

Course Registration

- **Course registration consists of three parts: initial registration, add/drop, and withdrawal periods. For the registration schedule, please check the “Academic Calendar for 2010-2011.”**

1. The period for Initial registration is prior to the commencement of each term’s classes. You must register in this initial registration period to earn your right to add/drop courses later, as well as to attend classes that you wish to take. *No credits can be earned for courses completed without registration.*

2. The add/drop period is scheduled for the second week of each term (with the exception of the Spring Term). Students may add/drop course(s) during this period.

3. The withdrawal period provides the only option to leave a course following the end of the add/drop period. The deadline to withdraw is in the fourth week of each term (with the exception of the Winter Term). A student must submit a “Withdrawal from Course Registration” form (available at the Academic and Student Affairs Division). Email or fax submissions are not accepted. The transcript will indicate a ‘W’ grade. Students cannot withdraw after the withdrawal deadline.

*No withdrawal period is set for the Summer Term, since most summer courses take the short-term, intensive approach. Students must drop a course during the add/drop period, or successfully complete all course requirements to avoid failing any course.

- In order to select courses effectively, students are strongly advised to read the **course syllabus on our website** carefully:
<http://gsys.grips.ac.jp/syllabus/2010/>

How to Register

- Master’s students (including Policy Analysis Program students for some courses) must register online using the Campus Plan.
- Doctoral students must submit the “Course Registration Form.” (No email/fax submissions accepted.)

*For online registration details, please refer to the “Campus Plan” page.