



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 (Tue) 9:00 a.m. - March 28 (Thu) 6:00 p.m., 2019

April 2 (Tue) 9:00 a.m. - April 3 (Wed) 12:30 p.m., 2019

April 4 (Thu) 6:30 p.m. - April 5 (Fri) 11:00 a.m., 2019

2. 1st Registration Confirmation (Web)

April 10 (Wed) 9:00 a.m. - April 17 (Wed) 6:00 p.m., 2019

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

April 11 (Thu) 9:00 a.m. - April 17 (Wed) 6:30 p.m., 2019

For course addition, you should submit a "Registration Application Form" to the instructor on the first day of the class and be sure to register for the course via website by yourself.

Registration Application Form

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

4. 2nd(Final) Registration Confirmation (Web)

May 9 (Thu) 9:00 a.m. - May 14 (Tue) 6:00 p.m., 2019

You must complete the course registration by the designated day.
It is strongly recommended to finish registrations by the day before the deadline to avoid busy network hours.

Course Registration URL: **<https://portal.nagoya-u.ac.jp/>**

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

(Contact Information for Inquiries)





Nagoya University ID: Information Media Office (School of Engineering Bldg. 7, 4F) *needs 2 days to answer

System Operation: Student Affairs Planning Division

Contact Information for Course Registration

<p>●For Liberal Arts and Sciences Courses (The registration code start with "00"):</p> <p>→Institute of Liberal Arts and Sciences Office (hereinafter referred to as ILAS Office)</p> <p>[Office Hours] 8:30 a.m. - 5:00 p.m. on weekdays</p> <p>Until April 10: Closed during lunch time (12:00 p.m. - 1:00 p.m.)</p> <p>After April 11: Open during the lunch time</p> <p>●For School Specific Courses (Registration code start without "00"):</p> <p>→Student Affairs Section of each School</p>

Related Website

Website and URL	QR
Nagoya University Portal ※Learning Management System can be accessed from here. https://portal.nagoya-u.ac.jp/	
Operation Manual URL http://web-honbu.jimu.nagoya-u.ac.jp/gakumu/gakumubu/student/e/index.htm	
Information Security Training for New Students Instructions https://ist.nagoya-u.ac.jp/access/content/group/e78b1f2e-bf98-4013-905d-376fa09a8e77/ispa2013e.pdf	
Yearly Information Security Check Instruction http://www.icts.nagoya-u.ac.jp/ja/security/self-inspection.html	

Contact Information for the Other Inquiries




<p>For Information Security Training for New Students</p> <p>Yearly Information Security Check</p> <p>IT Help Desk</p> <p>Email: it-helpdesk@icts.nagoya-u.ac.jp</p>	
<p>For Nagoya University ID and PW 【needs a few days to respond】</p> <p>Information Media Office (School of Engineering Building 7, 4F)</p> <p>Email: e-office@media.nagoya-u.ac.jp</p>	
<p>For Web-Based System</p> <p>Student Affairs Planning Division</p> <p>Email: gakumu-support@adm.nagoya-u.ac.jp</p>	

Table of Contents

Related Website URL & Contact Information	1
I. Course Registration Procedures	3
1. Web-Based Learning Management System	
2. Syllabus	
3. Location of Computers on Campus	
4. Registration Application Form	
5. GPA (Grade Point Average) System and Handling of Grade Assessment (“Absent” and “Fail (F)”)	
6. Contact Information of Senior Instructors for Each Language	
II. Course Registration Process	6
III. How to Register for Courses	7
1. Login	
2. Click “Student Affairs” Tab	
3. Class Enrollment Procedure Menu	
IV. Registration Procedures for Each Course	9
◎ Basic General Education Courses: First Year Seminar B (Spring Semester) Basic Course in Natural Sciences: Information Literacy (Humanities and Social Sciences)	
◎ 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(Written Presentation)1 : 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	
◎ Open Courses	
◎ Basic General Education Courses: Health and Sports Science: Practicum (Exercise and sports I)	
◎ Basic General Education Courses, Language and Culture I: "Academic English Advanced 2" 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	15
1. Registration Confirmation	
2. Class Enrollment Check – Errors and Correction Methods	
3. Examples	

*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 AY2019】 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 2 – 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">➤ Liberal Arts & Sciences Main Building, Sub-lab Room A, B➤ Integrated Research Building for Humanities and Social Sciences Rooms 304, 406➤ School of Science Building A, Room 250➤ ES Building, ES031, ES032 and School of Engineering Building7, Room 716➤ School of Agricultural Sciences, Building B, Room 309, 327➤ Graduate School of International Development Building, Room712➤ Central Library 4F
Tsurumai Campus	Medical Research Building Annex 2F
Daiko Campus	School of Health Sciences (Main Building) Information Media Room (1)

4. Registration Application Form

“Registration Application Form” is to be submitted at the first day of the class- i.e., during the period of “Registration Revision” (April 11 - 17), after obtaining the permission of the instructor. You should be sure to bring the “Registration Application Form” with them since they may be requested to present it during class in other situations.

