

Course Registration Procedure Explanation for Exchange Students

2025 Autumn-Winter Semester

Educational Affairs Division
Study Abroad Section (Inbound)

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

Index

1. Lecture terms
2. CELS / manaba
3. Lottery courses / Non-Lottery courses
4. Course registration dates
5. How to find lottery courses
6. HGP courses
7. Courses other than HGP courses
8. Course restrictions
9. 6-slot requirement
10. Credits
11. Study plan for home university
12. Seminar (主ゼミナール・演習)
13. Schedule
14. Grades
15. Classrooms
16. Class cancellations / Classroom changes
17. Communication methods
18. Manuals
19. Study Abroad Section (Inbound)

Lecture terms

Hitotsubashi University uses both the quarter and the semester system, with six different lecture terms (four quarters and two semesters) over the academic year.

The six term codes on the [HGP course list](#)

Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan		Feb	Mar
①Term Code: P Spring Quarter		②Term Code: S Summer Quarter		④Term Code: INT (S) Summer Intensive Course	⑤Term Code: A Autumn Quarter		⑥Term Code: W Winter Quarter		⑧Term Code: INT (W1) Winter Intensive Course I	⑨Term Code: INT (W2) Winter Intensive Course II	⑩Term Code: INT (W3) Winter Intensive Course III	
③Term Code: Z Spring - Summer Semester					⑦Term Code: K Autumn - Winter Semester							

P **S** **A** **W**

Quarter courses: 105 min. per class x 2 classes per week x 7 weeks

Z **K**

Semester courses: 105 min. per class x 1 class per week x 14 weeks

Summer and Winter Intensive Courses are options.

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

Hitotsubashi online systems

CELS

(1st step)

You ⇔ Educational Affairs Division

Web lottery

Course registration

Course withdrawal

Class cancellations / Classroom changes

Grade release

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

Log in with your Hitotsubashi ID (lower case) and password.



manaba

(2nd step)

You ⇔ Instructors

Class materials

Assignments

Notices from instructors

<https://manaba.hit-u.ac.jp>

Log in with your Hitotsubashi ID (lower case) and password.

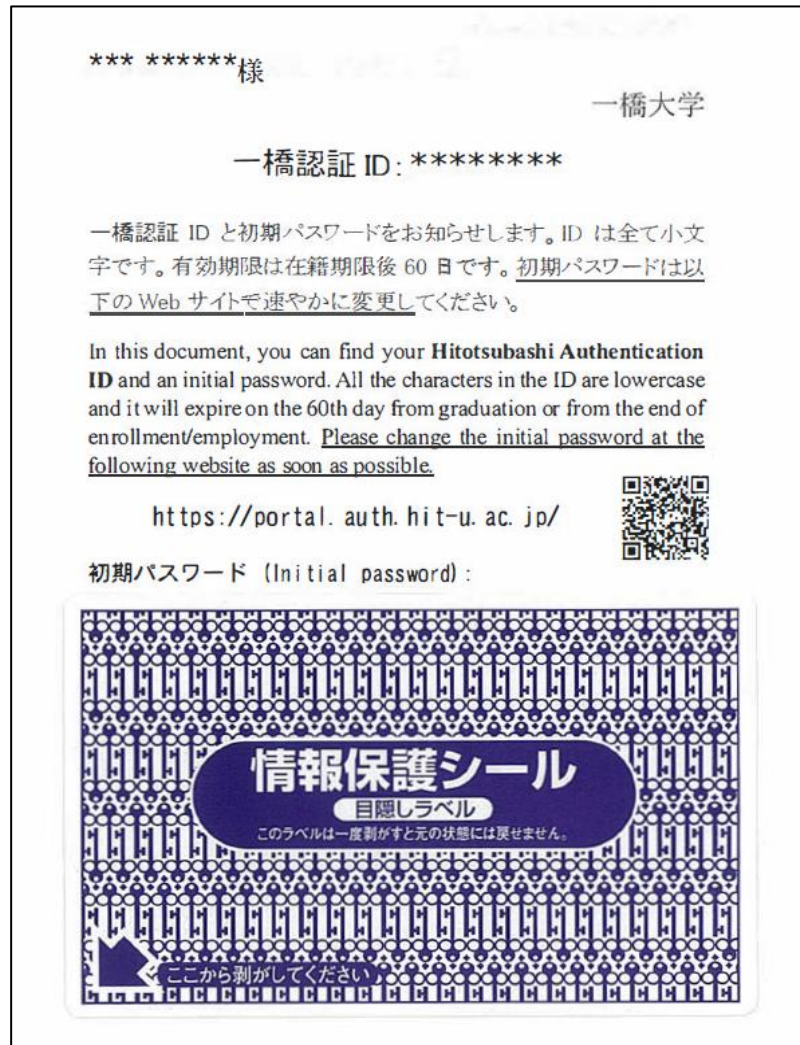


To Log in to CELS / manaba, you need your Hitotsubashi Authentication ID and initial password.

Come and collect this card, as well as your student ID card, from the Study Abroad Section (Inbound) office between Sep. 1 and Sep. 5.

You will need your ID and initial password for the following procedures on CELS.

- 1st Web lottery from Sep. 8 to Sep. 9
- 2nd Web lottery from Sep. 10 to Sep. 11
- Course registration from Sep. 12 to Sep. 19



Hitotsubashi Authentication ID
& initial password card

Lottery courses / Non-Lottery courses

Hitotsubashi has adopted a lottery system to limit the number of students on some courses.

Type	Lottery courses	Non-Lottery courses
Level	Some UG level courses	Most UG level course All PG level courses
How to apply	Web lottery procedure on CELS	Course registration procedure on CELS
When to apply	Lottery period	Course registration period including adding and dropping courses
What to do	Apply for the lottery. You will be registered automatically on courses for which you are selected by lottery.	Complete the course registration procedure. Your place is secured right away.
When to withdraw	Withdraw during the course withdrawal period.	Withdraw during the course withdrawal period.

3. Lottery courses / Non-Lottery courses

**Autumn Quarter • Autumn-Winter Semester
Winter Quarter • Winter Intensive**

1st Lottery

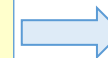
Sep. 8 (9a.m.) –
Sep. 9 (noon)



**1st Lottery
result announcement**
Sep. 10 (3p.m.)



You will be registered
automatically for the course(s) for
which you are selected by lottery.



You may not apply in the 2nd lottery for courses for which you are unsuccessful in the 1st lottery.

Apply only for courses that are not held on the same day/time as those for which you are already selected in the 1st lottery.

2nd Lottery

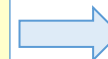
Sep. 10 (5p.m.) –
Sep. 11 (2p.m.)



**2nd Lottery
result announcement**
Sep. 11 (8p.m.)

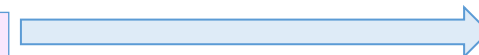


You will be registered
automatically for the course(s) for
which you are selected by lottery.



Register only for non-lottery courses that are not held on the same day/time as those for which you are already selected in the 1st or 2nd lottery.

Course Registration Sep. 12 – Sep. 19



**Course
Withdrawal**

Sep. 29 –
Oct. 5

Attention!

- Before applying for the lottery, check the schedule for lottery courses and non-lottery courses in which you are interested. If they are held on the same day and time, you need to decide which you wish to take.
- If you decide to take a non-lottery course, do not apply via the lottery for a course which is held on the same day and time as the non-lottery course.

