Instructions for Application of Course Registration on DUET

Eligible Students

- Regular students can register advanced registration courses and general registration courses through DUET.
- The only courses registerable through DUET will be displayed. To see which courses can be registered through DUET, please refer to your faculty's Course Guide.
- You cannot register advanced registration courses or change your advanced registration through DUET during the general registration period (Consult the procedures listed in your department's course guide.).
- DUET is not available to students with outstanding tuition.

Please log in to DUET via multi-factor authentication from Web Single Sign-On (https://sso.doshisha.ac.jp/).

Since access to DUET is anticipated to be particularly high just before the end of the period, please give yourself ample time to complete your registration.

*Other than errors caused by Doshisha network failure or unless the server is down, we will not deal with any errors, or incomplete registration due to personal circumstances.

Application for Registration Period（Advanced Registration Courses）

> ### Advanced Course Registration:
> ### September 17 at 10 AM ～ September 24 at 5 PM
>
> ### Course Registration:
> ### September 25 at 10 AM ～ September 26 at 5 PM
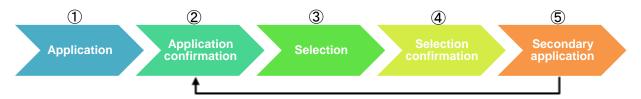> ### *Please note that the registration period differs by courses.

Online Advanced Registration Guideline

The information on how to use DUET can be found in the "Manual" which is on the left side of the home page after you log in to DUET.

The flow of advanced registration is indicated on the next page.

【Online advanced registration flow chart】

①	②	③	④	⑤
Application	Application confirmation	Selection	Selection confirmation	Secondary application

1. Please apply for courses via DUET during the designated registration period (you can add or delete courses during this period).
2. **After registration, please be sure to click "Advanced Registration" to re-confirm that you have completed your application with no errors.**
   When you complete your application, you will receive a confirmation email to your email address provided by Doshisha University. Please note that it may take some time to receive.
3. After the end of the registration period, all students who have applied for the advanced registration will be registered in if the number of applicants does not exceed the limit. If the number of applicants exceeds the limit, we will accept students by random selection.
4. **Please be sure to check the results of the random selection when they are announced.** If you are selected for a class, you don't need to do anything further since the Department of Registrar will register for the class for you. If you are not selected and still want to apply for the class, please check on DUET or your faculty's Course Guide if there is a second recruitment session and take necessary steps to apply again.
   If a registration error(s) occur due to the selection, you can confirm the error(s) on DUET on and after the following day of the announcement. In that case, please consult your pertinent office as indicated "Questions about registration" during the designated period of revision of registration errors.
5. During the second recruitment session, you can apply for the classes which still have seats available. Even if DUET doesn't show any second recruitment session, extra seats might be offered at faculty offices or some designated classrooms. Please check the Course Guide and the message boards for more details.

Online General Registration Guideline

The information on how to use DUET can be found in the "Manual" which is on the left side of the home page after you log in to DUET.

After registration, please be sure to click "General Registration" to re-confirm that you have completed your application with no errors.

When you complete your application, you will receive a confirmation email to your email address provided by Doshisha University. Please note that it may take some time to receive.

Access to DUET

▼On Campus

Please use computers that have access to the Doshisha network.

You can use DoKoDeMoPC (laptop computers) or the computers in PC spaces, computer classrooms. Please check on the IT Support Office Website, the bulletin boards, and so on for more information about a computer classroom's office hours. Also, you can check the availability of computers in each classroom and PC space from PC room availability services.

● **Office Hours: https://it.doshisha.ac.jp/it/equipment/utility_time.html**
● **PC room availability: https://openpc.doshisha.ac.jp/clv/**

▼Off-Campus

You can access DUET via the Internet off-campuses. Please check the internet connection before you start the registration procedure.

Please refer to "**IT Support Office Website**" for more details on how to use a computer and access the network.

● **IT Support Office Website (Japanese language only)**
  : **https://it.doshisha.ac.jp/it/**

▼Recommended environment for DUET

Please click on the link which is on the left side of the home page after you log in to DUET to check the recommended environment. The system might not work properly under environments different from the recommended ones.

Questions about registration

For questions regarding DUET, please refer to the online manual available on the left side of the home page after you log in to DUET. **We do not answer any questions via email or phone.** If you have questions regarding course registration, please consult with the office of your affiliated faculty/graduate school.

Note during the registration period

Please make sure to check your email frequently and/or keep your phone on at all times during the designated registration period in case we need to contact you to confirm your registration procedures, etc.

While the University has put in place a robust system for handling various application procedures through DUET (including online registration, advanced registration, and course withdrawals), DUET services may become unavailable due to unforeseen network issues or other problems.

If a serious issue affects the University's systems during the registration period that prevents these procedures from being performed normally, please note that the University may extend the registration period or, if system recovery will take considerable time, require hardcopy submissions on campus.

In situations such as the above, countermeasures will be announced through notifications on DUET, or, if DUET is non-operational, on the Current Students page under "Notices" section.