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

◎ 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

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.
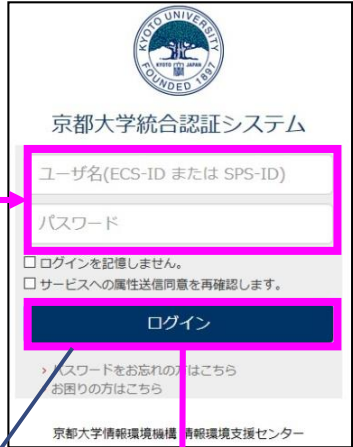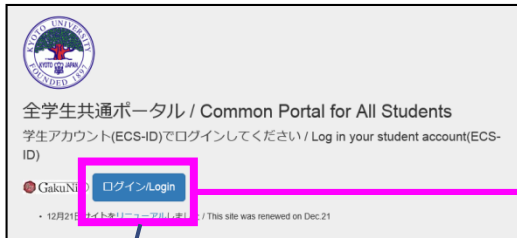
◆Logging in

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

全学生共通ポータル / Common Portal for All Students
学生アカウント(ECS-ID)でログインしてください / Log in your student account(ECS-ID)

GakuNi ログイン/Login

・12月21日にサイトをリニューアルしました / This site was renewed on Dec.21

[ログイン/Login]

京都大学統合認証システム

ユーザ名(ECS-ID または SPS-ID)

パスワード

□ ログインを記憶しません。
□ サービスへの属性送信同意を再確認します。

ログイン

> パスワードをお忘れの方はこちら
お困りの方はこちら

京都大学情報環境機構 情報環境支援センター

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

Close browser after use   Japanese   EN

Common Portal for All Students

Health Checkup ▼   Access

New Students' site(Admission procedure)

KULASIS ▼   Access

MyKULINE ▼   Access

KUMOI ▼   Access

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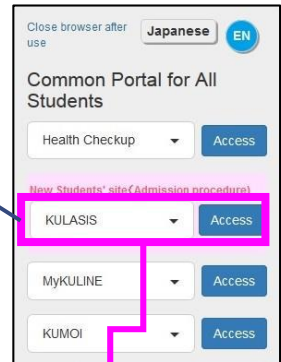
Change your password regularly to protect your personal information. For more information about reissue of account or password, consult the Academic Center for Computing and Media Studies (South Bldg.).

▼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.

[Log out]

▼Bulletin Board

Click "English",
then you can see
English page.

ログアウトが完了しました。
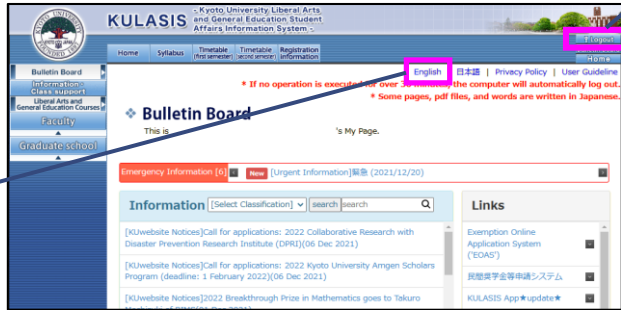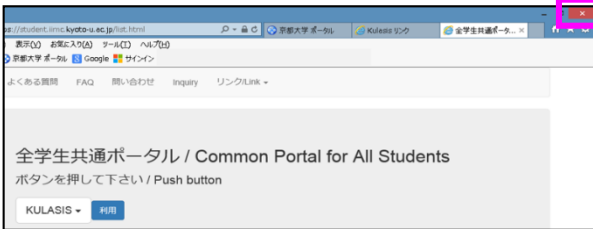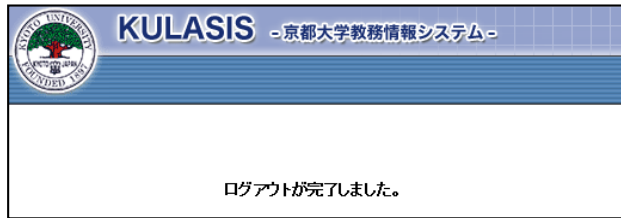
When you have finished using
KULASIS, make sure to close
the internet browser opening
Common Portal for All
Students page.

