

KEIO SFC GUIDE 2019 Vol.2 Table of Contents

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Handling of Students, Guardians, and Guarantors'

Personal Information

This guide covers operational rules and detailed regulations, and various notes for students entering the Faculty of Policy Management and the Faculty of Environment and Information Studies in Academic Year 2019. Read this guide carefully as a companion to the University Faculty Rules and Regulations booklet you received when entering the University, and be sure that you understand the contents fully before registering courses. It is important to bear in mind that you must accept responsibility for any disadvantages resulting from failure to read this guide and the Jukusei (Keio student) website or failure to listen to the cautionary advice given during orientation. If there are any matters unclear to you after reading this guide, ask your Academic Advisors or the SFC Academic Affairs Office, and do not leave such matters unclarified.

2019 SFC Academic Calendar

*Please note that dates and times are subject to change.

The latest information will be posted on the Jukusei (Keio Students) website.

Classes in session Classes not in session Holiday

①~④ : Class session number for semester courses ①~④ : Class session number for half-semester courses in the first half of the semester
 (1)~(4) : Class session number for half-semester courses in the second half of the semester

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Entrance Ceremony (PACIFICO Yokohama) 1	2	(5:00 p.m.) Deadline for student screening application for Spring Semester courses	4	(5:00 p.m.) Announcement of student screening results for Spring Semester courses	6
		Orientation (April 2-5), Annual Health Checkup (April 2-5, and 8)				
7	Spring Semester classes begin Annual Health Checkup (last day)	9	10	11	12	(3:00 p.m.) Course Registration Confirmation *
	① ①②	① ①②	Online Course Registration Period (April 10, 1:00 p.m. to April 13, 1:00 p.m.)			① ①②
14	15	16	17	18	19	Makeup classes
	② ②③	② ②③	② ②③	② ②③	② ②③	Makeup classes
21	22	Keio Foundation Day (classes held)	24	25	Deadline for the payment of academic fees (paid in full or Spring Semester installment)	27
	③ ③④	③ ③④	③ ③④	③ ③④	③ ③④	Makeup classes
28	Shōwa Day	29	30	* Spring Sem. Temporary Leave of Absence application deadline (for students who did not register for any courses)		

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	SFC-SFS "Class Improvement Survey": mid to late May		1	2	Constitution Memorial Day	Greenery Day
Children's Day	Substitute Holiday (classes held)	7	8	9	10	11
	④ ④⑤	Course Registration Amendment Period (applicable students only) (May 7 and 8)			④ ④⑤	Makeup classes
12	13	14	15	16	17	18
	⑤ ⑤⑥	Online Course Cancellation Period for Spring Semester and First-half of Spring Semester courses (May 15, 10:00 a.m. to May 16, 4:45 p.m.)			⑤ ⑤⑥	Makeup classes
19	20	21	22	23	24	25
	⑥ ⑥⑦	⑥ ⑥⑦	⑥ ⑥⑦	⑥ ⑥⑦	⑥ ⑥⑦	Makeup classes
26	27	28	29	30	Deadline for submitting Application for Temporary Leave of Absence for Spring Semester	31
	⑦ ⑦⑧	⑦ ⑦⑧	⑦ ⑦⑧	⑦ ⑦⑧	⑦ ⑦⑧	

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						Waseda-Keio Baseball Games (tentative) 1
Waseda-Keio Baseball Games (tentative) 2	*Exams for First-half of Spring Semester courses *First-round application for Graduation Project Mentor begins (through 7th)* **	(11:30 a.m.) Deadline for Application for Makeup Exams for First-half of Spring Semester courses	5	Makeup Exams for First-half of Spring Semester courses (afternoon)	Deadline for First-round application for Graduation Project Mentor*	8
	⑧(1)(2)	⑧(1)(2)	⑧(1)(2)	⑧(1)(2)	⑧(1)(2)	Makeup classes
9	10	11	12	13	14	15
	⑧(1)(2)	⑨(3)(4)	⑨(3)(4)	⑨(3)(4)	⑨(3)(4)	SFC Open Campus (10:00 a.m.) Graduation Project Mentor First-round application results announced*
16	17	18	19	20	(4:50 p.m.) Deadline for grade inquiries for First-half of Spring Semester courses	22
	⑨(3)(4)	⑩(5)(6)	⑩(5)(6)	⑩(5)(6)	⑩(5)(6)	Makeup classes
23	Result Work submission for Graduation Project 2 (through July 30)*		26	27	28	29
	⑩(5)(6)	Online Course Registration Cancellation Period for Second-half of Spring Semester courses (June 24, 10:00 a.m. to June 25, 4:45 p.m.)			⑪(7)(8)	Makeup classes
30	*Details on the Graduation Project are on p. 26. ** Issuance of Certificate of Annual Health Checkup begins					

Classes in session Classes not in session Holiday
 ①~④ : Class session number for semester courses ⑤~⑩ : Class session number for half-semester courses in the first half of the semester
 (1)~(4) : Class session number for half-semester courses in the second half of the semester

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	Second-round application for Graduation Project Mentor begins (through July 5)* ①(7)(8)	1	2	3	4	5 Deadline for Second-round application for Graduation Project Mentor* ②(9)(10)	6 SFC Tanabata Festival (tentative)
7	8	9	10 Exam timetable announced for Spring Semester and Second-half of Spring Semester courses ③(11)(2)	11	12	13 (10:00 a.m.) Graduation Project Mentor Second-round application results announced* Makeup classes	
14	Marine Day (classes held)	15	16	17	18	19	20 Makeup classes
21	End of Spring Semester Classes ④(13)(4)	22	23	24	25	26	27
28	29	30	31	Examination Period for Spring Semester and Second-half of Spring Semester courses (July 24 to 31) The 31st is reserved for extra exams. →			
Exam Period for Spring Sem. and Second-half of Spring Sem. courses (through Jul. 31) →		Deadline for the submission of the Result Work for Graduation Project 2* (11:30 a.m.) Deadline for application for Makeup Exams for Spring Semester and Second-half of Spring Semester courses		SFC-SFS "Class Improvement Survey": mid to late July *Details on the Graduation Project is on p. 26.			

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
*Refer to p. 47 for details on application requirements and such.						
4	5	6	7	8	9	10
Mountain Day	Substitute Holiday	Makeup Examination Period for Spring Semester and Second-half of Spring Semester courses (Aug. 6 and 7) →			SFC Campus-wide Summer Break (Aug. 9 to 16) →	
11	12	13	14	15	16	17
SFC Campus-wide Summer Break (Aug. 9 to 16) →						
18	19	20	21	22	23	24
25	26	27	28	29	30	31
*Application deadline for: Extension of Enrollment Period, 3.5-year Early Graduation System, and Bachelor's-Master's Four-Year Integrated Education Program						

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 Graduation Announcement (Announcement of Web Grade Report) *Grade Reports sent to Guarantors *Graduation Project Mentor Amendment (through Sept. 23)*	6 (1:00 p.m.) Graduation Project Mentor Preliminary Application begins (through Sept. 10)*	7
8	9	10	11	12	13	14
		*(4:50 p.m.) Deadline for grade inquiry for Spring Sem. and Second-half of Spring Sem. Courses *Deadline for Graduation Project Mentor Preliminary Application*		Orientation (Sept. 13, 17, 19, and 20); Health Checkups (Sept. 17-20) →		
15	Respect for the Aged Day	16 Graduation Ceremony (Mita Campus)	17 Entrance Ceremony (Mita Campus)	18	19	20
Orientation (Sept. 13, 17, 19, and 20); Health Checkups (Sept. 17-20) →						
22	Autumnal Equinox Day (classes held) *Fall Semester Classes begin *Deadline for Graduation Project Mentor Amendment* ① ① ②	23	24	25	26	27
29	30	*Details on the Graduation Project are on p. 26.			28	28
Online Course Registration Period (through October 1, 11:00 a.m.) → ② ③ ④					Online Course Registration Period (September 26, 1:00 p.m. to October 1, 11:00 a.m.) → ① ① ②	
Makeup classes						

Classes in session Classes not in session Holiday
 ①~④ : Class session number for semester courses ⑤~⑩ : Class session number for half-semester courses in the first half of the semester
 ⑪~⑭ : Class session number for half-semester courses in the second half of the semester

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		(1:00 p.m.) Course Registration Confirmation -Fall Sem. Temporary Leave of Absence application deadline (for students who did not register for any courses)	1	2	3	4	5
Online Course Registration Period (through October 1, 11:00 a.m.)							
6	7	8	9	10	11	12	
			Course Registration Amendment Period (applicable students only) (Oct. 9 and 10)			Makeup classes	
13	14	15	16	17	18	19	
						20	
20	21	22	23	24	25	26	
				Online Course Cancellation Period for Fall Semester and First-half of Fall Semester courses (Oct. 24, 10:00 a.m. to Oct. 25, 4:45 p.m.)		27	
27	28	29	30	31	Deadline for the payment of academic fees (Fall Semester installment) SFC-SFS "Class Improvement Survey": late October		

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					Issuance of Certificate of Course Registration, and Certificate of Expected Graduation for new Fourth-Year students begins	Waseda-Keio Baseball Games (tentative)
Culture Day Waseda-Keio Baseball Games (tentative)	Substitute Holiday (classes held)					
3	4	5	6	7	8	9
						TOEFL-ITP
10	11	12	13	14	15	16
			Exams for First-half of Fall Semester courses		(11:30 a.m.) Deadline for Application for Makeup Exams for First-half of Fall Semester courses	Makeup classes
17	18	19	20	21	22	23
		Makeup Exams for First-half of Fall Semester courses (morning)		Makeup Classes		Labor Thanksgiving Day
24	25	26	27	28	29	30
Mita Festival	Mita Festival (clean up)	Mita Festival Prep (afternoon)	Mita Festival Preparation	Mita Festival	Mita Festival	Mita Festival
					Deadline for submitting Application for Temporary Leave of Absence for Fall Semester	Makeup classes

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	First-round application for Graduation Project Mentor begins (through Dec. 6)*				(9:00 a.m.) Announcement of grades on the Web System for First-half of Fall Semester courses Deadline for First-round application for Graduation Project Mentor*	
8	9	10	11	12	13	14
	(4:50 p.m.) Deadline for grade inquiries for First-half of Fall Semester courses					Makeup classes
15	16	17	18	19	20	21
						(10:00 a.m.) Graduation Project Mentor First-round application results announced*
22	23	24	25	26	27	28
	Result Work Submission for Graduation Project 2 (through January 28)*					Makeup classes
29	30	31	*Details on the Graduation Project are on p. 26.			
SFC Campus-wide Winter Break (Dec. 28 to Jan. 5)						

Classes in session Classes not in session Holiday
 ①~④ : Class session number for semester courses ⑤~⑩ : Class session number for half-semester courses in the first half of the semester
 (1)~(4) : Class session number for half-semester courses in the second half of the semester

January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
*Details on the Graduation Project are on p. 26.			New Year's Day 1	2	3	4
SFC Campus-wide Winter Break (Dec. 28 to Jan. 5)						
5	6	7	8	9	10	11
Winter Break			Exam timetable announced for Fall Semester and Second-half of Fall Semester courses		Founder's Birthday	
	⑬(11/12) Coming of Age Day	⑬(11/12)	⑬(11/12)	⑬(11/12)		Makeup classes
12	13	14	15	16	17	18
		Registration for Second-round application for Graduation Project Mentor* (through Jan. 20)				
		⑭(13/04)	⑭(13/04)	⑭(13/04)	⑭(13/04)	Makeup classes
19	20	21	22	23	24	25
	End of Fall Semester Classes Deadline for Second-round application for Graduation Project Mentor*		Examination Period for Fall Semester and Second-half of Fall Semester courses (Jan. 22 to 29)			
	⑯(13/04)	Makeup classes				
26	27	28	29	30	31	
		(10:00 a.m.) Graduation Project Mentor Second-round application results announced* *Deadline for the submission of the Result Work for Graduation Project 2*	(11:30 a.m.) Deadline for Application for Makeup Exams for Fall Semester and Second-half of Fall Semester courses			
Exam Period Continued (Jan. 22 to 29), the 29th is reserved for extra exams						

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
*Refer to p. 47 for the details on application requirements and such.						1
2	3	4	5	6	7	8
	Yukichi Fukuzawa Memorial Day	Makeup examinations for Fall Semester and Second-half of Fall				
9	10	11	12	13	14	15
		National Foundation Day	*Application deadline for: Extension of Enrollment Period, 3.5-year Early Graduation System, and Bachelor's-Master's Four-Year Integrated Education Program			
16	17	18	19	20	21	22
23	24	25	26	27	28	29
Emperor's Birthday	Substitute Holiday					

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
		*Graduation Announcement (Announcement of Web Grade Report) *Grade Reports sent to Guardians *Graduation Project Mentor Amendment (through April 3)*			(4:50 p.m.) Deadline for grade inquiries for Fall Semester and Second-half of Fall Semester courses	
15	16	17	18	19	20	21
					Vernal Equinox Day	
22	23	24	25	26	27	28
	Graduation Ceremony (Hiyoshi Campus)					
29	30	31	*Details on the Graduation Project are on p. 26.			

1 Introduction to SFC

1 Academic Affairs Office

(1) Office Business Hours

Regular Hours	Weekdays: 9:15 a.m.–4:50 p.m.
During Semester Break (no classes or examinations)	Weekdays: 9:15 a.m.–11:30 a.m. 12:30 p.m.–4:50 p.m.

Notes:

- ◆ The Academic Affairs Office is closed on Saturdays, Sundays, national holidays on which there are no classes (including makeup classes), January 10 (Keio Founder Yukichi Fukuzawa's Birthday), and campus-wide summer and winter break periods.
- ◆ Notification will be provided on the Jukusei (Keio student) website (<http://www.gakuji.keio.ac.jp/en/sfc/>) in the event that the office will be closed on any other day than indicated above.

(2) Student ID Card

Your Student ID Card certifies that you are a student of Keio University. **Please be sure to carry it with you at all times as it is required in a variety of situations. All procedures at the office require presentation of the Student ID Card.**

A Student ID Card is issued as a set of three items: a printed plastic card, a registration sticker, and a card case. Apply the registration sticker to the back of the printed plastic card and keep the card inside the card case when carrying your Student ID Card around. The same card will be used until graduation. Do not let anyone else use your Student ID Card.

(a) Registration Sticker

The registration sticker is renewed annually in April (or in September if the expiration date is September 21). A new registration sticker will be sent to the student's address 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 details of the route must be noted on the registration sticker. If the route is found to be inappropriate, purchase of the commuter pass will be prohibited.

(b) Re-issuance

If the Student ID Card and/or registration sticker becomes lost, soiled, or damaged, apply for re-issuance at the Academic Affairs Office.

(c) Return of Student ID Card

If you find your previous Student ID Card after reporting it as lost and a new one has been issued, you must immediately return your previous card to the Academic Affairs Office. Student ID Cards must also be returned when you leave Keio University, such as when withdrawing from the university.

(3) Notification and Applications

(a) Notification of Change of Address of Student/Guarantor

Notification of change of address must be promptly completed if there are any changes to the student or guarantor's address, including government-issued changes to the address name, lot number, etc.

<For a change of address/phone number of the student>

Go to the "Update and Confirm Your Address" section on the Gakuji Web System to complete notification procedures. In principle, the change will be approved and officially registered on the following business day.

In the case of changes to the student's address, the registration sticker on the back of the Student ID Card also needs to be updated. Bring your Student ID Card to the Academic Affairs Office after your new information has been registered on the Gakuji Web System.

<For a change of address/phone number of the guarantor>

Bring your Student ID Card to the Academic Affairs Office and complete the necessary process. In the case of changes to the guarantor's address, submission of the guarantor's Certificate of Residence is also required. Please note that the submitted Certificate of Residence should NOT include his/her "My Number (individual number)".

(b) Notification of Change of Guarantor

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) Notification of Change of Name

Students should promptly report any change of name to the Academic Affairs Office in person. If a change of address has also occurred, be sure to also make notification of change of address described in the above (a).

(d) Notification of Off-campus Student Activities

Any student club, organization, or seminar group wishing to engage in off-campus activities such as training camps, interscholastic competitions, and other similar events, must submit the Notification of Off-campus Student Activities form to the Academic Affairs Office four business days prior to the proposed event. It is important to note that if no such notification is submitted, accidents or injuries that occur during the course of the off-campus activities cannot be covered by the Personal Accident Insurance for Students Pursuing Education and Research.

(4) Certificates

There are two certificate issuing machines in front of the Academic Affairs Office on the first floor of the Alpha Building.

Times of operation: 9:15 a.m.-8:00 p.m. (Monday to Saturday)

*No service on Saturdays when there are no classes

*No service on Sundays, national holidays, University administration holidays or at the end of the semester.

For details of certificate issuing machines operating hours, etc., refer to the following website:

<http://www.gakuji.keio.ac.jp/en/sfc/Certificates/baiqui000000b4xj.html>

Certificates will not be issued if your academic fees for the previous semester or earlier has not been paid.

Certificate	Language	Price (per copy)	Place of Issue	Issued	Issue Start Date	Remarks
Certificate of Enrollment	Japanese	200 yen	Certificate Issuing Machine	Same day	April 1	
	English					
Transcript of Academic Record	Japanese	200 yen	Certificate Issuing Machine	Same day	April 1	
	English					
Certificate of Expected Graduation ^{*1}	Japanese	200 yen	Certificate Issuing Machine	Same day	May 1	Issued to Fourth-year students only ^{*2}
	English					
Certificate of Course Registration	Japanese	200 yen	Certificate Issuing Machine	Same day	June 1	
	English	200 yen	Academic Affairs Office	Same day		
Certificate of Annual Health Checkup	Japanese	200 yen	Certificate Issuing Machine	Same day	Early June	Issued until the end of the academic year in which the student underwent an Annual Health Checkup
	English	Contact the Wellness Center				
Student Travel Fare Discount Certificates (Gakuwari) ^{*3}	Japanese	Free	Certificate Issuing Machine	Same day	April 1	Cannot be issued to students who have not undergone the Annual Health Checkup
Student Commuter Certificate	Japanese	Free	Academic Affairs Office	Same day	-	Required in cases such as when taking classes at other Keio campuses
Other prescribed forms (request forms) from external bodies requiring certification and/or completion	Japanese	200 yen	Academic Affairs Office	Several days	-	
	English					

^{*1} Students who are taking Temporary Leave of Absence should contact the SFC Academic Affairs Office.

^{*2} Students advancing to the next year in September will be able to receive this document from November 1 onwards.

^{*3} Student Travel Fare Discount Certificates are valid for three months from the day of issue (they become invalid if the student is no longer enrolled in the University). Students should only apply for the number of certificates required.

Students will need a Student ID Card and a four digit Personal Information Number (PIN) to use the machines.

Students can confirm their four-digit PIN on the “Gakuji” Academic Affairs Web System or the Keio University

Education Support System through SFC-SFS.

You can also use certificate issuing machines on other campuses (Mita, Hiyoshi, Yagami, Shiba-Kyoritsu). If you require a certificate in a sealed envelope, make a request at the Academic Affairs Office at SFC. Please note that certificates issued from a certificate issuing machine cannot be later officially sealed in an envelope.

(5) Lost and Found

Please contact the Academic Affairs Office regarding lost and found items within the University. If you find a lost property outside of office business hours, please take it to the Security Office.

<Handling of found items handed into the office>

- If the owner can be determined, the item will be held at the Academic Affairs Office and notification will be made through the Gakuji Web System or Education Support System.
- If the owner cannot be determined, the item will be held at the Maintenance Office (Shonan Community) on the first floor of the A (Alpha) Bldg.

Unclaimed items left in the gymnasium, changing room lockers, classrooms, and other similar locations will be disposed of. If you suspect that your property was stolen, contact the Student Life Section, Academic Affairs Office.

(6) Use of Facilities

- Reservations for use of facilities may be cancelled due to University activities taking precedence.
- Details on the usage of facilities during the summer and the winter break periods will be announced via the Jukusei (Keio student) website.
- Please be aware that the contents of the following facilities chart will be revised as needed to make it most suitable for campus life.

