

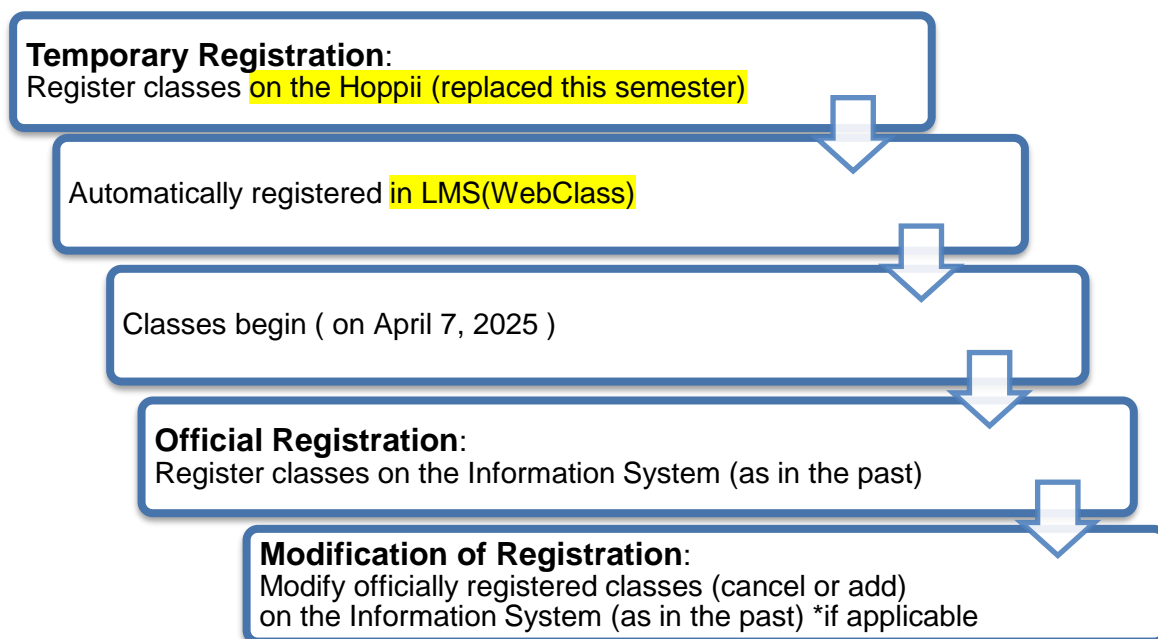
Web Class Registration Guide

<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	Temporary Registration	Up to the day before each class starts* <small>* 2 days prior to the start of classes for Liberal Arts Courses</small>	"Hoppii" (replaced this semester) ↓ Automatically registered in "LMS(Web Class)"
2	Official Registration	April 14 (Mon) ~ April 18 (Feb)	Information System
3	Modification of Registration	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	https://hoppii2025.hosei.ac.jp/

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 interface of the Hoppii system. At the top, there is a blue header bar. Below it, a light blue banner contains the text 'ようこそ、LMS2025ポータルへ。' (Welcome to the LMS2025 Portal) and a QR code labeled '携帯サイトはこちら' (Mobile site is here). The main content area has a white background with the Hosei University logo and the text '法学部' (Faculty of Law) and '法学部ネットワークシステム統合認証' (Faculty of Law Network System Integrated Authentication). Below this, it says 'ログインサービス: 学習支援システム' (Login service: Learning Support System). The login form consists of two input fields: 'ユーザID(USER_ID)' (User ID) and 'パスワード(PASSWORD)' (Password). A red box highlights the 'LOGIN' button. A red arrow points from the 'LOGIN' button to the 'パスワード(PASSWORD)' field. Below the password field is a 'ログイン(Login)' button. At the bottom, there is a small text block providing information about the login screen and links to the user support website and FAQ.

① Click "LOGIN" button.

② Enter "USER ID" and "Password".

