

Kobe University

Academic Affairs Information System

“URIBO-NET” User’s Manual

(For Students)



Student Affairs Department

Kobe University

Table of Contents

1.	Functions	p.1
2.	Access	p.3
3.	Starting the URIBO-NET	p.5
4.	Leaving the URIBO-NET	p.7
5.	Portal	p.8
6.	Student Portfolio	p.12
7.	Entering Requests	p.13
8.	Class Registration	
8-1 .	Registering Classes	p.19
8-2 .	Cancelling Registration	p.27
9.	Viewing Marks/Grade	p.30
10.	Cancelled Lectures and Supplementary Lectures	p.33
11.	Syllabus	p.34
12.	Bulletin Board	p.37
13.	Questionnaires	p.40

Attachments

Registration Flowchart

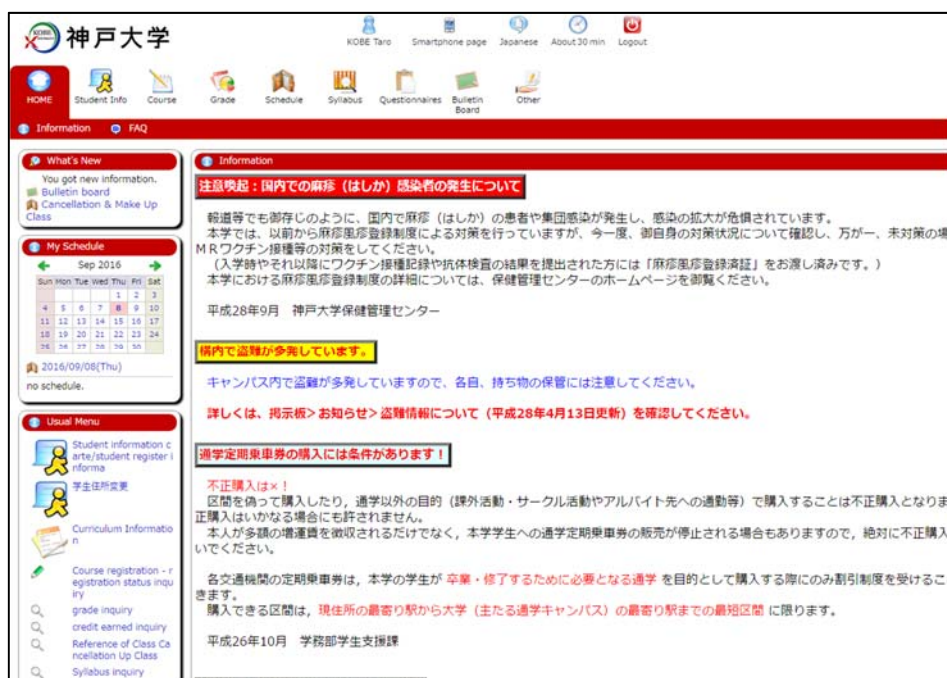
List of Registered Classes (Format for submission)

List of Contacts: Sections in charge of academic/student affairs at respective faculties and
graduate schools

Locations of Student Terminals

1. Functions

The URIBO-NET has the following functions.



Menu	Function
Student Info	Student portfolio / Contact information change
Course	Class portfolio
	Lottery-based Registration / Confirm entries
	Register courses/View registered courses (Download a list of registered classes)
Grade	View course grades / View earned credit points
Schedule	Schedule Management / View cancelled lectures or make-up lectures
Syllabus	Syllabus Reference
Questionnaire	Answer a questionnaire / View Answered a questionnaire
Bulletin Board	Bulletin Board
Other	Web Link Entry Link List

After log-in, the top page appears. The top page shows the Menu and the Bulletin Board in which announcements such as “Message for you” and notices from faculties, graduate schools, the Student Affairs Department or the College of Liberal Arts and Sciences appear.

The Bulletin Board provides emergency news and other important information, so we recommend that you access the top page at least once per day in addition to paying attention to bulletin boards on campus.



Attention!

When you access the URIBO-NET for the first time in every semester, the following screen will appear, asking to confirm your contact information.

If all information is correct, click on no change.

If you need to make any change to the address shown on the screen, contact the department in charge of academic/student affairs (hereinafter referred to as the “academic/student affairs section”) at your faculty or graduate school.

 **学生住所変更**

Please enter the information you wish to change and click the update button.
Items showing “※” are mandatory.

▼ **Student Contact Information**

所属	人文学科	学籍番号	1600000
氏名	神戸 太郎	学年	Year 1
郵便番号	657-0011	都道府県	
市区町村	神戸市灘区鶴甲		
町名・番地など			
アパートなど			
電話番号	(Single-byte Characters) Hyphen Allowed	区分	-- ▼
携帯電話番号	※(Single-byte Characters) Hyphen Allowed		
E-MAIL 1	(Single-byte Characters)		
E-MAIL 2	(Single-byte Characters)		
E-MAIL (mobile phone)	(Single-byte Characters)		

Register Clear

2. Access

1) Accessibility

You can access the URIBO-NET on and off campus.

2) Terminals

You can access the URIBO-NET through a computer connected to the Kobe University LAN or Internet and smartphone.

3) URL

<https://kym-web.ofc.kobe-u.ac.jp/campusweb/>

- Visit the Kobe University official website and click on the “URIBO Portal” banner to go to the “URIBO Portal for Students.” Then, click on the Kobe University Academic Affairs Information System URIBO-NET icon, to access the URIBO-NET.
- You use a Student Terminal on campus managed by the Information Science and Technology Center (see the back cover of this manual). Double-click on the Academic Affairs Information System icon on the desktop, to access the URIBO-NET.

4) Account (Login ID and password)

You need to open your URIBO-NET account to be issued by the Information Science and Technology Center.

5) Browser compatibility and setting

The following browsers support the URIBO-NET. The use of any browsers other than those designated below could possibly cause operational faults.

<Recommended browsers for Windows>

Internet Explorer 11.0 ~

FireFox 36.0 ~

Google Chrome 41.0 ~

<Recommended browser for Mac>

Safari 8.0 ~

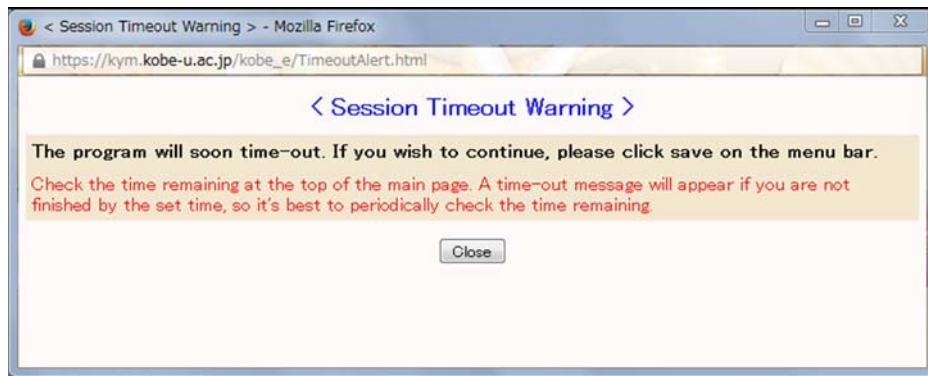
* Operational faults could occur if you use a privately customized browser.

6) Session timeout

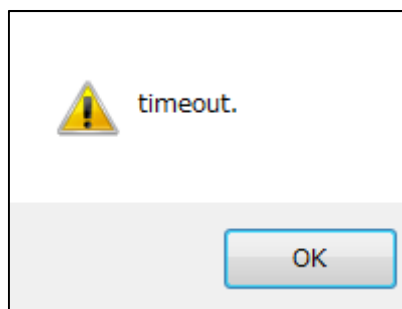
The URIBO-NET protects your information through encryption technology that makes your inputs confidential. Due to this protection function, your session will automatically expire after 15 minutes of continual idle time without any activity (no clicks on the “Register” tab, for instance). After such session timeout, it is necessary to log in again.

* Even if your session expires, your registration or request entries that have been completed before the expiration are supposed to remain effective. However, please log in again and confirm the status of your registration or request entries.

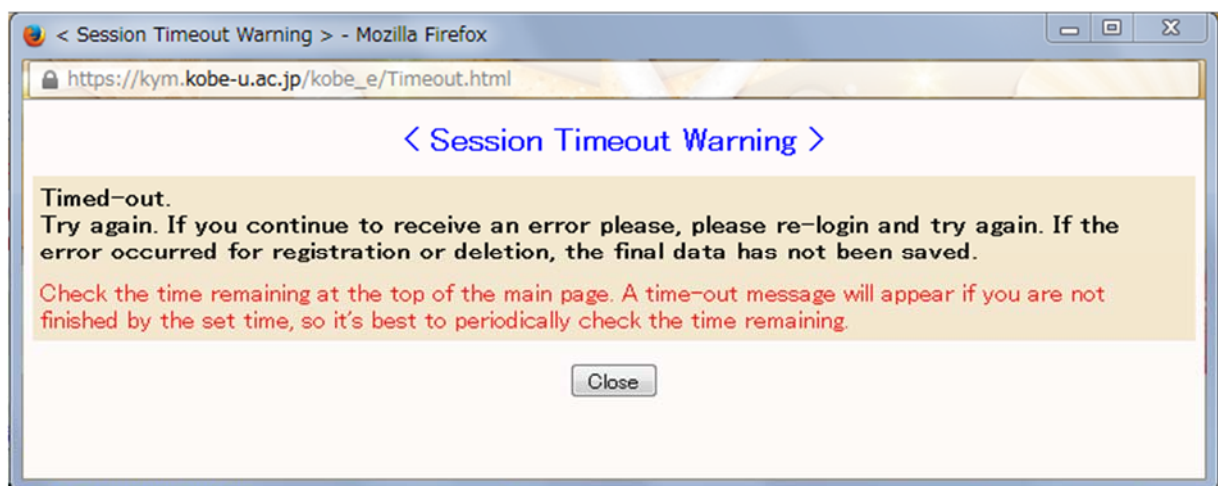
- (1) The following “Session Timeout Warning” appears when your remaining time (of non-activity) reaches and falls below 5 minutes.



- (2) Your session will automatically expire about 5 minutes after the “Warning” appears, if no activity occurs.



- (3) If you click on **OK**, the timeout message will appear.



