

Academic Year 2020 Academic Calendar of Classes at Hiyoshi

- The figures in the circles on the calendar indicate the number of classes implemented on that day.
- The schedules for semester-end examinations and makeup examinations are all tentative.

2020

April

①-⑫ : Lesson numbers for Semester Courses

Term time

Outside term time

Holidays

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Course Registration Period (16th 12:30~※)

Keio Foundation Day

Showa Day

First day of Spring Semester
Tuition payment Deadline
(Full or installment)

※The deadline of course registration, announcement of course registration adjustment results & period for adding courses and amending errors will be announced as soon as decided.

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	※The deadline of course registration, announcement of course registration adjustment results & period for adding courses and amending errors will be announced as soon as decided.					

Constitution Day

Greenery Day (classes are held)

Children's Day (classes are held)

Substitute Holiday (classes are held)

Course Registration Cancellation Period (19th 10:00~20th 16:45)
*see page 19

Application Deadline: Temporary Leave of Absence(Spring Semester)

Keio-Waseda Baseball Game (Tentative)

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	Annual Health Check (Please check the website for the details, http://www.hcc.keio.ac.jp)			

Course Registration Cancellation Period

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			9 1	10 2	10 3	10 4
			(30th 10:00~July 1st 16:45) *see page 19			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 Last Day of Spring Courses	23 Marine Day(Exams are held)	24 Health-Sports Day	25
26	27	28	29	30	31	
Spring Semester-end Examination Period(23th~August 1st (tentative))						

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Summer break (~September 21st)	4	5	6	7	8
9	10 Mountain Day	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Spring Semester-end make-up examination(August 11th~13th(tentative))						

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September: Physical Activity Courses (Seasonal Sports)		1	2	3	4	5 Undergraduate Commencement
6	7	8	9	10	11	12
13	14	15	16	17	18 Fall Commencement	19
20	21 Respect-for-the Aged Day	22 Autumnal Equinox Day	23	24 Entrance Ceremony	25	26
27	28	29	30	Early September: Grade Report sent to guarantors and available on keio.jp		

Chapter 3 Procedures Up to Course Registration

Please refer to the Course Registration Guide and notices, etc., and be very careful during course registration to avoid mistakes or omissions in the registration. Also, even when the course registration (registration using the Academic Affairs Web System) has been completed, there may be cases when permission is not granted due to course registration adjustments or when amendment is necessary due to insufficiencies or errors in the registration. Follow the necessary procedures by referring to the flow chart shown in this chapter. Please be aware that the students are responsible for carrying out these procedures.

After Course Registration Period (planned) ↓	Registering for lottery courses and announcement of lottery results For details on lottery courses requiring registration and the schedule, etc., are posted on keio.jp and the bulletin board of the Faculty of Economics. The results of the lottery will be posted on the bulletin board of the Faculty of Economics .
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April 16 (Thu) 12:30– indefinite (TBA) ↓	Course registration period using the Academic Affairs Web System Register for <u>all</u> of the courses (including mandatory courses and foreign language courses) to be studied during the Spring Semester, including Spring-Fall set courses. When you have completed your registration, <u>make sure</u> to check that there are no mistakes or insufficiencies in the courses and fields. After the end of the course registration period, changes to your course registration will not be permitted except during the period specified for adding and amending your course registration, so be careful when registering courses. Details about the procedures for registration, etc., can be found on Academic Affairs Web System User Manual (https://www.students.keio.ac.jp/en/com/class/System/Course-reg-Manual.html) (if students have any problem registering courses using the Academic Affairs Web System, make an inquiry to the staff in charge of your affiliated faculty at the Hiyoshi Office of Student Services.)
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- (1) Classes will start after course registration, so please refer to syllabus when you choice the courses.
- (2) **Registration for Natural Science Courses (including experiments)**
→ Refer to Keio University Student Website “Timetables/Syllabus/Courses” The procedure has been changed from chapter 4
- (3) **Registration for Physical Education Courses** → Refer to Chapter 5 “Guidelines for Taking Physical Education Courses” (see page 23)
- (4) Registration for courses established by research centers and institutes (Research Center for Foreign Language Education, International Center, etc.)
→ Check the syllabus for each research center and institute, “開講科目一覧/*Kaiko Kamoku Ichiran* (Japanese only)”, the page for each research center and institute on the online syllabus, and also on the bulletin boards.

