

Chapter 1 Introduction to SFC

Accounts

Students will need a CNS or keio.jp account depending on the system they will use.

(1) CNS Account

Students must obtain a CNS account to access the internet and other computer networks on campus. Important information will be sent to the student's email address associated with their account. Students must create an account in person by the specified date after enrolling at the University. If you graduated from the Graduate School of Media and Governance Master's program and are entering the Doctoral Program, it is not necessary to apply for a CNS account again. A Student ID Card is required to create an account.

Refer to CNS GUIDE or the ITC website (http://www.sfc.itc.keio.ac.jp/en/top_sfc.html) for details on how to use CNS.

(2) Keio ID

Keio Single Sign-On System(keio.jp) authenticates you to use online services operated by Keio University safely and conveniently. Keio.jp is the general name for Keio Single Sign-On System. You need to obtain a Keio ID before you use keio.jp. We call this process "activation". If you have not yet acquired a Keio ID, activation can be done from the link on the webpage. Activation can only be done once per student. If you forget your Keio ID after activation, please bring your Student ID Card to Shonan Fujisawa ITC counter.

Web Systems

Starting from fall 2019, information posted on the Keio student website is now posted on the keio.jp portal.

Make sure that you check it regularly to receive the latest information. Depending on the system used, a CNS account or keio.jp account is required. Detailed instructions on setting up and using the systems can be found in their manuals.

(1) SFC-SFS (Site for Communication among Students, Faculty & Staff)

Overview

This system enables communication between students, faculty members, and staff; communication related to study, research and classes; and communication related to study and research plans until completion of the program.

URL: <https://vu.sfc.keio.ac.jp/sfc-sfs/index.cgi?+en>

ID/Password: CNS account/Password

Main Services Provided

- Creation of desired course schedules (My Timetable)
- Browsing of class materials for registered courses, submission of course work, sending of email to faculty members or TAs/SAs
- Setting up of profile and study goals, records of meetings with mentors
- Submitting the Master's Thesis Title Application Form/Thesis Title Amendment Form, Submitting the Master's Thesis
- Login links to various systems
 - Login to Gakuji Web System/Keio University Education Support System
 - Activation of keio.jp (acquiring Keio ID)
 - Academic record, evaluation results for advancing to the next year/completion^{*1}
 - Notification of results of Annual Health Checkup^{*1}

^{*1}: Your keio.jp login password is also required for viewing class materials etc.

- Class Improvement Survey
 - The Class Improvement Survey is conducted at the beginning of the semester using SFC-SFS. Also, at the end of the semester, the General Class Survey is conducted for all students and all faculty members to review all classes in which they were involved and provide information for future students. During the survey period, you are required to provide a response for each of the courses you registered for. The information obtained from the Class Improvement Survey each semester is used on an ongoing basis to, for example, improve teaching methods and other aspects of courses while they are ongoing, accumulate information, maintain accurate course-related statistics, and provide a valuable source of data to students. Furthermore, relevant faculty members provide responses to comments made by students, and these comments and responses are made public (only to persons associated with the university).

(2) keio.jp

Overview

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.

URL: <http://keio.jp/>

ID/Password: Keio ID/Password

Main Services Provided:

- Keio Mail (Webmail)

- Keio University Education Support System (class support). Can be logged in directly from SFC-SFS.*¹
- KOSMOS My Library (allows you to manage your library account.)
- Placement and Career Services System

*1: Acquiring a Keio ID and the login password

(3) Gakuji (Academic Affairs) Web System / Keio University Education Support System

The Gakuji Web System and the Keio University Education Support System have partially overlapping functions, but the Gakuji Web System is mainly for course registration, and the Keio University Education Support System is mainly for all other daily matters related to one's class schedule.

Login to SFC-SFS →Select [COURSE] tab →[Gakuji Web] →[Start Gakuji Web System]/[Education Support System]

By clicking on [Start Gakuji Web System], you will be asked for your ID and password for keio.jp (you can also log in with your CNS account and password).

☆Gakuji (Academic Affairs) Web System

Overview

Used for registering for courses and confirming registered courses.

