

SPICA basic operation procedure (for students)

(Tokyo University of Agriculture and Technology Student Information System)

[I] Access → 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/>)



Click "Information on using the School Information System (SPICA)".



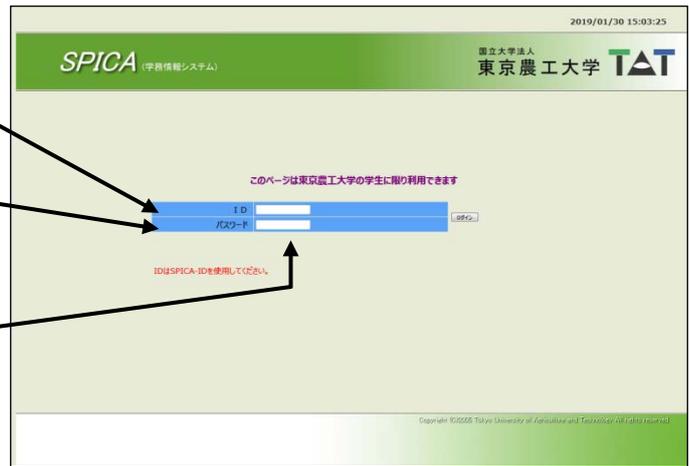
Click on "SPICA Academic Information System Login Entry" to display the login screen.



- Enter your student ID number

- Enter your password

- Click [ログイン(login)]



- Manual for SPICA
- Change passwords
- Web-mail

- View your (course) timetable
- Search for syllabus
- Register courses
- View academic (credit) record
- View personal student status

Official notices on

- class cancellations
- supplementary classes
- schedule changes
- classroom changes
- urgent calls
- eNews

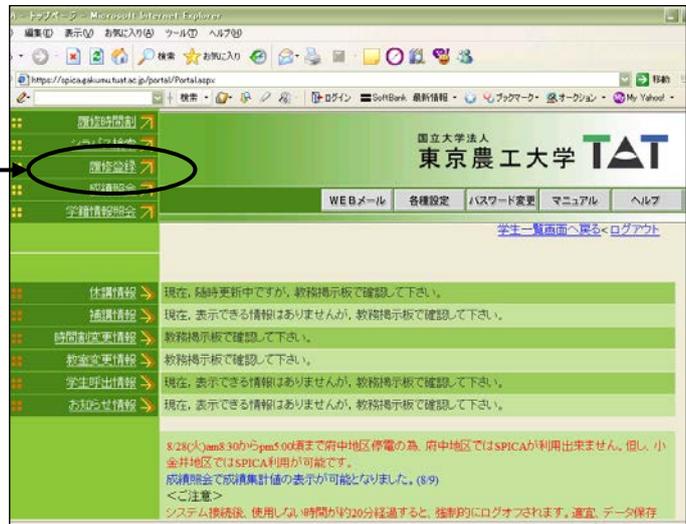
(Also check the notice boards in front of the Educational Affairs Section.)



- [Log out]

【II】 How to register the courses

- Click [履修登録 (Course registration)]



- Calendar timetable



- Period 1 to 7 (時限)

- Click [追加 (Add in)] to enroll in a new course

- Click [削除 (Delete)] to cancel the registered course

- To register the intensive courses, please go to the lower part of the timetable which shows [集中等 (Intensive courses)]



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

- Undergraduate school
- Other faculties
- Other departments
- Your department

● 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.



