UTAS User Manual
(For Students)
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Course registration

Course registration for Faculties and Graduate schools is from the screen below. Course registration is also available through your "[Bookmark]" in "[Syllabus]" menu.

1. Background color of the course registration information
   (1) Orange : Courses registered this term/semester
   (2) Yellow : Courses registered in the previous term/semester

【Timetable Format】

2. Registering for regular courses
   (1) Click “Not registered” or “Add registration” in the timetable, or “Register an intensive course”, then “[Course registration／Course Registration ＜Input class code＞]” screen will appear to search courses.
   (2) Enter the Course Code.
(3) Click “Register” and the screen will transit back to “Course registration” screen.

(4) If the Course Code is unknown, click “here” in “You can search here if the Course Code is unknown”. “[Course registration/Criteria Input]” screen will appear in a separate window.

1) Searching the courses from “[Course registration/Criteria input]”

- Enter your search criteria and click “Search”.
- Search results will appear on a list of courses.

2) Registering the course from the search results
- Click the course title of the course you wish to take.
The course code for the selected course will appear in the “Course Code” section of the “[Course registration/ Course Registration < Input class code >]” screen.

3) Displaying syllabus from the search results

- Click “Syllabus” of the course you want to view and “[Syllabus inquiry/ View Class information]” screen will appear.

5) Error message will appear if you choose the course you are not eligible to register for.

【List Format】

3. Registering courses using a list format

(1) Click “Course Registration using a list format”.

(2) “[Course registration]” screen in a list format will appear.

4. Searching the course from the course listing

(1) Select or input your search parameter from the following and click “Search”.

“Undergraduate/Graduate”, “Faculty/Graduate School (offering course)”, “Department (offering course)”, “Course etc. (Faculty/Graduate school)”, “Target Year”, “Day・Period”, “Teaching courses only”, “Key words for your search will extract all the relevant data that belong in the lower”, “Sort by”.

(2) Search results will appear on a list of courses.

5. Registering from the course list

(1) Check the boxes of the course you want to register and click “Register”.

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(2) Registration is completed.
(3) Error message will appear if you choose the course you are not eligible to register for.

6. Registering from your favorite syllabus listing
   (1) Click “To Favorites List”.
   (2) “Course registration / Search results” screen will be displayed.
   (3) Click course title to show the syllabus and then, click “Register” to register the course.

7. Deleting registration details
   (1) Click the “Course Code” you wish to delete.
      1) “[Course registration < Course Deletion >]” screen will appear.
      2) On the “[Course registration < Course Deletion >]” screen, the message “Are you sure you wish to delete the following course?” will appear.
         ① If you click “Delete”, the course will be deleted from your timetable and the screen will transit to “Course registration” screen.
         ② Click “Cancel” to cancel the procedure.

8. Registering to take no courses for the term/semester
   (1) Click “No courses registered” and your status will change to registering no courses for the term/semester.

9. Releasing the status of registering no courses for the term/semester
   (1) Click “履修登録なし解除” and your status will be released back to default (registering the courses).

10. Making a copy of your course registration in PDF file
    (1) Click “Create PDF” at the bottom of the page and PDF download dialogue box will appear.
    (2) Download a copy of your course registration in PDF file.
11. Registering from a timetable format (screen transition from the list format)

(1) Click “Course Registration using a timetable format” in the top right side of the list format screen.

(2) “Course registration” screen in a timetable format will appear.
Grade

- **View Individual's Grades**
  Viewing your grade information and GPA. Grades from Junior Division (1\textsuperscript{st} and 2\textsuperscript{nd} year), College of Arts and Sciences to Graduate schools are viewed in one screen.

1. **Viewing Individual's Grades**

   (1) Check the box(es) of College/Faculty/Graduate Schools in the “[View Individual's Grades / Set Range and Destination of Output]” screen and click “Display on screen”.