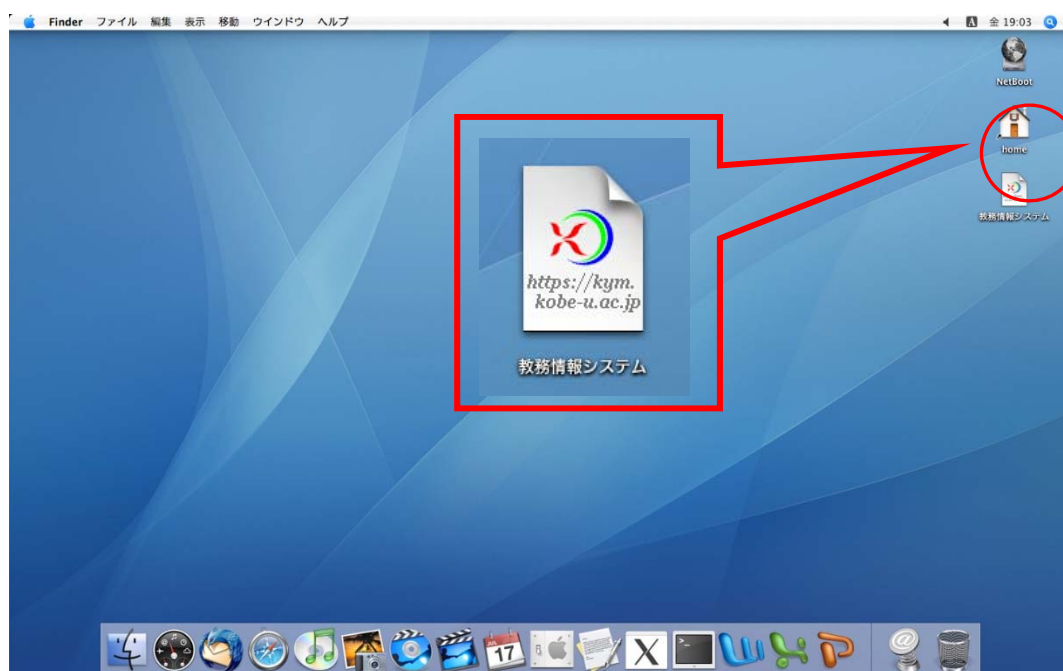
3. Starting the URIBO-NET

You can access the URIBO-NET through the following procedure.

[From a Student Terminal]

(1) Start up a Student Terminal.

* For details about the operation of a Student Terminal, please visit the Information Science and Technology Center website and see the “Student Terminal” page.



(2) Double-click on the “Academic Affairs Information System” icon on the desktop.

[From your computer]

(1) Start up a web browser.

(2) There are two methods to access the login page of the URIBO-NET;

1) Enter the following URL directly into the location bar on a web browser.

<https://kym-web.ofc.kobe-u.ac.jp/campusweb/>

2) Go to the Kobe University official website (<http://www.kobe-u.ac.jp/>) and click on the “URIBO Portal for Students” icon. Then, your computer will be connected to the Kobe University Academic Affairs Information System URIBO-NET.

(3) The dialog box for login appears.

神戸大学シングルサインオン(KNOSSOS)用ログインページ Kaiser2016

ログアウト (Logout)

- ログインIDは、半角英数字で入力してください。
- Use lowercase letters and digits for your login ID.

ログインID (Login ID):

パスワード (Password):

KNOSSOSを経由して対象システムに

(Login to the target system via KNOSSOS)

神戸大学シングルサインオンシステム(KNOSSOS)用ログインページようこそ。
Welcome to login page of KNOSSOS (Kobe university's Single Sign-On System).

IDやパスワードを入力する前に、以下を確認し、コピーされた偽サイトではなく、神戸大学の本物のログインページであることを確認してからログインしてください。

- ・アドレスバーが緑色等で表示され、安全な接続が確立されていること。
- ・緑色等の部分をクリックし、当ページの所有情報が神戸大学であること。

Confirm the followings before entering your ID and password.

- The address bar of your Web browser is shown in green, and the secure connection is established.
- Click the green part and confirm the page is owned by Kobe University (JP).

注意事項 (Remarks)

- 情報基盤センターが発行した アカウントのログインIDとログインID用パスワードでログインしてください。
- idp.center.kobe-u.ac.jpに対してCookieを有効にしてください。
- 上のフォームからKNOSSOSに一度ログインすれば、対象システム(下記参照)に個々にログインすることなくご利用できます。
- KNOSSOS からログアウトしたい場合は、このページ右上の「ログアウト」をクリックしてください。

Please login with Login ID and its Password of your account issued by [Information Science and Technology Center](#).

Please enable Cookies for idp.center.kobe-u.ac.jp.

Once you logged in KNOSSOS from the above form, you can use target systems (listed below) without login them separately.

Please click "Logout" shown at the top-right of this page to logout from KNOSSOS.

KNOSSOSの対象システム (Target Systems of KNOSSOS)

- 附属図書館MyLibrary
 - KNOSSOS からログインできない場合は、[附属図書館ホームページ](#)から 各サービスへログインしてください。
 - Please login to each service via [Library's home page](#) if you can not login from KNOSSOS.
- 全学ソフトウェアライセンス
 - お問い合わせは[こちら](#)から。
 - [Contact us](#).

神戸大学 [情報基盤センター](#)

1) Enter your user I.D.

User I.D. is your student I.D. number.

2) Enter your password.

If you forget your password or have not received your account (through a written notice), contact the Information Science and Technology Center ([Tel: 078-803-5377](tel:078-803-5377)).



If you applied for re-issuance of your URIBO-NET account, your sign-in is not accepted until the re-issuance procedure is completed. While the application is pending, you may not sign in even during the designated registration period.

* A lost account is your fault, possibly resulting in that you cannot register a class.

Ensure that you always keep your account confidential and effective.

4. Leaving the URIBO-NET

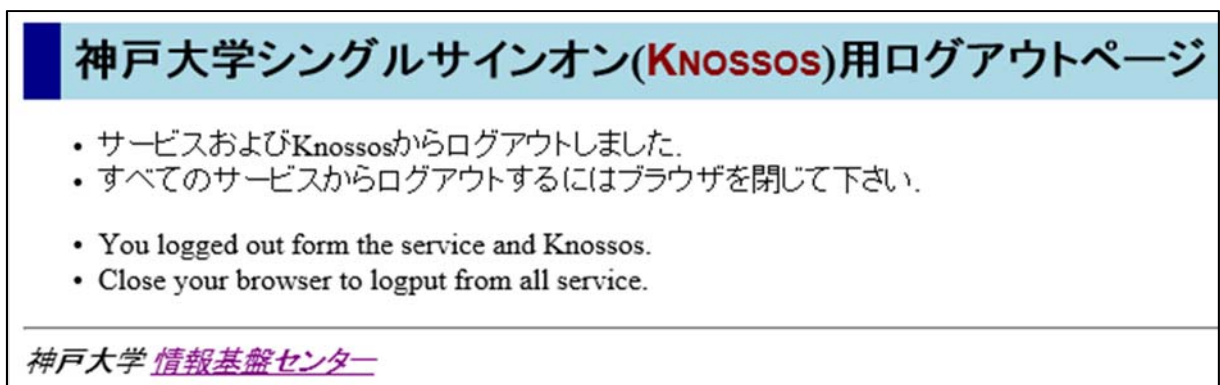
(1) You must always click on the Logout tab when you leave the URIBO-NET.



(2) Clicking on the Logout tab will display a dialog box that says “Logout completed” and asks you to close your web browser. Click on **Close Browser** to leave the URIBO-NET.

* You must always log out when you leave your computer (terminal). Leaving your computer without completing your logout could invite the risk that your confidential information including your marks/grade might be stolen or that your inputs (for class registration) might be altered by someone.

The logout screen looks like this:



5. Portal

The screen displayed on the left side is portlet. These are always displayed.

神戸大学

KOBE Taro Smartphone page Japanese About 30 min Portal setup Logout

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

Bulletin board

What's New
No data available for display.

My Schedule
Sep 2016
Sun Mon Tue Wed Thu Fri Sat
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
2016/09/05(Mon)
no schedule.

Usual Menu
Student information c arte/student register i nforma
学生住所変更
Course registration - r egistration status inqu iry
grade inquiry
credit earned inquiry
Reference of Class Ca ncellation Up Class
Syllabus inquiry
Answer screen
Bulletin board

Link
Collection of links(test)
KOBE univ.
MylinkEdit

Bulletin board

List of Unread Notices
0 notices are unread [Update](#)
● For details, click on title.

Date Notice is Posted	Title	Reply Unopened	Genre	Sophia University	Name	Notice Period
no data found						

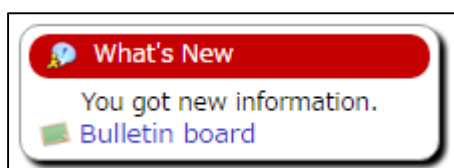
List of Genres
● For details, click on genres.

Genre	Number of Notices
Class Bulletin Board	-
授業	0
Announcement Bulletin Board	-
学生呼び出し/お知らせ	0 (0 Unread)
行事案内	0
お知らせ	0
緊急連絡	0

[Search Notice Data](#)

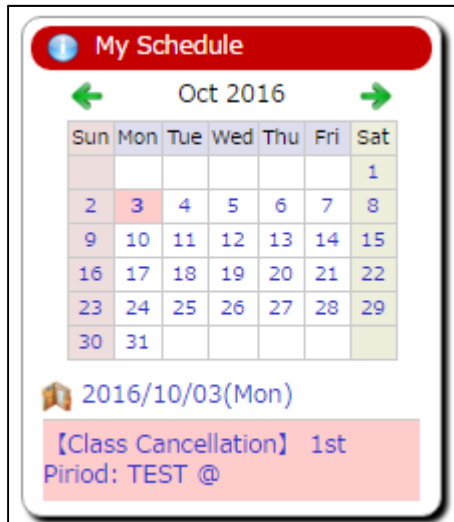
(1) What's New

- 1) New Information such as bulletin board, questionnaires, cancelled classes is displayed. These are displayed when you click a link.



(2) My Schedule

- 1) Plans for class or cancelled class of the date are displayed when you choose the date of the calendar.

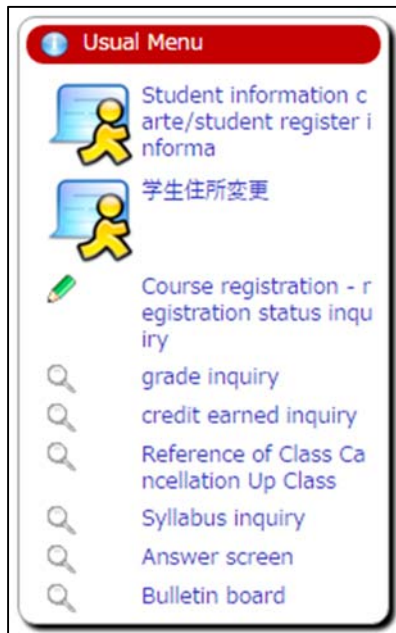


- 2) The month of the calendar is switched when you click “←” “→” on the calendar.
- 3) Detail of the schedule is displayed when you click the date under the calendar.



