Kobe University

Academic Affairs Information System

"URIBO-NET" User's Manual

(For Students)





Student Affairs Department

Kobe University

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Registration Flowchart

List of Registered Classes (Format for submission)

List of Contacts: Sections in charge of academic/student affairs at respective faculties and graduate schools

Locations of Student Terminals

1. Functions

The URIBO-NET has the following functions.



Menu	Function		
Student Info	Student portfolio / Contact information change		
	Class portfolio		
Course	Lottery-based registration / Confirm entries		
	Course registration (Download a list of registered classes)		
Grade	View course grades / View earned credit points		
Schedule	Schedule Management / Cancelled lectures/ Make-up lectures		
Syllabus	Syllabus inquiry		
Questionnaire	Answer screen/ Confirm answer		
Bulletin Board	Bulletin board		
Other	Web Link Entry Link List		

After log-in, the top page appears. The top page shows the menu and What's New about questionnaire or bulletin board.

The Bulletin Board provides emergency news and other important information, so we recommend that you access the top page at least once per day in addition to paying attention to bulletin boards on campus.

2. Access

1) Accessibility

You can access the URIBO-NET on and off campus.

2) Terminals

You can access the URIBO-NET through a computer connected to the Kobe University LAN or Internet and smartphone.

3) URL

https://kym-web.ofc.kobe-u.ac.jp/campusweb/

- Visit the Kobe University official website and click on the "URIBO Portal" banner to go to the "URIBO Portal for Students." Then, click on the Kobe University Academic Affairs Information System URIBO-NET icon, to access the URIBO-NET.
- You use a Student Terminal on campus managed by the Information Science and Technology Center (see the back cover of this manual). Double-click on the Academic Affairs Information System icon on the desktop, to access the URIBO-NET.
- 4) Account (Login ID and password)

You need to open your URIBO-NET account to be issued by the Information Science and Technology Center.

5) Browser compatibility and setting

The following browsers support the URIBO-NET. The use of any browsers other than those designated below could possibly cause operational faults.

< Recommended browsers for Windows>

Internet Explorer 11.0 ~

FireFox 36.0 ~

Google Chrome 41.0 ∼

<Recommended browser for Mac>

Safari 8.0 ~

* Operational faults could occur if you use a privately customized browser.

6) Session timeout

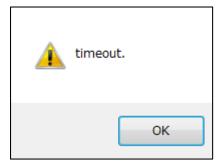
The URIBO-NET protects your information through encryption technology that makes your inputs confidential. Due to this protection function, your session will automatically expire after 15 minutes of continual idle time without any activity (no clicks on the "Register" tab, for instance). After such session timeout, it is necessary to log in again.

* Even if your session expires, your registration or request entries that have been completed before the expiration are supposed to remain effective. However, please log in again and confirm the status of your registration or request entries.

(1) The following "Session Timeout Warning" appears when your remaining time (of non-activity) reaches and falls below 5 minutes.



(2) Your session will automatically expire about 5 minutes after the "Warning" appears, if no activity occurs.



(3) If you click on OK, the timeout message will appear.



3. Starting the URIBO-NET

You can access the URIBO-NET through the following procedure.

[From a Student Terminal]

- (1) Start up a Student Terminal.
 - * For details about the operation of a Student Terminal, please visit the Information Science and Technology Center website and see the "Student Terminal" page.

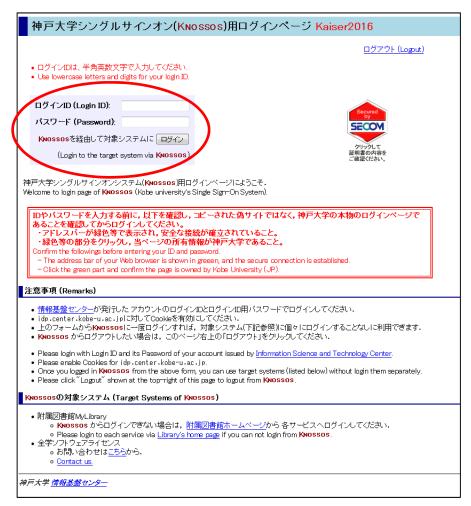


(2) Double-click on the "Academic Affairs Information System" icon on the desktop.

[From your computer]

- (1) Start up a web browser.
- (2) There are two methods to access the login page of the URIBO-NET;
 - 1) Enter the following URL directly into the location bar on a web browser. https://kym-web.ofc.kobe-u.ac.jp/campusweb/
 - 2) Go to the Kobe University official website (http://www.kobe-u.ac.jp/) and click on the "URIBO Portal for Students" icon. Then, your computer will be connected to the Kobe University Academic Affairs Information System URIBO-NET.

(3) The dialog box for login appears.



1) Enter your user I.D.

User I.D. is your student I.D. number.

2) Enter your password.

If you forget your password or have not received your account (through a written notice), contact the Information Science and Technology Center (Tel: 078-803-5377).



If you applied for re-issuance of your URIBO-NET account, your sign-in is not accepted until the re-issuance procedure is completed. While the application is pending, you may not sign in even during the designated registration period.

* A lost account is your fault, possibly resulting in that you cannot register a class.

Ensure that you always keep your account confidential and effective.

4. Leaving the URIBO-NET

(1) You must always click on the Logout tab when you leave the URIBO-NET.



- (2) Clicking on the Logout tab will display a dialog box that says "Logout completed" and asks you to close your web browser. Click on Close Browser to leave the URIBO-NET.
- * You must always log out when you leave your computer (terminal). Leaving your computer without completing your logout could invite the risk that your confidential information including your marks/grade might be stolen or that your inputs (for class registration) might be altered by someone.

