Course Registration Schedule for 2021 Spring

Please check *1 to *8 details carefully and thoroughly not to miss any dates.

Date and Time	Registration Schedule for 2021 Spring Semester	
March 23 (Tue) 9:00 -	★ [2nd to 4th-year students] Pre-registered Courses are available at Kyogaku Web Service from 9:00.	
April 1 (Thu) 9:00 -	*1 Pre-Registered Courses: Courses registered in advance by the SIS. 1) To check at Kyogaku Web Service, log in from https://webinfo.kwansei.ac.jp 2) "English" – "Class Schedule" of "教務" – "履修確認"	
April 2 (Fri) **April 3 (Sat) - 16:50**	★[All Students] ***2 Pre-Applying Courses Application Period** **(Course Registration by Lot Selection)** **April 1 (9:00) to April 3 (16:50)** **at Kyogaku Web Service** You <u>cannot drop</u> the course once you are registered.	★[All Students] ***3 CIEC Course Registration Period 1** **April 1 (9:00) to April 3 (16:50)** **by Microsoft Forms** (Courses that you apply for during this period will be reflected in Kyogaku Web Class schedule on April 6.)
April 6 (Tue) 9:00 -	***4 < Lot Selection Result Announcement for Pre-Applying Courses>** <u>SIS pre-applying course</u> lot results will be announced at Kyogaku Web Service at 9:00.	
April 7 (Wed) 9:00 -	***4 <Lot Selection Result Announcement for Pre-Applying Courses>** <u>University-wide pre-applying course</u> lot results will be announced at Kyogaku Web Service at 9:00.	
April 8 (Thu)	**Class Starts**	
April 9 (Fri) 9:00 - **April 13 (Tue) - 16:50**	★[All Students] ***5 Course Registration Period** **April 9 (9:00) to April 13 (16:50)** **at Kyogaku Web Service** *You must complete course registration during this period for courses that require online registration, <u>including quarter semester courses and intensive courses.</u> *Please note that you need to apply for most of the SIS courses offered in English during the Pre-Applying Courses Application Period from April 1 to 3.	★[All Students] **CIEC Course Registration Period 2** **April 9 (9:00) to April 13 (16:50)** **by Microsoft Forms** (Courses that you apply for during this period will be reflected in Kyogaku Web Class schedule on April 15.)
April 16 (Fri) 9:00 - **April 17 (Sat) - 16:50**	★[All Students] ***6 Course Registration Change Period** **April 16 (9:00) to April 17 (16:50)** **at Kyogaku Web Service** *You can modify your registration status if you need to. After this period, you cannot change or add courses, <u>including quarter semester courses and intensive courses.</u> *Please note that you need to apply for most of the SIS courses offered in English during the Pre-Applying Courses Application Period from April 1 to 3.	★[All Students] **CIEC Course Registration Period 3** **April 16 (9:00) to April 17 (16:50)** **by Microsoft Forms** (Courses that you apply for during this period will be reflected in Kyogaku Web Class schedule on April 20.)
May 25 (Tue) 9:00 - **May 31 (Mon) - 16:50**	★[All Students] ***7 Course Cancellation Period** **May 25 (9:00) to May 31 (16:50)** **at Kyogaku Web Service for SIS courses** **by Microsoft Forms for CIEC courses** * If you wish to drop a course, please follow a withdrawal procedure during this period.	
June 4 (Fri)	Final confirmed timetable for Spring 2021 is available at Kyogaku Web Service	

*1: Pre-Registered Courses (Registered by school)
Please check at https://webinfo.kwansei.ac.jp, under the "Course Registration" page. (Japanese, Christianity, Basic Seminar A)

*2: Pre-Applying Courses (Course Registration by Lot Selection)
You can apply from Kyogaku Web Service. Courses below **CANNOT be dropped** once you applied and registered. Please check their syllabi carefully before you apply.

1. **Courses offered by SIS**
- The SIS pre-applying courses indicated with "P" in the "How to Apply" column of the course lists.

2. **University-wide Courses**
- スポーツ科学 **(Sport classes)**
- **Courses offered by Language Center.**
  (Registration details are in the handout, "Pre-Applying Courses in English offered by Language Center," and the course list.)

*3: CIEC Course Registration by Microsoft Forms
Please apply CIEC courses (indicated by letters "MF" in the "How to Apply" column of the course list) during the period 1 to 3. During these periods, you can apply for the courses that you want to add and cancel. Please keep the copy in hand. Courses that you are applied during each period will be available at Kyogaku Web Service on specific days as above.

*4: Lot Selection Result Announcement of Pre-Applying Courses

Please be aware that SIS and University-wide pre-applying course announcement dates and times are different.

*5: Course Registration Period at Kyogaku Web Service
SIS courses (indicated with "W" in the "How to Apply" column of the course list) and other university-wide courses can be registered only during this period. When you complete the registration, you will be directed to the "Course Registration Confirmation" page. **You must save the "Course Registration Confirmation Slip" on the computer or print it out as your proof of registration.**

*6: Course Registration Change Period
You can modify your registration status during this period, such as add or cancel. **You cannot add courses after this period.**

*8: Course Cancellation Period: SIS, CIEC, and University-wide courses.
You can drop courses during this period.
SIS & University-wide courses: Cancel at Kyogaku Web Service.
* You must save the "Course Registration Confirmation Slip" on the computer or print it out as your proof of registration, same as the course registration on Kyogaku Web.
CIEC courses: Cancel via Microsoft Forms.

Pre-Applying courses cannot be dropped

Maximum Credit Load for a semester
24 credits