

CELS Online Course Registration Operation Overview



Course Registration Period : **April 8 – April 15**

(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	1 st Period	2 nd Period	3 rd Period
Course Registration Period @CELS	April 8 – April 15 *Mandatory for all	May 14 – May 15	July 2 – July 3
What you can do	Add/Drop Non-lottery courses		
Applicable courses	Yearlong Spring-Summer semester Spring quarter Summer quarter Summer Intensive	Summer quarter Summer Intensive	Summer Intensive

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

① Term Code:
P
Spring Quarter

② Term Code:
S
Summer Quarter

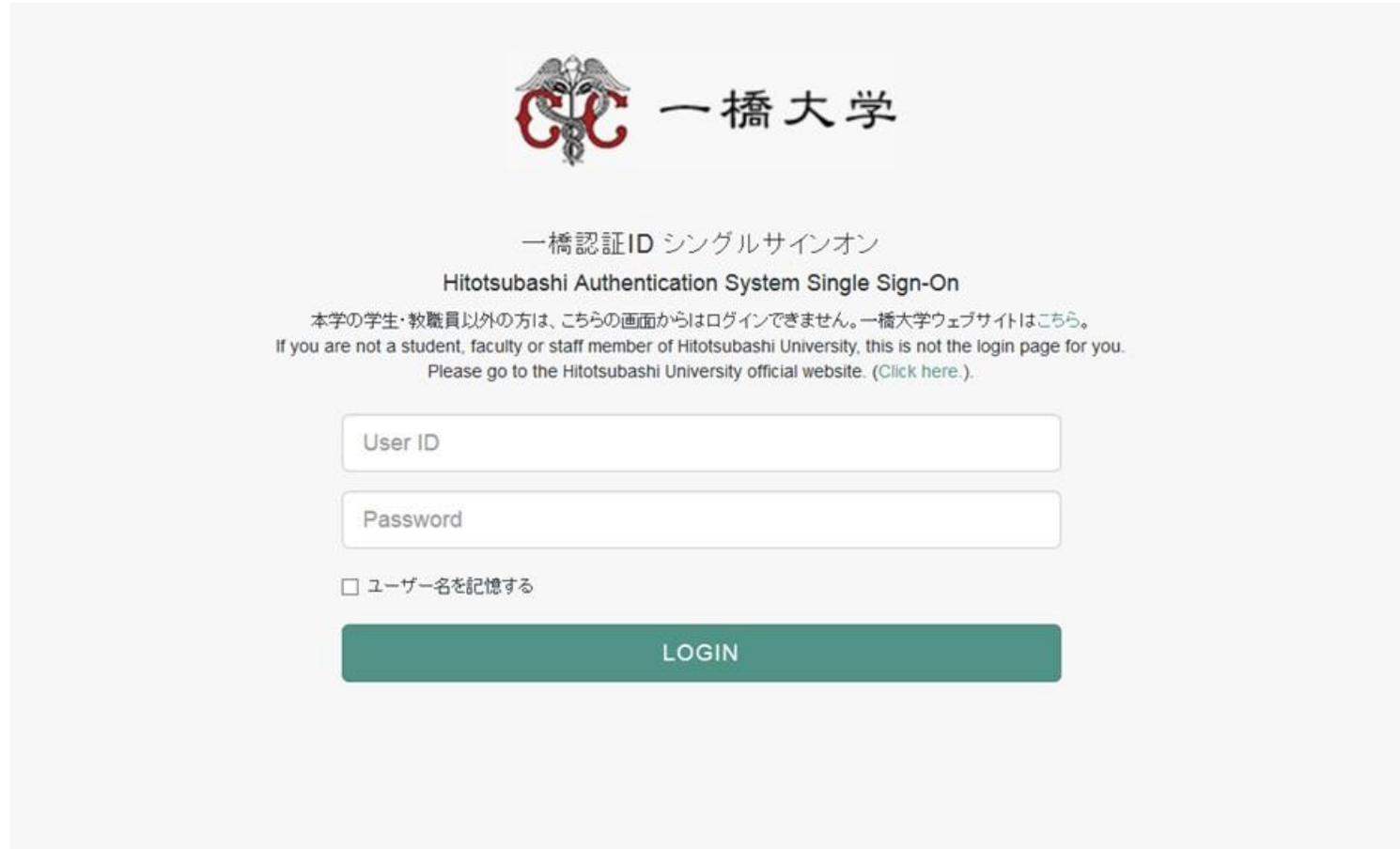
③ Term Code:
Z
Spring - Summer Semester

④ Term Code:
INT (S)

Summer Intensive Course

How to Add Courses

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



The screenshot shows the login page for the Hitotsubashi Authentication System. At the top center is the Hitotsubashi University logo, which consists of a red and white emblem with the text '一橋大学' (Hitotsubashi University) to its right. Below the logo, the text reads '一橋認証ID シングルサインオン' (Hitotsubashi Authentication ID Single Sign-On) 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. Below the notice are two input fields: 'User ID' and 'Password'. There is a checkbox labeled 'ユーザー名を記憶する' (Remember username) and a green 'LOGIN' button at the bottom.

