

Contents

Faculty of Economics Administrators	2
Mita Campus Guide	3
Main Offices and Opening Hours	
Class Timetable	
Bulletin Boards	
School Buildings and Classroom Numbers	
Mita Campus Map (as of April 2018)	
Other Facilities (Use of PC/printers, Certificate Issuing Machines, photocopying, lost and found, cafeterias)	
I Academic Calendar (Mita)	5
II Enrollment Status (Temporary Leave of Absence, Study Abroad, Withdrawal, and Compulsory Withdrawal)	9
1 Temporary Leave of Absence (Article 152 of the Undergraduate Rules and Regulations).....	9
2 Study Abroad (Article 153 of the Undergraduate Rules and Regulations)	9
3 Withdrawal from University (Article 154 of the Under- graduate Rules and Regulations)	9
4 Compulsory Withdrawal from University (Articles 156 and 188 of the Undergraduate Rules and Regulations)	10
Handling of studying abroad and temporary leave of absence	11
III Student ID Card, Notifications, and Certificates	12
1 Student ID Card	12
2 Notification of Change of Address (Student/Guarantor).....	12
3 Changing Guarantor.....	12
4 Changing Surname or Given Name (Student/ Guarantor).....	12
5 Changing Nationality	13
6 Student Commuter Certificate (student commuter pass)	13
7 Certificates (Transcript, Student Travel Fare Discount Certificate, etc.).....	13
IV Web System	15
1 <i>For Keio Students</i> Website	15
2 keio.jp	15
3 Academic Affairs Web System	16
4 Web Entry System	16
5 Notes on Use	16
6 Reissuance of Passwords.....	16
7 Education Support System	17
V Courses and Grades	18
1 Applications to Use Classrooms (Mita)	18
2 Keys for Audiovisual (AV) Devices in Classrooms and Loan of Other Equipment	19
3 Handling of Classes in Emergency Situations	19
4 Handling of Classes during Keio-Waseda Baseball Games	19
5 Class Attendance when Chosen as a Lay Judge	19
6 Grades.....	19
7 Make-up Examinations.....	20
8 Inquire Lecturers to Review Grades - Grade Inquiry System	20
9 Obtainable Degrees	20
VI Examinations	21
1 Types of Examinations	21
2 Assignments	22
3 Academic Misconduct	23
VII Student Life	24
1 Inquiries	24
2 Student Life Services	24
3 Scholarships	25
4 Career Services.....	25
5 Student Counseling Room	26
6 Keio Student Health Care Mutual Aid Association (Gakuseikenpo).....	26
7 Personal Accident Insurance for Students Engaged in Education and Research	26
8 Optional Compensation Plans	27
9 Health Care	27
VIII Course Registration Guidelines	28
1 Applicable Undergraduate Rules and Regulations	28
2 Course Registration	28
1 Timetable and Syllabus	28
2 Course Registration	28
3 Notes on Course Registration	28
4 Procedures for Online Registration	28
5 Course Registration Number, Field, Column A and Column B	32
6 Taking Courses Offered by Tokyo Institute of Technology	33
3 Types of Courses Offered and Credits	34
1 General Education Courses	34
2 Foundation Courses	34
3 Foreign Language Courses	35
4 Major Subjects Courses, including Research Seminars, Independent Research Projects, and the Professional Career Programme (PCP)	35
5 Elective Courses	37
6 Graduation Requirement Credits	38
7 Optional Courses	38
4 Notes on Taking Courses	38
1 Corequisite Courses ("Set" courses)	38
2 Retaking Remaining Courses at Hiyoshi Campus	38
3 Duplicate Course Registration	39
4 Registering Courses Offered at Other Faculties and Campuses	40
5 Taking Courses Offered by Research Institutes and Centers	43
6 Courses for Which Course Cancellation Is Not Possible.....	44
7 Taking Graduate School Courses Prior to Entering Graduate School	45
5 Other	46
1 System for Extending Period of Enrollment	46
2 Graduation in March	47
3 Making Proposals to the Faculty	47
6 Course List.....	48
1 Total Credits Required for Graduation	48
2 Course Registration Limit	49
3 Credits Required in Third Year to Advance to the Next Year	50
4 Credits Required in Fourth Year to Graduate.....	50
7 Checklists for Requirements to Advance to the Next Year and Graduate.....	51
Agreement and Memorandum of Understanding on Courses Offered Jointly with Other Universities	55

NOTE: In the following sections, expressions below will be used.
Academic Year(FS): the year starting from September 22 and
ends on September 21 in the following year
Academic Year(SF): the year starting from April 1 and ends
on March 31 in the following year.
Corequisite(FS): courses that starts in Fall Semester and ends
in Spring Semester.
Corequisite(SF): courses that starts in Spring Semester and
ends in Fall Semester.

Faculty of Economics Administrators

Faculty of Economics Administrators

- ◆ Dean: Yukihiro IKEDA
- ◆ PEARL Executive Director Colin MCKENZIE
- ◆ PEARL Academic Director (Mita) Sahoko KAJI
- ◆ Chief Academic Advisor (Mita) Tetsuya KOMAGATA
- ◆ Academic Advisor (Mita) for PEARL Toru HOKARI

*If you have any inquires on academic guidance, please read the separate instructions and visit the advisers at the designated times.

Welcome to the Faculty - the Registration Guide

Dean, Professor Yukihiro Ikeda

After what has seemed like a long wait, you will soon be embarking upon your studies in a variety of different major courses here at Mita Campus. We have written this registration guide to explain the philosophy and characteristics of the curriculum offered at Mita, and to help you prepare to take your courses.

Keio University has been teaching economics since the late Edo period, and as the oldest specialist economics faculty in Japan, the Faculty of Economics offers an outstanding lineup of faculty members and major courses. These courses are supported by the educational philosophy of Keio University's Faculty of Economics. First, the most important foundation of this philosophy is the development of an intellect capable of understanding the day-to-day changes in society. Economic phenomena lie behind the changes we see in modern society, and each and every one of us needs to understand these changes. Keio has focused on and worked hard to develop the study of economics to give students an intellectual grasp of social changes. The unrivalled major courses now offered by the Faculty of Economics are the result of these efforts.

The second foundation of our faculty is a curriculum system that allows students to take a diverse range of courses. Through their education in the field of social sciences, Japan's former imperial universities aimed to educate national leaders. In contrast, at Keio University, we believe that fostering intellect in accordance with the individual goals of each member of society is the key to making society stronger. In order to achieve this, rather than receiving a standardized education, it is important that students are able to study a diverse curriculum in line with their individual interests and goals.

Some of you are hoping to become economists. Others will want to enhance their knowledge in specific areas related to economics and find work as specialists. I am also sure that most of you want to focus your intellects on the study of economics in order to acquire a rich education that will allow you to take on work in a variety of social settings and make accurate judgments. The major courses offered by Keio University's Faculty of Economics are designed to allow students to achieve all of these diverse goals.

The third foundation of our faculty is a well-developed system of small class-size education that fosters the ability in students to carry out research and think independently. In addition to the traditional seminars, a variety of small class-size lesson formats are offered, independent research projects, PCP, and Reading Course in Foreign Languages. By combining these courses with lecture courses, students are able to acquire the ability to think and communicate in a genuinely effective way.

Two years is a very short period of time, and the effort you put in during these two years is guaranteed to change you. You will enjoy thinking empirically, your words will carry more weight, and above all, you will create a more confident and intellectual impression on people than you did two years ago.

Make full use of the courses here at Mita Campus in order to develop your intellect.

Choosing Your Courses

Chief Academic Advisor (Mita), Tetsuya Komagata

This registration guide begins by providing general advice and information on how to take courses, explains the credits required to advance to the third and fourth years, and graduate. It also provides simple outlines of each course offered at Mita Campus. I expect you to read this registration guide carefully as you embark upon a new academic year, to build a plan that will allow you to earn the necessary credits problem-free, and to enjoy your student life here at Mita.

The academic program at Mita has been developed upon core subjects in 10 fields, and the advanced and related courses that make up the major subjects. Courses are also offered in general education and foreign languages, which are expected to be useful for students in their academic life. The Faculty of Economics' core and advanced courses have been designed to allow study of both the traditional components of and most recent trends in economics. The Faculty also offers numerous courses with interdisciplinary content, and there is a broad range of fields covered by the courses in the major subjects as a whole.

It is precisely because of the diverse range of courses on offer by the Faculty of Economics at Mita Campus that it is so important that students work independently and proactively to build a learning plan for their academic life at Mita. Please take the time to read this registration guide carefully, and make independent course selections in consideration of your individual areas of interest.

Unfortunately, every year there are students who fail to earn the necessary credits out of carelessness when registering for courses, and we still see cases of students not being able to advance to the next year or graduate.

Please make sure you have a correct understanding of the conditions for advancing to the next year and for graduating, and pay careful attention to ensure that there are no mistakes or omissions. If you are still unsure of anything after reading this registration guide, it is important that you ask and resolve these questions during your academic guidance meeting or at the Office of Student Services.

It would be no exaggeration to say that building your own curriculum plan is the key to enjoying a fulfilling student life at Mita. I expect you to select the best curriculum for you personally to ensure you have no regrets.

Mita Campus Guide

Main Offices and Opening Hours

Office		Main responsibilities	Office opening hours	Location
Office of Student Services	General Affairs and Inquiries Group	Registrar, lost and found	Weekdays 8:45–16:45 ¹	B1, South School Building
	Academic Affairs Group	Course registration, grades, classroom usage, graduate admission		
	Student Life Services Group	Student life Student Counseling Room		
	Scholarships and Financial Assistance Group	Scholarships	Weekdays 8:45–16:45 ¹ *Time to submit scholarship application differs from the above.	*The Law School Section of the Academic Affairs Group is located on 1F, South Building.
	International Exchange Services Group	International exchange	Weekdays 8:45–16:45 ¹	
	Placement and Career Services Group	Employment and careers		
		Teacher Training Courses		
Placement and Career Resource Room		Weekdays 10:15–13:00, 14:00–16:45	1F, South School Building	
Health Center	Health checkups and healthcare	Weekdays 8:45–17:00	1F, North Building	
Mita ITC	keio.jp, ITC Account, PC matters	Weekdays 8:45–18:15 ¹ 8:45–17:00 during university holidays	B1, Graduate School Building	

¹Offices are closed on Saturdays, Sundays, public holidays with no classes scheduled, Mita Campus summer and winter break periods, and on January 10 (Founder's Birthday – anniversary of Yukichi Fukuzawa's birthday).

• Notifications of any changes will be provided on the *For Keio Students* website as necessary.

Class Timetable

Period	Class hours / Semester first half make-up examinations	Semester-end examinations		Semester-end and semester second half make-up examinations	
	Mita / Hiyoshi	Mita	Hiyoshi	Mita	Hiyoshi
1	9:00–10:30	9:00–10:30	9:30–10:30	9:00–10:20	9:30–10:30
2	10:45–12:15	10:45–12:15	10:50–11:50	10:30–11:50	10:50–11:50
3	13:00–14:30	13:00–14:30	12:50–13:50	12:30–13:50	12:50–13:50
4	14:45–16:15	14:45–16:15	14:10–15:10	14:00–15:20	14:10–15:10
5	16:30–18:00	16:30–18:00	15:30–16:30	15:30–16:50	15:30–16:30
6	18:10–19:40*	18:15–19:45	16:50–17:50	17:00–18:20	16:50–17:50

*Classes at Hiyoshi Campus only go up to 5th period.

Bulletin Boards

Bulletin boards are located at the main entrance to the West School Building and on the basement first floor (B1F) of the West School Building. If students are taking courses offered by a different faculty, please check the bulletin boards of the faculty offering the course. If students are taking courses offered on a different campus, please check the bulletin boards on the campus offering the course. Please check the "General" bulletin boards for details of courses and lectures offered by the various research institutes. For notices regarding Research seminars, please see the bulletin board located in front of the rear entrance of Classroom 501 on the basement second floor (B2F) of the West School Building. Students can also check some of the details of notices on the Academic Affairs Web System and the *For Keio Students* website.

Notices from the Office of Student Services, Academic Affairs Group (Faculty of Economics Section):

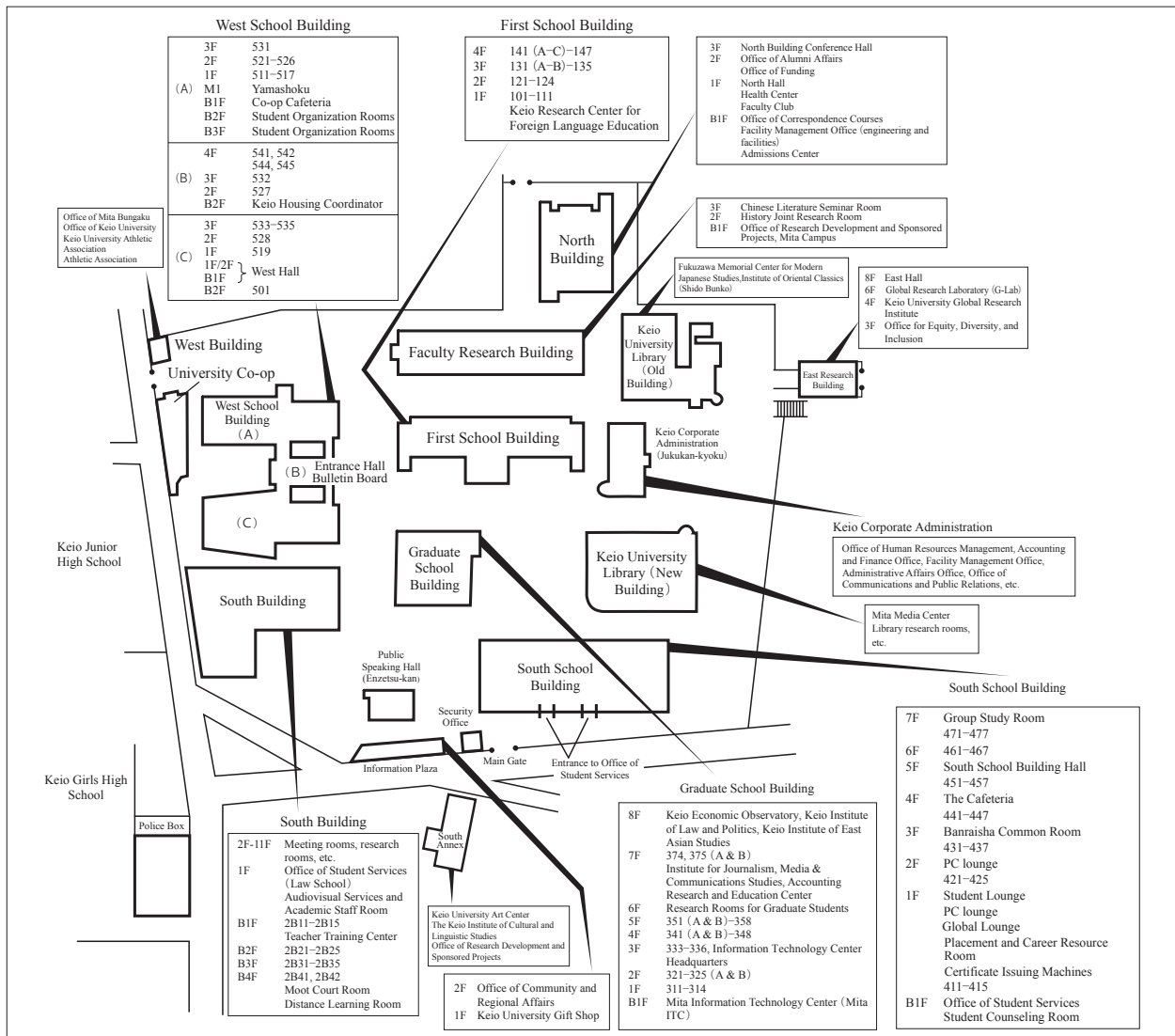
Keio University website home page → Students → Website for Current Keio Students (Jukusei) → Mita Campus → Faculty of Economics

Note: Please check the Academic Affairs Web System for notices of class cancellations or make-up classes. Information displays on campus only show class cancellations and make-up classes on that day.

School Buildings and Classroom Numbers

First School Building	Graduate School Building	West School Building	South Building	South School Building
101–147	311–375B	501–545 West School Building Hall	2B11–2B42	411–477 South School Building Hall

Mita Campus Map (as of April 2019)



Other Facilities

(1) Use of PCs and printers

- Accounts (usernames and passwords)

In order to use the PCs and printers (additional printing charges are incurred; payment by Suica or PASMO) at Mita Campus, students will need an ITC account (usernames starting with "ua" or "ub" are shared across Mita, Hi-yoshi, Shinanomachi, Yagami, and Shiba-Kyoritsu Campuses). If students do not yet have an ITC account, please pick up an ITC account notification at Mita ITC on the basement first floor (B1F) of the Graduate School Building (student ID card required). Wireless LAN can be used with the keio.jp account.

- Locations of PCs and printers and hours of use (during term-time)

Locations			Hours of use		
			Mon-Fri.	Sat.	Sun./Holidays
Graduate School Building	B1F	Shared computer room	8:45-21:00	Unavailable	Unavailable
	1F 2F 3F	Classrooms* 311/314/321/322/333/335/336			
South School Building	1F 2F	PC Lounge		8:45-21:00	

● Emergency closures of computer rooms may be carried out for system maintenance.
*Students will not be able to use rooms when they are being used for classes.

For details, please check the Mita ITC website: <http://www.mita.itc.keio.ac.jp/>

(2) Certificate Issuing Machines (see "7 Certificates (Transcripts, Student Travel Fare Discount Certificates, etc.)" under "III Student ID Card, Notifications, and Certificates")

There are four Certificate Issuing Machines located on 1F of the South School Building. For details of operating days/hours, please check the bulletin boards or the website (Keio University website home page → Students → Website for Current Keio Students (Jukusei) → Certificates).

(3) Photocopying

Photocopiers are located at the University Co-op and the Co-op Cafeteria.

(4) Lost and found

The General Affairs and Inquiries counter of the Office of Student Services holds onto lost and found items.

(5) Cafeterias

There are three cafeterias: *The Cafeteria* in the South School Building, and *Yamashoku*, and the *Co-op Cafeteria* in the West School Building.

Chapter I Academic Calendar (Mita)

2019年 ①-⑭ : Lesson numbers for Semester Courses
April ①-⑭ : Lesson numbers for Semester first half Courses Term time Outside term time Holidays
 ①-⑭ : Lesson numbers for Semester second half Courses

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Transcript of academic record available(12:30)	2	3	4	5	6 ①①② First day of Spring Semester
7 ①①②	8 ①①②	9 ①①②	10 ①①②	11 ①①②	12 ①①②	13 ②③④ Course Registration Confirmation Screen Available(3pm)without course registration adjustment results
Course Registration period (10th, 1pm~13th, 1pm)						
14 ②③④	15 ②③④	16 ②③④	17 ②③④	18 ②③④	19 ②③④ Course registration adjustment results available (2pm (tentative))	20 ③⑤⑥ Course registration adjustment results reflected on the confirmation screen(8:30am(tentative))
21 ③⑤⑥	22 ③⑤⑥ Keio Foundation Day (classes are held)	23 ③⑤⑥	24 ③⑤⑥	25 ③⑤⑥ Course registration errors reflected on the confirmation screen(9:00(tentative))	26 ③⑤⑥ Tuition Payment Deadline (Full or installment)	27 ④⑦⑧
28 Showa Day	29	30	*See below for schedule of the guidance for each research center. Late April: Annual health examinations			

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Early May: Annual health examination			1	2	3	4
Mid May: announcement of examination time table for spring 1st half					Constitution Day	Greenery Day
5 ④⑦⑧ Children's Day	6 ④⑦⑧ Substitute holiday (classes are held) Certificate of Expected Graduation available for Fourth-year Students	7 ④⑦⑧	8 ④⑦⑧	9 ④⑦⑧	10 ④⑦⑧	11 ⑤⑨⑩
Course Registration Amendment Period (7th, 10am~8th, 4:45pm)						
12 ⑤⑨⑩	13 ⑤⑨⑩	14 ⑤⑨⑩	15 ⑤⑨⑩	16 ⑤⑨⑩	17 ⑤⑨⑩	18 ⑥⑪⑫
Course Registration Cancellation Period (15th, 10am~16th, 4:45pm)						
19 ⑥⑪⑫	20 ⑥⑪⑫	21 ⑥⑪⑫	22 ⑥⑪⑫	23 ⑥⑪⑫	24 ⑥⑪⑫	25 ⑦⑬⑭
26 ⑦⑬⑭	27 ⑦⑬⑭	28 ⑦⑬⑭	29 ⑦⑬⑭	30 ⑦⑬⑭	31 Last day of Spring Semester 1st half Courses Application Deadline: Temporary Leave of Absence(Spring Semester)	

*There is a possibility that Semester-end examinations for 1st half of Spring Semester courses are held on "Examination Day". Semester-end examinations will take priority over Keio-Waseda Baseball game.

June

*Only make-up classes will be held on "Make-up class day". Make-up classes will take priority over Keio-Waseda Baseball game.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Make-up class / Examination Day Keio-Waseda Baseball Game (Tentative)
2	3 Make-up class / Examination Day Certificate of Course Registration available	4 ⑧①② First day of Spring semester 2nd half Course	5 ⑧①②	6 ⑧①②	7 ⑧①② Certificate of Annual Health Examination Available	8 ⑧①②
9 ⑧①②	10 ⑨③④	11 ⑨③④	12 ⑨③④	13 ⑨③④	14 ⑨③④	15 ⑨③④
16 ⑨③④	17 ⑩⑤⑥	18 ⑩⑤⑥	19 ⑩⑤⑥	20 ⑩⑤⑥ Grade Report for Spring Semester 1st half available	21 ⑩⑤⑥	22 ⑩⑤⑥
23 ⑨③④	24 ⑪⑦⑧ Course Registration Cancellation Period (24th, 10am~25th 4:45pm)	25 ⑪⑦⑧	26 ⑪⑦⑧	27 ⑪⑦⑧	28 ⑪⑦⑧	29 ⑪⑦⑧
30						

Guidance sessions offered by research institutes

Institution of Physical Education	April 1 (Mon.)	1 pm	Classroom 528
Institute of Cultural and Linguistic Studies	April 2 (Tue.)	12:20 pm	Classroom 513
Keio Research Center for Foreign Language Education	April 3 (Wed.)	11 am	Classroom 519
Fukuzawa Memorial Center for Modern Japanese Studies	April 4 (Thu.)	2:45 pm	Classroom 515
Institute of Oriental Classics	April 5 (Fri.)	10:45 am	Classroom 472
International Center, Short-term Study Abroad Program	April 5 (Fri.)	1 pm	Classroom 476
Teacher Training Course*	Old Act	April 1 (Mon.)	2:45 pm Classroom 519
	Old Act	April 2 (Tue.)	6:10 pm Classroom 517
	New Act	April 2 (Tue.)	6:10 pm Classroom 527
	Old Act	April 2 (Tue.)	6:10 pm Hiyoshi, room J11
	New Act	April 2 (Tue.)	16 pm Yagami, room 12-205
Curatorship Guidance (Hosted by Faculty of Letters)**	April 3 (Wed.)	10 am	Classroom 517

*Please refer to the Japanese Course Registration Guide for Faculty of Economics 3rd and 4th year students for registration period.

**Please check the bulletin board for Teacher Training Course to see whether Old or New Act will apply to you.

***Those who wish to obtain the curatorship must attend.

July

*Only make-up classes will be held on "Make-up class day".

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	11 7 8	1 12 9 10	2 12 9 10	3 12 9 10	4 12 9 10	5 12 9 10	
7	12 9 10	8 13 11 12	9 13 11 12	10 13 11 12	11 13 11 12	12 13 11 12	
14	13 11 12 Marine Day (courses are held)	15 14 12 13	16 14 12 13	17 14 12 13	18 14 12 13	19 14 12 13	
21	14 12 13 Last day of Spring Semester	22 Make-up class Day	Spring Semester - end Examination Period (24th~August 1st) (No classes)				27
28		29	30	31	Early July: Announcement of Spring Semester-end examinations timetable Early July: Applications accepted for make-up examinations		

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Summer Break (~ September 21st)	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
Mountain Day	Substitute Holiday					
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

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
	Respect-for-the-Aged Day	Graduation Ceremony	Entrance Ceremony			Day of Graduation
22	23	24	25	26	27	28
	Autumnal Equinox Day (classes are held) First day of Fall Semester					
29	30	*The result for graduation or advancement is stated in the decision column on the Grade Report.				