Sample	Course Title	Offered Term	Day	Period	Medium of Instruction	Credits	Web Lottery
A :	Japanese Management B	Autumn-Winter Semester	Tue	3	ENG	2	○
B :	Intermediate Course in Finance	Winter Quarter	Tue, Fri	3	ENG	2	

Courses **A** and **B** are held on the same day and time, so you need to choose either **A** or **B**.

If you prefer to take course **A**, apply via the lottery during the lottery period.

→ If you are selected by lottery, you will be registered for the course automatically.

→ If you are not selected, you can still register for course **B** during the course registration period.

If you prefer to take course **B**, register for **it** during the course registration period. Do not apply via the lottery for course **A**.

* If you apply for course **A** via the lottery and are selected, you cannot cancel this in order to register for course **B**, even if you make a mistake or change your mind.

Attention!

- You cannot drop a lottery course for which you have been selected in order to swap it for a non-lottery course in the same slot. You can only withdraw from the lottery course(s) for which you have been selected during the course withdrawal period, which is after the course registration period.
- Do not panic even if you are not selected for any lottery courses. You can still register for non-lottery courses during the course registration period, which is after the lottery period.
- Before the lottery period/course registration period, check the course descriptions on the syllabus search page on CELS to find out whether the courses you wish to take will meet the requirements for credit transfer at your home university.

Course registration procedures and what you can do during each period

- Complete each course registration procedure during the specified period.
Adding and dropping courses outside the specified period is not permitted under any circumstances.
- Refer to the next page for specific dates.

Procedures	Application for lottery courses	Registration for non-lottery courses	Course withdrawal	Notice
① Lottery period	Applicable	Not applicable	Not applicable	.
② Course registration period	Not applicable	Applicable	Applicable only to non-lottery courses	Dropping and adding lottery courses during the course registration period is not permitted.
③ Course withdrawal period	Not applicable	Not applicable	Applicable to all courses	
Outside the above periods	Not applicable	Not applicable	Not applicable	Not permitted under any circumstances

Applicable courses: Courses for Autumn Quarter, Autumn-Winter Semester, Winter Quarter and Winter Intensive

① Lottery period	1st lottery (UG only) Sep. 8 (9a.m.) - Sep. 9 (noon) Results: Sep. 10 (3 p.m.)
	2nd lottery (UG and PG) Sep. 10 (5p.m.) - Sep. 11 (2 p.m.) Results : Sep. 11 (8 p.m.)
What you can do during period ①	Apply for the lottery
② Course registration period	Sep. 12 - Sep. 19
What you can do during period ②	Drop and add non-lottery courses *mandatory for all
Start date for Autumn Quarter	Sep. 15
③ Course withdrawal period	Sep. 29 - Oct. 5
What you can do during period ③	Withdraw from lottery courses and non-lottery courses

Applicable courses: Courses for Winter Quarter and Winter Intensive

Applicable courses:	Courses for Winter Quarter and Winter Intensive	Courses for Winter Intensive
① Lottery period	3rd lottery (UG only) Oct. 7 (noon) - Oct. 8 (noon) Results: Oct. 9 (noon)	4th lottery (UG only) Dec. 8 (noon) - Dec. 9 (noon) Results: Dec. 10 (noon)
What you can do during period ①	Apply for the lottery	Apply for the lottery
② Course registration period	Oct. 10 - Oct. 13	Dec. 11 - Dec. 12
What you can do during period ②	Drop and add non-lottery courses	Drop and add non-lottery courses
Start date for Winter quarter	Nov. 3	
③ Course withdrawal period	Nov. 21 - Nov. 27	WI1: Jan. 8 - Jan. 9 / WI2: Jan. 21 - Jan. 22 WI3: Jan. 29 - Jan. 30
What you can do during period ③	Withdraw from lottery courses and non-lottery courses	Withdraw from lottery courses and non-lottery courses

How to find lottery courses (1)

Check the HGP Course List.

Courses marked with a ○ in the “Web Lottery” section are lottery courses.

There are no lottery courses on the Additional PG Course List for PG.

*Courses on the HGP Course List and Additional PG Course List are conducted in English, with the exception of Japanese language courses.

HGP Course List sample

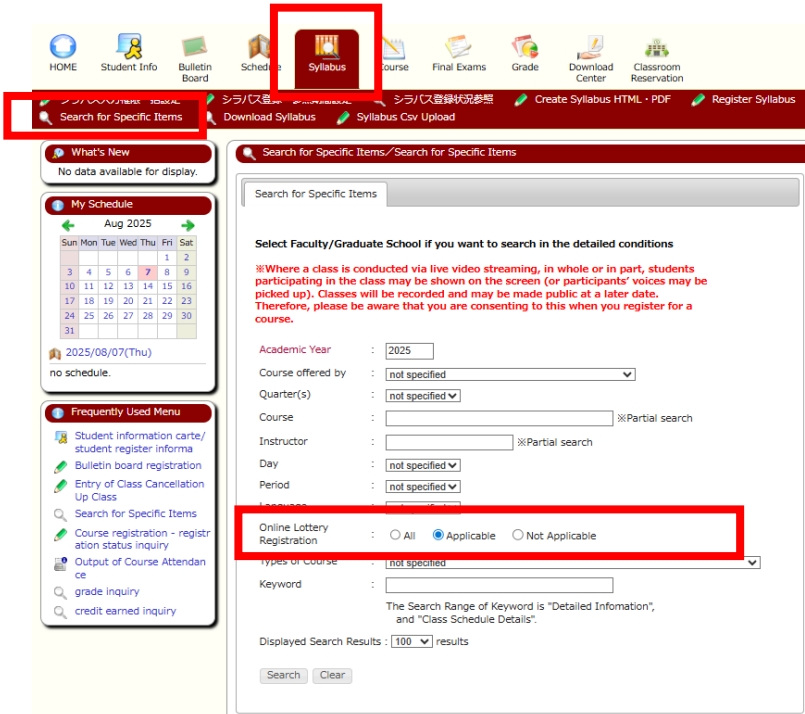
Humanities

Registration Code	Course Title	Instructor(s)	Offered by	Offered Term	Day	Period	Medium of Instruction	Credits	Web Lottery	Notes
1GN45302	Special Topics in Liberal Arts C		GE	K	Fri	1	ENG	2	○	
1GN45401	Special Topics in Liberal Arts D		GE	K	Tue	5	ENG	2	○	
1GN45801	Seminar in Humanities B		GE	K	Thu	3	ENG	2	○	

How to find lottery courses (2)

Use the Syllabus Search on CELS.

- 1. Log in to CELS with your Hitotsubashi ID and password.
- 2. Click on “Syllabus” and then “Search for Specific Items”.
- 3. Choose “Applicable” in the “Online Lottery Registration” field.
- 4. A list of lottery courses will be displayed.



○ is displayed for lottery courses.

Sample

Faculty/Department	Lecture	Day/Period	Course Code	Course	Instructor	Language	Online Lottery Registration	Reference
International Linkage	Autumn-Winter	Mon2, Tue2, Wed2, Thu1, Fri1	1HB70102	Basic Japanese I		J	○	Japanese English
International Linkage	Autumn-Winter	Mon3	1HC72101	Japanese Business D		E	○	Japanese English
International Linkage	Autumn-Winter	Mon3	1HE70501	World Affairs B		E	○	Japanese English
International Linkage	Autumn-Winter	Mon4	1HC71701	Japanese Society A		E	○	Japanese English

— is displayed for non-lottery courses.

