

KULASIS

User's Guide for Students

English version

※The original document in the Japanese language shall always take precedence over this English version.

March, 2025

京都大学 国際高等教育院

Kyoto University Institute for Liberal Arts and Sciences

◆ Contents

What's KULASIS?	1	Pre-registration for Enrollment restricted courses	17
Logging in / Logging out	2	Class registration	19
Registration information	4	Timetable	35
Bulletin Board	6	Class withdrawal	36
Home	7	Class support	39
Information	8	Office hours	42
Syllabi	10	Exam timetable	43
Pre-registration for ILAS Seminar (1st semester)	11	Confirm grade evaluation / Appeal	44
Pre-registration for ILAS Seminar-E2 (2nd semester)	13	Reference: KULASIS App	47
Pre-registration for Language courses	14		

- © This booklet introduces Kyoto University's Liberal Arts Syllabus Information System (KULASIS) for providing students with "quick, easy-to-understand, and reliable" information on class cancellations, class changes, and other academic affairs. For students entering Kyoto university, KULASIS will be used for course registration, grade confirmation, and receiving announcements from the university. Please read this booklet to learn how to use KULASIS.
- © The schedule of procedures for course registration, grade confirmation, appeals, etc. is not introduced in this booklet. **For the specific schedules and deadlines, please refer to the separate notices.**
- © Please proceed the procedures well in advance to allow sufficient time for completing the procedures by each deadline. You cannot proceed the procedures after each deadline.
- © The KULASIS screen images in this booklet may differ from the actual ones.

◆ What's KULASIS?

● KULASIS functions

(Refer to P47 about KULASIS App)

Features		Remarks	Available on KULASIS App
Information · Class support	Class notification email	By email	●
	Class material		●
	Student call	By email	●
	Class change information		●
	Lecture cancellation information		●
	Supplementary lecture information		●
	Class notification		●
	Assignment information		●
Student affairs and welfare information			●
Timetable			●
Syllabi		Some have video syllabus	●
Office hours			
ILAS Seminar pre-registration (1st semester) *		Only 1st-year undergraduate students	
ILAS Seminar-E2 pre-registration (2nd semester) *			
Pre-registration of foreign languages *		Only undergraduates	
Applying for courses where the number of enrollments is limited *			
Applying for other department's lectures *			
Class registration *			
Class withdrawal *		Except for some courses	
Examination timetable			●
Confirming grade evaluation/ Appeal of grade evaluation			▲ (Not available for making appeal of grade evaluation)
Registration Information	Register / Change contact information	For international students, "status of residence" content displayed	
	Confirm class, serial number, selected language	*	
	Confirm the status of Insurance Enrollment	*	
	Set forwarding address of Student Mail (KUMOI)		
	Register / Change email address for contact other than KUMOI		
	Change email language for KULASIS	For international students	

KULASIS may be used in different ways depending on the faculties and graduate schools. This booklet describes KULASIS as it applies to Liberal Arts and Sciences Courses. To learn about functions used in faculty/graduate school pages, contact the student affairs office of each faculty/graduate school.

The functions above marked "*" are not available for non-regular students. As to "Class registration" function, however, they are able to confirm the permitted courses in the timetable of "Class registration" page.

◆ Logging in

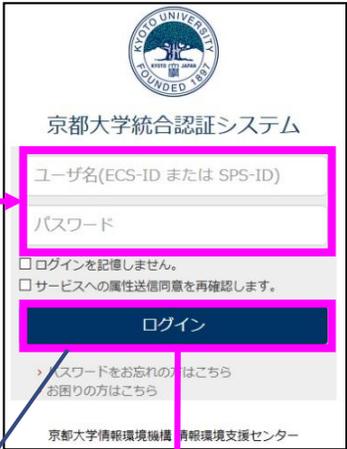
To log in KULASIS, you need to have a **student account (ECS-ID) (a0*****)** issued by the Institute for Information Management and Communication. URL of log in screen is as follows.

[URL] <https://student.iimc.kyoto-u.ac.jp>

▼ QR Code for Common Portal for All Students



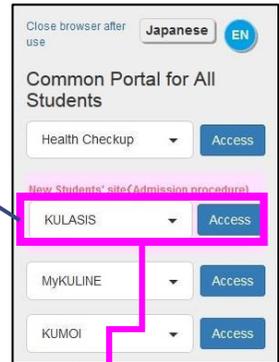
▼ Log in screen, Common Portal for All Students



[ログイン/Log in]

Input ECS-ID and password, then [ログイン] (Login)

[Access] to KULASIS



Change your password regularly to protect your personal information. For more information about reissue of account or password, consult the Academic Center for Computing and Media Studies (South Bldg.).

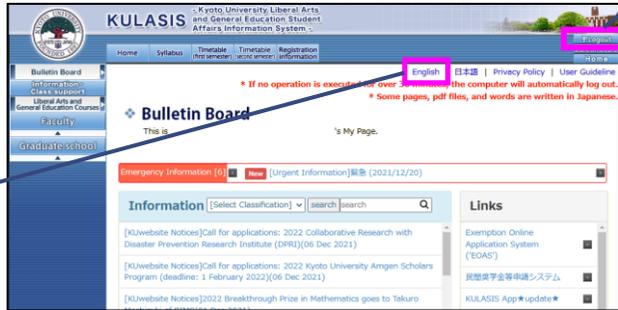
▼ KULASIS



◆ Logging out

Make sure to click “Log out” button when you have finished using KULASIS. KULASIS contains personal information. Note that if you leave the computer while you remain logged in, it may lead to personal information leakage.

▼ Bulletin Board



If no operation is executed for over 30 minutes, the system will automatically log out for security purpose. KULASIS contains important information, so please take precautions when using KULASIS.

◆ Registration information

You can check and register/change the following information in this page.

Liberal Arts and General Education Courses

Registration information

This is [Name]'s My Page.

Here you can check and change your registration information etc.

- [Register/change contact information \(address, billing address, emergency contact info\)](#)
- [Confirm class, serial number, selected language](#)
- [Confirm the status of Insurance Enrollment](#)
- [Set forwarding address of Student Mail \(KUMOI\)](#)
- [Register / Change email address for contact other than KUMOI](#)

[Register/change status of residence, contact information and your mailing address for receiving the documents about the tuition](#)

A different LINK appears on the screen for international students. Clicking on the LINK will take you to the "Management System of International Education and Student Mobility (KUIESM)," and you register your contact information and status of residence information.

Register/change contact information

If there is any change in your address, phone number, contact or shipping address, you can report it from this page. Please note that the changed address does not appear on the commuting certificate until the faculty/graduate school you belong admits it.

For international students, "Registration or update of your status of residence information" is also included. (Use KUIESM)

Confirm class, serial number, selected language

The designated class for 1st-year undergraduate students will be announced in this page in early April. Please make sure before the class begins.

Confirm the status of Insurance Enrollment

You can confirm the duration you are insured under the Personal Accident Insurance for Students Pursuing Education and Research called "学研災(Gakkensai)". If you are not enrolled in the insurance, you find a link to the webpage where you can purchase it.

Set forwarding address of Student Mail (KUMOI)

You can go to the setup page of the automatic email forwarding from KUMOI address to another Email address.

Register / Change email address for contact other than KUMOI

Please be sure to register an email address to contact from the university in case of trouble with KUMOI email.

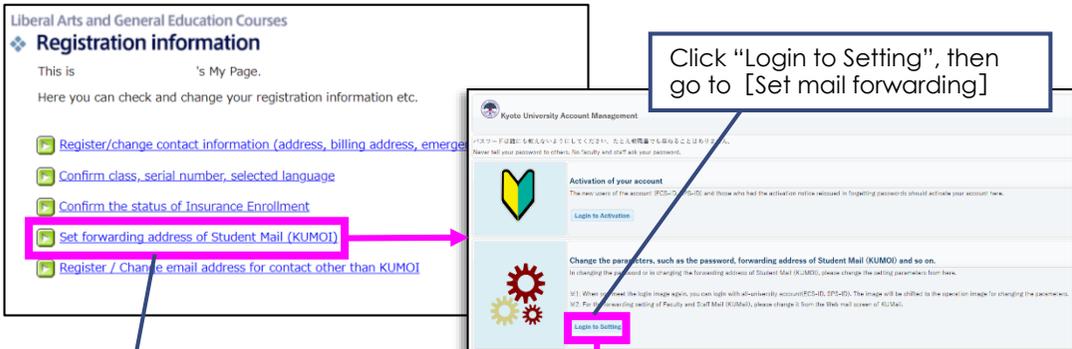
Change email language for KULASIS

You can change email language for KULASIS.

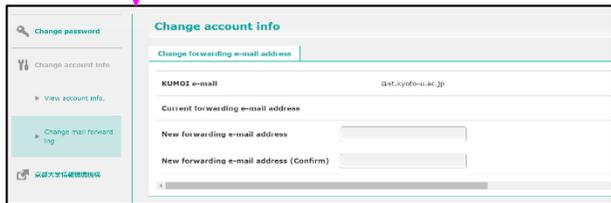
Class notification emails from instructors via KULASIS or emails from the student affairs offices are sent to students' email addresses called "KUMOI".

You can access "KUMOI" through the Common Portal for All Students as well as KULASIS.

You can forward emails sent to KUMOI to another email address you usually use not to miss the important notes.



Set forwarding address of Student Mail (KUMOI)



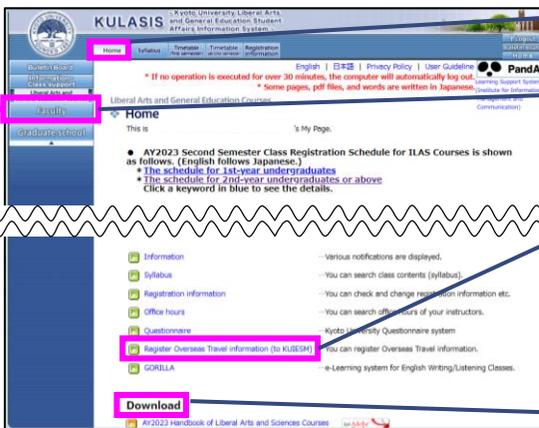
Logging in KULASIS, the "Bulletin Board" page will appear.

The screenshot shows the KULASIS Bulletin Board interface. At the top, there is a navigation bar with links for Home, Syllabus, Timetable (first and second semester), and Registration Information. A language selector is set to English, with options for Japanese, Privacy Policy, and User Guideline. A warning message states: "If no operation is executed for over 30 minutes, the computer will automatically log out. Some pages, pdf files, and words are written in Japanese." The main content area is titled "Bulletin Board" and includes a search bar and a list of information items. The first item is highlighted with a red "New" badge. A sidebar on the right contains a "Links" section with various resources like "Exemption Online Application System", "民間奨学金等申請システム", and "KULASIS App★update★".

Helpful information for college life is aggregated on this page. The mark of "New" is displayed for the unread Information appeared within 3 days. Once you read it, the mark will be disappeared.

Some links are connected to other websites of the university such as the Kyoto University official website.

In "Home" page, you can find notes from each faculty and graduate school. "Liberal Arts and General Education" page will be shown at first for 1st and 2nd-year undergraduate students. For 3rd-year undergraduate students or higher students, the page of the faculty/graduate school will be shown at first. Once you click [Faculty] or [Graduate school] at the left part of the screen, the index of faculties and graduate schools employing KULASIS will appear. Click the faculty/graduate school to see its page.