PLEASE MAKE SURE to register for the course via website during the period of “Registration Revision” after submitting a “Registration Application Form”. If you do not complete the registration via website, you may not be given the credits even though you have obtained the permission from the instructor

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

Sample →

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

5.GPA (Grade Point Average) System and Handling of Grade Assessment (“Absent” and “Fail (F)”))

Nagoya University employs a GPA (Grade Point Average) system based on the five-step grade scale: S-A-B-C-F. According to the GPA system, a grade of “F” (Fail) results in 0 points and lowers the GPA; however, a grade of “Absent” is not reflected in the GPA. Therefore, the difference between a grade assessment of “F” and “Absent” is significant as it strongly affects the GPA performance.

In terms of protecting student rights, Nagoya University has introduced a course withdrawal system. For the details, please refer to the latest version of “Liberal Arts and Sciences Course Registration Guide for International Programs Students”.

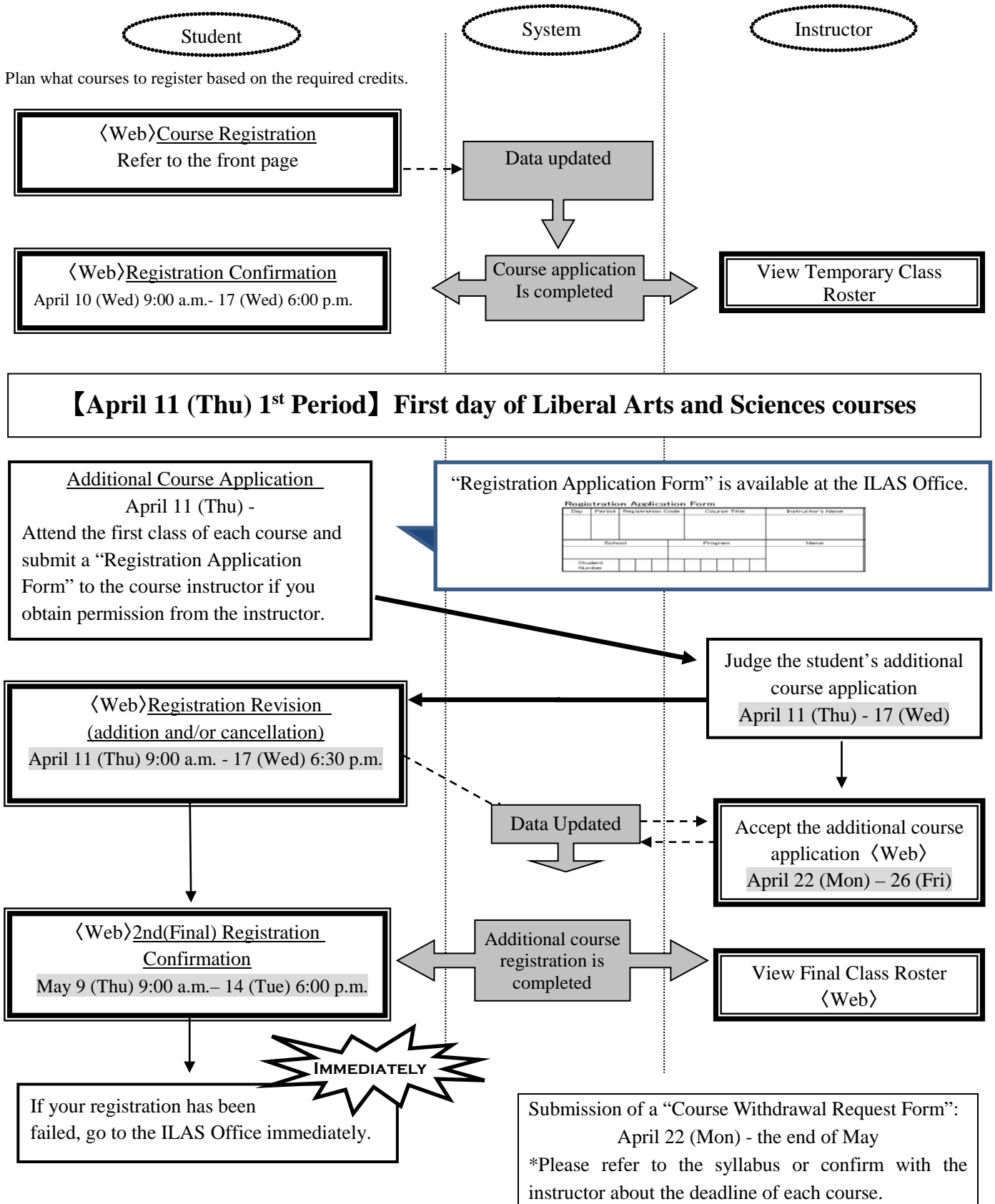
The Notification of Course Withdrawal for Liberal Arts and Sciences courses can be obtained at the ILAS Office. The submission period is from April 22 (Mon) to the end of May in this semester, however, it might vary depending on the courses, so please check a course syllabus or inquire the instructor about that.