The logout screen looks like this:

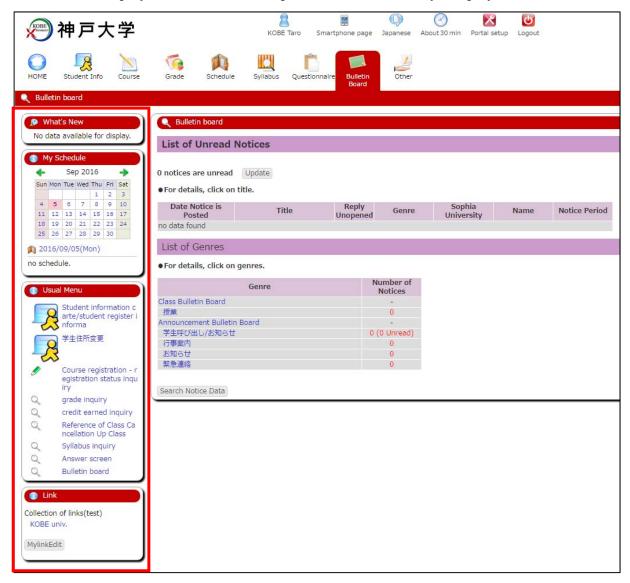
神戸大学シングルサインオン(Knossos)用ログアウトページ

- サービスおよびKnossosからログアウトしました。
- すべてのサービスからログアウトするにはブラウザを閉じて下さい。
- · You logged out form the service and Knossos.
- Close your browser to logput from all service.

神戸大学情報基盤センター

5. Portal

The screen displayed on the left side is portlet. These are always displayed.



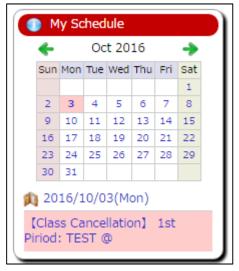
(1) What's New

1) New Information such as bulletin board, questionnaire or cancelled classes is displayed. These are displayed by clicking on a link.



(2) My Schedule

1) Plans for class or cancelled class of the date are displayed when you choose the date of the calendar.



- 2) The month of the calendar is switched when you click " \leftarrow " " \rightarrow " on the calendar.
- 3) Detail of the schedule is displayed when you click the date under the calendar.



(3) Usual Menu

1) Usual menu which administrator set is displayed.



2) These information are displayed by clicking items.

(4) Link

1) Link which administrator set is displayed.



2) You can register a link just for yourself by clicking MylinkEdit button.



3) Registration page is displayed when you click Add Link button.



4) When you input the information of the page that you want to register and click Registration button, it is registered.



6. Student Portfolio

Clicking on "Student portfolio" in "Student Info" tab will enable you to access registered student information on you.



If you click on any of the tabs appearing at the upper part of the screen, which include "Basic Student Details," "Student Register Information" "Student Personal Information" "Contact," "Change of Status," "Awards/Extracurricular Activities," "International Student Information" (only for international students), "Information of Course Registration," "Information of Grades," "Scholarship" (only for recipients), "Exemption" (only for applicants) or "Insurance" (only for the insured), you can access registered information concerning these items.

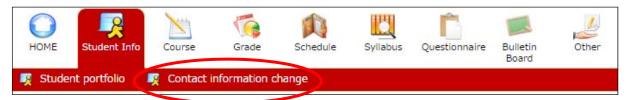
[Student Portfolio / Enrollment Status]



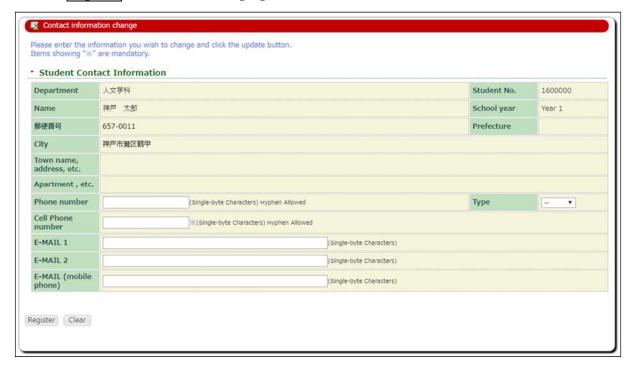
If you need to make any change to the information shown on the screen, contact the academic/student affairs section at your faculty (graduate school).

7. Contact Information Change

Clicking on "Contact information change" in "Student Info" tab will enable you to change contact information on you.



If you need to make any change to the phone number or e-mail shown on the screen, you can click on Register button after changing it.



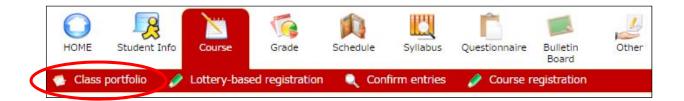
If you need to make any change to the address shown on the screen, contact the department in charge of academic/student affairs (hereinafter referred to as the "academic/student affairs section") at your faculty or graduate school.



When you register classes for the first time in every semester, the following screen will appear, asking to confirm your contact information.

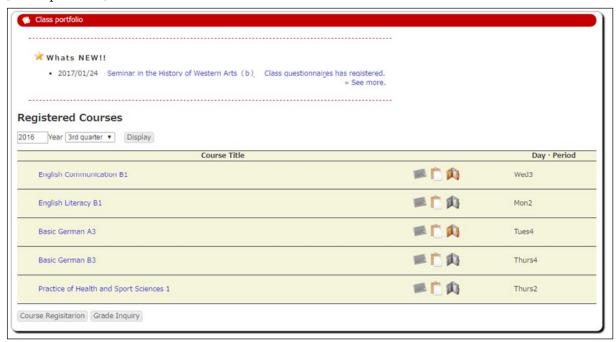
8. Class Portfolio

Clicking on "Class portfolio" in "Course" tab will enable you to access class information on you.



