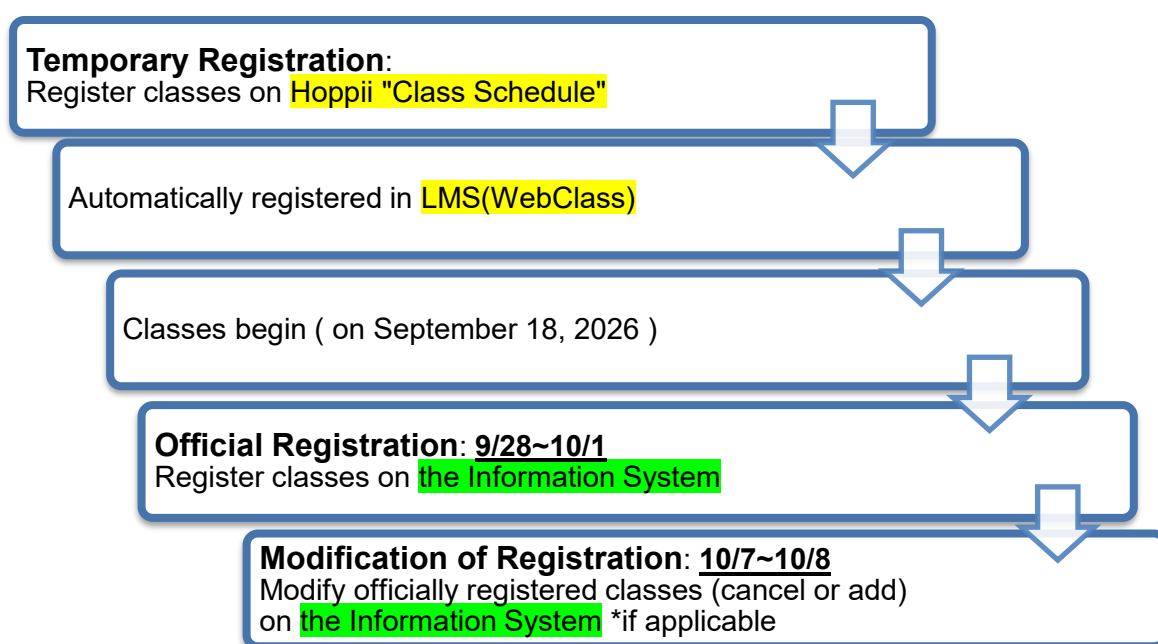


## Web Class Registration Guide <Ichigaya Campus> 2026 Academic Year / Fall

### < How to Complete Class Registration >

**First, check the “WEB Syllabus”.**



### < Schedule >

| N o. | To Do                               | Period                                                                                                         | System to Use                                                               |
|------|-------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| 1    | <b>Temporary Registration</b>       | Up to the day before each class starts*<br><br>* 2 days prior to the start of classes for Liberal Arts Courses | Hoppii “Class Schedule”<br>↓<br>Automatically registered in “LMS(WebClass)” |
| 2    | <b>Official Registration</b>        | September 28 (Mon)<br>~ Oct 1 (Thu)                                                                            | Information System                                                          |
| 3    | <b>Modification of Registration</b> | October 7 (Wed)<br>~October 8 (Thu)                                                                            | Information System                                                          |

There are two steps to register your classes: **Temporary Registration** on Hoppii “Class Schedule” and **Official Registration** on the Information System.

**Your class registration is not completed until you finish the Official Registration.**

## < What to Prepare and Check BEFORE class registration >

- Student Handbook
- Web Syllabus
- Account ID/Password
- Grade Notification (except freshmen)

## 1. Temporary Registration

|               |                                                                                                            |
|---------------|------------------------------------------------------------------------------------------------------------|
| Period        | Up to the day before each class starts*<br>* 2 days prior to the start of classes for Liberal Arts Courses |
| System to Use | Hoppii “Class Schedule”                                                                                    |
| Site URL      | <a href="https://hoppii2025.hosei.ac.jp/">https://hoppii2025.hosei.ac.jp/</a>                              |

During the Temporary Registration, register classes on Hoppii “Class Schedule” as follows:

### 1. Log in Hoppii

Access the above URL:

◆To enter Hoppii, you are asked to enter your user ID and password

The screenshot shows the Hoppii login interface. On the left, a blue box contains the text: 'こちらは法政ポータル（Hoppii）のログイン画面です。学習支援システム（WebClass）もこちらからご利用ください。' Below this is an orange 'LOGIN' button circled in red with a circled '2' next to it. Underneath the button is a red text notice: '<重要なお知らせ> 【学生・教員へのお知らせ】'. On the right, the login form is titled '法学部ネットワークシステム統合認証'. It has two input fields: '統合認証ID' and 'パスワード', both circled in red with a circled '1' next to the first field. Below these fields are two checkboxes: '統合認証IDを記憶する。' and '属性情報の同意画面を表示する'. A blue 'パスワードでログイン' button is circled in red. At the bottom, there is a link '登録済みのパスキーがある方はこちらから' and a 'パスキーでログイン' button.

- ① Click “LOGIN” button.
- ② Enter “USER ID” and “Password”.

## ◆To switch the language Japanese to English on Hoppii

The screenshot shows the '個人設定' (Personal Settings) page on the Hoppii website. The page has a blue header with navigation links: ホーム/トップ, Web掲示板, メッセージ, スケジュール, 時間表 (登録はこちら), 学習支援システム(WebClass), and マイニューズ. Below the header, the '個人設定' section is active. It includes fields for '氏名 (カナ)', '学生証番号', and '所属情報'. A note states: '※基本、「Web掲示板」「メッセージ」等は、定期的にログインしてご確認ください。' and 'メールに転送する 講演内情報を送る お知らせを送る'. There is a link '追加 メールで送付可能な文字について'. The 'メール転送設定' section has a note: 'メールアドレスを追加し、「メールに転送する」をチェックしてください。「Web掲示板」「メッセージ」「スケジュール (休講・補講など)」のチェックした通知を送ります。このページの「設定保存」で登録が完了します。' and checkboxes for 'Web掲示板', 'メッセージ', and 'スケジュール (休講・補講など)'. The '言語設定' (Language Setting) section has a dropdown menu currently set to '日本語', with '英語' as an option. The 'デザインの選択' (Design Selection) section shows four design thumbnails, each with a 'プレビュー' (Preview) button. At the bottom, there are 'キャンセル' (Cancel) and '設定保存' (Save Settings) buttons. Numbered annotations are present: ① points to the '個人設定' button in the header; ② points to the language dropdown; ③ points to the first 'プレビュー' button; and ④ points to the '設定保存' button.

- ① Click “個人設定” button.
- ② Click and choose “言語設定” (“日本語”→“英語”)
- ③ Choose one of the designs. (デザインの選択)
- ④ Click “設定保存” button.

## 2. Complete Temporary Registration

Temporary Registration is important. Once classes are temporarily registered on Hoppii, they will **automatically** be registered in the LMS(WebClass) as well. Class reference materials and announcements will be uploaded to the LMS(WebClass). This may include information about capacity limits and the holding of a lottery after attendance at the first class etc..

◆To register classes temporarily

The screenshot shows the Hoppii portal interface. At the top, the 'Class schedule' link is highlighted with a red circle (1). Below it, the 'Timetable List' section contains a link '授業の仮登録' (2). A table lists courses for the 2025 first semester. An inset window shows the registration form where 'AS501' is entered in the '授業コード' field (3), '授業表示' is clicked (4), and the class details are displayed (5). Finally, the '登録する' button is clicked (6).

| Course year        | Timetable number | Time Schedule Name | Time of the day | Classroom | Lecture Period |
|--------------------|------------------|--------------------|-----------------|-----------|----------------|
| 2025First semester | A0054            | 会社法(仮)             | Monday/1        |           | 0000/00/00     |
| 2025First semester | A4001            | 組織論入門(仮)           | Monday/2        |           | 0000/00/00     |
| 2025First semester | A4003            | 組織論入門(仮)           | Monday/2        |           | 0000/00/00     |

