"Dream Campus" Manual for Students

Contents:

What is "Dream Campus"

"Dream Campus" is the name of our computer system that offers various functions, including course registration, textbook ordering, syllabus searches, and more. This system can be accessed through our student portal called "MyIUJ!".

If you have any questions, please do not hesitate to contact below.

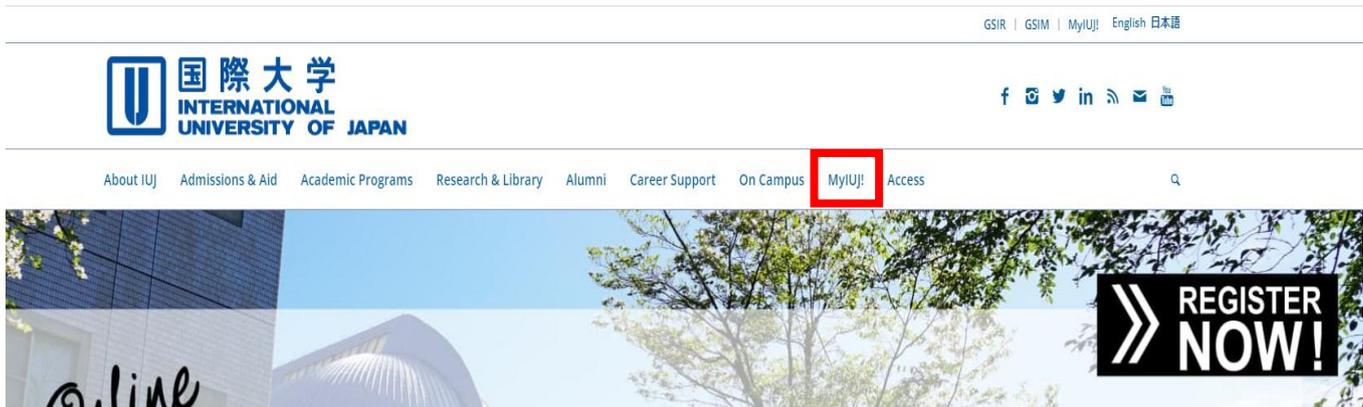**Academic issues such as grades, curriculum, textbook, etc.**
oaa@iuj.ac.jp

System errors:
mlic-com@iuj.ac.jp

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(Issued: February 22, 2017)

1. Login

a) Login to the student portal called "**MyIUJ!**" from the IUJ web page at https://www.iuj.ac.jp/
The login button for "MyIUJ!" is provided in the header of the website.

