
Guidance on Course Registration

Project Committee for the Development and Administration of
Hiroshima University's Student Information System (MOMIJI)

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○ Access to “MOMIJI”



○ Course Registration

Access to “MOMIJI”

【Official Website of Hiroshima University】



The screenshot shows the official website of Hiroshima University. The header includes the university logo and name, along with navigation links for 'サイトマップ', '交通アクセス', and 'お問い合わせ'. Below the header is a main navigation bar with categories like '高校生・受験生の方', '広大へ留学希望の方', '一般・地域の方', '企業・研究者の方', '卒業生の方', and '在学生・保護者の方'. A secondary navigation bar lists various university departments and services. The main content area features a news feed with several articles. A red box highlights the link 'キャンパスライフ情報(学生情報の森もみじ)' under the '高校生・保護者の方へ' section, with a red arrow pointing to it from the text 'Press the “MOMIJI” link.'

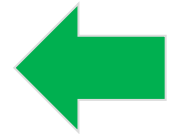
Press the “MOMIJI” link.

You can also access to “MOMIJI” from URL below.

<https://momiji.hiroshima-u.ac.jp>

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- Access to “MOMIJI”
- Course Registration



1. Login to "My MOMIJI"

-MOMIJI Top-

The screenshot shows the MOMIJI website interface. At the top, there is a navigation bar with links for 'My Momiji FAQs', 'Site Map', and '日本語'. Below this is a login section with fields for 'Hirodai ID' and 'Hirodai Password', and buttons for 'Login to My MOMIJI (Faculty and Staff)' and 'Login to My MOMIJI (Students)'. A search bar is also present with a 'Site Search' button and a 'Search Word Top30' link.

The main navigation menu includes: HOME, Academic Support, Campus Life Information, Career Support, International Student Support, and Information.

The 'Event&News' section lists several items:

- 2017/10/11 「中国5県リレーフォーラムin広島」参加者募集中! / "Chugoku 5 Prefecture Relay Fo..."
- 2017/10/6 【国際交流/International Exchange】Call for NOIE(Network of International Exch...
- 2017/10/4 バリアフリーマップを作成しました / I made a barrier-free map
- 2017/10/4 【国際交流イベント/International Exchange】International Luncheon
- 2017/10/4 たおやかプログラム学生募集説明会 / Taoyaka Program Information session (Oct. 23, 3...

The 'Campus Activities' section features three columns:

- 広大クリーンプロジェクト**: 広大な広大を清潔に保ちたい。～花の匂い広大を大切に～
- 国際交流ボランティア**: 大募集!!!
- 学生プラザ 昼時ミニコンサート**: 音楽協会の所属サークルによる。学生プラザ1F 12:15～

The 'Emergency Information' section contains a warning: 'What to do when a ballistic missile is launched'.

The 'TOPICS' section highlights a 'Questionnaire of Actual Conditions of Student Life' survey from Oct. 3 to Nov. 10, with a link to 'About the Execution of the Questionnaire of Actual Conditions of Student Life'. It also promotes the 'MyET' app for English learning.

1. Log in to "My MOMIJI"

-MOMIJI Top-

The screenshot shows the MOMIJI login page. The logo "もみじ" and "Hiroshima Univ. MOMIJI" are on the left. The login fields are in the center, with "Hirodai ID:" and "Hirodai Password:" labels. A red box highlights these fields. To the right, there are two buttons: "Login to My MOMIJI (Faculty and Staff)" and "Login to My MOMIJI (Students)". Below the login fields is a navigation bar with "HOME", "Academic Support", "Campus Life Information", "Career Support", and "International". A yellow callout box points to the login fields and contains the following text:

HU ID : B999999 ("B" is in capitals.)
HU Password : *****
Press the "Login to My MOMIJI".
*** Be sure both HU ID and HU Password are case-sensitive.**

Below the navigation bar is an "Event&News" section with the text "イベント&ニュース". There are two news items listed:

- 2017/10/11 「中国5県リレーフォーラムin広島」参加発表 / Chugoku 5 Prefecture Relay For...
- 2017/10/6 【国際交流 / International Exchange】Call for NOIE (Network of International Exch...