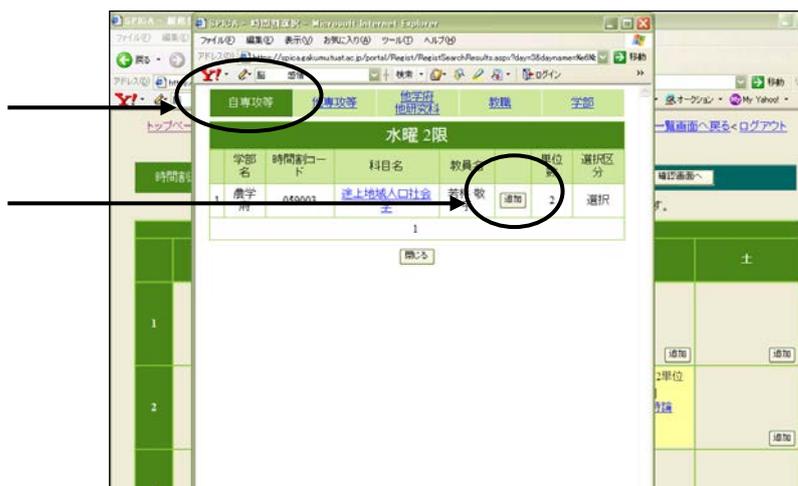
- Name of faculty
- Course code
- Name of course
- Name of the teaching staff
- [Add in]
- No. of credit
- Category of course

「選択」 = 「Elective」

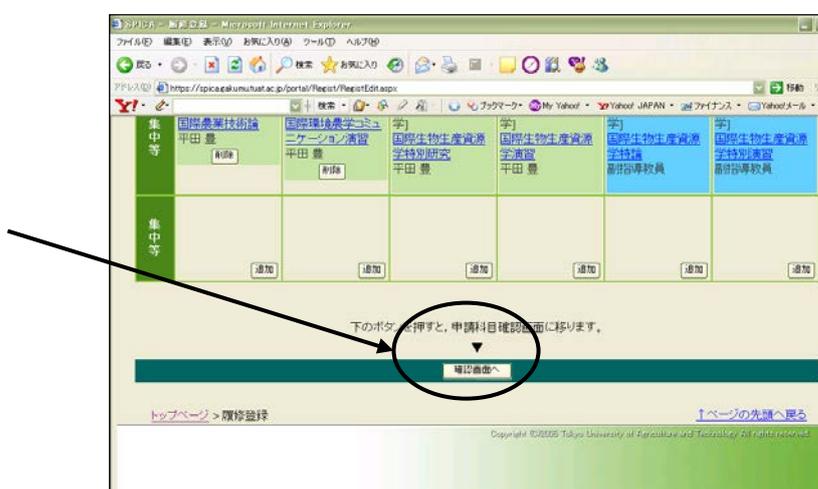
「必修」 = 「Required」

「選必修」 = 「Elective Required」

- Choose [自専攻等 (your own department)] for course list
- Choose courses from the course list and click [追加 (Add in)] for registration

