# 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)**



Press the "MOMIJI" link.

You can also access to "MOMIJI" from URL below.

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

#### Contents

○ Access to "MOMIJI"

Course Registration



## 1. Login to "My MOMIJI"

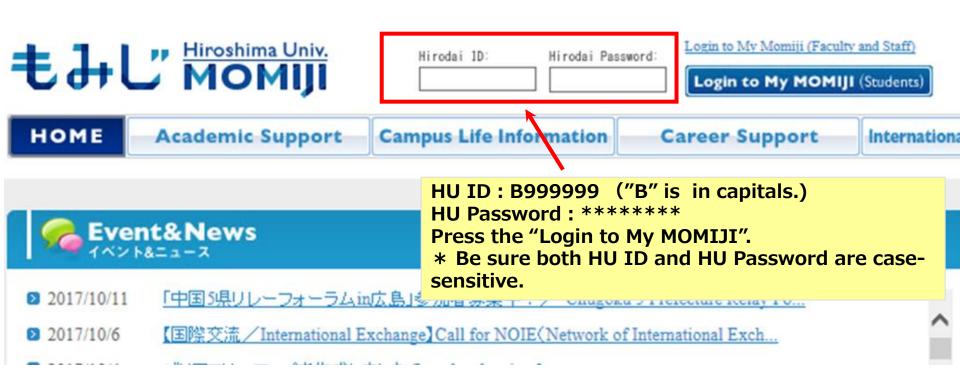
-MOMIJI Top-

\*When you use smartphone, the screen images are different from the below.



## 1. Log in to "My MOMIJI"

-MOMIJI Top-



# 2. Things to check before registration

-Course Registration Period and Course Offering Schedule-

Term	1 <sup>st</sup> Term	2 <sup>nd</sup> Term	Summer holidays	3 <sup>rd</sup> Term	4 <sup>th</sup> Term	Year-end holidays	
	(Apr. $\sim$ Jun.)	(Jun.∼Aug.)	(Aug.∼Sep.)	(Oct.∼Dec.)	(Dec.∼Feb.)	(Feb. $\sim$ Mar.)	
Seme	ster First Semester			Second Semester			
of Courses	1 Term Courses First Semes	2 Term Courses eter Courses	Out Of Term(1st) Courses	3 Term Courses Second Seme	4 Term Courses ester Courses	Out Of Term(2nd) Courses	
	Year-round Courses						
Timetable							
		Year Courses		Year Courses			
	Intensive Courses (Offered in a part of period)						

1 Term Courses : Courses offered in the  $1\,\mathrm{st}$  Term

2 Term Courses : Courses offered in the  $2^{\text{nd}}$  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  $3^{\text{rd}}$  Term

4 Term Courses : Courses offered in the  $4^{\text{th}}$  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( $1^{\rm st}$ ), Year-round, Intensive during First Semester	
	2T Registration Period (June)	2T, Out Of Term(1st), Intensive from 2T to the end of First Semester	
Second	3T Registration Period (Sep.∼ Oct.)	3T, 4T, 2 <sup>nd</sup> Semester, Out Of Term(2 <sup>nd</sup> ), , Intensive during Second Semester	
	4T Registration Period (Dec.)	4T, Out Of Term(2 <sup>nd</sup> ), Intensive from 4T to the end of Second Semester	

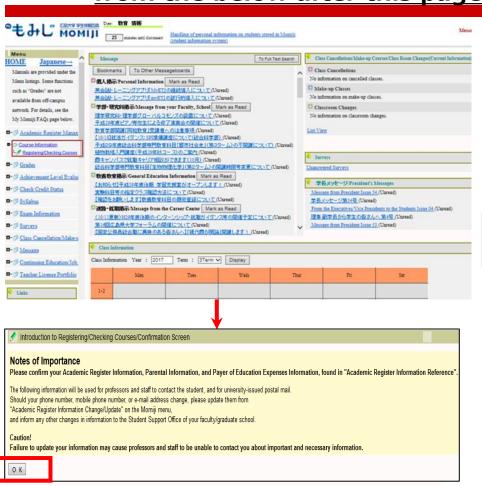
\* Before beginning Year courses, check registration periods etc. on the Syllabus or in the support office of the school /graduate school that offers the course.

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]).

From Portal Screen to "Registering/Checking Courses" Screen –
 \*When you use smartphone, the screen images are different from the below after this page.



#### My MOMIJI portal screen

From the menu on the left side of the screen,

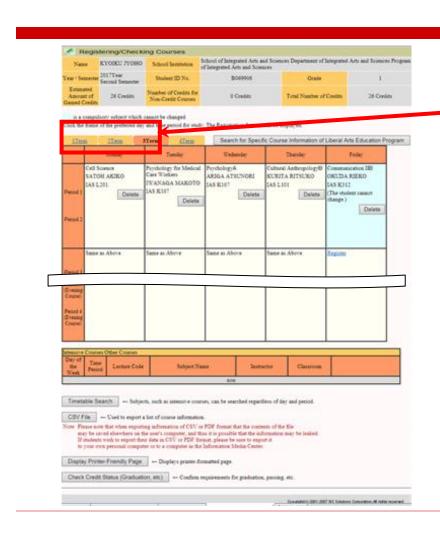
- 1. Press "Course Information".
- 2. Press "Registering/Checking Courses".

