

Preface

This guide is designed to provide all Keio University Shonan Fujisawa Campus (SFC) students important information on student life. With regard to new students in particular, it is hoped that it will serve as a practical guide, making it easier to become accustomed to life on campus with a minimum of delay and difficulty.

Keio University has other campuses such as Hiyoshi, Mita, Shinanomachi, Yagami and Shiba-Kyoritsu, but students in the Faculty of Policy Management and the Faculty of Environment and Information Studies spend the majority of their four years here at SFC. This guide focuses primarily on student life at SFC. If necessary, students should refer to other sources for more information on other Keio University campuses.

Here at Keio University, we expect our students to act as independent, mature adults. If you have any questions after reading this guide or require additional information, please feel free to contact any of the information desks at the various departments, your home class advisors, and speak with any other faculty members such as lecturers and seminar instructors. In doing so, we hope you will cultivate both a sense of “independence and self-respect,” and in addition, become aware of your standing as a student of Keio University and take pride in this status.

In addition to this booklet, new students should refer to other sources of information, such as the “Schedule and Formalities after Completing Admission Registration” booklet distributed upon enrollment and the Jukusei (Keio students) website (<http://www.gakuji.keio.ac.jp/sfc/>).

Please note that this booklet is distributed only to newly enrolling students, so be sure to keep it on hand throughout your years at SFC. We wish you the best for fulfilling, productive lives on campus.

This guidebook is the English supplement to the Japanese version of KEIO SFC GUIDE 2019 vol.1.

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)~(8) : Class session number for semester courses (1)~(8) : Class session number for half-semester courses in the first half of the semester
 (1)~(8) : Class session number for half-semester courses in the second half of the semester

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Entrance Ceremony (PACIFICO Yokohama)	2	3 (5:00 p.m.) Deadline for student screening application for Spring Semester courses	4	5 (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	8 Spring Semester classes begin Annual Health Checkup (last day)	9	10	11	12	13 (3:00 p.m.) Course Registration Confirmation*
		Online Course Registration Period (April 10, 1:00 p.m. to April 13, 1:00 p.m.)				
14	15	16	17	18	19	20 Makeup classes
21	22	23 Keio Foundation Day (classes held)	24	25	26 Deadline for the payment of academic fees (paid in full or Spring Semester installment)	27 Makeup classes
28 Showa 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	3 Constitution Memorial Day	4 Greenery Day
5 Children's Day	6 Substitute Holiday (classes held)	7	8	9	10	11
		Course Registration Amendment Period (applicable students only) (May 7 and 8)				
12	13	14	15	16	17	18
		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.)				
19	20	21	22	23	24	25
26	27	28	29	30	31 Deadline for submitting Application for Temporary Leave of Absence for Spring Semester	

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Waseda-Keio Baseball Games (tentative)
2 Waseda-Keio Baseball Games (tentative)	3 • Exams for First-half of Spring Semester courses • First-round application for Graduation Project Mentor begins (through 7th)* **	4 (11:30 a.m.) Deadline for Application for Makeup Exams for First-half of Spring Semester courses ⑧(1)(2)	5	6 Makeup Exams for First-half of Spring Semester courses (afternoon) ⑧(1)(2)	7 Deadline for First-round application for Graduation Project Mentor* ⑧(1)(2)	8 Makeup classes
9	10 ⑧(1)(2)	11 ⑨(3)(4)	12 ⑨(3)(4)	13 ⑨(3)(4)	14 ⑨(3)(4)	15 SFC Open Campus (10:00 a.m.) Graduation Project Mentor First-round application results announced*
16	17 ⑩(3)(4)	18 ⑩(5)(6)	19 ⑩(5)(6)	20 (9:00 a.m.) Announcement of grades on the Web System for First-half of Spring Semester courses ⑩(5)(6)	21 (4:50 p.m.) Deadline for grade inquiries for First-half of Spring Semester courses ⑩(5)(6)	22 Makeup classes
23	24 Result Work submission for Graduation Project 2 (through July 30)* ⑩(5)(6)	25 ⑪(7)(8)	26 ⑪(7)(8)	27 ⑪(7)(8)	28 ⑪(7)(8)	29 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 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

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(9)(10)	11	12	13 (10:00 a.m.) Graduation Project Mentor Second-round application results announced* ④(11)(12)	
14	15 Marine Day (classes held) ⑤(11)(12)	16	17	18	19	20 Makeup classes ⑥(13)(14)	
21	22 End of Spring Semester Classes ⑦(13)(14)	23	24	25	26	27 Makeup classes	
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 *(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*	11	12	13 Orientation (Sept. 13, 17, 19, and 20); Health Checkups (Sept. 17-20)	14
15	16 Respect for the Aged Day	17 Graduation Ceremony (Mita Campus)	18 Entrance Ceremony (Mita Campus)	19	20	21
22	23 Autumnal Equinox Day (classes held) *Fall Semester Classes begin *Deadline for Graduation Project Mentor Amendment*	24	25	26	27	28
29	30	Online Course Registration Period (September 26, 1:00 p.m. to October 1, 11:00 a.m.)				
	Online Course Registration Period (through October 1, 11:00 a.m.)	*Details on the Graduation Project are on p. 26.				
						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
 (1)~(4) : 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	
						Makeup classes SFC Fall Festival (tentative)	
Course Registration Amendment Period (applicable students only) (Oct. 9 and 10)							
13	14	15	16	17	18	19	
Sports Day							
20	21	22	23	24	25	26	
						Makeup classes	
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	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)
3	4	5	6	7	8	9
Culture Day Waseda-Keio Baseball Games (tentative)	Substitute Holiday (classes held)					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	(8)(1)(2)	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				
SFC Campus-wide Winter Break (Dec. 28 to Jan. 5)			*Details on the Graduation Project are on p. 26.			

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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 Winter Break	6	7	Exam timetable announced for Fall Semester and Second-half of Fall Semester courses 8	9	Founder's Birthday 10	11
12	Coming of Age Day 13	Registration for Second-round application for Graduation Project Mentor* (through Jan. 20) 14	15	16	17	Makeup classes 18
19	End of Fall Semester Classes Deadline for Second-round application for Graduation Project Mentor* 20	21	22	23	24	25
Examination Period for Fall Semester and Second-half of Fall Semester courses (Jan. 22 to 29)						
26	27	(10:00 a.m.) Graduation Project Mentor Second-round application results announced* Deadline for the submission of the Result Work for Graduation Project 2* 28	(11:30 a.m.) Deadline for Application for Makeup Exams for Fall Semester and Second-half of Fall Semester courses 29	30	31	
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	Yukichi Fukuzawa Memorial Day 3	4	5	6	7	8
Makeup examinations for Fall Semester and Second-half of Fall						
9	10	National Foundation Day 11	*Application deadline for: Extension of Enrollment Period, 3.5-year Early Graduation System, and Bachelor's-Master's Four-Year Integrated Education Program 12	13	14	15
16	17	18	19	20	21	22
Emperor's Birthday 23	Substitute Holiday 24	25	26	27	28	29

March

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

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.
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.

KEIO SFC GUIDE 2019 Vol.1 Table of Contents

2019 SFC Academic Calendar	2	<u>VI. Information Technology Center (ITC)</u>	
SFC Class Timetable	6	(1) Office Business Hours.....	23
Table of Contents	7	(2) Services.....	23
Messages to New Students		(3) Campus Network System (CNS).....	23
Dean of the Faculty of Policy Management	8	<u>VII. General Affairs Office</u>	
Dean of the Faculty of Environment and Information Studies	9	(1) Office Business Hours.....	24
<u>I. Academic Affairs Office</u>		(2) Services.....	24
(1) Office Business Hours	10	<u>VIII. Student Life and Extracurricular Activities</u>	
(2) Student ID Card.....	10	(1) Extracurricular Activities	25
(3) Notification and Applications	10	(2) Events	26
(4) Certificates	11	(3) Others.....	27
(5) Lost and Found.....	12	Responsible Social Conduct as a Member of Keio	
(6) Use of Facilities	12	University and Society	28
(7) Yakan Zanryu (Overnight Study) at SFC.....	13	SFC Student Organizations	30
<u>II. Student Life Section</u>		Shonan Fujisawa Campus Map	36
(1) Office Business Hours	14	Shonan Fujisawa Campus Facilities Guide	37
(2) Service	14	Shonan Fujisawa Campus Access Map	40
(3) Outside Activity	15		
<u>III. Career Services Section</u>			
(1) Office Business Hours	17		
(2) Service	17		
(3) University Referral System	17		
(4) Support for Students Who Wish to become Civil Servants in Japan.....	17		
<u>IV. Wellness Center</u>			
(1) Student Counseling Section.....	18		
(2) Health Services Section.....	18		
(3) Physical Education Section.....	19		
<u>V. Media Center</u>			
(1) Media Center Hours.....	21		
(2) Library Services.....	21		
(3) Multimedia Services.....	22		
(4) Network and Computer Services.....	22		

Welcome to the Faculty of Policy Management

Takeshi Kawazoe, Dean of the Faculty of Policy Management

As you open this guide for the first time at the start of the academic year, you must be filled with both high expectations and feelings of anxiety. Those of you who are already decided on what you want to do may be excited with anticipation as you consider how to proceed along that theme. On the other hand, those of you who are not decided may be wondering what you should do and be feeling anxious about daily student life. If we consider study at university to be like a sport, we can say that it is much like a marathon. You are all at the starting line of the SFC marathon. Among us, there may be pros, semi-pros, and of course, first-timers. As there are all different types of starting points, so are there many different approaches to the marathon. Some people try to make good time while others are performers, but we all aim to complete the marathon.

The dynamics of study at SFC is similar to the way a city marathon is a place for shared experiences. At SFC, we have the coexistence of the three undergraduate faculties of Policy Management, Environment and Information Studies, and Nursing and Medical Care; and the two graduate schools of Media and Governance, and Health Management. A major difference between SFC and other campuses is that these elements not only coexist, but are truly integrated, and you will have the opportunity to utilize these resources. It is therefore possible to set a number of goals. For those of you who have yet to decide what you want to do, why don't you just begin and take it from there. After a while, you will get a sense of your surroundings and be able to set your goals.