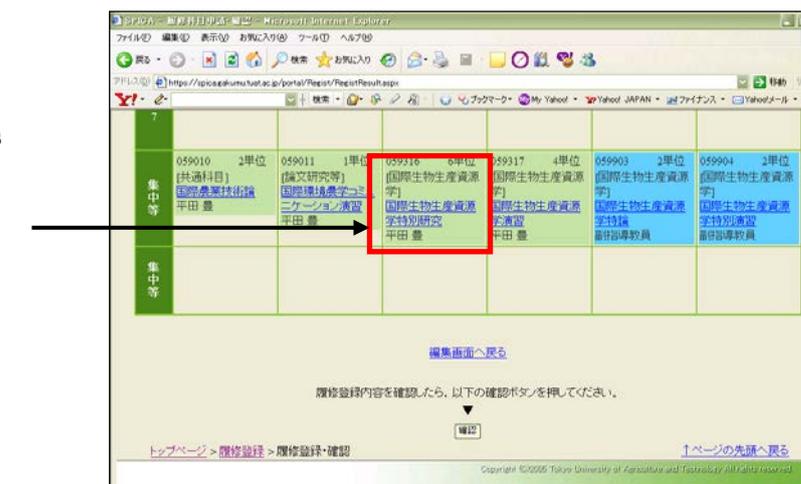


- Click [確認画面へ (Go to confirmation screen)] at the bottom of the screen

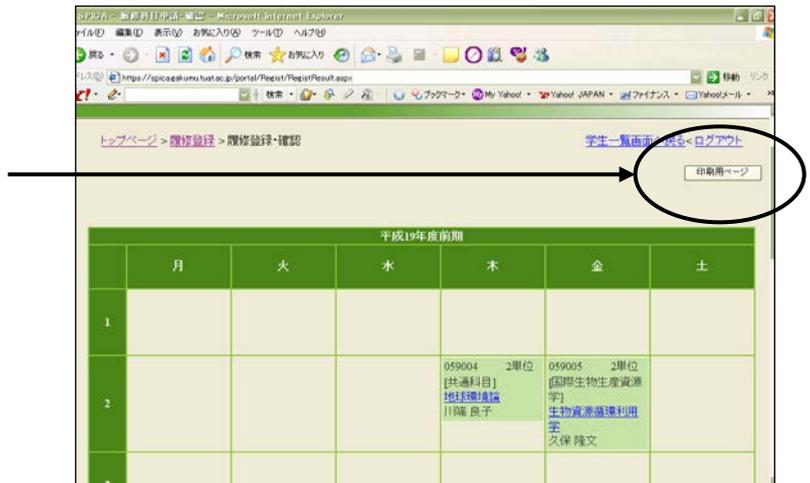


Additional information

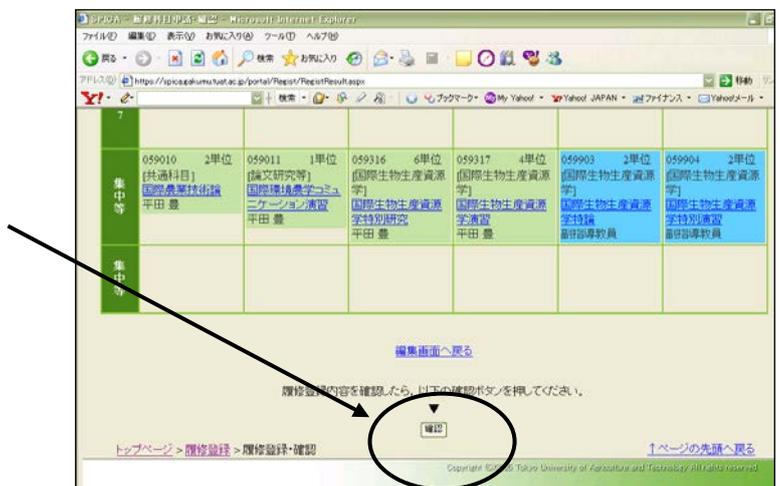
- If the cell turns red, it means error. You have to cancel the registration of the course



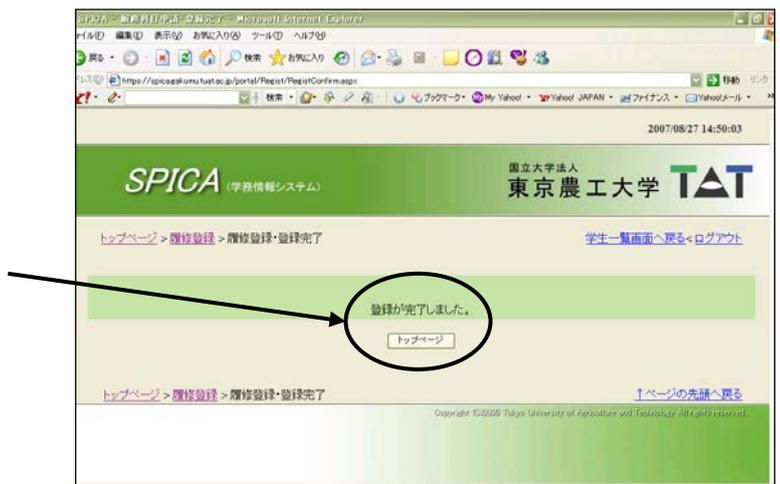
- You can print out your timetable by clicking [印刷用ページ (Print out)]



