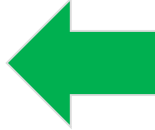

Guidance on Course Registration for IGS Students

Student Information System Development and Operation Subcommittee

Contents

- 1) Log in to “My MOMIJI” 
- 2) Check Messageboard on “MOMIJI”
- 3) Things to check before registration
- 4) Course Registration

Access to “MOMIJI”

【Official Website of Hiroshima University】



Click the “MOMIJI” link.

You can also access to “MOMIJI” from URL below.

<https://momiji.hiroshima-u.ac.jp/momiji-top/en/index.shtml>

1. Log in to “My MOMIJI” -MOMIJI Top-

The screenshot shows the homepage of the My MOMIJI system. At the top left is the Hiroshima Univ. MOMIJI logo. To its right is a red 'Login to My MOMIJI' button with a multi-factor authentication icon and a yellow 'Setup required.' warning. Further right are links for 'My Momiji FAQs', 'Site Map', and '日本語' (Japanese), along with a search bar labeled 'Site Search' and a 'Recently trending' section.

Below the header is a navigation bar with tabs: HOME, Academic Support, Campus Life Information, Career Support, International Student Support, and Information. The 'HOME' tab is selected.

The main content area is divided into several sections:

- Event&News** (イベント&ニュース): A list of recent events and news items, including announcements about surveys and seminars.
- Emergency Information**: A section stating 'There is no emergency information at this time.' with an update date of Jul 10, 2021 06:28.
- TOPICS** (トピックス): A section featuring a large red banner for 'Novel Coronavirus' and a green banner for the 'Class Improvement Survey' (授業改善アンケート) with dates 1/31 (Mon) to 3/31 (Sat).
- Campus Activities** (課外活動): A section with various activity posters, including one for '業種別・個別相談会' (Industry-specific individual consultation) and another for '外国人留学生限定 就活交流会' (Job hunting exchange for international students).

At the bottom of the main content area, there is a blue button labeled 'Login to Survey Responses' and a note for students: '[For Students Only] This is the log-in site for answering to questionnaires only. You cannot use it for any other purposes. * If you answer during classes, you should do so according to the class lecturer's instruction.'

* When you use your smartphone, the screen images are different from the above.

1. Log in to “My MOMIJI”

-MOMIJI Top-

Click “Login to My MOMIJI”.



Login to My MOMIJI

Multi-Factor
Authentication
Setup required.

HOME

Academic Support

Campus Life Information

Career Support

International S



Event&News
イベント&ニュース

- 2022/2/28 [ご協力ください！【2/28】学生による授業改善アンケート回答率/Cooperate!【2/...](#)
- 2022/2/28 [第1回 CICE・Emerald出版ウェビナー/First CICE-Emerald Publishing Webinar](#)

1. Log in to “My MOMIJI”

-MOMIJI Top-



広島大学 学術認証フェデレーション

広大IDとパスワードを入力して“ログイン”ボタンを押下してください。

広大ID

パスワード

☐ ログイン状態を記憶しない

☐ ユーザ情報送信の同意を解除する

ログイン

広大ID : B999999 (“B” is in capitals.)

パスワード : ****

Click “ログイン”.

* Be sure both HU ID and Password are case-sensitive.

【広島大学は多要素認証を義務付けています】

未設定では学外からサービスを利用できません。

学外からログイン後、未設定の場合は警告メッセージが表示されますので内容をご確認ください。

[多要素認証の設定についてはこちら](#)

1 . Log in to “My MOMIJI”

-Consent for Handling Data-

Consent for Handling Data

Written Consent on the Handling of Educational Data, Including Personal Information, in Information Systems

With the aim of improving education by analyzing the Educational Data, Hiroshima University (hereinafter, the “University”) requests your consent to handle as follows the Educational Data, including personal information, in the information systems operated by the University, in accordance with the Hiroshima University Policy for the Educational Data Utilization (formulated in 2021).

The "Consent for Handling Data" screen will be appeared. Please read it carefully and choose "I agree" or "I do not agree". Then, click "Next".

1. Purpose of Use

The University will use the Educational Data, including personal information, for the purpose of supporting its education, and will not use it for other purposes.

2. Policy for Use

The University will comply with the Hiroshima University Policy for the Educational Data Utilization (EDU Statement, Eight Principles for the Handling of Educational Data, and Guidelines on the Educational Data Utilization).

※Please refer [here](#) for the Hiroshima University Policy for the Management of Educational Data.
Do you agree to be treated as described above?

☐ I agree.

☐ I do not agree.

※Please refer [here](#) for the FAQ on the consent.

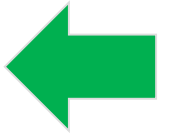
Next

※ Once selected, the "Consent for Handling Data" screen will not be appeared from the next time. (You can change your consent at any time from the "Academic Register Management" - "Consent for Handling Data" in the My Momiji menu.)

Contents

1) Log in to “My MOMIJI”

2) Check Messageboard on “MOMIJI”



3) Things to check before registration

4) Course Registration

2. Check Messageboard on “MOMIJI”

- From Portal Screen to “View Messageboard” Screen -

My MOMIJI portal screen

From the menu on the left side of screen,

1. Click “Message”
2. Click “View Messageboard”

Please check messageboard & your Hirodai mail every day!!