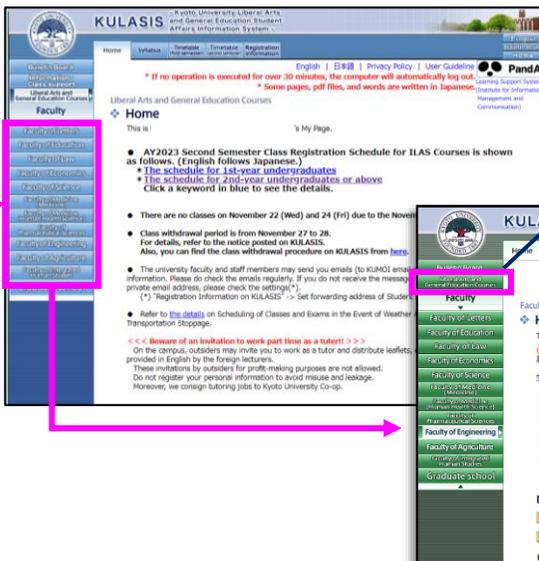


[Home]

For example, click [Faculty], then the index of faculties will appear.

Students in faculties/graduate schools with the link [Register Overseas Travel information (to KUIESM)] can register your Overseas Travel information by clicking on this link.

At "Download" section, you can find assignment cover sheet, Handbook of Liberal Arts and Sciences Courses and so on.



Click [Liberal Arts and General Education Courses] to go back there.



▲ This is a screen when you access a faculty/graduate school page.

◆ Information

This page shows important information as follows.
You should check this page at least once a day.

[Information • Class support]

The screenshot shows the KULASIS website interface. The top navigation bar includes 'Home', 'Timetable (first semester)', 'Timetable (second semester)', and 'Registration information'. The left sidebar contains 'Bulletin Board', 'Information - Class support' (highlighted with a red box), 'Liberal Arts and General Education Courses', 'Faculty', and 'Graduate school'. The main content area is titled 'Information' and contains a list of notifications: 'Notification email (10 unread)', 'Class materials', 'Student call (0)', 'Class changes (0)', 'Lecture cancellation (2)', 'Supplementary lecture (0)', 'Class notification (0)', 'Assignment (0)', and 'Student affairs and welfare information (43)'. A warning message at the top right states: '* If no operation is executed for over 30 minutes, the computer will automatically log out. * Some pages, pdf files, and words are written in Japanese.'

Notification email

Class notification will be added when instructors send you a notification email.

Class materials

Class materials uploaded by instructors will be posted.

Student call

“Subject”, “where to visit”, and “remarks” will be displayed when Liberal Arts and Sciences Courses Student Desk calls you.

Class changes

The class changes information will be posted when there are changes in classroom, instructor or day/period.

Lecture cancellation

The lecture cancellation information is posted, if any.

Supplementary lecture

Supplementary lecture information of a course such as the date and the classroom is posted, if any.

Class notification

The details of feedback class activity and venue will be posted.

Assignment

Assignment deadline, submission place, subject, etc. are posted.

Student affairs and welfare information

Categorized by “Examination and grade”, “Intensive lecture”, “Class registration”, “Handbook or syllabus change notice” and “Others”, the information from Liberal Arts and Sciences Courses Student Desk or your belonging faculty will be displayed.

Before the class registration is finalized, information such as notification email, class materials, class changes and lecture cancellations for the classes which you added to the timetable will be displayed on the top page. After the finalization, information for your registered courses will be filtered.

Home Syllabus Timetable (first semester) Timetable (second semester) Registration Information Bulletin Board Home

English | 日本語 | Privacy Policy | User Guideline

* If no operation is executed for over 30 minutes, the computer will automatically log out.
* Some pages, pdf files, and words are written in Japanese.

Information

This is [User]'s My Page.

Information of your call and courses you take are posted.
By clicking "Display all information" located at bottom right of each table, you can view information posted, including your information.

- Notification email (First semester · Year-round / Second semester · Year-round) **New**
5 emails are unread
- Class materials (First semester · Year-round / Second semester · Year-round) **New**
- Student call(0)
- Class changes (2)
- Lecture cancellation(0)
- Supplementary lecture (0)
- Class notification (0)
- Assignment (0)
- Student affairs and welfare information(40)

● Student call

No calls for you are issued.

● Information of class changes

Department	Day/period	Course title	Instructor	Course (major)	Content of change	Change period	Post updated date	Details
Liberal Arts and General Education Courses	Tue.4	Molecular Genetics			Room: online class → Lecture hall 1, 3F, Faculty of Medicine Bldg B	02 Nov 2020 (Mon) ~ 08 Feb 2021 (Mon)	31 Oct 2020 (Sat)	

Information

This is [User]'s My Page.

Information of your call and courses you take are posted.
By clicking "Display all information" located at bottom right of each table, you can view information posted, including your information.

- Notification email (First semester · Year round / Second semester · Year round)
- Class materials (First semester · Year round / Second semester · Year round)
- Student call(1)
- Class changes (0)
- Lecture cancellation(0)
- Supplementary lecture (0)
- Class notification (0)
- Assignment (0)
- Student affairs and welfare information(41)

● Student call

Department	Subject Name	Contact information	Post updated date	Details
Liberal Arts and General Education Courses	志11物	Liberal Arts and General Education Courses Student Desk	14 Dec 2020 (Mon)	Details

● Information of class changes

No information is issued on class changes for the class you take.

When you receive a "student call", subject, etc. will be displayed.

Confirm the contents by clicking "Details" button and follow the instruction.

You can find the class contents (syllabi) for Liberal Arts and Sciences Courses at [Syllabus] page. You are able to search for courses by using criteria such as course title, instructor, day/period, course group and so.

Classroom or class contents on syllabi are updated at any time if there is a change on them. You can confirm the latest information at all times from this page. Use this information to select your courses or to confirm classroom before registration.

[Search] by criteria

A classroom change is reflected on its syllabus.

Lecture code	Course title	Instructor	Day/period	Classroom	Course offered period	Group	Old name
H08801	Logic II-E2		Thu.3	Yoshida-South Campus Academic Center Bldg. West Wing	Second semester	(Group)	[Details] Fall
H99901	Topics in Human Geography III-E2 (Population and Media)		Thu.3	Yoshida-South Campus Bldg. No. 1	Second semester	(Group)	[Details] Fall

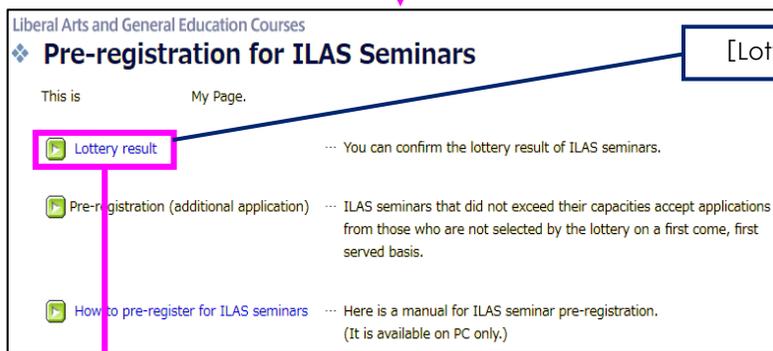
(Course title) Logic II-E2 (English) Logic II-E2	(Affiliated department) (Job title) (Name)
(Group) Humanities (Field/Classification) Philosophy(Foundations) (Language) English and Social Sciences Group	
(Old group) Group (Number of credits) 2 A credits weekly	(Numbers of 1 time (Class style) Lecture block(s) time blocks)
(Course offered year/ period) 2017 - Second semester	(Target year) Main/1st & 2nd year students
(Day/period) Thu.3	(Classroom) 03, Yoshida-South Campus Academic Center Bldg. West Wing
Video	
(Outline and Purpose of the Course) Students will expand their study of symbolic logic to incorporate quantitative elements in logical reasoning. In addition to the basic "if-then", "and", "or", and "not" logical connectives covered in Logic I, the course will add the use of variables and their application to logical argument. This includes concepts such as "there exists" or "for all". The course will provide ample time for study and discussion of quantitative logical proofs. Similar to Logic I, transformation of natural language to symbolic representation, logical deduction and reasoning in symbolic form, and translation of the conclusions from quantitative logic back to high-quality English will all be covered. (Course Goals) (1) Students will acquire the ability to assess an argument in order to determine the unique or general nature of the elements of the argument. (2) Students will be able to solve quantitative logic proofs, resulting in the ability to prove the existence or non-existence of something, or an actionable conclusion as a result of a proof. (3) Students will practice and acquire enhanced ability to write clear, systematic English documents that are unambiguous and present a logical system of reasoning.	

Go to syllabus page from [Details].
Get the syllabus in PDF format by clicking [Print].

Some courses provide a video syllabus. Clicking [Video], then a movie player shows up.

◆ Pre-registration for ILAS Seminar (1st semester)

Only for 1st-year undergraduate students, check the lottery result of ILAS seminars they applied for at the “New students’ site” at this page after the lottery is conducted.



Reference number	Course Title	Instructor	Day/period	Course offered period	Registration group	Class Location	Capacity	Result
1st choice 225	ILAS Seminar Politics and Culture in Ancient and Medieval Japan.1		Fri.5	First semester	Seminars in Liberal Arts and Sciences Group	Yoshida-South Campus	7	[Selected]

You will be selected for a maximum of one seminar that you apply for at the “New Students’ site”. (You will not be selected for more than one seminar.)

The course you were selected are also displayed at the timetable. Please register it as well as other Liberal Arts and Sciences courses.

Carefully note that once the selected seminar is deleted from the timetable, it cannot be displayed again.

The courses which did not reach the upper limit of enrollment as the result of pre-registration at “New Students’ site” accept additional applications on a first-come first-served. At this stage, only students who have no selected courses (including students who did not apply at “New students’ site”) can apply for **only one** seminar.

Liberal Arts and General Education Courses
 ◆ Pre-registration for ILAS Seminars
 This is My Page.
 Lottery result ... You can confirm the lottery result of ILAS seminars.
 Pre-registration (additional application) ... ILAS seminars that did not exceed their capacities accept applications from those who are not selected by the lottery on a first come, first served basis.
 How to pre-register for ILAS seminars ... Here is a manual for ILAS seminar pre-registration. (It is available on PC only.)

Liberal Arts and General Education Courses
 ◆ Pre-registration (additional application)
 This is My Page.
 Here is a list of seminars that are accepting additional applicants. Students are selected on a first come first served basis.

Reference number	Course Title	Instructor	Day/period	Course offered period	Registration group	Class Location	Capacity for additional applicants	Accepted additional applicants	Remarks
3	ILAS Seminar (Seminar on Asian Area Studies)		Mon.5	First semester	Seminars in Liberal Arts and Sciences Group	Yoshida-South Campus	5	3	Registration
9	ILAS Seminar (Evolution of Scientific Cosmology)		Mon.5	First semester	Seminars in Liberal Arts and Sciences Group	North Campus	1	0	Registration
10	ILAS Seminar (Environmental Valuation)		Mon.5	First semester	Seminars in Liberal Arts and Sciences Group	Others	8	0	Registration

Liberal Arts and General Education Courses
 ◆ Pre-registration (additional application)
 This is My Page.
 Click the [OK] button after confirming the information.

Reference number	Course Title	Instructor	Day/period	Registration group	Class Location	Capacity for additional applicants
3	ILAS Seminar (Seminar on Asian Area Studies)		Mon.5	Seminars in Liberal Arts and Sciences Group	Yoshida-South Campus	5

After clicking [Registration] button, [OK] button is displayed. After you click [OK] button, your application is finalized. **Once your application is finalized, it cannot be changed because we accept applications on a first-come first-served basis.** Please make sure to prevent a mistake the subject title etc.

If 1st-year undergraduate students want to take more ILAS Seminar-E2 courses other than the pre-registered seminar, apply via KULASIS on a first-come, first-served basis (P27).

If 2nd-year undergraduate or higher students want to take any ILAS Seminars (ILASセミナー and ILAS Seminar-E2) as long as it did not reach the upper limit and accepts more 2nd-year undergraduate or higher students, apply via KULASIS on a first-come, first-served basis (P27).

◆ Pre-registration for ILAS Seminar-E2 (2nd semester)

In the second semester, pre-registration for ILAS Seminar-E2 is conducted for all regular students before the semester starts. During the pre-registration period, **students are accepted to apply only one seminar**. Note that ILASセミナー are not provided in this semester.

