10. Class Registration
10-1. Registering Classes

1) Registering your contact information on the screen

You have to register your contact information at the beginning of each year and semester.

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).

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 **"Course registration"** in **"Course"** tab, the following screen (Figure 1) will appear, enabling you to register classes.

Figure 1

If you click on the [icon] 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" on the Course Registration page (Figure 2).

　A dialog box will appear, asking you to register a class in your schedule (Figure 3).

Figure 2

(2) Enter a timetable slot code that applies and click on Register button.

Figure 3

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

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

(3) If you don't know an appropriate timetable slot code, click on "Timetable Slot Code Search." on the schedule registration page. (Figure 4)

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

Figure 4
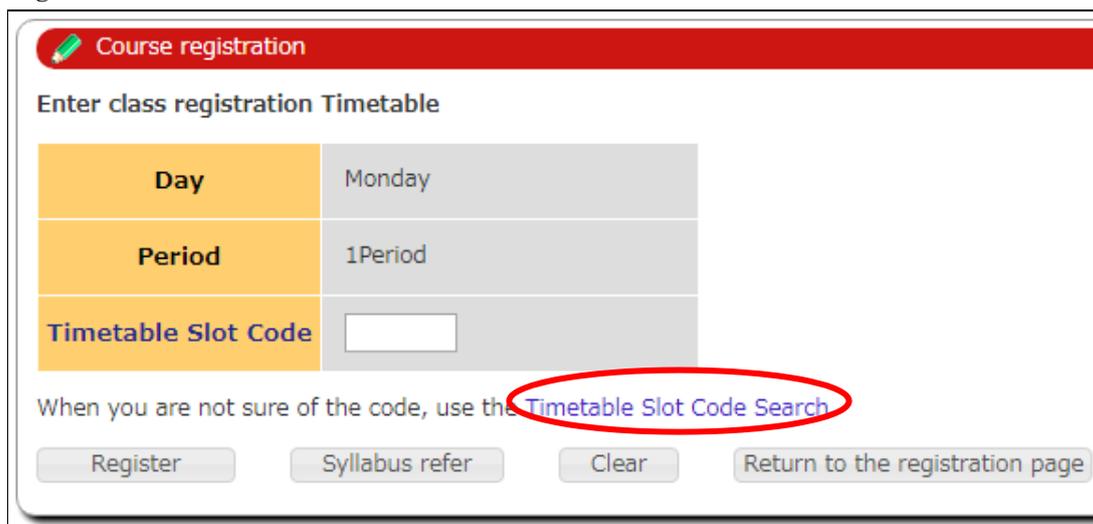
(4) Enter search conditions and click on Search button, and a list of classes that apply will appear. Choose and click on your desired class, and its timetable slot code will be reflected on the schedule registration page shown in Figure 3. Then, click on Register button.

Figure 5

Figure 6

(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

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 course registration page (Figure 8), click on the timetable slot code shown at the class that you want to delete.

　(2) A dialog box will appear (Figure 9), asking you if you want to delete. Click on Delete button 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 button, and the course registration page (Figure 1) will appear again.

Figure 8

Figure 9

⚠ 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 Create PDF file button on the class registration page, the following dialog box will appear.

(2) Clicking on ファイルを開く(Open with) button 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.

⚠ Attention!

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