2. Things to check before registration

-Course Registration Period and Course Offering Schedule-

Term	1 st Term (Apr.~Jun.)	2 nd Term (Jun.~Aug.)	Summer holidays (Aug.~Sep.)	3 rd Term (Oct.~Dec.)	4 th Term (Dec.~Feb.)	Year-end holidays (Feb.~Mar.)
Semester	First Semester			Second Semester		
Timetable of Courses	1 Term Courses	2 Term Courses	Out Of Term(1st) Courses	3 Term Courses	4 Term Courses	Out Of Term(2nd) Courses
	First Semester Courses			Second Semester Courses		
	Year-round Courses					
	Year Courses			Year Courses		
	Intensive Courses (Offered in a part of period)					

1 Term Courses : Courses offered in the 1st Term

2 Term Courses : Courses offered in the 2nd Term

First Semester Courses : Courses offered through the first semester

Out Of Term (1st) : Courses offered during summer holidays

3 Term Courses : Courses offered in the 3rd Term

4 Term Courses : Courses offered in the 4th Term

Second Semester Courses : Courses offered through the second semester

Out Of Term (2nd) : Courses offered during the year-end holidays

Year-round Courses : Courses offered

through the year

Year Courses

: Courses offered across the fiscal year

Intensive Courses : Courses offered in a part of period in the year

2 .Things to check before registration

-Course Registration Period (Add and Delete)-

Semester	Registration Period (Month)	Registration Available Courses
First	1T Registration Period (Apr.)	1T, 2T, First Semester, Out Of Term(1 st), Year-round, Intensive during First Semester
	2T Registration Period (June)	2T, Out Of Term(1 st), Intensive from 2T to the end of First Semester
Second	3T Registration Period (Sep.~ Oct.)	3T, 4T, 2 nd Semester, Out Of Term(2 nd), , Intensive during Second Semester
	4T Registration Period (Dec.)	4T, Out Of Term(2 nd), Intensive from 4T to the end of Second Semester

※ : Before beginning Year courses, check registration periods etc. on the Syllabus or in the support office of the school /graduate school that offers the course.

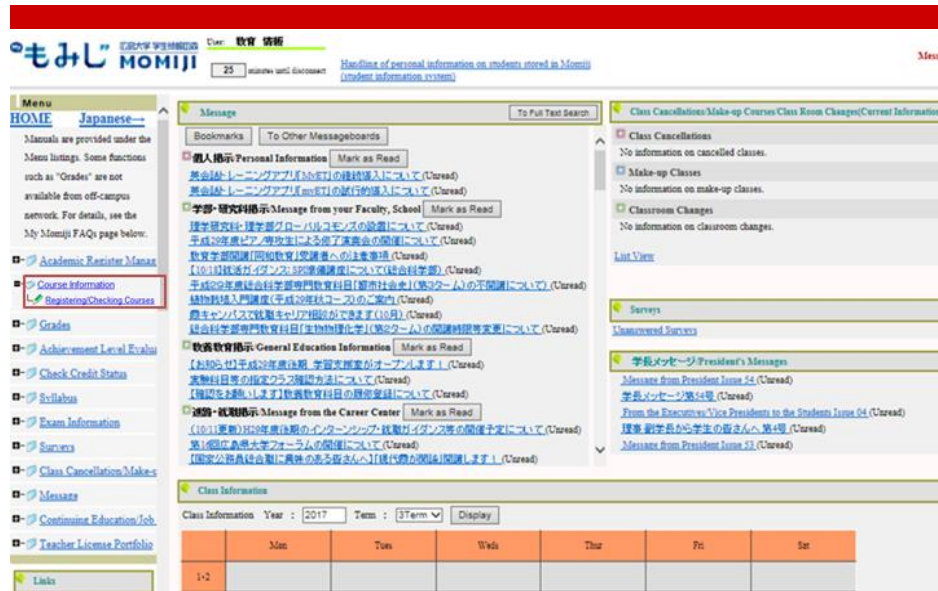
In the first and third term registration periods, in principle, all the courses whose opening dates fall in the first and second semesters, respectively, can be registered for. In the second and fourth term registration periods, in principle, students can modify their course registration for the first and third term registration periods, respectively.