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   's My Page.

Here you can check and change your registration information etc.

[F] Register/change contact information (address, billing address, emergency contact info)

[F] Confirm class, serial number, selected language

[F] Confirm the status of Insurance Enrollment

[F] Set forwarding address of Student Mail (KUMOI)

[F] Register / Change email address for contact other than KUMOI

[F] 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.

[Access] to KUMOI

Click "Login to Setting", then go to [Set mail forwarding]

Set forwarding address of Student Mail (KUMOI)

◆Bulletin Board

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

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.

◆Home

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.
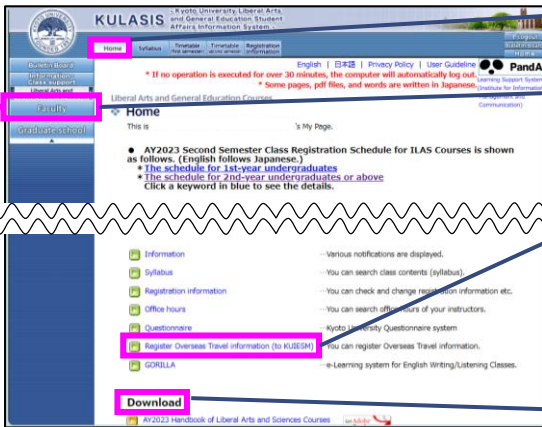
[Home]

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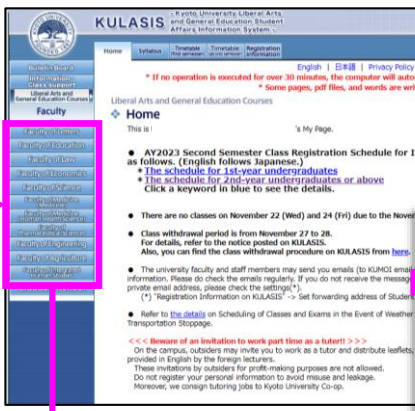
Click [Liberal Arts and General Education Courses] to go back there.

▲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]

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.

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

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

◆Syllabi

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.

[Syllabus]

[Search] by criteria

A classroom change is reflected on its syllabus.

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.

[ILAS Seminar]

[Lottery result]

See the result.

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.

[Pre-registration]
（additional application)

[Registration]

[OK]

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]

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.
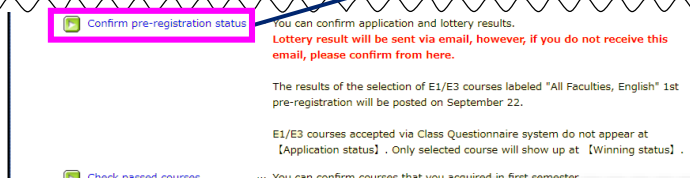
● Pre-registration main page

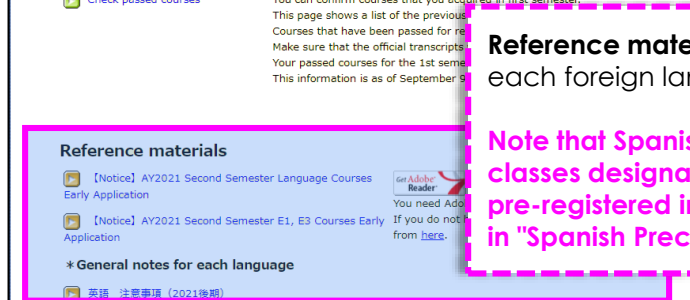[Pre-registration of foreign languages]
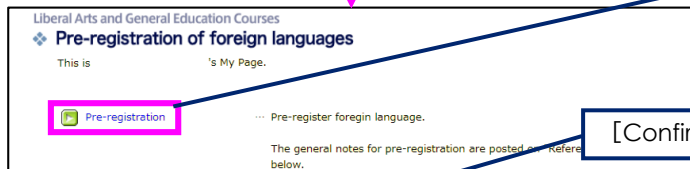
[Pre-registration]

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

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 IIIB (Advanced) ▼
(mandatory)

[Back] [To next]

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

Category:German IIB (Intermediate) and IIIB (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) D2451 (0/20)	D2154 (0/40)
Tues.	D2155 (0/40)	D2156 (0/40)		D2452 (0/20)	D2157 (0/40)

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

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-LAS21 20006 SJ4B	
(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 of instruction) Japanese

細かい単語などしっかり質問できるように日頃から準備をしておいてください。

(Other information (office hours, etc.))
質問等は、授業後に直接か、もしくは、Pand Aを通したメールで受け付けます。
履修者へのメッセージや連絡事項は、Kulasisの授業メールで連絡しますので、こまめに確認できるようにご準備ください。

[Back] [Registration]

[Registration]

Click on the course you want to apply, and its syllabus will be displayed.
Then, click [Registration] button at the bottom of the syllabus.

