

Introduction

Basic rules for successful course registration

You are responsible for completing your course registration. Start here to avoid common errors and misunderstandings.

- 1 Guidance is the starting point for everything**
Be sure to check the "Academic Guidance" video. From this guidance, you will be given the necessary information to plan your studies, including an introduction of this Navi.
- 2 You are responsible for creating your own course enrollment plan**
You will need to make your own decision on which courses you will take in each semester. Carefully read through the Bulletin of Information and the syllabus to create your course enrollment plan.
- 3 Select and register courses**
Select and register courses you wish to take, within the specified time period.
The same applies to compulsory courses.
- 4 Register courses online**
Course registration and all other procedures, including course withdrawals, checking registration status and past grades, should all be done on Loyola (the online system for professors and students).
- 5 Deadlines must be kept - there are no exceptions**
Course registration must be completed within the specified time period. No exceptions are accepted for late registration, including such reasons as computer related troubles on the final day of the deadline. Be prepared, and register in advance.

- 6 Select courses in sequence**
There are different types of courses. Compulsory courses are mandatory. Compulsory electives may be selected from compulsory courses. To avoid schedule overlaps, select and register courses in the order: compulsory → compulsory elective → elective.
- 7 Courses are categorized as: general studies, language, and specialized education**
General studies and language courses are available to all students. Specialized education courses are specified by the department to which you belong. Make note of compulsory courses and compulsory elective courses which you will need to take at particular stages of your study.
- 8 Take particular care of lottery courses**
"Lottery courses" are courses with limited class capacities and require particular care. Lottery courses have different registration (entry) procedures and schedules from regular, non-lottery courses. Be careful when registering, to avoid errors such as registering for a lottery course overlapping a compulsory course. Refer to the Bulletin of Information for details.
- 9 Refer to the Bulletin of Information to plan course enrollments**
The Bulletin of Information is an indispensable booklet to help you make decisions about courses you should take. Re-read it before each semester, to check your course enrollment plans to register courses. The Bulletin is issued every academic year in April. Be sure to check the updated version, and to look for new information.
- 10 For queries about course registration, contact the Center for Academic Affairs**
The Center for Academic Affairs, on the 1st floor, Building 2, is where you may direct your queries and seek advice on course registration (refer to the FAQs). Instructions on how to use Loyola are also available. If you have any problems, please consult the Center as soon as possible.



Check!
Prepare early!
4 basic tools for course registration.

1 Bulletin of Information
Provides departmental policies and information you need, to choose your courses. Please refer to My Sophia.

2 Loyola Handbook
A manual for Loyola, online system for professors and students. Available on Loyola.



3 Course Schedule
Provides information necessary for course registration, such as course schedules, course credits, and registration codes. Available on Loyola.

Course	Department	Section	Faculty/Department	Course Title
101	Faculty of Arts	101	Faculty of Arts	Introduction to Philosophy
102	Faculty of Arts	102	Faculty of Arts	Introduction to Psychology
103	Faculty of Arts	103	Faculty of Arts	Introduction to Sociology
104	Faculty of Arts	104	Faculty of Arts	Introduction to History
105	Faculty of Arts	105	Faculty of Arts	Introduction to Political Science
106	Faculty of Arts	106	Faculty of Arts	Introduction to Economics
107	Faculty of Arts	107	Faculty of Arts	Introduction to Law
108	Faculty of Arts	108	Faculty of Arts	Introduction to English Literature
109	Faculty of Arts	109	Faculty of Arts	Introduction to Chinese Literature
110	Faculty of Arts	110	Faculty of Arts	Introduction to Japanese Literature

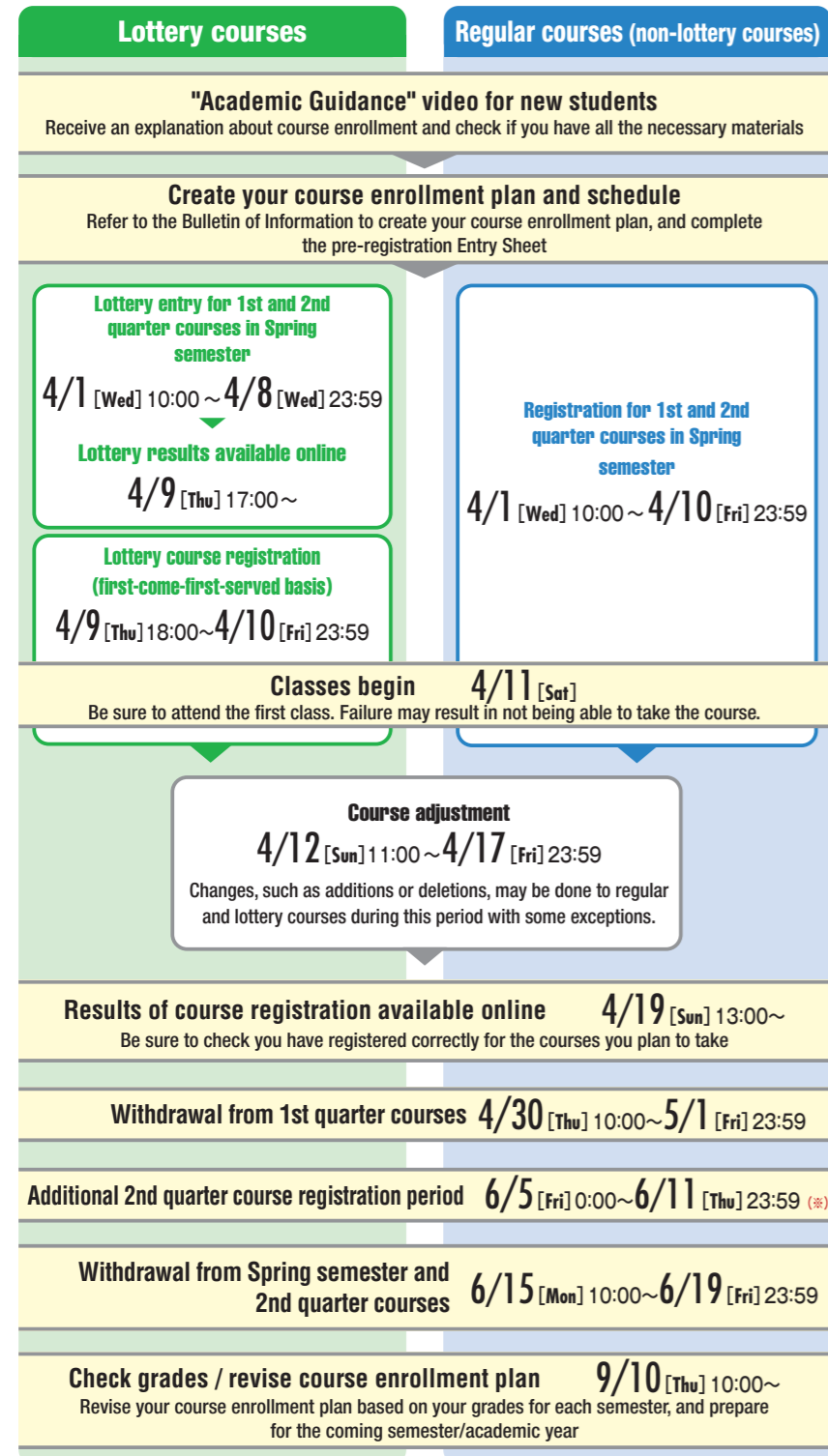
4 Syllabus
Provides an overview of courses with information on course content and class schedules. Available on the Sophia University website, or Loyola.