#### 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.

- "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

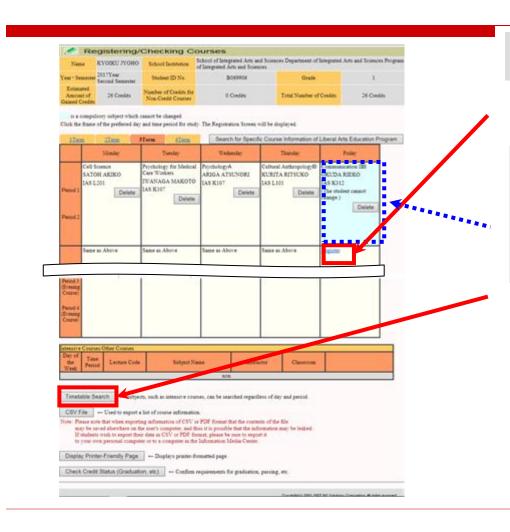
4Term tab: Fourth term and Year-end holidays

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.)

- "Registering/Checking Courses" Screen -



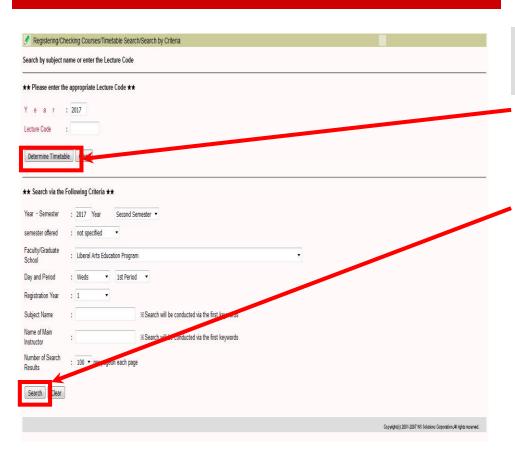
1) "Registering/ Checking Courses" screen

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.

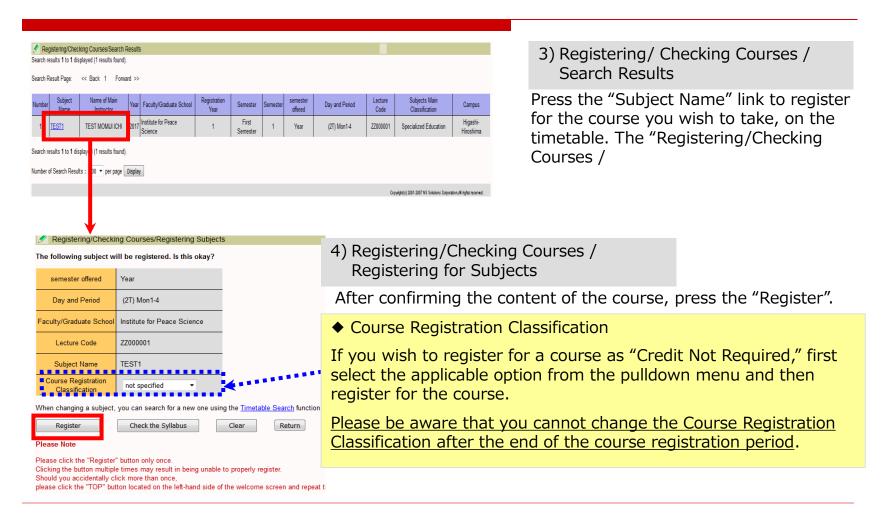
\*Intensive Courses are listed under the timetable.

- "Timetable Search/Search by Criteria" screen -

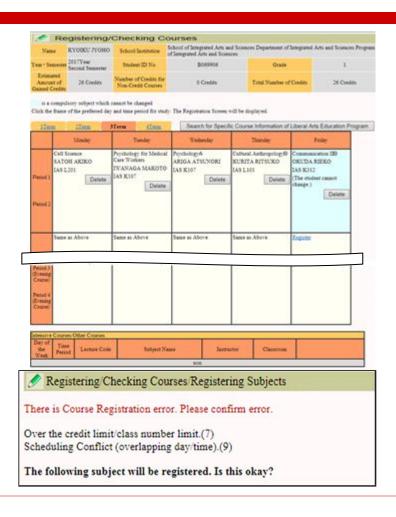


- 2) Reference to Registering/Checking Courses / Timetable Search/Search by Criteria
- O If you know the Lecture Code Directly enter the Lecture Code and press the "Determine Timetable".
- If you don't know the Lecture Code Enter the search criteria and press the "Search".

- "Search Results" Screen -



- "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.).