6. Contact Information of Senior Instructors for Each Language

Language	Instructor	Contact
German	FUJII	Office: Integrated Research Building for Humanities and Social Sciences , 7F, 710 Phone: 052-789-4796 / Email: tagiru.fujii@nagoya-u.ac.jp
French	OGURISU	Office: Integrated Research Building for Humanities and Social Sciences, 5F, 507 Phone: 052-789-5351 / Email: ogurusu.hitoshi@j.mbox.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	MARUO	Office: Integrated Research Building for Humanities and Social Sciences , 6F, 601 Phone: 052-789-5702 / Email: maruo.makoto@e.mbox.nagoya-u.ac.jp
Spanish	SHIBA	Office: Liberal Arts and Sciences Main Building, North Wing, 4F, Room402 Phone: 052-789-4349 / Email: a-shiba@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.

II. Course Registration Process

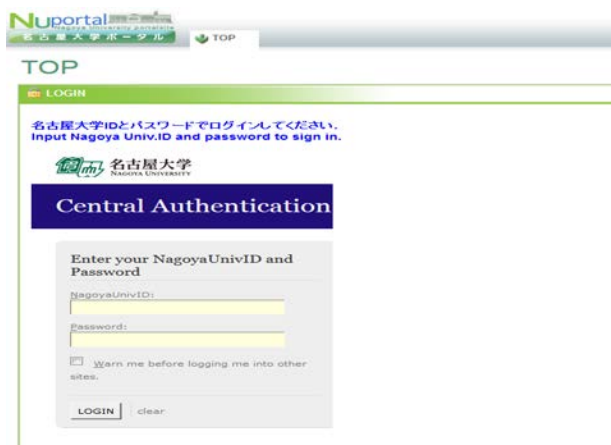


If the course registration has not been completed successfully, the grade will not be given even if you take the course.

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.

※NU Portal will switch over to a new system after May, 2019.

Changes in access procedure etc. will be updated on the top page of the Portal Site.

Nagoya University Class Enrollment Procedure Menu

Confirming enrolled classes and completed courses

[Check enrolled classes](#)

[Check completed courses](#)

Registering class enrollments

1 Register class enrollments

4 Register intensive class enrollments

Register special course enrollments

Correcting class enrollments (additions and/or cancellations)

5 Correct class enrollments

6 Correct intensive class enrollments

Correct special course enrollments

Registering controlled enrollment classes

2 Register first year seminar enrollment

Register English class enrollment

3 Register information literacy enrollment

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 Menus and Applicable Courses

The following table indicates the description of “Class Enrollment Procedure Menus”. 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 (Tue), 9:00 a.m. – March 28 (Thu), 6:00 p.m. April 2 (Tue), 9:00 a.m. – April 3 (Wed), 12:30 p.m. April 4 (Thu), 6:30 p.m. – April 5 (Fri), 11:00 a.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	
	Academic English Advanced 2		
	Specialized Courses for each school (for details, follow the directions of each school)		
② Register First Year Seminar enrollment	First Year Seminar B		
③ Register Information Literacy enrollment	Information Literacy (Humanities and Social Sciences)		
④ Register intensive class enrollments	Special Lecture (Studium Generale II) Special Mathematics Lecture (Statistics)		
⑤ Correct class enrollments	Liberal Arts and Sciences Courses	Integrated Japanese 2, Academic Japanese V, Japanese Language Seminar 2	} ※1 April 11 (Thu), 9:00 a.m. – April 17 (Wed), 6:30 p.m.
		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)		
	Specialized Courses for each school ※2 (for details, follow the directions of each school)		
⑥ Correct intensive class enrollments	Academic Japanese II/IV Business Japanese II/IV ※3		

