School Administrative System

– Portal –

CAMPUSSQUARE

NS Solutions

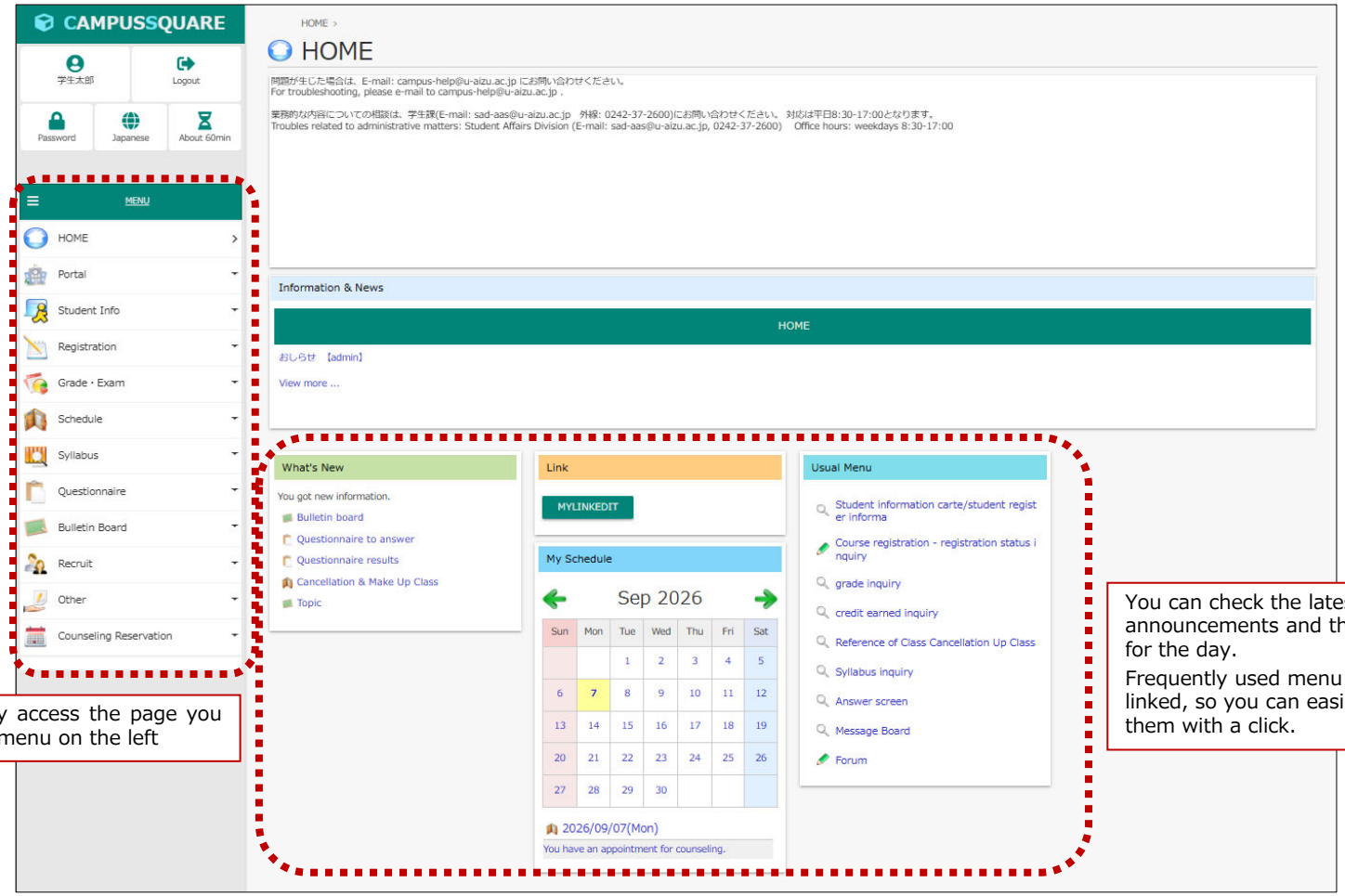
1. Default Display on the Portal Screen

CAMPUSSQUARE

(1) Portal top screen (after login)

After logging in from the pre-login portal top page, a screen tailored to the specific user type (student, faculty, staff, administrator) will be displayed.

Post-login portal top page



You can quickly access the page you want from the menu on the left

You can check the latest announcements and the schedule for the day.

Frequently used menu items are linked, so you can easily access them with a click.

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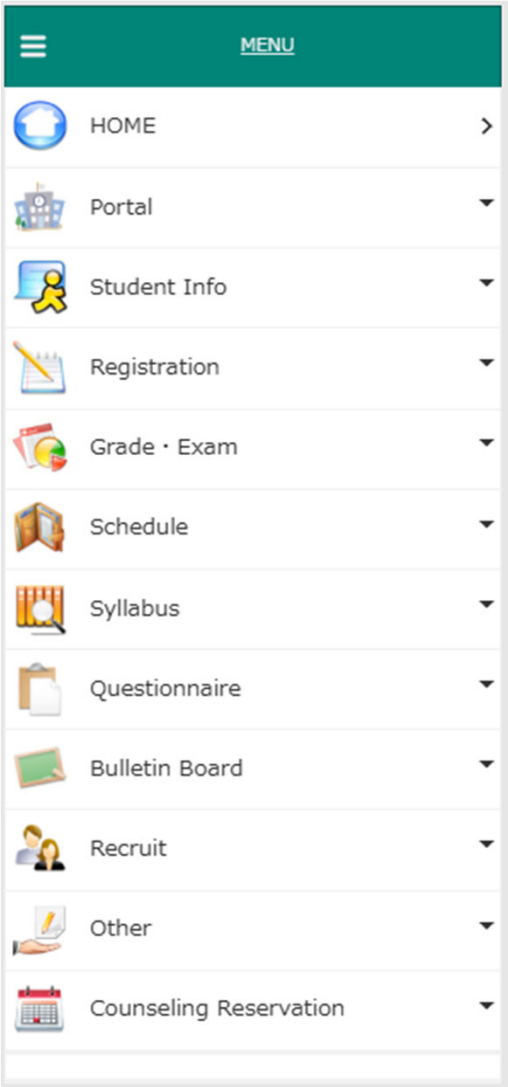
(1) Menu Structure

The following menu will be displayed on the portal screen. Click each icon to see the available functions.



Portal	Newly Arrived / Calendar Export
Student Info	Notice / Student Information
Registration	Curriculum Information / Evaluation(Credit Summary) / Qualification Evaluation / Course registration / Report Submission & Submission Report Reference /Graduation Thesis(Graduation Thesis Theme List / Graduation Thesis Theme Applications) / Approval of Course Cancellation / Course Registration Change
Grades・Exams	View Grades / credit earned inquiry / View Final Exam Schedule (Students View)
Schedule	Schedule Management / Calendar Export / View Class Cancellations and Makeup Classes / View Facility Use Status
Syllabus	Syllabus inquiry
Questionnaire	View Questionnaire Responses and Results
Bulletin Board	Newly Arrived / Message Board
Recruit	Request Employment and Education Certificates
Other	Various Applications / Download Center / Web Link Entry Link List / Forum
Counseling Reservation	Counseling Reservation

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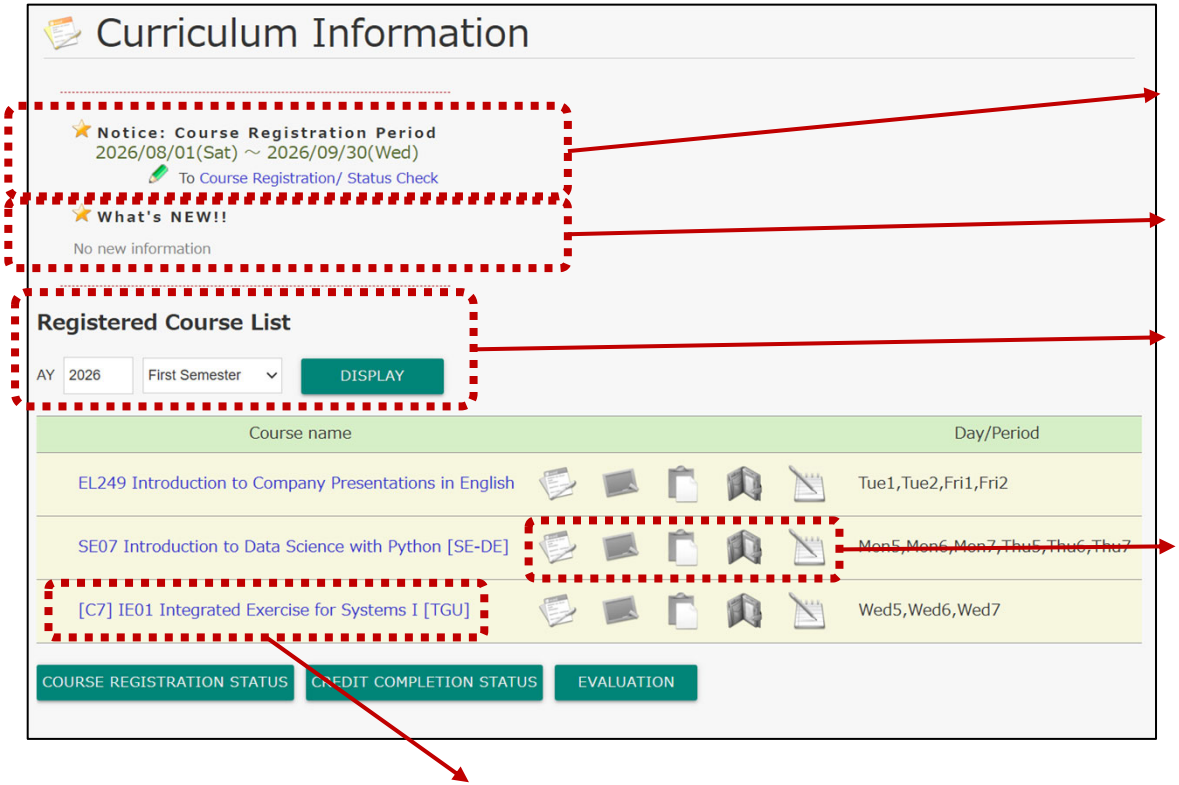
(4) Curriculum Information



* A notice such as this will appear during course registration or regular examination periods.