Sample

Faculty/Department	Lecture	Day/Period	Course Code	Course	Instructor	Language	Online Lottery Registration	Reference
International Linkage	Autumn-Winter	Mon1, Tue1, Wed1, Thu2, Fri2	1HB70202	Basic Japanese II		J	-	Japanese English
International Linkage	Autumn-Winter	Mon1, Wed1, Fri2	1HB70302	Introduction to Japanese Language		J	-	Japanese English

Hitotsubashi University Global Education Program

- **HGP** courses are conducted in English, with the exception of Japanese language courses.
- There are two lists for courses conducted in English.
 - **HGP Course List**: Open to **UG** and **PG** (with some exceptions)
 - **Additional PG Course List**: Open to **PG** only
- Registration codes starting with **1** are for **UG** courses, and starting with **2** are for **PG** courses.
- If you are an **UG**, do not refer to the **Additional PG Course List**.
UG students are not permitted to register for courses listed on the **Additional PG Course List**.
Among the courses open to both **UG** and **PG**, **UG** students are permitted to register for the courses listed on the **HGP course list**.

UG: Undergraduates **PG: Postgraduates**

HGP <https://international.hit-u.ac.jp/courses/hgp/>

HGP Course List / Additional PG Course List <https://international.hit-u.ac.jp/courses/hgp/information-on-courses-classes/>

Notice for postgraduate students

- On the HGP Course List, courses marked with a Δ are open to **UG** and **PG**. These are listed on the Additional PG Course List as well.
- If you are a **PG** and wish to take a lottery course marked with a Δ on the HGP course list, do not apply for the web lottery. You can register for the same course during the course registration period using the code on the Additional PG Course List. Your place will be guaranteed.
- If you are a **PG** and wish to take a non-lottery course marked with a Δ on the HGP course list, find the same course on the Additional PG Course List and register for it during the course registration period using the code on the Additional PG Course List.

HGP Course List

- Open to **UG** / **PG** with some exceptions
- Courses with a Δ are open to **UG** and **PG**
- Lottery courses and non-lottery courses

Registration Code	Course Title	Offered by	Offered Term	Day	Period	Medium of Instruction	Credits	Web Lottery	Notes
1SE42201	Global Environment and Local Society	SS	A	Tue, Fri	2	ENG	2	\bigcirc	Δ
1SG41601	Philosophy and Law	SS	K	Tue	4	ENG	2		Δ
1SG41701	Psychology of Social Justice	SS	K	Tue	1	ENG	2	\bigcirc	Δ

Sample

Additional PG Course List

- Open to **PG** only
- Non-lottery courses only

Registration Code	Course Title	Offered by	Offered Term	Day	Period	Medium of Instruction	Credits	Notes
2SE42201	Global Environment and Local Society	SS	A	Tue, Fri	2	ENG	2	Δ
2SG41601	Philosophy and Law	SS	K	Tue	4	ENG	2	Δ
2SG41701	Psychology of Social Justice	SS	K	Tue	1	ENG	2	Δ

Sample

How to find courses other than HGP courses

Use the Syllabus Search on CELS.

1. Log in to CELS with your Hitotsubashi ID and password.
2. Click on “Syllabus” and then “Search for Specific Items”.
3. Search by faculty, graduate school, course title, language (medium of instruction), lottery status, etc.

The screenshot shows the CELS Syllabus Search interface. The top navigation bar includes icons for HOME, Student Info, Bulletin Board, Schedule, Syllabus, Course, Final Exams, Grade, Download Center, and Classroom Reservation. The Syllabus icon is highlighted with a red box. Below the navigation bar, the 'Search for Specific Items' link is also highlighted with a red box. The main search area is titled 'Search for Specific Items / Search for Specific Items'. It includes a search input field and a section for 'Select Faculty/Graduate School if you want to search in the detailed conditions'. The 'Academic Year' is set to 2025. The 'Language' dropdown menu is highlighted with a red box. The 'Search' button is at the bottom.

2025

**Language:
Select
Japanese or English
as the medium of
instruction.**

Next page



7. Courses other than HGP courses

4. A list of courses will be displayed.
Select the language in which you wish to read the syllabus.

Sample

Faculty/Department	Lecture	Day/Period	Course Code	Course	Instructor	Language	Online Lottery Registration	Reference
Faculty of Commerce and Management	Winter	Mon2, Thu2	1BB38501	Special topics on Management and Marketing C		E	-	Japanese English
Faculty of Commerce and Management	Winter	Mon4, Thu4	1BB20801	Marketing Management		J	○	Japanese English

Medium of instruction
E: English / J: Japanese

5. The class information will then be displayed.

Sample

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	マーケティング・マネジメント／Marketing Management
時間割コード ／Course Code	1BB20801
ナンバリングコード ／Numbering Code	BU-B208-A-00
開講所属 ／Faculty/Department	商学部／Faculty of Commerce and Management
曜限 ／Day and Period	月／Mon 4, 木／Thu 4
開講区分 ／Quarter(s)	冬学期／Winter
単位数 ／Credits	2.0
主担当教員 ／Main Instructor	
科目区分 ／Course Group	B : Faculty of CM (Basis / Development)／Basis
教授言語 ／Language	日／J
開講形態 ／Types of Course	【対】 対面授業(Face-to-face)
抽選対象 ／Online Lottery Registration	○

Confirm
the medium
of instruction

Select the
language in
which you wish
to read the
syllabus.

[Exchange MEXT Students Course registration guideline 2025.01.pdf](#)

If an error occurs during the course registration, check if the course code/title is on this list. If this is the case, it means you are not permitted to register for that course.

一橋大学国際関係学部 Hitotsubashi University Educational Affairs Division

August 2020

交流学生及び日本語・日本文化研修留学学生登録ガイドライン Course Registration Guidelines for Exchange Students and MEXT Japanese Studies Students

交流学生及び日本語・日本文化研修留学学生の登録事項について、「一橋大学留学登録要綱」(第1章)に、以下のとおりとする。

- 1) 交流学生 (交換生) 及び日本語・日本文化研修留学学生が1年間(登録年度)に、専ら我が国の大学で履修する。4学期制とする。交流学生 (交換生) の履修科目は、各専攻科の定員に定める。
- 2) 本学が日本語研修プログラムで履修する日本語研修生登録希望者は、必ず事前がけにより本学がバリエーションシステムとして提供している、以下の科目を履修すること。
- 3) 語学科の研修希望者は、入国後2週間以内に履修することとする。

全ての学期における履修は、入国後履修決定及び履修決定後各一週間(専ら)もしくは履修決定後10日以内(専ら)に履修する。また、専ら履修した履修決定後10日以内(専ら)に履修する。また、専ら履修した履修決定後10日以内(専ら)に履修する。また、専ら履修した履修決定後10日以内(専ら)に履修する。

