# WEB Lotteries

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

1st Entry: Sep. 8 (9 a.m.) - Sep. 9 (noon)

For Autumn-Winter semester courses, Autumn quarter courses, Winter quarter courses, Winter Intensive courses Announcement of results: Sep. 10 ( 3 p.m.)

2<sup>nd</sup> Entry: Sep. 10 (5 p.m.) – Sep. 11 (2 p.m.)

For Autumn-Winter semester courses, Autumn quarter courses, Winter quarter courses, Winter Intensive courses Announcement of results: Sep. 11 ( 8 p.m.)

3<sup>rd</sup> Entry: Oct. 7 (noon) – Oct. 8 (noon)

For Winter quarter courses and Winter Intensive courses Announcement of results: Oct. 9 (noon)

4th Entry: Dec. 8 (noon) – Dec. 9 (noon)

For Winter Intensive courses

Announcement of results: Dec. 10 (noon)

- Postgraduate students (Degree-seeking, Exchange, Research) can apply for the "2nd Entry" only.
- After all lotteries, the registration will be closed even if some courses still have seats remaining.
- Read information on the following slides and follow the instructions.

### Information on WEB Lotteries (1)

- Depending on the lottery period (1<sup>st</sup> Entry  $\sim$  4<sup>th</sup> Entry), the courses eligible for the lottery differ. There are Autumn-Winter semester courses, Autumn quarter courses, Winter quarter courses, and Winter Intensive courses.
- Before applying for the lottery, check the following course registration rules carefully.
  - 1. Applicable Lottery Courses

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

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

Lottery courses are indicated with a "O" symbol in the "Online Registrator Lottery" section.

You can also use a search function to find lottery courses as well.

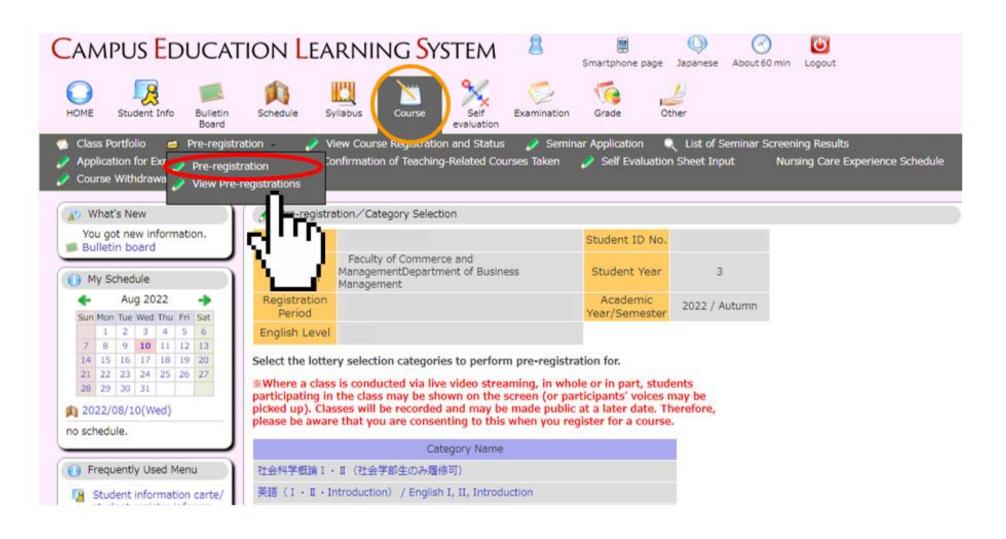
- 2. 学士課程ガイドブック(For Undergraduate degree-seeking students)
- 3. 学生便覧(For Postgraduate degree-seeking students)
- 4. <u>Course Registration Guidelines for Exchange Students (Undergraduate level)</u>
  and MEXT Japanese Studies Students (For Exchange students and MEXT Japanese Studies students)