Registering courses of other undergraduate faculties

- (1) No special application is required to register courses of other undergraduate faculties at Hiyoshi Campus. However, because separate instructions may be given during the first class or in the course syllabus, please seek confirmation.
* When registering for courses of other faculties which will be held at another campus, please obtain approval from the faculty member in charge. If you cannot obtain any approval, you must cancel the courses during the period for Cancelling courses.
- (2) In principle, it is not permitted to register courses which are mandatory subjects or designated classes of other undergraduate faculties.
- (3) Please check the “開講科目一覧/*Kaiko Kamoku Ichiran* (Japanese only)” in which the faculties offering the courses (overseeing the courses) are detailed (faculties shown in large letters in “I Hiyoshi Common Courses”).
- (4) Students registering for Faculty of Science and Technology courses who are not enrolled at the faculty don't need to submit a Science and Technology Course Registration Permission Form to the Faculty of Science and Technology counter at the Hiyoshi Office of Students Services.
* It is not possible to additionally register courses at other faculties during the period for additional course registrations or amendments.
* Some courses will adjust the registered number of students when there are too many students wishing to register for the course. When adjusting student numbers, students of the faculty offering the course may be given precedence.

- (5) You must check the courses you have registered during the period above on the “View Your Registered Courses” screen of the Academic Affairs Web System (keio.jp Portal) from 13:00 on Tuesday, April 21 (tentative). The office of Student Services will not respond to individual inquiries.
- (6) Of the courses displayed on the “View Your Registered Courses” screen, there may be courses for which permission was not be granted due to high demand or courses for which amendments will be necessary due to insufficiencies or errors in the registration.
- (7) Even if examinations are taken or assignments are submitted for a course, if the course is not registered for, all results will be invalid.
- (8) Failure to complete the course registration by the specified date may result in compulsory withdrawal from the university due to the student being judged as having no intention to study (Keio University Undergraduate Rules and Regulations, Article 188).
- (9) Students wishing to register for Spring-Fall semester Set courses, please consult with the staff in charge of the Faculty of Economics.
- (10) Students registering for courses to be held at Shonan Fujisawa Campus in the Fall Semester must report this to the staff in charge of Faculty of Economics at the Hiyoshi Office of Student Services during the Spring Semester course registration period.

After course registration period (TBA) ↓	Announcement of course registration adjustment results Adjustments will be made to a course if there are a particularly large number of students registering for it. Please confirm the adjustment results on “View Your Registered Courses” screen on the Academic Affairs Web System (accessible through keio.jp).
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- (1) Please attend courses for which you obtained permission to register after adjustments were made to the number of registered students. Courses for which your registration was not approved will be displayed as “Not permitted” on the “View Your Registered Courses” screen on the Academic Affairs Web System.
- (2) Courses which approve additional registrations after adjustments were made to the number of registered students can be checked from the “List of Courses Permitting Additional Registration,” which will be posted in the News column on keio.jp. If you wish to additionally register another course in place of a course for which your registration was not approved, please check the “List of Courses Permitting Additional Registration” and attend the class. Because some courses require the approval of the faculty member in charge to additionally register, please check any important notes detailed in the list and attend the class after quickly obtaining approval to register the course.

After course registration period (TBA) ↓	Course registration confirmation period (on the Academic Affairs Web System) After the course registration adjustment results are announced, print the screen showing the list of courses registered for from the “View Your Registered Courses” screen on the Academic Affairs Web System and be sure to check the details. * Academic Affairs Web System (keio.jp Portal) Please be aware that students are responsible for carrying out the necessary procedures, including adding courses or modifying their course registration during the specified period.
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- (1) If there is an insufficiency in the course registration or an amendment is necessary. A course registration confirmation sheet will not be sent.

