Web System for Students and Faculty Guide (For Students)
# Contents

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.
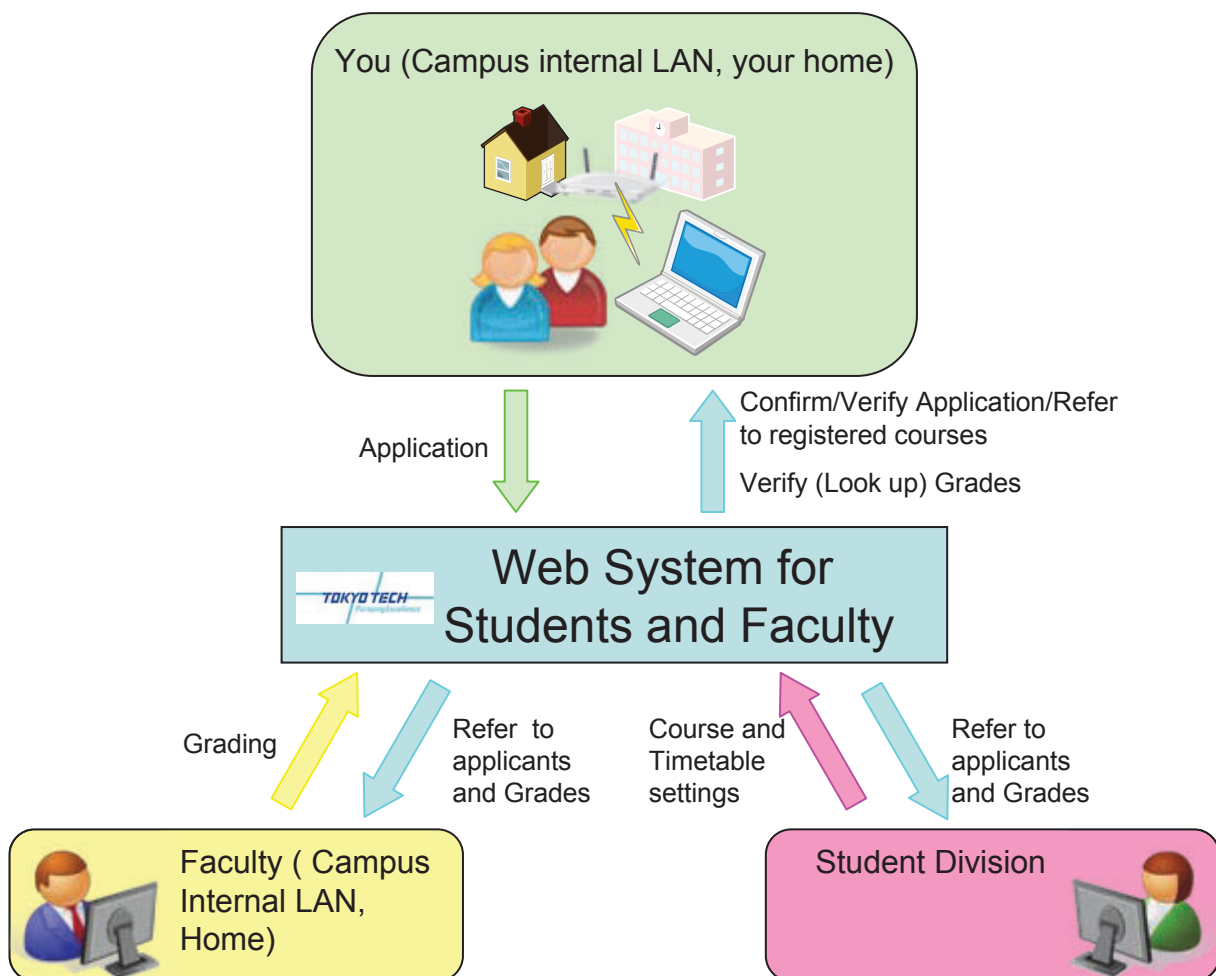
2.Notes

