

## 7. Class Registration

### 7-1 Registering Classes

#### 1) Registering your contact information on the screen

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

Input course registration contact details			
Year	2012	Semester	2nd semester
Department	Letters Humanities	Year level	1st
Student No.	*****	Name	KOBE Taro

●Enter your contact details below.  
**We will use this to contact you about important information regarding your class registration.**  
 Make sure to enter at least one of the following: Telephone number (home), Telephone number (cell), or email address.  
 Either the email address provided by the university or any other email address is appropriate.

Telephone number (home):

Telephone number (cell) :

e-mail :

e-mail2 :

e-mail (mobile phone) :

※We will only use this personal information to contact you about important details regarding your class registration.

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).

履修登録を行う前に			
年 度	2006年度	学 期	前期
所 属	文学部人文学科国文学専修	年 次	1年
学籍番号	0660001	氏 名	神戸 太郎

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	申請コード	科目名	主担当教員
水1	1L101	社会文化概論	灘 二郎

[履修登録状況紹介画面へ進む](#) (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

Student portfolio/Course Registration Status

[Enrollment Status](#)
[Faculty Thesis](#)
[Student's Personal Information](#)
[School Entrance Exam](#)
[Cont](#)  
[Awards/extracurricular activities](#)
[Course Registration Status](#)
[Course Grades](#)
[Guidance record](#)

Name	KOBE Taro	Student No.	*****
Department	Letters Humanities	Year level	1st
Year · Semester	2014 1st semester	No. of items	14

1st semester 2nd semester


	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Period 1	No Registered	U007 Psychology KITA Shinichi	U325 EnglishAural/Oral I KASHIWAGI Harumi	U080 Material Physics TZENKOVA Roumiana	L132 Seminar for Introduction to Human Science MASHITA Hiroyuki	No Registered
Period 2	U238 EnglishReading I NISHITANI Takuya	U671 Health Sciences TAKAMI Kazushi	U698 Sports and Fitness Course I MAEDA Masato	U024 Art and Culture (Global Liberal Education) SUZUKI Mikio	No Registered	No Registered
Period 3	No Registered	No Registered	U880 Introduction to Computer Literacy 宋 剛秀	L003 Study of History OGATA Yasushi	L122 Seminar for Introduction to Human Science KAWASHIMA Makoto	No Registered
Period 4	L002 Literature	U675 Russian IB	No Registered	U674 Russian IA	No Registered	No Registered
Period 5	No Registered	No Registered	No Registered	No Registered	No Registered	No Registered
Period 6	No Registered	No Registered	No Registered	No Registered	No Registered	No Registered
Period 7	No Registered	No Registered	No Registered	No Registered	No Registered	No Registered

Intensive Classes (Includes courses not displayed in the list above.)

Day	Period	Timetable Slot Code	Course Name	Instructor
No registered				

【Significance of color】

- One semester course
- Two semester course
- Cancelled course

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 semester	2nd semester	
	Monday	Tuesday	Wednesday
Period 1	Unregistered	U055 Introduction to Economics ASHIYA Masahiro	Unregistered
Period 2	U239 English Reading TANIYAMA Sawako	U098 Earth and Planetary sciences SEAMA Nobukazu	Unregistered

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

Figure 3

Register courses/View registered courses <Enter timetable>

**Enter class registration Timetable**

<b>Day</b>	Monday
<b>Period</b>	Period 1
<b>Timetable Slot Code</b>	L101

**Please enter application code**

A	B	C	D	E	F	G	7	8	9
H	I	J	K	L	M	N	4	5	6
O	P	Q	R	S	T	U	1	2	3
V	W	X	Y	Z			0		

[BACK](#)

When you are not sure of the code, use the [Timetable Slot 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...]