※正式な履修登録ではありません。時間割に仮に表示する登録なのでご注意ください。

授業コード: AS501

授業名: Introduction to Organizational Management

曜日: 火

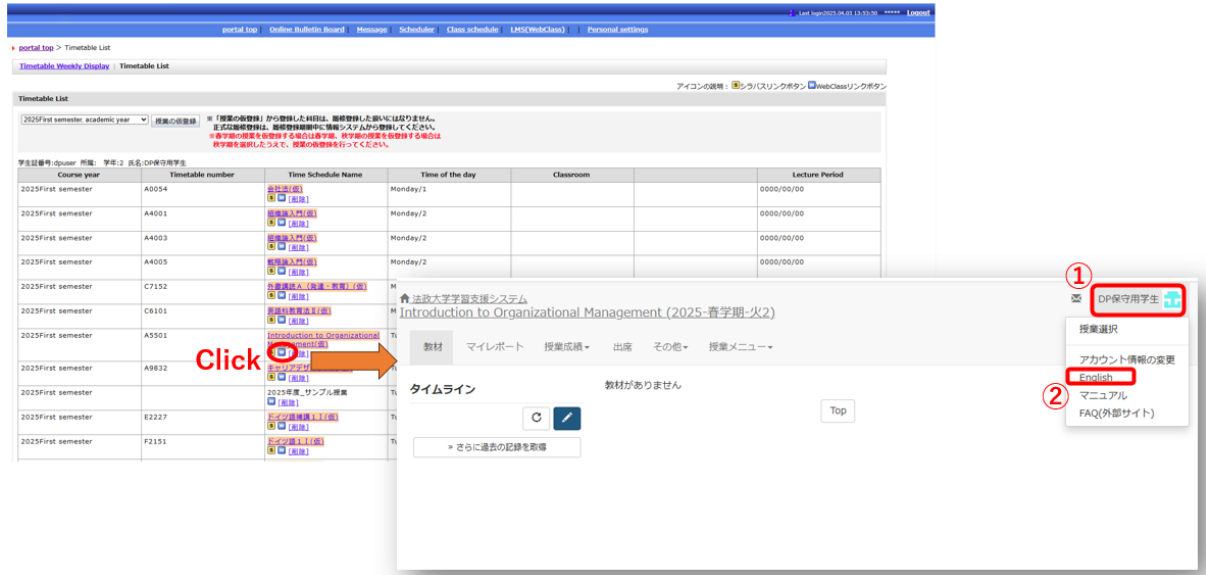
時限: 2

登録する

- ① Click "Class schedule".
- ② Click "授業の仮登録". (Temporary registration)
- ③ Enter a Class Code in the space of "授業コード".
- ④ Click "授業表示".
- ⑤ The class will be displayed.
- ⑥ Click the "登録する" button. (Register temporarily)

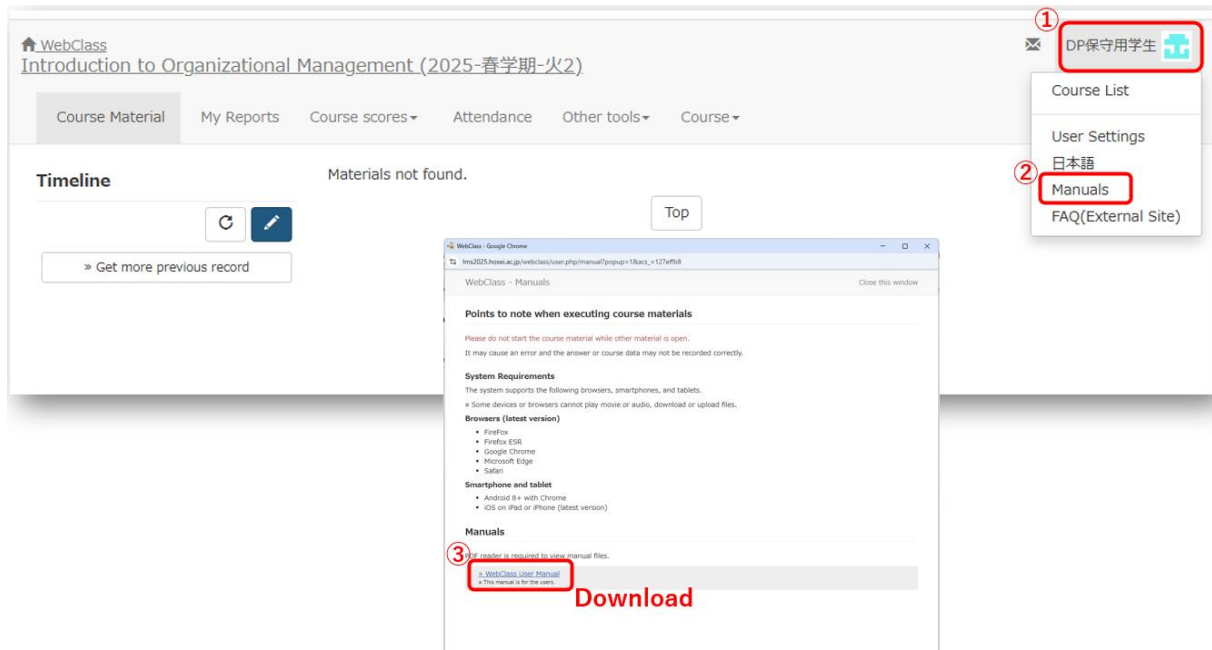
◆To check the reference materials and announcements for classes for which you have temporarily registered, click  button of each class to move to LMS(Webclass).