Message Type	# of Messages
Class Message Board	-
授業揭示/Class Information	0 (Unread 0)
【TA担当】 授業揭示/【TA】 Class Information	0 (Unread 0)
All the other Message Boards	-
新型コロナウイルス関連情報/Novel Coronavirus	3
個人揭示/Personal Information	0 (Unread 0)
学長メッセージ/President's Messages	113
学部・研究科揭示/Message from your Faculty, School	5
教養教育揭示/General Education Information	0
大学院共通教育揭示/ Common Graduate Courses	0
進路・就職揭示/Message from the Career Center	24
拾得物揭示/Lost and Found Notification	4
お知らせ揭示/Notification	99

E-mail Delivery Settings of Message

The screenshot shows the Momiji web application interface. The left sidebar contains a menu with the following items: Message, View Messageboard, E-Mail Delivery Settings (highlighted with a red box and a red arrow), Continuing Education, Teacher License Portal, Links, Student's Manuals etc., Myもみじ利用上の注意, 共通, ポータル, 掲示板, 休講補講教室変更, 試験情報, アンケート, 学籍, 履修, and シラバス. The main content area displays the 'E-Mail Delivery Settings' page. At the top, there is a header with the Momiji logo, user information (User: 教育 情報), a 'Smartphone ver.' link, a 'Logout' button, and a 'Messages' link. Below the header, there is a notification about the handling of educational data. The main content area is titled '新型コロナウイルス感染症に関する重要なお知らせ/Important Notices of Novel Coronavirus'. It contains a table with the following information:

E-Mail Delivery Settings	
School/Institution	Liberal Arts Education Program
Grade	1
Student ID No.	B069951
Name	KYOIKU JYOHO
Delivery mail address	None

Below the table, there is a section titled 'Please select which e-mail delivery settings you desire.' with the following instructions:

- *Mail is sent to the address issued by the Information Media Center.
- ☒ Personal Information
- ☒ Class Information
- ☒ Class Cancellation/Make-up Classes/Class Changes

Below the checkboxes, there are two paragraphs of text:

*Personal Information and Class Information mail will be sent out under the following circumstances.

- When the start date has passed after new registration.

*The Class Cancellation/Make-up Classes/Class Changes mail are transmitted in the following cases.

- Class cancellations, make-up classes, or changes to the class attended are registered.
- Class cancellations, make-up classes, or changes to the class attended are canceled.

At the bottom of the page, there are two buttons: 'Registration' and 'Clear'.

Contents

1) Access to “MOMIJI”

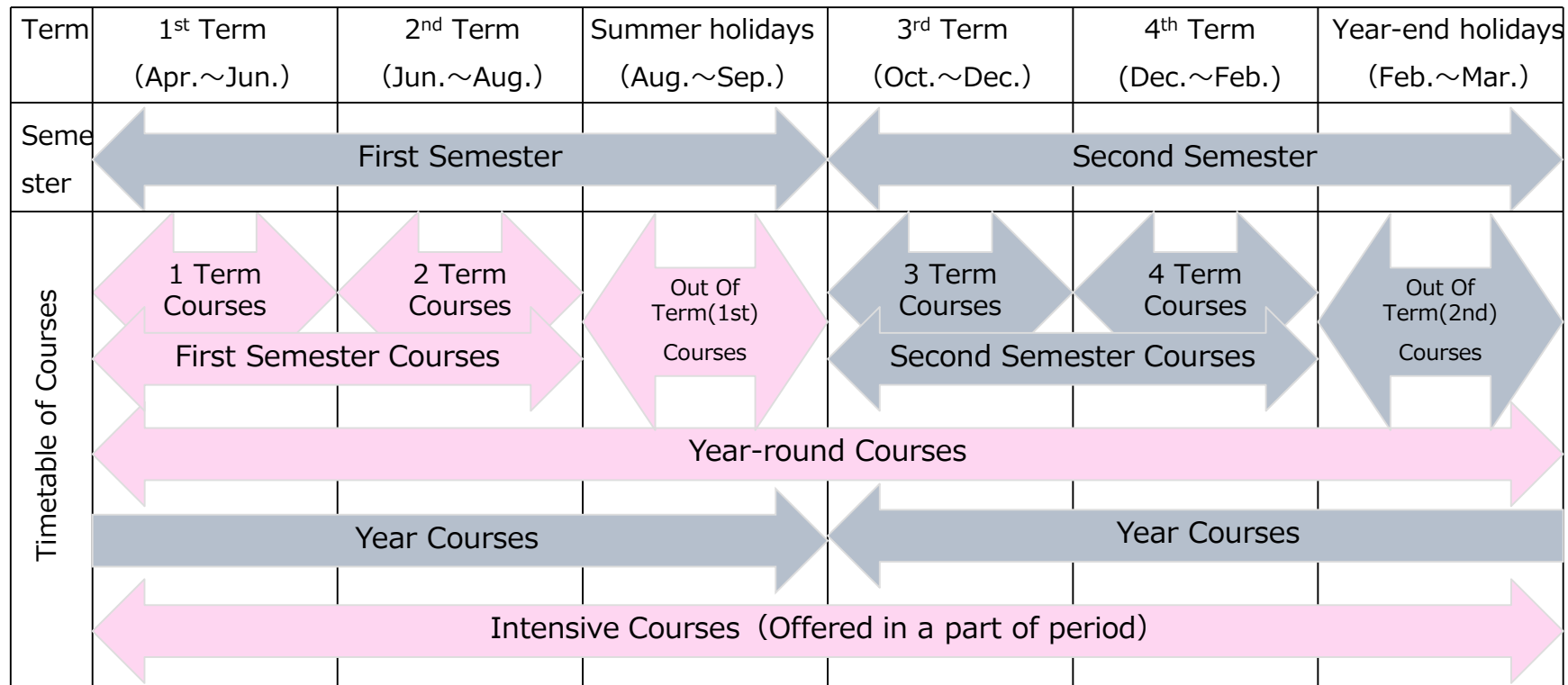
2) Check Messageboard on “MOMIJI”

