The Course Registration operation manual for Students

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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

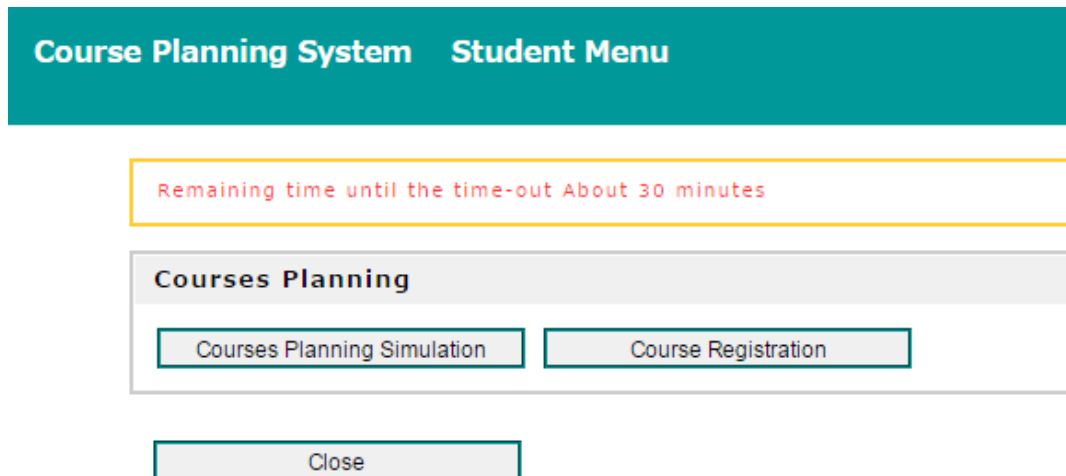（1）**Click on the Course Planning System from "Students and Faculty" from University of Aizu official site.**
Login screen of course planning system will be displayed.

（2）**Enter the login ID (Student #) and password. Click the login button, you will see course planning menu screen.**
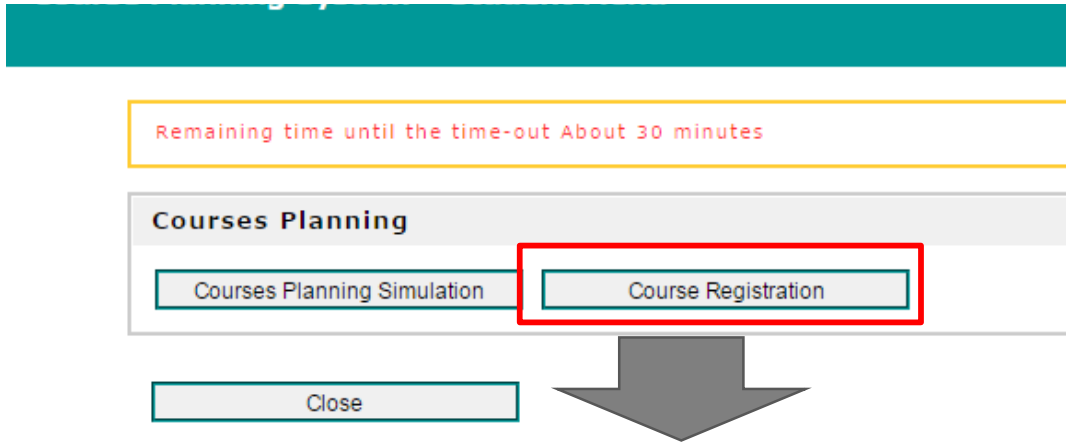**Please add the "s" at the beginning of your student #.**

2．**Start the Course Registration**

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

３．Registration Courses

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

		Mon	Tue	Wed	Thu	Fri
1st period	3rd Qtr.	+	+		+	+
	4th Qtr.	+			+	
	2nd Sem.		+	+		
2nd period	3rd Qtr.	+	+			
	4th Qtr.	+	+			
	2nd Sem.	+	+	+	+	
3rd period	3rd Qtr.	+ [L]N04 Digital Communication	+		+ [L]N04 Digital Communication	+
	4th Qtr.	+	+ [L]S03 Advanced Electronics		+	+ [L]S03 Advanced Electronics
	2nd Sem.	+	+	+	+	+

Standard schedule will be displayed in blue.

Skip

Course(s) left out of Planned Courses.	Course Information
F04 Logic Circuit Design L02 Literacy II P02 C Programming	

1．**Standard schedule of each academic year (SR / TR 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）【Course Registration】
    Save the course registration in the system.

（5）【Display Standard Schedule】button
    Click this button to switch the standard schedule guide on and off.

（6）【＋／－】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.

（３）Help
   You can confirm the supplementary explanation of the items to be displayed
   on the Course registration screen.
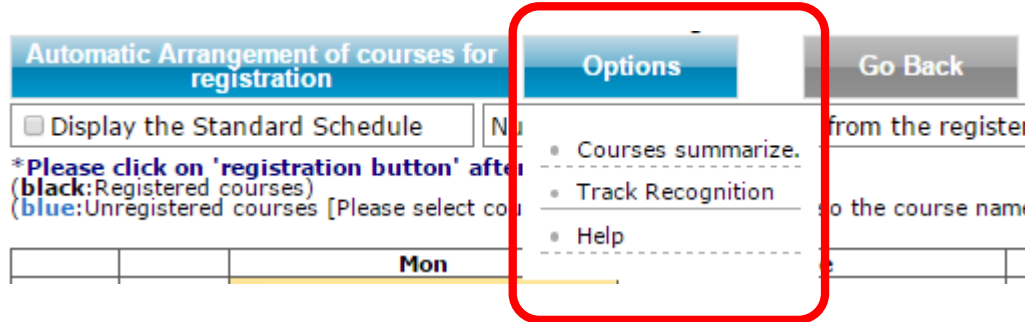
３－３．Course selection

（１）**When you click the [+] icon, a popup screen will be displayed courses selection.**
   ※ In popup screen, SR / TR 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.