When you discover the theme you want to pursue, the next step is finding methods toward the solutions. There are many mechanisms available at SFC, and endless possibilities for approaching your theme. Choose daily classes, and of course, seminars and study abroad in line with your theme. If you are not sure how to approach your theme, you can ask your home class advisors and mentor for advice. Students who are your seniors are also valuable sources of information. The largest merit to sharing this place called SFC is that you have the opportunity to talk to a vast variety of people. While borrowing on their strengths, you will complete the marathon in the form of a presentation of your Graduation Project.

The secret to success in a marathon is to run at your own pace. Hydration and nutrition are also essential factors. If you feel overexerted, you can slow down your pace and even walk. And the unique feature of the SFC marathon is that it doesn't involve only studying. Athletic teams and clubs provide great enjoyment in student life. Keio University former President Shinzo Koizumi enjoyed sports during his university days, and was, in particular, an avid tennis player. He found three treasures offered by sports—the experience that practice makes the impossible possible, the spirit of fair play, and friends. These treasures are not limited to sports. I hope you will all find something in your student life in which you can immerse yourself and find these three treasures.

A lot is being expected from you. As globalization progresses at a rapid rate, the borders of countries and regions have disappeared and global-level issues have arisen in areas such as finance, information, and the environment. Meanwhile, the U.S., China, and India are increasing their presence as great powers. Most likely, the backgrounds of the themes you choose are fluid and will probably change drastically during the next four years. What will Japan's position be in all this? As globalization continues, what is it that we can do now? It can certainly be said that you will be the ones to influence Japan and the world.

Although your individual goal lines may be different, I hope you will all successfully complete this marathon that you have embarked on.

Boldly take on extreme challenges and carve the way to a bright future.

Yoko Hamada, Dean of the Faculty of Environment and Information Studies

Welcome to the Faculty of Environment and Information Studies. The name of our faculty is relatively uncommon in Japan. It was created in 1990, now 29 years ago, based on the concept that our surroundings are the environment, and our interaction with the environment consists of information. I think the name of our faculty is very fitting, because “environment” and “information” speak for the entire future of humanity, such as how we are to think, live, and shape our society.

When first entering our faculty, I’m sure you will be excited by its flexibility and the breadth of research fields that are available. On the other hand, you may feel a bit lost, feeling that your current experiences are inadequate, or anxious at all the new systems here. However, I think that these feelings offer you a good chance to cast off your old shell. One’s college years have been called a “psychosocial moratorium,” which is defined as the final stage of one’s young adult life in which you are able to experiment with your identity. I believe that SFC will be the perfect place for you to find yourself.

Passionate professors and friends from all over the world await you here at SFC. You will have the opportunity to develop all kinds of relationships that will provide you with new experiences, such as in your class or seminar, at the University Athletic Association or other clubs, in the Tanabata and Fall Festival Committee Meetings, or at your part time job or when volunteering. In research seminars, undergraduate and graduate students share their passions face to face, the culmination of which can be seen at the Open Research Forum held in Roppongi in November. You will also be able to attend guest lectures from successful entrepreneurs. The exciting environment at SFC will allow you to break the shell you have unconsciously created until now.

As long as you have passion and knowledge on a topic, you can join a research seminar from your first year and even begin your own project. You may want to go abroad to study or participate in fieldwork or an internship, which research grants and scholarships are there to help you with. I am sure that you will also have a great experience interacting with both Japanese and international students here at SFC.

On the corner of SFC is the Student Build Campus, a research lodging institute and passion project designed, built, and managed in-part by students. In the facility, professors and students live literally under the same roof where they work, cook, and eat together while debating throughout the night.

Keio University’s 160 year history is one of great pride and tradition, as it began during a time of turbulent societal change on the eve of the opening of Japan. Yukichi Fukuzawa ushered in that formative age and his spirit is carried on most vividly at SFC, where we respect unique differences, encourage honest discussion, and take on new challenges. Our many graduates carry these values into society, each with their own unique and creative ideas. Instead of “hammering down the nail that stands out,” we pull each out to allow every student to discover their own individual qualities. Make great use of the resources at SFC with your bold and fresh ideas and take on extreme challenges without being limited by preconceived notions. Let us create a bright future together as we turn the next page in SFC’s 29-year history.

(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 in person any change of name to the Academic Affairs Office. 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	<p>There are two certificate issuing machines in front of the Academic Affairs Office on the first floor of the Alpha Building.</p> <p>Times of operation: 9:15 a.m.–8:00 p.m. (Monday to Saturday)</p> <p>*No service on Saturdays when there are no classes</p> <p>*No service on Sundays, national holidays, University administration holidays or at the end of the semester.</p> <p>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</p> <p>Certificates will not be issued if your academic fees for the previous semester or earlier has not been paid.</p>

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	<p>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.</p> <p><Handling of found items handed into the office></p> <ul style="list-style-type: none"> ● 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. <p>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.</p>
(6) Use of Facilities	<ul style="list-style-type: none"> ● 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
					Coordinating Committee Member		Coordinating Committee Non-member						
	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 Boards	Notice Board Category		Class-Related		Student Clubs				Students (Individual)		Period of Use	Application Deadline	Where to Apply
	A (Alpha) Bldg., κ-ο Bldgs. ^{*4}		○		×		×		×				
	Ω(Omega) Bldg., Co-op Cafeteria, SUBWAY ^{*5}		×		○		○		×		2 weeks	Day of	Student Life Section

Other Facility Category	Class-Related	Student Clubs		Students (Individual)	Period of Use	Application Deadline	Where to Apply
		Authorized	Unauthorized				
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 Please see below (7) Yakan Zanryu at SFC for details.

*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 K–O 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.
 - Activities that involve persons other than Keio University students (including alumni and students of other universities).
 - Activities that involve financial transactions such as selling tickets.
 - Photo shoots on campus.

[Inquiries] Class-related: Academic Affairs Office

Other: Student Life Section, Academic Affairs Office

(7) Yakan Zanryu (Overnight Study) at SFC

Students who wish to study overnight for the purpose of curricular activities must first receive permission from the faculty member in charge. Only students who have applied in advance may stay on campus during the overnight study period. Be aware that permission for overnight study will not be granted under any circumstances for test preparation, club activities, recruitment activities, or other non-curricular undertakings.

Students who wish to study overnight must apply through SFC-SFS between 6:00 p.m. and 10:30 p.m. on the day of intended overnight study.

Overnight Study Period: 11:00 p.m.–8:00 a.m.

Notes:

- Security guards make rounds during overnight study periods, and you will be required to show them your Student ID Card. If you do not have your Student ID Card at that time due to the fact that you are borrowing keys, you should notify the security guard of this.
- Always stop by the North Gate Security Office if entering the campus after 10:30 p.m.
- Notify and get approval from family members or guardian for participation in overnight study
- In case of emergency during overnight study, contact the North Gate Security Office (0466-47-5111 or ext. 52190, 52191)

<Facilities Permitting Overnight Study>

- ◆ PC rooms and regular classrooms
- ◆ Joint research rooms and professor's office (only by students granted permission by faculty members)

II. Student Life Section

(1) Office Business Hours	<p>1F A (Alpha) Bldg. Regular Hours Weekdays: 9:15 a.m.–4:50 p.m. During Semester Break Weekdays: 9:15 a.m.–11:30 a.m. (No classes or examinations) 12:30 p.m.–4:50 p.m.</p> <p>Notes:</p> <ul style="list-style-type: none"> ◆ The Student Life 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 students) website (http://www.gakuji.keio.ac.jp/en/sfc/index.html) in the event that the office will be closed on any other day than indicated above. 									
(2) Service										
(a) Student Health Care Mutual Aid Association Medical Care Benefit System	<p>As members of the Keio Student Health Care Mutual Aid Association (Gakusei Kenko Hoken Gojo Kumiai), regular undergraduate and graduate students at Keio University are eligible to apply for a partial reimbursement of medical expenses. Please refer to the Health Insurance Plan Guidebook and the website for details. http://www.gakuji.keio.ac.jp/life/kenko/index.html</p>									
(b) Personal Accident Insurance for Students Pursuing Education and Research	<p>Keio University is a member of Japan Educational Exchanges and Services (JEES), and through it, Keio pays for “Personal Accident Insurance for Students Pursuing Education and Research,” an insurance plan that covers students who suffer physical injury from an unexpected accident in the course of their educational and research. This insurance is for regular undergraduate and graduate students, research students, and short-term international students (MEXT scholarship students and designated exchange students only). “Educational and research” means regular curricular activities on- and off-campus, participation in University events, and extracurricular activities (submission of “Notification of Off-campus Student activities” to the University is required for off-campus activities).</p>									
(c) Scholarship Programs	<p>Scholarship programs provide assistance to students who have difficulties in pursuing their studies due to financial reasons, or to those who demonstrate particular excellence in their personality and studies.</p> <p>For details on available scholarships, refer to the Keio University Scholarship Guidebook (in Japanese only), the notice board in the A (Alpha) Bldg., or the Jukusei (Keio student) website.</p> <p>Keio University Scholarship Guidebook (in Japanese only): 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.</p>									
(d) Academic Fees and Expenses	<p>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.</p> <p><Payment-related Schedule></p> <table border="1" data-bbox="566 1877 1380 2011"> <thead> <tr> <th></th> <th>Spring Semester</th> <th>Fall Semester</th> </tr> </thead> <tbody> <tr> <td>Scheduled Sending of Bank-transfer Forms</td> <td>Around April 10</td> <td>Around October 10</td> </tr> <tr> <td>Deadline for Payment</td> <td>Last day of April</td> <td>Last day of October</td> </tr> </tbody> </table>		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
	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 Disaster>

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)
*May begin slightly before or after this date
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.

III. Career Services Section

The Career Services Section, located in the Academic Affairs Office on the first floor of the A (Alpha) Building, provides services related to recruitment and career options. A wide range of support is available to all students, so please feel free to stop by.

