

# UTAS User Manual

## (For Students)

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# Course

## ● 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.

**Course registration** Help

|                      |                                     |                              |  |                   |        |
|----------------------|-------------------------------------|------------------------------|--|-------------------|--------|
| Name                 | TODAI Taro                          |                              |  | Student ID No.    |        |
| Affiliation          | Faculty of Engineering Architecture |                              |  | Year              | year 4 |
| Academic year · Term | 2017Academic year A1                | Course Registration Deadline | Begins : 2017/08/01 00:00<br>Ends : 2017/09/30 00:00 | Number of Notices | 4      |

Course Registration using a list format To Favorites List

|          | S1   | S2             | A1             | A2             | W              |                |
|----------|--|----------------|----------------|----------------|----------------|----------------|
|          | Monday   | Tuesday        | Wednesday      | Thursday       | Friday         | Saturday       |
| Period 1 | Not registered   | Not registered | Not registered | Not registered | Not registered | Not registered |
| Period 2 | FEN-AR2Q01L1<br>Structural Analysis 1<br>2.0<br>Hitoshi Shiohara<br><a href="#">Add_registration</a> | Not registered | Not registered | Not registered | Not registered | Not registered |
| Period 3 | Not registered   | Not registered | Not registered | Not registered | Not registered | Not registered |
| Period 4 | Not registered   | Not registered | Not registered | Not registered | Not registered | Not registered |
| Period 5 | Not registered   | Not registered | Not registered | Not registered | Not registered | Not registered |
| Period 6 | Not registered   | Not registered | Not registered | Not registered | Not registered | Not registered |

Register an intensive course

| Intensive course, etc. |        |             |                                 |         | Register an intensive course |  |
|------------------------|--------|-------------|---------------------------------|---------|------------------------------|--|
| Day                    | Period | Course Code | Course                          | Credits | Instructor                   |  |
| Intensive              | Other  | 03-147000   | Graduation Defense              | 0.5     | 各教員                          |  |
| Intensive              | Other  | 03-149010   | Graduation Thesis, Architecture | 5.0     | 各教員                          |  |
| Intensive              | Other  | 03-149030   | Architectural Thesis Project    | 5.0     | 各教員                          |  |

Create PDF

### 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.

Course registration / Course Registration <Input class code>

Please enter the Course Code you want to register.

|             |                      |
|-------------|----------------------|
| Day         | Thursday             |
| Period      | 3Period              |
| Course Code | <input type="text"/> |

You can search [here](#) if the Course Code is unknown

Register Clear Cancellation

- (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]”

Course registration / Criteria Input

You can search for courses using the following criteria.

Academic year : 2017

Undergraduate/Graduate : Undergraduate

Faculty/Graduate School (offering course) : Faculty of Engineering

☒ Key words for your search will extract all the relevant data that belong in the lower categories.

Department (offering course) : Select

Course etc. (Faculty/Graduate school) : Select

Semester/Term : A1

Semester/Term : Select

Year : 4

Day : Thursday

Period : 3rd Period

100 results per page

Search Clear

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

Course registration / Search results

Shows search results from 1 results to 32 results (total of 32 results)

Search results : << previous page 1 next page >>

| No. | Semester/Term | Day  | Period   | Course Code  | Course                                   | Credits | Instructor |            |
|-----|---------------|--|--|--------------|--|---------|------------|------------|
| 1   | A1A2          | Thursday<br>Thursday                                 | Period 3,<br>Period 4  | FEN-CO2929S1 | Exercises in Mathematics and Mechanics I | 3.0     | 江澤 雅彦      | Syllabuses |
| 2   | A1A2          | Tuesday<br>Tuesday<br>Thursday<br>Friday<br>Thursday | Period 3,<br>Period 4,<br>Period 4,<br>Period 3,<br>Period 3 | FEN-JL4M16L1 | Japanese Intensive Beginning I PM(A1A2)  | 10.0    | 古市 由美子     | Syllabuses |

#### 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.

Course registration／Course Registration<Input class code>

Error. Please check your input data.