b) Enter your username and password to login "MyIUJ!". Please note that you should enter the first part of your email address without @iuj.ac.jp. If your E-mail address is kokusai@iuj.ac.jp, you should enter "kokusai" only in the field of "Username." Your primary password is your birthday (YYYYMMDD) plus #. If your birthday is January 15, 2000, your password is 20000115#. After you enter your Username and password, click "Sign in."
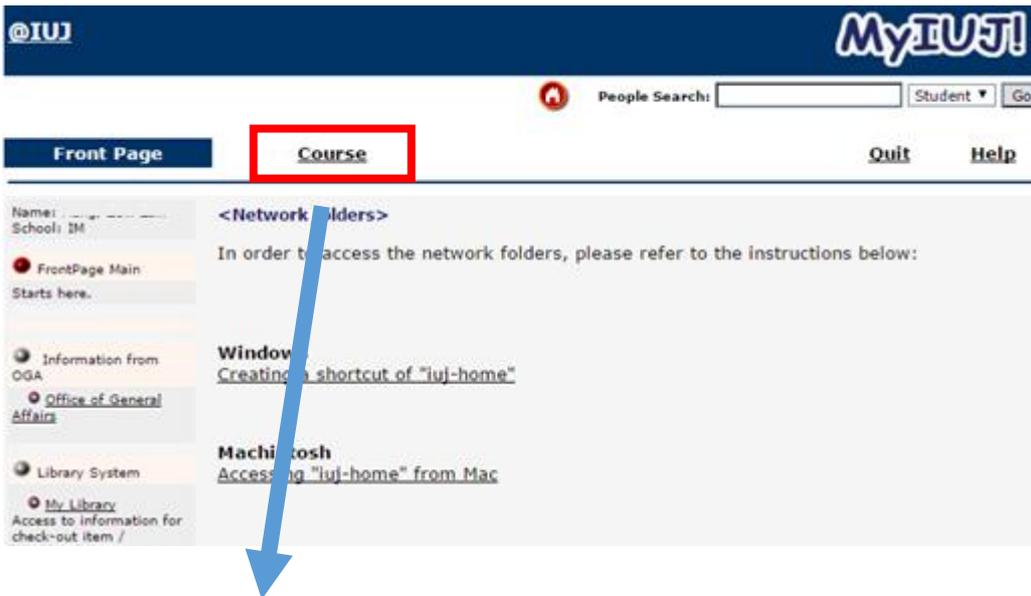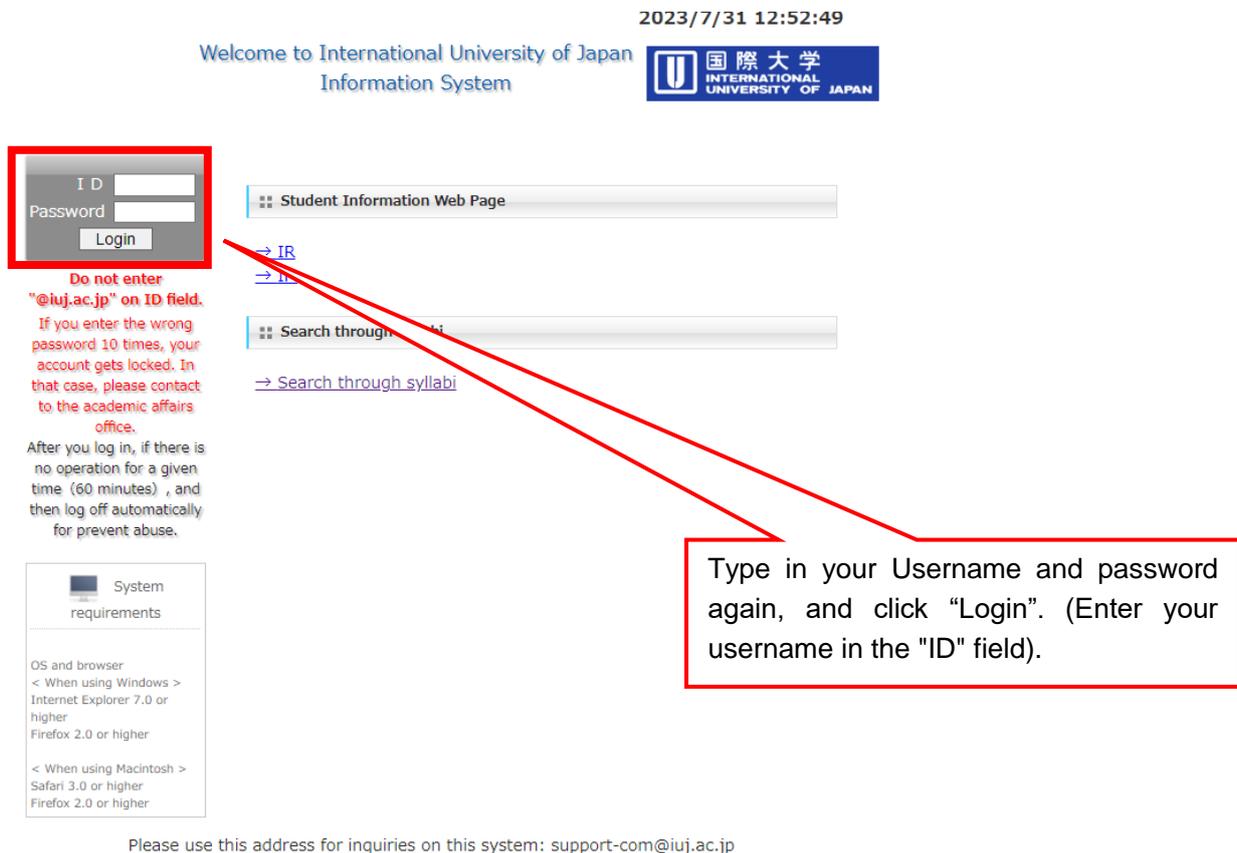

c) Please click "Enter MyIUJ!"