Register courses/View registered courses

**An error has occurred. Please confirm the reason for the error.**

18.年間に履修可能な単位数を超えた(Cap制)(18)

9.曜日・時限が重複しています。(9)

3.合格科目又は未採点科目を重複申請した。(3)

---

**This Timetable is cannot be registered**

**please return to the previous page by pressing the (Return to class registration page) button.**

[Return to class registration page](#)

- (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

Register courses/View registered courses <Enter timetable>

**Enter class registration Timetable**

<b>Day</b>	Monday
<b>Period</b>	Period 1
<b>Timetable Slot Code</b>	<input type="text"/>

**Please enter application code**

A	B	C	D	E	F	G	7	8	9
H	I	J	K	L	M	N	4	5	6
O	P	Q	R	S	T	U	1	2	3
V	W	X	Y	Z			0		

[BACK](#)

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

[Register](#) [Syllabus refer](#) [Clear](#) [Return to the class registration page](#)

- (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

Class registration Timetable search < enter search requirements >

**Search the Timetable with the following requirements.**

Year : 2014

Department : Letters

Semester : 2nd semester

Lecture category : not specified

Day : Monday

Period : Period 1

Displaying 100 results per page

Figure 6

Class registration Timetable search/Search results

Displaying from 1 to 6 search results ( 6 in total)

Search results page: << previous 1 next >>

No.	Offered	Day	Period	Timetable Slot Code	Course Name	Instructor
1	2nd semester	Monday	Period 3	L040	<a href="#">Basic Seminar for Human Science:Philosophy</a>	CHATANI Naoto
2	2nd semester	Monday	Period 3	L065	<a href="#">Basic Seminar for Human Science:Chinese Literature</a>	HAMADA Maya
3	2nd semester	Monday	Period 3	L093	<a href="#">Studies in French Literature</a>	MATSUDA Hironori
4	2nd semester	Monday	Period 3	L119	<a href="#">Studies in Asian History</a>	OGATA Yasushi
5	2nd semester	Monday	Period 3	L120	<a href="#">Asian History</a>	OGATA Yasushi
6	2nd semester	Monday	Period 3	L121	<a href="#">Early Modern and Modern History of Asia</a>	OGATA Yasushi

Search results page: << previous 1 next >>

Number of results: 100

- (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

Register courses/View registered courses

Name	KOBE Taro			Student No.	*****	
Department	Letters Humanities			Year level	1st	
Year · Semester	2014 2nd semester			No. of items	8	
Telephone number(home)		Telephone number(cell)		email address		
Course registration period	2014/10/14	Course cancellation period	Passed the cancellation period			

1st semester 2nd semester

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Period 1	Unregistered	U049 State and Law SAKURAI Tetsu	Unregistered	U064 Mathematical Structures BRENDLE Joerg	Unregistered	Unregistered

[Register for Intensive Classes](#)

- 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 semester	2nd semester	
	Monday	Tuesday	Wednesday
Period 1	<a href="#">Unregistered</a>	<a href="#">U097</a> Cultural Anthropology (Global Liberal Education) KUBOTA Sachiko	<a href="#">Unregistered</a>
Period 2	<a href="#">U389</a> English Reading SHOLDT Gregory	<a href="#">U072</a> Current Topics in Information Science TERADA Tsutomu	<a href="#">Unregistered</a>

Figure 9

 Register courses/View registered courses <Delete timetable>

**The following Timetable will be deleted. Is this okay?**

<b>Day</b>	Tuesday
<b>Period</b>	Period 1
<b>faculty</b>	College of General Education
<b>Timetable Slot Code</b>	U097
<b>Course Name</b>	Cultural Anthropology (Global Liberal Education)

## 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.

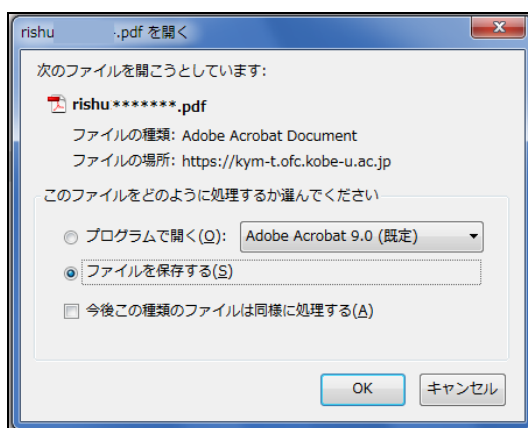
If you are going to change your registration, you must begin with “deletion,” and then redo “registration.”

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 **プログラムで開く (Open with)** and **OK** will start Adobe® Reader™, displaying a list of your registered classes. Clicking on **ファイルを保存する (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.

### Attention!

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