

## **Course registration**

The contents of this document are subject to change depending on circumstances.

- \* 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>

- \* 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 period for 1Q and 2Q

Tuesday, April 6 at 9:00 – Friday, April 23 at 13:00
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### **【Important】**

- 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 (April. 23 at 13:00), you will be excluded from the registrant list.

On the first day of the application period, there are time slots prioritized for processing information entered by undergraduate and graduate students.

Undergraduate courses : Tuesday, April 6, 9:00 – 14:00

Graduate courses : Tuesday, April 6, 14:00 – 19:00

※Other than priority times, both undergraduate and graduate students can register their courses during course registration period.

- We recommend that you complete the registration process by Thursday, April. 22, as the Web System will be congested just before the deadline. Unfinished registrations saved as drafts will be deleted after the stated deadline.
- 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 physically visiting the Web System Help Desk on campus or by sending an email no later than 17:00 on Thursday, April 22, and we will unlock your registration 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](mailto:kyomu.web@jim.titech.ac.jp).
  3. Write “[Unlock course registration]” and your student ID no. in the subject line of the email.
  4. Include your name and student ID no. in the main text. You should also state that you would like to unlock your course registration.

- \* 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 fall semester.

1Q courses: Friday, April 23 15:00 – Wednesday, June 9 at 23:59
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2Q courses: Friday, April 23 15:00 – Friday, August 6, at 23:59
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- \* Procedures for canceling or adding courses for the AY 2021 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/#](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	Weekly	Fri, April 23,15:00 to Wed. May 19, 23:59	Online	<p><b>&lt;Online&gt;</b> Register from <b>【Course addition】</b> on the Web System for Students and Faculty(No paper form required) Course instructors may disapprove registrations and update the data</p> <p><b>&lt;Submit Form by email&gt;</b> After obtaining ① internal consent (email) from your Supervisor and the instructor in charge of the subject, print out② [Form No.3] from the Kyomu Web System.</p> <p>Attach ① and ② and submit by email to the Help Desk of the Academic Affairs Division.</p>	
		Intensive	Fri, April 23,15:00 to last day of the course	Online ※After May 20 →Form		
	2Q	Weekly	Fri, April 23,15:00 to Thu, July.15 23:59	Online		
		Intensive		Fri, April 23,15:00 to Fri. Aug 6, 23:59		Online
			Aug.7 to last day of the course	Sat. August 7 to last day of the course		Form
Course Cancellation*2	1Q 1~2Q	Weekly	Fri, April 23,15:00 to Fri. April 30,23:59	Online	<p><b>&lt;Online&gt;</b> Register from <b>【Course cancellation】</b> on the Web System for Students and Faculty (No paper form required)</p> <p><b>&lt;Email&gt;</b> 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 2021 spring semester)</p> <p><b>&lt;Submit Form by email&gt;</b> After obtaining ① internal consent (email) from your Supervisor and the instructor in charge of the subject, print out② [Form No.4] from the Kyomu Web System.</p> <p>Attach ① and ② and submit by email to the Help Desk of the Academic Affairs Division.</p>	
		Intensive		Fri, April 23,15:00 to Fri. April 30,23:59		Online
			May.1 to last day of the course	Sat, May 1 to last day of the course		Email
	2Q	Weekly	Fri, April 23,15:00 to Thu.July.1, 23:59	Online		
		Intensive		Fri, April 23,15:00 to Thu.July.1, 23:59		Online
			Intensive lecture ending by Aug. 6	Fri, July.2 to last day of the course		Email
			Aug.7 to last day of the course	Sat, August 7 to last day of the course		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.

\*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	<p>Tuesday, April 6 to Friday, April 23</p> <p>Graduate Services Group or Suzukakedai Student Group</p>	<p>1. Consult your academic supervisor by email and obtain his/her consent.</p> <p>2. From 【Submitting course administration forms】 on the Web System for Students and Faculty, download form 【No.2】.</p> <p>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).</p>
Request for approval: Carry-over of graduate course credits attained during a bachelor's program to count toward graduate program completion	Same as the corresponding quarter(s)' Application Period for "Course Addition" stated in Table 1	<p>&lt;Online&gt;</p> <p>Register from 【Submitting course administration forms】 on the Web System for Students and Faculty. Choose 【No. 8】 from the forms and complete it. *2</p> <p>(Printed form not required)</p>
Request for approval: Registration of Graduate Minor	<p>Tuesday, April 6 to Friday, April 23</p> <p>Graduate Services Group or Suzukakedai Student Group</p>	<p>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.</p> <p>2. From 【Submitting course administration forms】 on the Web System for Students and Faculty, choose 【No.14】 and complete it.</p> <p>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</p>

Request for approval: Registration for Progressive Graduate Minor	Tuesday, April 6 to Friday, April 23  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	Tuesday, April 6 to Friday, April 23  Graduate Services Group or Suzukakedai Student Group	Receive Course Application Request Form at Student Division.*4

\*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 \*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: If you would like to take the MMA course at Tokyo Medical and Dental University, please contact the person in charge(others) below by Thursday, April 8th.

(The registration for the Tokyo Medical and Dental University's MMA course must be completed during the spring semester registration period.)

The same applies to some of Keio University's designated courses.

## 【Contact】

### About Course addition and cancellation

KyomuWeb help desk (Taki Plaza, Floor 1)

e-mail; [kyomu.web@jim.titech.ac.jp](mailto:kyomu.web@jim.titech.ac.jp)

**others(about registration)**

Ookayama Campus:Graduate Services Group, Student Division

(Taki Plaza, Floor 1)

Email: [kyo.dai@jim.titech.ac.jp](mailto:kyo.dai@jim.titech.ac.jp)

Suzukakedai Campus:Suzukakedai Student Group

(J1 Bldg., Floor 1)

Email: [suz.kyo@jim.titech.ac.jp](mailto:suz.kyo@jim.titech.ac.jp)