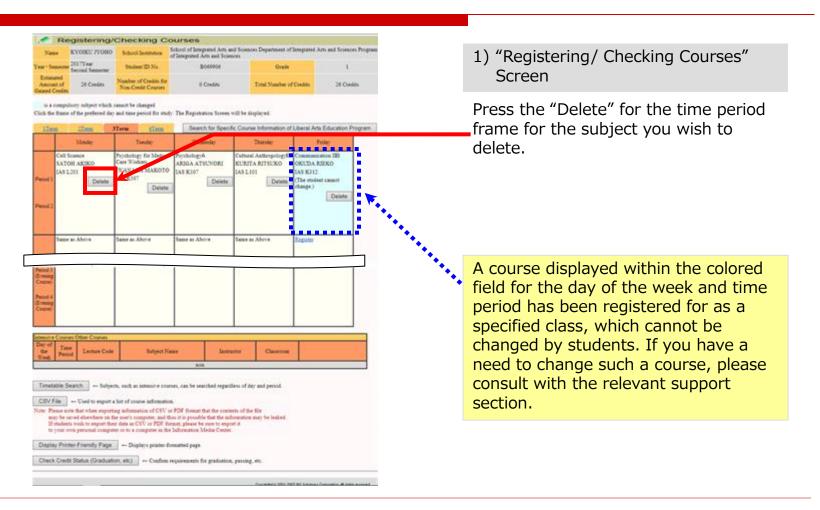
After the end of the course registration period, the contents of the course registration cannot be changed.

\* 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.)

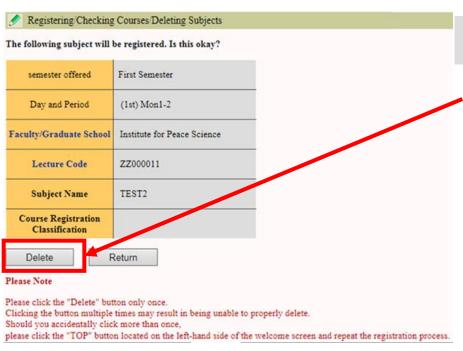
#### 4. Deletion of Courses

-"Registering/Checking Courses" Screen-



#### 4. Deletion of Courses

- "Deleting Subjects" Screen-



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

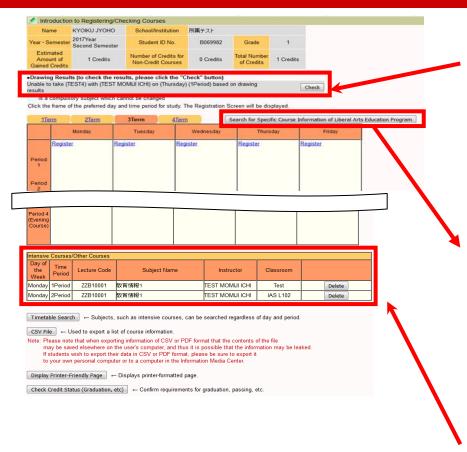
- "Registering/Checking Courses" Screen-



3) "Registering/Checking Courses" screen

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

# 5. Supplementary Notes regarding Course Registration



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.



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  $\rightarrow$  Academic Support  $\rightarrow$  Liberal Arts Education". More detailed information on each course is available by selecting "My MOMIJI  $\rightarrow$  Syllabus  $\rightarrow$  Browsing Syllabus".

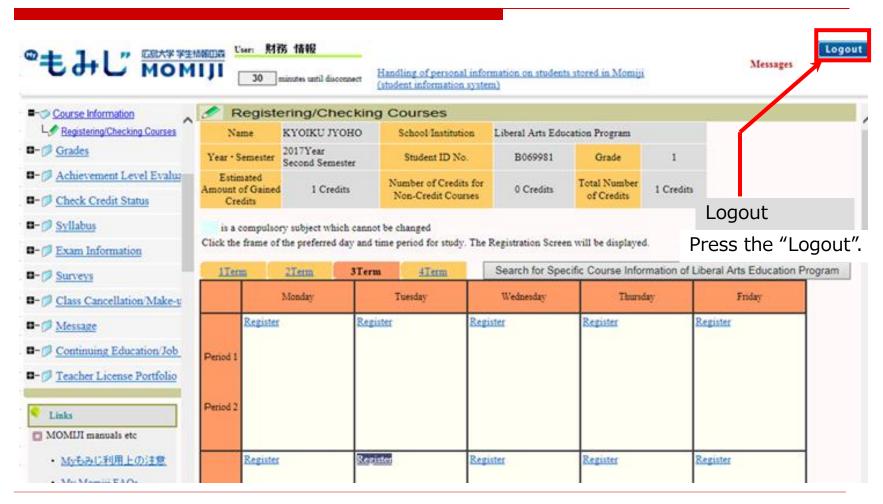
◆ Website of Liberal Arts Education
 (MOMIJI Top → Academic Support → Liberal Arts Education → Course Registration Procedure)

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

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



# 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