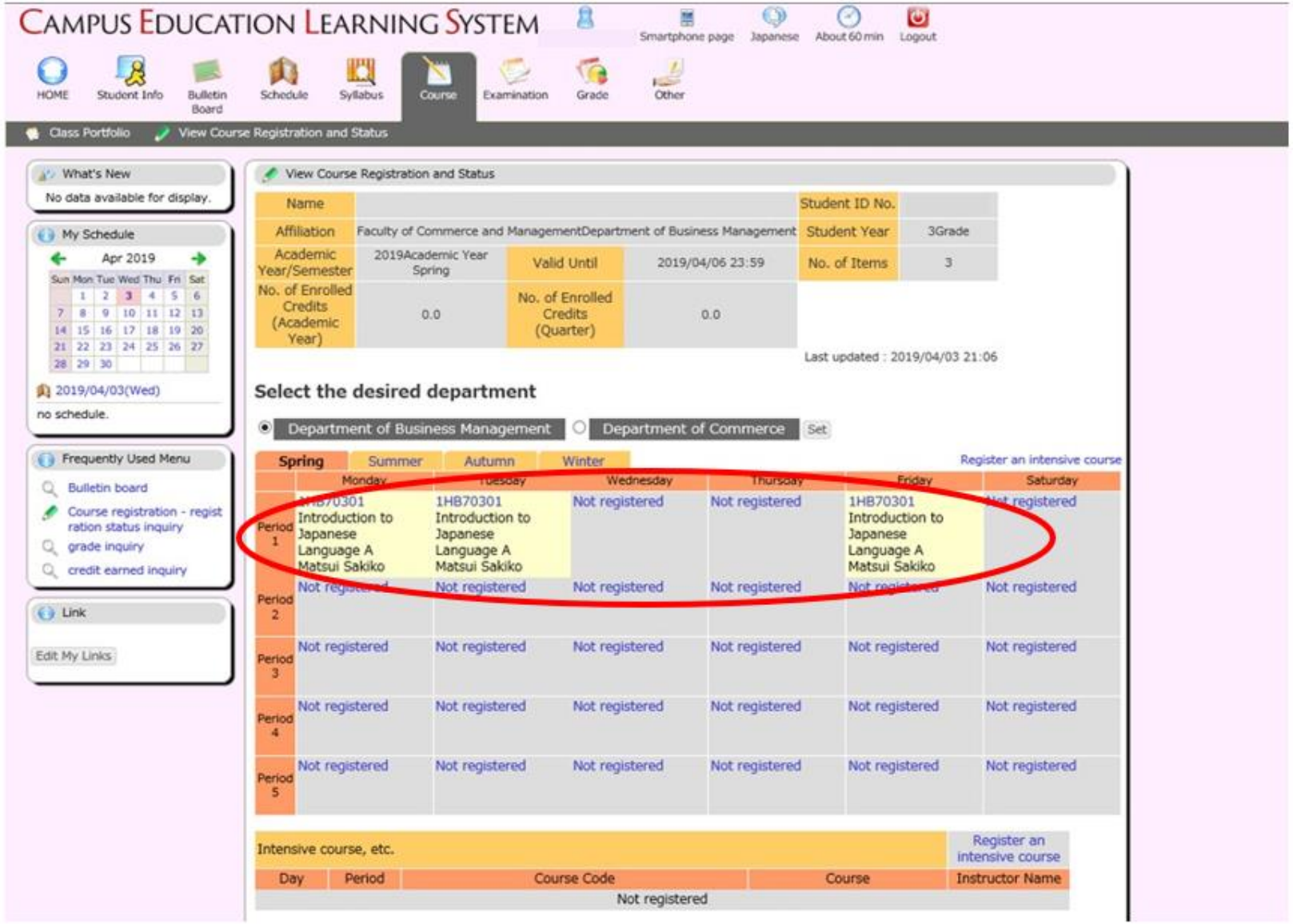
A course code for the chosen course is automatically entered

→ Click on “Register”