October

Term time Outside term time Holidays

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		2 3 4	1 2 3 4	2 3 4	3 2 3 4	4 2 3 4
6	3 5 6	7 3 5 6	8 3 5 6	9 3 5 6	10 3 5 6	11 3 5 6
13	Health-Sports Day	14 4 7 8	15 4 7 8	16 4 7 8	17 4 7 8	18 4 7 8
20	4 7 8	21	22 5 9 10	23 5 9 10	24 5 9 10	25 5 9 10
27	5 9 10	28 5 9 10	29 6 11 12	30 6 11 12	31 Tuition Payment Deadline (Fall installment)	

*There is a possibility that Semester-end examinations for 1st half of Spring Semester courses are held on "Examination Day". Semester-end examinations will take priority over Keio-Waseda Baseball game.

*Only make-up classes will be held on "Make-up class day". Make-up classes will take priority over Keio-Waseda Baseball game.

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					6 11 12	1 6 11 12
						Keio-Waseda Baseball Game (Tentative)
3	6 11 12	4 6 11 12	5 7 13 14	6 7 13 14	7 7 13 14	8 7 13 14
Culture Day	Substitute holiday (classes are held)					
10	7 13 14	11 7 13 14	12	13	14	15
		Last day of Fall Semester 1st half Courses	Make-up class / Examination Day	Make-up class / Examination Day	First day of Fall Semester 2nd half Courses	
17	8 1 2	18	19	20	21	22
		Make-up class / Examination Day (AM)	Mita Festival preparation (PM)	Mita Festival preparation	Mita Festival	Mita Festival
24	Mita Festival Clean-up	25	26	27	28	29
Mita Festival		8 1 2	8 1 2	8 1 2	8 1 2	9 3 4
					Application Deadline: Temporary Leave of Absence (Fall Semester)	9 3 4
						30
						Mita Festival Labor Thanksgiving Day

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	9 3 4	2 9 3 4	3 9 3 4	4 9 3 4	5 10 5 6	6 10 5 6
					Grade Report for Fall Semester 1st half available	
8	10 5 6	9 10 5 6	10 10 5 6	11 10 5 6	12 11 7 8	13 11 7 8
					Course Cancellation Period (12th, 10am~13th 4:45pm)	
15	11 7 8	16 11 7 8	17 11 7 8	18 11 7 8	19 12 9 10	20 12 9 10
22	12 9 10	23 12 9 10	24 12 9 10	25 12 9 10	26 13 11 12	27
29	30	31				28
						University Year-end break period (30th ~ January 4th)

2020年
January

*Only make-up classes will be held on "Make-up class day".

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Early January: Announcement of Fall Semester-end examinations timetable Early January: Applications accepted for make-up examinations for the Fall Semester			New Year's Day 1	2	3	4
5 13 11 12	6 13 11 12	7 13 11 12	8 13 11 12	9 13 11 12	10 Founder's Birthday 13 11 12	11 13 11 12
12	13 Coming of Age Day 14 13 11	14 14 13 11	15 14 13 11	16 14 13 11	17 14 13 11	18 14 13 11
19 14 13 11 Last day of Fall Semester Courses	20 Make-up Class Day	21	22	23	24	25
26	27	28	29	30	31	

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Early February to late March: Spring Holiday Mid February: Fall Semester make-up examinations (tentative)						1
2	3	4	5	6	7	8
9	10	11 National Foundation Day	12	13	14	15
16	17	18	19	20	21	22
23 Emperor's Birthday	24 Substitute Holiday	25	26	27	28	29

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10 Grade Reports sent to guarantors and available on Keio-jp	11	12	13	14
15	16	17	18	19	20 Vernal Equinox Day	21
22	23	24	25	26	27	28
29	30	31				

〈Make-up Class Day/Examination days〉Spring Semester: June 1st and 3rd, Fall Semester: November 13th, 14th, and 19th AM
 〈Make-up Class Day〉Spring Semester: July 23rd, Fall Semester: January 21st
 〈Classes held on holidays〉May 6th, July 15th, September 23rd, November 4th

Chapter II Enrollment Status (Temporary Leave of Absence, Study Abroad, Withdrawal, and Compulsory Withdrawal)

1 Temporary Leave of Absence (Article 152 of the Undergraduate Rules and Regulations)

Students who anticipate a long absence due to illness or other unavoidable reasons can take a temporary leave of absence. To request permission for a temporary leave of absence, students need to have an interview with the Academic Advisor for PEARL and hand in the APPLICATION OF TEMPORARY LEAVE OF ABSENCE to the Faculty of Economics Section at the Office of Student Services by the designated deadline. Also attach a document that certifies the reason for the student's absence such as a medical certificate in the case of sick leave, or a copy of an acceptance letter for language study overseas.

After a temporary leave of absence, students are required to submit the NOTIFICATION OF RETURNING TO STUDY without delay. If a student's temporary leave of absence was illness-related, the student must also submit a letter from their physician certifying that the student is fit to resume his or her studies.

The semester in which a student take a leave of absence does not count towards the total duration of enrollment required for advancement to the next year level or graduation.

Please see "Handling of studying abroad and temporary leave of absence" on p. 11 for details of the handling of academic fees, etc., during a temporary leave of absence.

	Spring Semester	Fall Semester
Duration	April 1 - September 21	September 22 - March 31
	*Extending a leave of absence to the next semester requires an additional application.	
Application deadline for temporary leave of absence	Friday, May 31, 16:45	Friday, November 30, 16:45
Note	Students who take a temporary leave of absence for two consecutive semesters may register to resume courses offered for two semesters for which the student was absent for the latter half, provided the courses concerned have yet to be graded. Please refer to the next page for the conditions.	
Graduation/Advancement to the next year level	Students are allowed to graduate or advance to the next year level only in September. Those who wish to graduate or advance must have been enrolled and not absent or studying abroad in the last semester before their advancement/graduation month. Students must satisfy all of the credit requirements to graduate or advance, and must have been enrolled for 2 semesters or more for each year level.	

2 Study Abroad (Article 153 of the Undergraduate Rules and Regulations)

Approval to study abroad is given in accordance with the Undergraduate Rules and Regulations to students planning to study abroad at an overseas university if such study is deemed to be beneficial from an educational perspective. Foreign language study is not regarded as "study abroad" according to the Undergraduate Rules and Regulations, and will be classified as a temporary leave of absence. Applications for study abroad under the Undergraduate Rules and Regulations shall be for a period of one year or less from the first day of study overseas, and extensions will only be permitted once. Periods of study abroad may be included in calculating the duration of enrollment required for advancement to the next year level or graduation, up to a maximum of one year.

If the student is planning to study abroad, please consult and check in advance with the Faculty of Economics Section in the Office of Student Services and submit an APPLICATION FOR STUDY ABROAD. Please make sure to have completed all necessary procedures at least one month prior to departure, including an interview with the Academic Advisor for PEARL.

[Notification of return to study/credit transfer]

Please submit the NOTIFICATION OF RETURNING TO STUDY when your period of studying abroad has finished and plans to return to your study. If your wish to transfer credits earned at an overseas institution, please submit the prescribed application form within one month of concluding the study abroad.

[Retroactive advancement]

Third year students are able to advance to the fourth year if they have the necessary credits for advancement through accreditation of credits earned at an overseas university by adding the duration of their study abroad (up to a maximum of one year) to the duration of enrollment required for advancement to the next year (retroactive advancement as of September 22).

Fourth year students cannot retroactively graduate through the transfer of credits and inclusion of their period of study abroad to enrollment period.

Please see "Handling of studying abroad and temporary leave of absence" on p. 11 for more details on studying abroad.

3 Withdrawal from University (Article 154 of the Undergraduate Rules and Regulations)

To withdraw from the university, the prescribed NOTIFICATION OF WITHDRAWAL form should be completed by affixing student's signature and seal (if used by the student), and obtaining the signature and seal of the Academic Advisor for PEARL. Submit the completed form and the student ID card to the Faculty of Economics Section at the Office of Student Services.

If a student withdraws before having paid the academic fees in full, the date of withdrawal will be retroactively moved back to the last day of the semester for which academic fees have been paid (Article 171 of the Undergraduate Rules and Regulations). Accordingly, enrollment and academic records after the official date of withdrawal from the university are invalidated. Even if all of the fees are paid at a later time, the invalidated enrollment status and grades will not be reinstated.

4 Compulsory Withdrawal from University (Articles 156 and 188 of the Undergraduate Rules and Regulations)

- (1) Students deemed to be in violation of the Undergraduate Rules and Regulations, those who have not registered for courses by the registration deadline, and those whose intention to continue at the university cannot be determined shall be subject to compulsory withdrawal under Article 188 of the Undergraduate Rules and Regulations.
- (2) Students for whom the following conditions apply shall be subject to compulsory withdrawal under Article 156 of the Undergraduate Rules and Regulations.
 - Students who have been enrolled for a period of 4 years at the first- and second-year levels combined and are unable to advance to the third-year level.
 - Students who have been enrolled for a period of 4 years at the third- and fourth-year levels combined and are unable to graduate.
 - Students in their first- or third-year level who have been enrolled for a period of 3 years in the same year level and are unable to advance to the next year level.

***Note about taking a temporary leave of absence for one semester**

The following students may be permitted to enroll until the end of the next Academic Year (FS) if they remain in the same year level. However, they cannot take a temporary leave of absence during the Spring Semester of the academic year for which they have been permitted to enroll. Temporary leaves of absence in the Fall Semester or in the whole Academic Year (FS) are permitted.

- (i) Third-year students and who have been enrolled for a period of two and a half years for their third-year level at the end of the academic year
- (ii) Fourth-year students who have been enrolled for a period of three and a half years for their third- and fourth-year levels combined at the end of the academic year

Students who were enrolled for a period of three and a half years in their third-year level that then advance to the fourth-year level cannot take a temporary leave of absence for either the Fall Semester or Spring Semester alone during the fourth year, although a leave of absence for the whole Academic Year (FS) is permitted.

Handling of studying abroad and temporary leave of absence

		Study abroad	Temporary leave of absence
Types of leave		Study opportunities, where students sit the same courses as the full-time degree students at an overseas institution, which are deemed to be appropriate by the Faculty Meeting are divided into the categories of "exchange study" and "privately financed study abroad."	- Language study (and other overseas study that has not been recognized as "study abroad" as described on the left) - Temporary leave of absence due to illness (please attach a medical certificate) - Temporary leave of absence for personal reasons
Period	Length	A maximum of one year from the starting date of study abroad (approval will be given in accordance with the duration of the student's enrollment at the approved overseas university. It is possible to include around one week at the beginning and the end of the enrollment period as a preparatory period, but the inclusion of internships, etc., is not permitted.)	Entire Fall or Spring Semester (Irrespective of the date of application for temporary leave of absence, the entire semester in question shall be taken as leave.)
	Extension	Possible once (up to a maximum of two years from the starting date of study), after which it shall be treated as "temporary leave of absence" *When extending the period of study abroad, please submit the APPLICATION FOR STUDY ABROAD (extension).	Please apply for each semester, irrespective of whether the application is for new leave or an extension to existing leave. If the student is applying for a temporary leave of absence as a result of not being able to extend period of study abroad (for example, when a student wants to continue studying abroad even after the extension period described on the left), temporary leave of absence will be granted from the day after the expiry of the most recent period of study abroad up until the end of the semester or academic year in question.
Tuition	Measures to reduce academic fees*	[Exchange study (including double degrees)] As a general rule, there is no tuition reduction. However, for those exchange studies which do not include mutual exemption for tuition fees, the total amount of academic fees and expenses, excluding seminar fees, student association fees, and Student Health Care Mutual Aid Fee collected by proxy, will be exempted [Privately financed study abroad] All tuition fees, facility and equipment fees, and experimental and practical training fees are fully exempted. However, for privately-funded study abroad during the first year after entering university, tuition will not be reduced.	[First year after entering the university] Students may be exempted from academic fees in the event of incurring injuries in the course of national military service, during curricular or extracurricular activities, or as a result of large-scale natural disasters (or disaster of extreme severity) such as earthquakes or typhoons. [Second year after entering the university and later] All tuition fees, facility and equipment fees, and experiment and practical training fees are fully exempted for each semester.
	Courses	When study abroad starts during an academic year, in the below cases, it is possible to resume taking (after completing study abroad) year-long courses or corequisite courses applied for before commencing study abroad, and to earn credits. Before going to study abroad, make sure to inform the course lecturers that you wish to resume the courses after completing the study abroad, and inform them again when returning from study abroad. (Courses which allow students to resume) year-long courses or corequisite courses to be held in the academic year after the study abroad by the same lecturer who hosted the course before the student commenced the study abroad. However, in the case of Core Courses and courses offered by the Keio Research Center for Foreign Language Education (Advanced Courses), students are allowed to take the courses taught by a different lecturer. In the case of physical activities, it is only possible to resume a course if course registration is carried out before the start of the semester, there are places available in the course, and the student brings a health examination certificate. - Please ask at the Teacher Training Courses Section in Placement and Career Services Group in the Office of Student Services to confirm whether it will be possible to resume a course offered by the Teacher Training Center.	Students are not allowed to take courses during semesters when a temporary leave of absence has been taken. [Temporary leave of absence from the start of an academic year] There is no need to carry out course registration. Please submit the APPLICATION FOR TEMPORARY LEAVE OF ABSENCE before the course registration deadline. [Temporary leave of absence during the academic year] When temporary leave of absence is taken for the Fall Semester, all of the registered courses offered in Fall Semester become void. When temporary leave of absence is taken for the Spring Semester, the courses taken and credits earned in the Fall Semester remain valid. When temporary leave of absence is taken for the Fall Semester and the following Spring Semester, it is possible (in the Fall Semester when the student returns to his or her studies) to resume full-year courses and corequisite courses starting from Spring Semester the student registered for prior to taking leave. When temporary leave of absence is taken for the Spring Semester and the following Fall Semester, it is possible (in the Spring Semester when the student returns to his or her studies) to resume full-year courses and corequisite courses starting from Fall Semester the student registered for prior to taking leave.
Acquisition of and accreditation for credits	Courses	When study abroad starts during an academic year, in the below cases, it is possible to resume taking (after completing study abroad) year-long courses or corequisite courses applied for before commencing study abroad, and to earn credits. Before going to study abroad, make sure to inform the course lecturers that you wish to resume the courses after completing the study abroad, and inform them again when returning from study abroad. (Courses which allow students to resume) year-long courses or corequisite courses to be held in the academic year after the study abroad by the same lecturer who hosted the course before the student commenced the study abroad. However, in the case of Core Courses and courses offered by the Keio Research Center for Foreign Language Education (Advanced Courses), students are allowed to take the courses taught by a different lecturer. In the case of physical activities, it is only possible to resume a course if course registration is carried out before the start of the semester, there are places available in the course, and the student brings a health examination certificate. - Please ask at the Teacher Training Courses Section in Placement and Career Services Group in the Office of Student Services to confirm whether it will be possible to resume a course offered by the Teacher Training Center.	Students are not allowed to take courses during semesters when a temporary leave of absence has been taken. [Temporary leave of absence from the start of an academic year] There is no need to carry out course registration. Please submit the APPLICATION FOR TEMPORARY LEAVE OF ABSENCE before the course registration deadline. [Temporary leave of absence during the academic year] When temporary leave of absence is taken for the Fall Semester, all of the registered courses offered in Fall Semester become void. When temporary leave of absence is taken for the Spring Semester, the courses taken and credits earned in the Fall Semester remain valid. When temporary leave of absence is taken for the Fall Semester and the following Spring Semester, it is possible (in the Fall Semester when the student returns to his or her studies) to resume full-year courses and corequisite courses starting from Spring Semester the student registered for prior to taking leave. When temporary leave of absence is taken for the Spring Semester and the following Fall Semester, it is possible (in the Spring Semester when the student returns to his or her studies) to resume full-year courses and corequisite courses starting from Fall Semester the student registered for prior to taking leave.
	Accreditation for credits	Accreditation may be given for credits needed to graduate from Keio University. A maximum of 60 credits are recognized, irrespective of the number of times a student studies abroad. Students who wish to get accreditation for credits from overseas study must apply when submitting the NOTIFICATION OF RETURNING TO STUDY to the Faculty of Economics Section in the Office of Student Services promptly after returning to Japan.	Credits will not be accredited.
Advancement to next year and graduation / Inclusion in number of years of enrollment		For details, please read "2. Study Abroad" (p. 9) and consult Faculty of Economics Section in Academic Affairs Group, Office of Student Services. Please note that retroactive graduation is not permitted.	Periods of temporary leave of absence will not be included in the number of years of enrollment. In order to advance to the next year or graduate, it is necessary to satisfy the requirements for advancing from each year level or graduating in addition to enrolling for at least two semesters for each academic year. However, because the timing of advancement to the next year level and graduation is at the end of the academic year, when a temporary leave of absence has been taken in the Spring Semester, it is not possible to advance to the next year level or graduate at the end of the current academic year.
Application procedures		1. Download the APPLICATION FOR STUDY ABROAD Keio University home page → Students → Website for Current Keio Students (Jukusei) → Mita → Application for Study Abroad, Temporary Leave of Absence, Withdrawal (Prescribed Forms) 2. Fill in the required fields and prepare the necessary documentation. 3. Confirm the documentation at the Academic Affairs Group, Office of Student Services. 4. Have an interview with the Academic Advisor for PEARL. (unnecessary in the case of exchange study abroad). 5. Submit the application to the Faculty of Economics Section, Office of Student Services. 6. After receiving approval at the Faculty Meeting, a permission to Study abroad will be sent to student's guarantor. ◆The application process requires time, so please make preparations at an early stage.	1. Download the APPLICATION FOR TEMPORARY LEAVE OF ABSENCE Keio University home page → Students → Website for Current Keio Students (Jukusei) → Mita → Application for Study Abroad, Temporary Leave of Absence, Withdrawal (Prescribed Forms) 2. Fill in the required fields and prepare the necessary documentation. 3. Have an interview with the Academic Advisor for PEARL. 4. Submit the application to the Faculty of Economics Section, Office of Student Services by designated deadline. 5. After receiving approval from the Faculty Meeting, a notice of approval will be sent to student's guarantor.

*The procedures and documents required for tuition reduction differ between the various systems for academic fees and expenses (the year of admission will also be treated as the first year of enrollment for students who transferred to the second year, third-year transfer students with bachelor's degrees, and students readmitted to the university, irrespective of the current year-level of enrollment). Please ask at the Faculty of Economics Section at the Office of Student Services for details.

Chapter III Student ID Card, Notifications, and Certificates

As a general rule, the following procedures and notifications can only be carried out at the office in question.

1 Student ID Card

The student ID card certifies that the holder is a student of Keio University. Be sure to carry it at all times as it will be required in various situations.

(1) Reissuance of student ID cards

If the student ID card and/or registration sticker becomes lost, soiled, or damaged, students must apply for it to be reissued immediately at the General Affairs and Inquiries Group in the Office of Student Services on Mita Campus.

- Required documents:

A photograph for the new student ID card (4 cm x 3 cm; color print on glossy paper; no cap/hat; full-frontal view of head and shoulders against a plain background; taken within the last 3 months), 2,000 yen in the form of a certificate stamp (*shoshi*) available from the ticket machine at the General Affairs and Inquiries Group, and application form for reissuing a student ID card (prescribed).

Reason for reissuance	Charges
Loss or damages of a card and/or sticker	2,000 yen
Change in name and damage to magnetic strip	Free

(2) Registration sticker

The registration sticker must be renewed annually in April every Academic Year (SF). Students who do not renew this sticker cannot get certificates issued.

(3) Return of student ID card

If you find the original student ID card after a new one has been issued, or if the student is no longer enrolled due to withdrawing from the university or graduating, or any other reason, the student must immediately return the original card to the General Affairs and Inquiries Group at the Office of Student Services.

(4) International student ID card

Inquiries should be directed to the Keio University Co-op ticket agency. (Tel: 03-3456-4555)

2 Notification of Change of Address (Student/Guarantor)

1. For students

Immediately report a change of address through the Academic Affairs Web System. Please refer to "3 Academic Affairs Web System" under "4 Web System" for the URL and how to log in. Applications will normally be completed within a few days as long as there are no errors.

If your travel route to and from the university changes, the information on the sticker on the back of the student ID card must be revised and a seal of verification stamped. Once students' application to change their address has been approved, report to the General Affairs and Inquiries Group at the Office of Student Services.

2. For guarantors

Immediately report a change of address to the General Affairs and Inquiries Group at the Office of Student Services.

-Required documents:

Student ID card, NOTIFICATION OF THE CHANGE OF ADDRESS (prescribed form), and Certificate of Residence of the guarantor (must be issued within the last 3 months and must not state his or her "My Number (Individual Number)" on the form).

Please also complete the notification procedures when there are changes to the residence indication, the lot number, or the telephone number. If these procedures are not carried out, student may be delayed from receiving notifications regarding his/her course registration or other important information.

3 Changing Guarantor

If you are planning to change the guarantor, please notify the General Affairs and Inquiries Group at the Mita Office of Student Services as soon as possible. Students' guarantor should be an adult who resides in Japan, is responsible for supporting their family financially, and he or she must be able to bear responsibility for the student's academic fees and expenses and personal affairs. If possible, please designate one of student's parents.

If it is not possible for the student's parent to act as the guarantor, please designate a guardian, such as an older sibling, uncle, aunt, or equivalent. However, if a student is unable to choose a person residing in Japan as a guarantor, the student may assign a person who lives in a foreign country. However, in this case, please also provide an emergency contact in Japan in case of emergencies.

- Required documents

Student ID card, NOTIFICATION OF CHANGE OF GUARANTOR (prescribed form), and the Certificate of Residence of the new guarantor.

4 Changing Surname or Given Name (Student/Guarantor)

If you have changed their surname or given name, please notify the General Affairs and Inquiries Group at the Office of Student Services as soon as possible. After notifying the General Affairs and Inquiries Group, be sure to inform the lecturers of the courses you are taking as well.

- Required documents

Student ID card, NOTIFICATION OF CHANGE OF NAME (prescribed form), APPLICATION FOR RE-ISSUANCE OF STUDENT ID CARD (prescribed form), and an official copy of extract of student's family register containing the new name, issued within 3 months.

Note: Students will also need a photograph (4 cm x 3 cm; color print on glossy paper; no cap/hat, a full-frontal view of head and shoulders against a plain background) taken within the last 3 months. No charge will be incurred.

5 Changing Nationality

If you have changed nationality, please notify a staff member at the Faculty of Economics counter as soon as possible.

- Required documents

Student ID card, an official certificate that can be used to verify the change to the new nationality, such as a copy of the extract of the student's family register (photocopies accepted) or Certificate of Residence (please check with the issuing body in advance to confirm if the necessary information will be stated on the document).

6 Student Commuter Certificate (student commuter pass)

The back side of student ID card serves as a Student Commuter Certificate. Students can purchase a student commuter pass by filling out the column for the student's address and commuting route. The commuting route must be limited to the most economical route between "the closest station to the student's residence" and "the closest station to the campus (either from Tamachi, Mita, Shirokane-Takanawa, or Akabanebashi)". The procedure to apply for commuting to campus other than the main campus for taking classes will be noted on the website *For Keio Students*.

For the change of commuting route due to the change of address please notify the General Affairs and Inquiries Group at the Office of Student Services after the change of address is approved on the Academic Affairs Web System.

If the commuting route is found to be economically inappropriate, the purchase of the student commuter pass may be denied.

- Required documents

Student ID card

7 Certificates (Transcript, Student Travel Fare Discount Certificate, etc.)

(1) Certificate Issuing Machine

Location	Operation hours:
IF, South School Building	Monday - Saturday, 8:45-20:00 No service on Saturdays when no classes or semester-end examinations held, public holidays, during campus-wide breaks and system maintenance periods.

