

Guidance for Human Security Engineering (HSE) Education Program

-Supplement-

Submission of HSE Program Portfolio

- You are required to submit the Kyoto University HSE Program Portfolio (Form HSE-003) to your supervisor **NO LATER THAN 24 April, 2018.**
Portfolio Form: HSE-003 (<http://hse.gcoe.kyoto-u.ac.jp/en/inside/>)
- Its only first page (with your supervisor's signature)(PDF file) is submitted to HSE Center.
(kyomu_gcoe@hse.gcoe.kyoto-u.ac.jp)

Submission of HSE Program Registration

- You are required register the courses you want to take on KULASIS (Kyoto University Student Affairs Information System) (<https://student.iimc.kyoto-u.ac.jp/>)
(See also <http://www.z.k.kyoto-u.ac.jp/freshman-guide/kulasis>)

Important dates

- Timetable preparation : 3 April to 19 April
 - **Registration : 20 April to 24 April**
 - Confirmation/Change : 27 April to 1 May (12PM)
 - Finalizing registration : 17:00, 2 May
- If you wish to take HSE Custom-made lectures (*), you must submit an “Auditing Request Form for HSE Custom-made lecture” per subject to the C Cluster Office **NO LATER THAN 24 April, 2018.**

The form is available at the C Cluster Office.

Registration on KULASIS

<https://student.iimc.kyoto-u.ac.jp/>

The screenshot shows the KULASIS student portal. At the top, there is a navigation bar with the KULASIS logo and the text "Kyoto University International Center for Education and Research". Below the navigation bar, there are several tabs: "HOME", "ABOUT US", "CONTACT", "SCHEDULE", "FAQ", "HELP", "LOGIN", "REGISTER", "MY PAGE", "PROFILE", "PASSWORD", "PASSWORD RESET", "FORGOT PASSWORD", "CONTACT US", "FAQ", "HELP", "LOGIN", "REGISTER", "MY PAGE", "PROFILE", "PASSWORD", "PASSWORD RESET", "FORGOT PASSWORD". The "REGISTER" tab is highlighted. Below the navigation bar, there is a main content area with the heading "Class registration". A red box highlights the "Class registration" link in the navigation bar. Below the heading, there is a "Schedule" section with three steps: "Step 1 Timetable preparation period (Apr 9 (Tue) 00:00~Apr 16 (Tue) 24:00)", "Step 2 Class registration period (Apr 17 (Wed) 00:00~Apr 21 (Thu) 24:00)", and "Step 3 Class registration confirmation/change period (Apr 24 (Fri) 00:00~Apr 25 (Sat) 24:00)". A red arrow points from the "Class registration" link in the navigation bar to the "Class registration" heading in the main content area.

1. Login to KULASIS



2. Click“Class registration”
on My page



3. Start registering

“New” Class registration Schedule

- Schedule, 2018 - Registering classes on KULASIS is as follows (1 to 4 period).

1. Timetable preparation period - P3

First semester : 3rd April to 19th April

Second semester : 21th September to 11th October

- You can select the courses you want to take and prepare your timetable.
- Select the courses at registering courses setting screen.

2. Class registration period - P4

First semester : 20th April to 24th April

Second semester : 12th October to 16th October

- You must determine your courses and register them.
- Register your courses out of the courses you selected on 1st period.

3. Confirmation/Change period - P5

First semester : 27th April to 12PM, 1st May

Second semester : 19th October to 22th October

- You must confirm the courses you have registered.
- Confirm the courses and revise errors if you have them.

4. Finalizing class registration - P6

First semester : 17PM, 2nd May

Second semester : 17PM, 24th October

- After finalizing class registration, your courses will be shown in the “Timetable” page.
- Be sure to have a final confirmation of them.

