

# Introduction to SFC

## **【 Student ID Card 】**

A Student ID Card proves that the card holder is a student at the Keio University Graduate School of Media and Governance. The ID Card is also used as a library card and membership certificate for the Student Health Care Mutual Aid Association (Gakusei Kenko Hoken Gojo Kumiai). The Student ID Card should be carried at all time, and is required for all actions taken at the office

A Student ID Card is issued as a set of three items: a printed plastic card, a registration sticker, and a card case. Affix the registration sticker to the back of the printed plastic card and keep the card inside the card case when carrying it. The same card will be used until leaving the University, such as for withdrawal, completion of the program, or withdrawal from the doctoral program after completion of course requirements, etc. Do not lend or give another student your Student ID Card.

### (1) The registration sticker

The registration sticker is renewed annually in April (or in September if advancing in September, or if the expiration date is September 21).

A new registration sticker will be sent at the end of the semester. Purchase of student commuter passes are limited to the most economical route between the closest station to the student's residence and the closest station to the school, and the details of the route must be noted on the registration sticker. If the route is found to be inaccurate, you will be prohibited from purchasing a commuter pass.

### (2) Re-issuance

Students must make an application at the Office of Academic Affairs (Academic Affairs) to re-issue their ID card when they lose, soil, or damage it or the registration sticker.

### (3) Return

Students who find their lost ID card after obtaining a replacement, as well as those who leave the University, such as for withdrawal, withdrawal from the doctoral program after completion of course requirements, etc., must return their ID card to the SFC Academic Affairs Office immediately

## **【 Payment of Academic Fees 】**

Forms required for payment will be sent to the guarantor.

Spring Semester : in early April (Payment Deadline: End of April)

Fall Semester : in early October (Payment Deadline: End of October)

Payment should be made using the enclosed forms at a bank counter (not ATM) by the specified payment deadline. The receipt (納入証明書) should be kept in safekeeping as proof of payment. Academic fees for the fall semester may be paid at the same time as the payment for the spring semester.

If payment of tuition cannot be completed by the specified deadline due to unavoidable factors, an “Application for Tuition Deferment” must be submitted by the specified deadline

Spring Semester: May 15 (tentative)

Fall Semester: November 15 (tentative)

<https://www.students.keio.ac.jp/en/com/scholarships/tuition/extension.html>

## **【 Emergency contact in the event of sudden illness or accident 】**

If an accident occurs on campus, please contact the following section. The office will take necessary measures, such as contacting family members of the student and calling medical institutions or an ambulance if necessary.

9:00 a.m. - 5:30 p.m. on weekdays:

the Student Life Section (TEL: 0466-49-3408)

other hours and on holidays:

the North Gate Security Office (TEL: 0466-47-5114)

In case of injury or sudden illness, please contact the Health Center.

9:00 a.m. - 5:00 p.m. on weekdays:

the Wellness Center (TEL: 0466-49-3411)

## 【 Accounts 】

### (1) SFC-CNS Account

- Students can access the internet and other computer networks on SFC.
- Important information will be sent to the student's email address associated with their account.

[https://www.sfc.itc.keio.ac.jp/en/top\\_sfc.html](https://www.sfc.itc.keio.ac.jp/en/top_sfc.html)

[https://www.sfc.itc.keio.ac.jp/en/computer\\_account\\_sfc.html](https://www.sfc.itc.keio.ac.jp/en/computer_account_sfc.html)

### (2) keio.jp Account

- Students can use the networks on Keio university, such as Course Registration system.
- Important information will be posted on K-Support.

## 【 Web Systems 】

### (1) K-LMS \*keio.jp account

This web system provides class support for students. It has features for distributing class materials, submitting assignments, general notifications, discussions, etc.

<https://keiouniversity.my.site.com/students/s/>

### (2) K-Support \*keio.jp account

This website provides an integrated menu of various services offered by the Keio Single Sign-On System.

**Be sure to check it regularly as it provides the latest news and important notices from the university. The university will not bear responsibility for any loss or disadvantage caused from missing important information provided on this website**

<https://keiouniversity.my.site.com/students/s/>

### (3) Keio University Student Website

This portal site provides various information for Keio University students. The latest notifications and links to various websites can be found here.

