

# Operation Manual for SOKENDAI CampusPlan (For students) Ver. 2024.4

## 【Attention】

**CampusPlan is accessible from Hayama campus, parent institutes (each inter-university research institute where your program is located), and the network outside of the university.**

If you cannot access CampusPlan for some reason, please follow the instructions below.

### \*Course Registration:

Please submit “Course registration form (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 your behalf of 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 your 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.



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# 1. Login to the portal site

Visit to <https://cplan-web.soken.ac.jp/portal/Account/Login> and log in.

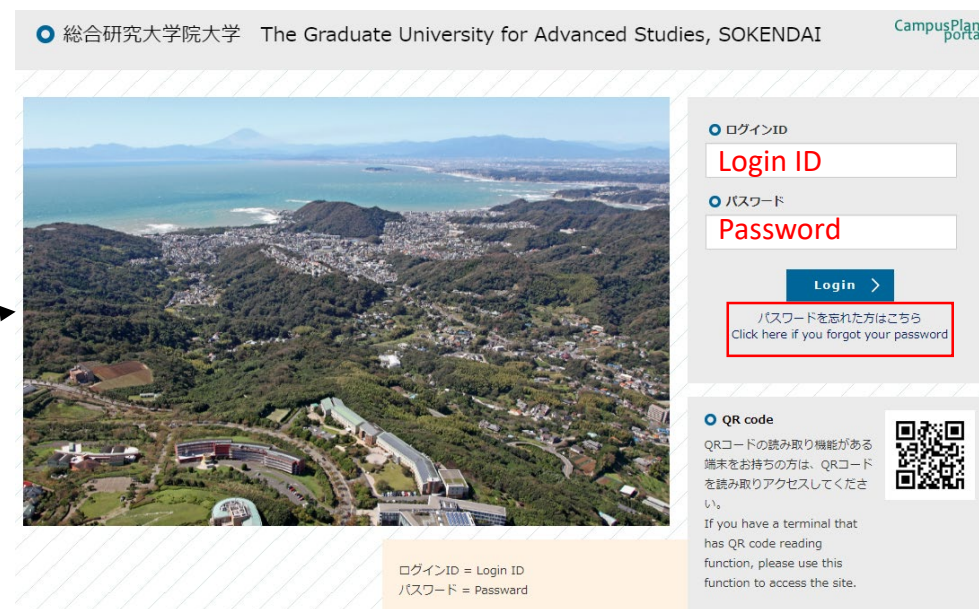
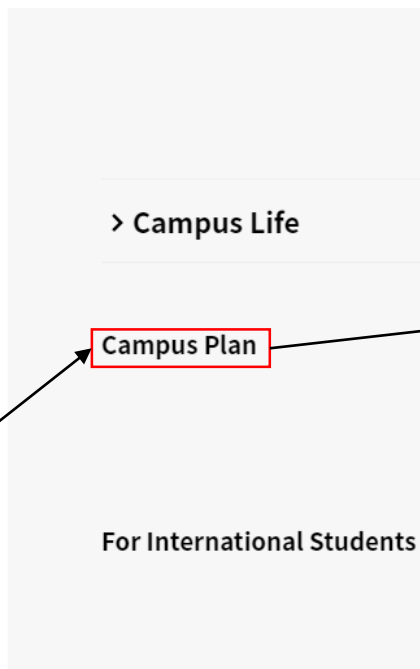
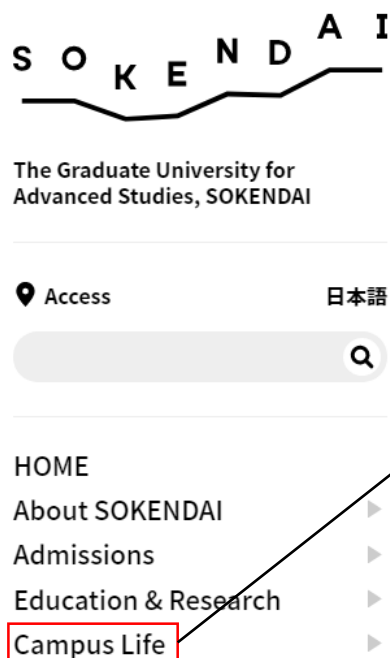
## 【Attention】

\*At the first access for freshman or if you have forgotten your password, click on “Click here if you forgot your password” and reset your password.

(At the first access, “Registered email address” is the same email 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.



(1) To change password for your first login:

Click on “Click here if you forgot your password.”