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

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 残り約60分 ログアウト

新着情報
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

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.

Information
[20] Welcome!

Welcome to Hitotsubashi University!

2018/06/13

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

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

The screenshot shows the Campus Education Learning System interface. The header includes the title "CAMPUS EDUCATION LEARNING SYSTEM" and navigation links for "Home page", "Japanese", "About 60 min", and "Logout". A secondary navigation bar contains icons for "HOME", "Student Info", "Bulletin Board", "Schedule", "Syllabus", "Course", "Examination", "Grade", and "Other". The "Course" icon is highlighted with a yellow rounded square. Below this, a dark grey bar features "Class Portfolio" and "View Course Registration and Status", with the latter highlighted by a red oval. A hand cursor points to the "Course" icon. The main content area includes a "What's New" section with no data, a "My Schedule" calendar for April 2019, and a "Registered Courses" section. The "Registered Courses" section has filters for "2019 Academic Year" and "Spring", and a "Display" button. Below the filters is a table with columns "Course" and "Day/Period", containing the text "Corresponding data not found". At the bottom of this section are buttons for "Course Registration Status" and "Credits Earned Status".

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

Class Portfolio
★ Whats NEW!!
• Not in particular.

Registered Courses
2019 Academic Year Spring Display
Course Day/Period
Corresponding data not found
Course Registration Status 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 current date is 2019/04/03 (Wed), and there is no schedule for this date.
- 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 also includes 'Change' and 'Clear' buttons.

Personal Contact Information

Affiliation	<input type="text"/>	Student ID No.	<input type="text"/>
Name	<input type="text"/>	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**

Affiliation	商学部	Student ID No.	
Name		Student Year	Year 3
Postal Code	187 - 0045 (Half-width characters)	Prefecture	TOKYO ▼
Municipality	Kodaira		NARA
District, house number, etc.			WAKAYAMA
Apartment name, etc.			TOTTORI
Phone Number	Include hyphens	Category	SHIMANE
Mobile Phone Number	※(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 offers 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) and the text 'no schedule.' are shown.
- 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:** Two radio button options are present:
 - Department of Business Management
 - Department of CommerceA red circle highlights the selected radio button, and a hand cursor is positioned over 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				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				
Period 2	Not registered	Not registered				
Period 3	Not registered	Not registered				
Period 4	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' tab is active. Below the navigation bar, the 'View Course Registration and Status' section is highlighted with a blue border. This section contains a form with the following fields:

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

Below the form, there are buttons for 'Register', 'View Syllabus', 'Clear', and 'Return to the Course Registration Screen'. The 'Register' button is highlighted with a blue border. To the left of the main form, there are sections for 'What's New', 'My Schedule' (showing a calendar for April 2019), and 'Frequently Used Menu' (listing Bulletin board, Course registration - registration status inquiry, grade inquiry, and credit earned inquiry).

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' menu is active, showing 'Class Portfolio' and 'View Course Registration and Status'. The main content area is titled 'View Course Registration and Status' and prompts the user to 'Please enter the course you want to register.' The form includes fields for 'Day' (Monday), 'Period' (1), 'Course offered by' (Faculty of Social Sciences), and 'Course Code'. A red circle highlights the text 'If unknown, a search of Course Codes or Numbering Codes may be made.' Below this, buttons for 'Register', 'View Syllabus', 'Clear', and 'Return to the Course Registration Screen' are visible. A hand cursor points to the 'View Syllabus' button. On the right, a search criteria input window is open, showing a list of search criteria including 'Academic Year' (2019), 'Course offered by' (Faculty of Social Sciences), 'Semester' (General Education), 'Lecture' (Faculty of Economics), 'Instructor Name' (International Linkage), 'Language Used in Class' (GS-Business Administration), 'Course Title' (Business Administration), 'Student Year' (Management Analysis Program), 'Day' (Business Administration Program), 'Period' (Financial Strategy Program), and 'Displayed Search' (International Corporate Strategy). The search results list various programs and departments.