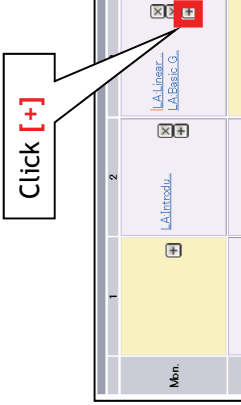
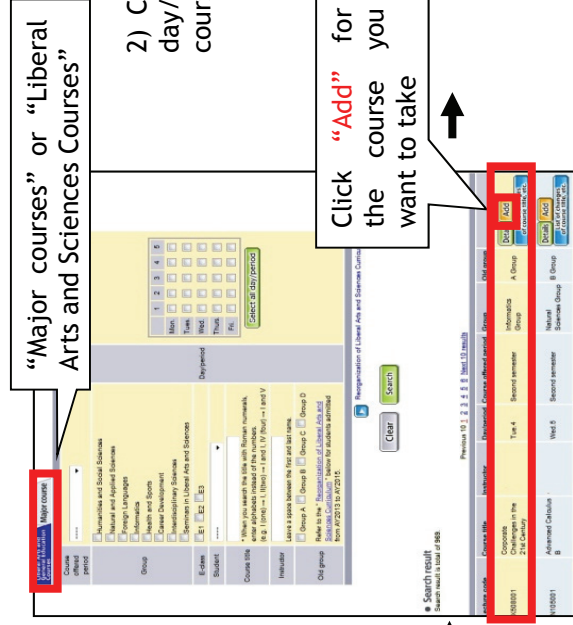
1. Timetable preparation period

First semester : 3rd April to 19th April

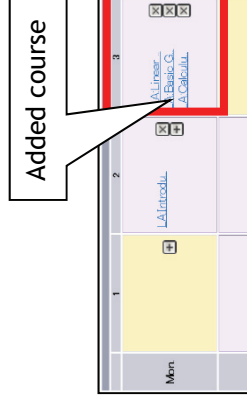
Second semester : 21st September to 11th October

(1) Adding courses

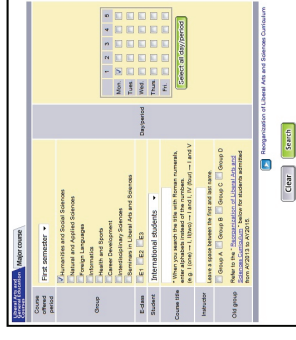
1) Either select “Major courses” or “Liberal Arts and Sciences Courses” and search a course. A list of courses that can be registered in that day/period will be displayed.



2) Courses have been added to that day/period. You can select up to 3 courses in one day/period.



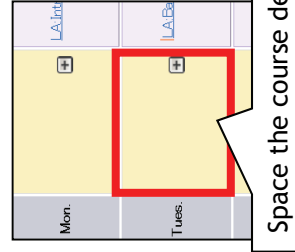
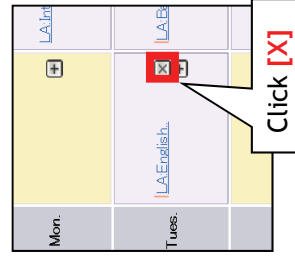
★Search by details
By entering more than one item and clicking the “Search” button, the corresponding course will be displayed.



Class registration is not finalized at this stage!

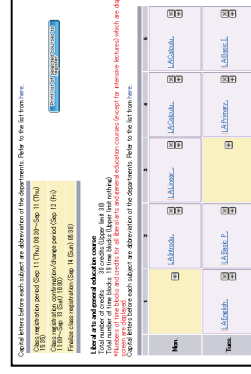
(2) Deleting a course

When you want to delete a course..



(2) Printing the list of selected courses to register

Click “Print list of selected courses to register”, then a list is displayed. This can be used to determine registering courses.

