

# 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 <b>April 9 – April 16</b> <b>*Mandatory for all</b>	Change of Course Registration Period <b>May 13 – May 14</b>	Change of Course Registration Period <b>July 3 – July 4</b>
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

① **Term Code:**  
**P**  
Spring Quarter

② **Term Code:**  
**S**  
Summer Quarter

③ **Term Code:**  
**Z**  
Spring - Summer Semester

④ **Term Code:**  
**INT (S)**  
  
Summer Intensive Course

# How to Add Courses

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

A screenshot of the Hitotsubashi Authentication System Single Sign-On login page. At the top center is the Hitotsubashi University logo, a red and black emblem with a caduceus, followed by the text "一橋大学". Below the logo is the title "一橋認証ID シングルサインオン" and "Hitotsubashi Authentication System Single Sign-On". A notice in Japanese and English states that the page is for students, faculty, and staff, and that others should go to the official website. The login form consists of two input fields: "User ID" and "Password". Below the fields is a checkbox labeled "ユーザー名を記憶する" (Remember username). At the bottom is a green button labeled "LOGIN".

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

English

お知らせ

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

# Language changed to English

The screenshot shows the 'CAMPUS EDUCATION LEARNING SYSTEM' interface. At the top, there are navigation links for 'Smartphone page', 'Japanese', 'About 60 min', and 'Logout'. Below this is a main menu with icons for 'HOME', 'Student Info', 'Bulletin Board', 'Schedule', 'Syllabus', 'Course', 'Examination', 'Grade', and 'Other'. A secondary bar contains 'Information' and 'New Messages'.

The main content area is divided into several sections:

- What's New:** No data available for display.
- My Schedule:** A calendar for April 2019. The date 2019/04/03 (Wed) is selected, and it shows 'no schedule.'
- Frequently Used Menu:** A list of links: 'Bulletin board', 'Course registration - registration status inquiry', 'grade inquiry', and 'credit earned inquiry'.
- Link:** A section with an 'Edit My Links' button.
- Information:** A large central box containing the text '[20] Welcome!' and 'Welcome to Hitotsubashi University!' with the date '2018/06/13' in the bottom right corner.

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

The screenshot shows the Campus Education Learning System interface. At the top, the title "CAMPUS EDUCATION LEARNING SYSTEM" is displayed. Below the title 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 a red circle. Below the navigation bar is a secondary menu with "Class Portfolio" and "View Course Registration and Status", where the latter is also highlighted with a red circle. A hand cursor is pointing at the "View Course Registration and Status" link. In the top right corner, there are links for "Phone page", "Japanese", "About 60 min", and "Logout". A large orange box highlights the "Course" icon in the navigation bar. Below the navigation bar, there are several sections: "What's New" (No data available for display), "My Schedule" (Calendar for Apr 2019, showing no schedule for 2019/04/03), and "Frequently Used Menu" (Bulletin board). The main content area is titled "Class Portfolio" and contains a "Whats NEW!!" section (Not in particular) and a "Registered Courses" section. The "Registered Courses" section has a form with "2019" in the "Academic Year" field, "Spring" in the "Spring" dropdown, and a "Display" button. Below the form is a table with columns "Course" and "Day/Period". The table content is "Corresponding data not found". At the bottom of the "Registered Courses" section are two buttons: "Course Registration Status" and "Credits Earned Status".

# “View Course Registration and Status” menu


The screenshot displays the 'CAMPUS EDUCATION LEARNING SYSTEM' interface. At the top, there are navigation icons for HOME, Student Info, Bulletin Board, Schedule, Syllabus, Course (highlighted), Examination, Grade, and Other. To the right, there are links for Smartphone page, Japanese, About 60 min, and Logout. Below the navigation bar, there are two main menu items: Class Portfolio and View Course Registration and Status (selected). The main content area is divided into several sections:

- What's New:** No data available for display.
- My Schedule:** A calendar for April 2019. The date 2019/04/03 (Wed) is highlighted, and it shows 'no schedule'.
- Frequently Used Menu:** A list of links: Bulletin board, Course registration - registration status inquiry, grade inquiry, and credit earned inquiry.
- Link:** Edit My Links.
- View Course Registration and Status:** A form for updating personal contact information. The form includes fields for Affiliation, Name, Postal Code, Municipality, District, house number, etc., Apartment name, etc., Phone Number, Mobile Phone Number, Student ID No., Student Year, Prefecture, and Category. The form is titled 'Personal Contact Information' and includes instructions: 'Input the information to change and then click the "Change" button. Optional items are marked with ※'. There are 'Change' and 'Clear' buttons at the bottom of the form.



