

**The Course Registration operation manual
for Students**

**Feb. 28, 2018
C.S.D Corporation**

Overall flow for Course Registration

1. Login to the Course Planning System

2. Start the Course Registration

3. Register Courses

3-1. Basic operations for Course Registration

3-2. Option button Operation

3-3. Course selection

3-4. Confirm Course Information

4. Save Course Registration

Course registration is complete now.

If it's within the period, you can change the course registration following the same procedure.

1. Login to the Course Planning System

(1) Click on the Course Planning System from “Students and Faculty” from University of Aizu official site.

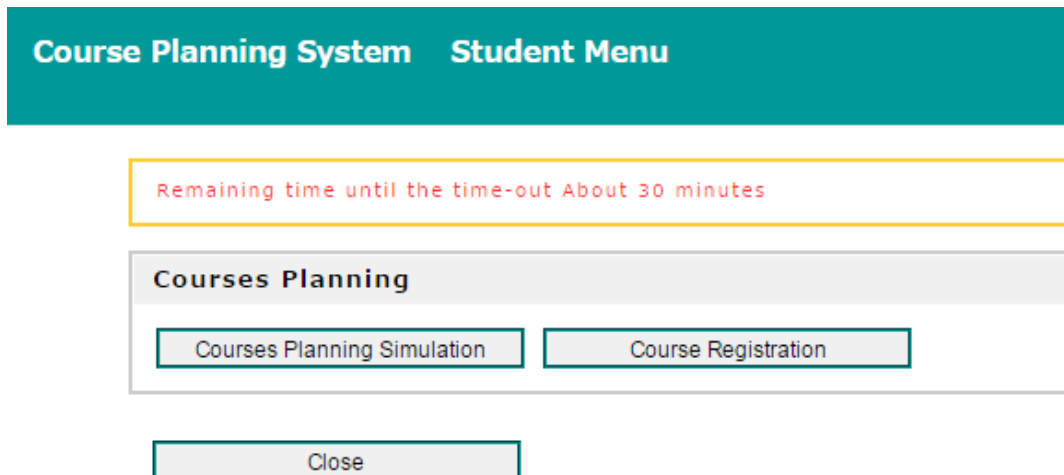
Login screen of course planning system will be displayed.



The screenshot shows the login interface for the Course Planning System. At the top, the title '履修計画システム' (Course Planning System) is displayed in green, followed by 'Course Planning System' in blue. Below the title are three input fields: 'Login ID :', 'Password :', and 'Language :'. The 'Language' dropdown menu is set to 'English'. There are two buttons, 'Login' and 'Cancel', below the input fields. At the bottom, there is a disclaimer: '* To use the Course Planning System for course registration, the function of the cookie and Javascript should be enabled. This site has been authenticated by the server certificate. Privacy is preserved by coding the communication within SSL pages.'

(2) Enter the login ID (Student #) and password. Click the login button, you will see course planning menu screen.

Please add the “s” at the beginning of your student #.



The screenshot shows the 'Student Menu' screen of the Course Planning System. At the top, there is a teal header bar with the text 'Course Planning System Student Menu'. Below the header, there is a yellow box with the text 'Remaining time until the time-out About 30 minutes'. Underneath, there is a grey box with the title 'Courses Planning'. Below this title are two buttons: 'Courses Planning Simulation' and 'Course Registration'. At the bottom, there is a 'Close' button.

2. Start the Course Registration

Click Course Registration button. Course registration screen will be displayed.

Remaining time until the time-out About 30 minutes

Courses Planning

Courses Planning Simulation

Course Registration

Close

Course Registration (1st Qtr.)

Course Registration (2nd Qtr.)

Course Registration (Intensive)

Student ID No. NAME : UNIV. YEAR CLASS : Fields : IT-CMV(Applied Informa

TOEIC : -- Status : --

Automatic Arrangement of courses for registration

Options

Go Back

Remaining time until the time-out About 30 minutes

Temporary Save

Fixed Save

☒ Display the Standard Schedule Number of credits acquired from the registered courses 0 / 28 (Optional, teaching program, and intensive courses are excluded)

*Please click on 'save button' after selecting courses.
(black:Registered courses)
(blue:Unregistered courses [Please select courses and register properly so the course name turns 'black'.])

	Mon	Tue	Wed	Thu	Fri
1st period	+	+	+	+	+
2nd period	+	+	+	+	+
3rd period	+	+	+	+	+
4th period	+	+	+	+	+
5th period	+	+	+	+	+
6th period	+	+	+	+	+
7th period	+	+	+	+	+
8th period	+	+	+	+	+
9th period	+	+	+	+	+
10th period	+	+	+	+	+

3. Registration Courses

(1) The maximum credits you can register per semester is 28.