[ILAS Seminar]

[Pre-registration]

[Register for class]

[Registration]

[Finalize]

Course title: ILAS Seminar-E2 :Frontiers in Theoretical Physics II

Course title	Instructor	Day/Period	Course offered period	Group	Classroom	Capacity for freshman	Capacity for all	Remarks
ILAS Seminar-E2 :Frontiers in Theoretical Physics II		Wed.5	Second semester	Seminars in Liberal Arts and Sciences	3B, Yoshida-South Campus Academic Center Bldg, North Wing	10	10	

If the number of applicants exceeds the class capacity, a lottery will be conducted. If does not, all applicants will be allowed to register the seminar. **The results of the lottery will be announced when the selected seminar is displayed on the KULASIS timetable.**

For ILAS Seminar-E2 which the number of permitted students did not reach the enrollment limit in this pre-registration, apply via KULASIS on a first-come, first-served basis (P27).

◆ Pre-registration for Language courses

Pre-registration for Language courses is implemented for undergraduate students in their 2nd-year or above (as well as some of 1st-year students only in the second semester), before the first/second semester begins. For more information about the applicable courses and precautions for the application, refer to the "Handbook of Liberal Arts and Sciences Courses" and the separate notices.

Prior to the Pre-registration for Language courses, the Pre-registration Period 1 for E1, E3 courses labeled "All Faculties, English" is held for 2nd-year undergraduate students (this application is accepted on KU questionnaire system).

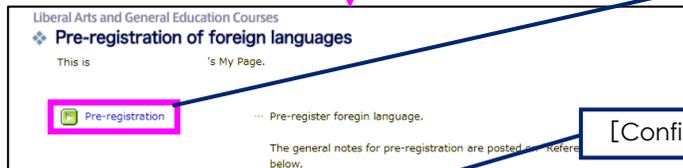
After that, the Pre-registration Period 2 accepts additional applications from 2nd-year and above undergraduates, at the same time as the Pre-registration for Language courses.

*1st-year undergraduates are eligible to apply for E3 courses labeled "All Faculties, English". The Pre-registration is available on the "Pre-registration of foreign languages" page in the period 2 in the first semester, while it is available on "KU questionnaire system" in the period 1 and "Pre-registration of foreign languages" page in the period 2 in the second semester.

● Pre-registration main page



[Pre-registration of foreign languages]



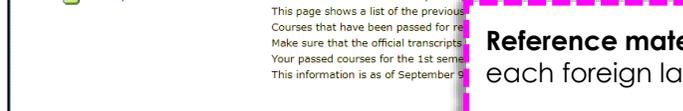
[Pre-registration]

Apply for pre-registration here.



[Confirm pre-registration status]

Check courses you are applying for, selected courses, and cancelled courses, etc. from here.



Reference materials include precautions on each foreign language.



Note that Spanish IA/IB Re-take classes and classes designated Spanish IA/IB should be pre-registered in different ways as instructed in "Spanish Precaution".

● How to apply

Select the language and the category, and click [To next] button. **Note that you can apply one course in a category per day.**

Liberal Arts and General Education Courses
Pre-registration of foreign languages

This is 's My Page.

4 pre-registration () : ~ ()

Select foreign language and category to pre-register, then click "Next".
 You can only register 1 class from 1 category for each registration.

Select foreign language you want to register.
 German (mandatory)

Select category.
 German IIB (Intermediate) and IIBB (Advanced) (mandatory)

[Back](#) [To next](#)

Click "Register" after confirming class contents.

"Class outline and objective" and "Method, Point of view, and Attainment levels of Evaluation" may change depending on the progress of the class and the proficiency level of students.

(Course number) U-4AS21 20006 5348	
(Course title (and course title in English)) ドイツ語IIB D2151 Intermediate German B	(Instructor's name, job title, and department of affiliation) Part-time Lecturer
(Group) Languages Group	(Field)(Classification) (Language) Japanese of instruction

他の申請種別とシッカリと異なり、日本語の要領を添えてください。

(Other information (office hours, etc.))
 開校等は、授業後に連絡か、もしくは、Pend Aを頂いたメールで受け付けます。
 履修書へのメッセージや連絡事項は、Kulassisの授業メールで連絡しますので、ごまかに確認できるようにご確認ください。

[Back](#) [Registration](#)

[Registration]

Category: German IIB (Intermediate) and IIBB (Advanced) [Back](#)

Select class you want to register. Search by instructor [Search](#)

Numbers displayed at the bottom of course title indicate (Current number of successful candidate/capacity). You cannot register a class that is already full.

	1	2	3	4	5
Mon.		D2151 (0/40)	D2152 (0/40)	D2153 (0/40)	D2154 (0/40)
Tues.	D2155 (0/40)	D2156 (0/40)	D2451 (0/20)	D2452 (0/20)	D2157 (0/40)

※The actual screen shows the class number followed by the name of the instructor.

Once the application is complete, you will receive a notification email to KUMOI. You can also check the application status of your pre-registration at any time from [Confirm pre-registration status] at the main page of "Pre-registration of foreign languages" page.

Pre-registration for Languages courses is accepted to apply between 8:00 and 18:00 on each of the 4 weekdays.

After the application time for each day, a lottery will be held for courses in which the number of applicants exceeds the enrollment limit.

The results of the lottery will be sent by e-mail to your KUMOI.

According to the results, courses where the number of selected students did not reach the quota accept applications at the second day and thereafter.

● Confirm pre-registration status

Liberal Arts and General Education Courses

◆ Pre-registration of foreign languages

This is 's My Page.

- Pre-registration status

This is your current pre-registration status

[Application status]

time(s)	Lecture code	Course title	Instructor	Course offered period	Day/period	Number of credits	
4	R435001	Intermediate German B D2151		Second semester	Mon.2	2	<input type="button" value="Cancel"/>

[Winning status]

time(s)	Lecture code	Course title	Instructor	Course offered period	Day/period	Number of credits	
1	R447001	Intermediate French B F2151		Second semester	Wed.2	2	<input type="button" value="Cancel"/>

[Loss status]

There is no lecture for which you lost lottery

[Cancelling status]

You are not cancelling any lecture currently

[Cancel]

If you wish to cancel your application, click [Cancel] button for the course in [Application status] section.

Selected courses will be displayed in [Winning status] section after the lottery.

(When a 2nd-year undergraduate student has been selected in the lottery of Pre-registration Period 1 for E1, E3 courses labeled "All Faculties, English", the selected course will be displayed in [Winning status] section. This description also applies to E3 courses labeled "All Faculties, English" by 1st-year undergraduates in the second semester.)

If you want to cancel the selected course, click [Cancel] button for the course in [Winning status] section.

All courses selected through the Pre-registration (excluding cancelled courses) will be displayed on your timetable of KULASIS after the Pre-registration process is completed.

After the Pre-registration, students might have a chance to register for courses where the number of pre-registered students did not reach the enrollment limit, via KULASIS on a first-come, first-served basis. (P27)

◆ Pre-registration for Enrollment restricted courses

To pre-register for the courses which restrict the enrollment, students have to apply for the KULASIS lottery as follows.

Pay attention to the application periods of the Pre-registration because it is conducted before classes start.

If students want to take the enrollment restricted courses, except for some courses, apply for a lottery on the “Limit of number of students who can take class” page of KULASIS.

The list of enrollment restricted courses and the information about “Instructor Recommendation option” are posted on the same page.

If students wish to register for an enrollment restricted course with Instructor Recommendation option, whether they submit a pre-assignment or not, they must apply for a lottery via KULASIS.

The lottery will be conducted if the number of applicants exceed the enrollment limit.

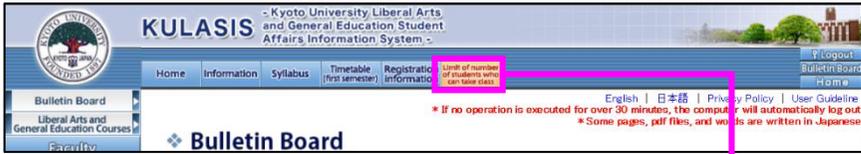
The courses permitted as the result of the lotteries will be displayed on timetable of KULASIS.

After the lottery, if a permitted student deletes the permitted course, the permission will become invalid.

It is necessary to get a specific form at the ILAS student desk if you are selected for a course which are eligible for students in higher years, a course in Humanities and Social Sciences Group (except E1 courses), for example.

Please submit the form to the desk by 13:00 at the end date of the course registration period, with a signature of permission from the instructor, accordingly.

● How to apply



You can see the courses which conduct an enrollment restriction and some important notes.

Go to the application page from this link.

Limit of number of students who can take class

This is 's My Page.

For restricted courses, follow the instruction on this page and follow the set procedures.

Information

- Selected in the lottery does not mean completing the class registration. You have to finalize the registration during the course designated period and course registration confirmation and revision period.

About the details of restricted enrollment, please check following PDF files.
 ◆◆2019年度後期課程(人教)制限対象科目一覧(2019/9/13掲載)◆◆ [pdf]
 At 2019 Second Semester Early Application for the Enrollment Restricted Courses [pdf]
 教育学部の専任人数制限について [pdf]
 Fundamental Chemical Experiments-EC Registration and guidance [pdf]
 Elementary Experiments in Physics-EC Pre-registration Class Registration [pdf]
 工学部実習(理) 受講制(人教)について [pdf]
 For students of Undergraduate International Course Program of Civil Engineering About Enrollment restriction on "EC" courses [pdf]

Apply for a restricted course

(1) KULASIS application course
 For the course which needs an application on KULASIS, the application is accepted from 8:00 on September 24 to 23:59 on September 27.
 You must make application by the deadline, if you want to take these courses.

[To KULASIS course application page](#)

(2) Courses where participants are selected by the instructor and other courses
 For courses which are not restricted on KULASIS, confirm application details in
 ◆◆2019年度後期課程(人教)制限対象科目一覧(2019/9/13掲載)◆◆ and follow the instruction.

Limit of number of students who can take class

This is 's My Page.

- Please apply for the course in which the application method is "KULASIS" from this page.

- When you want to apply, please click the "request" button on the right of the course title.
- You cannot apply for courses that have the same course title or offered in same day/period. If you try to apply, an error message will appear.
- If you want to cancel your application, click the "Cancel" button on the right of the course title.
- You can check the list of applying courses until Thu, April 30.

*In addition, you can check the number of applicants on the page in real-time. However, only students who have filed an application may be allowed to take courses at the instructor's discretion, even if the number of applicants is below class capacity. Students wishing to take restricted enrollment courses need to file an application regardless of the number of applications.

Status	Day/Period	Course title	Instructor	Course offered period	Group	Class name	Number of applications /Class capacity	Lottery method	Apply
Apply	Mon,5	Japanese History IA		First semester	Group Humanities and Social Sciences	Group A	2/228	If the number of students exceeds the capacity, random lottery is conducted.	[Request] [Cancel] <small>of changes of course title, etc.</small>
	Mon,1	Oriental History IA		First semester	Group Humanities and Social Sciences	Group A	4/132	If the number of students exceeds the capacity, random lottery is conducted.	[Request] [Cancel] <small>of changes of course title, etc.</small>
	Mon,1	Psychology IA		First semester	Group Humanities and Social Sciences	Group A	1/556	If the number of students exceeds the capacity, random lottery is conducted.	[Request] [Cancel] <small>of changes of course title, etc.</small>

If you want to cancel your application, click the red [Cancel] button. Then, the color of [Request] button will change to orange and [Cancel] button will change to grey.

Click the [Request] button to apply. When application is completed, the background color of the course changes and the course moves to the upper part of the list.

You cannot apply for two or more courses having the same course title or that are offered in the same day/period. Apply after you decide the courses you would like to register.

◆ Class registration - schedule -

Both in the first/second semesters, the schedules for registering classes on KULASIS are as follows.

You are not given any credits for courses without registration, even if you participate in the lectures or take the exam of the course.