	Classroom Category		Class-Related		Student Clubs				Students (Individual)		Period of Use (excluding overnight study)	Application Deadline	Where to Apply			
			Use	Overnight Study	Authorized		Unauthorized		Use	Overnight Study						
	Use	Overnight Study			Use	Overnight Study	Use	Overnight Study								
Classrooms	κ, ε, ι, ο, λ Bldgs.	Regular Classrooms	○	*1	○	×	○	×	×	×	9:25 a.m.–11:00 p.m.	1 business day prior	Academic Affairs Office			
		PC Rooms	×	×	×	×	×	×	○	*1	9:25 a.m.–11:00 p.m.	Not required				
	Ω(Omega) Bldg.		○	×	○	×	○	×	×	×	9:25 a.m.–11:00 p.m.	1 business day prior				
	Θ(Theta) Bldg.		○	×	○	×	×	×	×	×	9:25 a.m.–9:20 p.m.	1 business day prior				
	τ(Tau) Bldg.		○ ^{*2}	*1	×	×	×	×	×	×	9:25 a.m.–11:00 p.m.	1 business day prior				
Sports Facilities	Sports Facility Category		Class-Related		Student Clubs ^{*3}				Students (Individual)		Period of Use		Application Deadline		Where to Apply	
	Sports Ground		○		○		×		×		8:00 a.m.–7:00 p.m.		1 business day prior		Student Life Section	
	Tennis Court		○		○		×		○		8:00 a.m.–7:00 p.m.		1 business day prior			
	Gymnasium	Training Room	×		×		×		○		9:30 a.m.–7:45 p.m.		Not required			
		Others	○		○		×		×		9:30 a.m.–7:45 p.m.		1 business day prior			
Notice Board Category		Class-Related		Student Clubs				Students (Individual)		Period of Use		Application Deadline		Where to Apply		
A (Alpha) Bldg., κ–ο Bldgs. ^{*4}		○		×		×		×		2 weeks		Day of		Academic Affairs Office		
Ω(Omega) Bldg., Co-op Cafeteria, SUBWAY ^{*5}		×		○		○		×		2 weeks		Day of		Student Life Section		
Other Facilities	Other Facility Category		Class-Related		Student Clubs				Students (Individual)		Period of Use		Application Deadline		Where to Apply	
	Use of Printers.		○		×		×		×		8:00 a.m.–6:00 p.m. ^{*6}		Day of		Academic Affairs Office ^{*6}	
	Reservation of South Cafeteria		○		○		×		×		Class days 6:00 p.m. – 8:00 p.m. Weekends and Holidays 10:00 a.m. – 8:00 p.m.		2 business days prior		Student Life Section	
	Driving on campus (transporting materials)		○		○		×		×		Depends on purpose		1 business day prior		Class-related: Academic Affairs Office	
	Borrowing of Barbecue Sets		○		○		×		×		9:25 a.m.–8:00 p.m.		2 business days prior			
	Borrowing of Equipment (long desks, signboards, folding chairs, etc.)		○		○		×		×		Depends on purpose		2 business days prior			
	Mail Center (receiving mails and parcel delivery) ^{*7}		Faculty members ○ Students △		×		×		×		Weekdays 9:15 a.m.–4:50 p.m.		2 business days prior		Student Clubs: Student Life Section	

*1 No reservation required

*2 Available only to graduate students

*3 Student clubs that plan to use sports facilities are required to join the relevant coordinating committee. Eligibility requirements for joining the coordinating committee include status as an authorized organization and approval to join from the coordinating committee members. Inquiries regarding joining the coordinating committee should be made at the Student Life Section, Academic Affairs Office.

*4 Obtain verbal permission from a faculty member in order to use the notice board in κ–ο Bldgs.

*5 Posters are the only form of promotional activity allowed. Posters to put up in the Co-op Cafeteria and/or SUBWAY require permission from the stores as well.

*6 Apply at the Maintenance Office (Shonan Community) when the Academic Affairs Office is closed.

*7 Please do not send personal mails or packages to the university. Send such items to your own address in Japan. If for some unavoidable reason you must send items to the university such as large-sized packages for your research, include your professor's name, research lab, student name, and a number where you can be contacted at on the address label.

- Submission of a plan is needed for the following cases. Please make preparations in advance so that the plan can be approved more than one month before the day of the activity.
 - Activities that are different from usual
 - Distribution of flyers and leaflets.

Available at the Student Life Section, Academic Affairs Office (1F, A (Alpha) Bldg.)

Notice board: 1F, A (Alpha) Bldg.

Jukusei (Keio student) website SFC scholarship page: <http://www.gakuji.keio.ac.jp/en/sfc/scholarship/>
Information for students whose nationality is other than Japanese, and status of residence is [留学] (College Student) is available in the website above.

(d) Academic Fees and Expenses

Academic fees must be paid using the bank transfer (振込み) system. The forms required for payment will be sent to your guarantor. Payment should be made using these 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-related Schedule>

	Spring Semester	Fall Semester
Scheduled Sending of Bank-transfer Forms	Around April 10	Around October 10
Deadline for Payment	Last day of April	Last day of October

<Application for Tuition Deferment>

If payment of tuition cannot be completed by the specified deadline due to unavoidable factors, an Application for Delay of Payment form (available at the Student Life Section, Academic Affairs Office, or at the website below) must be submitted by the applicable deadline as indicated below. If the University deems the reason for the delay to be valid, you will be provided with a Notice of Approval of Tuition Deferment.

	Deadline for Submission	Final Date Delayed Payment Accepted
Spring Semester	May 15	Late July
Fall Semester	November 15	Mid-December

*Please note that the above dates may change. Be sure to check the actual deadline with the Student Life Section, Academic Affairs Office, or at the website below before applying.

<http://www.gakuji.keio.ac.jp/life/shogaku/ennou.html>

<Application for Tuition Reduction Due to Large-scale Natural Disasters>

Tuition may be reduced or exempted in the case a student has major difficulties in continuing studies due to his/her financial situation after suffering in a large-scale natural disaster. Such students should consult with the Student Life Section, Academic Affairs Office. If a temporary leave of absence is necessary, please refer to "Temporary Leave of Absence" on p. 17.

(e) Facilities Outside Keio

● Accommodations contracted by the Student Health Care Mutual Aid Association

In order to ensure that students have access to accommodation at a reasonable rate, the Student Health Insurance Union has made agreements with a number of Ryokans (Japanese-style inns). For more details regarding the usage of these "contracted accommodations" and other related information, refer to the Guidebook for the Keio University Student Health Insurance Plan.

● University Lodge in Tateshina (off-campus educational facility)

Address: 1153 Megamidaira, Ashida-Hakkano-aza, Oaza, Tateshina-machi, Kitasaku-gun, Nagano Prefecture

Telephone: 0267-55-6625

Availability: May 1–October 31

Groups accepted: Student clubs, seminar groups and the like of the regular curriculum, alumni, faculty members and staff

Reservation start date: February 6 of previous academic year (or following business day if this is a holiday)

A pamphlet with further details is available at the Student Life Section on 1F A (Alpha) Bldg.

● University Seminar House

Address: 1987-1 Shimoyugi, Hachioji-shi, Tokyo

Telephone: 042-676-8511

Website: <https://iush.jp/> (in Japanese only)

(3) Outside Activity

(a) Student Club Application

Student clubs that wish to register should submit the set of application forms each academic year. Please note there is a set deadline (in late April) for Officially Authorized Student Club applications. Following the evaluation procedure, if the club is recognized as being suitable and conforming to the educational aims of the University, it will become an Officially Authorized Student Club.

- (b) Commuting Method
- Commuting by Bicycle or Motorcycle
Students who commute to SFC by bicycle or motorcycle must park in the designated parking lots (refer to the campus map). Students do not need to notify the university to use the bicycle parking lot.
Students who plan to park their motorcycles on campus must first register their motorcycles with the Student Life Section, Academic Affairs Office.
 - Commuting by Car
In principle, driving a car onto campus and parking is prohibited. Students commuting by car should park off campus.
Monthly contracts for parking lots in the area can be arranged at the Maintenance Office (Shonan Community 0466-48-8917) on 1F of the A (Alpha) Bldg.
- (c) Locker Rentals
Students who wish to use the lockers located in the κ (Kappa), ι (Iota), Ω (Omega) Buildings, etc., should contact the Maintenance Office (Shonan Community 0466-48-8917) on 1F of the A (Alpha) Bldg.

3 Other Services

(1) Placement and Career Support (Career Services Section) <http://www.gakuji.keio.ac.jp/en/sfc/cdp/>

- (a) Office Business Hours
CDP Office (Career Services Section), Academic Affairs Office 1F A (Alpha) Bldg.
- | | |
|---|--|
| Regular Hours | Weekdays: 9:15 a.m.–4:50 p.m. |
| During Semester Break
(no classes or examinations) | Weekdays: 9:15 a.m.–11:30 a.m.
12:30 p.m.–4:50 p.m. |
- The Career Services Section is closed on Saturdays, Sundays, national holidays on which there are no classes, January 10 (Keio Founder Yukichi Fukuzawa's Birthday), and campus-wide summer and winter break periods.
 - Notification will be provided on the Jukusei (Keio student) website (<http://www.gakuji.keio.ac.jp/en/>) in the event that the office will be closed on any other day than indicated above.
- (b) Support Services
Individual consultation, orientation events, alumni databases, and recruitment information are some of the services provided related to placement and career. Feel free to make use of the support services. Further details of support services available can be found on the website indicated above.
- (c) Reporting Post-Graduation Plans
When you have finalized post-graduation plans, you should submit the Report of Plans after Graduation via the Shukatsu Taikenki System (就職活動体験記システム Accounts of recruitment experiences). Students in their last year are required to report their post-graduation plans. Keio University will use the information to create statistics to be used by national government surveys and other such purposes. All personal information is kept strictly confidential.
The Shukatsu Taikenki System can be accessed from the Keio Single Sign-On System (<http://keio.jp>) menu. Login is also possible from a CNS account (login ID up to [@sfc.keio.ac.jp] is required).

(2) Wellness Center <http://www.gakuji.keio.ac.jp/en/sfc/wellness/>

- (a) Consultation on Health and Student Life
If you are experiencing any problems on campus, please feel free to visit the Student Counseling Section at the Wellness Center for advice and consultations. Counseling in English is also available on certain days.
Consultation Hours: 9:00 a.m.–noon; 1:00 p.m.–4:00 p.m. (Monday–Friday)
*Hours may vary. Appointments required.
To make an appointment or inquiry, contact: Wellness Center on 2F A (Alpha) Building Tel: 0466-49-3411
Email: gakuseisoudan@sfc.keio.ac.jp
- (b) Health Services
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. Receiving treatment costs a fee.
- Health Center Hours: 9:00 a.m.–5:30 p.m. (Monday–Friday)**
Shonan Fujisawa Clinic Consultation Hours: 9:15 a.m.–noon; 1:00 p.m.–4:15 p.m. (Monday–Friday)
*Refer to the Health Center Website for details on doctor availability.
<http://www.hcc.keio.ac.jp/en/clinic/sfc-schedule.html>

(3) Media Center (Library) <http://www.sfc.lib.keio.ac.jp/eng/>

The SFC Media Center offers comprehensive support for study, education, and research activities. The Center's Library Services provides an extensive collection of materials—e-journals, e-books, and databases. Multimedia Services provides lending of AV equipment, sound recording and video shooting studios, and editing equipment. Network and Computer Services, in cooperation with the Information Technology Center, provides an environment for computer equipment and networks. At the Media Center, students also have access to a Fab Space with equipment such as 3D printers. To borrow, return, or renew a material, bring it together with your Student ID Card to the Information Desk on the first floor.

(a) Media Center Services

Regular Hours	Weekdays: 9:15 a.m.–11:00 p.m. Saturdays: 9:15 a.m.–7:00 p.m.
During Semester Break (no classes or examinations)	Weekdays: 9:15 a.m.–6:00 p.m. Saturdays: 9:15 a.m.–4:00 p.m.

The Media Center is closed on Sundays, national holidays on which there are no classes, January 10 (Keio Founder Yukichi Fukuzawa's Birthday), April 23 (Keio Foundation Day) if there are no classes, and campus-wide summer and winter break periods.

Check the Media Center website for the latest information on Media Center hours.

(b) Searching Materials (KOSMOS)

Keio University Libraries Online Public Access Catalog (KOSMOS) is an online union catalog of materials in the Keio University libraries.

KOSMOS can be used to search for books, periodicals, e-journals, e-books, and AV materials such as CDs and DVDs.

(c) Remote Access

Remote access to e-journals, e-books, and databases is available from off-campus sites such as your own home with the use of keio.jp or your CNS account.

Students can check the items they currently have out on loan, renew (extend) loans, and request materials presently on loan or held at other Media Centers via My Library (login using your keio.jp ID).

(d) Using AV Equipment, PCs, and the Fab Space

AV (Audio Visual) equipment and PCs are located in the open area on the first floor along with 3D printers, etc. in the Fab Space. Digital cameras, HD video cameras, and other AV equipment are available for loan from the AV Counter. The basement contains studios with special lighting and blue screens for composite imaging, and a sound studio for recording and editing audio.

(e) Search/Consult

Expert staff at the Reference Desk on the second floor provide assistance in using the library and searching for materials, as well as support for effective search techniques for literature. The consulting desks are staffed by student consultants who provide consultation on using databases, writing papers and theses, using PCs and AV equipment, etc.

(4) Information Technology Center (ITC)

The Shonan Fujisawa Information Technology Center handles the installation and management of computers, performs other related tasks requiring administrator privileges, and provides students with related information.

(a) Office Business Hours

Hours:	9:15 a.m.–5:00 p.m. (Monday–Friday)
Location:	1F M (Mu) Bldg. North (Media Center)
Telephone:	0466-49-3423 (or ext. 52512)
Email:	cns-request@sfc.keio.ac.jp
Website:	http://www.sfc.itc.keio.ac.jp/en/top_sfc.html

(b) Services

- CNS user registration
- Application for device connection (i.e., IP-address allocation) (apply online)
- Mailing list registration (apply online)
- Subnet and subdomain allocation
- Lending of CD-ROMs and other installation media for site-licensed software
- Keio Single Sign-On System (keio.jp) help desk
- Other, such as CNS-related inquiries

4 Web System

Depending on the system used, a CNS account or keio.jp account is required. Internal rules for using SFC-CNS can be found at: http://www.sfc.itc.keio.ac.jp/en/rules_using_sfc_cns.html

Detailed setup and operation instructions can be found in the manuals (in Japanese only) available for each system.

(1) Jukusei (Keio student) Website

This portal site provides various types of information for Keio University students. The latest notifications and links to various websites can be found here. Information on various applications, etc., and important notices may be posted, so be sure to check this website every day. The University will not take any responsibility for a student not having seen such notifications.

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

Main Services Provided:

- Classes/Course Registration/Examinations
 - Posting of the SFC Guide and class timetables (PDF), Syllabus search
 - Announcement of examination schedules
- Student Life/Placement and Career Services
 - Office service guide
 - Information about events and scholarships
 - Other

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

This website aims to support communication between students, faculty members and staff, and study and research.

1. Communication related to classes
2. Communication related to studies and research plans up to graduation
3. Communication with mentors

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

ID/Password: CNS account/Password

Main Services Provided:

- Creation of timetable of courses you plan to register (My Timetable)
- Browsing of class materials of registered courses, submission of course assignments, sending of email to faculty members or TAs/SAs
- Graduation Project requirements and mentor application and result registration
- Class Improvement Survey / General Class Survey
- Setting of profile and study goals, records of meetings with mentors
- Login links to various systems
 - Login to Gakuji Web System/Keio University Education Support System
 - Activation of keio.jp*1
 - Academic Record, evaluation results for advancing to the next year/graduation *2
 - Notification of results of Annual Health Checkup*2

*1: If you have not yet acquired a keio.jp ID, make sure to activate it from the link on the screen. Activation can only be done once per student. If you forget your keio.jp ID after activation, bring your Student ID Card to Shonan Fujisawa ITC and complete procedures.

*2: Your keio.jp login password is required as a second password for viewing.

(a) Class Improvement Survey / General Class Survey

Using SFC-SFS, the Class Improvement Survey is conducted at the beginning of the semester. Also, at the end of the semester, the General Class Survey is conducted of 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. 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 for 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).

(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 matters related to daily classes.

Logging in to SFC-SFS → Gakuji Web tab → Gakuji Web System/Education Support System

By clicking on the Gakuji Web System, your ID and password for keio.jp will be requested (You can also log in with your CNS account and password).

- (a) Gakuji Web System
Used mainly for registering courses and confirming registered courses.
Main Services Provided:
- Course registration
With this system, you can select courses based on the timetable or course registration numbers, and register for them. You can add, change, or delete courses as many times as necessary during the course registration period designated for faculty, graduate school, or campus.
 - Confirmation of registered courses
The system displays the list of courses that you have registered for. Make sure to confirm that the courses you registered for are correctly registered during the course registration confirmation period.
- (b) Keio University Education Support System
You can confirm information on the courses you have registered for (including class cancellation and makeup class information), class timetables, examination schedules, and course summaries or syllabi of courses offered at other campuses. The system can also be viewed using a smartphone.
Main Services Provided:
- Timetable [学生時間割]
You can view a variety of information related to the courses you have registered for such as links to course summaries and the syllabus, 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 search criteria, it is possible to 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 your registered courses can be browsed on the “Timetable” screen, while class cancellation and makeup class notifications for courses other than your registered courses can be searched here.
 - Examination Schedule
The schedule and information regarding final examinations can be checked on this screen. The “Examination Schedule” button appears only during specified browsing periods.
- (c) Gakuji Web System / Keio University Education Support System 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 screen upon logging in. Also continuously displayed on the screen is your Student ID PIN number (four digits) required for using the certificate issuing machines.

(4) keio.jp

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

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

ID/Password: Keio ID/Password

Main Services Provided:

- Keio Mail
- Keio University Education Support System (Class support)
It is also possible to log in directly from SFC-SFS.
- KOSMOS My Library (Manage your library account)
- Placement and Career Services System

To acquire a Keio ID, see ‘(2) SFC-SFS.’

2

Temporary Leave of Absence, Study Abroad and Withdrawal from University

1 Comparison: Study Abroad and Temporary Leave of Absence

		Study Abroad			Temporary Leave of Absence		
Description		Go through official channels to study at a university overseas approved by the Faculty Board and take the same courses as regular students (e.g., study abroad programs and study abroad as a transferee). Study abroad is divided into the two categories—Study Abroad Exchange and Privately Financed Study Abroad.			<ul style="list-style-type: none"> • Language Training Programs including overseas training programs not recognized as Study Abroad as at left • Other, such as undergoing medical treatment 		
Period	Duration	Up to one year from the start date of study abroad. The period of study abroad to be approved will be based on the enrollment period permitted by the host university. Approximately one week before and after the enrollment period can be included as a preparatory term, but appending internships and such will not be allowed.			One semester units, i.e., Spring Semester or Fall Semester Regardless of when the application is submitted, the Temporary Leave of Absence will apply to the entire semester concerned.		
	Extension	A one-time extension is allowed (up to two years from the start date of study abroad). After two years, considered Temporary Leave of Absence. Study Abroad period extension requires submission of the Study Abroad Extension Application Form.			One semester units, i.e., Spring Semester or Fall Semester (Study Abroad period will be recognized for up to two years. After two years, considered Temporary Leave of Absence.)		
Academic Fees and Scholarships	Academic Fee Reduction/Exemption	Applies to	First year at the University	Second year and beyond at the University	Applies to	First year at the University	Second year and beyond at the University
		Students who entered in the 2009 Academic Year and after *1	No academic fee reduction/exemption	For privately financed study abroad, Tuition Fee and Facilities Fee will be reduced/exempted. In principle, there is no reduction/exemption system for study abroad exchanges (including double degree). Reduction/exemption applies only up to the fourth semester of study abroad. Application of reduction/exemption should be made after returning from study abroad.	Students who entered in the 2009 Academic Year and after *1	In principle, Academic Fees will not be reduced / exempted. However, in the case of military service, or injury during regular curricular or extracurricular activities, or being affected by large-scale natural disasters such as earthquakes, typhoons, etc., Tuition Fee, and Experiment and Practical Training Fees may be reduced/exempted.	Tuition Fee and Facilities Fee will be reduced/exempted.
	Scholarships	Scholarships for exchange program students are available. For application details, contact the International Exchange Services Group, Office of Student Services at the Mita Campus.			None available		
Credit	Course Registration	Courses cannot be registered for the semesters that study abroad takes place. <u>Study abroad from the beginning of the semester:</u> Course registration is not necessary. Submit the Study Abroad Application Form at least two months before departure. <u>Study abroad starting during the semester:</u> In principle, all courses registered for the semester that study abroad takes place will be invalidated. For detailed information, please check with the SFC Academic Affairs Office.			Courses cannot be registered for the semester of temporary leave of absence. <u>Temporary leave of absence starting at the beginning of the semester:</u> Course registration is not necessary. Submit the Temporary Leave of Absence Application form by one day prior to the beginning of the course registration period. <u>Temporary leave of absence starting during the semester:</u> All courses registered for the semester in which the temporary leave of absence takes place will be cancelled.		

Credit	Credit Transfer	<p>Application can be made for up to 20 credits per semester to be recognized as credits necessary for graduating from Keio University, or an upper limit of 30 if including Optional Subjects. Applicable courses are courses offered by the Faculty of Policy Management and the Faculty of Environment and Information Studies (except for required courses *2, 3), and courses offered at other faculties (see page 36 for exceptions). In some cases, credit transfer may be denied as a result of the review. Courses approved for credit transfer will be given a grade "G" and the number of credits will be the same as the substituted Keio University course. Documents outlining the details of the process can be obtained from the SFC Academic Affairs Office. Students who wish to transfer credits should check details before departure.</p> <p>There is no credit transfer system.</p>
Advancing to the Next Year and Graduation	<p>Inclusion of Study Abroad Period in Keio University Enrollment Period</p> <p>By application, up to one year of the study abroad period may be included in the period of enrollment at Keio University, and it may be possible to advance to the next year retroactively.</p> <p>Example: a third-year student goes for study abroad from the Fall Semester and returns after one year. If inclusion of study abroad period is approved, and requirements for advancement to the fourth year have been fulfilled, the student would advance retroactively and would be able to graduate at the end of that academic year.</p> <p>*Retroactive graduation is not allowed.</p> <p>*If a student plans to graduate in the semester following return to Keio University by including study abroad period, procedures for handling of Graduation Project 1 need to be completed before the study abroad period begins.</p>	<p>The Temporary Leave of Absence period cannot be included in the Keio University enrollment period. In order to advance to the next year or to graduate, requirements for each year for advancing to the next year or graduating must be fulfilled, and the student must have been enrolled for the required number of semesters. Students cannot advance to the next year or graduate in the same semester as a Temporary Leave of Absence.</p> <p>Example: if a temporary leave of absence is taken in the Fall Semester, the student cannot advance to the next year or graduate at the end of that same Fall Semester.</p>
Application Procedures	<ol style="list-style-type: none"> Download the Application for Study Abroad from the Jukusei (Keio student) website. Fill out the form and prepare required documents to be attached Submit the above 1. and 2. to the SFC Academic Affairs Office Upon the Faculty Board approval, notice of approval will be sent to the guarantor 	<ol style="list-style-type: none"> Download the Temporary Leave of Absence Application Form from the Jukusei (Keio student) website. Fill out the form and prepare required documents to be attached Submit the above 1. and 2. to the SFC Academic Affairs Office Upon the Faculty Board approval, notice of approval will be sent to the guarantor

*1 Procedures and documents necessary for academic fees reduction/exemption differ according to the academic fee system that applies. Second Year transfer students, third-year transfer students with Bachelor's degrees, and Re-enrollment Students are treated as being admitted in the First Year regardless of the year of enrollment. Details on the necessary process should be confirmed with the SFC Academic Affairs Office.

