



# How to Register for IJLP Japanese Language Courses 日本語科目履修登録の方法

(ver. 1.3)

2020.10.01

金沢大学 総合日本語プログラム  
Integrated Japanese Language Program  
Kanazawa University

# 【Important!】 Course registration method differs depending on affiliation and student status.

- Students of the Organization of Global Affairs → [1](#) (See slides 3-7)  
Nikken, Intensive Japanese Language Program students
- Special Auditors, Research Students, Credit Auditors  
KUEP and other exchange program students, → [2](#) (See slides 8-12)  
Credit auditors
- Regular Students → [3](#) (See slides 13-17)  
Degree-seeking undergraduate and graduate students
- Others → [4](#) (See slide 18)  
Visiting foreign researchers, and foreign faculty and staff (who is not a student)

# 1. Course registration

## - Organization of Global Affairs -

Font size  S  M  L

日本語 | **English**



MILLER

Click

Navigation menu:

- Top page (トップページ)
- Course grades (履修・成績情報)**
- Portfolio (ポートフォリオ)
- Register information (学籍情報)
- Class Info.
- Enquete
- Enquete Results
- Lost and Found
- Annual event
- Login history
- Certify Reserve
- Exemption
- Manual (マニュアル)

### Schedule

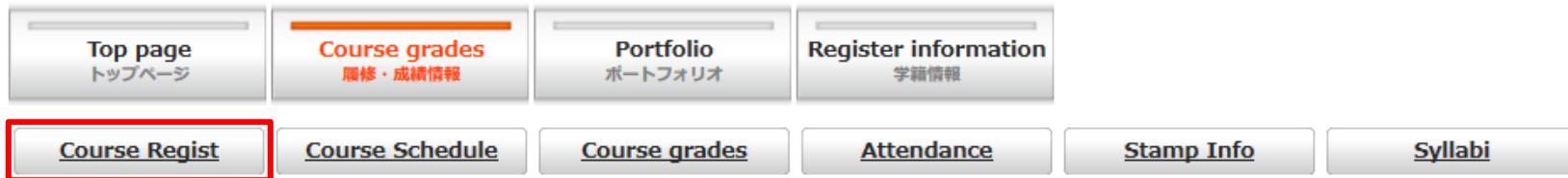
Weekly  Month

[Jump to selected date](#) [Refresh](#) [Previous week](#) [Next week](#)

Schedule table							
	10/2 (Mon)	10/3 (Tue)	10/4 (Wed)	10/5 (Thr)	10/6 (Fri)	10/7 (Sat)	10/8 (Sun)
09:00							

# 1. Course registration

## - Organization of Global Affairs -



[Top page](#) > [Course grades](#) > Course registration

Click

The manual of course registration is "[here](#)".

- ★ 【Apology】 There may be a maximum of 11 subjects not displayed. ⇒[Details](#)
- ★ 【Reminder】 Please be sure to set "list Priority" ⇒ For details see manual P4

If you have any questions about the course, please contact your Gakumu-Kakari.

If you have any questions about the system please send an email to [ [answer\\_g@adm.kanazawa-u.ac.jp](mailto:answer_g@adm.kanazawa-u.ac.jp) ]

■ Subject sort name	<input type="text" value="International Student Center"/>
■ Semester	<input type="text" value="Q3"/>

# 1. Course registration

## - Organization of Global Affairs -

Subject sort name	International Student Center ▾
Semester	Q3 ▾

Enter a class schedule format [Enter a list format](#) PDF

Class schedule search Direct input of code

Students restricted courses		Target surgical eyes	The total number of registered units
Number of course Upper Unit	The number of registered units	The number of registered units	
99			

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

Click "Add" on the cell indicating the day and period when you want to take a course.

