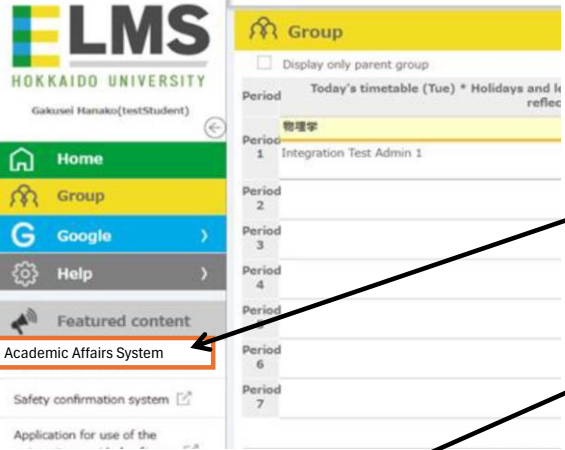


【The Institute for Academic Innovation, International Education Center General Japanese Course】

How to Register your course subjects in the Academic Affairs System

- You will need your user ID and password for the ELMS system. New students can obtain their ID from their faculty/school.
- For the students enrolling in October: The Affairs System will be available **after October**.

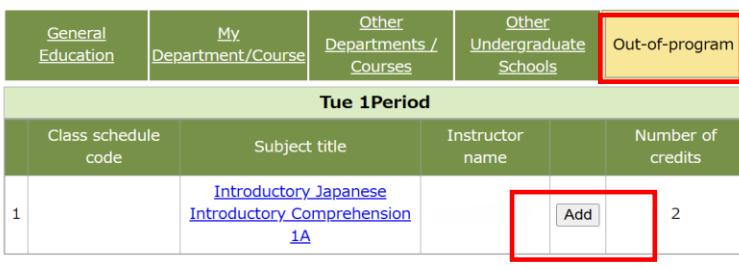


On the ELMS portal, click “Academic Affairs System” to open the Web Registration System.

1. Click “Course grades”
2. Click “Course Registration”



Click “Add” for the day and period in which you want to register.



In the course list, choose “**Out-of-program**”, and click “**Add**” for the subject.
Click the subject title to view its syllabus.

Course Registration

↓ Move to [Classes with non-regular days and times]

[Classes with regular days and times]

	Mon	
1		

General Education | My Department/Course | Other Departments / Courses | Other Undergraduate Schools | **Out-of-program**

Tue 1Period

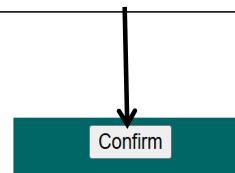
	Class schedule code	Subject title	Instructor name	Number of credits
1		Introductory Japanese Introductory Comprehension 1A		2

Close

	Mon	Tue	
1			
2			
3			
4			
5	Out-of-Course Non-credit Introductory Japanese Literacy 1A ***** Delete		Add

Confirm that the selected courses appear on your timetable. To remove a course, click “Delete.”
Students who can not earn credits will be shown as “Out of Course.”

After selecting all subjects, click
“Confirm” at the bottom of the screen.
The process is not complete yet.



1st Semester ▾

Enter a class schedule format Enter a list format

Click 'Add' to display the schedule list and select a schedule to register it.

[1. Move to \[Classes with non-regular days and times\]](#)

[Classes with regular days and times]

Intensive, etc.			
Intensive, etc.			
Intensive, etc.			

[Return to Edit Screen](#)

If all information on the confirmation screen is correct, click
“Confirm.” The procedure is complete when “Registration Completed” appears(next green page).
After making any changes, click “Check” and then “Confirm” again. Always log out when you finish.

Confirm

登録が完了しました。

This is complete page.