*2 Policy Management Studies, Environment and Information Studies, Physical and Mental Health for Campus Life, Physical Education 1, 2, 3, 4, 5, Graduation Project 1, Graduation Project 2

*3 In the case that an applicant wishes for transferable credits to be recognized as credits for Language Communication, this will only be possible for courses of the equivalent language level to content courses.

2 Temporary Leave of Absence (Undergraduate Rules and Regulations, Article 152)

(1) Application for Temporary Leave of Absence

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, the designated Application for Temporary Leave of Absence form should be completed by affixing your signature and seal (if available) and obtaining the signature and seal (if available) of your guarantor. Download the form from the Jukusei (Keio student) website, complete it, and submit it to the SFC Academic Affairs Office by the deadline indicated on the next page.

For illness or injury, a medical certificate issued by the physician is required; and for language training, a certificate of acceptance from the institution you will be attending is required. For personal reasons for temporary leave of absence, you must submit a statement of reason and take an interview with your Academic Advisor. If you would like to take a temporary leave of absence, read page 16, "Study Abroad and Temporary Leave of Absence" carefully, and check how to apply on the Jukusei (Keio student) website.

Application for a leave of absence is on a semester basis (Spring or Fall Semester), and if the leave of absence continues to the next semester, the student must apply again. Applications are accepted from December of the previous year for the Spring Semester, and from June for the Fall Semester. **If a student will be taking a temporary leave of absence without registering for courses, an application should be submitted by the end of the online course registration period.**

	Spring Semester	Fall Semester
Period of temporary leave of absence	April 1 to September 21	September 22 to March 31
Deadline for submitting temporary leave of absence application after the course registration	Friday, May 31	Friday, November 29

(2) Academic Fees

See “Study Abroad and Temporary Leave of Absence Information” on p. 16/17 for information on academic fees during temporary leaves of absence.

(3) Notification of Returning to Study

When you are returning to your studies after a temporary leave of absence, you are required to submit a Notification of Returning to Study form before the beginning of the semester, which must be submitted in person at the Academic Affairs Office. The form can be downloaded from the Jukusei (Keio student) website.

If your temporary leave of absence was due to illness or injury, you must also submit a letter from your physician certifying that you are fit to resume your studies.

(4) Annual Health Checkup

If you could not undergo the health checkup in April as a result of a temporary leave of absence during the Spring Semester, undergo the health checkup held during the Fall Semester for new students entering in September.

3 Study Abroad (Undergraduate Rules and Regulations, Article 153)

Under University-endorsed Student Exchange Programs, student exchange is carried out each with more than 100 overseas universities. This program allows students of Keio University and other participating universities to experience study in a different country, thus promoting international exchange, developing an international way of thinking, and broadening perspectives. For details on partner universities and scholarships for study abroad, visit the International Center website (<http://www.ic.keio.ac.jp/>) and read the Exchange Student Application Guidebook (available at the SFC Academic Affairs Office).

Every year, more than thirty students from SFC study abroad through University-endorsed Student Exchange Programs and about twenty students study abroad financed through private resources.

Students interested in studying abroad should carefully read “Study Abroad and Temporary Leave of Absence Information” on p. 16/17 and the Exchange Student Application Guidebook and attend the Orientation for Studying Abroad (in Japanese only) held at the University.

(1) Application for Study Abroad

Any student wishing to receive official authorization for studying abroad from the University is required to submit an Application for Study Abroad form and to receive the approval of the Faculty Board. The Application for Study Abroad form can be downloaded from the Jukusei (Keio student) website. It must be completed and submitted to the Academic Affairs Office at least two months before the scheduled departure date.

(2) Study Abroad Credit Transfer and Inclusion of Study Abroad Period in Keio University Enrollment Period

In principle, the duration of study abroad is not counted toward the period of enrollment at Keio University and credits cannot be transferred. However, applications for credit transfer screening/inclusion of study abroad period may be accepted if the designated application forms are submitted at the Academic Affairs Office by the deadline. The form can be downloaded from the Jukusei (Keio student) website, at which further details can also be found. When planning to study abroad, make sure you understand all of the details and plan your course registration accordingly.

(3) Graduation Project 1

If the first semester of the Fourth Year is included in the study abroad period, the student should complete the required procedures with regard to Graduation Project 1 at the SFC Academic Affairs Office.

(4) Academic Fees

See “Study Abroad and Temporary Leave of Absence Information” on p. 16/17 for information on academic fees during study abroad.

(5) Notification of Returning to Study

When you return from study abroad, you should submit a Notification of Returning to Study form with a minimum of delay. The form can be downloaded from the Jukusei (Keio student) website.

(6) Annual Health Checkup

If you could not undergo the health checkup in April as a result of study abroad during the Spring Semester, undergo the health checkup held during the Fall Semester for new students entering in September.

4 Withdrawal from University (Undergraduate Rules and Regulations, Article 154)

To request permission for withdrawal from the University, the designated Notification of Withdrawal form should be completed by affixing your own signature and seal (if available), and obtaining the signature and seal (if available) of your guarantor. The form can be downloaded from the Jukusei (Keio student) website, and should be completed and submitted along with your Student ID Card to the SFC Academic Affairs Office.

In the event that academic fees have not been paid, the date of withdrawal will be retroactively moved back to the last day of the semester for which academic fees have been paid (Undergraduate Rules and Regulations, Article 171).

Accordingly, enrollment and academic records after the date of withdrawal from the University are invalidated. Even if the fees are later paid after withdrawing from the University, the invalidated enrollment status and grades will not become valid.

5 Compulsory Withdrawal from University**(1) Compulsory Withdrawal from University (Undergraduate Rules and Regulations, Article 156)**

Undergraduate Rules and Regulations, Article 156 (Excerpt)

(a) (Omitted)

(b) Notwithstanding the provisions of the preceding clause, students in the Faculty of Policy Management and the Faculty of Environment and Information Studies who have been enrolled for a total of four years for their First and Second Year and cannot advance to the Third Year, and students enrolled for a total of four years for their Third and Fourth Year and cannot graduate, shall be required to withdraw from the University.

(2) Compulsory Withdrawal from University (Undergraduate Rules and Regulations, Article 188)

Students who have been deemed to be in violation of the Undergraduate Rules and Regulations, who have not registered for courses by the registration deadline and whose intention to continue at the University cannot be confirmed shall be subject to compulsory withdrawal under Undergraduate Rules and Regulations, Article 188. [Undergraduate Rules and Regulations, Article 188]

A person who breaches these regulations or other regulations of the University established hereunder, or who neglects his/her studies, infringes on the dignity of the University or others, or otherwise engages in behavior not befitting of a student shall be punished, according to the circumstances of the offense, by reprimand, deduction of marks, suspension, or expulsion; Expulsion shall be employed only in the following circumstances:

1. Improper conduct or character with no prospect of improvement
2. Inferior academic ability with no prospect of an improvement in performance
3. Excessive absence from class without reasonable cause
4. Disruption of university order or other marked infringement of the duties of a student

6 Re-entrance (Undergraduate Rules and Regulations, Article 155)

[Undergraduate Rules and Regulations, Article 155]

A person who has withdrawn from the University and later seeks readmission may be readmitted to the year in which he/she was enrolled prior to withdrawal after consideration of the circumstances.

1 What does it mean to “register for a course”?


Students must register for courses specified by the appropriate faculty in order to take them for credit at the undergraduate level. When registering for courses, students must take into account the number of credits they have earned so far, their requirements for advancement or graduation, and the timetable and syllabus of each course.





- (1) Course registration takes place at the beginning of each semester. Students attend the courses they have registered for.
- (2) Grades are given for the registered courses. Each course has its own method for grade assessment such as final exams, papers, in-class examinations, etc.
- (3) Grades for registered courses are announced in the form of a grade report. If the grade meets the requirement for passing the course, credits will be given.

Taking into consideration the number of credits earned, students will plan what courses to take in the following semester. Students can advance to the next year or graduate by accumulating credits and meeting the designated requirements.

2 The Course Registration Process

Through course registration, students choose which courses they will be taking and confirm their academic intentions. If courses are not registered for within the specified period, the student will be regarded as having no intention to study. Under Article 188 of the University Faculty Rules and Regulations, the student will then be subject to withdrawal from the University. Carefully read the following description of the course registration process so that you do not make any errors. If you plan to take a temporary leave of absence without registering for courses, you must submit an Application for Temporary Leave of Absence by the last day of the course registration period.

<p>Spring Semester March 8–early April</p> <p>Fall Semester September 5–mid September</p>	<p>(1) Syllabus Viewing and Confirmation of Student Screening Information, etc. Referring to the syllabus and timetable, select courses to register for in the upcoming semester. The syllabus contains course descriptions, information on the grading system, limit to the number of students, and more. Some courses require prior knowledge, skills, prerequisite and/or recommended courses. Make sure you read the information on the syllabus carefully before registering for a course. A CNS account is necessary to view the syllabus from a network outside Keio University. ◆Timetable and syllabus: http://www.gakuji.keio.ac.jp/en/sfc/rishu/index.html</p>
<p style="text-align: center;"></p> <p>Spring Semester early–mid April</p> <p>Fall Semester mid–late September</p>	<p>(2) Student Screening and Confirmation of Results Student screenings are held before the first class for many courses. Apply for a student screening, and make adjustments to your course load according to the results. The main ways student screenings are conducted are described below:</p> <p>(a) SFC-SFS Student Screening http://www.gakuji.keio.ac.jp/en/sfc/pe/reg_entry.html If you wish to register for courses that have student screenings, apply for the student screening through SFC-SFS. You can only apply for one course screening per period on the same day of the week. Results will be announced through SFC-SFS. Be sure to confirm details such as the schedule for each semester at the website listed above.</p> <p>(b) English Pre-registration System https://vu5.sfc.keio.ac.jp/english-reg/ Drawings based on reservations made beforehand will be held for Project English (A–C) and SFC Gateway English. Courses that may be registered depend on the student’s TOEFL score. You cannot register for courses without prior submission of a TOEFL score.</p> <p>(c) Registration and Drawing for Preferred Class for Fundamentals of Information Technology Courses https://itclass.sfc.keio.ac.jp/classreg/</p>

	<p>Class registration and screening will be held for Fundamentals of Information Technology courses such as Fundamental of Information Technology 1.</p> <p>(d) Seminars http://vu.sfc.keio.ac.jp/project/ Spring Semester Syllabus available: early January Screening: early January Fall Semester Syllabus available: early July Screening: early July</p> <p>In principle, screenings for seminars begin in the semester prior to the semester you wish to register for them, so students planning to take seminars should check the schedules online as soon as the syllabus becomes available.</p>
<p style="text-align: center;"></p> <p>Spring Semester 1:00 p.m., Wednesday, April 10 to 1:00 p.m., Saturday, April 13</p> <p>Fall Semester 1:00 p.m., Thursday, September 26 to 11:00 a.m., Tuesday, October 1</p>	<p>(3) Online Course Registration through the Gakuji Web System</p> <p>Regardless of whether a student screening is required or not, you must register for all courses that you take. Make sure that you refer to “3. Course Registration” on page 22. Allow plenty of time for course registration, and if you have any questions, come to the Academic Affairs Office within the course registration period. Inquiries will not be accepted over the telephone.</p> <p>(a) Go to the “Course Registration” section of the Gakuji Web System Login to SFC-SFS → Gakuji → Gakuji Web system → Course Registration. Register after carefully reading the below page on important points and the registration process.</p> <p>➤ Registration Manual: http://www.gakuji.keio.ac.jp/course_reg_manual_e.html</p> <p>(b) Saving the Registration Complete Page After registering for a course, the word “Pending” will be shown in the status column if there is an error. Make sure that the status of each course is “registration complete.” You can make changes to registration as many times as you like during the registration period, but are not permitted to add or remove courses for any reason whatsoever after it ends. Make sure that there are no errors in your courses or fields after you finish registering.</p>
<p style="text-align: center;"></p> <p>Spring Semester Monday, April 15 to Monday, April 22</p> <p>Fall Semester Wednesday, October 2 to Monday, October 7</p>	<p>(4) Course Registration Confirmation Period</p> <p>Be sure to check if registration was completed correctly by comparing the Registration Complete page you saved from course registration to the course registration details on the “View Registered Courses” page on the Gakuji Web System. If there are any discrepancies, bring your Student ID Card and a printout of the Registration Complete page to the Academic Affairs Office.</p>
<p style="text-align: center;"></p> <p>Spring Semester Tuesday, May 7 and Wednesday, May 8</p> <p>Fall Semester Wednesday, October 9 and Thursday, October 10</p>	<p>(5) Course Registration Amendment Period (applicable students only)</p> <p>Amendments to errors in course registration are accepted in this period only for those who are applicable. A message will show in either of the columns for “Reminder,” “Error,” or “Notice,” (at the beginning of May for the Spring Semester, or the beginning of October for the Fall Semester), so please print the Course Registration Confirmation Sheet and bring it with your Student ID card to the Academic Affairs Office and complete the necessary process.</p> <p>In the case that the student does not make amendments during the Course Registration Amendment Period, the error will be amended by the Academic Affairs Office.</p> <p>The University will not be held accountable for any disadvantage incurred by a student who did not carry out the necessary process during this period.</p>
<p style="text-align: center;"></p> <p>Spring Semester/First Half of Spring Semester Courses 10:00 a.m., Wednesday, May 15 to 4:45 p.m., Thursday, May 16</p>	<p>(6) Course Cancellation Period</p> <p>You may cancel courses you have registered for. However, the courses on the next page cannot be canceled. Grades will not be given for cancelled courses. Additional courses may not be registered for. To see Undergraduate courses that are not allowed to be canceled by students from other faculties or graduate schools, check the Jukusei (Keio student) website.</p> <p>※ Year-long courses and set courses need to be canceled during the Course</p>

Second Half of Spring Semester Courses

10:00 a.m., Monday, June 24 to 4:45 p.m., Tuesday, June 25

Fall Semester/First Half of Fall Semester Courses

10:00 a.m., Thursday, October 24 to 4:45 p.m., Friday, October 25

Second Half of Fall Semester Courses

10:00 a.m., Thursday, December 12 to 4:45 p.m., Friday, December 13

Cancellation Period for Spring Semester/First Half of Spring Semester Courses.

Login to SFC-SFS → Gakuji → Gakuji Web System → Course Cancellation

Courses that are not allowed to be canceled

- Study Abroad Courses in Language Communication Courses
- Special Research Project A/B
- Internship in Social Enterprises
- Internship in Public Organizations
- Physical Education 2, 3
- Physical Education 4, 5 (can only be canceled in the semester you register for them)
- Data-Driven Art
- Japanese Intensive 1 (Only when held during a break period)
- Courses Offered at Other Faculties, Research Institutes or Centers which the faculty running the course does not allow you to cancel.

3 Course Registration

(1) Important notes on Course Registration

- (a) Students planning to register for courses other than those offered by the Faculty of Policy Management and the Faculty of Environment and Information Studies should read “5. Cross-Registration Courses” on p. 27 carefully.
- (b) Courses cannot be added or deleted after the course registration period has ended. Credits cannot be earned for courses that have not been registered for.
- (c) If either of the below applies and you are not registering for any new courses for the semester in question, login to the Gakuji Web System and click the [No New Registered Courses] button in the TOP menu.
 - You are currently registered for Physical Education 2, Physical Education 3, Physical Education 4 and/or Physical Education 5 and do not intend to register for any other courses.
 - You registered for Courses Offered by Other Faculties or Research Institute (year-long or Fall Semester courses) during the Spring Semester and do not intend to register for any additional courses in the Fall Semester.

(2) Maximum number of credits that may be earned in a single semester

The number of credits that may be earned in a single semester is as follows:

Maximum number of credits toward advancement and graduation	20 credits
Maximum number of credits including those for Optional Subjects	30 credits

However, the courses listed below will not be counted toward the maximum number of credits that may be earned:

Physical and Mental Health for Campus Life, Physical Education 1, Physical Education 2, Physical Education 3, Physical Education 4, Physical Education 5, Special Research Project A, Special Research Project B

Also, since courses with transferable credits earned before entering the Master’s Program and Basics of Data Science are Optional Subjects, credits for these courses will not be included in the maximum number of credits (20 credits) toward advancement and graduation.

(3) Fields

Fields are course categories based on the University Rules and Regulations. Refer to the “Courses, Number of Credits, Fields” on p. 42. Courses offered by the Faculty of Policy Management and the Faculty of Environment and Information Studies are all assigned “Fields.” When a course is registered for, a field that corresponds with the course is automatically assigned to it (Column A registration).

Courses that have their field automatically registered as Column A	Fields
Courses offered at the Faculty of Policy Management and the Faculty of Environment and Information Studies (exception below)	p. 42-43 Refer to the "Courses, Number of Credits, Fields" chart
•Basics of Data Science •Program Courses offered at the Graduate School of Media and Governance (transferable credits earned before entering the Master's program, p. 27)	Optional Subjects
Short-term Study Abroad courses offered at the International Center (refer to p. 28)	Language Communication courses (or Optional Subjects (B11))

When registering for courses that do not have assigned fields such as Courses Offered at Other Faculties, Research Institutes or Centers, or taking courses as Optional Subjects, fields need to be registered when the courses are registered as "Column B." Make sure you register correctly by referring to the chart below to check what fields courses can be registered in.

Courses that must be registered as Column B	Column B	Field
• Course credits not required for advancement or graduation • Courses Offered at Other Faculties, Research Institutes or Centers (excluding courses offered at the International Center at Mita Campus) • Other courses for which there are specific instructions (Refer to "Optional Subjects" on p. 24)	B11	Optional Subjects
Courses offered at faculties other than the Faculty of Policy Management and the Faculty of Environment and Information Studies • Courses offered at the International Center at Mita Campus (excluding Short-term Study Abroad program)	B21	Courses Offered at Other Faculties

(4) Courses

(a) Prerequisite Courses and Course Registration Requirements

Although it may not be specified in the syllabus, the following courses have requirements, such as earning credits for prerequisite courses or passing a qualification examination that must be fulfilled before the semester they are taken.

Course Names / Fields	Prerequisite Courses / Requirements
Physical Education 2 Physical Education 3	Credits earned for Physical Education 1
Physical Education 4 Physical Education 5	Credits earned for Physical Education 3
Fundamentals of Information Technology courses (excluding Fundamentals of Information Technology 1)	Credits earned for Fundamentals of Information Technology 1 Except for Fundamentals of Information Technology 2, these courses also require passing of a typing examination.
Data Science courses	1) Credits earned for Basics of Data Science, OR 2) Passing of the Data Science Qualification Examination
Graduation Project 2	Earn credits from Graduation Project 1. Excluding those continuing Graduation Project 1 while studying abroad. (p. 26)

(b) Class Designated Courses (courses that depend on your "class")

Class Designated Courses are courses that have their time schedule determined by your "class." New students should register for these courses in their first semester. The courses are listed below and do not require student screening although it may be written so in the syllabus.

Course Names / Fields	Possibility to Change Classes
Physical and Mental Health for Campus Life	New students cannot change classes.
Physical Education 1	[New students] cannot change classes. [Students retaking the course] can register only a full-time faculty member's class in the Spring Semester, or the class for students retaking the course held in the Fall Semester. Be sure to attend the first class and obtain permission to take the course.
Basics of Data Science	New students cannot change classes.

Fundamentals of Information Technology 1	New students requesting a class change and students retaking the course should apply through the website below. In some cases, a drawing will be held. https://itclass.sfc.keio.ac.jp/classreg/
Language Communication Courses	New students cannot change classes. However, new students who pass a qualification examination may register for these classes. From the second semester on, follow the instructions in the syllabus and apply for a student screening.

(c) Optional Subjects

Credits earned from Optional Subjects are not counted toward credits required for advancement to the next year or graduation. The courses below can only be registered as Optional Subjects. Courses listed as B11 below must be registered by selecting the "B11 Optional Subjects" field at the time of registration. Credits earned from Optional Subjects cannot be converted at a later date to credits required for advancement to the next year or graduation, and vice versa.

Courses	Column B
Basics of Data Science	-
Program Courses in the Graduate School of Media and Governance	
Courses you already have credit from	B11
Courses Offered by Research Institutes and Centers (Excluding courses offered by the International Center at the Mita Campus and those offered at the GIC Center at Hiyoshi Campus.)	
Duplicate Courses (when taking multiple in the same semester) (p. 24)	
Courses exceeding the maximum number of credits that can be earned in a single semester (p. 22)	
Other Courses with Specific Instructions	

Note that the following courses cannot be taken as Optional Subjects:

SFC Gateway English, English Gateway 1, English Gateway 2, Basic courses for foreign languages, and Intensive courses for foreign languages, Physical and Mental Health for Campus Life, Physical Education 1, Physical Education 2, Physical Education 3, Physical Education 4, Physical Education 5, Graduation Project 1, Graduation Project 2

(d) Duplicate Courses

In principle, each course can only be taken once for credit to count toward advancement to the next year or graduation, even if the instructor is different. If you take duplicate courses in the same semester, or plan to re-take a course you have earned credits from in the past, the extra course can only be registered as an "Optional Subject." However, the following courses can be taken multiple times for credit to count toward advancement to the next year or graduation.

