

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)".



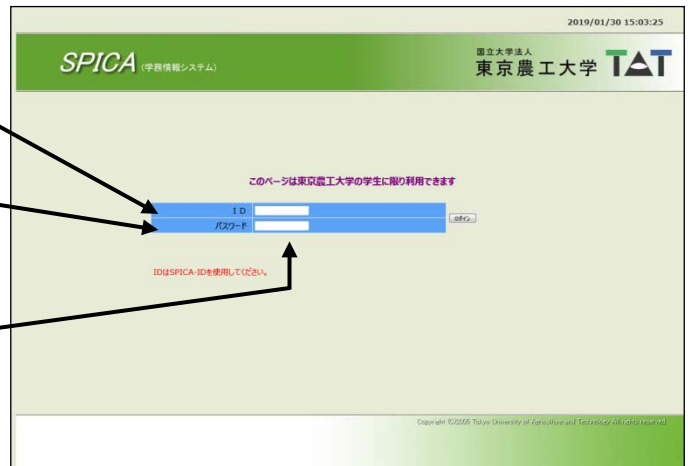
Click on "SPICA Academic Information System Login Entry" to display the login screen.



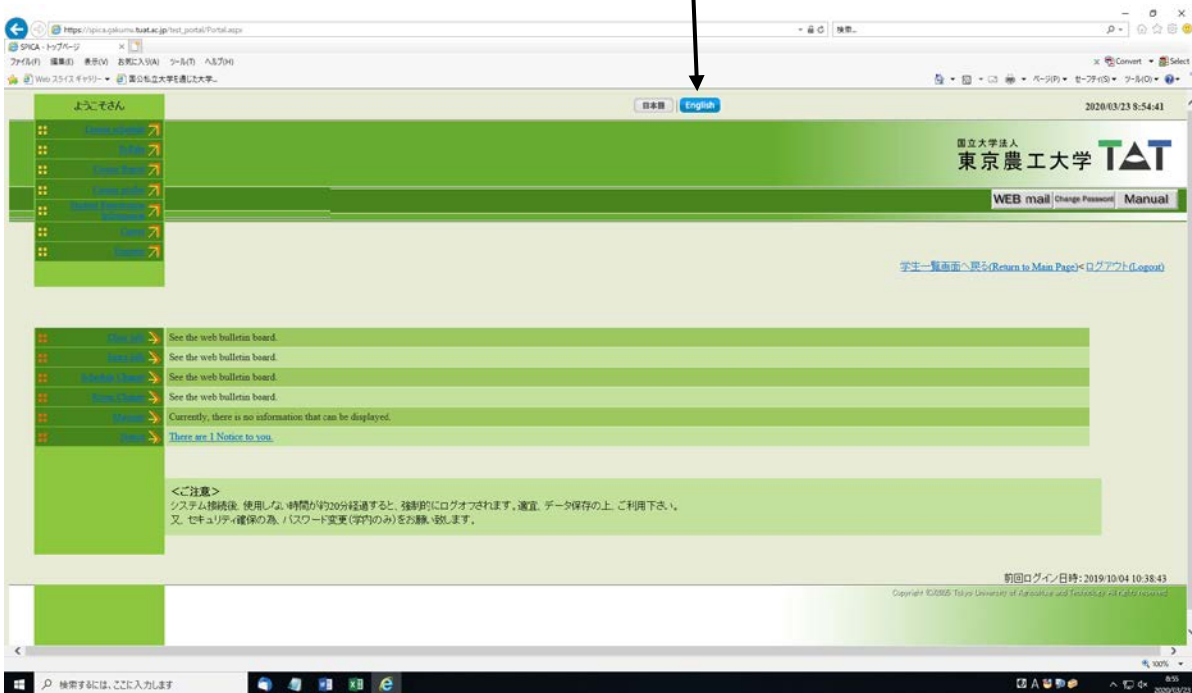
● Enter your student ID number

● Enter your password

● Click [login]

