Operation Manual for SOKENDAI CampusPlan 
(For students) Ver. 2021.11

【Attention】
CampusPlan is accessible only from Hayama campus and parent institutes (each inter-university research institute where your department is located).
If you cannot access CampusPlan for some reason, please follow the instructions below.

*Course Registration:
Please submit “Course registration (Excel)” to the educational Affairs Section (campusplan[at]ml.soken.ac.jp) via email. “Course Registration” form can be downloaded from https://www.soken.ac.jp/en/campuslife/campusplan/.
Educational Affairs Section will register on behalf of you and send “Course Registration List (PDF)” to you and your supervisor.

*Change of Course registration:
Please submit “Change of course registration (Excel)” to the educational Affairs Section (campusplan[at]ml.soken.ac.jp) via email. “Change of course registration” can be downloaded from https://www.soken.ac.jp/en/campuslife/campusplan/.
Educational Affairs Section will change registration on behalf of you and send new “Course Registration List (PDF)” to you and your supervisor.
Please note that you cannot add or delete courses after the course confirmation period.
Contents

1. Login to the portal site (P3)
2. Change email address and password (P4)
3. Notice from the university (P5)
4. Questionnaire and Data Cabinet (P6)
5. Course Registration (P7)
6. Timetable Reference (P13)
7. View academic record (P14)
8. Syllabus (P16)
9. FAQ (P17)
1. Login to the portal site

Visit to [https://cplan-web.soken.ac.jp/portal/Account/Login](https://cplan-web.soken.ac.jp/portal/Account/Login) and log in.

【Attention】
*At first access for freshers or if you have forgotten your password, click on “Click here if you forgot your password” and reset your password.
(At first access, “Registered email address” is the address you registered in “Registration Form for New Students Information.”)
*If you make five consecutive password mistakes, your account will be locked and you will not be able to log in for 15 minutes.
*You will be automatically logged out after 20 minutes of inactivity.
2. Change email address and password

(1) Click on your name.

(2) You can change registered email address.
*Please be sure to enter (two, if possible) email addresses as these will be used for important notice from SOKENDAI.
*There is no restriction on the type of address (both for PC and mobile).

(3) You can change password
*Change your password periodically.

【My links】
If you register URLs of the websites you use frequently in "My Links", the links are displayed on the top page.
3. Notice from the university

(1) A list of announcements from the university (staff or faculty) will be displayed. New notices are also displayed on the top page.
*Important notices will be sent to the email addresses you set up in your personal settings at the same time as the notices are delivered.

(2) You can narrow your search results by sender or category.
*If you want to narrow your search to notices from the university headquarters, add a checkbox for “大学 SOKENDAI”).
*By default (unchecked), all available notifications will be displayed.

(3) Click on the title to check the contents of the notice.
4. Questionnaire and Data Cabinet

You can answer the questionnaire from the university.

You can download electronic files (such as instructions and application forms) uploaded by the university.
5. Course Registration

(1) Click on "Course Work"

(2) Click on "Web Course registration."

(3) Click on "Course Registration (List)."

---

Register the courses. You can overwrite the course registration any times during the course registration period and course confirmation period. View the result of course registration check.

[Notice] After completing the registration, please submit "Course Registration List (PDF)" to your chief supervisor via email or other means.

[Notice about "Course error"]

"Failed: Restricted course Check": This is an error that appears when you register for a course that has the same content as a course you have already completed in the past.

"Course unregistered error": This is the error that occurs when you do not have any courses registered.

If you don’t have any courses should be taken in the present semester, it’s okay if you get this error.

If you find other errors, please contact the Educational Affairs Section (caseouplan[at]ai.soikan.ac.jp).
(4) Make sure that "Course registration" tab is selected, and then click on "Add Course".

(5) Select a department, school or program and click on "Search."

(6) Click on "Select."

*"Qualifications registration" tab is not used.

*"Graduation number" are not used.

*Click on "Course title" to see the syllabus.

*If the course you want to take is not displayed, please contact the Educational Affairs Section (campusplan[at]ml.soken.ac.jp).
(7) Click on “Register”

(8) Check the information below and click “Register”.

If you want to add (remove) a lecture, click on "Back".
*Do not use your browser’s "back" function.

(9) CampuPlan will conduct self-checking and registration will be completed.
*You can overwrite the course registration any time during the course registration period and course confirmation period.

To add a course, click on "Add Course".

To remove the course, click on “Delete”.

Continue to the next page.
(11) Submit “Course Registration List” to your chief supervisor via email or other means.

(10) Click and download “Course Registration List (PDF)”.