Detailed information on course registration periods is provided on the MOMIJI Top page.

If you cannot register for courses by My MOMIJI, first refer to the Semester/Term, Eligible Students, Requirements of the Syllabus pages and notice etc. If you cannot register even after doing so, then contact the support office of the school /graduate school that offers the course for inquiry (as for liberal arts education courses, please contact the Education Promotion Group [persons in charge of Liberal Arts Education]).

3. Course Registration

- From Portal Screen to "Registering/Checking Courses" Screen -



My MOMIJI portal screen

From the menu on the left side of the screen,

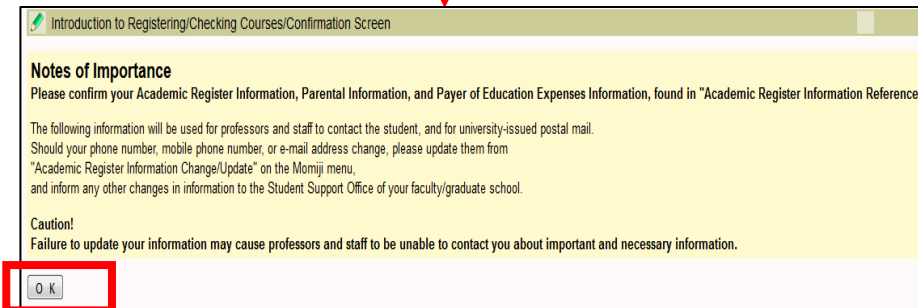
1. Press "Course Information".
2. Press "Registering/Checking Courses".

Registering/Checking Courses/Confirmation Screen

After checking the Notes of Importance, press the "OK".

(This screen is displayed only once per semester.)

*As for new students, their Academic Register Information etc. will be added in MOMIJI in April. New students are requested to confirm their Academic Register Information etc. after such data have been added in May.



3. Course Registration

- "Registering/Checking Courses" Screen -

1) "Registering/ Checking Courses" screen

Selecting each tab will allow you to display and register for courses that are offered in the corresponding periods as listed below. (For the course offering schedule, see page 7.)

- 1Term tab: First term
- 2Term tab: Second term and Summer holidays
- 3Term tab: Third term
- 4Term tab: Fourth term and Year-end holidays

Ex.) Since the period during which First Semester Courses are offered extends over the first and second terms, these courses are displayed under both the 1Term and 2Term tabs. These courses can be registered for by using the 1Term and 2Term tabs.

Each tab can be switched by pressing the name link.

During the first term course registration period, you can register for courses whose opening dates fall in the first term, the second term and the Summer holidays. After registering for a first semester course through both the 1Term and 2Term tabs, be sure to confirm that it has been properly registered for. (For the course registration period, see page 8.)

3. Course Registration

- "Registering/Checking Courses" Screen -

Registering/Checking Courses

Name	KYOKU JYOHU	School Institute	School of Integrated Arts and Sciences Department of Integrated Arts and Sciences Program of Integrated Arts and Sciences		
Year - Semester	2017 Year Second Semester	Student ID No.	B069904	Grade	1
Estimated Amount of Gained Credits	26 Credits	Number of Credits for Non-Credit Courses	6 Credits	Total Number of Credits	26 Credits

is a compulsory subject which cannot be changed
Click the name of the preferred day and time period for study. The Registration Screen will be displayed.

Term	Class	Term	Class	Search for Specific Course Information of Liberal Arts Education Program	
	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	Cell Science SATOH AKIKO IAS L201	Psychology for Medical Case Studies IYANAGA MAKOTO IAS K107	Psychology A ARIGA ATSUNORI IAS K107	Cultural Anthropology B KURITA RITSUKO IAS L101	Communication III OKUDA REIKO IAS K112
Period 2					
	Same as Above	Same as Above	Same as Above	Same as Above	Same as Above
Period 3 (Intensive Course)					
Period 4 (Intensive Course)					

Day of the Week	Time Period	Lecture Code	Subject Name	Instructor	Classroom
Intensive Courses/Other Courses					

Timetable Search - Intensive courses, such as intensive courses, can be searched regardless of day and period.

