GSIR Course Registration Guide

Completion/Change of Course Registration for the Fall 2019 term will start from **12:30 pm on Monday, September 30**, and will end on **5:00 pm on Monday, October 7**.

Although you already conducted the official course registration in August, please read the following guidelines for Course Registration.

I. Basic Policies

(1) Official Course Registration and Completion/Change of Registration

All students are required to register themselves for courses online during the official course registration period before each term starts. Then, they must complete the online course registration, and submit a signed **course registration form** to OAA within the period for completion/change of course registration. (GSIR students have to obtain their faculty consultant’s (supervisor’s) signature on the form as well.) Students can change their selection of courses during this period if necessary. The deadline for the completion of course registration is usually scheduled on the first day of the 2nd week of class in each term.

(2) Core Required and Core Elective Courses

Some Core Required and Core Elective Courses are divided into two sections since many students register for them. Sometimes, each section is offered in two different terms: for example, one section is offered in this term and another section is offered in the next term, OR, both sections are offered in the same term. In these cases, you must register for either one of the sections. In most cases, each section has an enrollment limit and the registration is carried out in first come, first served.

(3) Max and Min. Credit per Term

The minimum and maximum credit requirements per term are as follows:

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 credits</td>
<td>12 credits</td>
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</table>

* Credits from language courses and Advanced Seminars are excluded from the number of minimum/maximum credit requirements per term.

(4) Cross Registration

You are allowed to take courses offered in another school (GSIM) as part of the Cross Registration Program. Credits earned from courses offered by GSIM will be counted in the Elective category in principle, except for some GSIM courses which are listed in the course requirements. Please note that there may be some cases, depending on circumstances, where you cannot officially register for specific courses offered by GSIM.
(5) Textbook Order
If you want to receive the textbook(s) via IUJ, please order it (them) on the Dream Campus during the registration period. Please note that you cannot cancel the book order even if you change your selection of courses later, and the ordered textbook(s) will be available about 4 weeks after the course registration deadline.

(6) Duplicate Registration / Timetable
Duplicate registration (i.e. registering for two courses held at the same time period) cannot be allowed even if the time conflict between these courses is only one class. If a required course and an elective course are scheduled at the same time, students must enroll in the required course (not in the elective course).

(7) Withdrawal/Cancellation from Course(s)
After the completion of the online registration, you will only be able to withdraw from the course(s) by following the designated procedures. The last day for withdrawal from the courses is set on the last working day of the 4th week of the term. Please refer to the academic calendar available at https://www.iuj.ac.jp/ir-info/ for the exact date of deadline for each term.

There are some courses which are offered irregularly or intensively, or start after the completion of the course registration. For these courses, special deadlines for course registration cancellation and withdrawal will be set. Please refer to the special notice from OAA regarding the course withdrawal/cancellation deadlines for these courses.

The special notice and the application form for course withdrawal will be available at the beginning of each term at https://www.iuj.ac.jp/ir-info/ (please refer to the announcement section of the page).

(8) Repeat Registration for JLP Courses
You can register for a Japanese language course which you have already taken. However, the online course registration system does not allow you to do so. If you want to take the same Japanese course twice, please come to OAA to request for a manual course registration after getting approval from the course instructor.

(9) Grade Option for JLP Courses
In all Japanese language courses, you are evaluated in "Pass/Non-pass" basis in principle. However, you can choose "letter-grade" option (from A to F) by submitting a request form to the course instructor. Please ask JLP faculty members for the form.
II. How to Register for the Courses

(1) Check the course information and the timetable

Before registering for the courses, please refer to the timetable, course offerings and course syllabi available on the GSIR Student Information Webpage:  [https://www.iuj.ac.jp/ir-info/](https://www.iuj.ac.jp/ir-info/)

(IUJ Homepage >On Campus Tab >Student Services >GSIR Student Information)

(2) Procedures of Online Course Registration

Log in to My IUJ! On the IUJ web page (https://www.iuj.ac.jp/myiuj/login/) as shown below:

When you login to the Dream Campus system, you will see the menus as below at first.
a) When you click on Course registration tab for the first time, you will see an important notice as below. Read the instructions carefully and click on Agree to proceed. Once you click Agree, this page will not be appeared again.
b) To register a course, click on View.

Please also refer to the timetable which is available at the following webpage:

GSIR:  https://www.iuj.ac.jp/ir-info/  GSIM:  https://www.iuj.ac.jp/im-info/

c) When a list of courses of the slot appears, click on Add button which you want to take.
d) By clicking one course slot, the other slots will automatically be registered.