2017 Q3						
	Mon	Tue	Wed	Thu	Fri	Sat
	Add	Add	Add	Add	Add	Add
2	Add	Add	Add	Add	Add	Add

# 1. Course registration

## - Organization of Global Affairs -

General Education		Own department own course	Teaching	Other department other course	Other faculty		
Faculty name	Schedule (course) code	Subject title	Instructor name	Period		Number of credits	Segment to select
1 International Student Center (Non-Degree Course)	01014.21	<a href="#">Intensive Japanese course - Elementary (IJC- E) : General</a>	ITO, Daisuke, other	Mon.2,Tue.1~2,Wed.1~ 2,Fri.1	<a href="#">Add</a>	12	
2 International Student Center (Non-Degree Course)	01102.21	<a href="#">Japanese A</a>	FUKAGAWA Miho, other				
3 International Student Center (Non-Degree Course)	01420.21	<a href="#">Japanese D2</a>	FUKAGAWA, Miho, other	Tue.2,Wed.1	<a href="#">Add</a>	4	
4 International Student Center (Non-Degree Course)	03171.21	<a href="#">Japanese</a>	FUKAGAWA	Wed.1	<a href="#">Add</a>	2	
5 International Student Center (Non-Degree Course)	03903.211	<a href="#">Japanese</a>	MINE,, FUKAGAWA	Wed.1	<a href="#">Add</a>	1	
6 International Student Center (Non-Degree Course)	03942.21	<a href="#">Japanese for Graduate School of Medical Sciences : Elementary</a>	MINE, Masashi, other	Wed.1,Fri.1	<a href="#">Add</a>	4	
International							

Choose your  
desired course.

# 1. Course registration

## - Organization of Global Affairs -

Subject sort name: International Student Center  
Semester: Q3

Enter a class schedule format [Enter a list format](#)

PDF

Class schedule search Direct input of code

Students restricted courses		Target surgical eyes		The total number of registered units
Number of course Upper Unit	The number of registered units	The number of registered units		
99	4			4

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

2017 Q3

	Mon	Tue	Wed	Thu	Fri	Sat
1	<a href="#">01102.21</a> 8credits <a href="#">Japanese A (FUKAGAWA, Miho)</a> Delete	<a href="#">01102.21</a> <a href="#">Japanese A (FUKAGAWA, Miho)</a> Delete	<a href="#">01102.21</a> <a href="#">Japanese A (FUKAGAWA, Miho)</a> Delete	Add	<a href="#">01102.21</a> <a href="#">Japanese A (FUKAGAWA, Miho)</a> Delete	
2	Add	Add	Add	Add	Add	Add

Your chosen course will appear on your timetable.

To cancel registration of a course, click "Delete."

# 2. Course registration

## - Special Auditors, Research Students -

Font size S M L

日本語 English



SANTOS JOSE

① Click

Top page トップページ	Course grades 履修・成績情報	Portfolio ポートフォリオ	Register information 学籍情報		
Course Regist	Course Schedule	Course grades	Attendance	Stamp Info	Syllabi

[Top page](#) > [Course grades](#) > Course registration

② Click

The manual of course registration is "[here](#)".

- ★ 【Apology】 There may be a maximum of 11 subjects not displayed. ⇒[Details](#)
- ★ 【Reminder】 Please be sure to set "list Priority" ⇒ For details see manual P4

If you have any questions about the course, please contact your Gakumu-Kakari.

If you have any questions about the system please send an email to [ [answer\\_g@adm.kanazawa-u.ac.jp](mailto:answer_g@adm.kanazawa-u.ac.jp) ]

Subject sort name

Semester



# 2. Course registration

## - Special Auditors, Research Students -

Top page トップページ	<b>Course grades</b> 履修・成績情報	Portfolio ポートフォリオ	Register information 学籍情報		
Course Regist	Course Schedule	Course grades	Attendance	Stamp Info	Syllabi

[Top page](#) > [Course grades](#) > Course registration

The manual of course registration is "[here](#)".

- ★ 【Apology】 There may be a maximum of 11 subjects not displayed. ⇒[Details](#)
- ★ 【Reminder】 Please be sure to set "list Priority" ⇒ For details see manual P4

If you have any questions about the course, please contact your Gakumu-Kakari.

If you have any questions about the system please send an email to [ [answer\\_g@adm.kanazawa-u.ac.jp](mailto:answer_g@adm.kanazawa-u.ac.jp) ]

Subject sort name	<input type="text"/>
Semester	<input type="text" value="Q3"/>

Enter a class  
schedule format

[Enter a list format](#)

PDF

Class schedule search

Direct input of code

Students restricted courses		Target surgical eyes		The total number of registered units
Number of course	The number of registered	The number of registered		

Click

## 2. Course registration

- Special Auditors, Research Students -

The screenshot shows a web browser window titled "kanazawa University - Mozilla Firefox" with the URL "http://133.28.28.169/portal/Student/App/Regist/RegistSearchLectureDetail.aspx". The page contains a search form with the instruction "Find class schedule. Enter your search criteria and press the Search button." The form has several fields: Faculty, Department, Day of week, Period, Subject title, and Instructor. A dropdown menu is open for the Faculty field, listing various departments. The "International Student Center" option is highlighted with a red box. Below the dropdown, there are buttons for "PDF" and "Direct input of code". At the bottom of the page, there is a table with columns containing the numbers 99, 1, and 1. Below the table, there is a note: "Click 'Add' to display the schedule list and select a schedule to register it."