# Enter your address in Japan

Select "TOKYO" for "Prefecture"

 **Change Student Address**

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

▼ **Personal Contact Information**

<b>Affiliation</b>	商学部	<b>Student ID No.</b>	
<b>Name</b>		<b>Student Year</b>	Year 3
<b>Postal Code</b>	187 - 0045 (Half-width characters)	<b>Prefecture</b>	TOKYO ▼
<b>Municipality</b>	Kodaira		NARA
<b>District, house number, etc.</b>			WAKAYAMA
<b>Apartment name, etc.</b>			TOTTORI
<b>Phone Number</b>	<input type="text"/> Include hyphens	<b>Category</b>	SHIMANE
<b>Mobile Phone Number</b>	<input type="text"/> ※(Single-byte Characters) Hyphen Allowed		OKAYAMA
			HIROSHIMA
			YAMAGUCHI
			TOKUSHIMA
			KAGAWA
			EHIME
			KOCHI
			FUKUOKA
			SAGA
			NAGASAKI
			KUMAMOTO
			OITA
			MIYAZAKI
			KAGOSHIMA
			OKINAWA
			OTHER

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

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 contains Class Portfolio and View Course Registration and Status. The main content area is divided into several sections:

- What's New:** No data available for display.
- My Schedule:** A calendar for April 2019 with the 3rd highlighted. Below it, the date 2019/04/03(Wed) is shown with the text 'no schedule.'
- View Course Registration and Status:** A table with the following data:

Name		Student ID No.	
Affiliation	Faculty of Commerce and Management	Student Year	3Grade
- Select the desired department:** A form with two radio button options:
  - Department of Business Management
  - Department of CommerceA red circle highlights the selected radio button, and a hand cursor points to it.

# 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.

**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  
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	Faculty of Commerce and Management Department of Business Management			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

	Spring	Summer	Autumn	Winter	Register an intensive course	
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Period 1	Not registered	Not registered	Not registered	Not registered	Not registered	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

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**).

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' menu is currently selected. Below the navigation bar, the main content area is titled 'View Course Registration and Status'. It prompts the user to 'Please enter the course you want to register.' and provides a form with the following fields:

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

Below the form, there is a note: 'If unknown, a search of Course Codes or Numbering Codes may be made.' and a row of buttons: Register, View Syllabus, Clear, and Return to the Course Registration Screen. The 'Register' button is highlighted with a blue box. On the left side of the interface, there are sections for 'What's New' (No data available for display), 'My Schedule' (Calendar for Apr 2019), 'Frequently Used Menu' (Bulletin board, Course registration - registration status inquiry, grade inquiry, credit earned inquiry), and 'Link' (Edit My Links).

# Or search for your desired course

The screenshot displays the 'CAMPUS EDUCATION LEARNING SYSTEM' interface. The top navigation bar includes 'HOME', 'Student Info', 'Bulletin Board', 'Schedule', 'Syllabus', 'Course', 'Examination', 'Grade', and 'Other'. The 'Course' tab is active, showing 'View Course Registration and Status'. A sidebar on the left contains 'What's New', 'My Schedule' (for Apr 2019), and 'Frequently Used Menu'. The main content area prompts the user to enter course details: Day (Monday), Period (1), Course offered by (Faculty of Social Sciences), and Course Code. A red circle highlights the text 'of Course Codes or Numbering Codes' in the instruction 'If unknown, a search of Course Codes or Numbering Codes may be made.' A hand cursor points to the 'View Syllabus' button. An inset window titled 'View Course Registration and Status [CampusSq...]' shows search criteria: Academic Year (2019), Course offered by (Faculty of Social Sciences), Semester (General Education), and a list of courses including 'International Linkage'.

CAMPUS EDUCATION LEARNING SYSTEM

Smartphone page Japanese About 53 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  
2019/04/05(Fri)  
no schedule.

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

Link

View Course Registration and Status  
Please enter the course you want to register.

Day	Monday
Period	1
Course offered by	Faculty of Social Sciences
Course Code	

If unknown, a search of Course Codes or Numbering Codes may be made.

Register View Syllabus Clear Return to the Course Registration Screen

View Course Registration and Status [CampusSq...]  
https://trial.cels.hit-u.ac.jp/campusweb/campusquare.do?...  
View Course Registration and Status / Criteria Input

If the course code is unknown, you can search using the following criteria.