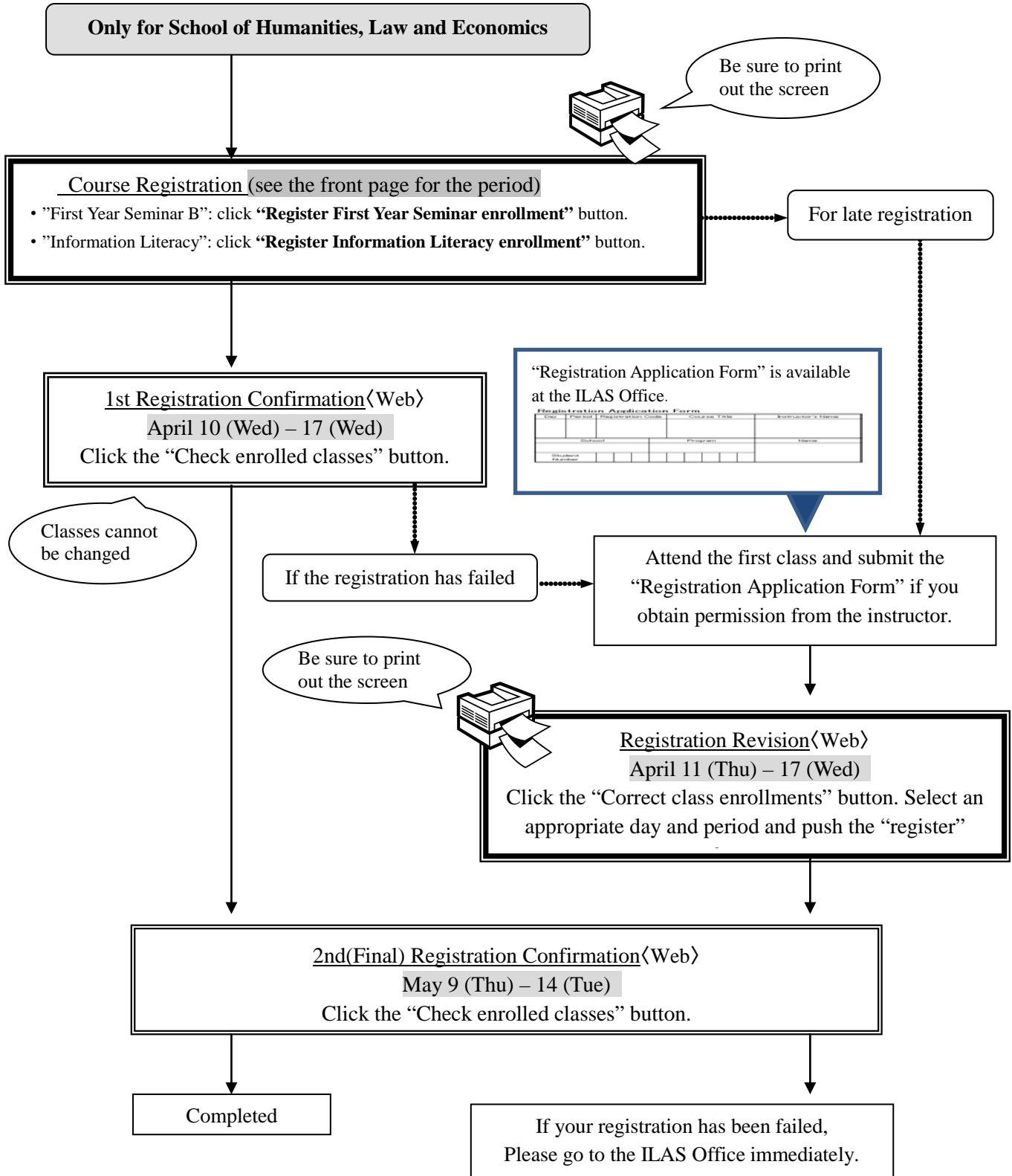
※1 Please submit the “Registration Application Form” if you obtain registration permission from the instructor. Then register for the course via the website.

※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 (Statistics)”, click “Correct intensive class enrollments”.