Click 'View' to display course(s) available in that time slot. A new page will be opened. On the new page, click 'Add' to register a course.

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>View</td>
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<tr>
<td>2</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>3</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td>View</td>
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<tr>
<td>4</td>
<td>View</td>
<td>View</td>
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<td>View</td>
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<tr>
<td>5</td>
<td>View</td>
<td>View</td>
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<td>View</td>
</tr>
</tbody>
</table>

< FAQ >

Q1. I cannot find a course that I want to register.
A1. Please click “Course Search” button at the top to see all the courses list.

Q2. Where can I find the Intensive course(s), Advanced Seminar and the Language course(s) ?
A2. Please click “View” in the “Intensive, etc.” table at the bottom.
e) Please finalize your course registration and click **Complete** button during the Change/Completion of the Course Registration period, at the term beginning of each term. (After you click Complete, you cannot make any changes.) *A Registration form will be available only after the completion of the course registration.

f) You have to print out the **registration form** and submit the form with your signature to OAA by the said deadline. (GSIR students have to obtain their supervisor’s signature on the form as well.)
(3) How to check the “Enrollment Limit”

Some course instructors set the maximum number of students who can register their courses. In that case, once the number of students registered for the course reaches the maximum, you can no longer register for the courses. To check the enrollment limit of the courses, click on **Course Search** button and choose the **faculty (GSIR or GSIM)** you want to confirm.

If enrollment limit is set on the course, you can see the capacity as well as the number of students registered for the course as below (This number is changeable during the registration period.)
### III. Textbook Order

If you want to purchase the textbooks via IUJ, please access 'Textbook Order' on the 'Dream Campus' and order the textbook(s) by the registration period. When your ordered books arrive, we will let you know by email. Generally, it takes 4 weeks to arrive after the registration deadline.

Check on the box on the book you want to order.

<table>
<thead>
<tr>
<th>School</th>
<th>-</th>
<th>Item Title</th>
<th>Course Title</th>
<th>Type</th>
<th>Now</th>
<th>After</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School of International Relations (Master's Program)</td>
<td>✓</td>
<td>Cost-Benefit Analysis: Theory and Application (ISBN:9780803971332) ADC67651101 - Cost Benefit Analysis</td>
<td>Hardcover</td>
<td>7,000</td>
<td>7,300</td>
<td></td>
</tr>
</tbody>
</table>

When you finish checking all, click on Request on Order for Checked Course Items.

<table>
<thead>
<tr>
<th>School</th>
<th>-</th>
<th>Item Title</th>
<th>Course Title</th>
<th>Type</th>
<th>Now</th>
<th>After</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School of International Management (Master's Program)</td>
<td>☐</td>
<td>Operations management in the supply chain : decisions and cases (ISBN: ) OPR1010102 - Operations Management</td>
<td>Paperback</td>
<td>6,000</td>
<td>6,300</td>
<td></td>
</tr>
</tbody>
</table>

Click OK to place your order.

You are about to request an order for the following item(s):

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost-Benefit Analysis: Theory and Application</td>
<td>Hardcover</td>
<td>7,000</td>
</tr>
<tr>
<td>Intermediate Microeconomics</td>
<td>Paperback</td>
<td>5,000</td>
</tr>
</tbody>
</table>

Before clicking on the OK button, you must choose a payment type that is either:

- Bullet Payment
- Two installments

If it is OK to request this order, click on the OK button, otherwise click on the cancel button to go back to the previous screen.
You can check the textbooks you ordered from the **Order results** page as below:

<table>
<thead>
<tr>
<th>School</th>
<th>Material Title</th>
<th>Course Title</th>
<th>Type</th>
<th>Cost/Yen</th>
<th>Payment Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School of International Relations (Master’s Program)</td>
<td>Cost-Benefit Analysis: Theory and Application</td>
<td>Cost Benefit Analysis</td>
<td>Hardcover</td>
<td>7,000</td>
<td>1</td>
</tr>
<tr>
<td>Graduate School of International Relations (Master’s Program)</td>
<td>Intermediate Microeconomics</td>
<td>Microeconomics II</td>
<td>Paperback</td>
<td>5,000</td>
<td>1</td>
</tr>
</tbody>
</table>

**Costs Yen:** 12,000

Adding some other order requests make the pricing reflect changes. Total costs may be divided into two instalments depending on your choice at order request. The cost deducted on 03/24/2017 includes course items of Xerox copy for your registered courses and etc.

More detailed manual for “Dream Campus” can be available on the MyIUJ page below: