



# Course Registration Procedures



*You can complete most of the registration procedures anywhere you are able to connect to the Internet.*

## <<SCHEDULES>>

### 1. Course Registration (Web)\*

**March 19 (Mon) 9:00 a.m. - March 28 (Wed) 6:00 p.m., 2018**

**April 2 (Mon) 9:00 a.m. - April 3 (Tue) 12:30 p.m., 2018**

**April 4 (Wed) 6:30 p.m. - April 5 (Thu) 11:00 a.m., 2018**

### 2. Registration Confirmation (Web)

**April 10 (Tue) 9:00 a.m. - April 18 (Wed) 6:00 p.m., 2018**

### 3. Registration Revision [addition and/or cancellation](Web)\*

**April 11 (Wed) 9:00 a.m. - April 18 (Wed) 6:30 p.m., 2018**

For course addition, you should submit a “Registration Application Form” to the instructor on the first day of the class and be sure to do registration via website by yourself.

Registration Application Form

Day	Period	Registration Code	Course Title	Instructor's Name
School		Program		Name
Student Number				

### 4. Late Registration Confirmation (Web)

**May 7 (Mon) 9:00 a.m. - May 10 (Thu) 6:00 p.m., 2018**

**Course Registration must be completed during the designated period.**  
**You are strongly recommended to finish registration by a day before**  
**the deadline to avoid the busy network hour.**

**Nagoya University Portal: <https://portal.nagoya-u.ac.jp/>**

**Manual for Students:**

**<http://web-honbu.jimu.nagoya-u.ac.jp/gakumu/gakumubu/student/e/index.htm>**

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Please do registration via Nagoya University Portal during the designated period.

Make a copy by printing out the screen when registering for the courses and check them against the information on the registered course confirmation screen.

\*The courses registered or corrected can be revised as many times as you like during “Course Registration” and “Registration Revision” period, except maintenance time (4:00 a.m. - 5:00 a.m., 6:00 p.m. - 7:00 p.m.)

**<Related Website >**

Information Security Training Instructions

→<https://ist.nagoya-u.ac.jp/access/content/group/e78b1f2e-bf98-4013-905d-376fa09a8e77/ispa2013e.pdf>

Information Security Self-Inspection Instruction

→<http://www.icts.nagoya-u.ac.jp/ja/security/self-inspection.html>

**<Contact Information for Course Registration>**

For Liberal Arts and Sciences Course (started with "00" of Class Registration Code):

Office of the Institute of Liberal Arts and Sciences (hereinafter referred to as the ILAS Office)

[Office Hours] 8:30 a.m. - 5:00 p.m. on weekdays

\*Closed during lunch time (12:00 p.m. - 1:00 p.m.) until April 10.

For School Specific Courses (not started with "00" of Class Timetable Code):

Student Affairs Section of each School

**<Contact Information for Others>**

For Information Security Training/Information Security Self-Inspection:

IT Help Desk: [it-helpdesk@icts.nagoya-u.ac.jp](mailto:it-helpdesk@icts.nagoya-u.ac.jp)

For the NU ID and PW:

Information Media Office (School of Engineering Building 7, 4F):

[e-office@media.nagoya-u.ac.jp](mailto:e-office@media.nagoya-u.ac.jp)

\*It may take a few days to get a response.

For Web-Based System:

Student Affairs Information Section: [gakumu-support@adm.nagoya-u.ac.jp](mailto:gakumu-support@adm.nagoya-u.ac.jp)

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\*Please refer to the other booklets such as “Syllabus”, “Course Registration Guide for International Programs Students” and “Student Handbook” for course registration.

## I. Course Registration Procedures

Registration procedures can be completed on the Learning Management System after logging into the Nagoya University Portal at <https://portal.nagoya-u.ac.jp>

This Learning Management System can be accessed from inside or outside the university online, following confirmation of the Nagoya University ID.

### 1. Web-Based Learning Management System

By using this system, students can register for the courses and confirm both of the registered and completed courses (grade). For the instruction of system use, please refer to the “Learning Management System –Student Manual” (<http://web-honbu.jimu.nagoya-u.ac.jp/gakumu/gakumubu/student/e/index.htm>).

### 2. Syllabus

☆To see the latest information of syllabi, access to the URL below:

<http://www.ilas.nagoya-u.ac.jp/>

Select “【Spring Semester AY2018】 Course Registration Procedure for International Programs” posted in “What’s New”.

☆For foreign language courses, access to the URL written on the each syllabus.