d) This is the front page of the "MyIUJ!". This is also the portal to access the system of "Dream Campus." Please click "**Course**" to proceed.
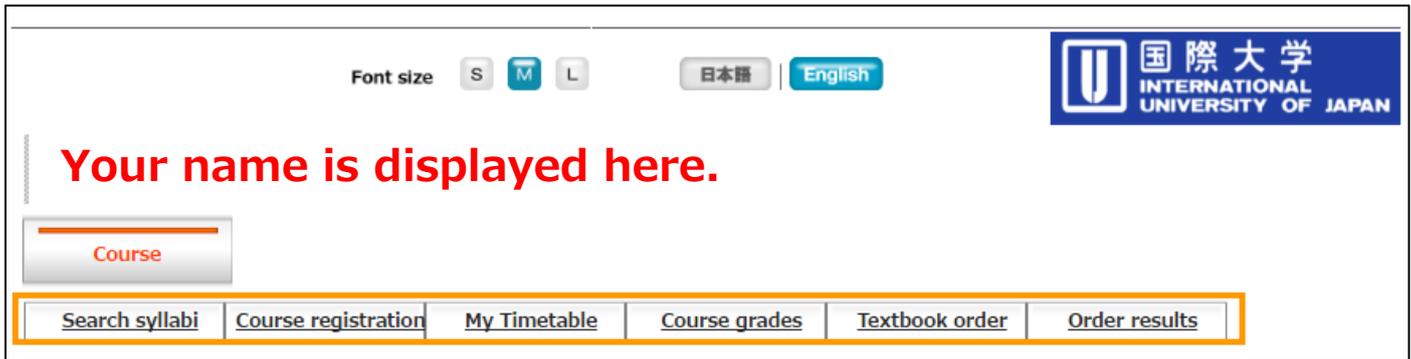

e) Login to "**Dream Campus".**

Type in your Username and password again, and click "Login". (Enter your username in the "ID" field).

2．Functions

When you login to the "Dream Campus" system, you will see the functions as below at first.

Font size S M L	日本語 English	国際大学 INTERNATIONAL UNIVERSITY OF JAPAN

Your name is displayed here.

Course

Search syllabi	Course registration	My Timetable	Course grades	Textbook order	Order results

What you can do is …

Ⅰ．Search syllabi

You can search and display a specific syllabus by entering conditions (Year, Term, Course ID, etc.).

Ⅱ．Course registration

You can register for the courses during the Course Registration period.
You can finalize your course registration during the Completion/Change of Registration period. You can also add/delete courses during this period if necessary.

Ⅲ．My Timetable

You can view your weekly class schedule for the current term.

Ⅳ．Course grades

You can confirm your course grades in the past terms.

Ⅴ．Textbook order

You can order required textbooks for courses during the "Course Registration" period only.

Ⅵ．Order results

You can confirm the textbooks you ordered.

Ⅰ．Search syllabi

| Search syllabi | Course registration | My Timetable | Course grades | Textbook order | Order results |

The search page shown below will pop up when you click the "Search syllabi" tab. Specify conditions, such as Year, Term, Schedule, Course ID, etc. and then click the "**Search**" button.

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国際大学
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UNIVERSITY OF JAPAN

Search through syllabi

Term

| Year | 2022 ▾ | | Term | Fall ▾ |

Faculty, etc

Faculty	--- ▾
Department	------------------ ▾
Course	------------------ ▾

Schedule

Day of week	--------- ▾
Period	---- ▾
Class code	

Course ID

| Course ID | |

When searching by multiple words, leave a space between them.

Field

| Subject field | ------------------ ▾ |

Other (partial word searches are enabled)

| Course title search | |

When searching by multiple words, leave a space between them.

| Instructor name search | |

Word searches using Japanese Kanji, and the alphabet are all enabled.

| Keyword search | |

When searching by multiple keywords, leave a space between them.

| Full-text search | |

When searching by multiple words, leave a space between them.

Search   Clear conditions   Close

🔺 Return to top

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Ⅱ. Course Registration

① Course Registration Period
(around mid-August / mid-November / mid-February)

Before you begin the course registration process, we recommend that you review the timetable for the upcoming term, familiarize yourself with course and credit requirements for graduation in your chosen program, etc. This will help you create a comprehensive plan for your coursework in the next term as well as for the entire duration of your study at IUJ. You can find all the necessary information from My Curriculum. 1st-year students should refer to the course registration example for each program, which will be shared via Google Drive in August.

