

COURSE REGISTRATION

At the beginning of each term, all students shall register for courses (more than ONE course).

I. CONCERNING COURSE REGISTRATION

1. NORMAL ACADEMIC LOAD

The normal academic load of a student in the College of Liberal Arts (CLA) is 13 units each term (plus 1/3 unit if a Physical Education Exercise course is taken).

- a. Students in the first year ELP (English Language Program) may take courses other than ELP courses with a limit of 7 1/3 units. However, starting from the Autumn term, Program C students and those students who have completed the "COMMUNICATIVE STRATEGIES" part of the ELP course in the SEA (Study English Abroad) program may, with the approval of their advisor, take courses other than ELP courses with a limit of 10 1/3 units.
- b. Students who enrolled in INTENSIVE JAPANESE 12 units may take courses with a limit of 13 1/3 units.
- c. Students, except those enrolled in the first year ELP or INTENSIVE JAPANESE, may take additional courses resulting in a load of no more than 18 units, with the approval of their advisor. The load total includes all courses to be retaken, repeated, and audited.
- d. The maximum of 18 units may not be exceeded under any circumstances, unless a cumulative GPA of 3.40 or more has been attained and permission is granted by the student's advisor and the Dean.

2. CLASS SCHEDULE FOR ENGLISH LANGUAGE PROGRAM (ELP)

The reason the ELP is allotted a rather big framework in the weekly schedule of the first-year students is that this way the English Language Program involving more than 500 first-year students can be run effectively and smoothly. Consequently, the study load of ELP may be considerably heavy for the first year ELP students requiring them to concentrate on the Program and not to take any other course which causes time conflicts with the Program. This principle applies to any ELP courses including Tutorials. It does not mean that the first-year ELP students cannot take other course than ELP. An effort is made to offer as many General Education courses as possible during 3/M 3/W 3/F, 3/TU 2/TH 3/TH and *4/TU *4/TH periods where ELP courses are not offered. Thus, the first-year ELP students are asked to take General Education and/or Foundation courses during these periods.

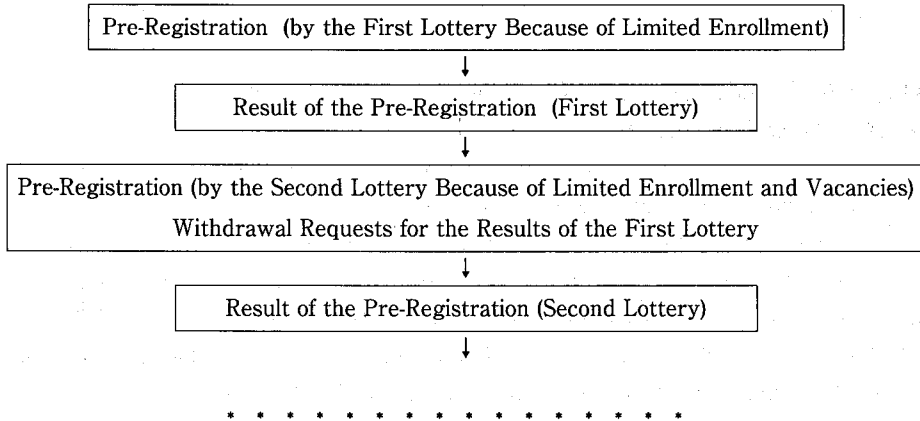
II. OUTLINE OF COURSE REGISTRATION

There are two kinds of registrations in the course registration. A. [Registration of General Education (GE) and Physical Education Exercise (PE EX) courses] and B. [Registration of Other Courses]. In principle, there is an enrollment limit on General Education and Physical Education Exercise courses. Consequently, A. [Registration of General Education (GE) and Physical Education Exercise (PE EX) courses] has priority over B. [Registration of Other Courses].