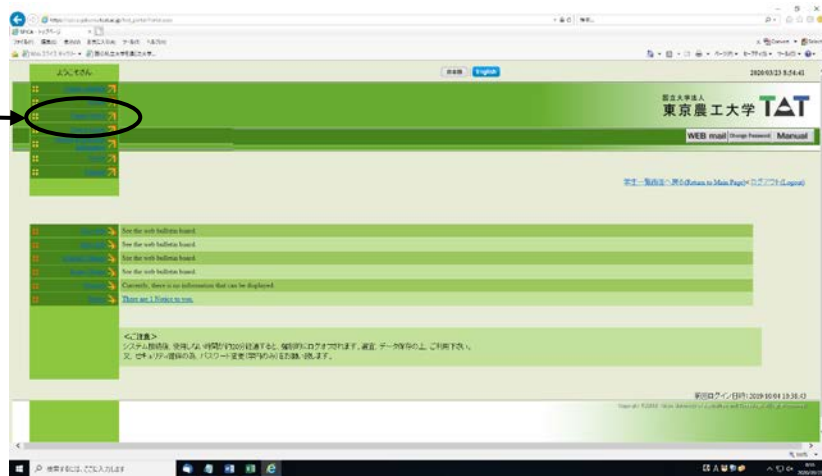


Select English

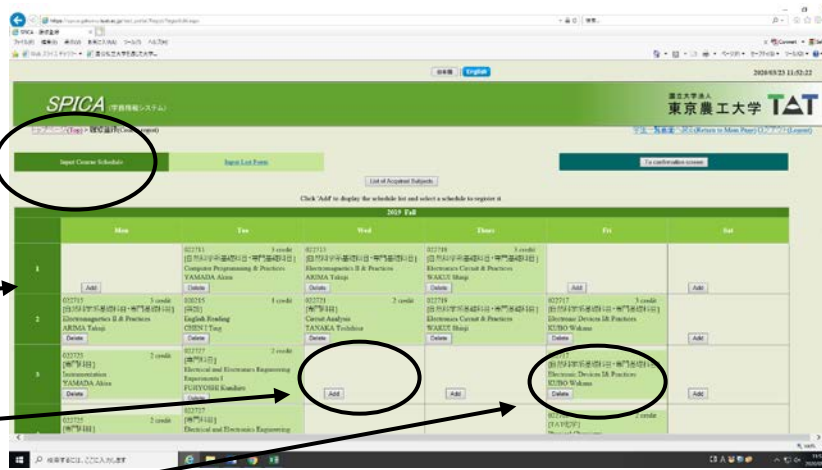


【II】 How to register the courses

● Click [Course registration]



● Calendar timetable

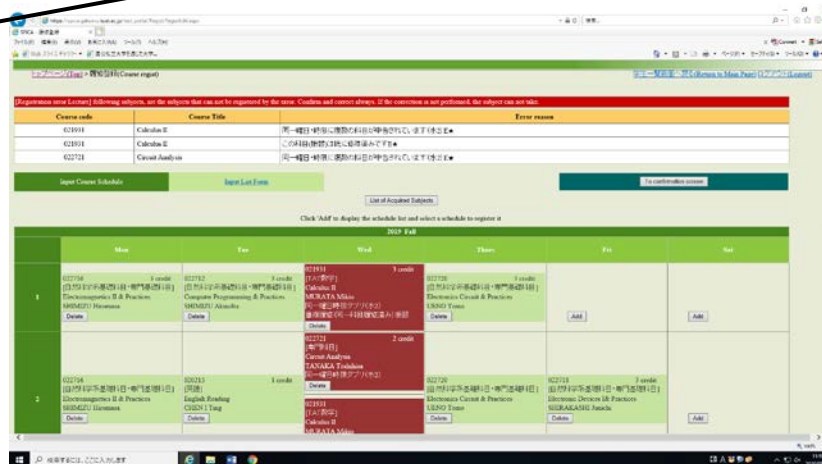


● Period 1 to 7 (時限)

● Click [Add in] to enroll in a new course

● Click [Delete] to cancel the registered course

● To register the intensive courses, please go to the lower part of the timetable which shows [Intensive 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