<https://www.students.keio.ac.jp/en/>

## 【 Offices 】

1. **Office of Student Services (Academic Affairs)/ Office of Student Services (Student Life)/ Office of Student Services (Career Services Section)/ Office of Student Services (International Affairs) (1F, Alpha Bldg.)**

### Office Hours

**Weekdays 9:15 a.m. - 4:50 p.m.**

\* Closed on Saturdays, Sundays, national holidays, days set forth by Keio University as holidays, and days the University offices are closed

- Course registration, Classes
- Certificates
- Scholarships and medical care benefits
- Career Development

2. **General Affairs Office/Property Administration Section/ Office of Accounting and Procurement Services (1F, Alpha Bldg.)**

### Office Hours

**Weekdays 9:00 a.m. - 5:00 p.m.**

**(Cashier service is only available from 9:30 a.m.–3:00 p.m.)**

\* Closed on Saturdays, Sundays, national holidays, days set forth by Keio University as holidays, and days the university offices are closed

- Handling Research Fund
- Reissue of bank transfer forms for payment of tuition
- Certificate of tuition fee payment (200yen)  
\* (for issuance) in Japanese: 1 day, in English: 1 week

3. **Media Center (Library)**

<https://www.lib.keio.ac.jp/en/sfc/>

### Open Hours

**Class Period: Weekdays 9:15 a.m.–11:00 p.m./Saturday 9:15 a.m.–7:00 p.m.**

**Break Period: Weekdays 9:15 a.m.–6:00 p.m./Saturday 9:15 a.m.–4:00 p.m.**

\* Closed on Sundays, national holidays(open if classes are held), Keio Founder Yukichi Fukuzawa's Birthday (January 10), campus-wide summer and winter breaks, Year-end and New Year holidays

\* Please check the Media Center Website for the latest schedule on open-day schedule.

4. Shonan Fujisawa Information Technology Center (Shonan Fujisawa KIC)  
(1F, North side of the Mu Bldg.)

<https://www.sfc.itc.keio.ac.jp/>

**Office Hours**

Weekdays 9:15 a.m. - 5:00 p.m.

**Hotline service hours**

[Class Period: Weekdays 9:15 a.m. - 6:00 p.m.](#)

[Break Period: Weekdays 9:15 a.m. - 5:30 p.m.](#)

\* Ext. 52512, Direct: 0466-49-3423

\* Email: [cns-request@sfc.keio.ac.jp](mailto:cns-request@sfc.keio.ac.jp)

- Closed on Saturdays, Sundays, national holidays, days set forth by Keio University as holidays, and days the University officers are closed
- Please check the Shonan Fujisawa Information Technology Center website for the latest schedule

5. Wellness Center/Health Center (Shonan Fujisawa Clinic) (2F, Alpha Bldg.)

<https://www.hcc.keio.ac.jp/>

**Office Hours**

Weekdays 9:00 a.m. - 5:00 p.m.

\* Closed on Saturdays, Sundays, national holidays, days set forth by Keio University as holidays, and days the University offices are closed

\* Email: [health-sfc@adst.keio.ac.jp](mailto:health-sfc@adst.keio.ac.jp)

- Health Checkup
- Prevention of Infectious Diseases

**Shonan Fujisawa Clinic**

Weekdays 9:15 a.m. - 12:00 noon / 1:00 p.m. - 4:15 p.m.

\* Please confirm the Health Center Website for consultation days by a physician.

**Consultation on Health and Student Life**

<https://counseling.sfc.keio.ac.jp/>

Weekdays 9:00 a.m. - 12:00 noon / 1:00 p.m. - 4:00 p.m.

(Depends on the day of the week)

\* TEL: 0466-49-3411

\* Email: [gakuseisoudan@sfc.keio.ac.jp](mailto:gakuseisoudan@sfc.keio.ac.jp)

\* Online and telephone consultations are also available in English

## 6. Office of Research Development and Sponsored Projects (2F, Alpha Bldg.)

### Office Hours

**Weekdays 9:15 a.m. - 4:50 p.m.**

- \* Closed on Saturdays, Sundays, national holidays, days set forth by Keio University as holidays, and days the university offices are closed
- Providing information and application support to researchers for internal and external research grants

