

Web Registration System User Manual

Web履修登録システム 操作マニュアル

– For Graduate Students –
– 大学院学生用 –

1. Registration Period: Each school has its own registration period. Please contact your school for details.

Web履修登録期間：各大学院で設定しておりますので、所属の大学院教務担当に確認してください。

2. Availability and Access: Accessible On and Off-Campus

利用条件：学外アクセス可

- It is strongly encouraged that you use your personal computer when accessing the Web Registration System off-campus. Untrusted public computers pose the risk of a personal data breach. Please use your own discretion when using a public computer.
- You may access the system via smartphone, however, the use of a computer is recommended for the optimal experience.

学外からのアクセスは、主に自宅等のパソコン利用を想定しています。不特定多数が利用する信頼できないパソコンを使用する場合は、ご自身の大切な情報が漏洩するリスクがありますので、自己責任で使用してください。

なお、スマートフォンからもアクセスは可能ですが、パソコンからの利用を推奨します。

3. How to Access: Log in to Education and Learning Management System (ELMS) and Click "Academic Registration System (Web Registration System)"

利用方法：教育情報システム（ELMS）にログイン後、「Web履修登録システム」をクリックします。

- When you log in to the Web Registration System for the first time, the Contact Information page is shown.
- You will be directed to the front page of "Web Registration System" after registering your contact information.
- Read this user manual carefully before registering for courses.
- When there is a mandatory questionnaire, you cannot proceed to the Web Registration System until you complete the questionnaire.

「Web履修登録システム」初回ログイン時は、「連絡先登録画面」が表示されます。

連絡先を登録すると、「Web履修登録システム」のトップページが表示されます。次ページ以降の「操作マニュアル」をよく読み、間違いのないよう登録してください。ただし、回答必須のアンケートがある場合は、当該アンケートに回答しなければWeb履修登録システムに進めません。

4. User ID: To log in, use your user ID and password for Education and Learning Management System (ELMS).

ユーザーID：教育情報システム（ELMS）のユーザーID・パスワードが必要です。

- Your user ID and initial password will be sent to you from the Academic Affairs Section of your school at the time of your matriculation.
- For security purposes, you must change your initial password when you log in for the first time.
- If you have forgotten or lost your user ID or password, visit window 5 at The Institute for the Advancement of Higher Education to request a temporary password.

- For other ways to get support, see section 5 "Inquiries" below or refer to the following webpage
<https://www.global.hokudai.ac.jp/students/elms/>
- ID・初期パスワードは入学時に各大学院教務担当から配付されます。
初期パスワードはセキュリティ保持のため、初回ログイン時に必ず変更する必要があります。
ID・パスワードを忘失した場合は、仮パスワードを発行しますので、学生証持参のうえ
高等教育推進機構 1階⑤番窓口へお越しください。
なお、窓口来訪以外の対応については、以下ページで確認してください。
<https://www.hokudai.ac.jp/gakusei/instruction-info/elms/>

5. Inquiries: Contact for support regarding the Web Registration System

お問い合わせ先：Web履修登録システムの操作方法に関するお問い合わせ

Educational Support System Unit, Educational Promotion Division,
Academic Affairs Department
学務部教育推進課教育支援システム担当
E-Mail : k-info@academic.hokudai.ac.jp

Contact for support regarding Education and Learning Management System (ELMS)

教育情報システム（ELMS）の使用方法に関するお問い合わせ

- ELMS Support Service
(Window 5 at The Institute for the Advancement of Higher Education)
ELMS 窓口（高等教育推進機構⑤番）
- ELMS Portal > "Help" in the main menu > "Contact" and use the inquiry form
ELMSポータル> メニューの「Help」> お問い合わせフォーム
- Send an email to elms@academic.hokudai.ac.jp
E-Mail : elms@academic.hokudai.ac.jp宛にメール送信

6. Important Reminder on Course Registration

履修登録にかかる留意点

- The Web Registration System may be accessed on or after the day of your matriculation, on which you become an enrolled student.
- The Web Registration System and ELMS are two separate systems. The information registered on the Web Registration System will not be reflected immediately but will be reflected and displayed in the ELMS portal and the Group List by the next day.
- Some courses require you to complete the registration before the course start date. Please ensure that you have enough time to register.
- When an error occurs during the registration process, the Academic Affairs Section of each school may need to grant special permission and complete your registration. Contact the Academic Affairs Section of your school if you notice an error during course registration.

履修登録システムは、在学者として学籍が発生する入学日以降でなければ利用できません。

履修登録システムとELMSは別システムのため、履修登録システムに登録した情報は即時反映されず、翌日までに、ELMSポータル、グループ一覧へ反映・表示されます。

履修登録完了が受講条件となる科目については、操作日に十分ご注意ください。

なお、履修登録にエラーが発生している場合は、部局教務担当による特別許可等の処理により履修登録完了となりますので、適時、所属大学院の教務担当に確認してください。

1. Log in and registration of contact information ログインと連絡先登録

① Log in to the ELMS portal.

ELMSポータルにログインします。

② Access the Academic Registration System from the ELMS portal.

ELMSポータルから、「Web履修登録システム」へアクセスします。

The screenshot shows the ELMS portal interface. On the left, there is a navigation menu with options like Home, Group, Google, Help, and Featured content. The 'Academic Registration System' link is highlighted in the 'Featured content' section. In the main content area, there is a 'Group' section with a timetable and a 'News' section with several announcements. A red box highlights the 'Academic Registration System' link in the menu, and a blue box highlights a large green button labeled 'Web履修登録システム(Web Registration System)' in the center of the page. Other buttons include '学生アンケートシステム(Survey Portal)' and 'ログアウト'.

