

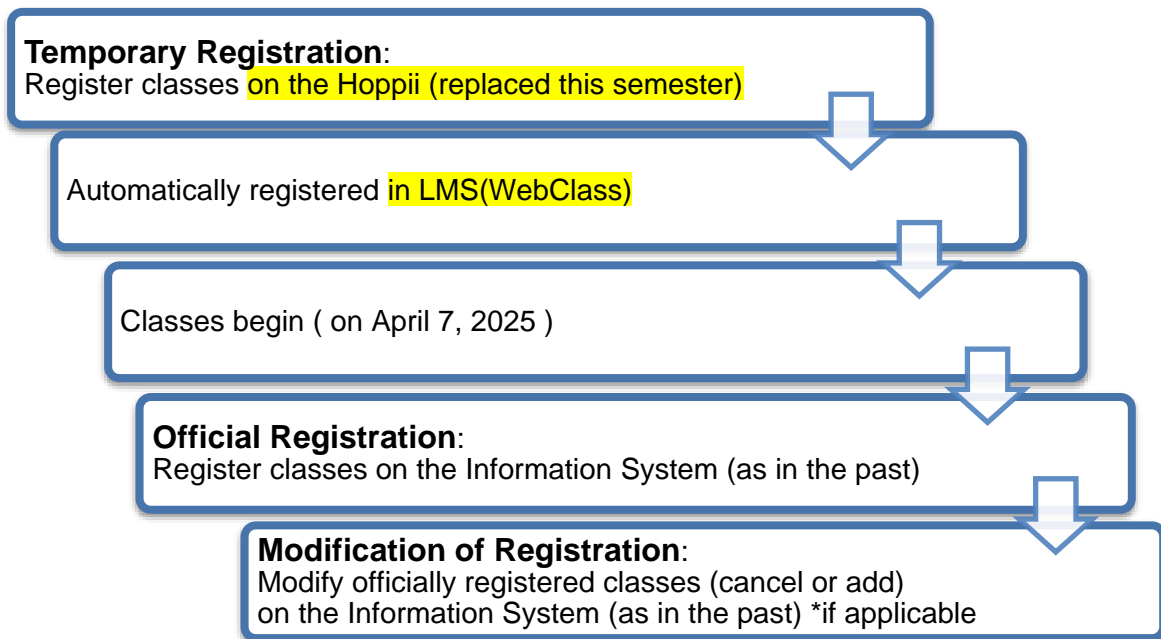
# Web Class Registration Guide

## <Ichigaya Campus>

### 2025 Academic Year / Spring

#### < How to Complete Class Registration >

**First, check the “WEB Syllabus”.**



#### < Schedule >

No.	To Do	Period	System to Use
1	<b>Temporary Registration</b>	Up to the day before each class starts*  * 2 days prior to the start of classes for Liberal Arts Courses	“Hoppii” (replaced this semester) ↓ Automatically registered in “LMS(Web Class)”
2	<b>Official Registration</b>	April 14 (Mon) ~ April 18 (Fri)	Information System
3	<b>Modification of Registration</b>	May 7 (Wed) ~May 8 (Thus)	Information System

There are two steps to register your classes; **Temporary Registration** on the **Hoppii (replaced this semester)** and **Official Registration** on the Information System.

**Your class registration is not completed until you finish the Official Registration.**

## < What to Prepare and Check BEFORE class registration >

- Student Handbook
- Web Syllabus
- Account ID/Password
- Grade Notification (except freshmen)

## 1. Temporary Registration

Period	Up to the day before each class starts* * 2 days prior to the start of classes for Liberal Arts Courses
System to Use	Hoppii (replaced this semester)
Site URL	<a href="https://hoppii2025.hosei.ac.jp/">https://hoppii2025.hosei.ac.jp/</a>

During the Temporary Registration, register classes on the **Hoppii (replaced this semester)** as follows:

### 1. Log in the Hoppii (replaced this semester)

Access the above URL:

◆To enter the Hoppii, you are asked to enter your user ID and password

The screenshot shows the login page for Hoppii. At the top, there is a blue header with the text "ようこそ、LMS2025ポータルへ。" and a QR code for the mobile site. Below this, the page is divided into two columns. The left column contains the text "ようこそ、法政ポータル (Hoppii) へ。 学習支援システムもこちらからご利用ください。" and a red box around the "LOGIN" button, with a circled "1" next to it. A red arrow points from the "LOGIN" button to the right column. The right column contains the login form with fields for "ユーザID (USER\_ID)", "ユーザIDをマスキングする (masking USER\_ID)", and "パスワード (Password)", and a "ログイン(Login)" button, with a circled "2" next to the "パスワード" field. Below the form, there is a notice about the login page being updated on 2017/8/7 and instructions on how to use cookies and the system.

