

NUPACE Course Registration Procedures

After Academic Orientation on 9/28

Check through the syllabi and decide which courses you wish to take.

<Course Registration Consultation>: nupace@iee.nagoya-u.ac.jp

Contact all relevant course instructors by e-mail, and ask for permission to take their courses.

The e-mail addresses of instructors should be available in the syllabi and '[Contacts for Instructors](#)' on the [NUSS site](#). If not, contact the NUPACE Office at nupace@iee.nagoya-u.ac.jp.

【N.B】

1. Inform each course instructor that you are a NUPACE student enrolled in September 2022 and wish to take his/her course.
2. Attach the 'NUPACE Student Course Enrollment Permission and NUCT Registration 2022au' form, and include your NU student number, name, and the title of the course that you wish to take when sending your e-mail to the instructor.
3. Confirm of the class co-ordination (in person, online, or on-demand etc.)



Before October 3

Log in to the NUCT site with your Nagoya U. ID/ password if the course is conducted or managed online and check whether you are able to browse the relevant pages of the course. If not, contact the course instructor to check whether your registration has been successfully completed.



After October 3

Go to the classroom or log in to NUCT on the day of class and take it online.



October 11 - 18

After you have determined your course registration details, register for each course on the website below.

【Log in to the system with your Nagoya U. ID and password】

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

Registration Period: Tuesday, October 11, 2022 - Tuesday, October 18, 2022



October 17 - 21

Once your course registration has been completed, download your course registration form from the system, and send it to Prof. Ishikawa, NUPACE Office at k46189a@cc.nagoya-u.ac.jp via e-mail to check your course details.

If, for unavoidable reasons, it becomes necessary to change your course details after you have reported the completion of your course registration, please contact Prof. Ishikawa first.



By October 28

Once you have received the confirmation e-mail from Prof. Ishikawa, send your course registration form to your academic advisor and request him/her to sign the form for approval. The contact address is listed in the "NUPACE Academic Policies & Syllabi Autumn 2022". After obtaining approval from your academic advisor, submit the signed form to the SED Office via e-mail by the deadline below. If your academic advisor has technical difficulties in complying with this request, please forward a copy of e-mail correspondence to SED, verifying that your advisor has approved of your course registration.

Submission: SED Office <nupacedesk@adm.nagoya-u.ac.jp>

Submission Deadline: Friday, October 28, 2022

Course Registration

You should register for courses online. Please scan the QR code on the right, or type the following manually to access the Online Course Manager (OCM):

<https://c.reg.nupace.iee.nagoya-u.ac.jp/>

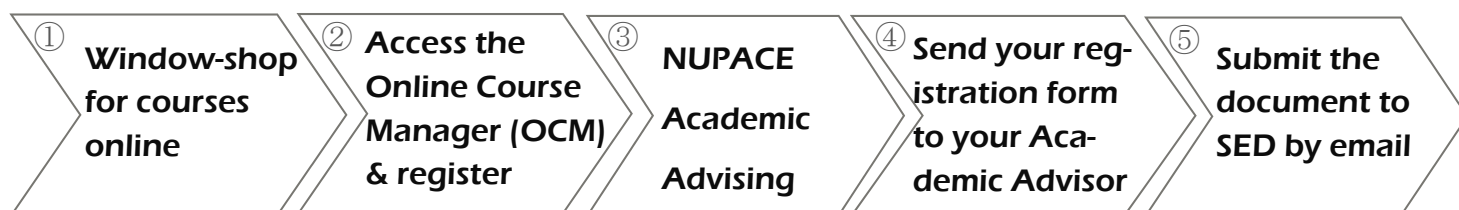


Please complete the “Information Security Training” before registering for courses. You can only access the system after undergoing this training session.

Scan or read this QR Code with your smartphone / tablet.

To log in, please use your Nagoya U. ID and password.

Process



- (1) Check course titles and instructors' FULL names to register for courses accurately between October 11-18.
- (2) Save the “Registered Courses & Grades” page of the OCM as a PDF file and send it to Prof. Ishikawa (k46189a@cc.nagoya-u.ac.jp) between October 17-21, informing her that you have completed your course/research theme registration.
- (3) Prof. Ishikawa will check your academic workload and whether you meet NUPACE requirements. After the check, you will receive an e-mail from Prof. Ishikawa.
- (4) Once you have received confirmation from Prof. Ishikawa, send the “Registered Courses & Grades” file to your Academic Advisor to obtain his/her signature.
- (5) Submit the signed course registration form to the SED Office (nupacedesk@adm.nagoya-u.ac.jp) by email no later than October 28. Alternatively, you may forward a copy of email correspondence, verifying that Prof. Ishikawa/your advisor have approved of your course registration.

October 2022

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



- Oct. 11-18 Course registration period
- Oct. 17-21 Submit the document to Prof. Ishikawa by email
- By Oct. 28 Submit document to the SED office
- by Nov. 25 Course withdrawal