### 3. Location of Computers on Campus

Courses can be registered by using computers located on campus such as those at the Information Media Center Laboratory and the Sub Laboratory on 2nd floor in Liberal Arts and Sciences Main Building.

You can use Sub-Lab rooms in the Liberal Arts and Sciences Main Building at the following times. Check the bulletin board at the 1st floor of Liberal Arts and Sciences Main Building for details since it may not be possible to use the computers for various reasons such as maintenance. Information on computers located in other locations can be provided from each administration office.

#### **Sub-Lab Rooms Open Hours (except Holidays)**

【March 19 – 28, April 3 – 5, 10】 9:00 a.m. - 4:00 p.m. (Only Sub-Lab Room B is open.)  
【On and After April 11】 8:45 a.m. – 7:30 p.m.

#### Media Satellite Laboratories on Campus

Higashiyama Campus	<ul style="list-style-type: none"><li>➤ Liberal Arts &amp; Sciences Main Building, Sub-lab Room A, B</li><li>➤ Integrated Research Building for Humanities and Social Sciences Rooms 304, 406</li><li>➤ School of Science Building A, Room 250</li><li>➤ ES Building, ES031, ES032 and School of Engineering Building7, Room 716</li><li>➤ School of Agricultural Sciences, Building B, Room 309, 327</li><li>➤ Graduate School of International Development Building, Room712</li><li>➤ Central Library 4F</li></ul>
Tsurumai Campus	Medical Research Building Annex 2F
Daiko Campus	School of Health Sciences (Main Building) Information Media Room (1)



## 7. Contact Information of Senior Instructors for each Language

Language	Instructor	Contact
German	NAKAMURA Toshiya	Office: Liberal Arts and Sciences Main Building, North Wing, 3F, Room306 Phone: 052-789-5326 / Email: toshiyan@nagoya-u.ac.jp
French	TSURUMAKI	Office: Integrated Research Building for Humanities and Social Sciences, 6F, 607 Phone: 052-789-4798 / Email: tsurumaki@nagoya-u.ac.jp
Russian	SAVELIEV	Office: Graduate School of International Development Building, 7F, Room705 Phone: 052-789-4396 / Email: saveliev@gsid.nagoya-u.ac.jp
Chinese	CHEN Zhaohui	Office: Integrated Research Building for Humanities and Social Sciences , 5F, 508 Phone: 052-789-4341 / Email: chen@lang.nagoya-u.ac.jp
Spanish	SHIBA	Office: Liberal Arts and Sciences Main Building, North Wing, 4F, Room402 Phone: 052-789-4349 / Email: shiba@lang.nagoya-u.ac.jp
Korean	UTSUGI	Office: Liberal Arts and Sciences Main Building, North Wing, 2F, Room204 Phone: 052-789-4989 / Email: utsugi@nagoya-u.ac.jp
Japanese	TOKUHIRO	Office: International Center, 3F, Room304 Phone: 052-747-6557 / Email: tokuhiro@iee.nagoya-u.ac.jp
	HAJIKANO	Office: International Center, 3F, Room303 Phone: 052-747-6542 / Email: hajikano@iee.nagoya-u.ac.jp

\*About credits required for graduation, please consult with the school you belong to.



### III. How to Register for Courses

Please follow the instructions on the “Learning Management System -Student Manual-” (<http://web-honbu.jimu.nagoya-u.ac.jp/gakumu/gakumubu/student/e/index.htm>) and manage your Nagoya University user ID and password since they are used to protect personal information. You can log in to the system by entering the Nagoya University User ID on the Nagoya University portal from an Internet browser.

<https://portal.nagoya-u.ac.jp/>



#### (1) Login

For a computer connected to the Information Media Center Laboratory (Terminal room, Sub-laboratory, etc.), firstly students must log in to the Information Media Center Laboratory (Information Media Studies Center) system.

#### (2) Click “Student Affairs” Tab

After logging in, click the “STUDENT AFFAIRS (学務)” tab. You go to “STUDENT AFFAIRS Page”. Click the “Learning Management System (for undergraduate only)” heading in the center column of the page. A new window will appear.

**Nagoya University Class Enrollment Procedure Menu**

Confirming enrolled classes and completed courses

<a href="#">Check enrolled classes</a>	<a href="#">Check completed courses</a>
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Registering class enrollments

<b>1</b> Register class enrollments	<b>5</b> Register intensive class enrollments	<b>Register special course enrollments</b>
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Correcting class enrollments (additions and/or cancellations)

<b>6</b> Correct class enrollments	<b>7</b> Correct intensive class enrollments	<b>Correct special course enrollments</b>
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Registering controlled enrollment classes

<b>2</b> Register first year seminar enrollment	<b>3</b> Register English class enrollment	<b>4</b> Register information literacy enrollment
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Register foreign language class preference (other than English)

\*See Student Manual [End](#)

#### (3) Class Enrollment Procedure Menu

Description of each button with the numbers above is indicated on the appended table (p.9).