 3) Things to check before registration

4) Course Registration

3. Things to check before registration

- Course Registration Period and Course Offering Schedule -



1 Term Courses : Courses offered in the 1st Term

2 Term Courses : Courses offered in the 2nd Term

First Semester Courses : Courses offered through the first semester

Out Of Term (1st) : Courses offered during summer holidays

3 Term Courses : Courses offered in the 3rd through the year Term

4 Term Courses : Courses offered in the 4th Term

Second Semester Courses : Courses offered through the second semester

Out Of Term (2nd) : Courses offered during the year-end holidays

Year-round Courses : Courses offered

Year Courses : Courses offered across the fiscal year

Intensive Courses : Courses offered in a part of period in the year

Registration Period 【for First Semester 2025】

■ Registration Period	4 April (Fri.)~8 April (Tue.)
■ Checking & Modification Period	11 April (Fri.) ~14 April (Mon.)

3	4	5	6	7	8	9	10	11	12
Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
				Today					
Registration Period 4.4, 0:00 ~ 4/8, 23:59						Drawing		Checking & Modification Period 4/11, 0:00~ 4.14, 23:59	

3. Things to check before registration

- Course Registration Period (Add and Delete) -

Semester	Registration Period (Month)	Registration Available Courses
First	1T Registration Period (Apr.)	1T, 2T, First Semester, Out Of Term(1 st), Year-round, Intensive during First Semester
	2T Registration Period (June)	2T, Out Of Term(1 st), Intensive from 2T to the end of First Semester
Second	3T Registration Period (Sep.~ Oct.)	3T, 4T, 2 nd Semester, Out Of Term(2 nd), , Intensive during Second Semester
	4T Registration Period (Dec.)	4T, Out Of Term(2 nd), Intensive from 4T to the end of Second Semester

※ : Before beginning Year courses, check registration periods etc. on the Syllabus or in the support office of the school /graduate school that offers the course.

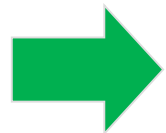
In the first and third term registration periods, in principle, all the courses whose opening dates fall in the first and second semesters, respectively, can be registered for. In the second and fourth term registration periods, in principle, students can modify their course registration for the first and third term registration periods, respectively.

Detailed information on course registration periods is provided on the MOMIJI Top page.

If you cannot register for courses by My MOMIJI, first refer to the Semester/Term, Eligible Students, Requirements of the Syllabus pages and notice etc. If you cannot register even after doing so, then contact the support office of the school /graduate school that offers the course for inquiry (as for liberal arts education courses, please contact the Education Promotion Group [persons in charge of Liberal Arts Education]).

Contents

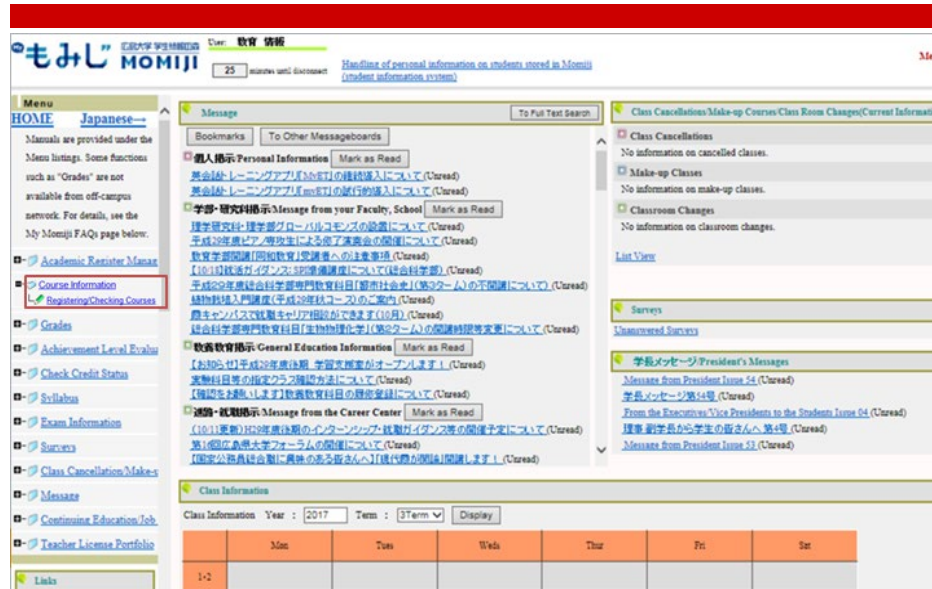
- 1) Access to “MOMIJI”
- 2) Check Messageboard on “MOMIJI”
- 3) Things to check before registration