Step 1 Schedule

Know your enrollment schedule

Enrollment is the process of registering for a course, attending classes, taking the final exam, and earning course credits. See below for the overall flow.



*With some exceptions, you may register for lottery courses that do not reach capacity during the additional 2nd and 4th quarter course registration periods

Step 2 Fundamentals

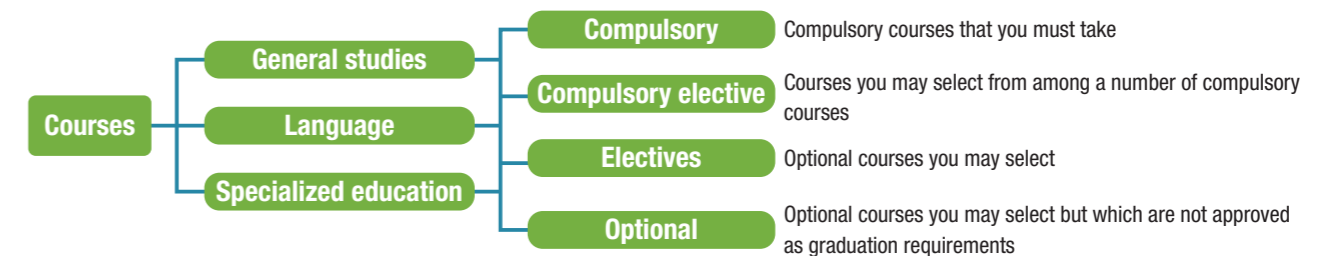
Understand basic curriculum concepts

Familiarize yourself with the basic concepts of course categories, credits, and how to use the Bulletin of Information to create a course enrollment plan.

Course categories and structure

Each Department has three major groups of courses: general studies, language, and specialized education. General studies, language, and specialized education courses are comprised of groups of compulsory and elective courses in specific subjects at four levels of learning.

Each department's specified course distribution list may be found in the Bulletin of Information, where you will also find a list of courses and the number of credits needed for graduation.



Required credits

Check the courses and total credits required for graduation in the section about your department in the Bulletin of Information. Check the total credits you need to graduate, and also the maximum credit limit per semester or year.

Courses and minimum credits required for graduation

Refer to the information for your matriculation year

Courses and Minimum Number of Credits required for Graduation

[For students who entered in 20XX]
General Studies (Zengaku Kyotsu Kamoku)
Compulsory: 8 credits (Studies in Christian Humanism: "For Others, With Others", Liberal Arts of the Body: 1 Credit, Critical Thinking & Discussion, Overview of Data Science, Thinking about Issues, Perspectives, Positionality: 2 Credits)
Compulsory electives: 6 credits (Studies in Christian Humanism: 2 Credits, Advanced General Education Courses: 4 Credits)
Electives: 12 credits

Language
Compulsory: 4 credits
Specialized Education (Gakka Kamoku)
Compulsory: 14 credits
Electives: 80 credits (including SPSF Common Core: Academic Skills 2 credits)

Total: 124 credits are required for graduation.

1 st Year			2 nd Year			3 rd Year			4 th Year			Total
Aut	Spr	Annual Limit	Aut	Spr	Annual Limit	Aut	Spr	Annual Limit	Aut	Spr	Annual Limit	
26	27	49	27	26	49	25	27	49	26	27	49	196

There is a limit on number of credits

Even if the courses you take are within the maximum credit limit for a semester in the Spring and Autumn semesters, total credits must not exceed the annual limit.

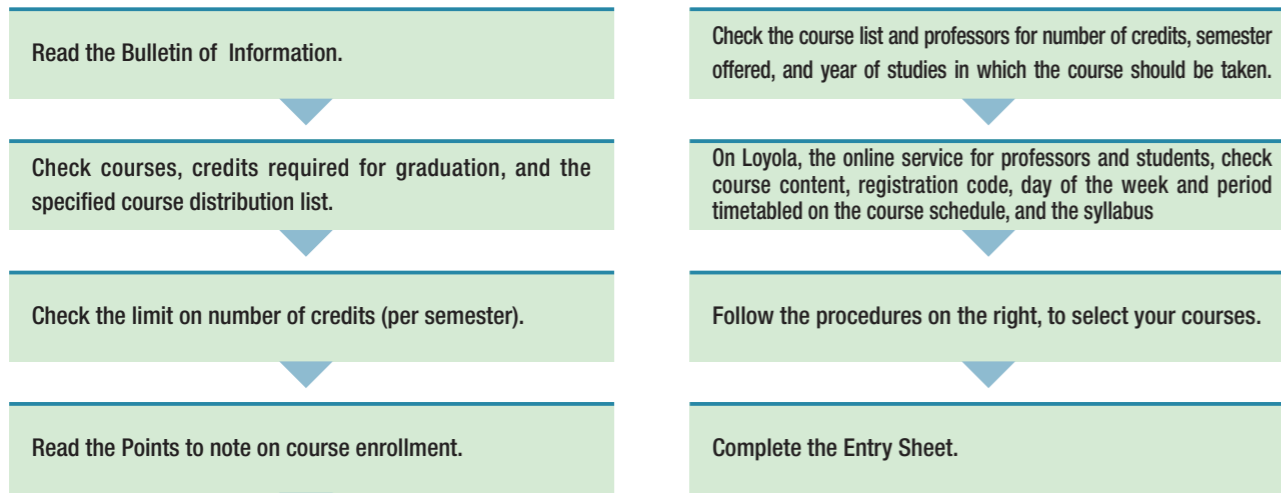
Step 3 Procedures

Create your course enrollment plan and schedule

Check all information on course materials. Plan your course enrollment. Create your schedule. Follow the steps below to complete the entry sheet.