Project English A/B/C/D, Contents Courses (Language Communication), Skill Courses (Language Communication), Study Abroad A/B (Language Communication), Seminar A, Seminar B, Special Research Project, Special Research Project A/B and Graduation Project 1 (only when the mentor is changed)

In addition, the below chart indicates courses that will be considered to be the same course even though a change has been made in the course name.

New Course Name	Previous Course Name
Fundamentals of Life Science Laboratory	Fundamental Biology Laboratory
Innovation and Marketing Research	Diffusion of Innovations and Marketing Research of Information Technology Services
Data Business Creation A	Data Business Creation
Data Business Creation B	Data Business Creation
Civil Code (Contracts and Torts)	Civil Law (Property)
Civil Code (Family and Inheritance)	Civil Law (Family Law)
Tonal Harmony 1	Fundamentals of Digital Music
Tonal Composition 1	Music and Cognition
Beyond Blockchain Basics	Beyond Blockchain
Beyond Blockchain Advanced	Beyond Blockchain

This does not apply to those who moved from the 2007 University Rules and Regulations. Visit the Academic Affairs Office for details.

4 Course Registration Details for Specific Courses

(1) Physical Education <http://wellness.sfc.keio.ac.jp/> (in Japanese only)

(a) Wellness System

This system is used for making reservations for physical education classes, and submitting notes and papers for physical education courses.

(b) Physical Education 2/3

After earning credits for Physical Education 1, be sure to register for both Physical Education 2 and Physical Education 3 at the same time in the following semester. Go to the course registration section of the Gakuji Web System, and from "Other" under "Day of the Week," select and register for Physical Education 2 and Physical Education 3. Course registration will be valid for these two courses until credits have been earned for them, so there is no need to re-register for them later on. Use the Wellness System to make reservations for the classes you will attend. Each course requires attending class fifteen times and submission of a report in order to earn credits.

(c) Physical Education 4/5

Students must have earned credits for Physical Education 3 by the previous semester in order to take Physical Education 4/5. To register for these courses, go to the course registration section of the Gakuji Web System, and from "Other" under "Day of the Week," select and register for Physical Education 4 and Physical Education 5. Course registration will be valid for these two courses until credits have been earned for them, so there is no need to re-register them later on. However, you cannot cancel registration for Physical Education 4 or 5 outside of the semester in which you registered for them. Use the Wellness System to make reservations for the classes you will attend. Each course requires attending class fifteen times and submission of a report in order to earn credits.

(2) Language Communication courses <http://language.sfc.keio.ac.jp/>

(a) Language Proficiency Examination (excluding English, Arabic, and Malay-Indonesian)

Language proficiency examinations are held during the orientation period each semester. Except for Basic 1 and Intensive 1, a language proficiency examination may be required before a course can be registered. Information on dates of the language proficiency examinations will be included among documents sent out with grade reports for the prior semester.

(b) Contents Courses

Courses with "language" included in the course name, and a portion of courses held in English or Japanese, can be taken as a Language Communication (xx language) Contents Course. (Refer to the "Courses, Number of Credits, Fields" chart on p. 42)

Courses taken as Contents Courses will appear as Fundamental Subjects (Language Communication courses) regardless of the original course name. Courses that may be taken as Contents Courses have the Contents Courses name listed together with the original course name in the syllabus.

example: "Theory of Languages (German)" Advanced Subjects (Series of Policy Management)

"German Contents" Fundamental Subjects (Language Communication courses)

Please note that to take a course as "Japanese Contents," prior permission must be obtained from the Japanese Language Lab.

(c) Study Abroad Courses

These courses are held during the spring or summer break at overseas educational institutions. There are two types of courses, A (4 credits) and B (2 credits). For details, check the website and language lab for each language. You must register for these courses in the semester immediately following participation, and they may not be canceled. If a temporary leave of absence or study abroad is planned for the semester immediately following participation, be sure to consult with the Academic Affairs Office beforehand.

(3) Data Science courses <http://ds.sfc.keio.ac.jp/>

In order to take Data Science courses, students must first earn credits for Basics of Data Science or pass the Data Science Qualification Examination, which is held every semester during the guidance period.

Although it is recommended that students earn at least two credits from Data Science 1 before advancing to Data Science 2, both courses may be taken simultaneously.

(4) Fundamentals of Information Technology course <https://itclass.sfc.keio.ac.jp/>

Fundamentals of Information Technology 1 is a required course. After earning credits for Fundamentals of Information Technology 1, Fundamentals of Information Technology 2 or other Fundamentals of Information Technology courses may be taken according to the student's level.

(5) Seminar

There are two types of Seminars (Seminar A and Seminar B), and the type differs by faculty member.

Course	Class periods per week	No. of credits	Approx. no. of students
Seminar A	2 class periods/week	4 credits	35 students
Seminar B	1 class period/week	2 credits	15 students

Up to six credits, including those taken as Optional Subjects, can be registered for per semester. In principle, students can register for Seminars from their Second Year. However, students in their First Year can only register for one Seminar per semester if the faculty member in charge grants special approval.

The syllabus for the Spring Semester will become available in early January, and for the Fall Semester, in early July. Each Seminar has its own student screening, so students should check the syllabus for the screening process and dates.

(6) Graduation Project

During their Fourth Year, students create a Graduation Project, such as a written thesis or a work, as a culmination of their learning at SFC centered on the seminar. One of the requirements for graduation is to register and earn credits for Graduation Project 1 during the first semester of the Fourth Year, and Graduation Project 2 during the second semester of the Fourth Year.

The faculty member overseeing the Graduation Project is called the Graduation Project mentor. In order to take a Graduation Project course, the student must apply and receive approval for a mentor during the designated period. While consulting with the Graduation Project mentor, the student will create a research result such as a thesis or work, and have it assessed and approved.

(a) Fulfilling Aspect Requirements

In order to apply for a Graduation Project mentor, a student must have earned at least four credits in one of the “Aspects” designated by the mentor, in the semester prior to the application, that is, in principle, by the first semester of the third year. In addition, there may be other requirements to be fulfilled, so start course planning early to fulfill your “Aspects” and other requirements.

You can check the “Aspects” specified by Graduation Project mentors: login to SFC-SFS → [GP] → [GP Mentors]

(b) Graduation Project Mentor Application

*In principle, the application process begins at the end of the first semester of your third year (around September or March). You can apply for the preliminary application, first round application, and second round application on SFC-SFS and also view the results. Login to SFC-SFS → [GP] → [Choose GP Mentor].

*Preliminary Application

There is no selection screening for preliminary applications. Register the Graduation Project Mentor of your choice before the course registration period and create your course registration plan while communicating with them.

1. At least four credits must be earned in one of the “Aspects” designated by the mentor by the semester prior (the first semester of the Third Year) to application.
2. Other requirements designated by the mentor must be fulfilled.

<Application Schedule for Graduation Project Mentor>

		Application Period	Result Announcement Date and Time
Spring Semester (Third Year students who plan to advance to the Fourth Year in the Fall Semester of Academic Year 2019)	Preliminary Application	Wednesday, March 20 to Tuesday, March 26, 2019	—
	First-round	Monday, June 3 to Friday, June 7, 2019	10:00 a.m., Saturday, June 15, 2019
	Second-round	Monday, July 1 to Friday, July 5, 2019	10:00 a.m., Saturday, July 13, 2019
	Amendments	Thursday, September 5 to Monday, September 23, 2019 (tentative)	—
Fall Semester (Third Year students who plan to advance to the Fourth Year in the Spring Semester of Academic Year 2020)	Preliminary Application	Friday, September 6 to Tuesday, September 10, 2019	—
	First-round	Monday, December 2 to Friday, December 6, 2019	10:00 a.m., Saturday, December 21, 2019
	Second-round	Tuesday, January 14 to Monday January 20, 2020	10:00 a.m., Tuesday, January 28, 2020
	Amendments	Tuesday, March 10 to Friday, April 3, 2020 (tentative)	—

*Amendment forms must be used to make amendments. Amendment forms can be downloaded from the Jukusei (Keio student) website.

* Starting in Academic Year 2019, if you do not register for Graduation Project 1 in the semester after your application for a faculty member to act as your mentor was accepted, your application will be canceled and you will have to apply again.

(c) Graduation Project 1 (first semester of the Fourth year).

In Graduation Project 1, students make plans and preparations for completing the Graduation Project 2 result work in the following semester. Credits from Graduation Project 1 must first be earned in order to take Graduation Project 2.

However, for students who plan to study abroad in the first semester of the Fourth Year, if an Application for Study Abroad is approved by the Faculty Board and the necessary process before and after study abroad are completed, Graduation Project 2 can be registered for without earning credits for Graduation Project 1. For details, contact the SFC Academic Affairs Office (person in charge of studying abroad).

If changing a Graduation Project mentor after having earned credits for Graduation Project 1, you must register for the Graduation Project 1 again.

(d) Graduation Project 2 (second semester of the Fourth Year)

Students create a result work, such as a thesis or work, and present it for evaluation and assessment. Credits for Graduation Project 2 must be acquired to graduate. Only students who have earned credits for Graduation Project 1 can take Graduation Project 2.

In order to earn credits for Graduation Project 2, a result work must be submitted through SFC-SFS during the designated period. (login to SFC-SFS→[GP]→[Reg. GP2 Work])

As a rule, submitted result work are presented on SFC-SFS. Pass/fail is reflected in the grade given for Graduation Project 2.

Registration Period for Graduation Project 2 Result Work	
Spring Semester	Monday, June 24 to Tuesday, July 30, 2019
Fall Semester	Monday, December 23, 2019 to Tuesday, January 28, 2020

(7) Special Research Project

Special research projects are held by faculty members in charge of Seminars during summer or spring breaks to carry out research that cannot be conducted during the semester. Calls for participation in these projects are usually carried out by the individual Seminars. Students must register for the special research project in the semester immediately after attending it, and these courses cannot be canceled. Credits will not be given to students who will be on a temporary leave of absence or intend to study abroad in the semester immediately after attending the special research project.

One Special Research Project, either Special Research Project A or Special Research Project B, can be registered for in a single semester for credit required for advancement to the next year or graduation. To register for multiple special research projects, register for one of them as a Research Seminar and others as Optional Subjects

(8) Field Research http://www.gakuji.keio.ac.jp/en/sfc/pe/fieldwork_pe.html

Credits to be counted toward advancement to the next year or graduation can be earned through fieldwork or internships related to your individual research theme that take place during spring and summer breaks (in Japan or overseas). Before the activity, you must first submit research plan documents and obtain approval for the activity content. Field Research 1 or Field Research 2 can be registered in the semester immediately after the break during which you did fieldwork or had an internship.

For details on the application standards, activity period, assignments, etc., please check the URL above.

5 Cross-registration Courses

(1) Transferable Credits Earned Before Entering the Master's Program

You can register for "Program Courses" that are accepted by the Graduate School of Media and Governance (excluding undergraduate parallel courses) and some courses offered by the Graduate School of Human Relations, the Graduate School of Law, and Law School by going through the required process.

(a) Graduate School of Media and Governance

Students can register for Program Courses (excluding courses held in parallel with the faculties) offered by the Graduate School of Media and Governance while enrolled as an undergraduate, and if they advance to the Graduate School of Media and Governance after graduation, up to eight credits earned from these courses may be counted as credits required for completing the master's program. The process for course registration is as follows.

- Download the "Application for Undergraduates to Register Master's Program Courses (大学院先取科目履修申請書)" from the Jukusei (Keio student) website.
- At the first class meeting, obtain an approval seal (or signature) from the faculty member in charge of each course on the "Application for Undergraduates to Register Master's Program Courses" and submit it to the Academic Affairs Office by the last day of the course registration period. For courses in the second-half of the semester, submit the application promptly after the first class meeting.
- During online course registration, register Program Courses of the Graduate School of Media and Governance as courses in "Column A." Such courses will automatically become "Optional Subjects: Program Courses (Graduate School of Media and Governance) [Field: 90-09-02]." For details regarding the procedure for having credits recognized at the Graduate School of Media and Governance after advancement to the Graduate School, refer to the "Guidebook for Students of the Graduate School of Media and Governance."

- (b) The Graduate School of Human Relations, Graduate School of Law and Law School, and Others
Visit the Jukusei (Keio student) website for details on each graduate school.

(2) **Short-term Study Abroad Courses Offered at the International Center**

The International Center offers courses during the summer and spring break periods each year.

For details, refer to “学内機関主催の短期プログラム(Short-Term Program)” (in Japanese only) under the “海外への留学 (Study Abroad)” tab on the International Center website (<http://www.ic.keio.ac.jp/>) and also attend the program orientation session held at the beginning of each semester. To search for courses offered at the International Center, go to the course registration page in the Gakuji Web System. Select “Other” in the “Day” field in the International Center Class Timetable. Courses should be registered as in “Column A.” The “fields” that students can register for differ by course, and the courses listed below are automatically assigned “fields” as follows:

Course Name	Field
Summer School at Christ Church College, Oxford	Language Communication courses (English)
Summer School at Downing College, Cambridge	
Summer School at College Of William And Mary	
Summer School at University Of Notre Dame	
Spring School at Sciences Po: European Studies	
Spring School at Singapore Management University	
Spring School at The University Of Sydney	
Spring School at The University Of Queensland	
Spring School at Tufts University	
Summer School at Lincoln College, Oxford	Optional Subjects

(3) **Courses Offered at the Student Affairs Center**

You can register for Safety, Health and Wellness course offered at the Student Affairs Center online in the spring and fall semesters as Optional Subjects. In principle, you are required to register for the course in the semester after you attend it. Visit the Jukusei “Keio student” website for details.

(4) **Courses Offered at the Teacher Training Center**

You can participate in the Contemporary Study on Teacher course and Basic Theory of Education course offered at the Teacher Training Center even in your first year as long as you are in your second semester or above. In principle, you are required to register for these courses in the semester after you participate in them. Please refer to Japanese version of SFC Guide.

(5) **Courses Offered by Other Faculties or Research Institutes etc.**

Important Points

In principle, you are required to register for courses offered by other faculties or research institutes etc. for both spring and fall semesters together in the Spring Semester. You cannot cancel registration for such courses (Fall Semester courses) in the Fall Semester. Be careful when registering for these courses. Refer to the following website for the timetables of Fall Semester courses in the Faculty of Policy Management and the Faculty of Environment and Information Studies when planning for course registration:

<http://www.gakuji.keio.ac.jp/en/sfc/rishu/>

Example: If you register for 16 credits from courses (Fall Semester courses) offered by other faculties or research institutes in the Spring Semester, the remaining number of credits you will be able to register for in the Fall Semester will be 4 excluding Optional Subjects. This is because the upper limit of credits one can take per semester is 20.

(a) **Courses that may be taken**

Be sure to confirm the course information, description, and syllabus for each course before registering. Courses offered at other faculties may be taken only if all of the following two requirements are met:

1. The Faculty Offering the Course Allows Students from Other Faculties to Take Courses

Courses listed on the chart “Subjects with Restrictions for Students from Other Faculties and Graduate Schools: Undergraduate” on p. 31 cannot be taken. Please check the course registration information posted on the Jukusei (Keio student) website for each faculty.

Some courses have restrictions on your student year. If you are not in the correct student year, you will be unable to take the course even if it is not a “Subject with Restrictions.” Some faculties have courses with restrictions not listed on this chart, and there may also be some courses offered as Optional Subjects to students from other faculties. Students should gather necessary information through the syllabus, Jukusei (Keio student) website, and announcements on the notice boards of each campus, etc.

*In order to take courses offered by the Faculty of Science and Technology, prior interviews, submission of forms, etc., are required. Please refer to p. 31 for details.

- *In order to take Common Courses offered at Hiyoshi Campus, submission of an Application to Register for Hiyoshi Common Courses (科目認定願) is required. Refer to (g) below for details.
2. Permission of the Faculty Member in Charge of the Course
Some courses will have orientation regarding registration on their first class. Attend the first class meeting and obtain verbal permission from the faculty member in charge of the course. If the first class meeting is canceled, or if permission could not be obtained during the Spring Semester for a course held in the Fall Semester, obtain permission when the first class meeting is held.
For courses offered by the Faculty of Science and Technology and Common Courses offered at Hiyoshi Campus, it is necessary to obtain the signature of the faculty member in charge of the course on the designated form.
- (b) Course Registration
You can only register for courses described in (a) “Courses that may be taken” above. Make sure that you select the appropriate B column and register within the registration period for the Faculty of Policy Management and the Faculty of Environment and Information Studies. Even if you receive permission to take the course, you cannot take it unless you register for it before the end of the registration period.
*In principle, you are required to register for all courses offered by other faculties or research institutes in the Spring Semester. You can register online for fall semester courses in the Faculty of Science and Technology at Yagami Campus, the Faculty of Nursing and Medical Care, and at the international center during the registration period in the Fall Semester.
*Fall semester courses offered by other faculties or research institutes etc. that you register for in the Spring Semester must be canceled in the Fall Semester course cancellation period. Amendments may be permitted only in the case of unavoidable circumstances, such as if SFC class designated courses or required courses overlap with these courses. In such cases, come to the Academic Affairs Office by the end of the course registration period.
*Some courses cannot be registered online. Register with plenty of time beforehand and visit the SFC Academic Affairs Office during the course registration period if you cannot register online. Inquiries will not be entertained after the course registration period ends.
- (c) Field
You must choose the appropriate Column B field and register it. Please refer to “Fields” on p. 22.
- (d) Student Year for Course Registration
Other faculties have student year restrictions for registering for certain courses. These restrictions should be followed. In particular, courses offered at the Mita and Yagami campuses require that students have at least advanced to their Third Year. (However, the Faculty of Letters at Mita Campus requires students to have advanced to at least their Second Year.)
For Common Courses at Hiyoshi Campus, student year designations for course registration may differ according to the faculty to which the student belongs. Find the timetable for your student year from among the timetables for the main faculty (faculty running the course) of the course to be taken.
- (e) Period-related Restrictions
If you intend to take a course at SFC and a course offered at another campus including those offered in the Toho Building, they cannot be registered for in consecutive course periods. There must be an interval of at least one class period to allow time for commuting between campuses.
- (f) Credits and Grades from Year-long Courses/Set Courses
Credits for year-long courses are divided equally between the Spring Semester and the Fall Semester to fulfil credit requirements. Credits and grades for year-long courses are given at the end of the Fall Semester only and will not be divided by semester.
Set courses are conducted over the Spring and Fall semesters as a set (or pair of courses). Therefore, registration in only one course of a set is not possible. Grades for set courses are given collectively at the end of the Fall Semester. However, when the set of courses are held in the same semester, grades will be given at the end of the said semester.
- (g) Common Courses at Hiyoshi Campus
In addition to the above, a separate process must be completed to take these courses.
Details will be announced on the Jukusei (Keio student) website in late-March.
1. Submission of the “Application to Register for Hiyoshi Common Courses (科目認定願)” (designated form):
Monday, April 8 to 4:50 p.m., Monday, April 15 (Deadline strictly enforced)
The application form will be posted on the Jukusei (Keio student) website in late-March. Obtain a seal or signature of the faculty member in charge of the course and submit it at the SFC Academic Affairs Office. For details, please check the Jukusei (Keio student) website
 2. Course Registration
Year-long courses and Fall Semester courses must all be registered online during the Spring Semester course registration period.

Even if you register for a course, if you have not submitted the Application to Register for Hiyoshi Common Courses (科目認定願), the registration will be invalidated.

3. Drawing

In case that there are many students registered for a course, registration restriction (drawing) takes place. If, as a result of the drawing, you are not allowed to register for the course, you will be allowed to register for a course for which additional registration is possible during the course registration amendment period. Notification of courses that may be additionally registered for will be made at the time of announcement of drawing results.

(h) Course Cancellation

Course cancellation for year-long courses, set courses, and Spring courses must be done in the Spring Course Cancellation Period, and Fall courses must be done in the Fall Course Cancellation Period. However, you cannot cancel courses that are designated as non-cancelable by a faculty. Make sure to check this list as well as any registration information posted in the Jukusei (Keio student) website.

Also, you cannot cancel or make amendments to year-long or Fall Semester courses in the Fall Semester course registration or amendment periods, if the courses were registered for in the Spring Semester.

<Courses that cannot be canceled by student of other faculties and graduate schools (undergraduate)>

Visit the website below for the newest information and updates.

<http://www.gakuji.keio.ac.jp/academic/rishu/tagakubutorikeshi.html>

Points of caution

1. Some courses may have restrictions on their ability to be canceled. Read the course descriptions and syllabus carefully before registering for courses.
2. Some courses may have recently implemented these restrictions, so be sure to read all new information updates and postings.
3. There may also be restrictions depending on the field or your student year.

(6) Courses Offered by Research Institutes or Centers

The fields for each course offered at other Research Institutes or Centers are shown below. Make sure that the field is appropriate before registering (p. 22).

*Register for these courses in the same way as those offered at other faculties.

*In the case that the below courses are held at the same course period and by the same professor (a parallel course in another faculty), you can register for those courses as Courses Offered at Other Faculties (the field will then be different). Example: The course “Modern Japan and Yukichi Fukuzawa” offered at the Fukuzawa Memorial Institute for Modern Japanese Studies is listed as a general education course at the Faculty of Economics on the Hiyoshi timetable.

