

◆◆ AY 2018 Fall Course Registration Checklist ◆◆

Only subjects for which you are eligible to register will appear on the course registration screen.
If a particular subject in which you are interested does not appear, please make sure you have fulfilled the following criteria.

	Checklist		Registration Information
Timetable	Is the subject offered in AY 2018 Fall Semester? Yes ↓	No →	Even if listed within your curriculum, there are courses which are not offered during AY 2018 Fall Semester. Please confirm the AY 2018 Fall Semester classes by downloading the class timetable from the Academic Office website, or viewing the class times listed in the syllabus.
Curriculum	Is the subject available for your curriculum? Yes ↓	No →	There are certain courses which are only available on the AY 2017, AY 2011 curriculums. Please confirm the courses available for your curriculum by viewing the AY 2018 Fall Semester class timetable (Academic Office website), referring to the Undergraduate Academic Handbook (pp. 84-93 for the AY 2017 curriculum) (pp. 114-124 for the AY 2011 curriculum).
Registration Period	Can the subject be registered during Course Registration Period A? Yes ↓	No →	During Course Registration Period A, students may only register for Language Subjects, Common Liberal Arts Subjects (AY 2017 curriculum*, AY 2011 curriculum) and Major Subjects from one's own college. *However, there are some Common Liberal Arts Subjects which cannot be registered during Period A for the AY 2017 curriculum so please make sure to check the Undergraduate Academic Handbook (pp 128-129). Major Subjects from another college may be registered from Registration Period B. Subject fields may be confirmed with the AY 2018 Fall Semester class timetable (Academic Office website), the Undergraduate Academic Handbook (pp. 84-93 for the AY 2017 curriculum) (pp. 114-124 for the AY 2011 curriculum).
Credit Completion	Have you already received credit for this course? No ↓	Yes →	With the exception of courses specifically allowing repeat registration, you may not register for a course which you have already completed, even if the instructor or language of instruction differs. You may confirm your credit completion status from the Campusmate Grade Confirmation Screen or printed grade report. Courses which may be registered multiple times are listed in the Undergraduate Academic Handbook (pp. 127 for the AY 2017 curriculum) (p. 130 for the AY 2011 curriculum).
Prerequisite Subjects	Have you completed the prerequisites for the subject? Yes ↓	No →	Certain subjects require the completion of credit for their prerequisite subjects before registration is possible. Please confirm prerequisite subjects for courses in the Undergraduate Academic Handbook (pp. 84-93 for the AY 2017 curriculum) (pp. 114-124 for the AY 2011 curriculum).
Year Level	Do you meet the course's required year level? Yes ↓	No →	In the case of some subjects, you may only register once you have met or exceeded the specified year level. Please confirm the year level for courses in the Undergraduate Academic Handbook (pp. 84-93 for the AY 2017 curriculum) (pp. 114-124 for the AY 2011 curriculum), .
Language Proficiency*	Do you have permission to register subjects held in the language opposite to your language basis? Yes ↓	No →	Before you are able to register subjects held in the language opposite to your language basis, you must first meet the requirements established by your own curriculum. You may confirm whether or not you have permission to register these courses by viewing the Campusmate Course Registration Screen (see image below).
Prior Application	Does the subject require prior application in order to be registered? No ↓	Yes →	Subjects requiring prior application may not be registered from the Course Registration Screen. Please review the course registration instructions for the relevant semester, or review the course syllabus.
Session Subjects	Are you eligible to graduate this semester? Yes ↓	Yes →	Students eligible to graduate in March 2019 may not register session subjects.

* How to confirm permission to register courses held in the language opposite to your language basis.

(Campusmate Course Registration Screen)

The screenshot shows the 'campusmate' interface with a 'Course Registration TIPS' header. Below the header are 'Apply' and 'Return' buttons. A red dashed box highlights a section with the following text: 'Permission to take courses held in Japanese: Eligible', 'Permission to take courses held in English: []', and 'Registered Opposite Language Credits: []'. Below this is a grid with columns for 'Day / Period' (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday) and rows for '1 Q1', '1 Q2', '2 Q1', and '2 Q2'. Yellow icons are present in the grid cells. A red arrow points from the highlighted text to a callout box on the right.

This shows if you have permission to register courses held in English or Japanese. If you meet the specified criteria you will have permission. See the Undergraduate Academic Handbook for details.

«AY 2017/ AY 2011 Curriculum Students»
May not register lecture subjects without permission for that language.