

This notice is applicable only to 2020 S Semester

Dear Junior Division students,

**【Important Notice】 : Change of Submission Procedure of Registration Approval Card
(*Rishu-nintei-kado*) for 2020 S Semester (S1/S2 Term) courses**

PEAK/GPEAK Section, Academic Affairs Division

As for the procedure to register for courses requiring Registration Approval Card (*Rishu-nintei-kado*) in the PEAK Academic Handbook (pp.43-44), in line with the shift from on-campus to online classes, for 2020 S Semester courses, the Registration Approval Card (e-version) will be introduced.

Please note the following procedure is applicable only to 2020 S Semester.

Procedure using Registration Approval Card (e-version)

<Preparation>

1. Planning your course taking

Some courses are designated with specific classes and streams. Please make sure to check Syllabus on UTAS.

2. Acquiring course taking approval from course instructors

Students may obtain approval for course taking from instructors by e-mail or ITC-LMS.

<Submission and course registration>

1. Downloading Registration Approval Card

The e-version of approval card will be downloadable from the notice “[2020 S Semester] On Registration Approval Card (e-version)” on UTAS “Bulletin Board”. The card will be available in the beginning of Apr., and there will be “For S Semester/S1 Term courses” and “For S2 Term courses”.

2. Uploading filled Registration Approval Card

You can upload the filled card via the URL described in the above notice on UTAS “Bulletin Board” . Please note that you must not modify the format of the file.

Submission period (by uploading the filled card) Strictly Observed

-For S Semester and S1 Term courses: From 10:00, Monday, Apr. 6 to 16:50, Friday, May. 1.

-For S2 Term courses: From 10:00, Thursday, Jun. 11 to 16:50, Tuesday, Jun. 16.

3. Checking the registration on UTAS

Submitted registration card is reflected on your UTAS account within 2-3 business days. You must check the registration is correctly reflected on your UTAS.

【Notice】 General course registration and registration for courses requiring a selection or screening process are to be completed via UTAS as usual. Please read through the PEAK Academic Handbook and News from PEAK/GPEAK Section on the Junior Division website to follow the designated procedure. Thank you for your cooperation.