

How to Register for Courses/ 履修登録方法

NUPACE Online Course Manager URL: <https://c.reg.nupace.iee.nagoya-u.ac.jp>

* Registration will be open from Tuesday, April 16, 2024.

* 登録は、2024年4月16日(火)から可能となります。



Recommended web browsers:

推奨ブラウザ: **Windows: Microsoft Edge, Google Chrome**
Firefox and Safari may not be compatible with this system.
Safari, Firefoxでは、動作環境が不安定な場合があります。

1. Log in to the System/ システムへのログインについて

① Click or type the address or scan the 2D barcode above. Enter your THERS ID and click the "Next" button, then enter your password and click the "Sign in" button.

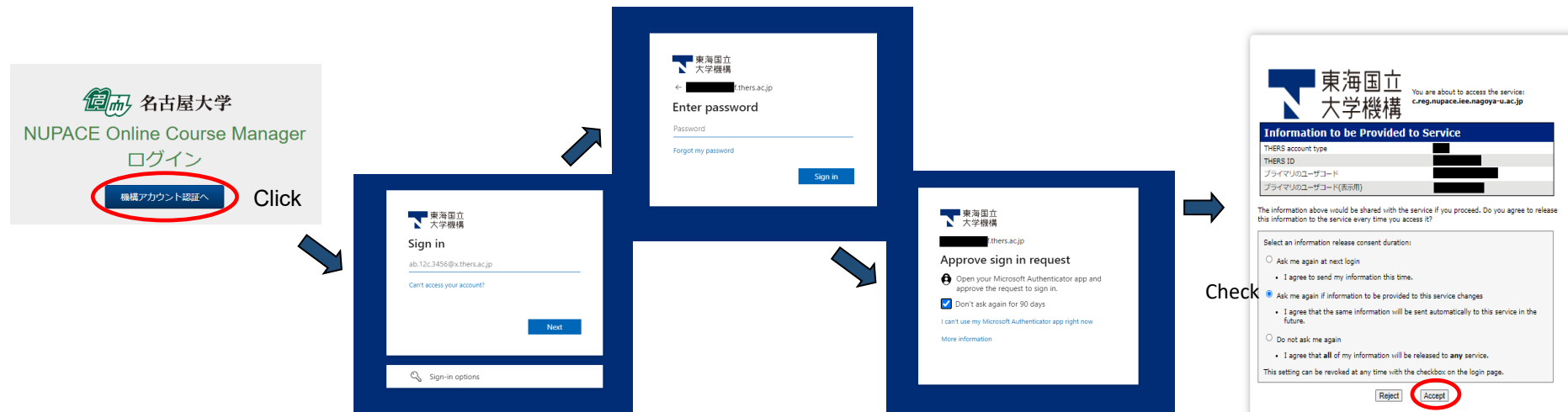
② Open your Authenticator app and approve the request to sign in.

③ You will be asked to release your information to the system, check one of the three options and click the "Accept" button.

① 上記のURLあるいは二次元バーコードによりログインして下さい。機構IDを入力して「Next」ボタンをクリックし、次にパスワードを入力して「Sign in」ボタンをクリックしてください。

② 認証アプリを開いてサインインの要求を承認してください。

③ システムへの情報送信について同意を求められますので、3つのうちのどれかにチェックを入れて同意ボタンをクリックしてください。



2. Registering for Courses/ 履修登録について

The screenshot shows the Nagoya University NUPACE website. At the top left is the Nagoya University logo and name. Below it is a navigation menu with four items, each with a red circled number: ① Course Registration, ② Guided Independent Study (GIS) Registration, ③ Registered Research Theme, and ④ Registered Courses & Grades. To the right of the menu are two links: 'Student Manual_NUPACE Online course manager_2020sppdf' and 'Course Withdrawal 履修取下げについて_2020sp'. Below the menu is a 'Contact Us' section with a table containing telephone and email information.

Contact Us	
Tel	052-789-2193
Email	nupace@jee.nagoya-u.ac.jp

Special Undergraduate Students and **Special Graduate Students** should proceed to ① and ②, if applicable.

