

# Course Withdrawal System

## Operation and Precautions

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(self-evaluation)

# 1. WHAT IS THE COURSE WITHDRAWAL SYSTEM?

This is a system allowing course registrations to be deleted within a designated period during the semester.

The types of course for which the course withdrawal process can be carried out vary according to the period in question.

Course withdrawal timing	Courses that can be withdrawn	Course withdrawal period
<b>Spring Quarter</b>	Yearlong, Spring-Summer, Spring, Summer and Summer Intensive	April 22 – April 28
<b>Summer Quarter</b>	Summer and Summer Intensive	June 15 – June 21
<b>Intensive (Summer)</b>	Summer Intensive	July 24 – July 27
<b>Autumn Quarter</b>	Autumn-Winter, Autumn, Winter and Winter Intensive 1-3	September 30 – October 6
<b>Winter Quarter</b>	Winter and Winter Intensive 1-3	November 18 – November 24
<b>Intensive (Winter 1)</b>	Winter Intensive 1	January 7 – January 8
<b>Intensive (Winter 2)</b>	Winter Intensive 2	January 20 – January 21
<b>Intensive (Winter 3)</b>	Winter Intensive 3	January 29 – January 30

## 2. COURSES THAT CAN BE WITHDRAWN

Students can withdraw from any course.

If you would like to withdraw from Global Education Portfolio courses (GEP), please confirm to the departments of GEP courses.

Non-lottery courses

Lottery courses

Courses that are registered for in advance

➤ Courses assigned by seminar selection and by department etc.

Please take good care when carrying out the withdrawal process to ensure that **you do not mistakenly withdraw** from courses which you would like to continue taking.

# 3-1. COURSE WITHDRAWAL PROCEDURES



1. Login to CELS



2. Choose "Course" in CELS



3. Choose "Course Withdrawal"

## 3-2. COURSE WITHDRAWAL PROCEDURES

履修中の科目								
No.	開講年度	開講区分	学期	曜日・時限	時間割コード	開講科目名	教員名	
1	2020	春夏学期	春学期	金2	1GC202 11	英語（リーディング・標準）I	早坂 静	
2	2020	春夏学期	春学期	金1	1GF201 12	線形代数I	長町 一平	
3	2020	春夏学期	春学期	木4	1GN217 01	教育と経済	松塚 ゆかり	

履修中の科目								
No.	開講年度	開講区分	学期	曜日・時限	時間割コード	開講科目名	教員名	
1	2020	春夏学期	春学期	金1	1GF201 12	線形代数I	長町 一平	
2	2020	春夏学期	春学期	木4	1GN217 01	教育と経済	松塚 ゆかり	

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履修撤回した科目								
No.	開講年度	開講区分	学期	曜日・時限	時間割コード	開講科目名	教員名	
1	2020	春夏学期	春学期	金2	1GC202 11	英語（リーディング・標準）I	早坂 静	

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春学期		夏学期		秋学期		冬学期	
月	火	水	木	金	集中講義		
1				上書き 抽選 線形代数I			
2							
3							
4				抽選 教育と経済			

4. Click on the name of the course which you would like to withdraw.

5. The course on which you click will be transferred to the “Withdrawal from Courses” field.

6. The process is complete!

After withdrawing from a course, please ensure that you check the “[View Course Registration and Status](#)” screen.

## 4. CANCELLATION OF COURSE WITHDRAWAL

### \* POSSIBLE ONLY DURING THE COURSE WITHDRAWAL PERIOD

To cancel “Course withdrawal”: if you click on the name of the course which you cancelled, it will return to currently registered courses.

履修中の科目								
No.	開講年度	開講区分	学期	曜日・時限	時間割コード	開講科目名	教員名	
1	2020	春夏学期	春学期	金1	1GF201 12	線形代数 I	長町 一平	
2	2020	春夏学期	春学期	木4	1GN217 01	教育と経済	松塚 ゆかり	
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履修撤回した科目								
No.	開講年度	開講区分	学期	曜日・時限	時間割コード	開講科目名	教員名	
1	2020	春夏学期	春学期	金2	1GC202 11	英語（リーディング・標準） I	早坂 静	
TOPへ ↑								
登録されていません								

履修中の科目								
No.	開講年度	開講区分	学期	曜日・時限	時間割コード	開講科目名	教員名	
1	2020	春夏学期	春学期	金2	1GC202 11	英語（リーディング・標準） I	早坂 静	
2	2020	春夏学期	春学期	金1	1GF201 12	線形代数 I	長町 一平	
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It is possible to withdraw from a course, and then cancel the withdrawal , any number of times during the course withdrawal period. However, once this period ends, no corrections are possible. Please take care not to mistakenly withdraw from or register for courses.

**Please ensure that you check the “View Course Registration and Status” screen before the end of the course withdrawal period!**

## 5. NOTES ON WITHDRAWAL

- The types of course for which the course withdrawal process can be carried out vary according to the period in question (see p.2 of this manual).

For example, if you withdraw from a course during the Spring-Summer Semester course withdrawal period, you cannot go back and cancel this withdrawal during the Summer Quarter course withdrawal period.

- If you withdraw from Summer Quarter or Summer Intensive courses in the Spring Quarter, it is possible to re-register for them during the next change of course registration period (with the exception of lottery courses and courses that are registered for in advance).
- After carrying out the course withdrawal process, please ensure that you check the “View Course Registration and Status” screen!