When the news for each class, class questionnaire, information of cancelled lectures and makeup lectures are registered, each icon displayed next to the course title becomes activate (color display). You can refer to detail information by clicking on the course title or icon.

[Class portfolio]



9. Entering Requests

1) Requests Entry Page

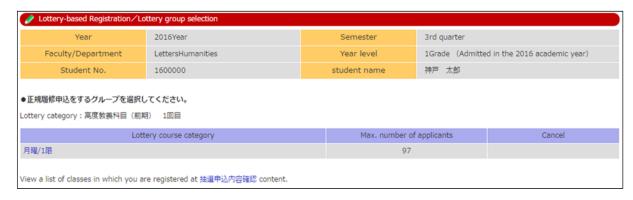
If you click on "Lottery-based registration" in "Course" tab, the following screen will appear, where you can start the operation to register your requests.



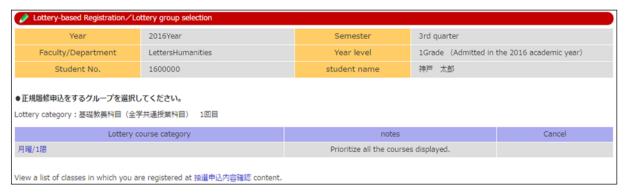
2) Entering a request

- (1) Select and click on your target subject shown in the "Lottery category" column, and a list of options will appear.
 - (* The following screen won't appear when it is outside the designated requests entry period.)

Pattern A: in the case you should prioritize any courses



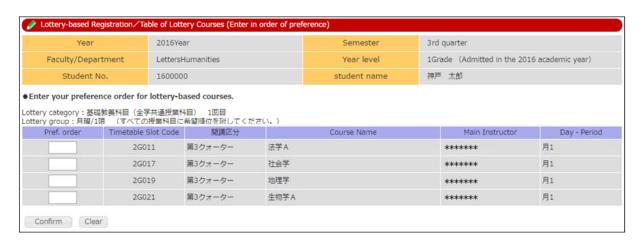
Pattern B: in the case you have to prioritize all the courses





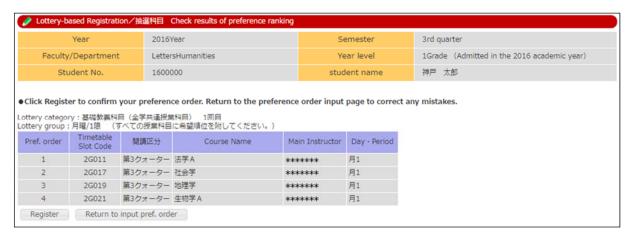
For details, please read the "How to Register Classes" on the "Classes/Registration" page in the URIBO Portal for Students.

- (2) If you choose and click on any item shown in the options column, a list of available classes will appear.
 - * The class that you can't request is not displayed.



(3) After completing your inputs, click on Confirm button. Then, your request (priority order) will be shown on the screen, asking you to confirm the information. If the priority order shown on the screen is correct, click on Register button.

If you need to change the priority order shown on the screen, click on Return to input pref. order button, to make the necessary correction.



(4) If there is no technical error with your setting of priority order, the following screen will appear, saying "Entry Completed."



* If you desire to continue the requests entry operation (either for faculty-designated classes or for classes not designated by your faculty), return to the page showing options, and repeat the above operations (2) to (4).

[In the case that there is a technical error with your setting of priority order]

If the "Error" message appears, find what was wrong, and return to the priority order setting page, and redo your setting.

☆Error example



- 3) Confirming your entries
 - (1) Clicking on "Confirm entries" in "Course" tab will enable you to view the status of your entries on the screen.



(2) If you click on an item shown in the "Lottery category" column, the status of your entries for each timetable slot will appear.



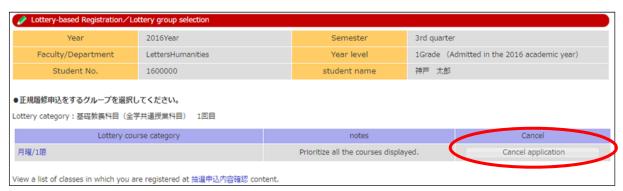
4) Canceling applications

You can cancel your application through the following procedure.

(1) If you click on "Lottery-based registration" in "Course" tab, the following screen will appear.



(2) Select and click on your target subject shown in the "Lottery category" column, and a list of options will appear. Click on Cancel application button if you want to cancel the application.



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 "Cancellation", and then redo "registration."

5) Accessing registration results (your registered classes)

You can access registration results through the following methods.

- (1) View the "Courses registration" page (See page 21.)
 - * This page shows your registered classes that have been assigned after all student's requests are processed and adjusted.
- (2) Bulletin Board (Official noticeboard managed by each faculty)
 - * For registration results on liberal education classes made available to all students, see the "Courses registration" page ((1) above).

To see registration results on specialized education classes offered by your faculty, contact the academic/student affairs section at your faculty.



Classes for Preliminary Registration

The following classes are subject to the preliminary registration process which precedes students' online registration.

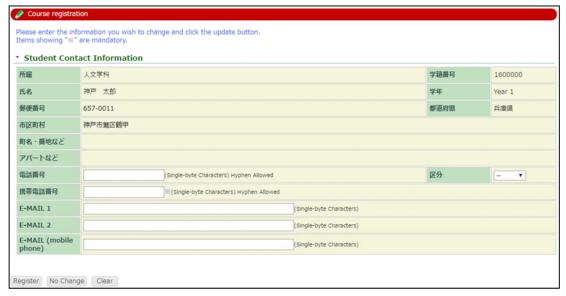
- Pre-assigned foreign language class that all students are required to take and preassigned classes on certain general subjects
- Classes that have been assigned after students' requests were processed and adjusted
- Classes for which special permission is required (including a class to be re-registered as well as a faculty-designated specialized education class to be taken by another faculty's (graduate school's) student with permission of the teacher in charge through the submission of a permission card)
- Other classes that require students to ask their faculty (graduate school) to make a preliminary registration.
- * The above-mentioned classes cannot be deleted from the class registration page.