*Courses with undetermined day and periods are all classified as intensive courses.
(12) If a registration error occurs

[Failed: Restricted course Check]
This is an error message that appears when you register for a course that has the same content of the course you have already completed in the past.

[Course unregistered error]
This is an error message that appears when no courses are registered.

*If you do not take any courses in the semester, there is no need for concern.*

*If you encounter other errors, please contact the Educational Affairs Section (campusplan[at]ml.soken.ac.jp).*
[Important] Notes of Course Registration

○ If you cannot access CampusPlan:
You can access CampusPlan only from the Hayama campus or each parent institute (each inter-university research institute where your department is located).
If you cannot access CampusPlan during the course registration (confirmation) period, please submit “Course registration” form to the Educational Affairs Section (campusplan[at]ml.soken.ac.jp) via email. “Course Registration” form can be downloaded from https://www.soken.ac.jp/en/campuslife/campusplan/. Educational Affairs Section will register on behalf of you and send “Course Registration List (PDF)” to you and your supervisor.

○ Registration confirmation by chief supervisor:
If you have been instructed to revise your registration, please update your registration on "Course registration (List)".
If you cannot access CampusPlan during the course confirmation period, please submit “Change of course registration” form to the Educational Affairs Section (campusplan[at]ml.soken.ac.jp) via email. “Change of Course Registration” form can be download from https://www.soken.ac.jp/en/campuslife/campusplan/. Educational Affairs Section will update your registration on behalf of you and send new “Course Registration List (PDF)” to you and your supervisor.

○ Please note that you cannot add or delete courses after the course confirmation period.
(However, it is possible to delete 2nd half course that was registered in the 1st half during the registration period of 2nd half.)

○ If you wish to take additional courses outside the registration (confirmation) period:
Some courses, such as summer intensive course, can be taken additionally as an exception. In this case, the instructor of the course will proceed registration.

○ Dummy course:
If you registered a "dummy course = the course code ends with an alphabet (e.g. 10DRSa010A)", it will be replaced "another course = the course code end with a number depending on the grade reporter (e.g. 10DRSa0101)" before the grade reporting.

○ Registration for “Freshman Course”:
It is not necessary to register for “Freshman Course” on CampusPlan because the attendance registration is also a registration for the course.

○ If the course you want to take is not displayed:
please contact the Educational Affairs Section (campusplan[at]ml.soken.ac.jp).

○ Taking Courses at other Universities:
For those who wish to take courses at other universities, please refer to the following URL.
https://www.soken.ac.jp/en/education/curriculum/otheruniv/
6. Timetable Reference

(1) Click on “Course Work” > “Web Timetable Reference”

(2) You can see which courses you have already registered.
*Courses with undetermined day and periods are all classified as intensive courses.
7. View academic record

(1) Click on “Course Work” > “Web Student Chart”

(2) You can check your own information.

(3) Clicking on "Contact" will show your contact information.

---

**Attention**

*If you have changed your address, please submit a “Notice for Change of Address” to the Department Office.

*If your emergency contact information have been changed, please submit a “Notice for Change of emergency contact” to the Department Office.


*If you change your email address as "2. Change email address and password", it may take some time for it to be reflected in this field.

---

Continue to next page
(4) Clicking on "Result info" will show you the results to date.

*If you cannot access CampusPlan for some reason, Please ask the Educational Affairs Section (campusplan[at]ml.soken.ac.jp) to send you the “Result list (PDF)".

(1) Set the “Department/Program” and search.

(2) Select a course to view the syllabus.
9. FAQ

Q1. Unable to access the portal site.
A1. CampusPlan is accessible only from Hayama campus and parent institutes (each inter-university research institute where your department is located).
   If you cannot access CampusPlan for some reason, please follow the instructions below.

*Course Registration:
Please submit “Course registration (Excel)” to the Educational Affairs Section (campusplan[at]ml.soken.ac.jp) via email. “Course Registration” form can be downloaded from https://www.soken.ac.jp/en/campuslife/campusplan/.
Educational Affairs Section will register on behalf of you and send “Course Registration List (PDF)” to you and your supervisor.

*Change of Course registration:
Please submit “Change of course registration (Excel)” to the Educational Affairs Section (campusplan[at]ml.soken.ac.jp) via email. “Change of course registration” can be downloaded from https://www.soken.ac.jp/en/campuslife/campusplan/.
Educational Affairs Section will change registration on behalf of you and send new “Course Registration List (PDF)” to you and your supervisor.

*Check grades:
Please ask the Educational Affairs Section (campusplan[at]ml.soken.ac.jp) to send you the “Result list (PDF)”.

Q2. I forgot my login ID.
A2. Login ID is the same as your student ID.

Q3. I forgot my password.
A3. Please click on “Click here if you forgot your password” in the login page.