## Table of Class Enrollment Procedure Menu and Applicable Courses

The following table indicates the description of “Class Enrollment Procedure Menu”. When you register for the courses, please enter the data via appropriate buttons. If it has any mistakes, your registration will not be completed.

### (Appended Table)

Names of Buttons	Applicable Courses		Data Entry Period
① Register class enrollments	Liberal Arts and Sciences Courses	Basic Courses in Humanities and Social Sciences	March 19 (Mon), 9:00 a.m. – March 28 (Wed), 6:00 p.m.
		Basic Courses in Natural Sciences	
		Liberal Education Courses in Humanities and Social Sciences	
		Liberal Education Courses in Natural Sciences	
		Liberal Education Courses in Interdisciplinary Fields	
Specialized Courses for each school (for details, follow the directions of each school)		April 2 (Mon), 9:00 a.m. – April 3 (Tue), 12:30 p.m.	
② Register First Year Seminar enrollment	First Year Seminar B		April 3 (Tue), 12:30 p.m.
③ Register English class enrollment	Advanced English II		April 4 (Wed), 6:30 p.m. – April 5 (Thu), 11:00 a.m.
④ Register Information Literacy enrollment	Information Literacy (Humanities and Social Sciences)		
⑤ Register intensive class enrollments	Special Lecture (Studium Generale II) Special Mathematics Lecture (Groups and Their Representations)		
⑥ Correct class enrollments	Liberal Arts and Sciences Courses	Integrated Japanese 2, Academic Japanese V, Japanese Language Seminar 2	} ※1
		Foreign languages other than English	
		Open Courses	
	Courses to add or revise registration for various reasons such as mistaken registration (any course, a Liberal Arts and Sciences course, a course of a particular school, etc. except some courses※3)		April 11 (Wed), 9:00 a.m. – April 18 (Wed), 6:30 p.m.
Specialized Courses for each school ※2 (for details, follow the directions of each school)			
⑦ Correct intensive class enrollments	Academic Japanese II/IV Business Japanese II/IV ※3		

※1 Please submit the “Registration Application Form” if you obtain registration permission from the instructor. Then register for the course via the website.

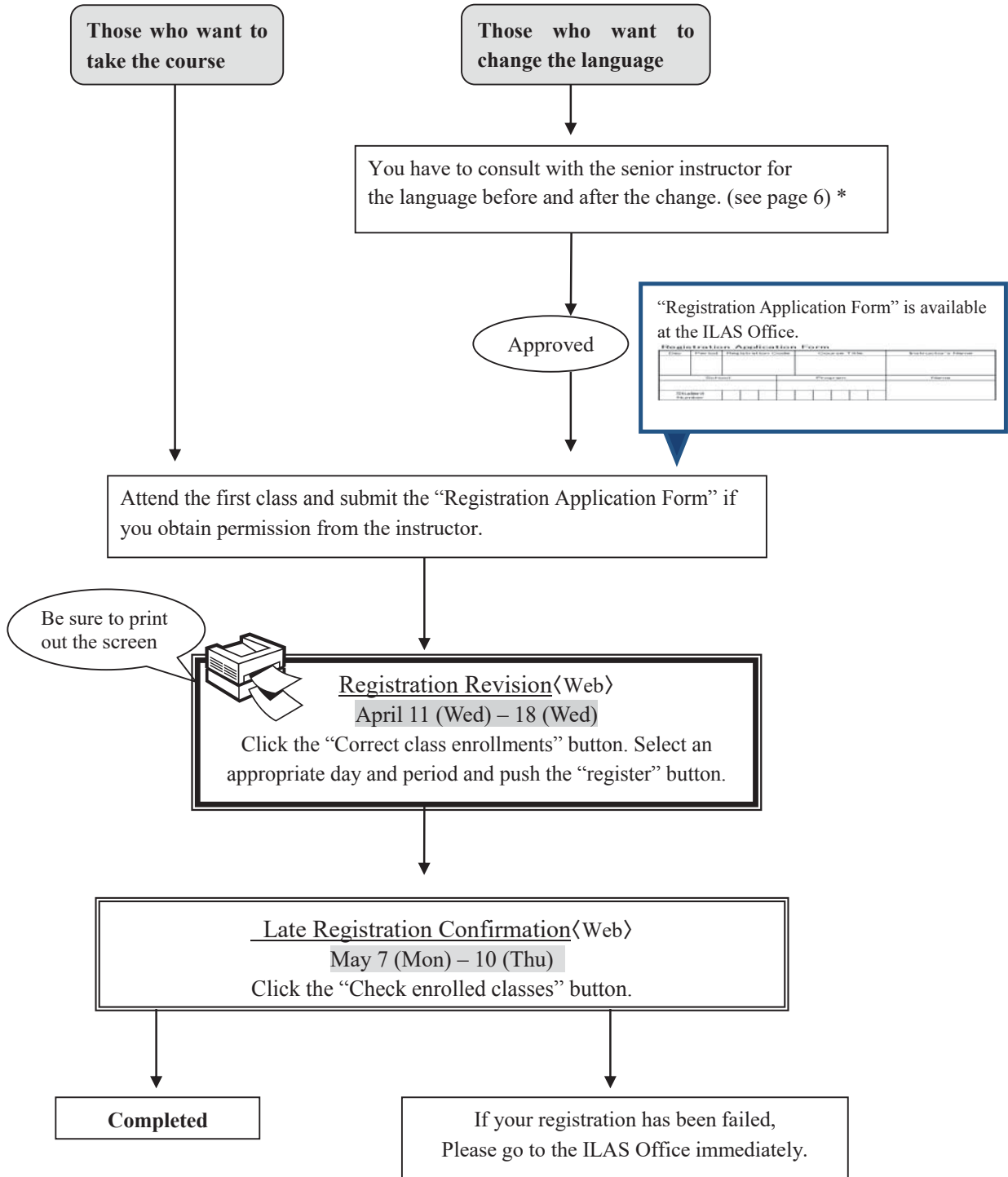
※2 Courses which can apply additional registration are restricted. Please see following pages for the detail.

