

Web System for Students and Faculty Guide (For Students)

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1.Outline

What is the web system?

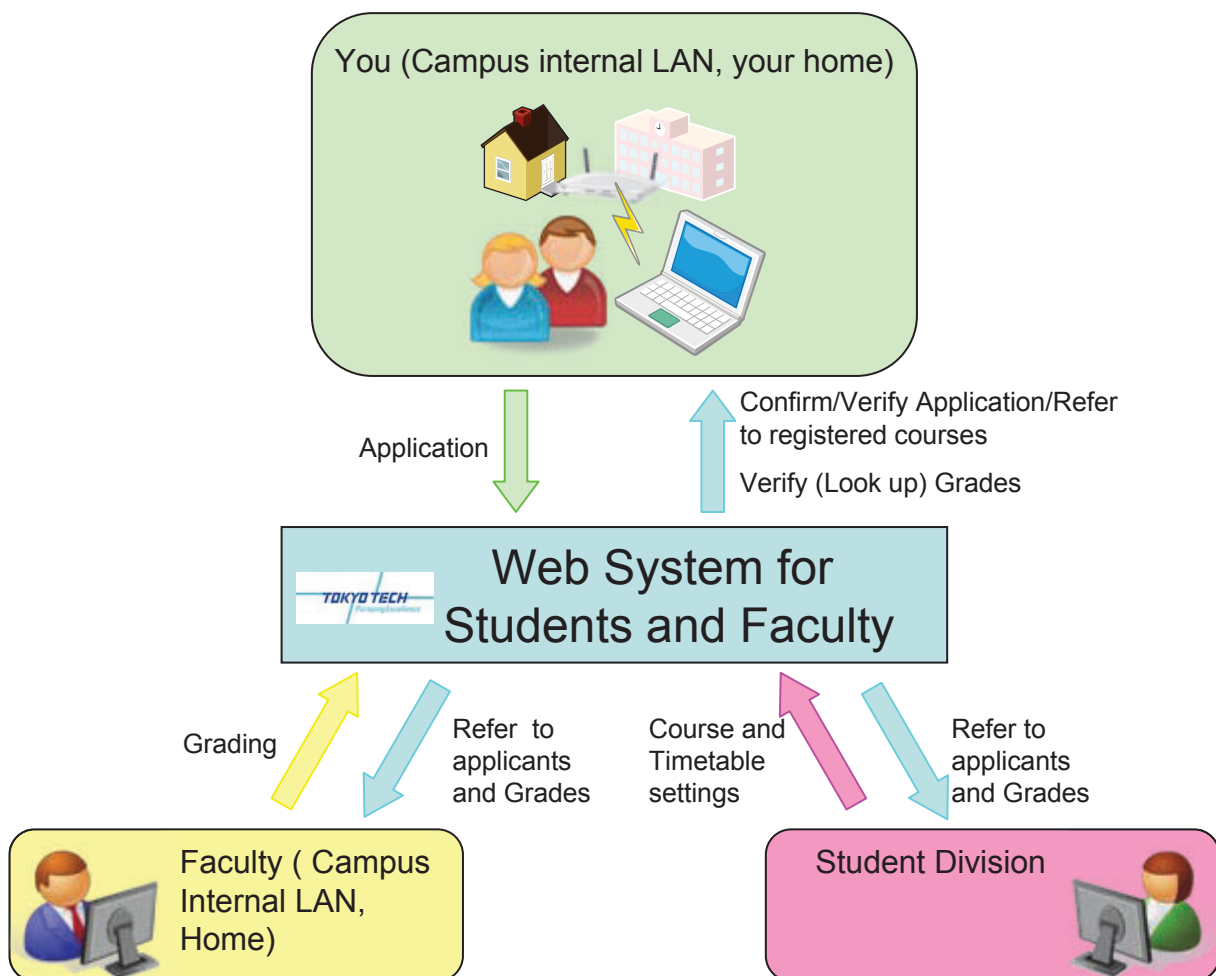
Web System for Students and Faculty enables you to make Applications over the websight.

You can access from any PCs connected to campus internal-LAN or to Internet at your home.

You also can refer to the Courses you have registered and look up grades.

4 (Big) Features;

1. You can register anytime during the Application Period (except the maintenance time/period.)
2. Courses will be checked at the time of register and you can correct if need
3. You can add or/and change Courses as much as you wish before you register.
4. In addition to Registration, you can refer to registered Courses and look up grades anytime.



2.Notes

2-1.General

1) PCs you can access to the Web System

- Any PCs connected to Campus internal LAN
- PCs connected to Internet at your home

2) Browser

- You have to use the browser which enables you to browse through SSL
※ SSL is the protocol for safe connection to internet, which can code information
Recommended browser: Microsoft Internet Explorer 6/7、Mozilla Firefox(above 2)、Apple Safari(above 3)
- Do not memorize your password whenever you were asked to by security reason
- You cannot log in from Cellular phone

3) Tokyo Tech Infrastructure Use Agreement

Refer to below:

Guidelines for Information Ethics and Security <http://www.titech.ac.jp/rinri/>

4) Application Period/Grade Release

- Schedule will be notified through bulletin board or during the class

5) News from the Web System for Students and Faculty

Important notice will be updated in the News.

You may also receive important notice by Email.

Please pay close attention to both.

6) Restriction

- If PC is not operated for more than 15 minutes, you will automatically LOG OUT.
(Log in again to continue.)
- Please try later if you cannot connect to the Web System for Students and Faculty due to access concentration.
- Use return button on the page you are looking at. Return button of the browser may not work correctly.
- Website is not available during;
Maintenance and Backup (2:00am-5:00am every day)

2.Notes

2-2 Application

1) Save(Temporary)

- Data will be eliminated if not operated for more than 15 minutes.
Do not forget to Save every time you refer to the other page.

2) Registration

- Registration can only be made once.
Note that no changes are allowed after the Registration.

3) Leave of Absence

- May log in, but cannot make application and registration.
News will be updated at all times

4) No Courses to Register

- Registration is necessary.
Please register without selecting Course.

5) Undergraduate School student registering Graduate School Course

- You can register up to 2 graduate school courses while you are permitted to study for bachelor thesis. For more information, refer P15 “6-1-3. Select Graduate School Course”.

6) Graduate School Students

- Please consult carefully with your Academic Advisor before you register.
Courses without approval may be cancelled.

3.Schedule

Annula schedule

The main annual schedule for the Web System is below.

The precise schedule will be informed by the course time table at the beginning of the semester. At the same time, it will be posted on “News” of the Web System.

1) Course Registration (in Application Period)

Register your course until the second class of 1st QTR and 3rd QTR.

Application Period will be set by every semester, you can check it by the Timetable.

Ref. Application Period of 2016 spring semester is as follows.

From April 5 to April 22

2) Course addition (in Correction Period)

To add a course, acquire approval from your teacher and Student Division.

You can add a course until the 5th class of each QTR.

Ref. Correction Period for addition of 2016 spring semester is as follows.

1stQTR) From April 25 to May 13

2ndQTR) From June13 to July 18

3) Course cancellation (in Correction Period)

You can cancel a course by the Web System until 3rd class of each QTR, it is automatically approved. (You can cancel Intensive Course until last class.)

To cancel Intensive Course out of Correction Period, acquire approval from your teacher and Student Division.

Ref. Correction Period for cancellation of 2016 spring semester is as follows.

1stQTR) From April 25 to April 29

2ndQTR) From June 13 to July 4

4) Acquired Credits and Grades

You can check your acquired Credits by semester, and your Grades by QTR.

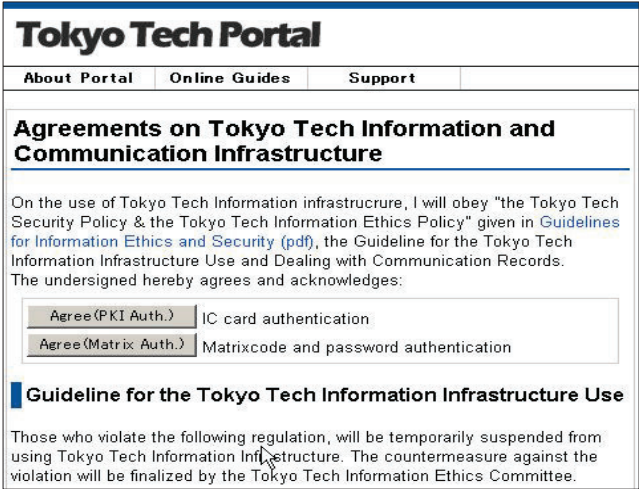
Ref. You can check your 1st QTR Grades by the Web System after 1st QTR, but you can get Grades Certificate of 1st QTR after 2nd QTR.

4.Log In

(1) Log in Tokyo Tech Portal

Refer to;

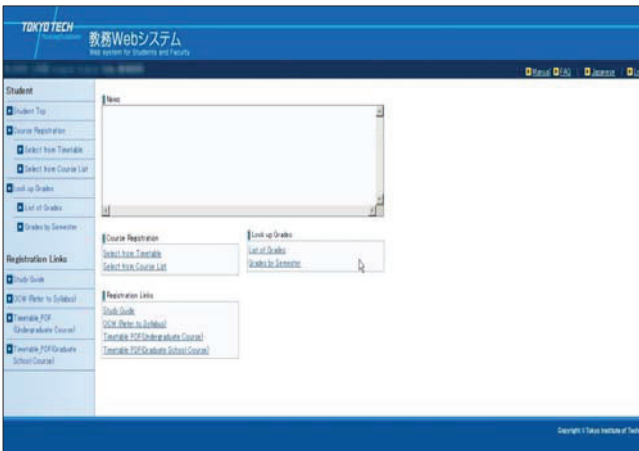
Tokyo Tech Portal
<http://portal.titech.ac.jp/>
 Operation Guide
<http://portal.titech.ac.jp/ezguide/index.html>



(2) Web System for Students and Faculty

After you log in Tokyo Tech Portal, Click Web System for Student and Faculty .

Top page will appear



5.News

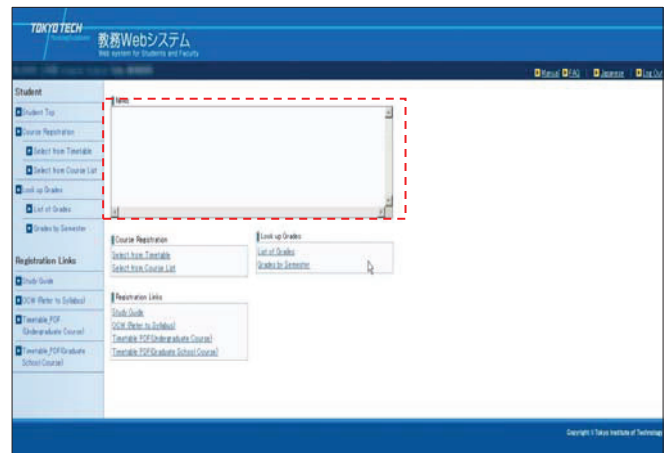
News

Important notices from the Student Division will be updated.

(1)News

- ① News will appear on the Top page

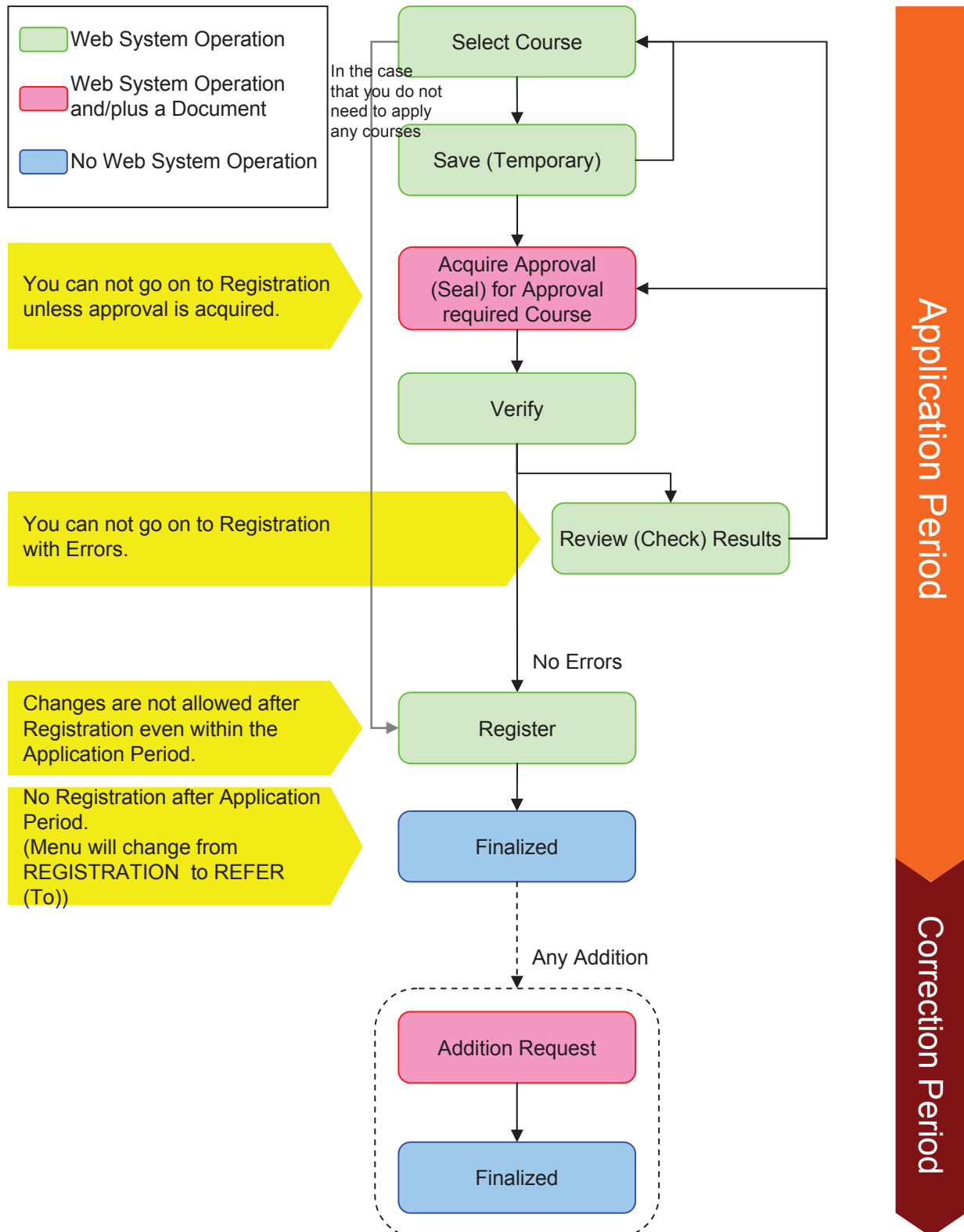
*News will appear in most up to date order and will be automatically deleted after the set period.



6.Under Graduate School-Application

The flow for registration course of under graduate student

Some require a Document in addition to the Web System operation



6.Undergraduate School-Application

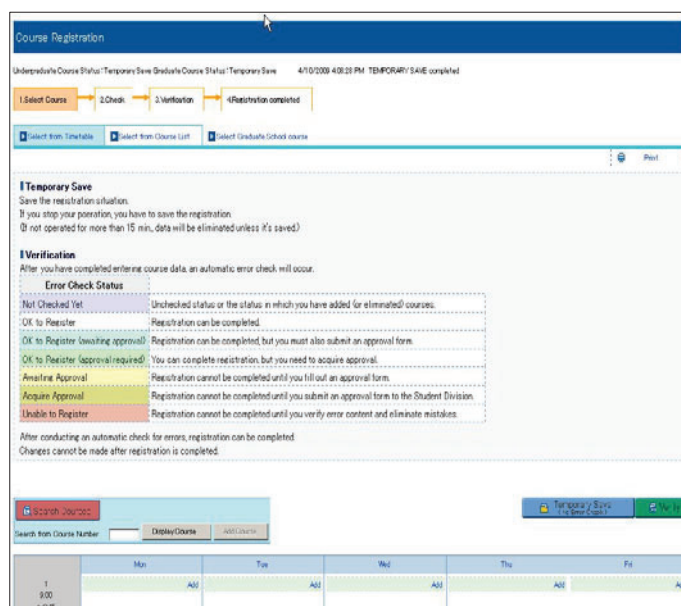
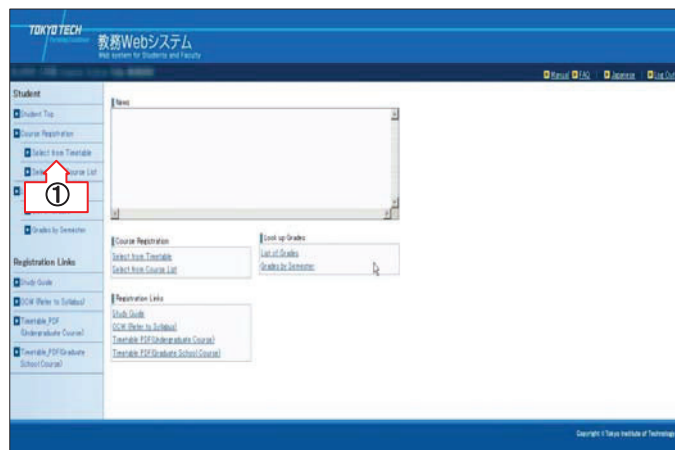
6-1. Select Course

➡ 6-1-1. Select Course from Timetable

You can select Course from Timetable and Courses (Here is how you select course from timetable)

(1)Display Timetable

- ① Click (FROM) TIMETABLE



6-1-1. Select Course from Timetable

(2) Add Course

Add Course to the Timetable

① Click ADD of the period you wish to add and display search screen

② Tick the course, click ADD and the Course will appear on the Timetable

*You may DELETE and ADD for the Course offered period.

	Mon	Tue	Wed	Thu	Fri
1 9:00 ~9:45	Add	Add	Add	Add	Add
2 9:45 ~10:30	Add	Add	Add	Add	Add
3 10:40 ~11:25	Add	Add	Add	Add	Add
4 11:25 ~12:10	Add	Add	Add	Add	Add
5 12:20 ~14:05	Add	Add	Add	Add	Add
6 14:05 ~14:50	Add	Add	Add	Add	Add
7 15:00 ~15:45	Add	Add	Add	Add	Add
8 15:45 ~16:30	Add	Add	Add	Add	Add
9 16:40 ~17:25	Add	Add	Add	Add	Add
10 17:25 ~18:10	Add	Add	Add	Add	Add

Select Undergraduate Course

※この画面から科目を選択し、科目登録画面へ移動します。

Class Day: Mon ~ Fri, Start Time: Period 1 ~ 10, Applicable Semester: 1st Semester ~ 2nd Semester, Course Title: [Search], Instructor: [Search], Course Number: [Search]

☐ Regular Courses, ☐ Special Courses, Department: [Search], [Search]

Check limitations of search!

Selection	Class Day/Period	Course No.	Course Classification	Course Title	Instructor	Credit	Applicable Semester
<input type="checkbox"/>	Mon-2 (9:00)	811	Arts and Humanities	Translation Workshop 2020A	Yoshida, Tetsuo	3-0-0	1, 2, 3, 4, 5, 6, 7
<input type="checkbox"/>	Mon-2 (9:45)	2023		TOEFL Speaking I	Yoshida, Tetsuo	3-0-0	1, 3, 5, 6, 7
<input type="checkbox"/>	Mon-2 (9:45)	5429		Japanese Orientation II	Yoshida, Tetsuo	3-0-0	5
<input type="checkbox"/>	Mon-2 (10:40)	7136		Analog Electronic Circuits I	Yoshida, Tetsuo	3-1-0	5
<input type="checkbox"/>	Mon-2 (10:40)	7137		Analog Electronic Circuits II	Yoshida, Tetsuo	2-1-0	5
<input type="checkbox"/>	Mon-2 (10:40)	7253		Digital Communications I	Yoshida, Tetsuo	2-0-0	5
<input type="checkbox"/>	Mon-2 (10:40)	7254		Digital Communications II	Yoshida, Tetsuo	2-0-0	5
<input type="checkbox"/>	Mon-2 (16:40)	7809		Mechanical Engineering in International Development I	Yoshida, Tetsuo	1-0-0	5
<input type="checkbox"/>	Mon-2 (16:40)	7810		Civil Engineering in International Development	Yoshida, Tetsuo	1-0-0	5
<input type="checkbox"/>	Mon-2 (17:25)	8225		Electrical Engineering in International Development	Yoshida, Tetsuo	2-0-0	5

Return

About 【◎、○、☆、◇、●、無印、他】

Each Symbols are attached to special courses, depending on the average study process of the department.

Simple Way

Enter a Course Number you wish to Register.
Course title will appear by entering TAB key.
Click ADD.
Completed!


	Mon	Tue	Wed	Thu	Fri
1 9:00 ~9:45	Add	Add	Add	Add	Add
2 9:45 ~10:30	Add	Add	Add	Add	Add
3 10:40 ~11:25	Add	Add	Add	Add	Add
4 11:25 ~12:10	Add	Add	Add	Add	Add
5 12:20 ~14:05	Add	Add	Add	Add	Add
6 14:05 ~14:50	Add	Add	Add	Add	Add
7 15:00 ~15:45	Add	Add	Add	Add	Add
8 15:45 ~16:30	Add	Add	Add	Add	Add
9 16:40 ~17:25	Add	Add	Add	Add	Add

➡ 6-1-1. Select Course from Timetable

(3)Delete Course

Delete Courses from Timetable you added by mistake.

- ① Click DELETE
(You will be able to ADD for the period.)



The screenshot shows a web application interface for selecting courses. At the top, there are buttons for 'Search Courses', 'Display Course', and 'Add Course'. Below these is a search bar labeled 'Search from Course Number'. The main area is a timetable with columns for days of the week (Mon, Tue, Wed, Thu, Fri) and rows for time periods (1 to 9). A course titled 'Acad-1-2 980213' is listed in the first row. A red box with a circled '1' highlights the 'DELETE' button in the first row, first column.

	Mon	Tue	Wed	Thu	Fri
1 9:00 ~9:45 Acad-1-2 980213 Acaduation Workshop 2020A 811		Add	Add	Add	Add
2 9:45 ~10:30		Add	Add	Add	Add
3 10:30 ~11:05	Add	Add	Add	Add	Add
4 11:05 ~11:50	Add	Add	Add	Add	Add
5 11:50 ~12:35		Add	Add	Add	Add
6 12:35 ~13:20		Add	Add	Add	Add
7 13:20 ~14:05		Add	Add	Add	Add
8 14:05 ~14:50		Add	Add	Add	Add
9 14:50 ~15:35		Add	Add	Add	Add
10 15:35 ~16:20		Add	Add	Add	Add
11 16:20 ~17:05		Add	Add	Add	Add

!! Your data will be eliminated if you fail to SAVE(TEMPORARY).

Do not forget to SAVE before you refer to every other page.
Refer to P.17 6-2 Save (Temporary) for details.

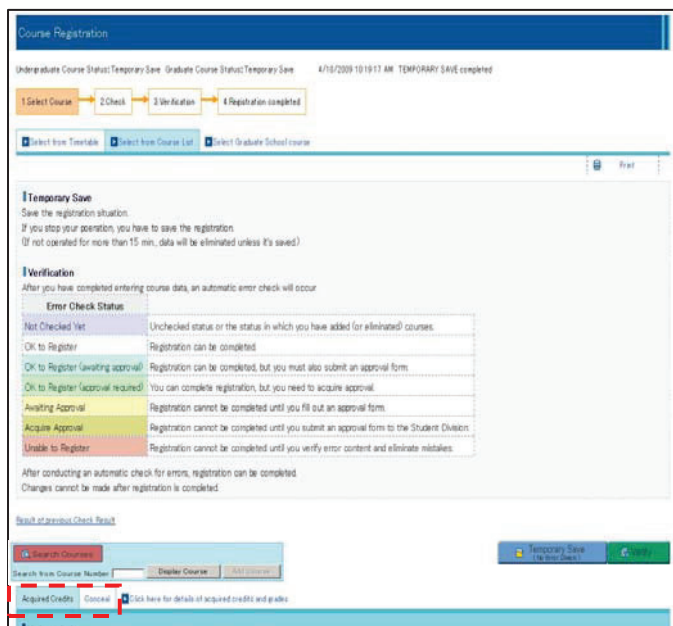
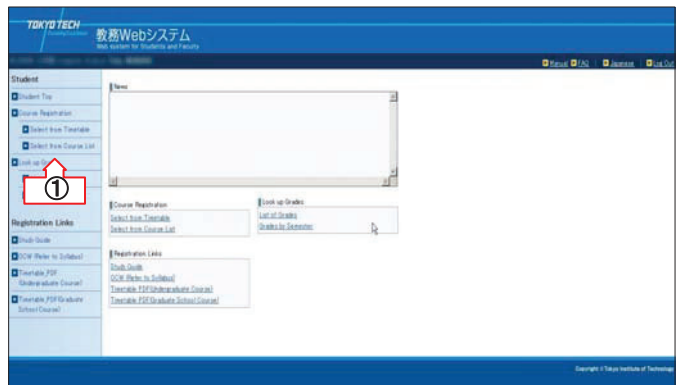
6-1. Select Course

6-1-2. Select from Courses

(1) Display List of Courses

① Click (FROM) COURSES of the Registration screen.

※ You can switch the “List of Acquired Credit” to display or nondisplay.



6-1-2. Select from Courses

(2) Add Course

- ① Click SEARCH
- ② Select Course
- ③ Click ADD after you tick the Course.
- ④ Course will be added to the list.

Verification
After you have completed entering course data, an automatic error check will occur.

Error Check Status	
Not Checked Yet	Unchecked status or the status in which you have added (or eliminated) courses
OK to Register	Registration can be completed.
OK to Register (awaiting approval)	Registration can be completed, but you must also submit an approval form.
OK to Register (approval required)	You can complete registration, but you need to acquire approval.
Awaiting Approval	Registration cannot be completed until you fill out an approval form.
Acquire Approval	Registration cannot be completed until you submit an approval form to the Student Division.
Unable to Register	Registration cannot be completed until you verify error content and eliminate mistakes.

After conducting an automatic check for errors, registration can be completed.
Changes cannot be made after registration is completed.

Result of previous Check Result

Acquired Credits: Cancel

Undergraduate Regular Courses			Special Courses		
Course Classification	Acquired Credits	Reported Credits	Course Classification	Acquired Credits	Reported Credits

Select Undergraduate Course

Input one or more conditions

Class Days: Start Time: Applicable Semester: Course Title: Instructor: Course Number:

☐ Regular Courses ☒ Special courses Department:

Select	Class Days/Periods	Course Number	Course Classification	Course Title	Instructor	Credits	Applicable Semester	Notes
<input type="checkbox"/>	Mon-3-4 (0611)	5057	Fundamental Major Program	Lecture on Experimental Methods of Physics		2-0-0	3	
<input type="checkbox"/>	Mon-3-4 (0634)	5210	Fundamental Major Program	Electromagnetism II		2-0-0	5	
<input type="checkbox"/>	Tue-3-4 (0635)	5001	Fundamental Major Program	Set and Topology I		2-0-0	3	
<input checked="" type="checkbox"/>	Tue-3-4 (0611)	5203	Fundamental Major Program	Quantum Mechanics II		2-0-0	5	
<input type="checkbox"/>	Tue-5-6 (0633)	5047	Fundamental Major Program	Applied Mathematics for Physicists and Scientists I		2-0-0	3	
<input type="checkbox"/>	Tue-7-8 (0633)	5055	Fundamental Major Program	Introduction to Modern Physics I		2-0-0	3	
<input type="checkbox"/>	Wed-4-5 (0611)	5031	Fundamental Major Program	Classical Mechanics		2-0-0	3	
<input type="checkbox"/>	Thu-1-2 (0612)	5226	Fundamental Major Program	Fundamental Radioactivity and its Application		2-0-0	5, 7	
<input type="checkbox"/>	Thu-3-4 (0635)	5201	Fundamental Major Program	Thermodynamics and Statistical Mechanics II		2-0-0	5	
<input type="checkbox"/>	Thu-5-6 (0611)	5035	Fundamental Major Program	Electromagnetism I		2-0-0	3	

About 【◎、○、☆、◇、●、無印、他】

Each Symbols are attached to special courses, depending on the average study process of the department.

Simple Way

Enter a Course Number you wish to Register.
Course title will appear by entering TAB key.
Click ADD.
Completed!

Undergraduate Regular Courses			Special Courses		
Course Classification	Acquired Credits	Reported Credits	Course Classification	Acquired Credits	Reported Credits
Humanities and Social Sciences	0	0	Fundamental Major Program	0	4.0
Subjects on Natural Science	0	0		0	0
Health and Sport Sciences	0	0		0	0
Subtotal	0.0	0.0		0	0
Total	Acquired Credits	Reported Credits			
	0.0	4.0			
Graduate School			Subtotal		
Graduate School Courses Total reported credits			0.0		

Applicable Semester:

Fundamental Major Program

4.0 Credit

Class Days/Periods	Course Number	Course Title	Instructor	Credits	Applicable Semester	Notes	Delete
Tue-3-4 (0611)	5203	Quantum Mechanics II		2-0-0	5		Delete
Tue-5-6 (0633)	5055	Introduction to Modern Physics I		2-0-0	3		Delete

➡ 6-1-2. Select from Courses

(3) Delete Course

Delete Course from the list you added by mistake.

- ① Click DELETE

Graduate School

Graduate School Courses Total reported credits0.0

Subtotal0.07.0

Applicable Semester-

Fundamental Major Program

Total 7.0 CreditAdd Course

Class Days/Periods	Course Number	Course Title	Instructor	Credit	Applicable Semester	Notes	Delete
Tue3-4 (9H11)	5203	Quantum Mechanics II [IB]	Professor [Name]	2-0-0	5		Delete
Tue7-8 (9G33)	5055	Introduction to Modern Physics I [IB]	Professor [Name]	2-0-0	3		Delete
Tue8 (S612) Fri6-6 (S222)	7222	Algebraic System and Coding Theory I [O]	Professor [Name]	2-1-0	5		Delete①

Graduate School

Graduate School Courses Total reported credits0.0

Subtotal0.05.0

Applicable Semester-

Fundamental Major Program

Total 7.0 CreditAdd Course

Class Days/Periods	Course Number	Course Title	Instructor	Credit	Applicable Semester	Notes	Delete
Tue3-4 (9H11)	5203	Quantum Mechanics II [IB]	Professor [Name]	2-0-0	5		Delete
Tue8 (S612) Fri6-6 (S222)	7222	Algebraic System and Coding Theory I [O]	Professor [Name]	2-1-0	5		Delete

!! Your data will be eliminated if you fail to SAVE(TEMPORARY).

Do not forget to SAVE before you refer to every other page.
Refer to P.17 6-2 Save (Temporary) for details.

6-1. Select Course

6-1-3. Select Graduate School Course

Graduation Thesis authorized students may register during the (authorized) period up to 2 Courses.

(1) Select Graduate School Course

- ① Click SELECT GRADUATE SCHOOL COURSE from register course screen.
- ② Select (Graduate School) screen will appear.
- ③ Tick the Course and click ADD.
- ④ Course will appear on the register course screen.

Course Registration

Undergraduate Course Status: Temporary Save Graduate Course Status: Temporary Save 4/10/2009 3:19:34 PM TEMPORARY SAVE completed

1. Select Course → 2. Check → 3. Verification → 4. Registration completed

☐ Select from Timetable ☐ Select from Course List ☒ Select Graduate School course

Temporary Save
Save the registration situation.
If you stop your operation, you have to save the registration.
(If not operated for more than 15 min, data will be eliminated unless it's saved.)

Verification
After you have completed entering course data, an automatic error check will occur.

Error Check Status

Not Checked Yet	Unchecked status or the status in which you have added (or eliminated) courses
OK to Register	Registration can be completed.
OK to Register (awaiting approval)	Registration can be completed, but you must also submit an approval form.
OK to Register (approval required)	You can complete registration, but you need to acquire approval.
Awaiting Approval	Registration cannot be completed until you fill out an approval form.
Acquire Approval	Registration cannot be completed until you submit an approval form to the Student Division.
Unable to Register	Registration cannot be completed until you verify error content and eliminate mistakes.

After conducting an automatic check for errors, registration can be completed.
Changes cannot be made after registration is completed.

Select Graduate School Course

Class Days: Start Time: Department: Course Title: Instructor: Course Number:

Class Days/Periods	Course No.	Course Title	Instructor	Credit	Notes
19057	Advanced Biological Sciences	Professor (Associate)	2-0-0		
19060	Advanced Bioreactor Engineering	Professor (Associate)	2-0-0		
19773	Special Experiments of Mechanical and Environmental Information II	Professor (Associate)	0-0-1		
05701	Seminar in Applied Electronics I	Professor (Associate)	0-1-0		
97041	Laboratory Work in Material Analysis and Processing II	Professor (Associate)	0-1-0		
97062	Special Lecture on Innovative Materials Science II	Professor (Associate)	1-0-0		
97063	Special Lecture on Innovative Materials Science II	Professor (Associate)	1-0-0		
38001	Topics in Comprehensive Management of Technology I	Professor (Associate)	1-0-0		
38002	Topics in Comprehensive Management of Technology II	Professor (Associate)	2-0-0		
38003	Topics in Comprehensive Management of Technology II	Professor (Associate)	4-0-0		

!!Attention/Note!!

Approval is required to register Graduate School Courses.

Refer to P.20 Acquiring Approval for details.

Graduate School Courses

Total 10 Credit

Class Days/Periods	Course Number	Course Title	Instructor	Credit	Notes	Delete
	97041	Laboratory Work in Material Analysis and Processing II	Professor (Associate)	0-1-0		<input type="button" value="Delete"/>

➡ 6-1-3. Select Graduate School Course

(2) Delete Course

Delete Course you added by mistake.

- ① Click DELETE and Course will be deleted.

6 14:05 ~14:50	Add	Add	Add	Add	Add	Add
7 15:00 ~15:45	Add	Add	Add	Add	Add	Add
8 16:45 ~16:30	Add	Add	Add	Add	Add	Add
9 16:40 ~17:25	Add	Add	Add	Add	Add	Add
10 17:25 ~18:10	Add	Add	Add	Add	Add	Add
Intensive Courses and others Total 0 Credit Add Course Not Applicable						
Graduate School Courses Total 1.0 Credit Add Course						
Class Days/Periods	Course Number	Course Title	Instructor	Credit	Notes	Delete
	97041	Laboratory Work in Material Analysis and Processing II	Professor. [Name]	0-1-0		Delete

①

5 13:20 ~14:05	Add	Add	Add	Add	Add	Add
6 14:05 ~14:50	Add	Add	Add	Add	Add	Add
7 15:00 ~15:45	Add	Add	Add	Add	Add	Add
8 15:45 ~16:30	Add	Add	Add	Add	Add	Add
9 16:40 ~17:25	Add	Add	Add	Add	Add	Add
10 17:25 ~18:10	Add	Add	Add	Add	Add	Add
Intensive Courses and others Total 0 Credit Add Course Not Applicable						
Graduate School Courses Total 0 Credit Add Course Not Applicable						

!! Your data will be eliminated if you fail to SAVE(TEMPORARY)!!

Do not forget to SAVE before you refer to every other page.
Refer to P.17 6-2 Save (Temporary) for more details.

6-2. Save (Temporary)

If you are discontinuing your work, be sure to Save and Log Out.
Note that your data will eliminate if you fail.

(1) Save (Temporary) Courses

Check is not done at this time.

① Click SAVE (Temporary) on the Register Course screen.

② Course will be saved temporary.

!!Attention/Note!!

Save (Temporary) do not mean/is not equal to Registration.

Refer to P.18 6-3 Registration for more details.

The screenshot displays the 'Course Registration' interface. At the top, a status bar indicates 'Undergraduate Course Status: Temporary Save' and 'Graduate Course Status: Temporary Save'. A progress bar shows four steps: 1. Select Course, 2. Check, 3. Verification, and 4. Registration completed. Below this, there are three tabs: 'Select from Timetable', 'Select from Course List', and 'Select Graduate School course'. The main content area is titled 'Temporary Save' and explains that the registration situation is saved and will be eliminated if not operated for more than 15 minutes. It also includes an 'Error Check Status' section with a table of possible statuses and their meanings. At the bottom, there is a search bar and a table of courses. A red box with a circled '1' highlights the 'Temporary Save' button in the top right corner of the course list.

Mon	Tue	Wed	Thu	Fri
1 9:00 ~9:45 Mon1-2 (W921) Translation Workshop 2009A	Add	Add	Thu1-2 (W436) Organic Chemistry III 【他】	Add
2 9:45 ~10:30 B11	Add	Add	5403 Delete Add	Add
3 10:40 ~11:25	Add	Add	Thu3-4 (W926) Advanced Oral Expression in En	Add

6-3. Registration

You cannot go on to Registration with Errors

(1) Verify

Courses will be checked

① Click VERIFY on the register courses screen

② Check Result screen will appear (after save and checking)

■ No Errors-Go on to Registration by clicking REGISTER

■ Errors-Review and correct

Refer to P.9 6-1 Select Course and P.20 6-4 Acquiring Approval for more details.

※ You can open the page for each approval application form by clicking

there is no error

there are some errors

!!Attention!!

You cannot go on to Registration with Error.

Review the result, correct and try again.

6-3. Registration

(2)Registration

- ① Click REGISTER/REGISTRATION after you verify the Courses.
- ② You will receive E-mail after you complete your Registration.

!!Note!!

**No changes are allowed
after Registration even
within the Application
Period.**

Register Courses

1. Select Course → 2. Check → 3. Verification → 4. Registration completed

Are you sure you want to register as seen below? Note that unregistration is not possible.

Reported Credits

Regular Courses

Course Classification	Reported Credits
Humanities and Social Sciences	0.0
General Course on Humanities, Science and Technology	2.0
Subjects on Natural Science	0.0
International Communication Courses	0.0
Health and Sport Sciences	1.0
Subtotal	3.0

Total

Spring Semester Total: 11.0 Autumn Semester Total: - Yearly Maximum Number of Credits: 60

Graduate School Courses

Graduate School Courses: 0

Special Courses

Course Classification	Reported Credits
Fundamental Major Program	0.0
Diversified Introduction to Science and Technology	0.0
	0.0
	0.0
Computer Network	0.0
Environmental Education	0.0
	0.0
Arts and Humanities	2.0
Graduation Thesis	0.0
	0.0
Subtotal	2.0

These courses are not

Undergraduate or Graduate School	Course Classification	Class Dept/Period	Course Number	Course Title	Instructor	Credits	Applicable Semester
U/G/A	U/G/A	U/G/A	U/G/A	U/G/A	U/G/A	U/G/A	U/G/A
Undergraduate School	General Course on Humanities, Science and Technology	Wed-4 (9/121)	455	Science of Literature		2-0-0	5
Undergraduate School	Arts and Humanities	Mon-1-2 (9/61)	611	Translation Workshop 2009A		0-2-0	1,4,5,7
Undergraduate School	Health and Sport Sciences	Fri-4	6076	Life Sports Exercise x ②		0-0-1	4,5,7
Undergraduate School	Diversified Introduction to Science and Technology	Mon-4 (9/655)	7126	Digital Electronics: Circuit II		2-1-0	5
Undergraduate School	Diversified Introduction to Science and Technology	Tue2-4 (9/450) Thu2-4 (9/450)	7266	Experiments on Computer Science III		0-0-0	5

Register

①

Return to Select Course(s)

Register Courses

1. Select Course → 2. Check → 3. Verification → 4. Registration completed

You are now registered as seen below. You will receive a confirmation by email.
If you have registered to institute, please contact the Help Desk.
Note: Registration in graduate level courses will be checked by the instructor.

Print out registered contents

Reported Credits

Regular Courses

Course Classification	Reported Credits
Humanities and Social Sciences	0.0
General Course on Humanities, Science and Technology	2.0
Subjects on Natural Science	0.0
International Communication Courses	0.0
Health and Sport Sciences	1.0
Subtotal	3.0

Total

Spring Semester Total: 11.0 Autumn Semester Total: - Yearly Maximum Number of Credits: 60

Graduate School Courses

Graduate School Courses: 0

Special Courses

Course Classification	Reported Credits
Fundamental Major Program	0.0
Diversified Introduction to Science and Technology	0.0
	0.0
	0.0
Computer Network	0.0
Environmental Education	0.0
	0.0
Arts and Humanities	2.0
Graduation Thesis	0.0
	0.0
Subtotal	2.0

These courses are not

Undergraduate or Graduate School	Course Classification	Class Dept/Period	Course Number	Course Title	Instructor	Credits	Applicable Semester
U/G/A	U/G/A	U/G/A	U/G/A	U/G/A	U/G/A	U/G/A	U/G/A
Undergraduate School	General Course on Humanities, Science and Technology	Wed-4 (9/121)	455	Science of Literature		2-0-0	5

6-4. Acquiring Approval

Acquire Approval (Seal) from Instructor and the Student Division for Approval Required Courses.

■ How to apply

- ① Print out the Form and submit to the Student Division after you receive Instructor's Approval (Seal).
- ② You will receive E-mail from the Student Division.
- ③ Register
- ④ Completed

■ Approval Required Courses

- Duplicate Courses (One of the 2 duplicated courses on the time table have to be the reapplied course (except Humanities and International communication courses))
 - Graduate School Courses. (Graduation Thesis Research approved students, up to 2 courses.)
 - Experiments and Practice Courses / You have to be approved by both of your Department(Rui) Chief and the Department Chief of the Experiments and Practice Courses
- ※ Repeater only

(1) Print (Out)

- ① Click ACQUIRE APPROVAL on the menu.
- ② Click DISPLAY and Form will appear.
- ③ Print out and confirm that status is WAITING APPROVAL.

TOKYO TECH 教務Webシステム
Web system for Students and Faculty

Student

- Student Top
- Course Registration
 - Select from Timetable
 - Select from Course List
 - Result of previous Check Result
- Acquire Approval**
- Students

Registration Links

- Help Guide
- Click Return to Table
- Download PDF (Undergraduate Course)
- Download PDF (Graduate School Course)

Acquire Approval

The following courses require advance approval from the instructor and the Student Division in advance.
Fill out approval forms and submit.
Courses Require Approval
Required Courses
Graduate School Courses
Experiments and Laboratory Work Required

Procedure:
1 Click on "Display" and print out the form.
2 Receive approval from the instructor.
3 Submit the form to the Student Division.
4 Receive approval from the Student Division.
Registration cannot be completed without approval.

※ Can not register unless approval is acquired

Graduate School Attendance Report Form:
The following two conditions must be met for you to proceed:
1 You are an attendance form action and student.
2 You will be taking up to two graduate school courses.

Student	Status	Class Dept/Periods	Course Number	Course Title	Instructor	Credit
	Not submitted		T1004	Advanced Math's I&II	Professor (Instructor)	2-0-0

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取得承認申請書

2009 年度

学号	氏名	申請番号	科目区分	授業科目名	授業担当教員	許可日
S100000000	受講	6104	基幹：他学科	化学工学実験		年 月 日
S100000000	再申請	5040	L-ゼ：他学科	情報科学総合演習・実験		年 月 日

取得承認申請書 (履修許可書)

2009 年度

学号	氏名	申請番号	科目区分	授業科目名	授業担当教員	許可日
S100000000	受講	6104	基幹：他学科	化学工学実験		年 月 日
S100000000	再申請	5040	L-ゼ：他学科	情報科学総合演習・実験		年 月 日

実験・実習科目及び理工系基礎科目＜数学＞が1科目でも履修して申請する場合は、下記の許可も再確認ください。

学号	氏名	申請番号	科目区分	授業科目名	授業担当教員	許可日
S100000000	受講	6104	基幹：他学科	化学工学実験		年 月 日
S100000000	再申請	5040	L-ゼ：他学科	情報科学総合演習・実験		年 月 日

Webシステム開発部 2007年10月10日現在 Ver.1.00 T101A SIOS.com

6-4. Acquiring Approval

(2) Acquiring Approval from the Instructor and the Student Division

① Submit the Form to the Student Division after you receive Instructor's Approval (Seal).

② You will receive E-mail from the Student Division

③ Confirm that status is APPROVED

*Not Approved Courses cannot be registered.
Reason may be one of the follows.

- Conditions not met
- Form is incomplete
- Did not submit the Form within the Application Period.

Acquire Approval

The following courses require advance approval from the instructor and the Student Division in advance.
Fill out approval forms and submit:
Courses Requiring Approval
Repeated Courses
Graduate School Courses
Experiments and Laboratory Work (Repeated)

Procedure:
1. Click on "Display" and print out the form.
2. Receive approval from the instructor.
3. Submit the form to the Student Division.
4. Receive approval from the Student Division.
Registration cannot be completed without approval.

Can not register unless approval is acquired

Graduate School Attendance Report Form
The following two conditions must be met for you to proceed:
1. You are a graduate school thesis authorized student.
2. You will be taking up to two graduate school courses.

Form	Status	Class Days/Periods	Course Number	Course Title	Instructor	Credit
③	Approved		11084	Advanced Algebra VI	Robert H. H. H.	2-0-0

(3) Registration

Approved Courses can be registered

① Refer to P.18 6-3 Registration how to complete your Registration.

!!Attention!!

Approval acquired do not mean/is not equal to Registration.

Once you receive Approval of the Course, do not forget/fail to complete your Registration.
Refer to P.18 6-3 Registration

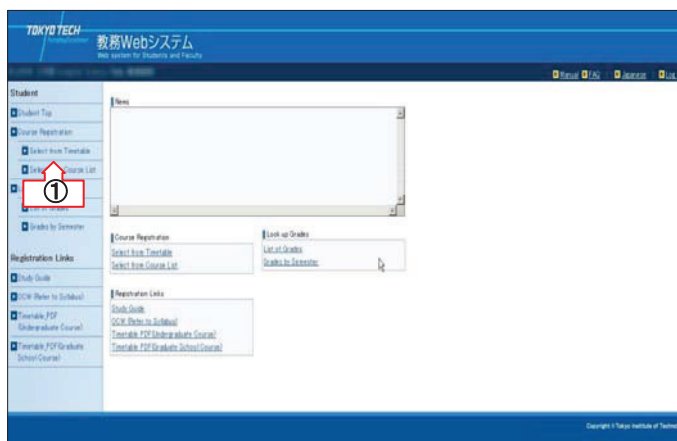
6-5. Refer to Registered Courses

6-5-1. By the Timetable

You can refer to Registered Courses by the Timetable

(1) Refer to Registered Courses by the Timetable

- ① Click FROM TIMETABLE on the menu.
- ② You can PRINT if necessary.



Course Registration

Undergraduate Course Status: Temporary Save Graduate Course Status: Temporary Save 4/10/2009 4:08:28 PM TEMPORARY SAVE completed

1. Select Course → 2. Check → 3. Verification → 4. Registration completed

Select from Timetable Select from Course List Select Graduate School course

Print

Temporary Save
Save the registration situation.
If you stop your operation, you have to save the registration.
(If not operated for more than 15 min, data will be eliminated unless it's saved.)

Verification
After you have completed entering course data, an automatic error check will occur.

Error Check Status

Not Checked Yet	Unchecked status or the status in which you have added (or eliminated) courses.
OK to Register	Registration can be completed.
OK to Register (awaiting approval)	Registration can be completed, but you must also submit an approval form.
OK to Register (approval required)	You can complete registration, but you need to acquire approval.
Awaiting Approval	Registration cannot be completed until you fill out an approval form.
Acquire Approval	Registration cannot be completed until you submit an approval form to the Student Division.
Unable to Register	Registration cannot be completed until you verify error content and eliminate mistakes.

After conducting an automatic check for errors, registration can be completed.
Changes cannot be made after registration is completed.

Search Courses

Search from Course Number Display Course Add Course

Temporary Save (The Error Content) Cancel

	Mon	Tue	Wed	Thu	Fri
1 9:00 ~9:45	Mon1-2 (W921) Translation Workshop 2009A	Add	Add	Thu1-2 (H35) Organic Chemistry III [他]	Add
2 9:45 ~10:30	011 Delete Add	Add	Add	5403 Delete Add	Add
3 10:40 ~11:35	Add	Add	Add	Thu3-4 (W926) Advanced Oral Expression in En.	Add

Refer to the Registered Courses menu will appear after Registration or after Application Period.

6-5. Refer to Registered Courses

6-5-2.By the List

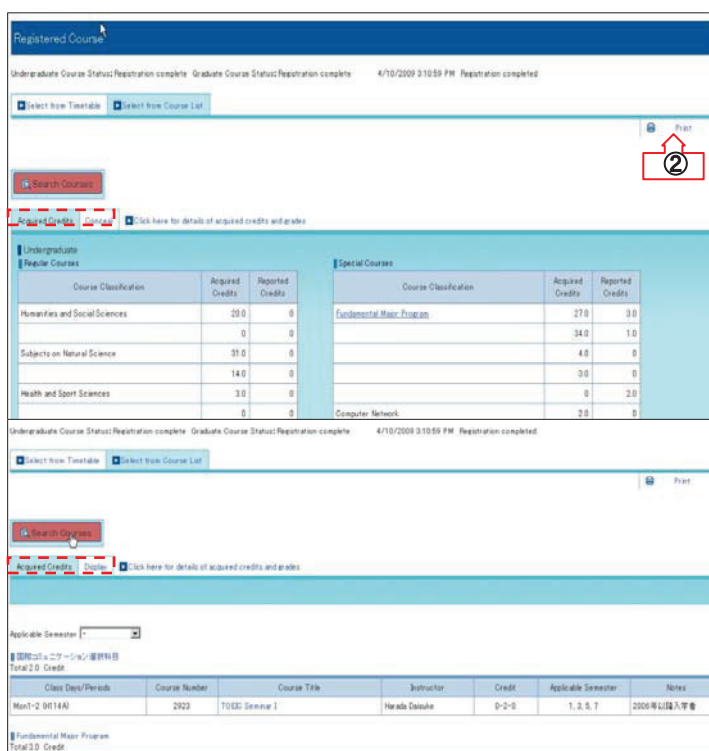
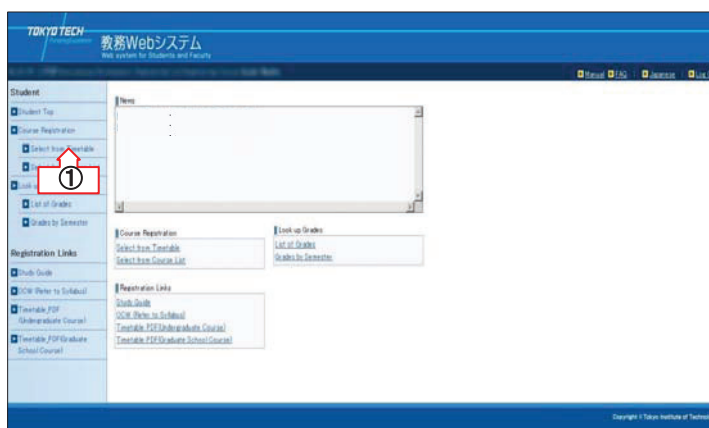
You can refer to Registered Courses by the List.

(1)Refer to Registered Courses by the List

① Click (FROM) COURSES on the Menu.

② You can print out by clicking PRINT.

※ You can switch the “List of Acquired Credit” to display or nondisplay.



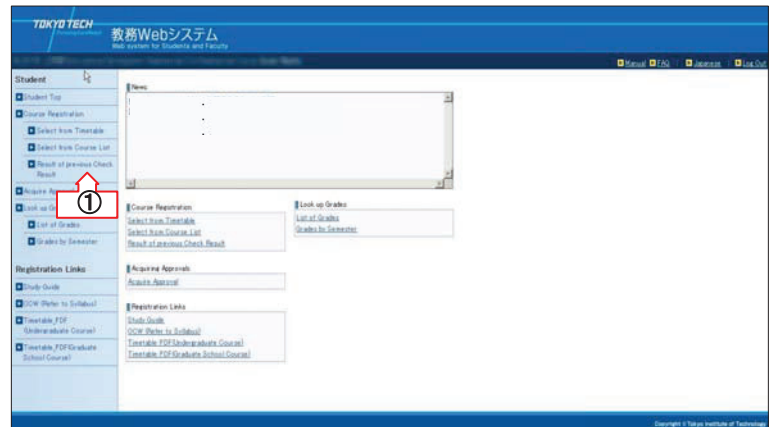
Refer to the Registered Courses menu will appear after Registration or after Application Period.

6-6. Check Result

(1) Check Result

Display (previous/latest) Check Result

- ① Click Result of previous Check Result on the menu.
- ② Result will appear in a separate window.



Result of previous Check Result

Error Check the content and correct.

Followed Courses requires Approval of the Instructor.
Complete the Document and apply immediately.
If Class not register select to approval is required

Reported Credits	Course Classification	Reported Credits
Humanities and Social Sciences		0.0
		0.0
Science and Natural Sciences		0.0
		0.0
Health and Sport Sciences		0.0
		0.0
Subtotal		0.0

Reported Credits	Course Classification	Reported Credits
Fundamental Major Program		0.0
		0.0
		0.0
		0.0
Computer Network		0.0
Environmental Education		0.0
		0.0
Arts and Humanities		0.0
Graduation Thesis		0.0
		0.0
Subtotal		0.0

☐ These classes are not

OK to Register OK to Register (select approval) OK to Register (approval required) select Approval Approval Un-able to Register

Undergraduate or	Course Classification	Results	Score Detail	Class Dept/Part	Course Name	Course Title	Instructor	Credit	Score Detail
------------------	-----------------------	---------	--------------	-----------------	-------------	--------------	------------	--------	--------------

6-7.Course Addition

You can add Course after the Application Period if you wish.
Approval (Seal) is required by Instructor and the Student Division.

■ The process flow for Course Addition

- ① Select the Course you wish to add and print out the Form
- ② Receive Approval (Seal) from Instructor
- ③ Submit the Form to the Student Division
- ④ Receive E-mail from the Student Division
- ⑤ Completed

(1) Display Course Addition screen

- ① Click Course Addition on the Menu

The screenshot shows the TOKYO TECH Academic Web System interface. On the left sidebar, under the 'Student' section, the 'Course Addition' link is highlighted with a red circle and the number 1. The main content area displays various links and forms, including 'Registered Course', 'Acceptance Approval', and 'Registration Links'.

The screenshot shows the 'Course Addition' form. It includes instructions on how to add a course and a section for selecting the course type.

Course Addition

To add a course, acquire approval from the instructor and the Student Division.

Procedure

- 1 Select course from below
- 2 Click on "Display" and print out the form
- 3 Receive approval from the instructor
- 4 Submit the form to the Student Division

Course Addition

Select Undergraduate Course Select Graduate School course

Not Applicable

Course Addition menu will appear during the Application Confirmation (Correction) Period.

6-7.Course Addition

(2) Select Course

① Click SELECT-UNDERGRADUATE on the Course Addition screen

② Click SEARCH on the Select Course screen

③ Click SELECT

④ Added Course will appear on the screen
Confirm that status is WAITING APPROVAL
If status is UNREPORTED or WAITING APPROVAL, you may delete the Course.

*Added Course will be automatically saved.

*Refer to P.28 (5) Delete Course for more details.

Course Addition

To add a course, acquire approval from the instructor and the Student Division.
Procedure:
1 Select course from below.
2 Click on "Display" and print out the form.
3 Receive approval from the instructor.
4 Submit the form to the Student Division.

Course Addition:

Select Undergraduate Course

Input one or more conditions:

Class Date: [] Start Date: [] Applicable Semester: [] Course Title: [] Instructor: [] Course Number: []

Department: []

Select	Class Date/Period	Course No. / ID	Course Classification	Course Title	Instructor	Credit	Applicable Semester	Notes
<input type="button" value="Select"/>	Mon-2 (18:00-19:00)	761	Computer Network	Computer Library V-1	Yoshida, Masao	1-1-0	1	
<input type="button" value="Select"/>	Tu-1 (18:00-19:00)	762	Computer Network	Computer Library V-2	Yoshida, Masao	1-1-0	1	
<input type="button" value="Select"/>	Mon-2 (18:00-19:00)	871	Arts and Humanities	Translation Workshop 2005A	Yoshida, Masao	0-2-0	1, 3, 5, 7	
<input type="button" value="Select"/>	Mon-2 (18:00-19:00)	1217	Subjects on Natural Science	Exercise in Calculus I (1)	Yoshida, Masao	0-1-0	1	
<input type="button" value="Select"/>	Mon-2 (18:00-19:00)	1218	Subjects on Natural Science	Exercise in Calculus I (2)	Yoshida, Masao	0-1-0	1	
<input type="button" value="Select"/>	Mon-2 (18:00-19:00)	1219	Subjects on Natural Science	Exercise in Calculus I (3)	Yoshida, Masao	0-1-0	1	
<input type="button" value="Select"/>	Mon-2 (18:00-19:00)	1220	Subjects on Natural Science	Exercise in Calculus I (4)	Yoshida, Masao	0-1-0	1	
<input type="button" value="Select"/>	Mon-2 (18:00-19:00)	1221	Subjects on Natural Science	Exercise in Calculus I (5)	Yoshida, Masao	0-1-0	1	

Course Addition

To add a course, acquire approval from the instructor and the Student Division.
Procedure:
1 Select course from below.
2 Click on "Display" and print out the form.
3 Receive approval from the instructor.
4 Submit the form to the Student Division.

Course Addition:

6-7.Course Addition

(3) Print Out

- ① Click DISPLAY and you will find the Form
- ② Print out
- ③ Confirm that status is WAITING APPROVAL

Course Addition

To add a course, acquire approval from the instructor and the Student Division.

Procedure

- 1 Select course from below.
- 2 Click on "Display" and print out the form.
- 3 Receive approval from the instructor.
- 4 Submit the form to the Student Division.

Course Addition

Select Undergraduate Course Select Graduate School Course

Form	Status	Undergraduate or Graduate School	Course Classification	Class Days/Periods	Course Number	Course Title	Instructor	Credit	Applicable Semester	Cancel
Display	Not submitted	Undergraduate School	Fundamental Major Program	Intensive	5599		1000-1000 Not Submitted	1-0-0	1, 2, 5, 7	Cancel

①

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追加申告許可願

平成 年 月 日

学部長 殿

私は、2008 後期 の学習申告に際しまして、申告科目の確認を怠ったことにより、下記授業科目が未申告となっております。以後、このようなことがないように十分注意いたしますので、追加申告を許可してくださいようお願いいたします。

申告番号	授業科目名	授業担当教員	今学期申告単位数 合計
588	アメリカ技術史入門 1	1000-1000 Not Submitted	

理由

Course Addition

To add a course, acquire approval from the instructor and the Student Division.

Procedure

- 1 Select course from below.
- 2 Click on "Display" and print out the form.
- 3 Receive approval from the instructor.
- 4 Submit the form to the Student Division.

Course Addition

Select Undergraduate Course Select Graduate School Course

Form	Status	Undergraduate or Graduate School	Course Classification	Class Days/Periods	Course Number	Course Title	Instructor	Credit	Applicable Semester	Cancel
Display	Waiting Approval	Undergraduate School	Fundamental Major Program	Intensive	5599		1000-1000 Not Submitted	1-0-0	1, 2, 5, 7	Cancel

6-7.Course Addition

(4) Acquiring Approval (Seal) from Instructor and the Student Division

After you receive Approval (Seal) from Instructor, submit the Form to the Student Division.

① Receive Approval(Seal) from Instructor and submit the Form to the Student Division

② After you submit the Form to the Student Division, you will receive E-mail

③ Confirm that status is Approved on the Acquiring Approval Screen.

*NOT APPROVED Courses cannot be added.

Course Addition

To add a course, acquire approval from the instructor and the Student Division.

Procedure:

- 1 Select course from below
- 2 Click on "Display" and print out the form.
- 3 Receive approval from the instructor.
- 4 Submit the form to the Student Division

Course Addition

Select Undergraduate Course Select Graduate School Course

Form	Status	Undergraduate or Graduate School	Course Classification	Class Days/Periods	Course Number	Course Title	Instructor	Credit	Applicable Semester	Cancel
Display	Not Approved	Undergraduate School	Fundamental/Major Program	Intensive	5555		Yoshida, Kenji	1-0-0	1, 2, 5, 7	

(5)Delete/Cancel Course

Delete Course you have added by mistake

① You can delete Course if status is UNREPORTED or NOT APPROVED

Course Addition

To add a course, acquire approval from the instructor and the Student Division.

Procedure:

- 1 Select course from below
- 2 Click on "Display" and print out the form.
- 3 Receive approval from the instructor.
- 4 Submit the form to the Student Division

Course Addition

Select Undergraduate Course Select Graduate School Course

Form	Status	Undergraduate or Graduate School	Course Classification	Class Days/Periods	Course Number	Course Title	Instructor	Credit	Applicable Semester	Cancel
Display	Not Approved	Undergraduate School	Fundamental/Major Program	Intensive	5555		Yoshida, Kenji	1-0-0	1, 2, 5, 7	Cancel

!!Note!!

APPROVED or NOT APPROVED Courses cannot be deleted.

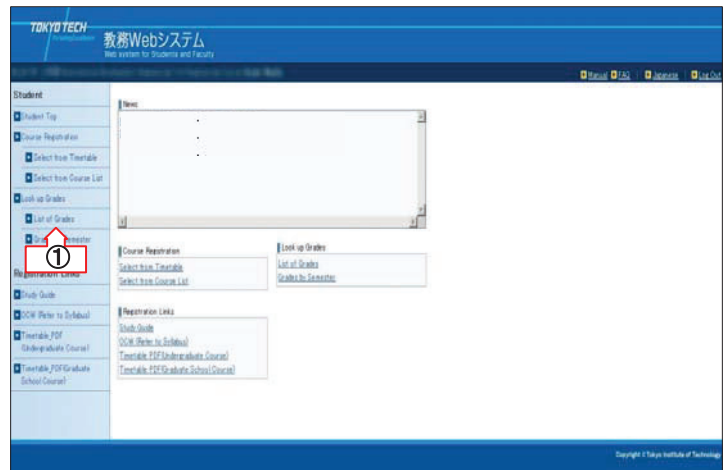
7.Undergraduate School-Look Up Grades

7-1. Look Up Grades

(1)Display Grades

① Click GRADES LIST

⇒ Refer to “Study Guide” for the meaning of the symbols like “◎、○、☆、◇、●” which is marked to “the other special field courses.”



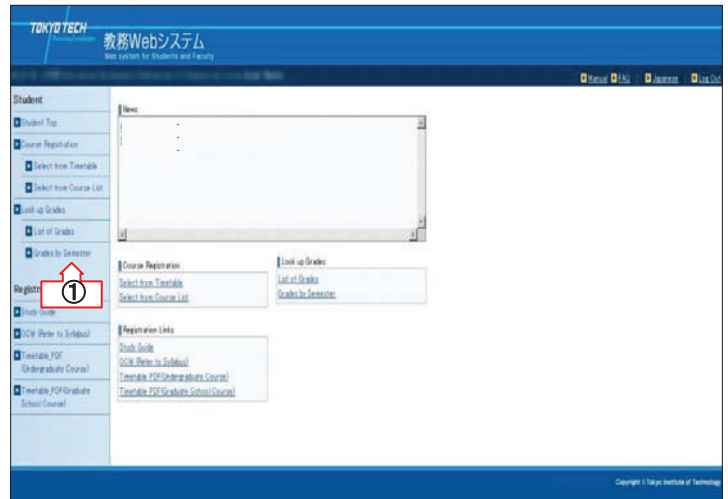
Look up Grades					
List of Grades		Print			
Acquired Credits					
Regular Courses					
Course Classification	Acquired Credits				
Humanities and Social Sciences	200				
Subjects on Natural Sciences	0				
Health and Sport Sciences	30				
Subtotal	60				
Acquired Credits					
Total	120				
Special Courses					
Course Classification	Acquired Credits	Semester/Graduation			
Fundamental Major Program	270	0	0	0	0
	340	70	110	0	0
	40	0	0	0	0
Subtotal	60	10	0	0	0
All other courses & graduation research					
Course Classification	Acquired Credits				
Computer Networks	20				
Environmental Education	10				
Art and Humanities	10				
Graduation Thesis	0				
Subtotal	30				
Applicable	Course Title	Instructor	Credit	Grades	Acquired Time/Period
Y/A	Y/A			Y/A	Y/A
	Introduction to Opans		2-0-0		2007 Autumn Semester
	History and Theories of Art		2-0-0		2007 Autumn Semester
	Design Science		2-0-0		2007 Spring Semester
	Japanese Culture		2-0-0		2007 Spring Semester
	Media Psychology		2-0-0		2007 Spring Semester

7-2. Look Up Grade by the Acquired Semester

(1) Display Grades by Acquired Semester

① Click LIST OF GRADES BY ACQUIRED SEMESTER

② If you want to refer to the past acquired Grades, select semester from the right top and click DISPLAY.



Look up Grades

Print

List of Grades Grades by Semester

2008 Autumn Semester

Refer to This Semester Previous Semester 2008 Autumn Semester Display

Applicable ▼/▲	Course Title ▼/▲	Instructor	Credit	Grades ▼/▲	Time/Period ▼/▲
	Contemporary Music and Technology	Yoshinori Kato	1-0-1		2008 Autumn Semester

Top of this page

Applicable ▼/▲	Course Title ▼/▲	Instructor	Credit	Grades ▼/▲	Acquired Time/Period ▼/▲
	English 5	Yoshinori Kato	0-0-2		2008 Autumn Semester

Top of this page

Applicable ▼/▲	Course Title ▼/▲	Instructor	Credit	Grades ▼/▲	Acquired Time/Period ▼/▲
	Concrete Technology	Yoshinori Kato	2-0-0		2008 Autumn Semester
	Advanced English Communication for Engineers	Yoshinori Kato	1-0-0		2008 Autumn Semester

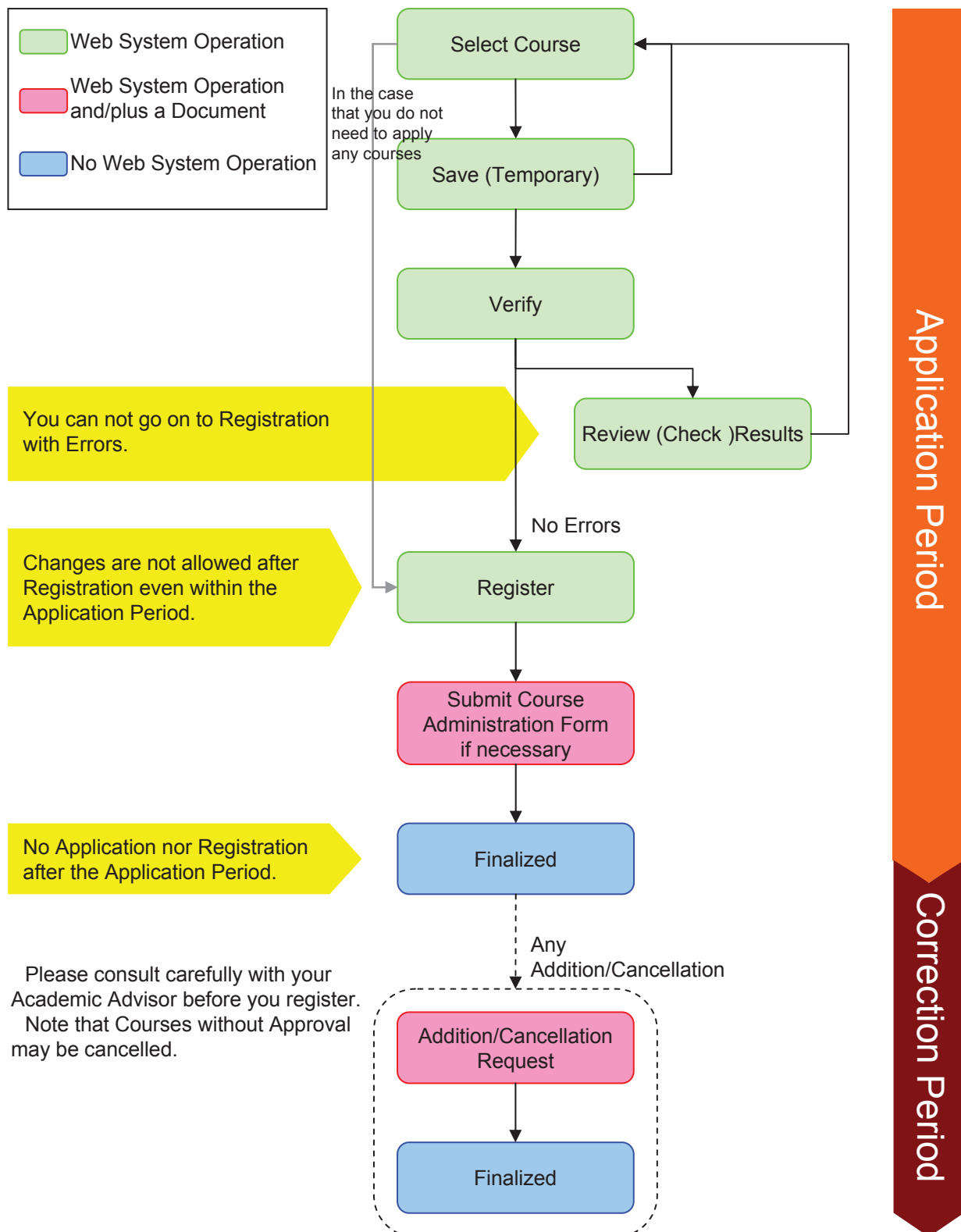
Top of this page

Applicable ▼/▲	Course Title ▼/▲	Instructor	Credit	Grades ▼/▲	Acquired Time/Period ▼/▲
	Laboratory Works in Structural Mechanics	Yoshinori Kato	0-1-0		2008 Autumn Semester
	Laboratory Works in Hydraulics	Yoshinori Kato	0-1-0		2008 Autumn Semester
	Computers and Applied Programming	Yoshinori Kato	1-0-1		2008 Autumn Semester
	Topics on National Land Development	Yoshinori Kato	2-0-0		2008 Autumn Semester
	Urban Planning	Yoshinori Kato	2-0-0		2008 Autumn Semester
	Geotechnical Engineering in Practice	Yoshinori Kato	3-0-0		2008 Autumn Semester

8. Graduate School-Application

The flow for registration course of graduate student

Some require a Document in addition to the Web System operation



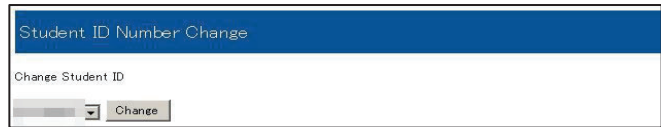
8. Graduate School-Application

Graduate School Dual Degree Students

Those who have more than one Student ID number need to select as below.

How to change Student ID number

- ① Click CHANGE on the left side of the menu.
- ② Select Student ID number and click CHANGE.



The screenshot shows a dialog box titled "Student ID Number Change". Inside the dialog, there is a label "Change Student ID" above a dropdown menu. The dropdown menu is currently open, showing a list of options. To the right of the dropdown menu is a button labeled "Change".

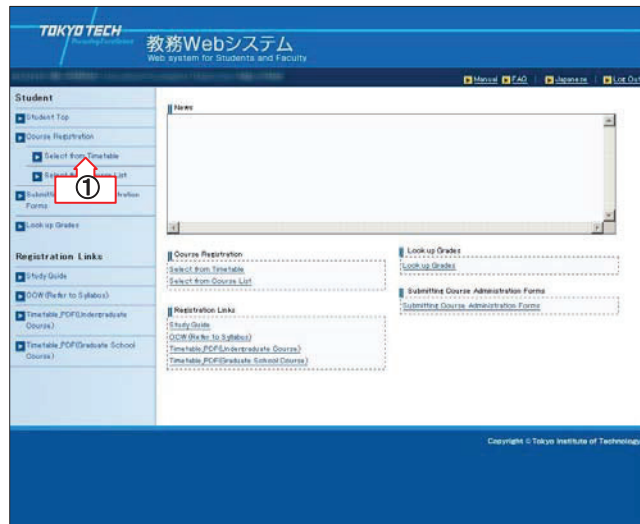
8. Graduate School-Application

8-1.Select Course

8-1-1.Select Course from Timetable

(1)Display Select Course screen

- Click (FROM) TIMETABLE



Course Registration

Undergraduate Course Status/Temporary Save Graduate Course Status/Temporary Save 4/15/2009 11:21:09 AM TEMPORARY SAVE completed

1 Select Course → 2 Check → 3 Verification → 4 Registration completed

Temporary Save
Save the registration situation.
If you stop your operation, you have to save the registration.
(If not operated for more than 15 min., data will be eliminated unless it's saved.)

Verification
After you have completed entering course data, an automatic error check will occur.

Error Check Status:

Not Checked Yet	Unchecked status or the status in which you have added (or eliminated) courses.
OK to Register	Registration can be completed.
Unable to Register	Registration cannot be completed until you verify error content and eliminate mistakes.

After conducting an automatic check for errors, registration can be completed.
Changes cannot be made after registration is completed.

Search from Course Number:

	Mon	Tue	Wed	Thu	Fri	Sat
1 9:00 ~ 9:45	Add	Add	Add	Add	Add	Add
2 9:45 ~ 10:30	Add	Add	Add	Add	Add	Add
3	Add	Add	Add	Add	Add	Add

8-1-1. Select Course from Timetable

(2) Add Course

① Select a Course you wish to register and click ADD.

Added Course will appear on the Timetable.

*You can DELETE and ADD for the Course offered period.

*If you wish to register Undergraduate School Course, click ADD from the Undergraduate School Course below the Graduate School.

Course Registration

Undergraduate Course Status: Temporary Save Graduate Course Status: Temporary Save 4/10/2009 11:21:09 AM TEMPORARY SAVE completed

1 Select Course → 2 Check → 3 Verification → 4 Registration completed

Select from Timetable Select from Course List

Temporary Save
Save the registration situation.
If you stop your operation, you have to save the registration.
(If not operated for more than 15 min., data will be eliminated unless it's saved)

Verification
After you have completed entering course data, an automatic error check will occur.

Error Check Status:
Not Checked Yet: Unchecked status or the status in which you have added (or eliminated) courses.
OK to Register: Registration can be completed.
Unable to Register: Registration cannot be completed until you verify error content and eliminate mistakes.

After conducting an automatic check for errors, registration can be completed.
Changes cannot be made after registration is completed.

Search Courses... Temporary Save (No Error Check) Verify

Search from Course Number: Display Course Add Course

	Mon	Tue	Wed	Thu	Fri	Sat
1 9:00 ~9:45	Add	Add	Add	Add	Add	Add
2 9:45 ~10:30	Add	Add	Add	Add	Add	Add
3	Add	Add	Add	Add	Add	Add

Select Graduate School Course

Class Date: Start Time: My Department / All Department: Department: Search

Course Title: Instructor: Course Number: Search

Clear condition of search

1 2 3 4 5 6 7 8 9 10

Selec off	Class Date/Periods ▼/▲	Course No. ▼/▲	Course Title ▼/▲	Instructor	Class Days	Notes
☐		11009	Interactable Materials I	Yoshio Minami	2-D-0	
☐		11010	General Lecture on Analysis II	Yoshio Minami	2-D-0	
☐		11009	Advanced Analysis II	Yoshio Minami	2-D-0	

Check

Search Courses... Temporary Save (No Error Check) Verify

Search from Course Number: Display Course Add Course

	Mon	Tue	Wed	Thu	Fri	Sat
1 9:00 ~9:45	Add	Add	Add	Add	Add	Add
2 9:45 ~10:30	Add	Add	Add	Add	Add	Add
3 10:45 ~11:30	Add	Add	Add	Add	Add	Add
4 11:35 ~12:10	Add	Add	Add	Add	Add	Add
5 12:20 ~13:05	Add	Add	Add	Add	Add	Add
6 14:00 ~14:50	Add	Add	Add	Add	Add	Add
7 15:00 ~15:45	Add	Add	Add	Add	Add	Add
8 15:45 ~16:30	Add	Add	Add	Add	Add	Add

Simple Way

Enter a Course Number you wish to register.
Course title will appear by entering TAB key.
Click ADD.
Completed!

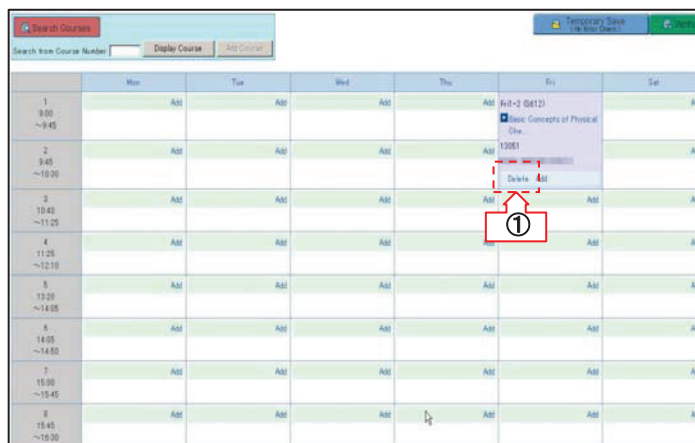
➡ 8-1-1.Select Course from Timetable

(3)Delete Course

Delete Courses you added by mistake.

① Click DELETE

(You will be able to ADD by the period.)



	Mon	Tue	Wed	Thu	Fri	Sat
1 9:00 ~9:45	Add	Add	Add	Add	Add	Add
2 9:45 ~10:30	Add	Add	Add	Add	Fri-2 Q6121 Basic Concepts of Physical Chem. 10051 Add	Add
3 10:45 ~11:25	Add	Add	Add	Add	Add	Add
4 11:25 ~12:10	Add	Add	Add	Add	Add	Add
5 12:20 ~14:05	Add	Add	Add	Add	Add	Add
6 14:05 ~14:50	Add	Add	Add	Add	Add	Add
7 15:00 ~15:45	Add	Add	Add	Add	Add	Add
8 15:45 ~16:30	Add	Add	Add	Add	Add	Add

!! Your data will be eliminated if you fail to SAVE(TEMPORARY).

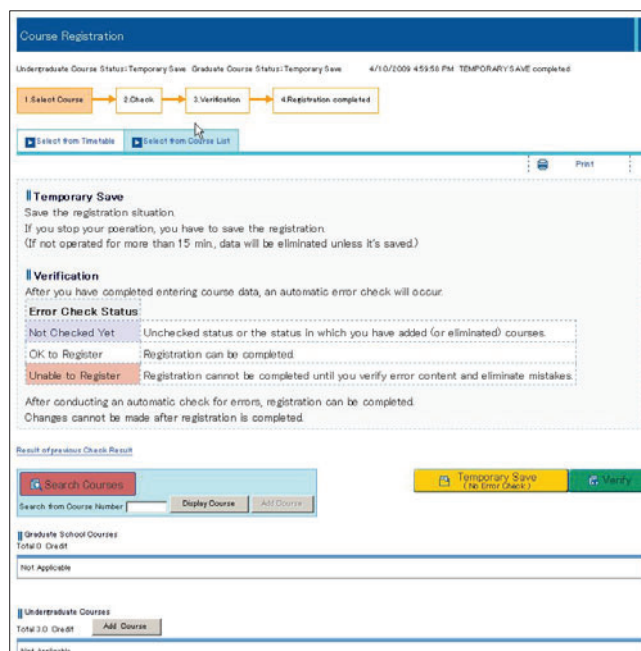
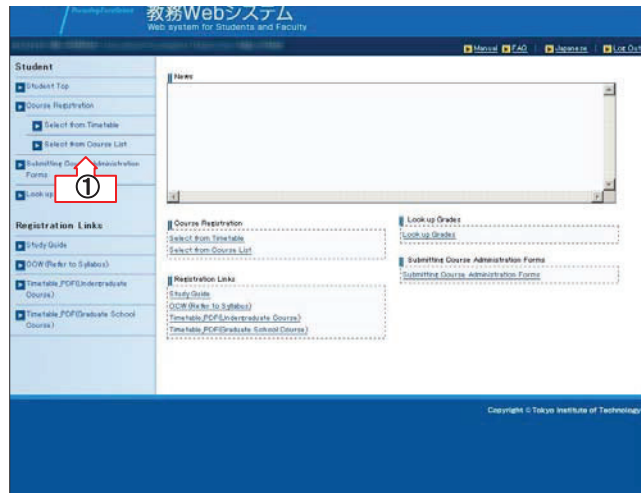
Do not forget to SAVE before you refer to every other page.
Refer to P.39 8-2 Save (Temporary) for details.

8-1.Select Course

8-1-2. Select Course

(1)Display Select Course screen

- ① Click (FROM) Course List



8-1-2. Select Course

(2) ADD Course

- ① Click SEARCH
- ② Specify condition and click SEARCH
- ③ Tick the Course you wish to register and click ADD
- ④ Course will be added to the registration screen

*If you wish to register Undergraduate School Course, click ADD on the Undergraduate School Course

1. Select Course → **2. Check** → **3. Verification** → **4. Registration completed**

Temporary Save
Save the registration situation.
If you stop your operation, you have to save the registration.
(If not operated for more than 15 min., data will be eliminated unless it's saved.)

Verification
After you have completed entering course data, an automatic error check will occur.

Error Check Status

Not Checked Yet	Unchecked status or the status in which you have added for eliminated courses.
OK to Register	Registration can be completed.
Unable to Register	Registration cannot be completed until you verify error content and eliminate mistakes.

After conducting an automatic check for errors, registration can be completed.
Changes cannot be made after registration is completed.

Result of automatic Check Result

Search Course Number: **Display Course** **Add Course**

①

Total of Credit: 0
Not Applicable

Undergraduate Courses
Total of Credit: 0 **Add Course**
Not Applicable

Select Graduate School Course

Class Day: Start Time: Department:

Course Title: Instructor: Course Number: **Search**

②

Select	Class Day/Period	Course Number	Course Title	Instructor	Credit	Notes
<input checked="" type="checkbox"/>	Mon-1 (8:00-9:00)	15006	Advanced Chemical Equipment Design	Professor [Name]	3-0-0	
<input type="checkbox"/>	Mon-3 (8:00-9:00)	15001	Essentials of Chemical Engineering I	Professor [Name]	3-0-0	
<input checked="" type="checkbox"/>	Mon-7 (8:00-9:00)	15000	Advanced Chemical Reaction Engineering	Professor [Name]	3-0-0	

Check **Check**

③

Add Course

Simple Way

Enter a Course Number you wish to register.
Course title will appear by entering TAB key.
Click ADD.
Completed!

Course Registration

Undergraduate Course (Status: Temporary Save) Graduate Course (Status: Temporary Save) 4/15/2020 11:01:00 AM 1084054411 Save completed

1. Select Course → **2. Check** → **3. Verification** → **4. Registration completed**

Temporary Save
Save the registration situation.
If you stop your operation, you have to save the registration.
(If not operated for more than 15 min., data will be eliminated unless it's saved.)

Verification
After you have completed entering course data, an automatic error check will occur.

Error Check Status

Not Checked Yet	Unchecked status or the status in which you have added for eliminated courses.
OK to Register	Registration can be completed.
Unable to Register	Registration cannot be completed until you verify error content and eliminate mistakes.

After conducting an automatic check for errors, registration can be completed.
Changes cannot be made after registration is completed.

④

Add Course

Search Course Number: **Display Course** **Add Course**

Class Day/Period	Course Number	Course Title	Instructor	Course Description	Credit	Notes	Course Administration Form	Details
Mon-1 (8:00-9:00)	15006	Advanced Chemical Equipment Design	Professor [Name]	Other Department	3-0-0			Details
Mon-7 (8:00-9:00)	15000	Advanced Chemical Reaction Engineering	Professor [Name]	Other Department	3-0-0			Details

➡ 8-1-2. Select Course

(3) Delete Course

Delete Courses you added by a mistake

- ① Click DELETE

The screenshot shows the 'Course Registration' page. At the top, there's a progress bar with four steps: 1. Select Course, 2. Check, 3. Verification, and 4. Registration completed. Below this, there's a 'Temporary Save' section with instructions. The 'Error Check Status' section shows 'Not Checked Yet' and 'Unable to Register'. At the bottom, there's a table of 'Undergraduate School Courses' with columns: Class Day/Period, Course Number, Course Title, Instructor, Course Classification, Credit, Notes, Course Administration Form, and Delete. The 'Delete' button for the first course is highlighted with a red circle and the number 1.

Class Day/Period	Course Number	Course Title	Instructor	Course Classification	Credit	Notes	Course Administration Form	Delete
Mon-F 0501	35006	Advanced Chemical Equipment Design	DR. J. J. J. J.	Other department	3-0-0			Delete
Mon-F 0502	35006	Advanced Chemical Reaction Engineering	DR. J. J. J. J.	Other department	3-0-0			Delete

The screenshot shows the 'Course Registration' page. At the top, there's a progress bar with four steps: 1. Select Course, 2. Check, 3. Verification, and 4. Registration completed. Below this, there's a 'Temporary Save' section with instructions. The 'Error Check Status' section shows 'Not Checked Yet' and 'Unable to Register'. At the bottom, there's a table of 'Graduate School Courses' with columns: Class Day/Period, Course Number, Course Title, Instructor, Course Classification, Credit, Notes, Course Administration Form, and Delete. The 'Delete' button for the first course is highlighted with a red circle and the number 1.

Class Day/Period	Course Number	Course Title	Instructor	Course Classification	Credit	Notes	Course Administration Form	Delete
Mon-F 0501	35006	Advanced Chemical Equipment Design	DR. J. J. J. J.	Other department	3-0-0			Delete

!! Your data will be eliminated if you fail to SAVE(TEMPORARY)!!

Do not forget to SAVE before you refer to every other page.
Refer to P.39 8-2 Save (Temporary) for details.

8-2.Save (Temporary)

(1)Save (Temporary) Courses you wish to Register.

Error check is not done at this time.

- ① Click SAVE (temporary) on the Select course screen.
- ② Course will be saved temporary (Error check is not done at this time).

Course Registration

Undergraduate Course Status: Temporary Save Graduate Course Status: Temporary Save 4/10/2009 11:21:09 AM TEMPORARY SAVE completed

1 Select Course → 2 Check → 3 Verification → 4 Registration completed

Select from Timetable Select from Course List

Temporary Save
Save the registration situation.
If you stop your operation, you have to save the registration.
(If not operated for more than 15 min, data will be eliminated unless it's saved.)

Verification
After you have completed entering course data, an automatic error check will occur.

Error Check Status

Not Checked Yet	Unchecked status or the status in which you have added (or eliminated) courses.
OK to Register	Registration can be completed.
Unable to Register	Registration cannot be completed until you verify error content and eliminate mistakes.

After conducting an automatic check for errors, registration can be completed.
Changes cannot be made after registration is completed.

Search Courses Search #on Course Number Display Course Add Course

Temporary Save (or Error Check) Verify

	Mon	Tue	Wed	Thu	Fri	Sat
1 9:00 ~9:45	Add	Add	Add	Add	Add	Add
2 9:45 ~10:20	Add	Add	Add	Add	Add	Add
3	Add	Add	Add	Add	Add	Add

!!Note!!

SAVE(TEMPORARY) does not mean RESIGTRATION

Refer to P.46 8-4.Registration to complete your Registration.

8-3.Acquiring Approval

You should either REGISTER or SAVE (Temporary) the Course in advance except for Course Administration Form No.2 and No.13.

■ How to Apply

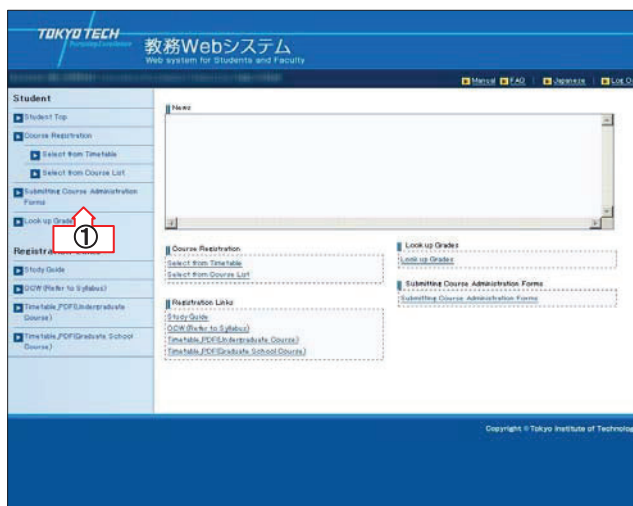
- ① Display the Form and print out
- ② Receive Approval (Seal) from the Instructor (except Form No.8)
- ③ Submit the Form to the Student Division
- ④ Receive E-mail from the Student Division
- ⑤ Completed

■ Course Administration Forms

- Course Administration Form No.2
A request to change your Program or Academic Year
- Course Administration Form No.6
A request to include Credits of the other Department to your Department
- Course Administration Form No.7
A request to include acquired Credits of the Undergraduate School to your Credit to complete the Master's Course
- Course Administration Form No.8
A request to approve as a Graduate School Course
- Course Administration Form No.13
A request to have acquired FUKUSENMON Credits approved

(1) Display Course Administration Form

- ① Click Submitting Course Administration Forms on the menu screen.



8-3.Acquiring Approval

<Course Administration Form No. 6,7 and 8>

*For Form No.2 and No.13, refer to P.44 4-2 Print out (the Form) for Form

(2) Select Course

① Click SELECT COURSE

② Click SELECT

③ Course will appear on the Acquiring Approvals screen.
Confirm that Course's status is UNREPORTED.

Submitting Course Administration Forms

Before submitting administrative forms, with the exception of No. 2 and No. 13, register for the course or put the registration information in temporary case.

[Course Administration Form]

- * Course Administration Form No. 2
- Use this to request a change in your program or academic year.
- * Course Administration Form No. 6
- A request to count credits from other departments.
- * Course Administration Form No. 7
- For master's students to request that undergraduate credits be counted.
- * Course Administration Form No. 8
- For master's students to request that a graduate level course taken as an undergraduate be counted towards master's degree requirements.
- * Course Administration Form No. 13
- Request that credits earned in one's minor discipline be approved.

Fill out the form and submit it.

[Procedures for Submission]

1. Display the form and print it out.
2. Review your instructor's personnel and as proof of approval (except for Form No. 6).
3. Submit the form to the Student Division.
4. Receive email from the Student Division.

No. 2 (Request to change your program or academic year)
A request to change your program or academic year. Submit within the application period.
Print

No. 6 (A request to count credits from other departments)
Use this to request that credits from courses offered in other departments be counted towards your departmental requirements.
Submit within the application period.
Select Course

No. 7 (For master's students to request that undergraduate credits be counted)
A request to include acquired credits of the Undergraduate School to Graduate School credit to complete the Master Course Submit within the Course offered Semester.
Select Course

Select Course

Course Administration Form No.6 (Select Course below)

Select	Undergraduate or Graduate School	Course Classification	Class Days/Periods	Course Number	Course Title	Instructor	Credit
Select	Y/A	Y/A	Y/A	Y/A	Y/A		
Select	Graduate School	Other department		11513	Special Lectures on Mathematics B1	Mathematics	3-0-0
Select	Graduate School	Other department		11516	Special Lectures on Mathematics C1	Mathematics	3-0-0

Submitting Course Administration Forms

Before submitting administrative forms, with the exception of No. 2 and No. 13, register for the course or put the registration information in temporary case.

[Course Administration Form]

- * Course Administration Form No. 2
- Use this to request a change in your program or academic year.
- * Course Administration Form No. 6
- A request to count credits from other departments.
- * Course Administration Form No. 7
- For master's students to request that undergraduate credits be counted.
- * Course Administration Form No. 8
- For master's students to request that a graduate level course taken as an undergraduate be counted towards master's degree requirements.
- * Course Administration Form No. 13
- Request that credits earned in one's minor discipline be approved.

Fill out the form and submit it.

[Procedures for Submission]

1. Display the form and print it out.
2. Review your instructor's personnel and as proof of approval (except for Form No. 6).
3. Submit the form to the Student Division.
4. Receive email from the Student Division.

No. 2 (Request to change your program or academic year)
A request to change your program or academic year. Submit within the application period.
Print

No. 6 (A request to count credits from other departments)
Use this to request that credits from courses offered in other departments be counted towards your departmental requirements.
Submit within the application period.
Select Course

Form	Status	Class Days/Periods	Course Number	Course Title	Instructor	Credit	Cancel
Display	Not submitted		11513	Special Lectures on Mathematics B1	Mathematics	3-0-0	Cancel

8-3.Acquiring Approval

(3)Delete Course

Delete Courses you have selected by a mistake.

① Click DELETE. Status should be either UNREPORTED or WAITING APPROVAL.

Submitting Course Administration Forms

Before submitting administrative forms with the exception of No. 2 and No. 13, register for the course or put the registration information in temporary case.

[Course Administration Form]

- [Course Administration Form No. 2]
Use this to request a change in your program or academic year.
- [Course Administration Form No. 6]
A request to count credits from other departments.
- [Course Administration Form No. 7]
For master's students to request that undergraduate credits be counted.
- [Course Administration Form No. 8]
For master's students to request that a graduate level course taken as an undergraduate be counted towards master's degree requirements.
- [Course Administration Form No. 13]
Request that credits earned in one's minor discipline be approved.

Fill out the form and submit it.

[Precedence for Submission]

1. Display the form and part A out.
2. Review your instructor's personal seal or proof of approval (except for Form No. 6).
3. Submit the form to the Student Division.

Afterward send form to the Student Division.

No. 2 [Request to change your program or academic year]
A request to change your program or academic year. Submit within the application period.

No. 6 [A request to count credits from other departments]
Use this to request that credits from courses offered in other departments be counted toward your departmental requirements. Submit within the application period.

Form	Class Days/Periods	Course Number	Course Title	Instructor	DA#	Cancel
<input type="button" value="Display"/>		11511	Special Lectures on Mathematics B1	XXXXXXXXXX	2-0-0	<input type="button" value="Cancel"/>

①

8-3.Acquiring Approval

(4-1) Print Out (the Form)

<Course Administration Form No.6,7 and 8>

- ① Click DISPLAY of the Course you have added.
- ② Print Out the Form
- ③ Confirm that status is WAITING APPROVAL.

Submitting Course Administration Forms

Before submitting administrative forms, with the exception of No. 2 and No. 13, register for the course or put the registration information in temporary save.

[Course Administration Form]
 * Course Administration Form No. 2
 Use this to request a change in your program or academic year.
 * Course Administration Form No. 6
 A request to count credits from other departments.
 * Course Administration Form No. 7
 For master's students to request that undergraduate credits be counted.
 * Course Administration Form No. 8
 For master's students to request that a graduate-level course taken as an undergraduate be counted towards master's degree requirements.
 * Course Administration Form No. 13
 Request that credits earned in one's minor discipline be approved.

Fill out the form and submit it.

[Procedures for Submission]
 1. Display the form and print it out.
 2. Receive your instructor's personal seal or proof of approval (except for Form No. 6).
 3. Submit the form to the Student Division.
 4. Receive email from the Student Division.

No. 2 (Request to change your program or academic year)
 A request to change your program or academic year. Submit within the application period.

No. 6 (A request to count credits from other departments)
 Use this to request that credits from courses offered in other departments be counted towards your departmental requirements. Submit within the application period.

Form	Status	Class Dept/Periods	Course Number	Course Title	Instructor	Credit	Cancel
<input type="button" value="Display"/>	Not submitted		11001	Advanced Biological Sciences		3-0-0	<input type="button" value="Cancel"/>

① For master's students to request that undergraduate credits be counted.
 * Request to count assigned credits of the Undergraduate School to Graduate School credit to comply to the Master Course Submit within the Course offered Semester.

学籍形式第 6 号
Course Administration Form No. 6

所属する専攻の授業科目としての許可願
A Request for a permission to apply other Department's acquired credit as a part of my Department's credit

平成 年 月 日
Date (yy-mm-dd)

研究科長 殿
To the Dean,

入学年度: _____
Year of Admission: _____

研究科: _____
Graduate School of _____

専攻: _____
Department of _____

学籍番号: _____
Student ID Number: _____

氏名: _____
Name: _____

下記の特攻の授業科目を自専攻の単位の一部としたいので、許可くださるようお願いいたします。
I hereby request for a permission to apply (acquired) credit of the other Department as a part of my Department's credit.

記

授業科目名: 植物生理学 (申告番号: 65016)

Submitting Course Administration Forms

Before submitting administrative forms, with the exception of No. 2 and No. 13, register for the course or put the registration information in temporary save.

[Course Administration Form]
 * Course Administration Form No. 2
 Use this to request a change in your program or academic year.
 * Course Administration Form No. 6
 A request to count credits from other departments.
 * Course Administration Form No. 7
 For master's students to request that undergraduate credits be counted.
 * Course Administration Form No. 8
 For master's students to request that a graduate-level course taken as an undergraduate be counted towards master's degree requirements.
 * Course Administration Form No. 13
 Request that credits earned in one's minor discipline be approved.

Fill out the form and submit it.

[Procedures for Submission]
 1. Display the form and print it out.
 2. Receive your instructor's personal seal or proof of approval (except for Form No. 6).
 3. Submit the form to the Student Division.
 4. Receive email from the Student Division.

No. 2 (Request to change your program or academic year)
 A request to change your program or academic year. Submit within the application period.

No. 6 (A request to count credits from other departments)
 Use this to request that credits from courses offered in other departments be counted towards your departmental requirements. Submit within the application period.

Form	Status	Class Dept/Periods	Course Number	Course Title	Instructor	Credit	Cancel
<input type="button" value="Display"/>	Waiting Approval		11006	Enzymes and Metabolism		3-0-0	<input type="button" value="Cancel"/>

8-3.Acquiring Approval

(4-2) Print Out(the Form)

<Course Administration Form No.2 and 13>

① Click DISPLAY of the Form

② Print Out and complete the Form

Submitting Course Administration Forms

Before submitting administrative forms, with the exception of No. 2 and No. 13, register for the course or put the registration in formation in temporary form.

[Course Administration Form]

- Course Administration Form No. 2
- Use this to request a change in your program or academic year.
- Course Administration Form No. 6
- A request to count credits from other departments.
- Course Administration Form No. 7
- For master's students to request that undergraduate credits be counted.
- Course Administration Form No. 8
- For master's students to request that a graduate level course taken as an undergraduate be counted towards master's degree requirements.
- Course Administration Form No. 13
- Request that credits earned in one's minor discipline be approved.

Fill out the form and submit it.

[Procedures for Submission]

- Display the form and print it out.
- Obtain your instructor's personal seal or proof of approval (except for Form No. 6).
- Submit the form to the Student Division.

Effective email from the Student Division.

No. 2 (Request to change your program or academic year)

A request to change your program or academic year. Submit within the application period.

Print

① (part to count credits from other departments)

part to count credits from other departments to be counted towards your departmental requirements.

Submit within the application period.

Select Course

Form	Status	Class Dept/Periods	Course Number	Course Title	Instructor	Credit	Cancel
Display	Not submitted		71007	Advanced Biological Sciences		3-0-0	Cancel

No. 7 (For master's students to request that undergraduate credits be counted)

A request to include assigned credits of the Undergraduate School to Graduate School credit to complete the Master Course Submit within the Course offered Semester.

履修形式第2号
Course Administration Form No. 2

履修課程 変更届
履修年次 履修学期
Program/Academic Year/Semester Change Request Form

平成 年 月 日
Date (yy-mm-dd)

研究科長 殿
To the Dean,

入学年度:
Year of Admission:

研究科:
Graduate School of

専攻:

学籍番号:
Student ID Number:

氏名: 印
Name: Seal

8-3.Acquiring Approval

(5)Acquire Approval (Seal) and submit to the Student Division

- ① Submit the Form after you receive Approval (Seal) from Instructor
- ② You will receive E-mail from the Student Division
- ③ Confirm that the status is Approved on the Acquiring Approval screen

*Status will be NOT APPROVED if not approved.

*It is not necessary to confirm the status for Course Administration Form No.2 and 13.

Submitting Course Administration Forms

Before submitting administrative forms, with the exception of No. 2 and No. 13, request for the course or put the registration information in temporary pass.

[Course Administration Form]
- Course Administration Form No. 2
Use this to request a change in your program or academic year.
- Course Administration Form No. 6
A request to count credits from other departments.
- Course Administration Form No. 7
For master's students to request that undergraduate credits be counted.
- Course Administration Form No. 11
For master's students to request that a graduate-level course taken at an undergraduate be counted towards master's degree requirements.
Request that credits earned in one's minor discipline be approved.

Fill out the form and submit it.

[Instructions for Submission]
1. Display the form and print it out.
2. Receive your instructor's personal seal as proof of approval (except for Form No. 13).
3. Submit the form to the Student Division.
Affirmative email from the Student Division.

No. 2 (Request to change your program or academic year)
A request to change your program or academic year. Submit within the application period.
[Submit]

No. 6 (Request to count credits from other departments)
Use this to request that credits from courses offered in other departments be counted towards your departmental requirements.
Submit within the application period.
[Submit Course]

Form	Class Dept/Periods	Course Number	Course Title	Instructor	Credit	Status
Approved		11009	Differential Equations I	Dr. [Name]	3-0-0	

8-4.Registration

You cannot go on to Registration with Courses with Error

(1)Verify

Courses will be checked

① Click VERIFY on the Register Course screen

② (Check) result will appear after Save (temporary) and error checking

■ No Errors

Go on to Registration by clicking REGISTER

■ Errors

Review and correct

Refer to P.33 8-1 Select Course

The screenshot shows the 'Course Registration' interface. At the top, there's a status bar indicating 'Undergraduate Course Status: Temporary Save' and 'Graduate Course Status: Temporary Save'. Below this, a progress bar shows four steps: 1. Select Course, 2. Check, 3. Verification, and 4. Registration completed. The 'Verify' step is currently active. The main content area displays a 'Temporary Save' message and an 'Error Check Status' section. The status is 'Unable to Register' with a red warning icon. A red circle with the number 1 highlights the 'Verify' button in the bottom right corner.

The screenshot shows the 'Check Data' screen. At the top, the same progress bar is visible. The main content area displays 'OK to register' and a message: 'Review results of automatic check. Correct if necessary. Proceed to registration.' Below this, there's a 'Reported Credits' section with a table showing 'Total' and 'Maximum Number of Credits'. A table of course details is also present, with columns for Undergraduate or Graduate School, Results, Error Details, Class Days/Periods, Course Number, Course Title, Instructor, Credit, and Error Details. The table shows three courses, all with 'OK to register' status. A red dashed box highlights the 'Go on to registration' button in the bottom right corner.

No Errors

The screenshot shows the 'Check Data' screen with an 'Error' status. The progress bar shows the 'Check' step as active. The main content area displays 'Error' and a message: 'Check the content and correct.' Below this, there's a 'Reported Credits' section. A table of course details is also present, with columns for Undergraduate or Graduate School, Results, Error Details, Class Days/Periods, Course Number, Course Title, Instructor, Credit, and Error Details. The table shows three courses, with the last one having a 'Not approved' status and an error message: 'Error: Department?'. A red dashed box highlights the 'Go on to registration' button in the bottom right corner.

Errors

!!Attention!!

**You cannot go on to
Registration with Error.**

Review the result, correct before you
try again.

8-4.Registration

(2) Registration

- ① Click REGISTER after you verify
- ② You will receive E-mail and registration will be finalized.

Register Courses

1 Select Course → 2 Check → 3 Verification → 4 Registration completed

Are you sure you want to register as seen below? Note that unregistration is not possible.

Reported Credits

Undergraduate or Graduate School	Class Days/Periods	Course Number	Course Title	Instructor	Credit
Undergraduate School	Mon-F 0800-1000	011	Translation Workshop (200A)	Yoshiko Nishida	0-0-0
Graduate School	Sat 09:00-11:00	11113	Special Lectures on Mathematics B1	Yoshiko Nishida	2-0-0
Graduate School	Mon-F 08:00-10:00	25000	Advanced Course in Chemistry of Organic and Polymeric Materials	Yoshiko Nishida	2-0-0
Graduate School	Mon-F 08:00-10:00	75000	Principles of International Development Project	Yoshiko Nishida	2-0-0
Graduate School	Tue-F 08:00-10:00	19000	International Development Projects with Case Method	Yoshiko Nishida	0-0-0
Graduate School		98001	Topics in Comprehensive Management of Technology I	Yoshiko Nishida	1-0-0

Register

Return to Select Course

!!Attention!!

No changes are allowed after Registration.

Note that you cannot change even within the Application Period.

Register Courses

1 Select Course → 2 Check → 3 Verification → 4 Registration completed

You are not registered as seen below. You will receive a confirmation by email. If you have registered by mistake, please contact the Help Desk. Note: Registration in graduate level courses will be checked by the instructor.

Reported Credits

Undergraduate or Graduate School	Class Days/Periods	Course Number	Course Title	Instructor	Credit
Undergraduate School	Mon-F 0800-1000	011	Translation Workshop (200A)	Yoshiko Nishida	0-0-0
Graduate School	Sat 09:00-11:00	11113	Special Lectures on Mathematics B1	Yoshiko Nishida	2-0-0
Graduate School	Mon-F 08:00-10:00	25000	Advanced Course in Chemistry of Organic and Polymeric Materials	Yoshiko Nishida	2-0-0
Graduate School	Mon-F 08:00-10:00	75000	Principles of International Development Project	Yoshiko Nishida	2-0-0
Graduate School	Tue-F 08:00-10:00	19000	International Development Projects with Case Method	Yoshiko Nishida	0-0-0
Graduate School		98001	Topics in Comprehensive Management of Technology I	Yoshiko Nishida	1-0-0

Register

Return to Select Course

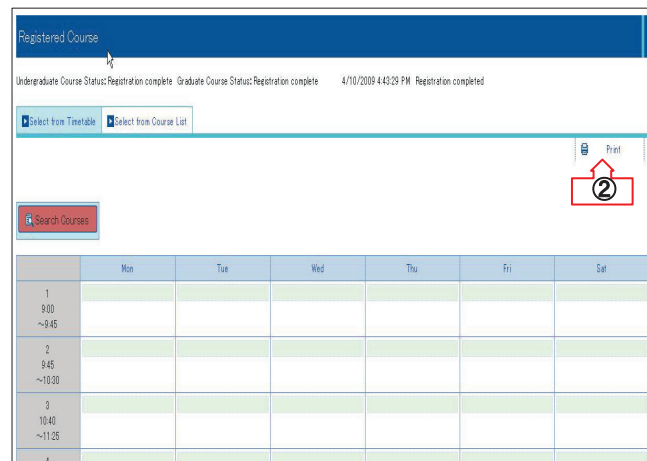
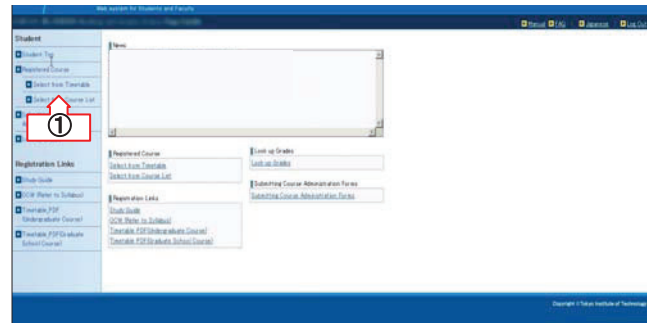
8-5.Refer to Registered Courses

8-5-1. Refer by the Timetable

(1)Refer to Registered Courses by the Timetable

① Click FROM TIMETABLE on the menu screen

② Print out if necessary



Refer to Registered Courses will appear on the Menu screen after the Application Period.

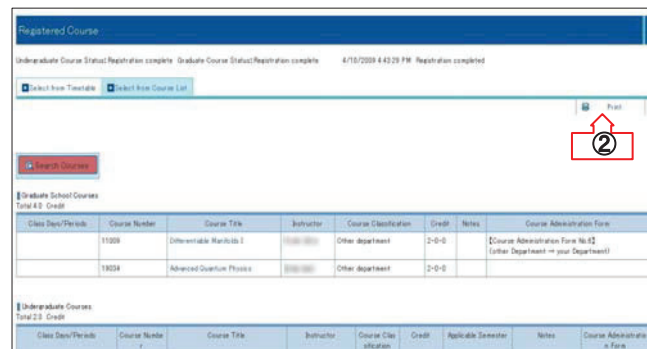
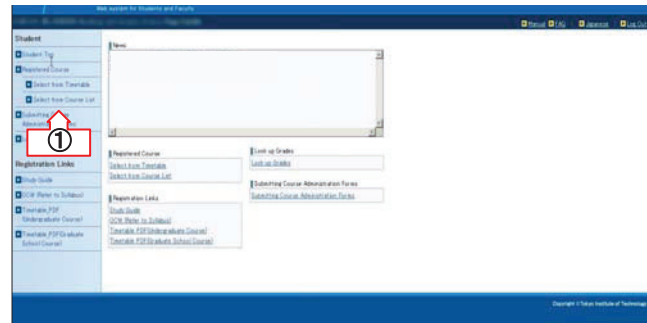
8-5.Refer to Registered Courses

8-5-2. Refer by the List

(1)Refer to Registered Courses by the List

① Click (FROM) COURSES on the menu screen

② Print out if necessary



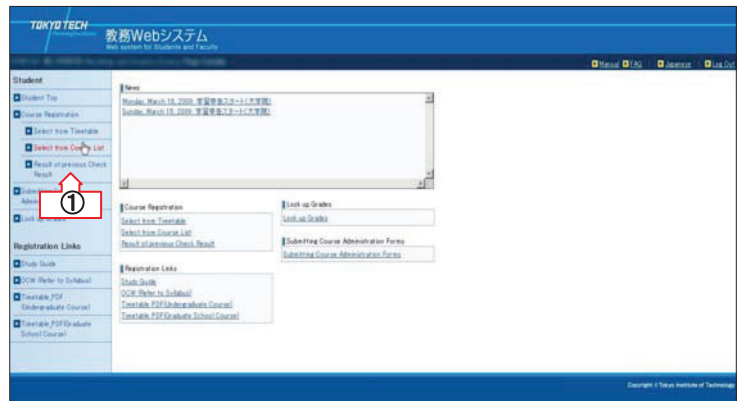
Refer to Registered Courses will appear on the Menu screen after the Application Period.

8-6.Check Result

(1)Check Result

Display Check Result

- ① Click Result of Previous Check Result on the menu
- ② Result will appear in separate window



Result of previous Check Result

Error Check the content and correct

Reported Credits

Total: 6.0 Semester: Maximum Number of Credits: --

OK to Register: **Unable to Register**

Undergraduate or Graduate School ▼/▲	Results ▼/▲	Error Details ▼/▲	Class Days/Periods ▼/▲	Course Number ▼/▲	Course Title ▼/▲	Instructor	Credit	Error Details
Graduate School	OK to register	OK		19004	Advanced Quantum Physics	Shigeo Hasegawa	2-0-0	
Graduate School	OK to register	OK		11009	Differentiable Manifolds I	Shigeo Hasegawa	2-0-0	
Undergraduate School	OK to register	OK	Mon1-2 6演習室27	762	Computer Literacy V-2	Shigeo Hasegawa	1-1-0	
Graduate School	Not approved	Error (Department)		11005	Seminar in Mathematics II	Shigeo Hasegawa	0-2-0	Not for your department

Close

8-7.Course Addition/Cancellation

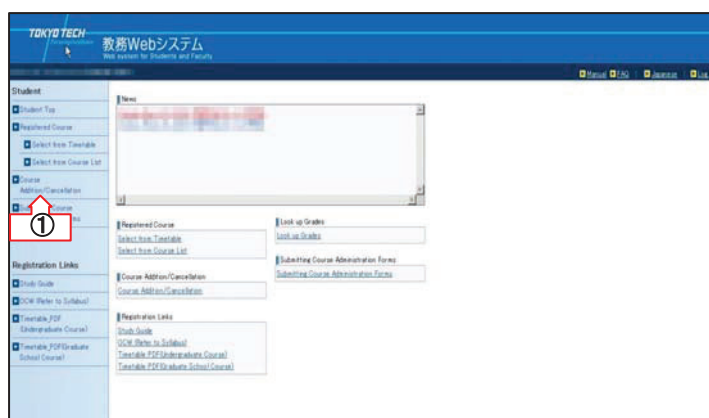
Course Addition/Cancellation requires Instructor's Approval (Seal) and Student Division's Approval.

■ How to Add/Cancel

- ① Select the Course you wish to Add/Cancel and print out the Form
- ② Receive Approval (Seal) from Instructor
- ③ Submit the Form to the Student Division
- ④ You will receive E-mail from the Student Division
- ⑤ Completed

(1)Display Course Addition/Cancellation Screen

- ① Click ADD/CANCEL from the menu screen



Course Addition/Cancellation menu will appear during the Correction Period

8-7.Course Addition/Cancellation

(2) Select Course you wish to Add

- ① Click SELECT—GRADUATE SCHOOL or SELECT-UNDERGRADUATE SCHOOL
- ② Select Course and click SEARCH
- ③ Click SELECT of the Course you wish to add
- ④ Added Course will appear on the screen
Status should be UNREPORTED/

* Error Courses cannot be Registered

**Added Courses will be automatically saved

Course Addition/Cancellation

To add or cancel a course, acquire approval from the instructor and the Student Division.

Procedure:

1. Select course from below.
2. Click on "Display" and print out the form.
3. Receive approval from the instructor.
4. Submit the form to the Student Division.
5. Receive approval from the Student Division.

Course Addition

Select Graduate School Course Select Undergraduate Course

Not Applicable

Course Cancellation

Select Course

Select Graduate School Course

Class Days: [] Start Time: [] No Department / All Department: []

Course Title: [] Instructor: [] Course Number: [] Search

1 2

Select	Class Days/Periods	Course Number	Course Title	Instructor	Credit	Notes
Select	Tu-5 9-10A/150	70017	International Development Projects with Case Method	Yoshiyuki Ito	3-2-0	
Select	Tu-5 9-10A/150	70020	Project Evaluation for Sustainable Infrastructure	Yoshiyuki Ito	2-0-0	
Select	Tu-5 9-10A/150	70029	Introduction to Economics for Engineers	Yoshiyuki Ito	2-0-0	
Select	Tu-5 9-10A/150	70035	Principles of International Communication	Yoshiyuki Ito	2-0-0	

Course Addition/Cancellation

To add or cancel a course, acquire approval from the instructor and the Student Division.

Procedure:

1. Select course from below.
2. Click on "Display" and print out the form.
3. Receive approval from the instructor.
4. Submit the form to the Student Division.
5. Receive approval from the Student Division.

Course Addition

Select Graduate School Course Select Undergraduate Course

Form	Status	Undergraduate or Graduate School	Course Classification	Course Number	Course Title	Instructor	Credit	Applicable Semester	Cancel
Display	Not submitted	Graduate School	DS	70017	International Development Projects with Case Method	Yoshiyuki Ito	3-2-0		Cancel

Course Cancellation

Select Course

8-7.Course Addition/Cancellation

(3) Select Course you wish to Cancel

- ① Click SELECT (COURSE)
- ② Select a Course you wish to cancel
- ③ Cancelled Courses will appear.
- ④ Confirm that status is UNREPORTED on the Course Addition/Cancellation Screen.

*Cancelled Courses will be automatically saved.

Course Addition/Cancellation

To add or cancel a course, acquire approval from the instructor and the Student Division.
 Procedure:
 1. Select course from below.
 2. Click on "Display" and print out the form.
 3. Receive approval from the instructor.
 4. Submit the form to the Student Division.
 5. Receive approval from the Student Division.