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	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	Cancel

【Loss status】

There is no lecture for which you lost lottery

【Cancelling status】

You are not cancelling any lecture currently

[Back]

[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.

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 that have 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.

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

| Home | Information | Syllabus | Timetable (second semester) | Registration information | Class registration | LAS Seminar |

🔒 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.

❖ Class registration

ⓘ Important notes on liberal arts and general education course
ⓘ Important notes on major course

This is 　　　　'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.

Switch from "Liberal Arts and General Education courses" to "Major courses" when searching your major courses.

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.

◆Other department's lectures

According to the procedure of registering for other departments' lectures, students may be allowed to take courses provided by the faculties/graduate schools where they do not belong. However, the courses which are also provided as the liberal arts and sciences courses or as the major courses in their faculty/graduate school should be registered in the regular process.

If you want to take those lectures, visit the [Other department's lectures] page on KULASIS and make a request. Pay attention to the schedule usually set earlier than the regular class registration.
The courses provided by the faculties/graduate schools which do NOT accept requests via KULASIS, the application procedure and schedule differ depending on the faculties/graduate schools.
The undergraduates are not allowed to take the courses in the graduate programs.

[Other department's lectures]

Read the notes carefully and follow the procedure.

Check the application period here. Complete the procedure with in the period.

Set a criteria and [Search]

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

Apply for other department's lectures

［Delete］

［Apply for other department's lectures］

［Finalize］

● 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		

Back   Finalize

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

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.

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).

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
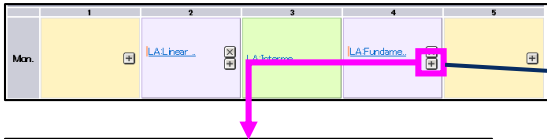
Click [+]

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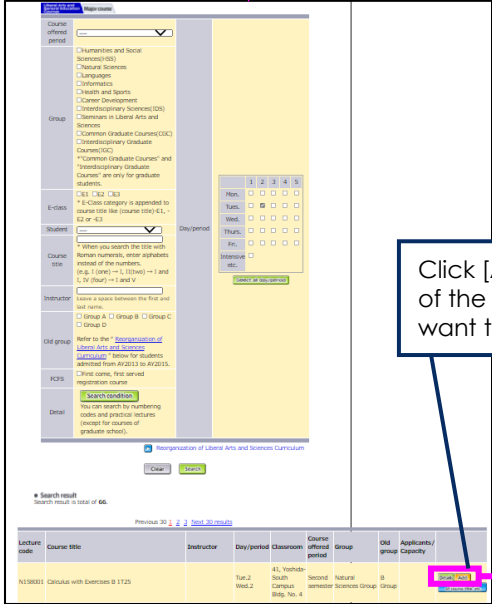
Click [Add] button of the course you want to take

The course was added. You can pick up 3 courses at maximum in a single timeslot.
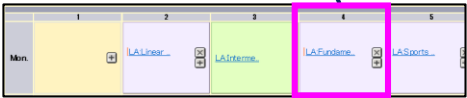
● Searching the courses by details
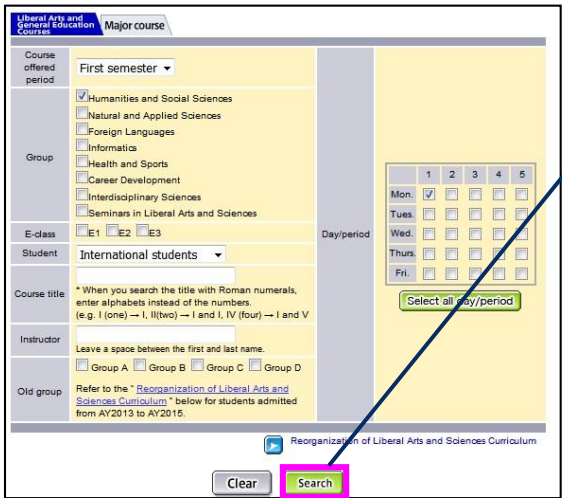
By entering more than one item in "Search by details" and clicking the [Search] button, the courses meeting the criteria will be displayed.

