

Liberal Arts and Sciences Courses

Class Registration Guide for Second Semester in AY 2024

Students wishing to take Liberal Arts and Sciences Courses offered in the second semester of AY 2024 should refer to this guide at first. Here, class registration of Common Graduate Courses (“大学院共通科目群”) and Interdisciplinary Graduate Courses (“大学院横断教育科目群”) provided for graduate students are informed as well.

Regarding courses for which require early applications, please make sure to check the following information and the details in the pre-registration pages opened on KULASIS at a later date.

This guide is only to inform students of general information, and does not include the schedule for class registration and pre-registrations. Please be sure to check the “Class Registration Schedule for ILAS Courses” linked below.

General Information

◇ Refer to “履修登録について” in “Handbook of Liberal Arts and Sciences Courses” from the following URL. Although the Handbook is written in Japanese only, you can find the English version [here](#).

<https://www.z.k.kyoto-u.ac.jp/pdf/link/link0792.pdf>

◇ In addition, useful information is provided below.

● **Class Registration Schedule for ILAS Courses** ****IMPORTANT****

- For 1st-year undergraduate students:

<https://www.z.k.kyoto-u.ac.jp/pdf/link/link0970.pdf> (English follows Japanese)

- For 2nd-year undergraduate students or above:

<https://www.z.k.kyoto-u.ac.jp/pdf/link/link0972.pdf> (English follows Japanese)

※Click a keyword in blue to see the details.

● **Class Registration Q&A, etc.**

<https://www.z.k.kyoto-u.ac.jp/qa>

● **Vocabulary for new students** (written in Japanese)

<https://www.z.k.kyoto-u.ac.jp/qa/frequent/3>

◇ There are a large number of Liberal Arts and Sciences Courses that require early application (① Pre-registration and ② Application on first-come, first-served basis) before the class registration, and if you miss it, you will not be able to take those courses. Courses for which early application is required are categorized as follows. Especially, please pay attention to the schedule because ①Pre-registration is conducted before classes start. Continued from the previous semester, most of the Liberal Arts and Sciences Courses will restrict enrollment, so don't miss the opportunity to apply them.

① Pre-registration

Language courses

◇ Apply on “Pre-registration of foreign languages” page on KULASIS. After the page opening, check out not only applicable courses but also the instructions described there.

◇ Refer to the basic information from [here](#). Otherwise, see the details from the Handbook below.

<https://www.z.k.kyoto-u.ac.jp/pdf/link/link0796.pdf> (written in Japanese)

- ◇ Regarding Arabic IA/IB provided in AY 2024, enrollment restriction will be implemented to 2nd-year undergraduates or above. Those who wish to take Arabic IB are required an early application instructed at a later date.

E1/E3 courses labeled “All Faculties, English”

- ◇ The pre-registration consists of two periods. Period 1 is via KU Questionnaire System, and Period 2 is available from “Pre-registration of foreign languages” page on KULASIS. After the page opening, check out not only applicable courses but also the instructions described there.
- ◇ Refer to the basic information from [here](#). Or see the details from the Handbook below.
<https://www.z.k.kyoto-u.ac.jp/pdf/link/link0798.pdf> (written in Japanese)

Enrollment restricted courses

- ◇ The pre-registration is divided into two periods. Application of both periods is available through “Limit of number of students who can take class” page on KULASIS. After the page opening, check out not only the list of applicable courses but also the instructions described there. And, regarding experiment/practical training courses required an attendance at the guidance or at the first class, be sure to check the notices posted on the same page. Otherwise, confirm the details from the Handbook below.

<https://www.z.k.kyoto-u.ac.jp/pdf/link/link0968.pdf> (written in Japanese)

- ◇ To take “Sports IB/IIB”, students need to pre-register as well as other enrollment restricted courses. The application at the first class (guidance) is not acceptable. The different classes are offered in the same day and period, so check the class carefully when you apply on KULASIS.

