

2024 Notification for the 1st term (specialized subjects) teaching method, class registration, and grade confirmation for the 2nd term, 2023.

To students of the Faculty of Education

※For the General Education, please refer URL address below;

(https://www2.he.tohoku.ac.jp/zengaku/zengaku_jyugyou_risyuu_seiseki.html)

1. How to conduct the 1st term

Classes for the specialized subjects and the general education courses start on **April 8th (Mon)**.

Information about the courses will be posted on the homepage, Googleclassroom or Syllabus. The course instructor will guide you how to take

classes.

✓ Please refer URL address below for online classes.

<https://sites.google.com/view/teleclass-tohoku/>

2. Class registration period for specialized subjects

From April 8th (Mon) to April 19th (Fri), (strict deadline)

✓ Please register for courses on the Student Affairs Information System from any computer connected to the Internet, whether on or off campus.

✓ When access to the Student Affairs Information System, your student ID and password are required. To reissue, please come to the Educational Affairs Section with your student ID card.

[Manual of the Student Affairs Information System (brief version)

<https://rp.auth.tohoku.ac.jp/gkms/manual/index.html>

✓ Be sure to click the "Register Lecture" button by April 19 (Fri), and confirm that the message "Registration Complete (The following contents have been registered)" appears on the screen. If you are still in the course registration period, you can change courses even after registration.

✓ For details on course registration for courses that do not appear on the Web Course Registration screen, course modification requests, and course cancellation requests, **please refer to "Course Registration and Course Cancellation Confirmation for the 1st Semester of 2024 (Notes)" (attached).** All applications must be made within the designated period.

✓ **Course registration via the web will not be available after April 20.** If you want to correct your registration for specialized courses, **please submit a "Course Registration Correction Request" by 5:00 p.m. on April 26 (Fri)** via Google Form (see attached). Please note that **there is no correction period for General Education courses.**

✓ Students who want to **cancel a course** must submit a request via Google Form (see attached) **between April 30 (Tue) and May 31 (Fri) by 5:00 p.m.**

(Caution!) If you fail to submit this notification and are not allowed to earn credits for reasons such as not attending classes, the grade will be "D" (Course Abandonment).

✓ Information registered in the Classroom is linked to the Student Affairs Information System at night, but depending on the timing of your course registration, the classes you have registered for may not appear automatically on the Classroom list screen. **Please make sure to add the classes to Classroom by yourself.**

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[Google Classroom] Class code chart for Faculty / Graduate School of Education

- ✓ **Adding a course to Classroom does not mean that you have registered for it. Please be sure to register for courses on the Student Affairs Information System.**
- ✓ If you do not want to register for the classes that you have participated in on Classroom, please cancel your Classroom registration on your own. The registration will not be automatically cancelled.

[Google Classroom] How to cancel your registration
<https://support.google.com/edu/classroom/answer/6069981>

[NOTE]

- ① Course names differ depending on the year of admission, so please refer to “the 2024 Replacement List of Course Names of the Faculty of Education”.
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- ② **Registration for intensive courses will be announced at a later date (around June).** Please follow the instructions on the website of the Graduate School of Education and the Graduate School of Education.
For the "Moral Theory and Methods of Instruction", please register during the web-based registration period.
- ③ For " Practical Training of Social Education", please register during the course registration period for consecutive lectures, which will be announced at a later date. However, please register GoogleClassroom at April.
- ④ Research Guidance for third-year undergraduates is a second semester course registration. Please register for your academic advisor's classes on the web in the second semester.
- ⑤ For the 'graduation research' of fourth-year undergraduates, registration is not required. The Academic Affairs Section will register students who have submitted their graduation research in January.

3. Confirmation of 2023 2nd semester grades.

Please check your grades on the "Grade Inquiry" page of the Student Affairs Information System. You can check it at any time.

4. Others (Notifications)

Please check the Faculty / Graduate School of Education website timely for updated information.

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April, 2024

The Educational Affairs Section of the Faculty / Graduate School of Education
(sed-kyomu@grp.tohoku.ac.jp)

IMPORTANT

To students of the Faculty of Education

2024 First Semester **Class Registration and** **Confirmation of Registered Classes** **(Important Notes)**

- ① If you want to take courses of other faculties, please register for them on the "Student Affairs Information System". There is no need to contact the Educational Affairs Section.

Only courses that do not appear on "Student Affairs Information System" (specialized education courses offered by the Faculty of Education and courses offered by other faculties) are registered at the Educational Affairs Section. Please apply via the Google form.

[Application Period] from April 8 (Mon) to April 19 (Fri) 17:00

Application for courses that cannot be registered online because they are not displayed on the system

Google form URL:

[https:// forms.gle/ QPV3Yi93dMhwWdcq5](https://forms.gle/QPV3Yi93dMhwWdcq5)



- If you cannot find the course you want to register for, first try to enter the name of the course in the "Lecture Search". If you still cannot find the course you are looking for, then please contact the Educational Affairs Section.
- The details of your application will be reflected on the course confirmation screen of the Student Affairs Information System on or after April 23 (Tue).
- Registration procedures for **the Lecture Series** will be announced separately (in or about June).

- ② **Please make sure to click the "Register for Lecture" button by April 19 (Fri), and confirm that the message "Registration Complete (The following information has been registered.)" is displayed on the screen.**

- ③ **Students who want to correct your registration for the specialized education courses offered by the Faculty of Education by April 19 (Fri), please submit a Registration Correction Form via Google Forms.**

[Claim period] from April 22 (Mon) to April 26 (Fri) 17:00

Class Registration Correction Application

Google form URL:

<https://forms.gle/XjUqS1A3mx2g6E6T9>



- Courses you have applied to add or delete will not be reflected on the course confirmation screen until May 1 (Wed) or later. Please make sure to confirm that you have already registered for the course timely.

- ④ Students who want to **cancel the specialized education courses offered by the Faculty of Education** must submit a Cancellation Request Form via Google Forms.

<<Caution>> If you do not submit this report and are not allowed to earn credits for reasons such as not attending classes, you will receive a grade of "D" (Course Abandonment).

[Request period] from April 30th (Tue) to May 31st (Fri) 17:00

Cancellation Request Form

Google form URL:

<https://forms.gle/J3hqc5tgtQU4oKxbA>



- The grade of "D" will be automatically assigned but will be changed to "E" at a later date. Please check the grade from "D" to "E" at the Middle of September.

April, 2024

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