Course Registration (1st Qtr.) Course Registration (2nd Qtr.) Course Registration (Intensive)

Student ID No. NAME : UNIV. YEAR : CLASS : Fields : IT-CMV(Applied Informatics) Status : -

TOEIC : -

Automatic Arrangement of courses for registration Options Go Back Remaining time until the time-out About 30 minutes Temporary Save Fixed Save

☒ Display the Standard Schedule Number of credits acquired from the registered courses 0 / 28 (Optional, teaching program, and intensive courses are excluded)

*Please click on 'save button' after selecting courses.
 (black:Registered courses)
 (blue:Unregistered courses [Please select courses and register properly so the course name turns 'black'.])

	Mon	Tue	Wed
1st period	[+]	[+] [L]A04 Biomedical Informatics	[+]
2nd period	[+]	[+] [L]A04 Biomedical Informatics	[+] [L]A04 Biomedical Informatics
3rd period	[+]	[+] [M]A04 Biomedical Informatics	[+] [M]A04 Biomedical Informatics

Skip

1. The course registration screen consists of the following three tab screens.

1st Semester: "Course Registration (1st Qtr.)", "Course Registration (2nd Qtr.)" and "Course Registration (Intensive)".

2nd Semester: "Course Registration (3rd Qtr.)", "Course Registration (4th Qtr.)" and "Course Registration (Intensive)".

You can switch between three tab screens by clicking.

2. Standard schedule of each academic year (SR / FR courses) will be displayed in blue.

Also, Check/Uncheck "Display Standard Schedule" to show/hide standard schedule.

2. Expand the [+] icon to see details, each period will be displayed in color-coded text.

3. Courses registered in Course Planning are displayed in the "Course(s) left out of Planned Courses." on lower left corner on the screen.

3—1. Basic operations for Course Registration

(1)【Auto Arrangement】button

Unplanned Courses will be automatically placed in the time period that corresponds to the standard schedule of each academic year.

(2)【Options】button

To confirm required credits and earned credits based on subjects. Also to confirm required subjects and completed subjects based on tracks.

(3)【Go Back】button

Return to the previous screen (Please do not forget to save the course registration).

(4)【Save as】(In case of UNIV.Year 1)

Save the course registration in the system.

(5)【Temporary Save】button (In case of UNIV.Year 2 or higher)

Save the course registration in the system temporary.

(6)【Fixed Save】button (In case of UNIV.Year 2 or higher)

If the course registration is finalized, please save the screen contents in the system for the receive guidance by faculty.

(7)【Display Standard Schedule】button

Click this button to switch the standard schedule guide on and off.

(8)【+／－】icons

Select/Unselect the courses.

Also, Courses that have been selected will be displayed in black on the timetable.

3-2. Option button Operation

By selecting this from the options menu, you can conduct following operations.

(1) Courses summary

Required academic credits of courses from each category, you can confirm the numbers of earned academic credits and graduation requirements, etc.

(2) Track Recognition

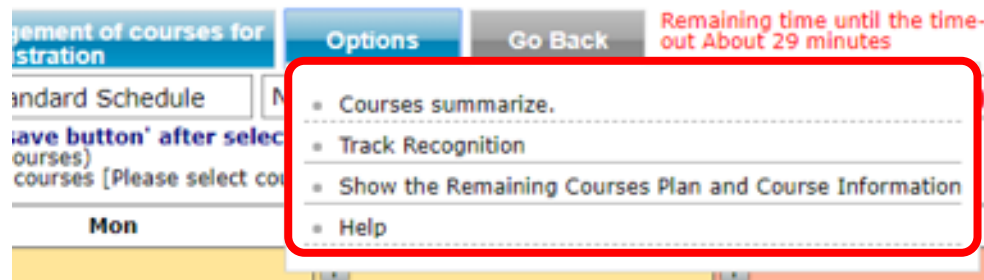
You can confirm the number of required courses of each track and number of earned courses. (Students admitted in and before AY2017)

(3) Open Course Registration plan / Courses information

You can confirm the courses registered in the course plan and the course information and course information that you have not registered.

(3) Help

You can confirm the supplementary explanation of the items to be displayed on the Course registration screen.



3—3. Course selection

(1) When you click the [+] icon, a popup screen will be displayed courses selection.

※ In popup screen, SR / FR courses will be displayed in blue.

(2) When you select a course from the popup screen, the lecture is displayed in black on timetable.

1 Click the [+] icon, Courses selection popup screen will be displayed

2 The courses for standard schedule will be displayed in blue.
Click on the course you want to take.

3 Courses is displayed in black and will change to [-] icon.

4th period [L]FU09 Algorithms and Data [L]IT05 Robotics and Automat

5th period [M]FU09 Algorithms and Data [L]IT05 Robotics and Automat

(3) Click the [-] icon to remove the course selection.