Courses Offered at Other Research Institutes or Centers

Research Institutes or Centers that offer courses	Field	Column B
International Center	Courses Offered at Other Faculties or Optional Subjects	B11 or B21
GIC Center		
Culture and Education Center	Optional Subjects	B11
Fukuzawa Memorial Institute for Modern Japanese Studies		
Research Center for Foreign Language Education		
Institute of Cultural and Linguistic Studies		
Institute of Oriental Classics (Shido Bunko)		
Health Center		
Institute for Journalism, Media & Communication Studies		
Global Research Institute		
Institute of Physical Education		
Teacher Training Center		
Student Affairs Center		
Art Center	Cannot be taken (only offered at graduate level)	-

6 Other

The upper limit of courses one can register for in the Bachelor’s-Master’s Four-Year Integrated Education Program is 24. Make sure you go through the process that is described in the email to you before the beginning of the course registration period. Refer to p. 47 for details.

Subjects with Restrictions for Students from Other Faculties and Graduate Schools: Undergraduate

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

- 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.
- Subject-related orientation and a description of restrictions may be provided at the first lecture/class. Please make sure you attend.
- 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.
- Some courses do not accept fall semester registrations; please refer to syllabuses and class schedules carefully.

Mita Campus		Hiyoshi Campus		Hiyoshi Campus	
Faculty	Subjects with Restrictions	Faculty	Subjects with Restrictions	Faculty	Subjects with Restrictions
Faculty of Letters	[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.	Faculty of Letters	1. Restricted Subjects (1) Required language courses (Refer to the Faculty of Letters Course Registration Guideline) (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 LIBERAL ARTS AND SCIENCES SEMINAR 2	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 Economics	[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 ◆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 A-C *With some exceptions, these subjects are only available to those who have passed a preliminary screening. 3. Priority Subjects N/A	Faculty of Economics	1. Restricted Subjects ◆Mandatory Courses in Foundation ◆Mandatory Courses/Mandatory Elective Courses in Foreign Languages ◆Mandatory Courses in Major Subjects 2. Conditionally Restricted Subjects If students wish to take PEARL courses, they need to receive a permission from lecturers in charge and the Academic Director of PEARL program. 3. Priority Subjects In the case of subjects where the number of eligible students exceeds class capacity or where classes are specified, students in the Faculty of Economics may be given priority.	Yagami Campus Faculty of Science and Technology	◆N/A The faculty member/instructor in charge and assistant academic advisor will review each student's request to take a subject based on the student's academic ability and learning environment, then decide whether to agree to the request. Students must submit a prescribed form to the Faculty of Science and Technology to take these subjects. Students should refer to http://www.gakui.keio.ac.jp/yagami/rikou/rikougakubu_igai.html and follow the required procedures.
Faculty of Law	1. Restricted Subjects ◆ACCOUNTING1/2, SCIENCE OF BUSINESS ADMINISTRATION1/2, MONEY AND BANKING1 ◆PRIVATE INTERNATIONAL LAW1/2 ◆ADMINISTRATIVE ORGANIZATION LAW1/2 ◆HISTORY OF ECONOMY1/2(Only students in the Faculty of Economics can register these classes.) 2. Conditionally Restricted Subjects N/A 3. Priority Subjects N/A	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.	Shonan Fujisawa Campus (including Faculty of Nursing and Medical Care at Shinanomachi) Faculty of Policy Management and Information Studies	◆GRADUATION PROJECT 1.2 ◆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 Business and Commerce	[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 of Business and Commerce will be given priority.	Faculty of Business and Commerce	1. Restricted Subjects ◆Required language courses ◆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.	Faculty of Nursing and Medical Care	1. Restricted Subjects ◆Practical subjects ◆Lectures and Seminars below: NURSING SKILLS: PATIENT CARE, NURSING SKILLS: CLINICAL INTERVENTIONS, NURSING SKILLS: CRITICAL THINKING, SKILLS FOR HOME CARE, PRACTICUM IN HOME CARE SKILLS, SEMINAR IN ADULT NURSING SKILLS, PATHOPHYSIOLOGICAL ISSUES IN ACUTE CARE, SEMINAR IN ACUTE CARE, PATHOPHYSIOLOGICAL ISSUES IN CHRONIC CARE, SEMINAR IN CHRONIC CARE, SEMINAR IN PEDIATRIC NURSING, SEMINAR IN PSYCHIATRIC AND MENTAL HEALTH NURSING, PATHOPHYSIOLOGY FOR TERMINAL CARE, SEMINAR IN TERMINAL CARE, THEORIES IN NURSE-MIDWIFERY, NURSE-MIDWIFERY SKILLS, MANAGEMENT ISSUES IN MIDWIFERY 2. Conditionally Restricted Subjects The other subjects can be taken if students receive permission from the faculty member/instructor in charge. 3. Priority Subjects N/A
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.gakui.keio.ac.jp/hiyoshi/rikou/index.html and follow the required procedures.	School of Medicine	1. Restricted Subjects Foreign language courses Medical basic education courses Experimental courses of required subjects in basic science courses 2. Conditionally Restricted Subjects Lecture courses of the required subjects in basic science courses *If students receive permission from the faculty member/instructor in charge. (Upper limit imposed. Students should refer to the Course Syllabus.) 3. Priority Subjects N/A	Shinanomachi Campus School of Medicine	N/A
		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.gakui.keio.ac.jp/hiyoshi/rikou/index.html and follow the required procedures.	Shiba-Kyoritsu Campus 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.

※Check the latest information on the website below.
<http://www.gakui.keio.ac.jp/academic/rishu/tagakubu.html>

4 . Courses

1 Courses

(1) Academic Calendar

The Spring Semester is from April 1 to September 21, and the Fall Semester is from September 22 to March 31. In Academic Year 2019, classes will be held on Children's Day (substitute holiday): Monday, May 6, Ocean Day: Monday, July 15, Autumnal Equinox Day: Monday, September 23, Culture Day (substitute holiday): Monday, November 4.

(2) Half-semester System

As of Academic Year 2014, an academic calendar using both the half-semester system and semester system is being used on a University-wide basis. By offering first-half/second-half courses in each of the Spring and Fall semesters, students can study a subject intensively for a short period of time.

Course registration, temporary leave of absence, study abroad, and timing of advancement to the next year/graduation operate on the semester system even if you register half-semester courses, but cancellation of registered courses, final examinations, and academic record notification are conducted according to the half-semester system.

(3) Class Cancellations and Makeup Classes

Whenever classes are canceled for any reason (including classes on substitute class days), in principle, makeup classes are held. Makeup classes are held on Saturdays or designated days for makeup classes.

(4) Classes on Waseda-Keio Baseball Game Days

Each year, Waseda-Keio baseball games are held over a weekend in late May or early June in the Spring Semester, and late October or early November in the Fall Semester. In the event that the games extend to the following Monday and beyond, classes for courses offered at the Faculty of Policy Management and the Faculty of Environment and Information Studies, as well as classes for Courses Offered by Research Institutes and Centers held at SFC, may be canceled.

Please note that if a game is held on a Monday or later, information regarding classes will be posted on the Jukusei (Keio student) website by 8:40 a.m. on the day of. <http://www.gakuji.keio.ac.jp/en/sfc/gsmg/soukei.html>
Results of games can be confirmed on the Tokyo Big 6 Baseball League official site at <http://www.big6.gr.jp/> (in Japanese only).

(5) When You Are Selected as a Citizen Judge Candidate

There is no so-called authorized absence system in Keio University. If you are selected as a citizen judge candidate and wonder whether you should attend classes, consult with the SFC Academic Affairs Office. Please understand that there may be cases in which you are not permitted to be absent from classes.

(6) Classes in Emergency Situations

Decisions concerning the canceling of classes in the event of a Tokai Earthquake Advisory issued by the Japanese government or the Meteorological Agency, public transportation stoppages due to a natural disaster or large-scale accident, or any other emergency are handled as described below.

(a) In the event of a Tokai Earthquake Advisory

If a major earthquake is predicted for the Tokyo Metropolitan area and Tokai region, and the Japanese government or Meteorological Agency issues a Tokai Earthquake Advisory, the University will close immediately. If an earthquake does not occur and the advisory is lifted, information concerning the University will be communicated through the Keio websites.

(b) In the event of public transportation stoppages and other emergencies

In the event of a natural disaster such as a typhoon, heavy rain, heavy snow or earthquake, public transportation stoppages resulting from a major accident or other cause, and other emergencies in which it is necessary to cancel classes, information will be communicated through the Keio websites.

SFC official website: <http://www.sfc.keio.ac.jp/en/top.html>

Jukusei (Keio student) website: <http://www.gakuji.keio.ac.jp/en/>

(c) Other precautions

In the event that an emergency occurs after classes have begun for the day, the University will deal with the situation by canceling classes or sending students home early.

In such cases, be sure to follow the instructions provided by the University via the P.A. system and the above

Keio websites.

2 Support from Faculty Members

At the University, each student must establish goals in line with his/her academic objectives, must carefully consider the courses to be taken and other actions required to make those goals a reality, and then must set up a suitable timetable. This contrasts sharply with the academic setup of high schools. At SFC, the curriculum centers on the Seminar. SFC introduced a mentoring system in Academic Year 2007 to help guide each student to gain a comprehensive understanding of the curriculum and make his/her own study plan. The word “mentor” has the meanings of “advisor, counselor, and senior.” Under the mentoring system, mentors (faculty members) provide students with one-on-one support for study, research, and student life so that students can set goals and bring their effort made in study and practical work to fruition in the Graduation Project.

SFC-SFS provides an online system for designating mentors, keeping records of meetings with mentors, etc. Meetings with mentors involve discussion of study plans, course registration status and plans for the next semester, Seminars suitable for the study plan, and selecting a Graduation Project mentor. By keeping records of these meetings on SFC-SFS, students can later review it for monitoring academic and research progress, and making future plans.

(1) Home Class Advisor

Two faculty members are assigned as home class advisors per home class. They provide consultation on learning, research, and student life. A student’s mentor will change according to the Seminar he/she belongs and his/her Graduation Project, but home class advisors will remain the same until graduation.

(2) Mentor for the Seminar

If you register for a Seminar, the faculty member in charge of the Seminar will be your mentor. If the faculty member in charge of the Seminar is away from the University for a semester or longer due to overseas study, sabbatical leave, or other reasons, or if you belong to two Seminars, you might have multiple mentors.

(3) Graduation Project Mentor

In a student’s Fourth Year, the faculty member overseeing the student’s Graduation Project 1 and Graduation Project 2 becomes the Graduation Project mentor.

(4) Faculty Member Office Hours

Full-time faculty members set a time slot once a week at their individual offices so that students can ask questions and receive individual instruction. Students can casually visit not only their home class advisors and mentors but also faculty members, whether or not the students are taking their classes. Office hours for each faculty member are listed in Faculty Profiles linked from the Jukusei (Keio student) website.

1 Final Examinations at the End of a Half-Semester or Semester

Final examinations are held at the end of each half-semester or semester, depending on the system the course follows. Check the schedule in the Academic Calendar on p.2-5. You can check the examination timetable and precautions on the Jukusei (Keio student) website or the Examination Timetable in the Keio University Education Support System. Please note that for final examinations, the day, period, and classroom may differ from the usual class.

(1) Student ID Card

Students must show their Student ID Cards in order to take a final examination. If you forget to bring your Student ID Card on the day of an examination, you must obtain a temporary ID card from the SFC Academic Affairs Office. (The issuing charge of 500 yen is needed. This temporary ID card permits you to enter all campuses and libraries on the date of issuance.) Under no circumstances will students without a Student ID Card or temporary ID card be permitted to enter an examination room. Note that examinations will not be extended for any student arriving late as a result of administrative procedures required in order to obtain a temporary ID card.

(2) Arriving Late or Leaving Early

Once examination papers have been distributed, you will not be permitted to leave the examination room until the examination has ended. There is no cut-off time for late arrivals, but examinations will not be extended for students arriving late, for whatever reason.

Unauthorized departure from an examination room is considered to be examination fraud, and a D grade will be assigned to all courses taken in the semester in question.

2 Makeup Examinations

Makeup examinations are held for students who are unable to take final examinations due to illness or other unavoidable reasons. Check the schedule in the Academic Calendar on p.2-5. Notification will be made on the Jukusei (Keio student) website regarding application period and procedures for makeup examinations. The fee for makeup examinations is 2,000 yen per course. Also note that no makeup examinations are held for courses with examinations held outside the final examination period or courses graded based on papers and class participation.

When applying for makeup examinations at other campuses, check with the SFC Academic Affairs Office on the conditions and apply at the Office of Student Services at the relevant office (Yagami Campus would be the Academic Affairs Division).

Please note that the application period for makeup examinations at other campuses are different from SFC.

Reasons for which applications will be accepted

- Illness or injury (Required documentation: Medical certificate indicating treatment on the day of the original examination)
- Delay in public transportation services. In principle, this is limited to your school route. Required documentation: Delay certificate. An examination fee is not required.
It should be noted that examination start times may be moved back in the event of a large-scale public transportation delay, and you should therefore always make every effort to reach the examination room.
- Funeral of a blood relative within the third degree of kinship (Required documentation: Letter of appreciation of chief mourner, etc.) Attendance at Buddhist memorial services and weddings do not constitute grounds for granting permission.
- Overlapping a final examination time for courses at SFC and another campus. (In such cases, you should give priority to the examination at the other campus and then apply to take a makeup examination for the SFC course offered by the Faculty of Policy Management or the Faculty of Environment and Information Studies) An examination fee is not required in this case.
- Recruitment activities (only a part of employment screening) by students in their final year. (In such cases, be sure to consult with the SFC Academic Affairs Office in advance.)
- Any other factor deemed unavoidable by an Academic Advisor.

Note that part-time jobs, volunteer activities, participation in tournaments, and the like are not considered valid grounds for taking makeup examinations.

3 Fraud

Any fraud related to examinations or papers will be dealt with severely in the manner set forth by the Faculty Board. In some cases, the student's name will be posted. If fraud is found, **credits may not be awarded for any courses taken in the semester in question.** All fraudulent behavior may be treated in an equally severe manner, regardless of the level of importance of the examination (including in-class examinations and quizzes), paper, or Graduation Project. Students are expected to adopt a very serious attitude with regard to examinations. Students must also strictly refrain from acts that may be mistakenly conceived as fraud.

4 Papers

The same strict policy as adopted with regard to fraud in examinations also applies to the preparation of papers, and any infringement will be severely punished. **In the case of term papers, fraud may result in a D grade being assigned to all courses taken in the semester in question. Similarly severe punishment may be enforced for any type of paper.**

In order to ensure that faculty members can correctly assess the level of understanding and achievements of all students in a fair and balanced manner, be sure to observe the following precautions when preparing papers.

Usually, you will be given instruction on what to write about for assignment papers. Some assignments may center on researching documents and may require you to examine a wide range of reference materials. On other occasions, you may be required to discuss your own original thoughts and opinions. Before starting work on your paper, be sure that you understand exactly what is required and the intention of the assignment.

- Consultation regarding preparation of papers and graduation theses is available at the Writing & Research Consultant (WRC), the 2nd floor Event Space of the Media Center.
For schedule and reservation information, refer to the following website: <http://wrc.sfc.keio.ac.jp/>
- Consultation regarding methods of finding materials for papers and graduation theses is available at the Reference Desk on the 2nd floor of the Media Center, 9:15 a.m.-5:00 p.m. (on weekdays when classes are held), 1:00 p.m.-5:00 p.m. (on weekdays during no school period)

If you write papers in Japanese, please refer to Japanese version of SFC Guide "Examination and Papers" page about descriptions of references.

(1) No Plagiarism

It goes without saying that you must prepare your own papers in order to have your progress accurately evaluated.

For this reason, material quoted from any other sources must be clearly identified. **By its very nature, quoting from any other documents without identifying their sources is a fraudulent behavior.** In order to avoid any misunderstanding in this regard, **you are required to clearly identify reference materials and documents.**

Refer to: <http://wpacouncil.org/positions/WPAplagiarism.pdf>

(2) Descriptions of references

References are written in various ways such as Chicago style, APA style, and MLA style. You need to consult with your instructor to determine the citation style to be used for papers. Please contact the Reference Desk or Writing & Research Consultant (WRC) on the 2nd floor of the Media Center if you have any question about citing sources. And there are books on how to write a paper written in English on the 2nd floor Event Space of the Media Center.

(3) Managing Quotations and Reference List

Make use of reference management software such as Refworks or Mendeley. It can be accessed at Database NAVI. <https://auth.lib.keio.ac.jp/db/>

1 Notification of Grades

A Grade Report showing “advancement to the next year,” “graduation,” etc., will be sent out to your guarantor by postal mail on September 5 for the Spring Semester and March 10 for the Fall Semester. You can view your own academic record by logging into SFC-SFS using your keio.jp ID and password. Be aware that Grade Reports will not be reissued for any reason whatsoever.

Academic records for courses in the first half of the Spring and Fall Semesters are planned to be available online only, on June 20 and December 6, respectively.

Grades you have earned will be listed in the Transcript of Academic Record from the following semester.

2 Grade Inquiry System

If you have a solid basis for questioning a grade, use this Grade Inquiry System to submit an inquiry to the SFC Academic Affairs Office in person during the specified period after each Grade Report is announced. **Grade inquiries can only be made through this system, and cannot be made directly to faculty members.**

Applicable Courses	Grade Inquiry Period
First Half of Spring Semester Courses	Thursday, June 20 to 4:50 p.m., Friday, June 21
Spring Semester/Second Half of Spring Semester Courses	Thursday, September 5 to 4:50 p.m., Tuesday, September 10
First Half of Fall Semester Courses	Friday, December 6 to 4:50 p.m., Monday, December 9
Fall Semester/Second Half of Fall Semester Courses	Tuesday, March 10 to 4:50 p.m., Friday, March 13

3 Grading System

Academic grades are shown as S, A, B, C or D. S, A, B, and C are passing grades and D is a failing grade. For certain courses, grades are given as P and F representing “pass” and “failure,” respectively. Furthermore, a G (approved) grade may be given for courses for which credits are transferred from the university where the student studied abroad.

Courses evaluated using P and F grades:

Basics of Data Science, Physical and Mental Health for Campus Life,

Graduation Project 1 (starting in Academic Year 2017), and Foundation of Mathematics

Academic grades were given as A, B, C or D in Academic Year 2016 or before. A, B, and C are passing grades; D is a failing grade. Courses that offered P and F grades, as well as courses for which credits are transferred from the university where the student studied abroad are handled in the way outlined above.

4 GPA (Grade Point Average) *For students enrolled in or after Academic Year 2017

GPA is a numerical value used to show a student’s academic grades. The grade record of each course studied is converted to a GP (Grade Point), and that average is calculated. Please refer to the GPA calculation method below [★ Calculation Method].

There are two types of GPA, “semester GPA” for the current semester, and “cumulative GPA” for the entire period of enrollment. For students enrolling in Academic Year 2017 or after, semester GPA and cumulative GPA will be shown on the Grade Reports, and cumulative GPA will be shown on the Transcript of Academic Record. GPA will not be included on official academic transcripts of students who enrolled in Academic Year 2016 or before, as it does not apply to them.

[★Calculation Method] GP (Grade Point) - S: 4.0 A: 3.0 B: 2.0 C: 1.0 D:0.0

$$\frac{(\text{number of "S" credits}) \times 4 + (\text{number of "A" credits}) \times 3 + (\text{number of "B" credits}) \times 2 + (\text{number of "C" credits}) \times 1 + (\text{number of "D" credits}) \times 0}{\text{Total number of credits awarded (SABCD)}}$$

* Courses with grades of P, F and G and Credits from Optional Subjects are not to be included. Decimals less than 3 are rounded off.

5 Failed Courses (graded D or F)

For students enrolled in Academic Year 2017 or after, grades of all registered courses, passed or failed, will be recorded in transcripts.

For students enrolled in Academic Year 2016 or earlier, failed courses will continue to not be recorded.

Year of Enrollment and the University Rules and Regulations that Apply

All students who are enrolled as of April of Academic Year 2019 will fall under the 2014 Rules and Regulations. Students who had been under the 2007 Rules and Regulations until Academic Year 2018 now fall under the 2014 Rules and Regulations.

In spring 2014, the curriculum of the Faculty of Policy Management and the Faculty of Environment and Information Studies was renewed. During SFC's twenty-five year history, the curriculum has been revised a number of times. This is proof that our campus is an embodiment of the "spirit of experimentation" to "create what has yet to be." We believe that a dynamic, practical learning-oriented intellectual search becomes possible if we are not afraid of change, face diversified and complex issues, and upgrade the curriculum itself.

Throughout past curriculum changes, what has not changed since SFC's foundation is that students themselves design their own learning, which is centered on the Seminar. Seminars are places where students freely interact with faculty members and fellow students, learn from each other, and actively engage in the field to address problems. A unique part of SFC's curriculum is that students can join a Seminar from their first year. There are over 100 Seminars at SFC and each engages in activities based on a unique idea or method. Activities in Seminars lead to the Graduation Project, the culmination of study at SFC, and they are an opportunity for students to arrange their sense of values and grow as a human being.