<Notes on Sports classes>

- For 1st-year undergraduates, it needs early application even if the day and period is designated for their belonging class.
- In principle, classes in the first week will be located where their activities (“種目”) are held. Otherwise, instructor will inform pre-registered students of the alternative meeting place.
- Each student can register for two courses, one IB class and one IIB class, in total.
- Sports IA, IB, IIA, IIB are the course titles, and each class has its activity. These classes which have different activities are regarded as the same classes and only one earliest course credits are admitted as the credits for graduation requirement.
- Students cannot join the class without registration.

cf. **<https://www.z.k.kyoto-u.ac.jp/pdf/link/link0800.pdf>** (written in Japanese)

ILAS Seminar-E2

- ◇ Apply the first choice from “ILAS Seminar” page on KULASIS during the pre-registration period. After the page opening, check out not only applicable classes but also the instructions described there. Refer to the supplementary information from [here](#).

<https://www.z.k.kyoto-u.ac.jp/pdf/link/link0804.pdf> (written in Japanese)

②Application on first-come, first-served basis

- ◇ As result of the above pre-registrations, for courses which the number of pre-registered students did not reach the enrollment limit, students might have a chance to register for these courses via KULASIS on a first-come, first-served basis (application period 1 to 3).
- ◇ If the number of applicants exceed the class capacity but a permitted student deletes the permitted course, an application is accepted on KULASIS in the 2nd/3rd first-come, first-served

application periods following the period when the cancellation was made. Note that the cancellation is not immediately reflected in the number of applicants' status.

- ◇ Application on a first-come, first-served basis is available from KULASIS "Class registration" page, which is different from the pages for pre-registrations.
- ◇ In principle, there is no consideration in the case that you cannot attend the class or cannot submit the assignments due to the late registration after the classes start. Also, please note that it may take time for the registration data to be updated on the other course sites such as Panda.

Reference: General Information about Class registration

Below is English version of a part of "履修登録について" from "Handbook of Liberal Arts and Sciences Courses" (pp.48-52)

<How to register>

Please register for Liberal Arts and Sciences Courses on KULASIS (except for intensive courses). For courses that need early application before class registration, follow the instruction for each of the courses and complete the necessary procedure, then register all the courses, including the pre-registered courses, you take this semester during the class registration period and the class registration confirmation/revision period. No credits will be awarded for unregistered courses, even if those classes and examinations are taken.

Please be sure to click "Finalized" during the class registration period and the class registration confirmation/revision period. If you forget finalizing the registration, you are not able to register any courses in this semester.

<Important days>

① Timetable creation period

After the "Class registration" page of KULASIS opens, pick up courses you want to take to the timetable and create your timetable on KULASIS. 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.

Pre-registered courses and the courses permitted on a first-come, first-served basis are shown up on the timetable as permitted. Students are able to take away pre-registered courses from their timetables until the class registration is finalized. Therefore, students are advised to delete pre-registered courses if they decide to cancel them, and that will cause other students who wish to take the courses to have a chance to register for them. However, be aware that once a pre-registered course has been cancelled from the timetable, it cannot be re-displayed.

For undergraduate freshmen, if you have chosen English, German, French, Chinese, Spanish or Arabic on the New Student's Site, your classes will be designated and displayed in your timetable of KULASIS in advance. In case you delete these classes by mistake, please report it to the ILAS Student Desk immediately.

(Registration of year-round courses)

Year-round courses have to be registered in the first semester and they cannot be changed or withdrawn in the second semester. The second semester courses should be taken into consideration when registering a year-round course.

(For international students)

If you apply for Advanced Japanese, Intermediate Japanese or Primary Japanese through the required procedures (“STEP1”, “Placement Test”, and “STEP2”), those courses are set on the timetable on October 7, at the earliest.

②Class registration period

Access KULASIS during this period, and be sure to register for all courses that you wish to take, other than intensive lectures. However, class registrations are also required for the intensive courses in Language group (except for Spoken Spanish IB (Conversation)), International Communication field in Career Development group, Common Graduate Courses and Interdisciplinary Graduate Courses. Then click “Finalize” during the class registration period.

If you need to make corrections after finalizing class registration, report to the ILAS Student Desk by 18:45 on the final day of the class registration period to cancel the finalization. You must also finalize again by the deadline. Corrections can be made during the class registration confirmation/revision period as well.