- Certificate Issuing Machines are also available on other campuses (Hiyoshi, Yagami, SFC, and Shiba-Kyoritsu). Please check the operating hours on the respective campus websites.
- Information will be posted on the following website when the Certificate Issuing Machines are temporarily out of order due to maintenance or malfunction:
<http://www.gakuji.keio.ac.jp/academic/shoumei/index.html> (Japanese language only)
- In order to issue a certificate, students need to input their four-digit student ID password. This password is displayed immediately after logging into the Academic Affairs Web System.

(2) Certificates in a sealed envelope

If a student requires a certificate in a sealed envelope, make a request at the General Affairs and Inquiries counter in the Office of Student Services. Note that certificates issued from a Certificate Issuing Machine cannot be sealed in an official envelope afterwards.

(3) Application for a certificate by a representative

A representative can apply for a certificate on a student's behalf only in cases where a student is not able to visit the university for reasons such as studying abroad or being hospitalized. Applications are accepted at the Faculty of Economics Section in the Office of Student Services.

- Required documents

A copy of the applicant's student ID card, a letter of attorney, and the representative's ID (a valid proof of identity). The letter of attorney may be written in any format as long as it states the intentions of the student.

Example: Letter of Attorney

I hereby nominate and authorize [the name of the representative] to apply for and to collect my certificate.

[Date, signature, and seal of the student]

For representative's ID, the following forms of identification are accepted: Keio student ID card, driver's license, passport, health insurance card, Residence Card, or Basic Resident Registration Card with a photo.

Other forms of identification such as a staff identity card for a company or a student ID card of another university are not accepted.

(4) List of Certificates

Certificate	Language	Price (per copy)	Place of issue	Issued	Available from	Remarks
Certificate of Enrollment	Japanese	200 yen	Machine	Same day	April 1	
	English					
Transcript of Academic Record	Japanese	200 yen	Machine	Same day	April 1	Courses passed in the Fall Semester will be reflected on April 1.
	English					
Certificate of Expected Graduation	Japanese	200 yen	Machine	Same day	May 6	Issued to 4th year students only. If you are taking a leave of absence or studying abroad, please apply at the Faculty of Economics counter.
	English					
Certificate of Course Registration	Japanese	200 yen	Machine	Same day	June 3	If you are taking a leave of absence or studying abroad, please apply at the Faculty of Economics counter.
	English	200 yen	Office	Same day		

Certificate	Language	Price (per copy)	Place of issue	Issued	Available from	Remarks
Certificate of Annual Health Examination	Japanese	200 yen	Machine	Same day	June 7	Issued until the end of the academic year in which you underwent the health examination.
	English	Contact: Keio Health Center (Tel: 03-5427-1607)				
Student Travel Fare Discount Certificates (<i>Gakuwari</i>)	Japanese	Free	Machine	Same day	April 1	Not available for students who have not taken the health examination.
Student Commuter Certificate	Japanese	Free	Office	Same day	April 26	Necessary when a student purchases a bus or other student commuter pass which require additional proof to a student ID card.
Certificate of Completion of Course Requirements to take tests for various qualifications	Japanese	200 yen	Office	Several days	—	
Other prescribed forms (request forms) from external bodies requiring certification and/or completion	Japanese	200 yen	Office	Several days	—	
	English					

- Be aware that it takes several days for some certificates to be issued.
- The student ID card is required to obtain certificates.
- Student Travel Fare Discount Certificates (*Gakuwari*) are valid for 3 months from the date of issue but will become void when the student is no longer enrolled at the university, even if it is within the 3 month period. Please refrain from applying for more tickets than actually required.
- Application forms for group discount tours are available at the Student Life Services Group in the Office of Student Services.
- Certificates cannot be issued for students whose tuition has still not been paid for the previous semester or earlier. The certificates can be issued at the Faculty of Economics counter in the Office of Student Services after the tuition payment has been made, but it will take several days for confirmation and issuance.

Chapter IV Web System

1 For Keio Students Website

URL	http://www.gakuji.keio.ac.jp/en/
Overview	This portal site provides information for Current Keio University students. The latest notifications and links to various websites can be found here. Login ID and password are not required.
Main services provided	<ul style="list-style-type: none"> ■ Class/Course registration/Examination <ul style="list-style-type: none"> · View and download registration guidelines, syllabi, and timetables (PDF) ■ Student life/Placement and career services <ul style="list-style-type: none"> · Guide to offices and counters · Information about events and scholarships

2 keio.jp

http://keio.jp/	"keio.jp" is the general term for the Keio Single Sign-On System.
ID/Password: Keio ID and keio.jp password*	
<p>Main services provided: () shows the main department</p> <ul style="list-style-type: none"> ■ Education Support System (Office of Student Services) Timetable, syllabus, information on class cancellations and make-up classes, examination timetable (only during specified periods), etc. See section on Education Support System on p. 17 for more information. ■ Class Support System (ITC) Announcements from lecturers, study materials downloads, submission and return of reports (assignments). ■ Academic Affairs Web System (Office of Student Services) See section on Academic Affairs Web System on the next page. ■ Web Entry System (Office of Student Services) See section on Web Entry System on the next page. ■ Pre-registration (Office of Student Services) Students can participate to lottery for large-scale lectures of Faculty of Business and Commerce, and Major Subjects courses of Faculty of Economics, pre-register for Physical Activity courses offered in Hiyoshi Campus. ※ Note that regular course registration are made on the Academic Affairs Web System. Prior application for courses for which a lottery is conducted must be done on the Web Entry System. ■ Grade Reports (Office of Student Services) Students can access their grade report posted to each student individually. The period for which the grade report is made available online differs according to the faculty, graduate school, and year level. Details will be announced on <i>For Keio Students</i> website. ■ Results of the Annual Health Examination (Health Center) Students who have taken an annual health examination during the current academic year can view their results. When students take the examination, they will be informed when the results will be made available. If students have any questions regarding the results of their medical examination, contact the Health Center. ■ Placement and Career Services System (Office of Student Services) Students can register for their desired career path after graduation, report employment, and browse job vacancies, as well as read testimonies of other people's job-hunting experiences. ■ G Suite (ITC) This is a web application provided by Google Inc., which provides services including e-mail (Keio Mail), Google Drive, Google Calendar, Google Groups, Google Contacts, etc. ■ Box (ITC) This is a cloud type online storage service. It can be used to backup and archive files and also to share files with professors, students, or people from other organizations. ■ Web Ex (ITC) It is an online-meeting service provided by Cisco. Web meeting is available by using the internet service through PC or mobile device (iOS, Android). ■ Software license acquisition system (ITC) This is a license distribution system for software with which the university has a contract. ■ Keiomobile2 / eduroam (ITC) Students can connect their personal laptop or smartphones to wireless LAN (Wi-Fi) on campus to use internet. ■ Web lecture for the use of IT (ITC) It will support the use of IT with various movie contents about the use of each software and information security, etc. 	
*It is possible to log in with an ITC account or a SFC-CNS account (however, registration for a keio.jp account is required).	

3 Academic Affairs Web System

Please access the Academic Affairs Web System via keio.jp.

Main services provided:

■ Course registration

This system allows students to select and register for courses based on the timetable and course registration numbers. Students can add, change, or delete courses as many times as necessary during the course registration period. As different faculties have different rules for course registration, please inquire at the Academic Affairs Group if there are any questions.

■ Confirmation of course registration status

A list of registered courses will be displayed during the designated period. It is scheduled to be released at 3pm on Saturday, April 13. As the results of any amendments to the course registration will be reflected on the system at 8:30 on Saturday, April 20, all students must confirm that their desired courses are registered correctly before this time. In the Fall Semester, a list of registered courses will be displayed the day after registration.

■ Cancellations and make-up classes

A list of cancellations and make-up classes are posted here. Check the website just before class as the information may be updated at short notice.

■ Confirmation/Changes of registered address

Students can confirm their address and that of their guarantor. If there are changes, students must promptly notify the relevant offices (see "2 Notification of Change of Address (Student/Guarantor)" under "3 Student ID Card, Notifications, and Certificates" for more details).

■ Student calls

If there is an announcement from an office or a student call has been posted on the bulletin boards, a message will appear when students log into the system.

■ Confirmation of the password used for the Certificate Issuing Machines

Students can check the 4-digit password that is required when issuing certificates from the Certificate Issuing Machine.

4 Web Entry System

Please access the Web Entry System via keio.jp.

Main services provided:

■ Web entry

This system allows students to apply for courses requiring prior application. Be aware that some courses may use pre-registration on keio.jp (p. 15) or may instead require a submission of an entry sheet to the office. The application periods vary by course.

5 Notes on Use

- (1) Do not log in to one system simultaneously on multiple browsers.
- (2) Do not use the browser's "back" or "forward" buttons after logging into the system. If students mistakenly click the "back" or "forward" button and the screen does not display properly, close the browser, wait ten seconds, and launch the browser again.
- (3) If the same screen is displayed for a prolonged period of time, the system will not allow students to move on to the next screen for security reasons. If this happens, close the browser, wait ten seconds, and launch the browser again.
- (4) If students' name contains platform dependent characters, these may not be displayed properly on the screen. Please note that this is not a problem with the system itself.
- (5) Student may not be able to log into the system without the recommended environment and settings (cookies, SSL, proxy, etc.). See the system manual for recommended environments, settings, and operations.

6 Reissuance of Passwords

Contact one of the offices below to have a password reissued.

Login ID	Login password	Office	Necessary documents
Keio ID	keio.jp password	ITC counter at each campus	Student ID card
ITC Account	ITC Account password		
SFC-CNS Account	CNS login password	SFC ITC counter	

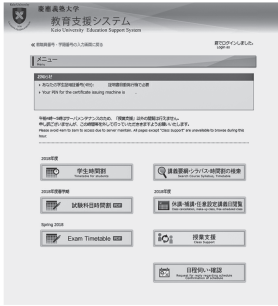
7 Education Support System

From the Education Support System, students can access timetables, syllabi, information on class cancellation and make-up classes, and examination timetables (only during certain periods).

1 Menu

Once students log into the Education Support System, the menu screen is displayed (examination timetables only appear during specified periods).

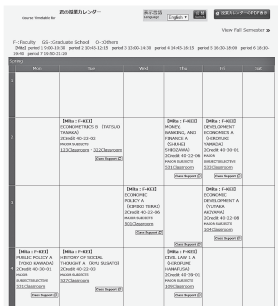
Announcements from Office of Student Services or a student calls will be displayed in the “お知らせ欄” (announcements) column.



2 Timetable

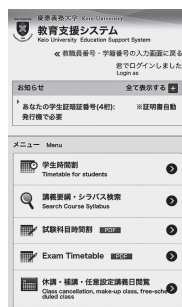
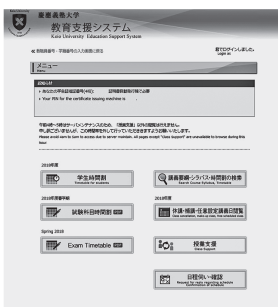
This is a timetable of the courses students are currently taking. Information on cancellations and make-up classes will appear at the top of this page.

The timetable of all courses at each faculty is available in the “Course Registration, Syllabus, and Timetable” page (Japanese Language Only) on the For Keio Students website.



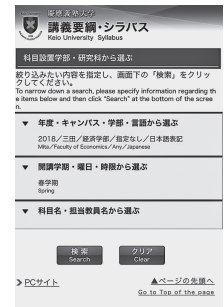
3 Syllabus

This allows students to search for course syllabi by campus, day/period, or lecturer. Search items are different for PCs and mobile devices. More detailed searches can be conducted via the website for PCs.



4 Class cancellations, make-up classes

Information on cancellations and make-up classes are available here. While information on class cancellations and make-up classes for courses students are currently taking appear on the timetable screen, this function enables students to search for information on cancellations and make-up classes by campus or faculty / department.

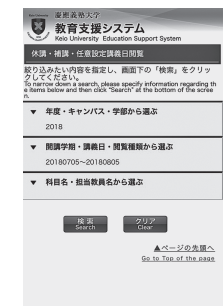
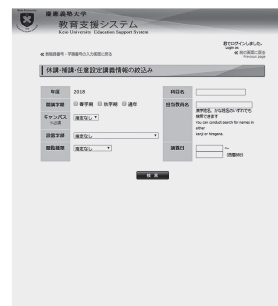


5 Class Support

Access the Class Support page for announcements from lecturers, study material downloads, and submissions and returns of reports (assignments). See the following URL for more details about Class Support: http://www.itc.keio.ac.jp/en/keiojp_edu2.html

6 Examination timetables (only during specified periods)

Examination timetables and information on term papers for courses students are currently taking are available on this page.



Chapter V Courses and Grades

1 Applications to Use Classrooms (Mita)

(1) Applications to use classrooms for research seminars

- Use.....Research seminars
- Availability.....Monday to Saturday during term time, and Monday to Friday outside of term time.
Classrooms are not available on Sundays, public holidays, university-designated holidays, and during semester-end examination periods (on Sundays, public holidays and university-designated holidays, it may be possible to use classrooms if accompanied by a faculty member. Please ask at the Classroom Reservation Section in the Office of Student Services).
- Available hours.....9:00–20:00
- Procedures.....Submit a REQUEST TO HOLD MEETING/GATHERING ON CAMPUS to the Classroom Reservation Section in the Office of Student Services. Collect an application receipt at the office between the day after submission of the request and the day (office opening) before the requested day of use.
- Application period.....From no earlier than two weeks and by no later than two working days before the requested date of use.
- Reference.....When applying to use a room outside of term time, the REQUEST TO HOLD MEETING/GATHERING ON CAMPUS must contain a seal of approval and the signature of the faculty member who is responsible for the research seminar.

Applications to use Group Study Rooms (7F, South School Building)

Group Study Rooms are available for a group of more than two students to have a discussion and/or group study (4 rooms for 16 students per room, 8 rooms for 9 students per room are available).

Procedure.....Please make an official application at Classroom Reservation Section in Office of Student Services located at B1F, South School Building. Applications will be accepted on a first-come and first-served basis on the day in which students wish to use the room.

Available hours.....9:00 am–8:45 pm, Monday to Saturday during term time.
Group Study Rooms are NOT available on Sundays, public holidays, and university-designated holidays. For use of Group Study Rooms during outside of term time, please ask at the Classroom Reservation Section in Office of Student Services.

Note:

1. Only one room is available for one group and their maximum use of Group Study Room is 3 hours in a day.
2. On Monday to Friday after 4:45 pm and Saturdays, students can use the Group Study Room without a reservation if there is room.

(2) Applications to use classrooms by officially authorized student clubs and groups

- Use.....Meetings of officially authorized student clubs and groups
- Availability.....Only available during term time
Classrooms are not available on Sundays, public holidays, university-designated holidays, during semester-end examination periods, and outside of term time.
- Available hours.....Monday to Saturday 9:00 to 20:00
Designated hours for use by music clubs
Monday to Friday 18:10 to 20:10
Saturday 13:00 to 18:00
- Procedure.....Submit a REQUEST TO HOLD MEETING/GATHERING ON CAMPUS to the Classroom Reservation Section the Office of Student Services. Collect an application receipt at the office between the day after submission of the request and the day (office opening) before the requested day of use (for classroom use by a music club, please apply to the Student Life Services Group at the Office of Student Services).
- Application period.....From no earlier than two weeks and by no later than two working days before the requested date of use.
- Reference.....In addition to classrooms, the following spaces are available for use: student lounges A and B; Music Practice Room (please submit applications for use to the Student Life Services Group at the Office of Student Services).

(3) Application to use student cafeteria

- Use.....Parties of officially authorized student clubs and research seminars
- Availability.....Any day apart from Sundays and public holidays
- Procedure.....Please make an official application by submitting a SCHOOL CAFETERIA USAGE APPLICATION to the Classroom Reservation Section in the Office of Student Services.
- Reference.....If students do not contact the cafeteria two weeks prior to the day of use, the booking may be cancelled. Please contact the cafeteria in question directly regarding details of the food, etc., after submitting the SCHOOL CAFETERIA USAGE APPLICATION.

(4) Applications to use classrooms by external groups

Please ask a member of the Property Administration Section at the Facility Management Office for details. Charges will be incurred.
*Please confirm the application procedures at each campus regarding the use of classrooms on their campus.

2 Keys for Audiovisual (AV) Devices in Classrooms and Loan of Other Equipment

Office . . . Lecturers' Room (1F, South Building)
 Procedure . . . Show student ID card

3 Handling of Classes in Emergency Situations

In the case of natural disasters such as typhoons, heavy rains, and earthquakes, etc., if there is a suspension of public transportation due to a large-scale accident, or if there is any other emergency which force the university to cancel the classes, information will be posted on the *For Keio Students* website: Keio University website home page→Students→Website for Current Keio Students (Jukusei) (Other Precautions)

If an emergency occurs after the start of classes, separate measures such as sending students home early or shortening the duration of lectures will be taken as circumstances dictate. Follow the instructions that are given via the campus broadcasts and put up on the bulletin boards and website.

4 Handling of Classes during Keio-Waseda Baseball Games

Classes only take place in the first period on the day of a Keio-Waseda baseball game. No classes will be held from the second period onward to allow students to support the team. This also applies from the third round of games onward. If a game is cancelled due to bad weather, etc., classes will be held as normal. However, examinations and make-up classes held on June 1st and 3rd will take priority over Keio-Waseda Baseball Game.

An announcement will be made regarding the handling of classes at 9:00 on the day of a Keio-Waseda baseball game via the *For Keio Students* website: Keio University website home page→Students→Website for Current Keio Students (Jukusei)

For game results, access the "Tokyo Big6 Baseball League" website (<http://www.big6.gr.jp/>) [Japanese language only].

5 Class Attendance when Chosen as a Lay Judge

Keio University does not officially recognize absences from classes to attend a trial as a lay judge. Students who are selected as lay judges and are unsure about class attendance should consult with a staff member at the Faculty of Economics Section at the Office of Student Services. Please note that the nature of certain classes may mean that attendance is compulsory.

6 Grades

(1) Grading System

The grades for a course are determined after students have attended the classes and taken the assessed examinations (semester-end examinations and/or assignments). There are five grade levels: S, A, B, C, and D. Passing grades are S, A, B, and C, whereas D is a fail. However, some courses only use the two grade levels of P and F, where P is a pass and F is a fail. Courses taken at other universities that have been approved for credit transfer without using the grade levels S, A, B, C or P are assigned a G.

Grades for corequisite courses will either be S, A, B, or C to indicate that students passed both or a D to indicate that they failed both courses.

● Grading system for courses taken before Academic Year (SF) 2016

There are four basic grade levels: A, B, C, and D. Passing grades are A, B, and C, whereas D is a fail. Specified courses and courses taken at other universities are graded using the same system outlined above.

(2) GPA (Grade Point Average) *Only applicable to students admitted in AY 2017 or later.

The GPA is a number expressing the average value of the grades earned in courses. The five grade levels for all registered courses are converted into a grade point (GP) from 4.0 to 0 (S: 4.0, A: 3.0, B: 2.0, C: 1.0, D: 0.0) and multiplied by the number of credits for the course. The sum of this calculation is then divided by the total number of credits for registered courses.

GPA=Sum of (Number of Course Credits x Grade Point) ÷ Total Number of Credits for Registered Courses

Courses graded as P, F or G and Optional courses are excluded when calculating the GPA.

There are two types of GPA. The "semester GPA" for relevant semesters and the "cumulative GPA" for all periods of enrollment. Both the semester GPA and cumulative GPA are shown on grade reports. On the Transcript of Academic Record, only the cumulative GPA is shown.

(3) Grade Reports

A grade report for courses completed in the Fall Semester is sent out in early March. The final grade report for the Academic Year (FS), including courses completed in the Spring Semester and Academic Year (FS) corequisite courses, is sent out in early September. Grade reports with grades for the Fall and Spring 1st-half Semester courses can only be viewed online during the designated period. Grade reports will not be reissued under any circumstances. No inquiries about grades will be accepted either before or after the issue of a grade report.

(4) Viewing Grade Reports Online

Grade reports can be viewed online during designated period. Students will need their keio.jp ID and password. Further details, including the periods they are available, will be announced on the *For Keio Students* website. Students should refer to "4. Web System" of this guide for details on reissuing passwords and using the web system.

(5) Transcript of Academic Record

Grades of completed courses will be reflected on students' Transcript of Academic Record in the following periods:

Fall Semester: April 1 or later

Spring Semester: September 22 or later

However, if the Graduation Announcement has been made, students who have been approved to graduate will be able to have their transcripts issued through the Certificate Issuing Machines from the first weekday after the graduation date (September 5).

7 Make-up Examinations

See “Grades for make-up examinations” under “I Types of Examinations,” in “VI Examinations” for more details.

8 Inquire Lecturers to Review Grades - Grade Inquiry System

Students can use this system to ask a lecturer for a grade review if they have solid grounds for appealing the grade. The application period and other details are announced on the bulletin boards. No applications are accepted after the deadline. Students are not permitted to ask their lecturer about their grade directly by e-mail or any other method. Such behavior will be considered an act of academic misconduct, and severe penalties will be imposed under Article 188 of the Undergraduate Rules and Regulations and the regulations of Faculty of Economics.

9 Obtainable Degrees

Please check the following to confirm the degrees conferred by Keio University.

- Article 2 of the Rules and Regulations for Degree Conferral as listed in the Undergraduate Rules and Regulations for the academic year the student enrolled. (Including Rules and Regulations for Degree Conferral [excerpt])
- Keio University home page→Academics→Undergraduate

Chapter VI Examinations

1 Types of Examinations

(1) Semester-end examinations

Please check “1 Academic Calendar (Mita)” for the period of the semester-end examinations.

- Check “keio.jp” → “Education Support System” for further information on the examination timetable, permitted items, precautions, and other details.

i) Precautions for semester-end examinations

a Student ID Card

- Students must show their student ID card in order to take the examination.
- If students forget to bring their student ID card on the day of the examination, they must obtain a temporary ID card (valid only on the date of issuance; permits entry to all campuses and libraries) at the General Affairs and Inquiries Group in the Office of Student Service. A charge of 500 yen will apply.
- Students without either a student ID card or a temporary ID card will not be permitted to enter the examination room.
- Examination time will not be extended for any students arriving late as a result of the administrative procedures required to obtain a temporary ID card. These students will also not be permitted to take a make-up examination.

b Prohibited Activities

- From the second period onwards, students are not permitted to enter the examination room until the exam supervisor of the previous period leaves the room.
- Make sure to take a seat in the correct examination room. Do not enter any examination room that is not for the courses you are currently taking.
- All examinees must turn in their answer sheets. Leaving the examination room without submitting an answer sheet is considered an act of academic misconduct and offenders will be subject to disciplinary action.

c Examination Time

- The examination time schedule is different from that of regular classes. Please check the appropriate section in the “Mita Campus Guide.” Also note that the examination timetables at the Hiyoshi and Mita Campuses are different.
- The schedule for make-up examinations at Mita Campus is different from that of the semester-end examinations.

d Late Arrival

- Students are allowed to take the examination if they arrive within the first 20 minutes after the start of the examination (time extensions not given). However, if students’ late arrival is due to unavoidable train delays, students may choose whether to take the examination then or apply for a make-up examination. In the case of suspension of public transportation, the start time of examination may be delayed. Be sure to go to the examination room first and follow the instructions of the exam supervisor.

e Leaving Early

- Students are not allowed to leave the examination room during the first 30 minutes and the last 10 minutes of the examination. If students leave the examination room due to illness, etc., after the examination has started, students will not be eligible to take the make-up examination.

f Other

- Pay attention to the latest information. Important things to note, such as permitted items, may have been updated since the original announcements were posted along with the examination timetables.
- Fill in the answer sheet with the name of the lecturer, course title, student’s name, and student ID number. Please clearly write out the correct details in full. If anything is left blank, student will not receive a grade.

ii) Handling of overlapping examination times

When two or more examinations clash, students may apply for make-up examinations.

See “(3) Make-up examinations” below.

(2) In-class examinations

Examinations are conducted during class time as needed.

(3) Make-up examinations

(1) About make-up examinations

Make-up examinations are held for students who were unable to take the semester-end examinations due to illness, accidents, or other unavoidable reasons. An examination fee of 2,000 yen per course is charged. However, make-up examinations are not conducted for Foreign Language courses, Seminar courses, Physical Activity courses, Research Seminars, and courses for which examinations are not given during the semester-end examination period and grades are evaluated based on term papers, participation and attendance, and in-class examinations.