Main Services Provided

- Course registration
This system allows you to select courses based on their timetable and course registration numbers and register for them. You can add, change, or delete courses as many times as necessary during the course registration period specified by the faculty, graduate school, or campus.
- Confirmation of registered courses
The system displays the list of courses that you registered for. During the registration period, please make sure to confirm that you have registered for the correct courses.
- Course Cancellation
You may cancel courses you have registered for if the course permits it. Log in to the system and take the necessary steps on the Course Cancellation Main Page during the course cancellation period.

☆Keio University Education Support System

Overview

You can confirm information on the courses you have currently registered for (including class cancellation and makeup class information), class timetables, examination schedules, and course summaries or syllabi of courses offered at other campuses. This system can also be viewed using smartphones.

Main Services Provided:

- Student Timetable (学生時間割)
You can view a variety of information related to the courses you have registered for such as course summaries and syllabi, classroom information, and class cancellations and makeup class notifications.
- Search Course Summaries, Syllabi, and Class Timetables
Printouts of class timetables are not provided, so browse the timetable via this system. By specifying your search criteria, you can browse course summaries, syllabi, and class timetables of courses offered at other campuses.
- Browse Class Cancellation and Makeup Class Notifications
Class cancellation and makeup class notifications for the courses you have registered for can be viewed on the "Timetable" page, while class cancellation and makeup class notifications for courses other than those you have registered for can be searched for here.
- Examination Schedules
Information regarding final examinations such as their schedule can be checked on this page. The "Examination Schedule" button appears only during specified browsing periods.

☆Shared Information

When you receive a notification or are being called for by the SFC Office, both systems will display a message at the upper part of the page upon logging in. Your Student ID PIN number (four digits) is always displayed on the same page, and is required for using the certificate issuing machines.

(4) Keio University Student Website

Overview

This portal site provides various information for Keio University students. The latest notifications and links to various websites can be found here. Important notices such as information regarding applications are also updated here. Please make sure to check for updates on a day-to-day basis. The university is not responsible for overlooked notifications.

URL: <http://www.students.keio.ac.jp/en/>

Main Services Provided

- Classes/Course Registration/Examinations

Postings of the Guidebook for Students of the Graduate School of Media and Governance, class timetables (PDF), syllabus search, announcement of examination schedules, etc.

- Student Life/Placement and Career Support
Office services guide, information on events and scholarships, etc.
- Other

1. Academic Affairs Office (1F, Alpha Bldg.)

The Academic Affairs Office handles notifications and applications for various certificates (those not issued from the Certificate Issuing Machines), administrative processes related to academic affairs such as course registration amendments, grades, etc., and scholarships (refer to Item 2), and job hunting consultations (refer to Item 3). Make sure that you understand and meet the deadlines and/or office hours in the application process.

【Office Hours】

Class Period: Monday through Friday, 9:15 a.m.–4:50 p.m.

Break Period: Monday through Friday, 9:15 a.m.–11:30 a.m./12:30 p.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.

(1) Student ID Number

A Student ID number is printed on the back of the Student ID Card and registration sticker. One number is assigned to each individual, making the Student ID number unique to each student. The Student ID Number is required at many different times, such as when registering for courses and submitting many different documents.

(2) 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. Description and Usage

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.

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

b. Renewal

A new registration sticker will be sent together with the grade report 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.

c. Re-issuance

Students must make an application at the SFC Academic Affairs Office to re-issue their ID card when they lose, soil, or damage it or the registration sticker. The re-issuance fee is 2,000 yen. To re-issue the ID card, students are required to submit one identification photograph (4cm high x 3cm wide, borderless, glossy finish, color, and taken in full-face view directly facing the camera, from the waist up, without headwear, against a plain background, taken in the last three months).

d. 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.

e. International Student ID

Inquiries should be directed to the Keio Co-op Store, Fujisawa Branch.

Tel: 0466-47-5300

(3) Certificates and Notifications

a. Issuance of Certificates

Certificates that are not required to be in a sealed envelope may be purchased from any of the certificate issuing machines on Keio University campuses. The machines at SFC can be found in front of the Academic Affairs Office on the first floor of

the Alpha Building. Students need their Student ID Card and four-digit PIN number to use the machines. Students' four-digit PIN number can be found through the Gakuji Web System or Keio University Education Support System by logging into SFC-SFS. The service hours of the certificate issuing machines may be found at:

<https://www.students.keio.ac.jp/en/com/procedure/certificate/issue.html>

① Certificate of Enrollment, Transcript of Academic Record, and Certificate of Expected Completion

These certificates may be obtained from the certificate issuing machines. If the certificate is required to be in a sealed envelope, please make a request at the SFC Academic Affairs Office counter (Please note that certificates purchased from certificate issuing machines cannot later be officially sealed in an envelope). Depending on the type of certificate, it may take some time to complete the issuance. The Certificate of Expected Completion can be issued from the third semester of enrollment (excluding the Study Abroad period) in the Master's Program. Doctoral students should consult with the SFC Academic Affairs Office as it depends on their progress toward degree acquisition.

