

## Course Registration

- **Course registration consists of three parts: the initial registration, add/drop period and withdrawal period. For the registration schedule, please check the ‘Academic Calendar for 2009-2010’ .**
- **1.Initial registration** (on-line registration) is scheduled before classes begin in each term. You must register in the initial registration period to earn your right to add/drop courses later, and also to earn your right to be in the classrooms you want to take. *No credits will be given for courses you complete without registration.*
- **2. Add/drop period** is scheduled on the 2<sup>nd</sup> week of each term (except Spring Term). Students may add/drop course(s) on-line during this period. .
- **3. Withdrawal period** provides the only option to walk away from a course after add/drop period if a student feels unable to continue the course. The deadline to withdraw is in the 4<sup>th</sup> week of each term (except Winter Term). A student must submit “Permission to Withdraw Form” (available at the Academic and Student Affairs Division) and return it to the AST. (No email/fax submission can be accepted.) The grade of ‘W’ will be shown on the transcript. Students cannot withdraw after the withdrawal deadline. \*No withdrawal period is set in Summer Term since most of the summer courses are intensively taught in a short time period. You must drop a course in the add/drop period or you must successfully complete all the course requirements to avoid receiving a failing grade.
- For details of online registration, please refer to the course registration manual ‘How to register using campus plan’ .
- In order to decide the courses you take, you are strongly advised to read the **course syllabus** carefully. The course syllabus can be checked on our web site.  
<http://gsys.grips.ac.jp/syllabus/2009/>

### \*Caution

We expect to change the online registration system from 2010 Spring term. We will announce for detail later.