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) Undergrauate 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 biginning 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
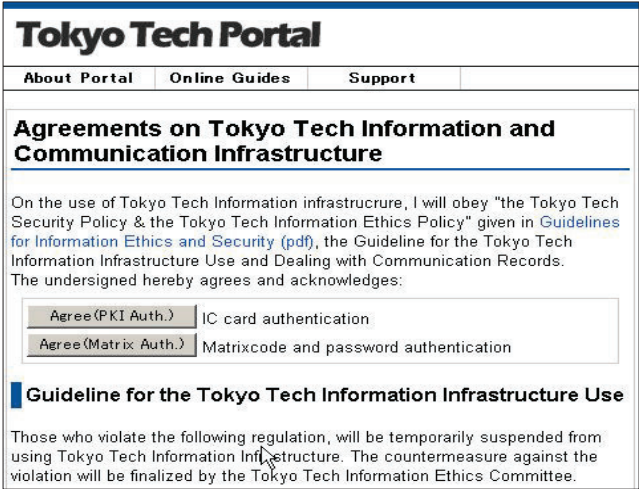
(2) Web System for Students and Faculty

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

Top page will appear
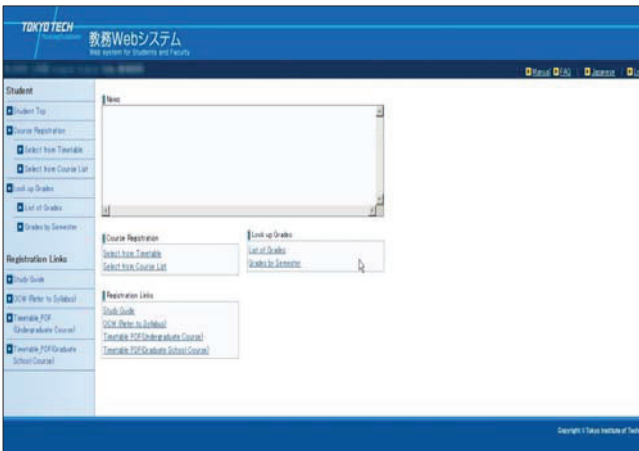
5.News

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.
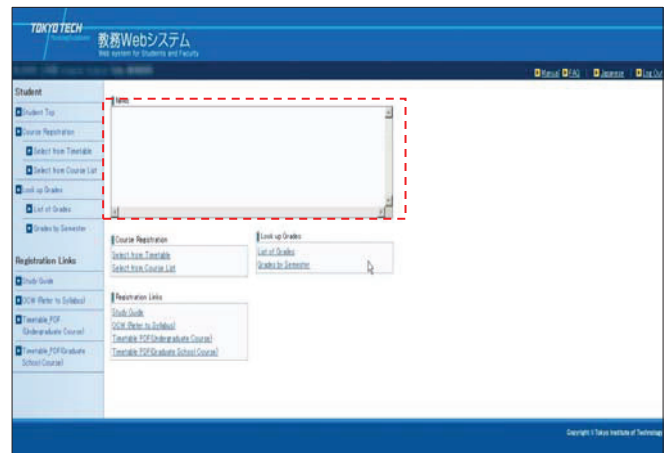
6.Under Graduate School-Application

The flow for registration course of under graduate student

Some require a Document in addition to the Web System operation

Web System Operation

Web System Operation and/plus a Document

No Web System Operation

In the case that you do not need to apply any courses

Select Course

Save (Temporary)

You can not go on to Registration unless approval is acquired.

Acquire Approval (Seal) for Approval required Course

Verify

You can not go on to Registration with Errors.

Review (Check) Results

No Errors

Changes are not allowed after Registration even within the Application Period.

Register

No Registration after Application Period.
(Menu will change from REGISTRATION to REFER (To))

