

Hosei University

- Global Business Program (GBP)
- Sustainability Co-creation Program (SCOPE)
- Institute for Global Economics and Social Sciences (IGESS) I.

Web Class Registration Guide

<Ichigaya Campus>

2021 Academic Year / Fall

Class Registration Process



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

< Schedule >

| To Do | Period | System to Use |
|------------------------------|--|---|
| Temporary Registration | ~September 17 th (FRI) | Learning Management System (LMS) |
| Official Registration | September 25 th (SAT) ~ September 27 th (MON) | Information Portal |
| Modification of Registration | October 6 th (WED) ~ October 7 th (THU) | Information Portal & Learning Management System (LMS) |

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)**.

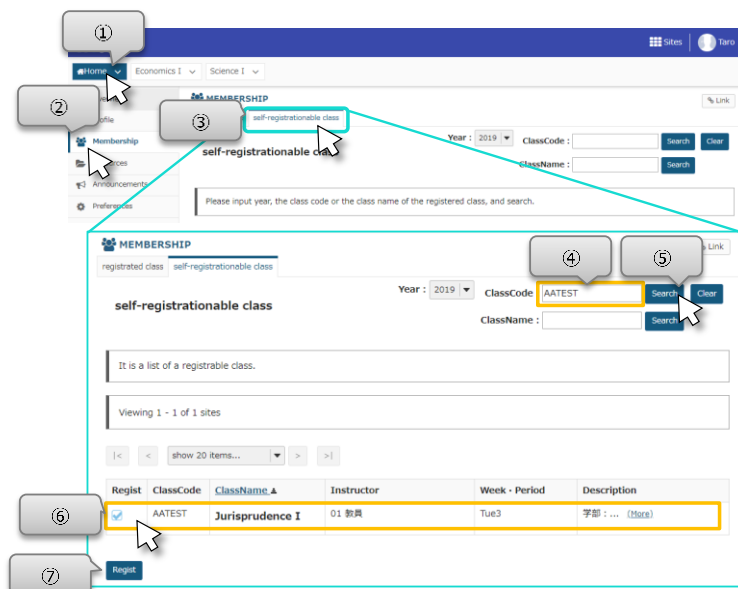
The LMS is a system for conducting more effective learning using ICT. It can be used from PCs and smart devices. To refer to the materials uploaded by the instructor, you need to register for the class.

◆ Temporary Class Registration Period

~ September 17th

◆ 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 Saturday, September 25th, 2021 ~

23:59 P.M. on Monday, September 27th, 2021

- ※ 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.

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

パスワード
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 log into '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)”

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... |

リンク

2. Choose the classes for registration



Click to ADD a class



Click for DELETE a class



Click for Applied Classes

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 申請状況画面 / Application Status Screen (ARD010PCT01) ヘルプ / Help

申請状況画面 / Application Status Screen

申請 / Register Webシラバス Web Syllabus 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 | 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 | 法学部 / Law | 学科・専攻 | 法律学科 / Law |
| 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) | | |

※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

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 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)

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.
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 "1", you can confirm the details of the error.

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 | | | | | | |
| 2時限 / Period | 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 (ARD010PCT01)

申請状況画面 / Application Status Screen 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 / Nomal クラス / Group

学部 / Law 学科・専攻 法律学科 / Law コース / Sub-Field SSIコース / Sports Science

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)

※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12月15日 / Monday, December 15, 2016 に選択できる授業 / 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 / 隔週 / Every | 識別 / 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 | 一法政 | | |
| 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 / 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

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.

As of September 1, 2021

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.

申請 / Register

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.

出力(英語) / Out Put (English)

IMPORTANT!

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 6th, 2021 ~

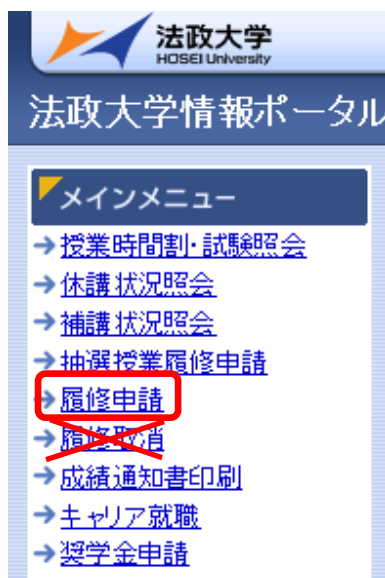
23:59 P.M. on Thursday, October 7th, 2021

※ Not available between 8:00 A.M. and 11:00 A.M. (*Maintenance)

※ Need to correct on the Information Portal and the LMS **both**. 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 modify the registration 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.)



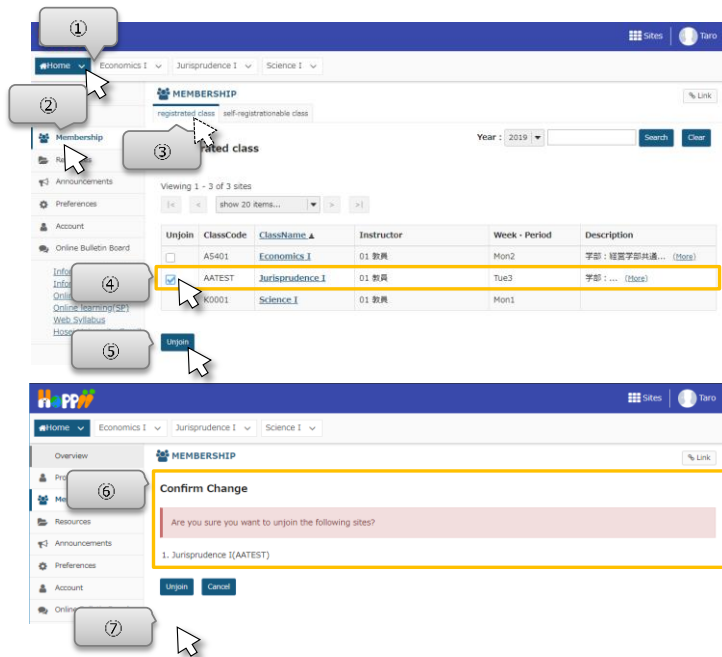
※ Start from “履修申請”, NOT “履修取消”.

【Modification on the LMS by yourself】

If you want to add a course, please follow the guide on page 3.

If you want to cancel a course, you have to take a procedure on the next page:

As of September 1, 2021



- ① **Click Home.**
- ② Click Membership.
- ③ If you are not on "registered class" page, click "registered class" tab.
- ④ Check the class to unregister.
- ⑤ Click the Unjoin button.
- ⑥ The message "Are you sure you want to unjoin the following sites?" is displayed with the class name and code.
- ⑦ Click the Unjoin button.

Contact Number for Hosei University Web Registration

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