◆To switch the language Japanese to English on Hoppii

The screenshot shows the 'Personal Settings' (個人設定) page. At the top, a navigation bar contains links: ホームトップ, 個人設定 (circled with 1), Web掲示板, メッセージ, スケジュール, 時間表 (教習録はこちら), 学問支援システム(WebClass), and マニュアル. Below the navigation bar, the page title is '個人設定' and a note states '* 印は必須項目です'. The form includes fields for '氏名 (カナ)', '学生証番号', and '所属情報'. A section for 'メール転送設定' contains a note about email forwarding and a checkbox for 'Web掲示板', 'メッセージ', and 'スケジュール (休講・補講など)'. Below this, the '言語設定' (Language Setting) section has a dropdown menu (circled with 2) currently showing '日本語', with '英語' as an option. The 'デザインの選択' (Design Selection) section shows several design thumbnails (circled with 3), with 'プレビュー' selected. At the bottom right, there are 'キャンセル' and '設定保存' (circled with 4) buttons. A link 'このページのトップ' is at the bottom right.

- 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

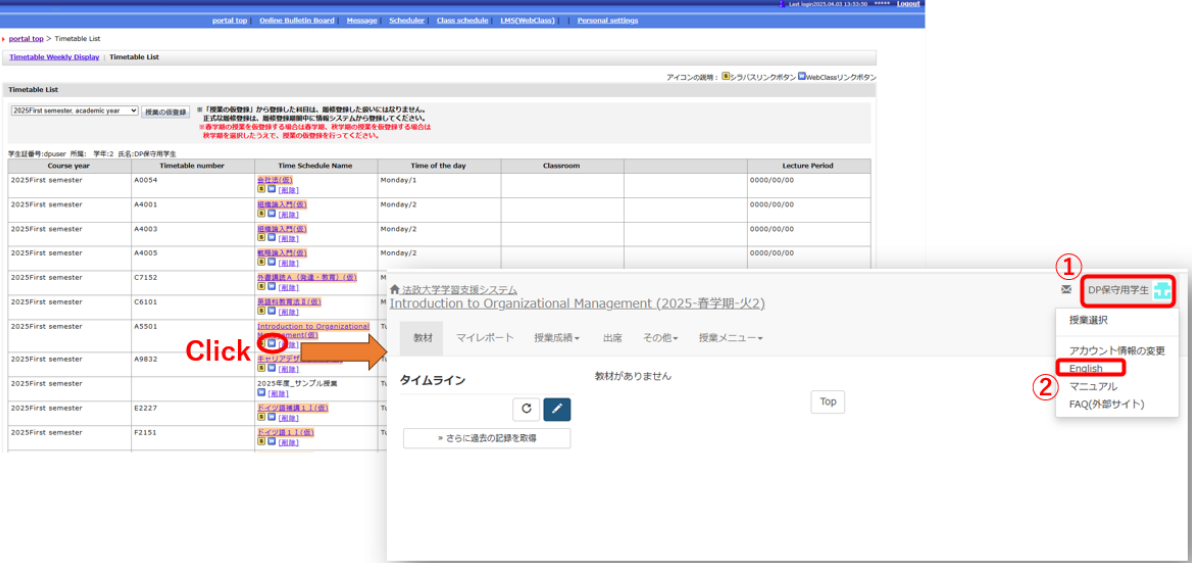
The screenshot shows the Hoppii portal interface. At the top, the 'Class schedule' link is highlighted with a red box and labeled ①. Below it, the 'Timetable List' table is shown. A red box highlights the '授業の仮登録' link, labeled ②. Below the table, a modal window is displayed with the following steps:

- ③ Enter 'A5501' in the '授業コード' (Class Code) field.
- ④ Click '授業表示' (Display Class).
- ⑤ The class 'Introduction to Organizational Management' is displayed.
- ⑥ Click '登録する' (Register) to complete the temporary registration.

- 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  button of each class to move to LMS(Webclass).