(3) Usual Menu

1) Usual menu which administrator set is displayed.



2) These are displayed when you click items.

(4) Link

1) Link which administrator set is displayed.



2) You can register a links just for yourself when you click “MylinkEdit”.



3) Registration page is displayed when you click “Add Link”.

Web Link Entry Link List	
Link name (Japanese notation)	: Google
English notation	: Google
URL	: http://www.google.com
Registration Clear	

4) When you input the information of the page that you want to register and click “Registration”, it is registered.

Link
My Link Google
Collection of links(test) KOBE univ.
MylinkEdit

6. Student Portfolio

Clicking on “**Student Portfolio**” on the Menu will enable you to access registered student information on you.

If you click on any of the tabs appearing at the upper part of the screen, which include “Enrollment Status,” “Student’s Personal Information,” “Contact Information,” “Change of Status,” “Awards/Extracurricular Activities,” “International Student Information” (only for international students), “Course Registration Status,” “Course Grades,” “Scholarship” (only for recipients), “Tuition Fee Exemption” (only for applicants) or “Student Insurance” (only for the insured), you can access registered information concerning these items.

[Student Portfolio / Enrollment Status]

学生基本情報			
Student ID No.	1600000	学生氏名	神戸 太郎
学生氏名(カナ)	コウベ タロウ	学生氏名(英字)	KOBE Taro
所属	LettersHumanities	Year	1Grade
現況区分	在学中	学生身分	学部学生 (豊)
生年月日	2000年1月1日	性別	M

If you need to make any change to the information shown on the screen, contact the academic/student affairs section at your faculty (graduate school).

7. Entering Requests

1) Requests Entry Page

If you click on **“Lottery-based Registration”** in the Menu, the following screen will appear, where you can start the operation to register your requests.

抽選登録/抽選カテゴリ選択				
Academic Year	2016Academic Year	Term	3rd quarter	
Faculty/Department	LettersHumanities	Year	1Grade (2016年度入学)	
Student ID No.	1600000	student name	神戸 太郎	
●抽選申込内容を確認したいカテゴリを選択してください。				
回数	学期	抽選カテゴリ	申込期間	備考
1	3rd quarter	基礎教養科目 (全学共通授業科目)	2016/08/29 00:00:00～ 2016/09/23 17:00:00	

2) Entering a request

- (1) Select and click on your target subject shown in the “Lottery category” column, and a list of options will appear.

(* The following screen won’t appear when it is outside the designated requests entry period.)

抽選登録/抽選グループ選択			
Academic Year	2016Academic Year	Term	3rd quarter
Faculty/Department	LettersHumanities	Year	1Grade (2016年度入学)
Student ID No.	1600000	student name	神戸 太郎
●正規履修申込をするグループを選択してください。			
抽選カテゴリ: 基礎教養科目 (全学共通授業科目) 1回目			
抽選科目グループ	注意事項	取消	
月曜/1限	表示されるすべての授業科目に希望順位を附してください。		
登録済みの一覧は 抽選申込内容確認から参照できます。			



For details, please read the “How to Register Classes” on the “Classes/Registration” page in the URIBO Portal for Students.

- (2) If you choose and click on any item shown in the Options column, a list of available classes will appear.

* If your desired class does not appear on this list, it means that particular class is not available.

抽選登録／抽選科目一覧（希望順位入力）					
Academic Year	2016Academic Year		Term	3rd quarter	
Faculty/Department	LettersHumanities		Year	1Grade (2016年度入学)	
Student ID No.	1600000		student name	神戸 太郎	
●抽選科目の希望順位を入力してください。					
抽選カテゴリ：基礎教養科目（全学共通授業科目） 1回目 抽選グループ：月曜/1限 （すべての授業科目に希望順位を附してください。）					
希望順位	Registration Code	開講区分	開講科目名	主担当教員	Day・Class period
	2G011	第3クォーター	法学 A	*****	月1
	2G017	第3クォーター	社会学	*****	月1
	2G019	第3クォーター	地理学	*****	月1
	2G021	第3クォーター	生物学 A	*****	月1
確 認 ク リ ア					

- (3) After completing your inputs, click on **Confirm**. Then, your request (priority order) will be shown on the screen, asking you to confirm the information. If the priority order shown on the screen is correct, click on **Register**.

If you need to change the priority order shown on the screen, click on **Return to input pref. order**, to make the necessary correction.

抽選登録／抽選科目 希望順位入力結果確認					
Academic Year	2016Academic Year		Term	3rd quarter	
Faculty/Department	LettersHumanities		Year	1Grade (2016年度入学)	
Student ID No.	1600000		student name	神戸 太郎	
●希望順位に入力の間違いがなければ登録してください。誤りがあれば希望順位入力画面に戻って修正してください。					
抽選カテゴリ：基礎教養科目（全学共通授業科目） 1回目 抽選グループ：月曜/1限 （すべての授業科目に希望順位を附してください。）					
希望順位	Registration Code	開講区分	Course Title	主担当教員	Day・Class period
1	2G011	第3クォーター	法学 A	*****	月1
2	2G017	第3クォーター	社会学	*****	月1
3	2G019	第3クォーター	地理学	*****	月1
4	2G021	第3クォーター	生物学 A	*****	月1
登 録 希望順位入力画面に戻る					

- (4) If there is no technical error with your setting of priority order, the following screen will appear, saying “Entry Completed.”

抽選登録/抽選科目 登録完了			
Academic Year	2016Academic Year	Term	3rd quarter
Faculty/Department	LettersHumanities	Year	1Grade (2016年度入学)
Student ID No.	1600000	student name	神戸 太郎

以下の科目の申込みが完了しました。

抽選カテゴリ：基礎教養科目（全学共通授業科目） 1回目
抽選グループ：月曜/1限

希望順位	Registration Code	開講区分	Course Title	主担当教員	Day・Class period
1	2G011	第3クォーター	法学A	*****	月1
2	2G017	第3クォーター	社会学	*****	月1
3	2G019	第3クォーター	地理学	*****	月1
4	2G021	第3クォーター	生物学A	*****	月1

抽選グループ選択画面に戻る。（別の抽選科目を申し込む）

- * If you desire to continue the requests entry operation (either for faculty-designated classes or for classes not designated by your faculty), return to the page showing options, and repeat the above operations (2) to (5).

[In the case that there is a technical error with your setting of priority order...]

If the “Error” message appears, find what was wrong, and return to the Priority Order Setting Page, and redo your setting.

☆Error example

抽選登録/抽選科目 登録エラー確認			
Academic Year	2016Academic Year	Term	3rd quarter
Faculty/Department	LettersHumanities	Year	1Grade (2016年度入学)
Student ID No.	1600000	student name	神戸 太郎

**登録内容に誤りがあるため登録できません。
エラー内容を確認して登録をやり直してください。**

抽選カテゴリ：基礎教養科目（全学共通授業科目） 1回目
抽選グループ：月曜/1限

希望順位	Registration Code	開講区分	開講科目名	エラー内容
1	2G011	第3クォーター	法学A	
2	2G017	第3クォーター	社会学	
3	2G019	第3クォーター	地理学	
5	2G021	第3クォーター	生物学A	希望順位に誤りがあります。

希望順位入力画面に戻る。

3) Confirming your entries

- (1) Clicking on “**Confirm entries**” will enable you to view the status of your entries on the screen.

抽選申込内容確認/抽選カテゴリ選択				
Academic Year	2016Academic Year	Term	3rd quarter	
Faculty/Department	LettersHumanities	Year	1Grade (2016年度入学)	
Student ID No.	1600000	student name	神戸 太郎	
●抽選申込内容を確認したいカテゴリを選択してください。				
回数	学期	抽選カテゴリ	申込期間	備考
1	3rd quarter	基礎教養科目 (全学共通授業科目)	2016/08/29 00:00:00～ 2016/09/23 17:00:00	

- (2) If you click on an item shown in the “Lottery category” column, the status of your entries for each timetable slot will appear.

抽選申込内容確認/抽選申込内容確認					
Academic Year	2016Academic Year	Term	3rd quarter		
所属	LettersHumanities	年次	1Grade (2016年度入学)		
Student ID No.	1600000	氏名	神戸 太郎		
●以下の申込を受け付けました。					
抽選カテゴリ： 基礎教養科目 (全学共通授業科目) 1回目 抽選グループ： 月曜/1限					
希望順位	Registration Code	開講区分	開講科目名	主担当教員	Day・Class period
1	2G011	第3クォーター	法学A	*****	月1
2	2G017	第3クォーター	社会学	*****	月1
3	2G019	第3クォーター	地理学	*****	月1
4	2G021	第3クォーター	生物学A	*****	月1
抽選カテゴリ選択画面へ戻る。(別のカテゴリの登録内容を確認する。)					

4) Canceling applications

You can cancel your application through the following procedure.

- (1) If you click on “**Lottery-based Registration**” in the Menu, the following screen will appear, where you can start the operation to register your requests.

抽選登録/抽選カテゴリ選択				
Academic Year	2016Academic Year	Term	3rd quarter	
Faculty/Department	LettersHumanities	Year	1Grade (2016年度入学)	
Student ID No.	1600000	student name	神戸 太郎	
●抽選申込内容を確認したいカテゴリを選択してください。				
回数	学期	抽選カテゴリ	申込期間	備考
1	3rd quarter	基礎教養科目 (全学共通授業科目)	2016/08/29 00:00:00～ 2016/09/23 17:00:00	

- (2) Select and click on your target subject shown in the “Lottery category” column, and a list of options will appear. Click on **Cancel application** if you want to cancel the application.

抽選登録/抽選グループ選択			
Academic Year	2016Academic Year	Term	3rd quarter
Faculty/Department	LettersHumanities	Year	1Grade (2016年度入学)
Student ID No.	1600000	student name	神戸 太郎

●正規履修申込をするグループを選択してください。
 抽選カテゴリ：基礎教養科目（全学共通授業科目） 1回目

抽選科目グループ	注意事項	取消
月曜/1限	表示されるすべての授業科目に希望順位を附してください。	申込取消

登録済みの一覧は 抽選申込内容確認から参照できます。

You may change your registration unless the designated registration period expires. However, you must finalize your registration by the end of that period. If you are going to change your registration, you must begin with “Cancellation”, and then redo “registration.”

5) Accessing registration results (your registered classes)

You can access registration results through the following methods.

- (1) View the “Register courses/View registered courses” page (See page 16.)

* This page shows your registered classes that have been assigned after all student’s requests are processed and adjusted.

- (2) Bulletin Board (Official noticeboard managed by each faculty)

* For registration results on liberal education classes made available to all students, see the Register courses/View registered courses” page ((1) above).

To see registration results on specialized education classes offered by your faculty, contact the academic/student affairs section at your faculty.

