

## 2 Course Registration

### (1) Course Registration

Course registration includes submitting a 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 the credits necessary for graduation for your program. Please ensure 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 be unable 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 the 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 for which you should take your courses will vary with the affiliated schools/colleges of the major you would like to study.

In addition, 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
<p>Course Registration Guidebook (By Year of Admission)</p> <p>Distributed at the Time of Enrollment</p>	<ul style="list-style-type: none"> <li>●The Course Registration Guidebook provides the following information about registration. Please read this guide carefully.               <ul style="list-style-type: none"> <li>- Credits required for graduation</li> <li>- How to register for the courses required to qualify for the educational personnel license</li> <li>- 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).</li> </ul> </li> <li>- Continue your studies at the University of Tsukuba after returning from studying abroad.</li> <li>- Annual limits for course loads</li> <li>●If you have any questions, please contact the section of Undergraduate Student Affairs of the Academic Service Office.</li> </ul>
<p>Course Catalog (This volume)</p> <p>Distributed Each Academic Year</p>	<ul style="list-style-type: none"> <li>●The Course Catalogue provides information about courses as scheduled at the beginning of each academic year.</li> <li>●It is also posted on the university website. Both will display the schedule as planned at the beginning of the academic year.</li> <li>●If new courses are added or changes of classrooms, dates, times, etc., occur, the information will be posted on the Web Bulletin Board (TWINS) for students, so please be aware of them. Please specifically focus on the updates during the course registration period in April.</li> </ul>

Syllabus Updated Each Academic Year	<ul style="list-style-type: none"> <li>●The Syllabi provides 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).</li> </ul>
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Using Curriculum Scheduling Support System (KdB), you can search the latest subject information as well as read the syllabus of courses (registered courses only) on the website. <https://kdb.tsukuba.ac.jp/>  
Please refer to page 12 for operating instructions.



<b>Orientation (Advising Session)</b>	<ul style="list-style-type: none"> <li>●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.)</li> <li>●Undergraduate orientation (Academic advising held by each college)</li> </ul>
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<b>Course Registration Scheduling</b>	<ul style="list-style-type: none"> <li>●It is the students' responsibility to register for courses in accordance with the graduation requirements outlined in the Course Registration Guidebook.</li> <li>●To be counted as credits toward graduation, courses must be accurately selected according to the subject area.</li> <li>●If you have any questions on graduation requirements and subject area, contact the section of Undergraduate Student Affairs of the Academic Service Office.</li> </ul>
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<b>Online Registration</b>	<ul style="list-style-type: none"> <li>●Students should complete the course registration through the TWINS system: <a href="https://twins.tsukuba.ac.jp/">https://twins.tsukuba.ac.jp/</a> Please refer to the (2) "Registration Period and Rules" shown below and follow the "TWINS operation manual" on page 8</li> <li>●Details about the distribution of Guidebook, etc., will be separately informed.</li> </ul>
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## (2) Registration Period and Rules

### Registration Period

- **Registration Period**

Module that Courses Starts in:	Registration Period
Spring A	Tuesday, April 5 – Tuesday, April 26
Spring B	Tuesday, April 5 – Tuesday, May 31
Spring C	Tuesday, April 5 – Tuesday, July 12
Fall A	Tuesday, April 5 – Friday, October 14
Fall B	Tuesday, April 5 – Thursday, November 17
Fall C	Tuesday, April 5 – Tuesday, January 17

Note: **General physical education courses for first-year college students.** Students should 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. For intensive courses 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 the Web Bulletin Board. Pre-registration is required to take the “Multidisciplinary Subjects for the Undergraduate Degrees” offered in Japanese. (page 6)

### **Rules Regarding Registration**

- (1) Some 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) As a general rule, the retake of courses for which you have already completed credits (retake of the same course) is not permitted.
- (5) If you have any inquiries or doubts regarding your grade evaluation, 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. Thereafter, submit it to the Academic Service office.