（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.

3 Change the timetable frame color

Skip

	Course(s) left out of Planned Courses.
F04 Logic Circuit Design	
L02 Literacy II	
P02 C Programming	

Course Information
2nd Sem.|[L]:Wed1,[M]:Wed2-3 [C1] F04 Logic Circuit Design [SR]
2nd Sem.|[L]:Wed1,[M]:Wed2-3 [C2] F04 Logic Circuit Design [SR]
2nd Sem.|[L]:Mon3,[M]:Mon4-5 [C3] F04 Logic Circuit Design [SR]
2nd Sem.|[L]:Mon3,[M]:Mon4-5 [C4] F04 Logic Circuit Design [SR]
2nd Sem.|[L]:Tue1,[M]:Tue2-3 [C5] F04 Logic Circuit Design [SR]
2nd Sem.|[L]:Tue1,[M]:Tue2-3 [C6] F04 Logic Circuit Design [SR]

1 Click the course you want to confirm.

2 Click the lecture you want to confirm.

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4．Save Course Registration

Please save course registration by clicking the [Registration of Courses] 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.

（２）Popup window

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

Registration of Courses

Student ID No. :   NAME :   UNIV. YEAR :   CLASS :   TRACK : VH(Virtual Reality & Human Interf

Automatic Arrangement of courses for registration | Options | Go Back | Remaining time until the time-out About 26 minutes | Registration of Courses

☐ Display the Standard Schedule | Number of credits acquired from the registered courses **16 / 28** (Optional, teaching program, and intensive courses are excluded)

*Please click on 'registration 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 Cources	Number of credits for Studied Courses	Number of credits for Registration Courses	Number of credits for Excess and deficiency	Judgment
General Education Courses	10	10	0	0	○
Humanities and Social Sciences	8	8	0	0	○
Physical Activities	2	2	0	0	○
Foreign Language Courses	15	10	2	-3	12 / 15 80%
Mathematics and Related Courses	-	10	0	-	-
Natural Science and Related Courses	-	0	0	-	-
Computer Literacy and Related Courses	-	0	2	-	-
Programming and Related Courses	-	0	0	-	-
Foundations of Computer Science and Engineering and Related Courses	-	0	0	-	-
Computer Systems and Related Courses	-	0	0	-	-
Specialized Education Courses	95	75	14	-6	89 / 95 93%
Computer Network Systems and Related Courses	8	18	0	0	○
Applications and Related Courses	4	6	0	0	○
Software Engineering and Related Courses	11	19	2	0	○
Other Courses	12	15	0	0	○
	21	17	10	0	○
	-	0	0	-	-
	-	0	0	-	-
	-	0	2	-	-
	-	0	0	-	-
	-	0	0	-	-
Graduation Thesis	8	0	0	-8	0 / 8 0%
Graduation requirement	128	95	16	-17	111 / 128 86%

2nd period — 2nd Qtr. — 1st Sem.
3rd period — 1st Qtr. — 2nd Qtr. — 1st Sem.
4th period — 1st Qtr. — 2nd Qtr. — 1st Sem.
5th period — 1st Qtr. — 2nd Qtr. — 1st Sem.
6th period — 1st Qtr. — 2nd Qtr. — 1st Sem.

[M]F07 Database Systems-ex
[L]L10 Introduction to Multim
[L]T05 Educational Methods

Intensive Course

Cou
F14 Intro. to Software

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

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２．Track Recognition

（１）Track Recognition Popup
 Click "Track Recognition" under "Option" menu to confirm Prerequisite courses QTY etc..

Registration of Courses

Student ID No. :　　　　　　NAME :　　　　　　UNIV. YEAR :　'　CLASS : '　　　　TRACK : VH(Virtual Reality & Human Interfa

| Automatic Arrangement of courses for registration | Options | Go Back | Remaining time until the time-out About 29 minutes | Registration of Courses |

☐ Display the Standard Schedule | Number of credits acquired from the registered courses **16 / 28** (Optional, teaching program, and intensive courses are excluded)

*Please click on 'registration 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	1st Qtr.					

Track Recognition ×

Track	Prerequisite courses QTY	Studied courses QTY	Registration Courses QTY	Insufficient Cources QTY	Judgment	
CF Computer Science Fundamentals	27	23	2	2	25 / 27	92%
CM Computational Modeling	28	23	1	4	24 / 28	85%
SD Computer System Design	27	21	1	5	22 / 27	81%
VD VLSI Design	29	23	1	5	24 / 29	82%
CN Computer Network Systems	30	23	1	6	24 / 30	80%
✓ VH Virtual Reality & Human Interface	29	22	2	5	24 / 29	82%
RC Robotics & Control	29	24	2	3	26 / 29	89%
BM Biomedical Information Technology	29	23	2	4	25 / 29	86%
SE Software Engineering	27	21	1	5	22 / 27	81%

(course schedule grid continues with entries including [L]F07 Database Systems-ex3, [M]F07 Database Systems-ex3, [L]F05 Computer Architecture, [M]F05 Computer Architecture, [L]L10 Introduction to Multim, [L]T05 Educational Methods)