At this point, error messages will not be displayed for courses with registration problems. Be sure to check for any errors later during the class registration confirmation/revision period.

***Notes on class registrations**

◆Upper limit of the number of class registrations

For all undergraduate students and some graduate students, there are upper limits on the number of credits and time blocks in every semester. For the details, refer to “Handbook of Liberal Arts and Sciences Courses” and the handbook of your faculty/graduate school.

◆Restriction on the courses intended for 2nd-year undergraduates or above

1st-year undergraduate students cannot register the classes which are intended for 2nd-year or above. Also, undergraduate students cannot register Common Graduate Courses and Interdisciplinary Graduate Courses.

➤ Exception

- 1) 1st-year undergraduate students can register the courses of Natural Sciences, Informatics and Health and Sports, which are intended for 2nd-year or above.
- 2) 1st-year undergraduate students can register the courses of Humanities and Social Sciences (except for E1 courses) and the courses in Languages (only the students who passed the screening for exemption from taking Primary classes for a language), which are intended for 2nd-year or above with the special procedure. Apply at the ILAS Student Desk as well as obtain the instructor’s permission **by October 11, 13:00**.

◆Restriction on the plural registration of courses and classes

Classes/courses which have the same class/course title cannot be registered multiply in one semester. The classes/courses which have the different class/course title but are regarded as the same class/course can be registered in one semester but even if you pass the two or more classes/courses, only one class/course credits are admitted as the credits for graduation requirement. The classes/courses which are regarded as the same course/class can be registered in different semesters but only one earliest course credits are admitted as the credits for graduation requirement.

The following is the cases which are regarded as the same course.

- 1) Courses which have the same course title are regarded as the same course.
- 2) If a course is remarked that it has a course which is regarded as the same title course at notes (“備考”) column in the course catalogue (“全学共通科目一覧”), those courses are regarded as the same course.
- 3) The courses before and after a title change are regarded as the same course.

The following is the cases which are regarded as the same class.

- 1) Classes which have the same class title are regarded as the same class.
- 2) For a course where several subtitles or activities are provided such as “Interdisciplinary Sciences” and “Sports”, classes which have different subtitles or activities are regarded as the same class. (Such courses have the same top 4 digits of the course code.)
- 3) If classes provided in Japanese are provided also in English such as classes for International Course Program in the Civil, Environmental and Resources Engineering Division and they have the same contents, they are regarded as the same class.

➤ **Exception**

- 1) In Language courses, there are some courses which allow more than one registration in both one semester and different semesters.
- 2) Italian IA (“4H コース”) is considered the same course as Italian IA (“文法”) and Italian IA (“演習”), and as well Italian IB (“4H コース”) is considered the same course as Italian IB (“文法”) and Italian IB (“演習”). Regarding Italian IA/IB, if a student earns credits for courses which are regarded as the same course in the same semester, or regardless of which course was earned earlier in the different semester, the credits for the “4H コース” will be recognized as the credits for graduation requirement.
- 3) As to a course which has “○” mark at English (“英語授業の有無”) column in the course catalogue (“全学共通科目一覧”), if the course is designated as an “E-class” in the class guide (“全学共通科目授業一覧”), the course is not regarded as the same class as the one in Japanese. If a student registers both the class in Japanese and the class in English (E-class) and earn the both courses’ credits, both of the credits are admitted in the graduation requirement, in principle.
- 4) “Readings in Humanities and Social Sciences (All Faculties, English)-E1” classes allow plural registrations in different semesters as well as in the same semester. However, if a student takes classes offered by the same instructor, the classes are regarded as the same class and only one earliest class credits are admitted as the credits for graduation requirement. Note that 2nd-year undergraduate students can register one class from “Readings in Humanities and Social Sciences (All Faculties, English)-E1” in each semester in their second year.
- 5) “Readings in Humanities and Social Sciences (Economics, English) A/B-E1” classes allow more than one registration in different semesters. However, more than one registration of classes offered by the same instructor in the same semester is not allowed. Also, registration of more than 4 credits in total is not allowed.
- 6) “ILAS セミナー” and “ILAS Seminar-E2” are provided under the same course title with different sub titles, but students are allowed to register multiple courses in the same or different semesters regardless of the instructor. Note that, however, 1st-year undergraduates may register two or more “ILAS Seminar-E2” but only one “ILAS セミナー” in their first year.