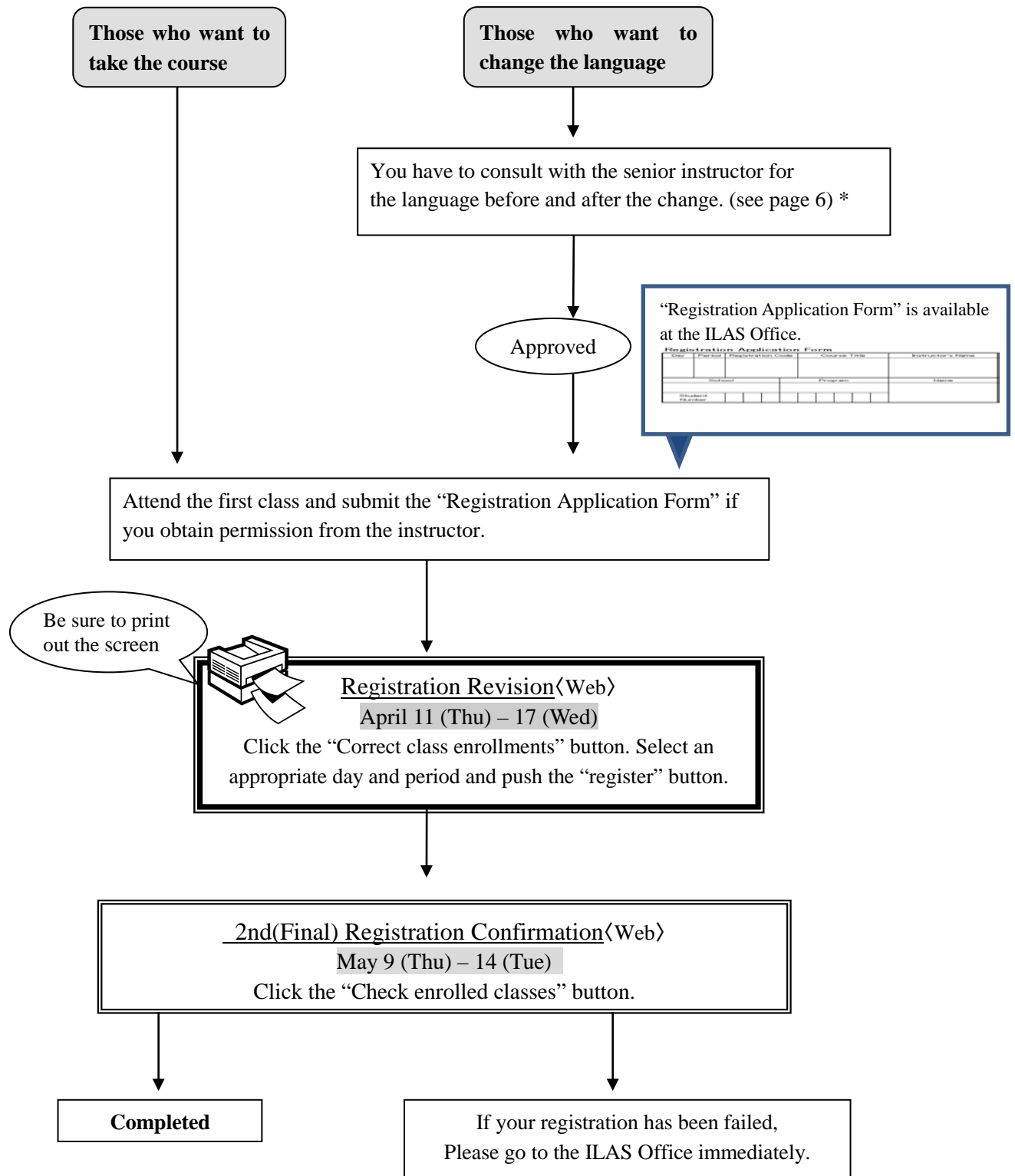
IV. Registration Procedures for Each Course

**Basic General Education Courses: First Year Seminar B (Spring Semester),
Basic Courses in Natural Science: Information Literacy (Humanities and Social Sciences)**



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 (Written Presentation) 1**
 : **Elementary [Russian, Chinese] 1**
 : **Intermediate [German, French, Russian, Chinese, Spanish, Korean] 1**
 : **Advanced [German, French, Spanish, Korean] 1**



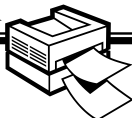
**Basic General Education Courses: Language and Culture I
 “Integrated Japanese 2”, “Japanese Language Seminar 2”
 “Academic Japanese II / IV / V”, “Business Japanese II / IV”**

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

Registration Application Form		Registration Code	Registration Date
Student Name	Student ID		
Department	Program		
Registration Fee			

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 (Thu) – 17 (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.