 Attention!**Classes for Preliminary Registration**

The following classes are subject to Kobe University’s preliminary registration process which precedes students’ online registration.

- Pre-assigned foreign language class that all students are required to take and pre-assigned classes on certain general subjects
- Classes that have been assigned after students’ requests were processed and adjusted
- Classes for which special permission is required (including a class to be re-registered as well as a faculty-designated specialized education class to be taken by another faculty’s (graduate school’s) student with permission of the teacher in charge through the submission of a permission card)
- Other classes that require students to ask their faculty (graduate school) to make a preliminary registration.

* The above-mentioned classes cannot be deleted from the class registration page.

8. Class Registration

8-1 Registering Classes

1) Registering your contact information on the screen

Register your contact information at the beginning of each year and semester.

Course registration

Please enter the information you wish to change and click the update button.
Items showing “※” are mandatory.

Student Contact Information

所属	人文学科	学籍番号	1600000
氏名	神戸 太郎	学年	Year 1
郵便番号	657-0011	都道府県	兵庫県
市区町村	神戸市灘区鶴甲		
町名・番地など			
アパートなど			
電話番号	(Single-byte Characters) Hyphen Allowed		区分
携帯電話番号	※ (Single-byte Characters) Hyphen Allowed		
E-MAIL 1	(Single-byte Characters)		
E-MAIL 2	(Single-byte Characters)		
E-MAIL (mobile phone)	(Single-byte Characters)		

Register No Change Clear

We use your personal information (registered in the URIBO-NET system) only when we need to contact you urgently. It should be noted that your class registration won’t be finalized unless you register your contact information.

Attention!

When the following screen appears, it means that a problem is impeding the preliminary registration process (required for certain classes including those requiring special permission).

Course registration

Academic Year	2016Academic Year	Term	第2クォーター
Course Name	Letters/Humanities	Year level	1Grade
Student ID No.	*****	Name	*****

**以下の科目を事前に受講許可しようとしたが出来ませんでした。
WEB履修登録を行う前に窓口に来て問題を解決してください。**

曜時	Registration Code	開講科目名	担当教員
Fri 2Period	1L491	芸術学特殊講義 (b)	*****

履修登録・登録状況照会画面へ進む (上記エラーを窓口で解決しないと履修登録はできません)
ログイン画面に戻る

Your class registration won’t be finalized unless you solve this problem.

Contact the academic/student affairs section at your faculty (graduate school) (or the person who received your permission card) and follow their instructions.

2) “Course Registration” page

If you click on the “Register Courses/View Registered Courses” tab, the following screen (Figure 1) will appear, enabling you to register classes.

Figure 1

Course registration							
Name				Student ID No.	*****		
Course Name	Letters/Humanities			Year level	1Grade		
Academic Year + Term	2016Academic Year 3rd quarter			No. of items			
Telephone number(home)		Telephone number(cell)		email address			
Course registration period	2016/10/17	Course cancellation period		Passed the cancellation period			
1st quarter 2nd quarter 3rd quarter 4th quarter Register for Intensive Classes							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1Period	Unregistered	Unregistered	Unregistered	Unregistered	Unregistered	Unregistered	Unregistered
2Period	2G226 English Literacy B1 *****	Unregistered	Unregistered	Unregistered	Unregistered	Unregistered	Unregistered
3Period	Unregistered	Unregistered	2G200 English Communication B1 *****	Unregistered	Unregistered	Unregistered	Unregistered
4Period	Unregistered	Unregistered	Unregistered	Unregistered	Unregistered	Unregistered	Unregistered
5Period	Unregistered	Unregistered	Unregistered	Unregistered	Unregistered	Unregistered	Unregistered
6Period	Unregistered	Unregistered	Unregistered	Unregistered	Unregistered	Unregistered	Unregistered
7Period	Unregistered	Unregistered	Unregistered	Unregistered	Unregistered	Unregistered	Unregistered
Intensive Classes (Includes courses not displayed in the list above.)				Register for Intensive Classes		One semester course Two semester course Cancelled course	
Day	Class period	Registration Code	Course Title	Instructor			
Unregistered							

If you click on the  icon, you can view the syllabus of the class concerned.



Before you finalize your registration, you must prepare a list of your registered classes (Use the attached form) and confirm consistency between the list and your inputs on the Class Registration page.

3) Registering your schedule (Course registration)

(1) Click on the “Unregistered” tab on the Class Registration page (See Figure 2).

A dialog box (titled “Register courses/View Registered Courses”) will appear, asking you to register a class in your schedule (Figure 3).

Figure 2

	1st quarter	2nd quarter	3rd quarter	4th quarter
	Monday	Tuesday	Wednesday	
1Period	Unregistered	Unregistered	Unregistered	
2Period	2G226 English Literacy B1 *****	Unregistered	Unregistered	

(2) Enter a Timetable slot code that applies and click on **Register**.

Figure 3

Course registration

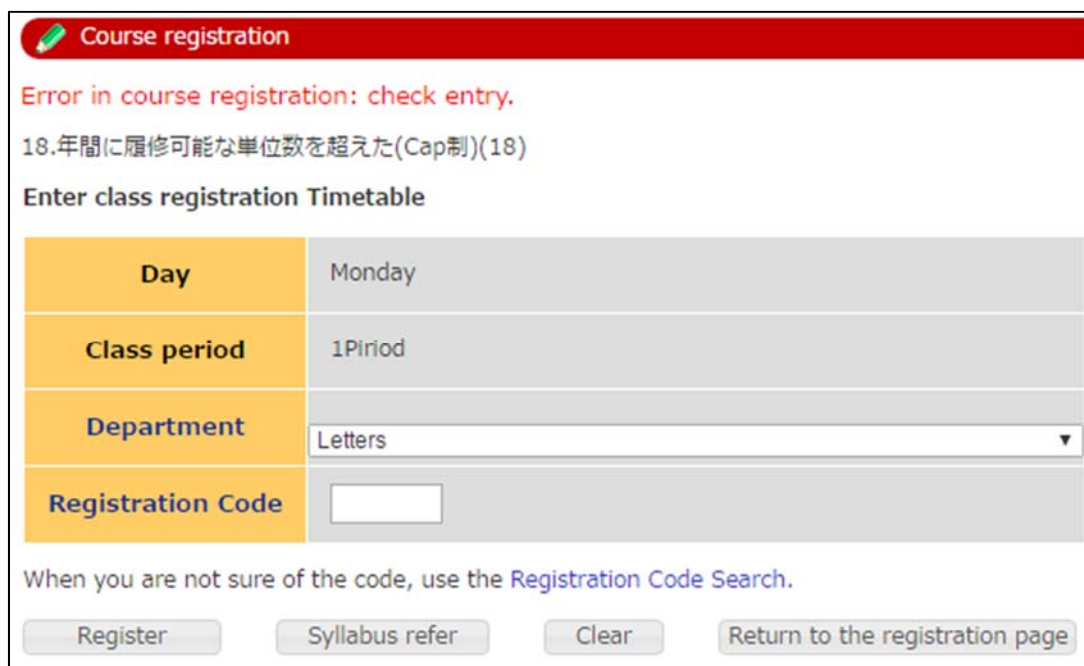
Enter class registration Timetable

Day	Monday
Class period	1Period
Department	Letters
Registration Code	

When you are not sure of the code, use the [Registration Code Search](#).

If there is no technical error with your input, your input will be reflected in your schedule or in the “Intensive course, etc.” section.

[In the case that there is a technical effort with your input...]



Course registration

Error in course registration: check entry.

18.年間に履修可能な単位数を超えた(Cap制)(18)

Enter class registration Timetable

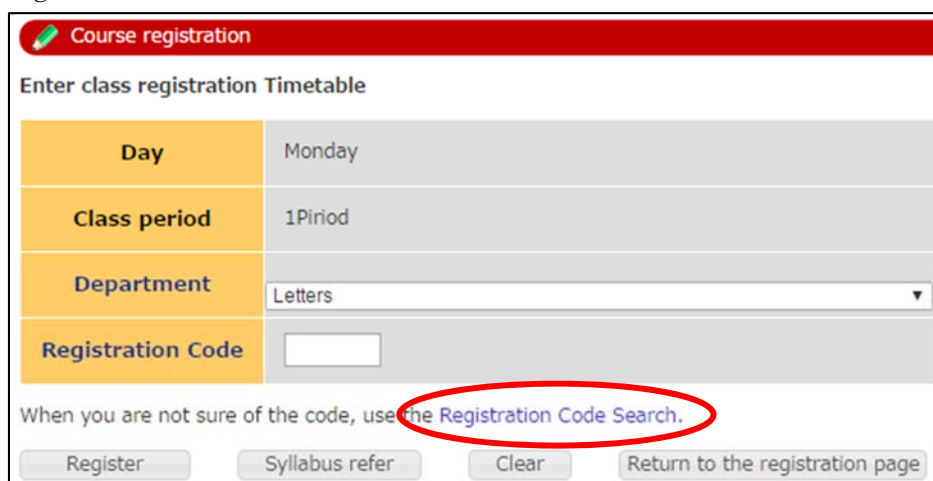
Day	Monday
Class period	1Period
Department	Letters
Registration Code	

When you are not sure of the code, use the [Registration Code Search](#).

- (3) If you don't know an appropriate timetable slot code, click on “Timetable Slot Code Search.” on the schedule registration page (titled “Register courses/View registered courses <Enter timetable>”) (Figure 4).

Then, the search conditions entry screen will appear (Figure 5).

Figure 4



Course registration

Enter class registration Timetable

Day	Monday
Class period	1Period
Department	Letters
Registration Code	

When you are not sure of the code, use the [Registration Code Search](#).

- (4) Enter search conditions and click on **Begin Search**, and a list of classes that apply will appear. Choose and click on your desired class, and its timetable slot code will be reflected on the schedule registration page (titled “Register courses/View registered courses <Enter timetable>”) shown in Figure 3. Then, click on **Register**.

Figure 5

Course registration/Conditioned Entry

If Registration Code is unknown, search by conditions below

Academic Year : 2016

Faculty/Department : Letters

Term : 3rd quarter

semester offered : not specified

Instructor : ※Left Truncation

Year : 1

Day : Monday

Class period : 1st Period

search results : 100 results

Search Clear

Figure 6

Course registration/Search Results

Shows search results from 1 results to 1 results (total of 1 results)

Search results : << previous page 1 next page >>

No.	Term	semester offered	Date/Time	Registration Code	Course Title	instructor
1	3Q	3Q	Mon1	3Z001	TEST	テスト

Search results : << previous page 1 next page >>

search results : 100 results Show Results

- (5) When you wish to register an intensive course, click on “Register for intensive classes” outside the timetable frame (Figure 7).

The registration period and method for registering an intensive course or other special program might differ among faculties or programs. Pay attention to notices.