◆Class designated course

Class designated course is recommended to take by affiliated department, or its timetable is arranged for flattening of enrollment. Class designated course is not mandatory class, so a student can determine whether to take it or not. However, in principle, a student has to take the designated class if s/he decides to take the course. 1st-year undergraduate students cannot change their class designated courses, even if other free elective courses or the major courses which are not compulsory overlap with their class designated courses.

➤ **Exception**

If 1st-year undergraduate students want to take a designated course which is not designated to their class, they need to obtain instructor's permission and report to the ILAS Student Desk as a special enrollment procedure **by October 11, 13:00**.

The special enrollment procedure is not required when a student registers a class designated course which is also provided as a free elective course. The special enrollment procedure is not also required when 2nd-year undergraduate students or above register a designated course offered for other classes. Note that, however, some courses may restrict the number of enrollments.

◆Clash of registration between liberal arts and sciences course and major course

More than one registration of liberal arts and sciences course and a major course in a single timeslot is not allowed.

③Class registration confirmation/revision period

Access KULASIS during this period to confirm the day of the week, period, instructors, etc. for all of the courses that you have registered for other than intensive lectures. However, class registrations are also required for the intensive courses in Language group (except for Spoken Spanish IB (Conversation)), International Communication field in Career Development group, Common Graduate Courses and Interdisciplinary Graduate Courses. After confirming, click "Finalized" during this period.

Errors will be displayed if there are any problems with your registration in the class registration period. Be sure to make corrections during this period. Corrections will no longer be allowed after this period. Once you have corrected your registrations in this period, you will be unable to check if there are any errors in the corrected versions. Such errors will be finalized without being properly registered. Be sure to accurately correct any errors.

Even if there are no errors, when you apply for courses in the 3rd period of first-come, first-served basis, you need to click "Finalized" during this period.

If you wish to make corrections after finalizing, report to the ILAS Student Desk by 18:45 on the final day of the class registration confirmation/revision period to cancel the finalization. You must also finalize again by the deadline. If you fail to do so, class registrations that you have made during the class registration period will be finalized (excluding courses with errors).

④Finalization of class registration

When class registration is finalized, the "Timetable" page will be displayed on KULASIS. If you forget clicking "Finalized" during the both periods of the class registration period and the class registration confirmation/revision period, you are not able to register any courses in this semester.

<Others>

Refer to the following documents or access to the “Search change of course title, etc.” page on KULASIS to confirm whether any of the courses that you are considering to register have been renamed. The courses before and after the title change are regarded as the same course.

- Course title changes between AY 2023 and AY 2024:

Remarks (“備考”) on the course catalogue (“全学共通科目一覧”)

- History of course title changes from AY 2003 onward (including those made between AY 2023 and AY 2024):

List of Courses for Students Admitted in AY 2022 or earlier (“令和4年度以前入学者用の授業科目一覧”) under “Student affairs and welfare information” on “Information” page of KULASIS

The original graduation requirements still have been applied to students admitted prior to AY 2015. For students enrolled between AY 2013 to AY 2015, according to the opening groups and fields, courses are transferred to the corresponding groups, that is, Humanities and Social Sciences, Natural and Applied Sciences, Foreign Languages, Issues of Modern Society, and Extended Curriculum. However, please be noted that courses in some groups and fields are not transferred. For more details, please refer to the “カリキュラム再編に伴う科目群の読み替えおよび単位の取り扱いについて (Transfer of groups and handling of credits under the curriculum reorganization)”.

Students may not register for courses falling on the same timeslot. As an exception, however, regarding Calculus with Exercises and Linear Algebra with Exercises which are designated to the same class, students can register for them, although their exercise classes overlap on a single timeslot. In this case, Exercise class of Linear Algebra is served out of timeslots, but the registrations can be finalized as they are.

