

Schedule for Confirmation of the Courses Completed until AY 2019 Autumn Semester and Course Registration Procedures for AY 2020 Spring Semester

Update on March 13

Event	Date
Confirmation of the Courses Completed until AY 2019 Autumn Semester on the Web	February 19 (Wed) 9am – *Transcript will be able to obtained from March 2 (Mon).
Publication of AY 2020 Spring Semester Class Timetables *The class timetable is available on the website of the School of Engineering.	March 11 (Wed) (Tentative)
Period to Register for Courses on the Web *Students will only be able to access the online systems during the application period (date and time).	March 18 (Wed) 9am – March 27 (Fri) 6pm April 2 (Thu) 9am – April 9 (Thu) 6pm
Confirmation of Registered Courses on the Web (1st Round)	April 15 (Wed) 9am – April 30 (Thu)
Period to Revise Registration on the Web (additions and/or cancellations)	April 17 (Fri) 9am – April 30 (Thu) 6.30pm
Period to Apply for Special Course Registration *Read the notes below carefully.	April 17 (Fri) 9am – April 30 (Thu) 5pm Students should submit an application form to the Student Affairs Division during above period before online registration.
Confirmation of Registered Courses on the Web (2nd Round)	May 19 (Tue) – May 21 (Thu)
(Final) Deadline for Revise Registration (additions and/or cancellations) Students should submit an application form to the Student Affairs Division. (NOT Online)	May 19 (Tue) – May 25 (Mon) Application form is available from May 1 at the Student Affairs Division. Web "Confirmation of Registered Courses" June 1 (Mon) – August 7 (Fri)

- The Completed Course Confirmation Sheet can be checked on the Nagoya University Portal at <https://portal.nagoya-u.ac.jp/>
- The class timetable is available on the website of the School of Engineering at <http://www.engg.nagoya-u.ac.jp/> ("Current Students" → "Class Schedule")
- Notes on online registration
 - * Please log in to the Nagoya University Portal at <https://portal.nagoya-u.ac.jp/> using your Nagoya University ID (It will have been issued by the Information and Communications Headquarters upon entrance).
 - * Avoid input during maintenance periods (6pm – 7pm, 4am – 5am). It is not possible to guarantee the entered data.
 - * If students have lost their Nagoya University ID or there are issues with their password, please contact the Information Media Office (School of Engineering, Building 7, 4th Floor). (Re-issuance takes approximately 1 week so please be sure to check in advance. 052-789-3903 e-office@media.nagoya-u.ac.jp)
 - * URL for the operating manual: <http://web-honbu.jimu.nagoya-u.ac.jp/gakumu/gakumubu/student/index.htm> (in Japanese)
 - * For queries or opinions concerning the academic system contact the Student Affairs Department, Student Affairs Planning Division at "gakumu-support@adm.nagoya-u.ac.jp"
- Notes on online course registration
 - *For courses (experiment, exercise etc.), which are held several times a week, it is necessary to enter each of the days and times as listed on the class timetable.
 - *Students cannot correct on the web for final additions or amendments. Students should carry out the procedure by submitting the application form distributed by the Student Affairs Division of the School of Engineering.
- Notes on "Special Course Registration"
 - (How to retake compulsory courses in specialized fields which failed before in case that students have another compulsory courses at the same period)
 - *Special course registration is restricted in case that both special course registration course and regular course are compulsory (or elective compulsory) courses in specialized fields.
 - *Students CANNOT make use of this system for any Liberal Arts and Sciences Courses.
 - *Students should submit an application form before online registration. Application form is available at the Students Affairs Division from April 15.
- Notes on "Course Withdrawal System"
 - * If students wish to drop a course and receive a grade "Absent", they must submit a "Course Withdrawal Request Form" to the instructor before the end of May. The form is available at the Student Affairs Division from May 26. (Deadline: May 29 (Fri))
 - * Course Withdrawal System CANNOT applied to "Lecture" or "Lecture and Exercise" of the specialized field courses for the School of Engineering.
- Other Considerations
 - * Freshman students may not take courses which are aimed at sophister students.
 - * The syllabus can be checked on the website of the School of Engineering besides a booklet. ("Current Students" → "Syllabus")