4) Course Registration

4. Course Registration

- From Portal Screen to “Registering/Checking Courses” Screen -



My MOMIJI portal screen

From the menu on the left side of the screen,

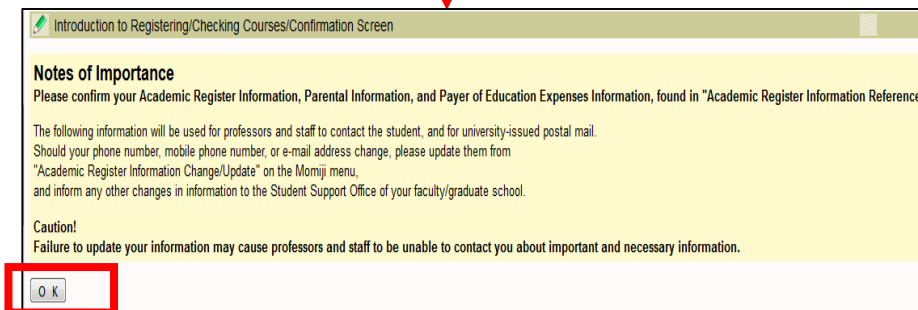
1. Click “Course Information”.
2. Click “Registering/Checking Courses”.

Registering/Checking Courses/Confirmation Screen

After checking the Notes of Importance, click “OK”.

(This screen is displayed only once per semester.)

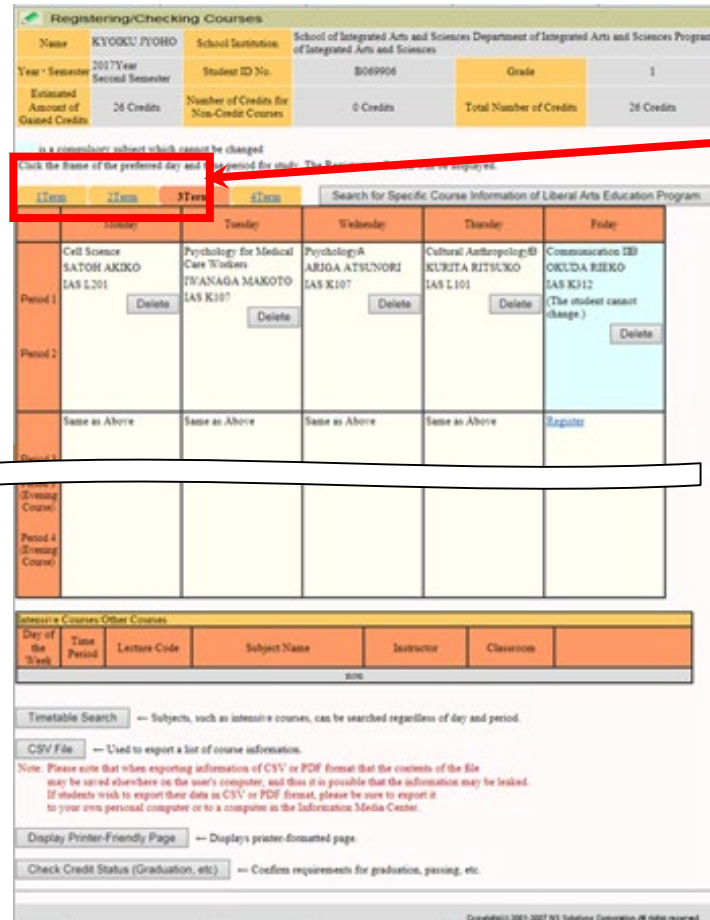
*As for new students, their Academic Register Information etc. will be added in MOMIJI in April. New students are requested to confirm their Academic Register Information etc. after such data have been added in May.



*** When you use your smartphone, the screen images are different from the below after this page.**

4. Course Registration

- “Registering/Checking Courses” Screen -



Registering/Checking Courses

Name	School Institution	School of Integrated Arts and Sciences	School of Integrated Arts and Sciences Department of Integrated Arts and Sciences Program of Integrated Arts and Sciences
KYOKU FUYOHO	2017 Year Second Semester	Student ID No. B069906	Grade 1
Estimated Amount of Gained Credits	26 Credits	Number of Credits for Non-Credit Courses	0 Credits
		Total Number of Credits	26 Credits

is a compulsory subject which cannot be changed.

Click the name of the preferred day and the period for the study. The Registering/Checking Courses screen will be displayed.

1Term 2Term 3Term 4Term Search for Specific Course Information of Liberal Arts Education Program

Monday	Tuesday	Wednesday	Thursday	Friday
Cell Science SATOHI AKIKO IAS L201	Psychology for Medical Care Workers IWANAGA MAKOTO IAS K107	Psychology A ARJIOA ATSUNORI IAS K107	Cultural Anthropology B KURITA RITSUKO IAS L101	Communication B OKUDA RIEKO IAS K312 (The student cannot change.)
Period 1	Delete	Delete	Delete	Delete
Period 2				
Same as Above	Same as Above	Same as Above	Same as Above	Register
Intensive Course				
Period 4 (Intensive Course)				

Day of the Week	Time Period	Lecture Code	Subject Name	Instructor	Classroom
none					

Timetable Search -- Subjects, such as intensive courses, can be searched regardless of day and period.