※3 For correcting the courses “Special Lecture (Studium Generale II)” and “Special Mathematics Lecture (Groups and Their Representations)”, click “Correct intensive class enrollments”.



**Basic General Education Courses: Language and Culture I**  
 : [German, French, Russian, Chinese, Spanish, Korean] 3, 4

**Basic General Education Courses: Language and Culture II**  
 : Advanced Japanese  
 : Elementary [Russian, Chinese] 1  
 : Intermediate [German, French, Russian, Chinese, Spanish, Korean] 1  
 : Advanced [German, French, Spanish, Korean] 1




**Basic General Education Courses, Language and Culture I**  
**“Integrated Japanese 2”, “Japanese Language Seminar 2”**  
**“Academic Japanese II / IV/ V”, “Business Japanese II / IV”**

“Registration Application Form” is available at the ILAS Office.

Registration Application Form		Registration Application Form	
Name	Student ID	Section	Instructor

Attend the first class and submit the “Registration Application Form” if you obtain permission from the instructor.

Be sure to print out the screen



Registration Revision <Web>  
 April 11 (Wed) – 18 (Wed)

- ◎ Integrated Japanese 2, Japanese Language Seminar 2, Academic Japanese V:  
 Click “Correct class enrollments” button.
- ◎ Academic Japanese II/IV, Business Japanese II/IV:  
 Click “Correct intensive class enrollments” button.

Select an appropriate day and period, input the course registration code, and then push the “register” button.