CSV File - Used to export a list of course information.
Note: Please note that when exporting information of CSV or PDF format the contents of the file may be saved elsewhere on the user's computer, and thus it is possible that the information may be leaked. If students wish to export their data as CSV or PDF format, please be sure to export it to your own personal computer or to a computer at the Information Media Center.

Display Printer-Friendly Page - Displays printer-formatted page.

Check Credit Status (Graduation, etc.) - Confirm requirements for graduation, passing, etc.

1) "Registering/ Checking Courses" screen

Press the "Register" link after confirming the day of the week and time period for the course you wish to register for.

A course displayed within the colored field for the day of the week and time period has been registered for as a specified class, which cannot be changed by students. If you have a need to change such a course, please consult with the relevant support section.

*Intensive Courses are listed under the timetable.

3. Course Registration

- “Timetable Search/Search by Criteria” screen –

Registering/Checking Courses/Timetable Search/Search by Criteria

Search by subject name or enter the Lecture Code

★★ Please enter the appropriate Lecture Code ★★

Year : 2017

Lecture Code :

Determine Timetable

★★ Search via the Following Criteria ★★

Year - Semester : 2017 Year Second Semester

semester offered : not specified

Faculty/Graduate School : Liberal Arts Education Program

Day and Period : Weds 1st Period

Registration Year : 1

Subject Name : ※Search will be conducted via the first keywords

Name of Main Instructor : ※Search will be conducted via the first keywords

Number of Search Results : 100 results per page on each page

Search Clear

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2) Reference to Registering/Checking Courses / Timetable Search/Search by Criteria

○ If you know the Lecture Code Directly enter the Lecture Code and press the “Determine Timetable”.

○ If you don't know the Lecture Code Enter the search criteria and press the “Search”.

3. Course Registration

- "Search Results" Screen -

Registering/Checking Courses/Search Results
Search results 1 to 1 displayed (1 results found).

Search Result Page: << Back 1 Forward >>

Number	Subject Name	Name of Main Instructor	Year	Faculty/Graduate School	Registration Year	Semester	Semester offered	Day and Period	Lecture Code	Subjects Main Classification	Campus
1	TEST1	TEST MOMJI ICHI	2017	Institute for Peace Science	1	First Semester	1	Year	(2T) Mon1-4	ZZ000001	Specialized Education Higashi-Hiroshima

Search results 1 to 1 displayed (1 results found).

Number of Search Results : 00 per page

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3) Registering/ Checking Courses / Search Results

Press the "Subject Name" link to register for the course you wish to take, on the timetable. The "Registering/Checking Courses /

Registering/Checking Courses/Registering Subjects

The following subject will be registered. Is this okay?

semester offered	Year
Day and Period	(2T) Mon1-4
Faculty/Graduate School	Institute for Peace Science
Lecture Code	ZZ000001
Subject Name	TEST1
Course Registration Classification	not specified

When changing a subject, you can search for a new one using the [Timetable Search](#) function

Please Note

4) Registering/Checking Courses / Registering for Subjects

After confirming the content of the course, press the "Register".

◆ Course Registration Classification

If you wish to register for a course as "Credit Not Required," first select the applicable option from the pulldown menu and then register for the course.

Please be aware that you cannot change the Course Registration Classification after the end of the course registration period.

Please click the "Register" button only once.
Clicking the button multiple times may result in being unable to properly register.
Should you accidentally click more than once,
please click the "TOP" button located on the left-hand side of the welcome screen and repeat t

3. Course Registration

- "Registering/Checking Courses" Screen-

5) When the course is properly registered for

After the course registration is checked, if there is no error, the subject is registered for, so that the "Registering/Checking Courses" screen will appear. (First Semester Courses will be displayed by pressing the 1Term and 2Term tabs, and Second Semester Courses will be displayed by pressing the 3Term and 4Term tabs.)

