

Hosei University

Global Business Program (GBP)

Sustainability Co-creation Program (SCOPE)

Institute for Global Economics and Social Sciences (IGESS) Ichigaya.

## Web Class Registration Guide

### <Ichigaya Campus>

## 2022 Academic Year / Fall

### Class Registration Process



1. Check timetables on the Online Bulletin Board and Web syllabus
2. Temporary class registration on the Learning Management System
3. Classes begin
4. Register classes online on the Information Portal (official class registration)
5. Modification of Registration on the Information Portal (if applicable)
6. Complete registration

### < Schedule >

To Do	Period	System to Use
Temporary Registration	~September 20 <sup>th</sup> (TUE)	Learning Management System (LMS)
Official Registration	September 30 <sup>th</sup> (FRI) ~ October 3 <sup>rd</sup> (MON)	Information Portal
Modification of Registration	October 5 <sup>th</sup> (WED) ~ October 6 <sup>th</sup> (THU)	Information Portal

Please make sure you keep to the schedule. Time is of the essence.

There are two ways to register classes: temporary registration on the Learning Management System (hereinafter, referred to as LMS) and official registration on the Information Portal. Both registrations are required to take classes.

**[Preparation for class registration]**

- Student Hand Book
- Web Syllabus
- Time Table
- Account ID/Password
- Grade Notification (except freshmen)

**1. Temporary Class Registration**

As for temporary registration for class, you can register on the **Learning Management System (LMS)**.

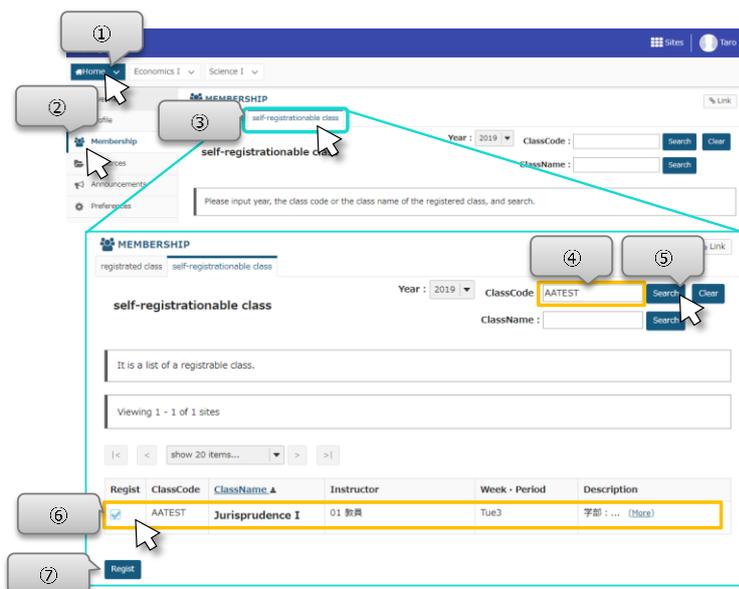
The LMS is a system for conducting more effective learning using ICT. It can be used from PCs and smart devices. To refer to the materials uploaded by the instructor, you need to register for the class.

◆ **Temporary Class Registration Period**

~ September 20<sup>th</sup>

◆ **Temporary Class Registration Website**

<https://hoppii.hosei.ac.jp/portal>



- ① **Click Home.**
- ② Click Membership.
- ③ Click "self-registrationable class".
- ④ Enter Class Code.  
**Hint** Class code search is an exact match search. Please note the case.
- ⑤ Click "Search".
- ⑥ The class will be displayed. If "Regist" is not checked, check it.
- ⑦ Click the "Regist" button.  
**Hint** You can also search by class name.

## 2. Official Class Registration

As for official registration for class, you can register on the **Information Portal**. After completing on the Information Portal, course registration contents will be overwritten on the LMS.

### ◆ Official Class Registration Period

11:00 A.M. on Friday, September 30<sup>th</sup>, 2022 ~

11:59 P.M. on Monday, October 3<sup>rd</sup>, 2022

- ※ Not available between 8:00 A.M. and 11:00 A.M. (\*Maintenance)
- ※ Must complete 'class registration' within the above specified period.
- ※ Print out or save Course Enrollment Notification PDF for the confirmation
- ※ When an error occurs during the registration procedure, make sure to correct it or contact the office before the end of the registration period.
- ※ Official class registration information on the Information Portal will be synchronized with the LMS every morning. There will be a time gap to be synchronized.