② Certificate of Annual Health Check Up

Students may obtain a certificate of annual health checkup from early June until the end of the academic year (March 31) only if they have undergone the annual health checkup in April.

③ Student Travel Fare Discount Certificate (Gakuwari)

Valid for three months from the day of issue (they will become invalid when students are no longer enrolled in the University). Students should only apply for the number of certificates they need.

The annual health checkup must be completed to be eligible to obtain the discount certificate.

b. Notification of Change of Address of Student/Guarantor, Change of Guarantor, and Change of Name

Notification of change of address and phone number of guarantor, change of guarantor, and change of first or last name must be made using the designated form.

① Notification of change in the student's address and phone number etc. may be made through "Update and Confirm Your Address" on the Gakuji Web System. In principle, the change will be approved and officially registered on the Office's next working day.

For changes to the student's address, the registration sticker on the back of the Student ID Card also needs to be updated. After the new information is registered on the Gakuji Web System, the student must bring the Student ID Card to the SFC Academic Affairs Office.

② For a change of address and phone number of the guarantor, the guarantor's Certificate of Residence is required.

The guarantor's Certificate of Residence should not include their My Number. The student must bring their Student ID Card when completing the process at the SFC Academic Affairs Office.

③ The Academic Affairs Office must be promptly notified in person in the case of a change of guarantor. The guarantor must be a financially independent adult who resides in Japan, and is able to bear the responsibility for the student's academic fees and conduct. Ideally, the guarantor should be a parent, but if this is not possible, the guarantor may be a legal guardian (sibling, aunt, uncle, etc.), or the equivalent. Please note, in the case that the student is unable to have someone residing in Japan act as his/her guarantor, a person residing overseas will be acceptable. However, in this case, the contact information that the student submits as "emergency contact"—to be used as the point of contact in the event of an emergency involving the said student—must be of someone who resides in Japan. It is a requirement that his/her emergency contact must be able to be contacted quickly in the event of an emergency.

c. Payment of Academic Fees and Deferred Payments

Academic fees for currently enrolled students are paid through the bank transfer (振込み) system. Forms required for payment will be sent to the guarantor in early April for academic fees for either the spring semester only or for the entire academic year, or in early October for academic fees for the fall semester. 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.

【Payment Deadline】

Spring Semester: End of April

Fall Semester: End of October

(Academic fees for the fall semester may be paid at the same time as the payment for the spring semester.)

<Reference>

Graduate School Rules and Regulations, Article No. 133

Students who fail to pay the Tuition Fee, Facilities Fee, Experiment and Practical Training Fees, and other required fees by the specified payment deadline may be subject to compulsory withdrawal.

If payment of tuition cannot be completed by the specified deadline due to unavoidable factors, an "Application for Delay of Payment" distributed at the Student Life Section of the SFC Academic Affairs Office, must be submitted by the specified deadline. <https://www.students.keio.ac.jp/en/com/scholarships/tuition/extension.html>

- Spring Semester: May 15 (tentative)
- Fall Semester: November 15 (tentative)

If the University deems the reason for the delay to be valid, a "Notice of Approval of Tuition Deferment" will be issued.

d. Application for Use of Classrooms

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

- Lecture Rooms (including Rooms 11 and 12 of the Tau Building):
Contact the SFC Academic Affairs Office on the first floor of Alpha Building for reservation at least one day prior (excluding Saturdays, Sundays, and national holidays) to the desired day of use.
- Tau Building Gallery (Room 13):
Contact the SFC General Affairs Office property Administration Section.
- Research Rooms in Tau Building:
Apply through the Graduate School τ (Tau) Building Room Reservation System (<http://tau-reservation.sfc.keio.ac.jp/>)

In principle, use of classrooms is limited to activities related to classes and research, and activities held by the Officially Authorized Student Clubs.

