

Registration Procedures for 2026 1st Term General Education Subjects (Future Global Leadership Undergraduate Course)

• Please read first:

You will register for classes using **UNIVERSAL PASSPORT** (hereinafter referred to as **UNIPA**).

Please read the manual carefully and confirm how to use the system.

1. About creating a course plan and confirmation of class formats

Classes will be primarily conducted on-campus, but effectively online as well. Please check the syllabus for the following information, including whether online classes are scheduled.

- Class formats (Whether or not online classes are planned)
- Learning support system to be used
- Whether or not there is a limit on the number of students who can take the class
- Whether the course is a media class (mainly online classes) or not.

*In principle, the number of credits earned for media classes is limited to 60 credits.

(Some faculties may set a different limit.)

General Education website:

<https://www2.he.tohoku.ac.jp/zengaku/zengaku.html>



Please confirm the contact information of the instructor from the “List of Contact Information for Faculty Members in Charge of General Education Courses” posted on the General Education website. It is not listed in the syllabus displayed on UNIPA or Tohoku University Syllabus Full-text Search System (Quick Syllabus), or in the syllabus of excerpts in PDF format, or in the syllabus displayed on CanvasLMS.

■ Registration for Learning Support System

The Learning Support System is used for class-by-class communication, submission of assignments and online class implementation. Please check the **Tohoku University Online Class Guide** first to understand how to use the system.

* If there is no specification regarding the learning support system in the syllabus, please register Google Classroom.

Tohoku University Online Class Guide → Information for students

<https://olg.cds.tohoku.ac.jp/forstudents>



Classes held on Google Classroom:

Please use the class codes to join the desired Classrooms by the classes' starting dates. (Class codes will be posted on our website during Online registration period.) Linking these classes to your registration must be done after the end of the registration period. Make sure to add them yourself.

* Adding Google Classroom classes to your schedule does not register you for them. Be sure to also register your classes from the UNIPA yourself.

- * Do not register for additional Google Classroom of classes for which you don't intend to take unless you have permission from the instructor to audit the class.

Classes held on CanvasLMS

The classes you have registered for will be displayed on the CanvasLMS timetable screen by the next day for courses for which no registration errors have occurred at the time you finalize your registration in UNIPA and click the button of "Final Confirmation". If your first class is an online or on-demand class and you did not register in time, take the first class after it appears on CanvasLMS, before the next class meets.

- * **You cannot individually add subjects on CanvasLMS. Please register them from the UNIPA not later than the day before the class meets.**

- * If you want to just audit a class on CanvasLMS without registering for it, contact the instructor directly by email and ask to be added.

2 . About class registration

■ Online registration period: **April 8 (Wed.)–21(Tue.)**

*** However, during the first week of classes (April 8 (Wed.) - 14(Tue.)), please register all your preferred classes through the UNIPA, click "To Final Confirmation" button, and confirm that there are no course registration errors before "Submit" button then finalize your registration** (To grasp the number of students in each class and reflect it to CanvasLMS). Even if you "Submit" your registration, you can still add/drop classes during the online registration period.

- * In some cases, such as first-half quarter courses and courses for which there is a limit on the number of students who can take the class, registration period may be closed early by the discretion of the instructor.

If you receive instructions from the instructor on the syllabus or on a learning support system such as Google Classroom, please follow the instructions by completing course registration by the designated date, regardless of the above-mentioned deadline for web registration.

■ Online registration method: UNIPA

<https://slink.secioss.com/user/index.php?tenant=auth.tohoku.ac.jp>

Tohoku University Portal Site → "System" tab

→ Student Affairs Information System (UNIPA)

- * You need a Tohoku-dai ID and password to log in.



- * For instructions on using the UNIPA, please refer to the "Manual — for Students (Simplified)" online.

<https://rp.auth.tohoku.ac.jp/gkms/manual/index.html>



- * For "Sports A" and "Retake the class of English, **students must apply for their event preference before registering for the class.** Detailed instructions will be posted on the website before registration begins. Please read them before registering.

■ Finalizing online registration

Finalize your registration on the UNIPA by April 21 (Tue.). You will NOT be able to change your registration after this date, so please check to make sure you have not made any mistakes or forgotten to register any classes during the registration period.

- * Please be sure to check your registration details, as we have received consultations about registration errors in past years.

- * Please remember to register for Second quarter courses within the above period as well.
- * The server will receive heavy use on the final day of registration, so it may become difficult to access the UNIPA. Please try to finish final confirmation of your classes before then.
- * Please register for Specialized Courses within the registration period designated by your faculty/graduate school.
- * If your instructor asks you to submit a white Registration Card, please do so as per their directions. Instructions for registering non-FGL classes will be published separately online. Please read these carefully.

■ Registration for non-FGL classes

If you want to register for classes not listed on the FGL timetable, please follow the directions below and submit the online form by **17:00, April 21(Tue.)**.

(1) Contact the class instructor to get permission.

-Obtain permission to take the class from the class instructor by email.

(2) Apply using the online form.

-Log in to your DC Mail account, then fill out the below form.

URL: <https://forms.gle/mZh98cVYdYCvZCcc9>

-When applying, include a copy of the instructor's email giving you permission. Please take a screenshot of the entire text of the email (including the To/From lines). If you require multiple screenshots, please paste them into a single Word file etc.

-If you submitted the form correctly, you will receive an automatic reply. (Please note that in rare cases, they may end up in your spam folder.)

(3) Check the student timetable on the UNIPA by noon, April 23 (Thu.). The Educational Affairs Division will check the applications and register them after Online registration period. If the class you applied for is not shown, please contact the Educational Affairs Division by email (kyom-j@grp.tohoku.ac.jp). Please enter "Non-FGL Class Registration ([STUDENT ID], [NAME])" in the email subject line.

* If you are not registered in time for the start of online classes, please join using the class code (for Google Classroom) or ask the instructor by email to let you into the class (for CanvasLMS).

* If you wish to drop a class after applying with the online form, please directly inform the class instructor, then email the Educational Affairs Division (kyom-j@grp.tohoku.ac.jp).

■ Tohoku-dai ID Password

-Be sure to change your default password and take precautions to prevent your password from being discovered by others.

-If you forget your password, please apply to reset it by presenting your Student ID at your department's Office of Educational Affairs, the office on the 5th floor of the Multimedia Education and Research Complex, or the front counter of the Main Library.

■ **Registration limitations**

- You cannot register for a class before the semester designated in General education Course Guide and your faculty's (department's/major's) Student Handbook.
- You cannot register for multiple classes with the same subject name, even if the themes, instructors, semester, and day/time of the classes differ.
- * Unacceptable class registrations will be removed by the Educational Affairs Division after the registration period.

■ **Canceling registration (details available after the registration period)**

- Any General Education classes you registered and then canceled will appear as an "E" grade on your transcript. Details will be posted online and on the bulletin boards after the registration period. Please read them.
- You cannot cancel your class registration after the registration period.

March 2026, Education and Student Support Department, Educational Affairs Division