May (Planned) (TBA) ↓	Period for adding courses and amending errors in course registration <ul style="list-style-type: none"> • For additional registration only: register on the Academic Affairs Web System. (also obtain permission in person for any courses that require permission for registration.) • When errors in the course registration need to be amended (bring the course registration confirmation sheet, permission for course registration, etc., issued by the research center or institute, etc.): When both adding courses and amending errors, you must go to the relevant counter at the Hiyoshi Office of Student Services and submit a Course Registration Amendment form. It is not possible to make amendments on the Academic Affairs Web System.
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- (1) Please correctly register all courses you will add during this period.
- (2) Some courses permit additional registration on a first-come-first-served basis. For details of the procedures, please carefully check the announcement in the News column on keio.jp.
- (3) If a mistake in your course registration has been indicated by the Hiyoshi Office of Student Services, please correctly amend your registration during this period.
- (4) Please note that with the exception of incomplete course registrations, the cancellation of courses for which you have already registered will not be permitted during this period.

May 19 (Tue) 10:00– May 20 (Wed) 16:45	Period for cancelling courses For details, please read “Course Cancellation System” on page 19.
June 30 (Tue) 10:00– July 1 (Wed) 16:45	



October 2 (Fri) 12:30– October 8 (Thu) 11:00	Course registration period using the Academic Affairs Web System Register for all of the courses (including mandatory courses and foreign language courses) to be studied during the Fall Semester. When you have completed your registration, <u>make sure</u> to check that there are no mistakes or insufficiencies in the courses and fields. After the end of the course registration period, changes to your course registration will not be permitted except during the period specified for adding and amending your course registration, so be careful when registering courses. In order to register courses, log in to keio.jp, go to the Academic Affairs Web System, and then click the “Register for Courses” button. The user manual, etc., are available at (https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html). *In order to register courses taught in Japanese, students must submit a course registration form. In order to check which courses are available for registration, please see the “course registration adjustment results.” It is available at the bulletin board of the Faculty of Economics. If students have any problem registering courses using the Academic Affairs Web System, please contact the staff in charge of your affiliated faculty at the Hiyoshi Office of Student Services.
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- (1) Until the results of the adjustment of registered students is announced, please attend all the courses you registered for as well as all the courses for which there is a possibility you will be adding.
- (2) You must check the courses you have registered during the period above on the “View Your Registered Courses” screen of the Academic Affairs Web System (keio.jp Portal). (We will not respond to individual inquiries.)
- (3) Of the courses displayed on the “View Your Registered Courses” screen, there may be courses for which permission was not be granted due to high demand, and there may be courses for which amendments will be necessary due to insufficiencies or errors in the registration.
- (4) Even if examinations are taken or assignments are submitted for a course, if the course is not registered for, then all results will be invalid.
- (5) Failure to complete the course registration by the specified date may result in compulsory withdrawal from the university due to the student being judged as having no intention to study (Keio University Undergraduate Rules and Regulations, Article 188).
- (6) Students registering for courses to be held at Shonan Fujisawa Campus in the Fall Semester must report this to the staff in charge of the Faculty of Economics at the Hiyoshi Office of Student Services during this period.
- (7) It is not possible to register fall semester courses which were closed because of large number of students who registered the courses in the previous spring semester.

October 14 (Wed) 9:00 (planned)	Announcement of course registration adjustment results Adjustments will be made to a course if there are a particularly large number of students registering for it.
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- (1) Location of posting of announcements: Bulletin board for the Faculty of Economics and on the News column on keio.jp
- (2) Please attend the courses for which registration has been approved.
- (3) If you wish to add a course in place of a course for which registration was not approved, then check which courses are available and attend the classes. For courses for which it is necessary to obtain the permission of the faculty member in charge of the laboratory or course, check the notes written on the notice for each course and obtain permission for registration without delay. Please attend the classes for the courses you intend to add until the period for amending your course registration begins in October. Please be aware that additional course registration is handled differently between the faculties.