e. Borrowing of Equipment

Students who wish to borrow school equipment (long desks, signboards, folding chairs, etc.) for regular curricular or extracurricular activities must submit an “Application for Borrowing Equipment” to the SFC Academic Affairs Office at least two days prior to the event. If students wish to borrow equipment for purposes other than for classes or research, they must submit a detailed plan. Please note that since the number of available equipment is limited, there may be cases when you are not able to borrow what you need.

f. Notice Boards

Approval of the SFC Academic Affairs Office is required to post notices on the Notice Boards. In principle, the Notice Board in the Alpha Building is exclusively for topics relating to classes and research activities.

g Notification of Off-Campus Student Activities

Any type of training camp, event, etc. that is to take place outside the campus requires submission of the “Notification of Off-Campus Student Activities” to the SFC Academic Affairs Office at least four days (excluding national holidays) prior to the event. Please note that there may be cases where attachment of a plan and list of participants are also required. It is important to note that if no such notification is submitted, accidents or injuries that occur during the course of off-campus activities may not be covered by the Personal Accident Insurance for Students Pursuing Education and Research.

h. 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 one day prior to when the vehicle will be used on campus is required.

- For class-related reasons: Submit to the SFC Academic Affairs Office
- For Student Clubs: Submit to the Student Life Section

i. 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, etc., may be arranged at the Maintenance Office (Shonan Community TEL:0466-48-8917) on the first floor of the A (Alpha) Building.

Students who commute to SFC by bicycle or motorcycle must park in the designated parking lots. Please refer to the campus map. Students who plan to park their motorcycles on campus must first register their motorcycles.

2. Student Life Section, Academic Affairs Office (1F, Alpha Bldg.)

【Office Hours】

Class Period: Monday through Friday, 9:15 a.m.–4:50 p.m.

Break Period: Monday through Friday, 9:15 a.m.–11:30 a.m./12:30 p.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.

(1) Scholarship Programs

Scholarship Programs are available to provide assistance to students who have difficulties in pursuing their studies due to financial reasons, or to those who demonstrate particular excellence in their studies.

Refer to the “Keio University Scholarship Guidebook” (leaflet), Notice Boards, or Keio University Student Website after entrance to the University for details on scholarships.

Scholarship Information: Distributed at the Student Life Section in the A (Alpha) Bldg.

Notice board: 1st floor lobby of the A (Alpha) Bldg.

Keio Student Website (About Scholarship Programs): <https://www.students.keio.ac.jp/en/sfc/scholarships/unique/>

(2) Student Health Insurance

(Student Health Care Mutual Aid Association/Gakusei Kenko Hoken Gojo Kumiai)

This system allows students who have paid medical expenses (amount covered by the insurance) using the health insurance card at medical institutions for illness or injury to be eligible for partial reimbursement.

The Health Insurance Guidebook (健保の手引き): <https://www.students.keio.ac.jp/en/com/life/health/>

(3) Personal Accident Insurance for Students Pursuing Education and Research

Keio University is a member of Japan Educational Exchanges and Services (JEES), and through it Keio pays for "Personal Accident Insurance for Students Pursuing Education and Research," an insurance plan that covers students who suffer physical injury from an unexpected accident in the course of their education and research. In the event of an injury during curricular or extracurricular activities, or university events, regardless of on or off campus, students should consult with the Student Life Section.

3. Career Development Program (CDP) Office, Academic Affairs Office (1F, Alpha Bldg.)

Located on the first floor of the Alpha Building, the Career Development Program (CDP) Office supports all facets of job hunting and post-completion plans. Please feel free to visit the CDP Office.

【Office Hours】

Class Period: Monday through Friday, 9:15 a.m.–4:50 p.m.

Break Period: Monday through Friday, 9:15 a.m.–11:30 a.m./12:30 p.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.

Keio Student Website (About Careers service desk): <https://www.students.keio.ac.jp/en/com/career/service/>

(1) Individual Consultation

The CDP Office offers consultation on job hunting activities and post-completion plans. All enrolled students are welcome. Tips on preparing resumes, "entry sheet" critiques, and mock interviews are also offered. Reservation is required.

(2) Career Guidance Seminars

Career Guidance seminars for job hunting and post-completion plans are held on campus as needed. Information on seminars are posted on the Notice board on the first floor lobby of the A (Alpha) Bldg. and on the website mentioned above.

