

Dear Course Co-ordinators,

NUPACE Student Course Enrolment Permission and NUCT Registration

Thank you for opening your courses to NUPACE students in spite of the unstable situation occasioned by COVID-19. This autumn, at the moment, forty-one students are expected to join the NUPACE programme. However, as immigration restrictions continue to be enforced, the NUPACE programme in the autumn semester will be taught entirely online. Accordingly, students will be restricted to registering for online courses, and it is envisaged that they will contact you via e-mail to seek permission to enrol in such courses. It would be appreciated, if you could consider their requests.

If you plan to use NUCT (Nagoya University Collaboration and Course Tools) to conduct your classes, please be advised that, as they are not degree-seeking students, NUPACE students are not pre-registered in the system. Therefore, it is necessary to add them manually. Please refer to the instructions on the reverse side of this letter for details. As the situation is still in flux, your kind understanding and flexibility regarding their enrollment would be very much appreciated.

Below, please find further information regarding NUPACE course registration.

- **Course Registration/Grade Submission:** NUPACE operates an independent course registration system. Further instructions, including grading matters, will be provided by the Student Exchange Division (SED) through the academic affairs division of each School.
Course registration deadline: Friday, October 29, 2021
- **NUPACE Course Withdrawal:** The course withdrawal deadline for NUPACE students is : Friday, November 26, 2021. Procedures will be completed by via e-mail.
- **Grading:** Instructors will be notified in late December of grading instructions. Information will be provided by the Student Exchange Division (SED) through the academic affairs division of each School. Please contact SED if you fail to receive any instructions.
Grade submission deadline: Tuesday, February 15, 2022

If you have any questions please contact the relevant offices below:

NUPACE Office	< nupace@iee.nagoya-u.ac.jp>
	Claudia Ishikawa k46189a@cc.nagoya-u.ac.jp
	Keiko Kusumoto 5457
	Maho Ueno 6119
	Kanna Okamo 6119
SED Office	< nupacedesk@adm.nagoya-u.ac.jp>
	Yumiko Oya 2193
	Shizue Okajima 2193
	Yasuko Takahashi 2193

Thank you very much for your co-operation.
Keiko Kusumoto,
International Education and Exchange Centre

Adding NUPACE students to the NUCT (Nagoya University Collaboration and Course Tools) System

- ◆ Access the NUCT site at: <https://ct.nagoya-u.ac.jp/portal>

- ① Log into the NUCT site with your Nagoya University ID and password.
- ② After logging-in, your course(s) name will appear on the upper part of the site. Click the course name accordingly and move to the course site.
- ③ Click 'Site Info', which is located on the left hand of the site.
- ④ Click the **Add Participants** tab located on the upper part of the site.
- ⑤ There is a box for entering the student(s) information. Enter the student number (or Nagoya University ID if it is not possible with a student number). Note that each student's information should be entered as an individual line.
- ⑥ Once the student's information is entered, click the **Continue** button.
- ⑦ Select the 'role' that you would like to assign to the newly added participant(s). In the case of NUPACE students, click 'Student' and proceed by clicking the **Continue** button.
- ⑧ In this section, you can select whether or not to notify the student(s) that NUCT is now usable. Select an option accordingly and click the **Continue** button.
- ⑨ As a last step, confirm the student(s) information. If no modifications are necessary, complete the procedures by clicking the **Finish** button. Thank you very much for your co-operation.

【Note】

NUPACE students who were added manually to the NUCT system will not appear on the roster of degree-seeking students. The Student Exchange Division will request course instructors to confirm the roster of NUPACE students approximately in mid-November through the Student Affairs Division of each School.