To Our Students February 2025

# Web Course Enrollment Lottery

(1st and 2nd terms, Summer intensive lectures)

For Students enrolled in AY 2025

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

Web lottery entry period		
1st term	From Tuesday, April 1 at 9:00 a.m. through <u>Friday, April 4 at 11:00 p.m.</u>	
2nd term, Summer intensive lectures	From Tuesday, May 13 at 9:00 a.m. through <u>Monday, May 19 at 11:00 p.m.</u>	

<u>Courses selected by lottery cannot be removed.</u> Before entering the lottery, please check the syllabus carefully and register only for the courses you 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.
- \*If you need to cancel a course for inevitable reasons, please contact your faculty/graduate school's Academic Affairs staff (Kyomu Tanto).

## ■ How to use the Web lottery ■ (\*The images below may differ from the actual screen.)

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.

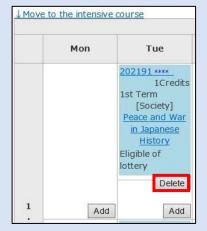


The list of courses will be displayed. Click the "Add" button for the course you want to take.



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.



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You are not allowed to enter the lottery for subjects that are offered during the same time slots as "Communicative English(S&L,R&W)" for students enrolled in Academic Year 2025. However, if a post-lottery application is available, such restrictions will not apply.

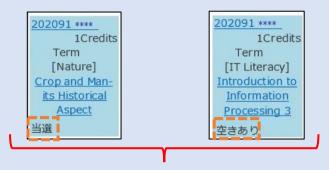
	Web lottery results posted	Post-lottery application period
<b>1st term</b> The first class sessions for the first term subjects will begin on Wednesday, April 9.	From Monday, April 7 at 12:00 p.m.	From Monday, April 7 at 1:00 p.m. Through Tuesday, April 8 at 11:00 p.m.
2nd term, Summer intensive lectures The first class sessions for the second term subjects will begin on Tuesday, June 10.	From Monday, May 26 at 12:00 p.m.	From Monday, May 26 at 1:00 p.m. through Thursday, May 29 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.



You have been chosen by lottery

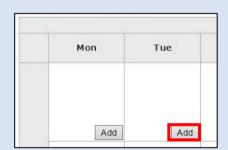
#### Message in the bottom

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.

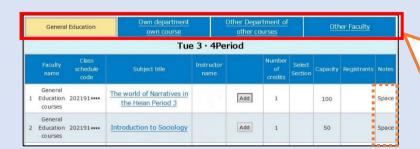
### ■How to submit a post-lottery application

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.



In practice, the following four tabs will be displayed.

- General Education Courses / English Language Courses
- · Own department / own course
- · Other Department of / other courses
- Other Faculty / Integrated Learning\*

\*For the students of Faculty of Medicine, subjects of "Integrated Learning" offered by Faculty of Health Science will be displayed on this tab.

For the students of Faculty of Health Science, subjects of "Integrated Learning" offered by Faculty of Medicine will be displayed on this tab.

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

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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.

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