2nd(Final) Registration Confirmation <Web>
 May 9 (Thu) – 14 (Tue)
 Click the “Check enrolled classes” button.

Completed

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

Open Courses


Those who wish to take the course

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

Registration Application Form				
Class	Period	Registration Code	Course Title	Instructor's Name

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 (Thu) – 17 (Wed)
 Click the “Correct class enrollments” button. Select an appropriate day and period and push the “register” button.

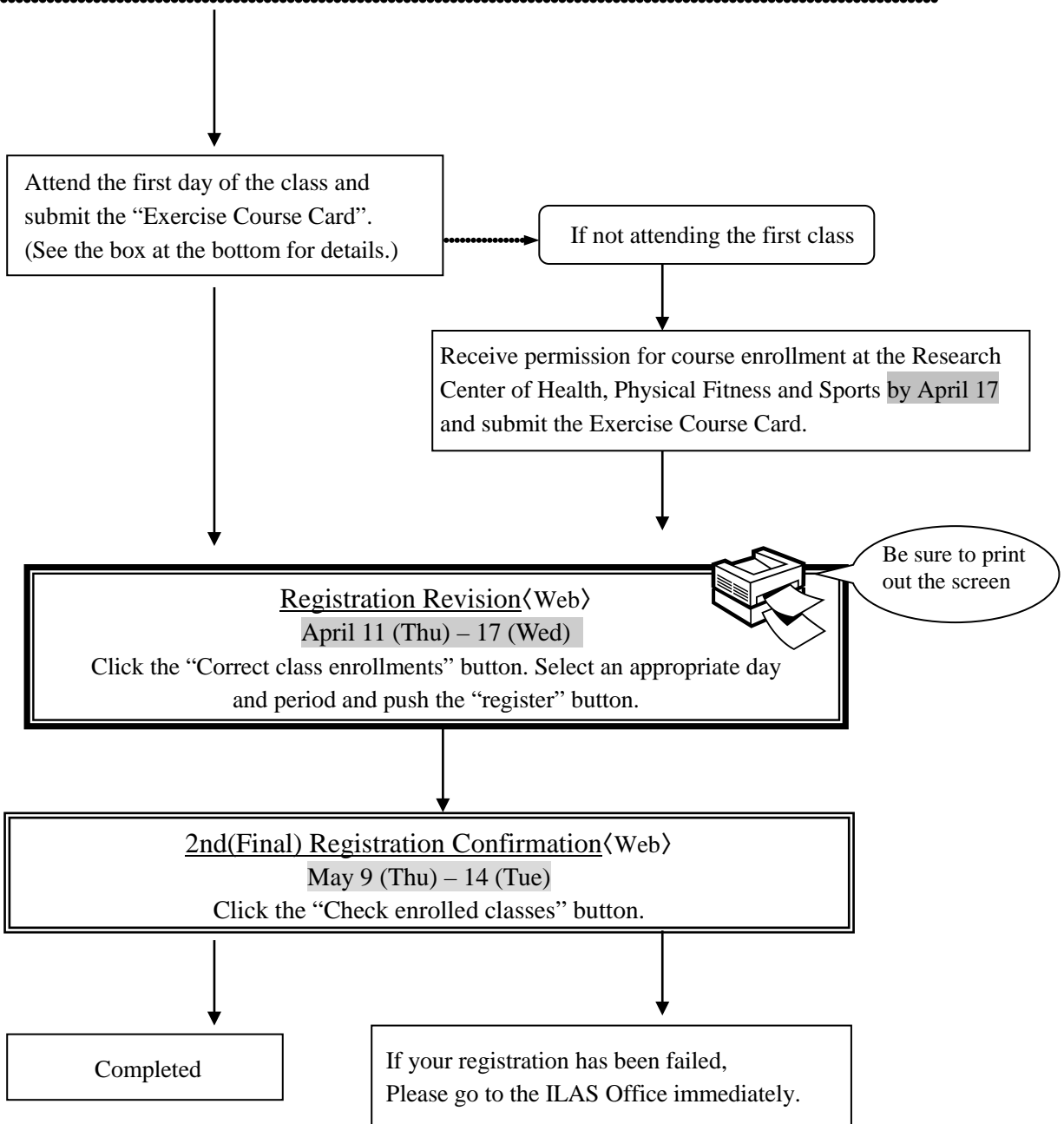
2nd(Final) Registration Confirmation<Web>
 May 9 (Thu) – 14 (Tue)
 Click the “Check enrolled classes” button.