## 7. Keio SFC Academic Society (1F, Tau Bldg.)

<http://gakkai.sfc.keio.ac.jp/>

### Office Hours

**Weekdays 9:15 a.m. - 4:50 p.m.**

- \* Closed on Saturdays, Sundays, national holidays, days set forth by Keio University as holidays, and days the University offices are closed
- \* Email: [gakkai@sfc.keio.ac.jp](mailto:gakkai@sfc.keio.ac.jp)
- Contributions Accepted for “KEIO SFC JOURNAL”, Distribution of “KEIO SFC JOURNAL” and “KEIO SFC REVIEW”
- Applications and Handling of “Research Grants”
- Registration for “Annual Meeting”

## 8. Maintenance Office (Shonan Community) (1F, Alpha Bldg.)

### Office Hours

**Weekdays 9:15 a.m. - 4:50 p.m.**

- \* Closed on Saturdays, Sundays, national holidays, days set forth by Keio University as holidays, and days the University offices are closed
- \* TEL: 0466-48-8917
- Use of Parking Lots and Lockers
- Lost & Found (\* Variables are kept at Office of Academic Affairs)

## 【 Tips 】

### ✓ **Application for Use of Classrooms and student group**

Applications should be made as below to use classrooms for class-related gatherings:

Lecture Rooms (including  $\tau$ 11 and  $\tau$ 12): the Academic Affairs Office  
(at least 1 day prior to the desired day of use)

Tau Building Gallery: the General Affairs Office

Meeting rooms in Tau Building ( $\tau$ 21·31·32):

Graduate School  $\tau$  (Tau) Building Room Reservation System

<http://tau-reservation.sfc.keio.ac.jp/>

\* Meeting rooms may be used for group research consisting of faculty members or graduate students. Undergraduate students are not allowed to use the meeting rooms alone.

### ✓ **Use of Notice Boards for topics relating to classes and research activities**

Please ask Office of Academic Affairs (Academic Affairs).

### ✓ **Off-Campus Student Activities**

Students who wish to conduct off-campus extracurricular activities, including training camps and events, will need to complete procedures through the Online System for Student Club Activities (<https://studentlife.gakuji.keio.ac.jp>) at least 4 business days before the event. If the activity involves an overnight stay, students need to apply at least 7 business days before the event. Please note that if the application form is not submitted, injuries caused by accidents that occur during extracurricular activities may not be covered by the Personal Accident Insurance for Students Pursuing Education and Research.

### ✓ **Borrowing of Equipment (long desks, signboards, folding chairs, etc.)**

Please submit an "Application for Borrowing Equipment" to the Academic Affairs Office at least 2 days prior to the event.

Because the number of available equipment is limited, there may be cases when you are not able to borrow what you need.

For class-related reasons: Office of Academic Affairs (Academic Affairs)

For Student Clubs: Office of Student Services (Student Life)

### ✓ **Posting notices/Distributing flyers**

If you would like to put up posters on campus, please bring them along with your "SFC Student Organization Registration Card" to the Student Life Section counter. If you would like to distribute flyers or leaflets, please submit a proposal and a sample flyer or leaflet to the counter by the first day of the previous month of the desired distribution date. Please check with the Student Life Section for the format of the proposal.

For class-related reasons: Office of Academic Affairs (Academic Affairs)

For Student Clubs: Office of Student Services (Student Life)

✓ **Driving on Campus**

Students are not allowed to drive on campus. If a vehicle is necessary due to unavoidable circumstances, such as for transporting materials in or out, an application 1 day prior to when the vehicle will be used on campus is required.

For class-related reasons: Office of Academic Affairs (Academic Affairs)

For Student Clubs: Office of Student Services (Student Life)

✓ **Use of Parking Lots and Lockers**

Contracts for parking lots in the campus vicinities, and lockers located in the κ (Kappa), ι (Iota), Ω (Omega) Buildings may be arranged at the Maintenance Office (Shonan Community).

Students who commute to SFC by bicycle must park in the designated parking lots which is located at the right side of the North Gate. Students who plan to park their motorcycles on campus must first register their motorcycles at the Student Life Section.

✓ **Lost & Found**

Please ask the Maintenance Office (Shonan Community). Students need to show the Student ID Card to receive something.

Variables such as wallets, smart phones, Student ID Card are kept at Office of Academic Affairs (Academic Affairs).