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.



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).



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.

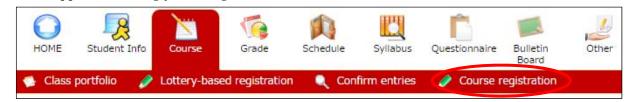


Figure 1



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.

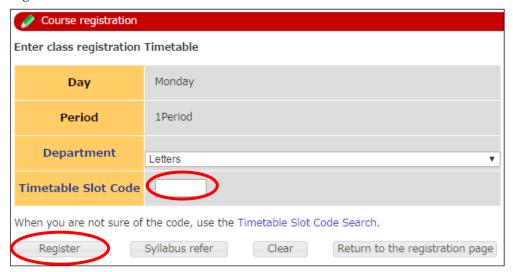
- 3) Registering your schedule (Course registration)
 - (1) Click on the "Unregistered" on the Course Registration page (Figure 2).
 A dialog box will appear, asking you to register a class in your schedule (Figure 3).

Figure 2

1st quarter		2nd quarter	3rd quarter	4th quarter
	N	londay	Tuesday	Wednesday
1Piriod	Unregist	tered	Unregistered	Unregistered
2Piriod	2G226 English *****	Literacy B1	Unregistered	Unregistered

(2) Enter a timetable slot code that applies and click on Register button.

Figure 3



If there is no technical error with your input, your input will be reflected in your schedule or in the Intensive classes, etc. section.

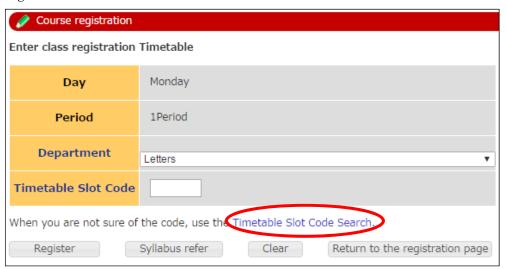
[In the case that there is a technical effort with your input...]



(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



(4) Enter search conditions and click on <u>Search</u> 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 <u>Register</u> button.

Figure 5

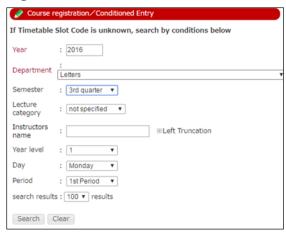
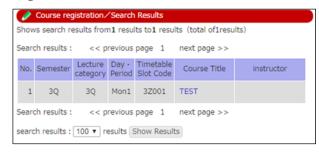
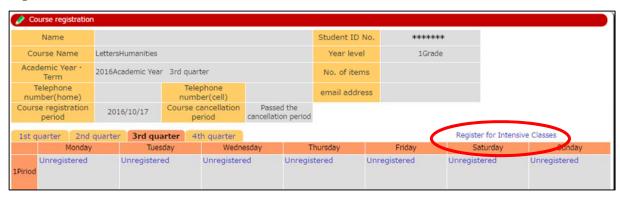


Figure 6



- (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



- 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 q	uarter	2nd quarter	3rd quarter	4th quarter
	Monday		Tuesday	Wednesday
1Piriod	Unregistered		Unregistered	2L469 国文学史 (a) *******
2Piriod	2G226 English Literacy B1 ******		Unregistered	Unregistered

Figure 9





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® ReaderTM (available free of charge) to be installed in your computer. You need to install the program by yourself.
- (1) If you click on <u>Create PDF file</u> 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 TM program.



You can download a list of your registered classes even after the registration period closes.



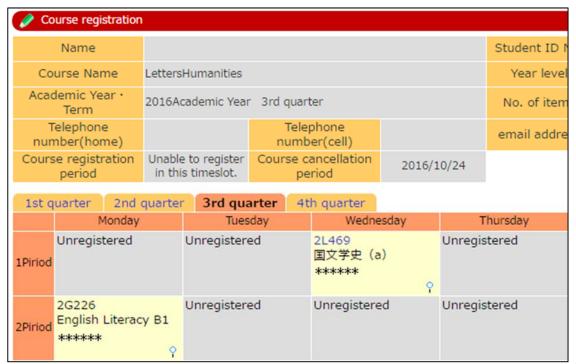
You can use a printer installed on campus by the Information Science and Technology Center, if you buy a printer card.

10-2. Cancelling Registration

You can cancel the registration of classes only during the cancellation period designated for each quarter.

(1) Only during the designated cancellation period, the class registration page looks like Figure 1, allowing you to cancel the registration of classes.

Figure 1



(2) Choose a class that you desire to cancel the registration for.

For certain curriculum-related reasons, the registration of some classes cannot be cancelled at any time and the registration of some other classes cannot be cancelled during the designated cancellation period. For details, contact your faculty or graduate school.

Figure 2



(3) If you choose a class that allows for registration cancellation, a dialog box that looks like Figure 3 will appear. In that case, you can cancel the registration of the class by clicking on Course cancellation button. If you are not going to cancel the registration of the class, click on Return to the class registration page button.

Figure 3



- (4) If you choose a class that does not allow for registration cancellation, the error message will appear.
- (5) When you click on Course cancellation button, the slot concerned is highlighted with a pink color.
 - * The class (that you cancelled) won't disappear but remains on the screen.

