

# GRADUATE SCHOOL OF SCIENCE AND TECHNOLOGY COURSE REGISTRATION GUIDELINE

## 【Online Course Registration Period】

April 16<sup>th</sup>(Tue) 13:00~April 18<sup>th</sup>(Thu) 9:30

Necessary Procedure	Period	Place
Online Course Registration	April 16th(Tue) 13:00~April 18th(Thu) 9:30	Available at/outside the campus
Submission Period of Course Plan	By April 18th(Thu) 9:30	Submit to I-AUD Group in Oh-o!Meiji
Course Registration via Oh-o!Meiji Questionnaire	April 14 <sup>th</sup> (Fri) 13:00~April 17 <sup>th</sup> (Mon) 9:30	Oh-o!Meiji Questionnaire
Personal class timetable available	April 23 <sup>rd</sup> (Fri) 10:00 or later	Available via Oh-o!Meiji portal website
Error Correction	Details of correction period will be announced through Oh-o! Meiji System.	Come to 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 Oh-o!Meiji portal website.

### 【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 Oh-o! Meiji

- Download and print out PDF of your personal class timetable via Oh-o! Meiji.
- 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!**

**There are no errors...**

**Registration Completed!**

# 1. Submission of Course Plan Form (1<sup>st</sup> year student only)

【Submission Period】 By April 18<sup>th</sup> (Thu) 9:30

【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.

【Online Registration Period】 April 16th (Tue) 13:00~April 18th (Thu) 9:30

### (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 16th (Tue) 13:00~April 18th (Thu) 9:30

【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), 207Media Study Room(2nd floor)
	Nakano Media Support Office Website <a href="https://www.meiji.ac.jp/nksd/">https://www.meiji.ac.jp/nksd/</a>
IKUTA	■Central bldg...Computer Rooms(5th floor), Media Library(5th floor) ■Ikuta Library...2nd floor ■Bldg. A (1st floor) computers
	Ikuta Media Support Office Website <a href="https://www.meiji.ac.jp/isys/">https://www.meiji.ac.jp/isys/</a>
SURUGADAI	■Liberty Tower...Central Library 1st floor ■Bldg. 12...Media Study Room (8th floor)
	Surugadai Media Support Office Website <a href="https://www.meiji.ac.jp/ksys/">https://www.meiji.ac.jp/ksys/</a>
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 <a href="https://www.meiji.ac.jp/wsys/">https://www.meiji.ac.jp/wsys/</a>

### 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** Meiji Single Sign-on Account (Kyo-tsu ninsho)

- Meiji Single Sign-on Account (Kyo-tsu ninsho) is a password necessary for using automatic certificate issuing machine and Oh-o!Meiji System. In case students lost their password or have an invalid password, come to the SST office and re-issue the password.
- For new students, use the password which you wrote on the form for admission procedure. For students in 2nd year or above, use the current password.

## (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 【Browser】Microsoft Edge

\*Performance of the Online Registration System is not guaranteed for Mac, smartphones, or tablets.

## 5. Online Course Registration

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

◆ [https://www.meiji.ac.jp/sst/grad/course\\_registration.html](https://www.meiji.ac.jp/sst/grad/course_registration.html)

### (2) Log in to Online Course Registration System

① Find a link to Online Course Registration System at the website.

Online Course Registration System

[Log in to Online Registration website](#) ←Click Here

② Enter Student ID number and password.

・Type in half-width decapitalized letters.

Meiji University Single Sign-On 共通認証システム

Login Form

id

password

sign in

change password

Enter Student ID number  
Ex.4535210000

Enter sign-on password

• 2017/03/17 17:00 - 2017/03/21 10:00 メンテナンスのためパスワード変更機能  
• 2016/06/20 共通認証システムが新しくなりました。  
共通認証のログイン画面およびパスワード変更画面が新しくなります。  
共通認証のパスワードを変更すると、MeijiMailおよび基盤サービスアカウントのパスワードも、共通認証と同じパスワードになります。  
MeijiMailの送信者名を変更する場合は、[こちら](#)からお願いします。

Single Sign-On User Guide

③ Choose the language of “English” and click “Login.”

English 明治大学 学生生活 情報基盤本部 On-r/Meiji

Digital Campus

WEB履修登録システム

システム運用のお知らせを確認後、ログインボタンをクリックしてください。

お知らせ

日時	内容
2016/12/22 16:31:40	現在、履修登録の受付を実施していません。

Login

Click

④ Choose "Subject Registration" to register for courses.

Information

Your School  All Schools

School Name	Category
Graduate School of Science and Technology	Normal Service
Foreign Language	Normal Service
Certification Courses	Normal Service
Information and Technologies Subjects	Normal Service

### (3) Register for Courses

◆ Choose the semester and campus where the courses are offered.

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

開講期 Spring Sem 開講地区 All Campuses

※申込みは半期毎です。開講期変更前に「申込み」ボタンを押す忘れに注意してください！！

	Mon	Tue	Wed
Mm			
1 a			
b			

◆ Choose your Graduate School, Class day and period in the left below of the website.

After selecting "School", "Day" and "Period", select "Course Title".

★After registering or making changes, click "Application".

Choose your Graduate School

②When registering "Main Course (Research Course)", choose "Intensive Course"

- ◆ Select a course from the course list. Note that Main Course and intensive courses will be shown in the “Intensive Course.”

After selecting “School”, “Day” and “Period”, select “Course Title”.

★After registering or making changes, click “Application”.