October 15 (Thu) –October 23 (Fri)	Course registration confirmation period (on the Academic Affairs Web System) After the course registration results are announced, print the screen showing the list of registered courses from the “View Your Registered Courses” screen on the Academic Affairs Web System and be sure to check it for accuracy. * Academic Affairs Web System (keio.jp Portal) Be aware that students are responsible for completing the necessary procedures, including adding courses or modifying your course registration during the specified period.
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- (1) If there are insufficiencies in your course registration or an amendment is necessary, then a course registration

confirmation sheet will be sent separately from the Hiyoshi Office of Student Services to your current address. **Be sure to complete any procedures such as a change of address (see page 50) at the General Affairs and Inquiries Section in the Hiyoshi Office of Student Services before the end of September.**

<p>October 26 (Mon) 8:45– October 27 (Tue) 16:45</p> 	<p>Period for adding and amending errors in Registration courses</p> <ul style="list-style-type: none"> • Students need to come to the Hiyoshi office of Student Services and submit a course registration amendment form. It is not possible to make amendment on the Academic Affairs Web System. • When amendments are to be made to the course registration (bring the course registration confirmation sheet, permission for course registration, etc., issued by the research center or institute, etc.): When making both additions and amendments, you must go to the relevant counter at the Hiyoshi Office of Student Services and submit a Course Registration Amendment form. It is not possible to make amendments on the Academic Affairs Web System.
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- (1) Register all courses that you would like to add during this period, and avoid making mistakes.
- (2) If an error in the course registration is pointed out by the Hiyoshi Office of Student Services, then make amendments during this period.
- (3) Unless there were errors in your course registration, you are not allowed to cancel courses that you have already registered.

<p>November 4 (Wed) 10:00– November 5 (Thu) 16:45</p>	<p>Period for cancelling courses For details, please read “Course Cancellation System” on page 19.</p>
<p>December 17 (Thu) 10:00– December 18 (Fri) 16:45</p>	

Course Cancellation System

Students may cancel registered courses during the designated period for cancelling courses. However, they will not be able to register for new courses during this period.

- (1) Course cancellation period, courses permitted to cancel, procedures for cancelling, and maximum number of credits permitted to cancel

Period	Courses	Procedure	maximum number of credits to cancel
May 19 (Tue) 10:00– 20 (Wed) 16:45	Year-long courses (incl. Spring/Fall set courses), Spring Semester courses, and Spring First-Half-Semester courses	Cancel via the Academic Affairs Web System	8 credits
June 30 (Tue) 10:00– July 1 (Wed) 16:45	Spring Second-Half-Semester courses	Submit the Course Registration Amendment Form at the counter for your affiliated faculty in the Hiyoshi Office of Student Services	8 credits
Nov. 4 (Wed) 10:00– 5 (Thu) 16:45	Fall Semester courses and Fall First-Half Semester courses	Cancel via the Academic Affairs Web System	8 credits
Dec. 17 (Thu) 10:00– 18 (Fri) 16:45	Fall Second-Half-Semester courses	Submit the Course Registration Amendment Form at the counter for your affiliated faculty in the Hiyoshi Office of Student Services	8 credits

However, students are not permitted to cancel the following courses:

- Mandatory Courses
 - Mandatory Courses for Foreign Language Subjects
- (2) The maximum number of course credits that can be cancelled during a given period is 8 credits.
 - (3) Notes:
 - Cancellation of courses will not be approved if it negatively affects the requirements for graduation or advancing to the next year.
 - Once you have canceled a course, you may not be able to register for the same course again.
 - Students will not be graded for courses that they have cancelled.
 - Intensive courses held during the summer/winter/spring breaks may be cancelled from the day after students are noti-

fied that their registration is approved to the day after classes start. However, the cancellation procedure for physical education courses, namely seasonal sports and backcountry skills, is different (see page 25).

- Some courses offered by other faculties or research centers and institutes may not be cancelled. See the website below to check which courses apply.
<https://www.students.keio.ac.jp/com/class/registration/other-faculties-html> (Japanese version only)

[Important]

Physical Activity A(Weekly Sports), Seminar on Physical Education	Spring: canceled Fall: as scheduled(subject to change)
Physical Activity B(Seasonal Sports)	“Outdoor recreation” is canceled
Lecture on Physical Education 1/2	as scheduled(subject to change)

Only courses taught in English can be counted as graduation credits. Information, including the venues for physical activities, classroom changes for lectures and seminars, and changes to the class timetable will be posted on the Institute of Physical Education website (<https://ipe.hc.keio.ac.jp/>). Students who register for courses should endeavor to keep an eye on information posted on the website.