Please pay close attention when you register classes.

◆ Timetable preparation period . . . P24

During this time, you can pick up courses to the timetable.

When it starting, [Class registration] page opens on KULASIS.

◆ Class registration period . . . P29

During this time, you must determine your courses and finalize the registration.

◆ Class registration confirmation/revision period . . . P31

During this time, you can confirm the courses you have registered and finalize the registration.

After the period, students will not be able to make any class registration on KULASIS.

◆ Finalization of class registration . . . P34

At this time, the finalized registered courses show up on your timetable.

◆ Class withdrawal period . . . P36

During this time, you can request to withdraw your class registration.

Please make sure of these schedules and the following notes, then go to the "Class registration" page.

Go to [Class registration] page

English | 日本語 | Privacy Policy | User Guideline

* If no operation is executed for over 30 minutes, the computer will automatically log out.

* Some pages, pdf files, and words are written in Japanese.

❖ Class registration

[① Important notes on liberal arts and general education course](#)

[② Important notes on major course](#)

This is [Class registration](#)'s My Page.

After you have completed your class registration during the class registration period, a confirmation email will be sent to you.

If you do not receive this email, it is possible that you have not completed your registration, so please check again at KULASIS.

Before registering, be sure to check registration schedule, how to operate registration functions, important points, etc.

Note that you cannot access this page from mobile phones.

Schedule

Step 1 Timetable preparation period (Oct 3 (Tue) 00:00~Oct 3 (Tue) 24:00)

Select candidates of courses you want to register. You can print a provisional timetable.

Step 2 Class registration period (Oct 4 (Wed) 00:00~Oct 4 (Thu) 24:00)

During this period, you register your courses. Once you register them, you cannot change the contents until Step 3 (Class registration confirmation/change period). Make sure to confirm the contents before you register.

Access denied 1 (Oct 5 (Fri) 00:00~Oct 5 (Fri) 24:00)

The university will process your class registration data.

Step 3 Class registration confirmation/change period (Oct 6 (Sat) 00:00~Oct 6 (Sat) 24:00)

Any course that could not be registered due to error in registration information will be displayed as an error course. Be sure to access and confirm the error. During this period, you can also register or change. However, any error information regarding the course that you register during this period will not be

As the result of the Pre-registrations for language courses and enrollment restricted courses, etc., if the number of pre-registered students does not reach the enrollment limit, students might have a chance to register for the course via KULASIS on a first-come, first-served basis, on [Class registration] page, not [Limit of number of students who can take class] page.

◆ Class registration - major courses -

Except for undergraduate students at Faculty of Medicine and graduate students at Graduate School of Law (Legal and Political Studies), students should also register their major courses via KULASIS at the same page and during the same time as registering Liberal Arts and Sciences courses. Make sure to register them both the class registration period and the class registration confirmation/revision period.

Note that your faculty/graduate school may give you the different instructions from Liberal Arts and Sciences courses when registering the major courses. For example, some departments may ask students to register intensive courses during the class registration period, so follow the instructions from your faculty/graduate school. If you have any questions regarding your major courses, contact the student affairs section of your faculty/graduate school.

Liberal Arts and General Education Courses | Major course

Course offered period: ----

Division: ----

Target year: ----

Course title: * When you search the title with Roman numerals, enter alphabets instead of the numbers. (e.g. I (one) → I, II(two) → I and I, IV (four) → I and V

Instructor: Leave a space between the first and last name.

Lecture code: _____

Search condition: You can search by numbering codes and practical lectures (except for courses of graduate school).

Day/period: Mon. [] [] [] [] []
Tues. [] [] [] [] []
Wed. [] [] [] [] []
Thurs. [] [] [] [] []
Fri. [] [] [] [] []
Intensive etc. []

Select all day/period

Clear Search

● Search result
Search result is total of 118.

Previous 30 1 2 3 4 Next 30 results

Lecture code	Course title	Instructor	Day/period	Course offered period	Target year	Division	
2231000	Analytical Mechanics 2		Mon.1	Second semester	1		Details Add
2626000	Biochemistry I		Mon.1	Second semester	1		Details Add

Undergraduate students at Faculty of Medicine and graduate students at Graduate School of Law (Legal and Political Studies) do not register their major courses on KULASIS. For major course registration, follow the instruction from your division.

Providing department	Lecture code	Course title	Instructor	Day/period	Course offered period	Target year	Remarks
FED	9255001	The Theory and Practice of Extra-Class Activities		Thu.1	Second semester	2	[Add]
FED	9279001	Instructional m... for integrated... and special act...					[Add]

Please note "Remarks" may refer restrictions.

[Add]

Your choice of courses from other department's lectures							
Application date and time	Lecture code	Course title	Course offered period	Day/period	Instructor	Providing department	Delete
	9255001	The Theory and Practice of Extra-Class Activities	Second semester	Thu.1		FED	[Delete]

[Delete]

[Apply for other department's lectures]

Apply for other department's lectures

Your choice of courses from other department's lectures						
Application date and time	Lecture code	Course title	Course offered period	Day/period	Instructor	Providing department
	9255001	The Theory and Practice of Extra-Class Activities	Second semester	Thu.1		

[Finalize]

Please add all the other departments' courses you wish to register before finalizing your application.

Back Finalize

You cannot add a course offered to higher years.
 You cannot finalize your request if there is any overlap on the class offered time in your timetable.
The applied courses will show up on your timetable at 18:00 every day in the application period. If you finalized after 18:00, the courses show up on 18:00 the next day. Even if you had added another candidate course that overlaps a timeslot of the other department's course you applied, the other department's course will replace the candidate course at the reflection.
 If you cancel your application, it has your courses removed from your timetable soon.
 After the application period, you generally no more cancel the other departments' courses. If you need to cancel for an unforeseen reason, you should contact the student affairs section of the course immediately.
Also after the application period, the faculties/graduate schools offering the courses will select applicants. Not permitted courses will be automatically removed from your timetable.

◆ Class registration - timetable preparation -

During this period, you can pick up courses you want to take to the timetable.

When you click a course title, jump to its class support page (see P39 to 41).

Step 1 Create timetable | Step 2 Class registration | Access denied 1 | Step 3 Confirm/change registration | Access denied 2 | Class registration is finished

Step 1 Select candidate course. Class registration is conducted at "Step 2".

You can select candidate courses up to 3 courses in 1 time block.
Vertical line to the left of course title indicate the following:
 ■ Red - Class designated course (Liberal arts and general education courses)
 □ Blue - Pre-registration course
 □ Green - Recommended course (major course)
 □ Grey - Disabled course (Class registration is already finished and cannot be changed)
 * Disabled courses are all provided by the departments conducting class registration via KULPASS.

Class registration is not completed if you only select candidate courses.

Step 2 "Finalize courses to register" button will be displayed during Step2 class registration period (Oct 8 (Thu) 09:00 - Oct 9 (Fri) 24:00). When this button is displayed, include your classes.
 Your pre-registered courses will be shown by class registration period. If the courses you pre-registered are not shown in your My Page, please contact us.

Class registration period (Oct 8 (Thu) 09:00 - Oct 9 (Fri) 24:00)
 Class registration confirmation/change period (Oct 12 (Mon) 09:00 - Oct 18 (Fri) 24:00)
 Finalize class registration (Oct 19 (Sat) 17:00)

Number of credits and time blocks you are registering for second semester

	Total credits	Credit limit	Total time blocks	Time block limit
Liberal arts and general education course	28	34	15	nothing

Regarding Liberal Arts and Sciences courses, the intensive lecture do not include in the upper limit of the number of class registration.
 Capital letters before each subject are abbreviation of the departments. Refer to the list from page 3.

	1	2	3	4	5
Mon.	LA.Liber..	LA.Interme.	LA.Fundame.		
Tues.	LA.Primary.				
Wed.	LA.Histor.	LA.Advance.	LA.Spoken..	LA.Fundame.	

Check the registration stage here.

Class designated courses and courses recommended by your faculty to register are set from the beginning and marked with red lines.※

※The designated courses and courses recommended by your faculty to register, which restrict other students' enrollment, are treated as the same as pre-registered courses and the courses applied on a first-come, first-served basis (with blue line).

Fixed courses such as Japanese language classes, year-round courses (in second semester) and so on are shown up in green box. These courses cannot be cancelled.

Pre-registered courses and the courses applied on a first-come, first-served basis will be marked with blue line on the left side.

(1) Adding courses



Click [+]

Search courses

Course offered period:

Group:

- Humanities and Social Sciences (HS)
- Natural Sciences
- Languages
- Informatics
- Health and Sports
- Career Development
- Interdisciplinary Sciences (IS)
- Seminars in Liberal Arts and Sciences
- Common Graduate Courses (CGC)
- Interdisciplinary Graduate Courses (IGC)
- Common Graduate Courses* and Interdisciplinary Graduate Courses* are only for graduate students.

E-class:

- E1
- E2
- E3

 * E-Class category is appended to course title (e.g., E1 or E3)

Student: Day/period:

Mon.	<input type="checkbox"/>				
Tue.	<input type="checkbox"/>				
Wed.	<input type="checkbox"/>				
Thurs.	<input type="checkbox"/>				
Fri.	<input type="checkbox"/>				

Course title: * When you search the title with Roman numerals, enter alphabets instead of the numbers. (e.g. I (one) → I, II (two) → I and I, IV (four) → I and V)

Instructor: Leave a space between the first and last name.

- Group A
- Group B
- Group C
- Group D

Old group: Refer to the "Reorganization of Liberal Arts and Sciences Curriculum" below for students admitted from AY2013 to AY2015.

PC25: * First course, first served registration system.

Detail: You can search by numbering codes and previous returns (except for courses of graduate school).

Reorganization of Liberal Arts and Sciences Curriculum

* Search result: Search result is total of 66.

Lecture code	Course title	Instructor	Day/period	Classroom	Course offered period	Group	Old group	Applicability	Capacity
713001	Calculus with Exercises B 1725		Tue.2 Wed.2	41, North-Health Campus Bldg. 1st, 4	Second semester	Natural Sciences Group	B		

Either select "Liberal Arts and Sciences Courses" or "Major courses" and search a course. Courses that can be registered in that day/period will be displayed.

Click [Add] button of the course you want to take

The course was added. You can pick up 3 courses at maximum in a single timeslot.



● Searching the courses by details

Liberal Arts and General Education Major course

Course offered period:

Group:

- Humanities and Social Sciences
- Natural and Applied Sciences
- Foreign Languages
- Informatics
- Health and Sports
- Career Development
- Interdisciplinary Sciences
- Seminars in Liberal Arts and Sciences

E-class: Day/period:

Mon.	<input type="checkbox"/>				
Tue.	<input type="checkbox"/>				
Wed.	<input type="checkbox"/>				
Thurs.	<input type="checkbox"/>				
Fri.	<input type="checkbox"/>				

Student:

Course title: * When you search the title with Roman numerals, enter alphabets instead of the numbers. (e.g. I (one) → I, II (two) → I and I, IV (four) → I and V)

Instructor: Leave a space between the first and last name.

- Group A
- Group B
- Group C
- Group D

Old group: Refer to the "Reorganization of Liberal Arts and Sciences Curriculum" below for students admitted from AY2013 to AY2015.

Reorganization of Liberal Arts and Sciences Curriculum

By entering more than one item in "Search by details" and clicking the [Search] button, the courses meeting the criteria will be displayed.

Your registration has not yet been finalized by just adding the courses to the timetable. You have to finalize the registration during class registration period and class registration confirmation/revision period. (P29-33)

Notes will appear for some courses when clicking “Add”

● **Class designated courses which are allotted to the other class:**

If a 1st-year undergraduate student takes a class designated course not designated to his/her class, he/she needs to submit **the special registration request form** by the deadline noticed at a later date.

Click [OK] and add the courses to the timetable after you have submitted the special registration request form. Without permission, even if you finalize the registration of those courses it will result in registration error.

