

2. Cautions for Course Registration

***All students need to register courses and confirm them without fail.**

*Even if you register mandatory courses only, make sure to confirm what you have registered.

(1) Course Registration procedure

- 1) Preparation: “International Students’ Hand Book”, “履修の手引き”(Course Registration) (you need to refer to timetables)
*Refer to syllabi on the Student Portal Website for the course contents.
- 2) Refer to your department & grade’s timetable on “履修の手引き”(Course Registration) p36.
- 3) Confirm your auto registered course by referring to the list of number of mandatory courses automatically registered” on “履修の手引き”(Course Registration) p21.
- 4) Register the course number on the date and time of the lecture. (refer to “履修の手引き”(Course Registration) p22)
- 5) Print the list of registered courses for final confirmation.

(2) Cautions for Course Registration

- 1) If you register a wrong course number, an error will occur or an inappropriate course will be registered.
- 2) Mandatory courses are registered automatically, so you don’t need to register by yourself. Only if you will not take any auto registered course, you need to delete the course and register another course for the slot.
***For those who re-enrolled, repeat the grade, transferred, any course will not be registered automatically. In that case you need to register all courses by yourself.**
- 3) We take University CAP system and it limits the maximum number of credits you can register for a semester or a year. If you register more credits than your maximum, an error will occur. In that case, you need to delete some courses.
- 4) If there are some courses held in the same period, you need to choose one of them.
- 5) If you are going to register 2 courses in the same period but held every other week, you need to register both in the same period.
- 6) If you are going to register a course that continues for more than 2 periods, you need to register just for the first period.
- 7) If you are going to register intensive courses, register them according to the term they are held on “集中講義選択画面”(intensive courses registering page).
- 8) You need to register one-year long courses only at the beginning of the first semester.
- 9) You cannot register the courses targeted to upper grade students than you, including auditing courses from other departments or faculties.
- 10) You cannot delete any course you have registered in the first semester during the course revision period of the second semester.
- 11) If there is any difference between the time tables on International Students’ Hand Book and “履修のてびき” (Course Registration), you need to refer to the one on “履修のてびき” (Course Registration) since it is the latest.

Counting the number of credits

- Courses held in the first semester will be counted as the registered credit for the first semester and a whole academic year.
- Courses held in the second semester will be counted as the registered credit for the second semester and a whole academic year.
- Credits for one-year long courses will be divided in 2 and the each of the half will be counted for each semester.
- Credits for intensive courses will be counted for an academic year.

Examples

Registered courses for the first semester 20...A

Registered courses for the second semester 18...B

Registered one-year long course 2...C

Registered intensive course 4...D

Credits you obtain will be

For the first semester: $A + C/2 = 21$

For the second semester: $B + C/2 = 19$

For an academic year: $(A + C/2) + (B + C/2) + D = 44$

Maximum number of credits permitted to register per academic year ...44 credits
(Dept. of Nutritional Science and 4th grade of Dept. of Nutritional Science and Food Safety: 49 credits per academic year)

Maximum number of credits permitted to register per semester ...22 credits (Dept. of Nutritional Science and 4th grade of Dept. of Nutritional Science and Food Safety: 25 credits per semester)

*Teacher Training Course, Curator and Librarian Training Course, or remedial courses are not included in this credit count.

Important Notice:

All information on course registration and academic records will be announced on the Student Portal Website. Make sure to check it daily.

3. Courses those need special cautions when you register

(1) English Course

- 1) The placement of the course depends on each faculty. Each faculty will have a guidance on this course registration at the beginning of the semester.
- 2) If you belong to the Faculty of Regional Environment Science and try to retake this course, you need to register “S クラス” (S course).
- 3) You can only register English courses of your department and faculty.
- 4) **You cannot change the class you are placed in.**

(2) “Sports Recreation 1” course

You can register this class without a placement guidance for the first semester 2020.

Regarding “Sports Recreation 2”, you can only register it for the second semester 2020 and there will be an announce of a placement guidance before the registering period of the second semester.

*2nd grade and above students from other departments can register this course. In that case you must attend the 1st class without fail.

(3) Courses those have stages to proceed

If you are going to take the following courses, you need to obtain the credit of the previous numbered course.

Chinese 2-4, French 2-4, Spanish 2-4, Portuguese 2, Indonesian 2, Thai 2, Korean 2

(all are of foreign language courses of the Faculty of International Agriculture and Food Studies)

So if you are going to register Chinese 2, you must have obtained the credit of Chinese 1.

(4) Courses those have classification

- 1) **Classification is applied for the courses of your department when you are the targeted grade of the course (there are exceptions).**
- 2) **Some courses are divided into classes along to student ID number. You need to confirm the class you belong to on the Student Portal Website.**
- 3) If you are registering courses those have classifications and are targeted to the students below your grade, you need to choose your class on your registration (there are exceptions).
- 4) For courses those designate the department for the classification, you need to register your department as your class.
- 5) If you find A, B, C…classification on the time table of Departmental Basic Courses for Foreign Language Courses and Specialized courses, you can choose a class. However, follow to the guidance in Information Basic and English courses.
- 6) If you repeat the grade or retake the course, you need to register the last class of the course (except for Dept. of Nutritional Science)
- 7) If you find classification on the table of Teacher Training Course or Curator and Librarian Training Course, you can choose a class to be placed.

(5) Remedial Education Courses

The university decides participants for this course. If you are told to take the course, you need to attend the designated course and you cannot take the same named course from other faculties instead.

***The credit of this course can NOT be applied towards the credits required for graduation.**

(6) Auditing courses from other departments or faculties

- 1) If you are going to register courses from other departments or faculties as auditing courses, you need to refer to time tables of them (please refer to the time table of the Faculty of Agriculture on the Student Portal Website).
- 2) If the course has the classification, you need to choose a class on your register.
- 3) You cannot register the courses targeted to the upper grade students than you.
- 4) The maximum number of the credits for auditing courses is total 16 credits in 4 years and 30 credits in 4 years for 4th grade students of Dept. of Nutritional Science and Food Safety and all students of Dept. of Nutritional Science.

***The credit will be counted on your register, not on your earning.**

- 5) You cannot register following courses as your auditing courses.
 - Courses include experiment, practical training, and comprehensive exercise (except for “海外農業実習 (一) (二) (三)” (Overseas Agricultural Training) of the Dept. of International Agricultural Development)
 - General Education Courses (except for sports related courses) and Foreign Language Courses (except for Introductory Foreign Language Courses)
 - Courses with “★” on time table from “履修の手引き”(Course Registration”) p36.

(7) Others unique to each faculty

- 1) the Faculty of Applied Bioscience: you can register either of Chinese or Spanish for Introductory Foreign Language Courses in a semester.
- 2) the Faculty of Life Sciences: you can register only one of Chinese, Spanish or German for Introductory Foreign Language Courses in a semester.
- 3) the Faculty of Regional Environment Science: you can register either of Chinese or German for Introductory Foreign Language Courses in a semester.

(8) If you fail to earn the credit of a course in the first semester

You cannot retake the course in the second semester (for all faculties)

Useful Tips!!

Tokyo NODAI Student Portal Site is in Japanese only...but if you use Google Chrome to access it, you can use translate function of Chrome.