*If you already have a biweekly class registered in your schedule, finalize your registration through this page.

Figure 7

Course registration

Name				Student ID No.	*****
Course Name	LettersHumanities			Year level	1Grade
Academic Year - Term	2016Academic Year 3rd quarter			No. of items	
Telephone number(home)		Telephone number(cell)		email address	
Course registration period	2016/10/17	Course cancellation period	Passed the cancellation period		

1st quarter	2nd quarter	3rd quarter	4th quarter	Register for Intensive Classes			
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1Period	Unregistered	Unregistered	Unregistered	Unregistered	Unregistered	Unregistered	Unregistered

4) Deleting a registered class (from your schedule)

You can delete a registered class from your schedule through the following procedure.

- (1) Go to the schedule registration page (Figure 8), click on the timetable slot code shown at the class that you want to delete.
- (2) A dialog box (titled “Register courses/View registered courses <Delete timetable>”) will appear (Figure 9), asking you if you want to delete. Click on **Delete** if you want to go ahead and delete the class concerned. If you do not want to delete the class, click on **Return to the Class Registration Page**, and the course registration page (Figure 1) will appear again.

Figure 8

	1st quarter	2nd quarter	3rd quarter	4th quarter
	Monday	Tuesday	Wednesday	
1Period	Unregistered	Unregistered	2L469 国文学史 (a) *****	
2Period	2G226 English Literacy B1 *****	Unregistered	Unregistered	

Figure 9

Course registration

The following Timetable will be deleted. Is this okay?

Day	Wednesday
Class period	1Period
Department	Letters
Registration Code	2L469
Course Title	国文学史 (a)

Delete

Return to the class registration page

Attention!

Classes registered through the preliminary registration process (including classes assigned after processing/adjustment of students’ requests, classes registered under a special permission and pre-assigned mandatory classes) cannot be deleted from your schedule.

If you have good reason for requesting the deletion of such class, contact the academic/student affairs section at your faculty (graduate school).

You may change your registration unless the designated registration period expires. However, you must finalize your registration by the end of that period.

If you are going to change your registration, you must begin with “deletion,” and then redo “registration.”

After you finalize your registration in the URIBO-NET, you must confirm consistency between your schedule finalized on the screen and the List of Registered Classes (for submission) that you filled out prior to the online registration. Then, you must submit the List by following instructions of the academic/student affairs section at your faculty (or graduate school). Failure to submit the List could cause a serious problem especially if any system failure occurs with the URIBO-NET and your data is lost. It is important to follow instructions of your faculty/graduate school and submit the list.

5) Downloading a list of registered classes

*Viewing a PDF file requires Adobe® Reader™ (available free of charge) to be installed in your computer. You need to install the program by yourself.

- (1) If you click on **Download PDF** on the class registration page, the following dialog box will appear.



- (2) Clicking on **ファイルを開く (Open with)** will start Adobe® Reader™, displaying a list of your registered classes. Clicking on **▼** button in the right of **保存** button and **名前を付けて保存 (Save as)** will enable you to save the PDF file under a name given by you.
- (3) If your computer is connected to a printer, you can print the list from the Adobe® Reader™ program.



You can download a list of your registered classes even after the registration period closes.



You can use a printer installed on campus by the Information Science and Technology Center, if you buy a printer card.

8-2 Cancelling Registration

You may cancel the registration of class(es) only during the cancellation period designated for each semester.

- (1) Only during the designated cancellation period, the class registration page looks like Figure 1, allowing you to cancel the registration of class(es).

Figure 1

Course registration				
Name				Student ID N
Course Name	LettersHumanities			Year level
Academic Year · Term	2016Academic Year 3rd quarter			No. of item
Telephone number(home)		Telephone number(cell)		email address
Course registration period	Unable to register in this timeslot.	Course cancellation period	2016/10/24	
1st quarter 2nd quarter 3rd quarter 4th quarter				
	Monday	Tuesday	Wednesday	Thursday
1Period	Unregistered	Unregistered	2L469 国文学史 (a) *****	Unregistered
2Period	2G226 English Literacy B1 *****	Unregistered	Unregistered	Unregistered

- (2) Choose a class that you desire to cancel the registration for.

For certain curriculum-related reasons, the registration of some classes cannot be cancelled at any time and the registration of some other classes cannot be cancelled during the designated cancellation period. For details, contact your faculty or graduate school.

Figure 2

1st quarter 2nd quarter 3rd quarter 4th quarter				
	Monday	Tuesday	Wednesday	
1Period	Unregistered	Unregistered	2L469 国文学史 (a) *****	
2Period	2G226 English Literacy B1 *****	Unregistered	Unregistered	

- (3) If you choose a class that allows for registration cancellation, a dialog box that looks like Figure 3 will appear. In that case, you may cancel the registration of the class by clicking on Course cancellation. If you are not going to cancel the registration of the class, click on Return to the class registration page.

Figure 3

Course registration <時間割取消>	
Day	Wednesday
Class period	1Period
Department	Letters
Registration Code	2L469
Course Title	国文学史 (a)
履修取消 Return to the class registration page	

- (4) If you choose a class that does not allow for registration cancellation, the error message will appear.
- (5) When you click on Course cancellation, the slot concerned is highlighted with a pink color.
- * The class (that you cancelled) won't disappear but remains on the screen.

Figure 4

	1st quarter	2nd quarter	3rd quarter	4th quarter
	Monday	Tuesday	Wednesday	
1Period	Unregistered	Unregistered	Unregistered	2L469 国文学史 (a) *****
2Period	2G226 English Literacy B1 *****	Unregistered	Unregistered	Unregistered



On the list of your registered classes, strikethrough appears on the class that you cancelled.

- (6) Only during the designated cancellation period, you may cancel your previous cancellation. If you click on the class that you cancelled, a dialog box that looks like Figure 5 will appear. Then, you can cancel the previous cancellation by clicking on [Cancel Previous Cancellation](#).

Figure 5



Course registration <時間割取消解除>	
Day	Wednesday
Class period	1Period
Department	Letters
Registration Code	2L469
Course Title	国文学史 (a)
取消解除 Return to the registration page	

*Credit points otherwise earned by the class that you cancelled shall be included in the sum of credit points of your registered classes. We set a ceiling on the sum (under the CAP system).

9. Viewing Marks/Grade

1) Viewing your marks/grade

Clicking on “View course grades” will enable you to see a list of your registered classes and your marks/grade for each class.

- (1) Set a display range. If you choose the “Grades from a specific year or semester” option, you will be asked to set a year and semester. Click on [Display on the Screen](#).

- (2) A list of your registered classes and your marks/grade appear.

View course grades							
Name	KOBE Taro			Student No.	*****		
Affiliation	Letters Humanities Japanese Literature and Language			Year level	4th year		
No	Timetable Slot Code	Course Name	Instructor name	Year obtained	Semester obtained	Grade	Pass/Fail
1	L001	Philosophy	*****	2011	1st semester	B	Pass
2	L002	Literature	*****	2011	1st semester	A	Pass
3	L003	Study of History	*****	2011	1st semester	A	Pass
4	L004	Cognitive Studies	*****	2011	1st semester	A	Pass
5	L005	Social and Cultural Studies	*****	2011	1st semester	A	Pass
6	L120	Seminar for Introduction to Human Science	*****	2011	1st semester	S	Pass
7	L019	Introduction to Local History Heritage-B	*****	2011	2nd semester	A	Pass
8	L058	Basic Seminar for Human Science/Japanese Literature	*****	2011	2nd semester	H	Fail
9	L115	Basic Seminar for Human Science/Japanese History	*****	2011	2nd semester	S	Pass

2) Viewing earned credit points

Clicking on “View earned credit points/grades/Display range and export mode” will enable you to see a list of all of your registered classes, your marks/grade and GPA scores including those in previous semesters.

- (1) Set a display range, and click on either [Display on the screen](#) or [Download credit points/grades](#).

- (2) If you click on [Display on the screen](#), your GPA scores including those for each semester and your marks/grade for each registered class will appear. You may see your GPA scores, marks, and grade for the current semester only on and after the evaluation announcement day.
- (1) The GPA score is calculated by dividing “Total GP” by “Effective Credit Points” (earned credit points qualified for GPA calculation) and then rounding off the result to two decimal places.
- (2) “GPA (semester)” covers only classes registered in the current semester.
- (3) Each Class GP score (shown in a list of classes) has been calculated by multiplying credit points earned from the class concerned by the given GP score (S: 4.3, A: 4.0, B: 3.0, C: 2.0, Fail: 0).
- (4) The “—” mark in the Class GP column means that such class is not applicable to GPA calculation.
- (5) The “*” mark in the Class GP column means that such class has been re-registered after dropped previously (which means that no points were earned previously). Such previous “0” mark is not reflected in the current GPA score, although it was reflected in the past GPA (semester) score. We do not revise past GPA records retroactively, and therefore, it is possible that “GPA” and “GPA (semester)” may be inconsistent when accumulated points are compared.

View earned credit points/grades

Name	KOBUE Taro			Student No.	*****		
Affiliation	Letters Humanities Japanese Literature and Language			Year level	2nd year		
Year-Semester	2014 year 2nd semester			No. of acquired credits	62.0 credits		

(1)

GPA	Total GP	Effective Credit Points	Date of calculation
3.12	209	67	2014/10/2

GPA(Semester) (2)

Year	1st semester				2nd semester			
	GPA(Semester)	Total GP	Effective Credit Points	Date of calculation	GPA(Semester)	Total GP	Effective Credit Points	Date of calculation
2014 year	3.08	114	37	2014/10/2				
2013 year	2.41	50	21	2014/10/1	2.35	44	19	2014/10/1

(3)(4)(5)

No	Category	Main category	Middle category	Course Name	Credits	Year of acquisition	Semester of acquisition	Rating	Grade	Course GP	Pass/Fail
1	全学共通授業科目	教養原論		Traditional Arts		2013	1st semester	F	F	*	Fail
2	全学共通授業科目	教養原論		Geography		2013	2nd semester	F	F	*	Fail
3	全学共通授業科目	教養原論		Mathematical Structures	2	2014	1st semester	S	S	8.6	Pass
4	全学共通授業科目	教養原論		Mathematical Phenomena	2	2013	1st semester	B	B	6.0	Pass
5	全学共通授業科目	教養原論		Origin, Evolution and Diversity of Planetary System		2013	2nd semester	F	F	*	Fail
6	全学共通授業科目	教養原論		Earth and Planetary Sciences		2013	2nd semester	F	F	*	Fail
7	全学共通授業科目	教養原論		History of Kobe University	2	2014	1st semester	C	C	4.0	Pass
8	全学共通授業科目	教養原論	歴史と文化	Japanese History		2014	1st semester	F	F	0.0	Fail
9	全学共通授業科目	教養原論	歴史と文化	History and Today		2013	1st semester	F	F	*	Fail
10	全学共通授業科目	教養原論	人間と社会	Transborder Culture		2014	1st semester	F	F	0.0	Fail
11	全学共通授業科目	外国語科目		English Reading I	1	2013	1st semester	C	C	2.0	Pass
12	全学共通授業科目	外国語科目		English Reading II	1	2013	2nd semester	B	B	3.0	Pass
13	全学共通授業科目	外国語科目		English Reading III	1	2014	1st semester	C	C	2.0	Pass
46	専門科目	資格免許のための科目		Student Instruction II	2	2014	1st semester	C	C	4.0	Pass

The Course GP column indicated with a “—” is not included in the calculation of the GPA subjects.