Career Services Section: (in Japanese) <http://www.gakuji.keio.ac.jp/sfc/cdp/index.html>
(for international students) <http://www.gakuji.keio.ac.jp/en/sfc/cdp/index.html>

(1) Office Business Hours	<p>Regular Hours Weekdays: 9:15 a.m.–4:50 p.m.</p> <p>During Semester Break Weekdays: 9:15 a.m.–11:30 a.m. (no classes or examinations) 12:30 p.m.–4:50 p.m.</p> <ul style="list-style-type: none"> ◆ 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 students) website (http://www.gakuji.keio.ac.jp/sfc/) in the event that the office will be closed on any other day than indicated above.
(2) Service	<p>(a) Individual Consultations The Career Services Section offers consultations to students regarding employment options, recruiting, and all things related to future careers. All students can take advantage of these services. Furthermore, if desired, you can have your CV or application forms reviewed and undergo mock interviews (appointment required).</p> <p>(b) Orientation Events and Seminars Numerous orientation events and seminars related to placement and career are held on campus. Many of these events and seminars are open to all students, regardless of their year. Information on these events and seminars will be posted on the notice boards on the first floor of the A (Alpha) Building, and on the Career Services Section website indicated above.</p> <p>(c) Recruitment Information, Accounts of Recruitment Experiences, Alumni Databases Through use of the Keio Single Sign-On System (keio.jp), recruitment information provided to the University by corporations and organizations, and accounts of recruitment experiences can be accessed from both on and off campus. Additionally, paper-based recruitment information and alumni databases can be viewed in the Career Services Section. Alumni databases can be viewed by students from the Fall Semester of the third year.</p> <p>(d) Information on Internships Internship information provided by corporations and organizations will be posted on the notice boards on the first floor of the A (Alpha) Building, and on the Career Services Section website indicated above. Many internships are open to students of all years.</p> <p>(e) Loan of Materials Related to Finding Employment, and Newspaper Browsing Corner Employment-related materials can be borrowed from the Career Services Section for one week. The newspaper browsing corner in front of the office offers the Nihon Keizai Shimbun, the Nikkei Sangyo Shimbun, and corporate brochures.</p>
(3) University Referral System	<p>SFC has its own university referral system primarily for students who plan careers in technology. In this system, referral categories are set up according to job type such as R&D, system engineer, network technology, etc., and students selected through university screening will receive an official referral in the name of the dean of the undergraduate faculty or graduate school. This system offers a variety of merits, such as a shortened job hunting period and matching with preferred department at time of recruitment. On the other hand, those selected to receive referrals cannot defer once they are chosen. The schedule (in Japanese only) for the university referral system is posted on the Career Services Section page of the Jukusei (Keio Students) website every year around December.</p>
(4) Support for Students Who Wish to become Civil Servants in Japan	<p>The following support is provided for students who wish to join Japan's civil service:</p> <ul style="list-style-type: none"> ● Orientation and information sessions on individual ministries and agencies ● Financial support for civil service mock examination fees ● Procedures for registering with the Keio Institute of Law and Politics at the Keio University Faculty of Law. Students who plan to take courses at the Institute can apply at our office for registration.

IV. Wellness Center

“Don’t just live, live well. Possessing knowledge and skills should not be the goal of life. Life becomes significant when you use knowledge and skills to their maximum potential.” At the Wellness Center, we work to help students realize this idea in their lives.

(URL: www.gakuji.keio.ac.jp/sfc/wellness)

<p>(1) Student Counseling Section</p>	<p>(a) Consultation on Health and Student Life</p> <p>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 (appointments required). Specialist counselors can provide assistance regarding not only student life, but also personal issues and other concerns. Counseling in English is also available on certain days. All personal information will be kept strictly confidential.</p> <p>Consultation Hours: 9:00 a.m.–12:00 noon; 1:00 p.m.–4:00 p.m. (Monday–Friday*) *Hours may vary.</p> <p>To make an appointment or inquiry, contact:</p> <p>Wellness Center on the second floor of A (Alpha) Building Tel: 0466-49-3411 Email: gakuseisoudan@sfc.keio.ac.jp</p> <p>Staff: HAMADA, Yoko; ; MORI, Sachiko; MATSUMOTO, Tomoko; SADAYASU, Hajime; ONODA, Naoko; KITAMURA, Makiko; SHIMURA, Yuko; KUROKAWA, Takanori; SATO, Ayako; YAMADA, Kazuko</p>
<p>(b) Clinical Psychology Sessions</p>	<p>Once or twice every semester, study meetings are held to address a wide range of topics associated with the field of clinical psychology. Participation at these sessions is open to all. Details will be announced as available.</p>
<p>(2) Health Services Section</p>	<p>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. In line with Student Health Insurance Union terms, the cost of any treatment at the clinic will be split in equal portions between yourself and the union.</p> <p>Health Center Hours: 9:00 a.m.–5:30 p.m. (Monday–Friday)</p> <p>Shonan Fujisawa Clinic Consultation Hours: 9:15 a.m.–noon; 1:00 p.m.–4:15 p.m. (Monday–Friday)</p> <p>*Refer to the Health Center Website for details on doctor availability. http://www.hcc.keio.ac.jp/japanese/clinic/schedule/schedule.htm (in Japanese only)</p>
<p>(a) Annual Health Checkup</p>	<p>In accordance with the School Health and Safety Act, the Annual Health Checkup is held once a year. Students must attend every year. Please note that the Certification of Annual Health Checkup and Student Travel Fare Discount Certificates (<i>Gakuwan</i>) will not be issued to students who fail to attend the Annual Health Checkup. In addition, these students will not be allowed to take classes for Physical Education.</p>
<p>(b) Prevention of Infectious Diseases</p>	<p>Rubella (German measles) has been prevalent since July 2018 among adults, and its highest incidence has been reported in recent years. Measles was rampant among university and high school students in 2007, forcing schools to close classes.</p> <p>To prevent a rubella/measles outbreak on campus, it is recommended that students who did not get a MR vaccine (a vaccine that covers measles and</p>

	<p>rubella) twice to get an additional vaccination. Furthermore, consultations regarding chicken pox and mumps should be made with a medical professional. Students are encouraged to check their own vaccination history at an early date, because those who have never been vaccinated and furthermore have never contracted an infectious disease may be denied practical training at nursing home, clinical training at hospitals, and teacher training.</p>
<p>(c) Procedures in the Event of Contracting an Infectious Disease</p>	<p>In accordance with Japan's School Health and Safety Act, a student diagnosed with rubella, measles, and other infectious diseases which may spread, will be prohibited from attending classes (entering the campus). After being confirmed with an infectious disease, the student must refrain from coming to the University, and must make a report of the infection to the Health Center. Cases of the infectious diseases may be reported through the Health Center website: (http://www.hcc.keio.ac.jp/en/infection/index.html).</p> <p>Further, students prohibited from attending classes due to an infectious disease are required to submit a document to return to classes. The student must print out a "Permission of Return to Campus" from the Health Center website (http://www.hcc.keio.ac.jp/en/infection/assets/files/students.pdf), and request a medical institution to fill it out, or request to issue a medical certificate that includes the name of the disease, period of time prohibited from campus (登校禁止期間), and the day they can return to campus, and submit it to the Health Center on the first day they return to the campus during hours when a physician is on duty.</p> <p>Since October 2014, a document of recovery is no longer required from a physician for influenza if the student fills out the "Permission of Return to Campus" him/herself and brings with it a document indicating the date the disease was contracted to the Health Center (such as an explanatory note attached to a prescription, medication bag, etc.). Other than influenza, all infectious diseases require the student to bring the "Permission of Return to Campus" filled out by a physician responsible for the treatment.</p> <p><Reference: Period of exclusion from campus of major infectious diseases> Measles: 3 days elapsed after fever is gone Rubella (German measles): until rash is gone Chicken pox: until all rash turn into dry crusts Mumps: 5 days elapsed after onset of swelling of parotid, submandibular and sublingual glands, and has returned to overall well-being Influenza: 5 days elapsed after contracting, and 2 days elapsed after fever is gone</p> <p>Please cooperate to the prevention of outbreaks on campus.</p>
<p>(d) Contact in the Event of Sudden Illness or Accident</p>	<p>In the event of an accident during business hours (weekdays 9:00 a.m.–5:30 p.m.), students should contact the Student Life Section, Academic Affairs Office (0466-49-3408). If an accident occurs outside of business hours or on holidays, students must contact the Security Office at the North Gate (0466-47-5114). Staff will then contact family members, arrange for an ambulance and/or treatment at a medical facility, and take other necessary steps.</p>
<p>(e) BLS (Basic Life Support) Seminar</p>	<p>The BLS Seminar, which takes about 45 minutes, is held at the Wellness Center. Students who wish to make a reservation should refer to the Health Center homepage and contact the Health Center directly. For details on making reservations for groups such as student organizations, laboratories, etc., contact the Health Center.</p>
<p>(3) Physical Education Section</p>	

(a) Physical Fitness Programs

Physical and mental well-being is crucial if students are to enjoy a rewarding and fruitful campus life. In recognition of this fact, instructors at the Physical Education Section can design physical fitness programs suited to the abilities and lifestyles of individual students and can also give advice about how these programs should be implemented. In addition, you should feel free to speak to the section's instructors regarding ways to become better at your chosen sports, good eating practices and any sports-related difficulties that you may have.

(b) On-campus Sports Facilities

Please note that certain administrative procedures must be completed before gymnasium facilities can be used outside of class periods.

The first floor of the gymnasium contains the Fitness Center, focused primarily on weight training (with free weights, weight machines and cardio equipment), in addition to Judo and Kendo halls. On the second floor, you will find the Arena, which houses courts for volleyball, basketball, badminton, table tennis and other similar sports, as well as a fitness room used for dance-related activities. The gymnasium also features changing rooms and showers to refresh after a workout.