CSV File -- Used to export a list of course information.

Note: Please note that when exporting information of CSV or PDF format the contents of the file may be saved elsewhere on the user's computer, and thus it is possible that the information may be leaked. If students wish to export their data in CSV or PDF format, please be sure to export it to your own personal computer or to a computer in the Information Media Center.

Display Printer-Friendly Page -- Displays printer-formatted page.

Check Credit Status (Graduation, etc.) -- Confirms requirements for graduation, passing, etc.

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1) “Registering/ Checking Courses” screen

Selecting each tab will allow you to display and register for courses that are offered in the corresponding periods as listed below. (For the course offering schedule, see page 13.)

1Term tab: First term

2Term tab: Second term and Summer holidays

3Term tab: Third term

4Term tab: Fourth term and Year-end holidays

Ex.) Since the period during which First Semester Courses are offered extends over the first and second terms, these courses are displayed under both the 1Term and 2Term tabs. These courses can be registered for by using the 1Term and 2Term tabs.

Each tab can be switched by pressing the name link.

During the first term course registration period, you can register for courses whose opening dates fall in the first term, the second term and the Summer holidays. After registering for a first semester course through both the 1Term and 2Term tabs, be sure to confirm that it has been properly registered for. (For the course registration period, see page 14.)

4. Course Registration

- “Registering/Checking Courses” Screen -

Registering/Checking Courses

Name	KYOKU JYOHU	School Institution	School of Integrated Arts and Sciences Department of Integrated Arts and Sciences Program of Integrated Arts and Sciences
Year - Semester	2007 Year Second Semester	Student ID No.	B069906
Estimated Amount of Gained Credits	28 Credits	Number of Credits for Non-Credit Courses	0 Credits
		Total Number of Credits	28 Credits

is a compulsory subject which cannot be changed.
Click the frame of the preferred day and time period for study. The Registration Screen will be displayed.

	1Term	2Term	3Term	4Term	Search for Specific Course Information of Liberal Arts Education Program
Monday	Cell Science SATO AKIKO LAS L201 Delete	Psychology for Medical Care Workers TANAKA MAKOTO LAS K107 Delete	Psychology A ARIGA ATSUNORI LAS K107 Delete	Cultural Anthropology B KURITA RITSUKO LAS L101 Delete	Friday Communication B KUDA RIEKO LAS K112 Delete The student cannot change.)
Period 1					
Period 2					
Same as Above	Same as Above	Same as Above	Same as Above	Same as Above	Register
Period 3 (2-thing Course)					
Period 4 (2-thing Course)					

Day of the Week	Time Period	Lecture Code	Subject Name	Instructor	Classroom
none					

Timetable Search -- Subjects, such as intensive courses, can be searched regardless of day and period.

CSV File -- Used to export a list of course information.

Note: Please note that when exporting information of CSV or PDF format that the contents of the file may be saved elsewhere on the user's computer, and thus it is possible that the information may be leaked. If students wish to export their data in CSV or PDF format, please be sure to export it to your own personal computer or to a computer in the Information Media Center.

Display Printer-Friendly Page -- Displays printer-formatted page.

Check Credit Status (Graduation, etc.) -- Confirm requirements for graduation, passing, etc.

1) “Registering/ Checking Courses” screen

Click “Register” link after confirming the day of the week and time period for the course you wish to register for, or click the “Timetable Search” button.

A course displayed within the colored field for the day of the week and time period has been registered for as a specified class, which cannot be changed by students. If you have a need to change such a course, please consult with the relevant support section.

4. Course Registration

- "Timetable Search/Search by Criteria" Screen -

Registering/Checking Courses/Timetable Search/Search by Criteria

Search by subject name or enter the Lecture Code

★★ Please enter the appropriate Lecture Code ★★

Y e a r :

Lecture Code :

★★ Search via the Following Criteria ★★

Year · Semester : Year

semester offered :

School/Graduate School :

Day and Period :

Registration Year :

Subject Name : ※Search will be conducted via the first keywords

Name of Main Instructor : ※Search will be conducted via the first keywords

Number of Search Results : per page on each page

2) Reference to Registering/Checking Courses / Timetable Search/Search by Criteria

○ If you know the Lecture Code Directly enter the Lecture Code and click "Determine Timetable".

○ If you don't know the Lecture Code Enter the search criteria and click "Search".

4. Course Registration

- "Search Results" Screen -

Registering/Checking Courses/Search Results

Search results 1 to 1 displayed (1 results found).

Search Result Page: << Back 1 Forward >>

Number	Subject Name	Name of Main Instructor	Year	School/Graduate School	Registration Year	Semester	Semester	semester offered	Day and Period	Lecture Code
1	MOMJI	TEST MOMJI ICHI	2020	Institute for Peace Science	1	First Semester	1	1Term	(1T) Mon1-4	ZZZZZ28

Search results 1 to 1 displayed (1 results found).

Number of Search Results : 100 per page Display

3) Registering/ Checking Courses / Search Results

Click "Subject Name" link to register for the course you wish to take, on the timetable.

