

# CELS Online Course Registration Operation Overview



# Course Registration Period : September 12 – September 19

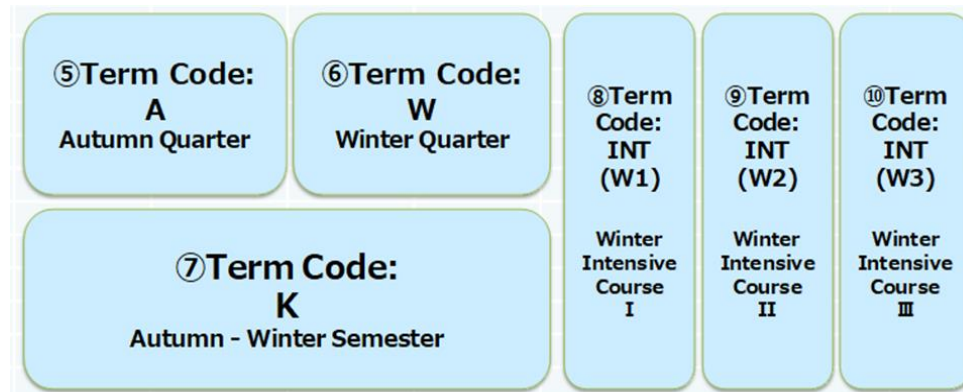
(For Autumn-Winter semester courses, Autumn quarter courses, Winter quarter courses, Winter Intensive courses)

- 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	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	3 <sup>rd</sup> Period
Course Registration Period @CELS	Sep. 12 – Sep. 19 <b>*Mandatory for all</b>	Oct. 10 – Oct. 13	Dec. 11 – Dec. 12
What you can do / Applicable courses	Add/Drop Non-lottery courses offered in Autumn-Winter semester Autumn quarter Winter quarter Winter Intensive (W1, W2, W3)	Add/Drop Non-lottery courses offered in Winter quarter Winter Intensive (W1, W2, W3)	Add/Drop Non-lottery courses offered in Winter Intensive (W1, W2, W3)

Term Code on the [HGP course list](#)



# How to Add Courses

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



一橋大学

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

The screenshot shows the Hitotsubashi University Campus Education Learning System homepage. At the top, the title "CAMPUS EDUCATION LEARNING SYSTEM" is displayed. Below it, a navigation bar contains icons for HOME, 学生情報 (Student Information), 掲示 (Notice), 休補・スケジュール (Leave/Makeup/Schedule), シラバス (Syllabus), 履修 (Course Registration), 試験 (Exam), 成績 (Grade), and その他 (Others). To the right of the navigation bar, there are links for スマホ版 (Mobile Version), English (circled in red with a hand cursor pointing to it), 残り約 60 分 (Remaining about 60 minutes), and ログアウト (Logout). A large orange box highlights the English button in the top right corner.

Below the navigation bar, the main content area is divided into two columns. The left column contains a "新着情報" (New Information) section with the message "あなた宛の新着情報はありません。" (There is no new information for you.), a "MYスケジュール" (MY Schedule) section with a calendar for April 2019, and a "よく使うメニュー" (Frequently Used Menu) section with links to 掲示板 (Bulletin Board), 履修登録・登録状況照会 (Course Registration/Status Inquiry), 履修成績照会 (Course Grade Inquiry), and 単位修得状況照会 (Credit Completion Status Inquiry). The right column contains an "お知らせ" (Notice) section with the message "[20] Welcome!" and a large "Welcome to Hitotsubashi University!" banner. The date "2018年6月13日" (June 13, 2018) is displayed in the bottom right corner of the banner.

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				

# Language changed to English

CAMPUS EDUCATION LEARNING SYSTEM

Smartphone page Japanese About 60 min Logout

HOME Student Info Bulletin Board Schedule Syllabus Course Examination Grade Other