As for the courses offered by other faculties, their policies on how they deal with make-up examinations, including whether the examinations are conducted or not, will apply. This also applies to joint courses that are mainly offered by another fac-

ulty or institution. Applications for make-up examinations require a certificate which specifies the reason for student's absence (such as a medical certificate, including the duration of treatment written by a doctor or a document attesting to the occurrence of an accident, etc.) or written permission to take make-up examinations from the relevant Academic Advisor. Applications for make-up examinations must be carried out at the campus where the course is offered. In principle, make-up examinations take place where the semester-end examination for the course in question was held. Make-up examinations taken without completing the necessary procedures mentioned above will be invalid. Students are not eligible to take the make-up examination if they entered the examination room for the course in question during the semester-end examination period.

(II) Evaluation of make-up examinations

The grade for the make-up examination will be set one level lower than the grade that would have been awarded for the semester-end examination. However, this measure shall not apply in the following situations: for cases mentioned in (III) below, the reason for taking the make-up exam is due to an overlap with a national examination, infection with a contagious disease specified by the Ministry of Education, Culture, Sports, Science and Technology (students need to submit a certificate that indicates the name of the disease and the period for which they were not permitted to attend university), for the bereavement of first- and second-degree relatives (students need to submit a letter or document that objectively proves this fact), and other reasons approved by an Academic Advisor.

(III) Absence from the exam due to an overlap in the examination timetable or a delay in public transportation

Taking make-up examinations is permitted if the reason was due to an overlap in the examination timetable or a delay in public transportation. In such cases, students' grades will not be lowered and the examination fee will not be charged. Applications for the make-up examination must be made by a fixed date as explained below:

(a) Overlapping exam times

Once students confirm an overlap in the exam timetable, application for make-up examinations must be made at the office in their main campus. If there is an overlap with examination carried out on another campus, students must apply for a make-up examination for the course that is offered at their main campus.

(b) Delay in public transportation

Submit a delay certificate with the application for make-up examination to the relevant counter at the campus where the course is offered before the office closes on the exam day.

(4) Retake examinations

Retake examinations for students in the Faculty of Economics are not conducted regardless of the faculty offering the course.

2 Assignments

Students must adhere to the following rules when submitting assignments in the report box at the Office of Student Services.

- (1) Students' assignments must be submitted to the designated box during the specified period. Otherwise, the assignments will not be accepted.
- (2) Students assignments cannot be amended or corrected once submitted.
- (3) When students are instructed to submit an assignment in the report box at the Office of Student Services, fill in the ASSIGNMENT SUBMISSION FORM (prescribed duplicate form) and attach the entire form to the assignment before submitting. The ASSIGNMENT SUBMISSION FORM is available in the vicinity of the report box.
- (4) Acceptance days and hours for submission of assignments at the Office of Student Services (Mita). To be strictly observed.

Submission days	Submission hours
Tuesday-Wednesday or Thursday-Friday	8:45-16:45

- Any changes in the days or time for submitting papers will be announced on the bulletin boards.
- The office may close during the semester as circumstances dictate.

3 Academic Misconduct

Any act of academic misconduct related to the semester-end examinations, in-class examinations, assignments, and short quizzes given during classes will be dealt with severely under Article 188 of the Undergraduate Rules and Regulations and the Regulations of the Faculty of Economics. It will not only result in failing the course concerned, but will result in grades being set at one level lower for all other courses taken in the same semester. Suspension or expulsion from the school may also be imposed under certain circumstances.

Academic misconduct includes acts of cheating in examinations, writing (or asking someone to write) answer sheets on someone's (or the student's) behalf, taking examination papers home, and intentionally disobeying the instructions of the examination proctors.

When attending an examination, avoid any misleading behavior that could be mistakenly construed as an act of academic misconduct.

In addition, the following actions in assignments are considered instances of academic misconduct: acts of writing (or asking someone to write) on someone's (or the student's) behalf, plagiarism (copying and pasting without indicating sources), manipulation and fabrication of data, and any similar deeds.

Plagiarism in written assignments and theses is considered an act of academic misconduct. Using others' opinions and writings without indicating the reference will be considered fraudulent, even if the act of plagiarism is not intentional. This is considered to be the equivalent of cheating in semester-end and in-class examinations or an even more serious offence, and the student will be subject to disciplinary action.

Precautions for writing assignments and theses

Along with the semester-end examinations and in-class examinations, written assignments (including graduation theses) are important proof of your accomplishments at university. Disregard for the rules for written assignments and theses may lead to disqualification or disciplinary action if judged to have been an act of academic misconduct.

Any references made from particular sources must be **clearly distinguished from your own viewpoints and properly cited**. It will be deemed an act of plagiarism if you ignore this.

The most important points with regard to writing papers are as follows:

1. Clearly distinguish your own opinions from that of others.
2. Clearly indicate the references for quotations or when referring to or citing works of others (**failure to indicate a reference is considered to be an act of plagiarism**).
3. For quotations, write every single word including typographical errors.
4. Follow the rules for citations (refer to the literature below).
5. When referring to information from the Internet, clearly indicate the URL, the title of the web page, and the date when you accessed the page.

Please try to learn the generally accepted methods for using citations from the following reference books, tutorials, etc.

Hacker, D., Sommers, N. (2012). *A pocket style manual* (6th ed.). Boston, MA: Bedford / St. Martin's.

Godfrey, J., (2013). *How to use your reading in your essays* (2nd ed.). Houdmills, England.

"KITIE" Web tutorial system (Hiyoshi Media Center, 2011) Discovery: Hiyoshi Media Center Website:

Home → Study / Read → Let's Study! → KITIE

Chapter VI Student Life

1 Inquiries

- (1) Student Life Services
Handles extracurricular activities and extracurricular education.
- (2) Scholarships and Financial Assistance
Handles scholarships and other forms of financial assistance, and also the Keio Student Health Care Mutual Aid Association.
- (3) Career Services
Handles job-hunting and career consultations, alumni information, job-hunting guidance, and information on job opportunities.
- (4) Student Counseling Room
Offers consultations on a variety of concerns that students face in their lives during their time at university.

2 Student Life Services

Please carry out the necessary procedures at the Student Life Services Group in the Office of Student Services (hereafter “office”) in order to make use of the following services.

- (1) Applications to use the Music Practice Room or classrooms in the West School Building for music practice
Available For Officially recognized groups needing to carry out music practice (groups wanting to use the rooms are required to attend a briefing session).
Available period West School Building: only available during term time / Music Practice Room: Monday to Saturday, excluding university-wide holidays
Not available on Sundays, public holidays, university-designated holidays, during semester-end examination periods, or outside of term time.
Available hours - Music Practice Room
Monday to Saturday, 8:30–20:00
- West School Building classrooms
Monday to Friday, 18:10–20:00
Saturday, 13:00–18:00
Procedure Submit a REQUEST TO HOLD MEETING/GATHERING ON CAMPUS to the office and collect an application receipt.
Application period West School Building classrooms: From no earlier than two weeks and by no later than two working days before the date of use.
Music Practice Room: from two weeks before to the requested day of use.
- (2) Other applications
If students want to apply to use the classrooms for purposes other than music practice, please refer to the relevant pages under “5 Courses and Grades.” (Application is required.)
- (3) Applications for holding activities off campus and group discounts
For Activities carried out outside the university by officially authorized student groups which has its base in Mita Campus and research seminars.
Procedure Submit the NOTIFICATION OF OFF-CAMPUS STUDENT ACTIVITIES to the office.
Application period At least four days before the planned event (excluding Saturdays, Sundays, public holidays, and university-designated holidays).
Reference If the application is accepted, it will become subject to the Personal Accident Insurance for Students Pursuing Education and Research.
Applications are also accepted for group discounts and golf course green fee exemptions.
- (4) Applications for borrowing equipment
For Borrowing equipment (only for officially authorized student clubs and groups which has its base in Mita Campus), such as stickers, wireless microphones, university flags, pitchers, chairs, desks, etc.
Procedure Submit an APPLICATION TO BORROW EQUIPMENT at the office
Application period At least four days before the planned date of use (excluding Saturdays, Sundays, public holidays, and university-designated holidays).
- (5) Handling of postal items
For Items sent from outside the university to officially authorized student clubs and groups.
Handling Items will be placed in the mail boxes at the Office of Student Services. The group members responsible should come to collect post on a regular basis. If items are not collected after a certain period, they may be disposed of.
Notes If the group name stated on the item is incorrect or if the item is addressed to an individual, it will not be accepted.
- (6) Applications to register organizations
For Groups wishing to establish themselves as an officially authorized student club or group.
Procedure Submit an APPLICATION TO REGISTER UNOFFICIAL GROUP to the office.
- (7) Application to display posters or distribute leaflets
For Displaying posters or distributing leaflets of officially authorized student clubs and groups (only for items permitted by the office).
Procedure Posters: Ask at the office and fill in the “Record of Acceptance of Display Item”
Leaflets: Submit an application at the office (attach an original copy of the leaflet).
Application period Posters: Any time

Leaflets: At least four days before the planned distribution day (excluding Saturdays, Sundays, public holidays, and university-designated holidays).

- Notes.....Posters up to A2 in size can be displayed (4 posters of A4 size) for a maximum of 10 days.
- (8) Message board (DENGON)
 For.....Notifications among Keio students (limited to notices permitted by the office).
 Procedure.....Ask at the office and fill in the "Record of Acceptance of Display Item." Always include student's affiliation, name, and contact details on the displayed items.
 Notes.....Messages on one A4-size sheet can be displayed for a maximum of 10 days.
- (9) Application to bring vehicles on university grounds
 Students are not permitted to bring vehicles onto university grounds. Only refer to the following if there is an unavoidable reason for needing to bring a vehicle onto university grounds.
 Procedure.....Submit an application to the office.
 Application period.....At least four days before the date on which students plan to bring a vehicle onto university grounds (excluding Saturdays, Sundays, public holidays, and university-designated holidays).
- (10) Distribution and viewing of materials
 Students can obtain information on volunteer activities or public recruitment, etc., at the office for public viewing.

3 Scholarships

- (1) Scholarship guidebook
 In order to apply for a scholarship, students will need a copy of the scholarship guidebook. This is available from around mid-March and is distributed by the Scholarships and Financial Assistance Group at the Office of Student Services.
- (2) Main scholarships
 The application schedule for each scholarship will be available on the "General Guide to Scholarships" on "For Keio Students" website or bulletin board at the Student Affairs Center (Student Life Services) on the 1st floor of the West School Building.
- Keio University Scholarship (benefit-type)
 Applications are accepted in October.
- Keio University Degree Completion Scholarship (benefit-type)
 The aim of this scholarship is to support students who suffer sudden changes in their family's financial situation (including a large-scale natural disaster) and who would otherwise find it difficult to continue with their studies for financial reasons. Applications are accepted twice per year.
- Keio University 150th Anniversary Commemorative Scholarship for Study Abroad (benefit-type)
 Applications are accepted three times per year.
- Keio Gijuku Iji-kai Scholarship (benefit-type)
 Applications are accepted in April.
- Donor designated scholarship (benefit-type)
 Applications are accepted generally in May.
- JASSO Scholarship (loan)
 Applications are received in early April. There are two types of loans: Class 1 loans (interest free) and Class 2 loans (interest charged). Emergency loans (Class 1) and stopgap loans (Class 2) are also available for students whose family's financial circumstances have suddenly changed, and Class 2 loans are available for students planning to study overseas (short-term overseas study).
- Private organizations and local government scholarships (benefit-type and loans)
 Most applications are accepted in April or May.

Note: For details on scholarships available for study abroad and for international students, please refer to the International Center website (<http://www.ic.keio.ac.jp/en/>).

4 Career Services

Staff at Placement and Career Services collect and provide a variety of job-hunting information. Other information (such as company job advertisements and hiring sessions, company information, and information on alumni and internships) are available at the Placement and Career Services Office and the Placement and Career Resource Room. Students can also access job advertisements and job-hunting blogs via keio.jp. Before students start job-hunting, the Placement and Career Guidebook has been drafted to explain how to go about job-hunting and is distributed to all students who request it.

Job-hunting guidance sessions are offered on campus every year. Lectures from different experts, briefings for students aspiring to become public officials, and panel discussions involving alumni and students with informal job appointments are offered. Individual consultations are also available for students who have any questions or concerns about job hunting at Placement and Career Service counter.

5 Student Counseling Room

The Student Counseling Room was established to give all students the opportunity to see a counselor on various issues that arise during the course of their studies at Keio University. In principle, reservations must be made beforehand. In certain cases, the counselor may be able to provide consultation without a reservation (reservations can be made by telephone). The consultations are confidential. Students may be accompanied by family members or friends. In some cases, students may be forwarded to another office if it is deemed necessary. In addition to counseling services, various group meetings are held to enrich the campus experience of students. Check the following website for more details: <http://www.gakuji.keio.ac.jp/en/gakuseisoudan.html>. The contact information of the student counseling room is as follows:

TEL: 03-5427-1575 Office hours: 9:30-17:30 (Closed on Saturdays, Sundays, and national holidays)

<http://www.gakuji.keio.ac.jp/en/gakuseisoudan2.html>

6 Keio Student Health Care Mutual Aid Association (Gakuseikenpo)

The Keio Student Health Care Mutual Aid Association (Gakuseikenpo) administers medical care benefits, subsidies for accommodation fees at *keiyaku ryokan* (inns with which the Gakuseikenpo has an agreement), etc. A Training Room is also available at the Hiyoshi Student Union Building. Please additionally refer to the Guidebook for the Keio Student Health Care Mutual Aid Association (Kenpo-no-tebiki), which was distributed at the time of admission and contains various other details. Guidebook for the Keio Student Health Care Mutual Aid Association (Kenpo-no-tebiki) is also available from the Office of Student Services, Scholarships and Financial Assistance Group.

*The medical care benefit system is a scheme by which the Gakuseikenpo will reimburse a portion of the co-payment of your medical expenses when you receive treatment at a medical facility upon presentation of your health insurance card. Note that the system and application method for medical care benefits have been changed for treatments received on or after April 1, 2018.

Please refer to the Guidebook for the Keio Student Health Care Mutual Aid Association (Kenpo-no-tebiki) for more details.

7 Personal Accident Insurance for Students Engaged in Education and Research

This insurance provides relief for full-time undergraduate and graduate students who suffer from physical injury due to any accident that occurs while engaged in educational and research activities at the university. The university pays the insurance premium. Educational and research activities refer to the following activities:

(1) Curricular activities

When a student is attending lectures, experiment and practical training classes, seminars, and physical education classes (hereafter, inclusively termed as "classes") including the following cases:

- i) When a student is engaged in research for his or her degree under the supervisor's instruction. Research activities conducted mainly in places that are related to a student's private life are excluded.
- ii) When a student is engaged in preparation for classes or cleaning up after classes, and in research activities at locations where lectures are conducted, like university libraries, reference rooms, or language learning facilities under his or her supervisor's instruction.
- iii) When a student is engaged in the regular curriculum at other universities or community colleges in accordance with Article 28 of the Standards for Establishment of Universities (for undergraduate students) and Article 15 of the Standards for the Establishment of Graduate Schools (for graduate students). The educational institutions that are referred to be the statement "other universities or community colleges" includes universities and junior colleges in foreign countries.

(2) University events

When a student is engaged in university events such as the entrance ceremony, orientation, or graduation ceremony as a part of educational activities.

(3) On-campus activities other than (1) and (2)

When a student is in, using, or managing university facilities. However, this excludes dormitories, during times or places where activities are banned, or when conducting activities forbidden by the university.

(4) Commute to the university and cross-campus transfer

Accidents that occur while commuting between the student's place of residence and the university facilities, or while transferring between university facilities are also covered.

(5) Recognized extracurricular activities off campus

Cultural and physical activities conducted by student groups that have been approved by the university through the designated procedures in accordance with the university regulations. Hazardous sports such as mountain-climbing and hang-gliding are excluded.

Insurance payments will be paid based on the application of the principal (insured). If a student suffers from any injuries during activities shown above, consult the Student Life Services Group and carry out the prescribed procedures.

If a seminar camp is conducted outside the university, or officially authorized student clubs and groups wish to undertake an activity outside of the university, submit the NOTIFICATION OF OFF-CAMPUS STUDENT ACTIVITIES beforehand to ensure the smooth processing of the insurance coverage.

For further information, see the "Guide to 'Gakkensai'" and "Handbook for Enrollment of Personal Accident Insurance for Students Pursuing Education and Research ('Gakkensai')" available at the Student Life Services Group, or ask directly at the Student Life Services Group counter.

8 Optional Compensation Plans

There are two types of optional compensation: “insurance” and “mutual aid.” Students should apply for these directly if they wish to be covered.

(1) **Student Comprehensive Insurance**

Keio Academic Enterprise Co., Ltd. Tel: 03-3453-6098

(2) **Student Comprehensive Mutual Insurance and Personal Liability Insurance for Students**

Keio Co-op Tel: 045-563-8489

9 Health Care

(1) **Annual health examination**

Keio University requires **all students to take an annual health check** under the School Health and Safety Act. **Please take the health check every year.** Note that students who fail to take the annual health check cannot take Physical Activity Courses or have either the Certificate of Annual Health Examination or Student Travel Fare Discount Certificate (*Gakuwari*) issued.

(2) **Preventing infectious diseases**

Rubella has been prevalent mainly in adults since July 2018 and the largest number of patients in recent years was reported. In 2007, measles spread among high school and university students, causing many schools to take measures including the cancellation of classes.

In order to prevent spread of infectious diseases such as measles, rubella, chicken pox, or mumps within the school, anybody who has not been vaccinated twice in the past are advised to consult a doctor and either receive a second vaccination or take an antibody test. Also, please consult a medical institution regarding the prevention of infection diseases such as chicken pox and mumps.

Note that students who have not been vaccinated or have never contracted these diseases may not be able to work at nursing care facilities, receive clinical training, or be engaged in teaching practice. Please check at students' earliest convenience and follow the instructions of the medical staff.

(3) **Necessary procedures in the event of contracting infectious diseases**

If students are diagnosed with measles or any other infectious disease, they will be prohibited from attending university under the School Health and Safety Act. If students are diagnosed with these diseases, notify the Keio University Health Center, and refrain from coming to university. If you have been diagnosed with influenza, you can notify the Health Center via their website.

(<http://www.hcc.keio.ac.jp/english/information/infection/report-influenza.htm>)

After recovering, students will be required to submit a PERMISSION TO RETURN TO CAMPUS AFTER ILLNESS or documents which contains name of a disease, attending prohibition period, and the date of permission to return to campus filled in by a medical institution to the Health Center.

However, for influenza, the procedures were changed in October 2014. If you fill in the PERMISSION TO RETURN TO CAMPUS AFTER ILLNESS and bring the documents that certifies the date of the infection (such as the explanation of students' prescription or the envelope that contained the medicine) to the Health Center, the submission of a treatment certificate by a the doctor who treated the student is no longer necessary. If students suffered from infections other than influenza and have since recovered, please bring the PERMISSION TO RETURN TO CAMPUS AFTER ILLNESS filled out by the doctor who treated the student.

Reference: Period of suspension of university attendance

Measles:	3 days after the temperature begins to recede
Rubella:	Until the rash disappears
Chicken pox:	Until the rash become scabs
Mumps:	5 days after the swelling of parotid gland, submandibular gland, or sublingual gland subsides and the patient exhibits good physical health
Influenza:	5 days after the development of the disease and 2 days after the temperature begins to recede

We appreciate students cooperation in preventing mass infections on the campus.

Chapter VIII Course Registration Guidelines

1 Applicable Undergraduate Rules and Regulations

1 2016 Rules

The “2016 Rules” are the faculty rules and regulations applicable to students who have entered Faculty of Economics in the academic year 2016 and later.

2 Course Registration

1 Timetable and Syllabus

Confirm that you have the syllabus and the timetable. The curriculum appears in the same order as the course list in the table under “6 Course list” at the end of this guide. Students can also refer to the link below. Students can use the online syllabus to search for courses including courses offered by other faculties, by day, period, faculty, and/or keywords.

Timetable: http://www.gakuji.keio.ac.jp/en/mita/econ/AY2019_PEARLTimetable.pdf

Syllabus: <https://gslbs.adst.keio.ac.jp/index.html>

2 Course Registration

Course registration is required by the deadline via the Academic Affairs Web System. When you register courses using this online system, an error check is performed instantly and a message appears. You can see a list of courses you have registered on this web system.

Course Registration Period (Spring 2019): Wednesday, April 10 13:00–Saturday, April 13 13:00
 Course Registration Period (Fall 2019): Thursday, September 26 13:00–Tuesday, October 1 11:00
 Academic Affairs Web System: http://www.gakuji.keio.ac.jp/web_system.html
 Carefully read the system instructions and precautions provided on the Academic Affairs Web System pages.

3 Notes on Course Registration

Before registering for courses, confirm the credits earned on the Grade Report (sent out to students’ guarantor) and carefully read the syllabi. Be extra careful not to make errors which will result in failure to register necessary courses. This will not only be an inconvenience, but may also negatively affect your advancement to the next year level or graduation. **Even if you have completed the course registration, it does not mean the courses you wish to take have all been finalized. Follow the steps given and periodically confirm the status of the registered courses within a designated period, as the registration may not have been approved. Make sure that your contact details are always up to date so that postal mail from the university will reach you. The university takes no responsibility for any negative consequences resulting from carelessness on the student’s part in confirming their registration details.**

No course registration which does not satisfy advancement / graduation requirement is permitted.

4 Procedures for Online Registration

Date	Necessary procedures and things to check
Before first day of Spring Semester classes	Lottery is conducted for some of the courses offered in Japanese. If students wish to take those courses, they must refer to Japanese Course Registration Guide for Faculty of Economics 3 rd and 4 th year students available from the following link: http://www.gakuji.keio.ac.jp/mita/rishu/kei_rishu.PDF
April 6(Sat.)	First day of the Spring Semester Courses Regular classes begin. Unlike Hiyoshi Campus, course guidance sessions are not offered at Mita Campus. There are several days of Academic Advising Day. See the <i>For Keio Students</i> website for the exact date and time. Questions and consultations regarding courses offered at Hiyoshi Campus and the course certification form are accepted by PEARL Academic Director(Hiyoshi). For further information about the timetable for interviews in April, please check the Faculty of Economics bulletin board at Hiyoshi Campus. With regard to courses offered by Keio research institutes, see the syllabi and the bulletin boards of the respective institutes.