- ① Click "LOGIN" button.
- ② Enter "USER ID" and "Password".

◆To switch the language Japanese to English on Hoppii



- ① Click “個人設定” button.
- ② Click and choose “言語設定” (“日本語”→“英語”)
- ③ Choose one of the designs. (デザインの選択)
- ④ Click “設定保存” button.

## 2. Complete Temporary Registration

The Temporary Registration is important. Once classes are temporarily registered on Hoppii, they will **automatically** be registered in the LMS(WebClass) as well. Class reference materials and announcements will be uploaded to the LMS(WebClass). This may include information about capacity limits and the holding of a lottery after attendance at the first class etc..

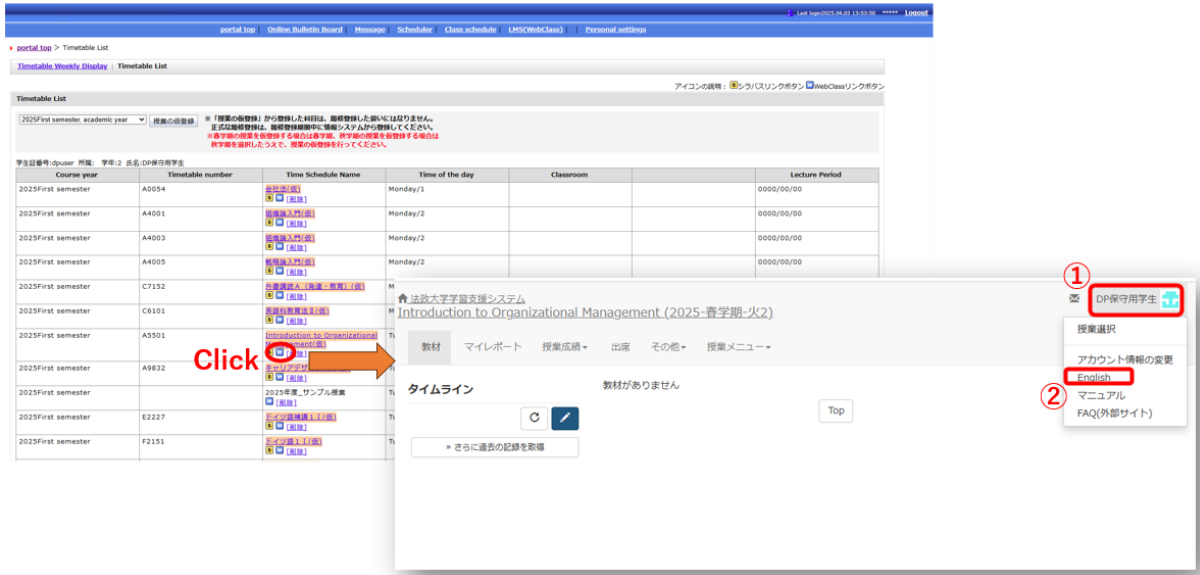
### ◆To register classes temporarily

The screenshot shows the Hoppii portal interface. At the top, the 'Class schedule' link is circled in red (1). Below it, the 'Timetable List' section has a '授業の仮登録' link circled in red (2). A modal window is open, showing a form with '授業コード' (Class Code) circled in red (3) containing 'A5501' and '授業表示' (Class Display) circled in red (4). The modal also shows the class details: 'Introduction to Organizational Management' by '戒谷 梓' on '火' (Tuesday) for 2 periods. The '登録する' (Register) button is circled in red (6).