   (2) “[View Individual's Grades]” screen is displayed as below.
Syllabus

- **Free Search**
  
  Search syllabus by specific keywords.

1. Click “[Free Search]” in “Syllabus” menu and the following screen will appear.

![Free Search Screen](image)

Enter the keyword and click “Search”.

2. “Keyword Search by Item” registered in the selected affiliation will additionally appear when you select “Faculty/Graduate School (offering course)” information.
(1) If searching by “Keyword Search by Item”, enter the specific keywords in each field and click “Search”.

(2) If searching by “Free Keyword” field, the specific keyword entered in “Keyword Search by Item” is ignored.

● Search Syllabus by the following criteria

Searching the syllabus by specifying criteria.

1. Click “[Search Syllabus by the following criteria／Search for Specific Items]” to display the following screen.

(1) If you know the Course Code, enter the Course Code and click “Search”.

2. Searching criteria registered in the selected affiliation will additionally appears when you select the “Faculty/Graduate School (offering course)” information.
(1) If the Course Code is unknown, select and specify the criteria, and click “Search”.

- **Search Syllabus by Department(Faculty/Graduate school)**
  
  Displaying syllabus listing and syllabus by Departments (Faculty/Graduate School)
  
  Junior Division syllabus is displayed by Stream/Class.

1. Click “[Searching Syllabus by Department(Faculty/Graduate school)]” and the following screen will appear.
1. Select the Faculty/Graduate School from “Display Criteria” and “Target Academic Year”, and then click Faculty or Department (Major or Degree Program).

2. For Junior Division courses, the screen will appear as below.

(1) Select “Display Criteria”, “Target Academic Year”, “Semester/Term”, and “Year” (Study of year), and then click “Year/Stream/Class Specified Course(s)” or “Year/Stream/Class Unspecified Course(s)”.

3. If you select “Year/Stream/Class Specified Course(s)”, Stream information appears on the upper part and the list of courses specified to the student’s study of year appears lower part.
(1) Click the stream to specify.
(2) If you want to view the syllabus specified to the student's study of year, click the course title.

4. If you select and specify the stream, the below search result will appear.

(1) Select the Class you want to view.
(2) Click the course title to see the searched syllabus.

5. If you select “Year/Stream/Class Unspecified Course(s)”, the following screen will appear.

(1) Select the “Intermediate Course Category” which you want to view.
● About Syllabus
1. Select the course by searching syllabus, course registration or from the bookmark, and the syllabus of the course will appear as below.

(1) To register the course, click “Course registration”. To add to the “Bookmark/Favorite Course Listing”, click “Add to Favorites”.

(2) Registering the courses and adding to the bookmark is available during the course registration period.

(3) When the course bookmarked, you will be recognized as registered student for that course in the following functions.

“[Schedule Management]”, “My Schedule”, “[View Class Cancellations / Supplementary Classes / Classroom Changes]”, “Answer screen”, “Bulletin Board”

● Bookmark
Displaying the bookmarked course listing, viewing syllabus and deleting from the bookmark is also available.

1. Select “[Bookmark]” to show the screen below.

(1) To view the syllabus, click the course title.

(2) To delete the course from the “Bookmark”, check the box(es) in the delete field and click “Delete”.

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Student Info

- **View University Registry Information**
  1. Select “[View University Registry Information]” from under “[Student Info]” in the main menu.

  ![View University Registry Information](image)

  1. Changing the category displayed
     1. Click the categories at the upper part (Student Personal Information, Former School Information, etc).
     2. Information in the selected category will be displayed.

- **Register Address Update, etc**
  To enter or update your current address and other personal information, follow the procedure below.
  1. Select “[Register Address Update, etc]” from under “[Student Info]” in the main menu.
(2) Check the box(es) next to the item(s) you wish to change and enter new details in “Entry” field. If no correction is needed, click “Clear”.

(3) Click “Next” to move to the confirmation screen.