

GRADUATE SCHOOL OF SCIENCE AND TECHNOLOGY COURSE REGISTRATION GUIDELINE

【Online Course Registration Period】

April 12th(Sat) 9:30~April 14th(Mon) 9:30

Necessary Procedure	Period	Place
Online Course Registration	April 12 th (Sat) 9:30~April 14 th (Mon) 9:30	Available at/outside the campus
Submission Period of Course Plan	By April 14 th (Mon) 9:30	Submit to I-AUD Group in Oh-o!Meiji
Course Registration via Oh-o!Meiji Questionnaire	April 12 th (Sat) 9:30~April 14 th (Mon) 9:30	Oh-o!Meiji Questionnaire
Personal class timetable available	April 15 th (Tue) 10:00 or later	Available via Academic Affairs System
Error Correction	Details of correction period will be announced through Oh-o! Meiji System.	Visit the SST office for correction.
Personal class timetable after error correction	Make sure that there are no more errors right after completing corrections.	Available via Academic Affairs System.

【NOTE】

- ID and password are necessary to use Online Course Registration System. Students are strongly advised to log in to Oh-o! Meiji System before the registration period in order to confirm that the ID and password are valid.
- Students who forgot their passwords must come to the academic affairs office for reissuance.
- Office hour is subject to change so students are require to check notification on the SST Website and Oh-o!Meiji.

Course Registration Schedule

◆Attend an orientation at the beginning of academic year

- Obtain course timetable, syllabus, course plan form from SST website.
- SST Handbook in which necessary graduation requirements are written will be provided at the orientation.

1. Consult with your supervisor and fill out the Course Plan Form.

- Students must complete both submission of course plan form and online course registration.
- Course plan should include your Master 1st and 2nd year's plan.
- If any changes are made on the course plan, students do not need to submit the form again, however, they should consult with the supervisor and receive permission.

2. Complete "Self Enrollment" via the Oh-o!Meiji Class web for all classes you are planning to register.

- Search for Class web pages you are planning to register on Oh-o!Meiji "Search." Click the "Self Enrollment" button.

3. Online Course Registration

- Log in to the online course registration website at/outside the campus.
- Register for all courses which you are planning to take during the relevant academic year.
- After completing registration, make sure to print out a page showing courses you registered.

4. Oh-o!Meiji Questionnaire-based Course Registration

- Registration will be done via Oh-o!Meiji Questionnaire.
- Below Courses are not shown on online course registration website.
Other University's courses, Other Graduate Schools' courses, Undergraduate courses, etc

5. Check your personal class timetable via Academic Affairs System

- Download and print out PDF of your personal class timetable via Academic Affairs System.
- Make sure that all courses are registered properly.

If any errors are found...

◆Error Correction

- Fill out the Oh-o!Meiji Questionnaire.
**Failure of registration is not regarded as an error.*

◆Confirm personal class timetable

- Download the PDF file again.

Registration Completed!

If there are no errors...

Registration Completed!

1. Submission of Course Plan Form (1st year student only)

【Submission Period】 By April 14th (Mon) 9:30AM

【Submission Place】 Master's program: Submit to Oh-o!Meiji Guidance Group

Doctoral program: Submit to Oh-o!Meiji Group “理工学研究科 提出物/SST Submission”

【Note】 Have your supervisor's permission before submission.

According to the regulations of Graduate School, graduate students are required to make a course plan under the instruction of an academic supervisor. Students are required to consult with the supervisor and submit the Course Plan Form during the submission period. NOTE that not only submission of the form is sufficient but online course registration is also necessary to complete course registration.

2. How to Register for Courses

Students need to register for courses of both spring and fall semesters.

(1) Courses for Online Registration

All courses in Master's program of Graduate School of Science and Technology (Main Course and Special Course) and Inter-Departmental Course need to be registered online. If course name you are planning to register does not show up on the online registration system, please contact the SST office immediately.

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(2) Courses for Registration via Oh-o!Meiji Questionnaire

Courses listed below need to be registered via Oh-o!Meiji Questionnaire during the registration period.

1. Course of other Graduate Schools

* Have the course teacher's permission and ask the relevant graduate school's office the “registration number” and register the course via Oh-o!Meiji Questionnaire.

2. Common Core Courses (Undergraduate courses)

* Have both supervisor's and the course teacher's permission and apply through the Oh-o!Meiji Questionnaire.

3. Courses of Other University's Graduate Schools (Consortium of Graduate Schools with credit transfer agreements)

Each university has a different application period and students will need to consult with the SST office for registration.