以下の科目については、履修を制限する。また、以下の科目はバリエーションシステムで履修する場合は履修は、それに従うこと。

● 履修できない科目 Registration not permitted

所属区分 Faculty	所属コード Department Code	科目名 Course Title	履修制限 Registration not permitted
Faculty of Commerce and Management	18A10101	導入ゼミナール 1	Undergraduate Introductory Seminar 1
	18A10102	導入ゼミナール 1	Undergraduate Introductory Seminar 1
	18A10103	導入ゼミナール 1	Undergraduate Introductory Seminar 1
	18A10104	導入ゼミナール 1	Undergraduate Introductory Seminar 1
	18A10105	導入ゼミナール 1	Undergraduate Introductory Seminar 1
	18A10106	導入ゼミナール 1	Undergraduate Introductory Seminar 1
	18A10107	導入ゼミナール 1	Undergraduate Introductory Seminar 1
	18A10108	導入ゼミナール 1	Undergraduate Introductory Seminar 1
	18A10109	導入ゼミナール 1	Undergraduate Introductory Seminar 1
	18A10110	導入ゼミナール 1	Undergraduate Introductory Seminar 1
	18A10111	導入ゼミナール 1	Undergraduate Introductory Seminar 1
	18A10112	導入ゼミナール 1	Undergraduate Introductory Seminar 1
	18A10113	導入ゼミナール 1	Undergraduate Introductory Seminar 1
	18A10114	導入ゼミナール 1	Undergraduate Introductory Seminar 1
	18A10115	導入ゼミナール 1	Undergraduate Introductory Seminar 1
	18A10116	導入ゼミナール 1	Undergraduate Introductory Seminar 1
	18A10117	導入ゼミナール 1	Undergraduate Introductory Seminar 1
	18A10118	導入ゼミナール 1	Undergraduate Introductory Seminar 1
	18A10119	導入ゼミナール 1	Undergraduate Introductory Seminar 1
	18A10120	導入ゼミナール 1	Undergraduate Introductory Seminar 1
Faculty of Education	18A10201	導入ゼミナール 2	Undergraduate Introductory Seminar 2
	18A10202	導入ゼミナール 2	Undergraduate Introductory Seminar 2
	18A10203	導入ゼミナール 2	Undergraduate Introductory Seminar 2
	18A10204	導入ゼミナール 2	Undergraduate Introductory Seminar 2
	18A10205	導入ゼミナール 2	Undergraduate Introductory Seminar 2
	18A10206	導入ゼミナール 2	Undergraduate Introductory Seminar 2
	18A10207	導入ゼミナール 2	Undergraduate Introductory Seminar 2
	18A10208	導入ゼミナール 2	Undergraduate Introductory Seminar 2
	18A10209	導入ゼミナール 2	Undergraduate Introductory Seminar 2
	18A10210	導入ゼミナール 2	Undergraduate Introductory Seminar 2

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**.
- A limited number of Master of Business Administration (MBA) courses **are open to exchange students**.
- School of International Corporate Strategy (ICS) courses **are open to exchange students with specific prerequisites**.
- 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**.

General Education

Faculty of Commerce and Management

Faculty of Economics

Faculty of Law

Faculty of Social Sciences

Faculty of Social Data Science

International Linkage

Pedagogical Subjects

UG

Graduate School of Business Administration

Researcher Training Course

Management Analysis Program

Business Administration Program

Financial Strategy Program

International Corporate Strategy

Graduate School of Economics

Graduate School of Law

Law and International Relations

Business Law

Graduate School of Social Sciences

Graduate School of Language and Society

School of International and Public Policy

Asian Public Policy Program

Graduate School of Social Data Science

Graduate School of Commerce and Management

Graduate School of International Corporate Strategy

Law school

PG

Options on the Syllabus Search

6-slot requirement (1)

- All exchange students are required to register for **a minimum of 6 slots of class time (6×105minutes) every week and every quarter** (throughout the semester) to maintain visa status*.
- Each On-demand / Live-streaming course also counts as 1 slot (semester course)/ 2 slots (quarter course) a week.
- Intensive courses do not count as any slots.
- This requirement does not apply to **PG** students who have been permitted to research under a supervisor at Hitotsubashi University.
- This requirement also applies to exchange students with Japanese nationality.
- You could consider registering for more than 6 slots in case you would like to withdraw from some of your registered courses after attending the classes.

*Exchange students are required to register for at least 10 hours of class time per week in accordance with Article 7, Clause 1, Item 2 of the Immigration Control and Refugee Recognition Act.

Sample

	Spring	Summer	Autumn	Winter	Register for Intensive/Other	
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Intensive
Period 1	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
	2BF51701 Special topics on Accounting and Finance B (MBA) 1	2BF53401 Advanced Course in Accounting (MBA) 2	Not registered	2BF51701 Special topics on Accounting and Finance B (MBA) 4	2BF53401 Advanced Course in Accounting (MBA) 5	Not registered
Period 2	Additional registration	Additional registration		Additional registration	Additional registration	
	Not registered	2BF53301 Advanced Course in Marketing (MBA) 3	Not registered	Not registered	2BF53301 Advanced Course in Marketing (MBA) 6	Not registered
Period 3		Additional registration			Additional registration	
Period 4	Not registered	Not registered				Not registered
Period 5	Not registered	Not registered				Not registered

6-slot requirement is fulfilled.

Sample

	Spring	Summer	Autumn	Winter	Register for Intensive/Other	
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Intensive
Period 1	2SD42201 Special Topics in Ethics 1	Not registered	Not registered	2SD42201 Special Topics in Ethics 3	Not registered	Not registered
	Additional registration			Additional registration		
Period 2	2BF51301 Special topics on Management and Marketing C (MBA) 2	Not registered	Not registered	2BF51301 Special topics on Management and Marketing C (MBA) 4	Not registered	Not registered
	Additional registration			Additional registration		
Period 3	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
Period 4	Not registered	Not registered				Not registered
Period 5	Not registered	Not registered				Not registered

2 more slots have to be filled.

6-slot requirement (2)

How to check your course registration status

1. Log in to CELS with your Hitotsubashi ID and password.
2. Click on “Course” and then “View Course Registration and Status”.
3. Your course registration will be displayed.
4. Check each quarter by clicking the tab.

Each On-demand / Live-streaming course counts as 1 slot (semester course) / 2 slots (quarter course) a week.

Intensive courses do not count as any slots.

Sample

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

Class Portfolio List of Seminar Screening Results **View Course Registration and Status** Self evaluation Qualification Self Evaluation Seminar Ap

What's New
No data available for display.

My Schedule
Mar 2019
Sun Mon Tue Wed Thu Fri Sat
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
31
2019/03/08(Fri)
no schedule.

Frequently Used Menu
Student information carte/
student register informa
Course registration - regist
ration status inquiry

View Course Registration and Status

Name	SHOGAKUBU GAKUSEI		Student ID No.	SHO00001	
Affiliation	Faculty of Commerce and Management 商学科		Student Year	3Grade	
Academic Year/Semester	2019Academic Year Spring	Valid Until	Outside registration period	No. of Items	0
No. of Enrolled Credits (Academic Year)	0.0	No. of Enrolled Credits (Semester)	0.0		

Last updated :

	Spring	Summer	Autumn	Winter	
	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	1BB20201 Corporate Strategy [F] 1	1BB20701 Consumer Behavior [F] 2	Not registered	1BB20201 Corporate Strategy [F] 5	1BB20701 Consumer Behavior [F] 6
Period 2	Not registered	1BB30501 Marketing Communication [O] 3	Not registered	Not registered	1BB30501 Marketing Communication [O] 7
Period 3	Not registered	1BB32301 Design Thinking and Management by Design [F] 4	Not registered	Not registered	Not registered
Period 4	Not registered	Not registered	Not registered	Not registered	Not registered
Period 5	Not registered	Not registered	Not registered	Not registered	Not registered
Period 6	Not registered	Not registered	Not registered	Not registered	Not registered

Day	Period	Course Code	Course	Instructor Name
Others	Other		Social Psychological Perspectives on Health	8・9

On-demand / Live-streaming courses are shown at the bottom.