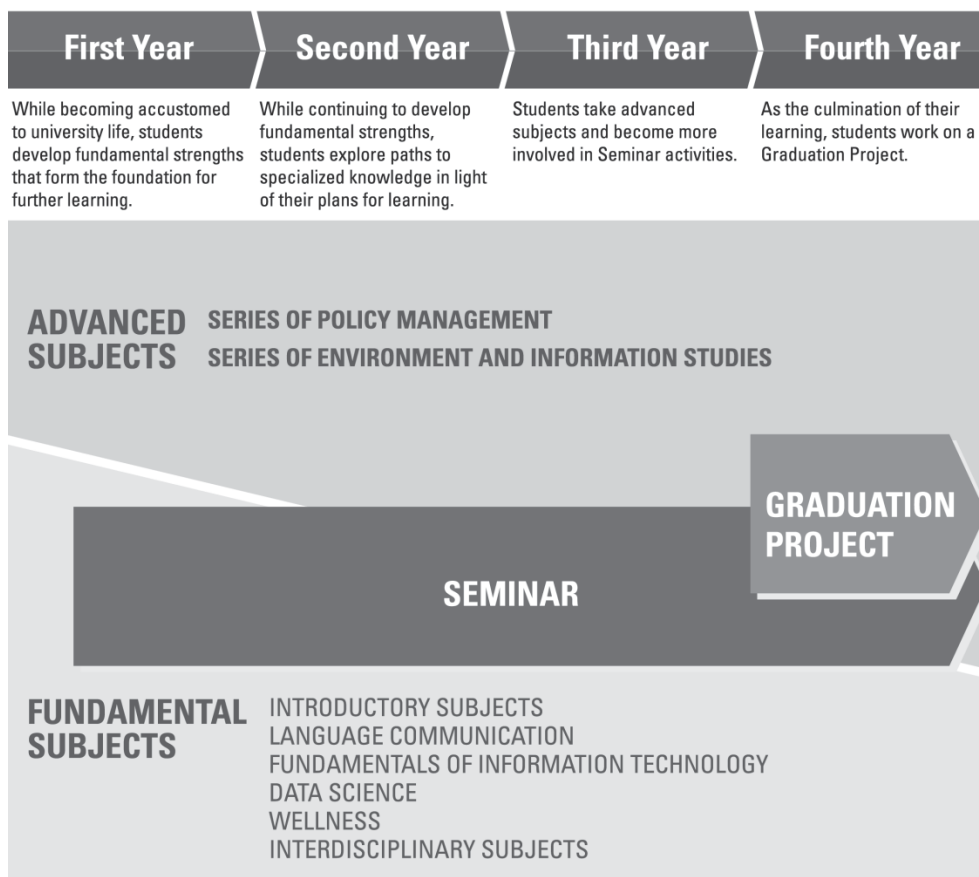
While Seminars are central to the new curriculum, further emphasis has been placed on "Aspects" essential to all SFC students—communication ability, information processing techniques, methods of research, and the importance of creating a healthy mind and body. We have also prepared a structure that allows students to learn the spirit of experimentation, discover their own potential at an early stage after entering the University, and encounter a Seminar that is appropriate for them. Also, we are actively diversifying the format of courses. For example, short-term intensive courses offer students an abundance of learning opportunities. Not only that, but students will have more flexibility when planning their four-year student life. Of course, there are also many opportunities to learn outside SFC at other Keio University campuses and throughout the world.

Before making plans to register for courses, make sure you read and understand the structure of the curriculum.

1 Curriculum

(1) Overview of SFC Curriculum

The curriculum is structured around the Seminar and the Graduation Project, while different categories of courses focus on giving students the skills and knowledge necessary to participate in these two pillars of SFC learning.



(2) Overview of Course Categories

References are written in various ways such as Chicago style, APA style, and MLA style. You need to consult with your instructor to determine the citation style to be used for papers. Please contact the Reference Desk or Writing & Research Consultant (WRC) on the 2nd floor of the Media Center if you have any question about citing sources. And there are books on how to write a paper written in English on the 2nd floor Event Space of the Media Center.

(a) Research Seminars

Research seminars are positioned at the center of the curriculum. In order to practice the “Research-seminar-centric” concept, you are encouraged to explore various research seminars from an early stage after entering the University and find a research theme that you can pursue with passion.

- Seminar (Kenkyukai)

The Seminar is central to activities at SFC where faculty members and students work together on a diversity of issues as a prelude to the Graduation Project. At SFC, students do not merely learn answers to given problems. Education at SFC aims to nurture and send out leaders of the future who are able to identify problems and create methods of resolving them. Towards this goal, the Seminar at SFC goes beyond the typical seminar or study group, and many Seminars are engaged in advanced activities such as collaborative research with businesses and research commissioned by government agencies. Through participation in such research, students work on real problems in society and gain a high level of expertise, and with this in hand, they embark on their Graduation Project that will be their “fruit of designing the future” as well as a personal proposal as they advance towards the future as individuals. For this reason, the Seminar is at the core of the curriculum. In principle, you can register for up to six credits from Seminars each semester (Spring, Fall) from your Second Year. Some First-year students with excellent abilities may also register for a Seminar.

- Graduation Project

As a culmination of studies at SFC centering on the Seminar (*Kenkyukai*), all students produce a written thesis or create a work. Each student draws on the full resources of the creative, highly advanced skill set

acquired at SFC to independently work towards the achievement of research results needed for graduation. These results can take the form of a thesis, other work, or notable research findings. The Graduation Project is the consolidation of a student's research into a tangible form such as a thesis or work, and should be completed while consulting with the student's Graduation Project Mentor for at least two semesters, after which it must be evaluated and approved.

(b) Fundamental Subjects

Research seminars are positioned at the center of the curriculum. In order to practice the 'Research-seminar-centric' concept, you are encouraged to explore various research seminars from an early stage after entering the University and find a research theme that you can pursue with passion.

- **Language Communication** <http://language.sfc.keio.ac.jp/> (in Japanese only)

At SFC, where importance is placed on language communication, language courses are offered not only in English but also in Malay-Indonesian, Arabic, Korean, Spanish, German, French, Chinese, Russian, Italian, and Japanese. Students can acquire true competency through Intensive courses that meet four times a week in small groups, theme-based Skill courses, and overseas language programs where you can directly experience the living language. In other words, students will attain a high level of foreign language skills that can be utilized in document research and thesis writing, debate and negotiation, and fieldwork and presentations.

- **Data Science** <http://ds.sfc.keio.ac.jp> (in Japanese only)

Students acquire common fundamental techniques that can be widely applied to a number of fields. Studies include data acquisition, editing, and analysis methods; and modeling and simulation; as well as areas in mathematical sciences such as logic, probability, and algebra.

- **Fundamentals of Information Technology** <http://itclass.sfc.keio.ac.jp/guide/index.html.en>

Students acquire the programming skills necessary for masterfully using computers in creative endeavors. Knowledge acquired in these courses allows you to understand and utilize the fundamentals of information technology.

- **Wellness Subjects** <http://wellness.sfc.keio.ac.jp/>

Wellness subjects aim to connect mind and body, and develop students as human beings through education based on problem identification and problem solving, and they provide a place to practice the basic principles of "notice, seek, deepen, and convey."

In "Physical Education 1," students having varied backgrounds get to know each other through doing physical exercise together while at the same time pursue discovery of individuality in the class group. In "Physical Education 2–5," students select individual sports to promote further self-discovery, explore and acquire body intelligence, and achieve growth as a human being. These courses are characterized by the learning of practical knowledge through lectures as well as the practice of skills.

(c) Advanced Subjects

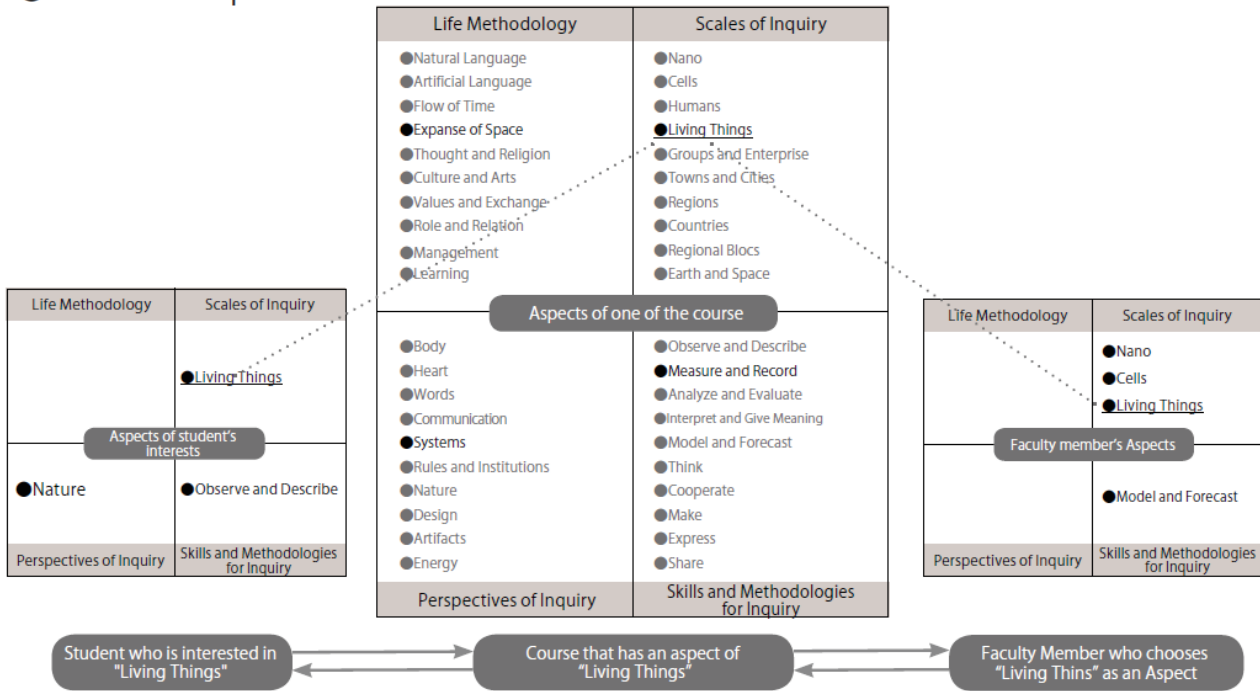
While taking Fundamental Subjects mentioned above, students will take Advanced Subjects that will lead them into their Seminar and Graduation Project. Advanced Subjects are more specialized and prepare students to conduct sound research for their Seminar and Graduation Project. A structure called "Aspects" enables students to create a concrete course plan in line with the specialty and approach to research taken by the faculty member who will oversee their Graduation Project.

(3) Aspects

(a) What are Aspects?

Every semester, SFC offers numerous courses across a wide range of disciplines. Students can choose courses freely without being subject to many restrictions. However, due to the large number of courses, students may be unable to identify courses that truly match their needs. "Aspects" give students a picture of how courses and Seminars relate to each other by breaking them down into their component parts (aspects). Aspects are designed to guide and help students discover Seminars and courses that may have been outside their field of vision.

● How to use Aspects



(b) Aspect Groups and Method of Use

Life Methodology	Scales of Inquiry	Perspectives of Inquiry	Skills and Methodologies for Inquiry
<ul style="list-style-type: none"> ● Natural Language ● Artificial Language ● Flow of Time ● Expans of Space ● Thought and Religion ● Culture and Arts ● Values and Exchange ● Role and Relation ● Management ● Learning 	<ul style="list-style-type: none"> ● Nano ● Cells ● Humans ● Living Things ● Groups and Enterprise ● Towns and Cities ● Regions ● Countries ● Regional Blocs ● Earth and Space 	<ul style="list-style-type: none"> ● Body ● Heart ● Words ● Communication ● Systems ● Rules and Institutions ● Nature ● Design ● Artifacts ● Energy 	<ul style="list-style-type: none"> ● Observe and Describe ● Measure and Record ● Analyze and Evaluate ● Interpret and Give Meaning ● Model and Forecast ● Think ● Cooperate ● Make ● Express ● Share

Faculty members who are in charge of Seminars designate multiple Aspects, from a total of forty Aspects in four groups, that relate to their research fields. Also, for Advanced Subjects and certain Fundamental Subjects, multiple Aspects that characterize those subjects have been selected. Aspects of faculty members and courses can be viewed on SFC-SFS.

Use Aspects when selecting courses or Seminars to investigate the Faculty member – Aspect – Course connections, courses having common Aspects, or connections between faculty members.

(c) Significance to the Graduation Project

In order to apply for a Graduation Project mentor in the second semester of the Third Year, students must satisfy the Aspects designated by the mentor by the previous semester (the first semester of the Third Year). For details, see "Graduation Projects" on p. 26.

(4) Courses, Number of Credits, Fields

Numbers inside < > under "Details" indicate curriculum codes. A code is assigned to all courses. See the syllabus for individual course codes (### part).

Type	Details	Field	Course Name	Number of Credits (Required Courses)	Number of Credits (Elective Courses)
Fundamental Subjects	Introductory Subjects <B1###>	01-01-01	Policy Management Studies (1), Environment and Information Studies (1), Introduction to Keio Gijuku. Its History People and Tradition	1 ¹	60
	Subjects of Language Communication <B2###>	01-02-01	SFC Gateway English (4)	8 (at least 4 credits earned from at least one language)	
		01-02-02	Project English A/B/C/D, Study Abroad A (4)/B, some of the Short-term Study Abroad Courses Offered at the International Center *2		
		01-02-03	Korean (Basic 1, 2 / Intensive 1 (4), 2(4) / Skill / Contents / Study Abroad A (4), B)		
		01-02-04	Chinese (Basic 1, 2, 3 / Intensive 1 (4), 2 (4), 3 (4), 4 (4) / Skill / Contents / Study Abroad A (4), B)		
		01-02-05	Malay-Indonesian (Basic 1, 2 / Intensive 1 (4), 2 (4), 3 (4) / Skill / Contents / Study Abroad A (4), B)		
		01-02-06	Arabic (Basic 1, 2 / Intensive 1 (4), 2 (4), 3 (4) / Skill / Contents / Study Abroad A (4), B)		
		01-02-07	German (Basic 1, 2 / Intensive 1 (4), 2 (4), 3 (4) / Skill / Contents / Study Abroad A (4), B)		
		01-02-08	French (Basic 1, 2 / Intensive 1 (4), 2 (4), 3 (4), 4 (4) / Skill / Contents / Study Abroad A (4), B)		
		01-02-09	Spanish (Basic 1, 2 / Intensive 1 (4), 2 (4), 3 (4), 4 (4) / Skill / Contents / Study Abroad A (4), B)		
		01-02-10	Japanese (Basic 1, 2, 3, 4 / Applied Japanese Basic 1 (1), 2 (1), 3 (1), 4 (1) / Intensive 1 (4), 2 (4), 3 (4), 4 (4) / Skill / Contents / Intensive Elementary 1 (4), 2 (4))		
	01-02-11	Applied Russian Basic 1 (1), Applied Russian Basic 2 (1), Applied Russian Basic 3 (1), Applied Russian Basic 4 (1)	30		
	01-02-12	Applied Italian Basic 1 (1), Applied Italian Basic 2 (1), Applied Italian Basic 3 (1), Applied Italian Basic 4 (1)			
	Subjects of Data Science <B3###>	01-03-01	[Data Science 1] Introduction to Statistics, Probability, Calculus, Linear Algebra	2	
		01-03-02	[Data Science 2] Data Science for Economics and Finance, Data Science for Information and Society, Data Science for Business, Data Science for Health Care, Data Science for Environmental Governance, Data Science for Genome Dynamics, Data Science for Sports, Data Science for International Society, Mathematical Literacy for Problem Finding and Solving, Statistical Analysis, Bayesian Statistics, Mathematical Models, Optimization Theory, Fundamentals of Life Science Laboratory, Data Science of Cognitive Science	2	
Fundamentals of Information Technology <B4###>	01-04-01	Fundamentals of Information Technology 1, Fundamentals of Information Technology 2, Fundamentals of System Programming, Fundamentals of Object-oriented Programming, Fundamentals of Programming with Script Languages	4		
Wellness Subjects ⁶ <B5###>	01-05-01	Physical and Mental Health for Campus Life (1), Physical Education 1 (1)	2 (1 each)		
	01-05-02	Physical Education 2 (1), Physical Education 3 (1)	2 (1 each)		
	01-05-03	Physical Education 4 (1), Physical Education 5 (1)			
Interdisciplinary Subjects <B6###>	01-06-01	Fundamentals of Geography, Fundamentals of Physics and Chemistry, Workshops on Future Vision, Workshops on New Business Creation, Workshops on Designing Policy, Workshops on Legal Thinking, Workshops on Designing Electronic Toys, Workshops on Genome Analysis, Workshops on Sensing Technologies, Fundamentals of Digital Music, Workshop on Designing Learning Environments, Workshop on Learning Environment with ICT, Design of Learning Environments for Language and Culture, Workshops on Collaboration Skills (4), Writing Skills Workshop, Oral History Workshop, Translation Workshop, Writing Skills Workshop on Science, Practical Academic Writing, Writing Skills Workshop in Business, Multilingual Communication Practice, Interpersonal Communication: Introduction and Practice, Mutual Interaction and Intersubjectivity, Group Communication: Introduction and Practice, Multicultural Communication, Network Communication: Introduction and Practice, Design Language: Introduction and Practice (4), Basic Design Studio (4), Basic Digital Design (4), Public Policy, Legal Mind, Social Innovation, Future of Urban and Regional Systems, Human Security, Sports Business, Global Governance, Communication in A Multilingual Society, Linguistics and Communications, Japanese Language Education, Language and Cognition, Urbanism and Architecture in History, Thinking with Geospatial Information, Earth Systems, Theory of Global Environment Technology, Introduction to Sociosemantics, Introduction to Novel Fabrication, Introduction to the Internet, Embodied Knowledge, Psychology of Supreme Personality Development, Design Language, Management of Non Profit Organizations, Management of Emerging Businesses, Financial and Business Plan Construction Methods, Social Business Planning, Strategic Management, Organizational Strategy (Micro), Organizational Strategy (Macro), Marketing Strategy, Public Relations Strategy, Leadership, Strategic Process of Negotiation, Organizations and Communication, Human Capital Theory, Organizations for Research and Development, Risk Management, Consulting Methodology and Technologies, Presentation Technique, Practical Academic Presentation, Academic Writing, Information Visualization, Publishing Skills, Legal Writing, Contract Workshop, Legislation Workshop, Legislative Method, Formulation of Policy, Financial and Economic Gaming, Theory of Games, Management Accounting, Corporate Accounting, Analyzing of Financial Statement, Career and Society, Career Design Theory, Life Career Theory, Professional Ethics, Development of Decision-making Abilities, Internships in Business (4), Internships in Public Organizations (4), Internships in Social Enterprises (4), Lifelong Learning and Community Participation, Assessment and Development in Education, Thinking Process Design, Pattern Language, Design Studies, Building Construction and Design, Computer Music 1, Computer Music 2, Software Engineering, Programming Methodologies, Foundations of Novel Fabrication (4), DIY Electronics, Basic Product Design, Design Observation, Basic Information Design, Basic Museum Design, Algorithmic Design, Digital Media and Moving Images, Fashion Design, Design Research, Music and Cognition, Digital Sound Composition 1, Qualitative Research Methods, Interview Methods, Fieldwork Methods, Introduction to Data Acquisition, Bibliographic Information Retrieval, Fundamentals of Logic, Exploring Creative Society, Creative Systems Theory, Workshop Design, Art and Science, Philosophy of Body, Methodology Study, Subcultural Studies, Japan Studies 1, Modern History of Japan, Jurisprudence, Historical Development of Scientific Thoughts, Islam and Modern Society, Cognitive Science, Introduction to Brain and Behavior, Introduction to Sensory Physiology and Psychology, Personality Development, General Semantics, Introduction to Programming Languages, Fundamentals of Analog and Digital Circuit (4), Network Architecture, Software Architecture, Ubiquitous System Architecture, Introduction to Database, Web Design and Management, Web Text Processing, Practical Software Development (4), Mathematics for Information Science, Information Economics, Cognitive Learning, Second Language Acquisition, Artificial Intelligence, Natural Language Understanding, Branding Design, Systems of Life, Comparison of the Life Phenomenon to the Real World, Introduction to Integrated Health Research, Basic Biology on the Metabolism, Structure and Function of the Human Body, Fundamental Human Pathology, Biosimulation 1, Molecular And Cellular Biology 1 (1), Molecular and Cellular Biology 2 (1), Molecular and Cellular Biology 3 (1), Molecular and Cellular Biology 4 (1), Introduction to Information and communication system, The Government of Modern Japan: The Japanese Bureaucracy, Personal Place Design, Mapping Image Design, Introduction to the Islamic World, Introduction to Bioinformatics, Top Sports Theory, Tonal Harmony 1, Tonal Harmony 2, Tonal Composition 1, Tonal Composition 2, Introduction to Second Language Learning and Teaching, Music and Culture, Musics of Japan, Corporate Management, Japan in World History, History of Music, Algorithm Science, Public Philosophy			
		Advanced Subjects	Series of Policy Management <C1###>	Classics Review, Modern History, Modern Thought, Contemporary Thought, Literature, World History and Civilization, Social Entrepreneurship, Public Management, Social Security Policy (Medical and Custodial Care), Social Security Policy (Pension Labor and Welfare), Security Policy in Society (Public Order), Social Security Policy (Disaster), Modern Social Theory, Macroscopic Social Analysis, Microscopic Social Analysis, Innovation Dynamics, Network Analysis, Network Policy, Network Culture, Mass Communications, Lifestyle and Consumer Behavior, Institutional Design for Risk Society, Urban Systems, Regional Policy, Social Dynamics, Geography of Planning Practice, Community-based Planning and Community Renovation, Urban Planning and Machizukuri, Management of Social Enterprise (Healthcare), Management of Social Enterprise (Museum), Management of Social Enterprise (Sports Business), Social Marketing, Community Investment, Public Governance, Nonprofit and Governmental Accounting, Population Dynamics, Comparative Culture, Cultural Law/Cultural Management, Science and Technology Policy,	

*1 For students who belong to Faculty of Policy Management and Faculty of Environment and Information Studies, the required course is "Policy Management Studies" and "Environment and Information Studies", respectively.