The screenshot shows a login form with two input fields: 'ログインID' (Login ID) and 'パスワード' (Password). Below the fields is a blue 'Login >' button. A red box highlights a link below the button that reads 'パスワードを忘れた方はこちら Click here if you forgot your password'.

When the following screen is displayed, enter your login ID and Registered email address, then click on “Send.”

The screenshot shows a 'パスワード再設定 Reset password' form. It has two main sections: 'ログインID Login ID' with an input field, and '登録済みメールアドレス Registered email address' with an input field containing '\*\*\*\*\*@\*\*\*.ac.jp'. Below the input fields are 'Cancel' and 'Send' buttons. The 'Send' button is highlighted with a red box.

\* At the first access, “Registered email address” is the same email address you registered in “Registration Form for New Students Information.”

Access the URL in the email as follows which has delivered to your registered email address.

### パスワード再設定リクエスト Reset password (SOKENDAI CampusPlan Portal)

ポータルサイト上で、パスワード再設定リクエストを受け付けました。  
以下のURLにアクセスして、速やかにパスワードを再設定してください。

Your password reset request has been accepted.  
Please access the following URL and reset your password as soon as possible.

URL : [https://cplan-web.soken.ac.jp/portal/Account/Login?CP\\_PARAM=T++HddvSFuhFK2V7ISSgRe1Dg4H0unjTYeCbgH16NNF18a++WnNsm4x3Opczj2aXrVvk0KNMRqWHvm5xTQ=](https://cplan-web.soken.ac.jp/portal/Account/Login?CP_PARAM=T++HddvSFuhFK2V7ISSgRe1Dg4H0unjTYeCbgH16NNF18a++WnNsm4x3Opczj2aXrVvk0KNMRqWHvm5xTQ=)

The screenshot shows a 'パスワードリセット Password reset Password reset' screen. It has a section 'パスワードを変更してください Please change your password' with two input fields: '新しいパスワードを入力 Enter new password :' and '再度 新しいパスワードを入力 Enter new password again :'. A blue 'Update' button is highlighted with a red box. A callout box points to the 'Update' button with the text: 'Enter a new password (free setting) and click on “Update.”'

The screenshot shows a success message: '変更しました。新しいパスワードが設定されました。新しいパスワードで改めてログインしてください。' Below the message is a blue 'OK' button highlighted with a red box. A callout box points to the 'OK' button with the text: 'When the message on the left is displayed, the setting for a new password is done. After click on “OK”, the login screen will be displayed.'

The screenshot shows the login page with the 'ログインID' field containing 'Login ID' and the 'パスワード' field containing 'Password'. The 'Login >' button is highlighted with a red box. Below the button is the link 'パスワードを忘れた方はこちら Click here if you forgot your password'.

When the login screen is displayed, enter your login ID and a new password, then click on “Login.”

## \* After the second login

- (2) Enter your login ID and the password on the login screen, then click on “Login.”  
After the click on “Login”, it moves to the following screen.

When you receive the following email to the registered email address, confirm the verification code and enter it on the Two-factor authentication screen. Click “Login” after entering the code.

### 二要素認証のコード Two-factor authentication code

ポータルサイト上で、ログインリクエストを受け付けました。  
以下の認証コードを入力して、速やかにログインしてください。  
ログインID: \*\*\*\*\*  
コード :\*\*\*\*\*

Login requests have been accepted on the portal site.  
Please enter the following verification code to log in.

Login ID: \*\*\*\*\*  
Code :\*\*\*\*\*

**\* A verification code is valid for 6 minutes. Please log in by entering the code on Two-factor authentication screen within 6 minutes. If you could not log in within 6 minutes, close Two-factor authentication screen and visit the login screen again. Enter your login ID and the password, and click on “Login.”**

**\* If you check the box “Simple login from the next time”, you will be able to skip entering a verification code for the day you log in, with the same browser on the same device. Since the browser's cache is referenced, if you delete the cache, it will be required to enter a verification code again even if it is on the same day.**

## 2. Change email address and password

(1) Click on your name.