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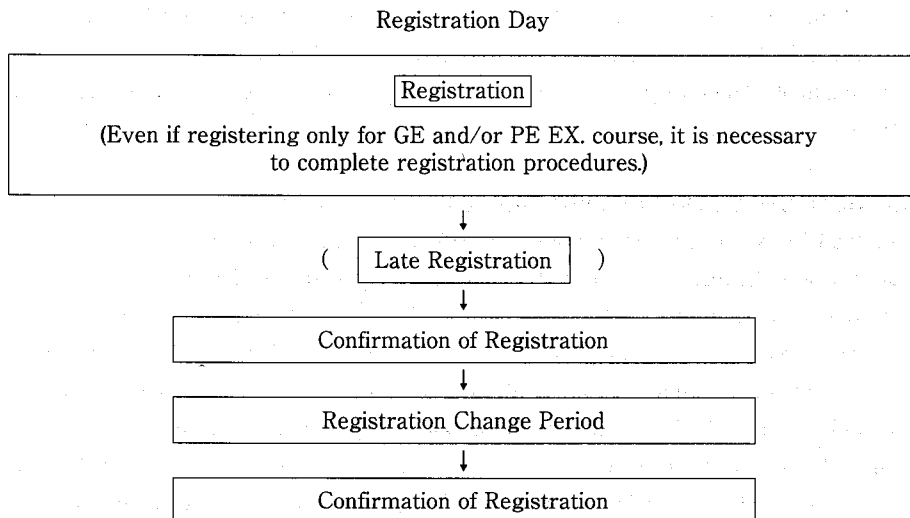
<Preceding Term>

A. [General Education (GE) and Physical Education Exercise (PE EX.) Courses]



<Current Term>

B. [Other Courses]



* As for dates and places for course registration, please refer to charts on SCHEDULE FOR COURSE REGISTRATION.

III. PROCEDURES FOR COURSE REGISTRATION

1. BEFORE REGISTRATION

- Registration is begun via online input at the Registration Website.

The Kerberos user name, account password and student ID (ID card) are necessary for registration and confirmation.

To students who have not completed Kerberos registration:
Please complete registration procedures at I-202. Student ID will be necessary at this time.

Depending on the period, the registration website may be accessed both on and off campus. (However, for registration by advanced undergraduates for graduate school courses, please complete necessary procedures at the Educational Affairs Group. Online input is not available.)

(URL) <https://192.218.240.251/>

Note: https Do not forget to add the "s".

Information on the Registration Website

			Entry		Result of Registratoin after the Entry Period		Other (Registration Website Menu Screen)
			Input	Confermation	Cancellation	Confirma tion	
GE/ PE.EX	Pre- registraion	First Lottery	○ (the final day △)	○ (the final day △)	○ (by the deadline of the second lottery day)	○	Information released on state of applications (1) (the first lottery entry form)
		Second Lottery	○	○	inapplicable		Information released on state of applications (2) (the secondt lottery entry form)
Other than GE/ PE.EX	Registration		△	<div></div>	Change within the registration change period		Schedule simulation (3) (Support form for making class scedule)
	Late Registration		△	<div></div>			
	Registration Change Period		○ (the final day △)	○ (the final day △)	inapplicable		

○ on / off campus
△ on campus

(1) Information released on state of applications

(First Lottery) The state of entries in order of preferences can be viewed by course.

(2) Information released on state of applications and course openings

(Second Lottery) The state of entries in order of preference can be viewed by course. Moreover, numbers of openings due to cancellations from courses in the first lottery will be made available.

(3) Schedule simulation

Moreover, schedules can be simulated by using the course offerings. Please use this to help

in making a plan for completion. This data can also be utilized when registering for courses. However, input and changes can only be done until 8:30 AM on the Registration Day.

NOTES: The following browsers can be used for off-campus access.

- Browsers with encryption(SSL)capacity.
- These browsers have been confirmed for use:
 - Internet Explorer (Version 4.5 and above)
 - Netscape Communicator (Version 4.5 and above)

There is a chance login will not be possible with browsers other than these so please try ahead of time.

For further reference in the case of login failure please contact reg@icu.ac.jp indicating 1. the OS type, 2. the browser name, and 3. the browser version.