## Information on WEB Lotteries (2)

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

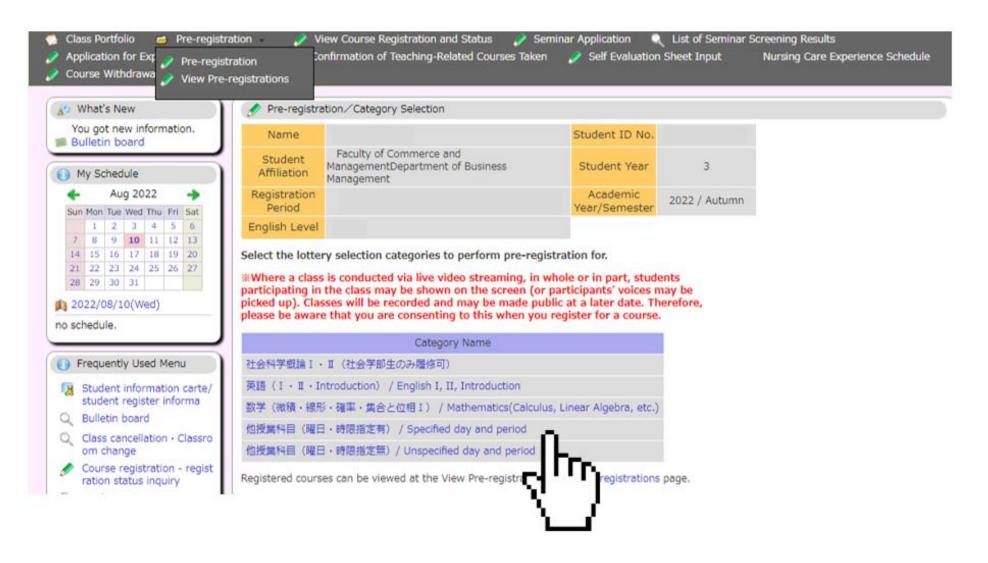
## How to Apply for the Lottery (1)

- Log into CELS. (<a href="https://cels.hit-u.ac.jp/">https://cels.hit-u.ac.jp/</a>)
- Go to "Course" > "Pre-registration."



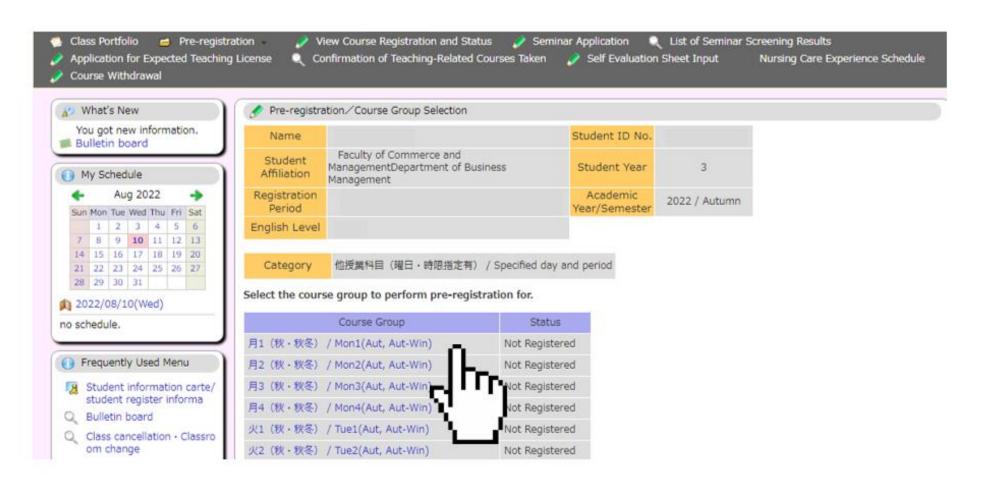
## How to Apply for the Lottery (2)

Select the course category.



# How to Apply for the Lottery (3)

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



## How to Apply for the Lottery (4)

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

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

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

The course with no remaining seat will be excluded from the list of choices.

In order to delete your registration and return to the previous screen, please click on the "Delete and Return" button.

#### 月1 (秋·秋冬) / Mon1(Aut, Aut-Win)

Priority Ranking	Course Code	Course	Instructor	Semester	Day / Period	Capacity	Number of remaining seats	No. Applied (1st preference)	Notes
	1ED41101	Topics in Probability and Statistics A	HONDA Toshio	Autumn	Mon1, Thu1	21	21	0	
1	1EG30101	Public Finance I	SATO Motohiro	Autumn	Mon1 , Wed1	190	190	0	
	1JA10402	Undergraduate Introductory Seminar	SAKAI TOMOYUKI	Autumn- Winter	Mon1	16	16	0	
2	1JD25501	Political & Diplomatic History of U.S.A.	T.B.D.	Autumn- Winter	Mon1	300	300	0	
	13371401	EU Law	NAKANISHI Yumiko	Autumn- Winter	Mon1	41	41	0	

Confirm

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

Delete and Return

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

Clear

Returns input on the screen to its initial state.

# How to Apply for the Lottery (5)

Click on "Confirm".

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

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

The course with no remaining seat will be excluded from the list of choices.