Finalized

Any Addition

Addition Request

Finalized

Application Period

Correction Period

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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
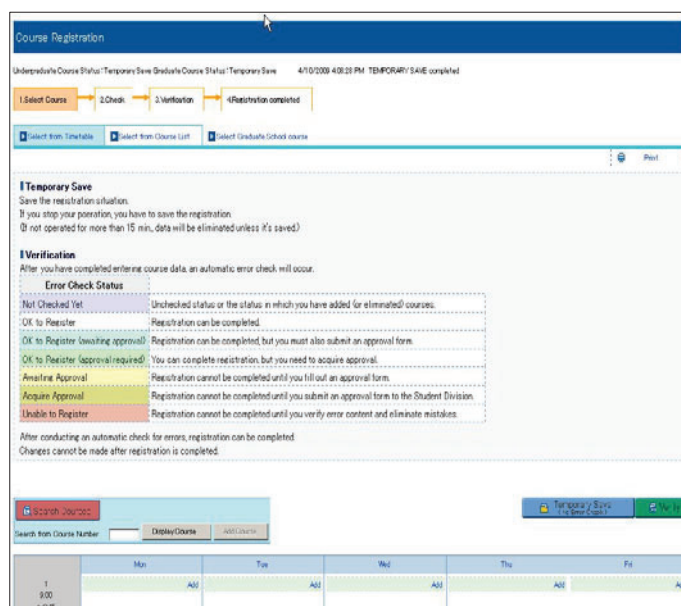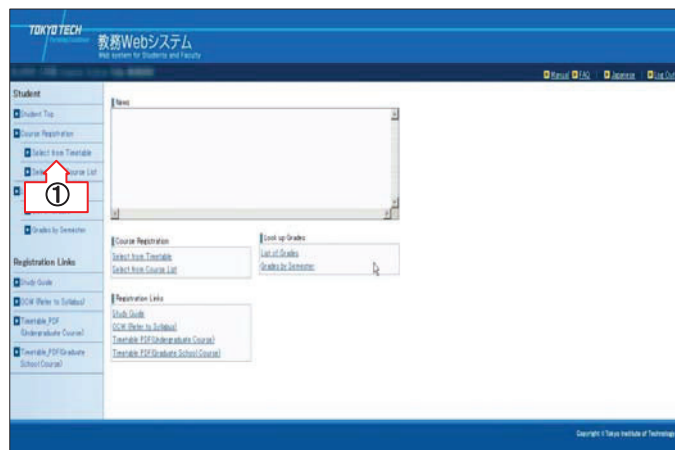
⊃ 6-1-1. Select Course from Timetable

(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.

Check

> **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!

⮌ 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.）

┌───┐
│ **!! 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. │
└───┘

➲ 6-1-2. 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.

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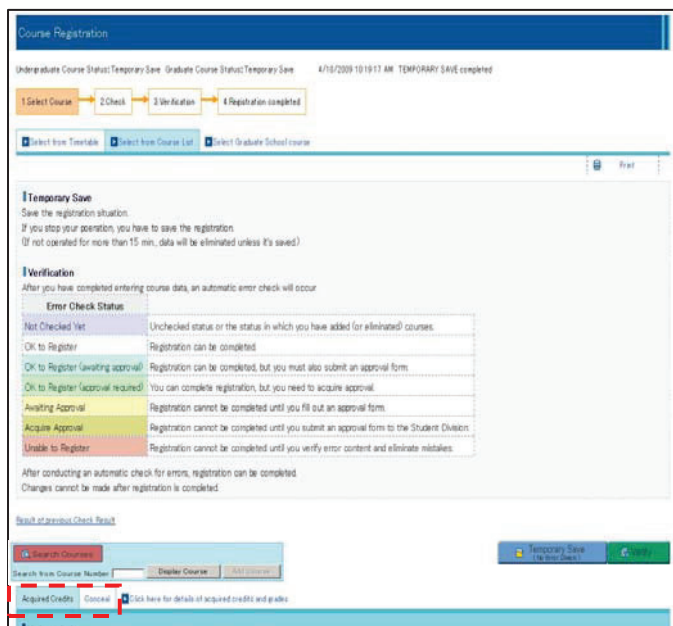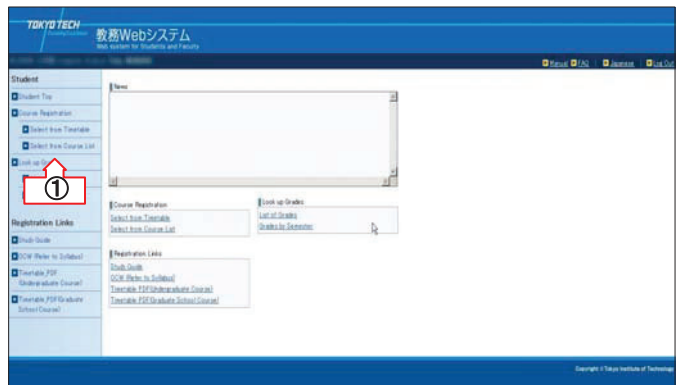
⊃ 6-1-2. Select from Courses

(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.