The number of credits gained/courses taken will exceed the number allowed from the course group.(7)

Please enter the Course Code you want to register.

|             |              |
|-------------|--------------|
| Day         | Thursday     |
| Period      | 3Period      |
| Course Code | FEN-AR3N05S1 |

You can search [here](#) if the Course Code is unknown

Register Clear Cancellation

### 【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.

■Enter search criteria and click “Search”.

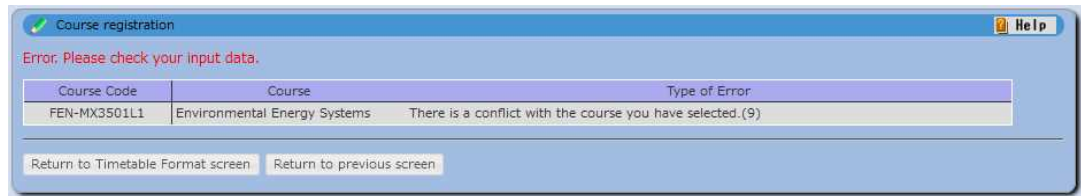
|   |                        |   |  |
|---|------------------------|---|--|
| Search Criteria                           | Undergraduate/Graduate | Undergraduate   | <input type="checkbox"/> Teaching courses only |
| Faculty/Graduate School (offering course) | Faculty of Engineering | <input checked="" type="checkbox"/> Key words for your search will extract all the relevant data that belong in the lower categories. |  |
| Department (offering course)              | Select                 |   |  |
| Course etc. (Faculty/Graduate school)     | Select                 |   |  |
| Target Year                               | 4                      | Sort by   | Order by course code                           |
| Day・Period                                | Monday 1st Period      | Search  |  |

■Select the course to register from the search results, and click the “Register” button.

| Select                   | Course Code  | Day, Period  | Course                           | Credits | Instructor | Classroom |
|--------------------------|--------------|--------------|----------------------------------|---------|------------|-----------|
| <input type="checkbox"/> | FEN-UE2M03L1 | Mon Period 1 | Global Environmental Engineering | 1.0     | 滝沢 智       | #144      |
| <input type="checkbox"/> | FEN-MX3501L1 | Mon Period 1 | Environmental Energy Systems     | 2.0     | 飛原 英治      | #233      |

5. Registering from the course list
  - (1) Check the boxes of the course you want to register and click “Register”.

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

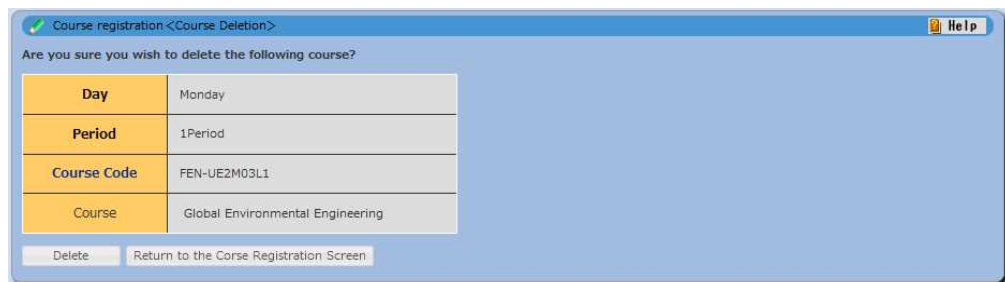


## 6. Registering from your favorite syllabus listing

- (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<sup>st</sup> and 2<sup>nd</sup> 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.