### ◆ Official Class Registration Website

<Information Portal Site>

<https://www.as.hosei.ac.jp/kyomu/index.jsp>

#### 【Process of Official Class Registration】

- ① Access "Information Portal Site" and log in.
- ② Click 'Registration Application' to register the classes.
- ③ Choose the classes to attend.
- ④ Click 'Register' to complete the class registration.
- ⑤ Print out the "Course Enrollment Notification" and keep it even after the registration being completed.

1. Please click the following link: <https://www.as.hosei.ac.jp/kyomu/index.jsp>

Access “Information Portal Site” and log in.



The assigned USER ID and password are required to login to 'Information Portal Site'.

※Please input your Student ID Card letter with a small character.  
e.g.) 18 F 9511 → 18 f 9511

Click “履修申請 (Registration Application)”



項番	区分	種別	件名
1	学部	【重要】/Important	【ILAC科目・市...
2	学部	【連絡】/News	◎ボランティアセ
3	学部	【連絡】/News	◎ボランティアセ
4	全体		【経団連グロー...

## 2. Choose the classes for registration

 Click to ADD a class   
  Click for DELETE a class  
 Click for Applied Classes

法政大学  
 ログイン日時: 2017年01月31日 14時57分39秒    法政 学生(学生)    ログアウト / Log out  
 履修申請 / Registration Application    申請状況画面 / Application Status Screen  
 申請 / Register    Webシラバス    成績通知書印刷へ / Grade Notification    教職資格取得申請へ

学生情報 / Student Information  
 学生証番号 / Student ID: 99Z9999    学生氏名 / Student Name: 法政 学生 (Hosei gakusei)  
 学生区分 / Student Category: 学部生    所属区分 / Affiliation Category: 第一部    学生状態 / Student Status: 通常 / Normal    クラス / Group: A  
 学部・研究科: 法学部 / Law    学科・専攻: 法律学科 / Law    コース / Sub-Field: SSTコース / Sports Science Institute  
 住所・電話番号(固定)(携帯): 〒189-0014 東京都東京都千代田区富士見2-17-1 法政マンション121号 (03-9999-9999) (03-9999-9999)

2016年度 / Year: 春学期 / Spring Semester    履修申請状況 / Application for Registration (前回履修申請の結果「進級見込」/ Anticipated year completion)となりました。 判定日時 / Decision Date and Time: 2017年01月25日 16時59分2秒 / January 25, 2017 16:59:25

アイコンの種類 / Icon Classification: **科目の追加 / Add Class**    科目の削除 / Delete Class    申請科目 / Applied Classes    履修科目 / Registered Classes    履修済科目 / Completed Classes

時期 / Period	期 / Term	月 / Monday	火 / Tuesday	水 / Wednesday	木 / Thursday	金 / Friday	土 / Saturday
1時限 / Period	通年 / Year Round	+	+	+	+	+	+
	春学期 / Spring Semester						
	春学期前半 / First Half of Spring Semester						
	春学期後半 / Second Half of Spring Semester						
	秋学期 / Fall Semester	+	+	+	+	+	+
	秋学期前半 / First Half of Fall Semester						
	秋学期後半 / Second Half of Fall Semester						

Please check the day of the class which you want to register and click  . Available classes will be listed.

履修申請 / Registration Application    配当科目選択画面 / Course Selection Screen  
 氏名 / Student Name: 法政 学生 (Hosei gakusei)  
 区分 / Affiliation Category: 第一部    学生状態 / Student Status: 通常 / Normal    クラス / Group: A  
 学部 / Law    学科 / Major: 法律学科 / Law    コース / Sub-Field: SSTコース / Sports Science Institute  
 住所・電話番号(固定)(携帯): 〒189-0014 東京都東京都千代田区富士見2-17-1 法政マンション121号 (03-9999-9999) (03-9999-9999)

配当科目 / Classes  
 2016年度 / Year: 秋学期 / Fall Semester    月12時限 / Month 12 hours to be selected / Selectable Course in