- b. Students should conduct registration referring to the following leaflets which are issued by the EAG each term. Confirmation of changes in course offerings before course registration is required. After Registration day any further modifications will be posted on the bulletin board of the EAG. Please check 'COURSE OFFERINGS' of the board for changes.

Title of Leaflets	Time of Issue	Place of Distribution
SUPPLEMENT & ERRATA TO THE GUIDE TO ACADEMIC REGULATIONS & COURSE OFFERINGS	Pre- registration (Except for the Spring Term)	ILC Second Floor Othmar Lib. First Floor Central Foyer, on the First Floor of Honkan EAG Counter
	Registration Day	

2. COURSES ASSIGNED IN ADVANCE

- a. The following courses are aimed at the first year students, and are assigned in advance. Inputting data by the computer terminal is not necessary. For further information, please refer to "Kamoku Toroku ni Tsuite" (for April entering students) or "Registration Procedures" (for September entering students), which are distributed at respective matriculation.

		ELP**	PE005 BASIC EXERCISES I PE006 BASIC EXERCISES II	PE001 HEALTH EDUCATION PE003 SPORTS SCIENCE
April Entering Students	Regular	Assigned	Assigned	Assigned
	Transfer	Assigned	Assigned	Assigned
September Entering Students	Regular		Assigned	Not assigned
	Transfer		Assigned	Not assigned

**Concerning English Language Program (ELP) Courses:

L EN001 ELP-A ACADEMIC READING & WRITING

- L EN002 ELP-A COMMUNICATIVE STRATEGIES
- L EN003 ELP-A READING & CONTENT ANALYSIS
- L EN011 ELP-B ACADEMIC READING & WRITING
- L EN012 ELP-B COMMUNICATIVE STRATEGIES
- L EN013 ELP-B READING & CONTENT ANALYSIS
- L EN021 ELP-C ACADEMIC READING & WRITING
- L EN022 ELP-C READING & CONTENT ANALYSIS

b. The following English Language Program (ELP) courses are aimed at the second year students, and are assigned in advance. Inputting data by the computer terminal is not necessary. (However, a Pre-registration is required. See p. 199.)

- L EN031 ELP-SOPHOMORE ENGLISH
- L EN041 ELP-THEME WRITING

c. "SENIOR THESIS" courses aimed at the bachelor candidates are assigned in advance. Inputting data by the computer terminal is not necessary.

- | | | |
|-----------------------------------|------------|---------------|
| Division of Humanities | H 095-6-7 | SENIOR THESIS |
| Division of Social Sciences | SS 095-6-7 | SENIOR THESIS |
| Division of Natural Sciences | NS 095-6-7 | SENIOR THESIS |
| Division of Languages | L 095-6-7 | SENIOR THESIS |
| Division of Education | E 095-6-7 | SENIOR THESIS |
| Division of International Studies | I 095-6-7 | SENIOR THESIS |

NOTES: * Plan your course registration ahead of time in order to avoid congestion at the registration area.

* Confirm REG No., etc once again before you register courses.

* Check course schedule to avoid time conflicts.

3. HOW TO REGISTER COURSES

Please refer to p.254 as for General Education courses and Physical Education Exercise courses, and p.257 as for other courses (other than GE/PE Ex. courses).

Further, during the first lottery, on the Registration day and during the change of registration, support staff are available at the second floor of ILC and the first floor of the Othmer Library, so in case you need help please ask for assistance.

NOTES: WHEN REGISTERING ONLY FOR GE/PE EX. COURSES OR SENIOR THESIS COURSE

Even if registering only for General Education or Physical Education Exercise courses or Senior Thesis course in the current term, it is still necessary to complete the Course Registration Request Form, receive the advisor's signature, and submit at the specified location on registration day.

4. REGISTRATION CONFIRMATION

- a. Each individual should confirm the result of the registration via Registration Website. If necessary, make changes within the designated period.

Registration confirmation is the responsibility of individual students. No changes to registration will be made after this period regardless of student appeal.

The university is not responsible for any problems due to negligence of Registration Confirmation.

- b. The only formal procedure relating to course registration that may be applied for after the Registration Change Period is "W" (withdrawal), for complete cancellation of course registration due to illness or other circumstances recognized by the University as having been unavoidable.