Start with the Bulletin of Information

Prepare to select your courses



年度 Academic Year		登録希望する科目をあらかじめエントリーシートに記入しておき、Web登録申請画面から入力すること。 Enter the courses that you plan to take on this form before registering on-line through the website.						学生番号 Student ID	
学期 Semester		月 (MON)	火 (TUE)	水 (WED)	木 (THU)	金 (FRI)	土 (SAT)	高校 Name	
0 0th Period 8:00 8:50	登録番号 Registration Code 授業科目 Course Title 担任者 Instructor								
1 1st Period 9:00 10:40	登録番号 Registration Code 授業科目 Course Title 担任者 Instructor	General studies		Language (compulsory)	Specialized education	Language (compulsory)			
2 2nd Period 10:55 12:35	登録番号 Registration Code 授業科目 Course Title 担任者 Instructor			General Studies	Specialized education	General studies			
3 3rd Period 13:30 15:10	登録番号 Registration Code 授業科目 Course Title 担任者 Instructor	Specialized education	Languages (compulsory elective)	Specialized education	Specialized education				
4 4th Period 15:25 17:05	登録番号 Registration Code 授業科目 Course Title 担任者 Instructor	General studies	Specialized education		Languages (compulsory elective)	General studies			
5 5th Period 17:20 19:00	登録番号 Registration Code 授業科目 Course Title 担任者 Instructor								
6 6th Period 19:10 20:50	登録番号 Registration Code 授業科目 Course Title 担任者 Instructor								

Select the courses you wish to take and complete the Entry Sheet (For each course, enter the registration code, course title, and instructor's name).

■ Compulsory courses ■ Language ■ Compulsory elective ■ Elective courses

Steps

01 Check general studies compulsory courses

The schedule for these compulsory courses is pre-assigned. Check the My Sophia Bulletin board.

※ Compulsory courses are offered for different groups on the same day and in the same timetable period. Your class group will be announced at the beginning of semester on My Sophia Bulletin board.

My Sophia Bulletin board ▶▶ Assignment of class group announced

02 Check language courses

Check the languages specified by your department in the Bulletin of Information and the block designated for your department. Search for your class in the course schedule on Loyola.

※ New students taking Japanese will need to take a placement test to determine language level and class.

My Sophia Bulletin board ▶▶ Placement test results

03 Check your department's compulsory courses

You must take compulsory courses specified by your department, identified on the course distribution list. FLA, FST and SPSF students should refer to the Bulletin of Information.

Check the points to note for course registration and the list of courses and instructors for your courses. Then check the day of the week and timetable period for your courses on the Loyola course schedule.

! What is the Entry Sheet?

A schedule you complete with the data from the courses you have selected in your course enrollment plan; a rough draft for course registration on Loyola.

04 Select your department's compulsory electives

You may select from compulsory electives specified by your department. Credits required for graduation vary between departments. Some departments have credit requirements for each academic year.

05 Select electives

Select the general studies electives and the electives for your specialized education courses. For electives for specialized education, choose from your department's electives. The number of credits required for graduation differs between departments (Refer to your department's section of the Bulletin of Information).

Step 4 Registration

Register courses on Loyola

Once the Entry Sheet is complete, it's time to start your course registration on Loyola. Follow the steps below to correctly register online.

Before registering for courses

Act 01 Login to Loyola

<https://scs.cl.sophia.ac.jp/campusweb/campusportal.do>

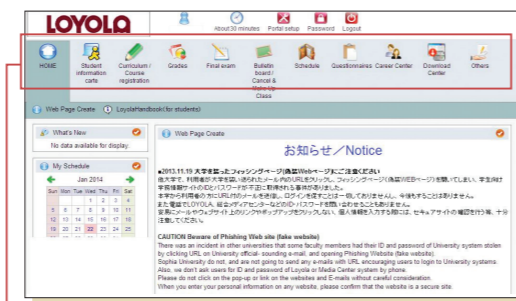
Open a web browser and access Loyola.

Login Screen



User Name: Student ID number
Password: Same as Sophia ICT account

Basic menu



At the top of the screen, you will see a basic menu for each category.

Act 02 Refer to the Loyola Handbook

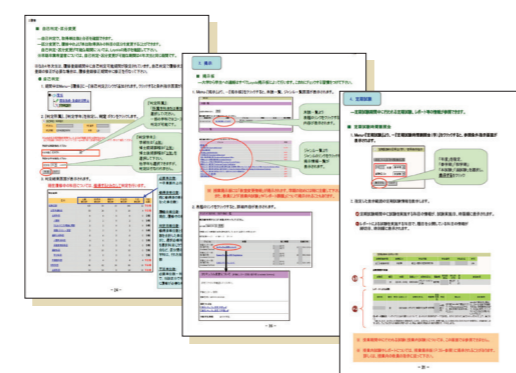
An online manual is available describing Loyola's functions and provides instructions.

Basic menu



Access Loyola Handbook from "HOME."