Credits

- **UG** exchange students are permitted to 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 from April to March of the following year.
*Intensive courses are not included in these limits.
- If you are a **PG** student, contact your graduate school office to find out the maximum number of credits for which you are permitted to register.
- Hitotsubashi University does not require **UG** and **PG** exchange students to acquire a minimum number of credits while they are on exchange.
- However, it is **your responsibility** to check the minimum requirements imposed by your home university for the period during which you are an exchange student at Hitotsubashi University.

Approval of your study plan

- If your home university needs to approve your study plan at Hitotsubashi University, you should obtain confirmation **before the 1st lottery entry period, Sep.8 (9 a.m.) – Sep.9 (noon).**
- It is **your responsibility** to confirm the guidelines for credit transfer at your home university.
- **Nothing can be done afterwards to resolve the following cases.**
 - You have forgotten to register
 - You registered for the wrong course
 - You did not register for the number of credits required by your home university
 - You were awarded a place on the wrong course in the lottery
- **Make a backup plan in case you are not selected for the lottery course(s) that you wish to take. Make sure the backup plan meets the requirements imposed by your home university.**

Seminar (主ゼミナール・演習) / “Blue Sheet” for UG



For those who wish to take a
“主ゼミナール／Seminar” or “演習／Seminar”

基本情報/Basic Information

開講科目名
／Course

主ゼミナール(3年)／Seminar

*This description doesn't apply to courses whose titles are “Seminar in ∼” on the HGP Course List.

- Contact the instructor of the seminar which you wish to take by email.
If you obtain permission to register, attend the first class and get the signature of the instructor on the bottom portion of a Blue Sheet.
- Submit this original Blue Sheet to the Study Abroad Section (Inbound) by **4 p.m. on October 6**.
- If you have any concerns, consult an instructor in your host faculty at the **Academic Advising Session on September 5**.
- Your seminar will be registered on CELS by the Educational Affairs Division. It may take approximately a month to appear on your CELS.
- Consult your graduate school office if you are a **PG** student and wish to take a seminar. The course will be registered on CELS by them.

交流学生・日研究生：(春夏 ・ 秋冬) 学期

学生記入欄 Seminar on Majoring Subject 暫約書履修申込書

一橋大学教務課 ご担当者様

学籍番号： _____

所属学部： 商 / 経 / 法 / 社 / SDS

区 分： 交流学生 / 日研究生

留学期間： _____ 年 _____ 月から (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、次のことを暫約します。

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。
 ※留学期間の指定の範囲までに、再度この暫約書履修申込書の提出が必須です。
☐ (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○
 ＜留学期間が【半年間】の場合は、次にチェックしてください＞
※あてはまるほうに○

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、授業に参加することを許可します。
※あてはまるほうに○

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 暫約書履修申込書」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、破線以下「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、本暫約書履修申込書は、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～Bに上による段階評価となります。

二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：ed@cps.g2bld.hit.ac.jp

[Seminar on Majoring Subject 202501.pdf](#)

Academic calendar

<https://international.hit-u.ac.jp/en/curr/exchange#A>



2025-26 Hitotsubashi University Academic Calendar for Undergraduate Students

Class dates

- Spring quarter (April 10 - May 31)
- Summer quarter (June 2 - July 23)
- Autumn quarter (September 15 - November 1)
- Winter quarter (November 3 - December 27)

Spring quarter

- Apr. 1 Start of quarter
- Apr. 2 New student orientation by class
- Apr. 2 (Regular students only)
- Apr. 2 1st English-language placement test (Regular students only)
- Apr. 6 Entrance ceremony
- Apr. 10 1st day of classes
- Apr. 29 Classes held on national holiday
- May 24, 31 Examination dates for online courses
- May 31 End of quarter

Summer quarter

- Jun. 1 Start of quarter
- Jun. 2 1st day of classes
- Jun. 14, 15 KODAIRA Festival (planned)
- Jul. 16-23 Examination dates for online courses (except Jul. 21)
- Sep. 12 September degree awarding ceremony
- Sep. 12 End of quarter

Autumn quarter

- Sep. 13 Start of quarter
- Sep. 15 1st day of classes
- Sep. 15 Classes held on national holiday
- Sep. 22 Classes held on national holiday
- Sep. 24 Anniversary of the university's founding (150th anniversary)
- Oct. 13 Classes held on national holiday
- Oct. 25, Sep. 1 Examination dates for online courses
- Nov. 1 End of quarter

Winter quarter

- Nov. 2 Start of quarter
- Nov. 3 1st day of classes
- Nov. 3 Classes held on national holiday
- Nov. 20 2nd English-language placement test (Regular students only)
- Nov. 21 No classes (observatory day for Miyazaki Festival)
- Nov. 22-24 Miyazaki Festival (planned)
- Dec. 24 2nd English-language placement test (Non-regular students only)
- Dec. 21, 24 Examination dates for online courses
- Dec. 26, 27 Degree awarding ceremony (graduation ceremony)
- Mar. 31 End of quarter

Others

- Jan. 16 Preparatory day for Common Test for University Admissions
- Jan. 17, 18 Common Test for University Admissions
- Feb. 25, 26 Entrance examination (first sitting)
- Mar. 12 Entrance examination (second sitting)

You can check the dates of the lottery and course registration.

HITOTSUBASHI UNIVERSITY GLOBAL & INTERNATIONAL

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.

Academic Calendar

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

Jump to:

[Click here for support related to global education and exchange](#)

Center for Global Education & Exchange

Class schedule

1st period	8:45 a.m. - 10:30 a.m.
2nd period	10:45 a.m. - 0:30 p.m.
Lunch break (45minutes)	
3rd period	1:15 p.m. - 3:00 p.m.
4th period	3:15 p.m. - 5:00 p.m.
5th period	5:10 p.m. - 6:55 p.m.
6th period	7:45 p.m. - 9:30 p.m.

Grades / transcripts

- Grades for the Autumn-Winter semester are released on CELS on **March 9, 2026**. This schedule is fixed and cannot be expedited. It is 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 the relevant office at your home university and ask for an alternative solution.
- Do not ask the instructors of your courses to disclose your grade information (even whether you have passed or failed) before the above grade release date.
- Grades for GLP International Seminar (USA) and (Australia) will be released in August 2026.

Grading system

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 represents a fail.
- Courses from which you have withdrawn will not be listed on your official transcript, nor included in your GPA calculation.