Choose  
"International  
Student Center"  
(留学生教育部)

# 2. Course registration

## - Special Auditors, Research Students -

Find class schedule. Enter your search criteria and press the Search button.

Faculty	International Student Center
Department	-----
Day of week	-----
Period	-----
Subject title	-----
Instructor	-----

Search Close

時間割一覧

	Faculty name	Class schedule (course) code	Subject title	Instructor name		Number of credits	Segment to select	Period	Capacity	Number of registered students
15	Student Center (Non-Degree Course)	01421.21	<a href="#">Japanese D2: Conversation</a>	FUKAGAWA, Miho, other	Add	2		Fri.1		
16	International Student Center (Non-Degree Course)	01500.21	<a href="#">Japanese E</a>	FUKAGAWA, Miho, other	Add	6		Tue.1,Wed.1		
19	International Student Center (Non-Degree Course)	02320.21	<a href="#">Japanese Kanji &amp; Vocabulary 3</a>	FUKAGAWA,, TAGO	Add	2		Thu.1		

Choose your desired course, and click "Add."

# 2. Course registration

## - Special Auditors, Research Students -

Subject sort name

Semester

Enter a class  
schedule format

[Enter a list format](#)

PDF

Class schedule search

Direct input of code

Students restricted courses		Target surgical eyes		The total number of registered units
Number of course Upper Unit	The number of registered units	The number of registered units		
99	1			1

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

2017 Q3

	Mon	Tue	Wed	Thu	Fri	Sat
1	<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="button" value="Add"/>	<div style="border: 2px solid red; padding: 5px;"><p><a href="#">02320.21</a> 2credits <a href="#">Japanese Kanji &amp; Vocabulary 3</a> (<a href="#">FUKAGAWA, Miho</a>)</p></div> <input type="button" value="Delete"/>		

Your chosen course will appear on your timetable.

To cancel registration of a course, click "Delete."

# 3. Course registration

## - Regular Students -

Font size S M L    日本語 | English

金沢大学  
KANAZAWA UNIVERSITY

SCHMIDT

① Click

Top page  
トップページ

Course grades  
履修・成績情報

Portfolio  
ポートフォリオ

Register information  
学籍情報

Course Regist

Course Schedule

Course grades

Attendance

Stamp Info

Syllabi

[Top page](#) > [Course grades](#) > Course registration

② Click

The manual of course registration is "[here](#)".

- ★ 【Apology】 There may be a maximum of 11 subjects not displayed. ⇒[Details](#)
- ★ 【Reminder】 Please be sure to set "list Priority" ⇒ For details see manual P4

If you have any questions about the course, please contact your Gakumu-Kakari.  
If you have any questions about the system please send an email to [ [answer\\_g@adm.kanazawa-u.ac.jp](mailto:answer_g@adm.kanazawa-u.ac.jp) ]

Subject sort name Graduate School of Natural Science & Technology(Doctoral Course) ▾

Semester Q3 ▾

# 3. Course registration

## - Regular Students -

The screenshot shows a web interface for course registration. At the top, there are two dropdown menus: "Subject sort name" set to "Graduate School of Natural Science & Technology(Doctoral Course)" and "Semester" set to "Q3". Below these are buttons for "Enter a class schedule format" and "Enter a list format". A "PDF" button is also visible. A red box highlights the "Class schedule search" button, with a callout bubble labeled "① Click". Below this is a "Direct input of code" field. The main search area is titled "Find class schedule. Enter your search criteria and press the Search button." It contains several input fields: "Faculty" (empty), "Department" (set to "Graduate School of Natural Science & Technology(Doctoral Course)"), "Day of week" (set to "International Student Center" and highlighted with a red box and callout bubble "② Choose 'International Student Center' (留学生教育部)"), "Period" (empty), "Subject title" (empty), and "Instructor" (empty). At the bottom of the search area are "Search" and "Close" buttons. A red box highlights the "Search" button, with a callout bubble labeled "③ Click 'Search'".