* Any notices for the currently displayed courses will be displayed here.

* This screen will display information from the current academic year and semester.
* You may also specify a year and semester to view past course Curriculum Information.

* Clicking each button will take you to the detailed Curriculum Information screen.

* This will display a list of subjects registered for the specified year and semester.
* Clicking each button will take you to the detailed Curriculum Information screen.

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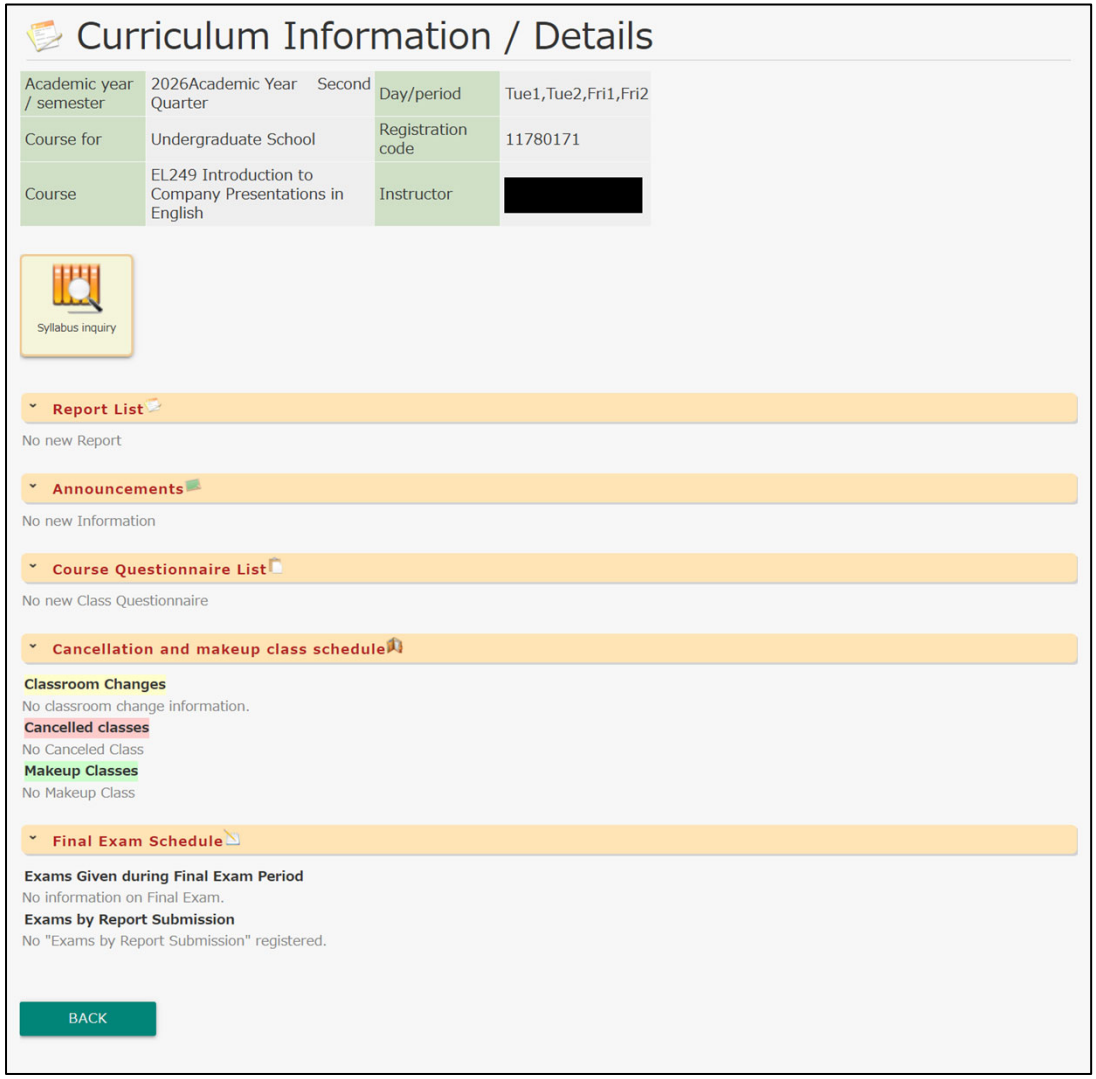
(4) Curriculum Information

This page displays an overview of information related to the selected subject.



Curriculum Information / Details

Academic year / semester	2026Academic Year Second Quarter	Day/period	Tue1,Tue2,Fri1,Fri2
Course for	Undergraduate School	Registration code	11780171
Course	EL249 Introduction to Company Presentations in English	Instructor	[redacted]

Syllabus inquiry

Report List

No new Report

Announcements

No new Information

Course Questionnaire List

No new Class Questionnaire

Cancellation and makeup class schedule

Classroom Changes

No classroom change information.

Cancelled classes

No Canceled Class

Makeup Classes

No Makeup Class

Final Exam Schedule

Exams Given during Final Exam Period

No information on Final Exam.

Exams by Report Submission

No "Exams by Report Submission" registered.

BACK

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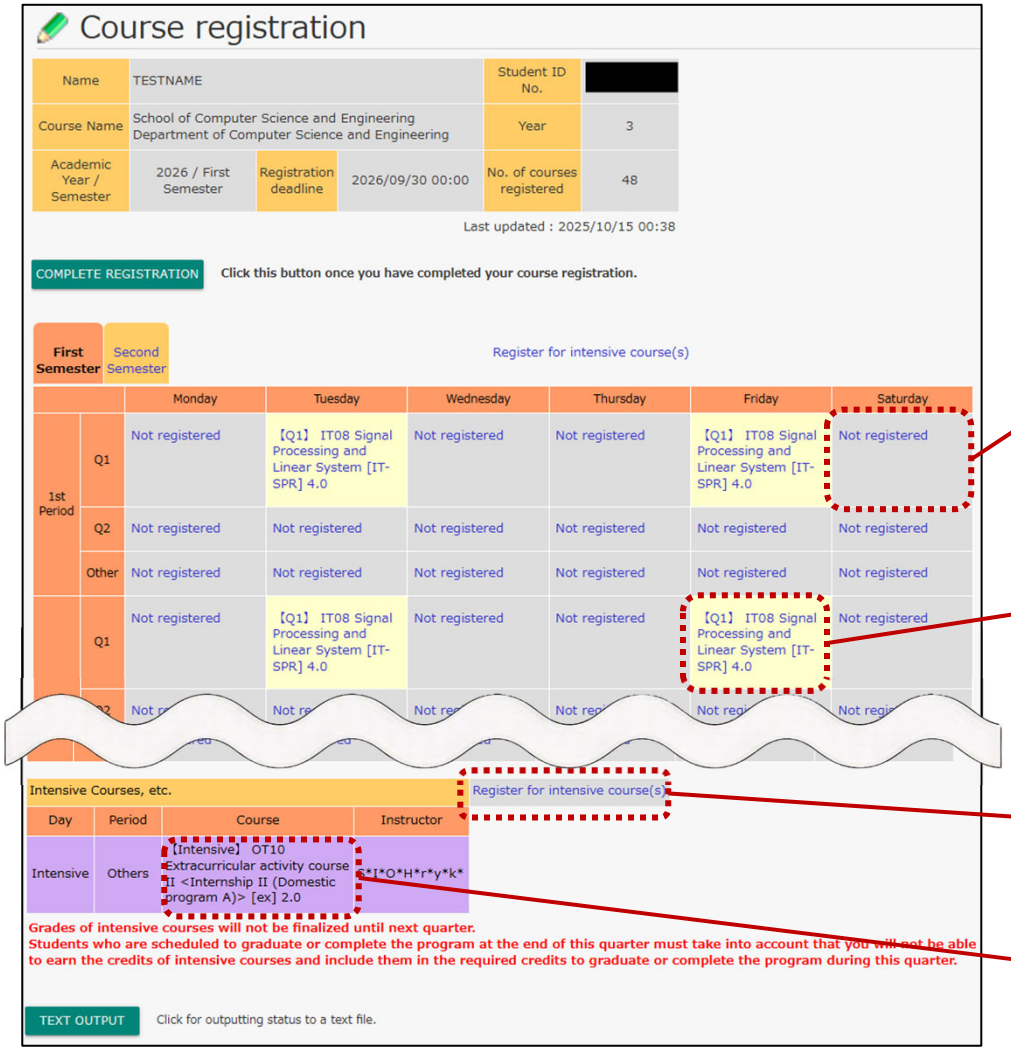
(6) Course Registration and Checking Your Registration Status

※For Undergraduate Students, viewing function only.

On this screen, you can register for courses and view your current course registration.

You can register for courses only during the registration period. Outside of the registration period, you can only view the course list.



To register for a course, click the “Not Registered” link. The course registration screen will appear.

Your registered courses will be displayed. To delete a course, click the link for the course name.

To register for an intensive course, click the “'Register for Intensive Course(s)” link. The intensive course registration screen will appear.

Displays the intensive courses you are enrolled in. To delete a course, click the link for the course name.