Figure 4





On the list of your registered classes, strikethrough appears on the class that you cancelled.

(6) Only during the designated cancellation period, you can cancel your previous cancellation. If you click on the class that you cancelled, a dialog box that looks like Figure 5 will appear. Then, you can cancel the previous cancellation by clicking on Undo Cancellation button.

Figure 5



*Credit points otherwise earned by the class that you cancelled shall be included in the sum of credit points of your registered classes. We set a ceiling on the sum (under the CAP system).

11. Marks/Grades

You can refer to marks and grades under the function.

Course grades (for each quarter) \rightarrow View course grades

Credit points, Grades and GPA (for each semester) → View earned credit points/grades

- * Credit points/grades will be earned the end of each semester, so you can refer the result of the first quarter or third quarter's classes after publication of results in second quarter or fourth quarter.
- 1) Viewing your marks/grade

Clicking on "View course grades" in "Grade" tab will enable you to see a list of your registered classes and your marks/grade for each class.



(1) Set a display range. If you choose the "Grades from a specific year or semester" option, you will be asked to set a year and semester. Click on Display on the screen button.

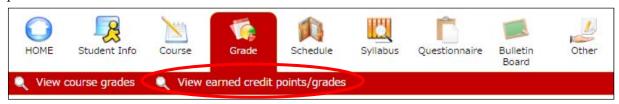


(2) A list of your registered classes and your marks/grade appear.

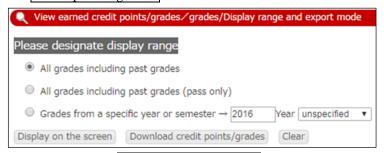


2) Viewing earned credit points

Clicking on "View earned credit points/grades" in "Grade" tab will enable you to see a list of all of your registered classes, your marks/grade and GPA scores including those in previous semesters.



(1) Set a display range, and click on either Display on the screen button or Download credit points/grades button.



- (2) If you click on Display on the screen button, your GPA scores including those for each semester and your marks/grade for each registered class will appear. You can see your GPA scores, marks, and grade for the current semester only on and after publication of results.
 - (1) The GPA score is calculated by dividing "Total GP" by "Effective Credit Points" (earned credit points qualified for GPA calculation) and then rounding off the result to two decimal places.
 - (2) "GPA (semester)" covers only classes registered in the current semester.
 - (3) Each Class GP score (shown in a list of classes) has been calculated by multiplying credit points earned from the class concerned by the given GP score (S: 4.3, A: 4.0, B: 3.0, C: 2.0, Fail: 0).
 - (4) The "—" mark in the Class GP column means that such class is not applicable to GPA calculation.
 - (5) The "*" mark in the Class GP column means that such class has been re-registered after dropped previously (which means that no points were earned previously). Such previous "0" mark is not reflected in the current GPA score, although it was reflected in the past GPA (semester) score. We do not revise past GPA records retroactively, and therefore, it is possible that "GPA" and "GPA (semester)" may be inconsistent when accumulated points are compared.



(3) Clicking on Download credit points/grades button will display the following dialog box.



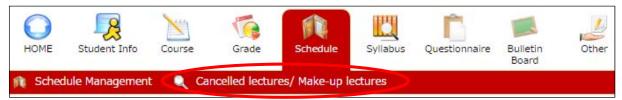
- (4) Clicking on ファイルを開く(Open with) button will start Adobe® Reader™, displaying your marks/grade. Clicking on ▼ button in the right of 保存 button and 名前を付けて保存(Save as) will enable you to save the PDF file under a name given by you.
- (5) If your computer is connected to a printer, you can print the records from the Adobe® ReaderTM program.



You can use a printer installed on campus by the Information Science and Technology Center, if you buy a printer card.

12. Cancelled Lectures and Make-up Lectures

1) Viewing cancelled lectures or make-up lectures If you click on "Cancelled lectures/ Make-up lectures" in "Schedule" tab, information on cancelled lectures and make-up lectures will appear in the form of a timetable.



If you want to move to a date other than that shown on the screen, click on the tab (on top of the timetable) that says "Day", "Week" or "Month" to go forward or backward by the day, week or month.

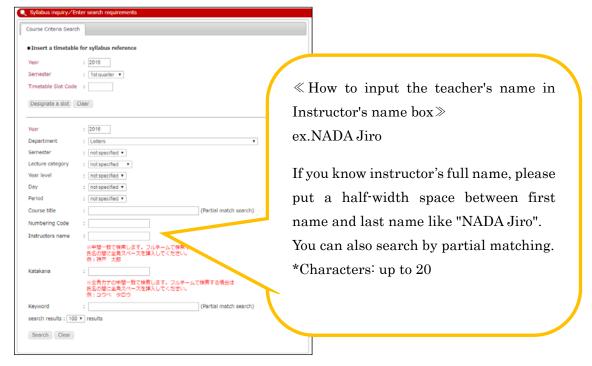


13. Syllabus

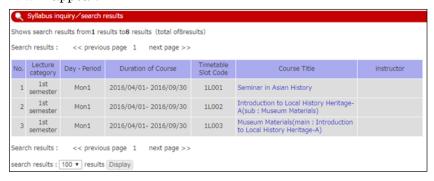
- 1) Viewing a syllabus
 - (1) If you click on the "Syllabus inquiry" in "Syllabus" tab, the search screen will appear.