Information New Messages

**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.

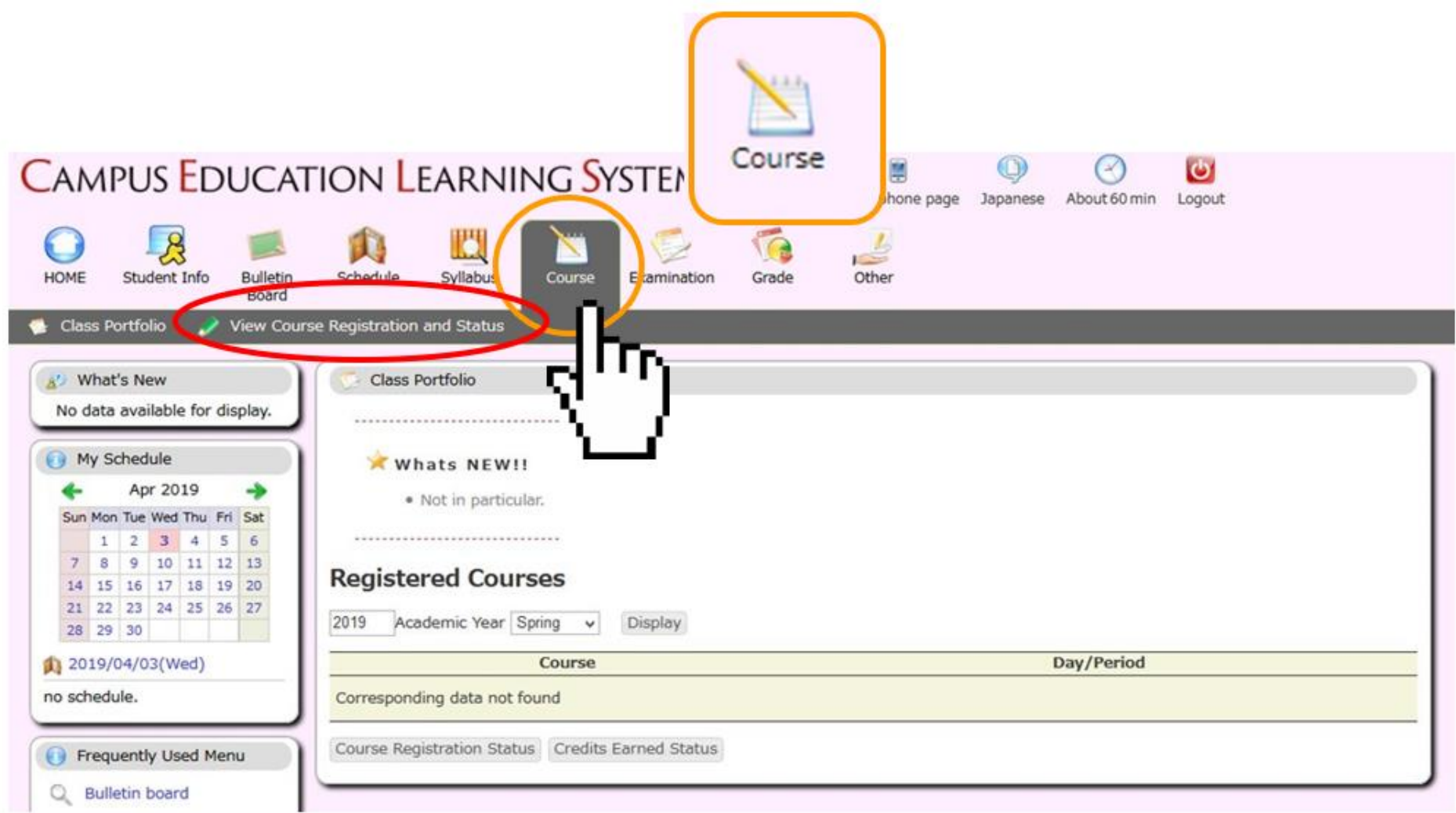
**Frequently Used Menu**  
Bulletin board  
Course registration - registration status inquiry  
grade inquiry  
credit earned inquiry

**Link**  
Edit My Links

**Information**  
[20] Welcome!  
**Welcome to Hitotsubashi University!**  
2018/06/13



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



# “View Course Registration and Status” menu

CAMPUS EDUCATION LEARNING SYSTEM

Smartphone page

Japanese

About 60 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				

2019/04/03(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

Input the information to change and then click the "Change" button.