Outdoor sports grounds provide for both traditional sports such as football, rugby, and softball; and new sports such as Ultimate (flying disc) and touch football. The facility also includes seven tennis courts that are extensively used by University tennis clubs, individual students and faculty and staff members.

Before using any of these facilities, you must submit the appropriate application form to the Registrar Section of the Academic Affairs Office and receive approval. Granting of approval depends on how you propose to use the facilities, and approval is not granted in all cases; furthermore, some facilities cannot be used by individual students. Also, please feel free to consult with physical education faculty members regarding effective training methods.

Physical Education Faculty Members (Full-time):

KATO, Takaaki; USHIYAMA, Junichi; TOKAIRIN, Yuko; MIZUTORI, Hisashi

V. Media Center (Library)

The SFC Media Center offers comprehensive support for study, education, and research activities. The center's Library Services offers an extensive collection of materials—books, periodicals, 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.

<p>(1) Media Center Hours</p>	<p>Regular Hours Weekdays: 9:15 a.m.–11:00 p.m. Saturdays: 9:15 a.m.–7:00 p.m.</p> <p>During Semester Break Weekdays: 9:15 a.m.–6:00 p.m. (No classes or examinations) Saturdays: 9:15 a.m.–4:00 p.m.</p> <p>The Media Center is closed on 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.</p> <p>Check the Media Center website for the latest information on Media Center hours.</p>
<p>(2) Library Services</p>	
<p>(a) Searching Materials <KOSMOS></p>	<p>Keio University Libraries Online Public Access Catalog (KOSMOS) is an online union catalog of material in the Keio University libraries. KOSMOS can be used to search for books, periodicals, e-journals, e-books, AV material such as CDs and DVDs, academic theses, books bound in the Japanese binding style, and rare books.</p> <p>Requests can be made for material held at other Keio University Media Centers to be sent to SFC (some materials cannot be requested).</p>
<p>(b) Database NAVI <Database list></p>	<p>Database NAVI is an online searching tool to find various databases which contain journal articles, scientific theses, statistics, information on companies, newspaper articles and more. It can be used by selecting the subject, type of document, whether it is Domestic or Overseas and/or keywords.</p>
<p>(c) Consult</p>	<ul style="list-style-type: none"> ● Reference Desk: provides assistance in using the library and searching for materials, as well as support for effective search techniques for literature. Research lab groups and classes requiring seminars on media center should consult with the Reference Desk. ● Writing and Research Consultants: doctoral students and postdocs provide consultations and advice for students who are uncertain how to go about writing papers, and advice for thesis writing. ● Database Consultants: SFC students are available for consultation when you do not know how or which database to use, providing many databases filled with information not available on the Internet.
<p>(d) Remote Access</p>	<p>Remote access to e-journals, e-books, and Databases can also be used off campus with your keio.jp or 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 through the Keio single sign-on system "keio.jp") on KOSMOS.</p>

(3) Multimedia Services	
(a) AV Consultants	AV Consultants who are SFC students provide advice on image editing, the borrowing of video cameras, and provide explanations on the use of 3D printers and AV equipment in the AV booths, as well as produce the online AV Guide (“avcon”).
(b) Loaning of AV Equipment	Digital still and video cameras and other AV equipment are available for loan from the AV Counter.
(c) Fab Space	The Fab Space is a glass-windowed corner near the first floor entrance of the Media Center, and can be seen from the outside. This is where 3D printers, 3D scanners, the UV printer, cutting machines, the laser cutter, and sewing machines (regular and embroidery) are located, and where users can experience digitalized craftwork. AV Counter or Fab Space staff are available to answer any inquiries.
(d) AV Booth Image and Audio Editing PCs	The Open Area on the first floor provides AV equipment, computers, and various AV material editing booths.
(e) Video Shooting Studio	The Video Shooting Studio is equipped for video recording, and includes ceiling-mounted lighting and a blue background curtain, as well as an optical motion capture system for recording the movement of people and objects as 3D digital data.
(f) Sound Recording Studio	The Sound Recording Studio has equipment for sound recording, editing and post-production.
(g) AV Hall	The AV Hall is fitted with screens on all walls for multi-screen research presentations and lectures. The glass walls at the front and sides have a whiteboard function. The AV Hall is equipped with an upright AV control desk, digital input/output capabilities, and a multi-site remote teleconferencing system.
(4) Network and Computer Services	There are approximately forty computers available for use in the Open Area on the first floor of the Media Center. Any questions regarding services can be answered by a CNS Consultant or ITC desk staff on the first floor. Laptops and peripheral devices are also available for loan from the CNS Consultant Desk.

Go to the Media Center website for library services and information.
<http://www.sfc.lib.keio.ac.jp/eng/>

- ① Find and Search
 - Database NAVI
 - How to find
- ② Apply for various services
- ③ Search the Keio University Libraries Catalog
- ④ Announcements from the Media Center
/ Twitter / Facebook
- ⑤ Media Center hours/ Reservations for Media Center facilities

The screenshot shows the website interface with the following callouts:

- 1**: Find/Search button in the top navigation bar.
- 2**: Request/Ask a Librarian button in the top navigation bar.
- 3**: Search box for the Keio University Libraries Catalog.
- 4**: News section containing announcements and event information.
- 5**: Calendar/Reservation section showing the month of April.

VI. 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.

(1) Office Business Hours	<p>Hours: 9:15 a.m.–5:00 p.m. (Monday–Friday) Location: 1F M (Mu) Building 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</p>
(2) Services	<ul style="list-style-type: none"> • CNS account 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
(3) Campus Network System (CNS)	<p>One of the features of the Shonan Fujisawa Campus is its rich information environment. SFC has the latest computers and software to enable the efficient progress of advanced education and state-of-the-art research. The extensive information infrastructure that supports learning and research activities includes Wireless LAN that can be used throughout campus; VPN service that allows network service off-campus that equals on-campus quality; equipment and software for editing media such as videos, images; and database and web services that can be used freely. This network system, called the Shonan Fujisawa Campus-Campus Network System (SFC-CNS), is an essential part of life at SFC. A SFC-CNS account can be obtained before entering the university by completing online registration.</p> <p>SFC-CNS is managed and operated by the Shonan Fujisawa Information Technology Center (ITC). This center is ready to help if students have any difficulties with the computers and network. Students can also find information on SFC-CNS usage at the Shonan Fujisawa ITC website: http://www.sfc.itc.keio.ac.jp/en/top_sfc.html</p> <p>We hope that students will find SFC-CNS to be a convenient tool that will make their four years at SFC much more productive.</p>

Exercise caution when downloading or uploading music, video, e-books and other files.

Using file sharing software to upload copyright music, video or e-books to a server (and thus making them available for distribution via the internet) is a serious violation of the law. Furthermore, downloading what you know to have been illegally made available on the internet is illegal, and subject to legal penalties.

Many file sharing software come with features which automatically give others the ability to download files that you have downloaded or which automatically launch the file sharing software when you start up your computer. Therefore, you could be illegally uploading files even if that is not your intent.

To CNS Users

Shonan Fujisawa Campus

Internal Rules for Using the Shonan Fujisawa Campus - Campus Network System

The following rules shall be observed by all users of the Shonan Fujisawa Campus - Campus Network System (hereinafter referred to as "SFC-CNS").

- I. SFC-CNS users acknowledge that the SFC-CNS is a network for academic purposes.
- II. Individuals using the network for non-educational or non-research purposes, such as any examples listed below, may have their SFC-CNS accounts canceled or temporarily suspended. Users should understand that such cancellation or suspension could result in the inability to earn course credits or other significant disadvantages.
 1. Profit making activities
 2. Actions or activities that violate public order and decency
 3. Actions or activities that invade the privacy of others
 4. Actions or activities that interfere with the normal operation of the network
 5. Actions or activities that infringe on copyrights or other intellectual property rights
 6. Actions or activities which could damage the reputation of Keio University
 7. Other actions or activities that violate laws and regulations or rules of Keio University
- III. Individuals found to be operating devices that could interfere with the normal operation of the network may have their access to SFC-CNS terminated.
- IV. These rules may be revised at any time. Revised rules shall take precedence over previous versions.
- V. The Shonan Fujisawa Campus shall issue SFC-CNS accounts only to persons agreeing to abide by these rules.

Established: 3 September 2003

Enforced: 3 September 2003

VII. General Affairs Office

(1) Office Business Hours

9:00 a.m.–5:00 p.m. (Monday to Friday; cash transactions between 9:30 a.m.–3:00 p.m.)

The General Affairs Office is closed on Saturdays, Sundays, holidays on which there are no classes, January 10 (Keio Founder Yukichi Fukuzawa's Birthday), and campus-wide summer and winter break periods.

(2) Services

- Account settlement: Cash transactions, money exchange and *shoshi* (certification stamp) refunds
- Mail Center: Receipt and inspection of mail and deliveries
Please note that mail intended for individual students should never be sent to the University.

VIII. Student Life and Extracurricular Activities

(1) Extracurricular Activities

The term “extracurricular activities” is used to describe voluntary activities of groups of students carried out under their own supervision. Many students of the University play an active role as members of student clubs. While there is no doubt as to the central nature of academic research in a student’s endeavors at the University, extracurricular activities can also be said to play a crucial role in character building. Many students take this participation far beyond the level of a simple hobby and become masters of a specific discipline. Furthermore, in the process they often establish their own identities as an active member of a group. From this perspective, it can be quite easily seen how participation in extracurricular activities is one way of enjoying a more fulfilling student life.

Following is a brief introduction to some of the different types of clubs that students may join.

Officially Authorized Student Clubs

Student clubs undergo annual screening by Keio University to become an authorized student club. The evaluation criteria that must be satisfied as part of this screening dictate that the group has a University faculty member as its chairperson, that all other members are undergraduate students of Keio University, and that it has been active for one year or more. In addition, groups must be run by members in an independent manner, and as such, authorization will not be granted to any group operating in line with the requirements of outside parties, undertaking activities that could be used as an advertising tool by businesses, or that use the name of Keio University for commercial purposes. As of the Academic Year 2018, Keio University has a total of about 480 officially authorized student clubs active in a wide range of fields such as the arts, culture and sports.

