To Our Students September 2025

# Web Course Enrollment Lottery

(4th term, Winter and Spring intensive lectures)

For Students enrolled before AY 2024

Please enter the lottery for limited-enrollment courses for AY 2025 on or off campus via the Web.

Before entering the lottery, please check the syllabus carefully and register only for the courses you genuinely wish to take in the lottery.

# Web lottery entry period

4th term, Winter and Spring intensive lectures

From Friday, November 7 at 9:00 a.m. through Friday, November 14 at 11:00 p.m.

#### Courses selected by lottery cannot be removed.

- \*The courses assigned by post-lottery applications cannot be cancelled after the post-lottery application period ends.
- \*If you need to cancel a course due to unavoidable circumstances, please contact the Academic Affairs Office (Kyomu Tanto) of your faculty or school.

## ■ How to use the Web lottery

1

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

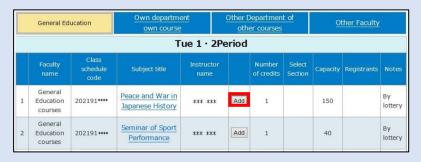
→ Click "Course grades" → Click "Course Regist"



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.



To Our Students September 2025

Students who enrolled in AY 2024 are not allowed to enter the lottery for classes scheduled on Mondays and Thursdays. However, if post-lottery applications are available for those classes, this restriction does not apply.

Note: October Entrants in the Discovery Program for Global Learners are allowed to enter the lottery for classes scheduled on Mondays, Tuesdays, Thursdays and Fridays.

	Web lottery results posted	Post-lottery application period
4th term, Winter and Spring intensive lectures The first class sessions for fourth-term courses will begin on Wednesday, December 3.	From Friday, November 21 at 12:00 p.m.	From Friday, November 21 at 1:00 p.m. through Tuesday, November 25 at 11:00 p.m.

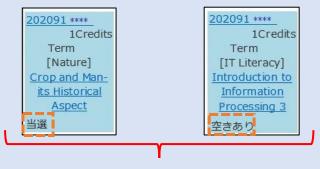
Lottery-based courses are only available to students who have been awarded a seat through the lottery or the web post-lottery application.

Please do not contact instructors directly to this information.

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

### ■How to view the Web lottery results

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



You have been chosen by lottery

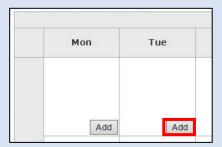
#### Message in the bottom

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.

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

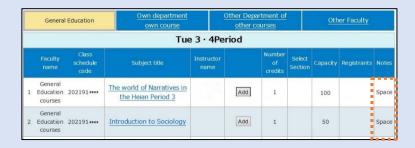
#### ■How to submit a post-lottery application

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.



Note: The pictures shown above are for illustrative purposes only.

To Our Students September 2025

3

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



Courses selected by lottery cannot be removed.

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

Academic Planning Division, Academic Affairs Department