This manual describes the general procedures for using UT-mate. Please note that some functions may not be available for certain faculties and graduate schools.

★ This manual is a translation of the authoritative Japanese version.
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1. What is UT-mate?

- **Profile**
  UT-mate is a Web-based system open to all graduate and senior division undergraduate students at the University of Tokyo. After a limited trial run that started in October 2007, the system was put into full operation in the following April. It can be accessed from campus computers and your home computer, and allows you to perform such online tasks as registering for courses and viewing your academic records.

  Although UT-mate shares similarities with UTask-Web, the system for junior division undergraduate students, please note that there are some differences in operation and features.

- **Functions**
  UT-mate can be used to perform the tasks listed below.

<table>
<thead>
<tr>
<th>Menu</th>
<th>Task</th>
<th>Writable</th>
<th>Viewable</th>
</tr>
</thead>
<tbody>
<tr>
<td>学籍</td>
<td>Enter/update address, etc.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>履修</td>
<td>Register for courses</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>成績</td>
<td>View course grades</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>View course credits</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>掲示</td>
<td>View bulletin boards</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>シラバス</td>
<td>View syllabuses</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
3. Logging in/out

- Logging into UT-mate
  To access UT-mate, follow the procedure below.

(1) Launch the computer’s Web browser.

(2) Enter the following URL.
    https://ut-gakumu.adm.u-tokyo.ac.jp/websys/campus

(3) After the log-in page is displayed, enter your User ID and password.
    When logging in for the first time, enter the User ID and initial password listed in the password notice sent to you by your faculty or graduate school. You will be prompted to change the initial password, so please be sure to register a new password of your choice. Also, please responsibly manage your new password.

Note: If you forget your password, contact the student affairs office of your faculty or graduate school.
Timeout

As a security measure, UT-mate automatically closes your session if no user operations (registering entries, clicking on menu items, etc.) are performed for 30 minutes. Please note that the timeout clock will continue counting down even when entries are made in the same window, unless the register function is operated. All entries not registered before timeout will be lost.

Also, keep in mind that timeouts are likely to occur when you temporarily step away from the computer while logged in, or when multiple windows are open. The top of the window features a countdown clock that you can use to keep track of the estimated time (in minutes) remaining before timeout. UT-mate will display the warning shown below when approximately five minutes remain before timeout.

<Timeout Warning>
Your session is about to expire due to inactivity.
To remain logged in, register your entries, click on a menu item, or perform another operation.
The time remaining is displayed at the top of the window.
The time shown is not exact, so please take action as early as possible.
Logging out of UT-mate
After you finish using UT-mate, please be sure to log out as instructed below.

1. Click on the “Logout” button in the upper right corner of the window.

2. After the logout window is displayed, click on ブラウザを閉じる (Close browser) to close the Web browser.
4. Personal Data

● Entering/updating personal data
To enter or update your current address and other personal information, follow the procedure below.

(1) Select 住所等変更入力 (Enter/update address, etc.) from under 学籍 (Personal data) in the main menu.

(2) After the 住所等変更入力 window is displayed, enter or modify your personal data as needed. Click on 登録 (Register) when finished.
The information that you register may be used by the university to contact you, so please update your records whenever a change occurs in your address or other information.
Unsupported characters

The characters listed below cannot be entered in your personal data. When entering hyphens, please use single-byte (hankaku) hyphens instead of double-byte (zenkaku) hyphens. If you need to include roman numerals in your entries, use the appropriate combination of single-byte characters (such as I and X), not double-byte roman numerals.
5. Course Registration

- **Course registration period**
  Please register for courses during the registration period set by your faculty or graduate school. That period may differ from the registration period of other faculties and graduate schools, so be sure to check the dates. You will not be able to register through UT-mate outside of the prescribed registration period, but you can view your registration records at that time.