Federation of Cultural Clubs (Bunren)	Carries out a wide range of different activities with the aim of elevating the cultural awareness of students and nurturing aesthetic sensitivities. The approximately 90 member clubs of the federation are active in fields such as research, performance, general hobbies, religion, and music.
Keio University Athletic Association	Aiming to improve the physical fitness of all students and to contribute to character building, the association was established in 1892 with the coming together of all sports clubs set up since the founding of the University. Today, the various sporting groups within the Athletic Association represent Keio University at formal sports meetings. Furthermore, as one of the principal aims of this association is to make it easy for all students to engage in sporting activities and to promote such participation, member clubs are allowed to run themselves in an independent manner.
National Federation of Keio Student Associations (Zenkeiren)	The National Federation of Keio Student Associations (Zenkeiren) is an association of regional social groups of current students that have been set up in parallel with the corresponding regions’ Mita Clubs for Keio University alumni. The purpose of this federation is to promote regional culture. Approximately 20 associations for Keio University students have been established nationwide, and hand-in-hand with graduates, they stage a wide range of cultural activities both inside and outside the University.

Independent Organizations	'Independent organizations' refer to officially authorized student clubs or circles not affiliated with any of the above three associations, and there are currently approximately 250. These organizations are active in a diverse range of different fields, such as broadcasting, academic culture, international affairs, state examinations, music and sports.
Welfare Organizations	Welfare organizations at Keio University work to encourage the development of cultural and sporting activities in accordance with the full will of students, consolidate student-run efforts in order to contribute to the improvement of University life, and in addition, help to promote the University itself. Typical examples of these organizations are the Mutual Aid Society, the Party of Rooters, the Institute of International Relations, the Keio - Waseda Baseball Games Support Committee and the Student Counselors (S.C.), each of which carries out a range of different activities to benefit students of the University. The Student Health Insurance Committee is active on a University-wide level; at SFC, organizing committees for the SFC Tanabata Festival and the SFC Fall Festival belong to this category.

(2) Events

(a) SFC Tanabata Festival	Held every July by the University, the SFC Tanabata Festival provides a wonderful opportunity for students to interact with communities near campus. During the festival, many visitors in summer kimonos come to the campus, and decorations and ornamentation reflecting the traditional Tanabata legend are also commonly on display.
(b) SFC Aki Matsuri (SFC Fall Festival)	The SFC Aki Matsuri (SFC Fall Festival) is held every year in October. At this time of the year, when autumn arrives on campus, the various student clubs, study groups and other groups at SFC exhibit the fruits of their activities. Energized by music, video, live performances and many other events, the campus regularly welcomes over 5,000 people over the course of the festival.
(c) Waseda-Keio Baseball Games	Held every year in the spring and fall, Waseda-Keio baseball games are the most prestigious of the Tokyo Big6 Baseball League. Classes are canceled on the days of the games so that the whole University can come out to support their team. For details on class cancellations, refer to the SFC GUIDE Vol. 2.
(d) Mita Festival	Named after the campus at which it is held, the Mita Festival is held by the University every year in November and normally attracts an excess of 200,000 visitors. This festival provides student clubs an opportunity to display the results of their activities, and in order that all students can take part, both in the festival itself and also in preparation and cleaning up, there are no classes for a period of approximately one week. For details on class cancellations, refer to the SFC GUIDE Vol.2.

(3) Others

(a) Notification of Off-Campus Student Activities / Overseas Activities

Any student club, organization, or seminar group wishing to engage in off-campus/overseas activities such as training camps, interscholastic competitions, and other similar events, must fill out a Notification of Off-campus Student Activities / Overseas Activities form available at the website below. The form needs the signature or seal of a faculty member in charge. 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 may not be covered by the Personal Accident Insurance for Students Pursuing Education and Research.
Student Club Support System: <https://studentlife.gakuji.keio.ac.jp/en>
Submit to: Student Life Section, Academic Affairs Office (1F, A (Alpha) Bldg.)

(b) Group Travel Application Form (Group Discount for Study Groups, Officially Authorized Student Clubs, etc. of eight people or more

Student Group Travel Discount Tickets are available for study groups and officially authorized student clubs of eight people or more for the purpose of extracurricular activities. In order to obtain them, a group travel application form (obtain at travel agencies or a train station etc.), a Notification of Off-campus Student Activities, and a list of names including the student's faculty and student year must be submitted to the Student Life Section, Academic Affairs office.

Responsible Social Conduct as a Member of Keio University and Society

1. *Peer-Pressure to Drink: Protecting yourself and those around you*

The Keio community has recently been witness to the unfortunate tragedy of a Keio student's death due to the over-consumption of alcohol at a student organization's social gathering. Over-consumption of alcohol and the downing of drinks in one go were part of the norm for students in the group in question at social gatherings. The group in question was forced to disband due to this reckless behavior. However, no matter what action is taken after the incident, the life of the student lost can never be returned.

In addition to this unfortunate incident, there has also been a rise in the number of incidents related to alcohol consumption over the last year. Throughout your university life you are likely to find yourself at social gatherings where alcohol is being consumed, such as social events for clubs, and seminar classes. Alcohol related accidents and deaths are many, and society looks harshly upon the reckless consumption of alcohol by university students. Be aware of the lives that could be lost due to the over-consumption of alcohol and properly educate yourself on alcohol consumption.

Underage drinking is illegal. (In Japan the legal drinking age is 20 years of age.) Never drink underage and never allow others to drink underage. If you are underage and encouraged by someone else to drink, you should decline. Remember that declining to drink underage is not impolite, so have the courage to decline. Measures will be taken not only against the underage student, but also against the other students, party-organizers, and group members who are involved in cases of underage drinking. "I didn't know he/she was underage" is not a valid excuse.

Acute alcohol poisoning can occur due to both the amount of alcohol consumed and the speed at which it is consumed. Students should be aware that the reckless consumption of alcohol, such as downing alcoholic drinks in one go, is highly dangerous and should not be undertaken under any circumstances. The symptoms of acute alcohol poisoning can deteriorate rapidly, from **feeling tipsy, to drunkenness, to heavy intoxication, to total loss of consciousness, and ultimately death.**

Many of the serious alcohol related problems that have occurred in recent years were caused when students consumed alcohol in the name of "group traditions." Organizing social gatherings with the intention of getting students drunk, including preparing special rooms and plastic bags and buckets for being sick in when too much alcohol has been consumed, are regarded as **intentional acts of inflicting harm.** Not all cases of forced alcohol consumption are immediately obvious. Situations in which forced alcohol consumption is tacitly condoned, or in which someone is being encouraged to drink in an atmosphere that makes it difficult to refuse, are also cases of forced alcohol consumption and forms of harassment.

In no way are these actions permissible, and if such actions are discovered, Keio University will take strict measures against those involved.

It is given that students should practice moderation when drinking and take care to prevent alcohol-related incidents. However, if a serious situation arises due to alcohol consumption, you should **never try to conceal the incident.** In such a situation, you must act quickly and do what is necessary to help the intoxicated person, such as taking them to a hospital or calling an ambulance. The University will deal strictly with students if it is found that incidents were attempted to be concealed, taking strict disciplinary measures such as compulsory withdrawal if required.

2. *Drugs: Know the Dangers*

The misuse of narcotic drugs and stimulants such as cannabis, MDMA, LSD, organic solvents, and prescribed drugs is known as **drug abuse.** In recent years, the number of cases of people (notably, people aged 10-20 years old) arrested for the possession of cannabis is increasing. In the past, there have also been cases of Keio students being arrested and found guilty for the possession of cannabis. You may be confronted with a flood of claims that cannabis is not dangerous. However, cannabis cultivated from seeds these days contains more than 6-30 times the amount of THC (tetrahydrocannabinol) than the cannabis of the past, and the abuse of cannabis can lead to drug addiction and even the onset of drug psychosis.

Addiction is a frightening characteristic of drugs—the more often you use a drug, the less effect the same amount has on you, a property known as tolerance. Even if your initial drug use is casual, the strongly addictive nature and tolerance you build up make it difficult for you to break away from regular use, which can leave you a physical and mental wreck, and lead you to ruin your life. Understand the dangers of drug abuse, and have the strength of conviction to say no to drugs.

3. Smoking Etiquette: Courtesy towards non-smokers

Smoking cigarettes has a harmful effect not only on yourself, but also on the people around you. You are required to refrain from smoking outside of the designated smoking areas. Underage smoking is illegal and is strictly prohibited.

Cigarettes can lead to a smoking habit that is difficult to break. Even if you begin by smoking casually, you can become physically and psychologically controlled by nicotine.

Regulations on smoking have become stricter throughout society. Local governments has developed regulations to prevent the exposure of second-hand smoke while a variety of other measures have been taken to do the same. There are also penalties for those who do not abide by them. Kanagawa prefecture prohibits smoking outside of designated smoking areas as well as cigarette butt litter.

4. Commuting: Appropriate manners on the buses

Many SFC students commute to and from campus by bus. Unfortunately, there have been complaints by the general public regarding **the manners of SFC students on the buses**, such as talking in loud voices and eating and drinking on the buses. Remember that SFC students are not the only ones using the buses—keep in mind that you are dignified Keio University students and show consideration for other passengers on the bus.

While the same can be said of school students, as a university student, you should **set the example for appropriate social manners** while riding the bus. If you see inappropriate behavior or lack of manners while riding the bus, be sure to speak up and caution the students around you.

5. Theft: Protect yourself and your property

Recently we have seen an **increase in the number of cases of theft** throughout campus. There have also been cases of theft at student events. Meanwhile, a number of personal items such as purses and wallets are delivered to Lost and Found every day. Cases of computer theft have been increasing especially as well. Students should be responsible for their own personal property and valuables. Especially in the classrooms, the Media Center, and the student cafeteria do not leave your valuables unattended. Be aware that leaving your valuables unattended may lead them to being stolen.

Incidents of theft occur not only with valuables, but also with other items or property, such as bicycles parked at the on campus bicycle parking area. You should always take care of and be responsible for your possessions.