3—4. Confirm the Course Progress Information

(1) Select Planned but unregistered courses, course progress information will be displayed. Select “Course information”, corresponding timetable color will change.

The screenshot shows a course progress interface. At the top, a timetable grid displays days (Mon-Fri) and periods (1st-5th). A red box labeled '3' points to a pink cell in the Wednesday 2nd-4th period block, with the instruction 'Change the timetable frame color'. Below the timetable, a light blue banner reads 'Skip'. At the bottom, two panels are visible: 'Course(s) left out of Planned Courses.' and 'Course Information'. In the left panel, 'IE01 Integrated Exercise for Systems I' is highlighted with a red box and labeled '1' with the instruction 'Click the course you want to confirm.'. In the right panel, '1st Sem. [L]:Wed2-4 IE01 Integrated Exercise for Systems I [SY]' is highlighted with a red box and labeled '2' with the instruction 'Click the lecture you want to confirm.'. A curved arrow points from the highlighted course in the left panel to the highlighted lecture in the right panel.

3 Change the timetable frame color

Skip

1 Click the course you want to confirm.

2 Click the lecture you want to confirm.

	Mon	Tue	Wed	Thu	Fri
1st period	+	+	+	+	+
2nd period	+	+	+	+	+
3rd period	+	+	+	+	+
4th period	+	+	+	+	+
5th period	+	+	+	+	+
11th period					

Course(s) left out of Planned Courses.

- 1st Qtr.
 - FU09 Algorithms and Data Structures II
 - IT10 Geometry for Visual Computing
- 2nd Qtr.
 - FU15 Introduction to Data Management
 - IT02 Computer Graphics
- 1st Sem.
 - IE01 Integrated Exercise for Systems I**
 - IEU Integrated Exercise for Software I

Course Information

- 1st Sem. [L]:Wed2-4 IE01 Integrated Exercise for Systems I [SY]**
- 1st Sem. [L]:Wed2-4 IE01 Integrated Exercise for Systems I [CN]
- 1st Sem. [L]:Wed2-4 IE01 Integrated Exercise for Systems I [FR]

4. Save Course Registration

Please save course registration by clicking the [Save as] button or [Fixed Save] button. Remember to do so when you change the course registration in the Course Planning System.

If you exit the system or exit the browser without saving the course registration, course registration will be lost.

【Notes】

- (1) At the top center of the Course Registration screen, Number of credits for Registration Courses are displayed.
You can't exceed the registration limit - 28.**
- (2) Courses you planned in course planning, will be displayed in the " Course(s) left out of Planned Courses ", but you do not need to perform the registration of all courses. Choose only necessary ones.**

Appendix

1. Courses / Credit Summary

(1) Courses summary Popup

Click “Courses summary” under “Option” menu to confirm number of required academic credits for courses from each category.

Course Registration (1st Qtr.)
Course Registration (2nd Qtr.)
Course Registration (Intensive)

Student ID No. :
NAME :
UNIV. YEAR :
CLASS :
Fields : IT-CMV(Applied Informa

TOEIC : -
Status : Approved

Automatic Arrangement of courses for registration
Options
Go Back
Remaining time until the time-out About 27 minutes
Temporary Save
Fixed Save

☐ Display the Standard Schedule
Number of credits acquired from the registered courses 12 / 28 (Optional, teaching program, and intensive courses are excluded)

*Please click on 'save button' after selecting courses.
(black:Registered courses)
(blue:Unregistered courses [Please select courses and register properly so the course name turns 'black'])

Courses summarize.		Number of credits for Prerequisite Courses	Number of credits for Studied Courses	Number of credits for Registration Courses	Number of credits for Authorized Courses	Number of credits for Excess and deficiency	Judgment
1st period	General Education Courses	10	18	0	18	0	
2nd period	Humanities and Social Sciences	8	14	0	14	0	
3rd period	Physical Activities	2	4	0	4	0	
4th period	Foreign Language Courses	15	16	0	16	0	
5th period	English Language Courses	-	10	0	10	-	
6th period	/EL1 Adv. Eng. Acq.	-	0	0	0	-	
7th period	/EL2 Adv. Pro. Eng. App.	-	4	0	4	-	
8th period	/EL3 Adv. Eng. and Tec.	-	2	0	2	-	
9th period	/EG1 Glo.Exp.Gat	-	0	0	0	-	
10th period	Specialized Education Courses	95	107	12	119	0	
11th period	Mathematics and Related Courses	8	18	0	18	0	
12th period	Natural Science and Related Courses	4	8	0	8	0	
13th period	Computer Literacy and Related Courses	11	21	0	21	0	
14th period	Programming and Related Courses	12	15	0	15	0	
15th period	Foundations of Computer Science and Engineering and Related Courses	21	35	3	38	0	
16th period	Computer Systems and Related Courses	-	0	0	0	-	
17th period	Computer Network Systems and Related Courses	-	4	0	4	-	
18th period	Applications and Related Courses	-	5	9	14	-	
19th period	Software Engineering and Related Courses	-	0	0	0	-	
20th period	Integrated Exercise	-	0	0	0	-	
21st period	Other Courses	-	1	0	1	-	
22nd period	Extracurricular Activity Courses	-	0	0	0	-	
23rd period	Graduation Thesis	8	0	0	0	-8	0 / 8 00%
24th period	Graduation Requirement	128	141	12	153	0	