Completed

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

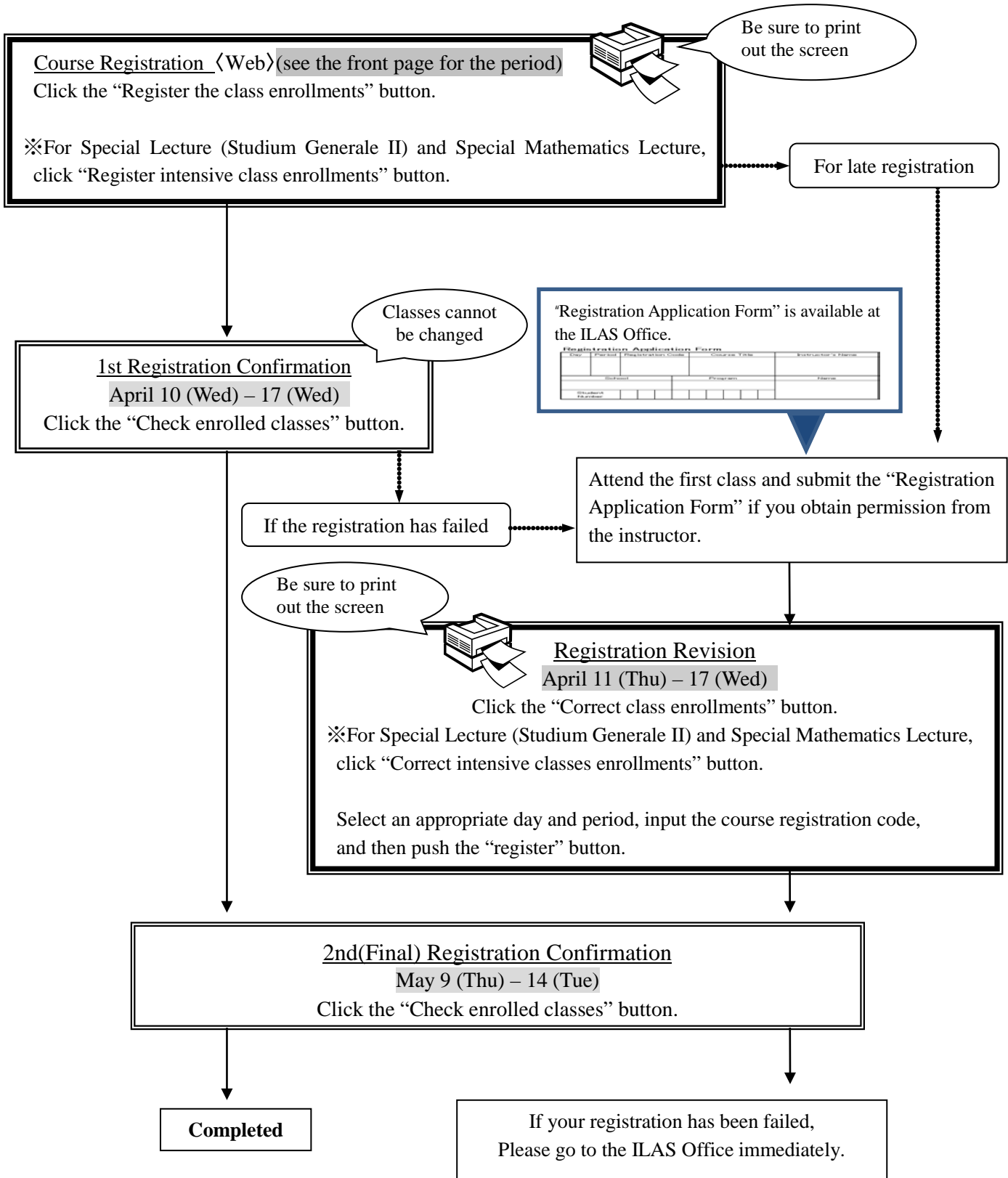
●“Open courses” (registration code: 00*****) and “Specialized courses” have same course title, but their course categories of graduation requirements are different. Please pay attention to the registration code when you do registration.

**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 the semester. Those who wish to take this course should gather on the 2nd 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, write 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) Confirm "Check enrolled classes" via the website whether the course has been registered.
- 5) The course withdrawal system is adopted. The submission deadline of a Notification of Course Withdrawal is **by the end of 4th class.**

- Basic General Education Courses, Language and Culture I: Academic English Advanced 2
- 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.