- Click [確認 (Confirm)] at the bottom of the screen to complete the registration

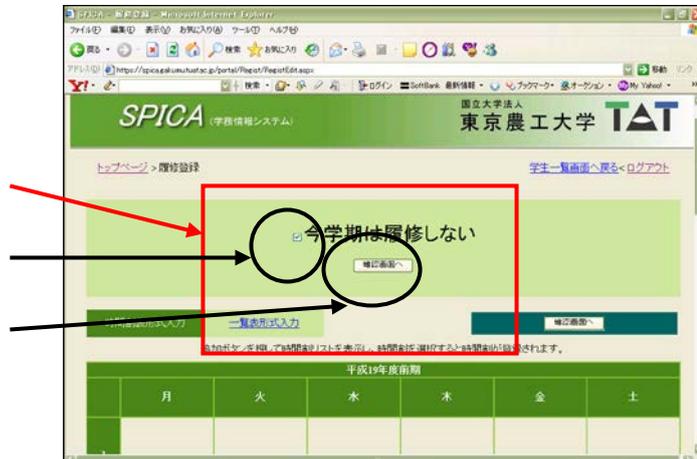


- Then the message [登録が完了しました (Your registration has been completed)] will be displayed. Click [トップページ (Go back to top page)] to reconfirm your registration

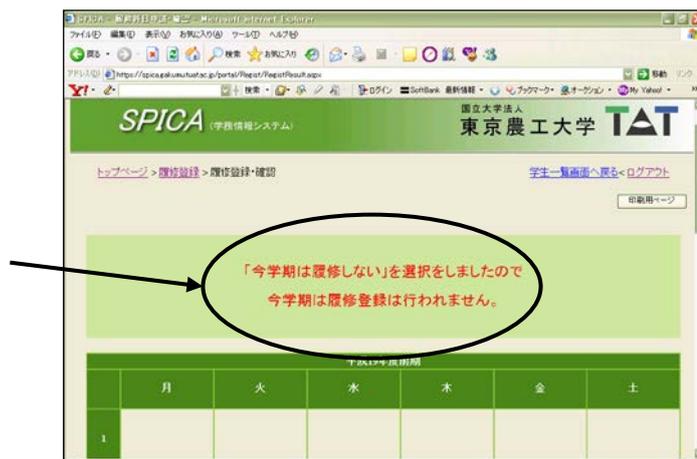


【III】 If you do not register for courses

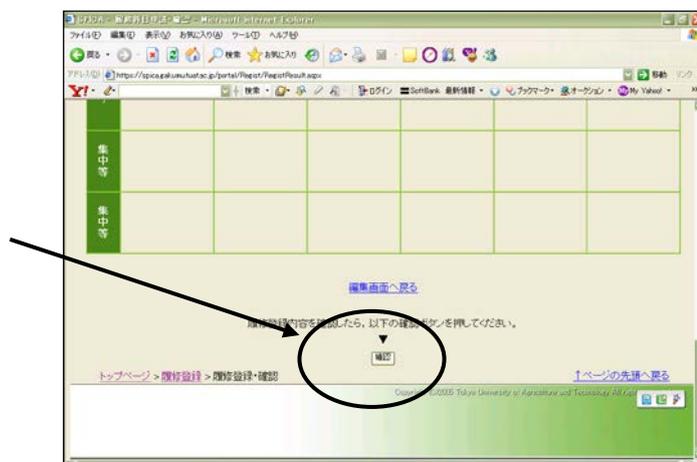
- Find the message [今学期は履修しない (No course registration for this semester)] at the top of the screen
- Check the box
- Then click [確認画面へ (Confirmation screen)]



- The message [今学期・・・ (No registration for this semester)] will be displayed



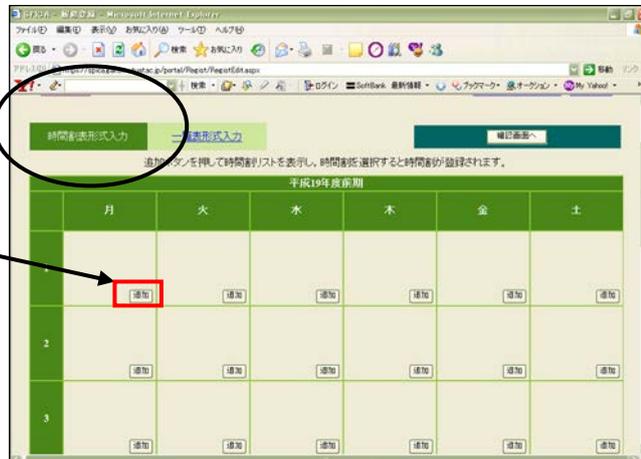
- Click [確認 (Confirm)] at the bottom of the screen