The special registration procedure is not required when registering a class designated course offered as well as a selective course and when the second year undergraduate students or higher students register a class designated course allotted to other than their class. Click [OK] to add the courses to the timetable, and finalize it during the class registration period.

● **Courses offered to senior students:**

Regarding courses in Natural Sciences, Informatics and Health and Sports, even if they are offered to senior students, you can register them without special registration procedure.

When registering a course offered to senior year in Humanities and Social Sciences (excepting E1 courses), and Language (only the students who pass the screening for exemption from taking introductory classes for a language), you need to submit **the special registration request form** by the deadline noticed at a later date.

After finishing the procedure, click [OK] to add to the timetable, and finalize it during the class registration period.

Undergraduate students are not allowed to take Common Graduate Courses and Interdisciplinary Graduate Courses even if they follow the special registration procedure.

● **Courses provided for both liberal arts and sciences program and majors:**

Some liberal arts and sciences courses are also offered as major courses. If the message “Students of XXX cannot register this course as a liberal arts and sciences course.” appears, register the course as a major course.

(2) Adding courses by application on a first-come, first-served basis

Course offered period: [dropdown]

Group:

- Humanities and Social sciences (HS)
- Natural Sciences
- Languages
- Dynamics
- Health and Sports
- Career Development
- Interdisciplinary Sciences (IS)
- Seminars in Liberal Arts and Sciences
- Common Graduate Courses (CGC)
- Interdisciplinary Graduate Courses (IGC)
- **Common Graduate Courses* and *Interdisciplinary Graduate Courses* are only for graduate students.

E-class:

- E1
- E2
- E3

 * E-Class category is appended to course title like (course title)-E1, -E2 or -E3.

Student: [dropdown]

Day/period:

- 1 2 3 4 5
- Mon.
- Tues.
- Wed.
- Thurs.
- Fri.
- Intensive etc.

Course title: [input]

Instructor: [input]

Old group:

- Group A
- Group B
- Group C
- Group D

Search condition:

- First come, first served registration course

Search condition: [dropdown]

Detail: You can search by numbering codes and practical lectures (except for courses of graduate school).

Reorganization of Liberal Arts and Sciences Curriculum

Clear Search

Search result: Search result is total of 37.

Previous 30 | 2 | Next 30 results

Lecture code	Course title	Instructor	Day/period	Classroom	Course offered period	Group	Old group	Applicants / Capacity
W024001	Introduction to Plant Science-E2		Fri.2	35, Yoshida-South Campus Academic Center Bldg. North Wing	Second semester	Natural Sciences Group	B Group	11/35

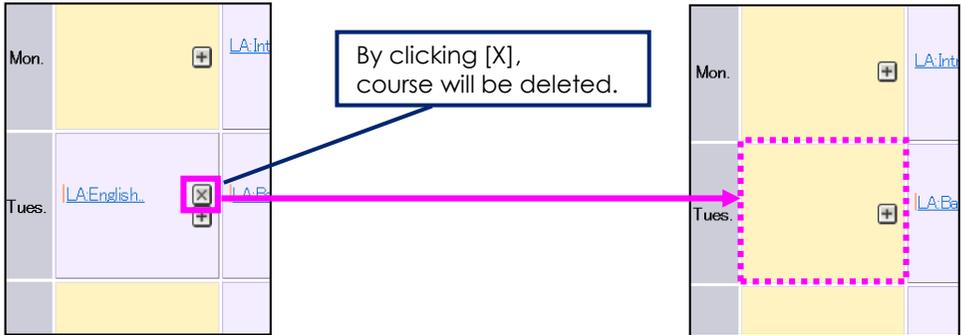
Search with clicking "First come, first served". The courses which can be applied on a first-come, first-served basis are shown up.

During First-come, first-served basis application period, you can add the courses if there are spaces.

Following cases occur errors and cannot add to the timetable.
[ILAS Seminar (ILASセミナー)]
 • When 1st-year undergraduate students try to add ILAS Seminars (ILASセミナー).
[Language courses and E1, E3 courses labeled "All Faculties, English"]
 • When you tried to register the courses which are offered to the students in other grades.
 • In case the number of courses you can register in a semester exceed the upper limit.
 • When you tried to register a pair of courses which are not allowed to register at the same time.

Your registration has not yet been finalized by just adding the courses to the timetable. You have to finalize the registration during class registration period and class registration confirmation/revision period. (P29-33)
 Even if you finalized the registration during class registration period and you add a course in the 3rd first-come, first-served application period, finalization during class registration confirmation/revision period is required.

(3) Deleting a course



You can delete pre-registered courses and the courses applied on a first-come, first-served basis in any registration periods including the timetable preparation period.

(4) Printing the list of selected courses

Capital letters before each subject are abbreviation of the departments. Refer to the list from [here](#).

Class registration period (Sep 11 (Thu) 08:30~Sep 11 (Thu) 15:30)

Class registration confirmation/change period (Sep 12 (Fri) 11:00~Sep 13 (Sat) 10:00)

Finalize class registration (Sep 14 (Sun) 05:30)

Liberal arts and general education course
Total number of credits 30 credits (Upper limit 30)
Total number of time blocks 19 time blocks (Upper limit nothing)
*Numbers of time blocks and credits for all liberal arts and general education courses (except for intensive lectures) which are displayed are displayed.

Capital letters before each subject are abbreviation of the departments. Refer to the list from [here](#).

Print list of selected courses to register

Click "Print list of selected courses to register", then that list is displayed. This can be used to determine registering courses.

履修登録科目選択リスト

学年	学期	科目名	単位数	曜日	時間	履修状況
1	1	LAIntro	3	Mon	10:00-11:00	○
1	1	LALine	3	Mon	11:00-12:00	○
1	1	LACalcul	3	Mon	13:00-14:00	○
1	1	LACalcul	3	Mon	14:00-15:00	○
1	2	LAIntro	3	Tue	10:00-11:00	○
1	2	LALine	3	Tue	11:00-12:00	○
1	2	LACalcul	3	Tue	13:00-14:00	○
1	2	LACalcul	3	Tue	14:00-15:00	○
1	3	LAIntro	3	Wed	10:00-11:00	○
1	3	LALine	3	Wed	11:00-12:00	○
1	3	LACalcul	3	Wed	13:00-14:00	○
1	3	LACalcul	3	Wed	14:00-15:00	○
1	4	LAIntro	3	Thu	10:00-11:00	○
1	4	LALine	3	Thu	11:00-12:00	○
1	4	LACalcul	3	Thu	13:00-14:00	○
1	4	LACalcul	3	Thu	14:00-15:00	○
1	5	LAIntro	3	Fri	10:00-11:00	○
1	5	LALine	3	Fri	11:00-12:00	○
1	5	LACalcul	3	Fri	13:00-14:00	○
1	5	LACalcul	3	Fri	14:00-15:00	○
1	6	LAIntro	3	Sat	10:00-11:00	○
1	6	LALine	3	Sat	11:00-12:00	○
1	6	LACalcul	3	Sat	13:00-14:00	○
1	6	LACalcul	3	Sat	14:00-15:00	○

◆ Class registration - determining courses -

During this period, you must determine your courses and register them

The "Finalize courses to register" button will appear in the timetable page.

According to the guide at the page, finalize your class registration.

Once you finalized it, you cannot change it until the class registration confirmation/revision period, so make sure to confirm your courses before registering them.

If you want to change after finalization, request the Liberal Arts and Sciences Courses Student Desk to cancel the finalization by 18:45 on the last day of the period.

Search by details
Enter search criteria in detail to search class.

Course offered period: [dropdown]
Group: Humanities and Social Sciences
 Natural Sciences
 Languages
 Mathematics
 Health and Sports
 Career Development
 Interdisciplinary Sciences
 Seminars in Liberal Arts and Sciences
 Common Graduate Courses
 Interdisciplinary Graduate Courses
 Common Graduate Courses* and *Interdisciplinary Graduate Courses* are only for graduate students.
En-class: E1 E2 E3
* E-Class category is appended to course title like Course title-E1, E2 or E3.
Student: [dropdown]
Course title: [text]
* When you search the title with Roman numerals, enter #1-#10 instead of the numbers. (Ex: [Form] → #1#2) → 1 and 1, 1# → 1 and V
Instructor: [text]
* Leave a space between the first and last name.
Group: Group A Group B Group C Group D
Old group: Refer to the "Reorganization of Liberal Arts and Sciences Curriculum" before the students enrolled from AY2015 to AY2019.
FOFS: First come, first served registration course.
Reorganization of Liberal Arts and Sciences Curriculum
Clear Search
Finalize courses to register

For all undergraduate students and some graduate students, there is the upper limit of the number of credits and time blocks in every semester. For the details, refer to "Handbook of Liberal Arts and Sciences Course" and the handbook of your faculty/graduate school.

If you selected several courses in a single timeslot (enclosed in red frame), select only one course that you want to take. Or, if you do not want to take any of the courses, select "Do not take class".

When you have determined your registering courses, click "Finalize courses to register".

Fit: LA: 010101 Do not take class
 LA: 010102 Do not take class
 LA: 020101 Do not take class
 LA: 020102 Do not take class
 LA: 020103 Do not take class
 LA: 020104 Do not take class
Others: [checkbox] checked for block/ for the number you want to take
Day/period: [table]
Course title: [table]
* If you use registered set, cannot change the course of registration even if there are no other table sets of this table. Make sure of this table also in the Finalize class registration button.
Back Clear Finalize class registration

Tue.	LA Foundation Module Introduction	LA Basic Design I: 2D Visual Structure Theory		LA Primary Office II	LA Basic Seminar Practice of Language
Wed.		LA Introduction to Writing I: Writing I: Sentence Structure	LA Elementary Practice II Environmental Ethics	LA Elementary Practice III Environmental Ethics	LA First Seminar: Health
Thurs.	LA English I	LA Elementary Practice I		LA Primary Office I	LA Elementary Practice I
Fri.	LA Subject B	LA Subject B		LA Primary Office II	

Others

Day/period Course title

Back Finalize

The final confirmation page for class registration will appear. Make sure that there are no mistakes with the courses to register by confirming their titles, instructors, groups, etc. To make changes, click the "Back" button and redo the registration. **If they are correct, click "Finalize" button at last.**

Your class registration has been accepted.

Class registration

Dear Mr./Ms.,

Your class registration has been accepted.

Your class registration is not finalized with this application. Confirm your courses on timetable (Second semester) after your class registration is finalized ().

This e-mail was sent from a send-only address. Please note that you cannot reply to this e-mail. If you have no recollection of this email, please contact e-mail address below.

Liberal Arts and General Education Courses
Student Desk, Kyoto University
Tel: (075) 753-6509

Back to list

When the registration is completed, the confirmation email will be sent to you. Please check your email box.

Class registration period (Sep 16 (Tue) 08:30~Sep 17 (Wed) 08:30)

Class registration confirmation/change period (Sep 17 (Wed) 11:00~Sep 18 (Thu) 10:00)

Finalize class registration (Sep 18 (Fri) 12:30)

Capital letters before each subject are abbreviation of the departments. Refer to the list from here

1	2	3	4	5
---	---	---	---	---

Print list for confirming the entered class registration date

履修登録入力確認用リスト(本人控)

このリストは、履修登録の最終確認用です。履修登録が確定するまで、本サイトに明示していただくようお願いいたします。履修登録が完了してからも、本サイトを閲覧していただく場合があります。

※登録内容に誤りがある場合は、必ず履修登録係に連絡してください。

履修登録確認・修正期間(9/22(金)9:00～9/25(月)24:00) ※LAN507でアクセスし履修登録係に問い合わせ、必ず確認してください。

学号	姓	入学期(旧制)	学号	姓	学号
00000000000000000000	000000	000000	000000	000000	000000
00000000000000000000	000000	000000	000000	000000	000000
00000000000000000000	000000	000000	000000	000000	000000
00000000000000000000	000000	000000	000000	000000	000000

By clicking "Print list for confirming the entered class registration date", the list of courses you have registered will be prepared in a PDF file. Print or save the file and keep it as your copy. If there is a problem, this list will be used.

