◆◆ AY 2021 Spring 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** Even if listed within your curriculum, there are courses which are not offered during AY 2021 Spring Semester. Is the subject offered in AY 2021 No **Timetable** Please confirm the AY 2021 Spring Semester classes by downloading the class timetable from the Academic Office website, or Spring Semester? viewing the class times listed in the syllabus. Yes There are certain courses which are only available on the AY 2017, AY 2011 curriculums. Is the subject available for your No Please confirm the courses available for your curriculum by viewing the AY 2021 Spring Semester class timetable (Academic Curriculum Office website), referring to the Undergraduate Academic Handbook (pp. 88-97 for the AY 2017 curriculum) (pp. 116-126 for the curriculum? AY 2011 curriculum). Yes 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. Can the subject be registered *However, there are some Common Liberal Arts Subjects which cannot be registered during Period A for the AY 2017 Registration No during Course Registration curriculum so please make sure to check the Undergraduate Academic Handbook (pp. 132-133). Period Major Subjects from another college may be registered from Registration Period B. Subject fields may be confirmed with the AY Period A? 2021 Spring Semester class timetable (Academic Office website), the Undergraduate Academic Handbook (pp. 88-97 for the AY 2017 curriculum) (pp.116-126 for the AY 2011 curriculum). 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. Yes Credit Have you already received You may confirm your credit completion status from the Campusmate Grade Confirmation Screen. Courses which may be Completion credit for this course? registered multiple times are listed in the Undergraduate Academic Handbook (p. 131 for the AY 2017 curriculum) (p. 134 for the AY 2011 curriculum) No ↓ Certain subjects require the completion of credit for their prerequisite subjects before registration is possible. **Prerequisite** Have you completed the No Please confirm prerequisite subjects for courses in the Undergraduate Academic Handbook (pp. 88-97 for the AY 2017) **Subjects** prerequisites for the subject? curriculum) (pp. 116-126 for the AY 2011 curriculum). Yes In the case of some subjects, you may only register once you have met or exceeded the specified year level. Do you meet the course's No Year Level Please confirm the year level for courses in the Undergraduate Academic Handbook (pp. 88-97 for the AY 2017 curriculum) required year level? (pp. 116-126 for the AY 2011 curriculum), . Yes Do you have permission to Before you are able to register subjects held in the language opposite to your language basis, you must first meet the Language register subjects held in the No requirements established by your own curriculum. Proficiency* You may confirm whether or not you have permission to register these courses by viewing the Campusmate Course language opposite to your Registration Screen (see image below). language basis? Yes Does the subject require prior Prior Subjects requiring prior application may not be registered from the Course Registration Screen. application in order to be **Application** Please review the course syllabus and Courses Requiring Prior Application from the Academic Office website. registered? No Are you eligible to graduate this Session Students eligible to graduate in September 2021 may not register session subjects. Students who have earned less than 100 credits prior to their semester of graduation are eligible to register. semester? No For some switch-style classes your available classes for registration differ based on whether your Student ID number Some Elective Yes Did you check your Student ID is even or odd. Language number (even or odd)? All the courses are shown in the course timetable, but only the courses available to register based on your even or odd Courses Student ID number are shown on Campusmate.

(Campusmate Course Registration Screen)