(3) Job postings, job hunting experiences, alumni databases, internship information, and others

Job postings from corporations and job hunting experiences reported by senior students may be searched for anywhere on or off campus by logging into keio.jp. Job postings, job hunting events information, recruitment for civil servants and teachers, company profiles, alumni databases, etc., in printed form may be viewed in the CDP Office. Internship information is posted on the Internship Notice Board on the first floor of the Alpha Building.

(4) Distribution of "Job Hunting Guidebook" and loaning of books and other publications related to job hunting

The "Job Hunting Guidebook" published by Keio University is distributed free of charge. Books and other publications related to job hunting may be borrowed for up to one week.

(5) University Referral System

SFC has established its own University Referral System geared mainly for students doing research. This employment system utilizes the University's recommendation quota and accompanies an official recommendation letter bearing the name of the Dean of the Graduate School of Media and Governance. It has multiple benefits, such as shortening the time of selection and matching individuals to specific departments. A recommender cannot revoke their recommendation once it has been made. Please contact the CDP Office for details on target corporations, etc. The referral system schedule is posted on the website annually in December.

(6) Career Assistance for civil servant candidates

The CDP Office offers assistance to students aspiring to become civil servants in Japan in the following ways:

- Guidance for students aspiring to become civil servants; explanatory sessions for careers at ministries and agencies of the government of Japan
- Financial assistance on fees for students taking trial examinations for civil servants
- Accepts applications for permission to enroll in the Keio Institute of Law and Politics

(7) Reporting Post-Completion Plans

Students with definite plans after completion must go through Post-Completion Registration on the Placement and Career Services System by logging into keio.jp. Reporting is mandatory for all students in their final year. Based on the report, Keio University creates statistical material that is used in Japan's public investigation and various other documents. Names and other personal information will not be disclosed.

4. General Affairs Office / Property Administration Office and Accounting Office (1F, Alpha Bldg.)

【Office Hours】

Monday through Friday, 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.

(1) General Affairs Office: Receiving mails / packages and handling at the Mail Center

(Note) Refrain from sending things to the university by postal mail that are addressed personally to you or another student.

(2) Property Administration Office: Handling Research Fund

(3) Accounting Office: Cashier services, refunds for *shoshi* (証紙), reissue of bank transfer forms for payment of tuition

5. Office of Research Development and Sponsored Projects, Shonan Fujisawa Campus (1F, Tau Bldg)

Besides providing information and application support to researchers for internal and external research grants, the Office of Research Development and Sponsored Projects at Shonan Fujisawa Campus handles public relations activities, negotiation and conclusion of contract/joint research, organization and transmission of research results at the Keio Research Institute at SFC, as well as acceptance of senior and regular researchers and the appointment of project faculty members etc. The office focuses on collaboration with researchers (faculty members and visiting researchers) and organizations and institutes outside the university.

【Office Hours】

Monday through Friday, 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.

*Please make inquiries relating to academics such as classes, theses, and scholarships at the Academic Affairs Office (first floor of the Alpha Building).

(1) Providing information and application support for internal and external research grants

Some of the main research grant programs available to graduate students are the following:

External: Grant-in-Aid for The Japan Society for the Promotion of Science Fellows, research grant programs by private foundations, etc.

Internal: Taikichiro Mori Memorial Research Fund, Graduate School Doctoral Student Aid Program

Information is provided through the mailing list for graduate students and the internal website of the Keio Research Institute at SFC, and also posted on the notice board on the first floor of the Tau Bldg. As the application process is subject to change each year, students should always keep up to date on the latest information.

Inquiries may be sent to : info-kri@sfc.keio.ac.jp

Keio Research Institute at SFC : <https://internal.kri.sfc.keio.ac.jp/>

(2) Reservation of meeting rooms and borrowing of equipment

a. Meeting rooms in Tau Building (T21, 31 and 32)

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. Please make reservations through the Graduate School τ (Tau) Building Room Reservation System. Please note that the rooms cannot be reserved or used for private purposes, and prior approval is required.

Graduate School τ (Tau) Building Room Reservation System: <http://tau-reservation.sfc.keio.ac.jp/>

Email address for inquiries: tau-reservation@sfc.keio.ac.jp

b. Equipment

Equipment such as projectors and hand carts are available to be borrowed. Please make arrangements in the Tau Bldg. during office hours. Also note that since the number of available equipment is limited, there may be cases where you are unable to borrow the equipment you are looking for.