Period	Contents	How to Confirm
<u>1st Registration Confirmation</u> April 10 (Wed) 9:00 a.m. – April 17 (Wed) 6:00 p.m.	The courses registered via the web before the semester begins	PC connected to the internet* <u>Nagoya University user ID and Password</u> are necessary.
<u>2nd(Final)Registration Confirmation</u> May 9 (Thu) 9:00 a.m. – May 14 (Tue) 6:00 p.m.	All courses including the courses registered from April 11 to 17	

*Access to the NU Portal (<https://portal.nagoya-u.ac.jp/>) and login (p.7) by using your Nagoya University user ID. After logging in, you can confirm the registered courses at "Check enrolled classes".

Notice:

1. The “Check enrolled classes” is computerized web registration. For all registered courses, the “Course Title”, “Instructor’s Name”, and “Number of Credits” are indicated.

2. **You cannot take the courses which are not on the " Check enrolled classes " and you are not eligible to take their examinations.** In addition, even though a course is on the “Check enrolled classes” screen, if the course needs instructor’s permission, you may not take the course nor the examination without the instructor’s permission.

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 Affair Section in your school. For more information, please refer to the “Contact Information for Course Registration” on the backside of cover page.

Even if you find mistakes on your registration just before the final exams, it is too late for adjustment. Be sure to 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” on 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 fixed classes to another classes.**

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

1. Example of the errors (warnings) on the “day” and “period” part	
(a) W-5: Warning! Credits not recognized (Intensive courses)	
Cause of Error	This is a warning that the course "Special Mathematics Lecture" will not be recognized for graduation credits.
Correction Method	It is not necessary to revise the course registration for the course. The class can be taken as is.
2. Examples of errors displayed in the Registration Error section	
(b) E-3: Error related to multiple classes per week (Fri. 3rd period)	
Cause of Error	An error was generated because you did not register for the part of a multiple-class-a-week course held on Friday 4th period ("Introduction to Civil Engineering and Architecture" is 3rd and 4th period on Friday).
Correction Method	It is necessary to add a course for Friday 3rd and 4th period.
(c) No permission due to adjustment (Wed. 3rd period)	
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 the other class to take, obtain permission from the instructor, and make an additional registration.
(d) E-I: No permission to register (Thu. 2nd period)	
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.
(e) E-K: Error in designation (Tue. 4th period)	
Cause of Error	An error was generated since you 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 (c) above.
(f) E-B: Mistaken Class Timetable Code (Day, Period not clear)	
Cause of Error	This is an error because you entered a Registration Code (0025684) that does not exist.
Correction Method	Follow the same correction method as explained in (c) above.

3. Examples

School	Department (course, etc.)	Year of study	Year enrolled	Student number	Name	Academic advisor
School of XX	XXXXX Department	1	2019	0818xxxx	Taro Nigoya	XX XX
Mon.	Tue.	Wed.	Thu.	Fri.	Notes	
1	00621XX Japanese Language Seminar(Communication) I XX XX 2.0 credits			00621XX Japanese Language Seminar(Communication) I XX XX 2.0 credits	E-1: Error related to year of study You cannot take the course in your grade. Registration will be deleted. E-2: Error related to school or department affiliation The School you belong to cannot take this course. Registration will be deleted. E-3: Error related to multiple classes per week	
2	00612XX Linear Algebra I XX XX 2.0 credits			00652XX Health and Sports Science: Lecture XX XX 2.0 credits	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.	
3	00613XX Fundamentals of Biology I XX XX 2.0 credits			00632XX First Year Seminar A XX XX 2.0 credits	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.	
4	00824XX Immigration in Japan - Law, Policy, and Society XX XX 2.0 credits			00643XX Biotechnology XX XX 2.0 credits	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.	
5	00615XX Past and Present of Democracy XX XX 2.0 credits (a) Warning! Credits not recognized			00645XX Calculus I XX XX 2.0 credits	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.	
Intensive courses	00636XX Special Mathematics Lecture (Differential Geometry) XX XX 2.0 credits W-5				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.	
Special Registration					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.	
Error	00133XX Wed. 3 Information Literacy XX XX 2.0 credits due to adjustment	00624XX Tue. 4 Mathematics Tutorial Ia XX XX 2.0 credits E-K	0025684 E-B	00542XX Thu. 2 First Year Seminar B XX XX 2.0 credits E-I		

Registration Application Form

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

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Registration Application Form

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

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Registration Application Form

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

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Registration Application Form

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

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School		Program		Name
Student Number				

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