

March, 2020

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To YSEP students

YSEP Team

### How to register for the courses

- 1) Please ask for your supervisor's advice and tutor's help in registering the courses of your weekly academic schedule after we email you the online procedures.
- 2) You need to complete the course registration ONLINE by YOURSELF, and then AFTER you have printed out the "Refer to the Registered Courses" page and then submit THE PAPER to the International Student Exchange Division (Room 307B, 3rd floor, South Building 6).
- 3) Topics on Japan (TOJ) and Study on Japanese Companies and Industries (SJCI) are compulsory subjects: TOJ on Wednesdays (10:45-12:15) and SJCI lectures and study tours on Wednesday. These subjects have been already registered. You do not have to get instructors' seals/signatures for these courses. Regarding the courses of your specialty, choose the courses from the "Graduate school list of syllabus". You can also choose any courses from the undergraduate and graduate program with the approval of your supervisor and instructor of each course. Note that undergraduate students cannot choose from 500 to 699 number courses and master students cannot choose from 600 to 699 number courses.
- 4) Make a copy of your own of Course Registration Sheet. In case there are any changes of your planned courses, please consult with YSEP Team of International Student Exchange Division and resubmit the sheet after approval.

**Office in charge**

International Student Exchange Division YSEP team

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