Class registration has not yet been finalized in this stage. During the class registration confirmation/revision period, check for any errors in your registration and make necessary changes, if needed.

◆ Class registration - confirmation/revision -

During this period, confirm the courses you have registered.

The class registration confirmation/revision screen will appear when you access this page during this period. If there is a mistake with the courses you registered during the class registration period, an error message will be displayed (P32 and 33).

Be sure to access this page and confirm your registration during the class registration confirmation/revision period. If you find a mistake, make necessary changes.

After this period, you cannot add a course to your timetable.

* If you do not need any changes, click "Do not change".

Class registration confirmation sheet reflects information of class registration period from (Sep. 16 (Tue) 00:00 to Sep. 16 (Tue) 06:00)

Capital letters before each subject are abbreviation of the departments. Refer to the list from here.

	1	2	3	4	5
Mon			LA Linear Algebra B	LA English III	
Tues	LA English II	LA Basic Physical Chemistry (Quantum theory)		LA Elementary Chinese B	LA Basic Information (Faculty of Engineering)
Wed			LA Elementary Course of Experimental Physics	LA Elementary Course of Experimental Physics	
Thurs	LA English II	LA Fundamental Physics B		LA Elementary French B	
Fri	LA Calculus B	LA Calculus B	LA English III	LA Elementary Chinese B	

• Others

Day/period	Course title

To change registration information, click the "Change" button.
To finalize your registration without change of the information, click the "Do not change" button.

[Do not change]

The final confirmation page will appear. Make sure there is no mistake with the registration and click "Finalize". If you want to make changes, click "Back" and make a registration again.

Fri

• Others

Day/period	Course title

[Finalize]

*** If you want to make changes, click “Change”.**

Error course
The following course could not be registered due to an error. Change the registration contents after confirming the error information under Liberal Arts and General Education Courses

Lecture code	Course title	Course offered period	Day/period	Instructor	Error information
N616004	LA-Introduction to General Astrovoy	Second semester	Mon.5		Only International students can register for this course.
N82300	LA-Basic Mathematics B	Second semester	Tue.1		This course is provided at the faculty. Please register at the relevant faculty.
RI 00028	LA-English IE	Second semester	Wed.3		You cannot register the course because it is not allocated for your class and limited the number of students.
N222001	LA-Introduction to Plasma Science	Second semester	Wed.5		This course is previously determined.
H061001	LA-Introduction to French Literature	Second semester	Thu.2		Wrong target year.
RI 00128	LA-English IE	Second semester	Thu.3		You cannot register any courses during a leave of absence.
N620001	LA-Field Earth Science II	Second semester	Fri.2		You cannot register due to the limitation of pre-registration and the number of students.

To change registration information, click the “Change” button.
To finalize your registration without changing any of the information, click the “Do not change” button.

Do not change Change

If there are any error courses, they will be displayed under the timetable. Read the error message. If you want to re-register any of those courses, eliminate the errors and add the courses again.

[Change]

From here onwards, click “Finalize” button at last and finalize your registration in the same way as the class registration stage.

[Finalize courses to register]

Search by details

Course search

Course name

Department

Division

Enroll

Business

Course title

Department

Class group

Class

Finalize courses to register

[Finalize class registration]

[Finalize]

Once you finalized it, you cannot change it, so make sure to confirm your courses before registering them. If you want to change it after finalization, request the Liberal Arts and Sciences Courses Student Desk to cancel the finalization by 18:45 on the last day of the period.

Any course with error cannot be registered.

Even if you register error courses, the registration will be finalized without error courses.

● **Error with eligible year and class allotment**

This error occurs if you register a course intended for senior students or a class designated course allotted to other than your class (excluding a class designated course offered as well as a selective course) without following the special registration procedure.

If you want to register a course where special registration procedure is required, you have to submit the special registration request form to Liberal Arts and Sciences Courses Student Desk by a prescribed date (P26). The Handbook of Liberal Arts and Sciences Courses and syllabus for more information.

Some courses only accept registration from the specific faculties/departments or international students. Check the lists of enrollment restricted courses and syllabus for class requirements.

● **Error with prerequisite course**

This error occurs if you register an intermediate or advanced language course (excluding Japanese) without obtaining required credits in primary courses.

Refer the prerequisite of the intermediate or advanced class in the language you would like to register to the Handbook of Liberal Arts and Sciences Courses and syllabus for more information.

● **Error with pre-registration and enrollment restriction**

This error occurs if you register courses without permission such as the course restricted enrollment without notice, the courses which accept the application at the first class or the courses which accept the application at the Student affairs office of the faculty which offers the course.

✘ **Even if you finalize the registration with pre-registered courses or the courses applied on a first-come, first-served basis, and the error occurs during the class registration confirmation/revision period, that registration will become invalid.**

After finalizing your class registration, your courses will be shown in the [Timetable] page (see P35). Be sure to confirm them.

Notes when registering

● Be sure to finalize

Before you finalize your registration, the confirmation/change screen is displayed. Make sure to click "Finalize" button at last.

After successful registration, you will receive the confirmation email immediately. If you forget to click the "Finalize" button after selecting registering courses, all of the courses will be deemed as non-registered.

Your registration is finalized if you click "Finalize" button either the class registration period or the class confirmation/revision period. Note that courses with errors cannot be registered. If you do not finalize your registration during the class registration period, no errors occur at the class confirmation/revision period because the error detecting process is skipped. In this case, you have to check whether there are no error courses by yourself and then make sure to finalize the registration during the course confirmation/revision period.

● Don't mistake the same title course offered in the same day/period

Where several courses with the same course title are offered in the same day/period, make sure to confirm the designated class, instructor, classroom, etc. before registering the course in order not to mix the class with the others. You are not allowed to move to another class after the class registration is finalized.

When class registration is finalized, the [Timetable] tab will be displayed.

On this page, you can confirm the timetable of the courses that you have registered. In addition, the class registration checklist sheet is posted in the [Class registration check] page in a week after the class registration is finalized. However, not all the faculties and graduate schools issue this sheet.

[Class registration check]

* If no operation is executed for over 30 minutes, the computer will automatically log out
* Some pages, pdf files, and words are written in Japanese

Liberal Arts and General Education Courses

Timetable

This is My Page.
This is your class registration information.

Capital letters before each subject are abbreviation of the departments. Refer to the list from

	1	2	3	4
Mon	LA-Natural History of Biology II	LA-Human Geography		LA-Primary German D.1128
	Natural Sciences 28, Yoshida-South Campus Academic Center Bldg. North Wing Second semester	Humanities and Social Sciences 21, Yoshida-South Campus Bldg. No. 4 Second semester		Languages 12, Yoshida-South Campus Bldg. No. 4 Second semester
Tue		Informatics 33, Yoshida-South Campus Bldg. No. 4 Second semester	Natural Sciences Lecture room 32, ILA2 Bldg. Second semester	Natural Sciences Lecture room 301, Faculty of Science Bldg. No.6 Second semester
Wed	EA-Outline of Agricultural Science II W100 Second semester	FA-Cell Biology I W322 Second semester		LA-English Writing-Listening B. EW58b Languages 24 (CALL), Yoshida-South Campus Bldg. No. 1 Second semester
	LA-Primary German B. D.1128		LA-Cultural Anthropology II	LA-Science on water, soil and ecosystems

[Timetable] separated by semester

Class registration check

This is My Page.
You can download Class registration checklist.
Class registration checklist (Second semester) can be downloaded () : .

Department

Faculty of

Clicking [Print class registration checklist], then a PDF file opens.

◆ Class withdrawal

During this period, you can ask for cancelling your registration.

The [Class Withdrawal] page will appear on KULASIS during this period. If you have some courses you want to withdraw, finalize your request for cancelling your registered courses.

[Class withdrawal]

KULASIS - Kyoto University Liberal Arts and General Education Student Affairs Information System -

Home Information Syllabus Timetable (first semester) Timetable (second semester) Registration Information **Class Withdrawal** Logout Bulletin Board Home

English | 日本語 | Privacy Policy | User Guideline

* If no operation is executed for over 30 minutes, the computer will automatically log out.
* Some pages, pdf files, and words are written in Japanese.

◆ Bulletin Board

This is ... 's My Page.

Information

[Scholarships] 「奨学金継続願」の提出に先立つ 「スカラ ネット・パーソナル」への登録について (29 Nov 2017)

Kyoto University website - Notification

New GSE's environmental education program for THU and

The courses you cancelled during this period are treated as the courses you do not register in this semester. This means you are not assessed in the courses and accordingly, the courses are not taken into account in the calculation of GPA.

Regardless of whether there are registration cancellations or not, any class registration cannot be added during this period. And class registration cannot be withdrawn or cannot cancel your withdrawal of a class after this period. Therefore, pay close attention, when you cancel a course.

It is not accepted to withdraw English, undergraduate 1st-year class designated courses in primary languages, “Readings in Humanities and Social Sciences (Economics, English) A or B-E1” and intensive lectures not applied on KULASIS. Also it is not allowed to withdraw intensive classes in ILAS seminar, intensive courses in Common Graduate Courses and intensive courses in Interdisciplinary Graduate Courses, which finish the class before the class withdrawal period.

(1) Cancelling your registered course

The course moves to the list of class cancellation when you click [X].

Day	1	2	3	4	5
Mon.		LA.Comput...	LA.The Sci...	LA.Japanes...	LA.Comput...
Tues.		LA.Miniatu...	LA.Primary...	LA.Engl...	
Wed.	LA.Introdu...	LA.Latin A...		LA.Folios...	
Thurs.	LA.Primary...	LA.Electr...	LA.Englis...	LA.The His...	
Fri.		LA.Theory...			LA.Engl...

Check box	Cancel date and time	Lecture code	Course title	Course offered period	Day/period	Instructor	Providing department	classification
<input type="checkbox"/>	/ :	N408001	LA.Introduction to Behavioral Ecology		Wed.1	LA		Natural Sciences

If you would like to withdraw several courses, pick up all of the courses you would like to withdraw by repeating this operation. Then, go to [Apply for Class Cancellation].

(2) Putting cancelled courses back

Check courses you want to put back and click [Return a Class with to Timetable].

Check box	Cancel date and time	Lecture code	Course title	Course offered period	Day/period	Instructor	Providing department	classification
<input checked="" type="checkbox"/>	/ :	N408001	LA.Introduction to Behavioral Ecology					

[Return a Class with to Timetable]

Return a Class with to Timetable

(3) Finalizing your class withdrawal

Confirm courses you are canceling and click "Finalize" button.

The confirmation email is sent after you finalized. Once you finalized it, you cannot change it, so make sure to confirm the cancelled courses carefully before finalization. If you want to change it after finalization, request the Liberal Arts and Sciences Courses Student Desk to cancel the finalization by 17:15 on the last day of the period.

	1	2	3	4	5
Mon.		LA Compute. [x]	LA The Sci. [x]	LA Japanes. [x]	LA Compute. [x]
Tues.		LA Minjatu. [x]	LA Primary. [x]	LA English. [x]	
Wed.		LA Latin A. [x]		LA Folklor. [x]	
Thurs.	LA Primary. [x]	LA Electri. [x]	LA English. [x]	LA The His. [x]	
Fri.		LA Theory. [x]			LA English. [x]

• Others

Day/period	Course title

• List of Class Cancellation

Check box	Cancel date and time	Lecture code	Course title	Course offered period	Day/period	Instructor	Providing department	Classification
<input checked="" type="checkbox"/>	/ :	N408001	LA-Introduction to Behavioral Ecology		Wed 1		LA	Natural Sciences

Return a Class with to Timetable

Apply for Class Cancellation

Click [Apply for Class Cancellation]

[Finalize]

❖ Class Cancellation

This is My Page.