③ When you log in to the Web Registration System at the beginning of each semester, the contact information registration screen appears. The front page of the Web Registration System will not open unless the required information is submitted.

Web履修登録システムへの「各学期初めのログイン時」には、連絡先登録画面が表示されます。連絡先を登録しなければ、トップページに進めません。

The screenshot shows the contact information registration screen. At the top right is the Hokkaido University logo. Below it, there is a breadcrumb trail: 'Web履修登録システム(Top) > 連絡先登録(Contact Information)'. The main heading is 'Contact Information'. Below this, there is a form with the following fields and instructions:

- Registered telephone number
- Registered e-mail address
- New telephone number
- New e-mail address, split into 'Address' and 'Domain' fields.

Instructions for the form:

- (1) Enter your telephone number and email address. 連絡先電話番号とメールアドレスを入力します。
- Please press @ to display a list of domain names.
- If your domain name is not listed, please enter it directly.
- (2) Click "Save". [登録] ボタンを押します。

A 'Save' button is located at the bottom of the form.

- ④ The front page appears after your Contact Information is registered.
連絡先を登録すると、トップページが表示されます。

北海道大学
HOKKAIDO UNIVERSITY

Web履修登録システム(Top) ログアウト(Logout)

日本語 [English](#)

Hello! Ichiro SOGO

- Timetable >
- Syllabus Search >
- Search for Curriculum Table >
- Search for Numbering >
- Registration >
- My Grades >
- Contact Information >
- アンケート回答 >
- アンケート集計結果 >
- Information >
- Status of Participation in PAS >
- Attendance Data >

※本システムの利用時間は07:00~23:30です。
This system is available between 7:00 - 23:30.
※本サイトの推奨環境は左メニューの「お知らせ」に掲載しています。
"System Requirements" is on the "Information" page.
※履修に関するお問い合わせ:所属大学院の教務担当
Inquiry about the course registration : Academic Affairs Section, Administration Department in your faculty.

For your own security, it is important that you always log out when you have finished using the system.
終了時はセキュリティのため、必ず「ログアウト」してください。

※ Once Contact Information is registered at the beginning of each semester, you will be directed to this front page of the Web Registration System bypassing the Contact Information page from the next time on.
各学期初めに一度連絡先を登録すれば、次回以降連絡先登録画面は表示されず、Web履修登録システムのトップページが表示されるようになります。

2. Course registration 履修登録

① Click "Registration" on the front page of the Web Registration System.

Web履修登録システムトップページの「履修登録」をクリックします。

Web履修登録システム(Top) ログアウト(Logout)

日本語 English

Hello! Ichiro SOGO

- Timetable
- Syllabus Search
- Search for Curriculum Table
- Search for Numbering
- Registration**
- My Grades
- Contact Information
- アンケート回答
- アンケート集計結果
- Information
- Status of Participation in PAS
- Attendance Data

※本システムの利用時間は07:00~23:30です。
This system is available between 7:00 - 23:30.
※本サイトの推奨環境は左メニューの「お知らせ」に掲載しています。
"System Requirements" is on the "Information" page.
※履修に関するお問い合わせ: 所属大学院の教務担当
Inquiry about the course registration : Academic Affairs Section, Administration Department in your faculty.

② The course registration screen appears. Click "Timetable Search".

履修登録画面が表示されます。[時間割検索] ボタンをクリックします。

Note
To complete course registration, click the "Check" button.

Register Course Number Check

Register the undergraduate school/teaching subject with these buttons.
Undergraduate School/Teaching Subject Search
Master Program

Press the [Timetable Search] button, select the desired day and period to register a course.

Timetable Search

| Course List | | | | | | | |
|-------------|----------------------|--------------|------------|------------|---------|------------|----------|
| | Course Number | Course Title | Instructor | Day/Period | Credits | Compulsory | Applying |
| 1 | <input type="text"/> | | | | | | |
| 2 | <input type="text"/> | | | | | | |
| 3 | <input type="text"/> | | | | | | |
| 4 | <input type="text"/> | | | | | | |

Click here.
ここをクリック。

• Click the Day/Period of your choice to register a course.

科目を登録したい曜日・時限のボタンをクリックします。

| 月 / Mon. | 火 / Tue. | 水 / Wed. | 木 / Thu. | 金 / Fri. | 土 / Sat. | 日 / Sun. |
|----------|----------|----------|----------|----------|----------|----------|
| 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| 7 | 7 | 7 | 7 | 7 | 7 | 7 |

- A new window opens with a list of course titles for the selected Day/Period.

新しいウィンドウが開いて、時間割選択画面が表示されます。

To check course timetables by division, click one of the upper tabs (“Inter-Graduate School Classes”, “My Division”, “Other Division/Course” or “Other Graduate School”).
「大学共通科目」「専攻」「他専攻・他コース」「他研究科」をクリックすると、それぞれの時間割が表示されます。

Click “Add” to register.
登録する場合は、[追加]をクリックします。

| Course Number | Course Title | Instructor | Action |
|---------------|--------------------------------------|------------|--------|
| 4 | Water Quality Risk and Control | | Add |
| 5 | Geotechnical Measurement Engineering | | Add |

- Selected courses are shown on your registration screen.