Be sure to confirm that there is no mistake in the registered contents of the course (Day of the Week, Time Period, Subject Name, Instructor, Course Registration Classification, etc.).

After the end of the course registration period, the contents of the course registration cannot be changed.

* When there is a course registration error

If there is a course registration error, an error message will be displayed. (Before semester courses, or other courses that are offered striding over multiple terms, are registered for, a registration check is performed for all the terms in which these courses are offered.)

4. Deletion of Courses

-“Registering/Checking Courses” Screen-

Registering/Checking Courses

Name	KYOKU JYUHO	School Division	School of Integrated Arts and Sciences Department of Integrated Arts and Sciences Program of Integrated Arts and Sciences		
Year - Semester	2017Year Second Semester	Student ID No.	8069908	Grade	1
Estimated Amount of Gained Credits	26 Credits	Number of Credits for Non-Credit Courses	8 Credits	Total Number of Credits	26 Credits

is a compulsory subject which cannot be changed
Click the frame of the preferred day and time period for study. The Registration Screen will be displayed.

1 Term	2 Term	3 Term	4 Term	Search for Specific Course Information of Liberal Arts Education Program
Monday	Tuesday	Wednesday	Thursday	Friday
Cell Science SATOH AKIKO IAS L201	Psychology for Med Case Studies YAMAMOTO MARIKO IAS K107	Psychology A ARIGA ATSUNORI IAS K107	Cultural Anthropology KUBOTA RITSUKO IAS L101	Communication III OKUDA RIEKO IAS K112 (The student cannot change.)
Delete	Delete	Delete	Delete	Delete
Same as Above	Same as Above	Same as Above	Same as Above	Register
Period 3 (2-thing Course)				
Period 4 (2-thing Course)				

Day of the Week	Time Period	Lecture Code	Subject Name	Instructor	Classroom
None					

Timetable Search -- Subject, such as intensive courses, can be searched regardless of day and period.

CSV File -- Used to export a list of course information.

Note: Please note that when exporting information of CSV or PDF format that the contents of the file may be saved elsewhere on the user's computer, and thus it is possible that the information may be leaked. If students wish to export their data as CSV or PDF format, please be sure to export it to your own personal computer or to a computer at the Information Media Center.

Display Printer-Friendly Page -- Displays printer-formatted page.

Check Credit Status (Graduation, etc.) -- Confirm requirements for graduation, passing, etc.

1) “Registering/ Checking Courses” Screen

Press the “Delete” for the time period frame for the subject you wish to delete.

A course displayed within the colored field for the day of the week and time period has been registered for as a specified class, which cannot be changed by students. If you have a need to change such a course, please consult with the relevant support section.

4. Deletion of Courses

- "Deleting Subjects" Screen-

Registering Checking Courses Deleting Subjects

The following subject will be registered. Is this okay?

semester offered	First Semester
Day and Period	(1st) Mon1-2
Faculty/Graduate School	Institute for Peace Science
Lecture Code	ZZ000011
Subject Name	TEST2
Course Registration Classification	

Please Note

Please click the "Delete" button only once.
Clicking the button multiple times may result in being unable to properly delete.
Should you accidentally click more than once,
please click the "TOP" button located on the left-hand side of the welcome screen and repeat the registration process.

2) Registering/Checking Courses / Deleting Subjects

After confirming the contents of the subject you wish to delete, press the "Delete". The registered information will be deleted, and the "Introduction to

4. Deletion of Courses

- "Registering/Checking Courses" Screen-

3) "Registering/Checking Courses" screen

The subject whose registration was deleted will disappear from the "Registering/Checking Courses" screen.

The screenshot shows the 'Registering/Checking Courses' interface. At the top, there is a summary table for the course 'KYOKU ZUONO'.