| No. | Course Code | Course                                     | Instructor         | Registration academic year | Term            | Credits | Grade | pass/fail |
|-----|-------------|--|--------------------|----------------------------|-----------------|---------|-------|-----------|
| 1   | 10012       | Basics in Mathematics I                    | HASHIMOTO Yasutake | 2014                       | Summer semester | 2.0     |       | Passed    |
| 2   | 10086       | Topics in Human Beings and the Environment | Kubatsu Toshiro    | 2014                       | Summer semester | 2.0     |       | Passed    |
| 2   | 10125       | Practice of Exercise and Health Sciences I |                    | 2014                       | Summer semester | 1.0     |       | Passed    |
| 4   | 10242       | Introduction to Statistics                 | Yasui Onishi       | 2014                       | Summer semester | 2.0     |       | Passed    |
| 5   | 10436       | Chinese Language                           | AKO Tomoko         | 2014                       | Summer semester | 2.0     |       | Passed    |
| 6   | 10490       | Chemical Thermodynamics B                  | WAKASUGI Katsuki   | 2014                       | Summer semester | 2.0     |       | Passed    |
| 7   | 10834       | English Language                           | AKIKI Steven       | 2014                       | Summer semester | 2.0     |       | Passed    |
| 8   | 10872       | Information                                | MAITSUDA Yuhitatsu | 2014                       | Summer semester | 2.0     |       | Passed    |
| 9   | 10971       | Seminar                                    | Takeshi Imoto      | 2014                       | Summer semester | 2.0     |       | Passed    |

| Credits Earned | Applicable Credits | GPA | Average Grade Rank Distribution | Avg. Semester/Term | GPA (Semester) | Average Grade Rank Distribution | Applicable Credits | Day of Calculation  |
|----------------|--------------------|-----|---------------------------------|--------------------|----------------|---------------------------------|--------------------|---|
| 13.5           | 2                  | 0   | 6% - 9%                         |                    |                |                                 |                    | There's no GPA - Average grade ranking rate (school term) data. |

The range of classes used to determine the GPA etc. have been deemed appropriate for each faculty.

[Explanation of items (applies only to Undergraduate Senior Division courses)]

- The number of Credits Earned indicates the total number of credits earned to the date displayed in the upper right-hand section of the screen.
- Applicable Credits indicates the total number of credits from courses which apply towards the calculation of GPA and average grade rank distribution. (Failed courses are included, but courses where exams not taken are not)
- The GPA is the value of the calculated average of course GPA from grades for all courses enrolled for the semester and during the time in the Undergraduate Senior Division, weighted against the number of credits of each course.
- The average grade rank distribution is the averaged value of all grade rank distributions, weighted against the number of credits of each course, for courses taken up to the date displayed in the upper right-hand corner of the screen.
- The Course GP is the grade point value for the course, taking 5.0 to correspond to "Excellent(A)", 3.0 for "Good(B)", 2.0 for "Fair(C)", and 0 for "Fail(D)".
- The course's grade rank distribution is a value that indicates a rank for all the registered student for the course between the scores of the highest and lowest students.
- The Course GPA is the average value calculated using 4.0 to correspond to "Excellent(A)", 3.0 for "Good(B)", 2.0 for "Fair(C)", 1.0 for "Fair(C)" and 0 for "Fail(D)" given to all the students registered for the course.
- The "" mark in the Course GP field indicates courses that are not included in the number of credits counted towards the GPA. Please note that for faculties/colleges that determine whether or not the course GP will be counted depending on the number of students taking exams, the "" mark will be displayed until the decision has been made.

| No. | Course Code | Course  | Instructor          | Registration academic year | Term | Credits | Grade | Course category | Course GP | Course Grade Rank Distribution | No. of Students | Pass/Fail | Course GPA |
|-----|-------------|---|---------------------|----------------------------|------|---------|-------|-----------------|-----------|--------------------------------|-----------------|-----------|------------|
| 1   | 03-04000    | Engineering and Design                          | Tamotsu Murayama    | 2018                       | A342 | 1.5     |       |                 | *         |                                | 17              | Pass      | *          |
| 2   | 03-04072    | Architectural Design Communications 1           | Kazuhiko Asahara    | 2018                       | A 1  | 1.0     |       |                 | *         |                                | 76              | Pass      | *          |
| 3   | 03-04073    | Architectural Design Communications 2           | Kazuhiko Asahara    | 2018                       | A 2  | 1.0     |       |                 | *         |                                | 72              | Pass      | *          |
| 4   | 03-040112   | Outline of Building Materials                   | Takafumi Nishiguchi | 2018                       | A 1  | 1.0     |       |                 | *         |                                | 6.5             | Fail      | *          |
| 5   | 03-040171   | Introduction to Building Structural Engineering | Shinya Kikagaki     | 2018                       | A 1  | 1.0     |       |                 | *         |                                | 9.0             | Fail      | *          |
| 6   | 03-040183   | Building Materials Planning                     | Shinya Kikagaki     | 2018                       | A342 | 1.5     |       |                 | *         |                                | 70              | Pass      | *          |

# Syllabus

## ● Free Search

Search syllabus by specific keywords.

