To Our Students June 2024

# Web Course Enrollment Lottery

## [Important] Changes from AY 2024

## Courses selected by lottery cannot be removed.

Before entering the lottery, please check the syllabus carefully and <u>register only for the courses you</u> want to take in the lottery.

\*The courses allowed by post-lottery applications cannot be cancelled after the end of the post-lottery application period.

Please enter the lottery for limited-enrollment general subjects for AY 2024 on or off campus via the Web.

## Web lottery entry period

3rd term, 4th term, Winter and Spring intensive lectures

From Monday, August 26 at 9:00 a.m. through Monday, September 9 at 11:00 p.m.

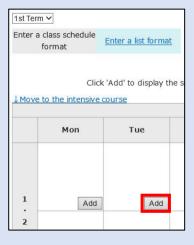
### ■ How to use the Web lottery ■

Log in to the Academic Affairs System (Gakumu System) .

 $\rightarrow \text{Click "Course grades"} \rightarrow \text{Click "Course Regist"}$ 



Click the "Add" button in the time frame of the course you want to take.



The list of courses will be displayed. Click the "Add" button for the course you want to take.



If you want to change your request, click the "Delete" button.

If you want to add more courses, repeat steps 2 and 3. You can register for up to 5 courses in the same time frame.



<sup>\*</sup>If you need to cancel a course for inevitable reasons, please contact your faculty/school's Academic Affairs staff (Kyomu Tanto).

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Students who enrolled in AY 2024 are not allowed to enter a lottery for classes scheduled on Tuesdays and Fridays, while students who enrolled in AY 2023 are not allowed to enter a lottery for classes scheduled on Mondays and Thursdays. However, if a post-lottery application is available for the above classes, such restrictions will not apply.

Nevertheless, October Entrants (The Discovery Program for Global learners) are allowed to enter a lottery for classes scheduled on Mondays, Tuesdays, Thursdays and Fridays.

You are not allowed to enter the lottery for subjects that are offered during the same time slots as "English (Speaking, Reading, Writing, Listening)" and "Basic Mathematical and Data Sciences" for students enrolled in Academic Year 2024, and "English (Integrated English, S&L, R&W)" for students enrolled in Academic Year 2023. However, if a post-lottery application is available, such restrictions will not apply.

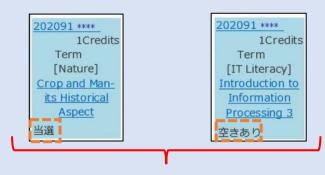
	Web lottery results posted	Post-lottery application period
3rd term, 4th term, Winter and Spring intensive lectures The first class sessions for the 3rd term general subjects will begin on Tuesday, Oct. 1.  The first class sessions for the 4th term general subjects will begin on Friday, Nov. 29.	From Tuesday, Sep 17 at 9:00 a.m.	From Tuesday, Sep 17 at 12:00 p.m. Through Tuesday, Sep 24 at 11:00 p.m.

Lottery results will be available only on the Web, and will not be posted on the bulletin board at the Building for General Education.

Information about the post-lottery application will be provided on the Web. You are not allowed to ask instructors for this information directly.

#### ■How to view the Web lottery results

★Lottery results will be available on the course registration page in the Academic Affairs System.



Message in the bottom

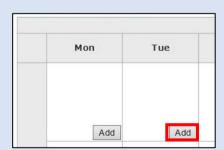
当選: You have been chosen by lottery and the course is now full. 空きあり: You have been chosen by lottery and there is some space available in the course.

XIf you have not been chosen by lottery, the course name will be deleted from your course registration screen. Please make a note, if necessary.

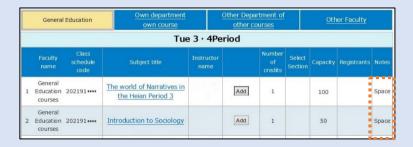
#### ■How to submit a post-lottery application

You have been chosen by lottery

If you want to apply post-lottery, click the "Add" button in the time frame of the course you choose on the course registration page in the Academic Affairs System.



Click the "Add" button for the subject you want to register.



The courses with "Space" status are available for post-lottery application.

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If you want to cancel a course you registered by <u>post-lottery</u>, click the "Delete" button. Please note that once the information is deleted, it cannot be restored.



The courses you have been given by <u>lottery</u> cannot be deleted.

Note: The picture shown above is for illustrative purposes only.

Make sure to check for any error messages in the Academic Affairs System (Gakumu System).

Lottery-based courses are not available to students other than those awarded a seat by lottery or through the web post-lottery application.

\* If you need to take a lottery-based course for graduation, grade promotion, or other special circumstance, please contact your faculty/school's Academic Affairs staff (Kyomu Tanto).

Academic Planning Division, Academic Affairs Department