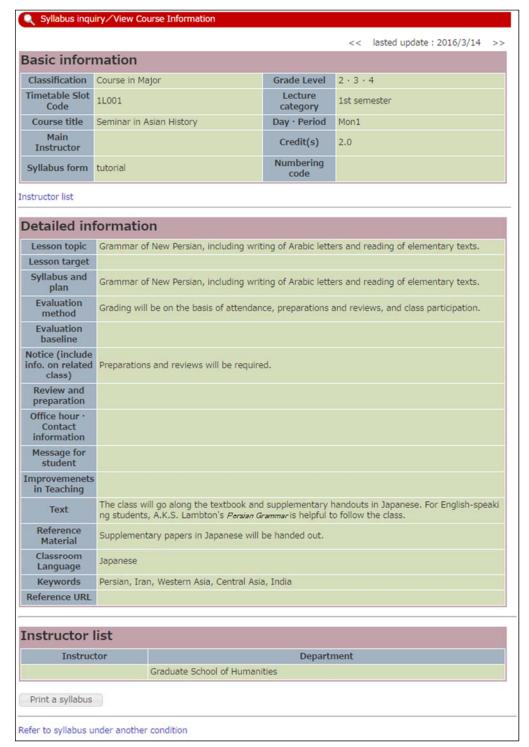
- (2) Enter a "Year," "Semester" and "Timetable Slot Code" and click on Designate a slot button.
- (3) If you don't know a timetable slot code, enter search conditions and click on Search button, and you will get a list of classes that apply.



- (4) The screen shows all classes that fit entered search conditions.
- (5) If you click on any class appearing on the search results screen, the syllabus page will appear.



2) Syllabus page



Syllabuses contained in the URIBO-NET are different from those available to the public and accessible from the Kobe University official website. We suggest that students confirm syllabuses through the URIBO-NET.

- 3) Printing a syllabus
 - *Viewing a PDF file requires Adobe® ReaderTM (available free of charge) to be installed in your computer. You need to install the program by yourself.
- (1) Click on Print a syllabus button on the syllabus page, and 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 syllabus. Clicking on ▼ button in the right of 保存 button and 呂前を付けて保存 (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 syllabus from the Adobe® ReaderTM program.

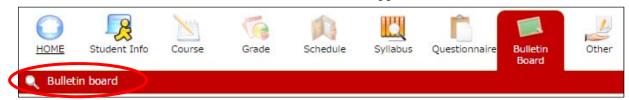


You can use a printer installed on campus by the Information Science and Technology Center, if you buy a printer card.

14. Bulletin Board

- 1) A list of notice categories
 - (1) If you click on the "Bulletin board" in "Bulletin Board" tab, the list of unread notices and list of genres will appear.

If unread notices exist, the number of notices will appear.



(2) You can refer to the list of notices of each genre by clicking on genre. When you click on Search Notice Data button, you can search.

Figure 1: Top page of the Bulletin Board



Figure 2: List of notices page of each genre



2) Notice page

You can refer to the details of the notice by clicking on a title name of notice.

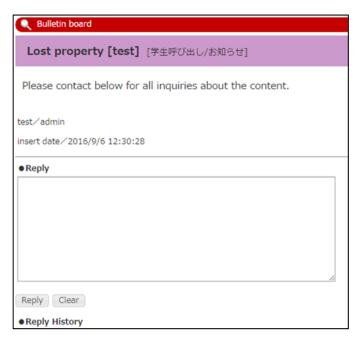
Example: "Class"



Some notices have an attached file. You can access such files by clicking on the tab that says "Attached file here" or a URL link shown in the notice.

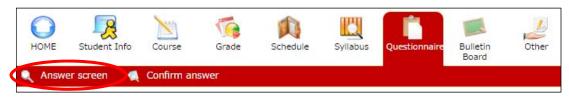
Example: "Message for you"

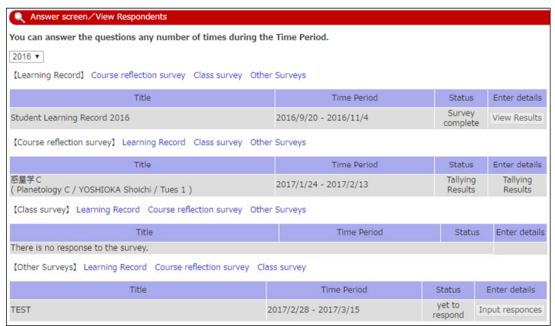
If reply form is displayed, you can reply to writer. The history of the reply is displayed under "Reply History".



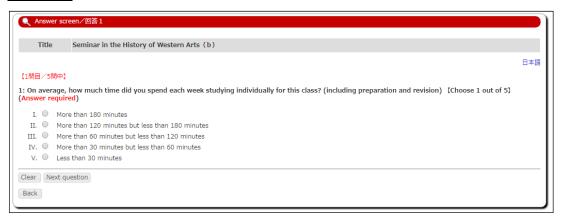
15. Questionnaire

- 1) A list of questionnaires for you
 - (1) Clicking on "Answer screen" in "Questionnaire" tab will display a list of questionnaires that you are supposed to answer.



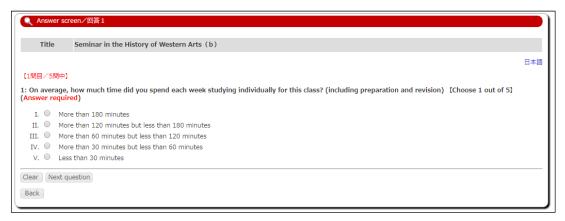


(2) Choose a specific questionnaire that you are going to answer and click on its Input responses button, and an answer sheet will appear.

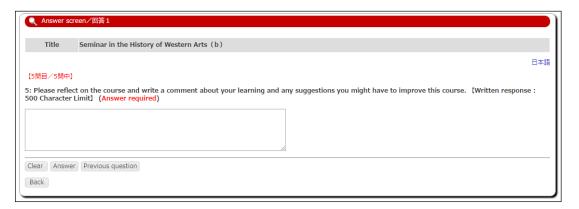


(3) In the case that the answer sheet has multiple pages, you will be asked to turn the pages.