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

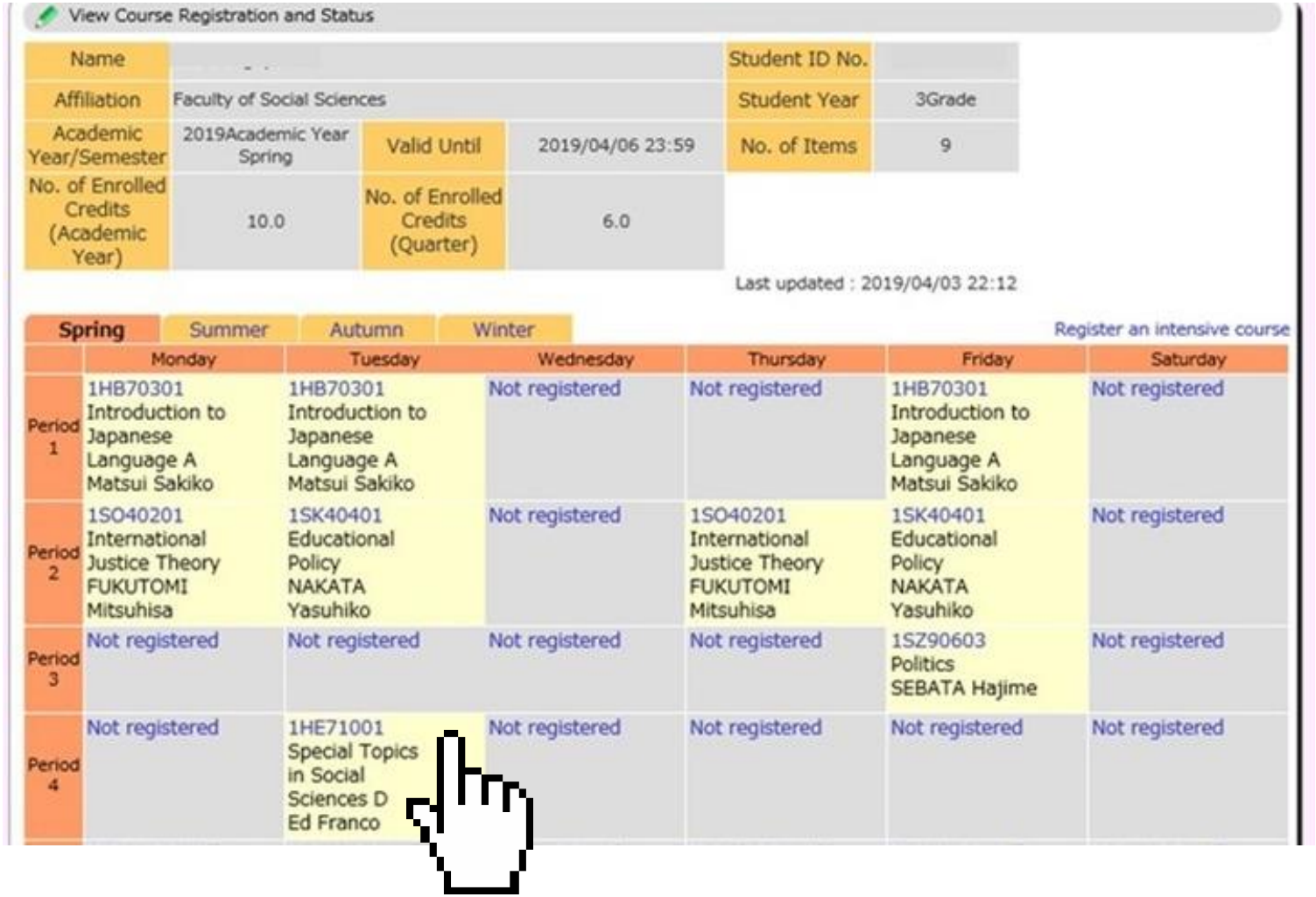
✓ Registration succeeded



How to Drop Courses

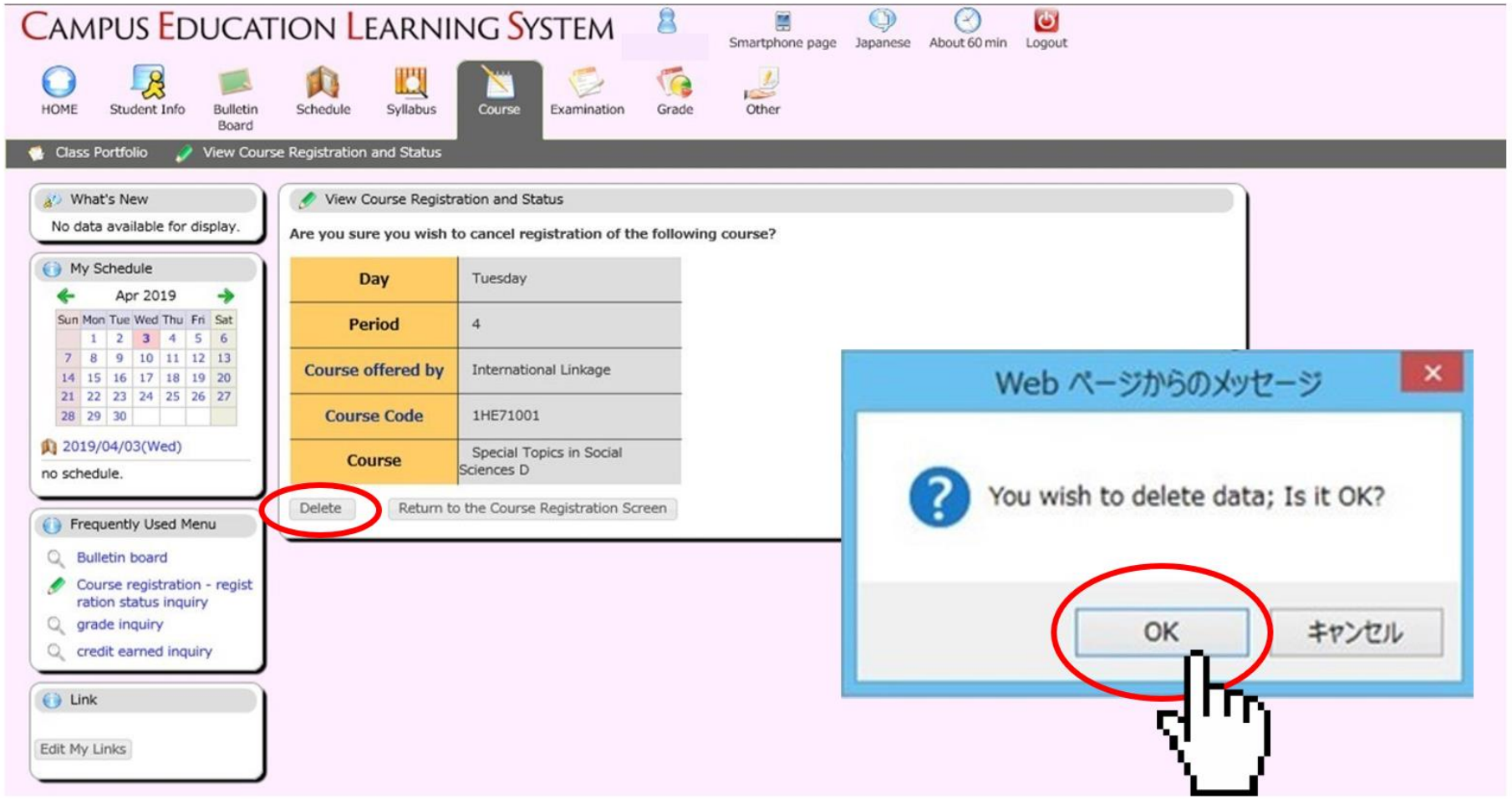
During
- the Course Registration Period
- the Change of Course Registration Period

Click on a course you wish to drop