6. Keio SFC Academic Society (τ14, 1F, Tau Bldg.)

The Keio SFC Academic Society is an organization that aims to promote the research and education of the three Faculties and two Graduate Schools, and deepen the interchange between Keio University and other researchers or institutions. It is composed of full members, associate members and student members, and provides assistance with various things related to education and research, such as with the publication of various printed material.

【Office Hours】

Monday through Friday, 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.

(1) Contributions Accepted for “KEIO SFC JOURNAL”

The “KEIO SFC JOURNAL” is an academic journal that presents the academic research achievements at SFC, published more than once each year. A special issue appears in every volume, but general research papers that reflect SFC’s characteristics are always being accepted.

(2) Distribution of “KEIO SFC JOURNAL” and “KEIO SFC REVIEW”

In addition to the “KEIO SFC JOURNAL” (Academic journal), the Keio SFC Academic Society publishes the “KEIO SFC REVIEW” (PR booklet), which promotes activities on the SFC campus and helps alumni and others professionals related to Keio University network. Issues are available on the first floor of Tau Building (τ14). The latest issue of “KEIO SFC JOURNAL” is available in the Alpha and Tau Buildings, and the latest issue of “KEIO SFC REVIEW” is available in the Alpha, Omega, Theta and Tau Buildings, the university coop, cafeteria, and Media Center. Both publications are also available at the Faculty of Nursing and Medical Care.

(3) Applications and Handling of “Research Grants”

Research Grants at SFC are available to help SFC faculty members and students make exchanges independently with other researchers. They also aim to give assistance to groups of students or researchers for seminars or collaborative research activities that cannot be done under conventional means, as well as provide assistance for overseas presentations.

(4) Contributions Accepted for “Research Conferences”

Once a year, Keio SFC Academic Society accepts manuscripts for “Research Conferences” where faculty members, graduate students and undergraduate students make a presentation on research results gained through their research activities at SFC.

*Information on the above can be accessed on mailing lists for graduate students and the Keio SFC Academic Society website (<http://gakikai.sfc.keio.ac.jp/en/index.html>), or posted on Notice Boards in the Alpha and Tau Buildings.

*Please inquire at gakkai@sfc.keio.ac.jp for details.

7. Media Center (Library)

With the aim to help activities related to study, education, and research at SFC, the Media Center provides academic information in forms such as books, periodicals and various databases, as well as an environment that supports the use of AV equipment such as video cameras, and digitized tools such as 3D printers. Computers, networks, and other equipment are also available through cooperation with the Information Technology Center (ITC). The services offered at the Media Center are listed below. Please refer to the website (<https://www.lib.keio.ac.jp/en/sfc/index.html>) for further details.

【Open Hours】

Class Period: Monday–Friday 9:15 a.m.–11:00 p.m., Saturday 9:15 a.m.–7:00 p.m.

Break Period: Monday–Friday 9:15 a.m.–6:00 p.m., Saturday 9:15 a.m.–4:00 p.m.

*Closed on Sundays, national holidays, Keio Founder Yukichi Fukuzawa’s Birthday (January 10), Keio Foundation Day (April 23, open if classes are held), campus-wide summer and winter breaks, and year-end and New Year holidays.

*Please check the Media Center Website for the latest schedule on open days.

(1) Library Services**a. Search material (KOSMOS)**

KOSMOS is a bibliographical search system that allows users to search for books, periodicals, e-Journals, e-Books, audio-visual material such as CDs, DVDs, etc., theses/dissertations, books bound in traditional Japanese style, and rare/precious books belonging to Keio University. The text may also be read for e-journals and e-books.

Applications to borrow, return, and renew material are accepted at the Information Desk on the first floor. A Student ID Card is required.

*Material belonging to the Media Center at other Keio campuses may be ordered at SFC (please note that some materials cannot be ordered).

b. Use database (Database NAVI)

Database NAVI is a tool that allows students to search various databases for magazine articles, research papers, statistics, information on industries, and newspapers etc. It allows you to search by subject or resource type, within Japan or overseas, and by keyword.

c. Look up, search, and consult

Reference Desk

A wide selection of services are offered at the Reference Desk, ranging from information on how to search for material, utilize the electronic resources such as various databases and electronic journals, to the issuance of introductory letters to other university libraries. A "How-to-search" seminar for small groups can also be arranged.