(Multiple-page answer sheet)



(Multiple-page answer sheet: final page)



- (4) Enter directly or choose your answer from given choices. When choices are given, you must choose (answer) to go forward.
- (5) If you want to finalize your answers, click on Answer button, to confirm your answers. You can answer it again from answer screen during answer period.



🛕 Attention!

During an answer period of Student Learning Record, this screen will be displayed when you access "URIBO-NET". You can't use "URIBO-NET" until you answer it. During an answer period of Student Learning Record, you can answer it by clicking Input responses button.

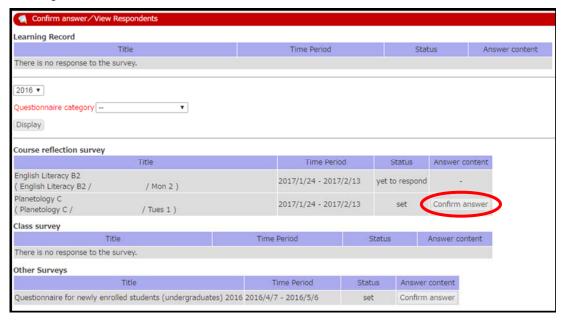


2) Confirm answer

Clicking on "Confirm answer" in "Questionnaire" tab will display a list of questionnaires.



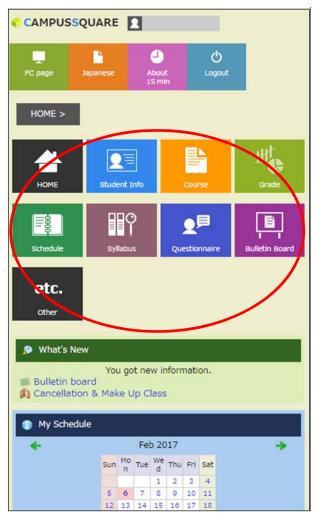
Click on Confirm answer if you want to confirm the questionnaire that you answered in the past.

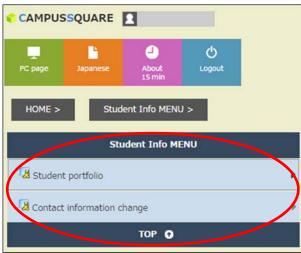


16. Smartphone

The following screen will appear after log-in from a smartphone.

- (1) If you tap on the icon that you want to refer, the list of the menu will appear.
- (2) If you tap on the list of the menu, the detail information will appear.



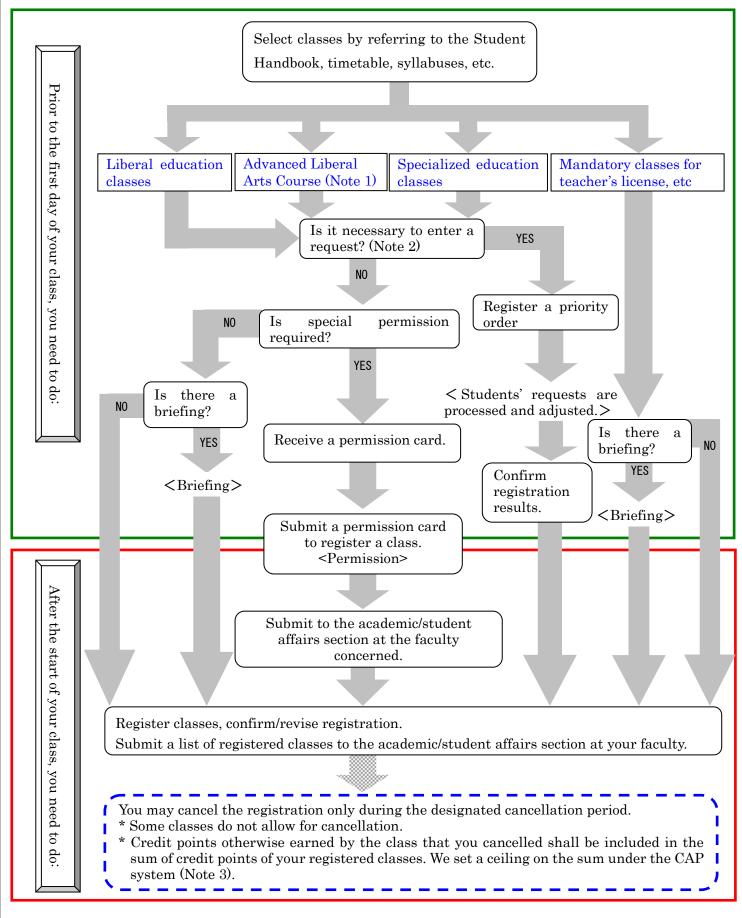


* In the case that you change the screen of PC page, you should tap on the icon 'PC page'.



Registration Flowchart (for undergraduates)

* The operations shown in angle brackets <> are to be conducted by Kobe University.



- Note 1: Please refer to "URIBO-portal" or bulletin board about the way to register Advanced Liberal Arts Course.
- Note 2: To know details about the method for entering requests for faculty-designated specialized education classes, contact the academic/student affairs section at your faculty.
- Note 3: The CAP system sets a ceiling on the sum of credit points of registered classes for each student in each year or each semester, and this ceiling is determined by each faculty.

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1. Enter all classes that you have registered including those through the preliminary registration process.

2. Intensive courses and Saturday classes must be placed in the "Intensive Course, etc." section.

3. Ensure consistency between contents on this form and classes that you are going to register online.

4. After the completion of your online registration, you must follow instructions of the academic/student affairs section at your faculty (graduate school) to submit this form to the faculty (graduate school) by a due date.

