Graduate School of Urban Innovation
Registration Guide 2024

1. Introduction

Classes for the academic year 2024 will be held face-to-face in principle. Some courses will be offered remotely using a class support system or the Internet.

Online courses will be conducted by using "YNU Learning Management System (LMS)", "Teams" provided by Microsoft Office 365, the video communication service, "Zoom" and so on. Imagine that the YNU LMS is a virtual classroom on the Internet.

YNU LMS enables teachers to teach students how to take online classes, post course materials and assignments, and send notices by using the YNU email service. It also allows you to register your attendance, submit reports (or essays) and assignments, ask questions, and exchange your opinions with your teacher and classmates.
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As a preliminary preparation, please make sure that you are able to log in and access to the system. For newly enrolled students, please refer to "Quick Guide to the Information Technology Service Center for New Students".

Information about the courses, offering of new courses, class cancellation and/or changes of the classes will be notified through YNU LMS (on Message Board or via Message Transmission) and Student Information System (which is accessible through Educational Affairs Information System.).

Announcements from the admission office will be conducted by the function of "Communication" provided on YNU LMS and by YNU mail, so please check your mailbox every day.
(Other information including the venues and methods of the announcements will be posted on the "Information for Students" page of our website.

●YNU Learning Management System (LMS)
https://lms.ynu.ac.jp/

●YNU VPN Service
https://www.itsc.ynu.ac.jp/network/ynu-vpn.html

●YNU Mail (Office365)
https://www.itsc.ynu.ac.jp/service/microsoft-office365.html

●Educational Affairs Information System
https://risyu.jmk.ynu.ac.jp/gakumu_portal/

●IUI Information for Students
https://www.urban.ynu.ac.jp/english/index.html

●YNU Information Technology Service Center
http://www.itsc.ynu.ac.jp/category/english

2. Registration Plan

When you make a registration plan, please refer to Registration Method and Registration Condition by Registration Guide, WEB Syllabus and Timetable, and consult with your supervisor

*Please note that the following schedule may be different from other Graduate Schools of YNU.

*" Registration Plan Sheet" was abolished from last year (Academic Year 2020).

3. Provisional Registration on YNU Learning Management System

As advanced preparations to take online courses, please select the courses you want to take and make a provisional registration on YNU Learning Management System from October 4 (Fri) to the day before the courses begin.

4. Registration

(1) Registration period

Spring Semester 2024	Fall Semester 2024
・Spring Semester course ・Spring (Term 1 and 2) course ・Year-long course	・Fall Semester course ・Fall (Term4 and 5) course
April 8 (Mon.) – April 19 (Fri.) [except Saturday and Sunday]	October 4 (Fri.) – October 17 (Thu.) [except Saturday and Sunday]

(2) Registration Method

For this semester, Provisional Registration on the Learning Management System and Registration on the Educational Affairs Information System are BOTH required.

Please register the courses by using the Educational Affairs Information System on the web.

The Educational Affairs Information system is available from 9:00 to 23:00.   (On the last day of each period, the system will be closed at 17:00.)

(3) Submission of "List of Registered Courses"

After finishing registration, please print out the "List of Registered Courses" and submit it to your supervisor to confirm.   If necessary, make amendments and submit the latest list to your supervisor.

5. Registration Confirmation and Correction

(1) Registration Confirmation and Correction Period

Spring Semester 2024	Fall Semester 2024
・Spring Semester course ・Spring (Term 1 and 2) course ・Year-long course	・Fall Semester course ・Fall (Term 4 and 5) course
May 6 (Mon.) – May 8 (Wed.)	October 23 (Wed.) – October 25 (Fri.)

(2) Registration Confirmation and Correction Method

Print out the timetable of the registered courses by yourself on the Educational Affairs Information Systems, and make sure to confirm that the registered courses are the same as those in your registration plan sheet.

If you get error messages, these courses are not registered.   They won't be accepted as the credits if they are not confirmed and corrected, so please check carefully.

If you have found the differences from your registration plan and/or any errors, make a correction on the Educational Affairs Information System within the above-mentioned period.   The correction operation is permitted only by those who registered that course during the registration period.   The available time period for correction through the system is the same as the registration period.

If you make any correction, please print out the "List of Registered Courses" and submit it to your supervisor again.

6. Registration Cancellation

(1) Registration Cancellation Period

Spring Semester 2024	Fall Semester 2024
・Spring Semester course ・Spring (Term 1 and 2) course ・Year-long course	・Fall Semester course ・Fall (Term 4 and 5) course
【First Time】 　May 13 (Mon.) – May 17 (Fri.) 【Second Time】Only for 2nd Term course 　June 24 (Mon.) – June 28 (Fri.)	【First Time】 　November 11 (Mon.) – November 15 (Fri.) 【Second Time】Only for 5th Term course 　December 9 (Mon.) – December 13 (Fri.)

(2) Registration Cancellation Method

If you want to cancel your registration, please carry out the required procedures on the Educational Affairs Information Systems with your supervisor's approval.

In case you will cancel "Year-long Courses", please fill out "Application for Cancellation of Course Registration (2024 Year-long Courses)" which is attached on the last page of this file and send it to Graduate School of Urban Innovation Section (ses.daigakuin-urb@ynu.ac.jp) by email during the above mentioned period.

When you make any cancellation, please print out the final "List of Registered Courses" and submit it to your supervisor.

If you want to cancel the courses of other graduate schools, you have to inform the professors in charge of the courses about the charge of the courses before cancellation.

7. Notes about Registration

* Be sure to confirm the timetable of your enrolled year's version.　(Course codes and course names may be different.)

* Year-long courses must be registered during the registration period of Spring Semester.　(From the timetable, you can find the information about which courses are Year-long ones or not.)　If you want to cancel a Year-long course, you can cancel it during the cancellation period in Fall Semester.　Please note that the cancellation will NOT be accepted after the specified period.

* Registration of Internship courses

Following Long/Short-term Internship courses are treated as the Year-long courses. Therefore, the registrations have to be done during the Registration period of Spring Semester.　(Actual implementation period is defined by the course.　See their syllabi for the detailed information.)

　【Applicable Courses】
　　　Structural Design Internship, Equipment Design Internship,
　　　Architecture and Planning Internship, Internship (Urban Infrastructure),
　　　Internship (Cross-Cultural Communication),
　　　Internship (Urban Innovation and New Business)
　　　Long-Term Practicum and Training Program
　　　Short-Term Practicum and Training Program (Overseas & Domestic)

8. Notes for Sub-major Program, "Creative Education Program about Local Problems"

Those intending to obtain accreditation for the Sub-major Program, "Creative Education Program about Local Problems" must not include the credits of "Globalized Local Studies" in the credits required for completion of Master's course.　One course cannot be duplicate counted as the completion acquisition of Graduate School of Urban Innovation and that of Sub-major Program.　For more detailed information about the program, "Creative Education Program about Local Problems", refer to the guideline of published by YNU Global-Local Education and Research Center.

*Please note that you should use our own Schedule Code which is written on the Registration Guideline of Graduate School of Urban Innovation when you register "Globalized Local Studies".

[Contact]
Graduate School of Urban Innovation Section
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