

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 possible after 0:00 JST, October 11, 2021.**

*** 登録は、日本時間2021年10月11日午前0時以降に可能となります。**



Recommended web browser versions/ ブラウザのバージョンについて:

Windows: Internet Explorer 10 or later, Chrome

Microsoft Edge is incompatible with this system.

Microsoft Edgeは、システム対応しておりません。

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

Click or type the address or scan the QR code above. To log in to the system, enter your Nagoya University ID and password.

上記のURLあるいはQRコードによりログインして下さい。名大ID&パスワードを入力して下さい。

The image shows two screenshots of the login process. The left screenshot shows the NUPACE Online Course Manager login page with the 'CAS認証へ' button circled in red and labeled 'Click'. The right screenshot shows the Central Authentication Service (CAS) login form with fields for Nagoya University ID and Password, and a 'ログイン' button.

名古屋大学
NUPACE Online Course Manager
ログイン
CAS認証へ Click

名古屋大学
Central Authentication Service (CAS)
名古屋大学ID およびパスワード
を入力してください
名古屋大学ID: ← Nagoya University ID
パスワード: ← Pass word
 他のサイトにログインする前に警告を出す。
ログイン | クリア

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 green buttons: "How to Register for Courses", "Course Registration", "Guided Independent Study (GIS) Registration", "Registered Research Theme", and "Registered Courses & Grades". To the right of the menu are two links with PDF icons: "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 contact details.

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.

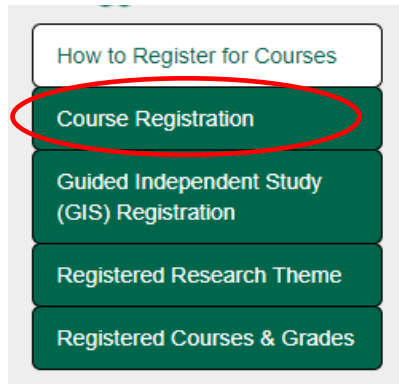
Special Research Students should register their research theme on ③. Those who wish to register for course(s) must also complete course registration procedures (①).

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)へ進んでください。

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

① Course Registration/ 履修登録

A. <Register from Table 1/ テーブル1からの登録>



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.

Table1

School / Graduate School

① Int'l Lang. Center

Day: ② Mon Time: 2 Search: ③

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

⑤ >

⑥ trash box

Click ">" to transfer the course to the right.

To delete a course, click on the course title and then press "trash box".
削除する場合には"trash box"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をクリックして下さい。

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”をクリックして下さい。

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

If you cannot find the courses you are looking for in *Table 1*, proceed to *Table 2*.

Table 1で授業科目が見つからなかった場合には、Table 2に進んで下さい。

1. Please enter the relevant information manually. Make sure to type all required fields (*). For courses offered "On-demand", please add "(OD)" after the course name. If you cannot find the name of 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, 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.

1. 授業が開講されている学部・研究科等必要な情報を正確に入力して下さい。オンデマンドで履修予定の科目については、科目末尾に「(OD)」と入力して下さい。授業担当教員名が見つからない場合は、「99999998: Temporary」を選択して下さい。
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に移動します。
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下さい。
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。

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
<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="2"/>

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 the previous page. You can change the registered course details anytime during the registration period, provided you have not informed the SED Office that your registration is complete. If you wish to change the details after contacting the SED Office, please contact Prof. Ishikawa at k46189a@cc.nagoya-u.ac.jp.

【Registration period: Monday, October 11, 2021 - Friday, October 22, 2021】

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、“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、“Back”ボタンをクリックして前の画面に戻ってください。登録内容の変更については、履修登録期間内で学生交流課へ連絡をする前であれば何度でも変更できますが、学生交流課へ連絡後に変更したい場合はメールで石川先生へ連絡をしてください。石川先生メールアドレス: k46189a@cc.nagoya-u.ac.jp

Contact the SED Office at nupacedesk@adm.nagoya-u.ac.jp to inform us that your course registration has been completed.