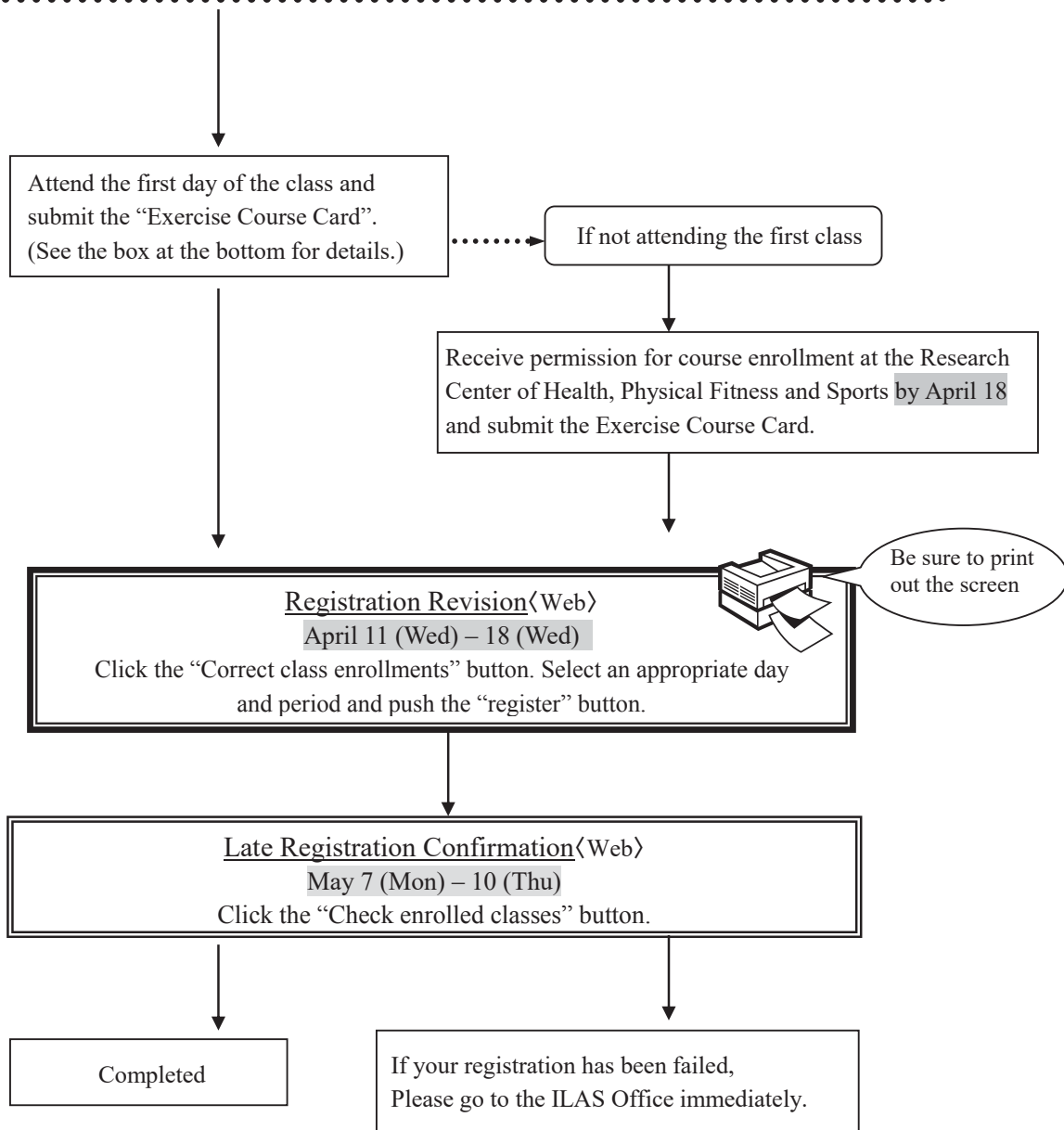
Late Registration Confirmation <Web>  
 May 7 (Mon) – 10 (Thu)  
 Click the “Check enrolled classes” button.

**Completed**

If your registration has been failed,  
 Please go to the ILAS Office immediately.