履修登録画面に反映されます。

Click the course link to display syllabus.
科目名をクリックするとシラバスが表示されます。

Check the box to delete.
登録をやめる場合は、[削除]をクリックします。

| Course Number | Course Title | Instructor | Day/Period | Credits | Compulsory | Delete | Note | Reason for Applying |
|---------------|--|------------|------------|---------|------------|--------------------------|------|---------------------|
| 1 | Geotechnical Measurement Engineering | | | | | <input type="checkbox"/> | | |
| 2 | Structural Dynamics and Environmental Vibrations | | | | | <input type="checkbox"/> | | |

③ Alternatively, you can pull up Course Titles by Course Number.

時間割コードがわかる場合は、時間割コードを直接入力することができます。

(2) Click “Register Course Number”.
[時間割コードを登録] ボタンを押します。

(1) Type in a Course Number.
空欄に時間割コードを入力してください。

| Course Number | Course Title | Instructor | Day/Period | Credits | Compulsory | Delete | Note | Reason for Applying |
|---------------|--|------------|------------|---------|------------|--------------------------|------|---------------------|
| 1 | Geotechnical Measurement Engineering | | | 2 | | <input type="checkbox"/> | | |
| 2 | Structural Dynamics and Environmental Vibrations | | | 2 | | <input type="checkbox"/> | | |
| 3 | 093201 | | | | | | | |

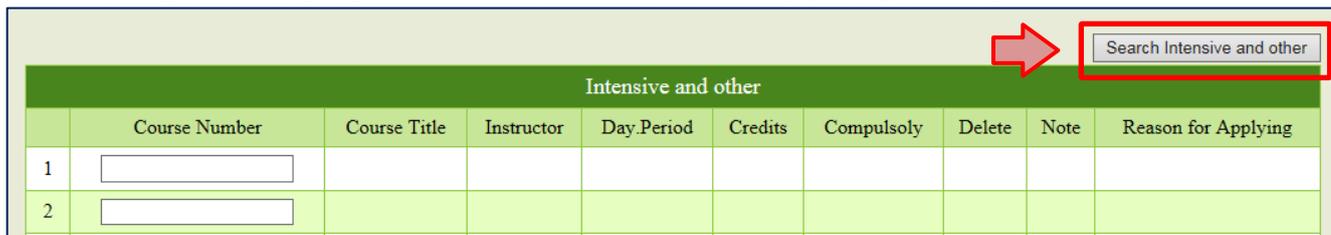
- Selected courses are shown on your registration screen.

履修登録画面に反映されます。

| Course Number | Course Title | Instructor | Day/Period | Credits | Compulsory | Delete | Note | Reason for Applying |
|---------------|--|------------|-------------|---------|------------|--------------------------|------|---------------------|
| 1 | Geotechnical Measurement Engineering | | Tue.2,Wed.2 | 2 | | <input type="checkbox"/> | | |
| 2 | Structural Dynamics and Environmental Vibrations | | Thu.1,Thu.2 | 2 | | <input type="checkbox"/> | | |
| 3 | Surface Nano Science | | Fri.1,Fri.3 | 2 | | <input type="checkbox"/> | | |

④ You can register for intensive courses by selecting a course from a list that displayed by clicking on “Search Intensive and other”

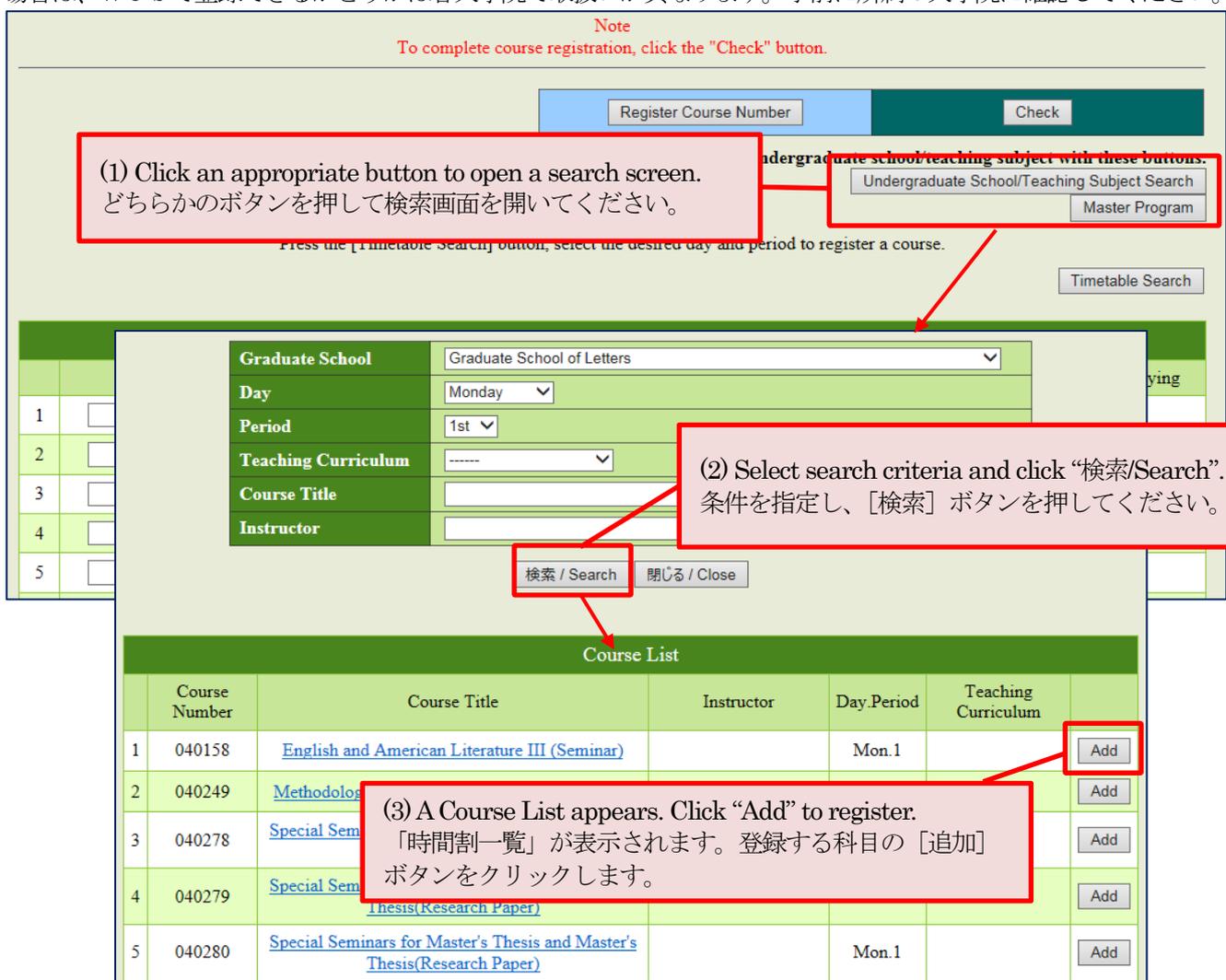
集中講義は、[集中講義等検索] ボタンをクリックして表示される一覧から追加します。