Name	KYOKU ZUONO	School Section	School of Integrated Arts and Sciences Department of Integrated Arts and Sciences Program of Integrated Arts and Sciences		
Year - Semester	2017 Year Second Semester	Student ID No.	B06996	Grade	1
Estimated Amount of Gained Credits	26 Credits	Number of Credits for Non-Credit Courses	0 Credits	Total Number of Credits	26 Credits

Below the summary, there is a note: "is a compulsory subject which cannot be changed. Click the name of the preferred day and time period for study. The Registration Screen will be displayed."

The main part of the screen is a table with columns: Monday, Tuesday, Wednesday, Thursday, Friday. The table is divided into Period 1, Period 2, and Period 3. In Period 1, the Friday cell contains the course 'Communication III SAS R312' with a 'Delete' button. In Period 2, the Tuesday, Wednesday, and Thursday cells contain 'Delete' buttons. In Period 3, the Friday cell contains 'English'.

At the bottom, there is a 'Remove Courses/Other Courses' section with a table:

Day of the Week	Time Period	Lesson Code	Subject Name	Instructor	Classroom
None					

Below the table, there are several utility buttons: 'Timetable Search', 'CSV File', 'Display Printer-Friendly Page', and 'Check Credit Status (Graduation, etc.)'. A copyright notice is visible at the very bottom: 'Copyright © 2017 WJ Software Corporation. All Rights Reserved.'

5. Supplementary Notes regarding Course Registration

Introduction to Registering/Checking Courses

Name	KYOIKU JYOHO	School/Institution	所属テスト
Year - Semester	2017Year Second Semester	Student ID No.	B069982
Grade	1	Estimated Amount of Gained Credits	1 Credits
Number of Credits for Non-Credit Courses	0 Credits	Total Number of Credits	1 Credits

•Drawing Results (to check the results, please click the "Check" button)
Unable to take (TEST4) with (TEST MOMUJI ICHI) on (Thursday) (1Period) based on drawing results

is a compulsory subject which cannot be changed
Click the frame of the preferred day and time period for study. The Registration Screen will be displayed

1Term 2Term 3Term 4Term Search for Specific Course Information of Liberal Arts Education Program

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	Register	Register	Register	Register	Register
Period 2					
Period 4 (Evening Course)					

Intensive Courses/Other Courses

Day of the Week	Time Period	Lecture Code	Subject Name	Instructor	Classroom	
Monday	1Period	ZZB10001	教育情報1	TEST MOMUJI ICHI	Test	Delete
Monday	2Period	ZZB10001	教育情報1	TEST MOMUJI ICHI	IAS L102	Delete

Timetable Search -- Subjects, such as intensive courses, can be searched regardless of day and period.

CSV File -- Used to export a list of course information.

Note: Please note that when exporting information of CSV or PDF format that the contents of the file may be saved elsewhere on the user's computer, and thus it is possible that the information may be leaked. If students wish to export their data in CSV or PDF format, please be sure to export it to your own personal computer or to a computer in the Information Media Center.

Display Printer-Friendly Page -- Displays printer-formatted page.

Check Credit Status (graduation, etc.) -- Confirm requirements for graduation, passing, etc.

This message will be displayed when you cannot take the course as a result of a drawing, and if you have not checked the drawing result yet. After checking the Day of the Week, Time Period and Subject Name, press the "Check". (If the 1Term or 2Term tab is selected, information on the courses that can be registered for the First Semester will be displayed. If the 3Term or 4Term tab is selected, information on courses that can be registered for the Second Semester will be displayed.)

Pressing here will display specific course information of the liberal arts education program.

Registering/Checking Courses

Semester	semester offered	Day and Period	Lecture Code	Subject Name	Name of Main Instructor	Notes
後期	Second Semester	[2nd] Mon5-8	63201006	物理学実験法:回実験1(教員1,教員1,工一)	広島 花子	履修を希望する場合は初回授業に必ず出席すること。特段の理由なく欠席した場合は原則履修不可とする。