In order to delete your registration and return to the previous screen, please click on the "Delete and Return" button.

#### 月1 (秋·秋冬) / Mon1(Aut, Aut-Win)

Priority Ranking	Course Code	Course	Instructor	Semester	Day / Period	Capacity	Number of remaining seats	No. Applied (1st preference)	Notes
	1ED41101	Topics in Probability and Statistics A	HONDA Toshio	Autumn	Mon1, Thu1	21	21	0	
1			SATO Motohiro	Autumn	Mon1 , Wed1	190	190	0	
	1JA10402	Undergraduate Introductory Seminar	SAKAI TOMOYUKI	Autumn- Winter	Mon1	16	16	0	
2	1JD25501	Political & Diplomatic History of U.S.A.	T.B.D.	Autumn- Winter	Mon1	300	300	0	
	13371401	EU Law	NAKANISHI Yumiko	Autumn- Winter	Mon1	41	41	0	

Confirm

Delete and Return

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

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

Clear

Returns input on the screen to its initial state.

# How to Apply for the Lottery (6)

• Click on "Register".



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

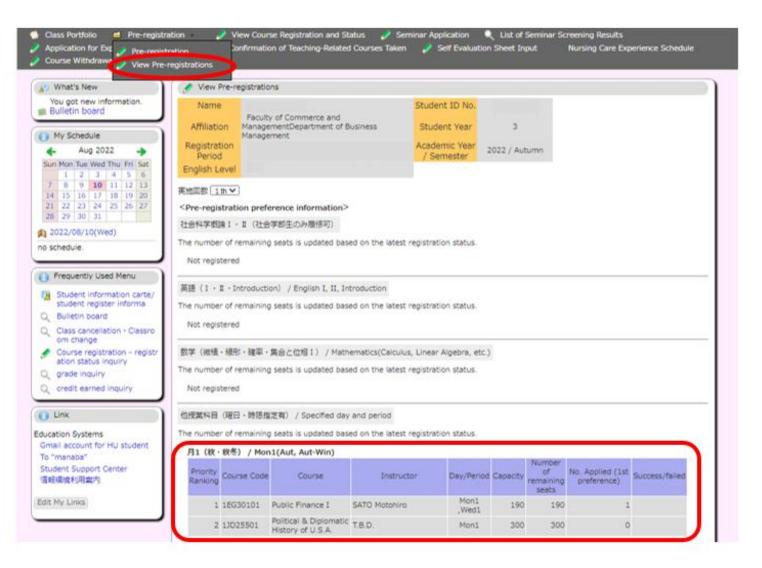
月1(秋·秋冬) / Mon1(Aut, Aut-Win)

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

Performs pre-registration. Register Returns to the pre-registration screen. Back

### How to Apply for the Lottery (7)

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



# How to Apply for the Lottery (8)

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

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

The course with no remaining seat will be excluded from the list of choices.

In order to delete your registration and return to the previous screen, please click on the "Delete and Return" button.

月1 (秋·秋冬) / Mon1(Aut, Aut-Win)

Priority Ranking	Course Code		Course	Instructor	Semester	Day / Period	Capacity	Number of remaining seats	No. Applied (1st preference)	Notes
	1ED41101		s in Probability Statistics A	HONDA Toshio	Autumn	Mon1, Thu1	21	21	0	
	1EG30101	Publi	c Finance I	SATO Motohiro	Autumn	Mon1 , Wed1	190	190	0	
	1JA10402		rgraduate ductory Seminar	SAKAI TOMOYUKI	Autumn- Winter	Mon1	16	16	0	
	1JD25501		cal & Diplomatic ry of U.S.A.	T.B.D.	Autumn- Winter	Mon1	300	300	0	
2	13371401	EU La	aw	NAKANISHI Yumiko	Autumn- Winter	Mon1	41	41	0	
Confir	rm		The input conten	ts are checked, and th	e pre-regis	tration scr	een will op	en.		
Delete	e and Returr		Deletes all pre-re Selection screen.	gistration information	that is regi	stered to t	his course	group, and	returns to th	e Course Group
Clear			Returns input on	the screen to its initial	state.					

## How to Apply for the Lottery (9)

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

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

The course with no remaining seat will be excluded from the list of choices.

In order to delete your registration and return to the previous screen, please click on the "Delete and Return" button.