Special Research Students should register their research theme on ③. Those who wish to register for course(s) must also complete course registration procedures (①).

特別聴講学生&大学院特別聴講学生の場合は、①と②(該当があれば)に進んでください。

特別研究学生の場合は、③で必ず研究テーマを登録して下さい。また、授業科目を履修する場合は、①で履修登録を完了して下さい。

① Course Registration/ 履修登録

The courses listed in the NUPACE Syllabi are selectable in *Table 1*. Other courses are registerable manually in *Table 2*. However, as the course information registered in *Table 2* is automatically moved to *Table 1*, please search for and select courses you wish to register for in *Table 1* first.

*Table 1*では、NUPACEシラバスに載っている授業科目が選択できます。それ以外の科目は、*Table 2*から手動で登録することができます。ただし、*Table 2*から登録した科目情報は自動的に*Table 1*に移動しますので、まずは*Table 1*から登録したい科目情報を選択し、授業科目を検索してください。

A. <Register from *Table 1*/ *Table 1*からの登録>

How to Register for Courses

Course Registration

Guided Independent Study (GIS) Registration

Registered Research Theme

Registered Courses & Grades

Please select courses from the list on the left. You may encounter difficulties in finding some courses on the given list. In this case please type in the relevant information manually in Table 2.

Table 1

School / Graduate School

① Int'l Lang. Center

Day

② Mon

Time

2

③ Search

School / Grad. School	Course Title	Instru	
④ Int'l Lang. Cent	Intensive Elementary Japanese I - II IJ111	ISHI	⑤ >
Int'l Lang. Cent	Intensive Japanese Elementary II - Pre-interm	ISHI	
Int'l Lang. Cent	Intensive Japanese Pre-intermediate - Interme	ISHI	
Int'l Lang. Cent	Intensive Japanese Intermediate I - II IJ212	ISHI	⑥
Int'l Lang. Cent	Standard Elementary Japanese II SJ102	ISHI	
Int'l Lang. Cent	Standard Pre-intermediate Japanese SJ200	ISHI	
Int'l Lang. Cent	Intensive Japanese Pre-intermediate - Interme	ISHI	

Click ">" to transfer the course to the right box.
">"をクリックすると右側のボックスへ移動します。

To delete a course, click on the course title and then press "trash box".
削除する場合には、ゴミ箱をクリックします。

1. Start looking for courses. If you know what you are looking for, use the search function. Select “① School/Graduate School”, “② Day” and/or “Time” then click “③ Search”.

2. The search result will appear. Select the course(s) you would like to take one by one, and then click “⑤ >” to transfer them to the right. Repeat the above until all the courses you would like to register for are aligned in the box on the right. If you wish to delete any course(s) that you have selected, click on the course title and then press “⑥ trash box”.

1. 授業科目を検索してみましょう。希望する授業科目がある場合は、① 開講学部・研究科、② 曜日、時限を選択して③Searchをクリックしてください。

2. 表示されたリストから履修登録したい授業科目をクリックし、“⑤ >”を押して、右のリストへ移動して下さい。上記の動作を繰り返し、履修したい授業科目が右側に一覧となります。登録から削除したい場合は、右のリストの科目名をクリックし、“⑥ ゴミ箱”をクリックしてください。

B. <Register from Table 2/ Table 2からの登録>

1. Please enter the relevant information. Make sure to type all required fields (*) according to the information in the syllabus. If you cannot find the name of the relevant instructor, please select "99999998: Temporary".
 2. Click "① >" to transfer each course to the right. Your course list should now be aligned in the box on the right.
 3. After having transferred all of the courses to the right box, proceed to the Confirmation Page ②.
 4. If you would like to leave and come back afterwards to complete your registration, don't forget to click "③ Save". Unsaved information will be deleted.
- * If you wish to register for an intensive course, enter the relevant information in *Table 2*.