Loyola Handbook

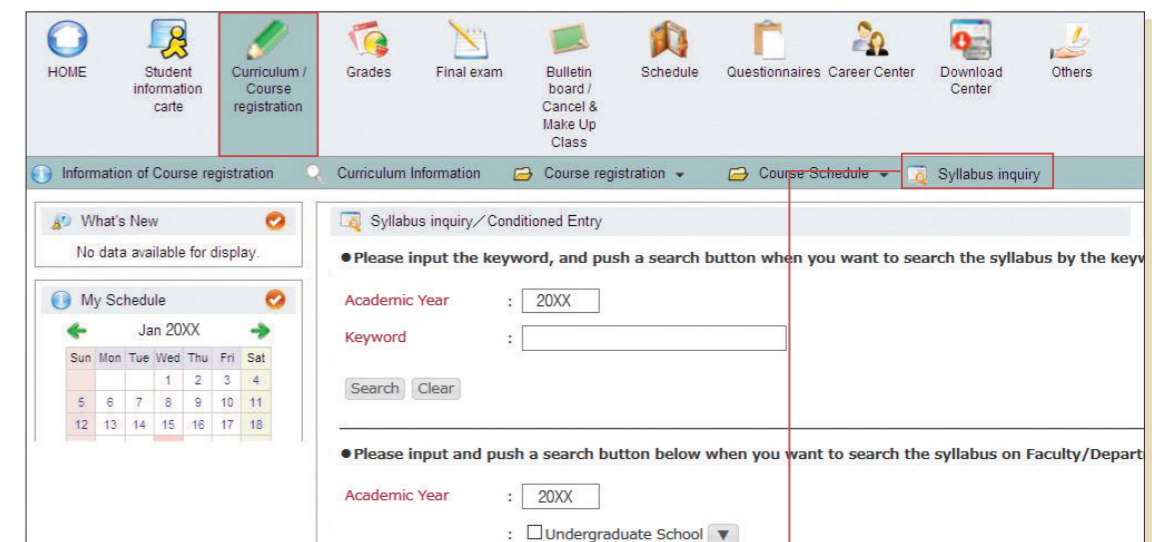


Files are shown by category. Select the item for which you wish to search.

Act 03 Check course content on Syllabus

Check the Syllabus for the content of the courses you wish to take.

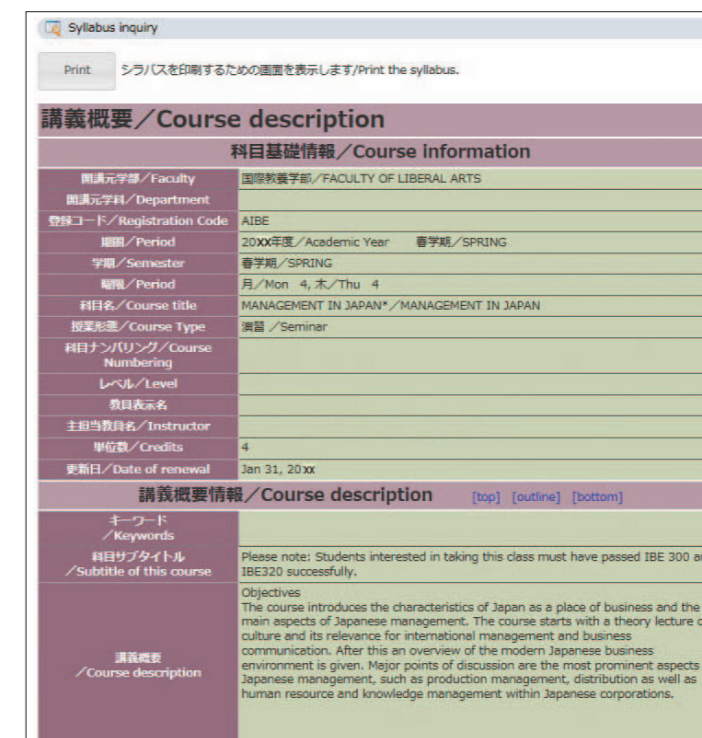
Search Syllabus



Courses may be searched using "keyword", "registration code", or "department offering course".

From "Curriculum / Course registration", click on "Syllabus inquiry"

Syllabus

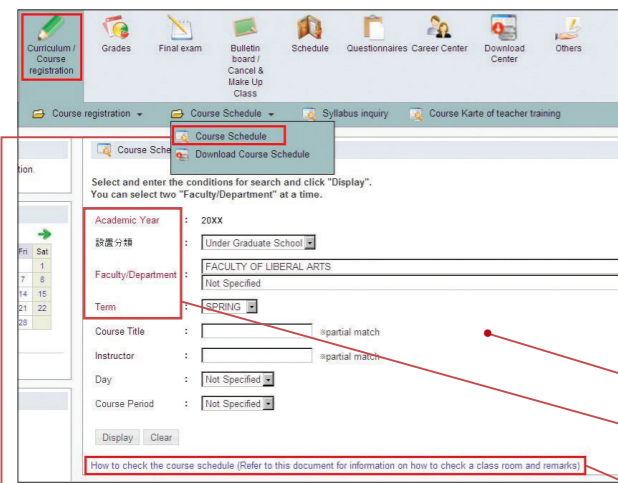


The syllabus of the course you selected will appear and you can check the course content.

Act 04 Check the course schedule

When you have checked the content, check the day, course period, registration code and classroom of the course you intend to take.

Search course schedule



- Select academic year
- Select faculty or department offering the course (up to two options)
- Select "Term"; the semester in which the course is offered
- Enter course title
- Enter instructor
- Select day of the week course is offered
- Select timetabled period in which course is offered

Enter above items and click on "Display."

Enter all items indicated in red.

NOTICE: Please read this document. It is important you know how to check the course schedule.

From "Curriculum/Course Registration", click on "Refer to course schedule (Faculty)".

Search results

Day	Registration Code	Semester Offered	Faculty/Department	Course Title	Instructor	Classroom
	AART3680*	SPR	FLA	GENDER IN JAPANESE VISUAL CULTURE	MURAI Noriko	10-B115
	AENG118*	SPR	FLA	ENGLISH COMPOSITION I	HARINA Olga	1-406
	AEGC009*	SPR	FLA	GEOGRAPHY	CAVASIN Nathalie	11-209
1st Period	AHST2610*	SPR	FLA	HISTORY OF CHINESE CIVILIZATION	HESS Christian	11-204
	AIBE2001*	SPR	FLA	PRINCIPLES OF MICROECONOMICS	OKABE Tomohito	11-411
09-15	AIBE3400*	SPR	FLA	INTERNATIONAL STATISTICS	BASEBE Yukari	2-310
	ALIT3330*	SPR	FLA	WRITING ABOUT LOVE: PAST AND PRESENT	THOMPSON Matthew	2-402
10-45	AMTH1010*	SPR	FLA	COLLEGE MATHEMATICS	MURAKAMI Junko	2-309
	APOL2150*	SPR	FLA	CONTROVERSIES IN GLOBALIZATION	BURRETT Jefe	11-519
	APOL3210*	SPR	FLA	JAPANESE GOVERNMENT AND POLITICS	SAKANO Kouchi	11-419
	APOC3100*	SPR	FLA	SOCIOLOGY OF CULTURE	RABBE James	4-405
		Spring		Advanced General Education Course		
	AART3020*	SPR	FLA	TOPICS IN JAPANESE ART	HIBASHIMA Caroline	10-9108A
	AENG118*	SPR	FLA	ENGLISH COMPOSITION I	HARINA Olga	1-405
	AENG115A*	SPR	FLA	PUBLIC SPEAKING	OKADA Haruko	10-420
	AENG115F*	SPR	FLA	PUBLIC SPEAKING	FOGAL Gary	6-202
2nd Period	AUST7330*	SPR	FLA	DEVELOPMENT OF JAPANESE CIVILIZATION 2	SAKAIER Sven	6-601

For general studies and language courses, some faculties and departments have specified blocks of courses for which you must register. Specified blocks of courses are shown in shaded text on the course schedules of each faculty or department to which you belong.

