

# Course Registration

**You should register your courses online using the UTAS system on the internet.** You will need a user ID and password to log onto UTAS. These are noted in the "Password Notice" which was distributed after the enrollment procedures period.

Course registration through UTOL (UTokyo LMS, former ITC-LMS) or bookmarking syllabus on UTAS is different from "Course Registration" on UTAS. To earn credits, you must register course through UTAS.

**Please be sure to meet the deadlines. Any procedure cannot be made outside of the period.**

## Registration period / Registration Correction period

Log onto UTAS to register your courses during registration period. If necessary, you can add, change and remove courses during registration correction period. **You CANNOT add, change or remove courses after the period below.**

Class will start before the registration period. Please refer to Academic Calendar AY2024. Regarding intensive courses, class schedule will be announced via UTAS syllabus or GraSPP students bulletin board webpage.

[UTAS URL]

[https://utas.adm.u-tokyo.ac.jp/campusweb/campusportal.do?locale=en\\_US](https://utas.adm.u-tokyo.ac.jp/campusweb/campusportal.do?locale=en_US)

Term	Registration period	Registration Correction period	Remarks
S1, S1S2, year-around	April 15 (Mon)	April 24 (Wed)	
S1 Intensive, S1S2 Intensive	– April 19 (Fri)	– April 26 (Fri)	Refer to note (2) for withdrawal
S2	June 10 (Mon)	June 19 (Wed)	
S2 Intensive	– June 14 (Fri)	– June 21 (Fri)	Refer to note (2) for withdrawal
A1, A1A2	October 9 (Wed)	October 17 (Thu)	
A1 Intensive, A1A2 Intensive	– October 15 (Tue)	– October 22 (Tue)	Refer to note (2) for withdrawal
A2	December 5 (Thu)	December 16 (Mon)	
A2 Intensive	– December 11 (Wed)	– December 18 (Wed)	Refer to note (2) for withdrawal

### Notes

(1) Registration for "Research Paper", "Thesis", and "Internship" will be done by GraSPP Office. (Your registration via UTAS is unnecessary.)

Further information for "Research Paper" and "Thesis" including registration procedure, writing requirements and schedule will be announced via GraSPP students bulletin board webpage.

Internship applications are accepted as needed. Details on application procedures will be announced

via GraSPP students bulletin board webpage.

- (2) You can withdraw intensive courses by the end of the 1st class day. If you need to deregister after registration correction period, please notify GraSPP Office by email. Deregister through UTAS is not available. If there is any specific announcement given by the faculty of the course regarding withdrawal such as in the syllabus, such announcement will override the rule mentioned above. If intensive courses are offered from other faculties or schools, the rules at such faculties or schools will be prioritized.
- (3) If you find any course unable to register via UTAS, please first check the syllabus or with the respective graduate school administrative offices on your eligibility to take those courses, then contact GraSPP Office **within the registration period or registration correction period**.
- (4) Some courses at GraSPP are also offered at other faculties and graduate schools. Please make sure to register courses with course code starting with “51”, which indicates courses offered at GraSPP.
- (5) Some courses are offered both at master's program and doctoral program. Please note that course code starting with “517” are for doctoral program course.
- (6) You cannot register two or more courses offered on the same schedule, even if courses are conducted online or on-demand format.

### **[IMPORTANT] Maximum Number of Credits**

Maximum number of credits that students can register in one academic year\* is 38 to encourage well-planned study.

The number of credits are counted after the registration correction period. However, credits for Research Paper, Thesis and Internship which registration is done outside of the registration period will also be included. Please note that courses you received the grade “M” or “F” in previous semester will not be excluded. It will be counted as part of the maximum number of credits.

**\*Autumn enrolled students: the academic year will be counted from September.**

### **Caution: Registration in the Final Semester of Studies**

**Students in their final semester of studies should not take intensive courses and courses from other faculties or graduate schools as part of your credits required for completion. Those credits are NOT counted as required credits for completion** if grades are not determined before the completion assessment period.

### **Caution: Seminars of Faculty of Law**

You cannot take seminars offered at Faculty of Law which are not joint curricular courses with GraSPP.

### **Information: Courses for “Research Paper” and “Thesis”**

In AY2024/2025, GraSPP will offer three courses to strengthen English writing skills, presentation skills and effective delivery of works.

Students, especially those who are willing to submit either Research Paper or Thesis or those who seek to enroll in a PhD program, are advised to consider taking the course(s) below.

※Please check syllabus in the UTAS for more details.

Course Title : Essential Academic Skills

Course Code : 5113245

Name of Lecturer : LOU Yichuan

Course Title : Advanced Academic Writing

Course Code : 5130200

Name of Lecturer : FAYE Singh

Course Title : Introduction to Academic Writing

Course Code : 5130205

Name of Lecturer : FAYE Singh