⑤ Undergraduate course/teaching subject registration for Masters and PhD students, and Masters course registration for PhD students. 学部・教職科目の登録、博士課程における修士科目の登録

It is up to each graduate school to decide whether or not to enable web registration in cases where a postgraduate student takes up an undergraduate course or a PhD student takes up a Masters course. Confirm with your graduate school office prior to course registration.

修士・博士課程の学生が学士課程の開講科目を履修登録する場合や、博士課程の学生が修士課程の開講科目を履修登録する場合は、Webで登録できるかどうかは各大学院で取扱いが異なります。事前に所属の大学院に確認してください。



An error message appears when the selected course is not available in your curriculum/program. Ask Academic Affairs Office of your graduate school how to cancel errors (procedure varies between graduate schools).

異なる学籍区分の科目を登録するとエラーが表示されます。エラー解除の取扱いは大学院により異なりますので、所属大学院の教務担当に確認してください。

| [Registration Error] | | |
|--|---|--|
| The following courses cannot be registered. Check the course name, day and period. | | |
| Course Number | Course Title | Error |
| 040158 | English and American Literature III (Seminar) | Outside of your academic year |
| 040158 | English and American Literature III (Seminar) | Not available in your curriculum outline |

⑥ If a registration error occurs 履修登録エラーがある場合

When any errors detected in your registration, an error message and a course title come up. Solve the error by the method of (1) or (2).

履修チェックの結果、エラーがある場合はエラー内容が表示されます。(1) か (2) の方法でエラーを解消してください。

| [Registration Error] The following courses cannot be registered. Check the course name, day and period. | | |
|--|---|--|
| Course Number | Course Title | Error |
| 040158 | English and American Literature III (Seminar) | Outside of your academic year |
| 040158 | English and American Literature III (Seminar) | Not available in your curriculum outline |

(1) Delete the error-causing course and select an alternative.

エラー原因となっている科目を変更・削除するなどして、エラーを解消します。

| Course List | | | | | | | | | |
|-------------|---------------|--|------------|-------------|---------|------------|-------------------------------------|---|---------------------|
| | Course Number | Course Title | Instructor | Day.Period | Credits | Compulsoly | Delete | Note | Reason for Applying |
| 1 | 040158 | English and American Literature III (Seminar) | | Mon.1 | 2 | | <input checked="" type="checkbox"/> | Outside of your academic year Not available in your curriculum outline | Reason for Applying |
| 2 | 093374 | Geotechnical Measurement Engineering | | Tue.2,Wed.2 | 2 | | <input type="checkbox"/> | | |
| 3 | 093249 | Structural Dynamics and Environmental Vibrations | | Thu.1,Thu.2 | 2 | | <input type="checkbox"/> | | |
| 4 | 093201 | Surface Nano Science | | Fri.1,Fri.3 | 2 | | <input type="checkbox"/> | | |

※ The course with error is highlighted in red with the reasons specified.

エラーがあると、科目ごとに背景が赤く表示され、エラー内容が表示されます。

(2) If you wish to take the course with an error returned, you may submit a "Reason for Applying" to request permission.

エラー表示された科目の履修を希望する場合、[申請希望理由] を登録することで許可申請することができます。

| Course List | | | | | | | | | |
|-------------|---------------|--|------------|-------------|---------|------------|-------------------------------------|---|---------------------|
| | Course Number | Course Title | Instructor | Day.Period | Credits | Compulsoly | Delete | Note | Reason for Applying |
| 1 | 040158 | English and American Literature III (Seminar) | | Mon.1 | 2 | | <input checked="" type="checkbox"/> | Outside of your academic year Not available in your curriculum outline | Reason for Applying |
| 2 | 093374 | Geotechnical Measurement Engineering | | Tue.2,Wed.2 | 2 | | <input type="checkbox"/> | | |
| 3 | 093249 | Structural Dynamics and Environmental Vibrations | | Thu.1,Thu.2 | 2 | | <input type="checkbox"/> | | |
| 4 | 093201 | Surface Nano Science | | Fri.1,Fri.3 | 2 | | <input type="checkbox"/> | | |

Reason for Applying

Select the reason from drop-down menu and press "Register" button.If you select "Other", give the details in the space below and press "Register" button.

Reason

Please note that it does not guarantee the registration for the course. Follow the instructions of your graduate school and the school responsible for the course.