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 : GS-Business Administration
Business Administration
Business Administration

Course Title : Management Analysis Program
Business Administration Program

Student Year : Financial Strategy Program

Day : International Corporate Strategy
GS-Economics

Period : GS-Law
GS-Social Sciences

Displayed Search : 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

Search for your desired course

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, Examination, Grade, and Other. The 'Course' menu is highlighted. Below the navigation bar, there are two main sections: 'Class Portfolio' and 'View Course Registration and Status'. The 'View Course Registration and Status' section contains a search form with the following fields:

- Day: Monday
- Period: 1
- Course offered by: General Education
- Course Code: (empty)

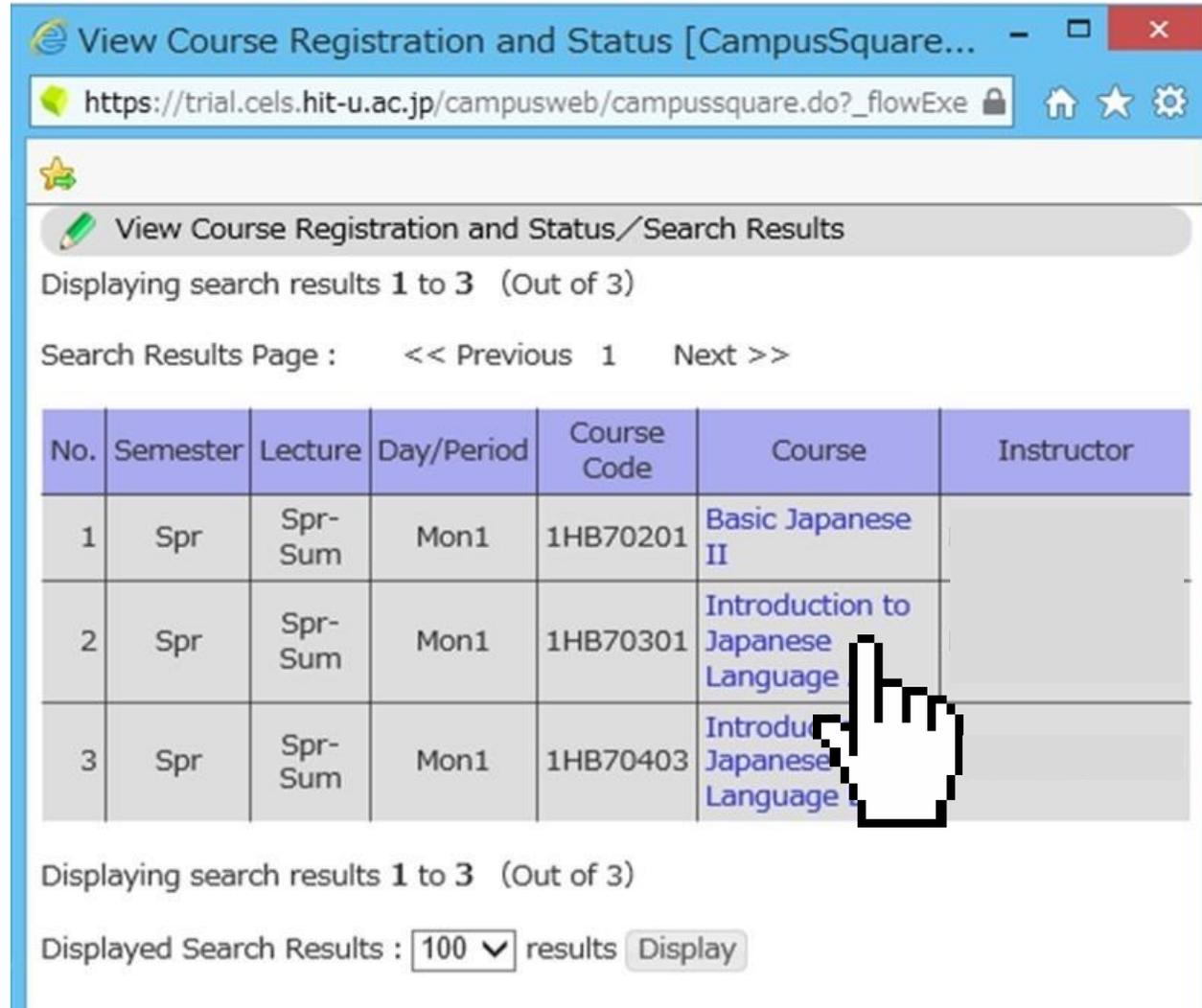
Below the search form, there are buttons for 'Register', 'View Syllabus', 'Clear', and 'Return to the Course Registration Screen'. A message states: 'If unknown, a search of Course Codes or Numbering Codes may be made.'