5. We do not accept any change after the submission of this form.

6. Re-submit this form if the class that you will register has decided.

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Teacher	Yamamoto		Teacher								
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Class	Example English Literacy Ia	Monday	Class								
	Example			1	2	3	4	വ	9	Intensive	etc.

≺List of Contacts **>**

(Departments in charge of academic/student affairs at faculties and graduate schools)

Name of facultion	es and graduate schools	Name of department	Telephone number	
College of Libera in the Institute of Higher Educa		Academic Promotion Division (Inter-departmental Education Division)	078-803-7533	
Faculty of Lette Graduate Schoo		Academic/Students Affairs Section	078-803-5595	
Faculty of	Graduate School of Intercultural Studies	Academic/Students Affairs Section (Administrative Office of Tsurukabuto 1st Campus)	078-803-7530	
Global Human Sciences	Graduate School of Human Development and Environment	Academic/Students Affairs Section (Administrative Office of Tsurukabuto 2nd Campus)	078-803-7920	
Faculty of Law / Graduate School		Academic Affairs Section	078-803-7234	
Faculty of Econo Graduate School		Academic Affairs Section	078-803-7250	
School of busine Graduate School Business Admin		Academic Affairs Section	078-803-7260	
Faculty of Scien Graduate School	ce /	Academic/Students Affairs Section	078-803-5767	
School of Medici	ne	Academic/Students Affairs Section	078-382-5205	
Faculty of Healt Graduate School	h Sciences / l of Health Sciences	Academic/Students Affairs Section	078-796-4504	
Faculty of Engir Graduate School Graduate School	9	Academic/Students Affairs Section	078-803-6350	
Faculty of Agric		Academic/Students Affairs Section	078-803-5928	
Faculty of Marit Graduate Schoo	ime Sciences / l of Maritime Sciences	Academic/Students Affairs Section	078-431-6223	
Graduate School International Co	l of ooperation Studies	Academic Affairs Section	078-803-7267	
Graduate School Science, Technol	l of logy and Innovation	Academic/Students Affairs Section	078-803-5474	

The College of Liberal Arts and Sciences in the Institute for Promotion of Higher Education

This department is responsible for the management of all liberal education classes that all students are required to take (basic liberal arts course, integrated liberal arts course, foreign language, health and sports sciences, information science, etc.).

Contact the College of General Education if you have any inquiry about these liberal education classes.

Business hours

Inquiries are accepted from 8:30 a.m. to 17:00

(Except for Saturdays, Sundays and national holidays).

In addition to the above business hours, inquiries about the adult class operated by the Graduate School of Economics are accepted from 9:00 a.m. to 17:00 on Saturdays except for national holidays. Call 078-803-7247.

Also, inquiries about degrees of specialists' education at the Graduate School of Business Administration are accepted from 9:00 a.m. to 17:00 on Saturdays except for national holidays.

Rokkodai Zone (as of April 1, 2017)

①College of Liberal Arts and Sciences in the Institute for Promotion of Higher Education Room K501 on the 5th floor of Building K: 151 units Room K502 on the 5th floor of Building K: 178 units

②Graduate School of Intercultural Studies

Information Processing Room F501 on the 5th floor of Building F: 51 units 3rd floor of the General Library and the Library for Intercultural Studies: 5 units 3rd floor of the General Library and the Library for Intercultural Studies: 32 units

- ③Graduate School of Human Development and Environment Information Processing Education Room 158 on the 1st floor of Building F: 61 units 2nd floor of the Library for Human Development Sciences: 13 units
- ④Rokkodai (Faculty of Law, Faculty of Economics and School of Business Administration) Information Processing Room on the 2nd floor of Building No.3: 77 units Computer Room on the 2nd floor of Building No.3 (West): 37 units Computer Room on the 2nd floor of Building No.3 (East): 29 units Information Processing Seminar Room (206) on the 2nd floor of Building No.3: 41 units 1st floor of the Main Building of the Library for Social Sciences: 8 units 1st floor of the Frontier Building of the Library for Social Sciences: 20 units
- ⑤Graduate School of International Cooperation Studies Information processing Seminar Room 411 on the 4th floor of Building No.5: 53 units
- **6** Annex of the Information Science and Technology Center

Seminar Room 1 on the first floor: 123 units

Seminar Room 2 on the second floor: 61 units

Learning Hall: 30 units

(7) Graduate School of Humanities

Information Processing Seminar Room B332 on the third floor of Building B: 49 units 1st floor of the Library for Humanities: 16 units

®Graduate School of Agricultural Science

Information Processing Room D103 on the 1st floor of Building D: 50 units

2nd floor of the Library for Science and Technology: 20 units 3rd floor of the Library for Science and Technology: 13 units

®Center for International Education

Computer Room on the 3rd floor: 27 units

Media Room on the 3rd floor: 8 units

Information and Materials Room on the 2nd floor: 10 units

(1) Graduate School of Science

Seminar Room 611 on the 6th floor of Science and Technology Research Building 3: 6 units

Zones other than Rokkodai

- Graduate School of Maritime Sciences
 2nd floor of the Academic Exchanges Building: 30 units
 2nd floor of the Library for Maritime Sciences: 13 units
- School of Medicine
 1st floor of the Branch Library for Medical Sciences: 17 units
- Graduate School of Health Sciences
 Information Processing Room on the 1st floor of the Library for Health Sciences: 61 units
 2nd floor of the Library for Health Sciences: 10 units
- * To know specific locations of Student Terminals at zones other than Rokkodai, please contact the academic/student affairs section at the faculty/graduate school concerned.
- The circled figures indicate approximate locations where Student Terminals are installed. To know a specific location, please contact the academic/student affairs section at the faculty/graduate school concerned.
- If you desire to use an information processing room, please confirm in advance when the room is available.