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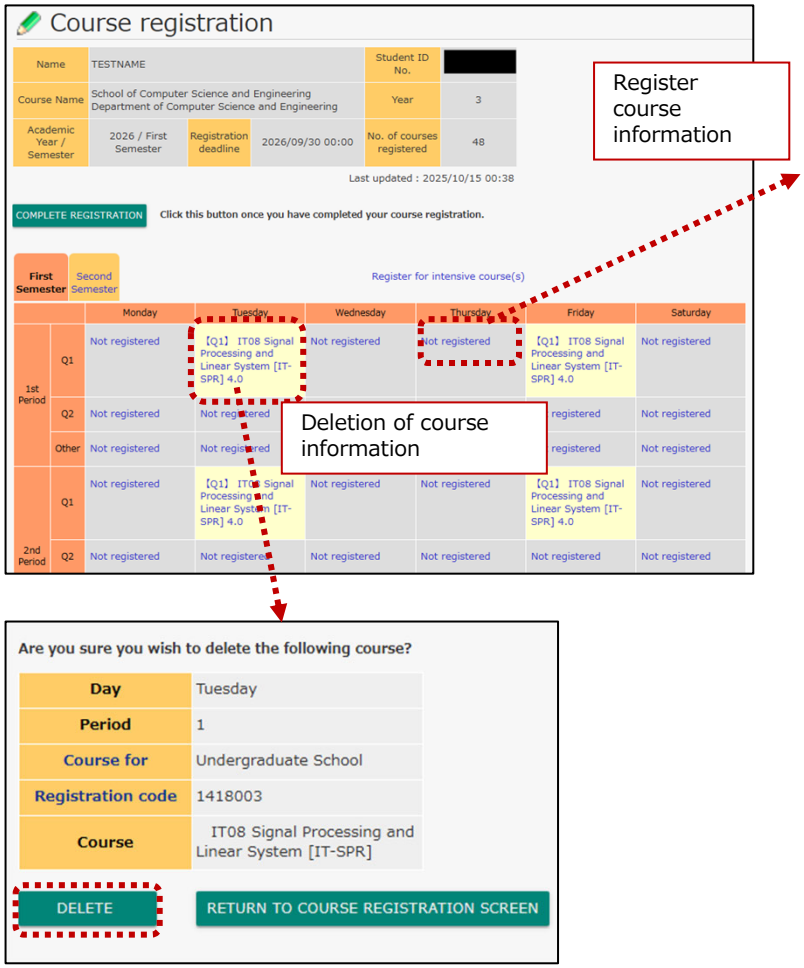
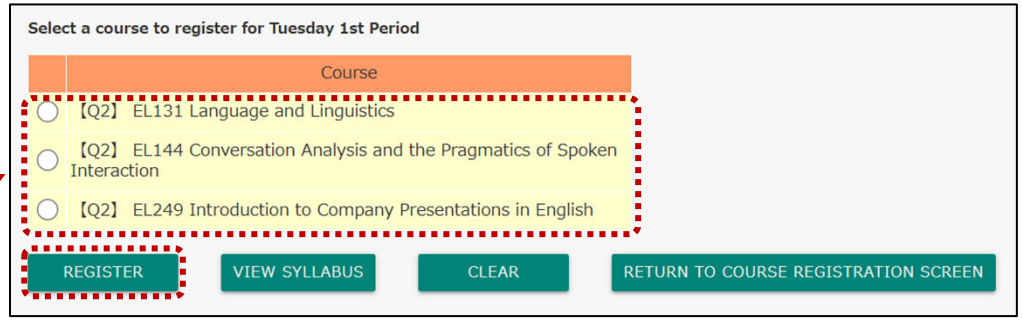
(6) Course Registration and Checking Your Registration Status

Choosing a course to register. ※Available only for Graduate Students





Select the courses you wish to take and click the “REGISTER” button.

Please click the "DELETE" button. Delete your course information.

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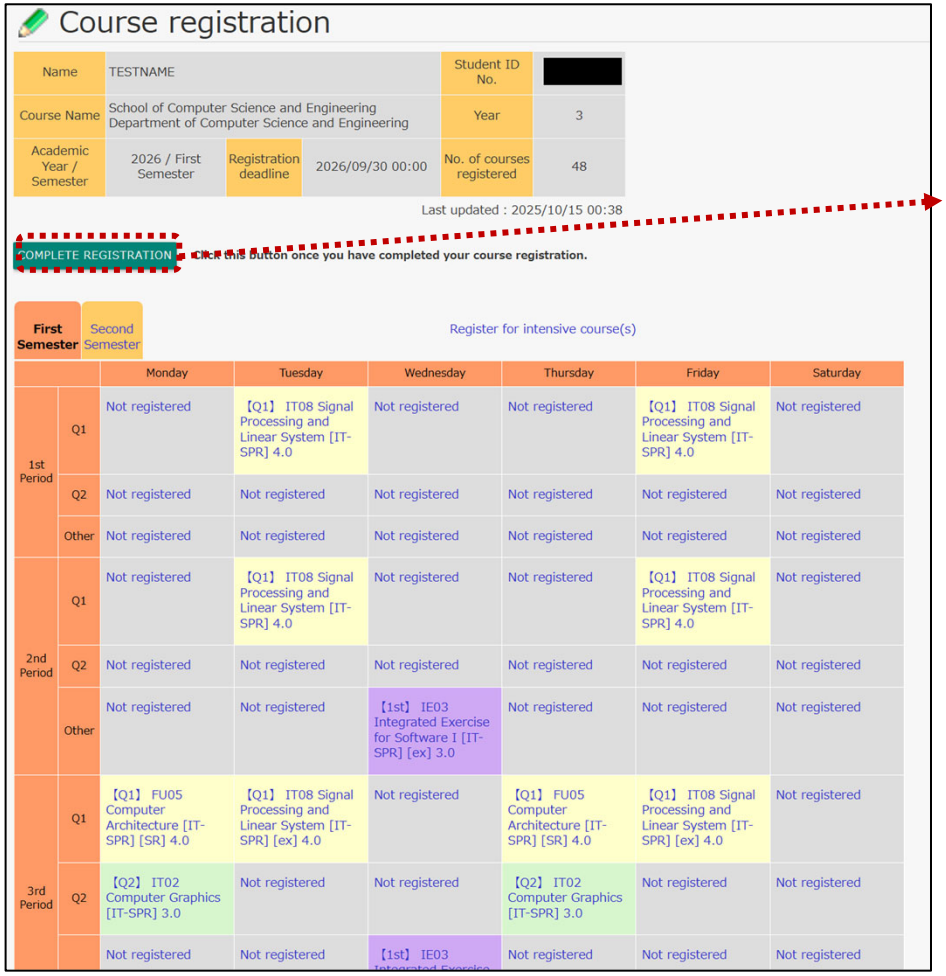
(6) Course Registration and Checking Your Registration Status

Choosing a course to register. ※Available only for Graduate Students



Course registration

Name	TESTNAME			Student ID No.	[redacted]
Course Name	School of Computer Science and Engineering Department of Computer Science and Engineering			Year	3
Academic Year / Semester	2026 / First Semester	Registration deadline	2026/09/30 00:00	No. of courses registered	48

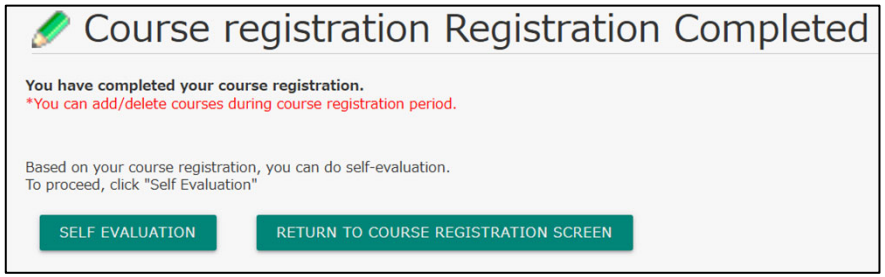
Last updated : 2025/10/15 00:38

COMPLETE REGISTRATION ← Click this button once you have completed your course registration.

First Semester | Second Semester

Register for intensive course(s)

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1st Period	Q1	Not registered	【Q1】 IT08 Signal Processing and Linear System [IT-SPR] 4.0	Not registered	Not registered	【Q1】 IT08 Signal Processing and Linear System [IT-SPR] 4.0	Not registered
	Q2	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
	Other	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
2nd Period	Q1	Not registered	【Q1】 IT08 Signal Processing and Linear System [IT-SPR] 4.0	Not registered	Not registered	【Q1】 IT08 Signal Processing and Linear System [IT-SPR] 4.0	Not registered
	Q2	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
	Other	Not registered	Not registered	【1st】 IE03 Integrated Exercise for Software I [IT-SPR] [ex] 3.0	Not registered	Not registered	Not registered
3rd Period	Q1	【Q1】 FU05 Computer Architecture [IT-SPR] [SR] 4.0	【Q1】 IT08 Signal Processing and Linear System [IT-SPR] [ex] 4.0	Not registered	【Q1】 FU05 Computer Architecture [IT-SPR] [SR] 4.0	【Q1】 IT08 Signal Processing and Linear System [IT-SPR] [ex] 4.0	Not registered
	Q2	【Q2】 IT02 Computer Graphics [IT-SPR] 3.0	Not registered	Not registered	【Q2】 IT02 Computer Graphics [IT-SPR] 3.0	Not registered	Not registered
		Not registered	Not registered	【1st】 IE03	Not registered	Not registered	Not registered



Course registration Registration Completed

You have completed your course registration.
*You can add/delete courses during course registration period.

Based on your course registration, you can do self-evaluation.
To proceed, click "Self Evaluation"

SELF EVALUATION | RETURN TO COURSE REGISTRATION SCREEN

Once you have finished registering for a course, click the “COMPLETE REGISTRATION” button. This will finalize the course registration process.

Even after registration is complete, you can register for or drop courses and complete self-assessments as many times as you like, as long as you are still within the course registration period.

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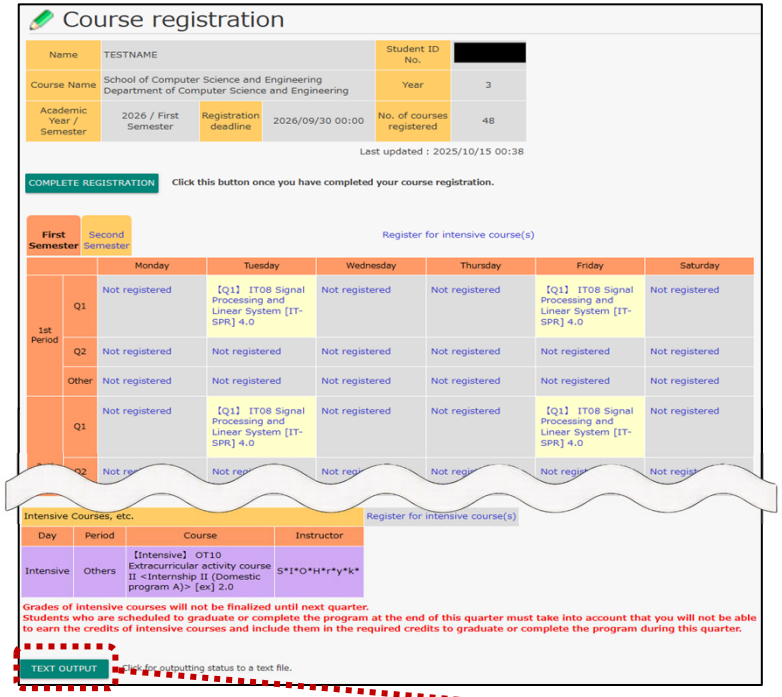
(6) Course Registration and Checking Your Registration Status

You can export your course schedule in text format to review your registration details.