Date	Necessary procedures and things to check
April 10(Wed.) 13:00 – April 13(Sat.) 13:00	<p>Course Registration Period for the Spring Semester Using the Academic Affairs Web System, students must register for <u>all</u> of the courses they will take in Spring Semester, including mandatory courses and foreign language courses they failed to pass, as well as Corequisite Courses (SF). Carefully check credit acquisition status by referring to the Grade Report from the Fall Semester and the credit check sheet at the end of this guide, and register for sufficient number of courses so that your <u>course registration</u> will satisfy advancement / graduation requirement.</p> <p>IMPORTANT: Students must confirm that there are no errors in registered courses and fields (especially in Column B) after completing the registration. Please be aware that mistakes when choosing fields are not detected by the system. In principle, students can neither add nor amend any Corequisite Courses (SF) after this registration period. For fourth-year students, registration of Corequisite Courses(SF) are not permitted. Students who have not registered for courses shall be considered unwilling to study and will be subject to compulsory withdrawal (Article 188 of the Undergraduate Rules and Regulations).</p>
	<p><u>For students after their study abroad or temporary leave of absence</u> Please inform and register at the office if there are any corequisite courses you wish to resume study which you were registered prior to study abroad or temporary leave of absence. Students cannot register to resume the study through the web system. Addition of courses for which lotteries or adjustments were conducted will only be accepted when there is room for additional students. Those who wish to take these courses may apply at the office. When the registration procedures on the Academic Affairs Web System have been completed, print out the page of registered courses and keep it with the timetable for your records.</p> <ul style="list-style-type: none"> ● There may be restrictions on courses offered by other faculties that you can register for. Please refer to p. 40 “Registering Courses Offered at Other Faculties and Campuses” for further information. ● Before registering for courses, check the bulletin boards and website carefully, since the course timetable may have changed, a course may impose new restrictions on the eligibility of students, or a new course may become available. ● Attend all classes you have registered and classes you are likely to add until the results of the course registration have been announced. ● No credits will be given for a course that has not been registered.
April 19(Fri.) 14:00	<p>Announcement of the Results of Adjustments to the Number of Registered Students on Courses The number of students may be adjusted when many students have registered for the same course. The results of the adjustments will be announced on the bulletin boards on Hiyoshi Campus (only for courses offered at Hiyoshi Campus). You can also check the results on the <i>For Keio Students</i> website (http://www.gakuji.keio.ac.jp/en/index.html) on Friday, April 19 after 14:00.</p> <p>If students wish to add another course in place of courses they are not able to take as a result of the adjustments, read through the announcement to find courses which allow additional registration and class attendance. If the course requires the permission of the lecturer or the research institute, check the notes written in the announcement and obtain permission immediately. Students should attend classes they intend to add until the beginning of the registration amendment period in the middle of May. Each faculty will handle additional registration separately.</p>
April 13(Sat.)– Early May	<p>Course Registration Confirmation Period After completing the course registration and the results of the course registration adjustments (only for applicable courses) have been announced, all students must confirm the courses which they have registered on the Academic Affairs Web System.</p> <p>The confirmation screen will be viewable from April 13 (Sat.) at 15:00 (tentative)</p> <ul style="list-style-type: none"> ● Students can check the courses they have registered. If a course adjustment and/or error appears, there are cases when your registration may not have been accepted. <p>Results for course adjustment reflected on the system: April 20 (Sat.) at 8:30 (tentative)</p> <ul style="list-style-type: none"> ● If students are not chosen in the lottery, “Not Permitted” will appear on the screen. <p>Registration error display: April 25 (Thu.) at 9:00 (tentative)</p> <ul style="list-style-type: none"> ● If there are any registration errors, an alert will appear on the screen prompting students to make the correction. Please pay close attention and follow the instructions. <p>The university will not take any responsibility for negative consequences resulting from carelessness on the part of the student in confirming their registration details (such as failure to add an alternative course in place of the course that the student is not allowed to take as a result of the course registration adjustments).</p>
May 7(Tue.) 10:00– May 8(Wed.) –16:45	<p>Course Registration Amendment Period for Spring Semester (applicable students only): bring a list of registered courses and, if applicable, a permission letter from the lecturer or research institute offering the course. Where to make changes: Faculty of Economics counter at the Office of Student Services</p> <p>Applicable students: Students instructed to amend the registered courses by the Office of Student Services and students who are not able to take a course as a result of a lottery.</p> <p>Required documents: Student ID card, Course Registration Confirmation Sheet (mailed to you if amendments are necessary. A printout of the confirmation screen is also accepted), and Approval for Registration issued by the research institute (only for courses that require a permission).</p> <p>These students may amend courses as instructed by the Office of Student Services, or add courses equivalent to the number of credits they were rejected to take as a result of the lottery.</p> <p>However, if a course is labelled “Not Permitted” due to improper registration, it will not be regarded as rejected course registration in the lottery. Amendment can only be done at the office. You cannot do this procedure online.</p> <p><u>Important points for amending course registration for the Spring Semester</u></p> <ol style="list-style-type: none"> (1) If there is a notification about a mistake in the registration, please make the correction within the designated period. (2) Student cannot add new courses for reasons other than having been rejected course registration due to the results of a lottery, even if the number of credits for the courses are below the course registration limit. (3) Courses students can add due to not being selected by the lottery. <ol style="list-style-type: none"> Of the Following ①–⑤ courses that do not have restrictions or lotteries ① Elective courses of Foundation Courses Category ② Mandatory Elective Courses of Introductory Subjects in Major Subjects Courses Category ③ Core Courses of Major Subjects Courses Category ④ Advanced Courses of Major Subjects Courses Category ⑤ Courses in the same field as the course for which students were rejected registration in the lottery (“不許可”), which allows additional registration

Date	Necessary procedures and things to check	
May 15(Wed.) 10:00- May 16(Thu.) -16:45	<p>■ Registration Cancellation Period (first half of Spring Semester) Students can still cancel courses they have registered. Please refer to the section on the right. Those who wish to cancel may do so from the Academic Affairs Web System. Courses which have been approved for cancelling will be deleted on May 18 (Sat).</p>	<p>Important points for cancelling Spring Semester courses</p> <p>A. Courses that can be cancelled Of the following courses, those for which the conditions outlined in B below do not apply. Cancellation period for the first half of the Spring Semester: Spring, Corequisite (SF), and first half of the Spring Semester courses Cancellation period for the second half of the Spring Semester: only courses offered in the second half of the Spring Semester</p> <p>B. Courses that cannot be cancelled</p> <ol style="list-style-type: none"> 1. Mandatory courses 2. Courses that are listed in “Courses for which Course Cancellation Is Not Possible” on p. 44 3. Courses for which the cancellation will affect the requirements for advancement/graduation <p>C. For intensive courses, cancellations are possible until one day after the first class (excluding holidays) at the Office of Student Services.</p> <p>D. Students must check the Academic Affairs Web System within the period on the left for courses approved for cancellation.</p>
June 24(Mon.) 10:00- June 25(Tue.) -16:45	<p>■ Registration Cancellation Period (second half of Spring Semester) Students can still cancel courses they have registered. Please refer to the section on the right. Those who wish to cancel may do so from the Academic Affairs Web System. Courses which have been approved for cancelling will be deleted on June 27 (Thu).</p>	
September 23(Mon.)	<p>■ First Day of Fall Semester Courses Regular classes begin. Unlike Hiyoshi campus, course guidance sessions are not offered at Mita Campus. There are several days of Academic Advising Day. See the <i>For Keio Students</i> website for the exact date and time. Questions and consultations regarding courses at Hiyoshi Campus and the course certification form are accepted by PEARL Academic Director(Hiyoshi). For further information about the timetable for interviews in September, please check the Faculty of Economics bulletin board at Hiyoshi Campus. With regard to courses offered by Keio research institutes, see the syllabi and the bulletin boards of the respective institutes.</p>	
September 26(Thu.) 13:00 ~October 1(Tue.) 11:00	<p>Course Registration Period for the Fall Semester Using the Academic Affairs Web System, students must register for <u>all</u> of the courses they will take in Fall Semester, including mandatory courses and foreign language courses they failed to pass, as well as corequisite courses(FS). Carefully check credit acquisition status by referring to the Grade Report from the Spring Semester and the credit check sheet at the end of this guide, and register for sufficient number of courses.</p> <p>IMPORTANT: Students <u>must</u> check that there are no errors in registered courses and fields (especially in Column B) after completing the registration. Please be aware that mistakes when choosing fields are not detected by the system. In principle, students can neither add nor amend any Corequisite Courses (FS) after this registration period.</p> <p>Students who have not registered for courses shall be considered unwilling to study and will be subject to compulsory withdrawal (Article 188 of the Undergraduate Rules and Regulations). Please check carefully that there are no mistakes and that the number of courses and/or fields is sufficient. Adding courses afterwards is not permitted. After course registration, print out the page of registered courses and safely keep it with the timetable for your reference.</p> <p>*There may be registration restrictions on courses offered by other faculties. Please refer to p. 40 “Registering Courses Offered at other Faculties and Campuses.”</p> <p><u>For students after their study abroad or temporary leave of absence</u> Please inform and register at the office if there are any corequisite courses you wish to resume study which you were registered prior to study abroad or temporary leave of absence. Students cannot register to resume the study through the web system. Addition of courses for which lotteries or adjustments were conducted will only be accepted when there is room for additional students. Those who wish to take these courses may apply at the office.</p> <p>Important points for Fall Semester course registration</p> <p>A. Courses which cannot be registered in Fall Semester</p> <ol style="list-style-type: none"> ①Corequisite Courses (SF) ②Spring Semester Courses ③Courses for which you were rejected registration in the lotteries or adjustments ④Courses offered by some of the research institutes <p>B. Courses that can only be cancelled</p> <ol style="list-style-type: none"> ①Courses offered in Hiyoshi Campus ②Courses offered by Faculty of Letter in Mita Campus 	
October 2(Wed.)~	<p>Course Registration Confirmation Period After completing the course registration and the results of the course registration adjustments (only for applicable courses) have been announced, all students must confirm the courses for which they have registered on the Academic Affairs Web System. The university will not take any responsibility for negative consequences resulting from carelessness on the part of the student in confirming their registration details (such as failure to add an alternative course in place of the course that the student is not allowed to take as a result of the course registration adjustments).</p>	

Date	Necessary procedures and things to check	
October 15(Tue.) ~16(Wed.)	<p>Course Registration Amendment Period for Fall Semester (applicable students only): bring a list of registered courses and, if applicable, a permission letter from the lecturer or research institute offering the course. Where to make changes: Faculty of Economics counter at the Office of Student Services Applicable students: Students instructed to amend the registered courses by the Office of Student Services. Required documents: Student ID card, Course Registration Confirmation Sheet (mailed to you if amendments are necessary. A printout of the confirmation screen is also accepted), and Approval for Registration issued by the research institute (only for courses that require a permit).</p> <p><u>Important points for amending course registration for the Fall Semester</u> (1) If there is a notification about a mistake in the registration, please make the correction within the designated period. (2) Students cannot add new courses for reasons other than having been rejected Course registration due to the results of a lottery, even if the number of credits for the courses are below the credit limit.</p>	
October 24(Thu.) 10:00 ~25(Fri.) 16:45	<p>■ Registration Cancellation Period (first half of Fall Semester) Students can still cancel courses they have registered. Please refer to the section on the right. Those who wish to cancel a registered course may do so from the Academic Affairs Web System. Courses which have been approved for cancelling will be deleted on October 26 (Sat.).</p>	<p>Important points for cancelling Fall Semester courses A. Courses that can be cancelled Of the following courses, those for which the conditions outlined in B below do not apply. Cancellation period for the first half of the Fall Semester: courses offered during the Fall Semester, Corequisite (FS), and first half of the fall semester Cancellation period for the second half of the Fall Semester: only courses offered in the second half of the Fall Semester</p>
December 12(Thu.) 10:00 ~13(Fri.) 16:45	<p>■ Registration Cancellation Period (second half of Fall Semester) Students can still cancel courses they have registered. Please refer to the section on the right. Those who wish to cancel may do so from the Academic Affairs Web System. Courses which have been approved for cancelling will be deleted on December 14 (Sat.).</p>	<p>B. Courses that cannot be cancelled 1. Mandatory courses 2. Courses that are listed in “Courses for which Course Cancellation is not possible” on p. 44 C. For intensive courses, cancellations are possible until one day after the first class (excluding holidays) at the Office of Student Services. D. Students must check the Academic Affairs Web System within the period on the left for courses approved for cancelled.</p>

5 Course Registration Number, Field, Column A and Column B

(1) Course Registration Number

The 5-digit number listed for each course in the timetable is required to register courses. Make sure to check the numbers as well as the names of the courses and lecturers.

However, in the case of courses offered jointly by the Faculty of Economics and other faculties, research institutes, and centers, each organization uses their own registration numbers, **students must use the timetable to check the Faculty of Economics' registration number.**

In the case of intensive courses or experiments for which classes are held across multiple days and periods, all of the periods will be automatically registered by entering the registration number shown for one of the days or periods.

(2) Field

This is the classification depending on the type of course, as set out under the Undergraduate Faculty Rules and Regulations (see "6 Course List" at the end of this guidebook for details).

By registering the Course registration number listed for courses on the Faculty of Economics timetable, the field will be registered automatically.

However, if you take a course offered by another faculty, if a course allows you to select multiple fields, or if the course falls under the conditions in the table below, you must select Column B and register the field yourself.

(3) Column B

This contains the two-digit number necessary to designate the field for certain courses. You need to make this selection when registering courses that are held jointly with other faculties or when multiple fields can be selected. **This is very important in order to ensure you have registered the correct course. Check the table below carefully and make the registration in the correct column. You cannot make changes after registration is confirmed. Please also check "4 Registering Courses Offered at Other Faculties and Campuses" under "4 Notes on Taking Courses" if you plan to take a course offered by a different faculty.**

⟨Courses for which the field is automatically registered simply by entering the registration number(registered in "Column A"; most courses are registered in this way)⟩

Column A	Courses taught in English and Research Seminar offered by the Faculty of Economics in years 1-4(Mita and Hiyoshi)(including Related Courses offered by the Faculty of Economics)
	Courses taught in English that are offered by the various research institutes and centers and have been listed on the Faculty of Economics timetable(Institute of Physical Education, International Center, and Center for Global Interdisciplinary Courses).

⟨Courses for which you must select the registration number and the field in "Column B"⟩

	Course type	Column B	Field
Column B	Major courses conducted in English offered by other faculties	51	Related Courses
	Faculty of Business and Commerce research seminar(third year)	52	
	Faculty of Business and Commerce and Faculty of Science and Technology research seminar(fourth year)	53	
	Faculty of Letters, Faculty of Law, Faculty of Policy Management, and Faculty of Environment and Information Studies research seminar(third year)	54	
	Faculty of Letters, Faculty of Law, Faculty of Policy Management, and Faculty of Environment and Information Studies research seminar(fourth year)	55	
	<ul style="list-style-type: none"> • Courses conducted in Japanese except Research Seminar offered by Faculty of Economics • Courses that the student has already taken and passed • General Education Courses offered by other faculties • Major Subjects Courses offered by other faculties which can be registered only as Optional Courses • The Keio Institute of Cultural and Linguistic Studies, Institute of Oriental Classics(Shido Bunko), Fukuza-wa Memorial Center for Modern Japanese Studies, Health Center, Art Center, Keio Research Center for Foreign Language Education, Keio Research Center for Liberal Arts, Global Research Institute, and Student Affairs Center • Open courses offered by the Institute for Journalism, Media & Communication Studies taken by students other than research students affiliated to this institute • Courses offered by the Institute for Journalism, Media & Communication Studies taken by research students affiliated to this institute within their course credit registration limit • Courses offered by the Teacher Training Center taken by students other than those registered for the Teacher Training Course • Courses offered by the Teacher Training Center taken by students registered for the Teacher Training Course within their course credit registration limit 	91	Optional Courses
	Courses offered by the Institute for Journalism, Media & Communication Studies(for students who are registered with the institute).	Refer to the page "5 Taking Courses Offered by Research Institutes and Center" under "4 Notes on Taking Courses."	
Courses offered by the Teacher Training Center(for students who are registered with the center).			

6 Taking Courses Offered by Tokyo Institute of Technology

Note: For PEARL students, only courses conducted in English count towards graduation requirement

Students can take courses offered by Tokyo Institute of Technology (TITECH) as Related Courses, for up to a maximum of 30 credits.

However, in the case that a student has transferred credits earned at an overseas university to Keio, the maximum number of transferred credits that can count towards graduation including those credits obtained at overseas universities and Tokyo Institute of Technology will be 60 (courses applied for in excess of this number will be treated as Optional Courses).

For details, please ask at the Faculty of Economics section at the Office of Student Services.

(1) Procedure for taking courses offered by Tokyo Institute of Technology

1. Pick up an Inter-University Exchange Student Course Registration Sheet from the Faculty of Economics Section at the Office of Student Services after September 24 (for the Spring Semester, after April 1).
2. Receive a seal of approval from the course lecturer at Tokyo Institute of Technology on the first day of class.
3. Have an interview with the Academic Advisor for PEARL, receive a seal of approval on the Inter-University Exchange Student Course Registration Sheet, and submit it to the Faculty of Economics section at the Office of Student Services.

(2) Course registration

Submit the Inter-University Exchange Student Course Registration Sheet within the course registration period for the semester in which the course is to be held (for further information about the registration period, please check the handouts). If you wish to register for courses offered during the second and fourth quarters at Tokyo Institute of Technology, apply beforehand at the Faculty of Economics Section in the Office of Student Services within the course registration period. Course registration will be carried out by the Office of Student Services, so there is no need to carry out course registration on the Academic Affairs Web System. In addition, please pay attention to the time needed for commuting.

(3) Student ID card by TITECH

Always carry your student ID card when attending classes at Tokyo Institute of Technology. Also make sure to carry your student ID card with you when sitting semester-end examinations (temporary ID cards cannot be issued, so you will not be able to sit examinations without your student ID card).

(4) Cancellation of course registration at Tokyo Institute of Technology

Courses offered at Tokyo Institute of Technology cannot be cancelled including the provisional registrations for the Second and Fourth quarters.

Please notify the Faculty of Economics Section in the Office of Student Services immediately in case a Student fails to obtain permission from the course lecturer.

3 Types of Courses Offered and Credits

Note: For PEARL students, only courses conducted in English count towards graduation requirement

The following types of courses are offered to third- and fourth-year students in the Academic Year (SF) 2019.

1 General Education Courses

- (1) Students can take courses offered at Hiyoshi Campus. However, there are several courses that require students to carry out additional procedures during the first class, so please pay close attention to the course syllabus and bulletin boards on Hiyoshi Campus.
If there is a large number of students applying for a course, course restrictions (lotteries) will be implemented for all course applicants, including third- and fourth-year students. If a student is rejected as a result of course restrictions, the student will be permitted to add courses from those available for additional applications in the General Education category (students can select the types of courses) during the course registration amendment period. However, changes and cancellations of other courses because of this lottery will not be accepted.
- (2) In case of the General Education category offered by other faculties, if the courses are offered jointly with the Faculty of Economics, please use the registration number listed on the Faculty of Economics timetable for course registration (please be careful because the timetables and registration numbers differ from faculty to faculty). When a General Education Course of another faculty, is not jointly offered with Faculty of Economics it cannot be taken as a course in the General Education category, but it may still be taken as an Optional Course with the approval of the course lecturer.
- (3) Courses in the General Education category can still be taken in the third and fourth years, and for this reason, they are included in the course registration limit, even if a student has not earned necessary credits to graduate.

2 Foundation Courses

- (1) If you have yet to take the Mandatory or Elective courses offered at Hiyoshi Campus in the Foundation Courses category, please carry out course registration after reading "2 Retaking Remaining Courses at Hiyoshi" under "4 Notes on Taking Courses."
- (2) It is possible for the third- and fourth-year students to take Elective courses offered at Hiyoshi in the Foundation Courses category, but there are times when the allocated year group will be given priority for registration as a result of the class quota being reached.

3 Foreign Language Courses

(1) Registering Foreign Language Courses

Please register in accordance with the information provided in the following table.

	Courses not yet passed	Minimum required credits	How to register
Mandatory	English Academic Skills 1	2 credits	Passed
	German / French / Chinese / Spanish / Japanese	6 credits	Passed
Mandatory Elective	(1)English Student has not taken English Academic Skills 2	2 credits	Register for designated class.
	(2)Other languages Student has taken 2 credits	4 credits	Register for 4 A/B
	Student has not taken any credits		
Total credits required for graduation		14 credits	

● Changing languages as part of Foreign Languages 2 (Mandatory Elective)

If you wish to take a language different from the language you studied up until the previous academic year, you must consult the PEARL Academic Director for Hiyoshi Campus.

(2) Registering Mandatory Elective courses

Please register within the course registration period by yourself.

(3) For students who have satisfied the required credits for the Foreign Language courses but wish to take more courses

Note: For PEARL students, only courses conducted in English count towards graduation requirement

Courses you wish to add	Registration methods
Foreign Languages (Mandatory Elective) offered by the Faculty of Economics	Please register within the course registration period by yourself. Note: courses that were taken and passed in the past are treated as Optional Courses.
Foreign Languages for all faculties	Please refer to the “Foreign Language Course Registration Guide for All Faculties” (http://www.gakuji.keio.ac.jp/academic/rishu/index.html). In the first class, receive verbal permission from the lecturer in charge and then report the registration. PEARL student must register those courses as optional course [60–30–51]
Courses offered by the Keio Institute of Cultural and Linguistic Studies	Please register through the Academic Affairs Web System. PEARL students must register for those courses as optional course [60–30–51]
Courses offered by the Keio Research Center for Foreign Language Education	<u>Note: All credits will be counted in optional course</u> Please refer to the “Research Center for Foreign Language Education AY 2019 Course Registration Guide and Course Descriptions.”

4 Major Subjects Courses

(1) Introductory Subjects

- i) If you have yet to earn credits in Mandatory courses in the Major Subjects Courses (Introductory Subjects) offered at Hiyoshi Campus, please check “2 Retaking Remaining Courses at Hiyoshi” under “4 Notes on Taking Courses” and register for the courses.
- ii) You can also choose to take Mandatory Elective courses in the Major Subjects Courses (Introductory Subjects) offered at Hiyoshi, but students in the allocated year groups may be given priority depending on whether or not the course has reached class quota.
- iii) Mandatory Elective courses offered in the second year
You can count 16 credits from the Major Subjects Courses (no breakdown is specified) as part of the credits required to advance to the fourth year.

(2) Core Courses

You are required to choose courses from 3 or more fields among the 10 “A-J fields” (you must earn 4 credits or more from at least three fields) and earn minimum of 12 credits in total.

If multiple courses are held under the same name, only one of them can be counted in the Major Subjects Course category. When taking multiple courses with a same course title, please register one course as a Core Course and the others as Optional Course. You cannot change the type (field) of a registered course afterwards.

(3) Advanced Courses

The lottery courses conducted in Japanese, Research Seminar courses, Independent Research Project courses, and some courses of the Professional Career Programme (PCP) will only be open to students who were selected through a lottery or other kind of selection process.

Courses on the Course List on p. 48 shows all the courses offered in the Academic Year (SF) 2019. Not all the courses listed in the Course List are to be offered in every Academic Year (SF). Credits obtained from courses that were not offered in present academic year remain valid.

As a general rule, one course is worth 2 credits. However, students must take note that “Seminar in Special Topics” is worth 1 credit per a course.

i) In principle, students cannot register multiple courses under the same name to be counted in the same category. However, in the case of “Reading Course in Foreign Languages” and “Seminar in Special Topics”, students can register two or more of those courses and include them in Major Subjects Courses Category. Maximum of 8 credits from “Reading Course in Foreign Languages” and 4 credits from “Seminar in Special Topics” can be included in the 68 credits required in Major Subjects Courses Category. Excess credits will be counted in Graduation Requirements Credit.

Also note that multiple “Reading Course in Foreign Languages” can be registered in Major Subjects Courses Category only when the languages that are studied in the course differ from one another.

ii) You can also take courses offered at Hiyoshi.

iii) “Independent Study 1, 2” and “Independent Study (Seminar) 1, 2” may only be taken by students who have permission to extend their enrollment at the university.

Research Seminar *Only students who pass the selection process can take these courses.

- In research seminars, students study for two years under a specific faculty member, carry out research, and submit a graduation thesis. In order to register for a research seminar, students need to have passed an entry examination for their desired seminar. Course registration is carried out by the student him/herself.
- Students enrolled in their third year who are planning to repeat a year, have yet to take a research seminar, and wish to take research seminar A, B in the next academic year should go through the selection procedures for students enrolled in their second year. Information on selection process and application will be provided from the Office.
- Students who want to take a research seminar in their fourth year should ask for instructions from the individual faculty member responsible for the research seminar that the student wishes to join (there are cases when a student will not be permitted to join a research seminar in the fourth year).
- It is not allowed to take multiple research seminars offered by Faculty of Economics.

	Third year	Fourth year
Course name and number of credits	Research Seminar A, B (2 credits each)	Research Seminar C, D (2 credits each) Research Seminar (THESIS) (4 credits)
How to register	Register “Research Seminar A, B”	Register for “RESEARCH SEMINAR C, D” and “RESEARCH SEMINAR (THESIS)” offered by the same faculty member. Note that the course registration number for “RESEARCH SEMINAR (THESIS)” is different from the number for “RESEARCH SEMINAR C, D”.
Taking courses for just one year-level	Even if you do not take Research Seminar during your fourth year, credits earned during the third year are still valid.	Credits earned by students who only take research seminar courses in their fourth year will also be valid.
Credit acquisition period	You will earn 4 credits at the end of the Academic Year (FS), if you took both Fall and Spring Semester courses.	When you submit and receive a pass for a graduation thesis in addition to taking the research seminar in the Fall and Spring Semesters, you will earn 8 credits at the end of the Academic Year (FS) (if you fail the graduation thesis, only 4 credits will be awarded. None of the 8 credits will be awarded if you fail to submit a graduation thesis).
Re-sitting	Only possible if a student receives a “fail” and will repeat the third year.	Only possible when a student receives a “fail” for “RESEARCH SEMINAR C, D” and “RESEARCH SEMINAR (THESIS),” and also repeat the fourth year.
Requirements		Along with the “graduation thesis,” students must also submit a graduation thesis title and summary. Submission period: mid- July Note: If your supervising faculty member gives you different instructions, please follow his or her directions. Submit to: Graduation thesis - the faculty member responsible for your research seminar Graduation thesis title and summary - Class Support System (keio.jp) Note: Follow the instructions of the supervising faculty member regarding the file format. For instructions for the thesis title and summary submission, please check: http://www.gakuji.keio.ac.jp/mita/kei/englishsoturonmanual.pdf

- In the following case, please submit the designated form by the deadline to the Faculty of Economics Section at the Office of Student Services.