【IV】 How to register for the courses provided by other departments

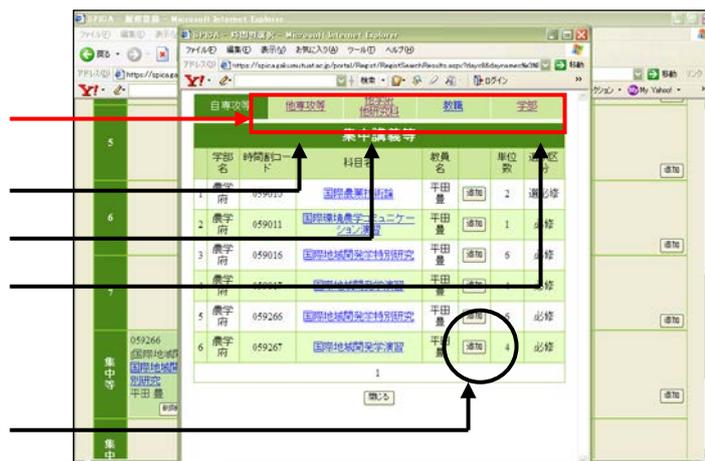
- Choose the [時間割表形式入力 (Calendar course timetable)]

- Choose the day and click the [追加 (Add in)] for the appropriate course list



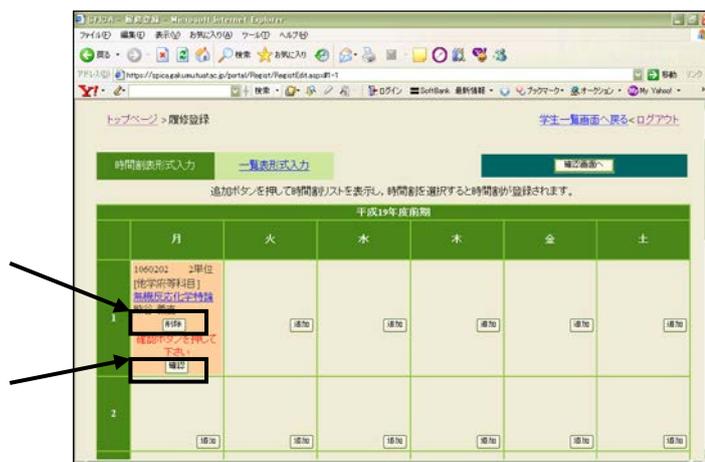
- Choose the appropriate division for the appropriate course menu
 - Other departments
 - Other faculties
 - Undergraduate programs

- Click [追加 (Add in)] to register



- To cancel the choice, click [削除 (Delete)]

- To confirm the registration, click [確認 (Confirm)]



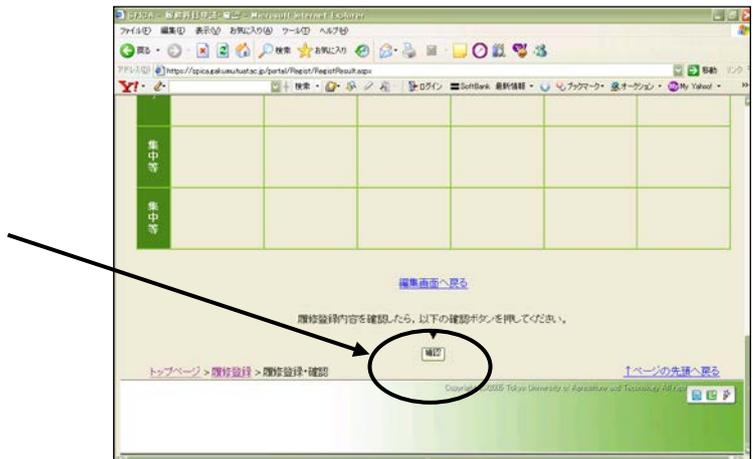
- [教員の許可は得ていますか？
(Do you get the permission from the teaching staff ?)]
- はい(Yes)
- いいえ(No)
- 閉じる(Close the screen)