> **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!

Check

Check

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⮥ **6-1-2. Select from Courses**

(3) Delete Course
Delete Course from the list you added by mistake.

① Click 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.

⊃ **6-1-3. 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.

Check

!!Attention/Note!!

Approval is required to register Graduate School Courses.

Refer to P.20 Acquiring Approval for details.

⊃ 6-1-3. Select Graduate School Course

(2) Delete Course

Delete Course you added by mistake.

① Click DELETE and Course will be deleted.

<div style="border: yellow box">

!! 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.

</div>

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.

You cannot go on to Registration with Errors

(1)Verify
Courses will be checked

① Click VERIFY on the register courses screen

②Check 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.

(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.

6-4. Acquiring Approval

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

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

■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.

(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 ay be one of the follows.

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

(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 to forget/fail to complete your Registration.
Refer to P.18 6-3 Registration

➲ 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.

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

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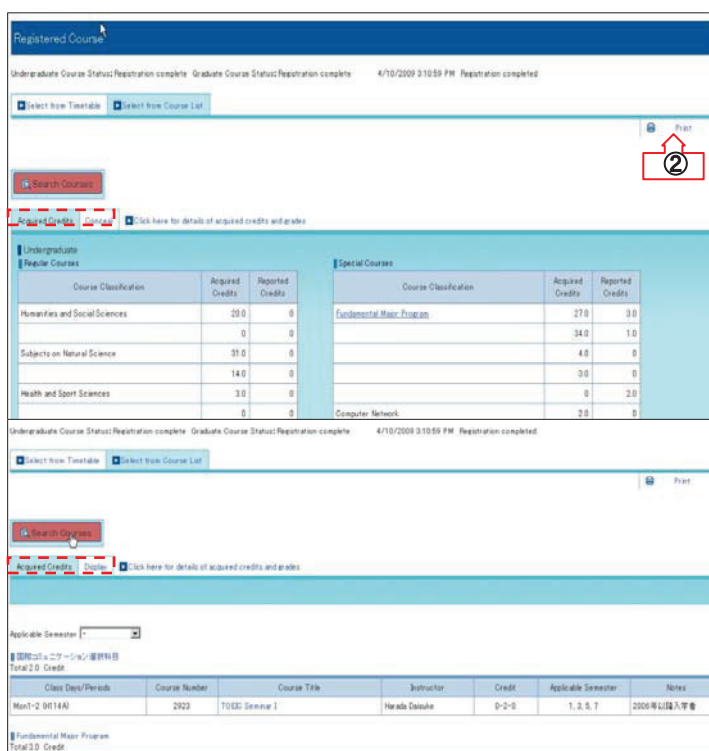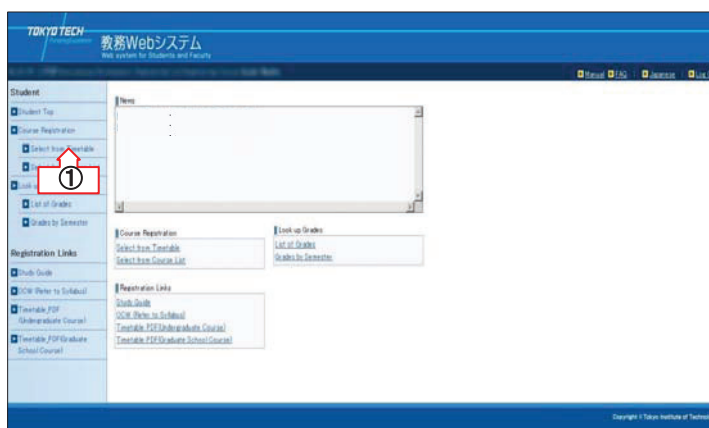
Refer to the Registered Courses menu will appear after Registration or after Application Period.

(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.

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

(1)Display Course Addition screen

①Click Course Addition on the Menu

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

(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.

(3) Print Out

① Click DISPLAY and you will find the Form

② Print out

③ Confirm that status is WAITING APPROVAL

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(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.

(5)Delete/Cancel Course

Delete Course you have added by mistake

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

!!Note!!
APPROVED or NOT APPROVED Courses cannot be deleted.

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."

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(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.

8.Graduate School-Application

The flow for registration course of graduate student

Some require a Document in addition to the Web System operation

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┌─────────────────────────────────┐
│ ▢ Web System Operation          │
│                                 │
│ ▢ Web System Operation          │
│   and/plus a Document           │
│                                 │
│ ▢ No Web System Operation       │
└─────────────────────────────────┘
```

Select Course

In the case that you do not need to apply any courses

Save (Temporary)

Verify

Review (Check)Results

You can not go on to Registration with Errors.

No Errors

Changes are not allowed after Registration even within the Application Period.

Register

Submit Course Administration Form if necessary

No Application nor Registration after the Application Period.

Finalized

Any Addition/Cancellation

Please consult carefully with your Academic Advisor before you register. Note that Courses without Approval may be cancelled.

Addition/Cancellation Request

Finalized

Application Period

Correction Period

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

Student ID Number Change

Change Student ID

[▼] [Change]

8.Graduate School-Application

8-1.Select Course

⟳ 8-1-1.Select Course from Timetable

(1)Display Select Course screen

① Click (FROM) TIMETABLE

➲ 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 with to register Undergraduate School Course, click ADD from the Undergraduate School Course below the Graduate School.

Check

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.）

!! 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.

➲ 8-1-2. Select Course

(1)Display Select Course screen

① Click (FROM) Course List
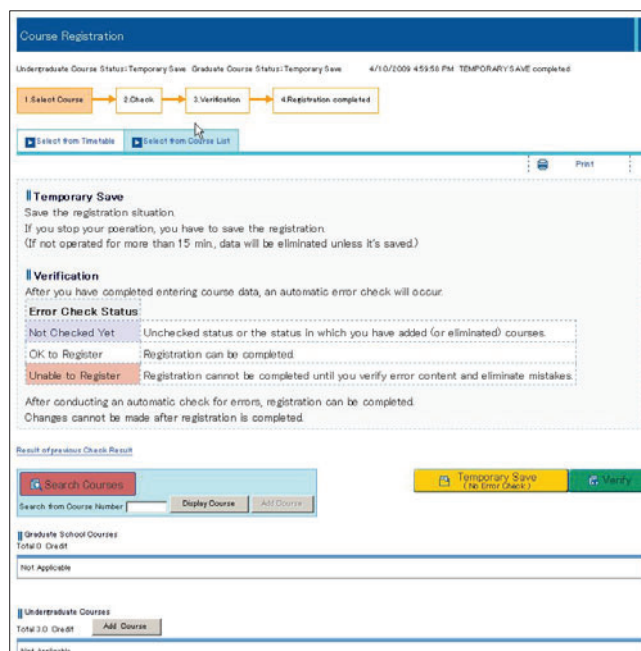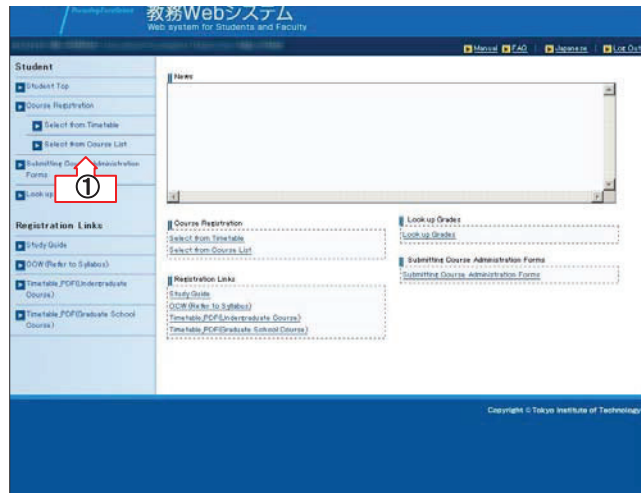
⮌ 8-1-2. Select Course

(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 with to register Undergraduate School Course, click ADD on the Undergraduate School Course


```
Simple Way

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


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➲ 8-1-2. Select Course

(3) Delete Course
Delete Courses you added by a mistake

① Click 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.

