

Instructions for Application of General Registration on DUET

1. Eligible students

The following students can register or modify general registration courses through DUET. You cannot register or change advanced registration through DUET during the general registration period (Consult the procedures listed in your faculty's Course Guide.).

- Regular students
- Students of Center for Global Education
- Students of Center for Japanese Language and Culture

* Students who have enrolled in the fall semester of their second year or more and have not paid tuition for the spring semester of 2023 or earlier should consult with the office of your affiliated faculty/graduate school.

2. Registration period

September 21st (Thu.) 10:00 ~ September 22nd (Fri.) 17:00

***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.

3. Online registration guideline

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

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.

4. 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 Webpage, 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/utility_time/utility_time.html
- **PC room availability:** <https://openpc.doshisha.ac.jp/clv/>

▼ Off-Campus

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

Please refer to “**Information Education Environment Navigation**” for more details on how to use a computer and access the network.

- **Information Education Environment Navigation (Japanese language only)**
: <https://it.doshisha.ac.jp/>

▼ 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.

5. 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.

6. 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.