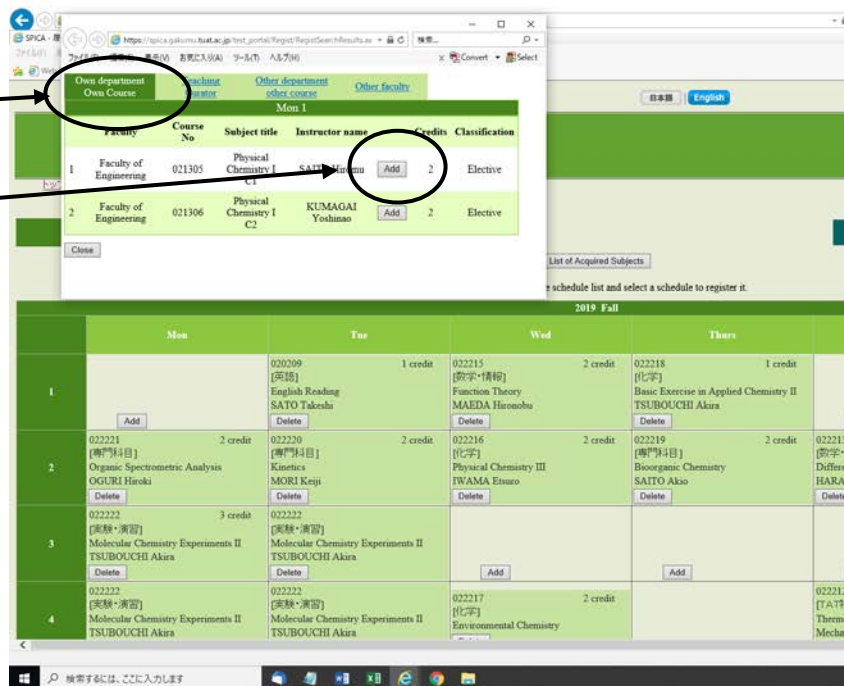
※ The sub-course subject for Department of IEAS cannot be registered through this system. Please follow the instruction of the registrar.

The screenshot shows a web interface for course registration. At the top, there are navigation tabs: 'Own department', 'Teaching Center', 'Other department/other course', and 'Other faculty'. A red box highlights the 'Own department' and 'Other department/other course' tabs. Below this is a table of courses:

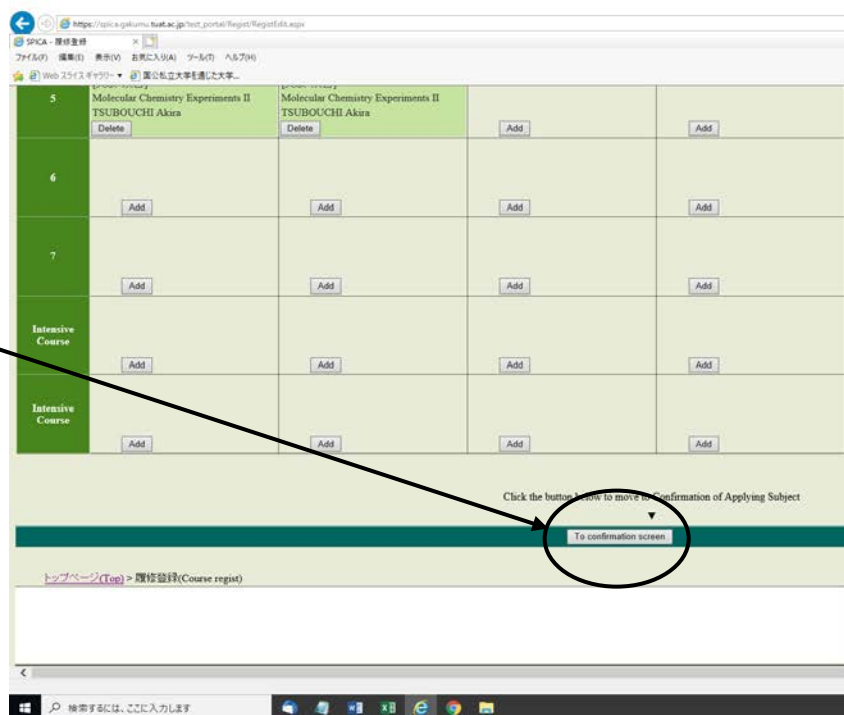
Faculty	Course No	Subject title	Instructor name	Credits	Classification
1 Faculty of Agriculture	01AN2404	Agricultural Entomology II	ITO Katsuhiko	Add	2
2 Faculty of Agriculture	01EN2216	Ecosystem Ecology	WATANABE Makoto	Add	2
3 Faculty of Agriculture	01RN2217	Mountain Conservation Engineering	GOMI Takashi	Add	2

Below the table is a weekly schedule grid for '2019 Fall'. The columns are labeled 'Mon', 'Tue', 'Wed', and 'Thurs'. The rows are labeled '1', '2', '3', and '4'. Each cell in the grid contains an 'Add' button. A note at the bottom of the grid says 'Click 'Add' to display the schedule list and select a schedule to register it.'