Click the "Text output" button to download the data in CSV format.
This file may be viewed, edited and printed using spreadsheet applications (such as Microsoft Excel).

	A	B	C	D	E	F	G
1	[Name]	Student Name 0000005922			[Student ID No.]	[redacted]	
2	[Course Name]	The School of Computer Science			[Year]	4Grade	
3	[Academic Year・Semester]	2014・First Semester	[Registration deadline]	2014/9/30 0:00	[No. of courses registered]	7	
4							
5				[Last updated: 2014/09/08 17:57]			
6							
7		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8	1st Period	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
9							
10	2nd Period	Not registered	Not registered	【1st】EL222 Writing in the Workplace	Not registered	Not registered	Not registered
11							
12	3rd Period	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
13							
14	4th Period	【1st】F9 Advanced Algorithms [TR]	Not registered	【1st】O1 Basic Knowledge Course on	Not registered	Not registered	Not registered
15							
16	5th Period	【1st】F9 Advanced Algorithms [TR]	【1st】L9 Introduction to IT	Not registered	【1st】O3-038 Competitive	Not registered	Not registered
17							
18	6th Period	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
19							
20							
21	[Intensive Courses, etc.]						
22	[Day]	[Period]	[Course]	[Instructor]			
23	Intensive	Others	【Both】Graduation Thesis(Watanobe, Y)	TeacherOrStaffName 0980243			

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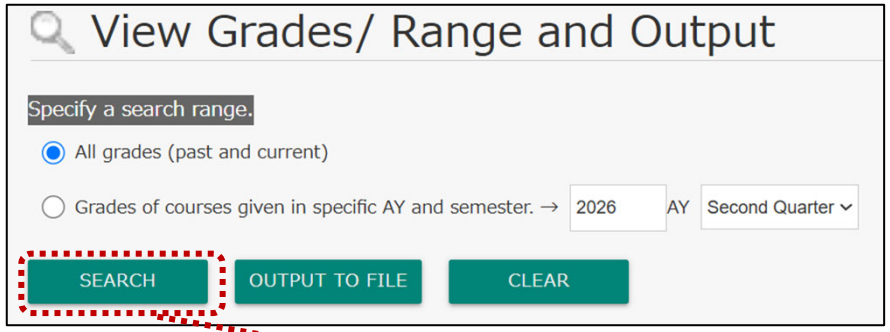
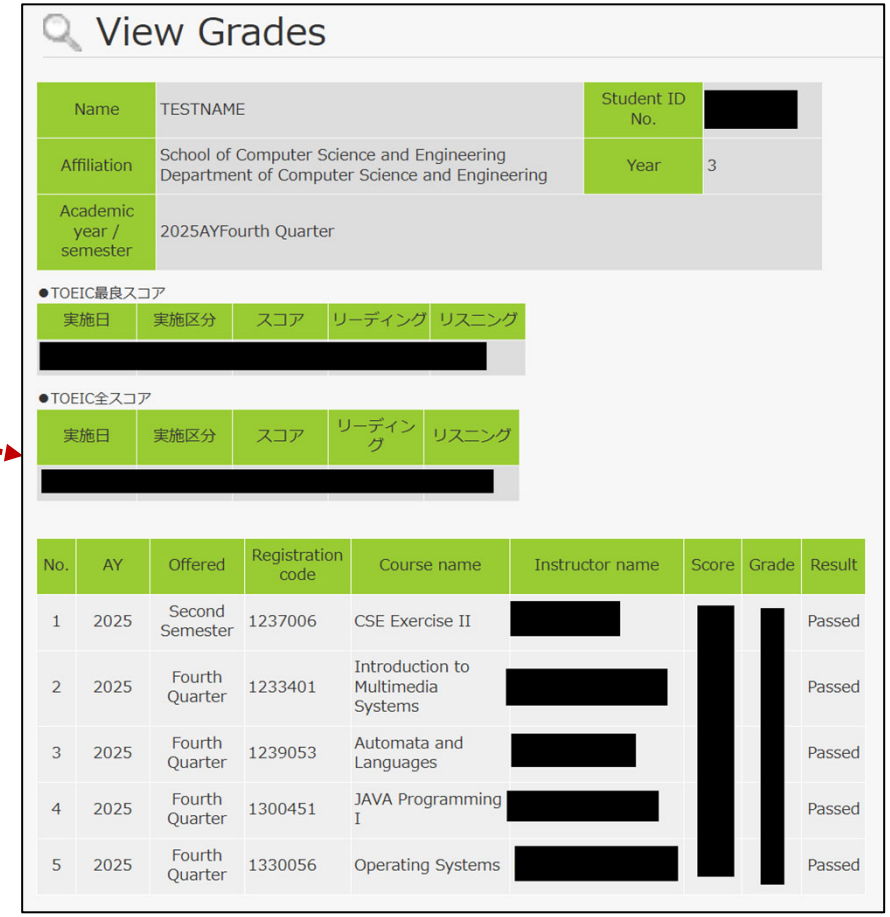
(7) Viewing grades

You can view grades for completed courses from this screen.



Select the academic year and semester, then click the "SEARCH" button.



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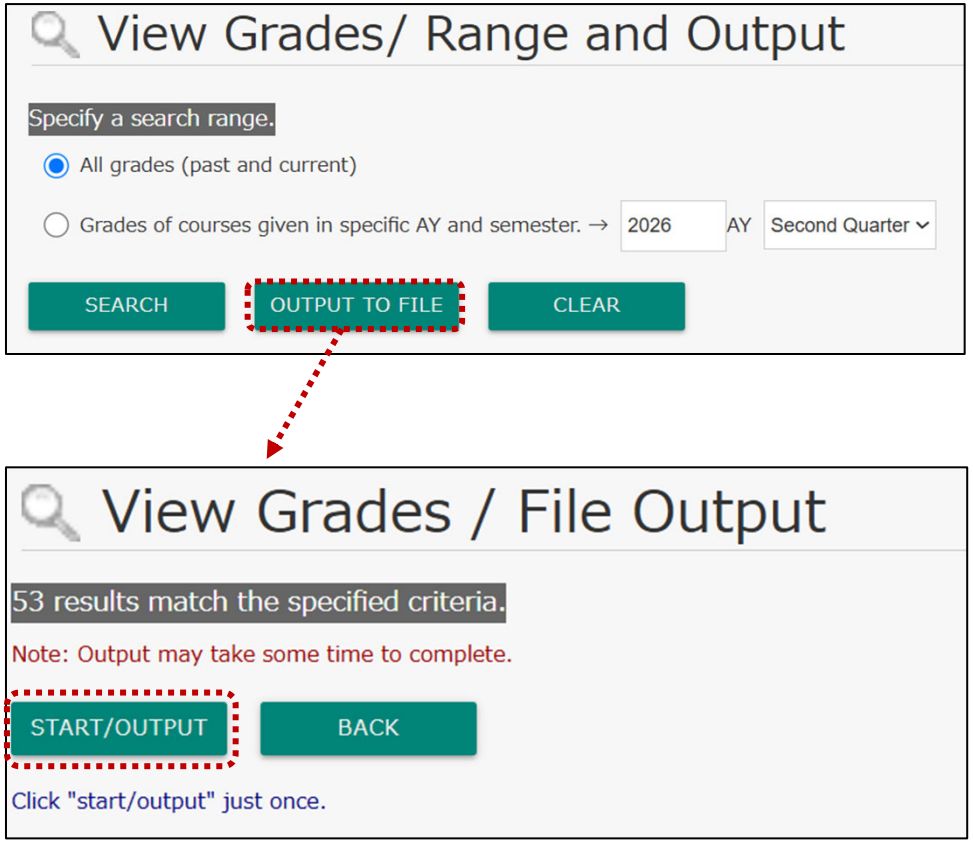
(7) Viewing grades

Grades for the selected subjects may be viewed from this screen.



Click the "OUTPUT TO FILE" button to download grade data in a CSV format file.
This file may be viewed, edited and printed using spreadsheet applications (such as Microsoft Excel).

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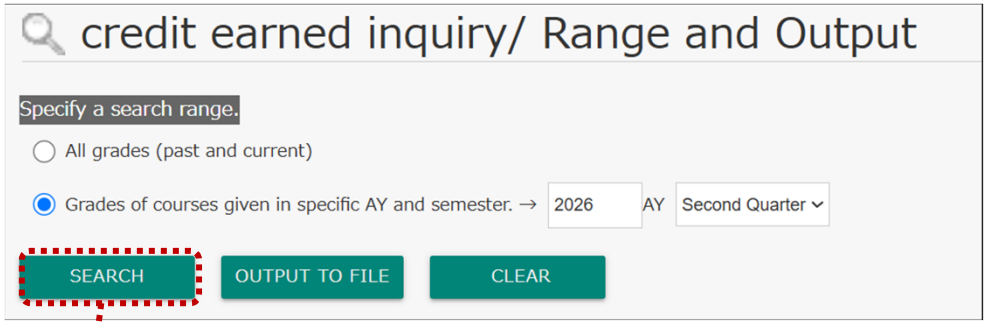
(8) Viewing credit completion status

You can view grades which have been finalized.



Select the academic year and semester, then click the "SEARCH" button.