The Course GP column indicated with an “*” is excluded from the calculation of the GPA subjects because it has been retaken.

- (3) Clicking on **Download credit points/grades** will display the following dialog box.



- (1) Clicking on **ファイルを開く (Open with)** will start Adobe® Reader™, displaying your marks/grade. Clicking on **▼** button in the right of **保存** button and **名前を付けて保存 (Save as)** will enable you to save the PDF file under a name given by you.
- (2) If your computer is connected to a printer, you can print the records from the Adobe® Reader™ program.

Attention!

You can use a printer installed on campus by the Information Science and Technology Center, if you buy a printer card.

10. Cancelled Lectures and Make-up Lectures

1) Viewing cancelled lectures or make-up lectures

If you click on “View cancelled lectures or make-up lectures,” information on cancelled lectures and make-up lectures will appear in the form of a timetable.

- (1) If you want to move to a date other than that shown on the screen, click on the tab (on top of the timetable) that says “Day” or “Week,” to go forward or backward by the day or week.
- (2) By using combo boxes at the upper part of the screen, you can set “faculty,” “grade” and “teacher” options, to narrow the scope of display. Set options and click on Display on the Screen to obtain selected information.

From the beginning of each semester up until the end of the registration period, you can access all classes. Once the registration period expires, you can access only registered classes.

The screenshot displays the 'Cancel Up Class - Classroom' interface. At the top, there is a red header bar with the title. Below it, a navigation bar contains a dropdown menu set to 'Display all data', a label 'at', and another dropdown menu set to 'Course-hour type'. A 'Show results' button is located below these elements. A text box explains the 'Reason of Class Cancellation' with codes: (A) school affairs, (B) academic conference, (C) illness, (D) private, (E) official trip, (F) bereavement, (Z) others. To the right of this text are four buttons: 'class offered (initial state)', 'Classroom Change', 'Class Cancellation', and 'Make Up Class'. Below the navigation bar, there are navigation links: '<<Week <Day' on the left, '<<< 2016 >>>' in the center, and 'Day> Week>>' on the right. The main area is a timetable table with columns for dates from 10/3 (Mon) to 10/9 (Sun) and rows for 1st, 2nd, 3rd, and 4th periods. The 1st period on 10/3 (Mon) is highlighted in pink and contains the text '3Z001', 'テスト', 'テスト1', and a 'Details' link. All other cells in the table are grey.

	10/3 (Mon)	10/4 (Tues)	10/5 (Wed)	10/6 (Thurs)	10/7 (Fri)	10/8 (Sat)	10/9 (Sun)	
1st Period	3Z001 テスト テスト1 Details							1st Period
2nd Period								2nd Period
3rd Period								3rd Period
4th Period								4th Period

11. Syllabus

1) Viewing a syllabus

- (1) Enter a “year,” “semester” and “timetable slot code” and click on **Designate a slot**.
- (2) If you don’t know a timetable slot code, enter search conditions and click on **Search**, and you will get a list of classes that apply.

Syllabus inquiry/Conditioned Entry

Course Criteria Search

Academic Year : 2016

Faculty/Department : Letters

Term : not specified ▼

semester offered : not specified ▼

Instructor : *Left Truncation

授業科目名 :

Year : not specified ▼

Day : not specified ▼

Class period : not specified ▼

フリーワード :

search results : 100 ▼ results

« How to input the teacher's name in Instructor's name box »
ex.NADA Jiro

If you know the name in full, please put a half-width space between first name and last name like "NADA Jiro".

You can also search by partial matching.

*Characters: up to 20

- (3) The screen shows all classes that fit entered search conditions.
- (4) If you click on any class appearing on the search results screen, the syllabus page will appear.

Syllabus inquiry/Search Results

Shows search results from 1 results to 8 results (total of 8 results)

Search results : << previous page 1 next page >>

No.	semester offered	Date/Time	開講期間	Registration Code	Course Title	instructor
1	1st semester	Mon1	2016/04/01- 2016/09/30	1L001	東洋史演習	*****
2	1st semester	Mon1	2016/04/01- 2016/09/30	1L002	地域歴史遺産保全活用基礎論 A (副: 博物館資料論)	*****
3	1st semester	Mon1	2016/04/01- 2016/09/30	1L003	博物館資料論(主: 地域歴史遺産保全活用基礎論 A)	*****
4	1st quarter	Mon1	2016/04/01- 2016/06/09	1L401	東洋史演習 (a)	*****
5	1st quarter	Mon1	2016/04/01- 2016/06/09	1L402	地域歴史遺産保全活用基礎論 A (a)	*****
6	2nd quarter	Mon1	2016/06/10- 2016/09/30	1L454	東洋史演習 (b)	*****
7	2nd quarter	Mon1	2016/06/10- 2016/09/30	1L455	地域歴史遺産保全活用基礎論 A (b)	*****
8	2nd semester	Mon1	2016/10/01- 2017/03/31	2L001	東洋史演習	*****

Search results : << previous page 1 next page >>

search results : 100 ▼ results

2) Syllabus page

Syllabus inquiry / 授業情報参照
<< lasted update : 2016/3/14 >>

Basic information			
Classification	専門科目	Grade Level	2・3・4年
Timetable Slot Code	1L001	Lecture category	前期
Course title	東洋史演習	Day・Period	月1
Main Instructor	*****	Credit(s)	2.0
Syllabus form	演習	Numbering code	

[担当教員一覧](#)

Detailed information	
(英語)授業のテーマ	Grammar of New Persian, including writing of Arabic letters and reading of elementary texts.
(英語)授業の到達目標	
(英語)授業の概要と計画	Grammar of New Persian, including writing of Arabic letters and reading of elementary texts.
(英語)成績評価方法	Grading will be on the basis of attendance, preparations and reviews, and class participation.
(英語)成績評価基準	
(英語)履修上の注意 (関連科目情報)	Preparations and reviews will be required.
(英語)準備学習・復習	
(英語) オフィスアワー・連絡先	Tuesday, 3rd period Room A320
(英語)学生へのメッセージ	
(英語)今年度の工夫	
(英語)教科書	The class will go along the textbook and supplementary handouts in Japanese. For English-speaking students, A.K.S. Lambton's <i>Persian Grammar</i> is helpful to follow the class.
(英語)参考書・参考資料等	Supplementary papers in Japanese will be handed out.
(英語)授業における使用言語	Japanese
(英語)キーワード	Persian, Iran, Western Asia, Central Asia, India
(英語)参考URL	

Instructor list	
Instructor	Department
*****	Graduate School of Humanities

[シラバス印刷](#)

[別の条件でシラバスを参照する/Inquiry syllabus by others conditions](#)

Syllabuses contained in the URIBO-NET are different from those available to the public and accessible from the Kobe University official website. We suggest that students confirm syllabuses through the URIBO-NET.

3) Printing a syllabus

*Viewing a PDF file requires Adobe® Reader™ (available free of charge) to be installed in your computer. You need to install the program by yourself.

- (1) Click on **Print a syllabus** on the syllabus page, and the following dialog box will appear.



- (2) Clicking on **ファイルを開く (Open with)** will start Adobe® Reader™, displaying a syllabus. Clicking on **▼** button in the right of **保存** button and **名前を付けて保存 (Save as)** will enable you to save the PDF file under a name given by you.
- (3) If your computer is connected to a printer, you can print the syllabus from the Adobe® Reader™ program.

Attention!

You can use a printer installed on campus by the Information Science and Technology Center, if you buy a printer card.

12. Bulletin Board

1) A list of notice categories

- (1) The top page of the URIBO-NET, which appears immediately after login, shows the Bulletin Board (Figure 1).
- (2) Choose your desired notice category through the combo box or from the list of categories. Figures in parentheses shown on the right of each category indicate the number of notices that you have not opened yet.

* When you have not yet opened any emergency notices, the top page tells you of the existence of such unviewed emergency notices.

Figure 1: Top page of the Bulletin Board


Bulletin board

List of Unread Notices

1 notices are unread

Update

●For details, click on title.

Date Notice is Posted	Title	Reply Unopened	Genre	Sophia University	Name	Notice Period
2016/9/6 12:31:26	Notice test	-	お知らせ	test	管理者[test]	2016/9/6-2016/9/6

List of Genres

●For details, click on genres.

Genre	Number of Notices
Class Bulletin Board	-
授業	1
Announcement Bulletin Board	-
学生呼び出し/お知らせ	1 (0 Unread)
行事案内	0
お知らせ	1
緊急連絡	1

Search Notice Data

2) “Class” information in the Bulletin Board

- (1) If you click on “Class,” all classes posting a notice will appear (Figure 2).
- (2) If you want to narrow a display range, enter your target period of time and click on [Begin Search](#).

Figure 2

Bulletin board/List of Notices					
Class Bulletin Board/List of Notices					
● Click on notices data for details.					
Display Order: Period posted Change					
Shows search results from 1 results to 1 results (total of 1 results)					
Search results: << previous page 1 next page >>					
Genre	Course Title	Instructor	Title	Date Notices is Posted	insert date
授業	テスト1	テスト	TEST	2016/09/06-2016/09/06	2016/09/06 12:28:16
Search results: << previous page 1 next page >>					
Display Count: 100 Results Display					

- (3) If you click on a class name, a notice posted by the class will appear.