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

The screenshot shows the 'Free Search/Criteria Entry Screen' with the following fields and options:

- Free Search** (tab selected)
- Select Faculty/Graduate School if you want to search in the detailed conditions**
  - Academic year : 2017
  - Faculty/Graduate School (offering course) :  ☒ Key words for your search will extract all the relevant data that belong in the sub-categories
  - Department (offering course) :
  - Course etc. (Faculty/Graduate school) :
  - Term :
  - Semester/Term :
- Free-form Phrase** :
- Sort by :
- search results : 100 results
- 

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.

The screenshot shows the 'Free Search/Criteria Entry Screen' with the following fields and options:

- Free Search** (tab selected)
- Select Faculty/Graduate School if you want to search in the detailed conditions**
  - Academic year : 2017
  - Faculty/Graduate School (offering course) : Faculty of Law ☒ Key words for your search will extract all the relevant data that belong in the sub-categories
  - Department (offering course) : Department II (Political Science Course)
  - Course etc. (Faculty/Graduate school) :
  - Term :
  - Semester/Term :
- Free Search** (Search will be carried out on all items below. [Specific keyword based search will be ignored.] ) :
- Keyword Search by Item**
  - Subtitle :
  - Course Objectives/ Overview :
  - Schedule :
  - Teaching Methods :
  - Grade Evaluation :
  - Textbook :
  - Reference :
  - Notes on Taking the Course :
- Sort by :
- search results : 100 results
-

- (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.

The screenshot shows a web browser window titled "Search Syllabus by the following criteria/Search for Specific Items". The interface is divided into several sections:

- Search for Specific Items:** A text input field at the top.
- Sort by:** Radio buttons for "Day, Period", "Course", "Course code", and "Instructor".
- Select Faculty/Graduate School if you want to search in the detailed conditions:**
  - Academic year:** A dropdown menu set to "2017".
  - Faculty/Graduate School (offering course):** A dropdown menu set to "Select".
  - Department (offering course):** A dropdown menu set to "Select".
  - Course etc. (Faculty/Graduate school):** A dropdown menu set to "Select".
  - Course Code:** A text input field.
- search results:** A dropdown menu set to "100" results.
- Buttons:** "Search" and "Clear" buttons at the bottom.

- (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.

Search Syllabus by the following criteria/Search for Specific Items

Search for Specific Items

Sort by: ☒ Day, Period ☐ Course ☐ Course code ☐ Instructor

Select Faculty/Graduate School if you want to search in the detailed conditions <

Academic year: 2017

Faculty/Graduate School (offering course): Faculty of Law

Department (offering course): Select

Course etc. (Faculty/Graduate school): Select

Course Code(Timetable):

Term: Select

Course: Partial search

Instructor (Kanji): Partial search

Instructor (Kana): Partial search

Year: Select

Day: Select

Period: Select

Course Code From~To:

Common Course Code: Partial search

Cross-Departmental Programs: Select

Language Used in Class: Japanese, English, French, German, Chinese

Grading guidelines subject: ☐ 適用する/Apply ☐ 適用しない/Not apply

Senior Division General Education Course: ☐ 該当科目でない/Not Relevant subjects ☐ 該当科目である/Relevant subjects ☐ 推薦科目である/Recommendation subjects

LMS link or not: ☐ LMS連携有/Link ☐ LMS連携無/Not link

search results: 100 results

Search Clear

(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.

