Physical Education Courses Offered by the Institute of Physical Education

How to Pre-register Courses on keio.jp

Important

Students must complete the following two procedures to register for physical education and seminar courses offered by the Institute of Physical Education.

Step 1: Pre-register courses from keio.jp   ←Only this procedure is explained in this document

Step 2: Register the courses by following the instructions as prescribed by your faculty/graduate school.

*The period for registering courses and the procedures differ according to the faculty/graduate school.

If you fail to complete either of these procedures, you will not be able to add these courses to your registration. Make sure you complete both Steps 1 and 2

If your faculty does not allow its students to take these additional courses, you will not be able to complete Step 2, even if you have completed Step 1.

1. Login to keio.jp and open the "Pre-Course Registration" screen

After you login to keio.jp, access the "Pre-Course Registration" screen from "Category" → "Class" → "Pre-Course Registration."   *Do not click on "Web Entry System."

This will take you to the "Pre Course-Registration" screen.

2. Select and register courses

（1）①From the drop down list, select the campus, semester and weekday/class period the course is held.　*For seasonal sports, select the weekday/class period the course is held.

　②Then click the "To Course Registration Window" button to view the list of courses with the same schedule.

②Confirm the information and click "To Course Registration Window"

①Select the campus, semester and weekday/class period the course is held

（2）View the courses held in the same campus, semester and weekday/class period.

　①Check the circle under the "Register" column to select the course you would like to add.

　②Then click the "Register" button to confirm.

Make sure to read the notes before pre-registering courses.

Before using the Pre-Course Registration, please read the important notes and the Course Registration Guide (http://ipe.hc.keio.ac.jp/?p=3762).
The number of available places as of the time you logged in will appear under "vacancy."Click "Update no. of vacancy" to show the latest number.
Note 1: Pre-Course Registration will not automatically register you to courses. Please make additions/revisions to during the specified periodcourses according to the procedure prescribed by your affiliated faculty or graduate school.
Note 2: You cannot cancel your pre-registered courses.

②Check the information and click the "Register" button to confirm

①Select your desired course by checking the circle

These numbers indicate class availability at the time you logged into the system. You can click "Update no. of vacancy" to view the latest information.

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（３）The "Confirmation" screen will open.

Once you confirm all the information is correct,

① check the box

② and then click "Resister" to confirm.

*When you click "Resister" you will not be able to cancel the course you have "pre-registered".

（４）After you click "Resister," the "View Registered Courses" screen will open.

*You will not be able to register for the course if it has reached capacity. In this case, the message "You cannot register this course as it has reached maximum capacity." will appear.

■ If you would like to add other courses →

Repeat steps (1)–(4) in section 2.

■ To finish pre-registering courses →

Confirm what you have registered and print out a copy for yourself to keep (see section 3).

3．Confirming your pre-registration details and printing out a copy

（1）If you click the "To Confirmation Window" button, you will able to view the courses you have pre-registered.

（2）Click the "To Print Preview" button to print the screen for your own records (from a smartphone, take a screenshot and store it).

You have finished pre-registering courses, but registration is not yet complete.

You must also register these additional courses during the period for registering courses by following the instructions as prescribed by your faculty/graduate school.

*Take note that the period for registering courses and the procedures differ according to the faculty/graduate school.