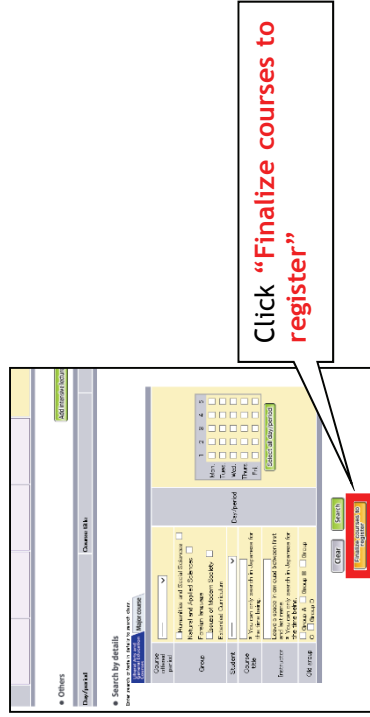


2. Class registration period

First semester : 20th April to 24th April
 Second semester : 12th October to 16th October

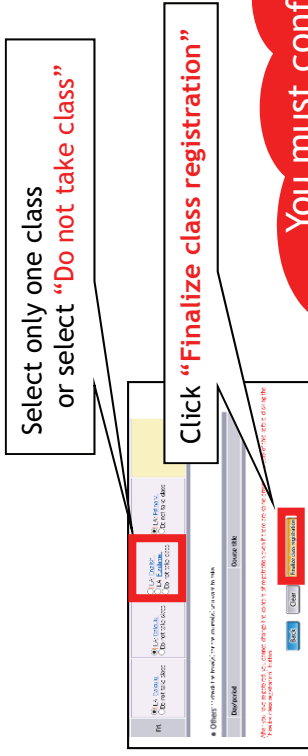
(1) Determining and Finalizing courses

1) When you determine the courses, follow this screen to register your courses. Once you register your courses, you cannot change the contents until the class registration confirmation/change period, so make sure to confirm your courses before registering them.



Click "Finalize courses to register"

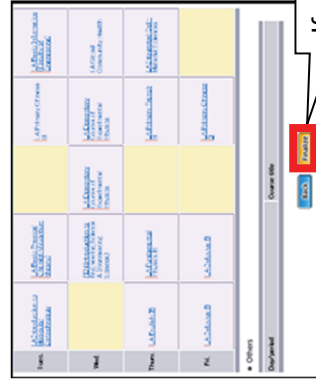
2) If you selected several courses for one day/period (enclosed in red frame), select only one course that you want to take. If you do not want to take any of the courses, select "Do not take class".



You must confirm your registration during the next (Confirmation/Change) period!

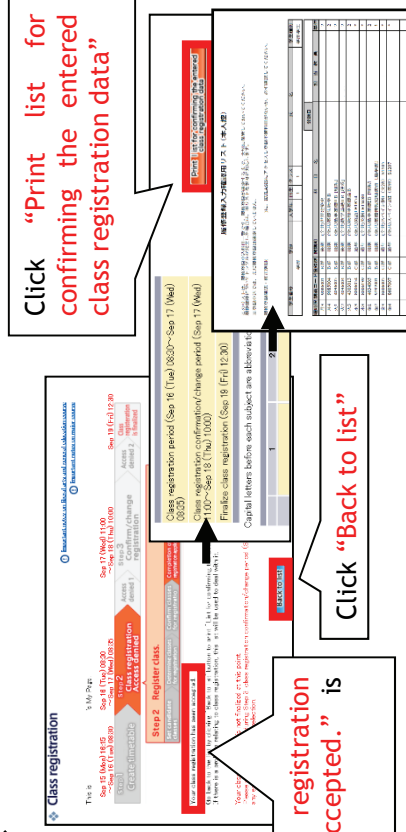
(2) Final Conformation

The final confirmation screen for class registration will appear. Make sure that there are no mistakes with the courses to register by confirming their titles, groups, etc. To make changes, click the "Back" button and redo the registration.