| Series                       | Faculty   | Course |
|------------------------------|---|--------|
| Common Course                | The school of engineering 4th semester general subject (FEN-CO2*)                         |        |
|                              | The school of engineering general subject - general elective subject (FEN-CO3*, FEN-CO4*) |        |
|                              | The School of Engineering Japanese Language subject (FEN-JL*)                             |        |
| Social infrastructure system | Civil Engineering(0311)   |        |
| Architecture system          | Architecture(0314)  |        |
| Urban engineering system     | Urban Engineering(0316)   |        |
| Mechanical system            | Mechanical Engineering(0322)  |        |
|                              | Engineering Synthesis(0324)   |        |
|                              | Mechano-Informatics(0327)   |        |
| Aerospace engineering system | Aeronautics and Astronautics(0335)  |        |
| Precision engineering system | Precision Engineering(0337)   |        |
| Material engineering system  | Materials Engineering(0365)   |        |
| System creation system       | Systems Innovation(0380)  |        |

(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.

Display Criteria : College of Arts and Sciences (Junior Division) Target Academic Year : AY 2017 Semester/Term : Select Year : Select

Courses subject to Year/Stream/Class specification

Year/Stream/Class Specified Course(s)

Year/Stream/Class Unspecified Course(s)

(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.

Current folder: College of Arts and Sciences (Junior Division) > Year/Stream/Class Specified Course(s)

Lower Classification of Year/Stream/Class Specified Course(s)

Stream

- Humanities and Social Sciences I
- Humanities and Social Sciences II
- Humanities and Social Sciences III
- Natural Sciences I
- Natural Sciences II
- Natural Sciences III
- Humanities and Social Sciences III (PEAK)
- Natural Sciences II (PEAK)

College of Arts and Sciences (Junior Division) 1year Courses of Year/Stream/Class Specified Course(s) (Only courses with students specified will be displayed.)

| No. | Semester/Term | Day, Period | Course Offered by                              | Classroom              | Junior Division Registrable | Course Code | Main Course Category | Intermediate Course Category  | Course                           | Instructor      |
|-----|---------------|-------------|--|------------------------|-----------------------------|-------------|----------------------|-------------------------------|----------------------------------|-----------------|
| 1   | S 1           | Mon1        | College of Arts and Sciences (Junior Division) | Komaba Bldg.1 Room 150 |                             | 30010       | Integrated Courses   | L(Language and Communication) | Japanese Language (Intermediate) | USAMI Yo        |
| 2   | S 1           | Mon1        | College of Arts and Sciences (Junior Division) | Komaba Bldg.5 Room 524 |                             | 30013       | Integrated Courses   | E(Matter and Life)            | Current Biological Sciences I    | SASAGAWA Noboru |

- (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.

Search Syllabus by Department(Faculty/Graduate school) / By Faculty or Department, Major or Degree Program / Search Results

Help

Current folder:College of Arts and Sciences (Junior Division)>Year/Stream/Class Specified Course(s)>Humanities and Social Sciences I

Return to previous screen

Lower Classification of Humanities and Social Sciences I

| Class          |
|----------------|
| HS1&2 Class 1  |
| HS1&2 Class 2  |
| HS1&2 Class 3  |
| HS1&2 Class 4  |
| HS1&2 Class 5  |
| HS1&2 Class 6  |
| HS1&2 Class 7  |
| HS1&2 Class 8  |
| HS1&2 Class 9  |
| HS1&2 Class 10 |
| HS1&2 Class 11 |
| HS1&2 Class 12 |
| HS1&2 Class 13 |
| HS1&2 Class 14 |
| HS1&2 Class 15 |
| HS1&2 Class 16 |
| HS1&2 Class 17 |
| HS1&2 Class 18 |
| HS1&2 Class 19 |
| HS1&2 Class 20 |
| HS1&2 Class 21 |
| HS1&2 Class 22 |
| HS1&2 Class 23 |
| HS1&2 Class 24 |
| HS1&2 Class 25 |
| HS1&2 Class 26 |
| HS1&2 Class 27 |
| HS1&2 Class 28 |

College of Arts and Sciences (Junior Division) 1year Courses of Humanities and Social Sciences I (Only courses with students and streams specified will be displayed.)

| No. | Semester/Term | Day, Period | Course Offered by                              | Classroom              | Junior-Division Registrable | Course Code | Main Course Category | Intermediate Course Category  | Course                           | Instructor |
|-----|---------------|-------------|--|------------------------|-----------------------------|-------------|----------------------|-------------------------------|----------------------------------|------------|
| 1   | S 1           | Mon1        | College of Arts and Sciences (Junior Division) | Komaba Bldg.1 Room 150 |                             | 30010       | Integrated Courses   | L(Language and Communication) | Japanese Language (Intermediate) | USAMI Yo   |

- (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.