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

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

By clicking [X], course will be deleted.
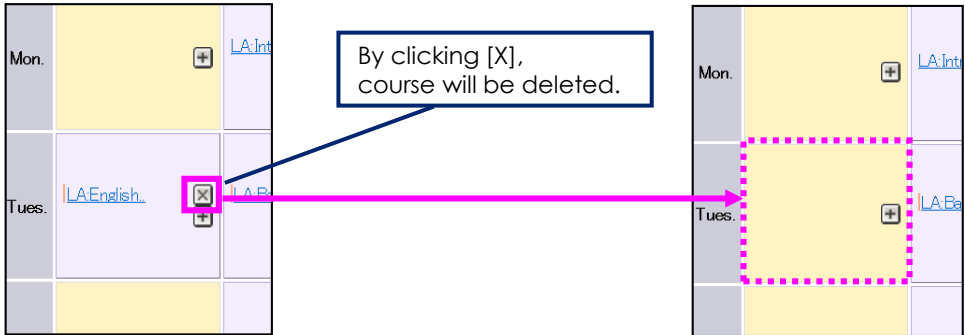
You can delete pre-registered courses and the courses applied on a first-come, first-served basis in any registration periods including the timetable preparation period.

(4) Printing the list of selected courses

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

◆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.

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" button.

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.

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

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".**

[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.

[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 infor
Liberal Arts and General Education Courses

Lecture code	Course title	Course offered period	Day/period	Instructor	Error information
N516004	LA:Introduction to General Astronomy	Second semester	Mon.5		Only International students can register for this course.
N123001	LA:Basic Mathematics B	Second semester	Tue.1		This course is provided at the faculty. Please register at the relevant faculty.
R102028	LA:English IIB	Second semester	Wed.3		You cannot register the course because it is not allotted for your class and limited the number of students.
N222001	LA:Introduction to Plasma Science	Second semester	Wed.5		This course is previously determined.
H361001	LA:Introduction to French Literature	Second semester	Thu.2		Wrong target year.
R102128	LA:English IIB	Second semester	Thu.3		You cannot register any courses during a leave of absence.
N502001	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]

[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.**

◆ Class registration - finalizing -

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.

◆Timetable

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]

[Timetable] separated by semester

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]

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］．

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].

[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.

Click [Apply for Class Cancellation]

[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.

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.

Click on a course to "Class support" page.

◆ **Class support - class materials/assignments -**

● **Class materials**

You can download class materials posted by your instructors.

[Details]

[Class material]

··

● **Assignments**

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

[Details]

[Assignment]

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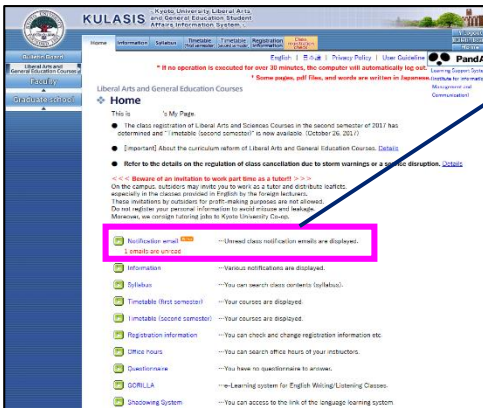
When you log into KULASIS, the "Home" page will be showed "Class notification email (X emails are unread)".