Research seminar changes, cancellations and withdrawals	Form to submit	Deadline
If a student who took a research seminar in the third year wants to change research seminars in the fourth year	RESEARCH SEMINAR APPROVAL FORM (approval of the faculty member in charge is required)	The first day of course registration for the Fall Semester
If a student wants to join a research seminar from the fourth year		
If a student wishes to cancel registration of a research seminar despite passing the selection process	RESEARCH SEMINAR WITHDRAWAL FORM (approval of the faculty member in charge is required)	

Independent Research Project *Only students who pass the selection process can take these courses.

- Students do research and write a paper in one year on a topic of their choice under the guidance of a faculty member at the Faculty of Economics whose research field is related.
- Research Projects are for third- and fourth-year students and can be taken in either year. (Research Projects can be taken multiple times.)
- Students must take “INDEPENDENT RESEARCH PROJECT A, B” (2 credits each) alongside “INDEPENDENT RESEARCH PROJECT C” (result presentation; 2 credits for the whole academic year).
If you pass the selection process, the course will be automatically registered by the Office of Student Services and there is no need for students to register via the Academic Affairs Web System.
- Research Projects can be taken alongside RESEARCH SEMINAR and PCP.
- If you wish to cancel your registration despite passing the selection process, please visit the Office of Student Services before the first day of course registration.
- For further information, please inquire at the Faculty of Economics Section in Office of Student Services.

Professional Career Programme (PCP) *Only students who pass the selection process can take these courses. However, some courses can also be taken by students who are not registered for the PCP (see p. 49).

- The classes are held over a two-year period in the third and fourth years and the program provides a practical economics education in small class sizes, and as a general rule, classes are held in English.
- Courses are open to the third and fourth years and offered in Mita Campus.
- Students must earn a total of 20 credits from designated courses in the third and fourth years. Unless this requirement is satisfied, a PCP Certificate will not be awarded.
- PCP courses can be taken alongside the Research Seminar and Independent Research Project.
- Students who have passed the selection process for the current Academic Year (SF) and students who are about to start the second year of the program should all submit the prescribed forms to the Faculty of Economics Section at the Office of Student Services before the course registration starting date. You will not be able to register courses correctly if you do not submit the prescribed form before the starting date for course registration. Please make sure you keep this deadline.
- If you decide to cancel your registration despite passing the selection process, please visit the Office of Student Services before the course registration starting date.
- If you want to withdraw from the program, first obtain the approval of your coordinator and then submit a PROFESSIONAL CAREER PROGRAMME (PCP) WITHDRAWAL FORM to the Office of Student Services.
- Please see the following website for details of the PCP selection process:
<http://www.econ.keio.ac.jp/undergraduate/pcp>

(4) Related Courses

Students can register Major Subjects Courses offered by other faculties conducted in English (Ex. GPP by Faculty of Business and Commerce) as Related Courses (if you wish to take courses offered by another faculty, please read “4 Registering Courses Offered at Other Faculties and Campuses” under “4 Notes on Taking Courses” closely). You can include up to 12 credits from Related Courses as credits in the Major Subjects Courses category (excess credits are included in Graduation Requirement Credits). However, if you do not have permission to take a course or miss out the necessary procedures at the faculty offering the course, you will not be able to register the course.

- Students can take courses offered at Tokyo Institute of Technology that are conducted in English as Related Courses. For those who wish to take courses there, please refer to “6 Taking Courses Offered by Tokyo Institute of Technology” under “2 Course Registration” and follow the prescribed procedures.

5 Elective Courses**(1) Physical education courses**

If you wish to register physical education courses, please refer to the registration requirements for physical education courses (courses offered by the Institute of Physical Education) and attend the guidance sessions before registering the courses. In the event that the number of applicants exceeds the number of places available, a lottery will be held to decide who may register. If there are any problems with your application, you will not be entered into the lottery and will not be given permission to take the course.

Students can take multiple courses in the same subject (event) for “Physical Activity Course A and “B.” However, students may only take the “Lecture on Physical Education” and “Seminar on Physical Education” courses once. Please be aware when registering for courses that the following limits apply to the number of credits recognized for graduation purposes in each category: “Lecture on Physical Education” - 2 credits; “Seminar on Physical Education” - 1 credit; and “Physical Activity Courses A, B” - 2 credits. Furthermore, there is a total limit of 4 credits for these courses that can be recognized for graduation purposes.

If you were not selected for “Physical Activity Course A or “B” at Hiyoshi Campus as a result of the lottery, you may add courses during the course registration amendment period (up to the number of credits you were rejected registration in lotteries) so long as you obtain permission.

Required documents to add physical education courses

“Physical Activity Course A and “B” offered at Mita Campus: CERTIFICATE OF PERMISSION.

“Physical Activity Course A and “B” offered at Hiyoshi Campus: register at Faculty of Economics Section in Office of Student Services.

(2) Courses offered by Research Institutes and Centers

Courses offered by the International Center, Institute of Physical Education (courses taught in English only), and Global Interdisciplinary Courses (GIC) Center are available as Elective courses. Please check the registration procedures and the fields for Research Institutes and Centers in “5 Taking Courses Offered by Research Institutes and Centers” under “4 Notes on Taking Courses.”

6 Graduation Requirement Credits

Excess credits from all categories except Optional Courses category are counted towards Graduation Requirement Credits. Credits taken more than the required number of Graduation Credits in each category are included in this category. Minimum number of credits required to obtain as Graduation Requirement Credits are 16.

7 Optional Courses

Note: For PEARL Students, all courses conducted in Japanese that are not Research Seminars are Optional Courses.

- (1) Optional Courses do not count toward the required 126 credits for graduation.
- (2) Optional Courses within the course registration limit (field number [60-30-51]) are included in the credits required to advance from the third year (28 credits) and the credits required to be taken in the fourth year (12 credits). However, credits earned in courses excluded from the limit (field numbers [60-39-01], [60-39-02] and [60-39-03]) cannot be included.
- (3) **In order to take a course offered by a different faculty, please make sure to check “4 Registering Courses Offered at Other Faculties and Locations” under “4 Notes on Taking Courses.”**
- (4) In principle, students cannot register multiple courses under the same name or deemed to have the same name to be counted in the same category, including those offered by other faculties and research institutes. However, students can register courses with the same name or deemed to have the same name as Optional Courses category (see “3. Duplicate Course Registration” on p. 39).
There may be cases that such registration cannot be permitted due to the class capacity or enrollment type. For courses offered at Hiyoshi Campus, students must refer to the Faculty of Economics Course Registration Guide for Hiyoshi Campus.
- (5) For the registration methods and fields of courses offered by research institutes and centers, please refer to “5 Taking Courses Offered by Research Institutes and Centers” under “4 Notes on Taking Courses.”

4 Notes on Taking Courses

1 Corequisite Courses (“Set” courses)

These are courses that must be taken in sets of two. It is not permitted to take only one of these courses. The grades for these set courses are either S/A/B/C if you pass both or D if you fail both (It is not possible to pass one but fail the other).

Precautions for corequisite courses conducted for two semesters

For corequisite courses that span over two semesters, students will not receive a grade in the first semester. Students will receive both first and second semesters’ grades at the end of the second semester. Even if a student fails to attend the classes and examinations in the first semester, the student will not be able to cancel the course in the second semester. Until students receive their grade at the end of the second semester, the course will be treated as a tentative pass, so please be careful, especially when amending course registration. PEARL students must be extra careful with these Corequisite Courses (or “Set” courses), because when a Corequisite Course starts in the Spring Semester of their third year, the grade for the Spring Semester will only become known at the end of the Fall Semester of their fourth year, together with the grade for this course for the Fall semester their fourth year. Fourth year PEARL students cannot register for Corequisite Courses that start in the Spring Semester.

Special exception for taking corequisite courses (SF) designated by Research Seminar instructors

When designated by instructor of one’s research seminar and when the course lecturer approves, PEARL students can register to take the Fall Semester’s part of Corequisite Course (SF). When those students who have taken the Fall part of the Corequisite Course (SF) wishes to take the Spring part in the following semester, they can do so with the approval of the course lecturer. If the course is taught in Japanese, the course will be treated as Optional Course and the credits will not be counted towards graduation.

2 Retaking Remaining Courses at Hiyoshi Campus

Course Title	What courses should I choose for my timetable?	Does it count as advancement credits (28 credits in 3rd year / 12 credits in 4th year) and is it included in the courses registration limits?
Statistics 1 / 2	Please check the Hiyoshi timetable	No
Introduction to the Japanese Economy / Historical Perspectives in Economic Analysis		
Elementary Macroeconomics 1 / 2 Introduction to Microeconomics 1 / 2 Elementary Economic History 1 / 2		
Foreign Languages (Mandatory Elective) (Academic Study Skills 2; German / French / Chinese / Spanish / Japanese 4 a, b)		Yes

3 Duplicate Course Registration

(1) Prohibited registration

- A. Overlapping of day and period.
- B. Multiple registration of General Education courses that are offered under the same course name, have the same content, given by the same lecturer, and in the same semester (registration in Optional Courses category is also prohibited).
- C. Passed mandatory courses and Research Seminars (registration in Optional Courses category is also prohibited).

(2) Possible registration with restrictions

In principle, multiple registration of the same course or the courses deemed to have the same name is treated as duplicate course registration and not permitted. If students wish to make such multiple registration, then the second course and onwards must be registered under Optional Courses category. However, in categories marked with “○” in the table below, multiple registration under the same category are permitted, provided that the specified conditions are met.

General Education	Foundation	Foreign Language	Major Subjects	Electives	Optional Courses
Possible (○) if the course types are different or there are different lecturers. *Not possible for biology, physics, and chemistry. *Possible (○) for General Education Seminars if the content is different, even if the lecturer is the same.	×	○ *Not possible for classes with the same (or similar) content and the same lecturer.	× *Possible (○) for Seminars in Special Topics and Independent Research Projects *Possible (○) for Reading Courses in Foreign Languages if the languages are different.	○ (Physical Activity Courses only)	○

Courses deemed to have the same course name

Faculty of Economics	Faculty of Law
International Trade A / B	International Economics I / II

- In the case of courses offered by the Faculty of Economics, if the field is different, courses with similar names will be considered different courses.
E.g., “PUBLIC FINANCE” in Advanced Courses is considered a different course to the “PUBLIC FINANCE A, B” in Core Courses.

(3) Offsetting of credits (Only for students repeating a year level / students in extended enrollment period)

Only those students repeating a year level and those in extended enrollment period who have obtained credits from a course with grade mark 「A」・「B」・「C」 in the previous academic years can offset those credits by taking the same course again. After the grade is given for retaken course, lower grade mark will be offset by higher grade mark. Credits from the course with lower grade mark is invalid and not shown on the transcript of academic record. Offsetting does not increase the number of obtained credits, it will just change the grade mark for the course in question.

※ Mandatory courses, Research Seminar, courses of the categories which allow multiple registration within the same field (see previous section: (2) *Possible registration with restrictions*), and the courses marked as S (highest grade mark), P (Pass), F (Fail), G (transferred or accredited) are excluded.

※ In case students would like to retake a course without offsetting the credits, please refer to (2) *Possible registration with restrictions*.

Application for Offsetting Credits

Application forms: Application for Offsetting Credits (prescribed form)

Distributed in the Faculty of Economics Section at the Office of Students Services

Application deadline: The end of the Course Registration Period of each semester

Submit to : The Faculty of Economics Section at the Office of Students Services

4 Registering Courses Offered at Other Faculties and Campuses

Note: For PEARL Students, all courses conducted in Japanese that are not Research Seminars are Optional Courses.

Unless they are courses with restricted registration, you can register courses offered by other faculties as shown below:

- ① Major Subjects courses offered by other faculties
→ as Related courses *Register in the relevant Column B.
- ② General Education courses and Foreign Language courses offered by other faculties
→ as Optional Courses *Register Column B. 91

However, there are cases where it is not possible to take the above courses. Please refer to the pages on the types of courses available for registration (Related Courses, Optional Courses, Foreign Language Courses). In addition, of the courses offered by another faculty, you are not permitted to add courses offered by the Faculty of Letters and those at Hiyoshi Campus in the Fall Semester.

(1) Registering for courses offered by other faculties at Mita

Obtain permission from the course lecturer (verbal permission is sufficient). For some courses, restrictions will be placed on number of students, or as when it is not permitted for students who do not belong to the faculty of the course, or when there is a need for permission from the Academic Advisor at the faculty offering the course. Please pay careful attention to the course syllabus, course registration guide, and the instructions given by the lecturer offering the course.

Please register the course in Column B following the chart on the next page, after checking the timetable of the faculty in question and the registration number for the course.

(2) Registering for courses offered by other faculties at other campuses

Same as (1) above.

However, please pay sufficient attention to travel time and make sure that these courses do not overlap with courses offered at Mita Campus. Registration may be invalidated if it is not deemed possible to travel to classes on time.

Specifically, it is not possible to register courses in consecutive periods in different campuses (e.g., Period 1 at Mita and Period 2 at Hiyoshi).

Registering courses offered at Hiyoshi will be permitted if there is a lunch break between classes (e.g., Period 2 at Hiyoshi and Period 3 at Mita), so long as students ensure that they will be able to travel to the next class on time. Be aware that information on courses of other faculty / compus are only available on their bulletin board.

(3) Common notes on registering courses offered at other faculties and campuses

A. Receive permission from the course lecturer (verbal permission is sufficient). For courses in the second half of the semester, please register for the courses within the course registration period even if it is not possible to obtain permission from the course lecturer in advance. If you attend the first class of those courses and the course lecturer does not grant you permission to take the course, please make sure to cancel the course during the cancellation period.

B. You may take Research Seminars offered by other faculties as Related Courses, regardless of language of instruction. In addition, registration of these may overlap with "Research Seminar" offered by the Faculty of Economics, but you cannot take multiple Research Seminars offered by other faculties in the same year and the semester (not even as Optional Courses).

Note: "SEMINAR IN HUMANITIES" and "SEMINAR IN NATURAL SCIENCE" offered by the Faculty of Law are General Education courses. Please take these as an Optional Course.

C. The following courses cannot be taken as a Related Course, even if it is a Major Subject offered by other faculties.

- Courses taught in Japanese that are not Research Seminar.
- Courses that are jointly held with the Faculty of Economics
E.g., "International Trade A, B" cannot be registered as "International Economics I, II" which is offered by Faculty of Law.
- Courses deemed to have the same name as those already taken as Major Subjects offered by the Faculty of Economics (students may take them as Optional Courses. See list of "Courses deemed to have the same course name" under "3 Duplicate Course Registration" for details).

D. Courses offered by other faculties which are limited to students affiliated to those faculties cannot be registered (please refer to "Courses (faculties) with restricted registration for students of other faculties and graduate schools" on p. 42).

■ Registration flowchart for courses offered at other faculties

Is the course jointly held by the Faculty of Economics? *Is there any course with the same date, period, and lecturer in the timetable of Faculty of Economics?	Yes →	Register the course as a course offered by the Faculty of Economics (use the registration number written on the timetable of Faculty of Economics).																
↓ No																		
Does the course have restrictions on registration? *Please refer to the following page: http://www.gakuji.keio.ac.jp/academic/rishu/tagakubu_restriction_en.pdf	Yes →	You cannot register the course.																
↓ No																		
Have you registered the course before? Or, is the course taught in Japanese (except Research Seminar)?	Yes →	Credits will be treated as “Optional Courses(Column B91)” Register by following the directions shown on the next section.																
↓ No																		
Is the course in the Major Subject Category? *Check each faculty's registration guide and timetable	Yes →	Credits will be counted in “Related Courses(Column B51-55)”. *Some courses can only be taken as “Optional Courses(Column B91)”. Check the notices on the <i>For Keio Students</i> website or the Faculty of Economics bulletin board.																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #e0e0e0;">Categories equivalent to Major Subject Category</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">Faculty of Letters</td> <td>Specialized Subjects</td> </tr> <tr> <td>Department of Law, Faculty of Law</td> <td>Law</td> </tr> <tr> <td>Department of Political Science, Faculty of Law</td> <td>Political Science</td> </tr> <tr> <td>Faculty of Business and Commerce</td> <td>Specialized Subjects</td> </tr> <tr> <td>Faculty of Science and Technology</td> <td>Specialized Subjects</td> </tr> <tr> <td>Faculty of Policy Management, Faculty of Environment and Information Studies</td> <td>Advanced Subjects</td> </tr> <tr> <td>Faculty of Nursing and Medical Care</td> <td>Specialized Courses in Nursing</td> </tr> </tbody> </table>	Categories equivalent to Major Subject Category		Faculty of Letters	Specialized Subjects	Department of Law, Faculty of Law	Law	Department of Political Science, Faculty of Law	Political Science	Faculty of Business and Commerce	Specialized Subjects	Faculty of Science and Technology	Specialized Subjects	Faculty of Policy Management, Faculty of Environment and Information Studies	Advanced Subjects	Faculty of Nursing and Medical Care	Specialized Courses in Nursing	↓ No	
Categories equivalent to Major Subject Category																		
Faculty of Letters	Specialized Subjects																	
Department of Law, Faculty of Law	Law																	
Department of Political Science, Faculty of Law	Political Science																	
Faculty of Business and Commerce	Specialized Subjects																	
Faculty of Science and Technology	Specialized Subjects																	
Faculty of Policy Management, Faculty of Environment and Information Studies	Advanced Subjects																	
Faculty of Nursing and Medical Care	Specialized Courses in Nursing																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Credits will be treated as “Optional Courses(Column B91)”.</td> </tr> <tr> <td style="text-align: center;">Register by following the directions shown on the next section.</td> </tr> </table>			Credits will be treated as “Optional Courses(Column B91)”.	Register by following the directions shown on the next section.														
Credits will be treated as “Optional Courses(Column B91)”.																		
Register by following the directions shown on the next section.																		

■ How to register courses offered by other faculties

1. Receive verbal permission from the lecturer

(This includes a class level check. If you miss the opportunity to receive permission verbally during the first class, please register for the course and secure permission afterwards.)

2. Choose a Column B from below and register

Related courses(*1)	Column B 51	English-taught courses in the Major Subjects Courses Category that are offered at other faculties and are not applicable under Column B below.
	Column B 52	Research Seminar of the Faculty of Business and Commerce (third year)
	Column B 53	Research Seminar of the Faculty of Business and Commerce and Faculty of Science and Technology (fourth year)
	Column B 54	Research Seminar of the Faculty of Letters, Faculty of Law, Faculty of Policy Management, and Faculty of Environment and Information Studies (third year)*2
	Column B 55	Research Seminar of the Faculty of Letters, Faculty of Law, Faculty of Policy Management, and Faculty of Environment and Information Studies (fourth year)*2
Optional courses(*3)	Column B 91	Courses taught in Japanese and are not Research Seminar. Courses already taken and passed. General Education courses offered at other faculties. Major Subjects courses offered at other faculties for which registration is only permitted as an Optional Courses.

*1 For Related courses, up to 12 credits will count in credits for Major Subjects. Credits over 12 will be considered as graduation requirement credits.

*2 For Seminars I-IV offered at the Faculty of Letters, please register as follows:

Third year: I and II under Column B 54; III and IV under Column B 91.

Fourth year: I and II under Column B 91; III and IV under Column B 55.

*3 Optional courses are not included in the 126 credits required for graduation.

Courses (faculties) with restricted registration for students of other faculties and graduate schools

[Please note (applicable to all faculties and graduate schools)]

1. Students must carefully read the course registration guide and carry out the procedures required to take a subject taught at another faculty or graduate school. There may be subjects with restrictions other than those shown below. Please make sure to carefully read the corresponding subject description and syllabus.
2. Subject-related orientation and a description of restrictions may be provided at the first lecture/class. Please make sure you attend.
3. There may also be restrictions specific to year of study. Even in the case of subjects with no restrictions, conditions specific to year of study must be satisfied before subjects can be taken.
4. Some courses do not accept Fall semester registrations; please refer to syllabi and class schedules carefully.