- Choose [your own department] for course list
- Choose courses from the course list and click [Add in] for registration

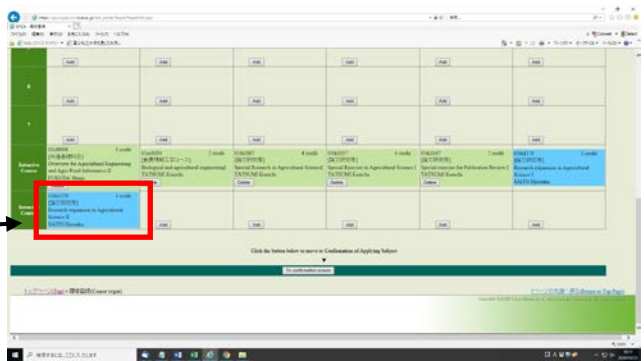


- Click [Go to confirmation screen] at the bottom of the screen

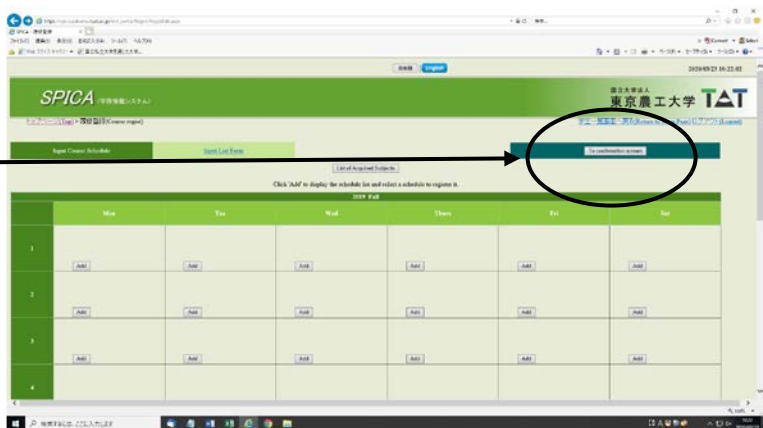


Additional information

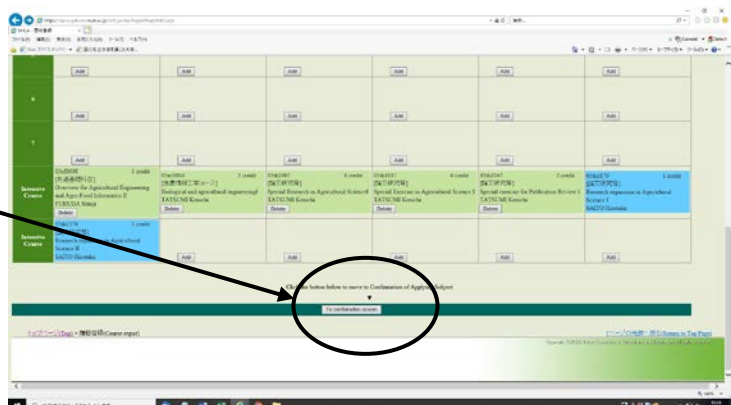
- If the cell turns red, it means error. You have to cancel the registration of the course