この画面で申請理由を入力しても履修可能になるとは限りません。所属大学院及び開講学部等の指示に従ってください。

Register "Reason for Applying" then click "Register Course Number". The highlight changes to orange, and your application status goes pending ("Checking" on the screen).
 申請希望理由を登録した後に、[時間割番号を登録] ボタンをクリックすると、ステータスが「希望理由確認中」となり、背景が橙色に変わります。

Register Course Number [Check]

Register the undergraduate school/teaching subject with these buttons.
 Undergraduate School/Teaching Subject Search
 Master Program
 Timetable Search

| Course Number | Course Title | Instructor | Day.Period | Credits | Compulsoly | Delete | Note | Reason for Applying |
|---------------|--------------|---|------------|---------|------------|--------------------------|---|---------------------|
| 1 | 040158 | English and American Literature III (Seminar) | Mon.1 | 2 | | <input type="checkbox"/> | Outside of your academic year Not available in your curriculum outline | Reason for Applying |

Course List

| Course Number | Course Title | Instructor | Day.Period | Credits | Compulsoly | Delete | Note | Reason for Applying |
|---------------|---------------------------|---|------------|---------|------------|--------------------------|---|---------------------|
| 1 | Checking 040158 | English and American Literature III (Seminar) | Mon.1 | 2 | | <input type="checkbox"/> | Outside of your academic year Not available in your curriculum outline | Reason for Applying |

⑦ Confirmation of course registration 登録内容の確認

Once you have registered all the courses you need, click "Check" button to review your course selection.

科目登録を終えたら、[確認画面へ] ボタンをクリックし、確認画面で内容を確認します。

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Temporarily Save

Click "Check" button to check the contents.

Check

[Web履修登録システム\(Top\)](#) > [履修登録\(Registration\)](#) [ページの先頭へ戻る\(Page Top\)](#)

After the following message appears, you will be directed to a "Course List" confirmation page.
 以下メッセージが表示された後、確認画面に進みます。

| | |
|-----------------------------------|---|
| 履修登録の内容をチェックしています。 しばらくお待ち下さい。 | Please wait a few moments while verification takes place. |
|-----------------------------------|---|

N.B. "Check" button does not complete registration.
 なお、[確認画面へ] のクリックのみでは、登録は完了しませんので注意してください。

The Course List displays the registered course information.
 履修登録した内容が表示されます。

HOKKAIDO UNIVERSITY

[Web履修登録システム\(Top\)](#) > [履修登録\(Registration\)](#) > [履修登録・確認\(Confirmation of Registration\)](#) [ログアウト\(Logout\)](#)

| Course Number | Course Title | Instructor | Day.Period | Credits | Reason for Applying | Note |
|---------------|--|------------|-------------|---------|---------------------|------|
| 1 | Geotechnical Measurement Engineering | | Tue.2,Wed.2 | 2 | | |
| 2 | Structural Dynamics and Environmental Vibrations | | Thu.1,Thu.2 | 2 | | |
| 3 | Surface Nano Science | | Fri.1,Fri.3 | 2 | | |
| 4 | | | | | | |

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[Return to Edit Screen](#)

To complete registration, click the "confirm" button.

▼

Web履修登録システム(Top) > 履修登録(Registration) > 履修登録・確認(Confirmation of Registration) [ページの先頭へ戻る\(Page Top\)](#)

Click "Return to Edit Screen" to edit registration information if necessary.
編集をやり直す場合は、「編集画面へ戻る」をクリックしてください。

• Course titles with remaining errors shown with reasons are not registered at this stage. Those in pending approval status are labeled as "Checking" and highlighted in orange.

履修登録エラーがある場合は、エラー情報が表示されます。申請理由を入力してある科目は、「希望理由確認中」と表示され、背景が橙色に変わっています。

HOKKAIDO UNIVERSITY 

Web履修登録システム(Top) > 履修登録(Registration) > 履修登録・確認(Confirmation of Registration) [学生一覧画面へ戻る < ログアウト\(Login\)](#)

[Registration Error]
The following courses cannot be registered. Check the course name, day and period.

| Course Number | Course Title | Error |
|---------------|---|--|
| 000015 | Freshman Seminar | Can only be selected as a first semester or year-long course |
| 040158 | English and American Literature III (Seminar) | Outside of your academic year |
| 040158 | English and American Literature III (Seminar) | Not available in your curriculum outline |

Course List

| | Course Number | Course Title | Instructor | Day.Period | Credits | Reason for Applying | Note |
|---|--------------------|--|------------|-------------|---------|--|---|
| 1 | Checking 040158 | English and American Literature III (Seminar) | | Mon.1 | 2 | Other Undergraduate School/Department Course | Outside of your academic year Not available in your curriculum outline |
| 2 | 093374 | Geotechnical Measurement Engineering | | Tue.2,Wed.2 | 2 | | |
| 3 | 093249 | Structural Dynamics and Environmental Vibrations | | Thu.1,Thu.2 | 2 | | |
| 4 | 093201 | Surface Nano Science | | Fri.1,Fri.3 | 2 | | |

Intensive and other

| | Course Number | Course Title | Instructor | Day.Period | Credits | Reason for Applying | Note |
|---|---------------|----------------------------------|------------|------------|---------|---------------------|--|
| 1 | 000015 | Freshman Seminar | | | 2 | | Can only be selected as a first semester or year-long course |
| 2 | | | | | | | |
| 3 | | | | | | | |

Click "Return to Edit Screen" if you need to cancel errors.