Academic Year : 2019

Course offered by : Faculty of Social Sciences

Semester : General Education  
Faculty of Commerce and Management

Lecture : Faculty of Economics  
Faculty of Law  
Faculty of Social Sciences

Instructor Name : International Linkage

Language Used in Class : Pedagogical Subjects  
GS-Business Administration  
Business Administration  
Business Administration  
Management Analysis Program  
Business Administration Program

Course Title : Financial Strategy Program  
International Corporate Strategy  
GS-Economics  
GS-Law  
GS-Social Sciences

Student Year : 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  
Business Administration

Day :  
Period :  
Displayed Search :  
Search Clear

# Search for your desired course

The screenshot displays the 'CAMPUS EDUCATION LEARNING SYSTEM' interface. The top navigation bar includes 'HOME', 'Student Info', 'Bulletin Board', 'Schedule', 'Syllabus', 'Course', 'Examination', 'Grade', and 'Other'. The 'Course' tab is active. Below the navigation bar, there are sections for 'What's New', 'My Schedule', and 'Frequently Used Menu'. The 'View Course Registration and Status' section is highlighted, showing a search form with the following fields:

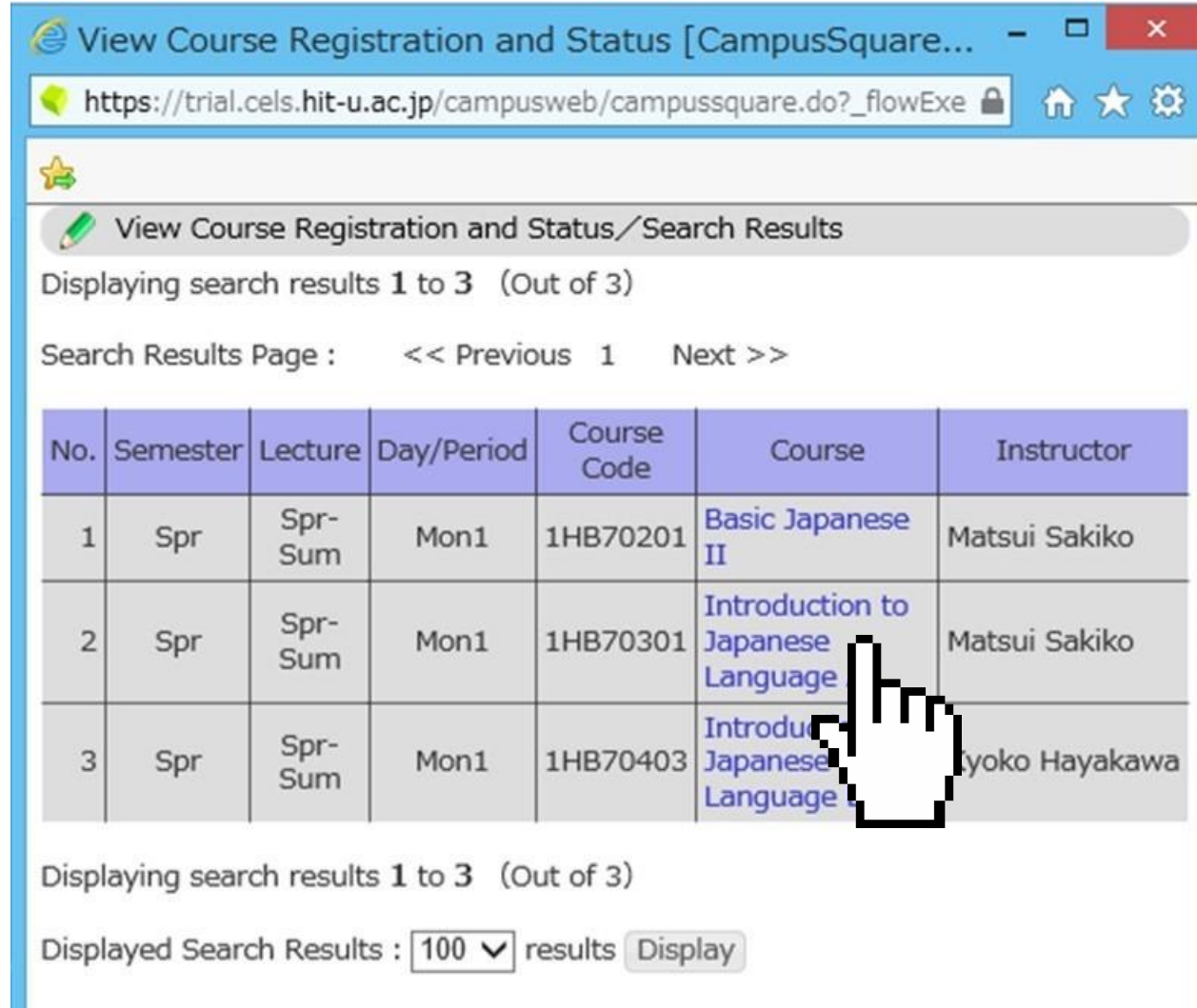
Day	Monday
Period	1
Course offered by	General Education
Course Code	<input type="text"/>