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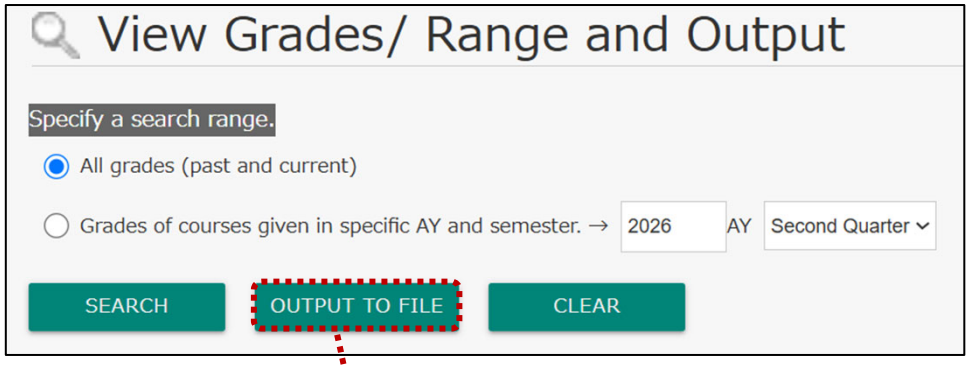
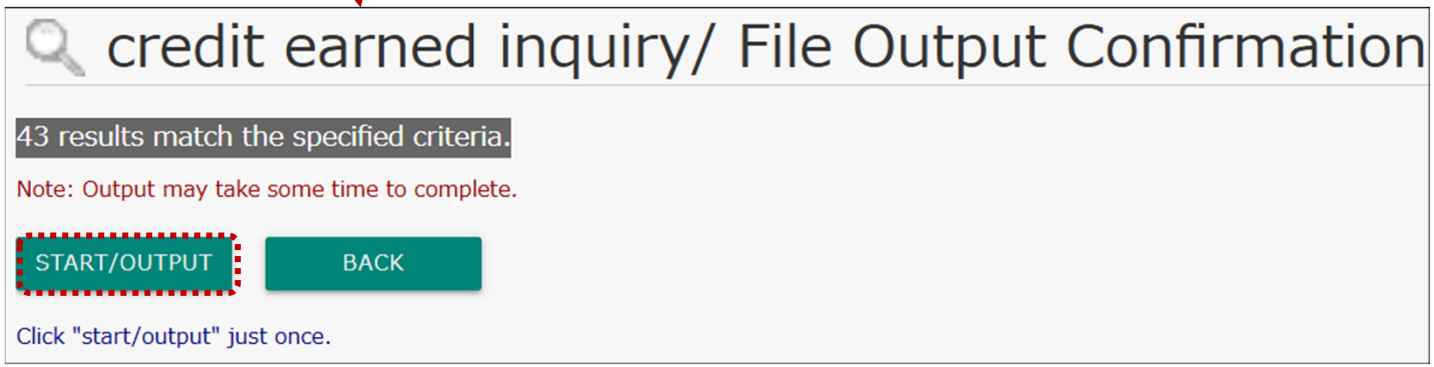
(8) Viewing credit completion status

You can view grades which have been finalized.





Click the “START/OUTPUT" button to download grade data in a CSV format file.
This file may be viewed, edited and printed using spreadsheet applications (such as Microsoft Excel).

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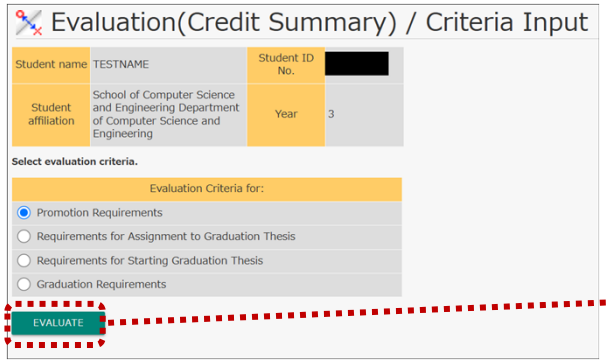
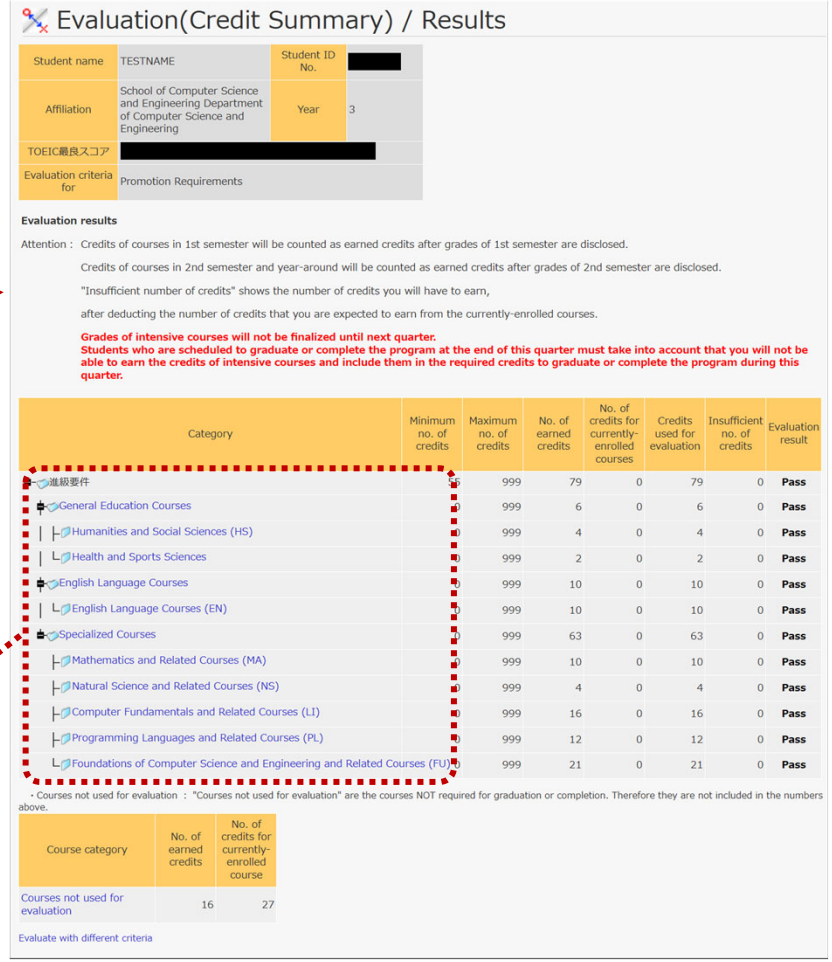
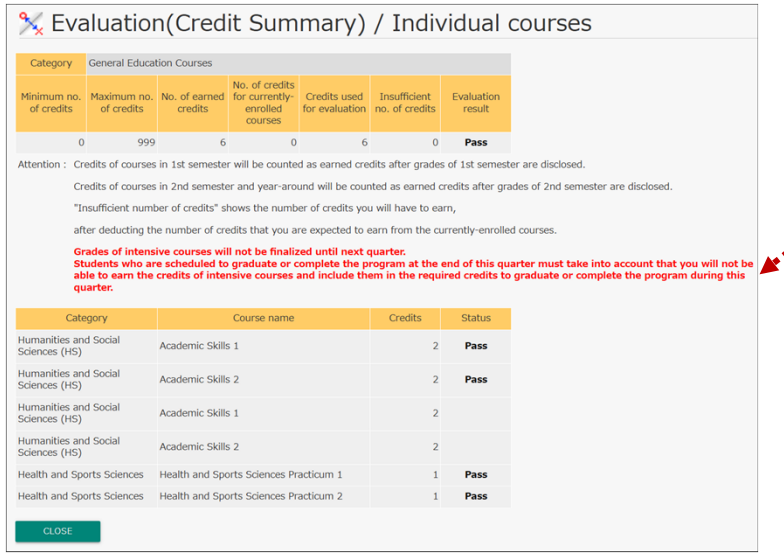
(9) Self evaluation

You can review course completion, grades, year advancement and graduation requirement fulfillment information from this screen.
You may also carry out a prospective evaluation for year advancement and graduation requirements.



Select the evaluation criteria and click the "Evaluate" button.





Click a category link to view detailed information divided by subject.

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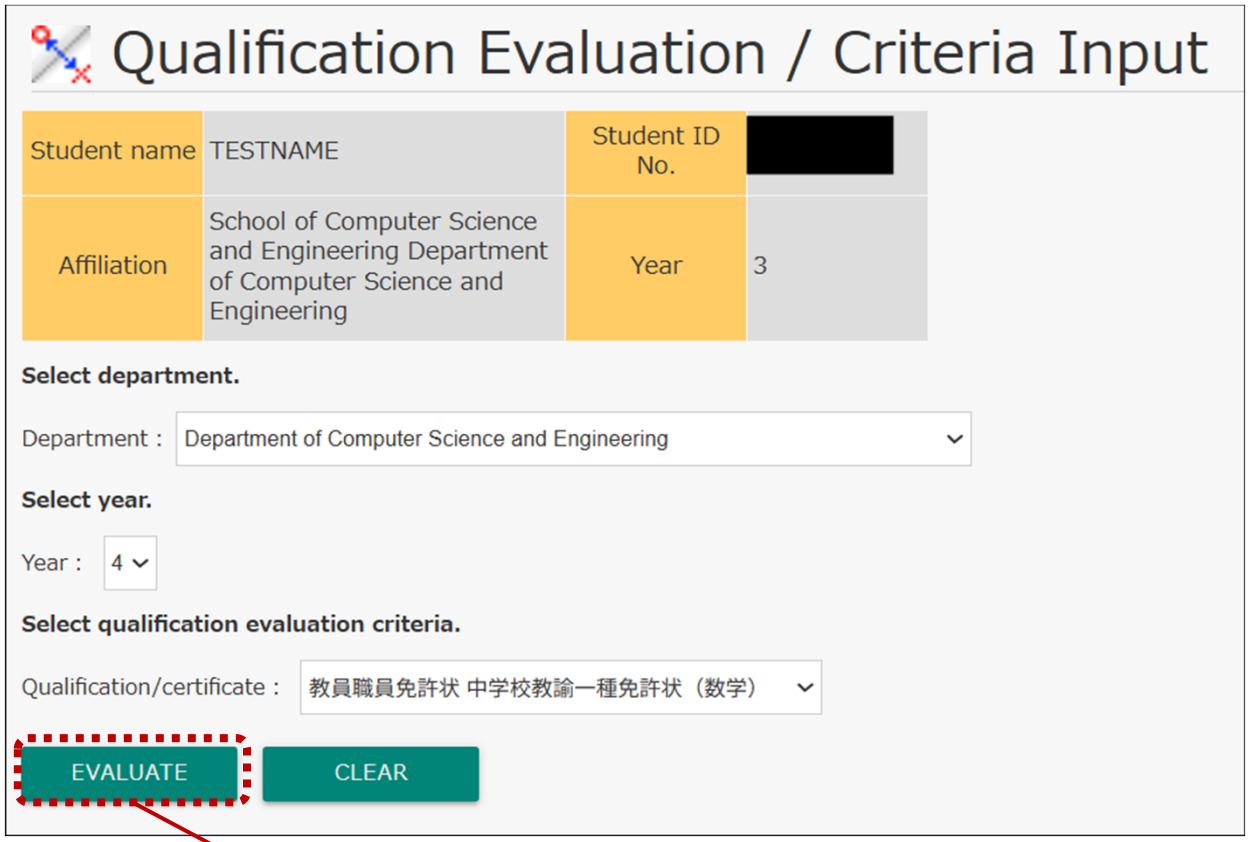
(10) Qualification self evaluation

Using your current current grades, you may carry out a self evaluation for qualifications for which you have already applied.