Courses that meet your search conditions are shown. Check the following information.

Registration code: Required to register for the course.

Course title: Different registration procedures depending on the title displayed.

- (1) Title in red or preceded by "lottery" ▶ **lottery courses**
- (2) Title in blue or preceded by "asterisk ★" ▶ **in-class lottery courses**

※ Students who may take the course are selected in the first class and can register for the course after obtaining permission from the instructor.

Instructor: If the course is taught by more than one instructor, the name of the primary instructor will be shown.

Classroom: The first digit(s) indicate the building, the last digit(s) indicate the floor and classroom number.

※ Any changes in classroom are immediately reflected here. Be sure to check as needed.

Register for courses - Loyola

You may register for two types of courses: lottery courses and regular (non-lottery) courses. The registration procedures and periods differ.

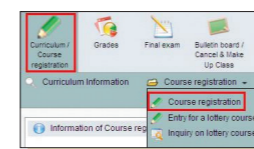
You must attend the first class

Classes begin during the course registration period. You must attend not only lottery courses that you have successfully enrolled in, but also regular courses you wish to take, and for which you have not yet completed the registration. Please ask the instructor beforehand if you can attend the course you are waiting for its vacancy. As the instructor might not be able to accept an extra number of students. You may not be able to obtain grades for a course, unless you attend the first class.

Act 01 Register for regular (non-lottery) courses [Course registration period]

Course registration procedures for regular (non-lottery) courses

Menu



From "Curriculum/Course registration" click on "Course registration"; The course registration screen will appear.

Course registration screen

Course registration screen showing timetable

	1 Quarter	2 Quarter	3 Quarter	4 Quarter
	Monday		Tuesday	
1st Period	None	AANT23 CULTURE & IDENTITY*		
2nd Period	ATHP10 THINKING PROCESSES*	ASPN10 BASIC SPANISH 2*		

For example, if you wish to take a course on Monday, in the first period, click on "None" in that field.

Registration code input screen

Course registration

Enter registration code for course registration

Day	Monday
Course Period	1
Registration Code	<input type="text"/>

If registration code is unknown, use registration code search

Registration Syllabus inquiry Clear Cancellation

If you know the registration code, input the eight-digit code and click on "Registration."

If you do not know the registration code, click on "Search registration code."

Search Registration Code

Course registration/Conditioned Entry

If Registration Code is unknown, search by conditions below

Academic Year : 20XX

Faculty/Department : Not Specified

Semester : Not Specified

Term Offered : Not Specified

Instructor : (left truncation)

Year : 1

Day : Monday

Course Period : 1st period

Search Results : 100 results

Search Clear

Specify the conditions and click on "Search." Items indicated in red must be entered.

Academic year: Specify the academic year (required), and faculty or department. Select the faculty or department offering the course (required).
※ For department details, refer to the Loyola Handbook, 1. Common Guidelines

Search results screen

Course registration/Search Results

Shows search results from 1 results to 1 results (total of 1 results)

Search results : << previous page 1 next page >>

No.	Semester	Term Offered	Date/Time	Registration Code	Course Title
1	SPR	SPR	Mon - Thu	AIBE44xx	MANAGEMENT IN JAPAN*

Search results : << previous page 1 next page >>

Shows search results from 1 results to 1 results (total of 1 results)

Search Results : 100 results Display

A list of courses that meet the search conditions will be displayed. Click on the course you wish to take.

Registration code input screen

Course registration

Enter registration code for course registration

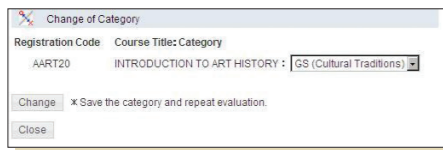
Day	Monday
Course Period	1
Registration Code	AIBE44

If registration code is unknown, use registration code search

Registration Syllabus inquiry Clear Cancellation

Check that the registration code is automatically selected and click "Registration."

Category selection screen (Only for courses with a choice of multiple categories)



! Category change is very important!

For courses which category change applies, students must decide the category at the time of course registration.

- After the registration period
Students (except FLA students) cannot change course categories after the course registration period is over.
(FLA students may change categories after the course registration period. Please refer to the Loyola Handbook for details.)
- During the registration period Students may
Students can change categories during the registration period First delete and re-register the course and then change its category.

Deletion of courses

During the course registration period, you may make changes (additions or deletions) to the courses you registered.

※ Note that some lottery courses cannot be deleted once successfully registered.

Course registration screen

	1 Quarter	2 Quarter	3 Quarter	4 Quarter
	Monday		Tuesday	
1st Period	None		AANT23 CULTURE & IDENTITY*	
2nd Period	ATHP10 THINKING PROCESSES*		ASPN10 BASIC SPANISH 2*	

Click on the Registration code of the course you wish to delete.

Deletion of registered courses screen

Course registration

You will delete from following courses: please check.

Day	Monday
Course Period	2
Faculty/Department	FACULTY OF LIBERAL ARTS
Registration Code	ATHP10
Course Title	THINKING PROCESSES*

Cancel class Return to prior page

Check that it is the course you wish to delete. Click on the cancel class button. A confirmation screen will appear. click "OK".

Registration complete

Course registration screen

Registration completed Click when course registration is completed

	1 Quarter	2 Quarter	3 Quarter	4 Quarter
	Monday		Tuesday	
1st Period	None		AANT23 CULTURE & IDENTITY*	

When you have completed your registration, be sure to click on "Registration completed".

※ If you do not click on this button, your registration will not be completed correctly.