Reference: Pre-registration for Language courses

[For 1st-year undergraduate students]

- ◇ Early application is not required for class designated courses such as English, German IB, French IB, Chinese IB and Spanish IB because they are automatically displayed in the timetable of KULASIS.
- ◇ However, if there are foreign language classes you failed in the first semester, early application is required in order to take English Reading/Writing-Listening class for students who haven't earned credits, or German IA, French IA, Chinese IA and Spanish IA Re-take classes. Apply via “Pre-registration of foreign languages” page on KULASIS. **Spanish IA Re-take classes should be applied in different way. Refer to a separate notice “スペイン語注意事項” posted on the same page.**
- ◇ If there is no foreign language class you failed in the first semester, you cannot apply foreign language classes via “Pre-registration of foreign languages” page by your own. Therefore, if you want to change the language to English, German or French or register a new language as the third language, come to the ILAS Student Desk quickly **by 13:00, October 11.**
- ◇ To register “English Writing-Listening B (Advanced Class)”, follow the instruction in a separate notice at a later date.

[For 2nd-year or above undergraduate students]

- ◇ To take German IIB/IIIB, French IIB/IIIB, Chinese IIB and Spanish IIB, early application is required. Apply via “Pre-registration of foreign languages” page on KULASIS. This also applies to English Reading/Writing-Listening class for students who haven’t earned credits, or German, French, Chinese and Spanish’s IB class designated / Re-take classes. **However, Spanish IA/IB Re-take classes and class designated Spanish IB should be made application in different ways. Refer to a separate notice “スペイン語注意事項” posted on the same page.**

[For applicable students only : Special Exception Request for Language courses]

- ◇ If any of the following applies, submit the required documents to the ILAS Student Desk.
 - 1) In case that if s/he is in his/her final year and s/he is expected to graduate by registering more than three classes (for intermediate and advanced classes of German, French and Chinese only). (However, it is required that s/he has earned more than 90% credits needed for graduation.)
 - ※The student needs to pre-register two classes on his/her own in advance.
 - 2) In case that if s/he is in his/her final year and s/he is expected to graduate or move to the next grade by registering two courses from “English Reading class for students who haven’t earned credits” or registering both of “English Writing-Listening A and B class for students who haven’t earned credits”.
 - ※The student needs to pre-register one class on his/her own in advance.
 - 3) Other than 1) and 2), in cases of having special reasons expecting graduation or moving to the next grade in the end of this semester.
 - Required documents: Application form (Download the form as the following links: KULASIS -> Liberal Arts and General Education Courses -> Home -> Download)
 - Due date: **13:00, October 18**
 - Submit by email to: 730jugyo@mail2.adm.kyoto-u.ac.jp
Application form should be sent as an email attachment.

[For graduate students]

- ◇ Graduate students cannot register any “English Reading” and “English Writing-Listening” classes.
- ◇ To take German, French, Chinese or Spanish language classes for which require early application, graduate students need to apply via KULASIS during the first-come, first-served application periods.

[For all regular students]

- ◇ Russian, Italian and Korean language classes do not require early applications. Pick up and add them from the “Class registration” page by yourself.
- ◇ To register for Japanese language classes (for international students only), take a required procedure at Japanese language class registration page in ILAS website below. Online registration “STEP1” is from September 2 to September 6.
<https://www.z.k.kyoto-u.ac.jp/introduction/education-center-for-japanese/japanese-language-classes/zenkyo-japanese/for-seikikatei>
- ◇ Note that these courses may restrict the enrollment without advanced notice due to the classroom capacity for conducting face-to-face classes.

Reference: Pre-registration for E1/E3 courses labeled “All Faculties, English”

[For 1st-year undergraduate students]

- ✧ During the Pre-registration Period 1 for 1st-year undergraduates, apply for “Active Listening (All Faculties, English)-E3” via KU Questionnaire System. Lottery is conducted after the application time (the same applies hereinafter). Note that the lottery is among applicants of 1st-year and 2nd-year students.
- ✧ During the Pre-registration Period 2, in case the number of pre-registered students did not reach the class capacity as result of the Period 1, apply for “Active Listening (All Faculties, English)-E3” via “Pre-registration of foreign languages” page on KULASIS. Note that the Period 2 is available to all undergraduates for applying it.

