

## 2025 Academic Affairs Information for Undergraduate Students Faculty of Science

### 1. Course Registration

- Students register for courses through UTAS. Please read the “UTAS User Manual” once logged in.  
<https://utas.adm.u-tokyo.ac.jp/campusweb/>
- Please be sure to complete the registration by the designated date. Registration period is as follows:  
All-year, S Semester, S1/S2 Term courses: April 4, 2025 (Fri.) - April 18, (Fri.)  
A Semester, A1/A2 Term courses: October 2, 2025 (Thu.) - October 20 (Mon.)
- Courses that overlap with other courses cannot be taken. Contact your department office for the following cases;
  - Taking a required course while no experiments are conducted
  - Retaking a course overlapping with other required courses

### 2. Academic Records

- Academic records are available on UTAS.
- Total number of credits obtained is shown on UTAS. Note that it does not represent the number of credits required for graduation.
- Refer to the School of Science Handbook (Undergraduate Students section) for further information.

### 3. Certificates

- Various certificates are available from the automatic certificate-issuing machines. User ID and password are the same as those for UTAS.

### 4. Changing of student status

- Students must undergo the necessary procedures at their department offices a month in advance from the scheduled date when applying for leave of absence or withdrawal.
- Students are required to submit a “Notice of Overseas Travel” to their department office when traveling abroad.
- Refer to the following web page:  
<https://www.s.u-tokyo.ac.jp/ja/current/notification-forms-under.html>

**NOTE: Students must ensure that they keep the contact information updated on UTAS. It is important to provide us the latest information, as we will use it in any case of emergency.**

# Course Registration for S Semester, S1 and S2 Term 2025

## <Course Registration Period>

Students must complete their course registration within the designated period through UTAS (<https://utas.adm.u-tokyo.ac.jp/campusweb/>).

April 4, 2025 (Fri.) - April 18, 2025 (Fri.)

## <Approval of Credits>

Students who intend to transfer credits from other departments / faculties to their own departments / faculties are required to submit 'Request for Approval of Credits for the Degree (卒業に要する専門科目認定届)' to their department office.

**Deadline: April 25, 2025 (Fri.)**

- Be sure to check the department office about the handling of transferring credits from other department/faculties. It may differ depending on the department.
- Please note that the courses for Educational Personnel Certification are NOT transferable for their degree.
- Students who are expected to graduate in March 2026 must only enroll in courses that end completely by February 2026.

April, 2025  
Student Affairs Office, Faculty of Science