4. Courses in Doctoral program

【Registration Period】 April 12th (Sat) 9:30AM~April 14th (Mon) 9:30AM

【Application Place】 Questionnaire of Oh-o!Meiji

3. Important Notes for Online Course Registration

- **All Master students** should register for courses online.
- **Doctoral students need to register courses via the Oh-o!Meiji Questionnaire.**
- All students must register for courses of both Spring and Fall Semesters.
- No credits will be given to the courses which students do not register for.
- Online Course Registration system is available at/outside the campus as long as students have access to the Internet.
- The number of computers in the campus is limited and students are recommended to use their own computers at home. It is also strongly advised that students register for courses well in advance before the registration deadline in order to avoid any unexpected situations.

[Computer Rooms in Campuses]

- Students have access to computers in campuses if they do not have own ones at home.
- It is strongly advised to register for courses well in advance as many students will use the computers during course registration period.
- Students need to consult with SST office if they have any inquiries related to course contents.
- Check the university's website for available dates of computer rooms.

Campuses	Place
NAKANO	■ High-rise Wing... Self Access Center (1st floor), 207 Media Study Room (2nd floor)
	Nakano Media Support Office Website https://www.meiji.ac.jp/nksd/
IKUTA	■ Central bldg... Computer Rooms (5th floor), Media Library (5th floor) ■ Bldg. A (1st floor) computers
	Ikuta Media Support Office Website https://www.meiji.ac.jp/isys/
SURUGADAI	■ Liberty Tower... Central Library 1st floor ■ Bldg. 12... Media Study Room (8th floor)
	Surugadai Media Support Office Website https://www.meiji.ac.jp/ksys/
IZUMI	■ Izumi Library... Information Literacy Room 1, 3 (1st floor) ■ Izumi Media bldg... Media Study Room, CALL Room (2nd floor)
	Izumi Media Support Office Website https://www.meiji.ac.jp/wsys/

4. Preparation for Online Course Registration

(1) Prepare Student ID Number and Password

In order to log in to the online registration system, Student ID number and password are required. Before the registration period, students are advised to log in to Oh-o! Meiji System and confirm the password is valid.

IMPORTANT Regarding password

- For new students, use the password which you wrote on the form for admission procedure. If you forgot them, please check them from UCARO.
- For students in 2nd year or above, use the current password. If you forgot them, please visit SST office as soon as possible for reissuance.

(2) Prepare Computers which have access to the Internet

Online Course Registration System can only work within the following environment.

【OS】Windows 8/8.1/10/11 【Browser】Microsoft Edge, Google Chrome
 *Performance of the Online Registration System is not guaranteed for Mac, smartphones, or tablets.

5. Online Course Registration from Academic Affairs System

(1) Go to Graduate School of Science and Technology Website

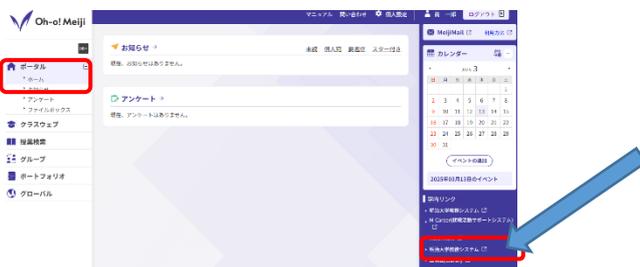
◆ https://www.meiji.ac.jp/sst/grad/course_registration.html

(2) Log in to Online Course Registration System

① Login to Oh-o!Meiji

<https://www.oh-o.meiji.ac.jp/login>

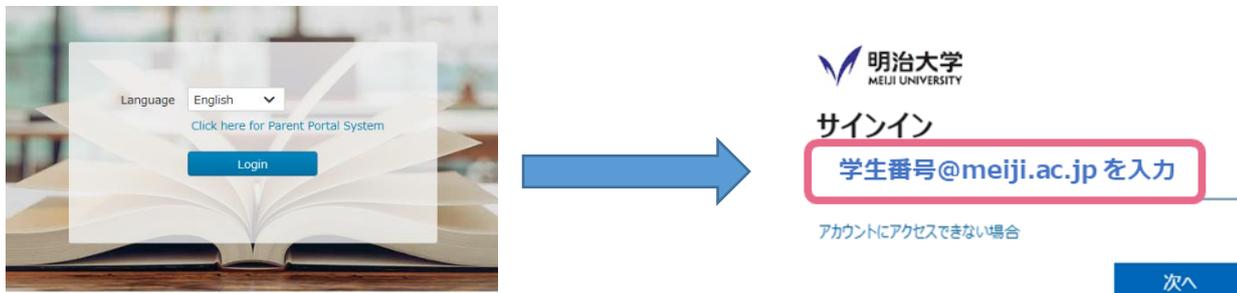
Please click 明治大学教務システム (Academic Affairs System)



② Choose the language of “English” and click “Login.”

Enter Student ID number@meiji.ac.jp and password.

· Type in half-width decapitalized letters.



Choose “Courses and Grades” to register for courses.