(2) Popup window

Courses summarize popup window position is fixed. Scrolling Course Registration page up and down does not affect the popup window.

Course Registration (1st Qtr.) Course Registration (2nd Qtr.) Course Registration (Intensive)

Student ID No. : NAME : UNIV. YEAR : CLASS : Fields : IT-CMV(Applied Information Technology)

TOEIC : - Status : Approved

Automatic Arrangement of courses for registration Options Go Back Remaining time until the time-out About 24 minutes Temporary Save Fixed Save

☐ Display the Standard Schedule Number of credits acquired from the registered courses 12 / 28 (Optional, teaching program, and intensive courses are excluded)

*Please click on 'save button' after selecting courses.
 (black:Registered courses)
 (blue:Unregistered courses [Please select courses and register properly so the course name turns 'black'.])

Courses summarize.

Courses summarize. (Categories)	Number of credits for Prerequisite Courses	Number of credits for Studied Courses	Number of credits for Registration Courses	Number of credits for Authorized Courses	Number of credits for Excess and deficiency	Judgment
General Education Courses	10	18	0	18	0	
Humanities and Social Sciences	8	14	0	14	0	
Physical Activities	2	4	0	4	0	
Foreign Language Courses	15	16	0	16	0	
English Language Courses	-	10	0	10	-	
/EL1 Adv. Eng. Acq.	-	0	0	0	-	
/EL2 Adv. Pro. Eng. App.	-	4	0	4	-	
/EL3 Adv. Eng. and Tec.	-	2	0	2	-	
/EG1 Glo.Exp.Gat.	-	0	0	0	-	
Specialized Education Courses	95	107	12	119	0	
Mathematics and Related Courses	8	18	0	18	0	
Natural Science and Related Courses	4	8	0	8	0	
Computer Literacy and Related Courses	11	21	0	21	0	
Programming and Related Courses	12	15	0	15	0	
Foundations of Computer Science and Engineering and Related Courses	21	35	3	38	0	
Computer Systems and Related Courses	-	0	0	0	-	
Computer Network Systems and Related Courses	-	4	0	4	-	
Applications and Related Courses	-	5	9	14	-	
Software Engineering and Related Courses	-	0	0	0	-	
Integrated Exercise	-	0	0	0	-	
Other Courses	-	1	0	1	-	

Course(s) left out of Plan

1st Qtr.
S04 Embedded Systems

2nd Qtr.
IT03 Image Processing
SE01 Web Engineering

1st Sem.
SE05 Software Studio

Extra-curricular Activities Courses

Course registration page is updated in real time, you should be able to confirm credit information.

2. Track Recognition [Students admitted in AY2017 or earlier]

(1) Track Recognition Popup

Click “Track Recognition” under “Option” menu to confirm Prerequisite courses QTY etc..

Course Registration (1st Qtr.)

Course Registration (2nd Qtr.)

Course Registration (Intensive)

Student ID No. :
NAME :
UNIV. YEAR :
CLASS :
Fields : IT-CMV(Applied Informa

TOEIC : -
Status : Approved

Automatic Arrangement of courses for registration
Options
Go Back
Remaining time until the time-out About 22 minutes
Temporary Save
Fixed Save

☐ Display the Standard Schedule
Number of credits acquired from the registered courses 12 / 28 (Optional, teaching program, and intensive courses are excluded)

*Please click on 'save button' after selecting courses.
(black:Registered courses)
(blue:Unregistered courses [Please select courses and register properly so the course name turns 'black'.])

	Mon	Tue	Wed	Thu	Fri																																																												
1st period		[L]A04 Biomedical Information	[L]TE18 Pre and Post Guidance		[L]A04 Biomedical Information																																																												
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Course(s) left out of Planned Courses.

Course Information

1st Qtr.
S04 Embedded Systems
2nd Qtr.
IT03 Image Processing