◆To switch the language Japanese to English on LMS(WebClass)



- ① Click your account name.
- ② Choose “English”.

◆To view the manual files of LMS(Webclass)



- ① Click your account name.
- ② Choose “Manuals”.
- ③ Download “WebClass User Manual”.

## 2. Official Registration

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Period        | <b>11:00 A.M. on Monday, September 28, 2026 ~</b><br><b>11:59 P.M. on Thursday, October 1, 2026</b> <ul style="list-style-type: none"> <li>- Not available between 8:00 A.M. and 11:00 A.M due to system maintenance.</li> <li>- Print out or save “<u>Course Enrollment Notification</u>” PDF for the confirmation.</li> <li>- When an error occurs during the registration procedure, make sure to correct it or contact the office <b>WELL BEFORE</b> the end of the registration period.</li> <li>- Official Registration entries on the Information System will be linked to the LMS(WebClass) every morning during the Official Registration period. There may be time delays.</li> </ul> |
| System to Use | Information System                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Site URL      | <a href="https://www.as.hosei.ac.jp/kyomu/index.jsp">https://www.as.hosei.ac.jp/kyomu/index.jsp</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

### 1. Access “Information System” (above URL) and log in.

法政大学  
HOSEI University

IT Solution for Campus

※ご注意  
セキュリティの関係上、30分以上操作されない場合は、自動的にログアウトいたしますのでご注意ください。 / If you do not operate more than 30 minutes, the computer will be logged out for security reasons.  
サービス内容(時間割)・履修登録・休講情報等)に関するお問合せは所属学部・研究科窓口までご連絡ください。 / Please contact the office for more information regarding Course Timetable, Registration, Class Cancellation.

ユーザーIDとパスワードを入力し、[ログイン]ボタンをクリックしてください。  
Input your USER ID and Password, then click the login[ログイン] button.

ユーザーID  
USER ID \*半角英数字で入力

パスワード  
Password \*半角英数字で入力

ログイン リセット

→ ユーザーID、パスワードを忘れた方 / If you do not have your ID, Password

The assigned USER ID and Password are required to login to “Information System”.

## 2. Click “Registration Application” to register the classes.

The screenshot shows the Hosei University Information Portal. On the left, under the 'メインメニュー' (Main Menu) section, the '履修申請' (Registration Application) link is highlighted with a red box and an orange arrow. To the right, under the 'お知らせ' (Notice) section, there is a table of notices.

| 項番 | 区分 | 種別             | 件名           |
|----|----|----------------|--------------|
| 1  | 学部 | 【重要】/Important | 【ILAC科目・市... |
| 2  | 学部 | 【連絡】/News      | ◎ボランティアセ...  |
| 3  | 学部 | 【連絡】/News      | ◎ボランティアセ...  |
| 4  | 全体 |                | 「経団連グロー...   |

Click “履修申請” (Registration Application)

## 3. Choose the classes to attend.

The screenshot shows the '履修申請 / Registration Application' screen. It includes sections for '学生情報 / Student Information' and '履修オプション情報 / Class Option Information'. A red box highlights the '科目の操作 / Class Operation' section, which contains buttons for '科目の追加 / Add Class' and '科目の削除 / Delete Class'. Another red box highlights the '科目の履修状況 / Class Registration Status' section, which includes '申請科目 / Applied Classes', '履修科目 / Registered Classes', and '履修済科目 / Completed Classes'. A third red box highlights the '1時限 / Period' section, which shows a grid for selecting classes by semester and period.