- ① Click "Class schedule".
- ② Click "授業の仮登録". (Temporary registration)
- ③ Enter a Class Code in the space of "授業コード".
- ④ Click "授業表示".
- ⑤ The class will be displayed.
- ⑥ Click the "登録する" button. (Register temporarily)

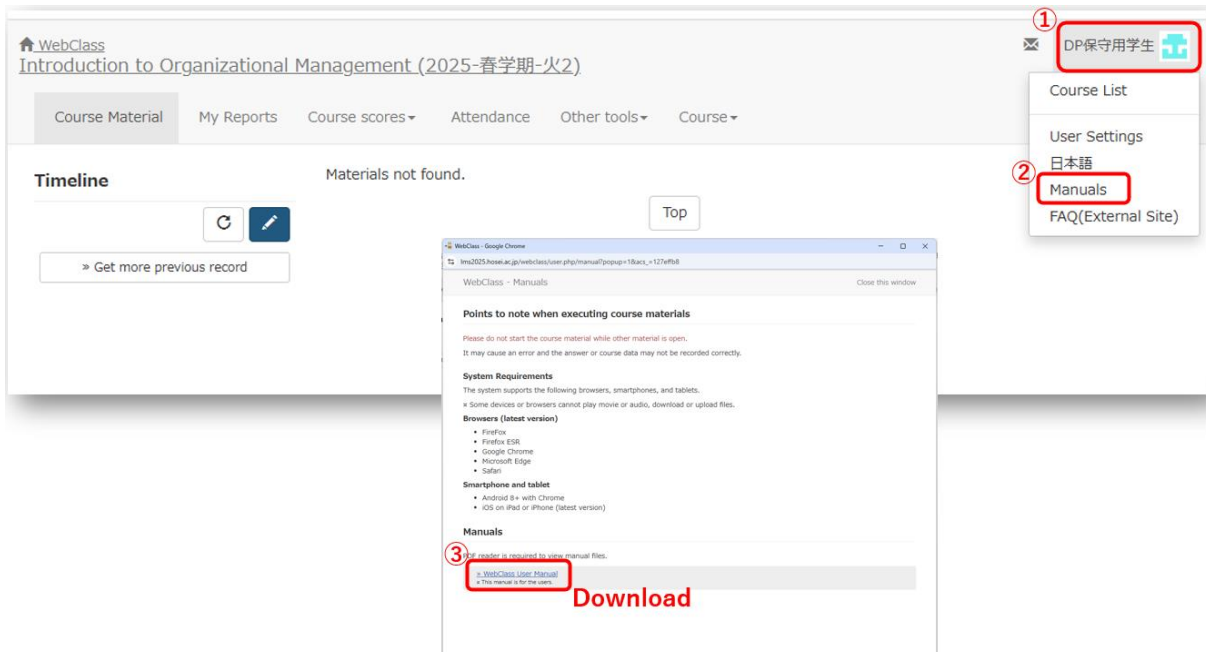
◆To check the reference materials and announcements for classes for which you have temporarily registered, click **W** button of each class to move to LMS(Webclass).

◆To switch the language Japanese to English on LMS(WebClass)



- ① Click your account name.
- ② Choose “English”.

◆To view the manual files of LMS(Webclass)



- ① Click your account name.
- ② Choose “Manuals”.
- ③ Download “WebClass User Manual”.

## 2. Official Registration

<b>Period</b>	<b>11:00 A.M. on Monday, April 14, 2025 ~</b> <b>11:59 P.M. on Friday, April 18, 2025</b> <ul style="list-style-type: none"> <li>- Not available between 8:00 A.M. and 11:00 A.M due to system maintenance.</li> <li>- Print out or save “<u>Course Enrollment Notification</u>” PDF for the confirmation.</li> <li>- When an error occurs during the registration procedure, make sure to correct it or contact the office <b>WELL BEFORE</b> the end of the registration period.</li> <li>- Official Registration entries on the Information System will be linked to the LMS every morning during the Official Registration period. There may be time delays.</li> </ul>
<b>System to Use</b>	Information System
<b>Site URL</b>	<a href="https://www.as.hosei.ac.jp/kyomu/index.jsp">https://www.as.hosei.ac.jp/kyomu/index.jsp</a>

### 1. Access “Information System” (above URL) and log in.

法政大学  
HOSEI University

IT Solution for Campus

ユーザーIDとパスワードを入力し、[ログイン]ボタンをクリックしてください。  
Input your USER ID and Password, then click the login[ログイン] button.

