

6. Course Registration/Unregistration

You can register or unregister courses.

In order to use the functions such as downloading course materials or submitting assignments, you need to register for the courses through ITC-LMS. Courses may be registered automatically, registered by the instructor, or registered by yourself. Please follow the instructor's instructions.

The enrollee information in the Educational System will be reflected in ITC-LMS after the enrollment registration period; when using ITC-LMS before enrollment is confirmed, you may be instructed by the instructor to register for the course.

※ Not all lectures use ITC-LMS. Follow the instructor's instruction for the necessity of course enrollment registration.

To register or cancel the enrollment, use the Educational System.

Just registering through ITC-LMS by yourself does not register your enrollment.

It takes several days before the information registered using the Educational System is reflected in ITC-LMS.

6.1. Course Registration

Click a course title in the Search Course screen to go to the Course TOP screen. The [Register a course] button is displayed in the Course TOP screen of courses that accept enrollment.

※ If you want to enroll a course for which the [Register a course] button is not displayed even during the course period, please contact the instructor directly.

<Course TOP screen>

ScreenShot SS20190207 ManualCourse01 Register a course

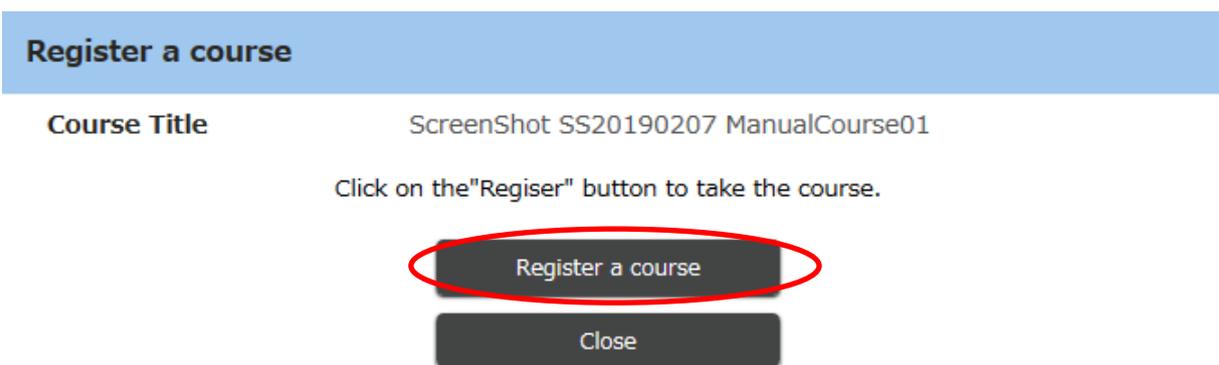
Instructor teacher taro
Term A2/Monday/Period 1
コースの概要説明/Course Summary

Direct link to this page - URL

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Click the [Register a course] button in the Course TOP screen to display the "Register a course" dialog.

<Register a course screen>

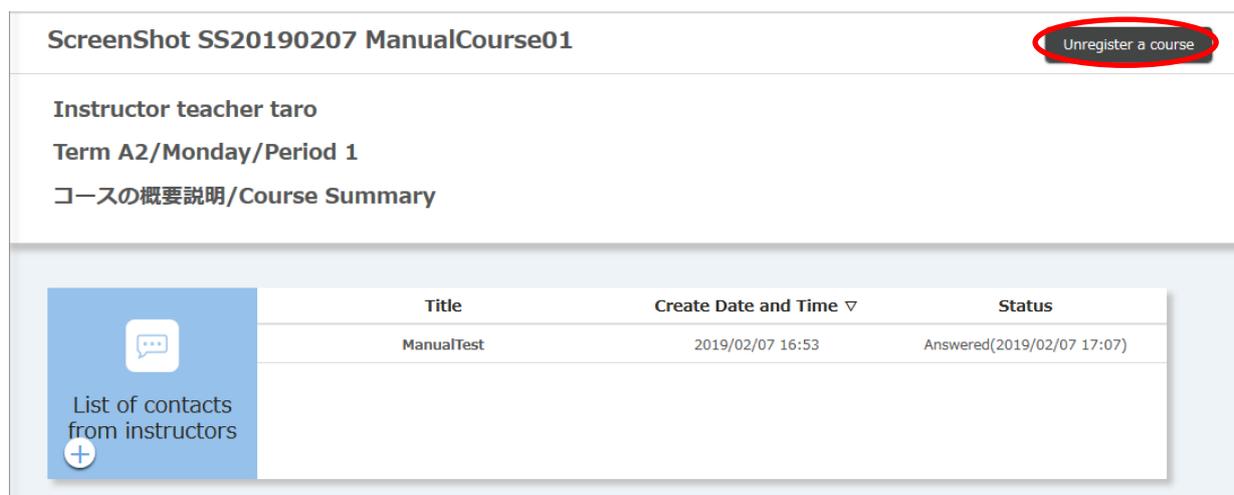


Check the details and click the [Register a course] button.
Once the registration is complete, you will be redirected to the Course TOP screen.

6.2. Course Unregistration

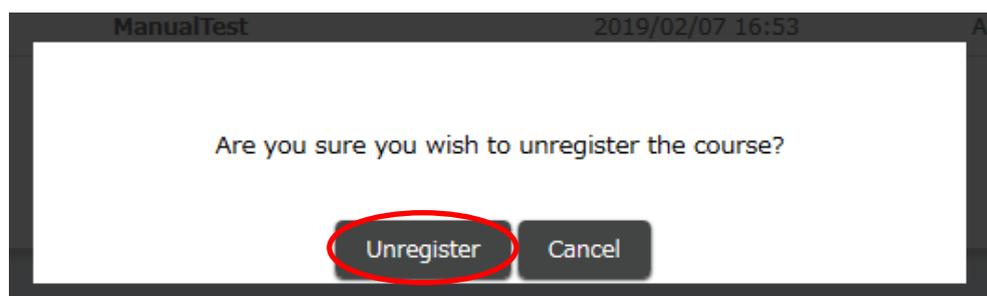
The [Unregister a course] button is displayed in the Course TOP screen of courses that can be unregistered by yourself.

<Course TOP screen>



Click the [Unregister a course] button in the Course TOP screen to display a confirmation dialog.

<Confirmation screen>



Click the [Unregister] button to cancel the registration.

Once the unregistration is complete, you will be redirected to the Course TOP screen in which the [Register a course] button is displayed.

※ Even if you unregister a course on ITC-LMS, the unregistration will not be reflected in the enrollment information on the Educational System (UTAS). Be sure to unregister the enrollment in the Educational System as well.