On the right side, a browser window titled 'View Course Registration and Status [CampusSquare...]' is open. It shows the search criteria input form with the following fields:

- Academic Year: 2019
- Course offered by: International Linkage
- Semester: Spring
- Lecture: not specified
- Instructor Name: (empty) ※Partial Match
- Language Used in Class: not specified
- Course Title: Japanese ※Partial Match
- Student Year: 3
- Day: Monday
- Period: Period 1

Below the search criteria, it shows 'Displayed Search Results : 100 results' and buttons for 'Search' and 'Clear'. A mouse 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	
2	Spr	Spr-Sum	Mon1	1HB70301	Introduction to Japanese Language	
3	Spr	Spr-Sum	Mon1	1HB70403	Introduction to Japanese Language	

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 active. Below the navigation bar, the 'View Course Registration and Status' section is highlighted. It contains a form with the following fields:

Day	Monday
Period	1
Course offered by	General Education
Course Code	

Below the form, there is a note: "If unknown, a search of Course Codes or Numbering Codes may be made." and a 'Register' button circled in red. A hand cursor is pointing at the 'Register' button. To the right of the hand cursor, text reads: "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

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 [Set](#)

Spring	Summer	Autumn	Winter	Register an intensive course		
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1HB70301 Introduction to Japanese Language A	1HB70301 Introduction to Japanese Language A	Not registered	Not registered	1HB70301 Introduction to Japanese Language A	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

Confirm the medium of instruction

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

Confirm the medium of instruction in the “Language” section in the syllabus before registering for courses.

日/J : Japanese
英/E: English

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	E: 超域社会研究/学部発展科目 (大学院共修科目)		
教授言語 /Language	英/E		
授業形態 /Types of Course	【対】 対面授業(Face-to-face)		
抽選対象 /Online Lottery Registration	○		

How to Drop Courses

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	1HB70301 Introduction to Japanese Language A	Not registered	Not registered	1HB70301 Introduction to Japanese Language A	Not registered
Period 2	1SO40201 International Justice Theory	1SK40401 Educational Policy	Not registered	1SO40201 International Justice Theory	1SK40401 Educational Policy	Not registered
Period 3	Not registered	Not registered	Not registered	Not registered	1SZ90603 Politics	Not registered
Period 4	Not registered	1HE71001 Special Topics in Social Sciences D	Not registered	Not registered	Not registered	Not registered



Click on the “Delete” button and confirm

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 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, containing the question 'You wish to delete data; Is it OK?' and two buttons: 'OK' (circled in red) and 'キャンセル' (Cancel). A hand cursor is pointing at the 'OK' button.

✓ Drop succeeded

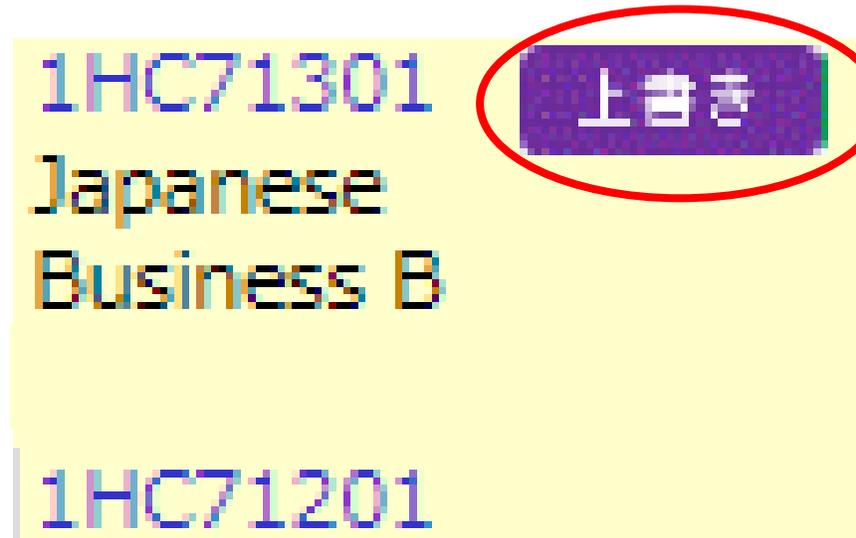
	Spring	Summer	Autumn	Winter	Register an intensive course	
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Period 1	1HB70301 Introduction to Japanese Language A	1HB70301 Introduction to Japanese Language A	Not registered	Not registered	1HB70301 Introduction to Japanese Language A	Not registered
Period 2	1SO40201 International Justice Theory	1SK40401 Educational Policy	Not registered	1SO40201 International Justice Theory	1SK40401 Educational Policy	Not registered
Period 3	Not registered	Not registered	Not registered	Not registered	1SZ90603 Politics	Not registered
Period 4	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered



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

Note: Repeat Marks

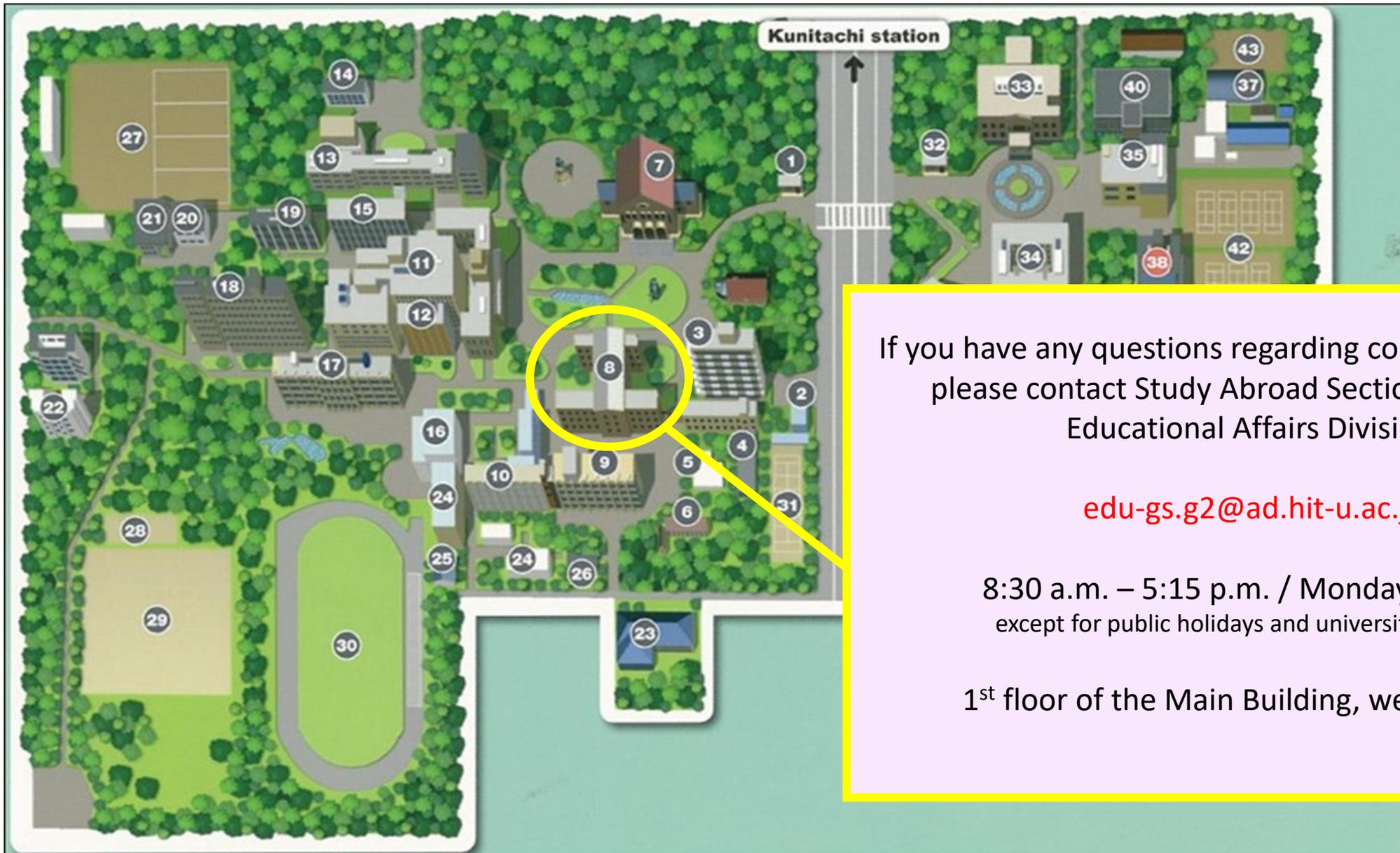
If you retake a course that you have previously taken, it will be marked as “上書き.”



If you retake a course, the grade will be overwritten. The previous grade will not appear on your transcript. Only the most recent grade will.

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

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

1st floor of the Main Building, west campus