Registering/Checking Courses/Registering Subjects

The following subject will be registered. Is this okay?

semester offered	1Term
Day and Period	(1T) Mon1-4
School/Graduate School	Institute for Peace Science
Lecture Code	ZZZZZ28
Subject Name	MOMJI
Course Registration Classification	not specified

When changing a subject, you can search for a new one using the [Timetable Search](#) function.

Register Check the Syllabus Clear Return

Please Note

Please click the "Register" button only once.
Clicking the button multiple times may result in being unable to properly register.
Should you accidentally click more than once,
please click the "TOP" button located on the left-hand side of the welcome screen and repeat

4) Registering/Checking Courses / Registering for Subjects

After confirming the content of the course, click "Register".

◆ Course Registration Classification

If you wish to register for a course as "Credit Not Required," first select the applicable option from the pulldown menu and then register for the course.

Please be aware that you cannot change the Course Registration Classification after the end of the course registration period.

4. Course Registration

- “Registering/Checking Courses” Screen-

Registering/Checking Courses

Name	KYOKU JYOH	School Institution	School of Integrated Arts and Sciences Department of Integrated Arts and Sciences Program of Integrated Arts and Sciences		
Year - Semester	2007 Year Second Semester	Student ID No.	B069906	Grade	1
Estimated Amount of Gained Credits	28 Credits	Number of Credits for Non-Credit Courses	0 Credits	Total Number of Credits	28 Credits

is a compulsory subject which cannot be changed.
Click the frame of the preferred day and time period for study. The Registration Screen will be displayed.

1Term 2Term 3Term 4Term Search for Specific Course Information of Liberal Arts Education Program

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	Cell Science SATO AKIKO LAS L201 Delete	Psychology for Medical Care Workers IWANAGA MAKOTO LAS K207 Delete	Psychology A ARIGA ATSUNORI LAS K107 Delete	Cultural Anthropology KURITA RITSUKO LAS L101 Delete	Communication OKUDA RIEKO SAS K312 (The student cannot change.) Delete
Period 2	Same as Above	Same as Above	Same as Above	Same as Above	Register
Period 3 (2-term Course)					
Period 4 (2-term Course)					

Integrate Courses/Other Courses					
Day of the Week	Time Period	Lecture Code	Subject Name	Instructor	Classroom
none					

Registering/Checking Courses/ Registering Subjects

There is Course Registration error. Please confirm error.

Over the credit limit/class number limit.(7)
Scheduling Conflict (overlapping day/time).(9)

The following subject will be registered. Is this okay?

5) When the course is properly registered for

After the course registration is checked, if there is no error, the subject is registered for, so that the “Registering/Checking Courses” screen will appear. (First Semester Courses will be displayed by clicking the 1Term and 2Term tabs, and Second Semester Courses will be displayed by clicking the 3Term and 4Term tabs.)

Be sure to confirm that there is no mistake in the registered contents of the course (Day of the Week, Time Period, Subject Name, Instructor, Course Registration Classification, etc.).

After the end of the course registration period, the contents of the course registration cannot be changed.

* When there is a course registration error

If there is a course registration error, an error message will be displayed. (Before semester courses, or other courses that are offered striding over multiple terms, are registered for, a registration check is performed for all the terms in which these courses are offered.)

Deletion of Courses

- “Registering/Checking Courses” Screen-

Registering/Checking Courses

Name	KYOKU T/VOHO	School Institution	School of Integrated Arts and Sciences Department of Integrated Arts and Sciences Program of Integrated Arts and Sciences		
Year - Semester	2007 Year Second Semester	Student ID No.	B069906	Grade	1
Estimated Amount of Gained Credits	26 Credits	Number of Credits for Non-Credit Courses	0 Credits	Total Number of Credits	26 Credits

is a compulsory subject which cannot be changed.
Click the frame of the preferred day and time period for study. The Registration Screen will be displayed.

	1Term	2Term	3Term	4Term	Search for Specific Course Information of Liberal Arts Education Program
Period 1	Cell Science SATOH AKIKO LAS L201 Delete	Psychology for Medical Care Workers KAWASAKI MAKOTO LAS K107 Delete	Psychology A ARIGA ATSUNORI LAS K107 Delete	Cultural Anthropology KURITA RITSUKO LAS L101 Delete	Communication III OKUDA RIEKO LAS K312 (The student cannot change.) Delete
Period 2					
	Same as Above	Same as Above	Same as Above	Same as Above	Register
Period 3 (2-usage Course)					
Period 4 (2-usage Course)					

Day of the Week	Time Period	Lecture Code	Subject Name	Instructor	Classroom
none					

Timetable Search -- Subjects, such as intensive courses, can be searched regardless of day and period.

CSV File -- Used to export a list of course information.

Note: Please note that when exporting information of CSV or PDF format that the contents of the file may be saved elsewhere on the user's computer, and thus it is possible that the information may be leaked. If students wish to export their data in CSV or PDF format, please be sure to export it to your own personal computer or to a computer in the Information Media Center.

Display Printer-Friendly Page -- Displays printer-formatted page.

Check Credit Status (Graduation, etc.) -- Confirms requirements for graduation, passing, etc.


1) “Registering/ Checking Courses” Screen

Click “Delete” for the time period frame for the subject you wish to delete.