エラー修正が必要な場合は、編集画面に戻ってエラーを修正してください。

30

[Return to Edit Screen](#)

To complete registration, click the "confirm" button.

▼

Web履修登録システム(Top) > 履修登録(Registration) > 履修登録・確認(Confirmation of Registration) [ページの先頭へ戻る\(Page Top\)](#)

※ Every time you return to Edit Screen, make sure you click "Check" and confirm the registered course information. 編集画面に戻って編集し直した場合も、「確認画面へ」ボタンをクリックし、登録内容を確認してください。

⑧ Completion of course registration 履修登録の完了

Once you have checked the course list on the screen, click “Confirm” to complete registration.

確認画面の内容を確認し終えたら、[確認] ボタンをクリックして登録を完了します。



A confirmation message “Registration Completed” appears on the screen.

「登録が完了しました」と表示されます。



※ You can add courses or make amendments freely through the course registration period even after you have completed registration.

Click “Confirm” after edit to update the data. No registration or amendment can be accepted after the course registration period.

履修登録期間中は、登録が完了となっても、何度でも登録科目の追加・修正をすることができます。

なお、修正後も必ず [確認] ボタンを押し、登録を完了させてください。履修登録期間を過ぎての登録・修正はできません。

※ The system may not cancel errors within the course registration period depending on the type of course and procedural status. Check your Course List to find any errors present before the designated course registration confirmation period ends. You will not be enrolled in the course with a registration error; and credits will not be awarded.

科目の種類や手続状況によっては、登録期間中にエラーが消えない場合もあります。このような場合は、所定の履修登録確認期間にエラーが消えていることを必ず確認してください。「エラー」のままでは履修が無効となり、単位認定されませんので注意してください。

3. Checking Timetable 履修時間割の確認

① You can view your timetable during the timetable confirmation period. Make sure that all the courses you registered for during the course registration period appear in your timetable, and the “Reason for Applying” you submitted has been approved to take the particular course for credit. Any inquiries should be addressed to your graduate school office within the timetable confirmation period.

履修時間割の確認期間になると、「履修時間割」メニューが閲覧可能になります。履修登録期間に入力した科目が間違いなく登録されているか、また、「申請希望理由」を登録した科目が履修許可されているかを確認してください。不明点があれば、履修登録の確認期間内に所属大学院の窓口へ申し出てください。

北海道大学 HOKKAIDO UNIVERSITY

Web履修登録システム(Top) [ログアウト\(Logout\)](#)

[日本語](#) [English](#)

Hello! Taro HOKUDAI

Timetable → ※本システムの利用時間は07:00～23:30です。
This system is available between 7:00 - 23:30.

Syllabus Search → ※本サイトの推奨環境は左メニューの「お知らせ」に掲載しています。

Search for Curriculum Table → "System Requirements" is on the "Information" page.

Search for Numbering → ※履修に関するお問い合わせ:所属大学院の教務担当

Registration → Inquiry about the course registration : Academic Affairs Section, Administration Department in your faculty.

My Grades →

Contact Information →

アンケート回答 →

アンケート集計結果 →

Information →

Status of Participation in PAS →

Attendance Data →

② Make sure your timetable is correct.

履修時間割画面が開きますので、登録内容を確認してください。

| Course List | | | | | | | |
|---------------|--|------------|-------------|---------|--|---|--|
| Course Number | Course Title | Instructor | Day.Period | Credits | Reason for Applying | Note | |
| 1 | English and American Literature III (Seminar) | | Mon.1 | 2 | Other Undergraduate School/Department Course | Outside of your academic year Not available in your curriculum outline | |
| 2 | Geotechnical Measurement Engineering | | Tue.2,Wed.2 | 2 | | | |
| 3 | Structural Dynamics and Environmental Vibrations | | Thu.1,Thu.2 | 2 | | | |
| 4 | Surface Nano Science | | Fri.1,Fri.3 | 2 | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |

The course for which you submitted a “Reason for Applying” will be highlighted in light blue, provided your request is approved. Please note that the error message remains in the Notes fields even after the issue is resolved and registration is complete (the blue color in the background indicates the issue is resolved). If remains orange, contact Academic Affairs Office of your graduate school.

「申請希望理由」を登録した科目が履修許可された場合は、背景色が水色になります。「備考」欄にはエラー原因となったメッセージが残りますが、問題ありません。「希望理由確認中」(背景色橙色)のままとなっている場合、所属大学院の教務担当に照会してください。

4. Cancellation of course registration 履修登録科目取消

You can cancel a course only if your graduate school has a cancellation policy.
履修登録科目の取消は、取消制度を実施している大学院のみ該当します。

① Click "Registration" on the front page of the Web Registration System.

Web履修登録システムトップページの「履修登録」をクリックします。

北海道大学 HOKKAIDO UNIVERSITY

Web履修登録システム(Top) [ログアウト\(Loginout\)](#)

[日本語](#) [English](#)

Hello! Taro HOKUDAI

- Timetable
- Syllabus Search
- Search for Curriculum Table
- Search for Numbering
- Registration**
- My Grades
- Contact Information
- アンケート回答
- アンケート集計結果
- Information
- Status of Participation in PAS
- Attendance Data

※本システムの利用時間は07:00~23:30です。
This system is available between 7:00 - 23:30.
※本サイトの推奨環境は左メニューの「お知らせ」に掲載しています。
"System Requirements" is on the "Information" page.
※履修に関するお問い合わせ:所属大学院の教務担当
Inquiry about the course registration : Academic Affairs Section, Administration Department in your faculty.

② The Registration screen appears.

履修登録画面が表示されます。

Check

Press the [Timetable Search] button, select the desired day and period to register a course.