IV. CONCERNING GENERAL EDUCATION (GE) AND PHYSICAL EDUCATION EXERCISE (PE EX.) COURSES REGISTRATION

1. IMPORTANT POINTS

- a. **REGISTRATION TIME:**
- 1 There are two registration periods for GE and PE Ex. courses.
 - 2 **The First Lottery** takes place during the semester preceding that in which the requested courses are to be taken. **The results of the First Lottery** will be announced on the Registration Website. Students who did not get into courses they requested should make adjustments by registering available courses at the Second Lottery.
 - 3 **The Second Lottery** is for those courses which were not filled in the First Lottery or for which there have been cancellations. The Second Lottery will run from just after the announcement of the First Lottery results until 3 days before Registration day. (For schedules see relevant items in the "Course Offerings") **The results of the Second Lottery** will be announced on the Registration Website.
- b. **LIMITED ENROLLMENT:**
- 1 Enrollment in GE and PE EX. courses is in principle limited.
 - 2 In the event that enrollments exceed course quotas, a random selection system will apply.
- c. **REGISTRATION PRIORITY:** Registration for GE and PE EX. courses takes priority over registration for other courses, with the exception of ELP and JLP courses.
- d. **RESTRICTION ON REGISTRATION CHANGES:**
- Cancellation of courses registered in the First Lottery can be made without special permission during the specified period. The cancellation period will be determined by the timing of the

implementation of the Second Lottery.

(For schedules, see relevant items in the "Course Offerings")

2. NOTES FOR PHYSICAL EDUCATION EXERCISE COURSE REGISTRATION

a. Students may register for only one PE EX. course per term.

b. Class gender is indicated by the following code:

M	male
F	female
C	coed

c. Students are requested to check the web page of the Physical and Health Education Department on the 'w3' internal web site before they register for a PE EX. course.

d. Students may register for the same PE EX. course without being considered as a repeated course, if the kinds of sports are different.

e. Students whose physical condition makes participation in normal PE EX. courses a hardship should consult with the Head of the Health and Physical Education Department. "PE124 ADAPTED PHYSICAL EDUCATION" is a course designed for these students.

f. Students who have completed two units of PE EX. courses and would like to register for more courses should consult with the Head of the Health and Physical Education Department.

g. Depending on the sport, courses may be divided into "beginning" and "intermediate" levels. In principle, students are expected to start at the beginning level, however, when no other course is available or other circumstances make it necessary, a student may be permitted to join an intermediate course without having taken the beginning course. The requirements for participation at the intermediate level for each sport are specified below. Each case should be decided individually, according to these criteria. For further explanation, please contact the Department of Health and Physical Education.

[Requirements for Participation at the Intermediate Level]

i) Dual Sports

- Tennis: A mastery of the basic techniques of ground stroke, volley and service, with a good understanding of how the game is played.
- Table Tennis: A mastery of the basic techniques of forehand, backhand, and smash, with a good understanding of how the game is played.
- Badminton: A mastery of the basic techniques of underhand, high-clear, drop shot, smash, and service, with a good understanding of how the game is played.

ii) Individual Sports

- Golf: A good knowledge and some experience in grip and address for both driver and iron shots.

- **Swimming:** The ability to swim at least 200 meters, using any swimming stroke.
- **Archery:** A mastery of the basic techniques of shooting. Prerequisite: beginning level class.

iii) Combative Activities

- **Kendo:** The ability to put on a protector without assistance.
- **Taikyokuken:** A mastery of the basic movement of Taikyokuken. Prerequisite: beginning level class.
- **Taikyokuken Tsurugi:** A mastery of the beginning and intermediate Taikyokuken courses or a mastery of the Kanka Taikyokuken 24 style.
- **Aikido:** A mastery of the basic movement of Aikido. Prerequisite: beginning level class.

iv) Rhythms and Dance

- **Nippon Minzoku Buyo:** A mastery of the beginning course or as same as level students.
- **Creative Wadaiko:** A mastery of the beginning course.