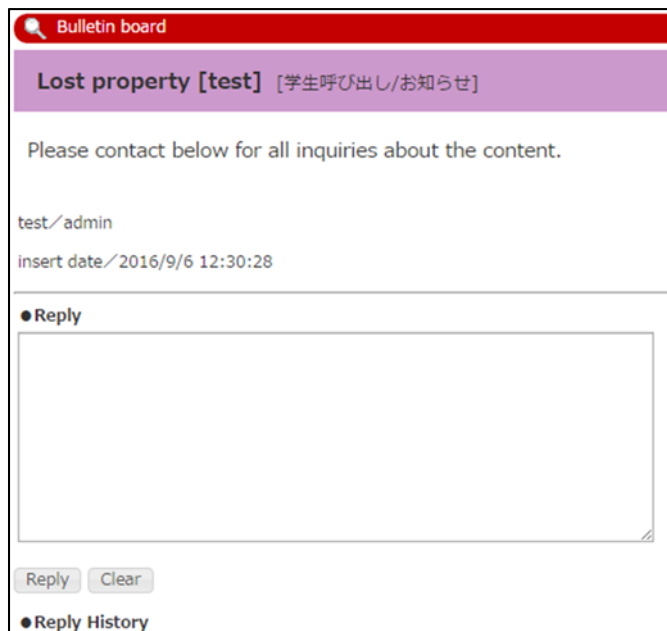
Example: “Class”



The screenshot shows a web interface for a bulletin board. At the top is a red header with a magnifying glass icon and the text 'Bulletin board'. Below this is a purple header bar containing the text 'TEST [授業]'. The main content area is white and contains the text 'test'. Below the text is the user information 'test/管理者[TEST]' and the timestamp 'insert date/2016/9/6 12:28:16'. At the bottom, there is a line indicating the posting period: 'Period posted : 2016/9/6(Tue) - 2016/9/6(Tue)'.

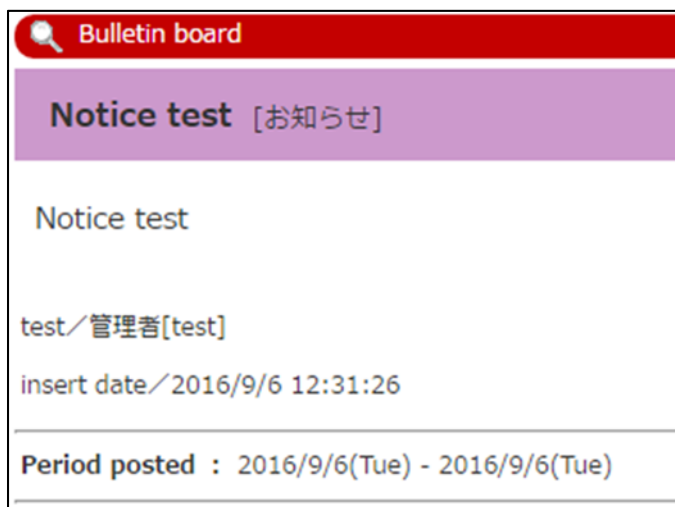
Example: “Message for you”

If reply form is displayed, you can reply to writer. The history of the reply is displayed under “Reply History”.



The screenshot shows a web interface for a bulletin board. At the top is a red header with a magnifying glass icon and the text 'Bulletin board'. Below this is a purple header bar containing the text 'Lost property [test] [学生呼び出し/お知らせ]'. The main content area is white and contains the text 'Please contact below for all inquiries about the content.' Below this is the user information 'test/admin' and the timestamp 'insert date/2016/9/6 12:30:28'. Below the timestamp is a section titled '● Reply' which contains a large text input field. At the bottom of the input field are two buttons: 'Reply' and 'Clear'. Below the input field is a section titled '● Reply History'.

Example: “Notice”



Some notices have an attached file. You can access such files by clicking on the tab that says “Attached file here” or a URL link shown in the notice.

13. Questionnaires

1) A list of questionnaires for you

- (1) Clicking on “Answer a questionnaire” in the Menu will display a list of questionnaires that you are supposed to answer.

Answer screen/List of Target Respondents		
2016 Academic Year ▼		
【Class Questionnaire】 To general questionnaire.		
Title	Period of Questionnaire	Status
No questionnaire found to be answered.		
【General Questionnaire】 To class questionnaire.		
Title	Period of Questionnaire	Status
TEST	2016/9/6 - 2016/9/21	to be responded now

- (2) Choose a specific questionnaire that you are going to answer and click on its **Input responses** tab, and an answer sheet will appear.

Title	TEST
1:あなたが神戸大学を受験した理由は何ですか？最も大きな理由を選んでください。【Choose 1 out of 5】 (compulsory questions) I. ☐ 勉強したい学問と合致する学部（学科）があったから II. ☐ 将来の進路に選んでいると思ったから III. ☐ 神戸にある大学だから IV. ☐ 国立大学だから V. ☐ その他 2:入学後の全学オリエンテーションの内容はわかりやすかったですか？【Choose 1 out of 5】 (compulsory questions) I. ☐ わかりやすかった II. ☐ どちらかといえばわかりやすかった III. ☐ どちらともいえない IV. ☐ どちらかといえばわかりにくかった V. ☐ わかりにくかった 3:各学部のオリエンテーションやガイダンスの内容はわかりやすかったですか？【Choose 1 out of 5】 (compulsory questions)	

- (3) In the case that the answer sheet has multiple pages, you will be asked to turn the pages.

(Multiple-page answer sheet)

Title	TEST
【1問目／7問中】 1:あなたが神戸大学を受験した理由は何ですか？最も大きな理由を選んでください。【5者択1】 (回答必須) I. ☐ 勉強したい学問と合致する学部（学科）があったから II. ☐ 将来の進路に選んでいると思ったから III. ☐ 神戸にある大学だから IV. ☐ 国立大学だから V. ☐ その他	
Send : Send questionnaire response. Clear : Clear all entries on screen. Back	

(Multiple-page answer sheet: final page)

- (4) Enter directly or choose your answer from given choices. When choices are given, you must choose (answer) to go forward.
- (5) If you want to suspend your session by saving your answer(s), click on **Suspend (save answers)**. You can come back to the session at any time unless the answer period expires.

Attention!

During an answer period of Student Learning Record, this screen will be displayed when you access "URIBO-NET". You can't use "URIBO-NET" until you answer it. During an answer period of Student Learning Record, you can answer it if you click “to be responded now”.

表題	掲示終了日

タイトル	実施期間	状態	入力
学修の記録0817	2016/08/15 - 2016/09/01	確定	回答済
学修の記録0817	2016/08/17 - 2016/09/01	確定	回答済

全てのアンケートに回答してからトップ画面へ遷移してください

[トップ画面へ](#)

2) Confirming answer content

Clicking on “Confirm answer content” in the Menu will display a list of questionnaires.

Click on **Confirm answer** if you want to confirm the questionnaire that you answered in the past.

アンケート・学修の記録回答内容参照/回答対象一覧

学修の記録

タイトル	実施期間	状態	回答内容
回答対象アンケートはありません			

2016 ▼ Academic Year

types of questionnaire -- ▼

表示

授業振り取りアンケート

タイトル	実施期間	状態	回答内容
文学入門 (b)	2016/7/22 - 2016/8/11	未回答	回答内容参照
English Literacy A1	2016/5/23 - 2016/6/12	確定	回答内容参照
ロシア語初級 A 1	2016/5/23 - 2016/6/12	未回答	-
English Communication A1	2016/5/23 - 2016/6/12	確定	回答内容参照
健康・スポーツ科学実習基礎 1	2016/5/23 - 2016/6/12	未回答	-
情報基礎	2016/5/23 - 2016/6/12	確定	回答内容参照
ロシア語初級 B 1	2016/5/23 - 2016/6/12	未回答	-
哲学入門 (a)	2016/5/23 - 2016/6/12	未回答	-

授業アンケート

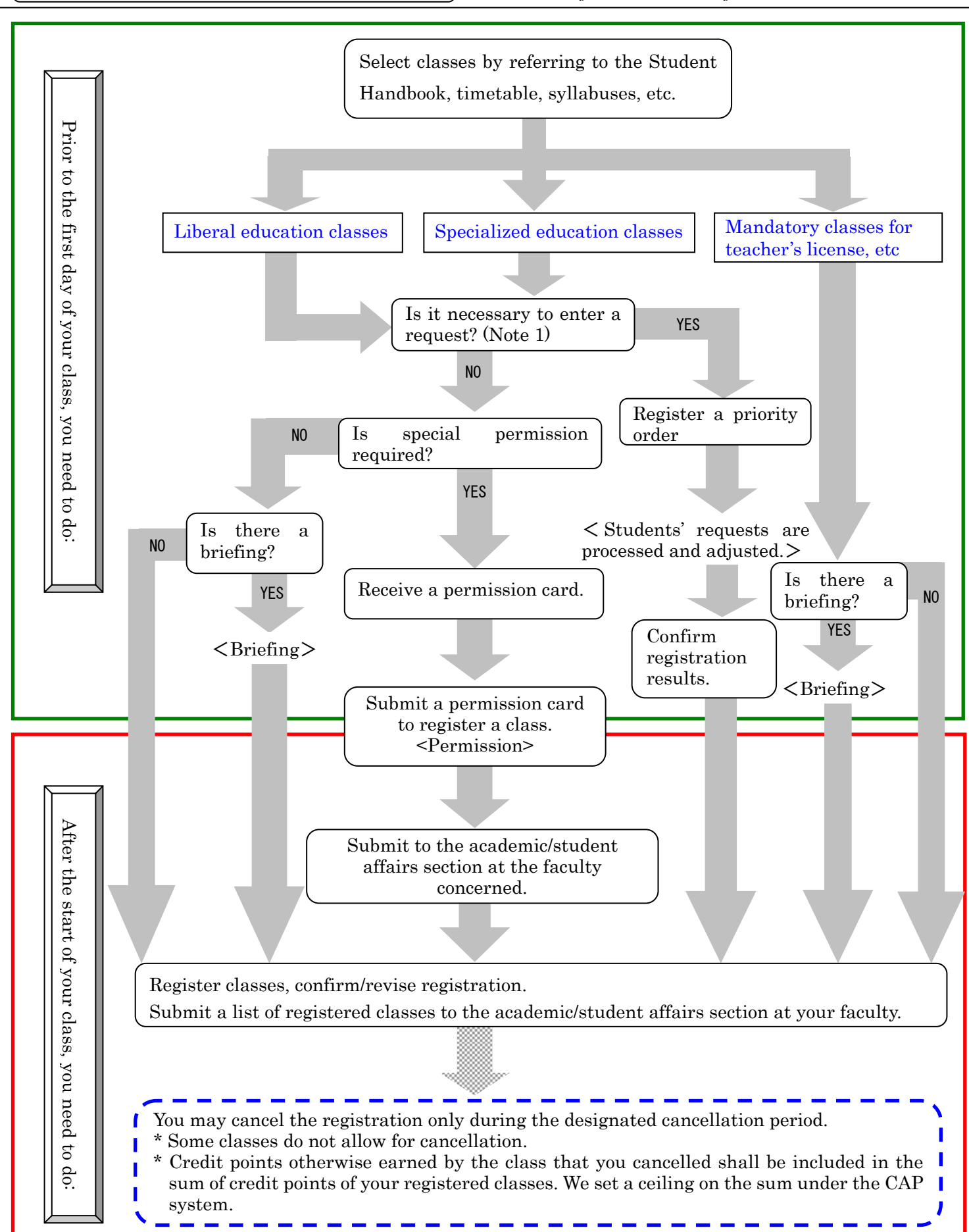
タイトル	実施期間	状態	回答内容
回答対象アンケートはありません			

一般アンケート

タイトル	実施期間	状態	回答内容
2016年度学部入学・進学時アンケート	2016/4/7 - 2016/5/6	確定	回答内容参照

Registration Flowchart (for undergraduates)

* The operations shown in angle brackets <> are to be conducted by Kobe University.