This list was translated from the Japanese to provide a reference for international students who want to join a student organization.

Members of student organizations are often on hand during orientation periods in April to answer questions about their activities. Also, if you have any questions about joining a student organization, feel free to inquire at the Student Life Section of the Academic Affairs Office.

Please note that word “circle” is often used to refer to student clubs. “Circles” are also student clubs, but often require less of a time commitment than so-called “clubs.”

Keio University Shonan Fujisawa Campus Officially Authorized Student Organizations

FEDERATION OF CULTURAL CLUBS			
Organization Name	A.K.A.	Activity	No. of Members
Ein Kleines Orchester	EKO	This is the only orchestra group at SFC. Our activities are aimed at preparing for concerts held twice a year through activities such as four training camps per year and performances at the Tanabata Festival and SFC Aki Matsuri (SFC Fall Festival).	34
Klavier Instrumental Sound Society	kiss	We are a gathering of piano lovers. We aim to become more cultured through polishing our individual performance skills, playing in recitals (concerts), and music appreciation.	25
Sadokai (Shonan Fujisawa) (Japanese tea ceremony)		Through the practice and study of the Japanese tea ceremony, we aim to increase our appreciation for Japanese culture and arts while building friendship among members.	40
Benronbu (Keio Speech Society)	KSS	This debate and research circle has a history of over 130 years. We offer a place for self-improvement through debate and research activities.	38
Moto Rock Kenkyukai (rock music club)	Rokken	We are SFC's only circle for popular music. We perform almost every month. There is no practice schedule in particular. If you're interested, please stop by our club room.	44
INDEPENDENT ORGANIZATIONS			
Organization Name	A.K.A.	Activity	No. of Members
A Cappella Singers Keio Official Entertainment	K.O.E.	Our a cappella circle was formed in SFC's early days. We have fun layering our voices to create music. We deliver songs through our summer and winter concerts, street performances, local events, etc., that we produce from scratch.	87
ACOGGYZ		We are a circle that holds performances using acoustic guitars.	30

Association for International Student	AIS	AIS has two goals. The first is to improve the GIGA Program and the second is to hold activities that bring together Japanese students and GIGA/international students.	13
Anaunsu-kyoku (Announcer station)	Ana kyoku	Through moderator and announcer jobs as well as social exchange activities our group aims to improve public speaking and communication skills.	17
Art & Technology	A&T	A&T offers short-term, intensive creative workshops where newly entered first year students who wish to make something can plan, create, and exhibit interactive works.	74
UNREAL (otaku)		We are a so-called <i>otaku</i> circle. Play games, watch anime, and chat with friends who have the same interests. Meetings held once a week, and you can always find a member in our club room. We open cosplay cafes, etc., at university festivals.	10
Wind Orchestra Dolce	Dolce	We are SFC's only wind instrument music circle. We have regularly scheduled performances, performances off campus, etc., and beginners to advanced musicians practice together in a lively and relaxed atmosphere.	72
Film Club MOVE	MOVE	We produce films, images, music, etc. We create works using a variety of media, and there is no limit to the methods of expression. We also listen to music and watch movies.	15
Candle Night Shonandai		This student organization holds candle events, mainly in the Shonandai area, to promote local revitalization, support the physically disabled, and to promote the slow life concept.	6
KRAM ensemble music	KRAM	Activities of this SFC ensemble circle center on performance activities on and off campus. A feature of our music-making is that there are no rules as to instruments, genre, and makeup of ensembles. Our circle has a friendly atmosphere, and our motto is to charm with music.	20
Game Circle DICE	DICE	Our circle studies non-electrical games with the aim to nurture strategic creativity in members and to train for insight and negotiation skills. Activities usually take place in our club room, and we play a wide variety of games from throughout the world.	42
EnTRoPY (theater group)	Entropy	We aim to improve our individual skills through stage production, mainly theater, as well as spend our student days to the fullest.	43
Computer Media Production	CoMP	We are a circle developing our skills by creating games, apps, and embedded systems as a team, and exhibiting them at events such as the SFC Tanabata Festival, the Mita Festival, and Comic Market. Our circle of artists, programmers and composers spans both Hiyoshi and SFC Campuses and conducts its activities in a well-balanced and friendly manner.	30
SNAPs (photography)		We are a photography circle active at SFC. We gather once or twice a week for photography critiques and study sessions, and we have exhibitions at the SFC Tanabata Festival and SFC Aki Matsuri (SFC Fall Festival). Once a month, we go on a photo trip, which allows members to get to know one another.	43
4beat club (music)	SFC Jazz-ken	Our entire club enjoys spending the days listening to and performing a variety of music, not only jazz. If you want to enjoy music at your own pace, come over to Ψ (Psi) 109.	28

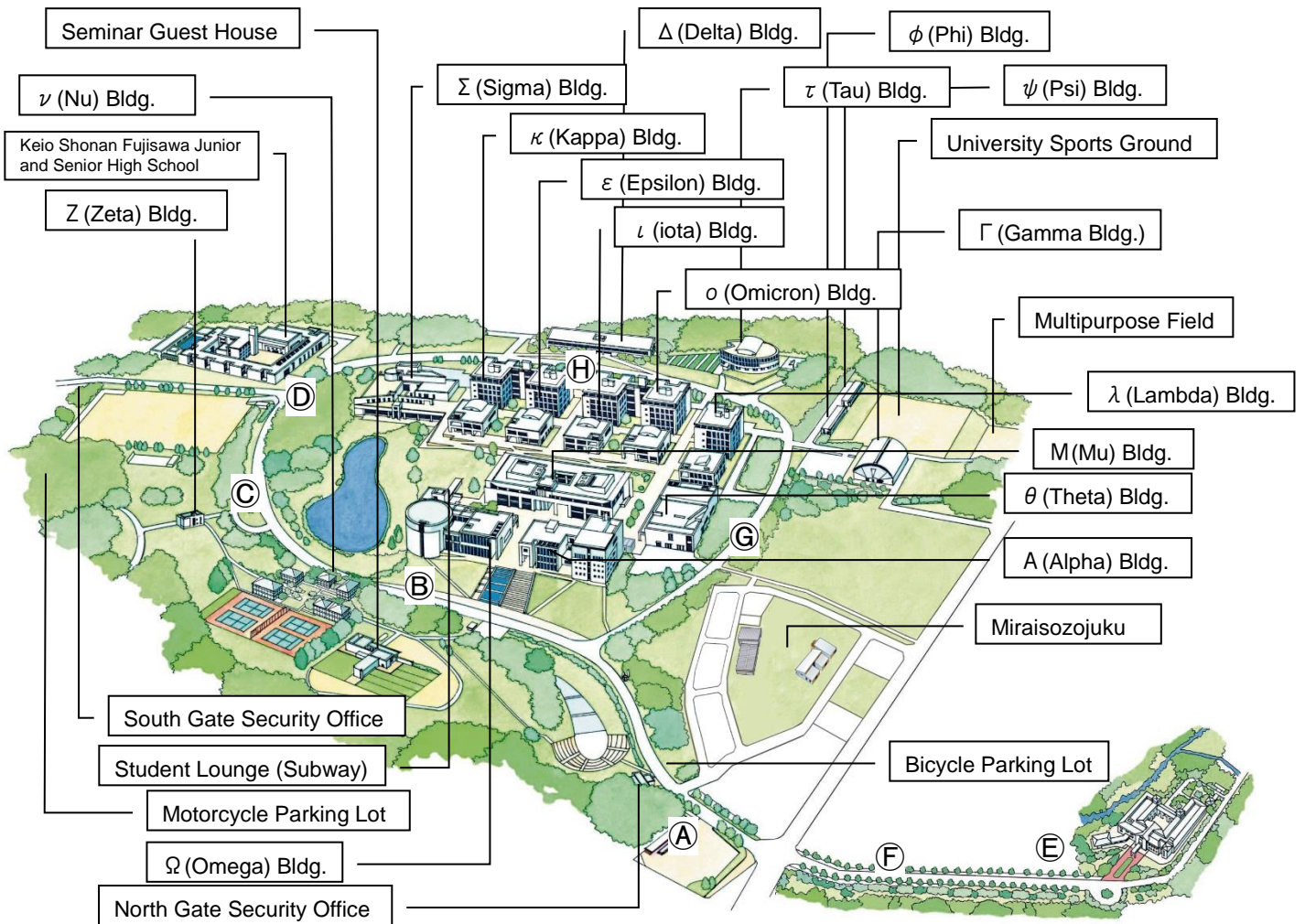
Fujisawa City Pokemon Lab	Fujipoke/FCPL	A gathering of Pokemon lovers—that is Fujisawa City Pokemon Lab! All Pokemon lovers are welcome regardless of form—game, cards, anime, etc. We interact with Pokemon circles of other universities, so it is a great place to make new friends.	6
Fujisawa Rakugo Kenkyukai (Japanese tradition of comic storytelling)	Fujisawa Ochiken	We are SFC's only rakugo circle! We are on the search for new fun ways to do rakugo, manzai and comedy by being "fresh, creative and rock'n'roll". We will also perform at Tanabata Festival and Akisai (Fall Festival). Come and find your new self with us!	6
Stargazing and Night Sky Watching Circle	Hokan	This is SFC's only astronomy circle, nicknamed Hokan. During the day, we take it easy in our club room, but at night, we view the night sky from SFC and look into the telescope. This circle is just perfect for spacious SFC.	46
Magic Circle Daivernon	Daivernon	Our motto is, "Be magicians enjoyed by all!" so we practice performance as well as technique. Beginners are welcome!	8
GAPCOM Manga/Game Production Group	GAPCOM	Our group aims to produce entertainment contents such as manga, illustrations, games, music, etc. Every year at the SFC Tanabata Festival and Aki Matsuri (SFC Fall Festival), we show our publication and games and put up caricature booths.	10
Musical Circle EM	EM	We are SFC's only official musical circle. Basically, we are a group of beginners who are putting our all into creating a performance that can only be created by us.	43
Yaofuji (agriculture)	Yaofuji	We are SFC's only agricultural group. We grow crops on a plot borrowed from a local farmer. Other activities include doing volunteer work for an agricultural experience farm.	23
Hanabishikai (Firework Circle)		We are the only firework circle at Keio University. We organize and conduct the fireworks at SFC festivals, and also obtain firework appreciation qualifications and watch fireworks together. Don't hesitate to contact us!	33
Programming Contest Circle	PCC	Our circle is based on the goal of improving our various programming algorithms and spreading SFC's programming skills internationally through international programming contests such as the ACM-ICPC.	14
Japanese, English & Sports	JES	Japanese, English & Sports (JES) is a circle that brings together people regardless of background and native language to enjoy sports together. Gathering for the purpose of drinking alcohol is not allowed in this circle.	28
KART	KART	KART is a circle for creating drone footage and participating in races. Our motto is to enjoy drones safely.	10
SVRC		We are a club that expands the use of virtual reality by utilizing it at SFC's diverse campus through developing new applications, holding workshops, or other activities.	15
Aikikai (Aikido)	SFC Aikikai	Aikido is a martial art aimed at elevating the mind and body. There are no fighting matches, and it does not rely on muscular strength, so men and women, young and old can all join the practice. Our practices are characterized by a friendly atmosphere, and a master instructor from the headquarters offers us instruction.	5
OUTSIDERS (American football)	Ausa	This is SFC's only American football circle. We practice three times a week as we strive to win the league championship. Let's enjoy America's most popular sport together at SFC.	14
ASHIZARU (futsal)	Ashizaru	We are a gathering of men and women who love futsal. With "Enjoy futsal" as our motto, we meet once or twice a week in the Arena. We have some characters in our group, so we are constantly laughing together.	88

