# ${f SPICA}$ basic operation procedure (for students)

(Tokyo University of Agriculture and Technology Student Information System)

### [I] Access $\rightarrow$ login method

Click on "Student Life" from the top tab "Student Life / Employment Advancement" official website of Tokyo University of Agriculture and Technology (http://www.tuat.ac.jp/)





# Select English

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## [II] How to register the courses



\* If you do not need to register for any courses, please go to page 7.

- Choose the appropriate division for the appropriate course menu
- ※ To register for your department's courses, please refer to the next page
- ※ To register for the courses provided by other departments, please refer to page 8
- The sub-course subject for
   Department of IEAS cannot be
   registered through this system.
   Please follow the instruction of
   the registrar.

	Own Course	Curr	tor oth	re course Fue 1	Other facu	lty				-	
	Faculty	Course No	Subject title	Instructor name		Credits	Classification		-	L.	usen codose
S	Faculty of Agriculture	01AN2404	Agricultural Entomology II	ITO Katsuhiko	Add	2					
2	Faculty of Agriculture	01EN2216	Ecosystem Ecology	WATANABE Makoto	Add	2					
3	Faculty of Agriculture	01RN2217	Mountain Conservation Engineering	GOMI Takashi	Add	2					
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- Choose [your own department] for course list
- Choose courses from the \_\_\_\_\_
   course list and click [Add in]
   for registration





#### Additional information

• If the cell turns red, it means error. You have to cancel the registration of the course —

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• You can print out your timetable by clicking **[Print out]** 

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• Click **[Confirm]** at the bottom of the screen to complete the registration



 Then the message [Your registration has been completed] will be displayed. Click [Go back to top page] to reconfirm your registration



### [III] If you do not register for courses





### [IV] How to register for the courses provided by other departments



- Choose the appropriate division for the appropriate course menu
- Click [Add] to register

L	Own Course	Cur	ator other course Wed 1			_	
	Faculty	Course No	Subject title	Instructor name		Credits	Classification
1	Faculty of Engineering	020224	Academic Communication	James Baldwin	Add	1	Elective
2	Faculty of Engineering	022123	Technical English for Life Scientists	MORI Tetsushi	Add	1	
3	Faculty of Engineering	022215	Function Theory	MAEDA Hironobu	Add	2	
4	Faculty of Engineering	022324	Exercises in Organic Chemistry I	YONEZAWA Noriyuki	Add	1	
5	Faculty of Engineering	022715	Electromagnetics II & Practices	ARIMA Takuji	Add	3	
6	Faculty of Engineering	023208	Chemical Engineering	MOTEKI Takahiko	Add	2	





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n yellow	1	Add	Last Last	022123 L credit [他学部符4日] Technical English for Life Scientists MORI Tetsushi Delay	Add	Add	Add
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	3	Add	Add	Act	AM	Add	Add

• Click **[To confirmation screen]** at the bottom of the screen

6						
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	Add	Ace	Add	Acc	Add	Add
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• Click **[Confirmation]** at the bottom of the screen

7 Intensive	01RN4109 2 credit [学科共通社日] Special Seminar cn	01RN4115 8 credit [学科共通和日] Thesis for				
Course	Ecoregion Science II ASAOKA Yukihiko	Undergraduate Studies AKASAKA Munemitsu				
Intensive Course						
			Return to Edit Screen			
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## [V] How to view your academic record





2020/03/23 9:32:12 Choose one 国立大学法人 SPICA (\*\*\*\*\*\*\* 東京農工大学 <u>トップページ(Top)</u> > 成績協会(Course grades) 学生一覧画面へ戻る(Return to Main Page) ログアウト(Logout) Display grade Details Display all past grades Display the grade of the target year / semester \_\_\_\_\_\_ to \_\_\_\_\_\_ Display Display GPA Display Display of test results Display

#### • Display all past grades

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トップ	<u>ページ(Top) &gt; 成績</u> )	<u> 程会(Course grades)</u> > 成績明細(Res	sults) <u>学生一覧画道へ戻る(Re</u> Numb	turn to M er of item	ain Page)	ジアウト(Logout) 50 items at a time
I		Detail of	course grades			
Year	Semester for evaluation	Subject title	Faculty staff	Credits	Evaluation	Credits classification
[全学共;	●教育科目]					
<大学導	入科目>					
2016	Spring	Basic Seminar of Agricultural Science	MOTOBAYASHI Takashi	1.5	s	Required
<持続可	能な地球のための科	学技術>				
(自校教育	<b>1</b> )					
2016	Spring	Introduction to MORE SENSE	TODA Hiroto	0.5	A	Required
(科学技術	仮と社会)					
2016	Spring	History of Agriculture	KOJIMA Yohei	2	С	Elective
2016	Spring	Food and Environmental Problems	YOSHIDA Hiroshi	2	A	Elective

#### • Display GPA

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• Display Test Results