My Curriculum for GSIR students: https://www.iuj.ac.jp/ir-info/
My Curriculum for GSIM students: https://www.iuj.ac.jp/im-info/

a) When you click on the "**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 appear again.

b) There are 2 options available for course registration.

<Option 1>

Option 1 allows you to register for courses directly from the blank Class Schedule Table. It only displays the days of the week and the corresponding periods. For instance, "Tue" and "4" indicate the 4th period on Tuesday. By clicking "**View**" for a particular period, you will be able to see all the courses offered during that period.

The courses offered in the period appear as below. If you click on a course title, you can see the syllabus for that course. To register for a course, click "**Add**" for the course.

	Faculty	Class schedule (course) code	Course title	Instructor name	Period		Number of credits	Category
1	GSIM	MGT1120301	Strategic Management	Wakayama, Toshihiro	Tue.4~5	Add	2	Required
2	GSIR	ADC5435301	Evolution of Modern Strategy	Yamaguchi, Noboru	Tue.4~5	Add	2	Elective
3	GSIR	ADC6656301	Environmental and Health Economics	Wong, Chun Yee	Tue.4~5	Add	2	Elective
4	GSIR	DCC5345301	Local Government and Public Service	Yamada, Kyohei	Tue.4~5	Add	2	Elective
5	GSIM	MKG2060301	Advertising Management	Sheehan, Benjamin	Tue.4~5	Add	2	Elective

Close

e.g.) If you want to register for "Strategic Management", which is scheduled for the 4th and 5th periods on Tuesday, click "**Add**" for the course. Both 4th and 5th periods on Tuesday will then automatically be registered and will appear on the Class Schedule Table as below:

All the courses you have added will appear on the Class Schedule Table so that you can check your own weekly class schedule. Keep in mind that you cannot register for courses that are scheduled at the same time. If you want to cancel a course you have registered for, simply click "**Delete**".

English and Japanese language courses, as well as intensive courses or Advanced/Research Seminars (thesis or research report supervising courses) can be found in the "**Intensive**" table provided on the lower part of the same screen. Please click "**view**" to find these courses.

<Option 2>

Option 2 provides a course search function, which can be a more convenient way to find and register for courses. To access this feature, click on the "**Course Search**" button.

Here, you can find a course you are looking for by entering specific conditions, such as the course title. Or simply choose either the "Graduate School of International Relations" or the "Graduate School of International Management" from the dropdown menu and click "**Search**." Then, you can find all the courses offered by the selected school. We will explain the case of "Graduate School of International Management" on the next page.

All the courses offered by the school in the next term are available to you. As before, click "**Add**" to register for the courses you want to take. You may notice that some courses, such as "Marketing Management" are listed twice. This is because it is one of the Core Required Courses for MBA students, and the number of students taking the course is expected to be large. Therefore, the course is divided into two sections: one offered in the 2nd and 3rd periods, and the other offered in the 4th and 5th periods on Friday. Choose either section and click "**Add**" to register.

	Faculty	Class schedule (course) code	Course title	Instructor name		Number of credits	Category	Period	Capacity	Number of registered students
1	GSIM	ITC1050301	Data Analytics for Business	Li, Wenkai	Add	2	Required	Mon.4〜5	38	0
2	GSIM	ITC1050302	Data Analytics for Business	Li, Wenkai	Add	2	Required	Tue.6〜7	38	0
3	GSIM	MGT1120301	Strategic Management	Wakayama, Toshihiro	Add	2	Required	Tue.4〜5	65	0
4	GSIM	MGT1120302	Strategic Management	Wakayama, Toshihiro	Add	2	Required	Thu.4〜5		
5	GSIM	MKG1010301	Marketing Management	Comai, Alessandro	Add	2	Required	Fri.2〜3	40	0
6	GSIM	MKG1010302	Marketing Management	Comai, Alessandro	Add	2	Required	Fri.4〜5	40	0
7	GSIM	FIN2040301	Portfolio Management	Chow, Yuen Leng	Add	2	Elective	Mon.2〜3		
8	GSIM	FIN2050301	Entrepreneurial and Venture Finance	Chow, Yuen Leng	Add	2	Elective	Tue.2〜3		
9	GSIM	FIN2070301	Investment and Machine Learning	Chuang, Hongwei	Add	2	Elective	Thu.2〜3	25	0
10	GSIM	FIN3050301	Risk Management	Chuang, Hongwei	Add	2	Elective	Fri.4〜5	25	0
11	GSIM	ITC1060301	Digital Platform and Digital Business Models	Aung, Zaw Zaw	Add	2	Elective	Wed.4〜5		
12	GSIM	JDP2040301	Japan's Major Industries and Human Resource Practices	Yokose, Tsutomu	Add	2	Elective	Thu.2〜3		
13	GSIM	JDP3030301	Japanese Corporate Finance and Financial System	Hiraki, Takato	Add	2	Elective	Thu.4〜5		