Click “Add Class” Click “Delete Class”

Click “Applied Classes” to make changes.  
You can make changes by the end of the official registration period.

Check the day and period of the class which you want to register and click + . Available classes will be listed.

法政大学  
Hosei University

ログイン日時: 2017年01月31日 14時57分39秒 法政 学生(学生) ログアウト / Log out

履修申請 / Registration Application 配当科目選択画面 / Course Selection Screen (ARD010PCT02) ヘルプ / Help

申請状況画面 / Application Status Screen 配当科目選択画面 / Course Selection Screen

学生情報 / Student Information

学生番号 / Student ID 9929999 学生氏名 / Student Name 法政 学生 (Hosei gakusei)

学生区分 / Student Division 学部 / Faculty 法学部 / Faculty of Law 専攻 / Major 法律学科 / Law

住所・電話番号(固定・携帯) / Address / Phone Number 〒189-0014 東京都東京千代田区富士見2-17-1 法政マンション121号 (03-9999-9999) (03-9999-9999)

※住所、電話番号に変更があれば速やかに大学で変更手続きを行ってください。  
※Please contact the office immediately in the case of a change in address or phone number

配当科目 / Classes

2016年度 / Year 秋学期 / Fall Semester 月別 / Monthly 選択 / Select

1 / 1 ページ ページ 1 GO 表示件数 50 GO

| 項番 / No. | 開講期 / Term  | 授業コード / Class Code | 科目名称 / Class Title                       | 選択グループ名称 / Required Class Group | 教員氏名 / Instructor Name | キャンパス / Campus  | 単位数 / Credit(s) | 授業分類 / Class Classification | 授業管理部署 / Administrative Department | コマ数 / 隔週 / Every Other Week |
|----------|-------------|--------------------|------------------------------------------|---------------------------------|------------------------|-----------------|-----------------|-----------------------------|------------------------------------|-----------------------------|
| 1        | 秋学期授<br>all | P2226              | 法学Ⅱ                                      | 基礎科目2群                          | 法政 職員<br>Hosei syokuin | 市ヶ谷<br>Ichigaya | 2.0             | 市ヶ谷                         | LA                                 |                             |
| 2        | 秋学期授<br>all | A0618              | 北アメリカの政治と社会                              | 自由科目(他学科科目)                     | 法政 職員<br>Hosei syokuin | 市ヶ谷<br>Ichigaya | 4.0             | 市ヶ谷                         | 一法政                                |                             |
| 3        | 秋学期授<br>all | A0298              | 財政学Ⅱ                                     | 自由科目(他学科科目)                     | 法政 職員<br>Hosei syokuin | 市ヶ谷<br>Ichigaya | 2.0             | 市ヶ谷                         | 一法政                                |                             |
| 4        | 秋学期授<br>all | F9104              | Elementary Health and Physical Education | 自由科目(公開科目)                      | 法政 職員<br>Hosei syokuin | 市ヶ谷<br>Ichigaya | 2.0             | 市ヶ谷                         | LA                                 |                             |

選択 / Select

戻る / Back

画面印刷 / Print メインメニューへ戻る / Main Menu

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The classes which you have registered are shown on Application Status Screen.

Please click “+” and do the same to register other classes.

Note:

- Please check the class code, instructor's name, day of week and period carefully.
- There may be some classes with the same title.
- The class title could be omitted.

#### 4. Click “Register” to complete the Official Registration after all desired classes are chosen.

通年 / Year Round  
春学期 / Spring Semester  
春学期前半 / First Half of Spring Semester  
春学期後半 / Second Half of Spring Semester

秋学期 / Fall Semester  
秋学期前半 / First Half of Fall Semester  
秋学期後半 / Second Half of Fall Semester

集中・その他  
Intensive / Other

| 項番 / No. | 機能 / Function | 期 / Term | 科目名称 / Class Title | 担当教員 / Instructor | キャンパス / Campus | 単位 / Credit(s) | 集中講義期間 / Intensive Class Period | エラー / Error |
|----------|---------------|----------|--------------------|-------------------|----------------|----------------|---------------------------------|-------------|
| +        |               |          |                    |                   |                |                |                                 |             |