- **Important reminders**
  1. UT-mate can be used to register for summer semester and year-long courses during the summer semester registration period, and for winter semester courses during the winter semester registration period. (Some faculties and graduate schools offer registration for year-long courses during the winter semester registration period.)
  2. Some faculties and graduate schools have specific registration requirements (such as submission of prescribed forms), so be sure to complete all procedures required by your faculty or graduate school.
  3. Students are not automatically registered for required courses, so be sure to use UT-mate to sign up for those courses as well.
  4. The term 時間割コード (Course code) used in UT-mate refers to the 科目番号 (Course code) used by each faculty or graduate school, although there may be a few exceptions.

- **Registration procedures**
  Select 履修登録 (Course registration) from under 履修 (Courses) in the main menu.
(1) Registration method A: Selecting from course list
This method allows you to register for multiple courses at the same time. It is a handy way to sign up for two or more courses scheduled for the same day and time slot (such as when one course is taught in the first half of semester, and the other is taught in the second half), intensive courses, and courses not scheduled for specific days and time slots (such as undergraduate thesis courses).

① Click on 一覧形式での履修登録～(Select from course list) in the upper right area of the window.

② After the search parameter window is displayed, select either 大学 (Undergraduate courses) or 大学院 (Graduate courses) in the option box labeled 大学・大学院の別 (Undergraduate/graduate). Undergraduate students are not permitted to select graduate courses.

Next, select the faculty or graduate school offering the course in the option box labeled 学部・研究科 (Faculty/graduate school), and then specify any other preferences, if necessary. Click on 検索 (Search) to initiate the search.

You need not specify all parameters, but be sure to indicate preferences for 大学・大学院の別 and 学部・研究科. When also registering for courses outside your department, select 指示しない (No preference) in the 学科 (Department) option box, and select 指定した所属以下全てから検索 (Search all categories in the graduate school or faculty) for the 所属検索方法 (School/faculty search method) option. Doing this will expand the search to include all courses taught in the faculty or graduate school you specified.
After the search results are displayed, click the check box of each course you wish to take. You can make multiple selections, excluding any course scheduled for the same day/time slot in the same period of another course selected. After making your selections, click on 登録 (Register). Your selections will be registered, if no error exists in them.
You can register for two or more courses that are scheduled for the same day/time slot, but in different periods of the semester or academic year. To do so, just click the check box of each course in step ③ above. One of those courses will be displayed in the course timetable, while the others will be displayed in the 集中講義など (Intensive courses, etc.) section below the timetable.

The dialog box shown below will appear if an error exists in your selections. Read the error message (if necessary, have a Japanese speaker read it for you) and make the necessary correction to your selections.

Course Registration

Your registration request has the following error.

More than one course selected for same day/time slot. (9)

Your request cannot be processed.
Please return to the course registration window by clicking on the button below.
(2) Registration method B: Selecting by day/time slot
This method allows you to select courses based on the day/time slot for which they are
scheduled. It is a handy way to register when you already know the course code of the
courses you wish to take, or when you want to choose from courses available for a
specific day/time slot.

① Click on 未登録 (Unregistered) in the appropriate slot of the course timetable.

② Enter the course code in the 時間割コード (Course code) field and click on 登録 (Register).
Your selection will be displayed in the timetable.

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③ If you do not know the course code, click on 時間割検索 (Search timetable).

After the 条件入力 (Parameter entry) window is displayed, enter the necessary search parameters and click on the 検索開始 (Begin search) button at the bottom.
The system will display all courses matching your search. Look for the course you wish to take and click on its title in the 開講科目名 (Course title) column.

After making sure that the corresponding course code has appeared in the course code field of the 時間割入力 (Timetable entry) window, click on 登録 (Register).

Your selection will be displayed in the timetable.
(3) Registration method C: Registering for intensive courses and courses without set day/time slot

This method follows the same pattern as method B described in section (2) above (refer to page P11).

① Click on 集中講義を登録 (Register for intensive course) in the upper right corner of the course timetable window.

The rest of the procedures are the same as in method B.