ホーム Home | お知らせ一覧 Notice List | アンケート Questionnaire | キャビネット Data Cabinet | 履修・成績等 Course Work | ログアウト Logout

テスト学生 テスト学生さん

前回ログイン : 2021年03月23日(火) 17:29

○カレンダー Calendar

前 ◀ 2021年3月 22 - 28日 ▶ 次

3/22 (月)	3/23 (火)	3/24 (水)	3/25 (木)	3/26 (金)	3/27 (土)	3/28 (日)
		学位記録与式 (春) Gr				

○新着お知らせ Latest Notice

- 通常のお知らせ Notice other than about class

日時 Date and time	タイトル Title	配信元 Sender	カテゴリ Category
2021年03月23日 15:47	<b>【重要 Important】</b> テスト	大学 SOKENDAI	学校より From SOKENDAI

- 授業に関するお知らせ Notice about class
- 通常のお知らせ Notice other than about course
- 授業に関するお知らせ Notice about course

### 【My links】

If you register URLs of the websites, you use frequently in "My Links", the links are displayed on the top page.

### 【Attention】

By default, Two-factor authentication code will be sent to your PC email address. You can change here if you prefer to receive Two-factor authentication code at your mobile email address.

(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).

○個人設定 Personal Settings

●メールアドレス Email address

PC用(For PC) :   変更 change

モバイル用(For mobile) :   変更 change

変更 change

●お知らせ配信設定 Email address for receiving notices

変更 change

PC用メールアドレスで受け取る Receive at PC email address

モバイル用メールアドレスで受け取る Receive at mobile email address

変更 Change

(3) You can change password.

**\*Change your password periodically.**

●パスワード変更 Change Password

変更 change

現在のパスワードを入力 Enter your current password :

新しいパスワードを入力 Enter new password :

再度 新しいパスワードを入力 Enter new password again :

変更 Change

(4) You can change Two-factor authentication code reception setting.

●二要素認証コード受信設定 Two-factor authentication code reception setting

変更する Change

PC用メールアドレスでコードを受信します Receive code at your PC email address.

モバイル用メールアドレスでコードを受信します Receive code at your mobile email address.

変更 Change

### 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.

Navigation: Home, お知らせ一覧 Notice List, アンケート Questionnaire, キャビネット Data Cabinet, 履修・成績等 Course Work, テスト学生 テスト学生さん, Logout

Notice List: AY 2020 | AY 2019 | AY 2018 | AY 2017

日時 Date and time	タイトル Title	配信元 Sender	カテゴリ Category
2021年03月23日 15:47	【重要 Important】 <b>テスト</b>	大学 SOKENDAI	学校より From SOKENDAI
2021年01月19日 09:47	テスト	テスト教員 テスト教員 test test	教員より From a teacher
2020年12月14日 09:57	a	岡崎大学院係 NINS_Okazaki	学校より From SOKENDAI
2020年12月11日 13:06	テスト (教員>学生)	テスト教員 テスト教員	教員より From a teacher
2020年12月11日 13:05	テスト (職員>学生)	大学 SOKENDAI	学校より From SOKENDAI
2020年12月09日 09:26	【重要 Important】 テスト (職員>学生)	岡崎大学院係 NINS_Okazaki	学校より From SOKENDAI
2020年12月09日 09:25	テスト (教員>学生)	テスト教員 テスト教員	教員より From a teacher
2020年12月09日 09:00	テスト (教員>学生)	テスト教員 テスト教員	教員より From a teacher
2020年12月09日 09:00	【重要 Important】 テスト (職員>学生)	岡崎大学院係 NINS_Okazaki	学校より From SOKENDAI
2020年11月20日 10:29	教務係から学生へのお知らせ	大学 SOKENDAI	学校より From SOKENDAI
2020年09月07日 15:59	【緊急 Urgent】 テスト	テスト用 テスト用	教員より From a teacher
2020年07月17日 11:37	休講・補講 テスト2	テスト用 テスト用	体講 Class cancellations
2020年07月17日 11:06	テスト	テスト用 テスト用	教員より From a teacher
2020年07月09日 16:33	【重要 Important】 テスト	大学 SOKENDAI	学校より From SOKENDAI
2020年07月09日 16:27	【重要 Important】 テスト	大学 SOKENDAI	学校より From SOKENDAI
2020年07月07日 11:29	テストからアンケートのお知らせが届きました。	大学 SOKENDAI	学校より From SOKENDAI
2020年07月06日 10:40	岡崎4専攻からアンケートのお知らせが届きました。	大学 SOKENDAI	学校より From SOKENDAI