Q シラバス参照 / 学科・コース・専攻・課程別 / 検索結果

現在のツリー: 教養学部(前期課程) > 学年・科類・クラス指定のない科目

前の画面へ戻る

学年・科類・クラス指定のない科目の科目中区分

| 科目中区分       |
|-------------|
| 社会科学ゼミナール   |
| 人文科学ゼミナール   |
| 自然科学ゼミナール   |
| 総合科目 L 系列   |
| 総合科目 A 系列   |
| 総合科目 B 系列   |
| 総合科目 C 系列   |
| 総合科目 D 系列   |
| 総合科目 E 系列   |
| 総合科目 F 系列   |
| 学術フロンティア講義  |
| 全学自由研究ゼミナール |
| 全学体験ゼミナール   |
| 国際研修        |

- (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.

Search Syllabus by Department(Faculty/Graduate school)/View Class Information

授業情報 / Class Information

基本情報 / Basic Information    詳細情報 / Detailed Information    授業計画詳細情報 / Class Schedule Details

基本情報 / Basic Information

|                                 |  |
|---------------------------------|--|
| 開講科目名<br>/ Course               | 基礎流体力学 / Fundamental Fluid Mechanics                               |
| 時間割コード<br>/ Course Code         | FEN-CE2A03L1   |
| 共通科目コード<br>/ Common Course Code | FEN-CE2A03L1   |
| 曜限<br>/ Day, Period             | 月 / Mon 2, 木 / Thu 2   |
| 開講区分<br>/ semester offered      | A 1 / A 1  |
| 単位数<br>/ Credits                | 2.0  |
| 学年<br>/ Year                    | B2/B3/B4   |
| 備考<br>/ Notes                   |  |
| 主担当教員<br>/ Main Instructor      | 下園 武範  |
| 教室<br>/ Classroom               | 工学部新2号館 工2 1 3号講義室 / Faculty of Engineering Bldg. new 2 工2 1 3号講義室 |

閉じる / Close    履修登録 / Course Registration    ★お気に入りへ追加 / Add to Favorites

※お気に入りへ追加すると履修登録期間中、「お気に入り（シラバス参照）」機能よりお気に入り追加したシラバスを参照できます。  
 \*Once added to your favorites, the syllabus may be viewed using the "Favorites (View Syllabus)" function during the enrollment registration period.

- (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.

Bookmark / Favorite Course Listing

Sort by : Select

Select all    Delete

| Delete                   | Semester/Term | Day, Period | Course Offered by | Classroom                         | Junior Division Registrable | Course Code  | Main Course Category | Intermediate Course Category | Course                            | Instructor    |
|--------------------------|---------------|-------------|-------------------|-----------------------------------|-----------------------------|--------------|----------------------|------------------------------|-----------------------------------|---------------|
| <input type="checkbox"/> | A 1           | Tue1        | Civil Engineering | Faculty of Engineering Bldg.1 #14 |                             | FEN-CE4504L1 | 学科専門科目               |                              | Estuarine and Coastal Environment | SASAKI Jun    |
| <input type="checkbox"/> | A 1           | Tue2, Fri2  | Civil Engineering | Faculty of Engineering Bldg.1 #14 |                             | FEN-CE4404L1 | 学科専門科目               |                              | Financial Studies                 | Hironori Kato |

- (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".