Writing & Research Consultant (WRC)

Postdoctoral fellows and doctoral students give advice and assistance to master's program students on theses and paper writing. Please check the Writing & Research Consultant schedule on the WRC website(<http://wrc.sfc.keio.ac.jp/>)

Database Consultant Desk

For those who are unsure on how to use databases, assistance is provided by undergraduate students and graduate students in the master's program.

d. Access from outside SFC Campus

E-resources (databases, e-journals, e-books, etc.) can be accessed from outside SFC campus, for example from the user's home. Access is via a VPN service (requires a CNS account) or keio.jp service. With My Library (Log in with Keio Apps ID or CNS Account), users can check items they currently have out on loan, make renewals (extend due dates), order items from Media Centers of other Keio campuses, or reserve items that are currently out on loan by another person.

(2) Multimedia Services

a. AV Consultant

SFC student consultants help users with the borrowing of video cameras, questions regarding visual editing, how to use 3D Printers and equipment in the AV booths, and preparing the AV Guide * (Online Guide). *AV guide (<http://avcon.sfc.keio.ac.jp/web/>)

b. AV Equipment Loan Services

Video cameras, digital cameras, and related AV equipment are loaned out to users.

c. Fab Space

The Fab Space is a glass-windowed corner next to the first floor entrance of the Media Center where users can experience digital craftwork with 3D Printers, 3D Scanners, Cutting Machines, and Digital Embroidery Sewing Machines.

d. AV Booths and Audio-visual Editing PCS

The Open Area contains a variety of booths furnished with AV equipment and PCs suitable for all needs.

e. Basement Studios

The Video Shooting Studio is equipped with a large ceiling-mounted lighting and blue background curtain, as well as an optical motion capture system which collects and analyzes the movement of people and objects as 3D digital data. The Sound Recording Studio is furnished with equipment for sound recording and editing.

f. AV Hall

The AV Hall, also located in the basement, has projector screens and glass screens along all 4 walls, and is geared toward multi-screen and research presentations as well as lectures. Furnished with movable desks and chairs and a permanently installed teleconference system, the AV Hall can be used for multi-site remote conferences, among other purposes.

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

One unique aspect of SFC is its fully equipped information environment, which propels its advanced education and cutting edge research. The computers at SFC have state-of-the-art software installed on them, and the information infrastructure includes wireless LAN, a VPN network within campus, software for things such as video and image editing, and a database and internet service that students have access to in order to assist them in learning and research. The network system at SFC is called SFC-CNS, and it is an integral to student life at SFC. SFC-CNS is managed and operated by the Information Technology Center (ITC). For details on SFC-CNS, see the following website. http://www.sfc.itc.keio.ac.jp/en/top_sfc.html

【Office Hours】

Monday through Friday, 9:15 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.

【Hotline service hours】

Class Period: Monday through Friday: 9:15 a.m.–6:00 p.m. Saturday: 9:15 a.m.–4:00 p.m.

Break Period: Monday through Friday: 9:15 a.m.–5:50 p.m. Saturday: 9:15 a.m.–3:50 p.m.

【Location】 1F, Mu Building (North side)

【TEL】 Ext. 52512 (Hotline) 0466-49-3423 (Direct)

【Email】 cns-request@sfc.keio.ac.jp

Matters handled by ITC

Online

- Changing CNS account password, CNS mailing list registration, CNS access and device application (IP address assignment)

At ITC Counter

- CNS user registration, CNS sub-net and sub-domain application, Rental of installation media (CD-ROM) for site license software, inquiries about CNS, etc.

9 Wellness Center (2F, Alpha Bldg.)

(1) Consultation on Health and Student Life

Students experiencing any kind of problems, such as related to student life, are welcome to visit the Student Counseling Section at the Wellness Center for advice and consultation. Professional counselors are ready to listen to personal or emotional problems experienced on or off campus. Counseling in English is also available on certain days. All consultation will be kept strictly confidential.

【Consultation Hours】

Monday–Friday: 9:00 a.m.–12:00 noon; 1:00 p.m.–4:00 p.m.

<To make an appointment or inquiry> * Appointment required.