Select the affiliation, student year and qualification, then click the "EVALUATE" button to view the evaluation results for the selected qualification.

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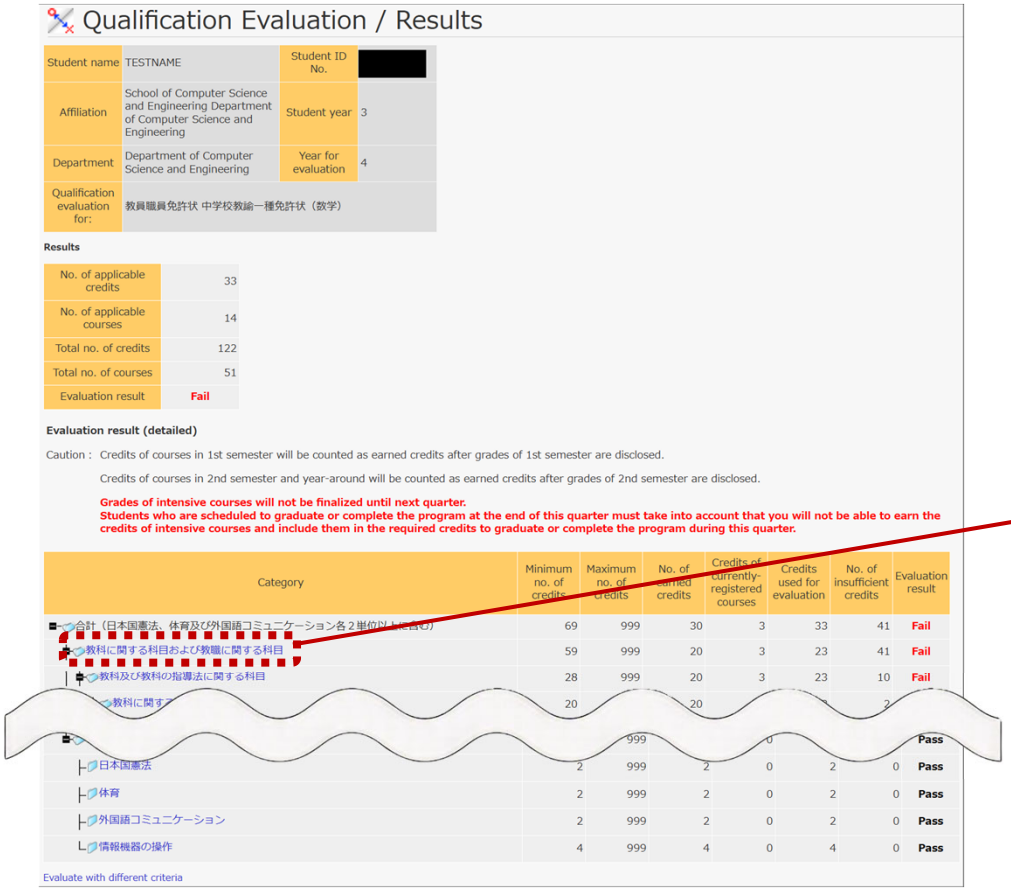
(10) Qualification self evaluation

The evaluation results screen will display the number of applicable credits, evaluation results and qualification requirements in a hierarchical format.



Qualification Evaluation / Results

Student name	TESTNAME	Student ID No.	[redacted]
Affiliation	School of Computer Science and Engineering Department of Computer Science and Engineering	Student year	3
Department	Department of Computer Science and Engineering	Year for evaluation	4
Qualification evaluation for:	教員職員免許状 中学校教諭一種免許状（数学）		

Results

No. of applicable credits	33
No. of applicable courses	14
Total no. of credits	122
Total no. of courses	51
Evaluation result	Fail

Evaluation result (detailed)

Caution : Credits of courses in 1st semester will be counted as earned credits after grades of 1st semester are disclosed.

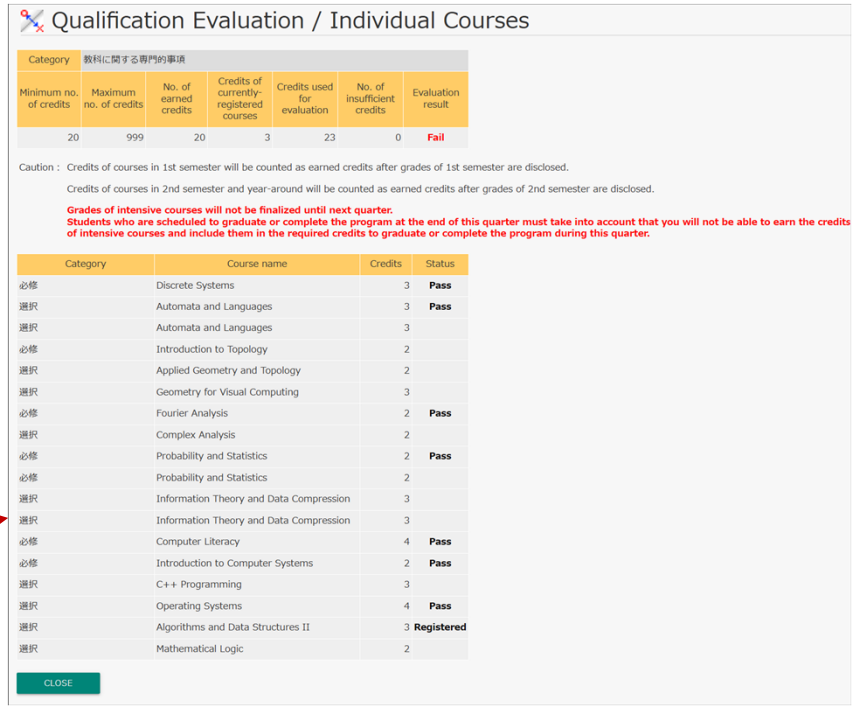
Credits of courses in 2nd semester and year-around will be counted as earned credits after grades of 2nd semester are disclosed.

Grades of intensive courses will not be finalized until next quarter.
Students who are scheduled to graduate or complete the program at the end of this quarter must take into account that you will not be able to earn the credits of intensive courses and include them in the required credits to graduate or complete the program during this quarter.

Category	Minimum no. of credits	Maximum no. of credits	No. of earned credits	Credits of currently-registered courses	Credits used for evaluation	No. of insufficient credits	Evaluation result
合計（日本国憲法、体育及び外国語コミュニケーション各２単位以上に含む）	69	999	30	3	33	41	Fail
教科に関する科目および教職に関する科目	59	999	20	3	23	41	Fail
教科及び教科の指導法に関する科目	28	999	20	3	23	10	Fail
教科に関す	20		20			2	
		999		0			Pass
日本国憲法	2	999	2	0	2	0	Pass
体育	2	999	2	0	2	0	Pass
外国語コミュニケーション	2	999	2	0	2	0	Pass
情報機器の操作	4	999	4	0	4	0	Pass

Evaluate with different criteria

Click a category link to view a list of related subjects and credit completion status.



Qualification Evaluation / Individual Courses

Category	教科に関する専門的事項					
Minimum no. of credits	Maximum no. of credits	No. of earned credits	Credits of currently-registered courses	Credits used for evaluation	No. of insufficient credits	Evaluation result
20	999	20	3	23	0	Fail

Caution : Credits of courses in 1st semester will be counted as earned credits after grades of 1st semester are disclosed.

Credits of courses in 2nd semester and year-around will be counted as earned credits after grades of 2nd semester are disclosed.

Grades of intensive courses will not be finalized until next quarter.
Students who are scheduled to graduate or complete the program at the end of this quarter must take into account that you will not be able to earn the credits of intensive courses and include them in the required credits to graduate or complete the program during this quarter.

Category	Course name	Credits	Status
必修	Discrete Systems	3	Pass
選択	Automata and Languages	3	Pass
選択	Automata and Languages	3	
必修	Introduction to Topology	2	
選択	Applied Geometry and Topology	2	
選択	Geometry for Visual Computing	3	
必修	Fourier Analysis	2	Pass
選択	Complex Analysis	2	
必修	Probability and Statistics	2	Pass
必修	Probability and Statistics	2	
選択	Information Theory and Data Compression	3	
選択	Information Theory and Data Compression	3	
必修	Computer Literacy	4	Pass
必修	Introduction to Computer Systems	2	Pass
選択	C++ Programming	3	
選択	Operating Systems	4	Pass
選択	Algorithms and Data Structures II	3	Registered
選択	Mathematical Logic	2	

CLOSE

The detailed subject display screen shows a list of related subjects and credit completion status.