A course displayed within the colored field for the day of the week and time period has been registered for as a specified class, which cannot be changed by students. If you have a need to change such a course, please consult with the relevant support section.

Deletion of Courses

- “Deleting Subjects” Screen-

 Registering/Checking Courses/Deleting Subjects

The following subject will be registered. Is this okay?

semester offered	First Semester
Day and Period	(1st) Mon1-2
Faculty/Graduate School	Institute for Peace Science
Lecture Code	ZZ000011
Subject Name	TEST2
Course Registration Classification	

Please Note

Please click the "Delete" button only once.
Clicking the button multiple times may result in being unable to properly delete.
Should you accidentally click more than once,
please click the "TOP" button located on the left-hand side of the welcome screen and repeat the registration process.

2) Registering/Checking Courses / Deleting Subjects

After confirming the contents of the subject you wish to delete, click "Delete".
The registered information will be deleted.

Deletion of Courses

- “Registering/Checking Courses” Screen-

3) “Registering/Checking Courses” screen

The subject whose registration was deleted will disappear from the “Registering/Checking Courses” screen.

Registering/Checking Courses

Name	KYOKU JYOBO	School Institution	School of Integrated Arts and Sciences Department of Integrated Arts and Sciences Program of Integrated Arts and Sciences		
Year + Semester	2017 Year Second Semester	Student ID No.	B069906	Grade	1
Estimated Amount of Granted Credits	26 Credits	Number of Credits for Non-Credit Courses	0 Credits	Total Number of Credits	26 Credits

is a compulsory subject which cannot be changed.
Click the name of the preferred day and time period for study. The Registration Screen will be displayed.

Search for Specific Course Information of Liberal Arts Education Program

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	Same as Above	Psychology for the Medical Care Workers TSUKAGAKI MAKOTO IAS K107	Psychology A ARIGA ATSUNORI IAS K107	Cultural Anthropology B KURITA RITSUKO IAS L101	Communication IIB OKUDA RIEKO IAS K012 (The student cannot change.)
Period 2		Delete	Delete	Delete	Delete
Period 3	Same as Above	Same as Above	Same as Above	Same as Above	Regular
Period 4 (Evening Course)					
Period 4 (Evening Course)					

Intensive Courses/Other Courses

Day of the Week	Time Period	Lecture Code	Subject Name	Instructor	Classroom
none					

Timetable Search -- Subjects, such as intensive courses, can be searched regardless of day and period.

CSV File -- Used to export a list of course information.

Note Please note that when exporting information of CSV or PDF format, the contents of the file may be saved elsewhere on the user's computer, and thus it is possible that the information may be leaked. If students wish to export their data as CSV or PDF format, please be sure to export it to your own personal computer or to a computer in the Information Media Center.

Display Printer-Friendly Page -- Displays printer-formatted page.

Check Credit Status (Graduation, etc.) -- Confirms requirements for graduation, passing, etc.

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Supplementary Notes regarding Course Registration (1)

Introduction to Registering/Checking Courses

Name	KYOIKU JYOHO	School/Institution	所属テスト
Year・Semester	2017Year Second Semester	Student ID No.	B069982
Estimated Amount of Gained Credits	1 Credits	Number of Credits for Non-Credit Courses	0 Credits
		Total Number of Credits	1 Credits

•Drawing Results (to check the results, please click the "Check" button)
Unable to take (TEST4) with (TEST MOMUI ICHI) on (Thursday) (1Period) based on drawing results

is a compulsory subject which cannot be changed
Click the frame of the preferred day and time period for study. The Registration Screen will be displayed.

1Term 2Term 3Term 4Term Search for Specific Course Information of Liberal Arts Education Program

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	Register	Register	Register	Register	Register
Period 2					
Period 4 (Evening Course)					

Intensive Courses/Other Courses

Day of the Week	Time Period	Lecture Code	Subject Name	Instructor	Classroom	
Monday	1Period	ZZB10001	教育情報1	TEST MOMUI ICHI	Test	Delete
Monday	2Period	ZZB10001	教育情報1	TEST MOMUI ICHI	IAS L102	Delete

Timetable Search — Subjects, such as intensive courses, can be searched regardless of day and period.

CSV File — Used to export a list of course information.

Note: Please note that when exporting information of CSV or PDF format that the contents of the file may be saved elsewhere on the user's computer, and thus it is possible that the information may be leaked. If students wish to export their data in CSV or PDF format, please be sure to export it to your own personal computer or to a computer in the Information Media Center.

Display Printer-Friendly Page — Displays printer-formatted page.

Check Credit Status (Graduation, etc.) — Confirm requirements for graduation, passing, etc.

This message will be displayed when you cannot take the course as a result of a drawing, and if you have not checked the drawing result yet. After checking the Day of the Week, Time Period and Subject Name, click "Check". (If the 1Term or 2Term tab is selected, information on the courses that can be registered for the First Semester will be displayed. If the 3Term or 4Term tab is selected, information on courses that can be registered for the Second Semester will be displayed.)

Clicking here will display specific course information of the liberal arts education program.