Students must check the latest information on the following webpage:

http://www.gakuji.keio.ac.jp/en/mita/econ/courseregistration_restriction_otherfaculties.pdf

Campus	Faculty	Eligibility	Restricted courses
Mita	Faculty of Letters	From second year-level	[Students must be in the second year or above.] 1. Restricted Subjects ◆ Required language courses (courses listed as the Faculty of Letters Course Registration Guide, Chapter9) ◆ General education courses (courses listed as the Faculty of Letters Course Registration Guide, Chapter9) ◆ Graduation thesis, Graduation examination (students can take the seminars) 2. Conditionally Restricted Subjects N/A 3. Priority Subjects ◆ In the case of required courses, or courses where the number of eligible students exceeds class capacity, students in the Faculty of Letters may be given priority.
		From third year-level	[Students must be in the third year or above.] 1. Restricted Subjects ◆ Social Thought A/B ◆ Economic History of Europe and North America A/B ◆ Economic History of Japan A/B (Nakanishi) ◆ History of Economic Thought 1A/B ◆ Public Finance A/B ◆ Money, Banking, and Finance A/B ◆ Modern Capitalism A ◆ International Finance A/B (Sakuragawa) ◆ Public Economics A/B (Ozawa) ◆ Microeconomics of Economic Policy A/B ◆ Topics in Financial Markets A/B ◆ Corporate Finance A/B ◆ Science of Business Administration A/B ◆ Accounting A/B ◆ Optional required subjects in foreign languages *Language subjects which a student is allowed to take are restricted to those which are run cooperatively between the faculty where the subject is taught and the faculty to which the student belongs. (The registration number varies depending on the faculty.) ◆ Subjects set up at Tokyo Institute of Technology. 2. Conditionally Restricted Subjects ◆ PCP subjects and INDEPENDENT RESEARCH PROJECT AC *With some exceptions, these subjects are only available to those who have passed a preliminary screening. 3. Priority Subjects N/A
	Faculty of Economics	From third year-level	1. Restricted Subjects ◆ ACCOUNTING I / II, SCIENCE OF BUSINESS ADMINISTRATION I / II, MONEY AND BANKING I ◆ PRIVATE INTERNATIONAL LAW I / II ◆ ADMINISTRATIVE ORGANIZATION LAW I / II ◆ HISTORY OF ECONOMY I / II (Only students in the Faculty of Economics can register these classes.) 2. Conditionally Restricted Subjects N/A 3. Priority Subjects N/A
Faculty of Business and Commerce	Faculty of Law	From third year-level	[Students must be in the third year or above.] 1. Restricted Subjects ◆ GLOBAL LEARNING (D) ◆ INTERNSHIP ◆ INDEPENDENT STUDY (INTERNATIONAL BUSINESS) ◆ SYNTHETIC STUDY OF INNOVATION ◆ LAW AND ECONOMICS ◆ SYNTHETIC STUDY OF STRATEGY ◆ MANAGERIAL AND ACCOUNTING STUDY OF STRATEGY ◆ ARABIC A/B ◆ KOREAN (PRIMARY CLASS) A/B ◆ KOREAN (MIDDLE CLASS) A/B ◆ HISTORY OF ECONOMIC THOUGHTS I / II 2. Conditionally Restricted Subjects ◆ SPECIAL RESEARCH TOPICS IN BUSINESS AND COMMERCE (S)/(D) *These subjects are only available if there is still space on them after the draw to allot participants, and if students receive permission from the relevant faculty member/instructor in charge at the first lecture/class. Students should confirm in advance if there is space on these subjects at the Office of Student Services at Mita Campus. (Students who wish to take these subjects need to submit the prescribed approval request form with the signature and seal of the relevant faculty member/instructor in charge.) ◆ GPP subjects *With some exceptions, these subjects are only available to those who have passed a preliminary screening. 3. Priority Subjects ◆ SEMINAR ON BUSINESS-RELATED ISSUES (S)/(D). All the subjects contain “外国語演習” in their Japanese subject names *In cases where the number of students who wish to take subjects exceeds class capacity, there will be screening by the faculty member/instructor in charge. Students in the Faculty
		From third year-level	[Students must be in the third year or above.] 1. Restricted Subjects ◆ GLOBAL LEARNING (D) ◆ INTERNSHIP ◆ INDEPENDENT STUDY (INTERNATIONAL BUSINESS) ◆ SYNTHETIC STUDY OF INNOVATION ◆ LAW AND ECONOMICS ◆ SYNTHETIC STUDY OF STRATEGY ◆ MANAGERIAL AND ACCOUNTING STUDY OF STRATEGY ◆ ARABIC A/B ◆ KOREAN (PRIMARY CLASS) A/B ◆ KOREAN (MIDDLE CLASS) A/B ◆ HISTORY OF ECONOMIC THOUGHTS I / II 2. Conditionally Restricted Subjects ◆ SPECIAL RESEARCH TOPICS IN BUSINESS AND COMMERCE (S)/(D) *These subjects are only available if there is still space on them after the draw to allot participants, and if students receive permission from the relevant faculty member/instructor in charge at the first lecture/class. Students should confirm in advance if there is space on these subjects at the Office of Student Services at Mita Campus. (Students who wish to take these subjects need to submit the prescribed approval request form with the signature and seal of the relevant faculty member/instructor in charge.) ◆ GPP subjects *With some exceptions, these subjects are only available to those who have passed a preliminary screening. 3. Priority Subjects ◆ SEMINAR ON BUSINESS-RELATED ISSUES (S)/(D). All the subjects contain “外国語演習” in their Japanese subject names *In cases where the number of students who wish to take subjects exceeds class capacity, there will be screening by the faculty member/instructor in charge. Students in the Faculty

Campus	Faculty	Restricted courses
Hiyoshi	Faculty of Letters	1. Restricted Subjects (1) Required language courses (Refer to the Faculty of Letters Course Registration Guide) (2) All advanced courses ADVANCED STUDY OF HUMANITIES 1 ADVANCED STUDY OF HUMANITIES 2 ADVANCED STUDY OF SOCIAL SCIENCE 1 ADVANCED STUDY OF SOCIAL SCIENCE 2 ADVANCED STUDY OF NATURAL SCIENCE 1 ADVANCED STUDY OF NATURAL SCIENCE 2 2. Conditionally Restricted Subjects N/A 3. Priority Subjects (for first year students in the Faculty of Letters) (3) General Education seminars LIBERAL ARTS AND SCIENCES SEMINAR 1 (2 credits) LIBERAL ARTS AND SCIENCES SEMINAR 2 (2 credits)
		Faculty of Economics
	Faculty of Law	1. Restricted Subjects [DEPARTMENT OF LAW] ◆ Required Foreign Language Courses ◆ Required Social Science Courses LAW 1, LAW 2 ◆ Required Law Courses CONSTITUTIONAL LAW 1 (PRINCIPLES AND HUMAN RIGHTS), CONSTITUTIONAL LAW 2 (PRINCIPLES AND HUMAN RIGHTS), GENERAL PART OF CIVIL CODE 1, GENERAL PART OF CIVIL CODE 2, CRIMINAL LAW: GENERAL PART 1, CRIMINAL LAW: GENERAL PART 2 [DEPARTMENT OF POLITICAL SCIENCE] ◆ Required Foreign Language Courses ◆ Required Social Science Courses SOCIOLOGY, LAW, CONSTITUTIONAL LAW, PRINCIPLE OF ECONOMICS 1, PRINCIPLE OF ECONOMICS 2 ◆ Required Political Science Courses INTRODUCTION TO POLITICAL SCIENCE 2. Conditionally Restricted Subjects N/A 3. Priority Subjects In the case of courses where the number of eligible students exceeds class capacity or where classes are specified, students in the Faculty of Law may be given priority.
Faculty of Business and Commerce	Faculty of Business and Commerce	1. Restricted Subjects ◆ Basic courses, major courses, general education courses FUNDAMENTALS OF ECONOMICS 1-2 INTRODUCTION TO MANAGEMENT INTRODUCTION TO MARKETING BASIC ACCOUNTING BASIC CALCULUS FUNDAMENTALS OF STATISTICS ECONOMICS 1-2 INFORMATION LITERACY (BASIC) DIALOGUE WITH DATA: EXPLORATORY AND CONFIRMATORY DATA ANALYSIS 2. Conditionally Restricted Subjects N/A 3. Priority Subjects In the case of courses where the number of eligible students exceeds class capacity or where classes are specified, students in the Faculty of Business and Commerce may be given priority.
		School of Medicine
Faculty of Science and Technology	Faculty of Science and Technology	1. Restricted Subjects N/A 2. Conditionally Restricted Subjects ◆ Required subjects ◆ Experimental subjects (required or elective) ◆ Seminar classes (required or elective) Limited to cases where it is necessary for teacher training courses, the faculty member/instructor in charge and academic advisor may permit a student to take these subjects. 3. Priority Subjects N/A Students must submit a prescribed form to the Faculty of Science and Technology to take these subjects. Students should refer to http://www.gakuji.keio.ac.jp/hiyoshi/rikou/index.html and follow the required procedures.

Campus	Faculty	Restricted courses
Hiyoshi	Faculty of Pharmacy	1. Restricted Subjects ◆ Practical Subjects 2. Conditionally Restricted Subjects All Subjects and Seminars If students receive permission from the faculty member/instructor in charge. 3. Priority Subjects All subjects for which students in the Faculty of Pharmacy may be given priority.
		Faculty of Science and Technology
Shonan Fujisawa (including the Faculty of Nursing at Shimanomachi)	Faculty of Policy Management and Faculty of Environment and Information Studies	◆ GRADUATION PROJECT 12 ◆ PHYSICAL AND MENTAL HEALTH FOR CAMPUS LIFE ◆ PHYSICAL EDUCATION 1,2,3,4,5 ◆ SFC ENGLISH GATEWAY ◆ BASIC COURSES/Subjects of Language Communication ◆ INTENSIVE COURSES/Subjects of Language Communication ◆ STUDY ABROAD (Subjects of Language Communication) *Only Basic Courses, Intensive Courses and Study Abroad are available to register for students enrolled in Faculty of Nursing and Medical Care, Graduate School of Media and Governance and the Graduate School of Health Management. *For Malay-Indonesia Study Abroad, a lecturer in charge might allow students who are not in the Faculty of Policy Management or Faculty of Environment and Information Studies to register.
		Faculty of Nursing and Medical Care
Shanomachi	School of Medicine	N/A
Shiba-Kyoritsu	Faculty of Pharmacy	1. Restricted Subjects ◆ Practical Subjects 2. Conditionally Restricted Subjects ◆ All Subjects and Seminars If students receive permission from the faculty member/instructor in charge. 3. Priority Subjects All subjects for which students in the Faculty of Pharmacy may be given priority.

5 Taking Courses Offered by Research Institutes and Centers

Note: For PEARL students, only courses conducted in English count towards graduation requirement

PEARL students who wish to take courses offered by Keio Research Institutes and Centers should pay attention to the language of instruction for the course. If the course is conducted in Japanese, PEARL students should register the courses as Optional Courses using Column B91. If the course is conducted in English, PEARL students should refer to the following table and register the course while referring to the “Registration Field” column.

Note: if there are courses given by the same lecturer at the same period in the Faculty of Economics timetable (courses jointly held with the Faculty of Economics), register the course using the Faculty of Economics registration number (If the course is at Hiyoshi, refer to the Hiyoshi timetable.).

Institutes and Centers offering courses	Registration Field
Center for Global Interdisciplinary Courses	Credits are treated as Elective Courses
International Center ⁽¹⁾	
Keio Research Center for Foreign Language Education	Credits are treated as Optional Courses.
The Keio Institutes of Cultural and Linguistic Studies	
Fukuzawa Memorial Center for Modern Japanese Studies	
Institute of Oriental Classics	
Keio University Health Center	
Institute for Journalism, Media and Communication Studies ⁽²⁾	
Keio Research Center for Liberal Arts	
Keio University Global Research Institute	
Institute of Physical Education (courses taught in English)	
Institute of Physical Education (courses taught in Japanese)	Credits are treated as Optional Courses. *Lotteries may be conducted. Be sure to check the course registration guide.
Teacher Training Center	Credits are treated as Optional Courses
Student Affairs Center	
Keio University Art Center	Undergraduate students are not eligible

- (1) Registration of Spring/Summer schools offered by the International Center
Students who will participate in the Spring School (February-March) at a partner institution must register the course during Course Registration Period for Spring Semester.
Students who will participate in the Summer School at a partner institution must first attend the guidance session by the International Center, then register the course during Course Registration Period for Spring Semester. If the student exceeds the course registration limit, then they may be permitted to cancel other course in order to resolve the situation.

- (2) Registration of courses offered by the Institute for Journalism, Media & Communication Studies.
Please attend the designated guidance session if you are taking courses offered by the Institute for Journalism, Media & Communication Studies as a research student of this institute. You cannot take the courses for research students if you are not affiliated to this institute.

Research students at the Institute for Journalism, Media & Communication Studies who are registering courses offered by the Institute for Journalism, Media & Communication Studies in order to satisfy completion requirements can choose to either register these to be part of their credit limit or not. Courses that cause you to exceed your credit limit should be registered in Column B as 95.

If you want to register fewer courses than the limit	Column B “91” Optional Courses [60-30-51]
If you want to register more courses than the limit	Column B “95” Optional courses [60-39-01]

- (3) Registration of courses offered by the Teacher Training Center
Please attend the specified guidance session if you wish to take courses to obtain a teacher’s license. Courses offered by the Teacher Training Center and courses to obtain a teacher’s license cannot be registered unless the “Teacher Training Course Registration” has been completed.

For courses which students of the Teacher Training Center will take in order to obtain a teacher’s license, students can choose to either register these to be part of their credit limit or not. Courses that cause you to exceed your credit limit should be registered in Column B as 96.

	Classification by the faculty offering the course	Courses offered by other faculties (related to teacher’s license)	Courses offered by the Teacher Training Center	Classification at the Faculty of Economics
If you want to register fewer courses than the limit	Major Subjects taught in English	Column B “51”		Related courses [40-39-51]
	Major Subjects taught in Japanese, Non-Major Subjects	Column B “91”		Optional courses [60-30-51]
If you want to register more courses than the limit	—	Column B “96”		Optional courses [60-39-02]

7 Taking Graduate School Courses Prior to Entering Graduate School

Students enrolled in their fourth year at the Faculty of Economics may take courses offered by the graduate schools prior to entering the higher degree program. After joining a graduate school, you can apply for credits that are earned in this way to be included as “courses taken prior to joining graduate school” as part of the credits necessary to complete your master’s degree. If you want to do this, please apply in accordance with the following guidelines.

Application requirements and courses you can take

	Planned enrollment path				
	Master’s Program at the Graduate School of Economics	Master’s Program at the Graduate School of Law	Master’s Program at the Graduate School of Human Relations	Master’s program at Graduate School of Business and Commerce	Law School
Eligibility	Fourth-year students	Fourth-year students	Fourth-year students	Third-and Fourth-year Students	Third- and fourth-year PEARL students
Application requirements	The student must satisfy the master’s program primary exam exemption standard (notified separately) or pass the entrance exam.	The student must obtain permission from the course lecturer.	The student must obtain permission from the course lecturer.	The Student must obtain permission from the course lecturer.	The student should have a score of 92 or more in TOEFL (or an equivalent score in IELTS or TOEIC) and must obtain permission from the course lecturer in advance.
Courses you can take	Foundation and Major courses of the Master’s Program marked with a “○” in 「大学院先取科目」 (courses that can be taken Prior to admission) in the Graduate School of Economics Course Registration Guide.	<ul style="list-style-type: none"> ■ All courses except Civil Law and Major Public Law • Joint Seminar ■ Major in Political Science • Advanced Research • Project courses (Excluding, the “proper” Public Policy Major) 	Courses of the Master’s Program which the course lecturer has given permission.	Courses of the Master’s Program which the course lecturer has given permission.	<ul style="list-style-type: none"> • Law, Culture and Development in Asia • Introduction to Asian Law • Japanese Law (State and Citizen) • Japanese Law (Administrative Law and Regulatory Policy) • Japanese Law (Trade Law and Policy) • Japanese Law (Economy and Social Structure) • Japanese Law (Labor and Employment) • Japanese Law (Contemporary Issues) • Japanese Law in Cross-border Matters (Supported by Westlaw Japan)
Credit limit	12 credits per year	10 credits	None	None	None
Upper limit of credits certified by Graduate School	12 Credits	10 Credits	8 Credits	10 Credits	A student who earns 10 credits will be considered to meet the basic legal education requirements for application to the LL. M. program, even though his or her undergraduate degree is not in law
Grade you will receive if the course is accredited by the graduate school	G (Accredited)	G (Accredited)	G (Accredited)	G (Accredited)	G (Accredited)

Application procedures for courses offered by Graduate School of Economics

- (1) Please visit the Faculty of Economics Section at the Office of Student Services during the designated period prior to course registration in the beginning of semester, pick up and fill out an APPLICATION FOR GRADUATE SCHOOL COURSE REGISTRATION PERMIT, and submit the application. The Faculty of Economics Section at the Office of Student Services will check your eligibility and inform you of the result within a few days.
 - (2) Refer to the master’s program timetable, attend the classes for the courses you intend to register, and obtain a seal of approval from the course lecturer on your APPLICATION FOR GRADUATE SCHOOL COURSE REGISTRATION PERMIT.
 - (3) Submit the APPLICATION FOR GRADUATE SCHOOL COURSE REGISTRATION PERMIT to the Faculty of Economics Section at the Office of Student Services during the registration period.
- * For “courses taken prior to joining graduate school,” the Academic Affairs Group will proceed with the registration. You do not have to carry out a separate online course registration.
- * Your faculty will treat the credits as Optional Courses (outside the course registration limits), and these credits will not be counted towards the credits required for graduation or the 12 credits you must earn in the fourth year.
- * When a course that is offered jointly by the undergraduate faculty and master’s program is registered, please register the course using the name as offered by the master’s program. However, it is not possible to simultaneously register the course using both the undergraduate course name and graduate school course name.

Application procedures for courses offered by other graduate schools: Inquire at the Office of Student Services.

Guidance

Graduate School of Economics: None.

Graduate School of Law: None.

Graduate School of Human Relations: Wednesday, April 3, 14:30 in Room 423, South School Building, Mita Campus

*Please check the information on the *For Keio Students* website or the bulletin boards.

Graduate School of Business and Commerce: None.

Law School: Wednesday, April 3, 13:00 in Room 2B25, B1F, South Building, Mita Campus

*Please check the information on the Keio University Law School website.

1 System for Extending Period of Enrollment

If you are enrolled in the fourth year and want to remain enrolled in the following academic year (September 22, 2020 to September 21, 2021) after earning the credits required for graduation, please apply to extend your period of enrollment.

Period of Extension

1. One Year: Until the end of next Spring Semester (September 21)
2. One Semester: Until the end of next Fall Semester (March 31) *Students are expected to graduate in March.

Deadline

Early August 2020 Submit to: Faculty of Economics Section at the Office of Student Services.

Note: As part of the application, you must have an interview with your Research Seminar supervisor or the Academic Advisor for PEARL. Please check the bulletin boards and the *For Keio Students* website for the dates of the interview with the Academic Advisor for PEARL. However, interview dates with the Academic Advisor for PEARL in August are limited. Please prepare well in advance.

Application documents

- APPLICATION FOR EXTENSION OF ENROLLMENT (prescribed form; distributed at the office or downloaded from the *For Keio Students* website)

*Report and seal of confirmation of the person who carried out the interview—your Research Seminar supervisor or Academic Advisor for PEARL and the signature of the student and his or her guarantor are required.

- Study Plan (around 1 or 2 A4 pages long; free format)

*A seal of confirmation of the person who carried out the interview—your Research Seminar supervisor or Academic Advisor for PEARL is required.

Decision criteria

1. All of the graduation credit requirements have been satisfied by Academic Year (FS) in which the application is made.
2. An APPLICATION FOR EXTENSION OF ENROLLMENT with the seal of confirmation of either the Research Seminar supervisor or Academic Advisor for PEARL and the signatures of both the applicant and his or her guarantor has been submitted.
3. The reasons for extension (study plan) are deemed to be acceptable.
4. The application does not violate Article 156 Paragraph 2 of the Undergraduate Rules and Regulations. (See the bottom of this section for an excerpt.)

Notification of the decision that has been made

An official notification is scheduled to be posted to guarantors on early September. If the extension is granted, you must adhere to the rules listed in “Notes regarding the academic year for which enrollment is permitted” below.

Notes regarding the academic year for which enrollment is permitted

1. Students must observe the rules and regulations of Keio University during your enrollment.
2. Students extending their enrollment will be considered fourth-year students.
3. Students extending their enrollment must pay tuition and other necessary fees as a fourth-year student (there is no system for exemptions).
4. Students must be enrolled for at least one semester in the Academic Year (FS) in which permission for enrollment is granted. If students leave the university before completion it will be treated as a withdrawal from the university. Irrespective of the circumstances, it is not possible to graduate retroactively.
5. Students must take and pass at least two credits offered by the Faculty of Economics (excluding Mandatory courses) in the Academic Year (FS) in which permission for extension of enrollment is granted.
6. If students apply to study abroad for a period that includes the Academic Year (FS) in which permission for extension of enrollment is granted and credits earned at an overseas university are recognized upon their return to Japan as credits for a course offered by the Faculty of Economics, it is possible to count such credits in the credits required under the conditions of 5 above. However, when obtaining approval for credits earned at an overseas university, the student him/herself must have an interview with the academic advisor for PEARL and submit the required documentation to the Faculty of Economics Section at the Office of Student Services by early July (for the case of one semester extension, by early February).
7. Students who extend their period of enrollment but fail to earn at least 2 credits from courses offered by the Faculty of Economics and for whom a total of four years of enrollment has passed as of the end of the Academic Year (FS) in which the extension is granted (“four years” is calculated by adding the enrollment period during the third and fourth years to the period of extended enrollment) shall be subject to compulsory withdrawal from the university under the terms of Article 156 of the Undergraduate Rules and Regulations.
8. It is possible to apply for the period of enrollment to be re-extended, so long as this does not violate the terms of Article 156 of the Undergraduate Rules and Regulations.

Excerpt of Article 156 of the Undergraduate Rules and Regulations

Article 156 Paragraph 2 of the Undergraduate Rules and Regulations: Notwithstanding the provisions of the preceding clause, students in the Faculty of Economics, Faculty of Law, Faculty of Policy Management, and Faculty of Environment and Information Studies who have been enrolled for a total of four years in their first and second year and cannot proceed to the third year at the end of the academic year concerned and students who have been enrolled for a total of four years in their third and fourth year and cannot graduate shall be required to withdraw from the University... [The rest is omitted].

2 Graduation in March

Students who meet the graduation requirements (earned all the credits required to graduate and have been enrolled in the fourth year level for two or more semesters) may apply to graduate in March. Those who wish to apply must submit an application by the deadline below.

Note: Students who have not submitted an application will graduate in September as normal.

Students cannot graduate in March of their first semester of enrollment in the fourth year level.

Graduation period

March 2021

Application deadline

Mid-February 2021

Submit to: Faculty of Economics Section at the Office of Student Services

Application form

Application Form for Graduation in March (prescribed form)

The application form can be obtained from the Faculty of Economics Section at the Office of Student Services or downloaded from the "*For Keio Students*" website.

Treatment of those who applied to extend their period of enrollment

- Students who applied to extend their period of enrollment until the end of the Fall Semester (March 31) are deemed to have applied for graduation in March and are not required to submit the application above. If students wish to further extend their period of enrollment to September, they should submit an additional application to extend their enrollment period.
- If students who have applied to extend their enrollment period until the end of the Spring Semester (September 21) wish to shorten their period of enrollment and graduate in March, they must submit an application for March graduation.

Note

- If a student fails to earn the credits required for graduation in the relevant Fall Semester or is absent from the university at the end of the Fall Semester due to a temporary leave of absence or study abroad, the student cannot graduate in March and will automatically be considered a student who will graduate in the following September.

3 Making Proposals to the Faculty

In the continuous pursuit of improvements, the Faculty of Economics works hard to examine the education it provides. The opinions of our students are extremely valuable for this. Accordingly, please send any issues that you believe need to be examined in relation to the Faculty of Economics' educational system, such as the curriculum or teaching methods, to the e-mail address below. We cannot respond specifically to individual opinions, but the Dean of the Faculty and the Head at the Hiyoshi Campus faculties will read your opinions and refer to them when making future improvements.

Please note that e-mails can only be sent to this address from a keio.jp address belonging to a Faculty of Economics student.

E-mail: dean@faculty.econ.keio.ac.jp

1 2016 Rules Total Credits Required for Graduation

*Separate instructions will be given for the number of credits required for graduation by graduate entrants.