List of Courses

This list also provides information about the **capacity**, which is the enrollment limit for each class. You will be able to see the number of students who have already registered for each class once the course registration starts. If the number reaches the upper limit, no more seats will be available. Course registration is on a first-come, first-served basis in principle, so we encourage all of you to start the process as soon as possible. If the upper limit is not set by the course instructor, the capacity columns are left blank. If you wish to register for the course that has reached full capacity, you can contact the course instructor directly. They may consider accepting you if you have a valid reason.

Once you have added all the courses you want to take, this concludes the course registration process during the "Course Registration Period." (There isn't a 'complete' button; the information will be automatically saved when the course registration period deadline closes.) Click "**logout**" to exit the system or proceed to the "**Textbook order**" section.

Last Login:8/7/2023 11:53:35 AM   2023/8/7 11:56:09

Logout   Font size S M L   国際大学 INTERNATIONAL UNIVERSITY OF JAPAN

Kokusai, Taro

Course

Search syllabi | Course registration | My Timetable | Course grades | **Textbook order** | Order results

② **Completion/Change of Registration Period**

(at the beginning of each term)

You are required to login to "Dream Campus" system again to finalize the course registration process during this period.

a) When you click on "**Course registration**" for the first time, you will see an important notice below. Click on "**Agree**" to proceed. Once you click "**Agree**", this page will not appear again.

b) You can change the courses you registered during the "Course Registration Period" if necessary. After you finalized your course selection, click the "**Complete**" button. (Once you click "**Complete**", you cannot make any changes in your course selection even during the "Completion/ Change of Registration period.")
   Please note that the "**Complete**" **button can be found only when you are on campus.**

c) **A Registration form** will be available after you click the "Complete" button.
   GSIR students have to obtain a signature from their supervisor and submit it to OAA. Detailed instruction will be made at a later date. GSIM students have to save **the Registration form** in PDF format and upload it to the Submission Portal. Please ensure that both GSIR and GSIM students are required to complete the form submission by the same deadline of Completion/Change of Registration period for each term.

Class Schedule Table	Courses Added

Complete

Attention: Do not press the Complete button until you determine the course selection for sure. Once you click on it, you can no longer make any changes.

Course Search | Direct Input of Code

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.

2023 Spring

	Mon	Tue	Wed	Thu	Fri	Sat
1	View	View	View	View	View	View
2	Cost Benefit Analysis Tang, Cheng-Tao Delete	View	Policy Evaluation Jinnai, Yusuke Delete	Public Finance and Budgeting Lim, Seunghoo Order of arrival Delete View	Introduction to Policy Modeling Park, Hun Myoung Delete	View
3	Cost Benefit Analysis Tang, Cheng-Tao Delete	View	Policy Evaluation Jinnai, Yusuke Delete	Public Finance and Budgeting Lim, Seunghoo Order of arrival Delete View	Introduction to Policy Modeling Park, Hun Myoung Delete	View
4	View	View	View	View	View	View
5	View	View	View	View	View	View
Intensive, etc.	Elementary Japanese Ⅲ Takeuchi, Akihiro, etc. Delete	View	View	View	View	View

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Ⅲ．My Timetable

You can confirm your weekly class schedule for the term.

