Graduate school course registration

＊You can register the courses through the Web system for students and faculty.

You can log in from Tokyo Tech Portal: ⇒http://portal.titech.ac.jp/

＊Please check syllabi and consult with your academic supervisor before you register.

Your academic supervisor will check and approve the courses after you complete the course registration.

＊Do not forget to complete your registration even if you do not have any course to register through the semester. (If you do not have to select any course, click Course Registration→Verify→go on to registration→register)

＊Course registration period:

Thursday, April 5 ～ Friday, April 20, 23:59

If you fail to register during the period above or need to add some courses, you can add courses during the course addition period.

We recommend that you complete the registration by Friday, April 13 because access will be concentrated just before the deadline.

＊You can refer to the courses you have registered at the Web system for students and faculty after the course registration period.

＊Forms related to courses are available on the Web system for students and faculty.

Please refer to Chart 1 and 2 for schedules and details.

Forms will be accepted at the Graduate group, Student division in Ookayama campus or Student group, Student division in Suzukakedai campus.

＊ If you wish to take courses of the other Graduate schools which have exchange agreements with Tokyo Tech, a course application request form is available at the Student Division office. You need an approval from the course instructor beforehand. Refer to Chart 2 for details.

＊For required credits towards your completion, please refer to the Graduate school study guide of your year of admission.

⇒http://www.titech.ac.jp/enrolled/life/resources/index.html

＊Students who have enrolled in 2015 or before need to make your study plan referring to the Course Conversion.

⇒http://www.titech.ac.jp/enrolled/life/course_conversion/index.html

＊When you register your courses on the Web system, you have to complete within the course registration period. Otherwise your temporary recorded information will be deleted.

Chart 1. Schedules and details of course addition and cancellation

Purpose	Offered Quarter and Course Type			Application Period*		How to apply
Course Addition	1Q 1-2Q 1-4Q	Every Week		Monday,Apr .23 ～Friday,May 18	Document	＜Web＞ Register from 【Course addition】 of Web system for students and faculty （Document is not required） ＜Document＞ From 【Course addition】 of Web system for students and faculty, print out a form 【No.3】 and obtain signatures and seals of an Instructor and your academic supervisor.
		Intensive		Monday,Apr .23 ～last day of the course	Document	
	2Q	Every Week		Monday,Apr .23 ～Monday,June 25	Web	
				Tuesday,June 26 ～Tuesday,July17	Document	
		Intensive		Monday,Apr .23 ～Monday,June 25	Web	
				Tuesday,June 26 ～last day of the course	Document	
Course Cancellation	1Q 1-2Q 1-4Q	Every Week		Monday,Apr .23 ～Friday,Apr.27	Web	＜Web＞ Register from 【Course cancellation】 of Web system for students and faculty （Document is not required） ＜Document＞ From 【Course cancellation】 of Web system for students and faculty, print out a form 【No.4】 and obtain signatures and seals of an Instructor and your academic supervisor.
		Intensive		Monday,Apr .23 ～Friday,Apr.27	Web	
				Tuesday,May 1 ～last day of the course	Document	
	2Q	Every Week		Monday,Apr .23 ～Monday,July 2	Web	
		Intensive		Monday,Apr .23 ～Monday,July 2	Web	
				Tuesday,July 3 ～last day of the course	Document	

＊A course addition/cancellation will not be accepted after the application period.

Chart 2. Schedules and details of other applications

Purpose	Application period and Place to submit *1	How to apply
Change of program, academic year, or semester of a seminar course	Thursday,Apr .5～Friday,Apr.20 Graduate services group, Ookayama Student Group, Suzukakedai	From【Submitting course Administration forms】of Web system for students and faculty, print out a form【No.2】and obtain a signature and a seal of your academic supervisor.
Request for approval: Undergraduate school course acquired credit as a Master's program credit 【Only for students enrolled in 2015 or before】	Until the last day of the course Graduate services group, Ookayama Student Group, Suzukakedai	From【Submitting course Administration forms】of Web system for students and faculty, print out a form【No.7】and obtain a signature and a seal of your academic supervisor. *2
Request for approval: Graduate school credit acquired during Undergraduate school	Thursday,Apr .5～Friday,Apr.20 Graduate services group, Ookayama Student Group, Suzukakedai	From【Submitting course Administration forms】of Web system for students and faculty, print out a form【No.8】 *2
Request for Fukusenmon 【Only for students enrolled in 2015 or before】	Thursday,Apr .5～Friday,Apr.20*3 Graduate services group, Ookayama Student Group, Suzukakedai	From【Submitting course Administration forms】of Web system for students and faculty, print out a form【No.13】and obtain a signature and a seal of your academic supervisor.
Request for approval: Graduate Minor	Thursday,Apr .5～Friday,Apr.20 Graduate services group, Ookayama Student Group, Suzukakedai	From【Submitting course Administration forms】of Web system for students and faculty, print out a form【No.14】and obtain a signature and a seal of your academic supervisor. *4
Request for approval: Progressive Graduate Minor	Thursday,Apr .5～Friday,Apr.20 Graduate services group, Ookayama Student Group, Suzukakedai	From【Submitting course Administration forms】of Web system for students and faculty, print out a form【No.15】and obtain a signature and a seal of your academic supervisor. *4

Request to take a designated course of other graduate schools which have exchange agreements with Tokyo Tech	Thursday,Apr .5～Friday,Apr.20*5 Graduate services group, Ookayama Student Group, Suzukakedai	Receive a course application request form at Student Division.

*1 An application will not be accepted after the application period.

*2 Print out forms after you complete your registration or while your data is temporarily stored.

*3 Submit a form after you obtain all the necessary credits for Fukusenmon. However, if you obtain all the necessary credits in the final semester, please submit a form during the registration period of the final semester with expected credits.

*4 For students enrolled in 2015 or before, please consult with Student Division office.

*5 It will be your own responsibility for participating.
You will need to attend and get an approval from the instructor you wish to take *before* you submit the form.