Registration completion message

Course registration

You have completed registration.
※ You can continue to register during the registration period.

Back

Check that this message appears. This completes the course registration procedures.

! Save your course registration results

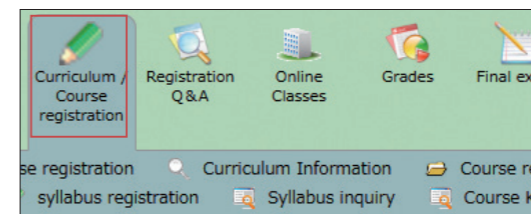
We recommend you either print a screenshot of the final course registration step, or copy the screen and save the data.

Act 02 Register for language courses as SE compulsory elective courses [Only for Department of Journalism SPSF]

Department of Journalism SPSF students have different registration procedures for language courses (Chinese, French, Japanese, Spanish).

Registration to fulfill language requirements

Menu



Registration of language to fulfill language requirement

Registration for fulfilling language requirements

Name	Student ID No.
Faculty/Department	Year
	1grade

Select a language from the languages specified by your department.
Language: [FLA CHINESE]

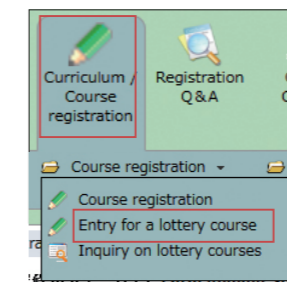
Enter Clear

Registration for fulfilling language requirements

Register for language courses as SE compulsory elective courses

To register for lottery language courses as specialized education or compulsory elective courses, start by entering the lottery. To register for regular (non-lottery) courses, refer to Act 01 above.

Menu



Category: CLER (JPN · SPN · CHN · FRN) / 言語教育研究センター-語学科目 (日本語・FLA学生対象科目)

Select course group for your Entry for a lottery course.

Group	Status
BASIC CHINESE 1	No courses registered

BACK: Back to Category Select.

Lottery entry

Entry for a lottery course/Category Select

Student Name	Student ID No.
Faculty/Department	Year
Registration Period	Academic Year / Term
Level	2020 / AUTUMN

Level: GERMAN (level 1) ; KOREAN (level 1) ; ITALIAN (level 1) ; KOREAN(ELECTIVE) (level 1 (elective)) ; GERMAN(ELECTIVE) (level 1 (elective)) ; ITALIAN(ELECTIVE) (level 1 (elective)) ; FLA FRENCH (FLA Basic 1) ; FLA SPANISH (FLA Basic 1) ; FLA CHINESE (FLA Basic 1)

Select Category to register.

Category
語学科目 (一般外国語科目) / Foreign language courses
CLER (JPN · SPN · CHN · FRN) / 言語教育研究センター-語学科目 (日本語・FLA学生対象科目)
英語 (選択科目)
ACADEMIC COMMUNICATION再履修者、未履修者向け
ACADEMIC COMMUNICATION 2
宗学共通科目 (選択必修科目[キリスト教人文学]) / Studies in Christian Humanism

BASIC CHINESE 1

Order of Priority	Registration Code	Course Title	Instructor	Term Offered	Day / Course Period	Capacity	Number of Registered Students	Number of Students wishing to register (First request)	Number of Students wishing to register (second choice below)
1	ACHN1012	BASIC CHINESE 1*							

Confirm Courses selected will be Entry for a lottery course ※Screen will appear to check them
Clear Clear all entries on screen
Delete all All Entry for a lottery course data entered here will be deleted

A confirmation screen will appear. Click on "Registration".

- To change a language for which you have already registered, first delete your entry or course information.
- If you miss the lottery entry for a language course which you need to take as a specialized education or compulsory elective, you must register for it by selecting the category during the first-come-first served registration period.

Act 03 Register for lottery courses [Entry and first-come-first-served registration periods]

There are two periods for lottery course registration (course titles shown in red on the course schedule and preceded by "lottery"): lottery entry and lottery course registration (first-come-first-served basis). The latter is a period to register lottery courses that did not reach class capacities after the lottery, or become available through deletion.

ATTENTION

- If there are particular requirements for taking a lottery courses (e.g., year of study, faculty), courses which you do not meet the requirements will not be accepted.
- If you have registered for a regular course in the same timetable slot as that of a course which you are seeking lottery entry, your application to enter the lottery will not be accepted.
- When you enter a lottery course or register through first-come-first-served basis, make sure not to overlap with a compulsory course. Be aware that if you have too many lottery courses, you may be unable to take other compulsory courses within your maximum credit limit. Plan your registration carefully.
- As for registration for University-wide General Studies elective courses, you can enter up to 10 lottery courses per semester (including intensive courses offered in vacations). By lottery, you may be selected for 4 courses in maximum, and you can register more courses by first-come-first-served base. However, please note that first year students cannot register for more than 4 credits in each semester.

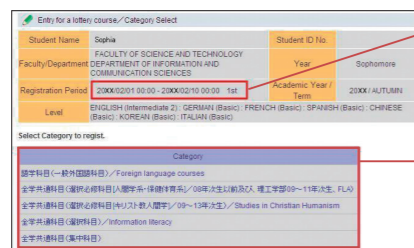
Enter the lottery

Menu



From "Curriculum/Course Registration" click on "Entry for a lottery course". The lottery category will be displayed.

Lottery category



A lottery course entry period will be displayed.

Displayed by category. Select the category in which you wish to register.

Display of courses within a category



Check the day and timetable period of the courses you are seeking and set the order of priority.

※ In some categories you will need to set the order of priority for all the courses.

Search for a lottery course

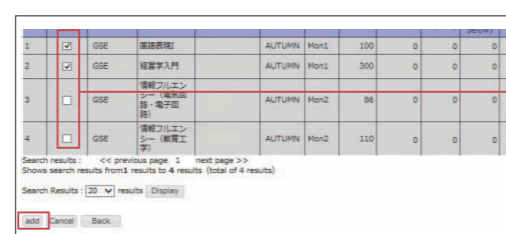
In some categories you will need to search for courses and set the order of priority.