(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).

!!Note!!

SAVE(TEMPORARY) does not mean RESIGTRATION

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

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

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

■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.

<Course Administration Form No. 6,7 and 8>
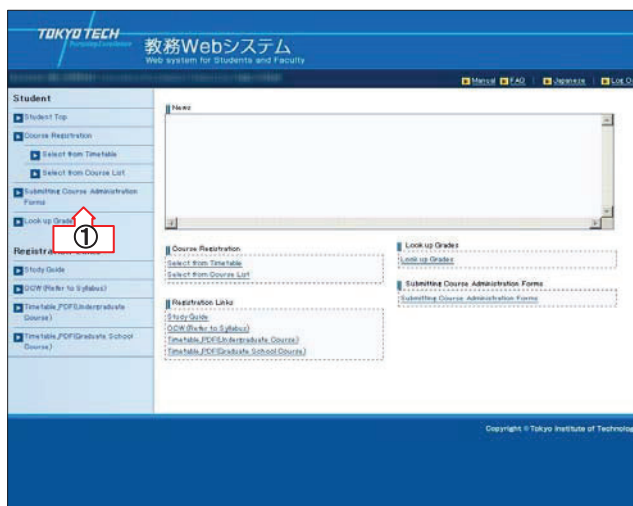
　*For Form No.2 and No.13,refer toP.44 4-2 Print out (the Form) for Form

(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.

(3)Delete Course

Delete Courses you have selected by a mistake.

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

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(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

(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.

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

!!Attention!!

You cannot go on to Registration with Error.

Review the result, correct before you try again.

No Errors

Errors

(2) Registration

① Click REGISTER after you verify

② You will receive E-mail and registration will be finalized.

!!Attention!!

No changes are allowed after Registration.

Note that you cannot change even within the Application Period.

⊃   8-5-1. Refer by the Timetable

(1)Refer to Registered Courses by the Timetable

① Click FROM TIMETABLE on the menu screen
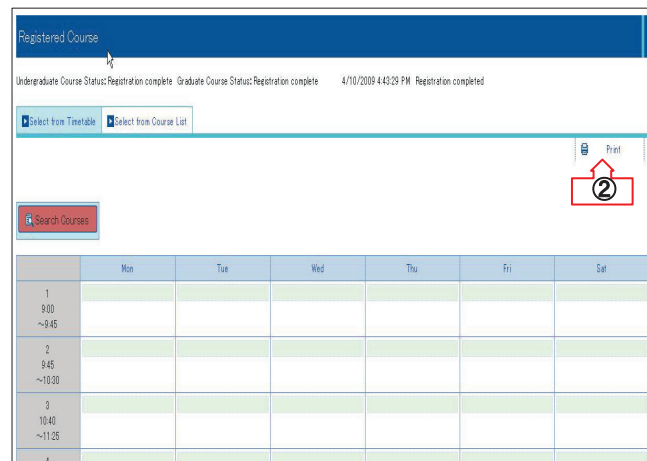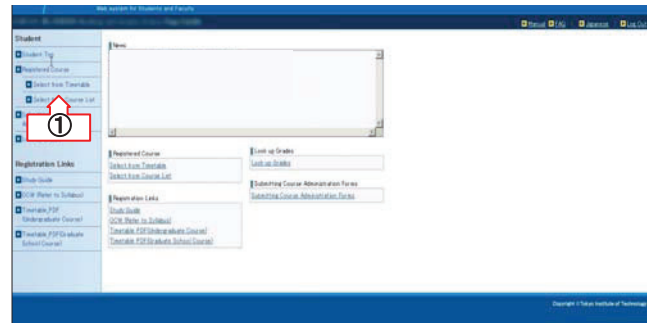
② Print out if necessary

