

Course registration

Updated on June 11, 2020

(Content will be updated as required.)

* You can register graduate courses through the Web System for Students and Faculty.

Log in to the Tokyo Tech Portal and access the Web System: ⇒<https://portal.titech.ac.jp/portal-e.pl>

* Remember to complete the registration process even if you do not have any courses to register through the semester. If this is the case, click Course Registration→Verify→go on to registration→register

* Course registration periods for AY 2020 1Q, 2Q, and the summer period:

1Q courses: Tuesday, April 28 at 13:00 – Monday, May 18, 2020 at 23:59

Note: Accessing the Web System around 13:00 will help reduce network congestion.

Courses in 2Q and the summer period: Friday, June 12 at 9:00 – Monday, July 6, 2020 at 23:59

【Important】

- There are two different registration periods in the AY 2020 spring semester. One is for courses held in 1Q and the other is for those in 2Q and the summer period.
- Course registration must be completed on the Web System at least two days before the course starts, so that the relevant course instructor can notify registrants of Zoom links to remote lectures in advance. ~~By saving a draft registration (clicking “temporary save”) on the Web System, you will be temporarily included in the registrant list for each course. However, if you do not complete registration by the deadline (23:59 on May 18 for 1Q courses), you will be excluded from the registrant list.~~
- ~~We recommend that you complete the registration process for 1Q courses by Sunday, May 17, as the Web System will be congested just before the deadline. Unfinished registrations saved as drafts will be deleted after May 19.~~
- ~~After completing the registration process, you may request to change course(s) during the registration period if necessary. If this is the case, notify us by email (see instructions below), and we will change your registration’s status to unfinished and save it as a draft on the Web System.~~
 1. Use your Tokyo Tech email address (ending with “@m.titech.ac.jp”) to contact us. Emails from other address will not be accepted.
 2. Send the email to kyomu.web@jim.titech.ac.jp by Monday, May 18 at 12:59.
 3. Write “[Change course registration]” and your student ID no. in the subject line of the email.
 4. The main text should include your name and student ID no. You should also state that you would like to change your course registration.

~~Requests for change made by other means will not be accepted.~~

- Procedures for registering courses offered in 2Q and the summer period will be different from those usually required. During the period stated above (June 12–July 6), course registration must be completed from **【Course addition】** on the Web System for Students and Faculty, and cancellation must be made from **【Course cancellation】**. Please follow the instructions below.

To register for courses

1. Access the Web System for Students and Faculty, and click “Course addition.”

2. When the **【Course addition】** screen appears, click “Select courses” to see a list of available courses. Find courses that you wish to take from the list, then click “Select” in the left column in each of your intended course titles. Registration is successful when the course titles you selected are displayed on the **【Course addition】** screen. In the registration status box, you will see “Course added” and the registration date for each course. You can access a list of your courses by clicking “Timetable” or “Courses” on the **【Refer to registered courses】** screen.

To cancel courses

1. Access the Web System for Students and Faculty, and click “Course cancellation.”
2. When the **【Course cancellation】** screen appears, click “Select courses” to see a list of courses for which you have registered. Click “Select” in the left column of a course title to cancel your registration. Once cancellation is successful, you will see “Registration cancelled” and the cancellation date in the registration status box on the **【Course cancellation】** screen. Also, the **【Refer to registered courses】** screen will not display courses for which registration was cancelled.

Regarding courses in the summer period

- Before starting registration, be sure to check the detailed information provided in course timetables for the AY 2020 summer period. Do not register for two courses scheduled at the same time, as this may result in your failing one of them.

* Course instructors may disapprove registrations for certain reasons. In such cases, instructors will update the registration data on the Web System during the following periods in the spring semester.

1Q courses: Tuesday, May 19 – Saturday, June 20 at 23:59

Courses in 2Q and the summer period: Tuesday, July 7 – **Friday, August 21 at 23:59**

* Procedures for canceling or adding courses for the AY 2020 spring semester will be different from those required in previous years. Please refer to Table 1 for details, and be sure to follow instructions.

* For completion requirements of graduate degree programs (e.g., required course credits), please refer to the Graduate School Study Guide published for your year of admission.

⇒<https://www.titech.ac.jp/english/enrolled/life/resources/>

* Please check and read through the syllabi when you register courses. Syllabi are publicly available on the Web System for Students and Faculty and TOKYO TECH OCW.

(⇒<http://www.ocw.titech.ac.jp/index.php?lang=EN>).