Optional items are marked with ※

Personal Contact Information

Affiliation		Student ID No.	
Name		Student Year	Year 3
Postal Code	<input type="text"/> - <input type="text"/> (Half-width characters)	Prefecture	-- v
Municipality	<input type="text"/>		
District, house number, etc.	<input type="text"/>		
Apartment name, etc.	<input type="text"/>		
Phone Number	<input type="text"/> Include hyphens	Category	-- v
Mobile Phone Number	<input type="text"/> ※ (Single-byte Characters) Hyphen Allowed		


Change

Clear



# 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>		<b>Category</b>	SHIMANE
	Include hyphens		OKAYAMA
<b>Mobile Phone Number</b>	※(Single-byte Characters) Hyphen Allowed		HIROSHIMA
			YAMAGUCHI
			TOKUSHIMA
			KAGAWA
			EHIME
			KOCHI
			FUKUOKA
			SAGA
			NAGASAKI
			KUMAMOTO
			OITA
			MIYAZAKI
			KAGOSHIMA
			OKINAWA
			OTHER

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

CAMPUS EDUCATION LEARNING SYSTEM

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

Class Portfolio View Course Registration and Status

Smartphone page Japanese About 58 min Logout

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

View Course Registration and Status

Name		Student ID No.	
Affiliation	Faculty of Commerce and Management	Student Year	3Grade

Select the desired department

☒ Department of Business Management

☐ Department of Commerce

# 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				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 Set

**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 (highlighted), Examination, Grade, and Other. A secondary bar shows 'Class Portfolio' and 'View Course Registration and Status'. The main content area is divided into a left sidebar and a right main panel. The sidebar contains 'What's New' (no data), 'My Schedule' (calendar for April 2019), and 'Frequently Used Menu' (Bulletin board, Course registration - registration status inquiry, grade inquiry, credit earned inquiry). The main panel, titled 'View Course Registration and Status', prompts the user to 'Please enter the course you want to register.' It features a form with fields for 'Day' (Monday), 'Period' (1), 'Course offered by' (General Education), and 'Course Code'. A blue box highlights the 'Course offered by' and 'Course Code' fields. Below the form, a 'Register' button is highlighted with a blue box, along with 'View Syllabus', 'Clear', and 'Return to the Course Registration Screen' buttons. A note states: 'If unknown, a search of Course Codes or Numbering Codes may be made.'



# Or search for your desired course

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. A secondary bar shows 'Class Portfolio' and 'View Course Registration and Status'. The main content area is divided into three sections:

- What's New:** No data available for display.
- My Schedule:** A calendar for April 2019. The date 2019/04/05 (Fri) is highlighted, showing 'no schedule.'
- Frequently Used Menu:** Links to Bulletin board, Course registration - registration status inquiry, grade inquiry, and credit earned inquiry.

The 'View Course Registration and Status' section contains a form with the following fields:

- Day:** Monday
- Period:** 1
- Course offered by:** Faculty of Social Sciences
- Course Code:** (empty text box)

Below the form, a red circle highlights the text: 'If unknown, a search of Course Codes or Numbering Codes may be made.' A hand cursor is pointing at the 'View Syllabus' button.

An inset window titled 'View Course Registration and Status [CampusSq...]' shows a search criteria input form. It includes fields for Academic Year (2019), Course offered by (Faculty of Social Sciences), Semester, Lecture, Instructor Name, Language Used in Class, Course Title, Student Year, Day, Period, and a search button. The search results list various programs and departments, including International Linkage, Pedagogical Subjects, and Business Administration.

# Search for your desired course

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. A secondary bar shows 'Class Portfolio' and 'View Course Registration and Status'. The main content area is divided into three sections:

- What's New:** No data available for display.
- My Schedule:** A calendar for April 2019. The date 2019/04/03 (Wed) is highlighted, with a note 'no schedule.'
- Frequently Used Menu:** Links to Bulletin board, Course registration - registration status inquiry, grade inquiry, and credit earned inquiry.

The 'View Course Registration and Status' section is the primary focus. It contains a form titled 'Please enter the course you want to register.' with the following fields:

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

Below the form, it states: 'If unknown, a search of [Course Codes](#) or [Numbering Codes](#) may be made.' and provides buttons for 'Register', 'View Syllabus', 'Clear', and 'Return to the Course Registration Screen'.