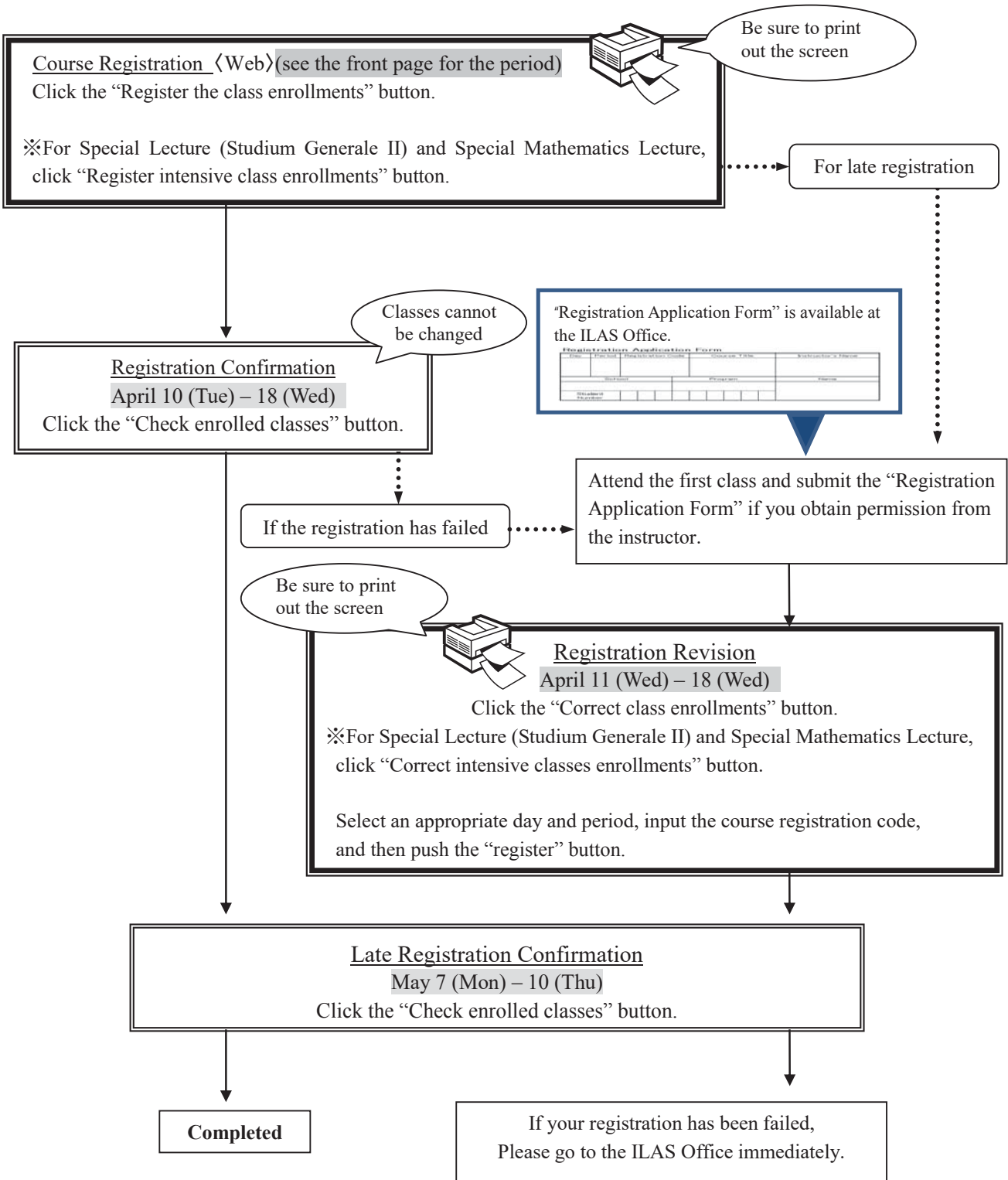


**Basic General Education Courses: Health and Sports Science: Practicum  
(Exercise and Sports I)**



- 1) A course orientation will be held during the first week of semester. Those who wish to take this course should gather on the 2<sup>nd</sup> floor arena of the New Gymnasium in the General Sports Ground (Yamanoue).
- 2) For those who take the Practicum course for the first time, be sure to bring a facial photo (4 cm height x 3 cm wide, with writing your name and student ID number on the back) and a black ballpoint pen since the "Exercise Course Card" will be created at the first class.
- 3) Be sure to do registration via the website.
- 4) Verify in "Confirming enrolled classes" via the website that the course has been registered.
- 5) The course withdrawal system is adopted. The deadline of submission of Course Withdrawal Request Form is **by the end of 4th class.**

- **Basic Courses in Humanities and Social Sciences**
- **Basic Courses in Natural Sciences (except for Information Literacy (Humanities and Social Sciences))**
- **Liberal Education Courses in Humanities and Social Sciences**
- **Liberal Education Courses in Natural Sciences**
- **Liberal Education Courses in Interdisciplinary Fields**



## V. Confirmation and Revision of Registered Courses

### 1. Registration Confirmation

Please check the enrolled classes via Nagoya University portal during the period below.

Confirmation Period	Contents	How to Confirm
<u>Registration Confirmation (1st)</u> April 10 (Tue) 9:00 a.m. – April 18 (Wed) 6:00 p.m.	Courses registered via the web before the semester begins	*Access to the Nagoya University Portal. <a href="https://portal.nagoya-u.ac.jp/">https://portal.nagoya-u.ac.jp/</a> Nagoya University user ID and Password are necessary. ↓ Click “Student Affairs (学務)” tab. ↓ Click “Nagoya University Class Enrollment Procedure Menu” ↓ Click “Check enrolled classes”  <b>Be sure to check your registration in both 1st and 2nd confirmation period.</b>
<u>Late Registration Confirmation (2nd)</u> May 7 (Mon) 9:00 a.m. – May 10 (Thu) 6:00 p.m.	All courses	

\*Access to the Nagoya University Portal (<https://portal.nagoya-u.ac.jp/>) and login (p.8) by using your Nagoya University user ID, which has been issued with your student ID. After logging in, you can confirm the registered courses at "Check enrolled classes".