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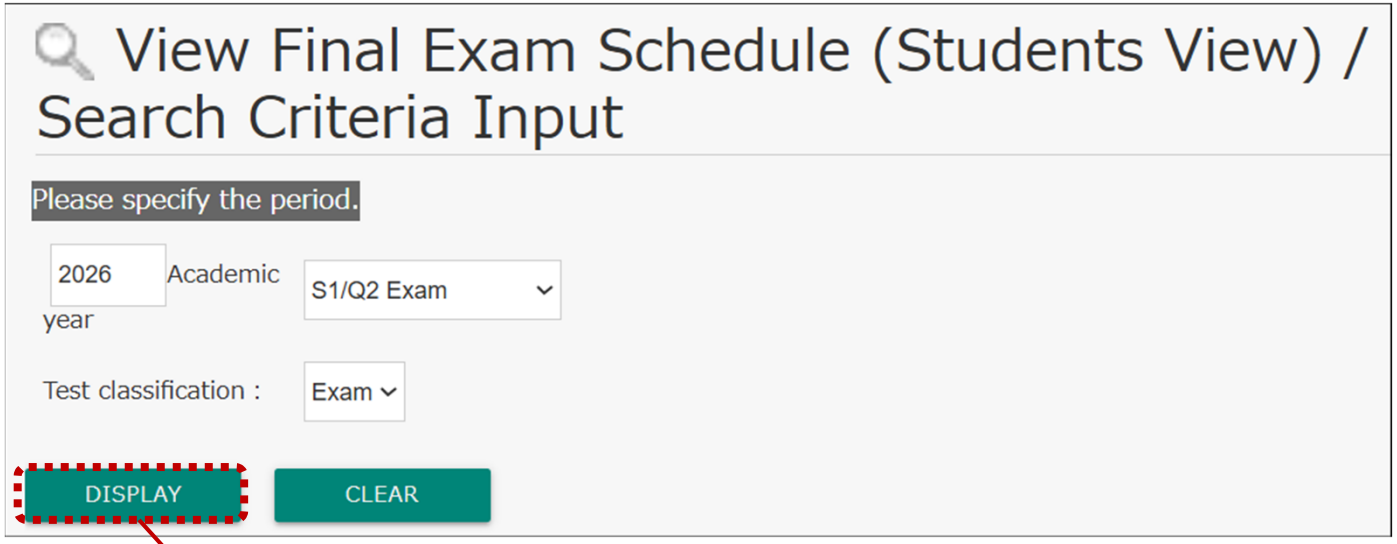
(11) Viewing Final exam schedule (student view)

You can view a list of regular examinations scheduled for currently registered lecture courses.



Select the academic year semester and exam type, then click the "DISPLAY" button.

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(11) Viewing regular exam schedule (student view)

View Final Exam Schedule (Students View)

Exam given in	Exam classification	Student affiliation	Student ID No.	Student name	Year
2025/Q1 Exam	Exam	School of Computer Science and Engineering Department of Computer Science and Engineering	[redacted]	TESTNAME	3

Exams Given during Final Exam Period

Exam date	Day	Period	Classroom	Course name	Semester offered	Supervisor	Material allowed in classroom	Announcements
2025/6/2	Mon	3(10:50 - 11:40)	M7	[C6] PL03 JAVA Programming I [SR]	First Quarter	[redacted]	TBD	
2025/6/2	Mon	4(11:40 - 12:30)	M7	[C6] PL03 JAVA Programming I [SR]	First Quarter	[redacted]	TBD	
2025/6/2	Mon	7(15:10 - 16:00)	LTh	[C5-6] MA05 Fourier Analysis	First Quarter	[redacted]	TBD	
2025/6/2	Mon	8(16:00 - 16:50)	LTh	[C5-6] MA05 Fourier Analysis	First Quarter	[redacted]	TBD	
2025/6/6	Fri	7(15:10 - 16:00)	M5 M6	[C5-6] MA07 Probability and Statistics [SR]	First Quarter	[redacted]	TBD	
2025/6/6	Fri	8(16:00 - 16:50)	M5 M6	[C5-6] MA07 Probability and Statistics [SR]	First Quarter	[redacted]	TBD	
2025/6/6	Fri	9(17:00 - 17:50)	iLab2	[C6] EN05 Intermediate English 1 [SR]	First Quarter	[redacted]	Do NOT bring your mobile device to the exam.	Exam will be done on computer.
2025/6/6	Fri	10(17:50 - 18:40)	iLab2	[C6] EN05 Intermediate English 1 [SR]	First Quarter	[redacted]	Do NOT bring your mobile device to the exam.	Exam will be done on computer.

A list will be displayed including each subject's date, subject name, allowed test materials, test classroom and any other notes.

Exam by submission of report

Submission deadline	Day	Period	Course name	Semester offered	Coordinator	Paper size	Submit to	Announcements
no data available for display								

Other

Course name	Semester offered	Coordinator	Remarks
no data available for display			

Not yet announced

Course name	Semester offered	Coordinator
no data available for display		

Subjects which will conduct examination by report or hold an exam outside of the testing period will be displayed at the bottom of the list.

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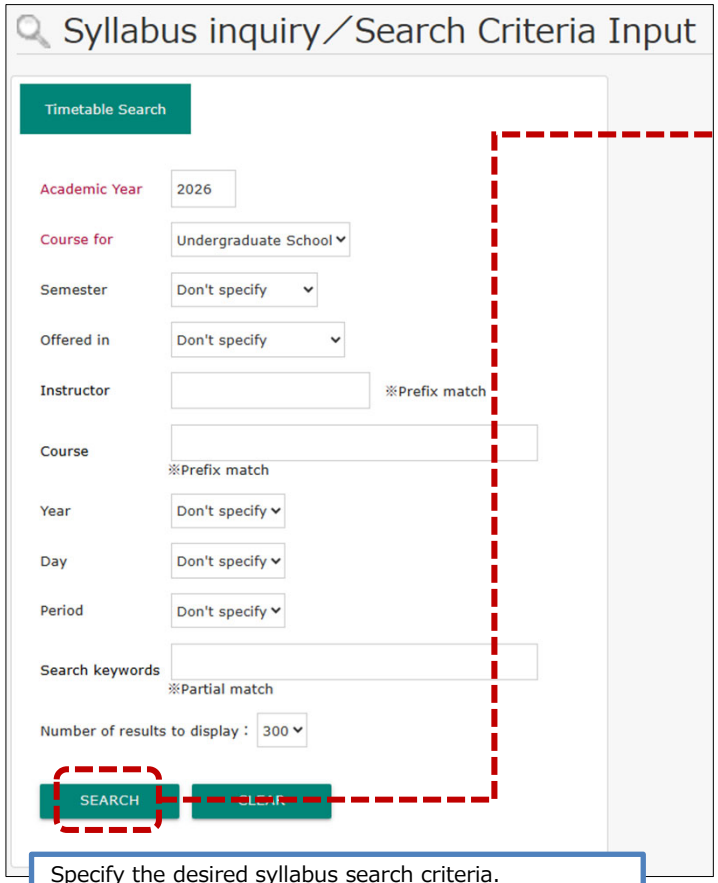
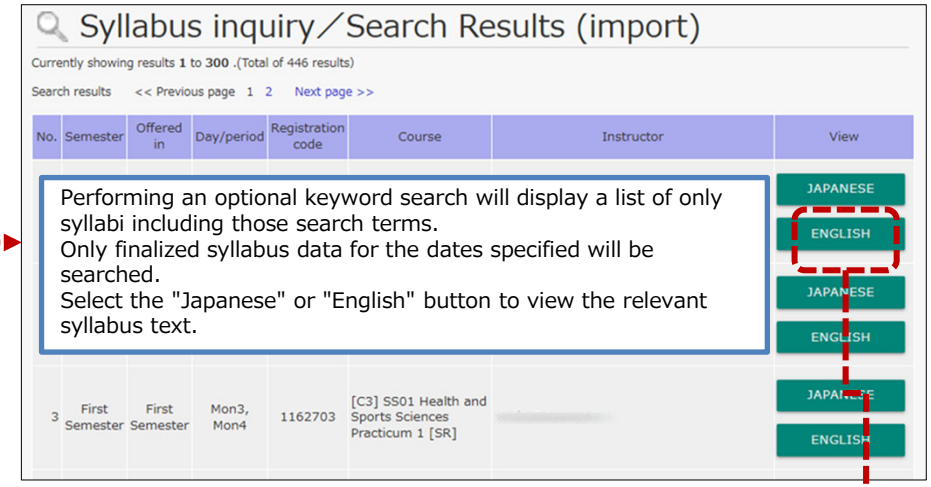
(15) Syllabus inquiry

This screen displays course syllabus information.

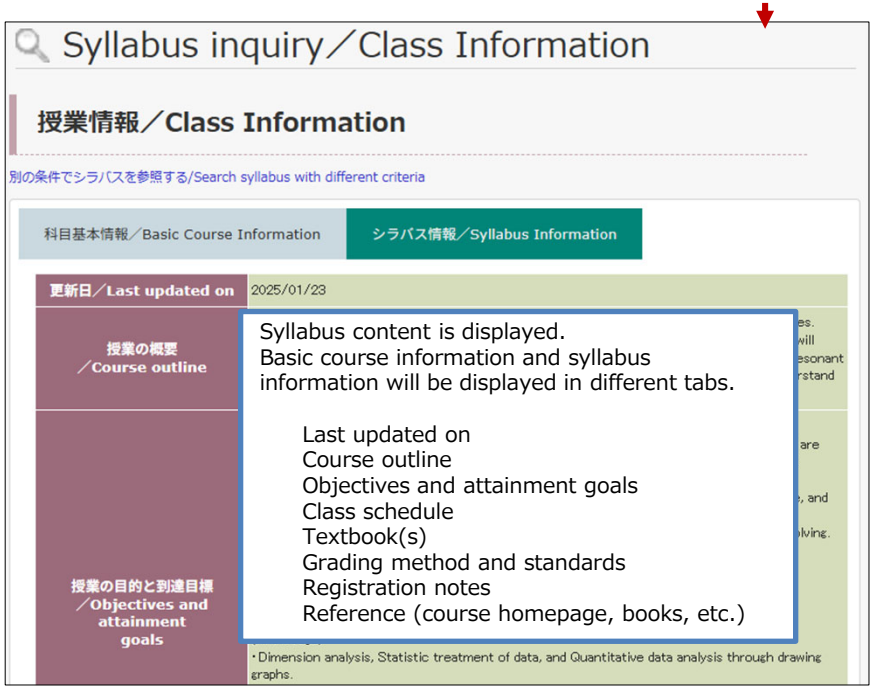


Specify the desired syllabus search criteria.
The following fields will be searched for matching keywords.