(注)クラス分け科目の履修にあたっては、以下の点に注意してください。
1.上記検索結果では、「申込み」により履修登録を行う必要のない科目は表示されませんので、注意してください。(英語、初級外国語等は表示されません。)
2.履修登録期間内には必ず授業に出席してください。
3.記載されている授業科目は、必ずしも履修しなければならない科目ではありません。所属する学部で定める履修基準を参考に履修するかどうかを決めてください。履修基準に関することは所属する学部の学生支援室にご相談ください。

(Note) Please be aware of the following points when registering for courses by class.
1. The search results above do not include courses for which there is no need to register using Momiji (English, other foreign languages not displayed).
2. Class attendance is required during the registration period.
3. The courses listed above are not mandatory. Please decide which courses to take by referring to the course standards set by your faculty or graduate school. For more information on course standards, please consult with the Student Support Group for your faculty/graduate school.

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Intensive Courses are listed under the timetable.

5. Supplementary Notes regarding Course Registration (2)

Liberal arts education courses may not be registered for from “My MOMIJI” even during the registration period, for various reasons, which include the following:

- As a result of various checks for registration limitations, you are judged to be unable to take the course (the relevant error message(s) will be displayed on the screen.)
- You were not selected in the drawing that was held to decide who can take the subject, or the class number limit has been exceeded.
- The subject is specified for you to take based on the designated class schedule and requires students to attend its first class as a condition for its registration.

For further information concerning the registration procedure for each course category, please refer to “MOMIJI Top → Academic Support → Liberal Arts Education”. More detailed information on each course is available by selecting “My MOMIJI → Syllabus → Browsing Syllabus”.

- ◆ Website of Liberal Arts Education
(MOMIJI Top → Academic Support → Liberal Arts Education → Course Registration Procedure)

URL: <https://momiji.hiroshima-u.ac.jp/momiji-top/en/learning/kyouyou/procedure.html>

If you cannot register for courses and you do not understand the reason, please contact the Education Promotion Group (person in charge of liberal arts education) on the 1st floor of the administration building of the School of Integrated Arts within the course registration period.

If you cannot register for specialized education courses through My MOMIJI, please contact the support office of the school/graduate school that offers these courses.

6. Logout from My MOMIJI

The screenshot shows the My MOMIJI web interface. At the top right, there is a "Logout" button highlighted with a red box. A red arrow points from the text "Logout Press the 'Logout'." to this button. The interface includes a navigation menu on the left with options like "Course Information", "Grades", and "Achievement Level Evaluation". The main content area is titled "Registering/Checking Courses" and displays course details for "KYOIKU JYOHO".

Logout
Press the "Logout".

Name	KYOIKU JYOHO	School Institution	Liberal Arts Education Program		
Year · Semester	2017Year Second Semester	Student ID No.	B069981	Grade	1
Estimated Amount of Gained Credits	1 Credits	Number of Credits for Non-Credit Courses	0 Credits	Total Number of Credits	1 Credits

	1Term	2Term	3Term	4Term	
	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	Register	Register	Register	Register	Register
Period 2					
	Register	Registered	Register	Register	Register

Summary

–Notes of Importance regarding Course Registration–

- ❑ To log in to My MOMIJI, you need your Hirodai ID and Hirodai Password.
- ❑ In the first term registration period, you can register for all courses that begin in the first semester. In the second term registration period, in principle, you can modify the registration of courses which begin from second term to the end of First semester. (The same holds true to the second semester.)
- ❑ Depending on the school/graduate school, there may be other notes of importance regarding the registration procedure.
- ❑ Be sure to check the registration status during the course registration checking and modification periods. In particular, please be aware of the results of the drawing held to decide who can take the course.

Contact Information

If you have questions regarding course registration requirements, contact:

- Support office ((person in charge of student support) of your school/graduate school)

If you cannot register for courses and you have questions

- About liberal arts education courses, contact:
 - Education Promotion Group (person in charge of Liberal Arts Education)
- About other courses, contact:
 - Support office (person in charge of student support) for the school/graduate school that offers the courses in question

Contact Information

If you have other questions regarding the use of My MOMIJI, contact:

- Business system inquiry counter

082-424-5609 (Extension: Higashi-Hiroshima 5609)

systemhelp@hiroshima-u.ac.jp