Ultimate Team HUSKIES (Ultimate)	Huskies	Our circle plays Ultimate, a sport that uses a flying disc. We are working for the number one spot in Japan under our motto “strong, fun, Huskies.”	35
Anfield F.C. (soccer)	Anfi	We are a circle serious about soccer. We participate in numerous tournaments throughout the year both on and off campus. In addition to soccer, we place importance on other events, and we have a fun, friendly, and casual atmosphere.	59
F C Pierrot (futsal)	Pierrot	In our futsal circle, beginners and experienced players alike have fun each day practicing toward a set of goals. Presently, we belong to the Kanto University Futsal League Division Two and we are practicing toward qualifying for Division One.	30
Kiralyz (volleyball)		SFC’s only volleyball circle. We have practice two to three times a week at the SFC Arena. Everyone is welcome, from beginners to experienced players. We also have many events. Come join us if you want to enjoy student life to the fullest!	49
Goblin Ski Club	Goblin	This is the only competitive skiing club at the Shonan Fujisawa Campus. During the summer season, we do training through running and do recreational events such as having a barbeque. During the winter season, we have training camps and participate in competitions to see the fruits of our practice.	45
SCUBA DIVING TEAM Seven Seas	Seven Seas	While enjoying scuba diving, we aim to improve our skills so that we can become independent divers. We maintain strong ties to alumni. This friendly group is made up of members who love the sea.	3
Steelers Golf Club	Steelers	We all love golf, and we enjoy golf and other events together. There are strong ties between members of the same school year, and we maintain ties with alumni. We are a small group with an at-home atmosphere.	20
Spear Spirits Motor Club	SSS	We aim to build a community around the theme of “vehicles.” Cars, motorcycles, and bicycles, are all considered “vehicles.”	25
Softball Circle Liners	Liners	Men and women can enjoy softball together in our circle. We take practices and games seriously, and we are top contenders each year in the Keio Softball Tournament. We have many events, making this an enjoyable circle for anyone.	51
Song Leading Circle Merfilles (cheerleading)	Merfilles	We are a cheerleading circle based at SFC. For our performances we combine mainly cheerleading dance moves with hip-hop, jazz dance and ballet dance. Practice is held 2-3 times a week at SFC.	18
Unicorns Keio Women’s Touch Football Team		Touch football is an intellectual sport—American football without the tackling and protective gear. Everyone starts out as a beginner. On the field, we practice intently. Off the field, we have a lot of fun together. We aim to be national champions!	5
Dance Unit W + I&S	W (dublave)	Street dance club. Through street dance, we learn about relationships and managing performances and events. We aim to contribute to revitalization of the local community.	158
Team SWEAR (tennis)	SWEAR	Team SWEAR is the largest tennis circle at SFC. Every year, we have the top tournament results at SFC. Plentiful activities other than tennis make it an enjoyable circle for beginners and advanced players alike.	93

Twinkles (badminton circle)		Twinkles is the only badminton circle at SFC. We are made up of players of all different levels, from beginners to experienced players. There are many events, and you will be able to enjoy badminton through this circle.	78
Top Dogs (tennis)	Top Dogs	The activities of this tennis circle are based primarily at SFC. While we have won the Keio University team competition, our circle is easy to participate in by beginners.	59
Slayers Rubber Baseball	Slayers	Our goal is to have an enjoyable and healthy college life through baseball. We are training hard so that we can get good results at tournaments.	66
Bakunokai (rugby)	Baku	Regardless of skill level, beginners and Hanazono veterans alike enjoy rugby together. We are aiming for the Japan East Club Championships with united efforts.	20
Basketball Circle about	about	In our circle "about," men are basketball players and women act as managers. We practice in the SFC Arena twice a week. We hold a variety of events besides basketball in our fun circle.	50
Fujisawa Kenyukai (Kendo)	Kenyukai	SFC's only kendo circle is for those who want to practice kendo during their student days, or those who want to begin kendo. The aim of our activities is to strengthen the mind and body through kendo, and promote interaction between members. We practice three times a week.	16
Life Saving Club	LSC	Our club is focused on lifesaving sport, which is related to aquatic rescue and resuscitation! Join us and display the skills you have learnt at various events!	20
L'oeuf Tennis Club	L'oeuf	We are the friendliest of all the tennis clubs at SFC. We have many events such as training camps, BBQs, camping, Christmas events, etc. We don't divide up by class year and everyone gets along well with each other.	43
Rainbows (cheerleading)		We are a cheerleading circle based at SFC. Our main activities include performances at the Tanabata Festival and SFC Aki Matsuri (SFC Fall Festival), participation in competitions, and supporting events and circles.	2
Basketball Club	Kagers	Through studying and playing basketball, we aim for our members to become good friends, expand their individuality, and develop socially. To go further, we aim to contribute to Keio University's development.	80
Fujisawa Table Tennis Circle	Fujisawa Ping Pong	Our club is a place for members to play table tennis and relax. We meet twice a week at the Akibadai Gymnasium and also hold various events.	41
Koeikan Karate	Karate	A club that practices primarily self-defense. We also practice Okinawan and competitive match styles.	37

STUDENT COMMITTEES AND WELFARE ORGANIZATIONS			
Organization Name	A.K.A.	Activity	No. of Members
Tanabata Festival Organizing Committee		The Tanabata Festival Organizing Committee handles all aspects of planning and operating one of the two festivals held at SFC. The Tanabata Festival incorporates the concepts of “working closely with the local community” and “summer festival.”	42
SFC Aki Matsuri (SFC Fall Festival) Organizing Committee	Akaisai	We produce and operate the SFC Aki Matsuri (SFC Fall Festival) held every year. We aim to give visitors a special memorable experience by planning events unique to SFC such as the fireworks finale on the second day. Please come visit us.	105
SFC Club House Executive Committee	Classic	We are a student self-governing organization recognized by the University working to ensure smooth operation of the SFC club houses. As student representatives, we take the initiative to govern and maintain order in the club houses.	9
SFC Onzokobo (sound studio)	Onzo	Working mainly out of the θ (Theta) Building, we provide class audio and school festival sound support, and regularly air a community FM program.	38
SFC Campus Village (student welfare)	CAVI	This student welfare organization gives advice to incoming students about finding housing and course registration. We also give campus tours.	14

Shonan Fujisawa Campus Map



Campus Bus Stops

Kanachu Bus Stops

- Ⓐ Keio Daigaku (慶応大学)
- Ⓑ Keio Daigaku Honkan-mae (慶応大学本館前)
- Ⓒ Keio Chuko Koshajo (慶応中高降車所) (Buses from Tsujido only)
- Ⓓ Keio Chukotobu-mae (慶応中高等部前)

SoKanKan Intracampus Bus (Free) Stops

- Ⓔ Faculty of Nursing and Medical Care
- Ⓕ SFC-IV
- Ⓖ A (Alpha) Bldg., North Side
- Ⓗ Δ (Delta) Bldg.