• List of Class Cancellation

Cancel date and time	Lecture code	Course title	Course offered period	Day/period	Instructor	Providing department	classification
/ :	N408001	LA-Introduction to Behavioral Ecology		Wed 1		LA	Natural Sciences

Back Finalize

◆ Class support

When you click on [Information • Class support] page and select each function, you can download class materials and confirm assignment information and class notification emails.

KULASIS - Kyoto University, Liberal Arts and General Education Student Affairs Information System

Home | Syllabus | Timetable (first semester) | Timetable (second semester) | Registration information

English | 日本語 | Privacy Policy | User Guideline

* If no operation is executed for over 30 minutes, the computer will automatically log out.
* Some pages, pdf files, and words are written in Japanese.

Information

This is FUJIKI SARA's My Page.

Information of your call and courses you take are posted.
By clicking "Display all information" located at bottom right of each table, you can view information posted, including your information.

- Notification email (First semester · Year-round / Second semester · Year-round) **[New]**
10 emails are unread
- Class materials (First semester · Year-round / Second semester · Year-round)
- Student call (0)
- Class changes (0)
- Lecture cancellation (2)
- Supplementary lecture (0)
- Class notification (0)
- Assignment (0)
- Student affairs and welfare information (43)

● Student call
No calls for you are issued.

● Information of class changes

When "Notification email" or "Class materials" page is updated, [New] mark will be displayed for three days. Be sure to confirm.

[New] mark

Also, when you click on a course in your timetable page, jump to "Class support" page for the course. From this page, you can download class materials and confirm assignment information and class notification emails.

KULASIS - Kyoto University, Liberal Arts and General Education Student Affairs Information System

Home | Syllabus | Timetable (first semester) | Timetable (second semester) | Registration information | Class registration check

English | 日本語 | Privacy Policy | User Guideline

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Liberal Arts and General Education Courses

Timetable

This is FUJIKI SARA's My Page.

This is your class registration information.

Capital letters before each subject are abbreviation of the departments. Refer to the list from here.

	1	2	3	4	5
Mon.	LA:Neuropsychology II	LA:Theory of Arts II	LA:Primary Spanish B_S1101	LA:English Writing-Listening B_EW04b	
	Humanities and Social Sciences online class Second semester	Humanities and Social Sciences online class Second semester	etc. Languages online class Second semester	Languages online class Second semester	
		LA:Psychology II	LA:Front Line of Contemporary		

Click on a course to "Class support" page.

◆ Class support - class materials/assignments -

● Class materials

You can download class materials posted by your instructors.

Liberal Arts and General Education Courses

◆ **Class support**

This is % My Page

◆ Intended course

Course title	Instructor	Day/period	Course offered period	Group	Old group
Japanese IA	FURUKAWA YURIKO	Mon.2	Year-round	Foreign language Group	C Group

[Class material](#) --- You can download class materials.

[Assignment](#) --- You can confirm content of assignment.

[Notification email](#) --- You can confirm email from your instructor.

[Learning Support System - Portal/Institute for Information Management and Communication](#)

[Back](#)

[Class material]

Liberal Arts and General Education Courses

◆ **Class materials**

This is % My Page

◆ Intended course

Course title	Instructor	Day/period	Course offered period	Group	Old group
Japanese IA	FURUKAWA YURIKO	Mon.2	Year-round	Foreign language Group	C Group

We are displaying list of class materials for the courses. Click "Details" to confirm the content.

Updated	Title
01 May 2014 16:25:00	日本語

◆ **Class materials**

This is % My Page

◆ Intended course

Course title	Instructor	Day/period	Course offered period	Group	Old group
Fundamental Physics B		Tue.2	Second semester	Natural and Social Sciences Group	B Group

◆ Content

Updated	21 Oct 2014 12:58:00
Subject	Class Material Vol.1
Content	
Material file	日本語と物理学のつながり.pdf

[Back](#)

[Details]

● Assignments

Click "Details" to display information from your instructors about your assignments.

Liberal Arts and General Education Courses

◆ **Class support**

This is % My Page

◆ Intended course

Course title	Instructor	Day/period	Course offered period	Group	Old group
Japanese IA	FURUKAWA YURIKO	Mon.2	Year-round	Foreign language Group	C Group

[Class material](#) --- You can download class materials.

[Assignment](#) --- You can confirm content of assignment.

[Notification email](#) --- You can confirm email from your instructor.

[Learning Support System - Portal/Institute for Information Management and Communication](#)

[Back](#)

[Assignment]

Liberal Arts and General Education Courses

◆ **Assignment information**

This is % My Page

◆ Intended course

Course title	Instructor	Day/period	Course offered period	Group	Old group
Japanese IA	FURUKAWA YURIKO	Mon.2	Year-round	Foreign language Group	C Group

[Posted assignment \(1\)](#)

[Assignment after the notification expiry date \(0\)](#)

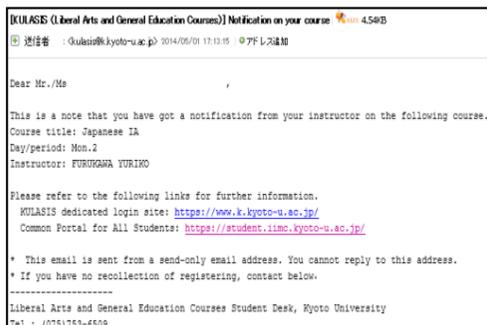
◆ Content

Submission deadline	12 May 2014 (Mon) 17:00
Submission place	Assignment submission box for Liberal arts and general education courses
Assignments, etc.	日本語IA
Image	

[Back](#)

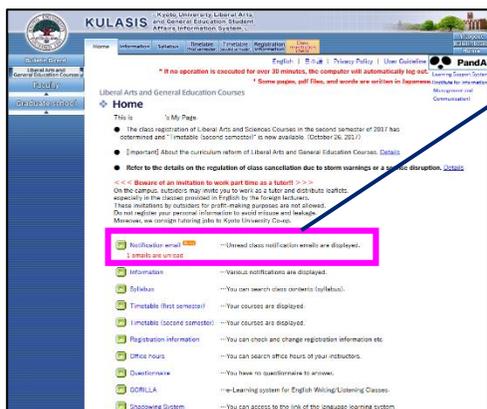
[Details]

● Class notification email

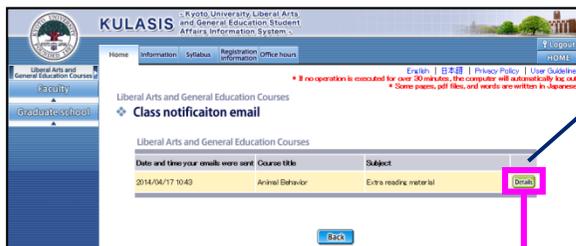


When an instructor sends a class notification email, the notification will be sent to your student email.

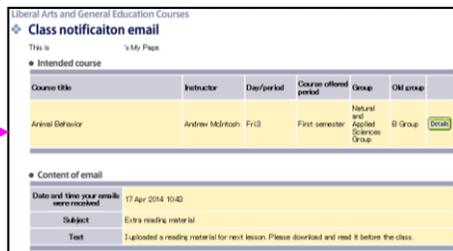
This notification is issued from send-only address, so the instructor cannot receive your reply email.



When you log into KULASIS, the "Home" page will be showed "Class notification email (X emails are unread)".



Click [details] button to confirm the contents.



◆ Office hours

You can search office hours of the instructors of Liberal Arts and Sciences Courses. Office hours is the time available for students to visit instructor's office to discuss matters such as study issues and career advice. It is recommended to prepare in advance what you would like to consult with the instructor when you make an appointment or visit an office if it is unnecessary. For example, make your appointment by saying, "I would like to consult with you about something."

KULASIS Kyoto University, Liberal Arts, Sciences and General Education Courses Student Affairs Information System

Home Information Services Timetable Timetable Registration Registration

Liberal Arts and General Education Courses

◆ Home

- ◆ My Page
- ◆ The class registration of Liberal Arts and Sciences Courses in the second semester of 2017 has determined and "Timetable (second semester)" is now available. (October 28, 2017)
- ◆ [Important] About the curriculum reform of Liberal Arts and General Education Courses. Details
- ◆ Refer to the details on the regulation of class cancellation due to storm warnings or a service disruption.

◆ Office hours

Liberal Arts and General Education Courses

Office hours

This is 's My Page.

Search instructor's office hours for academic year 2015.
Enter search conditions and click "Search".

Name of instructor	<input type="text"/>	<ul style="list-style-type: none"> Leave a space in en quad between the first and last name. You can only search in Japanese for the time being.
Name in Japanese alphabet	<input type="text"/>	<ul style="list-style-type: none"> Enter in en quad. Leave a space in en quad between the first and last name. You can only search in Japanese for the time being.
Affiliated department	<input type="text"/>	
Major field of study	<input type="text"/>	
Research theme	<input type="text"/>	

Clear Search

[Office hours]

Office hours

This is 's My Page.

When making an appointment with your instructor (when visiting your instructor's office if no appointment is needed), please have your questions organized and ask "I would like to ask about ○○. May I have your time?" to ask for his/her permission to see you.

Basic information	
Name	
Japanese alphabet	
Job title	Program-Specific Associate Professor
Affiliated department	
Major/center	
Research information	
Course/field of study	
Major field of study	
Research theme	
Homepage 1	
Homepage 2	
Office hours	
Office hours	Specify day/period and time Fri. from 14 : 30 to 16 : 30
Where office hours are conducted	Office (Campus) 北部

◆ Exam timetable

This page will be available when examination timetable is announced (First semester: beginning of July, second semester: beginning of January). The page access schedule will be notified to you via email.

KULASIS - Kyoto University Liberal Arts and General Education Student Affairs Information System -

KULASIS TOP Home Information Syllabus Timetable (first semester) Registration information Office hours **Exam timetables** Logout KULASIS TOP Home

English | 日本語 | Privacy Policy | User Guideline

* If no operation is executed for over 30 minutes, the computer will automatically log out.
* Some pages, PDF files, and words are written in Japanese.

Liberal Arts and General Education Courses

Examination timetables

This is [My Page](#).

Examination timetable may change so please confirm the updated date.

[Quizzes during the class period]
Quizzes during the class period (to January 27) will not be shown the following list. Please pay attention to directions from your instructors.

[Exams after the official exam period]
The following list possibly includes some exams conducted after the official exam period. Please make sure the exam dates. Some courses which are not shown on the list may hold their exam after the exam period depending on their progress. Please pay attention to directions from your instructors.

[Examination venues]
Please note that examination venues during the official exam period may differ from the regular classrooms.

[Make-up exams]
Please refer to the linked document for make-up exams details.
[2014/2015 secondsemester makeupexams\(PDF\)](#)

● Examination during the official examination term. ([Important notes on examination during the official examination terms](#))
Note that classroom for examination during the official examination term may differ from the usual classroom.

Examination date	2015/07/27 Mon 1st	Examination time	90 minutes
Course title	Calculus with Exercises A	Group	Natural and Applied Sciences Group
Instructor			
Examination venue	22, Yoshida-South Campus Bldg. No. 1		
Materials which students are allowed to bring in	No materials allowed		
Important notes to students	None		
Measures for the make-up examination applications	Makeup exams are in principle not offered.	Updated	21 Apr 2015 13:56

[Exam timetables]

Examination timetable may be changed after announcement, so pay attention to the updated date.

Exam timetables in this page contain exams conducted after the official exam week as well as exams during the official exam week. However, an in-class quiz and a test implemented at the last class are not included.

◆ Confirm grade evaluations / Appeal

Grade results will be posted on KULASIS in August for the first semester courses and February for the second semester courses and year-round courses. The page access schedule will be notified to you via email. During the period, you cannot confirm grade results for intensive courses that are open after middle of August (for first semester courses) or middle of February (for second semester courses). Another grade confirmation period is scheduled for those intensive courses.

To make sure that the grading of the liberal arts and sciences courses is accurate, a system where students can make appeal against their evaluations is adopted. Only in either of the following case, students can request for clarification of their grades for the current semester.