Search criteria: 配信元で選択 Select by sender (大学 SOKENDAI, 学務支援係 Academic Affairs Section, 教務係 Educational Affairs Section, 学生係 Student Affairs Section, 経理係 Accounting Section, 研究協力係 Research Coordination Section, 東京プランテ事務係 Tokyo Branch, 広報社会連携係 Public Relations Section, 教育開発センター CED, 民博研究協力係 Minpaku, 日文研究支援係 Nichibunken, 鷹博研究教育係 Rekihaku, 国文研教育支援係 NIJL, 岡崎大学院係 NINS\_Okazaki, 天文台大学院係 NAOJ, 情報研大学院連携係 NIFS, 宇宙研学生担当 ISAS, KEK大学院教育係 KEK, 立川共通事務部大学係, ROIS\_Techikawa, 情報研国際・教育支援チーム NIT, 遺伝研大学院担当 NIG, 先端研事務係 ESB) ※教員名で絞りたい場合はキーワードへ入力してください

Category selection: カテゴリで選択 Select by category (学校より From SOKENDAI, 教員より From a teacher)

Keyword: キーワード Keyword (条件を入れてください)

Clear: 条件クリア Clear

(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

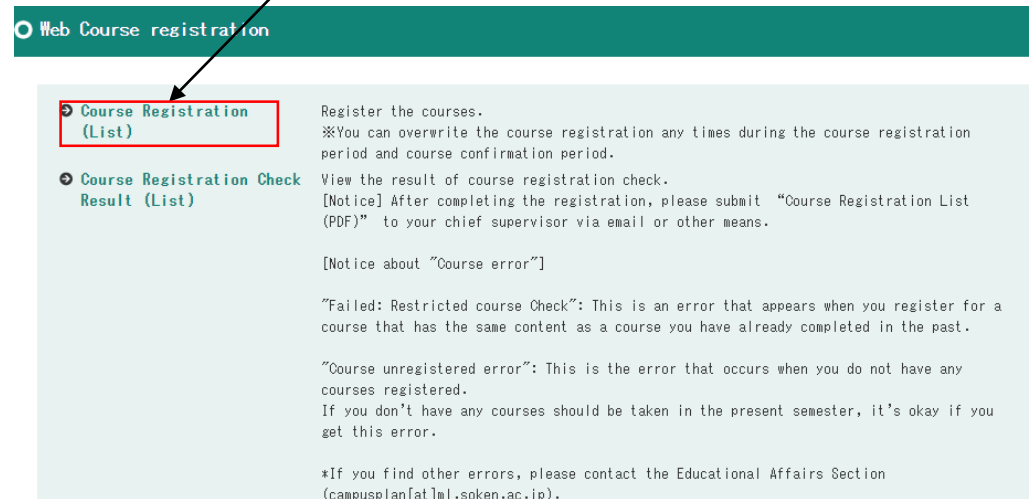
(1) Click on "Course Work."



(2) Click on "Web Course registration."



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



(4) Make sure that "Course registration" tab is selected, and then click on "Add course."

**Course Registration (List) [The 1st half]**

Course registration | Qualifications registration

Registered course

**Add course**

Result: 1 items found.

**Reference the results**

\*"Qualifications registration" tab is not used.

Click on "Reference the results" to see the credits you have earned to date.

**Results info - Student Chart**

Student ID	9999999	Full name	test test	sex	male
Affiliation	Structural Molecular Science			Class of enrollment	Enrollment
School year	1	Semester		Class	Attendance number

Results info

Processing year	2020	Processing semester	The 1st half
Admission date	Oct/01/2019	Completion date	

Subject categories	Subject fields	Subject group	Subject	Instructor name	Credit(s)	Evaluation	Year	Term
構造・機能専攻専門科目	構造分子科学専攻		Seminar on Structural Molecular Science 1	dumy (Kazuki)	4	Not taking		適年(後期開始)2nd-1st

The total number of acquisition credit(s) 0

Year	2020	Supervisor	test test
------	------	------------	-----------

**Graduation requirements aggregate**  
Graduation curriculum name: 物理・構造・5年1年次(2016,4-)

	Total credits
Credits required for graduation	0
Acquired credits	0
Credits in the course	0
Certified credits	0
Possible certificate credits	0

\*The items under "Graduation number" are not used.

(5) Select a program and click on "Search."

\*For "Dissertation Work in Advanced Studies", select "11: Dissertation Work in Advanced Studies" to search.

**Search (List) - Course**

Search filters Text item of \* is partial match retrieval. The other text item is forward match retrieval.