*2 See "Short-Term Study Abroad Courses Offered at the International Center" on p. 28

*3 Credits for "Graduation Project 1" must be earned before registering "Graduation Project 2"

*4 Possible to take courses outside the upper limit of 20 credits per semester

*5 Up to 60 credits can be included in the credits required for graduation

*6 Up to 20 credits can be included in the credits required for graduation

*7 See "Fields" on p. 22, "Optional Subjects" on p. 24, "Courses Offered at Other Faculties" on p. 28 and "Courses offered by Research Institutes/Centers" on p. 30.

Type	(Details)	Field	Course Name/Category
Optional Subjects	<Z1###>	90-01-01	Basics of Data Science
		90-01-02	Others (Register Optional Subjects in Section B Area "11") ⁷
	Courses at the Graduate School of Media and Governance	90-09-02	Program Courses

Type	Details	Field	Course Name	Number of Credits (Required Courses)	Number of Credits (Elective Courses)
Advanced Subjects	Series of Policy Management <C1###>	For Students of the Faculty of Policy Management 02-01-01 For Students of the Faculty of Environment and Information Studies 02-02-01	National Land Policy, Environmental Policy, Corporate Social Responsibility and Activation of the Economy, Management in Knowledge Service Industries, Community Health Care System, Evidence Based Health Policy Management and Communication, Modern Politics, Governance and Institutions (Political Organization, Governance and Institutions (Local Government), Law and Society, Constitution (Human Rights), Constitution (Governance), Civil Law (Property), Civil Law (Family Law), Enterprise Law (Corporate Law), Enterprise Law (Venture-Related Law), Criminal Law, Administrative Law, Information Law, Experimental and Behavioral Economics, Microeconomics 1, Microeconomics 2, Macroeconomics 1, Macroeconomics 2, Stock Economy, Econometrics, Financial Analysis, Analytical Framework for Policy Design, Policy Making Process, Policy Dynamics in Local Government, Seminar: Administrative Law, Seminar: Civil Law, Civil Law Practice (Corporate Affairs), Intellectual Property System, Public Choice Theory, Economic Policy, Public Finance, Local Public Finance, Seminar on Economic Theory, Quantitative Finance, Project Evaluation, Finance Theory, Risk and Insurance, International Relations, International Political Economy, Diplomacy and National Strategy, International Security and Conflict Studies, International Organizations, International Development, Regional Development, International Environment, International Finance, International Enterprises, International Law, International Communication, Japan Studies 2, Asia Workshop, Region and Society (Asia-Pacific), Region and Society (Europe and CIS Countries), Region and Society (The Americas), Region and Culture (Asia-Pacific), Region and Culture (Europe and CIS Countries), Region and Culture (The Americas), Religion and Modern Society, Language and Humanity, Language and Education, Theory of Languages (German), Theory of Languages (French), Global Economy and Economic Policy, International Cooperation Policy, Global Environmental Politics, National Security Policy, Regional Studies (German), Regional Studies (French), Asia-Oceania Regional Studies, Korean Regional Studies, Indonesian Regional Studies, Social Studies (German), Social Studies (French), Korean Social Studies, Malay Social Studies 1, Malay Social Studies 2, Development and the Local Community, Sustainable System Science, International Environmental Law, Media and Society (German), Art and Culture (French), Modern Culture (Korean), Islam and Islamic World, Indonesian Cultural Studies, Cultural Studies (German), Cultural Studies (French), Cultural Studies (Chinese), Korean Cultural Studies, Multicultural Society, Nation-States and Nationalism, Comparative Political and Economic Systems, Society in Japan and Germany (German), Language Policy (French), Language Education Practice (Chinese), Dynamics of Languages, Applied Clinical Psychology, Introduction to Islamic Law, Modern Political Philosophy, Contemporary Political Philosophy, State and Defense, Global Human Rights and Japan, Multinational Management, Civil Code (General Provisions and Real Rights), Civil Code (Contracts and Torts), Civil Code (Family and Inheritance), Region and Culture (Spanish-Speaking World), Aynu Language and Culture (2018-), Region and Society (Middle East), Policy Management (Human Security and International Development), Education and Sports Policy, Evolution of Music		
	Series of Environment and Information Studies <C2###>	For Students of the Faculty of Policy Management 02-02-01 For Students of the Faculty of Environment and Information Studies 02-01-01	New Technologies and Society, Society and Resources, Cities and Environment, Designing with Information Technology, Ecological Design, Protection of Living Environment, Energy and Global Environment, Field Methods in Ecology, Outline of Earth Environment, Landscape Ecology, Theory of Environment Sensing Technology, Environment Risk Science, Theory of Environmentally Sustainable Planning, Practice of Environmental Activities, Theory of Ecosystem Evaluation, Natural Environment, Theory of Earth System Design, Design Studio (Housing and Environment) (4), Design Studio (Landscape and Architecture) (4), Design Studio (Architecture and Urbanism) (4), Architecture and Environmental Design, Building Construction Methods, Urban Rural Re-design, Sports Communication, Introduction to Sports Science, Workshops on Cognitive Science, Perceptual and Cognitive Models 1, Perceptual and Cognitive Models 2, Constructive Cognition, Impression Management, Cognitive Psychology, Applied Cognitive Science, Neural Information Science, Language and Thought, Evolution of Life and Intelligence, Fundamental Biology Laboratory, Genetic Engineering Laboratory (4), Genetic Analysis Laboratory (4), Fundamental Analytical Chemistry (1), Introductory Biochemistry (1), Workshop on Molecular Health Science, Introduction to Laboratory Animal Science 1 (1), Introduction to Laboratory Animal Science 2 (1), Molecular Nutritional Science for Health, The Epoch-making Discoveries in Cell Biology, Linkage of Agriculture, Food and Medicine, Integration of Eastern and Western Medicine, Biosimulation 2, Image and Psychoanalysis, Human Movement Analysis (4), Sports Engineering, Sports Biomechanics, Mental Environment, Perceptual Motor Skill, Human Centered Design, Lexical Semantics and Mental Dictionaries, Issues in Cognitive Linguistics, Mass Spectrometry (1), Structural Biology (1), Biomolecular Function (1), Proteomics (1), Introduction to Metabolic Systems Engineering (1), Genomic Molecular Biology 1, Genomic Molecular Biology 2, Metabolomics (1), Metabolome Analysis Laboratory Practice, Proteome Analysis Laboratory Practice, Metabolic Engineering Laboratory Practice, Biophysics, History and Future of Media, Heuristic Computing, System Programming, Programming on Mobile Devices, Functional Programming, Design Programming, Image Processing Programming, Graphics Programming, Spatial Analysis (4), Database Architecture, ICT for Primary Industry, ICT Policy and Technology, Applied Information Theory for Environment and Energy, Internet Measurement and Data Analysis, Quantum Information Processing, Autonomy Decentralization and Cooperation, Computer Architecture, Operating Systems, BIG Data Processing, Design and Operation of the Internet, Info-communication Security and Privacy, Information Ethics, Knowledge Processing and Discovery, Pattern Information Processing, Human Interface Design, Usability Evaluation, Mobile Network, Ubiquitous Information Service, Information Security Management, Web Information System Design, Embedded System Design, Programming Languages, Language System Design, Substance and Information, Reflective Design, Programmable Material, Documentary Storytelling, Digital Fabrication, Interaction Design, Computational Design, Digital Sound Composition 2, Visual and Media Arts, Open Design Strategy, Practice of Open Design, Geometric Modeling and Computer Graphics, Human Computer Interaction, Strategic Design on Uncharted Horizons, Movement Physiology and Psychology, Design Solution for Extreme Environment, Notation and Expression, Applied Workshop on Molecular Health Science, Music and the Brain, Digital Signal Processing Fundamentals, Touch as Social Media, Forest Science and Engineering (From Supply Side), Forest Science and Engineering (From Demand Side), Haptic Science and Technology, Music and The Mind/Body, Big Data System, Complex Systems Science	30	60
Research Seminars <A1###>	03-01-01	Seminar A (4), Seminar B		2	
	03-01-02	Graduation Project 1, Graduation Project 2* ³		2 (GP2* ³)	
	03-01-03	Special Research Project A (4)* ⁴ , Special Research Project B* ⁴ , Field Research 1, Field Research 2			
Courses Offered at Other Faculties* ⁵	04-01-01	(Register Courses Offered at Other Faculties in Section B Area "21")			
Specialized Subjects in Teacher Training <Y1###>	05-01-01	Survey of Japanese History, World History			
Special Subjects* ⁶ <X1###>	60-01-01	Yamagata Cultural Exploration, Science/technology and Journalism, Entrepreneurship 1, Entrepreneurship 2, Intellectual Property and Business Models, Creation of Innovative Net Service, Regional Collaboration and Fieldwork, Corporate Challenges in the 21st Century, Go, Innovation in Globalization, Technology in Education, Emergence of a Global Curriculum, Introduction to Traffic Safety, Environment and Health Science, UTA (Song), Electronic Publishing, Battery Society, Coaching in a Leadership Development, Diffusion of Innovations and Marketing Research of Information Technology Services, Introduction to Forest Products, A New Place of Learning for the Future, Data Business Management, Experience & Engagement Design, Rise of The Environmental Revolution, Information Systems and Society, Innovation and Marketing Research, ASEAN Fieldwork A, ASEAN Fieldwork B, Fieldwork in Japan A, Fieldwork in Japan B, Elementary Japanese Conversation(1), Design Thinking and Competitive Strategy, Introduction to Strategies on Tourism-oriented Country, Student Build Campus (SBC) Practice, Introduction to Student Build Campus (SBC), Student Build Campus (SBC) Practice (Architecture A), Student Build Campus (SBC) Practice (Architecture B), Emergence of Data Driven Society and Strategy, Data Business Creation A (1), Emergence of Data Driven Society and Strategy (Advanced), Ergonomic Design and Technology, Mechanical and Materials Engineering, Blockchain, Network Infrastructure of Tourism, Transportation, and Commodity in Asia, Aynu Language and Culture (-2017), AI and Policy, Information Security D, Exercise in Project Based Learning K, Work and Gender, Working Law, Data Business Creation B, Japan and African Global Connection (A Process to Realize Collaboration for The Future), Introduction to Business Creation 1, Introduction to Business Creation 2, Drone Society, Future Publishing, Function of Corporate Accelerator and Corporate Venture Capital, Food Issues and Innovation, Theory of Service Creation Based on Software Technology (Basic), Data-driven ART, Theory of Service Creation Based on Software Technology (Advanced), Manga, Labor Policy, Food, Clothing, and Shelter Issue & Innovation, Practice to Business Creation (Seeds of Technology), Fly Above the Sky, Shogi, An Introduction to African Reality, Beyond Blockchain, Running Design, Understanding e-Sports, Designing SFC Spirits, Forest of Minerva (SFC 30 th Anniversary Special Course Collaborating with Alumni), Beyond Blockchain Basics, Beyond Blockchain Advanced			
TOTAL					124

2 Advancement and Graduation Requirements

(1) Students who Enrolled in or After Academic Year 2014

(a) Advancing to the Second Year

Students must meet both of the following requirements in order to advance to the Second Year:

1. The student has been enrolled for at least two semesters since entering the University (excluding periods of temporary leave of absence) and has earned at least 30 credits (excluding credits earned in Optional Subjects).
2. The student has earned all of the following credits:

Faculty of Policy Management	Faculty of Environment and Information Studies
Policy Management Studies 1 credit	Environment and Information Studies 1 credit
Physical and Mental Health for Campus Life 1 credit	Physical and Mental Health for Campus Life 1 credit
Physical Education 1 1 credit	Physical Education 1 1 credit

(b) Advancing to the Third Year

Students must meet both of the following requirements in order to advance to the Third Year:

1. The student has advanced to the Second Year and has been enrolled for at least four semesters since entering the University (excluding periods of temporary leave of absence) and has earned at least 60 credits (excluding credits earned in Optional Subjects).
2. The student has earned all of the following credits:

Fundamental Subjects – Language Communication ^{*1}	At least 8 credits
However, at least four credits must be earned at least from one language. ^{*2}	
Fundamental Subjects – Data Science ^{*3}	
Data Science 1	At least 2 credits
Data Science 2	At least 2 credits
Fundamental Subjects – Fundamentals of Information Technology	At least 4 credits

*1 The following courses cannot be included:

SFC Gateway English, Italian Basic 1, Italian Basic 2, Russian Basic 1, Russian Basic 2.

*2 Excluding Russian and Italian

*3 In order to register the Subjects of Data Science, students need to earn credits for Basics of Data Science or pass the Data Science Qualification Examination.

(c) Advancing to the Fourth Year

Students must meet both of the following requirements in order to advance to the Fourth Year:

1. The student has advanced to the Third Year and has been enrolled for at least six semesters since entering the University (excluding periods of temporary leave of absence).
2. The student has earned all of the following credits:

Fundamental Subjects	At least 30 credits ^{*4}
Physical Education 2	1 credit
Physical Education 3	1 credit
Seminar A or Seminar B	At least 2 credits

*4 Includes the number of credits required to advance to the Third Year

(d) Graduation

Students must meet all three of the following requirements in order to graduate:

1. The student has advanced to the Fourth Year and has been enrolled for at least eight semesters since entering the University (excluding periods of temporary leave of absence).
2. The student has earned all of the following credits:

Advanced Subjects	At least 30 credits
Graduation Project 2 ^{*5}	2 credits

3. The student has earned a total of at least 124 credits that include the above 2.

The following credits cannot be counted towards the 124 credits required for graduation.

- All credits earned from Optional Subjects
- Credits exceeding 20 earned from Special Subjects

- Credits exceeding 60 earned from Courses Offered at Other Faculties

*5 Please note that credits for Graduation Project 1 must be earned before registering for Graduation Project 2. However, this does not apply if the Application for Study Abroad is approved by the Faculty Board and the student will study abroad in the first semester of the Fourth Year and completes the necessary procedures beforehand. For details, see “Graduation Projects” on p. 26-27.

(2) Students who were under the 2007 Rules and Regulations

(a) Advancing to the Second Year

Students must meet the following conditions in order to advance to the second year.

1. The student has been enrolled for at least two semesters excluding periods of temporary leave of absence and has earned at least 30 credits excluding Optional Subjects.
2. The student has earned all of the following credits.

Faculty of Policy Management	Faculty of Environment and Information Studies
Introductory Subjects 2 credits	Introductory Subjects 2 credits
Fundamental Subjects – Interdisciplinary Subjects At least 4 credits	Fundamental Subjects – Interdisciplinary Subjects At least 4 credits

(b) Advancing to the Third Year

Students must be enrolled for at least four semesters and earn at least 60 credits excluding Optional Subjects in order to advance to the Third Year.

(c) Advancing to the Fourth Year

Students must meet the following conditions in order to advance to the Fourth Year.

1. The student is in their Third Year and has been enrolled for at least six semesters excluding periods of temporary leave of absence.
2. The student has earned all of the following credits.

Faculty of Policy Management	Faculty of Environment and Information Studies
Fundamental Subjects: Language Communication Subjects At least 4 credits* ¹	
Fundamental Subjects: Data Science Subjects At least 4 credits* ²	Fundamental Subjects: Data Science Subjects At least 4 credits* ²
Fundamental Subjects: Fundamentals of Information Technology At least 4 credits* ³	Fundamental Subjects: Fundamentals of Information Technology At least 8 credits* ³
Physical and Mental Health for Campus Life 1 credit	Physical and Mental Health for Campus Life 1 credit
Physical Education 1 1 credit	Physical Education 1 1 credit
Physical Education 2 1 credit	Physical Education 2 1 credit
Physical Education 3 1 credit	Physical Education 3 1 credit
Advanced Subjects – Series of Policy Management At least 2 credits	Advanced Subjects -- Series of Environment and Information Studies At least 2 credits
Seminar A or B At least 2 credits	Seminar A or B At least 2 credits

*1 The following courses cannot be included

English Gateway 1, English Gateway 2, SFC Gateway English, Russian Basic 1, Russian Basic 2, Italian Basic 1, Italian Basic 2.

*2 In order to register for the Subjects of Data Science, students need to earn credits for Basics of Data Science or pass the Data Science Qualification Examination.

*3 The following courses can be included

System Programing, Design Programming, Image Processing Programming, Graphics Programming, Programming on Mobile Devices, Functional Programming, Basic Media Technology (Web), Basic Media Technology (Network and Image Processing), Basic Media Technology (3D Programming)

(d) Graduation

Students must meet the following conditions in order to graduate.

1. The student has advanced to the Fourth Year and has been enrolled for at least eight semesters since entering the University (excluding periods of temporary leave of absence).
2. The student has earned at least 124 credits including Graduate Project 2*⁴

The following courses cannot be included to count toward the 124 credits required for graduation.

- All credits earned from Optional Subjects
- Credits exceeding 20 earned from Special Subjects
- Credits exceeding 60 earned from Courses Offered at Other Faculties

*⁴ Please note that credits for Graduation Project 1 must be earned before registering for Graduation Project 2. However, this does not apply if the Application for Study Abroad is approved by the Faculty Board and the student will study abroad in the first semester of the Fourth Year and completes the necessary procedures beforehand.

(3) Transfer Students Entering the Second Year of Undergraduate Programs.

Refer to the Japanese version of SFC Guide.

(4) Students with Bachelor's Degrees Entering the Third Year.

Refer to the Japanese version of SFC Guide.

1 Bachelor's—Master's Four-Year Integrated Education Program

Through this Program, students can earn both a bachelor's degree in the Faculty of Policy Management or the Faculty of Environment and Information Studies and a master's degree in the Graduate School of Media and Governance in four years.

The standard length of study is six years in total—four years for a bachelor's degree and two years for a master's degree—but participation in this Program gives students the opportunity to earn a bachelor's degree in three years and a master's degree in one year, for a total of four years of study.

(1) Application to the Program

	Application Period	Students Eligible to Apply
Spring Semester	Monday, July 1, 2019 to Friday, August 23, 2019	Students who enrolled in Fall Semester 2018 and are in the second semester of their First Year in Spring Semester 2019.
Fall Semester	Tuesday, January 14, 2020 to Wednesday, February 12, 2020	Students who enrolled in Spring Semester 2019 and are in the second semester of the First Year in Fall Semester 2019.

Notification of details for each semester will be made through the Jukusei (Keio student) website.

<Application Documents> (download from the Jukusei (Keio student) website)

- 1) Bachelor's—Master's Four-Year Integrated Education Program Application Form (designated form)
- 2) Bachelor's—Master's Four-Year Integrated Education Program Research Plan (designated form)
 - The Research Plan should be created after consulting with the faculty member the student wishes to be his/her advisor (research advisor) throughout the Program until the master's degree is earned.
 - The research advisor must be a faculty member of the Graduate School of Media and Governance at the time the student applies to the Program and must be able to advise the student throughout the Program, from the undergraduate level until the master's degree is earned. A list of research advisors is available at the SFC Academic Affairs Office.

Application results will be sent to guarantors together with grade reports in the same semester application is made. If accepted to the Program, students begin from their Second Year. Note that if the evaluation for advancement to the Second Year is "repeat a year," the student cannot participate in the Program.

(2) Course Registration for Program Participants

For Program participants, the maximum number of credits that may be earned in a single semester is 24 credits (in comparison to the standard 20 credits). In order to graduate, it is necessary to earn 124 credits during the three years for undergraduate study, so it is advised that careful attention be paid to course registration each semester. However, only up to 20 credits can be registered through the Gakuji Web System, so separate processes need to be completed at the SFC Academic Affairs Office during the course registration period for courses that will exceed the 20 credits.

In addition, if Program Courses, Research Concept and Methodology Courses, and Project Courses* offered by the Graduate School of Media and Governance are taken for transferable credits earned before entering the Master's Program, a maximum of 12 credits (in comparison to the standard 8 credits) can be counted as credits required for earning a master's degree after the student advances to the Graduate School of Media and Governance. Refer to "Transferable Credits Earned before Entering the Master's Program" on p. 27.

*Submission of a Personal Statement from an Academic Advisor is required for Project Courses.

(3) Requirements for Advancement to the Next Year and Graduation

Requirements for advancing to the next year and graduation for Program participants are as described below. If a Program participant cannot graduate in three years after entering the University for reasons such as temporary leave of absence or study abroad; or has not fulfilled requirements for advancement to the next year or graduation, the student will be disqualified from the Program at that point. The standard University Rules and Regulations will once again apply to these students, and individual instructions will be given on handling the differences between requirements of the Program and standard University Rules and Regulations.

<Requirements for Advancing to the Third Year>

If the following five requirements are fulfilled, a Program participant can advance to the Third Year:

1. The student is in the Second Year and has been enrolled for four semesters since entering the University and has earned at least 80 credits excluding credits earned in Optional Subjects.