Webシラバス  
Web Syllabus

履修登録科目確認通知書 / Course Enrollment Notification

出力(日本語) / Out Put (Japanese) 出力(英語) / Out Put (English)

申請 / Register

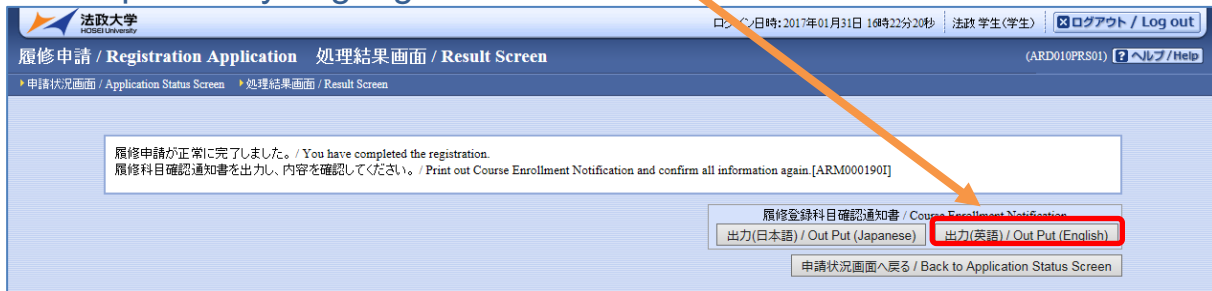
画面印刷 / Print メインメニューへ戻る / Main Menu

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Note: It is possible to change the registered classes within the modification period. After changing classes, do not forget to click “Register.” See “Modification of Registration” for details.



5. Click “Out Put” to print out the “Course Enrollment Notification” and keep it until you get grade.



Please make sure that:

- The classes shown on the form are the ones you registered;
- No errors have occurred.

After officially registering on the Information System, registered classes will be linked to the LMS(WebClass).



You need to click “申請 / Register” button to complete the class registration procedure.

Printing out your “Course Enrollment Notification” is important. If there are any questions about class registration, consult with the GBP Office of Academic Affairs **WELL BEFORE** the end of the official registration period.

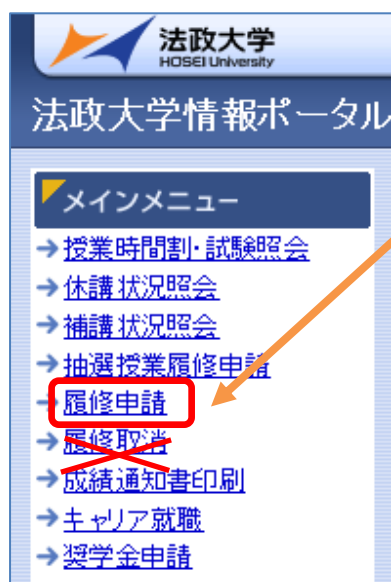
***Your Class Registration is completed!***

### 3. Modification of Registration

Students can modify class registration during the modification period each semester.

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Period</b>        | <b>11:00 A.M. on Wednesday, October 8, 2026 ~</b><br><b>11:59 P.M. on Thursday, October 9, 2026</b> <ul style="list-style-type: none"> <li>- Not available between 8:00 A.M. and 11:00 A.M. due to system maintenance.</li> <li>- Need to modify on the Information System. Modified information on the Information System will be linked to the LMS(WebClass) once a week. There may be time delays. It is recommended to register the same classes on the LMS(Webclass) as well.</li> </ul> |
| <b>System to Use</b> | Information System                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Site URL</b>      | <a href="https://www.as.hosei.ac.jp/kyomu/index.jsp">https://www.as.hosei.ac.jp/kyomu/index.jsp</a>                                                                                                                                                                                                                                                                                                                                                                                           |

During the modification period, you can change your class registration in the same way of the official registration.



Click “履修申請” (Registration Application),

NOT “履修取消” (Registration Cancellation).

Note: You cannot change your class registration (cancel or add classes) for any reasons after the modification period.

#### < Contact for Hosei University Web Registration >

SCOPE Office, 1<sup>st</sup> Floor, Ouchiyama Bldg., Ichigaya Campus

Email: [jkankyo@hosei.ac.jp](mailto:jkankyo@hosei.ac.jp)