

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.

Contact information change

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

Student Contact Information

Department	Humanities	Student No.	0000000
Name	KOBE Taro	School year	Year 1
Zip code		Prefecture	兵庫県
City			
Town name, address, etc.			
Apartment, etc.			
Phone number	<input type="text"/> (Single-byte Characters) Hyphen Allowed	Type	--
Cell Phone number	<input type="text"/> * (Single-byte Characters) Hyphen Allowed		
E-MAIL 1	<input type="text"/> (Single-byte Characters)		
E-MAIL 2	<input type="text"/> (Single-byte Characters)		
E-MAIL (mobile phone)	<input type="text"/> (Single-byte Characters)		

Register 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

Year	2018Year	Semester	1st quarter
Affiliation	LettersHumanities	Year level	2Grade
Student No.	0000000	Name	KOBE Taro

We were not able to grant you permission to take the following classes.
Before course registration, you should go to the academic/student affairs section to solve this problem.

Day - Period	Timetable Slot Code	Course Name	Main Instructor
Mon 1Period	1Q003	Class3	TEST

Continue to the class registration status page. (You can't register courses until you go to academic/student affairs section of your faculty or graduate school and solve this problem.)
Return to the login page.

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

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	
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		[Significance of color]		
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” 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

	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** button.

Figure 3

✎ Course registration

Enter class registration Timetable

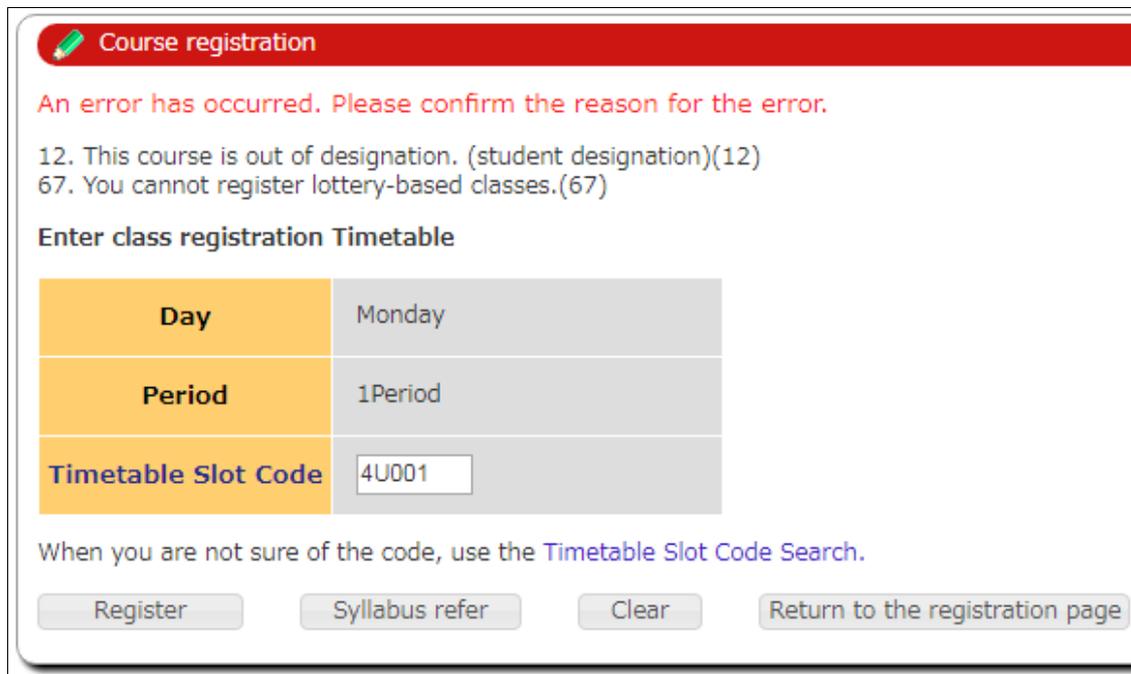
Day	Monday
Period	1Period
Timetable Slot Code	<input style="width: 80%;" type="text"/>

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

Register
Syllabus refer
Clear
Return to the registration page

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...]



Course registration

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

12. This course is out of designation. (student designation)(12)
67. You cannot register lottery-based classes.(67)

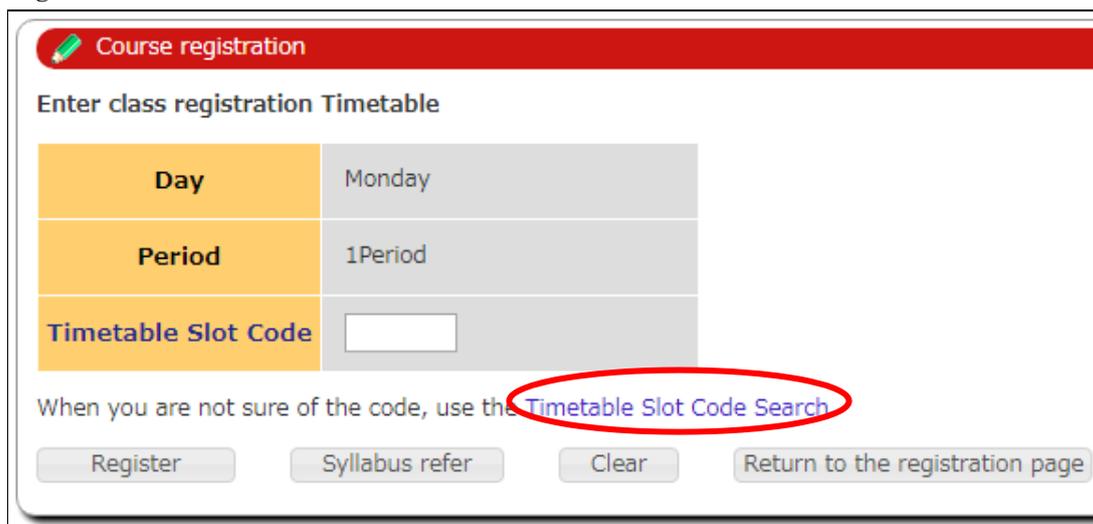
Enter class registration Timetable

Day	Monday
Period	1Period
Timetable Slot Code	<input type="text" value="4U001"/>

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

- (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



Course registration

Enter class registration Timetable

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

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

- (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

No.	Semester	Lecture category	Day · Period	Timetable Slot Code	Course Title	instructor
1	3Q	3Q	Mon1	3Z001	TEST	

- (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

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 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

	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
Period	1Period
Department	Letters
Timetable Slot 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 **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.