3. HOW TO REGISTER COURSES

a. THE FIRST AND SECOND LOTTERY (A. [GE/PE EX. COURSES])

(Confirm registration by completing the following steps.)

Registration is begun via online input at the Registration Website. For the Registration Website, please refer to p.251.

INPUT

Input course information of your choice by the Registration Website. Registration changes may be made any number of times, during the Pre-registration period. (From the second time on, the screen from the previous registration will appear, and students are to make changes to that screen.)

1 General Education Courses

- 1) Indicate the number of courses you wish to take during the term for which you are registering.
- 2) Indicate your order of preference, starting from "1", for up to 10 courses.
- 3) Course assignment for the Pre-registration will be conducted by lottery for the courses selected, up to the number of courses indicated in item 1) above, in the order of preference indicated. When there is a time conflict, priority will be given to whichever course comes first in the order of preference indicated by the students.

2 Physical Education Exercise Courses

- 1) Indicate your order of preference, starting from "1", for up to 10 courses.
- 2) One course will be chosen by lottery from among the choices indicated.

* If, after lottery has been conducted to select enrollees for the class, time conflicts arise between GE and PE Ex. courses, GE courses will be given priority.

* In case you have signed up for a General Education course or for a Physical Education course, which many students have signed up for, you may not be able to attend the specific courses or the number of courses (in the case of physical exercise courses only one) you wish to attend.

* Only on-campus access is available on the final day of the first lottery.

PRINTING "GE/PE EX. Pre-registration Confirmation Report" will be printed for each person. Retain this printout until receipt of announcement of results. This printout will be necessary in the event there are problems with course registration.

Print jobs are only valid for one day, and are canceled once the Othmer Library and ILC close. To print out from the following day onwards, click the print button once again.

b. CANCELLATION OF COURSES FROM THE FIRST LOTTERY

(Confirm registration by completing the following steps.)

Registration is begun via online input at the Registration Website. For the Registration Website, please refer to p.251

INPUT On the First Lottery Results Screen, click the cancel button for courses you wish to cancel, then confirm the cancellation. Once the cancellation has been confirmed this can not be restored under any circumstances.

PRINTING Print out the "GE/PE EX Pre-registration Confirmation Report" which records the input results. Retain until the final results are announced. This printout will be necessary in the event of problems in course registration. Print jobs are only valid for one day, and are canceled once the Othmer Library and ILC close. To print out from the following day onwards, click the print button once again.

V. CONCERNING OTHER COURSE REGISTRATION

(OTHER THAN GE/PE EX. COURSE)

1. IMPORTANT POINTS

Even if registering only for GE, PE EX. and/or Senior Thesis courses in the current term, it is still necessary to complete the Course registration Request Form, receive the advisor's signature, and submit at the designated location on Registration Day.

2. HOW TO REGISTER COURSES

a. REGISTRATION (B. [OTHER COURSES])

(Confirm registration by completing the following steps.)

Registration is begun via online input at the Registration Website. For the Registration Website, please refer to p.251.

INPUT [ILC second floor / Othmer Library first floor]

Based on your plan for completion, choose courses requested for registration from among the course offerings list on the website on registration day. In the case you have already used the schedule preparation service screen, you can use this as is for courses to be requested. However since there may be changes in open course details, be sure to confirm with "SUPPLEMENT AND ERRATA TO THE GUIDE TO ACADEMIC REGULATIONS AND COURSE OFFERINGS" issued on the Registration Day.

PRINTING [ILC second floor / Othmer Library first floor]

The "Course Registration Request Form" will be only printed once.

MEETING WITH YOUR ADVISOR [Advisor's Office]

Receive the record of grades for the previous term. If there are no problems with the courses to be requested for registration, receive your advisor's signature on the "Course Registration Request Form." (If it is necessary to change the courses for registration, make the necessary changes in handwriting [pencil not allowed] on the "Course Registration Request Form," and receive advisor's signature after gaining his/her approval).

