

GIS - Course Registration for the Spring Semester

1 Completing Course Registration - Application Period

Sep 30 th (Mon)	}	9/30 to 10/1	11:00 am to 8:00 am the next day
Oct 1 st (Tue)		10/2	11:00 am to 23:59 pm
Oct.2 nd (Wed)			

* Not available between 8:00 am and 11:00 am each morning.

- (1) Course registration can be corrected as many times as needed during the registration.
- (2) After you have completed course registration please make sure to click on the “Resister” button (申請ボタン), and **create and save the Course Enrollment Notification (履修登録科目確認通知書)** which is generated that confirms your registered subjects.
- (3) **If a subject you wish to register for does not appear in the Course Enrollment Notification, then this means that you have not been registered!**

2 Course change/cancellation period

If there is something incorrect in your course registration, then you can make changes or cancel a subject during this period.

Oct 9th (Wed) 11:00 am to 8:00 am the next day

Oct.10th (Thu) 11:00 am to 23:59 pm

3 Check required subjects

Check whether you have registered for required subjects such as Academic Writing Skills I/II, Reading Skills I.

References: GIS Handbook(履修の手引き)

P17 - for students who entered in or after 2024, p18 for students who entered between 2020 and 2023, P19 for students who entered between 2016 and 2019.

* If you are registered in the wrong class or have not registered for a required subject, then please contact the GIS office immediately. If you fail to check your courses and are not registered for required courses, then you will fail to obtain needed credits.

4 Other

If your registered subjects equal zero credits, or if as a result of your course registration for this semester you have less than the required credits for progression or graduation, then an error will be generated. If you don't wish to register at present, then please fill out the following Google form during the registration period.

* If you are a first- or second-year student who started university in September, then you will see an error if you register for courses with a total number of credits that is below 16. This error is displayed as a warning that says "Please acquire the necessary number of credits for progression by the next semester." It is possible to register as you have done if you fill out the Google form.

Google form: <https://forms.gle/JsHDzCmm3SU4ebzM7> (Deadline:10/10)

5 Information Systems

Please access the information system when you want to check your registration and grades. You need an Hosei ID and password to log in. Please refer to the manual for operating instructions.

For PC: <https://www.as.hosei.ac.jp/>

For smartphone: <https://www.as.hosei.ac.jp/kyomu/smartphone/>