登録が完了したら、その旨学生交流課<nupacedesk@adm.nagoya-u.ac.jp>へ連絡をしてください。

② Registering for Guided Independent Study (GIS)/GIS(個別勉学指導)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 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 fields for "Name" (containing a redacted name) and "Year/semester" (set to "2015 Autumn"). A "Search" button with a magnifying glass icon is circled in red with the number "1". 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" (text input), "GIS Theme*" (text input), "Outline Of Planned Research" (text input), "Academic Advisor / Supervisor*" (dropdown menu), "School / Graduate School*" (dropdown menu), "Email" (text input), "Tel" (text input), and "No Of Credit(s)*" (text input). A red circled "2" is next to the "Submit" button. A text box at the bottom left contains instructions: "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"をクリックして下さい。". To the right of the "GIS Theme*" field, there is a note: "← テーマ名は英語で入力して下さい。".

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 screenshot 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 menu to the main interface. The main interface has a search bar with a "Search" button (circled in red with a 1), a "Search clear" button, and a "New registration" button (circled in red with a 1). Below the search bar is a table header 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 registration form contains the following fields: "Research Theme*" (text input), "Hours Spent On Research Per Week" (text input), "Academic Advisor / Supervisor*" (dropdown menu), "Graduate School*" (dropdown menu), "Email" (text input), and "Tel" (text input). At the bottom right, there are "Back" and "Submit" buttons, with the "Submit" button circled in red with a 2.

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"をクリックして下さい。

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

After receiving the confirmation mail from the SED Office, please follow the process below in order to complete your course registration.

学生交流課から確認のメールが届いたら、下記の手順に沿って履修登録を完了してください。

Registered Courses & Grades

Student No: [REDACTED] Student Name: [REDACTED] Status: U

NAGOYA UNIVERSITY

Year/Semester: 2016 Autumn [Search]

Course Title	School / Grad. School	No of Credit(s)	Instructor	Course Reg. Status	Grd. Sub. Status	Withdrawal
[REDACTED]	Economics<U>	2.0	[REDACTED]	Course submitted		
[REDACTED]	Economics<U>	2.0	[REDACTED]	Course submitted		
[REDACTED]	Engineering<U>	2.0	[REDACTED]	Course submitted		
[REDACTED]	Int'l Lang. Center	10.0	[REDACTED]	Course submitted		

Number Of Courses: 4 Number Of Credits: 16 Number Of Credits Earned Last Semester: 0 Total Number Of Credits At The End Of This Semester: 16

Print

1. Click "Registered Courses & Grades" on the menu bar, and then click the "Print" button to show the PDF file of your finalized course registration form.
2. Save the data on your computer and send it to your academic advisor, requesting him/her to sign the form. The contact details of your academic advisor are listed in the "NUPACE Academic Policies & Syllabi Autumn 2021".
3. After obtaining the signed PDF file, submit it to the SED Office via e-mail by the deadline. 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.

【Deadline: Friday, October 29, 2021】 Submission e-mail address: SED Office <nupacedesk@adm.nagoya-u.ac.jp>

1. メニューの「Registered Courses & Grades」を選んで「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。
 2. データを自分のパソコンに保存し、メールでPDFを指導教員にもメールで送り、承認サイン(署名)をお願いしてください。連絡先は「NUPACE Academic Policies & Syllabi Autumn 2021」に掲載されています。
 3. PDF版に指導教員のサインを受領できたら、提出期限までに学生交流課あてにメールで提出してください。
- もし指導教員の先生がこの対応が困難な場合は、履修登録を承認した証拠として指導教員とのやり取りメールを添付してください。

【提出期限: 2021年10月29日(金)】 提出先メールアドレス: 学生交流課 <nupacedesk@adm.nagoya-u.ac.jp>