#### (Precautions)

1. The "Class Enrollment Check" in clicking “Check enrolled classes” button is based on the web registration. For all registered courses, the “Course Title”, “Instructor’s Name”, and “Number of Credits” are indicated.
2. **The courses which are not on the "Class Enrollment Check" may not be taken. Also it is not permitted to take their examinations.** In addition, even if the course is on the “Class Enrollment Check Sheet”, you also need permission for course enrollment, which are necessary to be permitted by instructor. Without the permission, you may not take the course or the examinations.
3. When you see the “Check enrolled classes”, please confirm it by using a printed screen of web registration.
4. If you find any mistakes on the enrolled classes, you need to modify it by the deadline. If “Course Error” or “Course Warning” is shown on the notes section of that screen, you should confirm it. If there are any questions, make sure to visit the office in charge; for Liberal Arts and Sciences courses visit ILAS Office and for specified courses ask Student Affairs Section in your school. For your information, please refer to the “Contact Information for Course Registration” on the backside of cover page.

**Even if you find a mistake on your registration just before the final exam, it is too late for adjustment. You must check the course title and instructor’s name in clicking “Check enrolled classes”.**





## 2. Class Enrollment Check – Errors and Correction Methods

Examples of errors and these correction methods are provided below. For the detail, read the right side of the column “Notes” on the “Class Enrollment Check- example” which is following page.

◇Correct the class of which “Registration Code”, “Course Name”, “Name of Instructor”, and “Number of Credits” is listed in the day and period section. **It is not permitted to change from fixed class to another class.**

### ◇How to correct the errors on following page (example)

1. Example of the errors (warnings) on the “day” and “period” part	
<b>(a) W-5: Warning! Credits not recognized (Thu. 3rd period)</b>	
Cause of Error	You have registered a course which will not be recognized for graduation credits. The warning is issued because the same course as that for Tuesday 1st period is applied for.
Correction Method	If you have made a mistake in applying, and the course has been registered, the registration must be deleted.
<b>(b) W-5: Warning! Credits not recognized (Wed. 5th period)</b>	
Cause of Error	You are being warned that the teacher-training course "Basics of Education and Teaching" will not be recognized for graduation credits.
Correction Method	It is not necessary to revise the course registration for the teacher-training course. The class can be taken as is.
<b>(c) W-7: Warning! Number of credits taken (Fri. 1st period)</b>	
Cause of Error	You are being warned that the number of English course credits for Tuesday 4th period and Friday 1st period totaling 2 credits, which is more than the maximum number of credits allowed in the Term I (1 credit), so one must be deleted.
Correction Method	You have to delete one of the English courses. Since the general rule is to register for designated courses, delete the non-designated course in this case.
2. Examples of errors displayed in the Registration Error section	
<b>(d) E-3: Error related to multiple classes per week (Mon. 4th period)</b>	
Cause of Error	An error was generated because the student did not register for the part of a multiple-class-a-week course held on Monday 5th period ("Chemistry Laboratory" is 4th and 5th period on Monday).
Correction Method	It is necessary to add a course for Monday 4th and 5th period.
<b>(e) No permission due to adjustment (Wed. 1st period)</b>	
Cause of Error	As a result of the adjustments in the controlled enrollment classes, permission was not given to register for the course since a large number of students want to take the course.
Correction Method	Choose a class from the "Class with Openings List," obtain permission from the instructor, and make an additional registration.
<b>(f) E-I: No permission to register (Fri. 2nd period)</b>	
Cause of Error	An error was generated since the instructor did not grant permission to add the course.
Correction Method	Consult with the ILAS Office if registration has been rejected even though you received permission from the instructor.
<b>(g) E-K: Error in designation (Fri. 4th period)</b>	
Cause of Error	An error was generated since the student either registered for a non-designated course using "Register class enrollments" or planned to register for a designated course, but mistakenly registered for a non-designated course.
Correction Method	Follow the same correction method as explained in (e) above.
<b>(h) E-B: Mistaken Class Timetable Code (Day, Period not clear)</b>	
Cause of Error	This is an error because you entered a Class Timetable Code (0025684) that does not exist.
Correction Method	Follow the same correction method as explained in (e) above.