- If yes, the cell will turn yellow

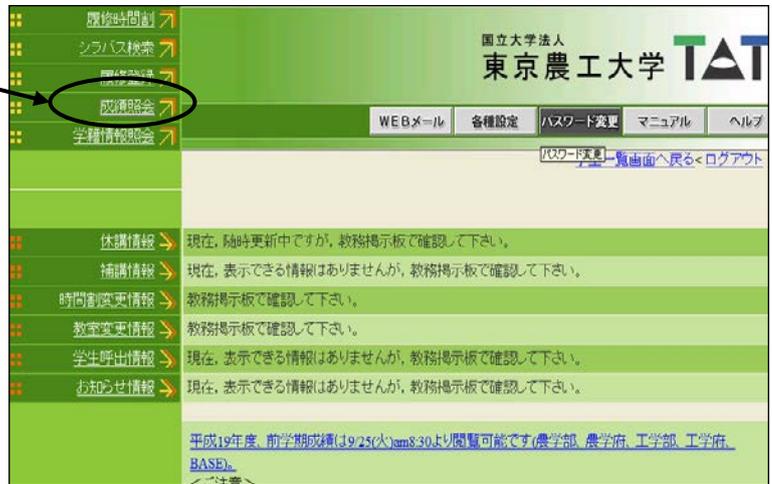


- Click [確認 (Confirm)] at the bottom of the screen



【V】 How to view your academic record

- Click [成績照会 (View academic record)]



- Choose one
 - View [The whole past record]
 - or
 - View [designated semester]



- Then click [表示する (Display)]

- View credits earned · GPA, click [表示する (Display)] then go to page 11

- Academic year
- Semester
- Name of course
- Name of teaching staff
- Credit
- Grade (S, A, B, C, D)
- Category of course (elective/required)

年度	評価学期	科目名	教員名	単位	評価	単位区分
[共通科目]						
2006	後期	地域社会開発総論	OPAL SUWUNNAMEK	2	S	選必修
2006	後期	国際環境農学特講I	小池 正之	2	A	選必修
[専門分野科目]						
-<国際生物生産資源学>						
2006	後期	地域持続生物生産技術学	平田 豊	2	A	選択
-<国際地域開発学>						
2006	後期	国際開発協力論	竹内 郁雄	2	A	選必修
[独立研究等]						
2006	後期	国際環境農学課題別演習	竹内 郁雄	1	A	必修
2006	後期	国際環境農学国内実習	竹内 郁雄	2	A	必修

General Studies

Special field studies

Research subjects (Thesis)

Sub-course Subjects

Others

トピック> 成績一覧 > 成績集計 学生一覧画面へ戻る < ログアウト

2006年度後期

科目区別修得状況

	共通科目	専門分 数	生 生 源	修 得 保 証	地 域 開 講	論 文 研 究	生 生 源	副 専 科 目	生 生 源	自 由 選 択	他 専 攻	他 学 府 校
基準単位	6		6			14		4				
修得単位	4	4	2		2	3						
学部科目 総合計												
基準単位												
修得単位		11										
基準単位												
修得単位												

● Credits by category

- 基準単位 (Credits required)
- 修得単位 (Credits earned)

● Total credits earned

単位区別修得状況

	必修	選必修	選択	合計	要件外
修得単位	3	6		11	

トピック> 成績一覧 > 成績集計 ↑ページの先頭へ戻る

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- Required courses
- Elective required courses
- Elective courses
- Total credits
- Others