Course Addition

Select Graduate School Course Select Undergraduate Course

Form	Status	Undergraduate or Graduate School	Course Classification	Course Number	Course Title	Instructor	Credit	Applicable Semester	Cancel
	Approved	Graduate School	Ph.	18034	Advanced Quantum Physics	Yoshida, Takao	2-0-0	0-1-0	
	Approved	Graduate School	Ph.	24036	Internship for Seniors: Materials I	Yoshida, Takao	0-1-0	0-1-0	

Select Course

Not **①**

Select Course

Select	Undergraduate or Graduate School	Course Classification	Class Days/Periods	Course Number	Course Title	Instructor	Credit
Not	Undergraduate School		Mon-Fri 18:00-19:15	701	Computer Literacy I/II	Yoshida, Takao	1-1-0
②	Undergraduate School		Mon-Fri 18:00-19:15	871	Translation Workshop 2008A	Yoshida, Takao	0-2-0
Select	Graduate School	Other department	Interim 18:00-19:15	11012	Special Lectures on Mathematics B1	Yoshida, Takao	2-0-0
Select	Graduate School	Other department	Mon-Fri 18:00-19:15	20015	Advanced Course in Chemistry of Organic and Polymeric Materials	Yoshida, Takao	2-0-0
Select	Graduate School	Ph Department	Mon-Fri 18:00-19:15	7020	Principles of International Development Project	Yoshida, Takao	2-0-0
Select	Graduate School	Other department		20021	Topics in Comprehensive Management of Technology I	Yoshida, Takao	1-0-0

Return

Course Addition/Cancellation

To add or cancel a course, acquire approval from the instructor and the Student Division.
 Procedure:
 1. Select course from below.
 2. Click on "Display" and print out the form.
 3. Receive approval from the instructor.
 4. Submit the form to the Student Division.
 5. Receive approval from the Student Division.

Course Addition

Select Graduate School Course Select Undergraduate Course

Form	Status	Undergraduate or Graduate School	Course Classification	Course Number	Course Title	Instructor	Credit	Applicable Semester	Cancel
Display	Not submitted	Graduate School	Ph.	70017	International Development Projects with Case Method	Yoshida, Takao	0-2-0	0-2-0	Cancel

Course Cancellation

Select Course

Form	Status	Undergraduate or Graduate School	Course Classification	Course Number	Course Title	Instructor	Credit	Applicable Semester	Cancel
Display	Not submitted	Undergraduate School		701	Computer Literacy I/II	Yoshida, Takao	1-1-0	1	Cancel

8-7.Course Addition/Cancellation

(4)Delete Course you have Added/Cancelled by mistake.

① Click DELETE

You may DELETE when status is UNREPORTED or WAITING APPROVAL

The screenshot shows a web form titled "Course Addition/Cancellation". It includes instructions and a procedure list. Below the instructions are two tabs: "Select Graduate School Course" and "Select Undergraduate Course". The "Select Undergraduate Course" tab is active, displaying a table with columns: Forms, Status, Undergraduate or Graduate School, Course Classification, Course Number, Course Title, Instructor, Credit, Applicable Semester, and Cancel. The first row in the table has a "Delete" button in the "Forms" column, which is highlighted with a red box and a circled "1".

Forms	Status	Undergraduate or Graduate School	Course Classification	Course Number	Course Title	Instructor	Credit	Applicable Semester	Cancel
Delete	Not submitted	Graduate School	MS	70017	International Development Projects with Case Method	Yoshiko, M. (2010)	3-2-0	3-2-0	Delete

Below the table is a section for "Course Cancellation" with a "Select Course" dropdown. Below that is another table with the same columns as the first one. The first row in this table has a "Delete" button in the "Forms" column, which is also highlighted with a red box and a circled "1".

Forms	Status	Undergraduate or Graduate School	Course Classification	Course Number	Course Title	Instructor	Credit	Applicable Semester	Cancel
Delete	Approved	Graduate School	MS	11703	Seminar in Mathematics II	Academic Advisor	3-2-0	3-2-0	Delete
Delete	Not submitted	Undergraduate School		701	Computer Literacy V-1	Yoshiko, M. (2010)	1-1-0	1-1-0	Delete

!!Note!!

You cannot delete Course when status is APPROVED or NOT APPROVED

8-7.Course Addition/Cancellation

(5) Print Out

- ① Click DISPLAY
- ② Print out the Form
- ③ Confirm that status is WAITING APPROVAL

Course Addition/Cancellation

To add or cancel a course, acquire approval from the instructor and the Student Division.

Procedure

- 1 Select course from below.
- 2 Click on "Display" and print out the form.
- 3 Receive approval from the instructor.
- 4 Submit the form to the Student Division.
- 5 Receive approval from the Student Division.

Course Addition

Select Graduate School Course Select Undergraduate Course

Form	Status	Undergraduate or Graduate School	Course Classification	Course Number	Course Title	Instructor	Credit	Applicable Semester	Cancel
Display	Not submitted	Graduate School	4B	70017	International Development Projects with Case Method	Yoshida, Tetsuo	3-2-0		Cancel

Course Cancellation

Select Course

Form	Status	Undergraduate or Graduate School	Course Classification	Course Number	Course Title	Instructor	Credit	Applicable Semester	Cancel
	Approved	Graduate School	4B	11703	Seminar in Mathematics II	Arakawa, Akio	3-2-0		
Display	Not submitted	Undergraduate School		701	Computer Literacy V-1	Yoshida, Tetsuo	1-1-0	1	Cancel

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Course Administration Form No. 3

授業科目申告の追加願
Subject Addition Request Form

平成 年 月 日
Date (yy-mm-dd)

研究科長 殿
To the Dean,

入学年度: 平成 年 (Academic Year of Admission:)
研究科: (Graduate School:)
専攻: (Department:)
学籍番号: (Student ID No.:)
氏名: (Name:) 印 (Seal)

下記により授業科目を追加申請しますので許可くださるようお願いいたします。
I hereby request for your permission to add below subject.

記

Course Addition/Cancellation

To add or cancel a course, acquire approval from the instructor and the Student Division.

Procedure

- 1 Select course from below.
- 2 Click on "Display" and print out the form.
- 3 Receive approval from the instructor.
- 4 Submit the form to the Student Division.
- 5 Receive approval from the Student Division.

Course Addition

Select Graduate School Course Select Undergraduate Course

Form	Status	Undergraduate or Graduate School	Course Classification	Course Number	Course Title	Instructor	Credit	Applicable Semester	Cancel
Display	Waiting Approval	Graduate School	4B	70017	International Development Projects with Case Method	Yoshida, Tetsuo	3-2-0		Cancel

Course Cancellation

Select Course

Form	Status	Undergraduate or Graduate School	Course Classification	Course Number	Course Title	Instructor	Credit	Applicable Semester	Cancel
	Approved	Graduate School	4B	11703	Seminar in Mathematics II	Arakawa, Akio	3-2-0		
Display	Waiting Approval	Undergraduate School		701	Computer Literacy V-1	Yoshida, Tetsuo	1-1-0	1	Cancel

8-7.Course Addition/Cancellation

(6)Acquiring Approval (Seal) from Instructor and the Student Division

- ① Receive Approval (Seal) from Instructor and submit Form to the Student Division
- ② After you submit the Form to the Student Division, you will receive E-mail
- ③ Confirm that status is APPROVED on the Course Addition/Cancellation Screen(and ///Course is added/deleted on the Acquiring Approval List.///)

*NOT APPROVED Courses cannot be Registered

Course Addition/Cancellation

To add or cancel a course, acquire approval from the instructor and the Student Division.

Procedure:

- 1 Select course from below.
- 2 Click on "Display" and print out the form.
- 3 Receive approval from the instructor.
- 4 Submit the form to the Student Division.
- 5 Receive approval from the Student Division.

Course Addition

Select Graduate School Course Select Undergraduate Course

Form	Status	Undergraduate or Graduate School	Course Classification	Course Number	Course Title	Instructor	Credit	Applicable Semester	Cancel
	Approved	Graduate School	4L	70017	International Development Projects with Case Method	Yoshida, Y.	3-2-0		

Course Cancellation

Select Course

Form	Status	Undergraduate or Graduate School	Course Classification	Course Number	Course Title	Instructor	Credit	Applicable Semester	Cancel
	Approved	Graduate School	4L	11103	Seminar in Mathematics II	Academic Advisor	3-2-0		
	Approved	Undergraduate School		701	Computer Literacy 9-1	Yoshida, Y.	1-1-0	1	

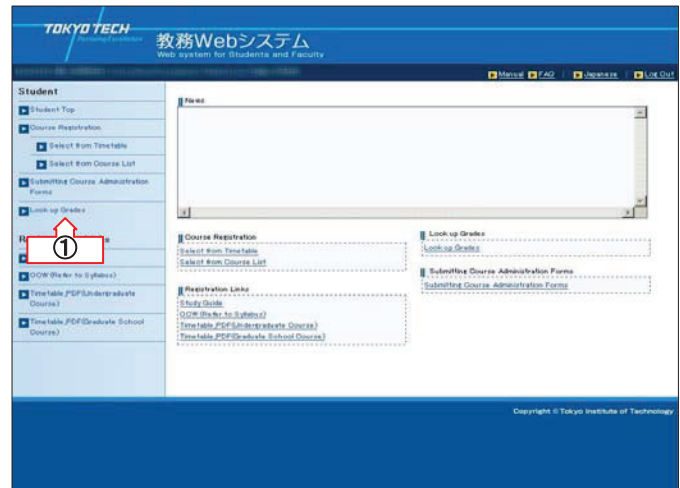
9. Graduate School-Look Up Grades

Display Acquired Grades

The past grade list will be displayed.

(1) Display Acquired Grades List

- ① Click LOOK UP GRADES
- ② Print out if necessary



Look up Grades

Print 2

Course Title ▼/▲	Instructor	Credit	Grades ▼/▲	Acquired Time/Period ▼/▲
Colloquium in Value and Decision Science IV	Academic Advisor	0-0-2	●	2008 Autumn Semester
Discussion Program in Value and Decision Science II	Academic Advisor	0-1-1	●	2008 Spring Semester
Colloquium in Value and Decision Science III	Academic Advisor	0-0-2	●	2008 Spring Semester
Methods of Discourse	Academic Advisor	2-0-0	●	2007 Autumn Semester
Discussion Program in Value and Decision Science I	Academic Advisor	0-1-1	●	2007 Autumn Semester
Special Seminar in Value and Decision Science I	Academic Advisor	0-0-1	●	2007 Autumn Semester
Colloquium in Value and Decision Science II	Academic Advisor	0-0-2	●	2007 Autumn Semester
Introduction to Value and Decision Science	Academic Advisor	2-0-0	●	2007 Spring Semester
Discussion Program in Value and Decision Science I	Academic Advisor	0-1-1	●	2007 Spring Semester
Colloquium in Value and Decision Science I	Academic Advisor	0-0-2	●	2007 Spring Semester
Discourse Formation	Academic Advisor	2-0-0	●	2007 Autumn Semester
Comparative Studies on Value Systems	Academic Advisor	2-0-0	●	2007 Autumn Semester

Top of this page

Course Title ▼/▲	Instructor	Credit	Grades ▼/▲	Acquired Time/Period ▼/▲
Advanced Oral Expression in English C&E	Academic Advisor	0-0-2	●	2008 Autumn Semester
Advanced Oral Expression in English C&E	Academic Advisor	0-0-2	●	2007 Spring Semester
Advanced Oral Expression in English C&E	Academic Advisor	0-0-2	●	2008 Spring Semester

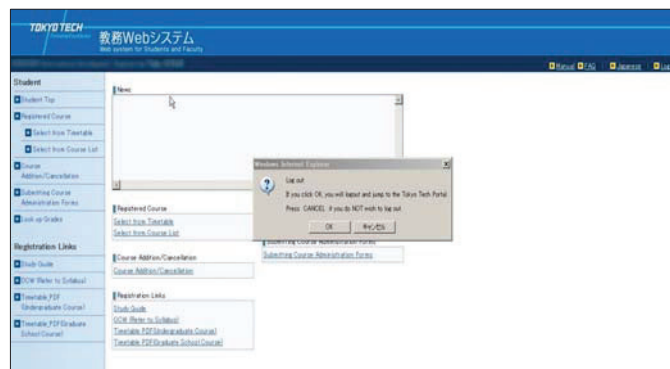
Top of this page

10.Log Out

(1) From the Web System for Students and Faculty

Do not forget to LOG OUT after you finish

You will jump to Tokyo Tech Portal



(2) From the Tokyo Tech Portal

Click LOG OUT on the Tokyo Tech Portal

*Be sure to LOG OUT before you leave your seat to secure safety.



11.FAQ

About PC

1)I do not have PC

- See below for locations where you can use PC inside the Campus.
~~URL http://www.titech.ac.jp/english/enrolled/it_service/rental.html~~
- If you belong to Laboratory, please use the one in the lab.
- Rental Laptop PC is available at the Student Division.
~~Your student ID card is required.~~
- You can connect to the Web System from the off-campus PC as well.

2)Can I access the Web System for Students and Faculty by connecting to Tokyo Tech LAN from my own PC?

Yes. Refer to;

<https://portal.titech.ac.jp/new-en/inquiry.html>

Others

1)I do not have my Student ID Card (Lost or Expired)

Please contact the Student Division.

2) Web System for Students and Faculty is working slow.

We recommend you to use the system with other browsers and applications closed.

11.FAQ

3)Can I access from my Cellular phone?

No. Since you need to log in by Authentication system,
You only can use PC.

4)Can I access from Mac?

Yes. Refer to P3 Notes for details.

5)Can E-mails sent from the Web System forwarded to my cellular phone?

Yes. Complete mail forward procedure through Tokyo Tech Portal.

6)I am on leave of absence. Can I still access to the Web System?

Yes. You can log in and look up grades however, you cannot make any Registrations.
E-mails and News will be updated at all times.

11.FAQ

Application

1)I clicked REGISTRATION/REGISTER by mistake. What shall I do?

Contact Help desk between 9AM-5PM,Monday-Friday

2)How can I change the Course?

You can add/delete the Course before your Registration.

No changes are allowed after the Registration.

3) I want to register Exchange Agreement School's Course.

Sorry,you cannot register from the Website.

Attendance Form is available at the Student Division.

4)Can I register Duplicate Course?

Yes. Since Approval (Seal) is required, you will need to process well in advance.

Refer to P.20 Acquiring Approvals for details.

5)I cannot register though I have submitted the Course Administration Form.

Have you received the Approval (Seal) both from the Instructor and the Student Division?

Refer to P.20 Acquiring Approvals for details.

6)I am a Dual Degree Student. How can I Register?

Refer to P32 for details.

7)Can I register by handwritten document?

No. Contact Help Desk if you cannot make Registration from the Website.

11.FAQ

8) I do not have any Courses to Register.

Registration is essential even if you don't have any to register.

Please complete Registration without selecting a Course.

9) I had to get Seal from my Academic Advisor last time.

Seal is not necessary, however, we ask every each one of you to consult with your Academic Adviser and acquire Approval before you Register.

Note that the Courses without Approval may be cancelled.

Look Up Grades

1) Can I print out my Transcript Certificate (Japanese/English) from the Website?

No. You can obtain one from the Automatic Certificate Machine in the Main Building.

Automatic Certificate Machine is located at:

O-okayama Campus

Room 147B, back of the lobby, Main Building 8:30-18:00 (Except on Sat., Sun., National Holidays)

Suzukakedai Campus

Lobby, Bldg J1 8:30-17:30 (Except on Sat., Sun., National Holidays)

You can print out a Transcript as your copy from the Web system. Note that it is not official.

2) How can I register a Year-round Course such as Experiments in General Physics?

Once you register in Spring Semester, it will automatically reflect in Autumn Semester.

Therefore, you do not have to register again.

Note that you can only delete in Spring Semester for a Year-round Course.

3) From when can I look up grades for current Semester?

You will be able to look up on/after Grade Release Date.

Date will be notified by the Bulletin board and News.

12. Inquiries

Web System for Students and Faculty Help Desk

If you have any questions about the Web System, call to Help Desk below.

● Web System for Students and Faculty Help Desk

Ookayama Campus :	Phone Number: 03 5734 3009
Bldg.W8-1F Student Division	5734 3049
Suzukakedai Campus :	Phone Number: 045 924 5932
Bldg J1-1F Student Division	

Please refer to the website for reception hours.
<https://www.titech.ac.jp/student/students/certificates/submitting/offices>
E-Mail kyomu.web@jim.titech.ac.jp

Submit Documents to

● Submit Documents to

O-okayama Campus

O-okayama Campus Bldg.W8-1F
[Undergraduate Group] Phone:03-5734-3002
[Graduate Group] Phone: 03-5734-3005
~~[Laptop PC Rentals] Phone:03-5734-3003~~
Please refer to the website for reception hours.
<https://www.titech.ac.jp/student/students/certificates/submitting/offices>

Suzukakedai Campus

Suzukakedai Campus Bldg J1-1F Student Division
[Undergraduate Group] ~~[Laptop PC Rentals]~~ Phone:045-924-5933
[Graduate Group] Phone :045 924 5934
Please refer to the website for reception hours.
<https://www.titech.ac.jp/student/students/certificates/submitting/offices>

Web System for Students and Faculty Manual

Web System for Students and Faculty Manual is available at;

URL <http://www.titech.ac.jp/english/enrolled/life/applications.html>