Term: Not specified | School sites | Not specified

Day: Not specified | Course classification

Period: Not specified | Main Instructor

Course code: | Subject categories/Fields

Course title: | Required/Elective

Sub title: | Credit(s)

Subject name: |

**Search**

- 11:Dissertation Work in Advanced Studies
- 12:Others/Multiple programs offered
- 31:Anthropological Studies
- 32:Japanese Studies
- 33:Japanese History
- 34:Japanese Literature
- 35:Japanese Language Sciences
- 36:Informatics
- 37:Statistical Science
- 38:Particle and Nuclear Physics
- 39:Accelerator Science
- 40:Astronomical Science
- 41:Fusion Science
- 42:Space and Astronautical Science
- 43:Molecular Science

(6) Click on "Select."

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

Result: 92 items found. (1-92 item)

Term	Day	Period	Biweekly	Course code	Course title	Course title	Related subjects	School sites	Course classification	Main Instructor	Subject categories	Required/Elective	Credit(s)
Select	前期 1st Half	-	-	10DFW0101	English for scientific research	科学英語演習		Functional Molecular Science		Sechrist, Jeremiah S	構造・機能専攻専門科目 構造分子科学専攻	Elective	2
Select	後期 2nd Half	-	-	10DFW0102	English for scientific research	科学英語演習		Functional Molecular Science		Sechrist, Jeremiah S	構造・機能専攻専門科目 構造分子科学専攻	Elective	2
Select	前期 1st Half	-	-	10DSM0101	English for scientific research	科学英語演習		Structural Molecular Science		Sechrist, Jeremiah S	構造・機能専攻専門科目 構造分子科学専攻	Elective	2
Select	後期 2nd Half	-	-	10DSM0102	English for scientific research	科学英語演習		Structural Molecular Science		Sechrist, Jeremiah S	構造・機能専攻専門科目 構造分子科学専攻	Elective	2

\*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.”

Course registration | Qualifications registration

Registered course [Reference the results](#)

**Add course**

Result: 1 items found.

Term	Day	Period	Biweekly	Course code	Course title	Subject categories	Subject	Main Instructor	Classroom	Required/Elective	Credit(s)
通年 (後期開始) 2nd - 1st	-	-		80DSM0060B	Seminar on Structural Molecular Science 1	構造・機能専攻専門科目 構造分子科学専攻	構造分子科学専攻 1	dummy (Okazaki)		Elective	4 Credit(s)

**Delete** **Register**

To add a course, click on “Add course.”

To delete the course, click on “Delete.”

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

Confirm - Course Registration

**Register**

Term	Day	Period	Biweekly	Course code	Course title	Subject categories	Subject	Main Instructor	Required/Elective	Credit(s)	Classroom
通年 (後期開始) 2nd - 1st	-	-		80DSM0060B	Seminar on Structural Molecular Science 1	構造・機能専攻専門科目 構造分子科学専攻	構造分子科学専攻 1	dummy (Okazaki)	Elective	4 Credit(s)	

Qualifications registration **“Qualifications registration” is not used.**

No	Qualifications
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

**Register**

If you want to add or delete courses, click on “Back.”

**\*Do not use your browser's "back" function.**



(9) CampusPlan 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.**

Completed - Course Registration



Course registration is completed.

OK

Continue to the next page.



## (12) If a registration error occurs

[Failed: Restricted course Check]

This error is displayed when you try to register for a course that has the same content as a course you have already completed in the past, or when you try to register for a course that you cannot register for at the same time.

[Course unregistered error]

This is an error message that appears when no courses are registered.

**There is no problem if this error message is displayed when there are no courses to be taken in the semester.**

**\*If you encounter other errors, please contact the Educational Affairs Section ([campusplan\[at\]ml.soken.ac.jp](mailto:campusplan@ml.soken.ac.jp)).**

## [Important] Notes of Course Registration

### If you cannot access CampusPlan:

You can access CampusPlan from the Hayama campus, parent institutes (each inter-university research institute where your program is located), and the network outside of the university.

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 amend your registration on the Course Registration (List) screen.

If you cannot access CampusPlan during the course confirmation period, 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 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.

### 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"



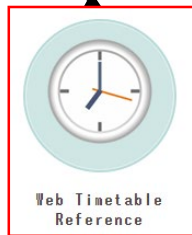
Web Course registration



Web Syllabus



Web Student Chart



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.**

**Timetable - for Student**

Student ID	9999999	Full name	test test	sex	male
Affiliation	Structural Molecular Science			Class of enrollment	Enrollment
School year	1	Semester		Class	
				Attendance number	

**The 1st half**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1st period							
2nd period							
3rd period							
4th period							
5th period							
6th period							

**The 2nd half**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1st period							
2nd period							
3rd period							
4th period							
5th period							

## 7. View academic record

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



(2) You can check your own information.