SUBMISSION [ILC-106]

Submit the "Course Registration Request Form" with the advisor's signature. Student ID (ID card) is required at the time of filing. (In the case there are changes based on the meeting with the advisor, submit the form at the specified location (I-106) after inputting corrections for each change on computer. After doing so, submit the "Course Registration Request Form" to complete registration.)

* Only on-campus access is available on the Registration Day.

* Advanced undergraduates who wish to take 400 level graduate courses should receive signatures from the course instructor and their advisor on the prescribed form and submit this to the Educational Affairs Group by the final day of the registration change period.

b. LATE REGISTRATION

(Confirm registration by completing the following steps.)

Students who are unable to register on Registration Day are to complete "Late Registration" by the end of the Late Registration period. Late Registration is begun via online input at the Registration Website. For the Registration Website, please refer to p.251.

INPUT [ILC second floor / Othmer Library first floor]

Based on your plan for completion, choose courses requested for registration from among the course offerings list on the website. There may be changes in open course details, be sure to confirm with "SUPPLEMENT AND ERRATA TO THE GUIDE TO ACADEMIC REGULATIONS AND COURSE OFFERINGS".

PRINTING [ILC second floor / Othmer Library first floor]

The "Course Registration Request Form" will be only printed once.

MEETING WITH YOUR ADVISOR [Advisor's Office]

Receive the record of grades for the previous term. If there are no problems with the courses to be requested for registration, receive your advisor's signature on the "Course Registration Request Form." If it is necessary to change the courses for registration, make the necessary changes in handwriting [pencil not allowed] on the "Course Registration Request Form," and receive advisor's signature after gaining his/her approval. Be sure to obtain your advisor's signature on the form.

(Also, be sure to contact your advisor in advance and arrange for having guidance as well as your advisor's signature by the deadline of the Late Registration.)

SUBMISSION [Educational Affairs Group]

Submit the "Course Registration Request Form" together with the Late Registration fee of 3,000 yen in payment stamps to the Educational Affairs Group. Student ID (ID card) is required at the time of filing.

(In the case there are changes based on the meeting with the advisor, submit the form at the Educational Affairs Group after inputting corrections for each change on computer. After doing so, submit the "Course Registration Request Form" to complete registration.)

- * Late Registration input will not be possible from off-campus computers.
- * Advanced undergraduates who wish to take 400 level graduate courses should receive signatures from the course instructor and their advisor on the relevant form and submit this to the Educational Affairs Group by the final day of the registration change period.

c. REGISTRATION CHANGE

(Confirm registration by completing the following steps.)

Registration is begun via online input at the Registration Website. For the Registration Website, please refer to p.251

INPUT

Please input additions or deletions based on the registration results displayed on the website. Apart from General Education (GE) and Physical Education Exercise courses (PE EX.), registration changes can be made any number times during the registration change period.

PRINTING Results of Registration change "Registration Change Confirmation Form" will be printed for each person. Retain this printout until receipt of record of grades. This printout will be necessary in the event there are problems with course registration.

Print jobs are only valid for one day, and are canceled once the Othmer Library and ILC close. To print out from the following day onwards, click the print button once again.

* Only on-campus access is available on the final day of the registration change period.

* Advanced undergraduates who wish to take 400 level graduate courses should receive signatures from the course instructor and their advisor on the relevant form and submit this to the Educational Affairs Group by the final day of the registration change period.

3. REGISTRATION CONFIRMATION PROCEDURE

See p. 254 "4. REGISTRATION CONFIRMATION".

4. AUDITING PROCEDURE

The following procedure is applicable to ICU students only:

- a. Students should submit to the Educational Affairs Group the completed form, with all necessary items, including instructor's signature obtained by the final day of the registration change period.
- b. Units of audited courses are to be included in the limit stipulated in "NORMAL ACADEMIC LOAD."
- c. Auditors are not permitted to take examinations and are not given course credits.
- d. To request materials for classes, students should contact the division offices concerned in advance. Please note that students should not disregard the above-mentioned procedure to obtain materials during classes.
- e. Courses not allowed to audit
 - ELP courses, JLP Courses
 - Limited enrolled courses
 - Laboratory courses, seminars, exercise courses