Registering/Checking Courses

Semester	semester offered	Day and Period	Lecture Code	Subject Name	Name of Main Instructor	Notes
後期	Second Semester	(2nd) Mon-8	63201006	物理学実験法: 同実験1(数自・1教人・1工一)	広島 花子	履修を希望する場合は初回授業に必ず出席すること。特段の理由なく欠席した場合は原則履修不可とする。

(注)クラス分け科目の履修にあたっては、以下の点に注意してください。
1. 上記検索結果では、「もみじ」により履修登録を行う必要のない科目は表示されませんので、注意してください。(英語、初級外国語等は表示されません。)
2. 履修登録時期時には必ず授業に出席してください。
3. 記載されている授業科目は、必ずしも履修をしなければならない科目ではありません。所属する学部で定める履修基準を参考に履修するかどうかを決めてください。履修基準に関することは所属する学部の学生支援室にご相談ください。

(Note) Please be aware of the following points when registering for courses by class.
1. The search results above do not include courses for which there is no need to register using Momiji (English, other foreign languages not displayed).
2. Class attendance is required during the registration period.
3. The courses listed above are not mandatory. Please decide which courses to take by referring to the course standards set by your faculty or graduate school. For more information on course standards, please consult with the Student Support Group for your faculty/graduate school.

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Intensive Courses are listed under the timetable.

Supplementary Notes regarding Course Registration (2)

Liberal arts education courses may not be registered from “My MOMIJI” even during the registration period, for various reasons, which include the following:

- As a result of various checks for registration limitations, you are judged to be unable to take the course (the relevant error message(s) will be displayed on the screen.)
- You were not selected in the drawing that was held to decide who can take the subject, or the class number limit has been exceeded.
- The subject is specified for you to take based on the designated class schedule and requires students to attend its first class as a condition for its registration.

For further information concerning the registration procedure for each course category, please refer to “MOMIJI Top → Academic Support → Liberal Arts Education”. More detailed information on each course is available by selecting “My MOMIJI → Syllabus → Browsing Syllabus”.

◆ Website of Liberal Arts Education

(MOMIJI Top → Academic Support → Liberal Arts Education → Procedures in Liberal Arts Education)

URL: <https://momiji.hiroshima-u.ac.jp/momiji-top/en/learning/kyouyou/procedure.html>

If you cannot register for courses and you do not understand the reason, please contact the Education Promotion Group (person in charge of liberal arts education) on the 1st floor of the administration building of the School of Integrated Arts within the course registration period.

If you cannot register for specialized education courses through My MOMIJI, please contact the support office of the school/graduate school that offers these courses.

Logout from My MOMIJI

The screenshot shows the My MOMIJI web interface. At the top, the user is logged in as "財務 情報" (Financial Information) and has 30 minutes until disconnect. A red box highlights the "Logout" button in the top right corner, with a red arrow pointing to it. Below the header, there is a sidebar with various links and a main content area. The main content area is titled "Registering/Checking Courses" and displays a table with course information. Below the table, there is a section for "1Term", "2Term", "3Term", and "4Term" with a search bar. The table below shows the registration status for each day of the week.

Logout

Press the "Logout".

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	Register	Register	Register	Register	Register
Period 2					
	Register	Register	Register	Register	Register

Summary

–Notes of Importance regarding Course Registration–

- To log in to My MOMIJI, you need your HU ID and HU Password.
- In the first term registration period, you can register for all courses that begin in the first semester. In the second term registration period, in principle, you can modify the registration of courses which begin from second term to the end of First semester. (The same holds true to the second semester.)
- Depending on the school/graduate school, there may be other notes of importance regarding the registration procedure.
- Be sure to check the registration status during the course registration checking and modification periods. In particular, please be aware of the results of the drawing held to decide who can take the course.

Contact Information

If you have questions regarding course registration requirements, contact:

- Support office ((person in charge of student support) of your school/graduate school)

If you cannot register for courses and you have questions

- About liberal arts education courses, contact:
 - Education Promotion Group (person in charge of Liberal Arts Education)
- About other courses, contact:
 - Support office (person in charge of student support) for the school/graduate school that offers the courses in question

Contact Information

If you have other questions regarding the use of My MOMIJI, contact:

- ☐ System help

082-424-5609 (Extension: Higashi-Hiroshima 5609)
systemhelp@hiroshima-u.ac.jp

If you lose this guidance material...

The screenshot shows the Hiroshima University MOMJI website. The browser address bar displays <https://momiji.hiroshima-u.ac.jp/momiji-top/en/learning/rishuu-guidance/#>. The website header includes the MOMJI logo, a login button, and navigation tabs: HOME, Academic Support, Campus Life Information, Career Support, International Student Support, and Information. The 'Academic Support' tab is highlighted with a red box and a red circle with the number 1. A dropdown menu is open under 'Academic Support', listing various options. The 'Course registration guidance materials' link is highlighted with a red box and a red circle with the number 2, with a red arrow pointing to it. The right sidebar contains a list of 'Academic Support' links, including 'Course registration guidance materials'.

Academic Support

- Undergraduate Education
- Graduate Education
- New and old subjects correspondence table
- TOEIC(R)L&R IP Information
- Licenses and Qualifications
- Academic Calendar and Class Schedule
- Questionnaire for class improvement
- Study Abroad Information
- Class Support System
- Course registration period: 1st(Spring) semester
- Course registration guidance materials
- About methods to check the credits for graduation

Course registration guidance materials