## Student Info

- **View University Registry Information**

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

| Student Basic Information |                                     |                  |  |
|---------------------------|-------------------------------------|------------------|--|
| Student ID No.            |                                     | Name             | 東大 太郎                                    |
| Name (Katakana)           | トウダイ タロウ                            | Name (alphabet)  | TODAI Taro                               |
| Affiliation               | Faculty of Engineering Architecture | Year             | 4  |
| Current Status            | Enrolled student                    | Student Position | Undergraduate students (Senior division) |

| Student Information                         |                                     |  |                              |
|---|-------------------------------------|--|------------------------------|
| Student ID number                           |                                     | Year/Month of graduation requirement     | 2016/04                      |
| Date of Enrollment                          | 2014/4/1                            | Date of Admission to Senior Division     | 2016/04                      |
| School/Faculty of Senior Division Admission | Faculty of Engineering Architecture | Category for Long-term register students |                              |
| Fall enrollment category                    |                                     | Enrollment Category                      | Admission to senior division |
| Enrollment year                             | 3Year in university                 | Date of Re-enrollment                    |                              |
| Date of expected graduation                 | 2018/3/23                           | Date of removal from registry            |                              |
| Program duration                            |                                     | Maximum permitted program duration       |                              |
| Maximum permitted leave of absence          |                                     |  |                              |

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.

Register Address Update, etc. Help

Student ID No. 03160101  
 Name 東大 太郎  
 Name (alphabet) TODAI Taro  
 Class Year 4  
 Language Code

\* Click on the items in the student's contact details to make any amendments.  
 If there are any changes to your parent/guardian's contact information, please contact the Academic Affairs Administrative Office.

| Item                         | Change  | Entry  |
|------------------------------|---|--|
| Student Contact Information  | Postal Code   | <input type="checkbox"/> 1530001 <input type="text" value="Search for Postal Code"/> |
|                              | Prefecture  | <input type="checkbox"/> Tokyo   |
|                              | address   | <input type="checkbox"/> 東京都文京区本郷7-3-1   |
|                              | Phone Number  | <input type="checkbox"/> 0358412111  |
|                              | Mobile Phone Number                                     | <input checked="" type="checkbox"/> 09012345678                                      |
|                              | E-MAIL 1  | <input type="checkbox"/> aaaaaa@gmail.com  |
| E-MAIL 2                     | <input checked="" type="checkbox"/> aaaaaa@docomo.ne.jp |  |
| Guardian Contact Information | Name  | TODAI Jiro   |
|                              | Name (Katakana)   | トウダイ ジロウ   |
|                              | Relationship  | 父  |
|                              | Occupation  | 大学教授   |
|                              | Postal Code   | 1530001  |
|                              | Prefecture  | Tokyo  |
|                              | address   | 東京都文京区本郷7-3-1  |
|                              | Phone Number  | 0358412111   |

Next Clear

(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.

Register Address Update, etc./Confirmation Help

Student ID No. 03160101  
 Name 東大 太郎  
 Name (alphabet) TODAI Taro  
 Class Year 4  
 Language Code

If there are no mistakes in the information below, please click "Confirm".

| Item                         | Change                                   | Entry                             |
|------------------------------|--|-----------------------------------|
| Student Contact Information  | Postal Code                              | 1530001                           |
|                              | Prefecture                               | Tokyo                             |
|                              | address                                  | 東京都文京区本郷7-3-1                     |
|                              | Phone Number                             | 0358412111                        |
|                              | Mobile Phone Number                      | <input type="radio"/> 09099999999 |
|                              | E-MAIL 1                                 | aaaaaa@gmail.com                  |
| E-MAIL 2                     | <input type="radio"/> aaaaaa@ezweb.ne.jp |                                   |
| Guardian Contact Information | Name                                     | TODAI Jiro                        |
|                              | Name (Katakana)                          | トウダイ ジロウ                          |
|                              | Relationship                             | 父                                 |
|                              | Occupation                               | 大学教授                              |
|                              | Postal Code                              | 1530001                           |
|                              | Prefecture                               | Tokyo                             |
|                              | address                                  | 東京都文京区本郷7-3-1                     |
|                              | Phone Number                             | 0358412111                        |

Confirm Correct