(3) Register for Courses [For regular course]

◆ Choose the day and period where the courses are offered.

***Courses of both Spring and Fall Semesters must be registered.**

春(2024年度) 秋(2024年度) ← (1) You can change Spring/Fall semester here.

通常講義 講義検索

	月	火	水	木	金	土
1		15010152 総合文化ゼミナール(映像表現をつつらへ~)				
2	15224102 ドイツ語 4 (B組)					
3						
4						
5						
6						
7						

(2) Choose the day and the period which you would like to take the course.

*Display space is divided between Regular course and Intensive course.

集中講義 集中講義選択

選択	期間	講義コード	講義名	担当教員	科目ナンバリング
集中講義はありません。必要に応じて集中講義選択ボタンより追加してください。					

*If you have already registered the course, the course will be displayed. If the key mark is displayed, you are not able to change the register.

15224102 ドイツ語 4 (B組) STLAN221N	
15010152 総合文化ゼミナール(映像表現をつつらへ~) STIND112J	

You can change the course — You cannot change the course

◆ Click on the course you wish to take, mark ✓ in the on the left side, and then click on “講義選択 (Select Lecture)”.

曜日	学期	講義コード	講義名	分野系列	科目ナンバリング	単位	開講時期	担当教員	キャンパス	定員	情報
<input type="checkbox"/>	会期日	5	26G04701	情報技術概論		MSINF111J	2	2024年度春	中野	0	
<input type="checkbox"/>	会期日	5	26G05303	抽出 スペース実習D			1	2024年度春	中野	0	
<input type="checkbox"/>	会期日	5	26G05617	企業共通総合実習 (シイカスタジオ)			2	2024年度春	和泉	0	
<input checked="" type="checkbox"/>	会期日	5	26J10301	情報応用		MSINF111J	2	2024年度春	中野	0	
<input type="checkbox"/>	平日	1	16TA0201	化学Ⅱ 有機化学初歩概論		AGAGC191J	2	2024年度春	生田	0	

講義を選択、✓のついた状態で「講義選択」をクリック

講義選択 キャンセル

◆ NOTES

Some courses have the same name, so please check the name of the person in charge and the class carefully before making a selection.

◆Deleting courses

- If you want to deselect a course, remove ✓ and then press “講義選択 (Select Lecture) ”.
- To delete an intensive course, click the “Delete” button that appears after ✓ is removed.

選択	期間	講義コード	講義名	担当教員	科目ナンバリング
<input checked="" type="checkbox"/>	春	19230902	他学部 ジェンダーと表徴 A (M)		GJGDR216J

削除

◆Make sure all courses you wish to take are shown in the timetable and click “Application” button to finalize registration. Registration cannot be completed without clicking the button.

*Register for all courses of both Spring and Fall Semesters in the same way.

IMPORTANT NOTES

- Registration will not be completed without clicking “Application” button.
- Register for both Spring and Fall Semesters.
- Confirm the total number of credits you register for.

■Others

Students can change courses anytime during the registration period.

◆REGISTRATION ERRORS◆

If the registration is not successful for any reasons, a notification will be shown at the top of website. If you think the notification is incorrect, consult with the SST office.

Note that not all errors will be shown and students are required to check their personal class timetable and confirm that all courses are registered properly. Refer to FAQ for details of errors.

6. Personal Class Timetable[from 4/15(Tue)10am]

- ◆Personal class time table will be available via Academic Affairs System.
- ◆If any error are shown on the timetable, students must correct errors during the specific period. No credits will be given for classes with registration errors.
- ◆Failure in registration is not regarded as an error.
- ◆Confirm that courses shown on the list printed from the online registration system are registered.

FAQ

Q1: I cannot log in to the online registration system.

A1: Make sure that you have typed in half-width decapitalized letters. If you have forgotten your password, please complete the process for password change at administrative office.

Q2: The course I want to take is not shown on the list.

A2: Some courses are not available on online registration system and it requires Oh-o!Meiji questionnaire based registration.

Q3: Courses are not registered properly.

A3: Make sure that you click "Application" button after choosing all courses that you want to take. Registration cannot be completed without clicking "Application."

Q4: Courses are not deleted properly.

A4: The course you registered will not be displayed to Oh-o!Meiji classweb as soon as you register. Please check the schedule after the personal class timetable is released.

2025 Academic Year Meiji University Graduate School Course Registration

Name _____

*Students can use the below table when planning which courses to take. Submission is not required.

Period, Semester, Day		MON	TUE	WED	THU	FRI	SAT
1st	Spring						
	Fall						
2nd	Spring						
	Fall						
3rd	Spring						
	Fall						
4th	Spring						
	Fall						
5th	Spring						
	Fall						
6th	Spring						
	Fall						
7th	Spring						
	Fall						
Intensive	Spring						
	Fall						