

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 times, 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 sticker will not be renewed annually. If your sticker is expiring, due to taking a leave of absence, studying abroad, or repeating a year, you will receive a new one with an updated expiration date before the current one expires. 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 on K-Support to re-issue their ID cards or registration stickers when they lose, soil, or damage them.

(3) Return

Students who find their lost ID cards 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 cards to the SFC Office of Student Services (Academic Affairs) immediately.

【 Payment of Academic Fees 】

From the 2024 academic year, information regarding academic fees and expenses such as their amounts and due dates can be confirmed on the Student Payment Portal "Gakuhi Navi."

Payment of academic fees and expenses can be made via a bank transfer at a bank reception counter using the transfer form downloaded from Gakuhi Navi, or via ATM or internet banking using Pay-easy, tuition fees can also be paid by direct debit.

For students who wish to pay tuition fees by account transfer, please log in to "Gakuhi Navi" and complete the registration procedure via the "Web registration for account transfer" menu during the registration period in August or February.

* If you do not have a Japanese bank account, please pay by Flywire.

How to Access "Student Payment Portal (Gakuhi Navi)"

Log in to K-Support and select "Student Payment Portal (Gakuhi Navi)" from the "Apps" menu.

The billing schedule and payment deadlines for academic fees and expenses are as follows:

Semester	Billing Schedule	Payment Deadline
Spring Semester	Mid-April	End of April
Fall Semester	Mid-October	End of October

* Bank transfer forms will not be sent out from the 2024 Fall Semester onward.

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.

<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/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

(Academic Affairs)

- Course registration, Classes
- Certificates

(Student Life)

- Scholarships, medical care benefits and student dormitories

(Career Services Section)

- Career Development

(International Affairs)

- International Students Support

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

3. Media Center (Library)

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

Open Hours

Class Period: Weekdays 9:15 a.m.-10:00 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

- 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

- Health Checkup
- Prevention of Infectious Diseases

Shonan Fujisawa Clinic

<https://www.hcc.keio.ac.jp/en/clinic/sfc-schedule.html>

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. - 5:00 p.m.

(Depends on the day of the week)

* TEL: 0466-49-3411

* Email: gakuseisoudan@sfc.keio.ac.jp

* Online consultations and consultations in English are also available

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
- 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 and Saturdays 9:00 a.m. - 4:50 p.m.

- * Closed on 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**

In principle, classrooms cannot be reserved for personal use or purposes other than classes, research, or activities of officially registered student organizations.

If you have a 予約キー, please book the facility through 施設予約システム at least one business day before the intended use.

Lecture Rooms: SFC Office of Student Services (Academic Affairs)

τ Building Lobby: Property Administration Section

τ Building Gallery: SFC Office of Student Services (Academic Affairs)

For Student Clubs wishing to use facilities for their activities, please contact the SFC Office of Student Services (Student Life).at least 1 day prior to the desired day of use.

✓ **Posting Posters or Distributing FlyersUse of Notice Boards for topics relating to classes and research activities**

For class-related materials: SFC Office of Student Services (Academic Affairs)

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

・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 1 business day prior to the desired distribution date.

https://www.students.keio.ac.jp/sfc/life/facility/files/bihin_sharyo_nyukotou_sinsei_manual.pdf

✓ **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 for 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, 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)

✓ **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 business 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**

Items whose owners are apparent, and variables such as wallets, smart phones, Student ID Card are kept at SFC Office of Student Services (Academic Affairs). Other than the above will be kept at the Maintenance Office (Shonan Community) on the first floor of the Alpha Building. Students need to show the Student ID Card to receive something.