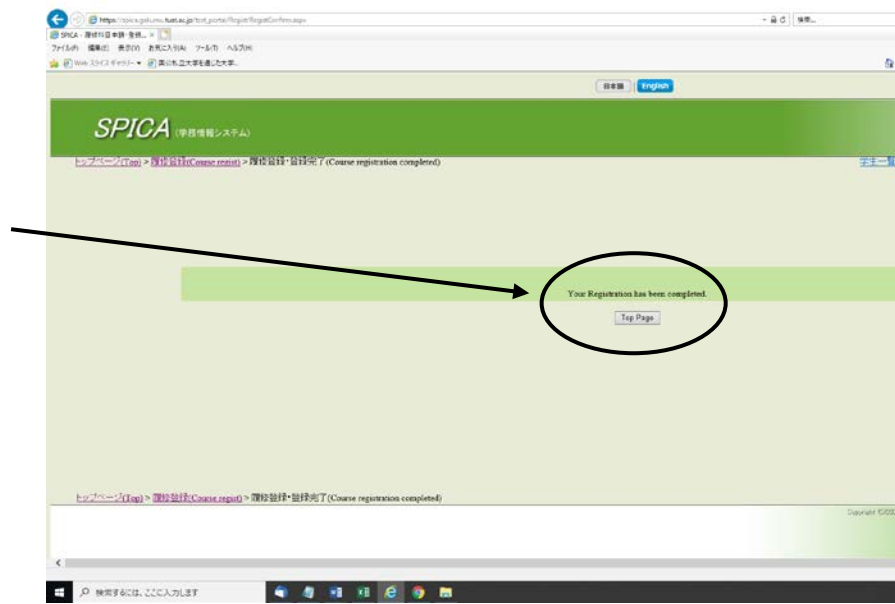
- You can print out your timetable by clicking [Print out]



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

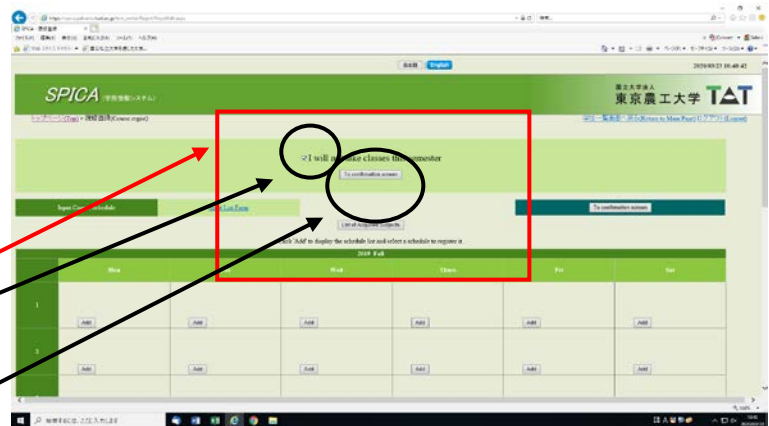


- Then the message **[Your registration has been completed]** will be displayed. Click **[Go back to top page]** to reconfirm your registration