2. The student has earned all of the following credits:

Fundamental Subjects	At least 30 credits
Fundamental Subjects—Language Communication *1 Note: At least 4 credits must be earned from one language *2	At least 8 credits
Fundamental Subjects—Data Science *3 Data Science 1	At least 2 credits
Data Science 2	At least 2 credits
Fundamental Subjects—Fundamentals of Information Technology	At least 4 credits
Seminar A or Seminar B	At least 2 credits

*1 The following courses cannot be included:

SFC Gateway English, Italian Basic 1, Italian Basic 2, Russian Basic 1, Russian Basic 2

*2 Excluding Russian and Italian

*3 In order to register Subjects of Data Science, students need to earn credits for Basics of Data Science or pass the Data Science Qualification Examination

3. A result of at least 3.10 is obtained when the “★ Calculation Method” on p. 50 is performed on all credits (excluding Optional Subjects credits) earned by the end of the second semester of the Second Year. (Optional Subjects credits may be included in the calculation for students who enrolled in Academic Year 2016 or before.)
4. The student has registered Seminar A or Seminar B for at least two semesters, and furthermore, a result of at least 3.30 is obtained when the “★ Calculation Method” on p. 50 is performed for Research Seminars.
5. The student has earned at least four credits for one of the Aspects designated by the Graduation Project mentor by the end of the second semester of the Second Year.

However, a student who has presented a paper at an academic conference, etc., or has achieved outstanding research results, may be granted an exemption from the above requirement 3. “Outstanding research results” refers to one of the following:

- a) Penning of a peer-reviewed journal paper. This includes papers presented at international conferences listed in the Graduate School of Media and Governance Whitelist. Please refer to the Jukusei (Keio student) website for details on the Whitelist.
- b) Becoming an author of an academic book
- c) Being awarded high prizes in an officially recognized contest

<Graduation Requirements>

If the following four requirements are met, the Program participant can graduate upon completion of the Third Year:

1. The student has advanced to the Third Year and has been enrolled for six semesters since entering the University.
2. The student has earned all of the following credits:

Physical Education 2	1 credit
Physical Education 3	1 credit
Advanced Subjects	At least 30 credits
Graduation Project 2	2 credits

3. The student has earned a total of at least 124 credits that include those in above 2. The following credits cannot be counted towards the 124 credits required for graduation:
 - All credits earned in Optional Subjects
 - Credits exceeding 20 earned from Special Subjects
 - Credits exceeding 60 earned from Courses Offered at Other Faculties
4. The student has achieved a grade of “S” in Graduation Project 2, and furthermore, a result of at least 3.50 is obtained when “★ Calculation Method” on p. 50 is performed for Research Seminars.

(4) Advancement to the Graduate School of Media and Governance

In order to advance to the Graduate School of Media and Governance, the Program participant must make an application through internal recommendation to the Graduate School of Media and Governance in the first semester of the Third Year, be accepted, complete admission registration during the designated period, and enroll in the designated semester and academic year. If not accepted to the Graduate School of Media and Governance, or if necessary admission registration procedures are not carried out, the student will be disqualified from the Program at that point. The standard University Rules and Regulations will once again apply to these students, and individual instructions will be given on handling the differences between requirements of the Program and standard University Rules and Regulations. Refer to the website below

for details on Application through Internal Recommendation:
<http://www.sfc.keio.ac.jp/gsmg/en/admissions/master/recommendation.html>

(5) Course Registration at the Graduate School of Media and Governance

To earn a master's degree, at least 30 credits must be earned in one year. These include a maximum of 12 transferable credits earned before entering the Master's program. In order to earn the master's degree in one year, requirements for early completion of the Master's Program must be fulfilled. In principle, Program participants are by definition expected to be students with superior achievements. For details of other requirements, refer to the Guidebook for Students of the Graduate School of Media and Governance.

2 3.5-year Early Graduation System

Students with superior achievements, such as outstanding academic grades, who have satisfied the requirements for graduation, may graduate after 3.5 years (7 semesters) of enrollment. This system aims to support those who, for example, enrolled in September and will begin working in April, or those who enrolled in April and will advance to graduate schools abroad.

(1) Application

	Application Period	Students Eligible to Apply
Spring Semester	Monday, July 1, 2019 to Friday, August 23, 2019	Students who enrolled in Spring Semester 2017 and are in the first semester of their Third Year in Spring Semester 2019.
Fall Semester	Tuesday, January 14, 2020 to Wednesday, February 12, 2020	Students who enrolled in Fall Semester 2017 and are in the first semester of their Third Year in Fall Semester 2019.

Notification of details for each semester will be made through the Jukusei (Keio student) website.

<Application Documents>

1. Application for Confirmation of Status of Eligibility to be a Candidate for the 3.5-year Early Graduation System [download from the Jukusei (Keio student) website]
2. One of the following A or B:
 - Certificate to verify required proficiency in a foreign language (other than mother tongue), or document indicating a score of equivalent level. (Show original certificate and submit a photocopy.)
 - Documentation to verify achievement of outstanding research results. If application for early graduation is being made based on outstanding research results that were presented, for example, at an academic conference, submit documents to show the research results. (Show original documents and submit photocopies.)

Notification of results will be sent together with grade reports to the student's guarantor in the same semester application is made.

(2) Application Requirements

Students must satisfy all of the following requirements by the end of the first semester of their Third Year:

1. The student has fulfilled the criteria of the foreign language proficiency examination indicated in the following table for one foreign language other than his/her mother tongue.
2. The student has earned at least 96 credits (excluding Optional Subjects credits); furthermore, a result of at least 3.10 is obtained when the ★ Calculation Method on p. 50 is performed on all credits (excluding Optional Subjects credits) earned by the end of the semester of application. (Optional Subjects credits may be included in the calculation for students who enrolled in Academic Year 2016 or before.)
3. The student has registered for "Seminar A" or "Seminar B" for at least two semesters, and furthermore, a result of at least 3.30 is obtained when the ★ Calculation Method on p. 50 is performed for Research Seminars.
4. By the end of the semester of application, the student has earned at least four credits from one of the Aspects designated by the Graduation Project mentor.

However, a student who has made a presentation at an academic conference, etc., or achieved outstanding research results may be granted an exemption from the above requirements 1. and 2.

"Outstanding research results" refers to one of the following:

- Penning of a peer-reviewed journal paper
- Becoming an author of an academic book
- Being awarded high prizes in an officially recognized contest

If a student cannot graduate in 3.5 years after entering the University for reasons such as temporary leave of absence or study abroad, in general the student will be disqualified as a candidate for early graduation. The standard University Rules and Regulations will once again apply to these students, and individual instructions will be given on handling the differences between requirements of the Early Graduation System and standard University

Rules and Regulations.

If Program Courses, Research Concept and Methodology Courses, and Project Courses* offered by the Graduate School of Media and Governance are taken for transferable credits earned before entering the Master's Program, a maximum of 12 credits (in comparison to the standard 8 credits) can be counted as credits required for earning a master's degree after the student advances to the Graduate School of Media and Governance. Refer to "Transferable Credits Earned before Entering the Master's Program" on p. 27.

*Submission of a Personal Statement from an Academic Advisor is required for Project Courses.

(3) Graduation Requirements

Students using the 3.5-year Early Graduation System must satisfy, in addition to the application requirements, all of the following requirements in order to graduate:

1. The student has satisfied the regular graduation requirements set forth by the Faculty of Policy Management and the Faculty of Environment and Information Studies.
2. The student has achieved a grade of "S" in Graduation Project 2, and furthermore, a result of at least 3.50 is obtained when "★ Calculation Method" on p. 50 is performed for Research Seminars.
3. Either or both of the following are satisfied (submission method will be notified to applicable students):
 - a) The student has fulfilled the criteria of the foreign language proficiency examination indicated in the following table for one foreign language other than his/her mother tongue.
 - b) The student has been accepted to the Keio University Graduate School. However, the scheduled time of entering the graduate school must be the semester following graduation from the undergraduate school

Language	Foreign Language Proficiency Examination	For Application	For Graduation
English	TOEFL (PBT) (including TOEFL-ITP conducted at SFC)* ¹	Score of 550 or above	Score of 580 or above
Korean	The Korean Language Proficiency Test (KLPT)	3rd grade	Pre-2nd grade
	Test of Proficiency in Korean (TOPIK)	Level 3	Level 4
Chinese	Test of Chinese Proficiency	3rd grade	2nd grade
	Hanyu Shuiping Kaoshi (HSK)	Level V	Level VI
Malay-Indonesian	Ujian Kemampuan Berbahasa Indonesia	Grade C	Grade B
Arabic	—	Individual evaluations for persons who are at a level of having completed an Intensive 2 course or higher	Individual evaluations for persons having completed at least two Skill courses
German	CEFR* ²	Proficiency B2	Proficiency C1
	Goethe-Zertifikat	B2	C1
	Österreichisches Sprachdiplom Deutsch (ÖSD)	B2 Mittelstufe Deutsch	C1 Oberstufe Deutsch
	Diplom Deutsch in Japan	Pre-1st grade	1st grade
French	CEFR* ²	Proficiency B2	Proficiency C1
	Diplôme d'études en langue française (DELFF)/ Diplôme approfondi de langue française (DALF)	B2	C1
	Test de connaissance du français (TCF)	Score of 400 to 499	Score of 500 to 599
	Diplome d'Aptitude Pratique au Français	Pre-1st grade	1st grade
Spanish	Evaluación Oficial del Conocimiento de la Lengua Española	3rd grade	2nd grade
	Diplomas de Español como Lengua Extranjera (DELE)	A2	B1
Japanese	Japanese Language Proficiency Test (JLPT)	N1	N1

*1 Submission of CBT and iBT scores is accepted. Convert the score to those of PBT

*2 CEFR stands for "Common European Framework of Reference for Languages: Learning, teaching, assessment."

【★Calculation Method】 (for Bachelor's–Master's Four-year Integrated Education Program, and 3.5-year Early Graduation System)

$$(\text{number of "S" credits}) \times 4 + (\text{number of "A" credits}) \times 3 + (\text{number of "B" credits}) \times 2 + (\text{number of "C" credits}) \times 1 + (\text{number of "D" credits}) \times 0$$

Total number of credits awarded (SABCD)

(* Courses with grades of P, F and G and Credits from Optional Subjects are not to be included. Decimals less than 3 are rounded off.)

*For students who enrolled in Academic Year 2016 or before, grades acquired prior to the year will be changed as follows; A to S, B to A, and C to B (D will remain D).

3 System for Extension of Enrollment Period

Fourth-year students who have earned the required number of credits for graduation may extend their enrollment for up to another two semesters if it does not exceed the maximum period of enrollment set forth in Article 156 of Undergraduate Rules and Regulations. This can be done by applying for and receiving approval for an extension of enrollment period (Article 169 of Undergraduate Rules and Regulations). However, all academic fees must also be paid

for the extended period.

	Application Period	Students Eligible to Apply
Spring Semester	Monday, July 1, 2019 to Friday, August 23, 2019	Fourth-year students who are expected to fulfill graduation requirements in the Spring Semester of Academic Year 2019
Fall Semester	Tuesday, January 14, 2020 to Wednesday, February 12, 2020	Fourth-year students who are expected to fulfill graduation requirements in the Fall Semester of Academic Year 2019

Notification of details for each semester will be made through the Jukusei (Keio student) website.

<Application Document>

Request for Extension of Enrollment [Download from the Jukusei (Keio student) website]

Notification of results will be sent together with grade reports to the student's guarantor in the same semester application is made.

Regarding the semester(s) for which an extension of enrollment is permitted, the following conditions apply:

- The student must abide by the Rules and Regulations of the University.
- The application can only be submitted once and the permitted graduation semester cannot be changed.
- If a student leaves the University in the middle of a semester for which enrollment is permitted, the student is considered to have withdrawn from the University.
- During the semester(s) in which the student is allowed to enroll, the student must register for one or more courses and make an effort to earn the credits.
- Students must be enrolled in the University in the final semester before graduation. (They must not be taking a temporary leave of absence, be studying abroad, nor have been suspended in the final semester.)

4 Early Graduate School Entry System

Undergraduate students who have completed their Third Year or the first semester of their Fourth Year of undergraduate studies may enter the Graduate School of Media and Governance as a First-year graduate student. Furthermore, there is a system that allows students to complete the Master's Program in one year, making it possible for students to earn a master's degree in as little as four years after entering as an undergraduate. Please refer to the details in the Graduate School of Media and Governance Application Guidebook when making your application.

Students who enter the Graduate School of Media and Governance through the Early Graduate School Entry System must first withdraw from the undergraduate school. Application for a bachelor's degree can be made to the National Institution for Academic Degrees and University Evaluation (<http://www.niad.ac.jp/english/>).

5 Licenses

(1) Teacher Training Courses (in Japanese only)

Please refer to Japanese version of SFC Guide.

(2) Taking AUD Courses and Qualification to Take Examination for First-class Architects and Building Engineers

Accompanying the revision of the Licensed Architect Act in November 2008, academic requirements for the qualification to take the examination for first-class architects and building engineers were changed in Academic Year 2009. As a result, in order to be eligible to take the examination, students must earn the required number of credits from each category of specified courses, for a total of 40 to 60 credits, in the Faculty of Policy Management and Faculty of Environment and Information Studies, and undertake two to four years of practical experience after graduation.

Information regarding the required amount of credits from specified courses, number of years of practical experience required, as well as which courses being held are classified as "specified courses" depending on types of license, can be obtained from http://www.gakuji.keio.ac.jp/sfc/pe/soukan_aud_guide.html

6 Programs

(1) BioCamp-Bioscience Program at Tsuruoka Town Campus (TTCK)

The Tsuruoka Town Campus (TTCK) is located in Tsuruoka city, Yamagata prefecture. The Institute for Advanced Biosciences set up in TTCK pioneers research in advanced biosciences, including metabolome science. Through the BioCamp program, students stay at TTCK for two semesters (or one semester) and learn the fundamentals of bioscience while actually using state-of-the-art laboratory equipment. The program is intended for SFC students who have no laboratory experience to learn from the ground up such things as how to handle laboratory equipment. Courses offered at TTCK taken during BioCamp are classified as official courses of the Faculty of Policy Management and the Faculty of Environment and Information Studies. Accordingly, students do not have to take a temporary leave of absence, and they can earn the credits required for advancement to the next year and graduation. For details on applying, accommodations, cost (some grants available), etc., refer to the following website: <http://bio.sfc.keio.ac.jp/> (in Japanese only).

(2) GIGA (Global Information and Governance Academic) Program

The GIGA Program, Keio University's first English-language based undergraduate degree program, began in the Faculty of Environment and Information Studies in September 2011, and expanded to the Faculty of Policy Management in Academic Year 2015. Students of the Faculty of Policy Management and the Faculty of Environment and Information Studies can apply for the GIGA Program courses regardless of their faculty, student year, or admission method. In addition, students can be awarded a GIGA Program Certificate (Certificate of Completion) if they apply as a GIGA Certificate Course Student and fulfil the requirements.

Details on the Program, as well as requirements for students who entered the University in March 2015 or earlier, can be found at the following website: http://www.gakuji.keio.ac.jp/sfc/pe/giga-certificate_en.html

(a) Certificate for Students Entering Keio University in or after April 2015

The GIGA (Global Information and Governance Academic) Program Certificate offers two types of certificates: GIGA-Governance and/or GIGA-Information.

- GIGA-Governance: Aims to nurture graduates with international mindsets who can take action to solve problems and create new opportunities in this world where globalization is progressing.
- GIGA-Information: Aims to nurture graduates who can utilize information and communication technology to create new services and things, and find solutions to varied and complex problems.

(b) Eligibility

Undergraduate students entering Keio University in or after April 2015

(c) Certificate Requirements

The GIGA-Governance or GIGA-Information Certificate can be acquired by fulfilling the requirements below:

Fundamental Subjects	At least 30 credits from GIGA Certificate Courses in the Fundamental Subjects category
Specialized studies	<ul style="list-style-type: none">• Information: At least 10 credits from Certificate Courses that are from Advanced Subjects (Series of Environment and Information Studies)• Governance: At least 10 credits from Certificate Courses that are from Advanced Subjects (Series of Policy Management)
Language Requirements	<ul style="list-style-type: none">• Students who entered the University through Admissions for Overseas Students (GIGA): pass Japanese Language Proficiency Test level N2^{*1} ^{*2}• All other students: achieve a TOEFL iBT score of 80 or higher (PBT score conversion 550)

*1 After passing the above-mentioned language proficiency tests, submit a copy of the certificate to the SFC Academic Affairs Office. Please also bring the original of your certificate so that the authenticity of your copy can be validated at the time of submission.

*2 Even if a student fails to pass JLPT level N2, he/she may still be able to acquire a Certificate if he/she fulfills either of the foreign language requirements below:

- If a student has acquired credits for a Japanese language course equivalent to JLPT level N2 (Japanese Intensive 4, Japanese Skill, and Japanese Content.)
- If a student was admitted to have acquired Japanese language ability equivalent to JLPT level N2 by the SFC full time faculty members in charge of Japanese language courses.

For details, please ask the SFC Academic Affairs Office.

(d) Certificate Requirement Courses

Course names with "(GI)" are GIGA-Information Certificate requirement courses, and those with "(GG)" are GIGA-Governance Certificate requirement courses. Check course names in the syllabus and timetables.

(e) Application and Conferral

Students who wish to acquire the GIGA Certificate are required to make prior application (Spring Semester: end of May, Fall Semester: end of November) by submitting the two items below to the SFC Academic Affairs Office.^{*3} It is possible to apply for both GIGA-Governance and GIGA-Information certificates.

1. Designated application form [download from the Jukusei (Keio student) website]
2. Language proficiency certificate [Show the original and submit a photocopy.]

Please note that if the foreign language requirement cannot be met at the time of application, the language proficiency certificate must be submitted as soon as it is acquired.

When all requirements are satisfied, the Certificate will be awarded.

*3 In the case that a student entered the university through Admissions for Overseas Students (GIGA) and wishes to acquire a certificate, application 1 is not necessary. Please submit application 2.

(3) Perspectives

Since the Academic Year 2017, a system called "Perspectives" has been in place to guide interdisciplinary study. The intention of "perspectives" is to introduce the academic knowledge and spread of activity which could be easily missed in a seminar activity, where you delve deeply into a concrete problems and specialty fields.

Perspectives have been increased to cover an even wider area, including "Health Science (HS)," "Evidence Based Approach (EBA)," and "Student Build Campus (SBC)." For further details access the Jukusei (Keio student) website

Handling of Students, Guardians, and Guarantors' Personal Information

1. Personal information gathered from Keio university and school students includes the following:
 - a) Student's name, address, telephone number, date of birth, and the name of the schools from which the student graduated.
 - b) Guardian and guarantor's name, address, telephone number (home number and emergency contact number), and the guardian/guarantor's relation to the student.
 - c) Information pertaining to the student's register, academic records, health examinations, or other activities conducted while registered as a student, and information related to donations and applications for Keio Card.
2. The purpose of use of personal information will be specified in advance. Personal information will not be used for any purpose other than specified. If the purpose of use changes, individuals will be notified directly, or public announcements will be made via the Keio official website and on specified notice boards.
3. Personal information will be used for the purpose of performing the following operations:
 - a) Enrollment procedures and administering, communicating and carrying out procedures concerning academic affairs;
 - b) Administering, communicating and carrying out procedures concerning general student life;
 - c) Administering, communicating and carrying out procedures concerning the use of university facilities and equipment;
 - d) Sending documents and conducting communications for soliciting donations and recruiting members for the Keio Support Group and the Keio Card;
 - e) Sending various documents to students, guardians and guarantors; and
 - f) Sending publications and conducting communications after graduation regarding Councilor elections, and for soliciting donations and recruiting members for the Keio Support Group and the Keio Card.
4. Some of the operations listed in 3. above may be entrusted to subcontractors hired by Keio University. In order for such subcontractors to carry out their work, some or all of the personal information Keio University has received from individuals (to the extent necessary), may be provided.
5. Personal information of individuals affiliated with the Mitakai or the Alumni Association may be provided when requested by said organizations, to the extent necessary for their activities.
6. Unless otherwise stated, personal information will not be used or disclosed to a third party for purposes other than those listed in 3.– 5. above. However, the personal information of an individual may be disclosed to a third party when Keio University bears a legal obligation to do so; when Keio University determines that disclosure is necessary in order to protect the life, health, property, rights, or welfare of an individual; or when any other pressing necessity arises and the permission of the individual concerned cannot be obtained.

SFC Class Timetable

Each campus uses a different class timetable.

The class timetable at SFC is as follows:

Period	Standard	Foreign language (intensive)	
		Sub-period	
1	9:25 a.m.–10:55 a.m.	first half of 1st period	9:25 a.m.–10:15 a.m.
		second half of 1st period	10:15 a.m.–11:05 a.m.
2	11:10 a.m.–12:40 p.m.	first half of 2nd period	11:10 a.m.–12:00 noon
		second half of 2nd period	12:00 noon–12:50 p.m.
3	1:00 p.m.–2:30 p.m.	first half of 3rd period	1:00 p.m.–1:50 p.m.
		second half of 3rd period	1:50 p.m.–2:40 p.m.
4	2:45 p.m.–4:15 p.m.	first half of 4th period	2:45 p.m.–3:35 p.m.
		second half of 4th period	3:35 p.m.–4:25 p.m.
5	4:30 p.m.–6:00 p.m.		
6	6:10 p.m.–7:40 p.m.		
7	7:50 p.m.–9:20 p.m.		

* There are no pre-scheduled breaks for the foreign language (intensive) course sub-periods. Each course instructor will manage breaks as required.

* Times for distance learning classes may differ

Class Timetable for Other Campuses

Period	Mita, Hiyoshi and Yagami
1	9:00 a.m.–10:30 a.m.
2	10:45 a.m.–12:15 p.m.
3	1:00 p.m.– 2:30 p.m.
4	2:45 p.m.– 4:15 p.m.
5	4:30 p.m.– 6:00 p.m.

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