### Student Chart Main

Student ID	99999999		
Name (Last Name + First Name)	test test		
sex	male		
Affiliation	Structural Molecular Science		
School year	1	Semester	
Class		Attendance number	
Class of enrollment	Enrollment	Student classification	
Admission time			
Date of enrollment	2019/10/1		
Curriculum year	2019		
Schedule of graduation		Graduation date	
Graduation number			
Admission class			
Foreign student classification		Special guest classification	

Related information  
[Contact](#)  
[Parent's info](#)  
[Supervisor](#)  
[Results info](#)

Continue to next page

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

### Student Chart-Contact

Student ID	99999999	Full name	test gakusei	sex	male
Affiliation	Structural Molecular Science			Class of enrollment	Enrollment
School year	1	Semester		Class	
				Attendance number	

### Contact

Zip	
Prefectures	
Address1	
Address2	
Address3	
Phone number	
Mobile phone number	Fax number
Email address 1	
Email address 2	

### 【Attention】

- \*If you have changed your address, please submit a “Notice for Change of Address” to the Program Office.
- \*If your emergency contact information have been changed, please submit a “Notice for Change of emergency contact” to the Program Office.

\*Each form can be downloaded from SOKENDAI website.  
<https://www.soken.ac.jp/en/campuslife/documents/>.

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



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

**○ Results info - Student Chart**

Student ID	99999999	Full name	test gakusei		sex	male
Affiliation	Structural Molecular Science			Class of enrollment	Enrollment	
School year	1	Semester		Class		Attendance number

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**Results info**

Processing year	2021	Processing semester	The 1st half			
Admission date	Oct/01/2019	Completion date				

Subject categories	Subject fields	Subject group	Subject	Instructor name	Credit(s)	Evaluation	Year	Term
						The total number of acquisition credit(s)	0	

Year	Supervisor
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**\*If you cannot access CampusPlan for some reason, please ask the Educational Affairs Section ([campusplan\[at\]ml.soken.ac.jp](mailto:campusplan@ml.soken.ac.jp)) to send you the "Result list (PDF)."**

# 8. Syllabus

You do not need to log in to CampusPlan to view the syllabus.

[https://cplan-public.soken.ac.jp/public/web/Syllabus/WebSyllabusKensaku/UI/WSL\\_SyllabusKensaku.aspx?culture=en](https://cplan-public.soken.ac.jp/public/web/Syllabus/WebSyllabusKensaku/UI/WSL_SyllabusKensaku.aspx?culture=en)

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CampusPlan Web Service

Search - Syllabus

(1) Set the "Program/Department" and search.

Search filters

Academic Year: 2023

Course code: [ ]

Course title: [ ]

Subject name: [ ]

Term: Not specified

Day: Not specified

Period: Not specified

レベル Level: Not specified

力量 Competence: Not specified

Instructor: [ ]

Program/Department: **Not specified**

Lecturers: [ ]

Keywords: [ ]

Search

Clear

(2) Select a course to view the syllabus.

Result: 1644 items found. (1-100 item)

<Prev page 1 2 3 4 5 6 7 8 9 10 ... Next page>

Course code	Course title	Subject name	Term	Instructor	School/Program	Department/Program	Category	Lecturers
10DRSb1401	(Southeast Asian Studies)	Seminar (Southeast Asian Studies)	前期 1st Half		School of Cultural and Social Studies	Department of Regional Studies	Asian Studies II	

## Syllabus Reference

Course title	ICT-enabled Business
Term	前期 1st Half
Credit(s)	2
The main day	The main period
School/Program	School of Multidisciplinary Sciences
Department/Program	Department of Informatics
Category	Information Environment Science
Lecturers	
成績評価区分 Grading Scale	A,B,C,Dの4段階評価 Four-grade evaluation
レベル Level	
力量 Competence	

Instructor

Full name

\*

Outline

This class focuses on the recent topics of ICT-enabled business and discusses their social impact on economics.

## 9. FAQ

Q1. Unable to access the portal site.

A1. CampusPlan is accessible from Hayama campus, parent institutes (each inter-university research institute where your program is located), and the network outside of the university.

If you cannot access CampusPlan for some reason, please follow the instructions below.

\*Course Registration:

Please submit “Course registration form(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 screen.