

## Regarding Registration at GSICS in spring semester 2023

### [IMPORTANT]

- Please discuss and get approval from your academic adviser of your class schedule.
- Please refer to our Class Policies for this semester.
- Please make sure to **register any course a day before it starts**. Some classes distribute its class materials and assignments through BEEF+ (<https://beefplus.center.kobe-u.ac.jp/login>). You can access to "BEEF+" a day after you register the course on URIBO-net.
- **You need to register courses you may consider to take during the registration period**. If you decide not to take, make sure to cancel during the cancellation period.
- **Make sure your contact information is up-to-date in URIBO-net** (URIBO-net > Student Info > Contact information change). Your student ID email may also be used, so please set up to make it available in advance.
- Please be notified of "[About Similar Subjects in Other Graduate Schools of Kobe University](#)."

### 1. How to register courses

**(1) Web Registration:** Register courses during designated period on URIBO-net.

\*Log-on webpage of URIBO-net: <https://www.office.kobe-u.ac.jp/stdnt-kymsys/student/student.html>

\*URIBO-NET User's Manual: [http://www.office.kobe-u.ac.jp/stdnt-kymsys/student/uribo\\_net/uribo\\_info.html](http://www.office.kobe-u.ac.jp/stdnt-kymsys/student/uribo_net/uribo_info.html)

**(2) Email Registration:** Submit the registration form to the Academic Affairs Office via email. (If you have already confirmed with your academic adviser via email, you may omit his/her signature or seal. (e.g., you may attach the email you confirmed with your academic advisor)) It takes about one week to register upon your request. If not registered at URIBO-net, please contact our office.

Courses		GSICS Students (Regular and Non-Regular Students)			Other Graduate School Students
		Master's Students	Doctoral Students	Non-Regular Students	
Master's Program	Courses during regular period / Intensive Lectures	Web (URIBO-net)	Email (Registration Form)	Email (Audit/Registration Form)	Ask GSICS Academic Affairs Office by Email.
	Special Seminar	Web (URIBO-net)		Email (Audit/Registration Form)	
Doctoral Program	Advanced Research		Web (URIBO-net)	Email (Audit/Registration Form)	
	Workshop I/II · Advanced Research Presentation		Email (Registration Form for admitted before 2019)		
	Research Presentation I/II/III		Email (Application Form for admitted after 2020)		
Other faculty, Other Graduate School	Courses of other Graduate School	Refer to each timetable and follow the instructions of each graduate school.			
	Affiliated Graduate Schools In Other Universities [Separate notification]	Email (Registration Form)			
	Japanese Language Program	Refer to <a href="http://www.kisc.kobe-u.ac.jp/english/learning_japanese/laboratory_course.html">http://www.kisc.kobe-u.ac.jp/english/learning_japanese/laboratory_course.html</a> Note: Japanese language courses are offered on a quarter system, while GSICS courses are in semester system. (Spring semester = 1st & 2nd quarters)			

## 2. Outline of Registration

### **Registration Period (For Courses on Spring Semester, 1st Quarter and 2nd Quarter)**

**April 3, 10:00 AM - April 21, 5:00 PM**

**How to access the page "Course Registration"** URIBO-NET > Course > Course registration

#### **[Macroeconomics I, II or Microeconomics I, II – Registering for the same semester]**

- Please note that you will have to register for the same day and time.
- Register one course (ex. Macroeconomics I) as usual at the URIBO-net, and register the other course from the "Intensive Course" under "Course Registration" page at the URIBO-net.

#### **[Faculty of Law Courses]**

- If GSICS students would like to register **subjects offered by Faculty of Law [for undergraduates]**, please confirm the availability of courses. <http://www.law.kobe-u.ac.jp/undergraduate/students/>
- Many courses of Faculty of Law are simultaneously delivered as those of Graduate School of Law. Please confirm thoroughly the time schedule of "Graduate School of Law" beforehand. Also, courses from any faculty [for undergraduates] will not count toward completion requirements.

#### **[Intensive Lectures]**

- As the [timetable](#), the deadline of the registration of **Intensive Lectures** differs depending on lectures.
- If students would like to register or cancel the course after the designated periods, please send an email to the Academic Affairs Office with the following three matters: i. Your student ID number and your name, ii. Course code and course title, iii. Lecturer's name.
- If receive the mail by three days before the first day of lecture – will register by two days before the first day of lecture.
- If receive after the above – will register the day after receive the email.
- If not registered at URIBO-net, please contact the Academic Affairs Office by email.

## 3. Outline of cancellation

- Students can cancel the registration of subjects at the URIBO-net during the cancellation period.

### **Cancellation Period (For Courses on Spring Semester and 1st Quarter)**

**April 24 – April 30, 11:59 PM**

### **Cancellation Period (For Courses on 2nd Quarter)**

**June 23 – June 29, 11:59 PM**

**How to access the page "Course Registration"** URIBO-NET > Course > Course registration

## 4. Forms of Submission – Please download from [HERE](#).

**Academic Affairs Office, GSICS** [gsics-kyomu@office.kobe-u.ac.jp](mailto:gsics-kyomu@office.kobe-u.ac.jp)