"Course outline", "Objectives and attainment goals", "Class schedule", ”Textbook(s)”, "Grading method and standards", ”Registration notes"



Performing an optional keyword search will display a list of only syllabi including those search terms.
Only finalized syllabus data for the dates specified will be searched.
Select the "Japanese" or "English" button to view the relevant syllabus text.



Syllabus content is displayed.
Basic course information and syllabus information will be displayed in different tabs.

- Last updated on
- Course outline
- Objectives and attainment goals
- Class schedule
- Textbook(s)
- Grading method and standards
- Registration notes
- Reference (course homepage, books, etc.)

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(18) Viewing canceled classes, makeup classes, and classroom changes

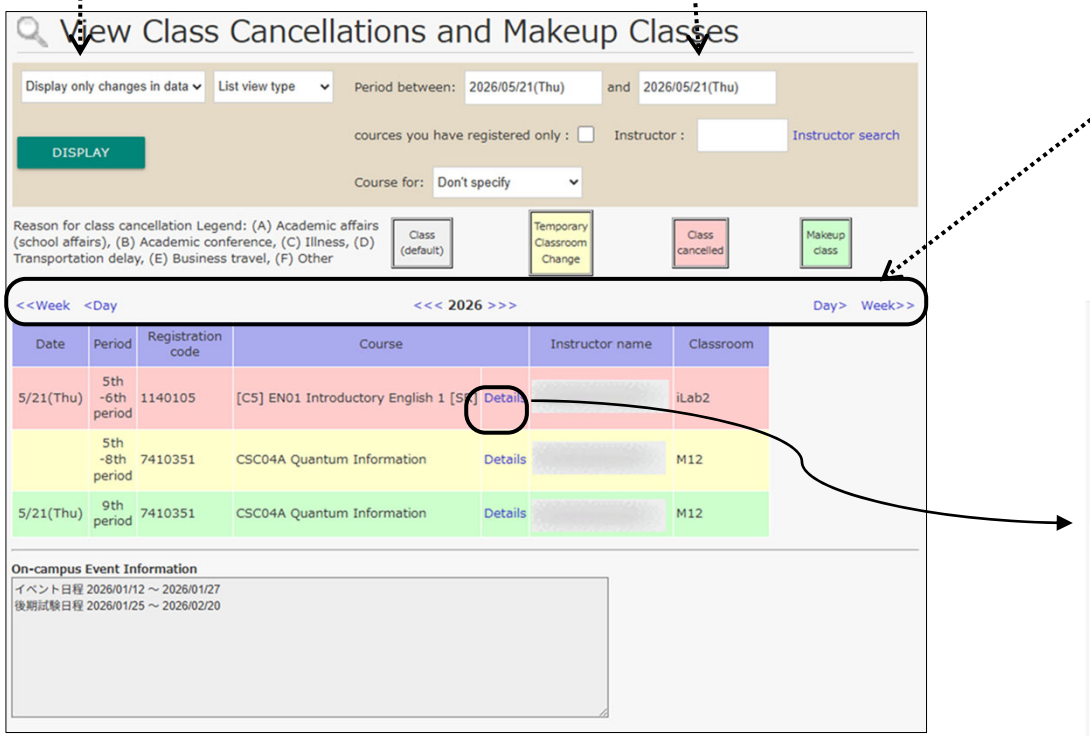
You may review canceled class, makeup class and classroom change information from this screen.

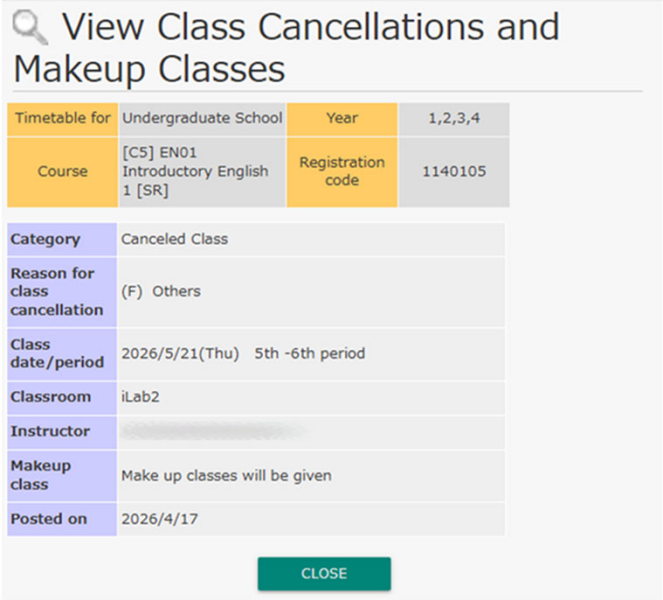
List/koma view and all/changed data display settings.

Narrow results by selecting dates, instructor or department.

Navigate dates by year, week or day.

Detailed view





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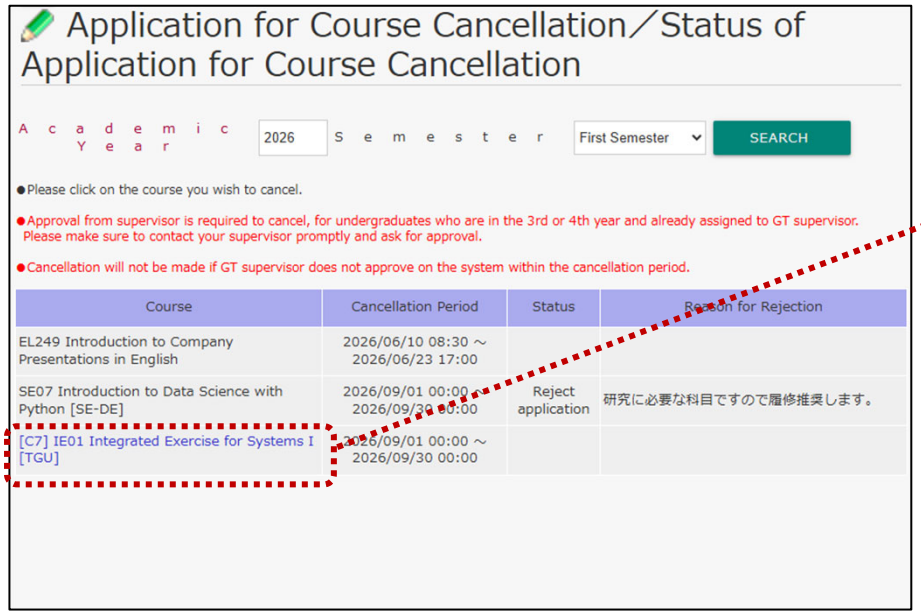
CAMPUSSQUARE

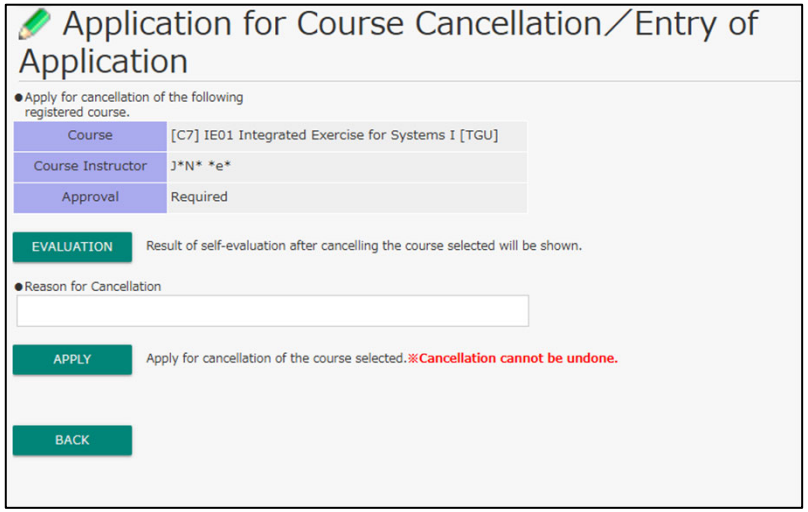
(26) Application for Cancellation of Course Registration

You may apply for cancellation during the period when cancellation is possible.

Students in their third year or above who have been assigned an academic advisor require approval from their academic advisor.

If you do not receive approval from your advisor within the cancellation period, your order will not be canceled.





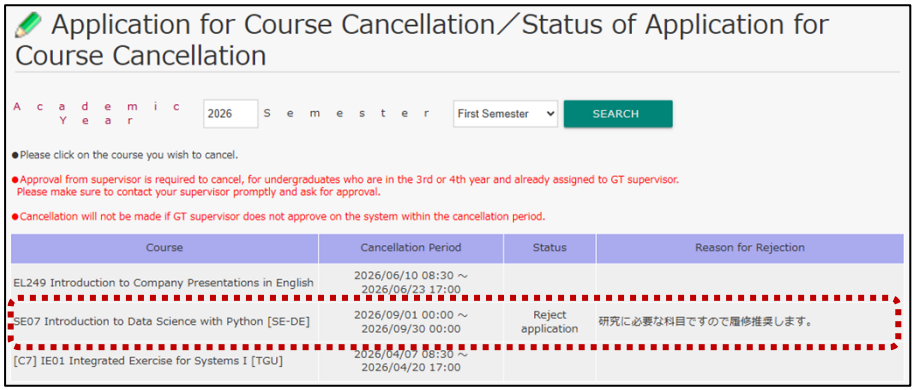
Select the subject for which you wish to cancel your course.

Clicking the "Judgment" button will display the self-assessment result with the course canceled.

Enter the "Reason for Cancellation" and click the "Cancellation Request" button,

The cancellation request will be processed.

***Please note that applications cannot be reverted.**



For third-year undergraduate students and above,

After applying for course cancellation and receiving approval from your academic advisor, the cancellation will be carried out.

If your application is rejected, the status will be updated to 'Application Rejected',

The reason for non-cancellation will be displayed.

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