

## Registration for graduate-level courses

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

Log in from Tokyo Tech Portal: ⇒<http://portal.titech.ac.jp/>

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

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

- \* 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 period:

**Wednesday, September 26 to Monday, October 15, 23:59**

Please be sure to [Verify](#) during the above period, or you will have to add each course later using the prescribed form during the course addition period. If you only [Temporary Save](#), all course data entered will be deleted after October 15.

We recommend that you complete registration by Tuesday, October 9, as the Web System will be congested just before the deadline.

- \* You can refer to the courses you have registered on 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 Table 1 and 2 for details.

Forms will be accepted at the Graduate Services Group, Student Division at Ookayama Campus or the Student Group, Student Services Division at Suzukakedai Campus.

- \* If you wish to take courses of other graduate schools that have exchange agreements with Tokyo Tech, a course application request form must be submitted. Obtain the form at either the Graduate Services Group at Ookayama or the Student Group at Suzukakedai. Note that You need to obtain prior approval from the course instructor. Refer to Table 2 for details.

- \* For credit requirements and other conditions for completing graduate degree programs, please refer to the Graduate School Study Guide published for your year of admission.

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

- \* Students who enrolled in 2015 or earlier need to make a study plan, referring to 'Course Conversion' at the following web page.

⇒[http://www.titech.ac.jp/enrolled/life/course\\_conversion/index.html](http://www.titech.ac.jp/enrolled/life/course_conversion/index.html)

Table 1. Schedules and details of course additions and cancellations

Purpose	Quarter and Course Type		Application Period*	How to Apply	
Course Addition	3Q 3-4Q	Weekly	Tuesday, Oct.16 to Monday, Nov.5	Form	<p style="text-align: center;">&lt;Web&gt; Register from 【Course addition】 on Web System for Students and Faculty (Form not required)</p> <p style="text-align: center;">&lt;Form&gt; From 【Course addition】 on Web System for Students and Faculty, print out form 【No.3】, and obtain signature and seal of instructor and your academic supervisor.</p>
		Intensive	Tuesday, Oct.16 to last day of the course	Form	
	4Q	Weekly	Tuesday, Oct.16 to Wednesday, Dec.12	Web	
			Thursday, Dec.13 to Tuesday, Jan.15	Form	
		Intensive	Tuesday, Oct. 16 to Wednesday, Dec.12	Web	
			Thursday, Dec.13 to last day of the course	Form	
Course Cancellation	3Q 3-4Q	Weekly	Tuesday, Oct.16 to Monday, Oct.22	Web	<p style="text-align: center;">&lt;Web&gt; Register from 【Course cancellation】 on Web System for Students and Faculty (Printed form not required)</p> <p style="text-align: center;">&lt;Form&gt; From 【Course cancellation】 on Web System for Students and Faculty, print out form 【No.4】, and obtain signature or seal of instructor and your academic supervisor.</p>
		Intensive	Tuesday, Oct.16 to Monday, Oct.22	Web	
			Tuesday, Oct.23 to last day of the course	Form	
	4Q	Weekly	Tuesday, Oct.16 to Wednesday, Dec.19	Web	
		Intensive	Tuesday, Oct.16 to Wednesday, Dec.19	Web	
			Thursday, Dec.20 to last day of the course	Form	

\* Course additions and cancellations will not be accepted after the application period.

Table 2. Schedules and details of other applications

Purpose	Application Period and Place of Submission *1	How to Apply
Change of program, academic year, or semester of a seminar course	Wednesday, Sep.26, to Monday, Oct.15 Graduate Services Group, Ookayama or Student Group, Suzukakedai	From <b>【Submitting course administration forms】</b> on Web System for Students and Faculty, print out form <b>【No.2】</b> , and obtain signature or seal of your academic supervisor.
Request for approval: Transfer of undergraduate course credits to count toward master's degree program completion <b>【Only for students enrolled in 2015 or earlier】</b>	Until the last day of the course Graduate Services Group, Ookayama or Student Group, Suzukakedai	From <b>【Submitting course administration forms】</b> on Web System for Students and Faculty, print out form <b>【No.7】</b> , and obtain signature or seal of your academic supervisor. *2
Request for approval: Carry-over of graduate course credits attained during a bachelor's program to count toward graduate program completion	Wednesday, Sep.26, to Monday, Oct.15 Graduate Services Group, Ookayama or Student Group, Suzukakedai	From <b>【Submitting course administration forms】</b> on Web System for Students and Faculty, print out form <b>【No.8】</b> . *2
Request to register for the former graduate minor(Fukusenmon) <b>【Only for students enrolled in 2015 or earlier】</b>	Wednesday, Sep.26, to Monday, Oct.15 *3 Graduate Services Group, Ookayama or Student Group, Suzukakedai	From <b>【Submitting course administration forms】</b> on Web System for Students and Faculty, print out form <b>【No.13】</b> , and obtain signature or seal of your academic supervisor.
Request for approval: Registration for Graduate Minor	Wednesday, Sep.26, to Monday, Oct.15 Graduate Services Group, Ookayama or Student Group, Suzukakedai	From <b>【Submitting course administration forms】</b> on Web System for Students and Faculty, print out form <b>【No.14】</b> , and obtain signature or seal of your academic supervisor. *4

Request for approval: Registration for Progressive Graduate Minor	Wednesday, Sep. 26, to Monday, Oct.15 Graduate services group, Ookayama or Student Group, Suzukakedai	From 【Submitting course administration forms】 on Web System for Students and Faculty, print out form 【No.15】, and obtain signature or seal of your academic supervisor. *4
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Request to take a designated course of other graduate school that has exchange agreement with Tokyo Tech	Wednesday, Sep.26, to Monday, Oct.15 *5 Graduate Services Group, Ookayama or Student Group, Suzukakedai	Receive Course Application Request Form at Student Division.
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\*1 Applications will not be accepted after the specified period.

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

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

\*4 For students who enrolled in 2015 or earlier, please consult the Student Division.

\*5 Participation is your own responsibility.

You will need to attend and get approval from the instructor whose course you wish to take before you submit the form.