1. 入力必須項目(*)について、シラバスに記載されている情報をすべて正確に入力してください。授業担当教員名が見つからない場合は、「99999998: Temporary」を選択してください。
 2. 入力後、「① >」をクリックすると、履修したい授業科目が右側のボックスへ移動します。
 3. すべての履修登録が完了したら、「② Go to the Confirmation Page」のボタンをクリックして次の画面に進んでください。
 4. 一時保存する場合に「③ Save」をクリックして下さい。保存していない情報は消去されます。
- ※集中講義を履修希望の場合は、Table 2から詳細を入力し登録してください。

bring for:

Course Title	Instructor	No of Credit(s)	Day(1)	Time(1)	Day(2)	Time(2)
Standard Intermediate Japanese I SJ201 (Listening)	ISHIZAKI TOSHIKO	1	Mon	1		
pace sample course	NOMIZU TSUTOMU	1	Mon	3		

Number Of Courses:

Number Of Credits:

Number Of Credits Earned Last Semester:

Total Number Of Credits At The End Of This Semester:

To complete your Course Registration, click "Submit"!

② Back ① Submit

On the confirmation page, you will see all the courses you are registering for in the relevant semester. Please click "① Submit" to confirm your registration details. If you would like to delete any course(s), please click "② Back" button to return to the previous page. You can add and drop courses during the registration period even after completing submission.

【Registration Period: Tuesday, April 16 - Friday, April 26, 2024】

確認画面では、当該学期に履修するすべての授業科目が表示されます。修正等がない場合には、“① Submit”をクリックして履修登録は完了です。授業科目を削除したい場合は、“② Back”ボタンをクリックして前の画面に戻ってください。一度提出した後でも、履修登録期間内であれば何度でも修正できます。

【履修登録期間: 2024年4月16日(火)~4月26日(金)】

② Registering for Guided Independent Study (GIS)/GIS(個別勉強指導)の登録

The image shows a navigation menu on the left with five items: "How to Register for Courses", "Course Registration", "Guided Independent Study (GIS) Registration" (circled in red), "Registered Research Theme", and "Registered Courses & Grades". A blue arrow points from the circled item to a search page on the right. The search page has a red error message at the top: "Search error - No matching results." Below it is a search form with fields for "Name" (containing a redacted name), "Year/semester" (set to "2015 Autumn"), and a "Search" button. A circled "1" is next to the search button. Below the search form are "Search clear" and "New registration" buttons. At the bottom, there is a table header with columns "GIS Theme" and "No of Credit(s)".

Click "GIS Registration" on the menu bar, then click "① New registration" button to register your GIS details.

メニューバーの"GIS Registration"をクリックして、GIS詳細登録のために"① New registration"をクリックしてください。

The image shows a registration form with the following fields: "Code" (empty), "GIS Theme*" (empty), "Academic Advisor / Supervisor*" (dropdown), "School / Graduate School*" (dropdown), "Email" (empty), "Tel" (empty), and "No Of Credit(s)*" (empty). A blue arrow points from the "GIS Theme*" field to the text "← テーマ名は英語で入力してください。". Another blue arrow points from the "School / Graduate School*" dropdown to the text "← Select the affiliation of academic advisor/ 指導教員の所属を選択してください。". A text box contains the instruction: "Enter the relevant items ("*" marks mandatory information), and then click "② Submit". *は必須項目です。すべて入力終了したら、"② Submit"をクリックしてください。". At the bottom right, there are "Back" and "Submit" buttons, with a circled "2" next to the "Submit" button.

③ Registering Research Themes (Only for Special Research Students)/ 特別研究テーマの登録(特別研究学生のみ)

The image shows a navigation menu on the left with five items: "How to Register for Courses", "Course Registration", "Guided Independent Study (GIS) Registration", "Registered Research Theme" (circled in red), and "Registered Courses & Grades". A blue arrow points from the "Registered Research Theme" item to a search interface on the right. The search interface has a red error message at the top: "Search error - No matching results." Below this is a search form with a "Name" input field (containing a blacked-out name), a "Year/semester" dropdown menu (set to "2021 Spring"), and a "Search" button. A red circle with the number "1" is placed over the "Search" button. Below the search form are two buttons: "Search clear" and "New registration". At the bottom, a table header is visible with columns "Research Theme" and "No of Credit(s)".