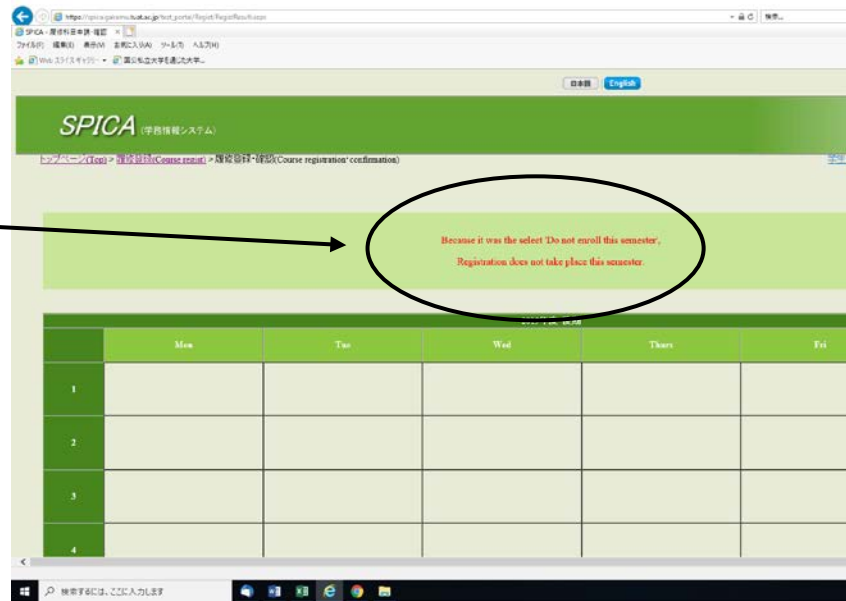


【III】 If you do not register for courses

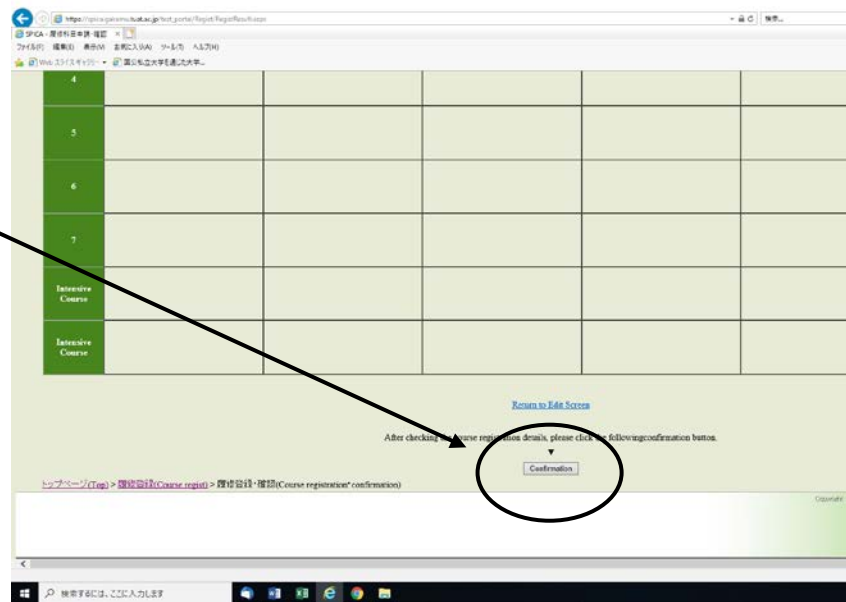
- Find the message **[No course registration for this semester]** at the top of the screen
- Check the box
- Then click **[Confirmation screen]**



- The message [No registration for this semester] will be displayed



- Click [Confirm] at the bottom of the screen



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

- Choose the **[Input course schedule]**

- Choose the day and click the **[Add]** for the appropriate course list

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トップページ(Top) > 履修登録(Course regist)

Input Course Schedule Input List Form To confirmation screen

List of Acquired Subjects

Click 'Add' to display the schedule list and select a schedule to register it.

2019 Fall

	Mon	Tue	Wed	Thurs	Fri	Sat
1	Add	Add	Add	Add	Add	Add
2	Add	Add	Add	Add	Add	Add
3	Add	Add	Add	Add	Add	Add
4	Add	Add	Add	Add	Add	Add

- Choose the appropriate division for the appropriate course menu

- Click **[Add]** to register

	Own department Own Course	Teaching Curator	Other department other course	Other faculty		
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	

Close

- To cancel the choice, click **[Delete]**

- To confirm the registration, click **[Confirm]**

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トップページ(Top) > 履修登録(Course regist)

Registration error (Lecture) following subjects, are the subjects that can not be registered by the error. Confirm and correct always. If the correction is not performed, the subject can not take.

Course code	Course Title	Error reason
022123	Technical English for Life Scientists	この科目は教員の許可が必要です【★】

Input Course Schedule Input List Form To confirmation screen

List of Acquired Subjects

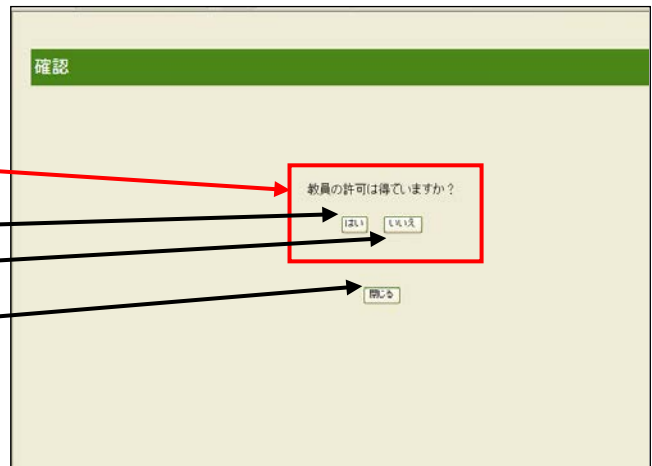
Click 'Add' to display the schedule list and select a schedule to register it.