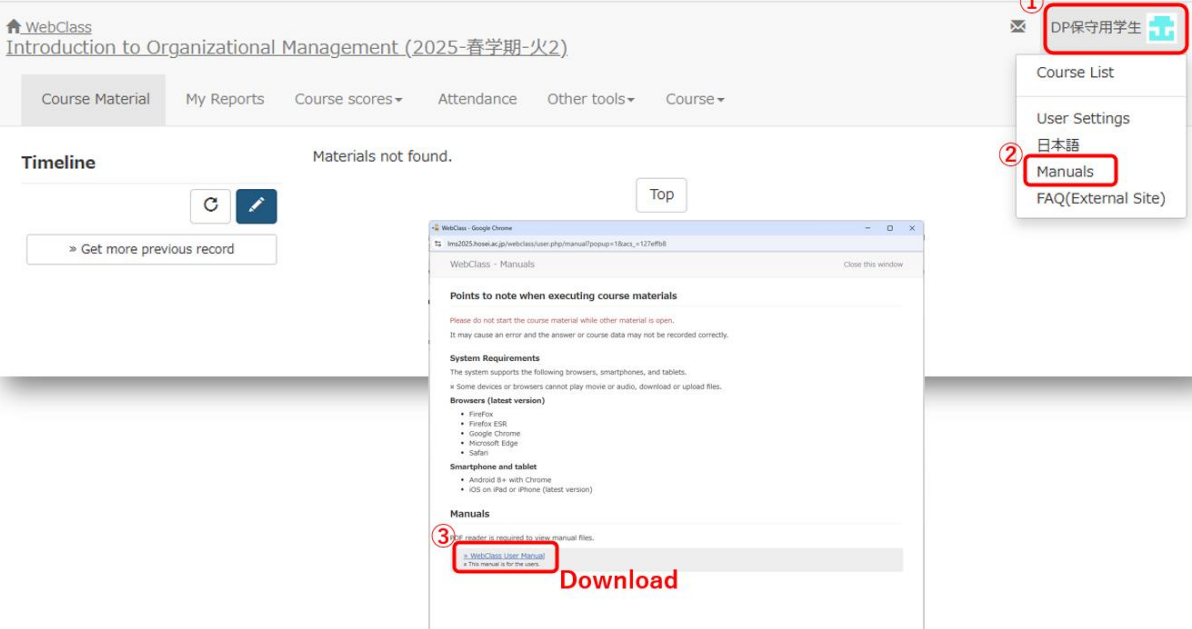
◆To switch the language Japanese to English on LMS(WebClass)



The screenshot shows the LMS(WebClass) interface. At the top, there is a navigation bar with links like 'portal top', 'Online Bulletin Board', 'Homepage', 'Scheduler', 'Class schedule', 'LMS(WebClass)', and 'Personal settings'. Below this, the 'Timetable List' is displayed, showing a table with columns for 'Course year', 'Timetable number', 'Time Schedule Name', 'Time of the day', 'Classroom', and 'Lecture Period'. A red arrow points to the 'W' icon in the 'Time Schedule Name' column, with the text 'Click' next to it. On the right side, a dropdown menu is open, showing options like 'DP保守用学生', 'アカウント情報の変更', 'English', 'マニュアル', and 'FAQ(外部サイト)'. The 'English' option is highlighted with a red box and a red circle with the number 2.

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

◆To view the manual files of LMS(Webclass)



The screenshot shows the LMS(WebClass) interface. At the top, there is a navigation bar with links like 'WebClass', 'Introduction to Organizational Management (2025-春学期-火2)', 'Course Material', 'My Reports', 'Course scores', 'Attendance', 'Other tools', and 'Course'. Below this, the 'Course Material' section is displayed, showing a 'Timeline' and a 'Materials not found' message. A red arrow points to the 'W' icon in the 'Timeline' section, with the text 'Click' next to it. On the right side, a dropdown menu is open, showing options like 'DP保守用学生', 'Course List', 'User Settings', '日本語', 'Manuals', and 'FAQ(External Site)'. The 'Manuals' option is highlighted with a red box and a red circle with the number 2. Below the dropdown menu, a window titled 'WebClass - Manuals' is open, showing the 'Manuals' section. A red arrow points to the 'WebClass User Manual' link, with the text 'Download' next to it.

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

2. Official Registration

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

1. Access "Information System" (above URL) and log in.

法政大学
HOSEI University

IT Solution for Campus

※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.