On the right, a browser window titled 'View Course Registration and Status [CampusSquare...]' shows the search criteria input page. The URL is [https://trial.cels.hit-u.ac.jp/campusweb/campussquare.do?\\_flowExe](https://trial.cels.hit-u.ac.jp/campusweb/campussquare.do?_flowExe). The page includes a section for 'Criteria Input' with the instruction: 'If the course code is unknown, you can search using the following criteria.'

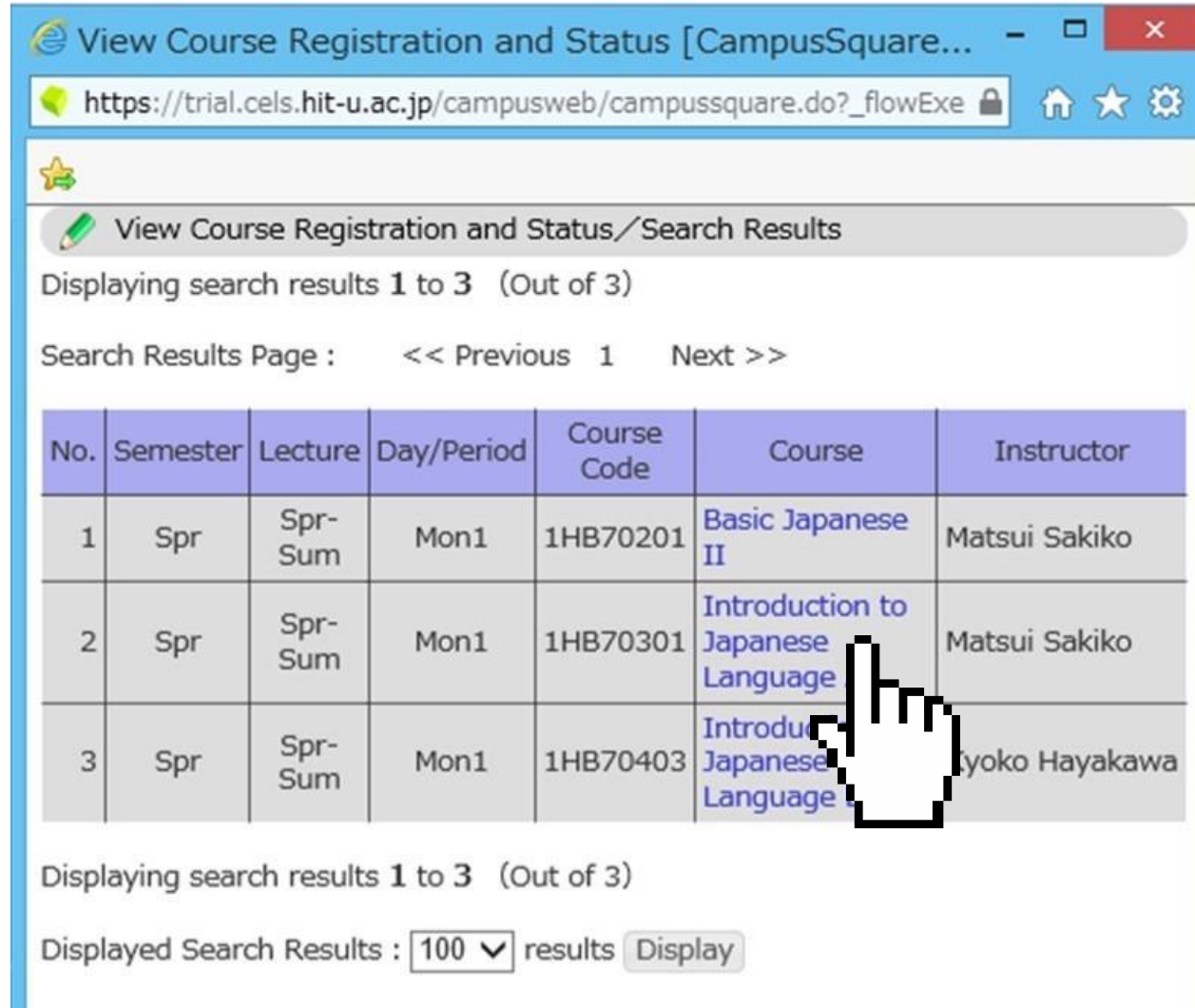
The search criteria are as follows:

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

The 'Displayed Search Results' are 100 results. At the bottom of the browser window, there are 'Search' and 'Clear' buttons, with a mouse cursor 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	Yoko 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 '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' tab is currently selected. Below the navigation bar, there are two main sections: 'What's New' (showing 'No data available for display.') and 'My Schedule' (showing a calendar for April 2019 with a date picker set to 2019/04/03(Wed) and 'no schedule.'). The 'View Course Registration and Status' section is the primary focus, containing a form with the following fields: 'Day' (Monday), 'Period' (1), 'Course offered by' (General Education), and 'Course Code' (empty). Below the form, there is a note: 'If unknown, a search of Course Codes or Numbering Codes may be made.' and a 'Register' button, which is circled in red. A hand cursor is pointing at the 'Register' button. To the right of the 'Register' button, there are buttons for 'View Syllabus', 'Clear', and 'Return to the Course Registration Screen'. The 'Frequently Used Menu' section on the left includes links for 'Bulletin board', 'Course registration - registration status inquiry', 'grade inquiry', and 'credit earned inquiry'. The 'Link' section at the bottom left has an 'Edit My Links' button.

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

✓ Registration succeeded

CAMPUS EDUCATION LEARNING SYSTEM

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  
2019/04/03(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 Set

	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	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
Period 5	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

# Confirm the medium of instruction

You cannot check the medium of instruction on the course registration screen.

Confirm the “Language” (J / E)  
in the syllabus  
before registering for courses.

基本情報 / Basic Information	
詳細情報 / Detailed Information	
授業計画詳細情報 / Class Schedule Details	
基本情報 / Basic Information	
開講科目名 / Course	地球環境と地域社会 / Global Environment and Local Society
時間割コード / Course Code	1SE42201
ナンバリングコード / Numbering Code	SU-E422-A-00
開講所属 / Faculty/Department	社会学部 / Faculty of Social Sciences
曜限 / Day and Period	火 / Tue 2, 金 / Fri 2
開講区分 / Quarter(s)	秋学期 / Autumn
単位数 / Credits	2.0
主担当教員 / Main Instructor	
科目区分 / Course Group	
教授言語 / Language	英 / E
開講形態 / Types of Course	【対】 対面授業 (Face-to-face)
抽選対象 / Online Registrar Lottery	<input type="radio"/>

Medium of Instruction  
Japanese / English

# How to Drop Courses

During the **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 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' tab is selected. Below the navigation bar, the 'View Course Registration and Status' section is active, showing a confirmation message: 'Are you sure you wish to cancel registration of the following course?'. A table lists the course details:

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

Below the table, there are two buttons: 'Delete' (circled in red) and 'Return to the Course Registration Screen'. To the right, a modal dialog box titled 'Web ページからのメッセージ' (Message from Web Page) is displayed, asking 'You wish to delete data; Is it OK?'. The dialog has 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**