Below the search form, there are buttons for 'Register', 'View Syllabus', 'Clear', and 'Return to the Course Registration Screen'. A red box highlights the search criteria input section, which includes the following fields:

- 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 ※Partial Match
- Student Year : 3
- Day : Monday
- Period : Period 1

The search results section shows 'Displayed Search Results : 100 results' and buttons for 'Search' and 'Clear'. A hand cursor is pointing at the 'Search' button.

# 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 “Register”

The screenshot displays the 'View Course Registration and Status' page. The main content area 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 circled in red. A hand cursor is positioned over this button. To the right of the hand cursor, the text reads: 'Course codes are listed in the [HGP Course list](#) or syllabus (e.g. **1EI30301**)'.

The interface also includes a navigation menu at the top with options like HOME, Student Info, Bulletin Board, Schedule, Syllabus, Course, Examination, Grade, and Other. A 'What's New' section on the left indicates 'No data available for display.' Below that is a 'My Schedule' calendar for April 2019, showing a date of 2019/04/03(Wed) with 'no schedule.' A 'Frequently Used Menu' section lists options like Bulletin board, Course registration - registration status inquiry, grade inquiry, and credit earned inquiry. A 'Link' section at the bottom has an 'Edit My Links' button.



# ✓ Registration succeeded

CAMPUS EDUCATION LEARNING SYSTEM

HOME Student Info Bulletin Board Schedule Syllabus Course Examination Grade Other

Smartphone page Japanese About 60 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  
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

Spring	Summer	Autumn	Winter	Register an intensive course		
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
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	
Not registered	Not registered	Not registered	Not registered	Not registered	Not registered	
Not registered	Not registered	Not registered	Not registered	Not registered	Not registered	
Not registered	Not registered	Not registered	Not registered	Not registered	Not registered	
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 Mitsuhsa	1SK40401 Educational Policy NAKATA Yasuhiko	Not registered	1SO40201 International Justice Theory FUKUTOMI Mitsuhsa	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 main content area is titled 'View Course Registration and Status' and contains a confirmation message: 'Are you sure you wish to cancel registration of the following course?'. Below this message is a table with the following details:

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

At the bottom of 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 side. It contains a question mark icon and the text 'You wish to delete data; Is it OK?'. At the bottom of the dialog, there are two buttons: 'OK' (circled in red) and 'キャンセル' (Cancel). A hand cursor is pointing at the 'OK' button.

# ✓ 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 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	Not registered	Not registered	Not registered	Not registered	Not registered