2019 Fall

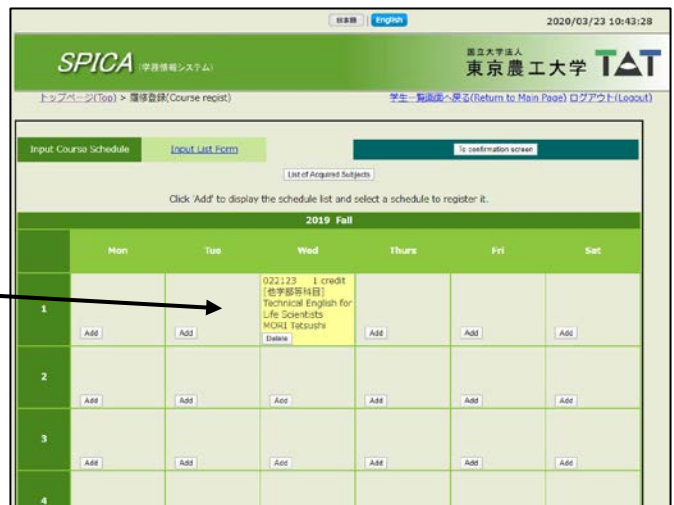
	Mon	Tue	Wed	Thurs	Fri	Sat
1	Add	Add	022123 1 credit 【他学部専科科目】 Technical English for Life Scientists MORI Tetsushi Delete Please click the Confirm button. Confirm	Add	Add	Add
2	Add	Add	Add	Add	Add	Add

- [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 [To confirmation screen] at the bottom of the screen



- Click [Confirmation] at the bottom of the screen



[V] How to view your academic record

- Click [Course Grade]



- Choose one



- Display all past grades

日本語 English 2020/03/23 9:42:48

SPICA (学籍情報システム) 国立大学法人 東京農工大学 TAT

トップページ(Top) > 成績照会(Course grades) > 成績明細(Results) 学生一覧画面へ戻る(Return to Main Page) ログアウト(Logout)

Number of items to display: 50 items at a time

Detail of course grades

Year	Semester for evaluation	Subject title	Faculty staff	Credits	Evaluation	Credits classification
[全学共通教育科目]						
<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)						
2016	Spring	Introduction to MORE SENSE	TODA Hiroto	0.5	A	Required
(科学技術と社会)						
2016	Spring	History of Agriculture	KOJIMA Yohei	2	C	Elective
2016	Spring	Food and Environmental Problems	YOSHIDA Hiroshi	2	A	Elective

- Display GPA

日本語 English 2020/03/23 9:50:26

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トップページ(Top) > 成績照会(Course grades) > 成績集計(Grade Summary) 学生一覧画面へ戻る(Return to Main Page) ログアウト(Logout)

2019 Spring

General Studies Special Filed

Credits classified by Subject

	教養	新入生	グローバル教養	グローバル言語	グローバル理解	21世紀健康	工専門	専門基礎	専門科目	WISE	工共通専門	博物館
Credits required	23	3	8	9	2	1	92	46	46			
Credits earned	9	1	2	3	3		11	11				
	自由選択	他学科専	他学部専	学際交流	他大学	GPP	TOTAL					
Credits required												
Credits earned							20					
Credits required												
Credits earned												

Others

Required credits

	Required	Required	Elective	Total	Not Required
Credits earned	13	3	4	20	

GPA

Term	GPA	GPT	Number of Credits included	Number of subjects included
Total	2.72	60.0	22	13
2019 Spring	2.72	60.0	22	13

CAP

Semester	Course maximum Credits
2019 Fall	28

トップページ(Top) > 成績照会(Course grades) > 成績集計(Grade Summary) 上ページの先頭へ戻る(Return to Top Page)

- Display Test Results

日本語 English 2020/03/23 10:08:51

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トップページ(Top) > 成績照会(Course grades) > 各種試験結果(Test Results) 学生一覧画面へ戻る(Return to Main Page) ログアウト(Logout)

List of various test results

It is outside the release period or the test data has not been registered yet.