It may not be possible to register for physical activity courses if you are undergoing treatment for an illness or injury with restrictions on physical exercise. In such cases, please ensure to consult an academic advisor for the Institute of Physical Education in advance. If you have any questions on registering for physical education courses, please speak to an academic advisor for the Institute of Physical Education by making a request at the Research Centers and Institutes service counter, Hi-yoshi Office of Student Services.

1 Aims of the Physical Education Courses

One of the major objectives of physical education courses is for students to better understand humankind through experiencing and comprehending various phenomena of the body and by scrutinizing their own existence within society. In particular, we aim to nurture human beings enriched by their discernment and mastery of the “somatic” or “embodied knowing” that is expressed by the body beyond verbalizations of knowledge. All courses adopt various approaches in line with this objective in addition to the subdivided goals specific to each course.

2 Structure of Physical Education Courses

The physical education courses include the four courses of “Lecture on Physical Education 1/2,” “Seminar on Physical Education,” “Physical Activity A,” and “Physical Activity B.” The handling of courses and the maximum number of credits that can be recognized differs between faculties and departments. Carefully read the course registration guide for your affiliated faculty before registering for courses. An outline of each course is given below. For details of the class content, please refer to the online syllabus (see page 10 of this document).

- (1) Lecture on Physical Education 1/2 (2 credits) …Lectures related to body, health, exercise, etc.
- (2) Seminar on Physical Education (1 credit) …Seminar-style classes with lectures
- (3) Physical Activity A (1 credit) …Physical activity (physical training): Evaluated using the five levels from S to D Weekly Sports
- (4) Physical Activity B (1 credit) …Physical activity (physical training): Evaluated using the two levels of Pass or Fail Seasonal Sports


Physical education courses include Physical Activity A and Physical Activity B, and students should be particularly aware that the evaluation methods are different for each course. Physical Activity A offers Weekly Sports and Physical Activity B offers Seasonal Sports. An outline of these courses is as follows:

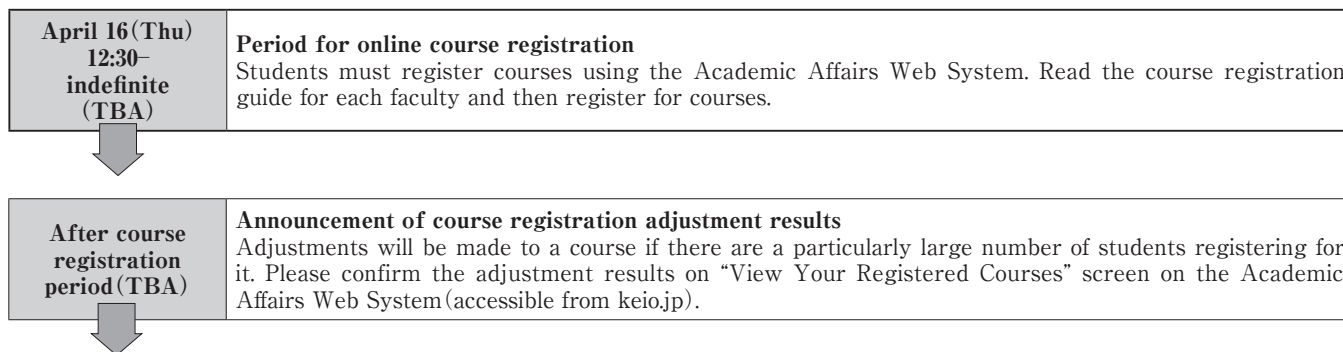
- Weekly Sports……Classes offered once a week
- Seasonal Sports ……Classes lasting 7 days during the spring break (February). However, training camps are in principle four-day three-night events.

3 Procedures up to Course Registration for Physical Education Courses

Guidance on physical education courses are cancelled. Materials will be uploaded on keio.jp.

It is not possible to cancel or change your course registration due to reasons such as the level of the class being too high or low or for personal reasons.