	Mon	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
1						
2	Cost Benefit Analysis Tang, Cheng-Tao		Policy Evaluation Jinnai, Yusuke	Public Finance and Budgeting Lim, Seunghoo Order of arrival –	Introduction to Policy Modeling Park, Hun Myoung	
3	Cost Benefit Analysis Tang, Cheng-Tao		Policy Evaluation Jinnai, Yusuke	Public Finance and Budgeting Lim, Seunghoo Order of arrival –	Introduction to Policy Modeling Park, Hun Myoung	
4						
5						
6						
Intensive, etc.	Elementary Japanese Ⅲ Takeuchi, Akihiro, etc.					

2023 Spring

Top page > Course schedule   ▲ Return to top

Ⅳ. Course grades

a) You can display all past grades or you can select a specific term.

   Click on ①"**Display**" to view your course grades.

b) If you want to check your GPA (Grade Point Average), click on ②"**Display**" to view your GPA　history.

Detail of course grades

Year	Term	Class schedule code	Course title	Instructor name	Number of credits	Grade	Notes
[Core Required Courses (Seminar Courses)]							
2023	Winter	SEM8040411	Research Seminar Ⅰ	Lim, Seunghoo	1	P	
[Core Elective Courses (Basic Core)]							
2023	Winter	DCC5095401	International Organization	Kato, Hiroshi	2	B	
2022	Fall	DCC5238301	Microeconomics Ⅰ : Price Theory	Goto, Hideaki	2	B-	
2022	Fall	DCC5325301	Introduction to Policy Analysis	Park, Hun Myoung	2	B-	
2023	Winter	DCC5342401	Public Policy Process	Lim, Seunghoo	2	B-	
[Core Elective Courses (Disciplinary Core)]							
2023	Winter	ADC5000401	Public Organization Theory	Nakamura, Ayako	2	A-	
2023	Winter	ADC5032401	Information Policy and Management	Park, Hun Myoung	2	A-	
2022	Fall	ADC5040301	Leadership in the Public Sector	Jung, Jiwon	2	B+	
2022	Fall	DCC5345301	Local Government and Public Service	Yamada, Kyohei	2	B	
[Electives]							
2023	Winter	DCC5280401	Public Finance	Usui, Norio	2	A-	
2022	Fall	DCC5370301	Public Finance and Budgeting	Lim, Seunghoo	2	A-	
2023	Winter	JDP5031401	International Relations and Foreign Policy of Japan	Shinoda, Tomohito	2	B	

2023 Fall

GPA

Term for evaluation	Total GPA	Term GPA
2022 Spring		
2022 Spring (Special)		
2022 Fall	3.0500	3.0500
2023 Winter	3.1818	3.2917
2023 Spring	3.2500	3.4375

※Note

Total GPA	Total GPA indicates the overall grade point average.
Term GPA	Term GPA indicates the grade point average of each term.
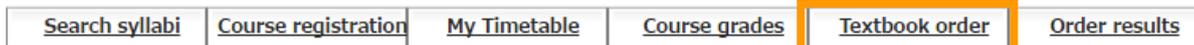
Ⅴ．Textbook order

a) When you click on the "**Textbook order**" tab for the first time, you will see an important notice as below. Read the instructions carefully and click on "**Continue**" to proceed.

b) On this screen, you can find information about each course's **required textbooks**, as well as the price for each textbook.

Please click the checkbox provided for each textbook if you wish to purchase it. If you want to change your order selection, please ask OAA for assistance.

Although it displays Now and After, there is only one chance for students to order textbooks each term.

Please note that you can place textbook orders during the Course Registration period only. If you plan to purchase textbooks, do not miss this opportunity!

c) You will then see a list of the items you have selected. Please confirm that the textbooks listed are the ones you want to order. Regarding the payment, you can choose either a **bullet payment**, which is a one-time payment, or **two installments**.

If you choose "bullet payment," the cost of textbooks for the Fall term will be withdrawn from your bank account in late November. If you choose the two-installment option, the cost will be divided over two months and withdrawn from your bank account in November and December. After the confirmation, simply click the "**OK**" button to complete the textbook order process.

Even after clicking "OK" and finalizing the process, you can still cancel your order as long as it is within the Course Registration period. However, after the deadline, requests for cancellation of textbook orders can never be accepted, and you will be responsible for the costs.

VI. Order results

You can confirm the books you ordered.