● Reviewing entries and completing registration

Go through the course timetable to make sure that your entries are correct. Note that semester-only (summer or winter) courses are displayed in a color different from that of year-long courses. At this point, the entries have been registered in the UT-mate system. If you have not registered for any courses in the relevant semester, click on 履修登録なし (No courses registered).
● Deleting courses

To delete a course from your registration records, follow the procedure below. Please note that courses can be deleted only during the period prescribed by each faculty and graduate school.

1. In the course timetable window, click on the course code of the course to be deleted.

2. The Course deletion window will be displayed. After making sure that the course listed is the one you wish to delete, click on Delete. The course will disappear from the course timetable and will be deleted from your registration records. If you do not wish to delete the course listed, click on Return to course registration window.
6. Academic Records

- **Viewing course grades**
  UT-mate allows you to look up the grades you received for past coursework, except for courses taken before UT-mate went online (to view the grades of those courses, see the following section, “Viewing course credits”). This function also enables you to see if you failed any courses or did not take the final exam of a certain course.

1. Select **Viewing course grades** (View course grades) from under **Academic records** (Academic records) in the main menu.

2. After specifying the range of courses to be displayed, click on **Display courses**.

3. A list of your grades will be displayed. In cases where the academic staff of a certain course has not yet reported a grade, **Now taking course** (Now taking course) will be displayed in the **Year taken** column.
● Viewing course credits

You can also look up the credits earned for past coursework. Courses are not displayed if the academic staff has not yet reported a grade (courses still being taken).

(1) Select 単位修得状況照会 (View course credits) from under 成績 (Academic records) in the main menu.

(2) After specifying the range of courses to be displayed, click on 画面に表示する (Display courses).

(3) A list of your credits will be displayed.
7. Bulletin Boards

- Viewing bulletin boards

UT-mate’s bulletin board service gives you access to a variety of course-related information, such as class cancellations and scheduling of supplementary classes. However, please note that some faculties and graduate schools do not distribute information through this service.

1. Select 招牌 (Bulletin boards) from under 聲報 (Bulletins) in the main menu.

2. Specify the type of information you wish to view by selecting from the drop-down menu 検索するジャンルを選択してください (Select bulletin board) at the top of the window, or from 招牌版ジャンル一覧 (List of bulletin boards) below it. The range of viewable information varies by each bulletin board (see below).
8. Syllabuses

- Viewing syllabuses
  UT-mate can be used to view course syllabuses. However, please note that some faculties and graduate schools do not list their syllabuses on UT-mate.

(1) Select シラバス参照 (View syllabuses) from under シラバス (Syllabuses) in the main menu.

(2) Enter the parameters for your search.
(3) After clicking “Search” button at the bottom of the screen. A list of search results will be displayed on the main screen.

If there is more than one page of results, you can see more of your results by clicking 次へ（Next）.

To change the number of results displayed on one page, select a number from the select box and click 表示（Display）.

(4) The syllabus of the course you clicked is displayed on the screen.

View details of the course you wish to view by clicking on the course title.
● Viewing Engineering syllabuses

Use the procedure below to view syllabuses of courses offered by the Faculty of Engineering or the Graduate School of Engineering.

(1) Open the "検索機能 (Search method)" folder from under "シラバス (工学部・工学系) (Syllabuses: Engineering)" in the main menu, and then select either "学科・コース別 (Search by department/course)", 項目指定 (Search by attribute), or キーワード検索 (Search by keyword).

(2) If you selected 学科・コース別 (Search by department/program), the window below will be displayed. Select your preferences for 表示対象 (Faculty/graduate school) and年度 (year), and then click on the relevant department or program.

After the department/program course list is displayed, click on the relevant course to view its syllabus.
(3) If you selected 項目指定 (Search by attribute), the window below will be displayed. Select your preferences, and then click on 検索開始 (Begin search).

The system will display all courses matching your search. Click on the relevant course to view its syllabus.

(4) If you selected キーワード検索 (Search by keyword), the window below will be displayed. Enter your keywords, and then click on 検索開始 (Begin search).

The system will display all courses matching your search. Click on the relevant course to view its syllabus.

If you have any inquiries about using UT-mate, please contact the student affairs section of the relevant faculty or graduate school.