【Location】 Second Floor, Alpha Building

【TEL】 0466-49-3411

【Email】 gakuseisoudan@sfc.keio.ac.jp

【URL】 <https://www.students.keio.ac.jp/en/com/life/consult/info.html>

(2) Health Center (Shonan Fujisawa Clinic)

The Health Center (located within the Wellness Center) provides assistance with health management, health education, and environmental health to students, faculty members and staff. Health consultation and first aid are provided free of charge. The Shonan Fujisawa Clinic, also located in the Health Center, provides medical consultation by a physician. In accordance with the Student Health Care Mutual Aid Association stipulations, the cost of any treatment at the clinic will be split in equal portions between the student and the association.

【Service Hours】

Health Center: Monday–Friday: 9:00 a.m.–5:30 p.m.

Shonan Fujisawa Clinic: Monday–Friday: 9:15 a.m.–12:00 noon; 1:00 p.m.–4:15 p.m.

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

【URL】 <http://www.hcc.keio.ac.jp/english/clinic/schedule/schedule.htm>

(1) Annual Health Checkup

The Health Center of Keio University (The Health Center) holds annual health checkups for all students. In accordance with Japan's School Health and Safety Act, all students must undergo a medical checkup on an annual basis for the promotion of health and prevention and early detection/treatment of diseases. If students do not undergo the checkup, they cannot register for Physical Activity Courses or receive the Health Certificate or Student Travel Fare Discount Certificate (gakuwari).

(2) Prevention of Infectious Diseases

Rubella (German measles) was prevalent in 2012, and its highest incidence was reported in 2013. Measles was rampant among university and high school students in 2007, forcing schools to close classes. To prevent rubella/measles outbreak on campus, it is recommended that students who did not get a MR vaccine (a vaccine that covers measles and rubella) two times to get an additional vaccination. Furthermore, consultations regarding chicken pox and mumps should be made with a medical professional. Students are encouraged to check their own vaccination history at an early date, because those who have never been vaccinated and furthermore have never contracted an infectious disease may be denied practical training at facilities for elderly care, clinical training at hospitals, and teacher training.

(3) Notification of Illness or Infection

In accordance with Japan's School Health and Safety Act, a student diagnosed with rubella, measles, and other infectious diseases which may spread, will be prohibited from attending classes or entering campus. After being confirmed to have an infectious disease, the student must refrain from coming to the University, and must make a report of the infection to the Health Center. Cases of influenza may be reported through the Health Center website: (<http://www.hcc.keio.ac.jp/>). Furthermore, a document for returning to campus is required for a student prohibited from attending classes due to an infectious disease. The student must print out the "Permission of Return to Campus" form from the Health Center website (<http://www.hcc.keio.ac.jp/english/information/infection/report-influenza.htm>), request a medical institution to fill it out, and submit it to the Health Center during hours when a physician is on duty. Only in the

case of influenza, as of October 2014, an official form stating your recovery from a physician is no longer required if the student fills out the "Permission of Return to Campus" him/herself and brings with it a document indicating the date the disease was contracted to the Health Center (such as an explanatory note attached to a prescription, medication bag, etc.). Infectious diseases other than influenza require the student to bring the "Permission of Return to Campus" form filled out by a physician responsible for treatment.

<Reference: Period of exclusion from campus of major infectious diseases>

Measles: 3 days elapsed after fever is gone

Rubella (German measles): until rash is gone

Chicken pox: until all rash turn into dry crusts

Mumps: 5 days elapsed after onset of swelling of parotid, submandibular and sublingual glands, and has returned to overall well-being

Influenza: 5 days elapsed after having contracted it, and 2 days elapsed after fever is gone

Please cooperate in order to prevent outbreaks on campus

(4) BLS (Basic Life Support) Training

A practical 45-minute BLS (Basic Life Support) training is offered by the Shonan Fujisawa Campus Wellness Center. Those wishing to take the training should check the schedule on the Health Center's website and make a reservation. Feel free to inquire about taking the training as a group, such as for a student club or research lab.

(5) Emergency contact in the event of sudden illness or accident

In the event of an accident, the Student Life Section (TEL: 0466-49-3408) should be contacted between 9:00 a.m. and 5:30 p.m. on weekdays, or the North Gate Security Office (TEL: 0466-47-5114) during other hours and on holidays. Both locations can contact family members, medical institutions, and call an ambulance if necessary.