月1 (秋·秋冬) / Mon1(Aut, Aut-Win)

Priority Ranking	Course Code	Course	Instructor	Semester	Day / Period	Capacity	Number of remaining seats	No. Applied (1st preference)	Notes
	1ED41101	Topics in Probability and Statistics A	HONDA Toshio	Autumn	Mon1, Thu1	21	21	0	
1		Public Finance I	SATO Motohiro	Autumn	Mon1 , Wed1	190	190	0	
	1JA10402	Undergraduate Introductory Seminar	SAKAI TOMOYUKI	Autumn- Winter	Mon1	16	16	0	
2	1JD25501	Political & Diplomatic History of U.S.A.	T.B.D.	Autumn- Winter	Mon1	300	300	0	
	13371401	EU Law	NAKANISHI Yumiko	Autumn- Winter	Mon1	41	41	0	

Confirm

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

Delete and Return

Delete and Return

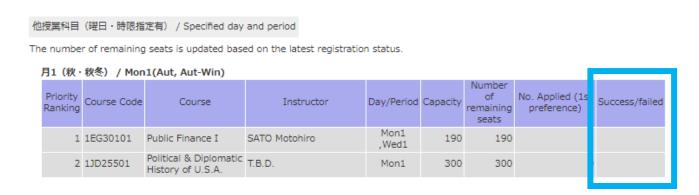
Delete and Return

Clear

Returns input on the screen to its initial state.

### Announcement of Lottery Results

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



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

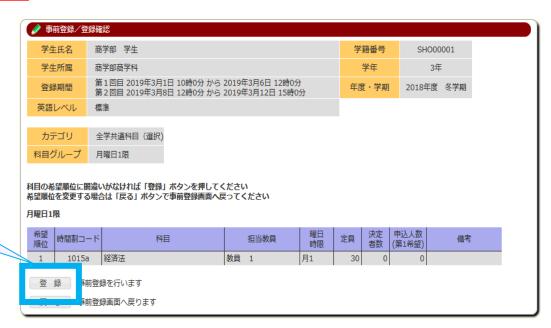
#### **Four essential check points**

Do not forget to click on "Register"

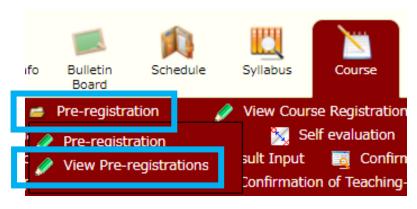
You will not be able to register for the courses unless you click on "Register".

Otherwise your choices will not be saved.

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

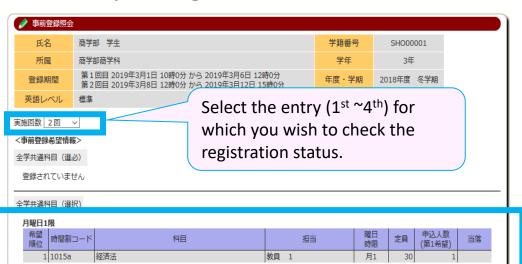


2. Open the "View Pre-registrations" page and check your registration status.



Check the registration status.

| Aligned | Bell |



### Four essential check points

3. Don't apply for the courses that are held on the same day and same period.

Make sure that courses registered in one course group do not overlap with courses registered in another course group.

Even if you apply for multiple courses on the same day and period,

- you can win only one course per day and period.
- 2. no error message will be displayed.

火1(秋·秋冬) / Tue1(Aut, Aut-Win)

Priority Ranking	Course Code	Course	Instructor	Day/l	Period	Capacity	Number of remaining seats	No. Applied (1st preference)	
1	1EM42101	Development	MERADEE TANGVATCHARAPONG	Tue1	Fri1,	28	28	3	

火2 (秋·秋冬) / Tue2(Aut, Aut-Win)

Priority Ranking	Course Code	Course	Instructor	Day/Period	Capacity	Number of remaining seats	No. Applied (1st preference)
1	1GE23502	Intermediate Japanese Writing	YANAGIDA Naomi	Tue2	19	19	14
2	1EN23102	Introductory Seminar (Milen Martchev) B	Milen Martchev	Tue2	16	16	13

水1 (秋·秋冬) / Wed1(Aut, Aut-Win)

Priority Ranking	Course Code	Course	Instructor	Day/l	Period	Capacity	Number of remaining seats	No. Applied (1st preference)
1	1HB70802	Intermediate Japanese II	Kyoko Hayakawa	Wed	Fri,	15	15	12
2	1ET20701	Selected Topics in Economics E	Milen Martchev	We	ed1	16	16	19

### **Four essential check points**

4. Confirm the medium of instruction.

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

Confirm the "Language" (J/E) in the syllabus before applying for the lottery.