ユーザーID \*半角英数字で入力  
USER ID

パスワード \*半角英数字で入力  
Password

ログイン リセット

→ユーザーID、パスワードを忘れた方 / If you do not have your ID, Password

※ご注意  
セキュリティの関係上、30分以上操作されない場合は、自動的にログアウトいたしますのでご注意ください。 / If you do not operate more than 30 minutes, the computer will be logged out for security reasons.  
サービス内容(時間割)・履修登録・休講情報等)に関するお問合せは所属学部・研究科窓口までご連絡ください。 / Please contact the office for more information regarding Course Timetable, Registration, Class Cancellation.

The assigned USER ID and Password are required to login to “Information System”.

## 2. Click "Registration Application" to register the classes.

法政大学  
HOSEI University

法政大学情報ポータル

メインメニュー

- 授業時間割・試験照会
- 休講状況照会
- 補講状況照会
- 抽選授業履修申請
- **履修申請**
- 履修取消
- 成績通知書印刷
- キャリア就職
- 奨学金申請

お知らせ

1/1ページ ← → ページ 1 GO 表示件数 20

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...

Click "履修申請" (Registration Application)

## 3. Choose the classes to attend.

法政大学  
HOSEI University

履修申請 / Registration Application 申請状況画面 / Application Status Screen

学生情報 / Student Information

学生証番号 / Student ID	9929999	学生氏名 / Student Name	法政学生 (Hosei gakusei)
学部区分 / Student Category	学部生	所属区分 / Affiliation Category	第一部
学部・研究科 / Faculty / Graduate School	法学部 / Law	学科・専攻 / Department / Major	法律学科 / La...
住所・電話番号(固定)(携帯) / Address / Phone Number	〒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		

履修オプション情報 / Class Option Information

外国語 英語

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」となりました。判定日時 / Decision Date and Time: 2017年01月25日 16時59分25秒 / January 25, 2017 16:59:25)

破線付きテキストにカーソルを合わせると、全文を確認できます。 / If you move the cursor over the text with the dashed line, you can read the full text.  
 !にカーソルを合わせると、履修エラー内容を確認できます。 / If you move the cursor over the "!", you can confirm the details of the error.

科目の操作 / Class Operation 科目の履修状態 / Class Registration Statuses

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

履修科目 / Registered 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						

Click "Add Class" Click "Delete Class"

Click "Applied Classes" to make changes. You can make changes by the end of the official registration period.

Check the day and period of the class which you want to register and click +. Available classes will be listed.

法政大学  
Hosei University

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 配当科目選択画面 / Course Selection Screen (ARD010PCT02) ヘルプ/Help

申請状況画面 / Application Status Screen 配当科目選択画面 / Course Selection Screen

学生情報 / Student Information

学生証番号 / Student ID: 9929999 学生氏名 / Student Name: 法政学生 (Hosei gakusei)

学生区分 / Student Category: 第一部 学生状態 / Student Status: 通常 / Normal クラス / Group: A

学部・研究科 / Faculty: 法学部 / Faculty of Law 専攻 / Major: 法律学科 / Law コース / Sub-Field: SSIコース / Sports Science Institute

住所・電話番号(固定・携帯) / Address / Phone Number: 〒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)

※住所、電話番号に変更があれば速やかに大学で変更手続きを行ってください。  
※Please contact the office immediately in the case of a change in address or phone number

配当科目 / Classes

2016年度 / Year 秋学期 / Fall Semester 日次選択 / Men. List period に選択できる授業 / Selectable Course in

1 / 1 ページ ページ 1 GO 表示件数 50 GO

項番 / No.	開講期 / Term	授業コード / Class Code	科目名称 / Class Title	担任グループ名称 / 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 / 隔週 / Every Other Week
1	秋学期授 all	P2226	法学Ⅱ	基礎科目2群	法政 職員 Hosei syokuin	市ヶ谷 Ichigaya	2.0	市ヶ谷	LA	
2	秋学期授 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	一法国	
3	秋学期授 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 all	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	

選択 / Select 戻る / Back

印刷 / Print メインメニューへ戻る / Main Menu

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Displayed Results

Please select a class which you want to register and click "Select."