Specify conditions



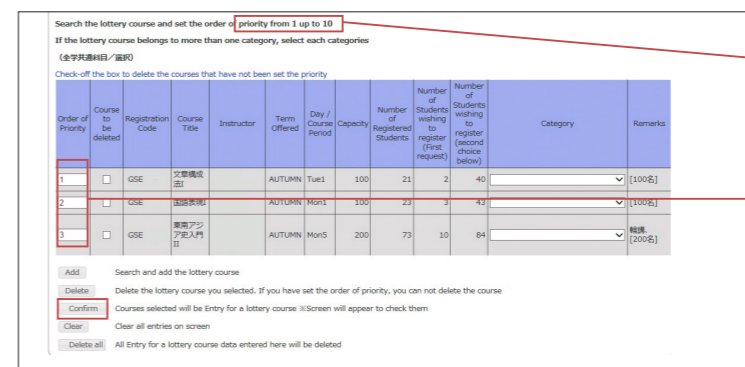
Specify the conditions and click "Search."

Search results



Check-off the box and click "Add."

Set the order of priority

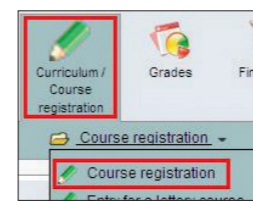


For General Studies (Electives), you can set the order of priority from one to ten.

Set the order of priority and click on "Confirm."

Lottery results available online

Menu



From "Curriculum/Course Registration", click on "Course registration".

The results of lottery

	1 Quarter	2 Quarter	3 Quarter	4 Quarter
Monday	None			
Tuesday			GSG19200 PHILOSOPHY OF HUMAN VIOLENCE	
1st Period	None			2
2nd Period	None	None		

The lottery results will be displayed. Lottery courses for which application has been successful, will be registered automatically.

You may delete a course during the course registration period, or the course adjustment period.

※ Lottery courses for which application has been unsuccessful will not be displayed. The results of all lotteries may be confirmed from "Inquiry on lottery courses."

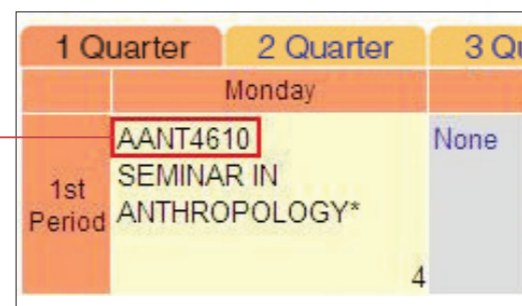
※ The maximum number of lottery courses a student may take for general studies (electives) is four per semester.

Register for lottery courses (first-come-first-served basis)

You may register for courses that have not reached class capacity in prior lotteries or that become available through deletion. The registration procedures are the same as those for Act 01 on p.10 (Do not try and register from "Entry for lottery courses.")

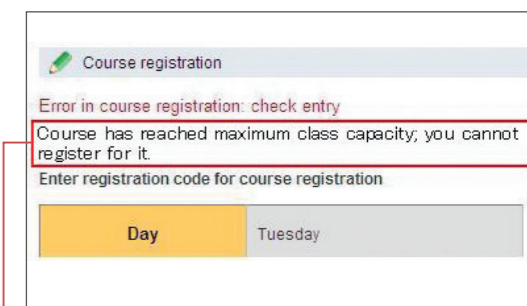
- Courses that have reached class capacity after a lottery will not be displayed on course search.
- If a course reaches class capacity during the first-come-first-served basis registration, it will still appear on course search. An error message will appear in response to attempts to register for such courses, and registration will not be permitted.

Course registration screen



You may register from the course registration screen.

Registration errors



If a course has reached class capacity, registration will not be permitted.

Act 04 Check the courses for which you registered [Final confirmation of course registration period]

You can check the courses which you have registered from the course registration screen.

Act 05 Adjust course registration [Course adjustment period]

For regular or lottery (with exception) courses, you may make changes (additions or deletions) during the course adjustment period. This is the last chance for you to make any changes to your registration. Be sure to double check your final registration status and make any necessary adjustments.

Act 06 Make a final check of course registration results [Final confirmation of course registration]

Check from the course registration screen on Loyola. Check that registrations for all the courses you wish to take have been completed successfully.

Menu



From "Curriculum/ Course Registration click on "Course registration".

Course registration inquiry screen

	1 Quarter	2 Quarter	3 Quarter	4 Quarter	Registration for Intensive Courses, Thesis and others	
	Monday	Tuesday	Wednesday	Thursday	Friday	
1st Period	AHST2620 HISTORY OF CHINESE CIVIL 2*	None	None	AHST2620 HISTORY OF CHINESE CIVIL 2*	None	
2nd Period	ACHN1022 BASIC CHINESE 2*	ATHP1014 THINKING PROCESSES*	None	ACHN1022 BASIC CHINESE 2*	ATHP1014 THINKING PROCESSES*	
3rd Period	None	AENG1121 ENGLISH COMPOSITION 2*	None	None	AENG1121 ENGLISH COMPOSITION 2*	
	None	None	None	None	None	

Act 07 Request to withdrawal from a course [Course withdrawal period]

During the Course Withdrawal Period, you may withdraw from courses from the course registration screen on Loyola.

Course withdrawal is the procedure to withdraw from a course during a semester / quarter.

- In principle, withdrawals from compulsory and language courses are not allowed.
- Credits for courses you withdraw from will be included in your maximum annual credit limit.
- You may withdraw from lottery courses (excluding compulsory and required courses).
- For more information on course withdrawal including schedules, refer to Bulletin of Information.

Course registration inquiry screen

	1 Quarter	2 Quarter	3 Quarter	4 Quarter
	Monday	Tuesday	Wednesday	Thursday
1st Period	AHST2620 HISTORY OF CHINESE CIVIL 2*	None		
2nd Period	ACHN1022 BASIC CHINESE 2*	ATHP1014 THINKING PROCESSES*		

Click on "Withdrawal" in the box of the course from which you wish to withdraw.

Course withdrawal screen

Course registration

You will withdraw from following courses: please check.

Day	Monday
Course Period	1
Faculty/Department	FACULTY OF LIBERAL ARTS
Registration Code	AHST2620
Course Title	HISTORY OF CHINESE CIVIL 2*

Withdrawal Cancellation

Confirm it is the course you wish to withdraw and click "Withdrawal" button. A confirmation screen will appear. Click "OK".

Course registration inquiry screen

Day	Course Period	Registration Code	Course Title	Number of Credits	Instructor
Monday	1	AHST2620	HISTORY OF CHINESE CIVIL 2*	4	

The course you withdraw from will be deleted from the course registration screen and displayed on the "List of Withdrawal from Courses" at the bottom of the screen.

