How to register/add/cancel courses

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 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 3Q and 4Q

Monday, September 28 at 9:00 – Saturday, October 17 at 13:00

【Important】

- **From Monday, October 19 11:00**, you may add or cancel course(s) during the Application 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 (October 17 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 : Monday, September 28, 9:00 – 14:00
  Graduate courses : Monday, September 28, 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 Friday, October 16, as the Web System will be congested just before the deadline.
- After completing the registration process, you may change course(s) during the registration period.
  To do so, click the "Unlock for Course Registration" button on the right side of "Status" at the top of the registration page of "Kyomu-web".
  It must be done by 23:59 on Friday October 16.

＊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.

3Q courses： Monday, October 19 11:00 – Tuesday, December 1 23:59
4Q courses： Monday, October 19 11:00 – Saturday, February 6 23:59

＊*Procedures for canceling or adding courses for the AY 2026 Fall Semester are explained in Table 1 below (Schedules and details of course addition and cancellation). Be sure to read through the instructions and complete necessary procedures by each deadline.

＊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 Science Tokyo Syllabus.
⇒https://syllabus.s.isct.ac.jp/?hl=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)

<table>
<tr><th>Purpose</th><th colspan="2">Quarter and Course Type[*1]</th><th>Application Period</th><th colspan="2">How to apply</th></tr>
<tr><td rowspan="8">Course Addition</td><td rowspan="2">3Q
3～4Q</td><td>Weekly</td><td>Mon, October 19, 11:00 to Tue, November 10, 23:59</td><td>Online
*Submit Form from 11/11</td><td rowspan="8">＜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

<Submit Form by email>
After obtaining ① internal consent (email) from your Supervisor and the instructor in charge of the subject, print out ② [Form No.3] from the Kyomu Web System.

Attach ① and ② and submit by email to the Help Desk of the Student Division.</td></tr>
<tr><td>Intensive</td><td>Mon, October 19, 11:00 to the last day of the course</td><td>Online
*Submit Form from 11/11</td></tr>
<tr><td rowspan="4">4Q</td><td>Weekly</td><td>Mon, October 19, 11:00 to Thu, January 14, 23:59</td><td>Online
*Submit Form from 1/15</td></tr>
<tr><td rowspan="2">Intensive</td><td>Mon, October 19, 11:00 to Thu, January 14, 23:59</td><td rowspan="2">Online</td></tr>
<tr><td>Fri, January 15, to the last day of the course</td></tr>
<tr><td></td></tr>
<tr><td rowspan="8">Course Cancellation[*2]</td><td rowspan="3">3Q
3～4Q</td><td>Weekly</td><td>Mon, October 19, 11:00 to Sat, October 24, 23:59</td><td>Online</td><td rowspan="8">＜Online＞
Register from【Course cancellation】on the Web System for Students and Faculty
(No paper form required)

<Submit Form by email>
After obtaining ① internal consent (email) from your Supervisor and the instructor in charge of the subject, print out ② [Form No.4] from the Kyomu Web System.

Attach ① and ② and submit by email to the Help Desk of the Student Division.</td></tr>
<tr><td rowspan="2">Intensive</td><td>Mon, October 19, 11:00 to Sat, October 24, 23:59</td><td>Online</td></tr>
<tr><td>Sun, October 25 to the last day of the course</td><td>Submit Form by email</td></tr>
<tr><td rowspan="4">4Q</td><td>Weekly</td><td>Mon, October 19, 11:00 to Wed. December 23, 23:59</td><td>Online</td></tr>
<tr><td rowspan="2">Intensive</td><td>Mon, October 19, 11:00 to Wed. December 23, 23:59</td><td>Online</td></tr>
<tr><td>Thu. December 24, to the last day of the course</td><td>Submit Form by email</td></tr>
<tr><td></td></tr>
</table>

*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	Monday, September 28 at 9:00 to Saturday, October 17 at 13:00 Graduate Services Group or Yokohama 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	Monday, September 28 at 9:00 to Saturday, October 17 at 13:00 Graduate Services Group or Yokohama Student Group	＜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*3	Monday, September 28 at 9:00 to Saturday, October 17 at 13:00 Graduate Services Group or Yokohama Student Group	＜Online＞ Access【Submitting Course Administration Forms】on the Web System for Students and Faculty. Submit your request from【Form No. 14】. (No printed form is required.) *Carefully read "*Graduate School Study Guide*" before applying for your intended program as some of the programs require applicants to fill in "Note" box. *Your request will be approved by faculty in charge of your intended program once it is approved by your academic supervisor.

Request for approval: Registration for Progressive Graduate Minor*3	Monday, September 28 at 9:00 to Saturday, October 17 at 13:00 Graduate Services Group or Yokohama Student Group	＜Online＞ Access【Submitting Course Administration Forms】on the Web System for Students and Faculty. Submit your request from【Form No. 15】. (No printed form is required.) *Carefully read "*Graduate School Study Guide*" before applying for your intended program as some of the programs require applicants to fill in "Note" box. *Your request will be approved by faculty in charge of your intended program once it is approved by your academic supervisor. * Medical and Dental Sciences students carefully read "Graduate School Study Guide For science/engineering" for application procedures.
Request to take a designated course of another graduate school with an exchange agreement with Science Tokyo	Consult with Graduate Services Group or Yokohama Student Group	Receive Course Application Request Form at Student Division.

*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.

【Contact】

About Course addition and cancellation

Kyomu Web help desk (Taki Plaza, Floor 1)
e-mail: kyomuweb@adm.isct.ac.jp

Others(about registration)

Ookayama Campus: Graduate Services Group, Student Division
(Taki Plaza, Floor 1)
e-mail: stu.gra@adm.isct.ac.jp

Yokohama Campus: Yokohama Student Group, Student Division
(J1 Bldg., Floor 1)
e-mail: stu.suz@adm.isct.ac.jp