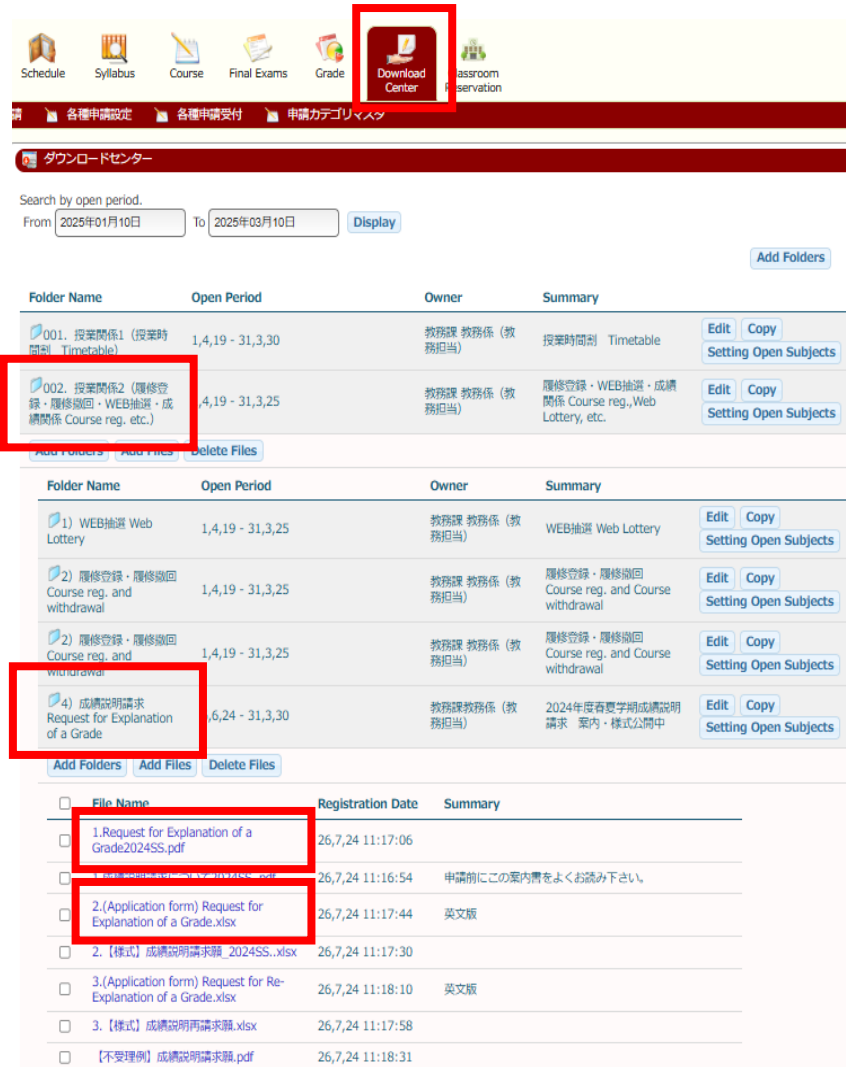
Request for explanation of a grade (UG only) (1)

- If you wish to inquire about your grades, you may make a request to the instructor(s) of your registered course(s) through the Educational Affairs Division.
- The period for requesting an explanation of a grade for the Autumn-Winter semester is from **March 9, 2026 to March 10, 2026 (Japan Time)**.
- Only requests from your Hitotsubashi G-mail address will be accepted.
- You cannot request the instructor to change your grade.
- Requests for explanations of grades cannot be accepted before or after the period specified above. We highly recommend that you check your grades on CELS on the grade release date.
- Ask your graduate school office for information about requests for explanations of grades before your grades are released on CELS if you are a **PG** student.

Request for explanation of a grade (UG only) (2)

How to get an application form

- 1. Log in to CELS with your Hitotsubashi ID and password.
- 2. Click on “Download Center”, then “002.授業関係2 Course reg. etc”, and then “成績説明請求 Request for Explanation of a Grade”.
- 3. Download the manual and an application form.



How to find classrooms

1. Register on CELS for all the courses you wish to take on the first day of the course registration period, **Sep.12**.
2. Click on “Course” on CELS.
3. A list of registered courses will be displayed, together with the classroom number for each course.
4. Find the classroom number on the map on the next page and check where it is located before class begins.
5. Do not forget to drop any course(s) which you have decided not to take during the course registration period.

Sample

Class Portfolio of

★ Whats NEW!!

- Not in particular.

Registered Courses

Academic Year Display

Course	Day/Period/Classroom
International Organizations	水1 1201教室
Case Study on International Security	月5 22教室
Case Study on International Political Economy	火4 2202教室
Data Analysis and Presentation	月6
Cognitive Development	火5 2206教室
Comprehensive Japanese for Beginners	月2 1403教室, 水2 1403教室, 金1 1403教室

Course Registration Status Credits Earned Status Self Evaluation

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

Classroom number

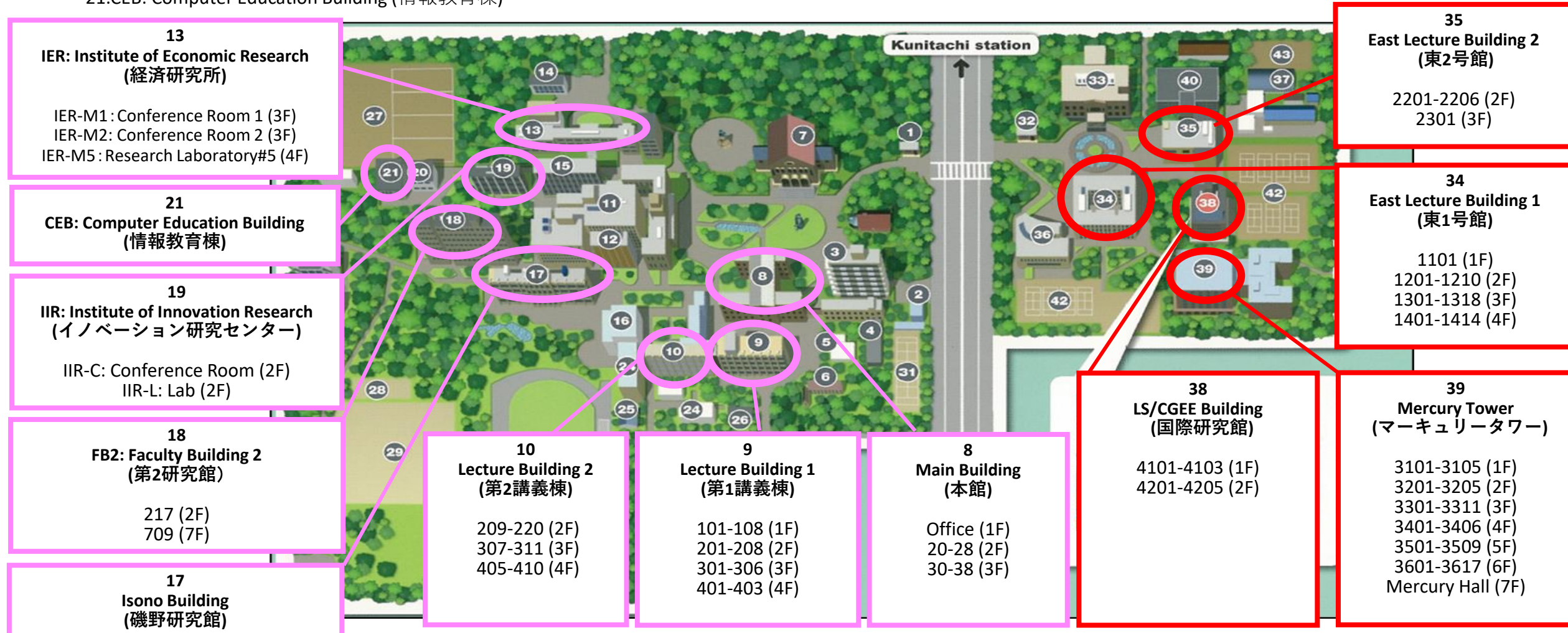
Classrooms

West Campus

- 8. Main Building (本館) <2-digit number>
- 9. Lecture Building 1 (第1講義棟) <3-digit number>
- 10. Lecture Building 2 (第2講義棟) <3-digit number>
- 13. IER: Institute of Economic Research (経済研究所) <IER Conference Room/Lab>
- 17. Isono Building (磯野研究館)
- 18. FB2: Faculty Building 2 (第2研究館)
- 19. IIR: Institution of Innovation Research (イノベーション研究センター) <IIR-C / IIR-L>
- 21. CEB: Computer Education Building (情報教育棟)

