Regarding the course registration for the Fall Quarter, AY2023

Attn: All undergraduate students

Make sure to register for all the courses through the Academic Affairs System by yourself.

[Courses you are able to register] Courses offered in the Fall and Winter Quarters in AY2023

[Registration period]
  1) Foreign Languages Courses:
  from 10:00 a.m., Monday, September 25 to 2:59 p.m., Tuesday, September 26

  2) All courses:
  from 10:00 a.m., Wednesday, September 27 to 4:59 p.m., Friday, October 6

[Registration amendment period]
  from 10:00 a.m., Monday, October 9 to 4:59 p.m., Friday, October 13
  You can modify (delete or add) your course registration during the registration amendment period.

[Registration withdrawal period]
  from 10:00 a.m., Monday, October 23 to 4:59 p.m., Tuesday, October 24
  During the registration withdrawal period, you can cancel courses you have registered for. (You cannot register for new courses.)

  *Courses that have been withdrawn will be indicated on transcripts with the mark "W" and will not count towards the GPA. Note, however, that the number of credits which were withdrawn will be counted towards "the 50-credit limit per year rule."

---

1. When registering, you will need an account to log in to the Academic Affairs System and a password to log in to your ICC account. If you are currently enrolled at TUFS, check your account to confirm if you are able to log in.

2. Students who do not complete the procedures within the above mentioned period will not be allowed to register for courses in the Fall Quarter in AY2023. Students who wish to take courses must complete the necessary procedures (especially, students who need to repeat course(s) should pay special attention to completing the procedures).

3. During the above mentioned period, students can only register for courses which are offered in the Fall and Winter Quarters. Full year courses cannot be registered.

4. When you register for the courses which require lottery registration, be sure to set your browser to allow pop-ups. If the "pop-up blocker" is enabled in the settings of your browser, a separate window to search for the timetable will not be displayed.

5. In the Winter Quarter, GLIP Winter Intensive English Language Courses will be offered, which consist of English A (Interactive English) and English B (Academic English). Register for these courses during the registration period for the Winter Quarter; from January 15 to January 16.

6. Note that if you wish to cancel a course held in the Winter Quarter, you are required to cancel by 5:00 p.m. on the day before the class starts. (If the previous day of the class falls on a weekend or holiday, cancel by 5:00 p.m. on the previous weekday.)

Basic Seminar

Basic Seminar	Lottery registration
Procedure	Register through the Academic Affairs System
Registration period	[1st lottery] 　Registration period: from 10:00 a.m., Monday, September 11 to 4:59 p.m., Thursday, September 14 　1st lottery result announcement: 10:00 a.m., Friday, September 15 [2nd lottery] 　Registration period: from 12:00 p.m., Friday, September 15 to 4:59 p.m., Thursday, September 21 　2nd lottery result announcement: 10:00 a.m., Friday, September 22
Notes	These lotteries are held for the first year students who entered the School of Language and Culture Studies and the School of International and Area Studies in April, 2023, and for the students who entered in or before AY2022 but has never taken the "Basic Seminar" courses before. Check the lottery results through the Academic Affairs System. Course registration for the Basic Seminar will be done automatically for the accepted course(s). For the 2nd lottery, only students who were rejected from the 1st lottery are eligible to enter. For details, refer to: < https://www.tufs.ac.jp/student/NEWS/education/20230713_kiroku1.html >.

GLIP English Language Courses

English B（Academic English）Lottery registration

Procedure	Register through the Academic Affairs System
Registration period	Lottery registration period: from 10:00 a.m., Wednesday, September 20 to 4:59 p.m., Thursday, September 21 Lottery result announcement: 10:00 a.m., Friday, September 22
Notes	English B (Academic English) courses are not assigned by the Coordinator of GLIP English Language Courses but can be selected by the students themselves. Register for your desired courses during the lottery registration period. If the number of applicants exceeds the capacity of the class, a lottery will be held. Students are eligible to register for a maximum of two English B courses by lottery for the Fall Quarter courses and may register for up to two English B courses. Check the lottery results through the Academic Affairs System. Course registration will be done automatically for the accepted course(s). If you want to cancel course(s), you are required to complete the necessary procedures through the Academic Affairs System to cancel your registration for the accepted course(s). During the course registration period, students may register for English B courses on a first-come, first-served basis for the courses which still have vacancies after the lottery registration. Students may take a maximum of six English B courses in each academic year. For other details about taking English B courses, refer to the "2023 GLIP English Language Courses Guide."

English C（Career English）Lottery registration

Procedure	Register through the Academic Affairs System
Registration period	Lottery registration period: from 10:00 a.m., Wednesday, September 20 to 4:59 p.m., Thursday, September 21 Lottery result announcement: 10:00 a.m., Friday, September 22
Notes	English C (Career English) courses are not assigned by the Coordinator of GLIP English Language Courses but can be selected by the students themselves. Register for your desired courses during the lottery registration period. If the number of applicants exceeds the capacity of the class, a lottery will be held. Students are eligible to register for a maximum of two English C courses by lottery for the Fall Quarter courses and may register for up to two English C courses. Check the lottery results through the Academic Affairs System. Course registration will be done automatically for the accepted course(s). If you want to cancel course(s), you are required to complete the necessary procedures through the Academic Affairs System to cancel your registration for the accepted course(s). During the course registration period, students may register for English C courses on a first-come, first-served basis for the courses which still have vacancies after the lottery registration. Students may take a maximum of four English C courses in each academic year. For other details about taking English C courses, refer to the "2023 GLIP English Language Courses Guide."

* Only students who have registered for the course are eligible to participate in the first class regardless of the mode of delivery; courses in-person or online.

* Students who have transferred to TUFS in their third year in AY2023 cannot register by lottery or register for the GLIP English Language Courses through the Academic Affairs System. Those students who wish to take English B and/or English C courses should contact Prof. Kawamoto, the Coordinator of GLIP English Language Courses at <naho.kawamoto@tufs.ac.jp>.

Foreign Languages Courses

Foreign Languages Courses A, B	The number of students accepted to each class is fixed.
Procedure	Register through the Academic Affairs System
Registration period	(1) from 10:00 a.m., Monday, September 25 to 2:59 p.m., Tuesday, September 26 (2) from 10:00 a.m., Wednesday, September 27 to 4:59 p.m., Friday, October 6
Notes	The number of students accepted to each class in the Foreign Languages Courses is fixed. Students may register only for the Foreign Languages Courses during registration period (1) mentioned above. If there are vacancies in the capacity of the class, students may register for the courses at any time during registration period (2) and the registration amendment period. Be sure to attend the first class as the instructor may give important instructions regarding registration. Students may register for a maximum of four Foreign Languages Courses per language per academic year. * For details, refer to the "Regarding course registration for Foreign Languages Courses in the Fall Quarter, AY2023" posted on the TUFS website.