0000a module only cancel  
0000b module only cancel  
0026Neuronal Network Dynamics(KAJIWARA RICHID/15加・電気  
0087Environmental Engineering(SAKAI KOJI/08加・建築  
0256Particle Physics B(SHIMADA TOKUZO/物理  
0206Web Designing(MIYASHITA HOMEI/新領域

↓ Intensive Course. (click to delete)

↓ Courses for which concurrent registration is possible. (click to delete)

Main courses and intensive courses will be shown in the “Intensive Course”

Double check the course name and the teacher's name are correct.

- ◆ 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.

開講期 Spring Sem 開講地区 All Campuses

※申込みは半期毎です。開講期変更前に「申込み」ボタンの押し忘れに注意してください！！

Application Back

**IMPORTANT**  
**DO NOT FORGET TO CLICK “APPLICATION”**

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

## ! IMPORTANT NOTES !

- Courses will not be shown without choosing the following contents;
  - ① semester
  - ② campus
  - ③ graduate school
  - ④ day
  - ⑤ period
- 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.

## (4) Change/Delete Registered Course

- ◆ Choose “semester,” “campus,” “graduate school,” “day,” “period.”
- ◆ Choose “0000 module only cancel”
- \* If the module a and b are the same course, students can choose any of “0000a module only cancel” or “0000b module only cancel” to cancel the course.
- ◆ After deleting the course, be sure to click “Application” button to complete registration.

After selecting “School”, “Day” and “Period”, select “Course Title”.

★ After registering or making change, click “Application”.

0000a module only cancel  
0000b module only cancel

0000Structural Dynamics (KOBAYASHI MASAHIKO)  
0138Chemical Equilibrium (FUKAZAWA TOMOKO)  
0246Computer Networks (TAKAGI TOMOHIRO)  
0171Function Analysis 1 (WATANABE HIROSHI)  
0148Software Theory and Practice (MIYAZAKI KAZU)  
0113Thematic Studies in Artistic Contents 3 (OOSA)

## (5) Confirm Registered Courses

- ◆ After registering all courses, go back to the menu and choose “Confirm Registration.”

HOME

Subject Registration

○ Subject Registration  
○ Confirm Registration  
○ 資格申請 (資格課程用)  
○ コース登録 (政経、情コミ)  
○ 国際協力科目受講上の注意

Information

● Your School ○ All Schools

School Name Category

System Operation Status

● Your School ○ All Schools

School are running	Application Status
Graduate School of Science and Technology	Normal Service
Foreign Language	Normal Service
Certification Courses	Normal Service

- ◆ Print the page and confirm all courses that you registered are shown in the list. Pay special attention to the Main Course as many students often fail to register for.

Print Please check comments in the remarks column. If you have any questions contact the office.

Warn/Remarks	Period/Units	Day of the week	Period	Subjects offered as a pair	School	Course	Number of Credits	Teacher	Classroom
	Spring Semester	Tue	2a	Tue2b	Graduate School of Science and Technology	Advanced Urban Design	2	SASAKI HIROYUKI	511教室
	Spring Semester	Wed	3a	Wed3b	Graduate School of Science and Technology	Structural Dynamics	2	KOBAYASHI MASAHIKO	A207教室
	Spring Semester	Thu	4a	Thu4b	Graduate School of Science and Technology	Architectural History	2	MATSUZAKI TERUAKI	A204教室

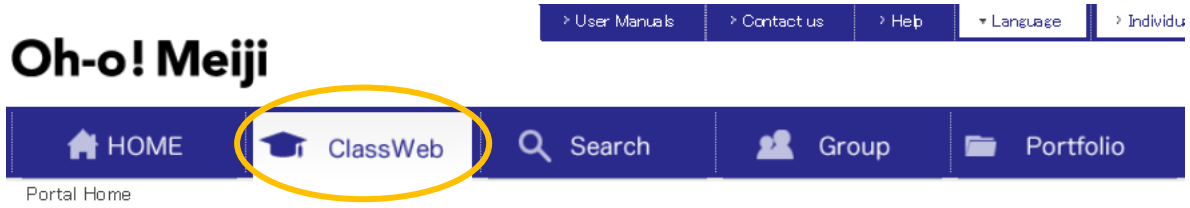
- ◆ Log out from the website after completing registration.

## 6. Personal Class Timetable (PDF)

- ◆ Personal class time table will be available via Oh-o!Meiji portal website.
- ◆ Log in to Oh-o!Meiji portal website and download personal class timetable **IN PDF** from Class Web. A password (Meiji Single Sign-on Account) will be required to show the timetable in PDF.



- ◆ 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.



時刻表PDFダウンロード

Be sure to download a class timetable in PDF.

Errors will not show up on the timetable in Oh-o!Meiji. Students must check the PDF timetable.

時限	月	火	水	木	金	土
1限						
2限						
3限						
4限						
5限						

## FAQ

Q1: 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: Make sure that you click "Application" button after choosing "0000 module cancel." Deletion cannot be completed without clicking "Application."

Q5: What are the reasons of error messages when registering for courses?

A5: See the list below for the reasons of errors.

Error Messages	Reasons
学部（共通教育）を選択して下さい。/Choose your School.	You did not choose the Graduate School of which courses you wish to take.
この授業科目は既修得科目あるいは既登録科目との重複条件に違反しています。/ You have already taken the same class before.	You have already taken the class and received credits of the class.
同じ曜日に異なる開講地区への移動条件を満たしていません。/ Your course choice does not meet requirements of transportation between different campuses.	There is not enough time for transportation between the campuses.

# 2024 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						