### 3. Examples

School	Department (course, etc.)	Year of study	Year enrolled	Student number	Name	Academic advisor
School of XX	XXXXXX Department	1	2017	0817xxxx	Taro Nagoya	XX XX

Mon.	Tue.	Wed.	Thu.	Fri.	Notes
0021121 Calculus I XX XX 2.0 credits	0022125 Science of Animals and Plants XX XX 2.0 credits		0821372 Computer Literacy and Programming XX XX 2.0 credits	0025104 <b>W-7</b> English (Reading) I XX XX 1.0 credits	E-1: Error related to year of study Students in your year of study cannot take the course. Registration will be deleted. E-2: Error related to school or department affiliation This course cannot be taken by students in your school. Registration will be deleted. E-3: Error related to multiple classes per week Classes for the course are held several times a week. Registration will be deleted. E-6: Error related to full-year course This is a full-year course. Registration will be deleted. E-B: Mistaken registration code This is a mistaken registration code. Registration will be deleted. E-C: Overlapping day or period More than one course on the same day or period. Registration will be deleted. E-D: Does not match the timetable The course is not offered for that day or period. Registration will be deleted. E-F: Class semester error Course is not offered this semester. Registration will be deleted. E-G: Multiple class timetable code This class timetable code is already registered. Registration will be deleted. E-H: Special registration application error You have already taken this course. Registration will be deleted. E-I: No permission to register Permission to take the course has been denied by the instructor. Registration will be deleted. E-J: Upper limit registration error More credits than permitted for this semester have been registered for. Registration will be deleted. E-K: Error in designation This is a non-designated course that you cannot take. Registration will be deleted. E-L: Order of preference error There was a mistake in entering the order of preference. Registration will be deleted. E-M: Automatic registration error It is not possible to register for this course. Registration will be deleted. E-N: Mistaken application The application was made incorrectly. Registration will be deleted. W-1 Warning! Auditing Courses Offered by Another School This is an auditing course for another School. Please confirm this. W-5 Warning! Credits not recognized The credits cannot be recognized for graduation credits. Please confirm this. W-7 Warning! Number of credits taken There is an error against the maximum allowed number of foreign language credits. Please confirm this.
	0821362 Outline of Department of Physical Science and Engineering XX XX 2.0 credits	(a) Warning! Credits not recognized			
0021351 Health and Sports Science: Lecture XX XX 2.0 credits	0023309 First Year Seminar A XX XX 2.0 credits	0024357 <b>W-5</b> Science of Animals and Plants XX XX 2.0 credits	0025348 Comparative Education XX XX 2.0 credits		
	0022427 English (Reading) I XX XX 1.0 credits	00214434 Health and Sports Science: Practicum XX XX 1.0 credits			
		(b) Warning! Credits not recognized			
	0022503 <b>W-5</b> French I XX XX 1.5 credits	0014582 <b>W-5</b> Educational Psychology XX XX 2.0 credits	0025502 <b>W-5</b> French 2 XX XX 1.5 credits		
	(c) Warning! Credits not recognized		(c) Warning! Credits not recognized		
0865130 Outline of Engineering I XX XX 2.0 credits	0865140 Engineering Ethics XX XX 2.0 credits				
Intensive courses					
Special Registration	Error related to multiple classes per week (e)	(f) No permission due to adjustment	No permission to register (g)		
0021471 Mon. 4 <b>E-3</b> Laboratory in Chemistry XX XX 1.5 credits	0023123 Wed. 1 <b>No permission due to adjustment</b> Human Behavior XX XX 2.0 credits	0023126 Wed. 1 <b>No permission due to adjustment</b> Modern Society and the Law XX XX 2.0 credits	0023129 Wed. 1 <b>No permission due to adjustment</b> The Light and Shadow of Development XX XX 2.0 credits	0025236 Fri. 2 <b>E-1</b> Fundamentals of Chemistry I XX XX 2.0 credits	0025435 Fri. 4 <b>E-K</b> Linear Algebra I XX XX 2.0 credits Error in designation (g)
0025684; <b>E-9</b>	(b) Mistaken registration code				



### Registration Application Form

Day	Period	Registration Code	Course Title	Instructor's Name
School		Program		Name
Student Number				

cut here

### Registration Application Form

Day	Period	Registration Code	Course Title	Instructor's Name
School		Program		Name
Student Number				

cut here

### Registration Application Form

Day	Period	Registration Code	Course Title	Instructor's Name
School		Program		Name
Student Number				

cut here

### Registration Application Form

Day	Period	Registration Code	Course Title	Instructor's Name
School		Program		Name
Student Number				

cut here

### Registration Application Form

Day	Period	Registration Code	Course Title	Instructor's Name
School		Program		Name
Student Number				

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