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

➲ 8-5-2. Refer by the List

(1)Refer to Registered Courses by the List

① Click (FROM) COURSES on the menu screen
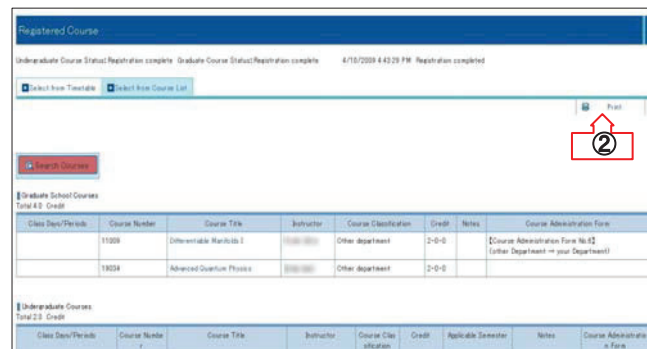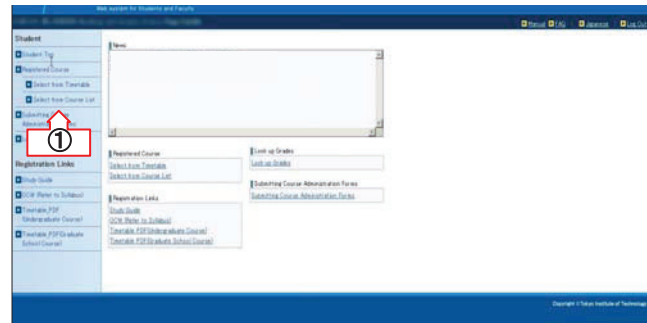
② Print out if necessary

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

(1)Check Result
Display Check Result

① Click Result of Previous Check Result on the menu

② Result will appear in separate window

8-7.Course Addition/Cancellation

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

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

(1)Display Course Addition/Cancellation Screen

① Click ADD/CANCEL from the menu screen
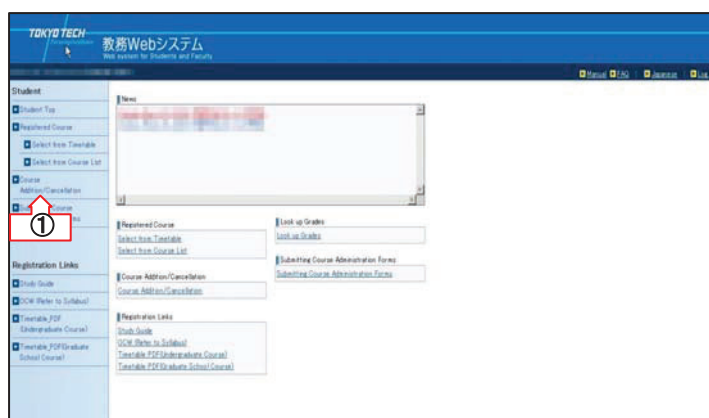
Course Addition/Cancellation menu will appear during the Correction Period

(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

(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.

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

① Click DELETE
You may DELETE when status is
UNREPORTED or WAITING APPROVAL

!!Note!!
You cannot delete Course when status
is APPROVED or NOT APPROVED

(5) Print Out

① Click DISPLAY

② Print out the Form

③ Confirm that status is WAITING APPROVAL

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(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

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

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
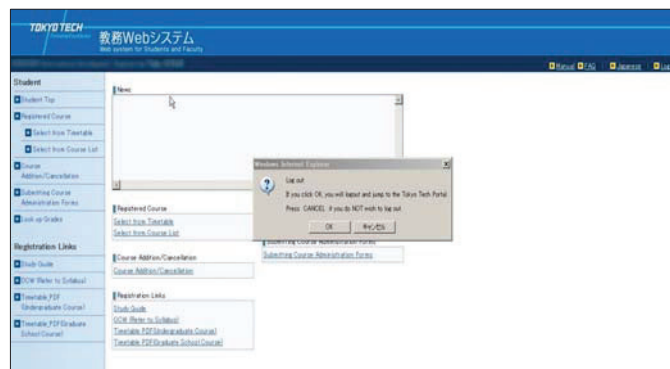
(2) From the Tokyo Tech Portal

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

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:03-5734-300~~3

 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**