1. There is a clear mistake by the instructor such as the wrong score being recorded.
2. There is a clear difference between the scoring method by your instructor and the method stated in the syllabus.

You may not question a reason for the evaluations or request for special consideration. For more details, read the message displayed when you make an appeal carefully.

(1) Making an appeal

[Confirm grade evaluation]

[Application]

Course site	Course offered period	Day	Instructor	Registration group	Number of credits	Appeal for this evaluation
Primary Spanish A	Final	Tue-2		Languages	2	Yes

[I agree] **[I do not agree]**

[Back] **[To next]**

Carefully read the notes and if you want to make an appeal, select "I agree" and click the [To next] button.

Appeal of grade evaluation

This is My Page.

◆ Intended course

Course title	Course offered period	Day /period	Instructor	Registration group	Number of credits	Evaluation /free score
Primary Spanish A S1105	First semester	Tue.2		Languages	2	0

◆ Reason of appeal of grade evaluation

1. Only in the following cases, students can appeal against their grade evaluation result for that semester.
Check the applicable box below.

There is a clear mistake by the instructor such as the wrong score being recorded.

There is a clear difference between the scoring method by your instructor and the method shown in the syllabus.

2. Enter specifically the basis of your appeal.
Describe specifically the reason and basis of your appeal along the items you checked in 1.
For appeals which are checked by Institute for Liberal Arts and Sciences and which are subject of appeal under this system, "Confirmation" is requested to the instructor.
Any appeal concerning reason, basis or special treatment for the score will not be accepted.
(Confirm below.)
Also, any appeal where specific reason or basis are not described, or containing descriptions irrelevant to the appeal, or containing inappropriate words or pictographs are not considered to be an appeal and hence will not be accepted.

[Examples of appeal]

- I took the examination and answered 5 out of 6 questions, but the score I received was 0. Please check my grade.
- I took a course where it is written in the syllabus "Class participation: 70 percent" and "Papers: 30 percent". Even though I attended all classes and submitted papers, I received 50 percent. Please check my grade.

If sentences such as the following are included in reason of appeal, the appeal will not be accepted.

-Why did I get 70 percent but one of my friends got 80 percent?
-You need to describe your reasons of appeal specifically.
-We cannot accept your appeal at this description.

-I would like to know the basis of my score which was XX percent.
-You need to describe your reasons of appeal specifically.
-We cannot accept such a request as an appeal against the evaluation.

-To earn the credits of this course is required to graduate (or advance). How could I get this credit?
-This is regarded as a special treatment and cannot be accepted.

-If my grade is not XX percent or more, could you change my grade to 59 percent or less?
-Request for declining your credit is also regarded as a special treatment and cannot be accepted.

-Is it possible to re-evaluate (reconsider, re-conduct examination etc.) my grade evaluation?
-This request cannot be accepted as an appeal. "Appeal of grade evaluation result" is set to check wrong scores being recorded or incorrect evaluation methods.
Furthermore, this is regarded as a special treatment and cannot be accepted.
As a general rule, we do not re-conduct examination on the course you failed except for several courses which are intended to implement re-conduct exam.

Submit your evaluation

[To next]

採点評価異議申立[本人控] 2009/12/09

採点評価異議申立に対する回答確認期間は、09/14(月) 00:00~09/24(水) 00:00です。必ずこの期間にログイン(学号専用)して内容を確認してください。

学生番号	学部	入学年	級生	クラス	氏名	学生種別

申請日 2009/12/09

科目名	開講期	曜時帯	担当教員	登録群	単位	評価	満点
コンピュータサイエンス入門	前期	木5		B	2	0	

採点評価異議申立の理由

採点の誤記入等、明らかに担当教員の誤りであると思われる
(理由)
授業には全て出席し、試験を受けました。

Check the applicable reason of making an appeal and describe specifically the basis of your appeal. Read the notes carefully before proceeding.

Liberal Arts and General Education Courses

◆ Appeal of grade evaluation

This is My Page.

◆ Intended course

Course title	Course offered period	Day /period	Instructor	Registration group	Number of credits	Evaluation /free score
Primary Spanish A S1105	First semester	Tue.2		Languages	2	0

◆ Reason of appeal of grade evaluation

There is a clear mistake by the instructor such as the wrong score being recorded.

(Reason)
I surely took the final exam. Could you please check my answer sheet?

[Apply]

[Confirm content]

Liberal Arts and General Education Courses

◆ Appeal of grade evaluation

Appeal of grade evaluation has been accepted.
Print "Appeal of grade evaluation (copy)" at the data confirmation screen and keep the copy.

Liberal Arts and General Education Courses

◆ Appeal of grade evaluation

This is My Page.

Print and keep a copy of your appeal.

You can confirm the reply for your appeal during the period as below:

You need to confirm the reply on KULASIS via PC during the period.

◆ Intended course

Course title	Course offered period	Day /period	Instructor	Registration group	Number of credits	Evaluation /free score
Primary Spanish A S1105	First semester	Tue.2		Languages	2	0

◆ Reason of appeal of grade evaluation

There is a clear mistake by the instructor such as the wrong score being recorded.

(Reason)
I surely took the final exam. Could you please check my answer sheet?

PDF file will be created by clicking "Print copy of appeal of grade evaluation". Keep it as your copy.

(2) Confirming / Withdrawing an appeal

After you have filed your appeal, the [Confirm] button will be displayed in “Confirm grade evaluation” page. By clicking that button, you can confirm its content. You can also cancel your appeal from this page.

Liberal Arts and General Education Courses

Confirm grade evaluation

This is My Page.

The grade evaluation results of 2015/2016 second semester and year-round courses are shown below. Please note that the period of confirmation of the grade evaluation result is between **February 17 (Wed.) and 19 (Fri.), 8:30 to 17:30 daily**.

“Grade evaluation result”

- * From Academic Year 2015, students are evaluated with scores on a 100-point scale. Scores equal to or above 60 out of 100 are considered pass, and scores that are less than 60 are considered fail.
- * “Did not take the exam” is also considered fail.
- * **The point zero includes “Did not take the exam”.**
- * Courses which have not been graded yet were indicated as “Not yet graded” in the “Evaluation/raw score” column.

“Appeal against the results”

- * If you would like to make appeals against the grade evaluation results, you need to apply during the confirmation period. When you make appeals, you need to check the details on the application form page carefully.
- * Unless you follow two steps, i.e. check if your appeal is applicable and describe specifically the reason and basis of your appeal, your appeal will not be accepted.
- * **You can make appeals against 3 courses or less on KULASIS.**
If you want to make more than 3 appeals with appropriate reason, please come to the liberal arts and sciences student desk on the 1st floor of the Yoshida-south building No.1 to apply during the confirmation period. No applications via email or phone will be accepted.
- * The results of the courses which have not been graded yet and intensive courses which have been conducted after the middle of February will be informed soon after the instructor reports the grade evaluations.
- * **Appeals will be passed to the instructors after a check if the appeals are acceptable. Unacceptable appeals will be refused and will not be passed to the instructors.**
- * You can not make appeals directly to your instructors.
- * You can confirm the answers to your appeals on KULASIS during the period from March 8 (Tue.) to 13 (Sun.).

Course title	Course offered period	Day /period	Instructor	Registration group	Number of credits	Evaluation /raw score	Appeal for this evaluation
Primary Spanish A S1105	First semester	Tue.2		Languages	2	0	<input type="button" value="Conf"/> <input type="button" value="Withdraw"/>

Click [Withdraw], then go to the confirmation screen

Liberal Arts and General Education Courses

Appeal of grade evaluation

This is My Page.

If you want to withdraw your appeal, click [Withdraw] button.

● Intended course

Course title	Course offered period	Day /period	Instructor	Registration group	Number of credits	Evaluation /raw score
Primary Spanish A S1105	First semester	Tue.2		Languages	2	0

● Reason of appeal of grade evaluation

There is a clear mistake by the instructor such as the wrong score being recorded (reason)
期末試験を受験し、フィードバックの解説で正答を確認していますので、0点は採点の誤記入ではないかと確認をお願いします。

Click [Withdraw] again, then your appeal is cancelled.

You can make three appeals at maximum on KULASIS. If you have any proper reason for making fourth or more appeals, follow the instruction on KULASIS.

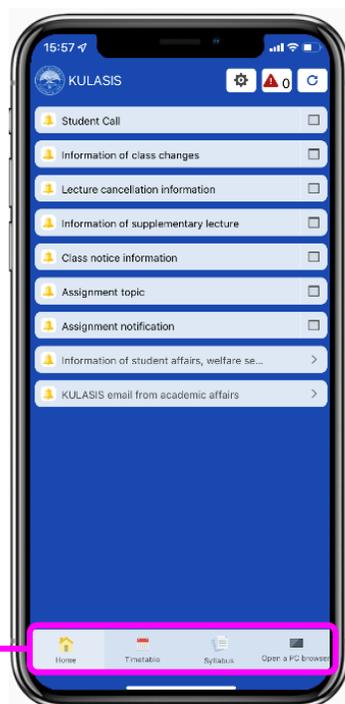
◆ Reference: KULASIS App

KULASIS App is available to make it further convenient for students to use KULASIS. Please make this useful for checking various information such as lecture cancellation information and the deadline for an assignment during the break or on your way to the university.

● About the system



Logging in



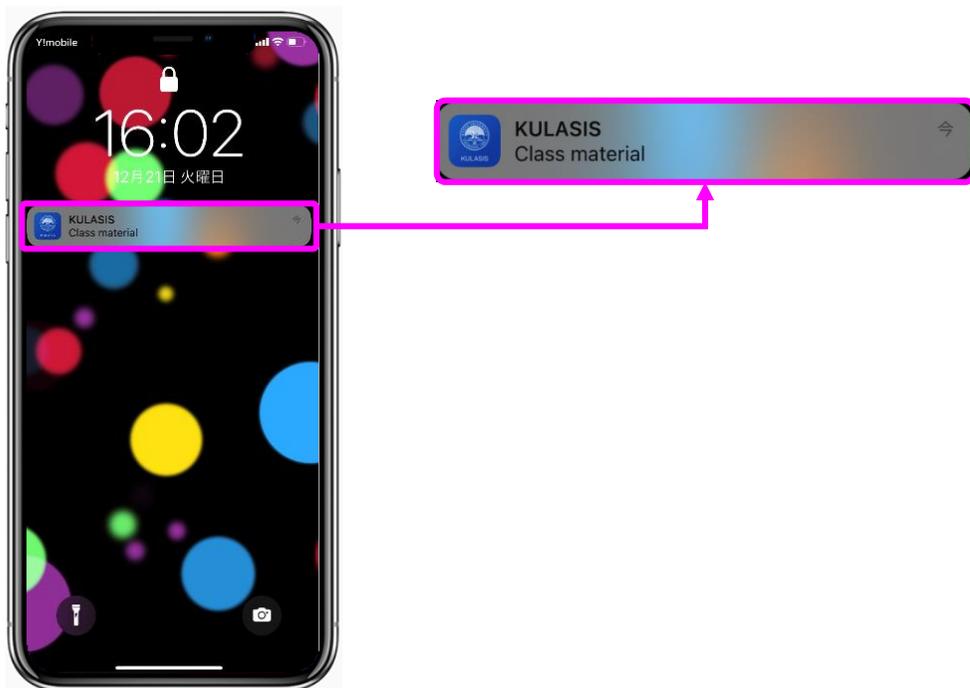
Home Screen



- ① **Home**: Student call, Class changes information
- ② **Timetable**: Syllabi, Class support
- ③ **Syllabus**: Syllabus Search
- ④ **Open a PC browser**: Linking to a PC browser, Examination timetables, etc

● About push notifications

When student call, lecture cancellation information, class support and student affairs/welfare information are registered, you will receive push notifications. You can select your notification settings from your smartphone.



Download KULASIS App

Available for versions earlier than iOS9.0 and Android Ver.6.0.



iOS Ver. App Store



Android Ver. Google Play