

Regarding the course registration for the Spring Quarter, AY2024

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]

Full year courses and courses offered in the Spring and Summer Quarters in AY2024

[Registration period]

(1) Foreign Languages Courses:

from 10:00 a.m. to 4:59 p.m., Thursday, April 4

(2) All courses:

from 10:00 a.m., Friday, April 5 to 4:59 p.m., Friday, April 12

* During the course registration period (2), students may register for Foreign Languages Courses which still have vacancies after course registration period (1).

[Registration amendment period]

from 10:00 a.m., Monday, April 15 to 4:59 p.m., Friday, April 19

You can modify (delete or add) your course registration during the registration amendment period.

[Registration withdrawal period]

from 10:00 a.m., Tuesday, May 7 to 4:59 p.m., Wednesday, May 8

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*Courses that have been withdrawn will be indicated on transcripts with the mark "W" and will not count towards the GPA. Note, however, that the number of credits which were withdrawn will be counted towards "the 50-credit limit per year rule."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 TUFSS, check your account to confirm if you are able to log in. For those who have entered TUFSS in April, 2024, be sure to obtain an ICC account before the registration period.
2. Students who do not complete the procedures within the above mentioned period will not be allowed to register for courses in the Spring Quarter in AY2024. 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. 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.
4. In the Summer Quarter, GLIP Summer Intensive English Language Courses will be offered, which consist of English A (Interactive English) and English B (Academic English). Regarding registration for these courses, refer to the information which will be posted after April.
5. Note that if you wish to cancel a course offered in the Summer 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.)

Note that the registration procedures for the Foreign Languages Courses and GLIP English Language Courses are different from the other courses.

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. to 4:59 p.m., Thursday, April 4 (2) from 10:00 a.m., Friday, April 5 to 4:59 p.m., Friday, April 12
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 Spring Quarter, AY2024” posted on the TUFS website.

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., Tuesday, April 2 to 4:59 p.m., Wednesday, April 3 Lottery result announcement: 9:00 a.m., Thursday, April 4
Notes	English B (Academic English) courses are electives. 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 Spring 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

	<p>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 “2024 GLIP English Language Courses Guide.”</p>
<p>English C (Career English) Lottery registration</p>	
Procedure	Register through the Academic Affairs System
Registration period	<p>Lottery registration period: from 0:00 a.m., Tuesday, April 2 to 4:59 p.m., Wednesday, April 3</p> <p>Lottery result announcement: 9:00 a.m., Thursday, April 4</p>
Notes	<p>English C (Career English) courses are electives. 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 Spring Quarter courses and may register for up to two English C courses.</p> <p>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 “2024 GLIP English Language Courses Guide.”</p>

* 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 AY2024 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>.