火2 (秋·秋冬) / Tue2(Aut, Aut-Win)

基本情報/Basic Information

Priority Ranking	Course Code	Course	Instructor	Day/Period	Capacity	Number of remaining seats	No. Applied (1st preference)	Success/failed	
1	1SE42201	Global Environment and Local Society		Tue2, Fri2	28	28	3		

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					
開講所屋 /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 Current	Medium of Instruction					
教授言語 /Language	<sup> </sup>					
開講形態 /Types of Course	【対】対面授業(Face-to-face)					
抽選対象 /Online Registrator Lottery	0					

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

#### Errors due to course registration restrictions

月1 (春·春夏)

希望 順位	時間割コード	科目	担当教員	曜日 時限	定貝	決定 者数	申込人数 (第1希望)	備考
1	13010404	道1ゼミナニョ	本 仏板	B1	20	0	0	
2	1SA10202	社会科学概論 I	町村 敬志	月1,木 1	150	0	0	
	の科目は登録エラーです。以下のエラー内容を確認してください。							

希望 順位	時間割コード	科目	エラー内容
2	1SA10202	社会科学概論 I	指示されている所属、年次以外の学生は履修できません。/Only students in the specified affiliation and year of study may register for this course.(11)

#### For example...

When postgraduate students apply for a course that is open only to undergraduates such as "学部基礎科目", an error occurs.

When exchange students apply for a course on the Pink Sheet, an error occurs.

#### Make sure to check:

・学士課程ガイドブック

(for Undergraduate degree-seeking students)

·学生便覧

(for Postgraduate degree-seeking students)

Pink Sheet

Course Registration Guidelines for Exchange Students (Undergraduate level) and MEXT Japanese Studies Students"

(for Exchange students and MEXT students)

### **Repeat marks**

If you retake a course that you have taken in a previous semester, it will be marked as "上書き."

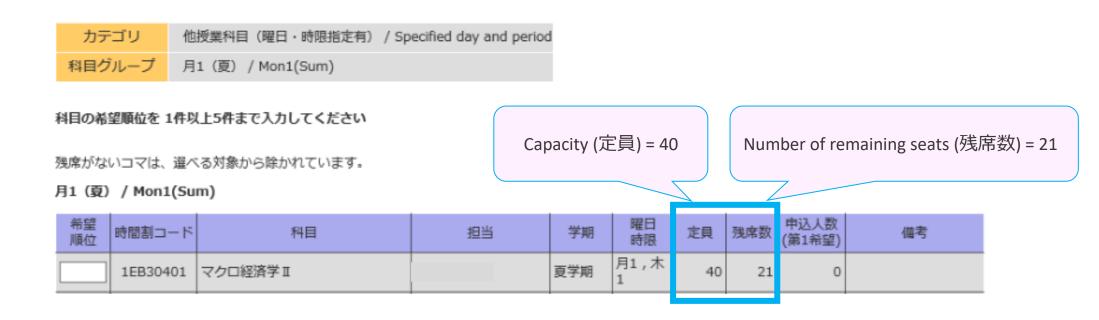
If you retake the course, the grade will be overwritten.

- \* The previous grade won't be listed on your transcript, only the latest grade will.
- \* Even if the grade before the overwriting is better, the latest grade will be listed.

1GC20901	英語(ディスカッション・発展) I 上書き	ワンチェン・タイ	木2	16	0	0	
1GC20902	英語(ディスカッション・発展) I 上書き	ワンチェン・タイ	木3	16	0	0	
<del>3</del> 03	英語(ディス カッション・発展) I 上書き	ワンチェン・タイ	木4	16	0	0	
1GC21001	<sub>央譜(LL)</sub> I 上書き	橋沼 克美	月3	40	0	2	
1GC21003	英語(LL) I 上書き	早坂 静	金3	40	0	0	
1GC21004	英語(LL) I 上書き	早坂 静	金4	40	0	0	
1GC21007	英語(LL) I 上書き	江澤 美月	火3	40	0	0	
1GC21008	英語(LL) I 上書き	江澤 美月	火4	40	0	0	
1GC21011	英語(LL) I 上書き	加茂 秀隆	木2	40	0	0	
1GC21012	英語(LL) I 上書き	加茂 秀隆	木3	40	0	0	
1GC21015	英語(LL) I 上書き	山下 芳典	火1	40	0	0	
1GC21016	英語(LL) I 上書き	山下 芳典	水1	40	0	0	

### 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> lottery

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



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

# Check the latest information on lottery courses and the lotteries on CELS Download Center.