Frequently asked questions and registration errors

About preparation in advance

Where should I check for the course schedule?

Check on Loyola. During the specified periods in Spring and Autumn semesters, select the courses you wish to take, submit an entry for lottery courses, and register them.

What is the Entry Sheet?

It is a sheet in which you may record the schedule of courses you wish to take before you actually register for them on Loyola (the Entry Sheet may be downloaded from Loyola). You do not need to submit the completed Entry Sheet to the university. It is to be used as a draft for when you enter a course lottery and for course registration.

I want to know in what order I should select courses

Please select the courses in the following order: compulsory; compulsory electives; electives. General studies and specialized education courses have compulsory and elective courses. Refer to the procedures at step 3 of this brochure to create your plan.

I cannot seem to find the course I wish to take

There may have been a change in the schedule, or the professors. Changes are announced on My Sophia Bulletin board. Some courses may be changed to Autumn semester or to lottery courses. The registration procedures may also change. Be sure to check My Sophia Bulletin board before the course registration period begins.

How do I know if a course is a lottery course?

Check the course schedule on Loyola and the list of courses in the Bulletin of Information for each department. The class capacity of lottery courses is given as the number of students in the remarks column. Further, titles of lottery courses are shown in the course schedule in red and are preceded by the word "lottery".

How many credits can I take in a semester?

Faculties and departments specify the maximum credit limits per semester or year. Check the Bulletin of Information for the maximum credit limit for spring semester, before drawing up your enrollment plan for Autumn semester. Note that the maximum credit limit varies depending on the faculty or department to which you belong. It may be wiser to draw up a course enrollment plan to register for the number of courses you can handle, rather than to register for the maximum and end up withdrawing.

Must I stick to the number of credits for graduation requirements?

Each department has its own graduation requirements and number of credits to be obtained for graduation. If you wish to take courses exceeding the requirements, you may do so, but note that there is a maximum annual and/or semester credit limit.

Also note that some courses may count towards graduation requirements when the credits obtained for them exceed the number of required credits. Conversely, there are some courses that do not count towards graduation requirements, although you may take and successfully complete them. Carefully read the curriculum information in the Bulletin of Information.

I would like to take courses offered by other departments

Refer to the syllabus to see if the course is offered to students in other departments.

May I take a course even though I am not in the year specified for enrollment?

The list of courses and professors in the Bulletin of Information shows the year in which courses are specified to be taken. If you are not enrolled in the specified year and you want to take a course, obtain permission from the professors in the first class.

About course registration

I forgot my Loyola login password.

Please inquire at the ICT Office (3F, Bldg. 2).

I thought I had registered for a course, but the course has not been registered

It is most likely that you logged out without clicking on "Registration completed". When you have selected a course and registered for it, click on "Registration completed" before logging out. Then log in again and check your registration on the course registration screen. If your registration has been correctly completed, the course will be displayed on the screen. We recommend that you print out a screenshot of your final course registration.

I thought I had made it in time before the deadline

Are you sure you clicked "Registration completed" before the deadline? No late registrations are accepted, even if the reasons are to do with problems with computers or the network environment. Check carefully whether your registration is completed by ensuring to click on "Registration completed" before the final deadline, even if you are logged in during the course registration period. Prepare early and complete your registration in advance, preferably at least a day before the deadline.

I was not successful in the lottery, although the course still has vacancies

If you were not successful in the lottery although the course still has vacancies, you may have entered for a course which you are not allowed to take. Check the course eligibility requirements.

Is it true that I do not need to register for compulsory courses?

No. You need to register compulsory courses on your own and courses for which your class is specified. Complete registration for all courses you entered in your Entry Sheet, within the designated period.

When should I register for courses offered in 2nd and 4th quarters?

You may register for courses offered in the 2nd and 4th quarters during the registration period for semester courses. You may also register courses during the 2nd and 4th quarter extra course registration period.

I want to change a registered lottery course

You can change (add or delete) lottery courses during the course registration period, or the course adjustment period. However, be aware that you may not be able to successfully re-register for the same course once you delete it.

What should I do if I mistake a course category?

You can make a correction during the course registration period or the course adjustment period. Delete the wrong course and re-register the correct category (for FST and SPSF students only).

I want to stop taking a course during a semester

If you wish to stop taking a course during a semester for reasons such as ill health or an excessively high class load, you may withdraw from the course during the withdrawal period. Note that you may not withdraw from compulsory courses or language courses. Some departments do not allow withdrawal from courses that are not compulsory. On the other hand, some may allow withdrawal from certain compulsory courses. Check for details under "Points to note on course registration" in the Bulletin of Information.

I would like to register for courses during breaks between classes

You may register courses using the on-campus computers in the computer rooms. Check computer rooms locations and hours on the ICT Office website.

Can I attend a class I have not registered for?

No, you may not attend a class you have not registered for. If you intend to take a course, you must register for it during the course registration period.

Attention

Checklist for preparation and procedures for course registration

- Do you have the necessary materials to prepare for course registration (see pgs.1 and 2 of this brochure)?
- Did you read the Bulletin of Information, and have you checked the Loyola course schedule?
- Did you check your Loyola login password? Try and log in before course registration begins.
- Did you check how to access the Syllabus?
- Did you check the course registration schedule?
- Have you checked the courses required for graduation, total credits required for graduation, the specified course distribution list (except FLA), and points to note on course registration?
- Did you check which languages your department specifies?
- Did you check the results of the placement test?
- Did you check your assigned classes for the GS compulsory courses?
- When you selected your courses, did you refer to the Syllabus?
- Did you complete your enrollment plan in the Entry Sheet?
- Did you check which courses are lottery courses?
- Is your course enrollment plan within the maximum semester credit limit? During the lottery course entry periods, do not forget to include the credits for the lottery courses you have entered for.
- Did you fill in the correct registration code? It is not the same as the course code or numbering on the Bulletin of Information. Double check the Loyola course schedule.
- Check for any important announcements or changes on My Sophia Bulletin board.
- Do you know the exact deadline date and time for course registration? Prepare early and register in advance. If possible, complete registration at least a day before the deadline.
- When you have completed your registration, be sure to check the results on Loyola during the specified period.
- Check the office hours of the Center for Academic Affairs (on the back of this brochure). Inquiries are not accepted outside office hours.
- Did you print out the screenshot of the final course registration step?