Hosei University
Sustainability Co-creation Program (SCOPE)

Web Class Registration Guide
<Ichigaya Campus>
2024 Academic Year / Fall

< How to Complete Class Registration >

Check the syllabus

Temporary Registration:
Register classes on the Learning Management System

Classes begin

Official Registration:
Register classes on the Information System

Modification of Registration:
Modify officially registered classes (cancel or add)
on the Information System (if applicable)
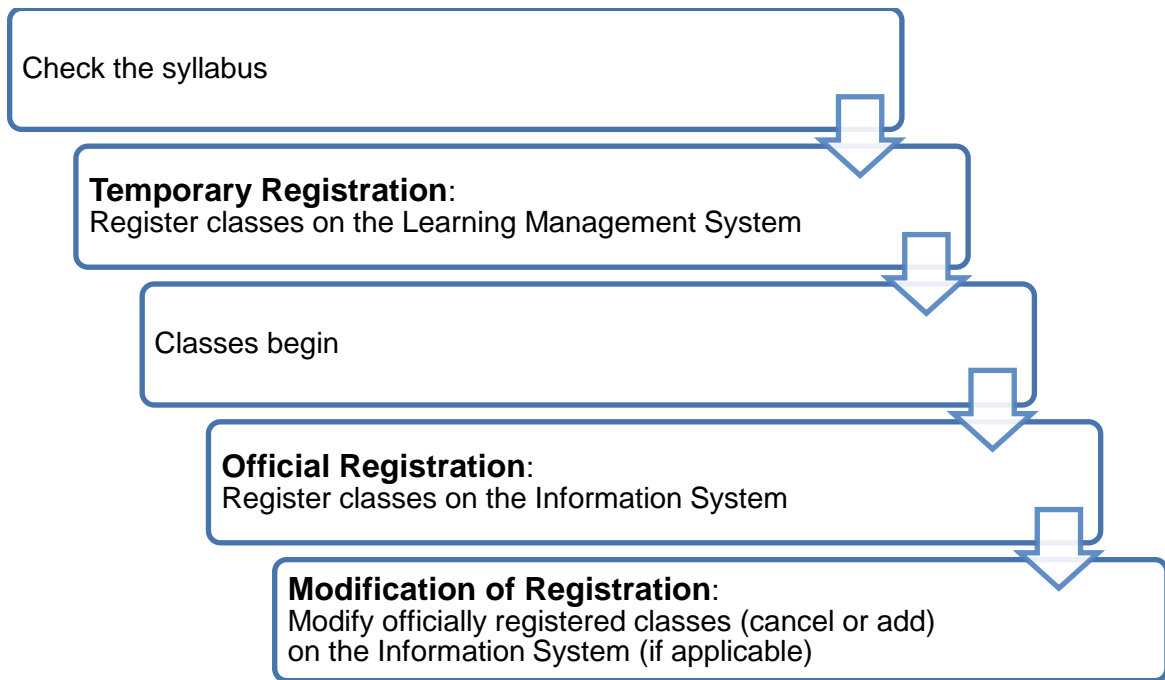
< Schedule >

No.	To Do	Period	System to Use
1	**Temporary Registration**	Up to the day before each class starts* * 2 days prior to the start of classes for Liberal Arts Courses	Learning Management System (LMS)
2	**Official Registration**	September 30 (Mon) ～ October 2 (Wed)	Information System
3	**Modification of Registration**	October 9 (Wed) ～October 10 (Thus)	Information System

There are two steps to register your classes; **Temporary Registration** on the Learning Management System (hereinafter, referred to as LMS) and **Official Registration** on the Information System.
Your class registration is not completed until you finish the Official 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	Learning Management System (LMS)
Site URL	**https://hoppii.hosei.ac.jp/portal**

During the Temporary Registration, register classes on the **Learning Management System (LMS)** as follows:

1. Log in the LMS

Access the above URL:

Click "統合認証(SSO)" (Single Sign On) at the top right of the page.
To enter the LMS, you are asked to enter your user ID and password.

2. Complete Temporary Registration

The Temporary Registration is important; the reference materials are uploaded via the LMS for some courses; instructors may require you to attend the first class to draw lots due to the limited class capacity, etc.

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

2. **Official Registration**

Period	11:00 A.M. on Monday, September 30, 2024 ～ 　　　　 11:59 P.M. on Wednesday, October 2, 2024
	- Not available between 8:00 A.M. and 11:00 A.M due to system maintenance.
	- 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 **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.

The assigned USER ID and

Password are required to login to "Information System".

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

Click "履修申請" (Registration Application)

3. Choose the classes to attend.

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.

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.

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.

IMPORTANT!

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 Office of Academic Affairs (GBP or SCOPE office) **WELL BEFORE** the end of the official registration period.
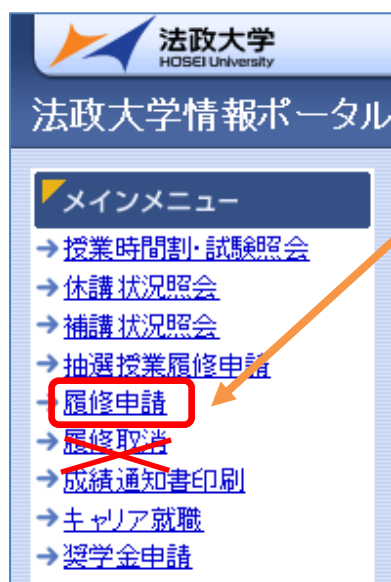
Your Class Registration is completed!

3. **Modification of Registration**

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

Period	**11:00 A.M. on Wednesday, October 9, 2024 ～** **11:59 P.M. on Thursday, October 10, 2024** - 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 >

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