# 6-1. CONFIRMATION AFTER WITHDRAWAL (SELF-EVALUATION)

## \* FOR DEGREE-SEEKING UNDERGRADUATE STUDENTS ONLY

区分	下限 単位数	上限 単位数	修得済 単位数	履修中 単位数	判定用 単位数	不足 単位数	判定 結果
■ 総修得単位数	132	999	128	4	132	0	合格
■ 全学共通教育科目	44	999	54	0	44	0	合格
■ 英語コミュニケーションスキル科目	2	999.9	2	0	2	0	合格
■ 既修外国語科目	8	999.9	8	0	8	0	合格
■ 英語Ⅱ・EDGE【集計用】(既修外国語か外国语・数理へ振替)	0	999	4	0	0	0	合格
■ 初修外国語科目	8	999.9	8	0	8	0	合格
■ 外国語・数理情報科目	12	999.9	8	0	12	0	合格
■ 運動文化科目	2	999.9	2	0	2	0	合格
■ その他の全学共通教育科目	12	999.9	22	0	12	0	合格
■ 法学部	72	999	74	4	72	0	合格



**Be sure to check it out, especially  
if you're a sophomore or senior planning to go on to college or graduate!**

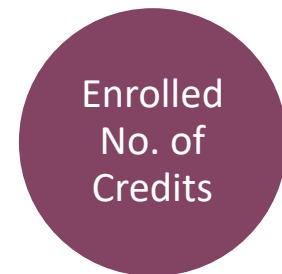
If, after registering for a course, the arrow indicates that the student has **failed** the course,  
the student has not registered for a course that satisfies the credits required for higher education or graduation.

**Be sure to check if you have registered for the necessary courses.**

If you have any questions, please consult with the Educational Affairs Division immediately.

## 6-2. CONFIRMATION AFTER WITHDRAWAL (SELF-EVALUATION) \* FOR DEGREE-SEEKING UNDERGRADUATE STUDENTS ONLY

Self-evaluation is a function that allows you to check how well you are meeting the requirements for higher education/graduation based on your current acquisition and registration results.



The registration details will be reflected in the " **Enrolled No. of Credits** ".

Students will be judged based on the " **No. of Credits for Evaluation**," which includes credits currently being taken.

**If you have any questions, please contact the Educational Affairs Division by e-mail.**

判定結果

本自己判定は、【履修中の科目を合格とみなして】判定します。  
したがって、自己判定結果で卒業・進級が確定するわけではありません。  
卒業・進級について不満点・疑問点がある場合は、必ず教務課で確認してください。

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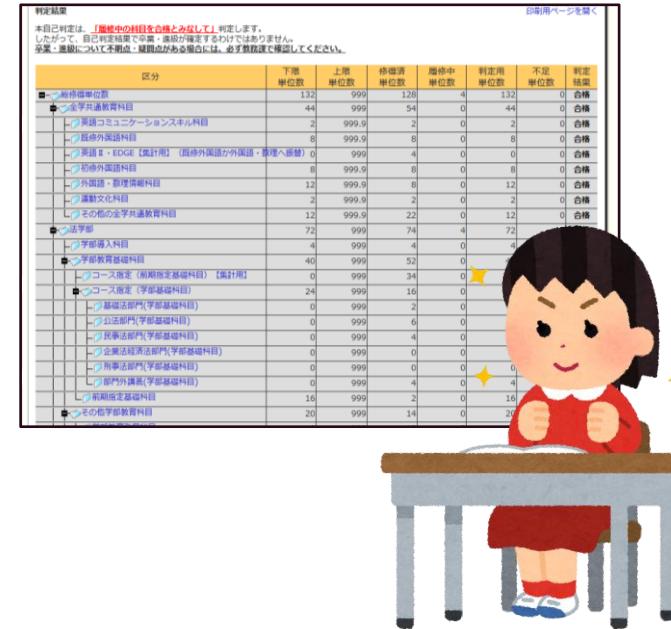
区分	下限 単位数	上限 単位数	修得済 単位数	履修中 単位数	判定用 単位数	不足 単位数	判定 結果
■ 総修得単位数	132	999	128	4	132	0	合格
■ 全学共通教育科目	44	999	51	0	44	0	合格
英語コミュニケーションスキル科目	2	999.9	2	0	2	0	合格
既修外国語科目	8	999.9	8	0	8	0	合格
英語Ⅱ・EDGE【集計用】（既修外国語か外国語・数理へ振替）	0	999	0	0	0	0	合格
初修外国語科目	8	999.9	8	0	8	0	合格
外国語・数理情報科目	12	999.9	12	0	12	0	合格
運動文化科目	2	999.9	2	0	2	0	合格
その他の全学共通教育科目	12	999.9	24	0	12	0	合格
■ 法学部	72	999	72	4	72	0	合格
学部導入科目	4	999	4	0	4	0	合格
学部教育基礎科目	40	999	52	0	40	0	合格
コース指定（前期指定基礎科目）【集計用】	0	999	3	0	0	0	合格
コース指定（学部基礎科目）	24	999	1	0	24	0	合格
基礎法部門（学部基礎科目）	0	999	0	0	2	0	合格
公法部門（学部基礎科目）	0	999	0	0	0	0	合格
民事法部門（学部基礎科目）	0	999	0	0	0	0	合格

(Reference) Example of self-assessment screen

## 6-3. CONFIRMATION AFTER WITHDRAWAL (SELF-EVALUATION) \* FOR DEGREE-SEEKING UNDERGRADUATE STUDENTS ONLY



I. Click “Self evaluation”



2. The screen  
will be displayed

If you wish to perform self-assessment **only** for courses you have already mastered, please check "**Main Assessment**".