Note 1: To know details about the method for entering requests for faculty-designated specialized education classes, contact the academic/student affairs section at your faculty.

Note 2: The CAP system sets a ceiling on the sum of credit points of registered classes for each student in each year or each semester, and this ceiling is determined by each faculty.

(SAMPLE)

List of Registered Classes

the firstthe secondthe thirdthe fourth

Quarter of Fiscal

(Format for submission)

Enrollment Status	Faculty/Graduate School Department/Major										
Student I.D. Number											
Name											

- (Note)
1. Enter all classes that you have registered including those through the preliminary registration process.
 2. Intensive courses and Saturday classes must be placed in the “Intensive Course, etc.” section.
 3. Ensure consistency between contents on this form and classes that you are going to register online.
 4. After the completion of your online registration, you must follow instructions of the academic/student affairs section at your faculty (graduate school) to submit this form to the faculty (graduate school) by a due date.
 5. We do not accept any change after the submission of this form.
 6. Re-submit this form if the class that you will register has decided.

I hereby report that I have registered the following classes online.

Example	Class	Code	Teacher	Class = Name of class Code=Timetable Slot Code														
	English Literacy Ia	U111	Yamamoto	Monday			Tuesday			Wednesday			Thursday			Friday		
	Class	Code	Teacher	Class	Code	Teacher	Class	Code	Teacher	Class	Code	Teacher	Class	Code	Teacher	Class	Code	Teacher
1																		
2																		
3																		
4																		
5																		
6																		
Intensive course, etc.																		

<List of Contacts>

(Departments in charge of academic/student affairs at faculties and graduate schools)

Name of faculties and graduate schools	Name of department	Telephone number
College of Liberal Arts and Sciences in the Institute for Promotion of Higher Education	Academic Promotion Division (Inter-departmental Education Division)	078-803-7533
Faculty of Letters / Graduate School of Humanities	Academic/Students Affairs Section	078-803-5595
Faculty of Intercultural Studies / Graduate School of Intercultural Studies	Academic/Students Affairs Section	078-803-7530
Faculty of Human Development / Graduate School of Human Development and Environment	Academic/Students Affairs Section	078-803-7920
Faculty of Law / Graduate School of Law	Academic Affairs Section	078-803-7234
Faculty of Economics / Graduate School of Economics	Academic Affairs Section	078-803-7250
School of business Administration / Graduate School of Business Administration	Academic Affairs Section	078-803-7260
Faculty of Science / Graduate School of Science	Academic/Students Affairs Section	078-803-5767
School of Medicine	Academic/Students Affairs Section	078-382-5205
Faculty of Health Sciences / Graduate School of Health Sciences	Academic/Students Affairs Section	078-796-4504
Faculty of Engineering / Graduate School of Engineering	Academic/Students Affairs Section	078-803-6350
Graduate School of System Informatics		
Faculty of Agriculture / Graduate School of Agricultural Science	Academic/Students Affairs Section	078-803-5928
Faculty of Maritime Sciences / Graduate School of Maritime Sciences	Academic Affairs Section	078-431-6223
Graduate School of International Cooperation Studies	Academic Affairs Section	078-803-7267
Graduate School of Science, Technology and Innovation	Academic/Students Affairs Section	078-803-5474

The College of Liberal Arts and Sciences in the Institute for Promotion of Higher Education

This department is responsible for the management of all liberal education classes that all students are required to take (basic liberal arts course, integrated liberal arts course, foreign language, health and sports sciences, information science, etc.).

Contact the College of General Education if you have any inquiry about these liberal education classes.

Business hours

Inquiries are accepted from 8:30 a.m. to 17:15

(except for Saturdays, Sundays and national holidays).

In addition to the above business hours, inquiries about the adult class operated by the Graduate School of Economics are accepted from 9:00 a.m. to 17:00 on Saturdays except for national holidays. Call 078-803-7247.

Also, inquiries about degrees of specialists' education at the Graduate School of Business Administration are accepted from 9:00 a.m. to 17:00 on Saturdays except for national holidays.

Locations of Student Terminals

Rokkodai Zone (as of April 1, 2016)

- ① College of Liberal Arts and Sciences in the Institute for Promotion of Higher Education
 - Room K501 on the 5th floor of Building K: 151 units
 - Room K502 on the 5th floor of Building K: 178 units
- ② Faculty of Intercultural Studies
 - Information Processing Room F501 on the 5th floor of Building F: 51 units
 - 3rd floor of the General Library and the Library for Intercultural Studies: 37 units
- ③ Faculty of Human Development
 - Information Processing Education Room on the 1st floor of Building F: 61 units
 - 2nd floor of the Library for Human Development Sciences: 13 units
- ④ Rokkodai (Faculty of Law, Faculty of Economics and School of Business Administration)
 - Information Processing Room on the 2nd floor of Building No.3: 77 units
 - Computer Room on the 2nd floor of Building No.3 (West): 41 units
 - Computer Room on the 2nd floor of Building No.3 (East): 29 units
 - Information Processing Seminar Room (206) on the 2nd floor of Building No.3: 41 units
 - 1st floor of the Main Building of the Library for Social Sciences: 8 units
 - 1st floor of the Frontier Building of the Library for Social Sciences: 20 units
- ⑤ Graduate School of International Cooperation Studies
 - Information processing Seminar Room on the 4th floor of Building No.5: 53 units
- ⑥ Annex of the Information Science and Technology Center
 - Seminar Room 1 on the first floor: 123 units
 - Seminar Room 2 on the second floor: 61 units
 - Learning Hall: 19 units
- ⑦ Faculty of Letters
 - Information Processing Seminar Room B332 on the third floor of Building B: 49 units
 - 1st floor of the Library for Humanities: 16 units
- ⑧ Faculty of Agriculture
 - Information Processing Room D103 on the 1st floor of Building D: 50 units
- ⑨ Library for Science and Technology
 - 2nd floor of the Library for Science and Technology: 20 units
 - 3rd floor of the Library for Science and Technology: 12 units
- ⑩ International Student Center
 - Computer Room on the 3rd floor: 27 units
 - Media Room on the 3rd floor: 8 units
 - Information and Materials Room on the 2nd floor: 10 units

Zones other than Rokkodai

- Faculty of Maritime Sciences

2nd floor of the Academic Exchanges Building: 30 units

2nd floor of the Library for Maritime Sciences: 11 units

- School of Medicine

1st floor of the Branch Library for Medical Sciences: 14 units

- Faculty of Health Sciences

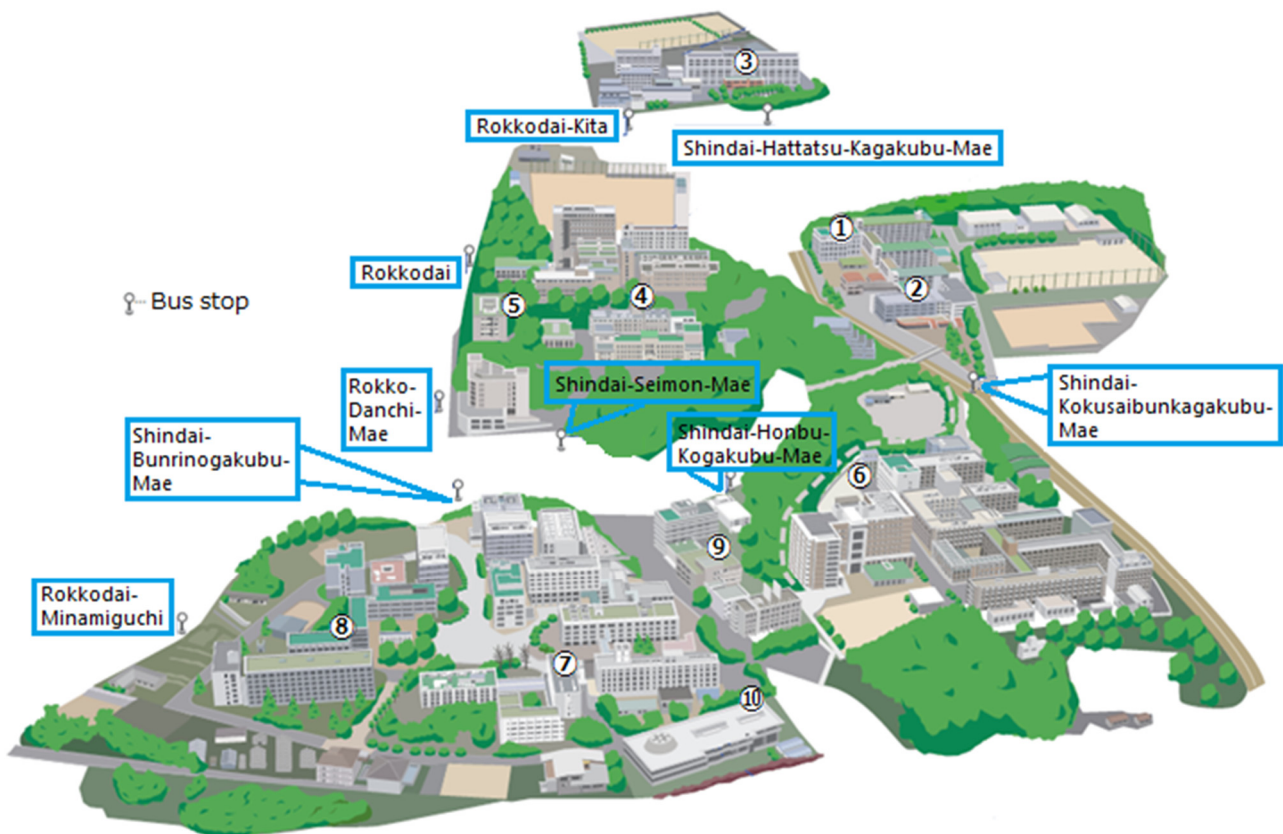
Information Processing Room on the 1st floor of the Library for Health Sciences: 61 units

2nd floor of the Library for Health Sciences: 10 units

* To know specific locations of Student Terminals at zones other than Rokkodai, please contact the academic/student affairs section at the faculty/graduate school concerned.

- The circled figures indicate approximate locations where Student Terminals are installed. To know a specific location, please contact the academic/student affairs section at the faculty/graduate school concerned.

- If you desire to use an information processing room, please confirm in advance when the room is available.



As of April 2016