If they are correct, click "Finalize"

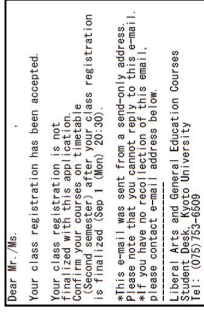
(3) Print list for confirming the entered class registration data



Click "Print list for confirming the entered class registration data"

"Your class registration has been accepted." is displayed.

★ Confirmation email is sent to you. When your application is completed, a confirmation email will be sent to you.



A list of courses you have registered will be prepared in a PDF file. Print or save this file and keep it as your copy.

3. Confirmation / Change period

First semester : 27th April to 12PM, 1st May
 Second semester : 19th October to 22th October

The class registration confirmation/change screen will appear during this period. If there is a mistake with the courses you registered during the class registration period, an error message will be displayed. Be sure to access this page to make sure there is no mistake, and if there is a mistake, make necessary changes.
After this period, you cannot make changes of your registration.



(1) If you do not want to make changes, Click "Do not change"

Make sure there is no mistake with the registration contents. If you want to make changes, click "Back" and redo your registration.

(2) If you want to make changes, Click "Change"

Lecture code	Course title	Course period	Instructor	Error information
N11004	LA.Introduction to General Astronomy	Second semester, Mon 5		Only international students can register for this course.
N10001	LA.Basic Mathematics I	Second semester, Tue 1		This course is provided at the faculty. Please register at the relevant faculty.
RI0008	LA.Graduate I	Second semester, Wed 3		Course is not open for registration because it is not selected for your class and limited the number of students.
N22001	LA.Introduction to Physics	Second semester, Wed 5		The course is previously determined.
H01001	LA.Introduction to French	Second semester, Thu 2		Wrong lastet year.
RI0178	LA.Graduate II	Second semester, Thu 3		You cannot register any courses during a leave of absence.
N02001	LA.English Earth Sciences II	Second semester, Fri 2		You cannot register due to the number of students. Please confirm and the number of students.

If there are any error courses, they will be displayed below the timetable. Read the error contents. If you want to re-register any of those courses, eliminate the errors and add the courses.

4. Finalizing class registration

First semester : 17PM, 2nd May

Second semester : 17PM, 24th October

After finalizing your class registration, your courses will be shown in the “Timetable” page. You can confirm your timetable on this page. However, you cannot add or delete courses.

Use this page to make final confirmation of your class registration.

Click “Timetable”

Click “Graduate school of Engineering”

Graduate School of Engineering

Timetable

This is your class registration information.
 Check items before each subject are abbreviated of the department. Refer to the list from here.

	1	2	3	4	5
Mon					
Tue					
Wed					GENIELECTRICITY LABORATORY (LABORATORY)
Thu				GENIELECTRICITY LABORATORY (LABORATORY) of SAKURAI, YASUHIRO	Second semester
Fri				HOUJOU MASARU etc.	Second semester
Sat					

● Intensive lecture, etc.

★Confirmation of Enrollment
 After finalizing, you can confirm the courses on this table, for a week, too.

Notes

● Handling for each Department or Postgraduate Integrated Course

About Class registration on KULASIS, you will receive some instruction in the guidance or other events depending on your department or postgraduate integrated course. So you have to confirm the necessary steps, for example planning your class registration or getting approval from your supervisor in advance.

● Finalize your registration

Before you finalize your registration, confirmation/Change screen is displayed. Make sure to click **"Finalize"** button at last because registration is not finalized by just confirming. If you forget to click the button after selecting registering courses, all of the courses will be deemed as non-registered. Note well. The confirmation email is sent to your email address registered on KULASIS when your registration is **finalized**.

● Final Confirmation

Your registration is finalized if you click **"Finalize"** button either **"2. Class registration period"** or **"3. Confirmation/Change period"**, but the error courses are not registered in this case. You must confirm your registration and click **"Finalize"** button again on **"3. Confirmation/Change period"**, because error courses cannot be added or deleted after finalizing your registration.