Clink on the “Delete” button and confirm

During
- the Course Registration Period
- the Change of Course Registration Period



✓ Drop succeeded

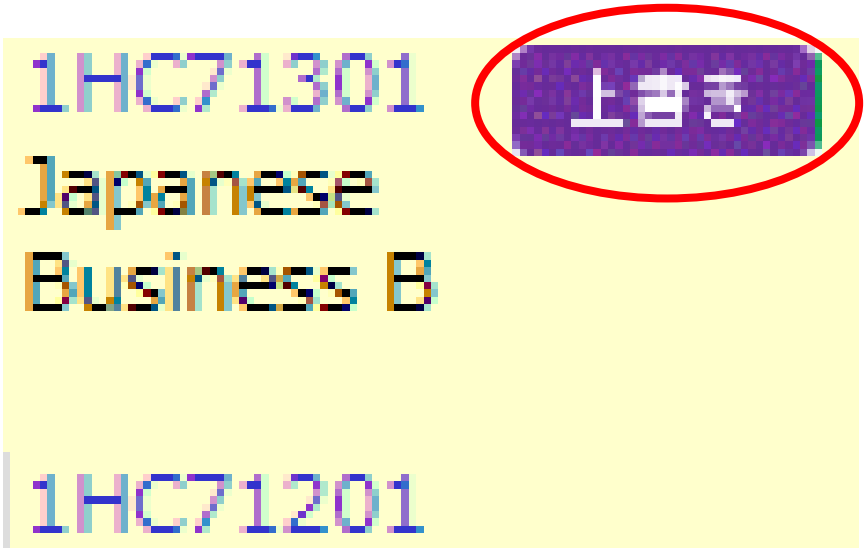
During
- the Course Registration Period
- the Change of Course Registration Period