Timetable Search

| Course List | | | | | | | | | | |
|---------------|--------------|--|-------------|---------|------------|--------|--|---------------------|--------|-------|
| Course Number | Course Title | Instructor | Day/Period | Credits | Compulsory | Delete | Note | Reason for Applying | Cancel | |
| 1 | 040158 | English and American Literature III (Seminar) | Mon.1 | 2 | | | Not available in your curriculum outline | | | |
| 2 | 093374 | Geotechnical Measurement Engineering | Tue.2,Wed.2 | 2 | | | | | | Enter |
| 3 | 093249 | Structural Dynamics and Environmental Vibrations | Thu.1,Thu.2 | 2 | | | | | | Enter |
| 4 | 093201 | Surface Nano Science | | | | | | | | |
| 5 | | | | | | | | | | |

Click "Enter" for the course you wish to cancel.
It turns highlighted in gray.
[履修取消] ボタンをクリックすると、科目名の背景が灰色になります。

| | | | | | | | | | | |
|---|--------|--|-------------|---|--|--|--|--|--|-------|
| 2 | 093374 | Geotechnical Measurement Engineering | Tue.2,Wed.2 | 2 | | | | | | Reset |
|---|--------|--|-------------|---|--|--|--|--|--|-------|

Press the [Timetable Search] button, select the desired day and period to register a course.

| Course List | | | | | | | | | | |
|---------------|--------------|--|-------------|---------|------------|--------|--|---------------------|--------------------------------------|--|
| Course Number | Course Title | Instructor | Day.Period | Credits | Compulsoly | Delete | Note | Reason for Applying | Cancel | |
| 1 | 040158 | English and American Literature III (Seminar) | Mon.1 | 2 | | | Not available in your curriculum outline | | | |
| 2 | 093374 | Geotechnical Measurement Engineering | Tue.2,Wed.2 | 2 | | | | | <input type="button" value="Reset"/> | |
| 3 | 093249 | Structural Dynamics and Environmental Vibrations | Thu.1,Thu.2 | 2 | | | | | <input type="button" value="Enter"/> | |
| 4 | 093201 | Surface Nano Science | | | | | | | | |

Click "Reset" to reverse cancellation.
 [履修取消を解除] ボタンをクリックすると、履修取消が解除されます。

| | | | | | | | | | |
|---|--------|--|-------------|---|--|--|--|--|--------------------------------------|
| 2 | 093374 | Geotechnical Measurement Engineering | Tue.2,Wed.2 | 2 | | | | | <input type="button" value="Enter"/> |
|---|--------|--|-------------|---|--|--|--|--|--------------------------------------|

③ Click "Check" at the bottom of the screen to confirm that the appropriate course has been deleted from your Course List.

履修取消を終えたら [確認画面へ] をクリックし、科目が取り消されたことを確認します。

Press the [Timetable Search] button, select the desired day and period to register a course.

| Course List | | | | | | | | | | |
|---------------|--------------|--|-------------|---------|------------|--------|--|---------------------|--------------------------------------|--|
| Course Number | Course Title | Instructor | Day.Period | Credits | Compulsoly | Delete | Note | Reason for Applying | Cancel | |
| 1 | 040158 | English and American Literature III (Seminar) | Mon.1 | 2 | | | Not available in your curriculum outline | | | |
| 2 | 093374 | Geotechnical Measurement Engineering | Tue.2,Wed.2 | 2 | | | | | <input type="button" value="Reset"/> | |
| 3 | 093249 | Structural Dynamics and Environmental Vibrations | Thu.1,Thu.2 | 2 | | | | | <input type="button" value="Enter"/> | |
| 4 | 093201 | Surface Nano Science | Fri.1,Fri.3 | 2 | | | | | <input type="button" value="Enter"/> | |

Click "Check" button to check the contents.

| Course List | | | | | | | | | | |
|---------------|--------------|--|-------------|---------|--|--|--------|--|--|--|
| Course Number | Course Title | Instructor | Day.Period | Credits | Reason for Applying | Note | Cancel | | | |
| 1 | 040158 | English and American Literature III (Seminar) | Mon.1 | 2 | Other Undergraduate School/Department Course | Not available in your curriculum outline | | | | |
| 2 | 093249 | Structural Dynamics and Environmental Vibrations | Thu.1,Thu.2 | 2 | | | | | | |
| 3 | 093201 | Surface Nano Science | Fri.1,Fri.3 | 2 | | | | | | |
| 4 | | | | | | | | | | |

④ Check cancellation, then click “Confirm” at the bottom of the screen to complete cancellation.

科目が取り消されたことを確認した後、画面下の [確認] ボタンをクリックして履修科目の取消を完了します。

| | | | | | | | | |
|----|--|--|--|--|--|--|--|--|
| 29 | | | | | | | | |
| 30 | | | | | | | | |

[Return to Edit Screen](#)

To complete registration, click the "confirm " button.

▼

[Web履修登録システム\(Top\)](#) > [履修登録\(Registration\)](#) > [履修登録・確認\(Confirmation of Registration\)](#) [↑ページの先頭へ戻る\(Page Top\)](#)

“Registration Completed” appears at the end of the registration procedure.