項番 No.	開講期 / Term	授業コード / Class Code	科目名称 / Class Title	要件グループ名称 / Required Class Group	教員氏名 / Instructor Name	キャンパス / Campus	単位数 / Credit(s)	授業分類 / Class Classification	授業管理部署 / Administrative Department	コマ数 / 識別	隔週 / Every Other Week
1	秋学期授業 / all	P2226	法学Ⅱ	基礎科目群	法政 職員 Hosei syokuin	市ヶ谷 Ichigaya	2.0	市ヶ谷	LA		
2	秋学期授業 / all	A0618	北アメリカの政治と社会	自由科目(他学科科目)	法政 職員 Hosei syokuin	市ヶ谷 Ichigaya	4.0	市ヶ谷	一法蘭		
3	秋学期授業 / all	A0298	財政学Ⅱ	自由科目(他学科科目)	法政 職員 Hosei syokuin	市ヶ谷 Ichigaya	2.0	市ヶ谷	一法政		
4	秋学期授業 / Fall	F9104	Elementary Health and Physical Education	自由科目(公開科目)	法政 職員 Hosei syokuin	市ヶ谷 Ichigaya	2.0	市ヶ谷	LA		

Please select the classes which you will register for and click 'Select'. The classes which you have registered for will be shown on Application Status Screen. Please click  ' and do the same for other class registration.

### ★NOTE★

- The class title could be omitted.
- There may be some classes with the same title.
- Please check the class code, instructor's name, the date, the day of week and period carefully.

3. If all desired classes are chosen, please click 'Register' to complete the class registration

It is possible to change the registered classes within the specified period on Web. Please click 'Register' after change the class.

項番 / No.	機能 / Function	期 / Term	科目名称 / Class Title	担当教員 / Instructor	キャンパス / Campus	単位 / Credit(s)	集中講義期間 / Intensive Class Period	エラー / Error
+								

Webシラバス / Web Syllabus

申請 / Register

履修登録科目確認通知書 / Course Enrollment Notification

出力(日本語) / Out Put (Japanese) 出力(英語) / Out Put (English)

画面印刷 / Print メインメニューへ戻る / Main Menu

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4. Click "Out Put (English)" to print out your Course Enrollment Notification and keep it for reference.

Please make sure that

- ① The classes shown in the form are the ones actually registered for;
- ② There are no errors occurred.

履修申請 / Registration Application 処理結果画面 / Result Screen

申請状況画面 / Application Status Screen 処理結果画面 / Result Screen

履修申請が正常に完了しました。 / You have completed the registration.  
履修科目確認通知書を出力し、内容を確認してください。 / Print out Course Enrollment Notification and confirm all information.

履修登録科目確認通知書 / Course Enrollment Notification

出力(日本語) / Out Put (Japanese) 出力(英語) / Out Put (English)

申請状況画面へ戻る / Back to Application Status Screen



Please click **'Register'** to complete the registration procedure!  
Print out your **"Course Enrollment Notification"** for the confirmation. If there are any questions about class registration, please consult with the Office of Academic Affairs (GBP/SCOPE office) well.

*Class registration is completed!*

### 3. Modification of Registration

Students are allowed to modify registration during a specified period of each semester.

#### ◆ **Modification Period**

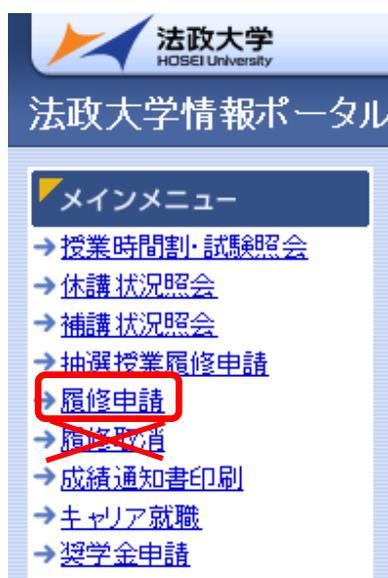
11:00 A.M. on Wednesday, October 5<sup>th</sup>, 2022 ~

**11:59 P.M.** on Thursday, October 6<sup>th</sup>, 2022

- ※ Not available between 8:00 A.M. and 11:00 A.M. (\*Maintenance)
- ※ Need to correct on the Information Portal. **Modified information on the Information Portal will be synchronized with the LMS every morning.** There will be time gap to be synchronized. If you are in a rush, please register the classes on the LMS by yourself.

#### 【Modification on the Information Portal】

During modification period, you can change your course registration with the same way as official course registration. (Ref. page 4.)



※ Start from “履修申請”, NOT “履修取消”.

#### Contact Number for Hosei University Web Registration

GBP/SCOPE Office, 1<sup>st</sup> Floor, Ouchiyama Bldg., Ichigaya Campus  
TEL: 03-3264-9957