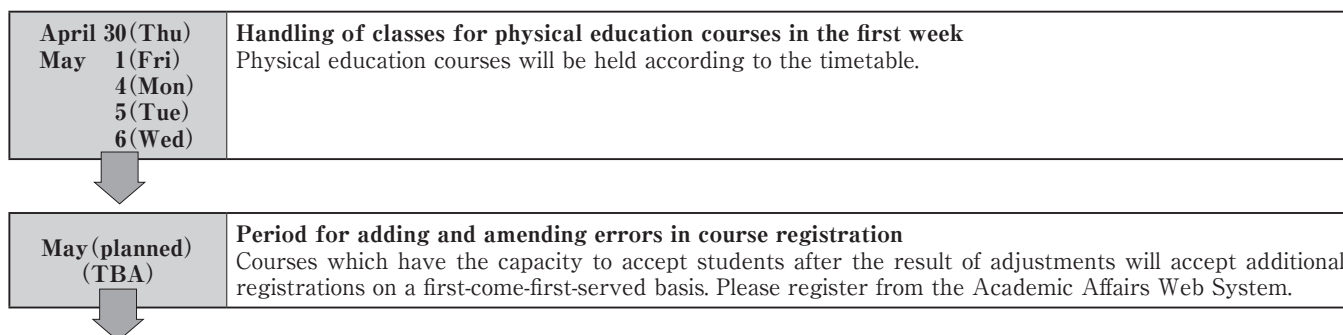
TBA 	Undergo the annual health checkup Undergo the annual health checkup by Keio’s Health Centers is a prerequisite for the physical activity courses. Be sure to receive the checkup during this period.
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The number of registered students will be adjusted by a lottery for Physical Activity A, Physical Activity B, and Seminar on Physical Education when the number of students wishing to register for these courses exceeds capacity. The number of registered students will be adjusted for Lecture on Physical Education 1/2 if the number of students wishing to register is exceptionally high. Please be sure to check whether or not you are eligible to take the courses you registered.

Courses accepting additional registrations as a result of adjustments will be posted in the News column on keio.jp.

If you wish to additionally register for courses, please do so during the period for amending errors and additionally registering courses. Please complete the payment procedures for practical skills class fees mentioned below if you register for Weekly Sports Backcountry Skills, Season Sports (Camp) Outdoor Recreation, Skiing, or Skating.



Physical Activity courses, seminar courses, and lecture courses each accept additional registrations on a first-come-first-served basis. Additional course registration will close once the student quota for the course has been reached. Please check “3. Procedures to Up Course Registration” (“Period for Additional Registrations and Amending Registration Errors,” p. 17.)

4 Payment of Activity Fees for Seasonal Sports (Training Camp Courses)

It is necessary to pay the activity fees within the specified period for the courses given below.

Courses requiring payment of activity fees

Seasonal Sports: skiing, ice skating

Course Name	Payment Period	Office Hours	Venue
skiing, ice skating	–October 16th(Fri)	8:45–16:45	Hiyoshi Office of Student Services the General Affairs and Inquiries Section

Even if course registration is carried out for the courses written above, participation is not possible if the fees are not paid. If you cannot pay during the specified period, speak with the General Affairs and Inquiries Section in the Hiyoshi Office of Student Services. You will be regarded as having withdrawn your course registration if you do not pay the fees without consulting the relevant office during the specified period. You will receive a “D” or “F” grade.

5. Course Cancellations

Students can cancel the courses they have registered (confirmed course registrations) by carrying out the required procedures during the designated period. For details, please refer to Chapter 3 “Procedures Up to Course Registration” (“Period for Adding Courses and Amending Errors in Course Registration” p. 17).

However, the cancellation procedures and periods differ for courses requiring payment of practical skills class fees as stated below. Furthermore, the total amount paid may not be fully refunded when the course registration is cancelled after the payment for fees has already been made.

◆ Physical Activity B(Seasonal Sports)

Application Period	Discipline	Cancellation Procedure
Day after confirmation of course registration-October 30(Fri)	Skating, Skiing	Cancel at your faculty counter