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

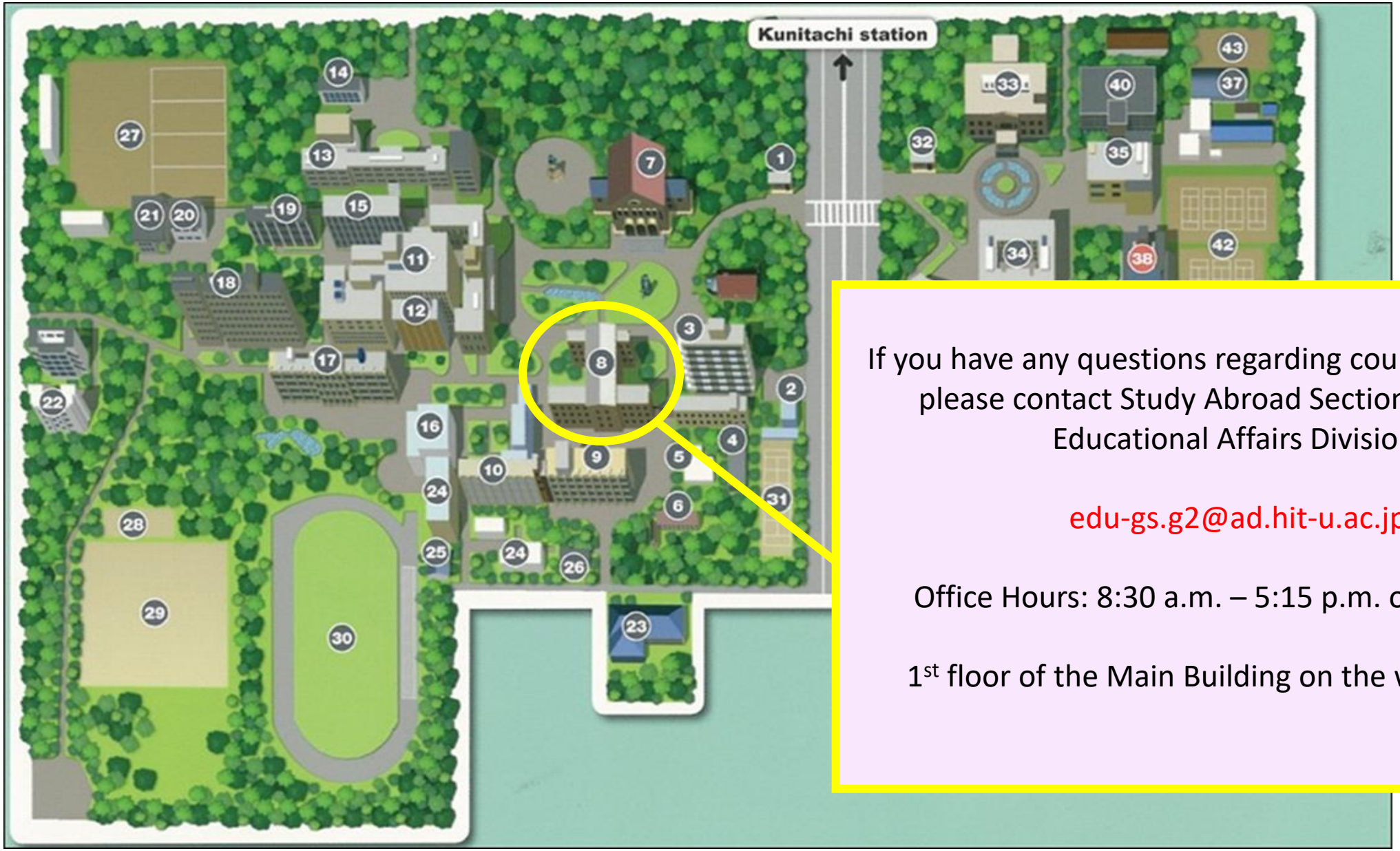
Note: Repeat Marks

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).



West campus East campus



If you have any questions regarding course registration, please contact Study Abroad Section (Inbound), Educational Affairs Division.

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

Office Hours: 8:30 a.m. – 5:15 p.m. on weekdays

1st floor of the Main Building on the west campus