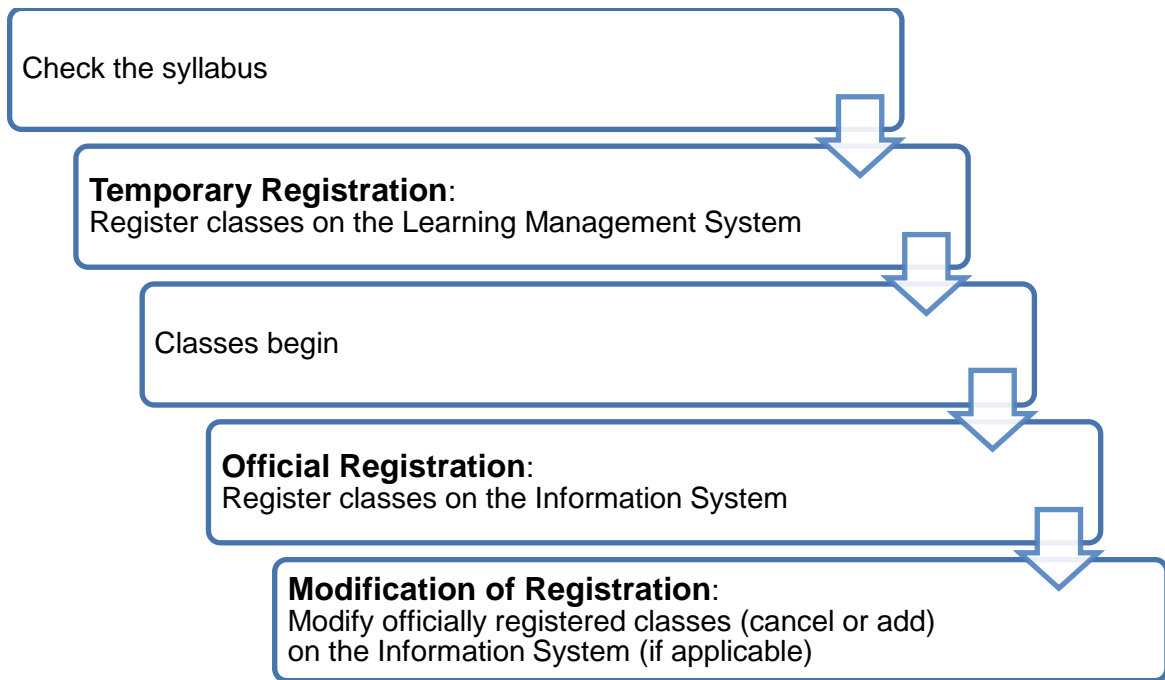


# Web Class Registration Guide

## <Ichigaya Campus>

### 2024 Academic Year / Fall

#### < How to Complete Class Registration >



#### < Schedule >

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

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

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

## 1. Temporary Registration

<b>Period</b>	<b>Up to the day before each class starts*</b> * 2 days prior to the start of classes for Liberal Arts Courses
<b>System to Use</b>	Learning Management System (LMS)
<b>Site URL</b>	<a href="https://hoppii.hosei.ac.jp/portal">https://hoppii.hosei.ac.jp/portal</a>

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.

The screenshot shows the LMS interface with the following elements and callouts:

- ① Home button in the top navigation bar.
- ② Membership link in the left sidebar.
- ③ self-registrationable class link in the left sidebar.
- ④ ClassCode input field containing "AATEST".
- ⑤ Search button next to the ClassCode field.
- ⑥ Checkmark in the "Regist" column of the class list table.
- ⑦ Regist button below the table.

Regist	ClassCode	ClassName	Instructor	Week · Period	Description
<input checked="" type="checkbox"/>	AATEST	Jurisprudence I	01 教員	Tue3	学部：... (More)

- 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

<b>Period</b>	<b>11:00 A.M. on Monday, September 30, 2024 ~</b> <b>11:59 P.M. on Wednesday, October 2, 2024</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  
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

※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

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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...

リンク

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

申請 / Register

Webシラバス  
Web Syllabus

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	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 / Law
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 / Anticipated completion」となりました。 判定日時 / Decision Date and Time: 2017年01月25日 16時39分23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 see the full text.  
①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

アイコンの種類 / Icon Classification

科目の履修状態 / Class Registration Statuses

申請科目 / Applied Classes

履修科目 / Registered Classes

履修済科目 / Completed Classes

科目の追加 / Add Class

科目の削除 / Delete Class

履修科目 / Registered Classes

履修済科目 / Completed Classes

履修科目 / Registered Classes

原科目 / 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

学生登録番号 / Student ID	99Z9999	学生氏名 / Student Name	法政学生 (Hosei gakusei)
学生区分 / Student Category	第1部	学生状態 / Student Status	通常 / Normal
学部・研究科 / Faculty	法学部 / 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 月次選択 / Monthly Selection 選択できる授業 / Selectable Course in

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順番 / 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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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.

The screenshot shows a registration form with a table for selecting classes. The table has columns for '時限 / Period', '学年 / 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', and '秋学期後半 / Second Half of Fall Semester'. Below the table is a section for '集中・その他 / Intensive / Other' with columns for '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', and 'エラー / Error'. At the bottom right, there is a red box around the '申請 / Register' button. An orange arrow points from the top right towards this button.

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.

The screenshot shows the '履修申請 / Registration Application 処理結果画面 / Result Screen'. It features a message box stating: '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し、内容を確認してください。 / Print out Course Enrollment Notification and confirm all information again. [ARM000190I]'. Below the message box, there are two buttons: '出力(日本語) / Out Put (Japanese)' and '出力(英語) / Out Put (English)'. The '出力(英語) / Out Put (English)' button is highlighted with a red box. An orange arrow points from the top right towards this button.

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 Office of Academic Affairs (GBP or SCOPE office) **WELL BEFORE** the end of the official registration period.

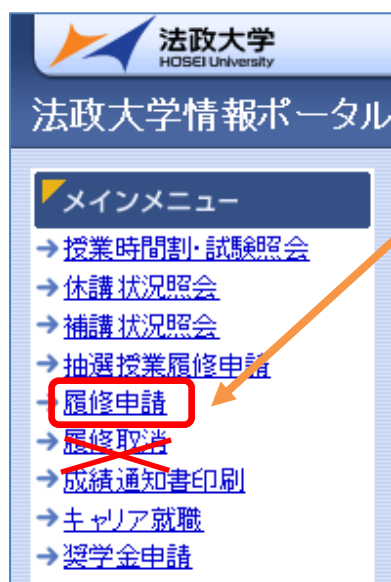
***Your Class Registration is completed!***

### 3. Modification of Registration

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

<b>Period</b>	<b>11:00 A.M. on Wednesday, October 9, 2024 ~</b> <b>11:59 P.M. on Thursday, October 10, 2024</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.

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

SCOPE Office, 1<sup>st</sup> Floor, Ouchiyama Bldg., Ichigaya Campus

Email: (for SCOPE) [jkankyo@hosei.ac.jp](mailto:jkankyo@hosei.ac.jp)