Subject sort name: Graduate School of Natural Science & Technology(Doctoral Course) ▾

Semester: Q3 ▾

Enter a class schedule format [Enter a list format](#)

PDF

**① Click**

Class schedule search Direct input of code

Students restricted courses Target surgical eyes

Number of Up

**Find class schedule. Enter your search criteria and press the Search button.**

Faculty: ----- ▾

Department: Graduate School of Natural Science & Technology(Doctoral Course)

Day of week: **International Student Center**

Period: ----- ▾

Subject title: \_\_\_\_\_

Instructor: \_\_\_\_\_

1

2

3

Search Close

**② Choose "International Student Center" (留学生教育部)**

**③ Click "Search"**

# 3. Course registration - Regular Students -

Find class schedule. Enter your search criteria and press the Search button.

Faculty	<input type="text" value="International Student Center"/>
Department	<input type="text"/>
Day of week	<input type="text"/>
Period	<input type="text"/>
Subject title	<input type="text"/>
Instructor	<input type="text"/>

時間割一覧

	Faculty name	Class schedule (course) code	Subject title	Instructor name	Number of credits	Segment to select	Period	Capacity	Number of registered students
1	International Student Center (Non-Degree Course)	01004.213	<a href="#">Japanese AS1(1)</a>	MINE, Masashi, other	<input type="button" value="Add"/>	4	Tue.5,Thu.4		
2	International Student Center (Non-Degree Course)	01004.214	<a href="#">Japanese AS1(2)</a>	TAGO, Kasumi, other	<input type="button" value="Add"/>	4	Wed.4		
3	International Student Center (Non-Degree Course)	01005.21	<a href="#">Japanese AS2</a>	FUKAGAWA, Miho	<input type="button" value="Add"/>	4	Mon.5,Wed.5		

Choose your desired course, and click "Add."

# 3. Course registration - Regular Students -

Subject sort name: Graduate School of Natural Science & Technology(Doctoral Course) -  
Semester: Q3 -

Enter a class schedule format [Enter a list format](#)

PDF

Class schedule search Direct input of code

Students restricted courses		Target surgical eyes	
Number of course Upper Unit	The number of registered units	The number of registered units	The total number of registered units
99		2	2

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

2017 Q3

	Mon	Tue	Wed	Thu	Fri	Sat
1	Add	Add	Add	Add	Add	Add
2	Add	Add	Add	Add	Add	Add
3	Add	Add	Add	Add	Add	Add
4	Add	Add	Add	Add	Add	Add
5	01005_21 4credits [Extra] Japanese AS2 (FUKAGAWA, Miho) Delete	Add	01005_21 [Extra] Japanese AS2 (FUKAGAWA, Miho) Delete	Add	Add	Add

Your chosen course will appear on your timetable.

To cancel registration of a course, click "Delete."



# 3. Course registration - Regular Students -

Subject sort name: Graduate School of Natural Science & Technology(Doctoral Course) -  
Semester: Q3 -

Enter a class schedule format: [Enter a list format](#) PDF

Class schedule search Direct input of code

Students restricted courses		Target surgical eyes	
Number of course Upper Unit	The number of registered units	The number of registered units	The total number of registered units
99		2	2

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

2017 Q3						
	Mon	Tue	Wed	Thu	Fri	Sat

**【Important】** Even if you are required to register for another course – such as a compulsory course for your major – on the same day & period as an IJLP course that you want to take, you can still register for the IJLP course through Acanthus Portal. However, please consult the instructor of the IJLP course prior to registration.

	Add	Add	Add	Add	Add	Add
4						
	Add	Add	Add	Add	Add	Add
5	01005_21 4credits [Extra] Japanese AS2 (FUKAGAWA, Miho)		01005_21 [Extra] Japanese AS2 (FUKAGAWA, Miho)			
	Delete	Add	Delete	Add	Add	Add

## 4. Course registration - Others -

Other individuals cannot register for IJLP courses using the University Course Registration System.

Please contact the IJLP coordinator via e-mail at:

[sougou@isc.ge.kanazawa-u.ac.jp](mailto:sougou@isc.ge.kanazawa-u.ac.jp)

Please write your name and affiliation.

**\*Before registering for a course, you must receive permission from the instructor in charge.**

# IJLP Course Registration Inquiries

If you have any questions about course registration, please contact the IJLP coordinator via e-mail at:

[sougou@isc.ge.kanazawa-u.ac.jp](mailto:sougou@isc.ge.kanazawa-u.ac.jp)