「登録が完了しました」と表示されます。

北海道大学
HOKKAIDO UNIVERSITY



[Web履修登録システム\(Top\)](#) > [履修登録\(Registration\)](#) > [履修登録・登録完了\(Registration Completed\)](#) [学生一覧画面へ戻る](#) < [ログアウト\(Loginout\)](#)

Registration Completed

[Web履修登録システム\(Top\)](#) > [履修登録\(Registration\)](#) > [履修登録・登録完了\(Registration Completed\)](#) [↑ページの先頭へ戻る\(Page Top\)](#)

5. Academic performance inquiry (grades and credits) 成績照会

Academic performance inquiries can be made only if your graduate school accepts inquiries online.
成績照会については、Webでの成績照会を実施している大学院のみ該当します。

① Click “My Grades” on the front page of the Web Registration System.

Web履修登録システムトップページの「成績照会」をクリックします。

Web履修登録システム(Top) ログアウト(Logout)

日本語 English

Hello! Taro HOKUDAI

- Timetable >
- Syllabus Search >
- Search for Curriculum Table >
- Search for Numbering >
- Registration >
- My Grades >**
- Contact Information >

※本システムの利用時間は07:00~23:30です。
This system is available between 7:00 - 23:30.
※本サイトの推奨環境は左メニューの「お知らせ」に掲載しています。
"System Requirements" is on the "Information" page.
※履修に関するお問い合わせ: 所属大学院の教務担当
Inquiry about the course registration : Academic Affairs Section, Administration Department in your faculty.

② Data search screen opens.

成績照会画面に進みます。

• Check “Show all grades” to display the academic results of all the courses taken in the past.

「過去の全成績を表示」を選択すると、全科目の成績が表示されます。

My Grades

Select the academic year/Semester

Show all grades

Academic Year/Semester [-----] ~ [-----]

Select

“Show all grades” option is to display the information (course title, number of credits, grades, compulsory/elective, academic year, semester and instructor’s name) of all the courses completed so far.

「過去の全成績を表示」を選択すると、これまでの全成績明細として授業科目名、単位数、評価、選択区分、評価年度、評価学期、担当教員が表示されます。

日本語 English

[Show credits earned/GPA](#)

| Course title | Credits | Grade | Compulsory/Elective | Year | Semester | Teaching staff in charge |
|---|---------|-------|---------------------|------|----------|--------------------------|
| 【Major】 | | | | | | |
| ◀General Compulsory Elective Subjects▶ | | | | | | |
| Creation of Bio-industry | 2 | A | Elective | | | |
| Agricultural Ethics | 2 | A | Elective | | | |
| ◀Compulsory Elective Subjects▶ | | | | | | |
| Safety and Function of Food | 1 | A | Elective | | | |

Click either above or below “Show credits earned/GPA” to go to the page.
画面上下にある「成績集計画面へ」をクリックすると、成績集計画面が展開されます。

| | | | | | | |
|--|---|----|-------------------|------|---|--|
| Nitobe Academic English Skills for Graduate Students, English I | 1 | A | Elective Subjects | 2018 | 1 | |
| Nitobe Academic English Skills for Graduate Students, English II | 1 | A | Elective Subjects | 2018 | 1 | |
| Inter-Graduate School Classes(Educational Program):Nitobe Program for Graduate Students | | | | | | |
| Nitobe Program for Graduate Students I: Basics of Team-based Learning | 2 | A | Elective Subjects | 2018 | 1 | |
| Nitobe Program for Graduate Students II : Practice of Team-based Learning | 2 | AA | Elective Subjects | 2018 | 1 | |

[Show credits earned/GPA](#)

・ Check “Academic Year/Semester” to specify the year and the semester of the academic results you would like to view.
 対象年度・学期の成績を表示する場合は、表示期間を設定してください。

Select an academic year and a semester from the drop-down menu.
 対象年度・学期をプルダウンから選択します。

“Academic Year/Semester” option is to display the information of all the courses completed in the specified year and semester.

「対象年度・学期の成績を表示」を選択し、期間を設定すると、対象期間の成績明細が表示されます。

Click either above or below “Show credits earned/GPA” to go to the page.
 画面上下にある「成績集計画面へ」をクリックすると、成績集計画面が展開されます。

| Course title | Credits | Grade | Co |
|---|---------|-------|--------------------------|
| 【Major】 | | | |
| 《選択》 | | | |
| Introduction to Global Environmental Management | 2 | AA | E |
| Advanced Course in Environmental Pollution Comparison | 2 | AA | Elective Subjects 2018 1 |
| Advanced Course in Environmental Geoinformatics | 2 | A | Elective Subjects 2018 1 |
| Special lecture in Environmental Science Development II | 2 | AA | Elective Subjects 2018 1 |

④ ”Credits earned / GPA” page 成績集計値・GPAの表示

It displays your total credits earned and their breakdown.

全ての修得単位状況を表示します。

2020, Second Semester

Click either above or below “Show My Grades” to go to “My Grades” page.
 画面上下にある「成績明細画面へ」をクリックすると、成績明細画面が展開されます。

The information shown on this page is from the latest available semester for academic results release.
 最新の成績公開学期を表示しています。

The number in square brackets refers to the sum of credits earned for compulsory subjects.
 修得単位数欄の [] には、必修科目の単位数が内数として表示されています。

| Classification | Credits earned |
|--|----------------|
| Specilized Subjects | |
| Compulsory Subjects | 2[2] |
| Elective Compulsory Subject | 2 |
| Elective Subjects (Transdisci | 4.5 |
| Elective Subjects (Biosystems | |
| Elective Subjects (Biomedica | |
| Elective Subjects (Intra-Grad | |
| TOTAL | 8.5[2] |
| Inter-Graduate School Classes | 8 |
| Basic Classes in Graduate-level Science and Technology | 1 |
| Subjects from Other Graduate Schools | |
| Related to Teacher's Lisence | 4 |
| Undergraduate courses | 4 |