☐: These courses are not included in the course registration limit. (Only applicable to courses taken to make up for a shortfall in the number of credits needed to graduate.)
Underlined courses: Corequisite courses

Category	(Details)	Field	Course Title(credits)	Minimum Credits	Graduation Credits (by Category)	Graduation Requirement Credits	
General Education Courses	Type I	10-21-51	Natural Sciences/Mathematics(2 or 4)	6	20		
		10-21-52					
	Type II	10-22-51	Humanities/Social Sciences(2 or 4)	10			
	Type III	10-23-51	General Education/Related (2 or 4)				
		10-23-52	General Education/Related, General Education Seminar A/B (2 or 4)				
		10-23-53					
Foundation Courses	Mandatory	20-10-51	Statistics 1(2)	2	8		
		20-10-52	Statistics 2(2)	2			
		20-13-51	Introduction to the Japanese Economy(2)	2			
		20-13-52	Historical Perspectives in Economic Analysis (2)	2			
	Elective	20-30-51	Introduction to Calculus(2) Advanced Linear Algebra (2)				
		20-33-51	Calculus(2)/Linear Algebra(2)				
		20-35-51	Information Processing 2(2)				
Foreign Language Courses	Mandatory	Foreign Language 1	30-10-51	English Academic Skills 1(2)	2	14	
		Foreign Language 2	30-10-52	German 1, 2, 3 A(1)/B(1)	6		
			30-10-53	French 1, 2, 3 A(1)/B(1)			
			30-10-54	Chinese 1, 2, 3 A(1)/B(1)			
			30-10-55	Spanish 1, 2, 3 A(1)/B(1)			
			30-10-81	Japanese 1, 2, 3 A(1)/B(1) (for international students from outside Japan)			
			30-10-82	Intensive Japanese 1, 2, 3 A(1) (for international students from outside Japan)			
			30-10-83	Intensive Japanese 1, 2, 3 B(1) (for international students from outside Japan)			
	Mandatory Elective	Foreign Language 1	30-20-51	English Academic Skills 2(2)	2		
		Foreign Language 2	30-20-52	German 4 A(1)/B(1)	4*		
			30-20-53	French 4 A(1)/B(1)			
			30-20-54	Chinese 4 A(1)/B(1)			
			30-20-55	Spanish 4 A(1)/B(1)			
			30-20-81	Japanese 4 B(1) (for international students from outside Japan)			
			30-20-82	Intensive Japanese 7, 8, 9 A(1) (for international students from outside Japan)			
		Foreign Language 3	30-20-83	Intensive Japanese 7, 8, 9 B(1) (for international students from outside Japan)	4		
			30-21-52	German 1, 2 A(1)/B(1) Register with Column "B 07"			
			30-21-53	French 1, 2 A(1)/B(1) Register with Column "B 08"			
			30-21-54	Chinese 1, 2 A(1)/B(1) Register with Column "B 09"			
			30-21-55	Spanish 1, 2 A(1)/B(1) Register with Column "B 10"			
			30-21-81	Japanese(2) (for international students from outside Japan) Register with Column "B 11"			
			30-21-82	Intensive Japanese A(1) (for international students from outside Japan) Register with Column "B 12"			
			30-21-83	Intensive Japanese B(1) (for international students from outside Japan) Register with Column "B 13"			
		Elective	Elective A	30-30-81	Japanese 5 A(1)/B(1) (for international students from outside Japan) Register with Column "B 16"		
30-30-82	Intensive Japanese 4, 5, 6 A(1) (for international students from outside Japan)						
30-30-83	Intensive Japanese 4, 5, 6 B(1) (for international students from outside Japan)						
30-30-84	Intensive Japanese 10,11,12 A(1) (for international students from outside Japan)						
30-30-85	Intensive Japanese 10,11,12 B(1) (for international students from outside Japan)						
Major Subjects Courses	Introductory Subjects	Mandatory	40-11-53	Elementary Macroeconomics 1 (2)	2	68	
			40-11-54	Elementary Macroeconomics 2 (2)	2		
			40-14-51	Introduction to Microeconomics 1 (2)	2		
			40-14-52	Introduction to Microeconomics 2 (2)	2		
			40-14-53	Elementary Economic History 1 (2)	2		
			40-14-54	Elementary Economic History 2 (2)	2		
		Mandatory Elective	40-20-51	Economics and Environment(2) Introduction to Econometrics(2) Introduction to the History of Economic Thought 1(2) Marxian Economics 2(2) Marxian Economics 1(2) Mathematics for Economics 3(2)	4		
			40-21-51	Contemporary Social Issues 1(2) Topics on International Economics(2)			
			40-22-51	Intermediate Microeconomics 1 A(2)/B(2) Intermediate Macroeconomics 1 A(2)/B(2)			
	Core Courses	A Economic Theory	40-22-52	Econometrics A(2)/B(2) Advanced Econometrics B(2) Probability and Statistics A(2)/B(2)	12 (At least 4 from 3 fields)		
		B Econometrics and Statistics					
		C Economic History and Thought	40-22-53	History of Economic Thought 2 A(2)/B(2) History of Social Thought A(2)/B(2)			
		D Economic History	40-22-54	Economic History of Japan A(2)/B(2) Economic History of Asia A(2)/B(2)			
		E Industry and Labour	40-22-55	Labor Economics A(2)			
		F Institution and Policy	40-22-56	Money, Banking, and Finance B(2)			
		G Modern Economy	40-22-57	Contemporary Japanese Economy A(2)/B(2)			
		H International Economy	40-22-58	International Trade A(2)/B(2) International Finance B(2) Economic Development A(2)/B(2)			
		I Environment	40-22-59	Environmental Economics A(2)/B(2) Economy and Environmental Law(2)			
		J Social Issues	40-22-60	Social History A(2)/B(2)			
	Advanced Courses	Independent Research Project	40-30-51	Introduction to Artificial Intelligence A(2) Economic History(2) Topics in Economic History of Japan(2) Economics of Family and Education A(2) Lecture Series on Longevity Studies(2) Introduction to Finance A(2) Theory and Practice of Fintech B(2) EU-Japan Economic Relations(2) International Economy and Behavioural Economics A(2)/B(2) The Japanese Economy from an International Perspective(2) Globalization in Historical Perspective(2) Empirical Analysis in International Monetary Theory and Policy(2) Macroeconomics of Open Economies A(2)/B(2) Macroeconomics of European Economic Integration(2) Independent Study1(2)/2(2) Independent Study(Seminar)1(2)/2(2)			
				40-31-51			Reading Course in Foreign Languages(2) Reading Course in Foreign Languages A(2)/B(2) ⁹¹
				40-32-51			Seminar in Special Topics(2) Seminar in Special Topics A(2)/B(2) ⁹²
				40-33-52			Independent Research Project A(2)/B(2)
40-33-53				Independent Research Project C(2)			
Research Seminar				40-34-51		Research Seminar A(2) (Third year level, corequisite with B)	
				40-34-52		Research Seminar B(2) (Third year level, corequisite with A)	
				40-34-53		Research Seminar C(2) (Fourth year level, corequisite with D)	
				40-34-54		Research Seminar D(2) (Fourth year level, corequisite with C)	

Category	(Details)	Field	Course Title(credits)	Minimum Credits	Graduation Credits (by Category)	Graduation Requirement Credits
Major Subjects Courses	Advanced Courses	Research Seminar	40-34-55 Research Seminar(Thesis)(4) (Fourth year level, corequisite with C and D)		68	16
		Professional Career Program (PCP)	40-35-11 EU Competition Law(2)			
	40-35-21 Introduction to Finance(2) Advanced Finance(2) Applied Finance(2)					
	40-35-31 Public Finance(2)					
	40-35-41 AID AND DEVELOPEMENT(2)					
	40-35-51 Environmental Economic Theory(2) Environmental Economic Policy(2)					
	40-35-61 Economics of Globalization(2) Financial Management and Corporate Governance(2) Energy Economics, Environment and Policy(2)					
	40-35-91 ⁹¹ Finance, Policy and the Global Economy(2) Independent Study(2)					
	40-39-51 Major Subjects Courses offered by other faculties					
	Related Courses ⁹¹	Register with Column "B 51"	40-39-52 Research Seminar offered by Faculty of Business and Commerce(Third year level)			
		Register with Column "B 52"	40-39-53 Research Seminar offered by Faculty of Business and Commerce or Science and Technology(Fourth year level)			
		Register with Column "B 53"	40-39-54 Research Seminar offered by Faculty of Letters, Law, Policy Management or Environment and Information Studies(Third year level)			
		Register with Column "B 54"	40-39-55 Research Seminar offered by Faculty of Letters, Law, Policy Management or Environment and Information Studies(Fourth year level)			
		Register with Column "B 55"	40-39-56 Courses at Tokyo Institute of Technology(TITECH)			
		40-39-96				
Elective	Elective	50-30-51 Physical Education Lecture(2)	Max 3	Max. 4 from left		
		50-31-51 Physical Education Seminar(1)	Max 2			
		50-32-51 Physical Activity A(1)				
		50-32-52 Physical Activity B(1)				
		50-50-51 International Center /Center for Global Interdisciplinary Courses				
TOTAL				126		

Notes:

- Underlined courses are corequisite courses ("set" courses).
- Credits from mandatory (shaded) courses will not be included in the course registration limit (48 credits per academic year).

Cautions:

- ※ 1 : Maximum of 8 credits will be included in 68 credits requirement of Major Subjects Category.
Exceeding credits will be included in Graduation Requirement Credits (more than 16 credits required to graduate).
- ※ 2 : Maximum of 4 credits will be included in 68 credits requirement of Major Subjects Category.
Exceeding credits will be included in Graduation Requirement Credits (more than 16 credits required to graduate).
- ※ 3 : Open only to PCP students.
- ※ 4 : Maximum of 12 credits will be included in 68 credits requirement of Major Subjects Category.
Exceeding credits will be included in Graduation Requirement Credits (more than 16 credits required to graduate).

◆Credit List for Optional Courses

Type	(Details)	Field	Details
Optional Courses(Not counted towards graduation)	Included in the course registration limit (Can be included in the 28 credits that must be earned in the third year, and the 12 credits that must be earned in the fourth year.)	60-30-51	(Courses registered using "91" in Column B) • Courses taught in Japanese other than Research Seminar • When retaking courses obtained in previous academic years • When registering the same course more than once in the current academic year (Use "91" in Column B to register courses you do not want to count as graduation credits.) • General Education courses offered by other faculties • Courses conducted in Japanese other than Research Seminar
			(Courses registered using "95" in Column B) Courses offered by the Institute for Journalism, Media & Communication Studies taken by students of the institute outside of the course registration limit*
	Not included in the course registration limit	60-39-02	(Courses registered using "96" in Column B) Courses taken by students who have registered for Teacher Training Courses outside of the course registration limit* • Courses offered by the Teacher Training Center • Courses offered by other faculties for the purpose of obtaining a teaching license*
			Graduate school courses taken outside of the course registration limit by students planning to advance to a master's program in the Graduate School of Economics, Law, or Human Relations, or the Professional Degree Program at the Law School.

2 Course Registration Limit

The maximum number of credits that students may register in the third and fourth years respectively is **48 credits per Academic Year (FS)**, which includes the following credits for Research Seminars:

Third year: 4 credits (A and B) Fourth year: 8 credits (C, D, and graduation thesis)

(1) Courses not included in the course registration limit

- Mandatory courses marked with that are listed under "1 Total Credits Required for Graduation".
- Institute for Journalism, Media & Communication Studies courses registered by research students of the institute outside of the course registration limit.
- Courses registered by students taking Teacher Training Courses for the purposes of obtaining a teaching license, outside of the course registration limit.
- Courses offered by graduate schools that are taken while enrolled in the fourth year (see "7 Taking Graduate School Courses Prior to Joining a Graduate School" under "4 Notes on Taking Courses").

(2) Other notes

- Optional Courses registered in the field number [60-30-51] are included in the course registration limit.
- Courses students have failed to pass, are still included in the course registration limit.
- Students repeating a year can register a maximum of 48 new credits in the same year level.
- Corequisite courses that are offered both in Spring and Fall semesters: credits of Spring part is counted in Academic Year 2019-2020's limit, and Fall part in Academic Year 2020-2021's registration limit.

3 Credits Required in Third Year to Advance to the Next Year

Students must satisfy the criteria set out under both (1) and (2) below in order to advance to the fourth year.

(1) **Earn 8 credits in Foundation courses and 16 credits in Introductory Subjects in Major Subject**

(1)-i) 8 credits in Foundation courses (no breakdown specified*)

*There are no specifications regarding the breakdown of credits, so it is acceptable to earn a total of 8 credits in the Foundation Courses Category.

(Even if you do not pass the Mandatory courses it is possible to satisfy this requirement by taking Elective courses.)

Example: A student fails to pass Statistics 1 and Statistics 2, but passes Introduction to the Japanese Economy, Historical perspectives in Economic Analysis Introduction to Calculus, and Information Processing 2.

(1)-ii) 16 credits in Major Subject Introductory Subjects (no breakdown specified*)

*There are no specifications regarding the breakdown of credits, so it is acceptable to earn a total of 16 credits in the Major Subject Core Courses (even if you do not pass the Mandatory courses it is possible to satisfy this requirement by taking over 4 credits-worth of optional required courses).

Example: A student fails to pass Introduction to Microeconomics 1, but in addition to passing the other required courses (Elementary Economic History 1, Elementary Economic History 2, Introduction to Macroeconomics 1, Introduction to Macroeconomics 2 and Introduction to Microeconomics 2), he or she also earns 6 credits from the optional required courses (such as Economics and Environment, Introduction to Econometrics, and Marxian Economics 1).

(2) **Earn 28 credits in the third year from courses registered within the course registration limit**

*The following courses are also included in the 28 credits.

- Untaken Graduation Credits (by Category) for General Education and Foreign Language Courses
- Optional courses within the course registration limit (Field number [60-30-51])
- Accredited credits from courses taken while studying abroad
- (For students repeating a year) Third-year credits earned in previous academic years

■ **Courses not included in the above 28 credits**

- **Courses which are taken outside of the course registration limit (required Foundation courses, required Major Subjects Core Courses, Optional Courses from outside the course registration limit)**

E.g., even if you retake Statistics I, which you failed before, and earn the credits in the third year, it will not be included in the 28 credits.

- **Corequisite Courses (SF) students are currently taking.**

• (For students repeating a year) If you retake a course which you have already taken in the third year and received a grade of A, B, or C at that time, the course will be offset and will not be included in the 28 credits.

4 Credits Required in Fourth Year to Graduate

Students must satisfy the criteria set out under both (1) and (2) below in order to graduate.

(1) **Earn 126 credits required for graduation**

(2) **Earn 12 credits in the fourth year from courses taken within the course registration limits**

Note: The following courses are also included in 12 credits.

- Untaken Graduation Credits (by Category) for General Education and Foreign Language Courses
- Optional courses within the course registration limit (Field number [60-30-51])
- Accredited credits from courses taken while studying abroad
- (For students repeating a year) credits previously earned in fourth year-level
- **Corequisite Courses that are offered both in Spring Semester of previous Academic Year (FS) and Fall semesters.**

■ **Courses not included in the above 12 credits**

- **Courses which are not taken within the course registration limit (Required Foundation courses, required Major Subjects Core Courses, and Optional Courses outside of the course registration limit)**

E.g., even if you retake Statistics I, which you took and failed previously, and earn credits for it in the fourth year, it will not be included in the 12 credits.

• (For students repeating a year) If you retake a course which you have already taken in the fourth year and received a grade of A, B, or C at that time, the course will be offset and will not be included in the 12 credits.

2016 Rules

Checklist for Advancing to the Next Year for Third-Year Students (1/2)

Conditions for advancing to the next year: Students must be enrolled in the third year for at least two semesters, be enrolled for the Spring Semester of the academic year in question, and satisfy conditions i), ii), and iii).

i) OK if you earn at least 8 credits from below

Fill in the number of credits earned in the column below. You will satisfy the requirements if you have earned at least 8 credits in total. If you do not have enough credits, register courses from among those you have yet to check and ensure you earn at least 8 credits.

Check	Credits	Course name
Mandatory		
	2	Statistics 1
	2	Statistics 2
	2	Introduction to the Japanese Economy
	2	Historical Perspectives in Economic Analysis
Elective		
	2	Introduction to Calculus
	2	Advanced Linear Algebra
	2	Calculus
	2	Linear Algebra
	2	Information Processing 1
	2	Information Processing 2
	2	Information Processing 3
	Total	

*OK if you earn at least 8 credits even if you fail mandatory courses, you can satisfy the 8 credits by combining credits from elective courses

ii) OK if you earn at least 16 credits from below

Fill in the number of credits earned in the column below. You will satisfy the requirements if you have earned at least 16 credits in total. If you do not have enough credits, register courses from among those that you have yet to check and ensure you earn at least 16 credits.

✓	Credits	Course Title
Mandatory		
	2	Elementary Macroeconomics 1
	2	Elementary Macroeconomics 2
	2	Introduction to Microeconomics 1
	2	Introduction to Microeconomics 2
	2	Elementary Economic History 1
	2	Elementary Economic History 2
	Total i)	

Check	Credits	Course name
Mandatory Elective		
	2	Economics and Environment
	2	Introduction to Econometrics
	2	Introduction to the History of Economic Thought 1
	2	Marxian Economics 1
	2	Marxian Economics 2
	2	Mathematics for Economics 3
	2	Contemporary Social Issues 1
	2	Topics on International Economics
	Total ii)	

Even if you fail mandatory courses, you can advance to the next year if you have enough credits, including those from mandatory elective courses.

Total credits from i) and ii) = credits

*OK if the total of i) and ii) is 16 credits or more.

2016 Rules

Graduation Requirements Checklist for Fourth-Year Students(2/2)

Checklist for confirming the 126 credits needed to graduate as described in i). (Check the fields using the Grade Reports sent out in March.)

Check if these boxes meet the minimum credit requirements (/X)

Type	Graduation requirement	Field	Minimum credits	Graduation credits	Courses recognized for graduation credits: Excess credits (enter 0 if there is no excess)
General Education courses					
Type I	At least 6 credits	10-21-51 10-21-52	a <input type="checkbox"/>	/6	
Type II	At least 10 credits	10-22-51	b <input type="checkbox"/>	/10	
Type III		10-23-51 10-23-53	c <input type="checkbox"/>		
Total credits from General Education courses	At least 20 credits in total	a + b + c	I <input type="checkbox"/>	/20	Excess credits I-20 i) <input type="checkbox"/>

Foundation courses					
Statistics I	Acquire 2 credits	20-10-51	d <input type="checkbox"/>	/4	
Statistics II	Acquire 2 credits	20-10-52			
Introduction to Japanese Economy	Acquire 2 credits	20-13-51			
Historical Perspectives in Economic Analysis	Acquire 2 credits	20-13-52	e <input type="checkbox"/>	/4	
Elective courses		20-30-51 — 20-35-51	f <input type="checkbox"/>		
Total credits from Foundation courses	At least 8 credits in total	d + e	II <input type="checkbox"/>	/8	Excess credits (II+f)-8 ii) <input type="checkbox"/>

Foreign Languages courses					
Mandatory foreign languages I (English Academic Skills 1)	Acquire 2 credits	30-10-51	g <input type="checkbox"/>	/2	
Mandatory foreign languages II (German, French, Chinese, Spanish, Japanese)	At least 6 credits	20-10-52 — 30-10-83	h <input type="checkbox"/>	/6	
Mandatory elective foreign languages I (English Seminar, English Reading)	At least 2 credits	30-20-51	i <input type="checkbox"/>		
Mandatory elective foreign languages II (German, French, Chinese, Spanish, Japanese)	At least 2 credits	30-20-52 30-20-83	j <input type="checkbox"/>		
Foreign languages III *Students who change languages		30-21-52 — 30-21-83	k <input type="checkbox"/>		
Mandatory elective 6 credits Foreign Languages I+Foreign Languages II+ Foreign Languages III	At least 6 credits in total	i + j + k	l <input type="checkbox"/>	/6	Note: You cannot take only one course from i, j, and k. If including k, you must acquire at least 2 credits for i and 4 credits for k.
Elective		30-30-51 30-30-85	m <input type="checkbox"/>		
Total credits from Foreign Languages courses	At least 14 credits in total	g + h + l	III <input type="checkbox"/>	/14	Excess credits (III+m)-14 iii) <input type="checkbox"/>

Major Subjects courses					
Type B courses					
Elementary Macroeconomics I/II	Acquire 4 credits	40-11-53 40-11-54	n <input type="checkbox"/>	/4	
Elementary Microeconomics I/II	Acquire 4 credits	40-14-51 40-14-52	o <input type="checkbox"/>	/4	
Elementary Economic History I/II	Acquire 4 credits	40-14-53 40-14-54	p <input type="checkbox"/>	/4	
Mandatory elective	At least 4 credits	40-20-51 40-20-52	q <input type="checkbox"/>	/4	
Core subjects Advanced courses Advanced courses (reading for specific major in a foreign language) Advanced courses (seminars)	At least 12 credits (at least 4 credits per field X 3 fields)	40-22-51 A 40-22-52 B 40-22-53 C 40-22-54 D 40-22-55 E 40-22-56 F 40-22-57 G 40-22-58 H 40-22-59 I 40-22-60 J	r <input type="checkbox"/>	/12 (at least 3 fields)	
Advanced courses		40-30-51 40-33-52 40-35-91	s <input type="checkbox"/>		
Advanced courses (reading course in foreign languages)		40-31-51	t <input type="checkbox"/>	Up to 8 credits counted as Major Subjects	t-8 iv) (only when acquiring more than 8 credits)
Advanced courses (seminars in special topics)		40-32-51	u <input type="checkbox"/>	Up to 4 credits counted as Major Subjects	u-4 v) (only when acquiring more than 4 credits)
Related courses		40-39-51 40-39-96	v <input type="checkbox"/>	Up to 12 credits counted as Major Subjects	v-12 vi) (only when acquiring more than 12 credits)
Total credits from major subject courses	At least 68 credits	n + o + p + q + r + s + t (up to 8) + (up to 4) + (up to 12)	IV <input type="checkbox"/>	/68	Excess credits IV-68 vii) <input type="checkbox"/>

Common mistakes

- Failing to acquire 68 credits in the Major Subjects courses
→ There is no harm in taking a large number of courses, so make sure you register enough courses.
- Failing to acquire enough credits in Type I or Type II General Education
→ It is not enough simply to take a lot of courses. Pay close attention to the detailed course requirements.
- Falling short by a small number of credits, etc.
→ A simple calculation mistake could leave you with regrets. Keep rechecking.

Electives (Non-specific)	Non-Physical Activity Courses 50-30-51 50-31-51	w <input type="checkbox"/>			
	Physical Activity Courses 50-32-51 50-32-52	x <input type="checkbox"/>			W (up to 3) + X (up to 2) viii)
	Courses offered by research institutes 50-50-51	y <input type="checkbox"/>			Y ix)
Graduation credit recognized courses					Excess credits V add i) to viii) <input type="checkbox"/>
Check if I(max. 20 credits), II(max. 8 credits), III(max. 14 credits), IV(max. 68 credits), and V all satisfy the number of required credits →					<input type="checkbox"/> /126

Agreement and Memorandum of Understanding on Courses Offered Jointly with Other Universities

Agreement on Student Exchange between Keio University and Tokyo Institute of Technology

Concluded: December 1, 2010

Details

Keio University and Tokyo Institute of Technology (referred to below as "both universities") hereby conclude this contract in recognition of their agreement to recognize credits obtained by students of both universities when sitting courses at the other university/graduate schools under the provisions of both universities' rules and regulations, and also with the aims of promoting exchange and cooperation between both universities by allowing their university and graduate school students to receive instruction as necessary from the other university/graduate schools, and contributing to the development of education and research at both universities.

1. Matters that need to be settled in relation to the implementation of this Agreement shall be handled through discussions between both universities, and detailed matters relating to implementation shall be listed in the "Memorandum of Understanding" attached to this Agreement.
2. No lesson fees or other fees shall be collected in relation to the implementation of this Agreement. However, this provision shall not necessarily apply in the event that special provisions are made in the Memorandum of Understanding.
3. This Agreement shall be valid for a period of two years from April 1, 2010. However, unless either university asks for the Agreement to be cancelled, the Agreement shall be automatically extended each year for a period of one year.

Supplementary Provisions

The "Agreement on Student Exchange between Keio University and Tokyo Institute of Technology" concluded on March 27, 2008 shall be cancelled as of March 31, 2010.

End

Memorandum of Understanding on Student Exchange between Keio University Faculty of Economics and Tokyo Institute of Technology School of Science, School of Engineering, and School of Bioscience and Biotechnology

Details

Keio University Faculty of Economics and Tokyo Institute of Technology School of Science, School of Engineering, and School of Bioscience and Biotechnology (referred to below as "the involved faculties") agree to implement the agreement concluded between

Keio University and Tokyo Institute of Technology on December 1, 2010 in accordance with this Memorandum of Understanding. **(Acceptance of students)**

1. When a student enrolled in the second, third or fourth year at Keio University Faculty of Economics wants to take a course offered by Tokyo Institute of Technology School of Science, School of Engineering, or School of Bioscience and Biotechnology and thereby wants to obtain credits, the student in question shall be allowed to audit the course in question. Moreover, when a student enrolled at a department of Tokyo Institute of Technology School of Science, School of Engineering, or School of Bioscience and Biotechnology wants to take a course offered by Keio University Faculty of Economics and thereby obtain credits, the student in question shall be allowed to audit the course in question.

(Identify of accepted students)

2. The identity of students accepted by the involved faculties shall be as follows: at Keio University, accepted students shall be referred to as "exchange students," and at Tokyo Institute of Technology, accepted students shall be referred to as "special auditing students."

(Number of accepted students)

3. Measures shall be taken to ensure that no large bias in the numbers of students accepted between the faculties arise in the long term.

(Scope of courses and handling of credits)

4. The courses that the involved faculties allow students to audit shall be decided through discussions between the involved faculties. However, there shall be a maximum of 30 credits applicable to courses that a single student is permitted to take during his or her enrollment, and the handling of the credits obtained shall follow the rules and regulations of the university to which the student in question is affiliated.

(Recommending students)

5. The involved faculties shall recommend students to the other university as candidates to become accepted students using the prescribed forms, and the involved faculties shall decide upon which students to accept based upon such recommendations and notify the other university.

(Notification of results)

6. The involved faculties shall grade and award credits to accepted students on the courses they take in the same way that they do for students affiliated to their own university. The involved faculties shall inform the other university of the grades and credits awarded to students at the end of the semester.

(Use of facilities)

7. Involved faculties shall permit use of facilities and equipment by accepted students as required for auditing purposes within the scope of the rules and regulations of both universities.

(Other)

8. This Memorandum of Understanding shall be effective as of April 1, 2014.

Supplementary Provisions

The "Memorandum of Understanding on Student Exchange between Keio University Faculty of Economics and Tokyo Institute of Technology School of Engineering" concluded on December 1, 2010 shall be cancelled as of March 31, 2014.