Click [details] button to confirm the contents.
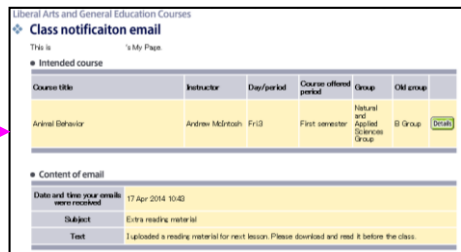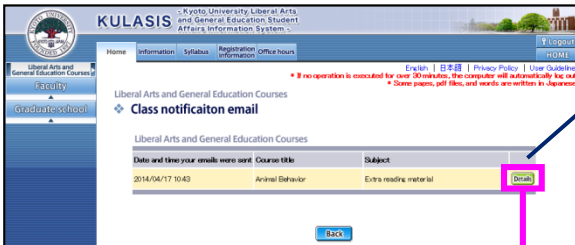
◆Office hours

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."

[Search]

[Office hours]

◆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.

[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]

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

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

[Apply]

[Confirm content]

[To next]

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.

Click [Withdraw], then go to the confirmation screen

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.
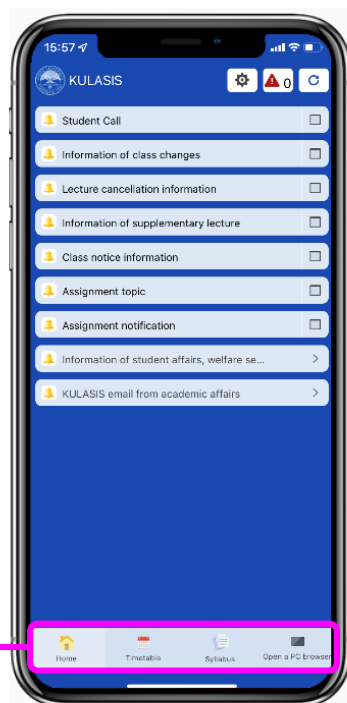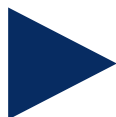
◆Reference: KULASIS App

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.
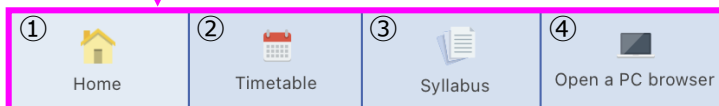
●About the system

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.
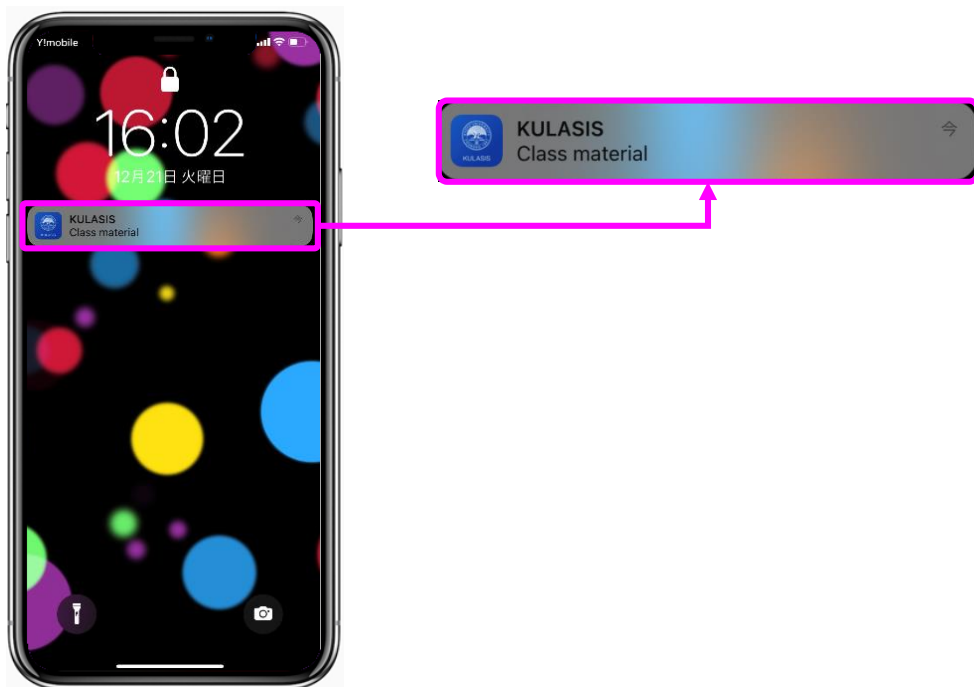
Download KULASIS App

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

iOS Ver. App Store

Android Ver. Google Play