

## Course Registration

Course registration involves creating your own timetable and registering the class subjects you wish to take using a computer. Timetables are created using the following material ((1) to (3)).

### Material used for course registration

(1) Student handbook (2) Syllabuses (accessible from Web) (3) School subject timetables (accessible from Web)

 1st year students should register together with staff for the spring semester. 1st year students must register by themselves for the fall semester onward.

## Course Registration Precautions

- Consider carefully, taking minimum credit units required for graduation and class content into consideration. Once selected, subjects cannot be canceled as a rule.
- Be sure to register for courses within the specified course registration period and time. Check the school year calendar P4 to 5 for the course registration schedule [▶▶ See P4 to 5](#) . Please note that schedules may be subject to change. Be sure to check the detailed date and location under "Notices" on CHUKYO ALBO.
- Ensure that you have registered for courses correctly during the course registration correction period.
- **Courses cannot be registered for using smartphones** (operation is not guaranteed). Please use CHUKYO ALBO on a computer.

### (1) Student Handbook



Contains information necessary for university life. The student handbook contains information on the minimum credit units required for graduation, an overview of the curriculum, lists of subjects common to all schools and subjects unique to each school, and compulsory subjects, etc. Store the handbook in a safe place until graduation.

### (2) Syllabuses



Syllabuses can be viewed via the Internet, and help students decide which classes to take when registering for courses.

[▶▶ See P10](#)

Syllabuses contain such information as an overview of classes, objectives, methods, evaluation criteria, textbooks and teaching materials, reference literature, and curriculums.

### (3) School subject timetables



These are used when creating timetables for the spring and fall semesters. It contains information on "Day periods" and "Teachers in charge" for each class subject, as well as "Classrooms".

PDF versions of timetables are posted on the official university website around the middle of March for undergraduate students.

\* The student handbook, syllabuses, and school subject timetables can be viewed from the official university website.

## Course Registration Flow



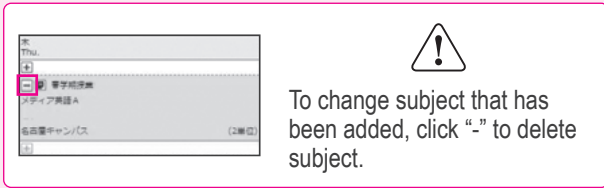
Course Registration Method

(1) Display registration application screen from CHUKYO ALBO

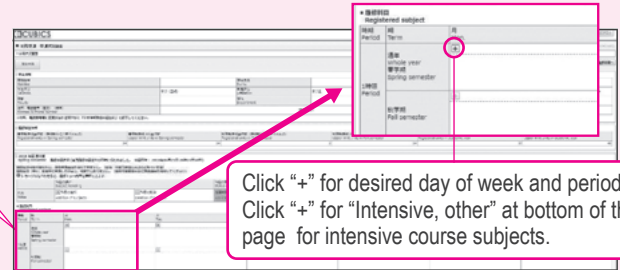


Click "Class registrations"

(2) Select day of week and period



To change subject that has been added, click "-" to delete subject.



Click "+" for desired day of week and period. Click "+" for "Intensive, other" at bottom of the page for intensive course subjects.

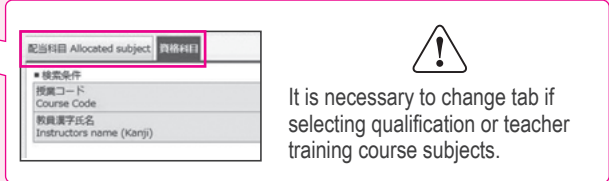
\* If screen at (2) does not appear, refer to "Preparation/Personal Information Registration" below.

(3) Select subjects



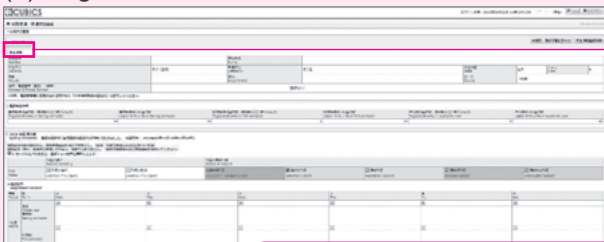
1) Select subjects to register for.

2) After selecting, click [Select].  
\* Repeat steps (2) to (3).

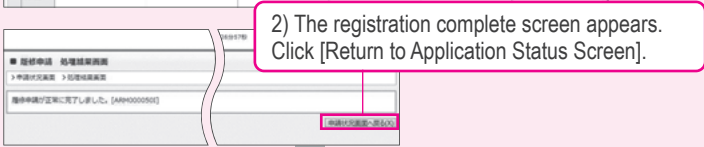


It is necessary to change tab if selecting qualification or teacher training course subjects.

(4) Register for a course

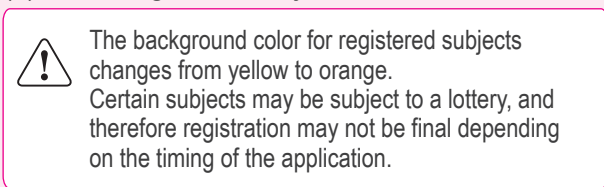


1) After selecting all desired courses, click [Apply].  
\* After clicking, it may take some time to receive a response.

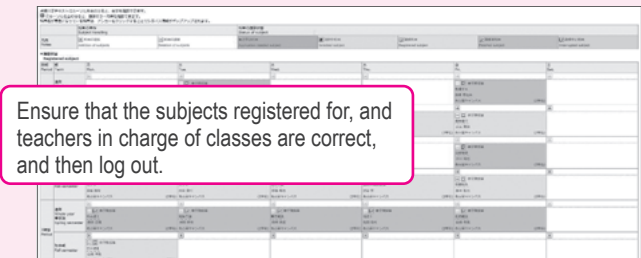


2) The registration complete screen appears. Click [Return to Application Status Screen].

(5) Check registered subjects



The background color for registered subjects changes from yellow to orange. Certain subjects may be subject to a lottery, and therefore registration may not be final depending on the timing of the application.



Ensure that the subjects registered for, and teachers in charge of classes are correct, and then log out.