

2 Course Registration

(1) Course Registration

Course registration is submitting registration plan to the provosts of your affiliated school after planning and receiving guidance and advice from instructors, etc. Course registration is the most important procedure prior to taking courses at the University of Tsukuba. Refer to the course registration guidebook given at the time of admission and confirm which credits are necessary for graduation for your program. Please be sure to complete the registration procedures within the specified time period.

If you are unable to register during the specified period due to unavoidable circumstances, please contact the Undergraduate Student Affairs of the Academic Service Office. If you do not register for a course you will not be able to take the course. You will not be able to earn credit for the course, even if you take the final examination.

For courses and credits required for graduation, please refer to Course Registration Guidebook distributed at the time of enrollment. Furthermore, this booklet (the Course Catalogue) providing information on courses offered is distributed every academic year. The subject area from which you should take your courses will vary by the affiliated schools/colleges of the major you would like to study.

Additionally, the selection of majors of schools/colleges is already established depending on your affiliated schools/colleges.

Registration Process

Necessary Documents for Course Registration	
Booklets	Purpose of Use and Contents
Course Registration Guidebook (By Year of Admission) Distributed at the Time of Enrollment	<ul style="list-style-type: none"> ●The Course Registration Guidebook provides the following information about registration. Please read this guide carefully. <ul style="list-style-type: none"> - Credits required for graduation - How to register for the courses required to qualify for the educational personnel license - Approval to transfer credits from other universities. (e.g., pre-admission [transfer, re-admission, etc.], TOEFL, study abroad, etc. during residency at the University of Tsukuba) - Continue your studies at the University of Tsukuba after returning from studying abroad. - Annual limits for course loads ●If you have any questions, please contact the section of undergraduate student affairs of the academic service office.
Course Catalogue (This volume) Distributed Each Academic Year	<ul style="list-style-type: none"> ●The Course Catalogue provides information about courses as scheduled at the beginning of each academic year. ●It is also posted on the university website. Both will display the schedule as planned at the beginning of the academic year. ●If new courses are added or changes of classrooms, dates, times, etc., occur, that information will be posted on the Web Bulletin Board System for students (TIPS) so please be aware of them. Please pay extra attention to the updates during the course registration period in April.

Syllabus Updated Each Academic Year	<ul style="list-style-type: none"> •The Syllabi provide an outline of topics to be covered in courses, as well as other relevant information. Some colleges provide syllabi online on their homepages or Curriculum Scheduling Support System (KdB).
<p>Using Curriculum Scheduling Support System (KdB), you can search the latest subject information as well as read syllabus of courses (registered courses only) on the website. https://kdb.tsukuba.ac.jp/ Please refer to page 12 for operating instructions.</p>	



Orientation (Advising Session)	<ul style="list-style-type: none"> •Orientation meetings are offered in academic centers Center for Education of Global Communication, Sport and Physical Education Center, etc. (Advising session on general subjects, such as foreign language, physical education etc.) •Undergraduate orientation (Academic advising held by each college)
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Course Registration Scheduling	<ul style="list-style-type: none"> •It is the students' responsibility to register for courses in accordance with the graduation requirements outlined in the Course Registration Guidebook. •In order to be counted as credits towards graduation, courses must be accurately selected according to subject area. •If you have any questions about graduation requirements and subject area, contact Section of Undergraduate Student Affairs of the Academic Service Office.
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Online Registration	<ul style="list-style-type: none"> •The Students should complete the course registration through TWINS system: https://twins.tsukuba.ac.jp/ Please see the (2) "Registration Period and Rules" shown below and then follow the "TWINS operation manual" on page 8 •Details about distribution of Guidebook, etc. will be informed separately.
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(2) Registration Period and Rules

Registration Period

● **Registration Period**

Module that Courses Starts in:	Registration Period
Spring A	Monday, April 5 – Wednesday, April 21
Spring B	Monday, April 5 – Wednesday, May 26
Spring C	Monday, April 5 – Wednesday, July 7
Fall A	Monday, April 5 – Thursday, October 14
Fall B	Monday, April 5 – Wednesday, November 17
Fall C	Monday, April 5 –Tuesday, January 18

Note: **General physical education courses for college freshman** must take those classes on the specific dates as stated at the orientation held by the Physical Education Center. Please register for those classes within the registration period.

Registration dates for **intensive courses** are announced when it is determined that it will be

offered. But for intensive courses that are already assigned course numbers and semesters in the Course Catalogue, will have the same registration dates as above, so please register during those dates.

Course adjustments will be made for courses that overcapacity in **Multidisciplinary Subjects**. Announcements regarding course adjustment and offerings will be posted on Web Bulletin Board System. Pre-registration is required to take the “Multidisciplinary Subjects for the Undergraduate Degrees” offered in Japanese. (page 6)

Rules Regarding Registration:

- (1) Some of the intensive courses cannot be registered until the schedules are settled, even if they have course numbers and modules listed on this “Course Catalogue”.
Information will be uploaded on the bulletin boards once the schedule is approved. Please register for courses within the designated period.
- (2) You may not register for courses if their schedules overlap.
- (3) When you are going to take courses with prerequisites or take courses from other colleges, please notify the instructors on the first day of the course.
- (4) The University of Tsukuba allows international students and returning students to attend certain special courses, such as Japanese/Conditions of Japan. If you wish to register for these courses, please register on TWINS after receiving instructions from the instructor. Once online registration is complete, please do the subject area transfer procedures at the Undergraduate Student Affairs of the Academic Service Office. Upon approval for the subject area transfer, the accurate subject area will be reflected on TWINS.
- (5) As a general rule, the re-take of courses for which you have already completed credits (re-take of the same course) is not permitted.
- (6) If you have any inquiries or doubts about your grade evaluation, first contact with your instructor. If you cannot solve the problem, ask the Academic Service office regarding the method of inquiry to the Educational Organization that conducts the course and fill in the prescribed form. Then, submit it to the Academic Service office.

● **Description of Contents**

Example:

Course Number	Course Name	Instructional Type	Credits	standard registration year	Term	Meeting Days,Period etc.	Class Room	Instructor	Course Overview	Remarks
AB10191	Philosophy	1	1.0	1	Spring A · B	Tue.6	1D204	Taro Tsukuba	Research on basic philosophical problems	CDP Limited to students of College of Humanities Identical to AC11999

Letters and numbers indicate organization, classification, and field.

Standard registration year to take the course

Classes will be held in Spring A · B, on Tuesdays during 6th period.

Classes will be held in Room 204 in 1D Bldg.

Please note that there are various descriptions such as prerequisites.