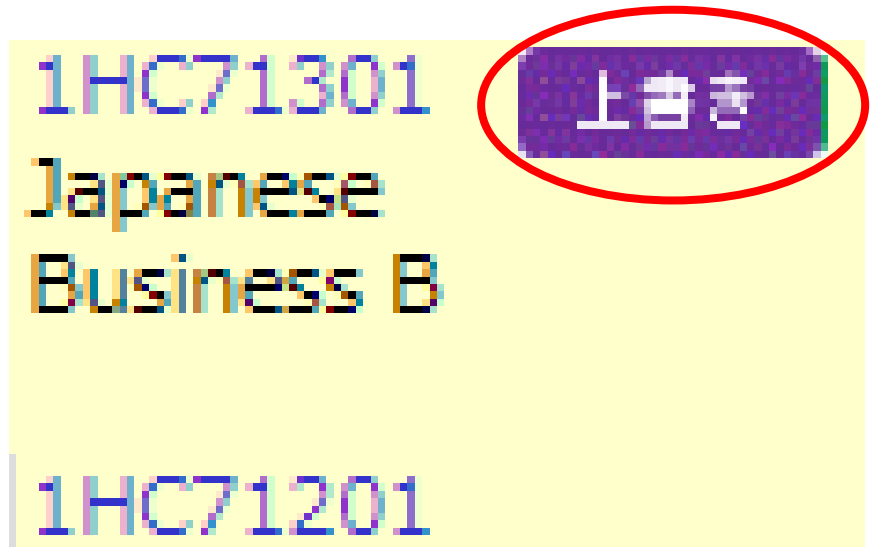
← Course deleted

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

# Note: Repeat Marks

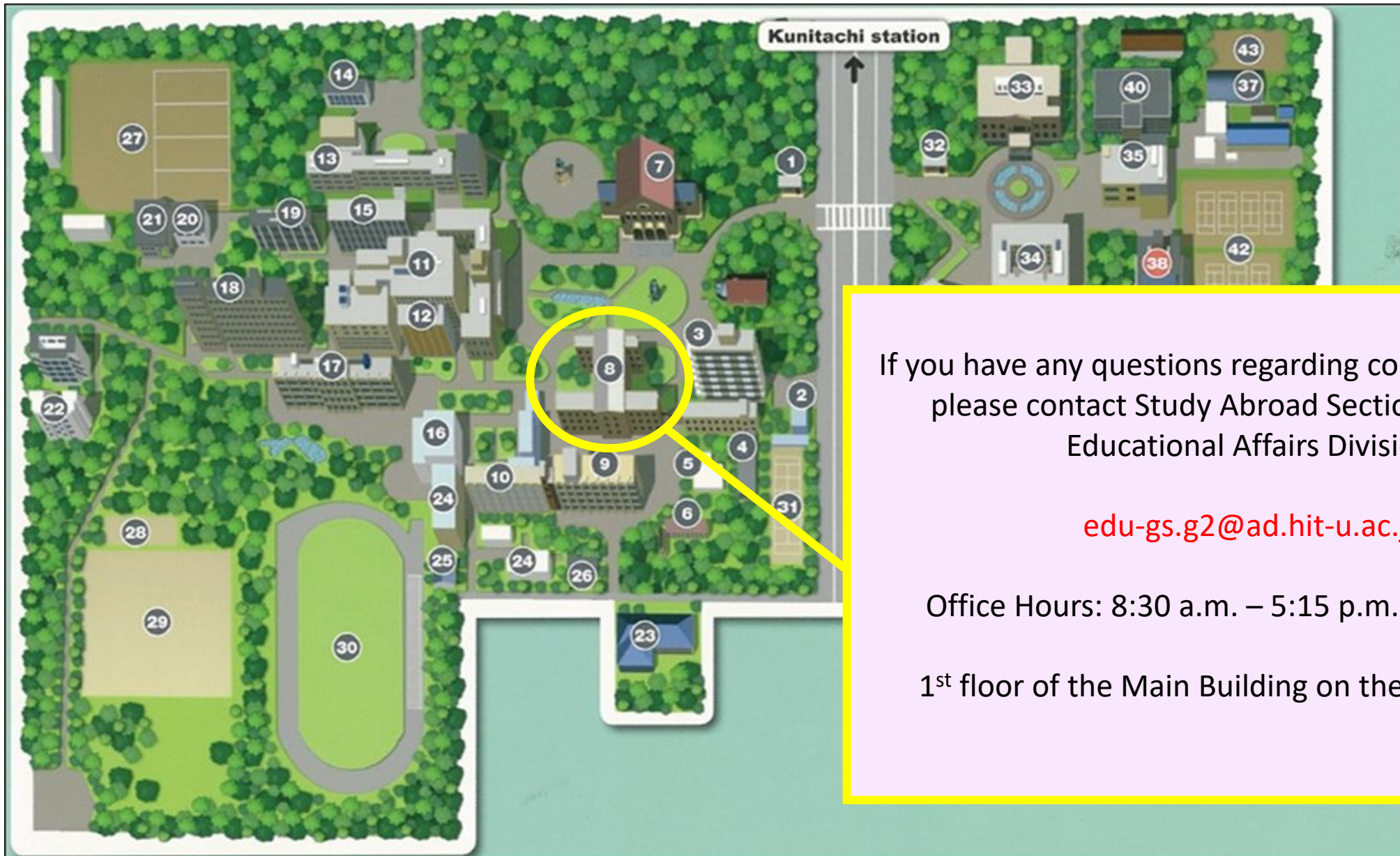
If you retake a course that you have previously taken, it will be marked as “**上書き**.”

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).



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

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

1<sup>st</sup> floor of the Main Building on the west campus