East Campus

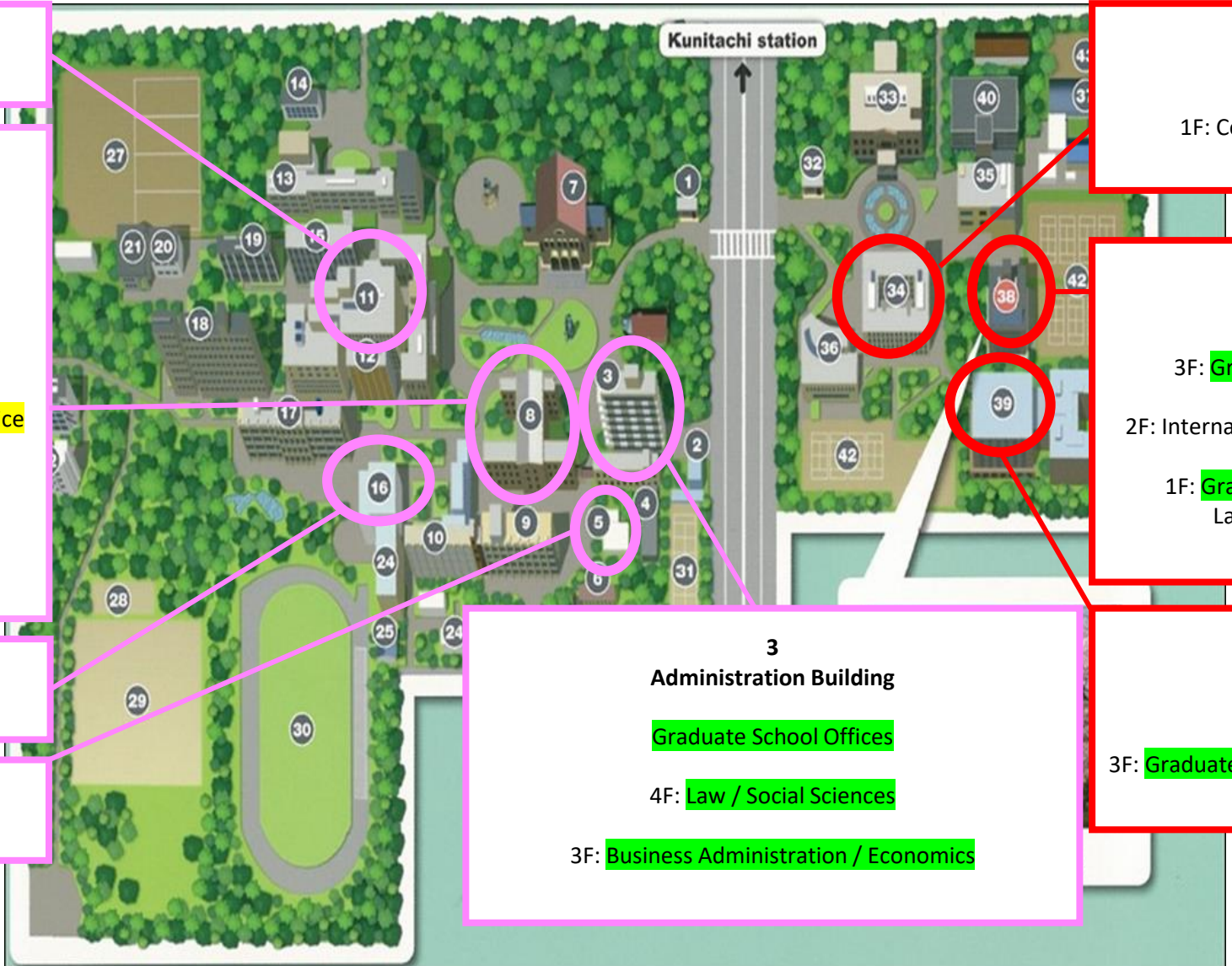
- 34. East Lecture Building 1 (東1号館) <4-digit number starting with 1>
- 35. East Lecture Building 2 (東2号館) <4-digit number starting with 2>
- 38. LS/CGEE Building (国際研究館) <4-digit number starting with 4>
- 39. Mercury Tower (マーキュリータワー) <4-digit number starting with 3>



Offices

West Campus

East Campus



11
Library

8
Main Building

1F
Educational Affairs Division

- Certificates (for **UG**)
- Student ID card (for **UG**)

Study Abroad Section (Inbound)

- Student Exchange Coordinator's Office

Student Services Division

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

16
West Plaza ▪ Cafeteria

5
Health Center

3
Administration Building

Graduate School Offices

4F: **Law / Social Sciences**

3F: **Business Administration / Economics**

34
East Lecture Building 1

1F: Center for Global Education and Exchange
HGP Coordinator's Office

38
LS/CGEE Building

3F: **Graduate School of Language Society Office**

2F: International Student & Study Abroad Advising Office

1F: **Graduate School of Social Data Science Office**
Language Community, Tutorial Services