The classes which you have registered are shown on Application Status Screen.

Please click " + " and do the same to register other classes.

Note:

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

#### 4. Click "Register" to complete the Official Registration after all desired classes are chosen.

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

集中・その他 / Intensive / Other

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

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)

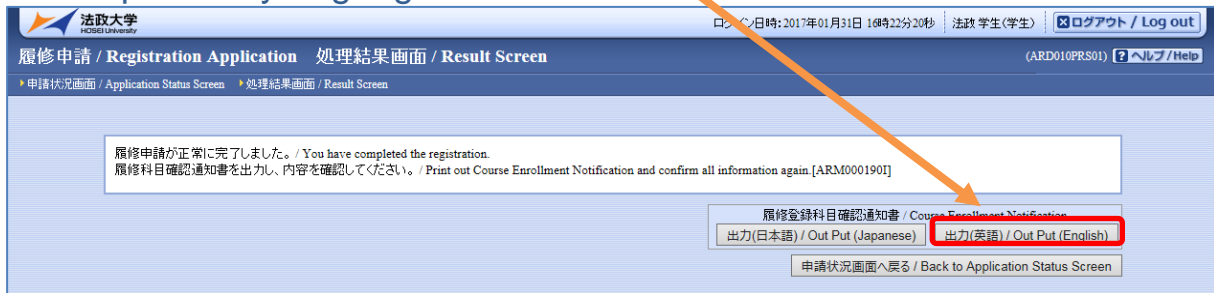
印刷 / Print メインメニューへ戻る / Main Menu

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Note: It is possible to change the registered classes within the modification period. After changing classes, do not forget to click "Register." See "Modification of Registration" for details.



5. Click “Out Put” to print out the “Course Enrollment Notification” and keep it until you get grade.



Please make sure that:

- The classes shown on the form are the ones you registered;
- No errors have occurred.

After officially registering on the Information System, registered classes will be linked to the LMS.



You need to click “申請 / Register” button to complete the class registration procedure.

Printing out your “Course Enrollment Notification” is important. If there are any questions about class registration, consult with the GBP Office of Academic Affairs **WELL BEFORE** the end of the official registration period.

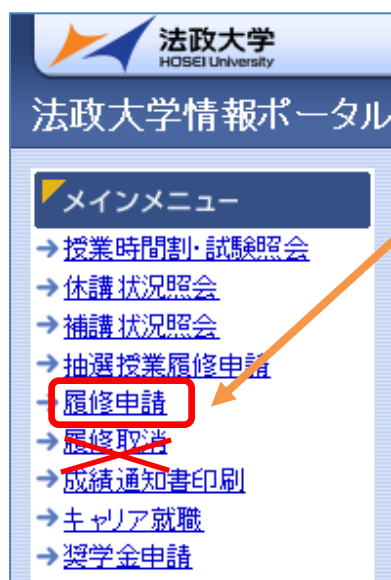
***Your Class Registration is completed!***

### 3. Modification of Registration

Students can modify class registration during the modification period in each semester.

<b>Period</b>	<b>11:00 A.M. on Wednesday, May 7, 2025 ~</b> <b>11:59 P.M. on Thursday, May 8, 2025</b> <ul style="list-style-type: none"><li>- Not available between 8:00 A.M. and 11:00 A.M. due to system maintenance.</li><li>- Need to modify on the Information System. Modified information on the Information System will be linked to the LMS once a week. There may be time delays. It is recommended to register the same classes on the LMS as well.</li></ul>
<b>System to Use</b>	Information System
<b>Site URL</b>	<a href="https://www.as.hosei.ac.jp/kyomu/index.jsp">https://www.as.hosei.ac.jp/kyomu/index.jsp</a>

During the modification period, you can change your class registration in the same way of the official registration.



Click “履修申請” (Registration Application),

NOT “履修取消” (Registration Cancellation).

Note: You cannot change your class registration (cancel or add classes) for any reasons after the modification period.

#### < Contact for Hosei University Web Registration >

GBP Office, 1<sup>st</sup> Floor, Ochiyama Bldg., Ichigaya Campus

Email: [gbp@ml.hosei.ac.jp](mailto:gbp@ml.hosei.ac.jp)