[For 2nd-year or above undergraduate students]

- ✧ During the Pre-registration Period 1 for 2nd-year undergraduates, apply for E1/E3 courses labeled “All Faculties, English” (including “Active Listening (All Faculties, English)-E3”) via KU Questionnaire System. As to “Active Listening (All Faculties, English)-E3” in the second semester, the lottery is among applicants of 1st-year and 2nd-year students.
- ✧ The Pre-registration Period 2 is available to 2nd-year undergraduates who were not selected in the Period 1 and 3rd-year or above undergraduates. For courses which the number of pre-registered students did not reach the class capacity as result of the Period 1, apply for them via “Pre-registration of foreign languages” page on KULASIS. As to “Active Listening (All Faculties, English)-E3” in the second semester, the lottery is among applicants including 1st-year students.
- ✧ Sophomore undergraduates may register for only one E1 or E3 course labeled “All Faculties, English” in a semester in their second year. However, in case a 2nd-year undergraduate student was not able to earn credits of an E1 or E3 course labeled “All Faculties, English” in the first semester in his/her second year, and need to register two “All Faculties, English”-E1/E3 courses in the second semester in his/her second year for moving to the next grade in the end of the semester, submit the following required documents by the deadline. The student needs to pre-register one class on his/her own before submission.
 - Required documents: Application form (Download the form as the following links: KULASIS -> Liberal Arts and General Education Courses -> Home -> Download)
 - Due date: **13:00, October 18**
 - Submit by email to: 730jugyo@mail2.adm.kyoto-u.ac.jp
Application form should be sent as an email attachment.
- ✧ For 3rd-year or senior students, there is no limitation for the registration number of E1/E3 courses labeled “All Faculties, English” in a semester.

[For graduate students]

- ✧ Graduate students cannot register any E1 courses labeled “All Faculties, English”.
- ✧ They can register E3 courses labeled “All Faculties, English”. To take them, apply via KULASIS during the first-come, first-served basis application periods.
- ✧ Regarding “Academic Presentation (All Faculties, English)-E3” and “Academic Discussion (All Faculties, English)-E3”, the equivalent courses titled “Academic Presentation” and “Academic Discussion” are provided to graduate students in Common Graduate Courses. Therefore, they are required to take these courses as Common Graduate Courses. Note that, however, they may restrict the enrollment due to the classroom capacity for conducting face-to-face classes.

Reference: Pre-registration for ILAS Seminar-E2

Below is English version of a part of “ILASセミナー等の履修について” from “Handbook of Liberal Arts and Sciences Courses” (p.82)

- ◇ Only “ILAS Seminar-E2” are provided in the second semester.
- ◇ “ILAS Seminar-E2” is the course title and each seminar has its sub title. So courses which have the same title and different sub titles are provided, but students can register two or more seminars. However, “ILAS Seminar-E2: Biochemistry Principles (生化学の塾)” provided on Thursday and Friday are the same sub title classes, so that students can register for either of the classes.
- ◇ For students enrolled in or before AY 2015, “ILAS Seminar-E2” are not counted as the credits meeting the graduation requirement. The credits are not transferred to even the credits of “ポケット・ゼミ (Pocket Seminars)”.
- ◇ Students are not allowed to change the day and period of their class designated courses for being selected in an ILAS Seminar-E2. Please check the class schedule carefully before application.
- ◇ The application to an ILAS seminar-E2 that overlaps the time slot of your selected language course or E1/E3 course labeled “All Faculties, English” in the pre-registration (excluding courses you have cancelled) will be invalid at the lottery.
- ◇ Some “ILAS Seminar-E2” are served as well as major courses in the Faculty of Human Integrated Studies. Students belonging to the Faculty of Human Integrated Studies have to take those seminars not as the Liberal Arts and Sciences Courses but as their major courses.
- ◇ Students applying for courses offered at Uji Campus or Katsura Campus should allow time for transportation to/from classes taken at Yoshida Campus.
- ◇ Students may need to pay for transportation to the venue. Be sure to check the syllabus.
- ◇ Students taking courses with experiments or field works must join an insurance like “学研災 (Personal Accident Insurance for Students While Pursuing Education and Research)”.