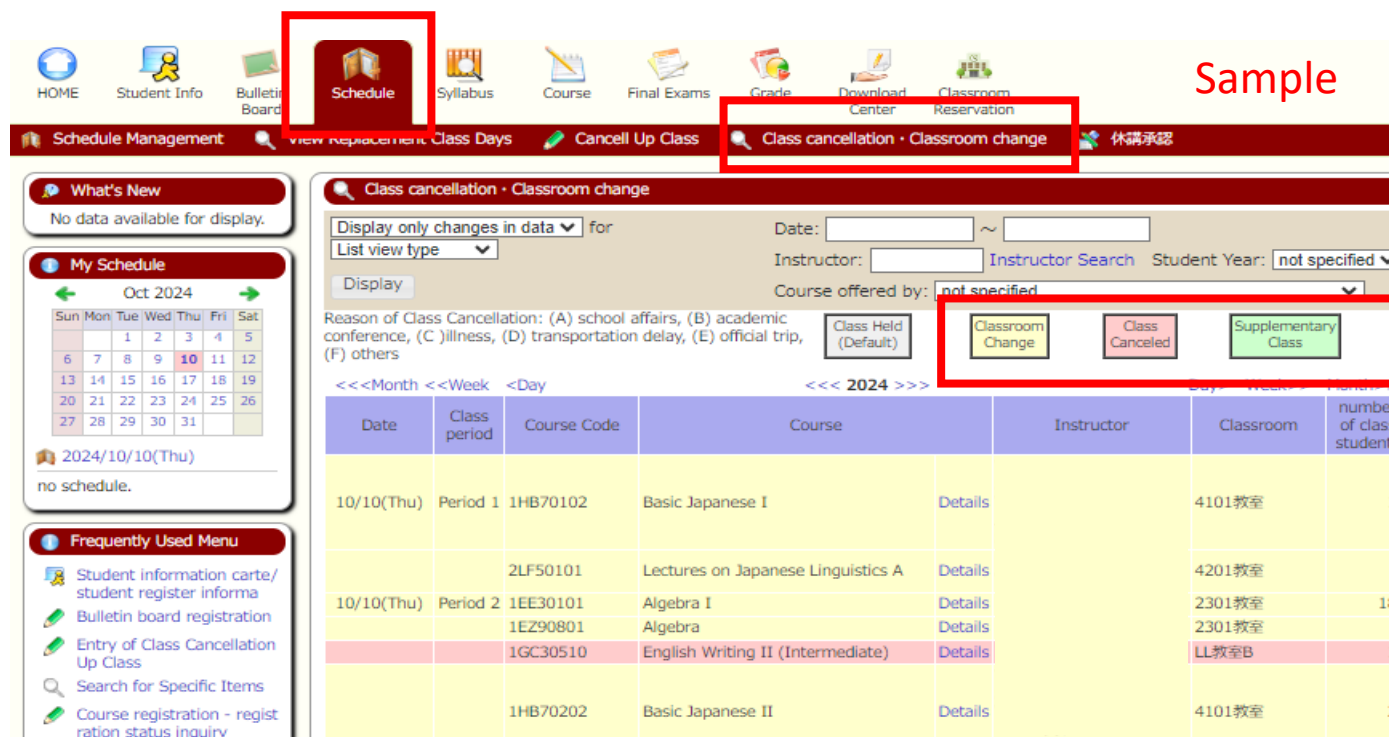
39
Mercury Tower

3F: **Graduate School of International and Public Policy Office**

Class Cancellations / Classroom Changes (1)

Before lottery/course registration

1. Log in to CELS with your Hitotsubashi ID and password.
2. Click on “Schedule” and then “Class cancellation・Classroom change”.
3. A list where you can check information about classroom changes, class cancellations and supplementary classes will be displayed.



Sample

Class cancellation・Classroom change

Display only changes in data for
List view type
Display

Date: ~
Instructor: Instructor Search Student Year: not specified
Course offered by: not specified

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

Class Held (Default) Classroom Change Class Canceled Supplementary Class

Date	Class period	Course Code	Course	Instructor	Classroom	number of class students
10/10(Thu)	Period 1	1HB70102	Basic Japanese I		4101教室	10
		2LF50101	Lectures on Japanese Linguistics A		4201教室	7
10/10(Thu)	Period 2	1EE30101	Algebra I		2301教室	18
		1EZ90801	Algebra		2301教室	2
		1GC30510	English Writing II (Intermediate)		LL教室B	11
		1HB70202	Basic Japanese II		4101教室	20

Yellow:
Classroom Change

Pink:
Class Cancellation

Green:
Supplementary Class

Class Cancellations / Classroom Changes (2)

After the lottery/course registration

1. Log in to CELS with your Hitotsubashi ID and password.
2. Click on “Course”.
3. A list of the courses for which you have registered will be displayed.
4. Click on any icons shown in color to check the details.

Sample

Class Portfolio of

★ What's NEW!!

- Not in particular.

Registered Courses

Academic Year Display

Course	Day/Period/Classroom
International Organizations	水1 1201教室
Case Study on International Security	月5 22教室
Case Study on International Political Economy	火4 2202教室
Data Analysis and Presentation	月6
Cognitive Development	火5 2206教室
Comprehensive Japanese for Beginners	月2 1403教室, 水2 1403教室, 金1 1403教室

Course Registration Status Credits Earned Status Self Evaluation

Icons will show up in color when related content has been posted.

1 2 3



1. Notices
2. Class Cancellations and supplementary classes
3. Examinations

Communication Methods

Check these frequently.

CELS	manaba	Hitotsubashi Gmail
You↔ Educational Affairs Division	You ↔ instructors	You ↔ Educational Affairs Division / instructors

All responsibility for problems caused by failing to check the information posted on CELS, manaba and Hitotsubashi Gmail is yours.

Your Hitotsubashi Gmail : Student ID number (in lowercase) @g.hit-u.ac.jp

Sample

UG : 1234567a@g.hit-u.ac.jp

PG : ab1234567@g.hit-u.ac.jp

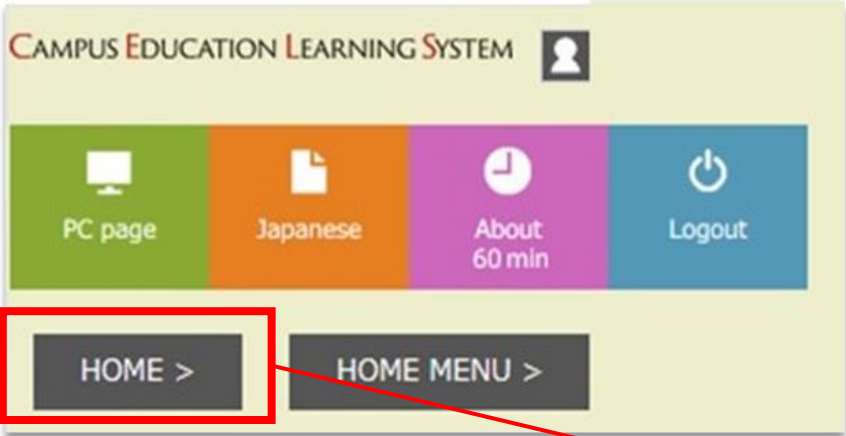
Log in here. (<http://mail.g.hit-u.ac.jp>)





CELS

CELS smartphone screen



Click on “Home” to see the menu.



manaba



- manaba is the Learning Management System (LMS) at Hitotsubashi University.
- Your course instructors post class materials on manaba, and you submit assignments here.
- Log in to manaba with your Hitotsubashi ID and password.
- manaba is NOT for web lottery or course registration. CELS is.

Click on “Settings” and then
“Change reminder settings”.
Add your private Email
address and choose
“Receive”.

一橋大学 HITOTSUBASHI UNIVERSITY

Sample

2022-00-00 (Sun)

Settings Logout

My Page Courses respon Memos 日本語

Tests Surveys Assignments Projects Grades Forum Resources

Submission History

Course News

- tomorrow's class 2024-11-28
- No class tomorrow Nov 19 and Nov 22 2024-11-10
- Assignments and surveys 2024-11-09
- late for class today 2024-11-01
- No class tomorrow Oct. 25 2024-10-24

Threads (latest first) New Thread

There are no threads.

Threads

manaba 2.971

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Manual

Powered by manaba

Notification from
instructors

The manual is at the
bottom of the main page.

Change reminder settings

Reminders

All reminders ☒ Receive ☐ Do not receive
* Please make sure your email service does not block reminders from the d manaba.jp

Email address 1 1234567x@g.hit-u.ac.jp

Email address 2 Add your private Email address

Individual Settings

Course news ☒ Receive ☐ Do not receive

New assignment notifications ☒ Receive ☐ Do not receive

Choose “Receive”

Scan the QR code or click on the link to look at each manual.

[Manual for Web Lotteries](#)



[CELS Online Course Registration
Operation Overview](#)



[Course Withdrawal System](#)



CELS

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



manaba

<https://manaba.hit-u.ac.jp>



HGP Course List
Additional PG Course List

<https://international.hit-u.ac.jp/courses/hgp/information-on-courses-classes/>



Study Abroad Section (Inbound)

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

1st floor of the Main Building, the West Campus

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