Click "Registered Research Theme" on the menu bar, then click "① New registration" button to register your details.
メニューバーの"Registered Research Theme" をクリックして、"① New registration" をクリックしてください。

The image shows a registration form for a research theme. The form includes the following fields: "Research Theme*" (text input), "Hours Spent On Research Per Week" (text input), "Academic Advisor / Supervisor*" (dropdown menu), "Graduate School*" (dropdown menu with a checkmark icon), "Email" (text input), and "Tel" (text input). A red asterisk (*) indicates mandatory fields. A red circle with the number "2" is placed over the "Submit" button. A bracket groups the "Email" and "Tel" fields with the text "No need to enter/ 入力不要". A note next to the "Graduate School*" dropdown says "← Select the affiliation of academic advisor/ 指導教員の所属を選択してください。". At the bottom right are "Back" and "Submit" buttons.

Enter the relevant items ("*" marks mandatory information), and then click "② Submit".
*は必須項目です。すべて入力が終了したら、"② Submit"をクリックしてください。

④ How to download the Course Registration Form/ 履修登録表出力方法

Registered Courses & Grades

Student No : █████ Student Name : █████ Status : U

NAGOYA UNIVERSITY

How to Register for Courses
 Course Registration
 Guided Independent Study (GIS) Registration
 Registered Research Theme
Registered Courses & Grades
 Contact Us

Tel 052-789-2193
 Email nupace@ie.nagoya-u.ac.jp

Year/Semester: 2021 Autumn

Course Title	School / Grad. School	No of Credit(s)	Day · Time	Instructor	Course Reg. Status	Grd. Sub. Status	Withdrawal
██████████	Informatics<U>	1.0	Mon · 1	██████████	Course submitted	Grade submitted	
██████████	Informatics<U>	1.0	Mon · 1	██████████	Course submitted	Grade submitted	
██████████	Informatics<U>	1.0	Fri · 3	██████████	Course submitted	Grade submitted	

Number Of Courses: 3 Number Of Credits: 3 Number Of Credits Earned Last Semester: 0 Total Number Of Credits At The End Of This Semester: 3

Sample

Registered Courses & Grades

Year/Semester : 2021 Autumn
 Student No : 999999999
 Name : MEIICHI Taro
 Student status : U School / Graduate School : IEIC

Course Title	School / Grad. School	No of Credit(s)	Day · Time	Instructor	Course Reg. Status	Grd. Sub. Status
Literature	Humanities			██████████	Saved	
nnnnn	Informatics			██████████	Course submitted	

Number of courses	Number of credits	Number of credits earned last semester	Total number of credits at the end of this semester
0	0	0	0

NUPACE Academic Coordinator: _____ Academic Advisor: _____
 Date: _____ Date: _____
 Signature: _____ Signature: _____



1. Click “① Registered Courses & Grades” on the menu bar and then click the “② Print” button to show the PDF file of your finalized course registration form. Print it out on campus referring to "How to Print on Campus" in the NUPACE Introductory pamphlet.
2. After printing out the form, confirm the contents with Prof. Ishikawa, NUPACE academic coordinator. Afterward, have the original form signed by your academic advisor and submit to SED by the deadline below.

【Deadline: Tuesday, April 30, 2024】 Place to Submit: Student Exchange Division (1F, Graduate School of International Development Building)

1. メニューの①「Registered Courses & Grades」を選んで②「Print」ボタンをクリックすると、履修登録表のPDF版が表示されます。NUPACE Introductory Pamphletの中にある「How to Print on Campus」を参考に、学内で印刷をしてください。
2. 印刷ができたなら、NUPACEのアカデミックコーディネーターの石川先生に内容の確認（サイン）を受けてください。その後、指導教員からもサインもらい、原本を下記期限までに学生交流課へ提出してください。

【提出期限: 2024年4月30日(火)】 提出先: 学生交流課 (国際開発研究科棟 1 階)