	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

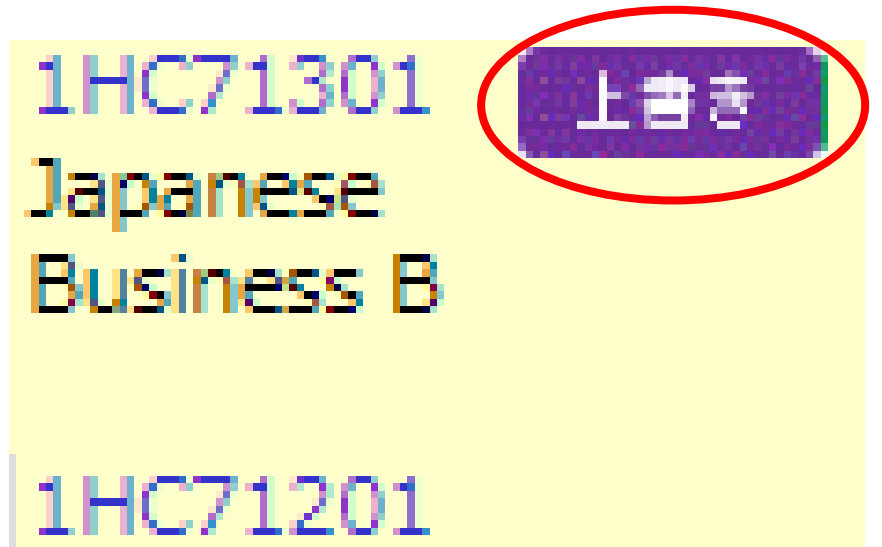
← Course deleted

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

# Note: Repeat Marks

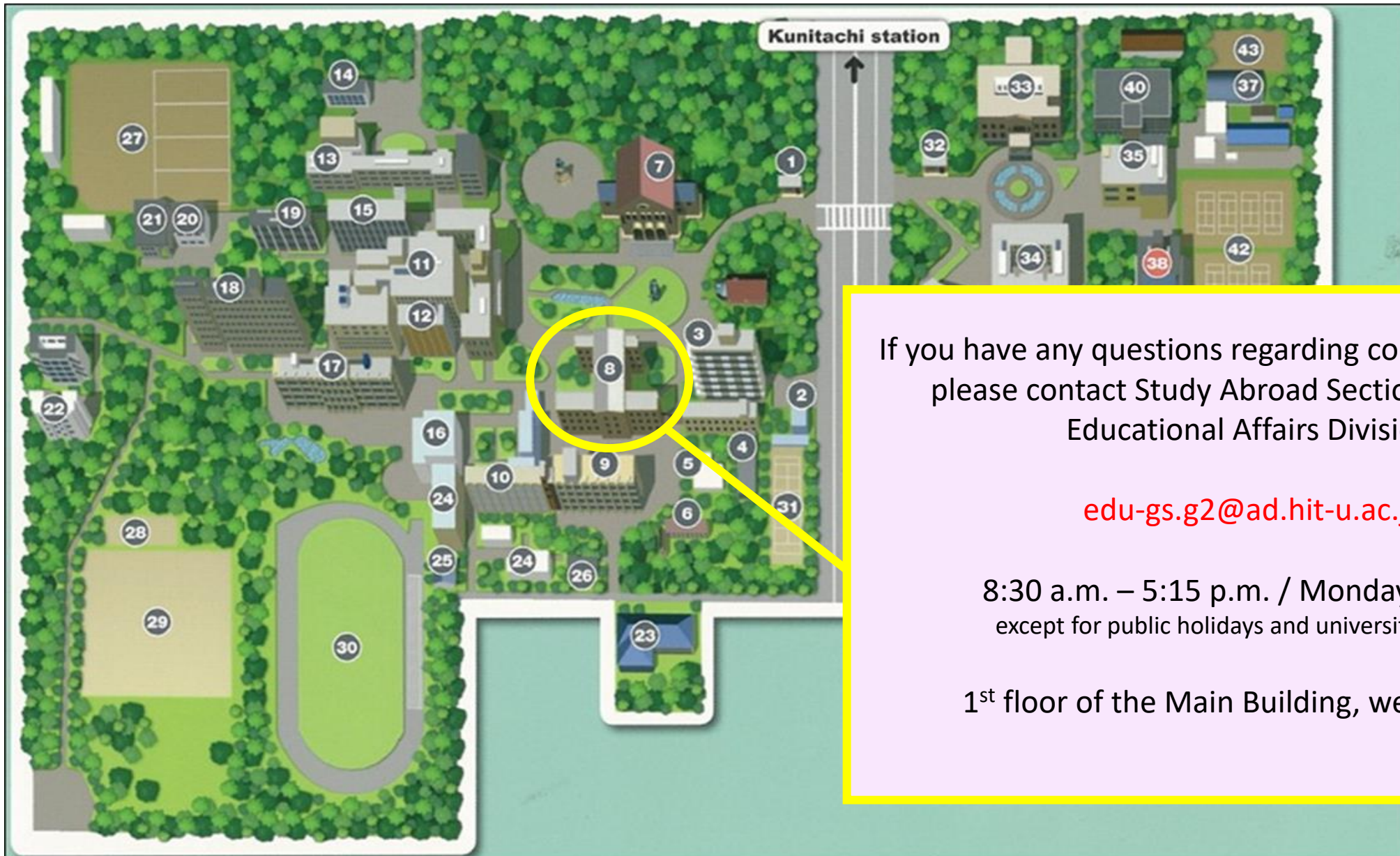
If you retake a course that you have previously taken, it will be marked as “上書き.”

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)

8:30 a.m. – 5:15 p.m. / Monday – Friday  
except for public holidays and university holidays

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