* Students who entered a graduate program in or before AY 2015 must refer to a course conversion table to design their study plan.

https://www.titech.ac.jp/enrolled/life/course_conversion/# (in Japanese only)

Table 1 Schedules and details of course addition and cancellation (subject to change)

Purpose	Quarter and Course Type*1		Application Period	How to apply		
Course Addition	1Q 1-2Q 1-4Q	Weekly	Tuesday, May 19 to Monday, June 8	Online	<p><Online> Register from 【 Course addition 】 on the Web System for Students and Faculty (No paper form required) Course instructors may disapprove registrations and update the data.</p> <p><Paper form> From 【 Course addition 】 on the Web System for Students and Faculty, print out 【 Form 3】. After obtaining the instructor's seal or signature, submit the form to the Student Division</p>	
		Intensive	Tuesday, May 19 to last day of the course	Online		
	2Q Summer period	Weekly	Tuesday, July 7 to Monday, July 27	Online		
		Intensive	Tuesday, July 7 to Thursday, August 20	Online		
			Friday, August 21 to last day of the course	Paper form		
Course Cancellation ²	1Q 1-2Q 1-4Q	Weekly	Tuesday, May 19 to Monday, May 25	Online	<p><Online> Register from 【 Course cancellation 】 on the Web System for Students and Faculty (No paper form required)</p> <p><Email> Email a request to a course instructor to cancel your registration. They will update the registration data accordingly. (Contact by email is only available for the AY 2020 spring semester)</p> <p><Paper form> From 【 Course cancellation 】 on the Web System for Students and Faculty, print out 【 Form 4】. After obtaining the instructor's seal or signature, submit the form to the Student Division</p>	
		Intensive	Tuesday, May 19 to Monday, May 25	Online		
			Tuesday, May 26 to last day of the course	Email		
	2Q Summer period	Weekly	Friday, June 12 to Monday, July 13	Online		
		Intensive courses ending on or before August 8	Tuesday, July 14 to Saturday, August 8	Email		
		Courses held in the summer period				
			Tuesday, August 11 to last day of the course	Paper form		

*1 To add or cancel courses held over two or more quarters, applications must be made during the period designated for the quarter in which the course starts (e.g., to add courses held through 1Q and 2Q, make a request to do so

between May 19 and June 8).

*2 We will not accept applications received after the stated deadline.

Table 2. Schedules and details of other applications

Purpose	Application Period and Where to Submit *1		How to Apply
Change of program, academic year, or semester of graduate study	Friday, June. 12 to Monday, July. 6 Graduate Services Group or Suzukakedai Student Group		1. Consult your academic supervisor by email and obtain his/her consent. 2. From 【Submitting course administration forms】 on the Web System for Students and Faculty, download form 【No.2】. 3. Complete 【No.2】 and send it along with an email containing your academic supervisor's consent as email attachments to the designated office (see below).
Request for approval: Carry-over of graduate course credits attained during a bachelor's program to count toward graduate program completion	1Q 1-2Q 1-4Q 2Q	Same as the corresponding quarter(s)' Application Period for "Course Addition" stated in Table 1	<Online> Register from 【Submitting course administration forms】 on the Web System for Students and Faculty. Choose 【No. 8】 from the forms and complete it. *2 (Printed form not required)
Request for approval: Registration of Graduate Minor	Tuesday, Apr. 28 to Monday, May 18 Graduate Services Group or Suzukakedai Student Group		1. Send a request by email to your academic supervisor and the faculty member in charge of your intended graduate minor, and obtain their consent. 2. From 【Submitting course administration forms】 on the Web System for Students and Faculty, choose 【No.14】 and complete it. 3. Send 【No.14】 along with emails containing your academic supervisor's and the said faculty member's consent as email attachments to the designated office. *3

Request for approval: Registration for Progressive Graduate Minor	Tuesday, Apr. 28 to Monday, May 18 Graduate Services Group or Suzukakedai Student Group	1. Send a request by email to your academic supervisor and the faculty member in charge of your intended progressive graduate minor, and obtain their consent. 2. From 【Submitting course administration forms】 on the Web System for Students and Faculty, choose 【No.15】 and complete it. 3. Send 【No.15】 along with emails containing your academic supervisor's and the said faculty member's consent as email attachments to the designated office. *3
Request to take a designated course of another graduate school with an exchange agreement with Tokyo Tech	By Monday, May 18 *4 Graduate Services Group or Suzukakedai Student Group	Send information regarding your intended course to the designated office by email. You will receive a "Course Application Request Form" and detailed instructions.

*1 We will not accept applications received after the stated deadline.

*2 Before proceeding with this process, complete registration for the relevant course(s) or save as a draft on the Web System for Students and Faculty.

A time conflict will not occur if a course registered using form 【No. 8】 and the course that you are going to take are scheduled at overlapping times.

*3 For students who enrolled in 2015 or earlier, please consult the designated office.

*4 Participation is your own responsibility.

You will need to attend the course you wish to take and get approval from the instructor before submitting the form. As there will be adjustments to the AY 2020 academic calendar, keep yourself updated with the latest information released on the relevant university's website. Applications might be rejected by the university even if the instructor consents to your registration.

Note that registration for the Tokyo Medical and Dental University's MMA course for the spring semester is not available. If you wish to take this course in the fall semester, contact the designated office (see below) by Wednesday, April 15. Also note that for some of Keio University's designated courses held in the fall semester, registration must be completed during the registration period specified for the spring semester.

【Designated offices】

Ookayama Campus:

Graduate Services Group, Student Division

West Bldg. 8, Floor 1

Email: kyo.dai@jim.titech.ac.jp

Suzukakedai Campus:

Suzukakedai Student Group

J1 Bldg., Floor 1

Email: suz.kyo@jim.titech.ac.jp