

### 13. Confirmation of Course Registration

- (1) Make sure to double-check your registered course on the Student Portal Website.

The latest course registration schedule (the course registration period, the course revision period and the registration confirmed day) will be announced on it.

- (2) Make sure to print out your confirmed registration list to check and confirm your registration anytime during the course registration period (including the course revision period for correction or cancellation)

- (3) Words for registration

- 1) “正規履修” (regular course registration) → First registration of regular courses offered for your faculty or your department. If you register courses of your grade, you need to take it according to assigned class. If you register the courses targeted lower grade students, you need to either register the assigned class or select a class to register.
- 2) “再履修” (retaking course registration) → Retaking failed courses (D or F).
- 3) “他学科聴講” (auditing courses from other departments) → registering courses offered in a department other than in the one you belong (except Teacher Training Course). In case of retaking the course you have failed, the grade will be added to the number of total credits of other departments and faculties.
- 4) “他学部聴講” (auditing courses from other faculties) → registering courses offered in a faculty other than in the one you belong (except Teacher Training Course). In case of retaking the course you have failed, the grade will be added to the number of total credits of other departments and faculties

## 14. Class Information

Important notice on your classes will be announced on the Student Portal Website.

Please confirm the followings before starting to attend classes.

### (1) Course Syllabus

Please refer to the syllabus on the Student Portal Website. It shows educational goals, contents of each class, remarks for the class and etc.

### (2) Class Cancellation

1) Information on cancellation of classes is posted on "休講情報" (Information on class cancellation) on the Student Portal Website.

2) The information can also be obtained from your smartphone by accessing the following URL;

[http://kyuko2.nodai.ac.jp/portalv3\\_p/kyuko.do](http://kyuko2.nodai.ac.jp/portalv3_p/kyuko.do)

3) Information about make-up classes

In case a make-up class is offered, either the instructor will give you an instruction or an instruction will be communicated through the Student Portal Website.

4) Classroom Changes

When there is any change to classroom allocation, the Information will be announced on the Student Portal Website.

5) “オフィスアワー” (Office Hours)

Office hours are times when you can meet with your professors and teaching assistants to ask questions. The Office Hours for each instructor can be found on the Student Portal Website.

6) Student Questionnaire

We carry out the “Student Questionnaire on Class Evaluation and Study Hours” in every semester to guarantee high-quality classes for students. The way of questionnaire will be shown on the Student Portal Website every semester.

7) Requests for Class Improvement

- If you have any opinion on your classes, you can fill your opinion in the form "授業に意見" (Your Opinion on the Class) at the Academic Affairs Division and submit it to them. This is for students to speak up about what you feel in class or how you think we can improve the class.
- For any inquiries regarding course registration and grades, please contact Academic Affairs Division directly.

**\* Please note that the inquiries are not accepted by phone or email. You need to visit Academic Affairs Division.**