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
USER ID *半角英数字で入力

パスワード
Password *半角英数字で入力

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

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

2. Click “Registration Application” to register the classes.

The screenshot shows the Hosei University Information Portal. On the left, under the 'メインメニュー' (Main Menu), the '履修申請' (Registration Application) link is highlighted with a red box and an orange arrow. On the right, under 'お知らせ' (Notice), there is a table of notices.

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.

The screenshot shows the '履修申請 / Registration Application' screen. It includes sections for '学生情報 / Student Information' and '履修オプション情報 / Class Option Information'. A red box highlights the '科目の操作 / Class Operation' section, which contains buttons for '科目の追加 / Add Class' and '科目の削除 / Delete Class'. Another red box highlights the '科目の履修状況 / Class Registration Status' section, which includes '申請科目 / Applied Classes', '履修科目 / Registered Classes', and '履修済科目 / Completed Classes'. A third red box highlights the '1時限 / Period' section, which shows a grid for selecting classes by semester and period.

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

学生登録番号 / Student ID 9929999 学生氏名 / Student Name 法政 学生 (Hosei gakusei)

学生区分 / Student Division 学部・研究科 / Faculty 法学部 / Faculty of Law 専攻 / Major 法律学科 / Law

住所・電話番号(固定・携帯) / Address / Phone Number 〒189-0014 東京都東京千代田区富士見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 月別 / Monthly 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	選択グループ名称 / 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	一法政	
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

画面印刷 / Print メインメニューへ戻る / Main Menu

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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)

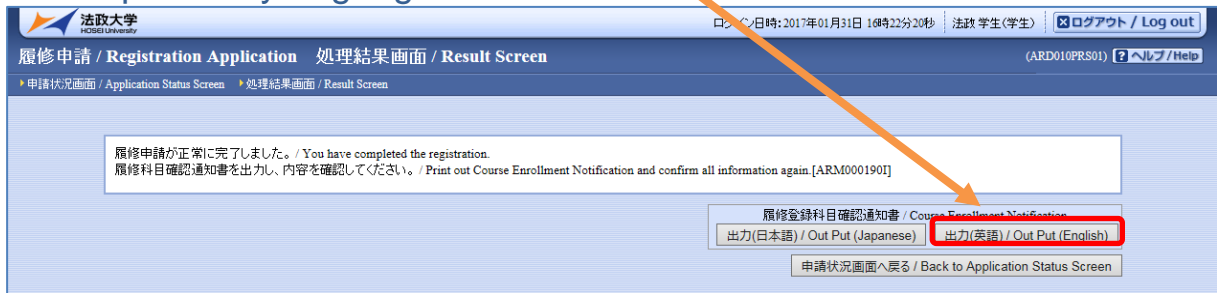
申請 / Register

画面印刷 / 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 SCOPE Office of Academic Affairs **WELL BEFORE** the end of the official registration period.

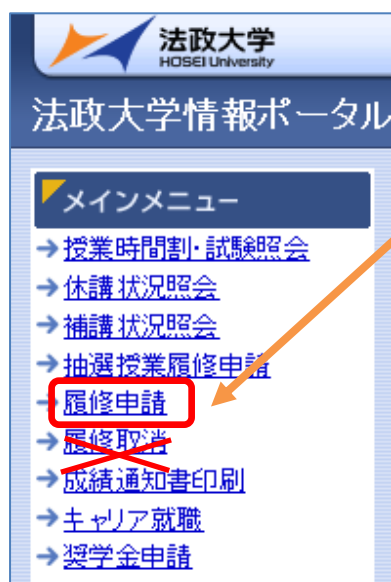
Your Class Registration is completed!

3. Modification of Registration

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

Period	11:00 A.M. on Wednesday, May 7, 2025 ~ 11:59 P.M. on Thursday, May 8, 2025 <ul style="list-style-type: none">- Not available between 8:00 A.M. and 11:00 A.M. due to system maintenance.- 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.
System to Use	Information System
Site URL	https://www.as.hosei.ac.jp/kyomu/index.jsp

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 >

SCOPE Office, 1st Floor, Ouchiyama Bldg., Ichigaya Campus

Email: jkankyo@hosei.ac.jp