Getting to SFC

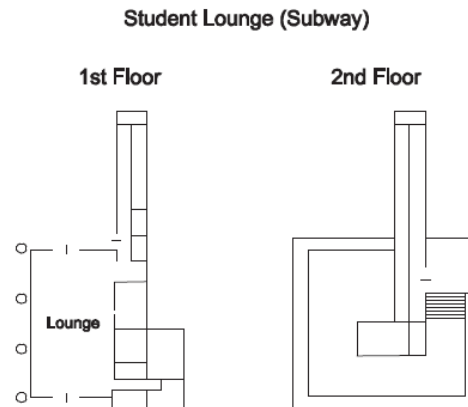
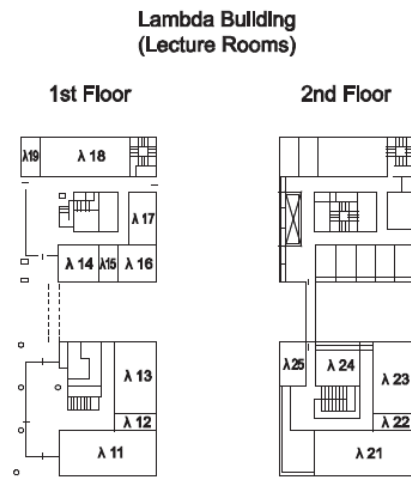
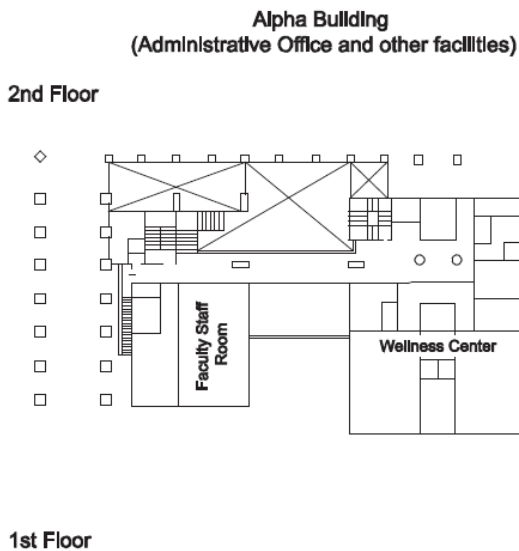
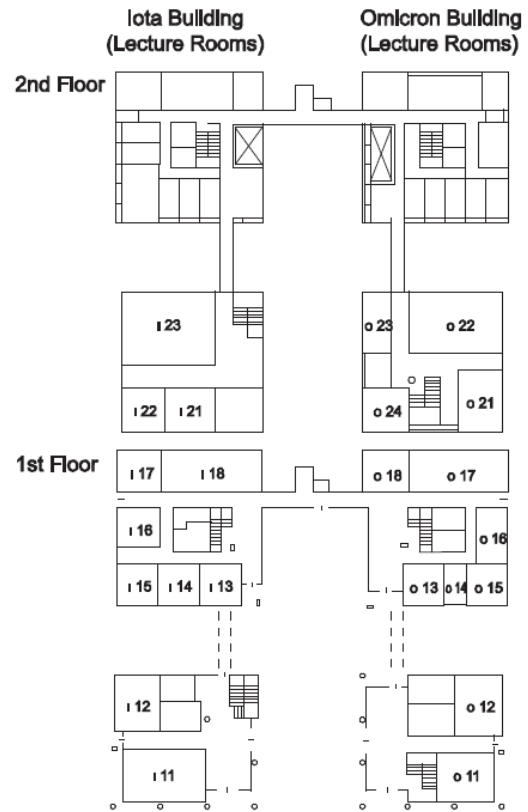
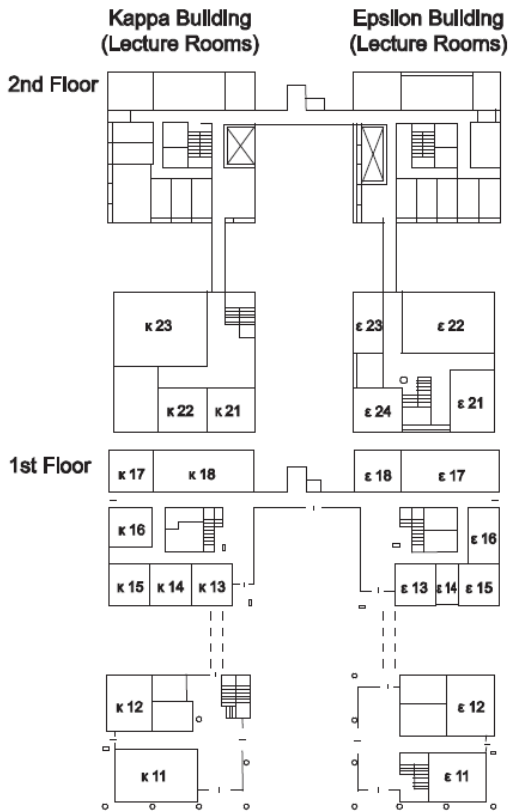
From Shonandai Station

Go out Shonandai Station West Exit B to Bus Stop No. 1, and take a Kanachu Bus labeled 湘 23, 湘 24, or 湘 25 bound for Keio University (慶応大学).

From Tsujido Station

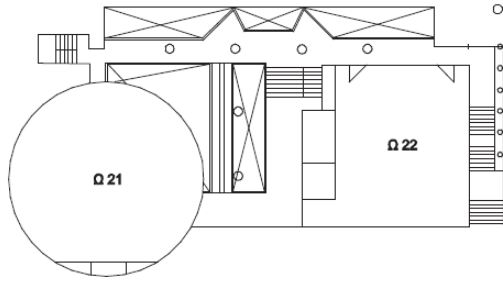
Go out Tsujido Station North Exit to Bus Stop No. 3, and take a Kanachu Bus labeled 辻34 bound for Keio University (慶応大学).

Shonan Fujisawa Campus Facilities Guide

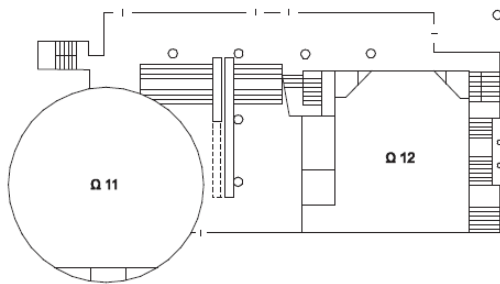


**Omega Building
(Main Lecture Hall 1)**

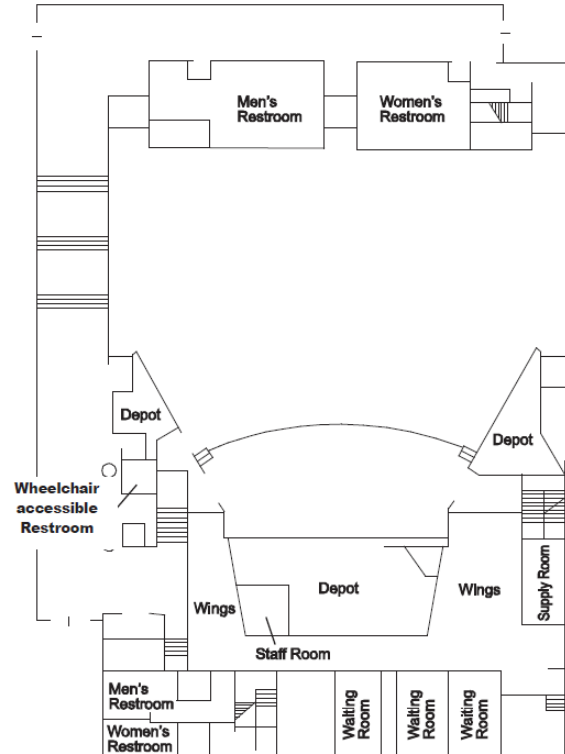
2nd Floor



1st Floor



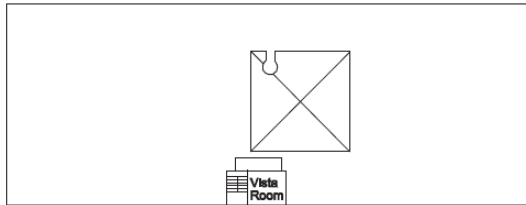
**Theta Building
(Main Lecture Hall 2)**



Mu Building (Media Center and ITC)

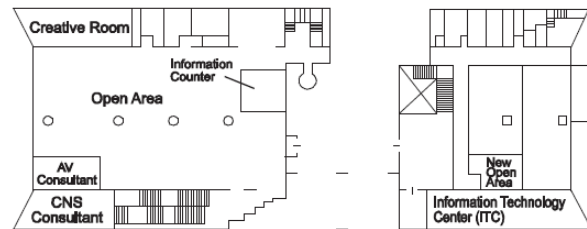
4th Floor

Vista Room



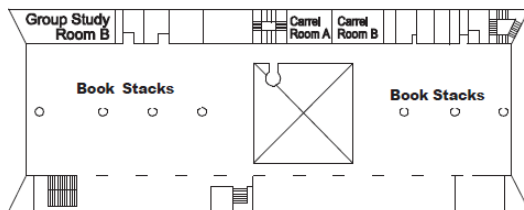
1st Floor

Open Area



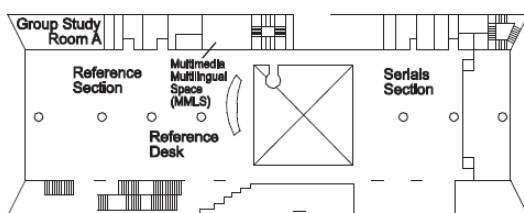
3rd Floor

Library Area and Carrel Rooms



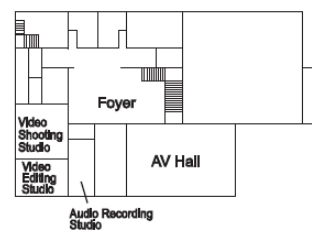
2nd Floor

Library Area

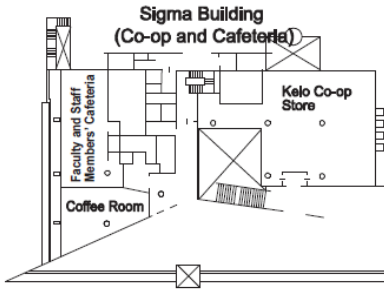


Basement Floor

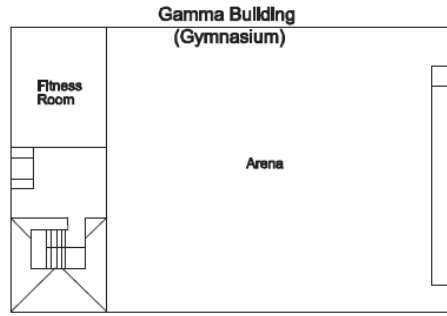
Studio Area



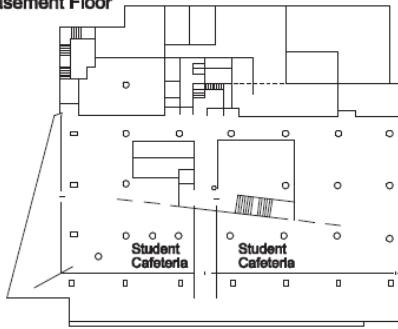
1st Floor



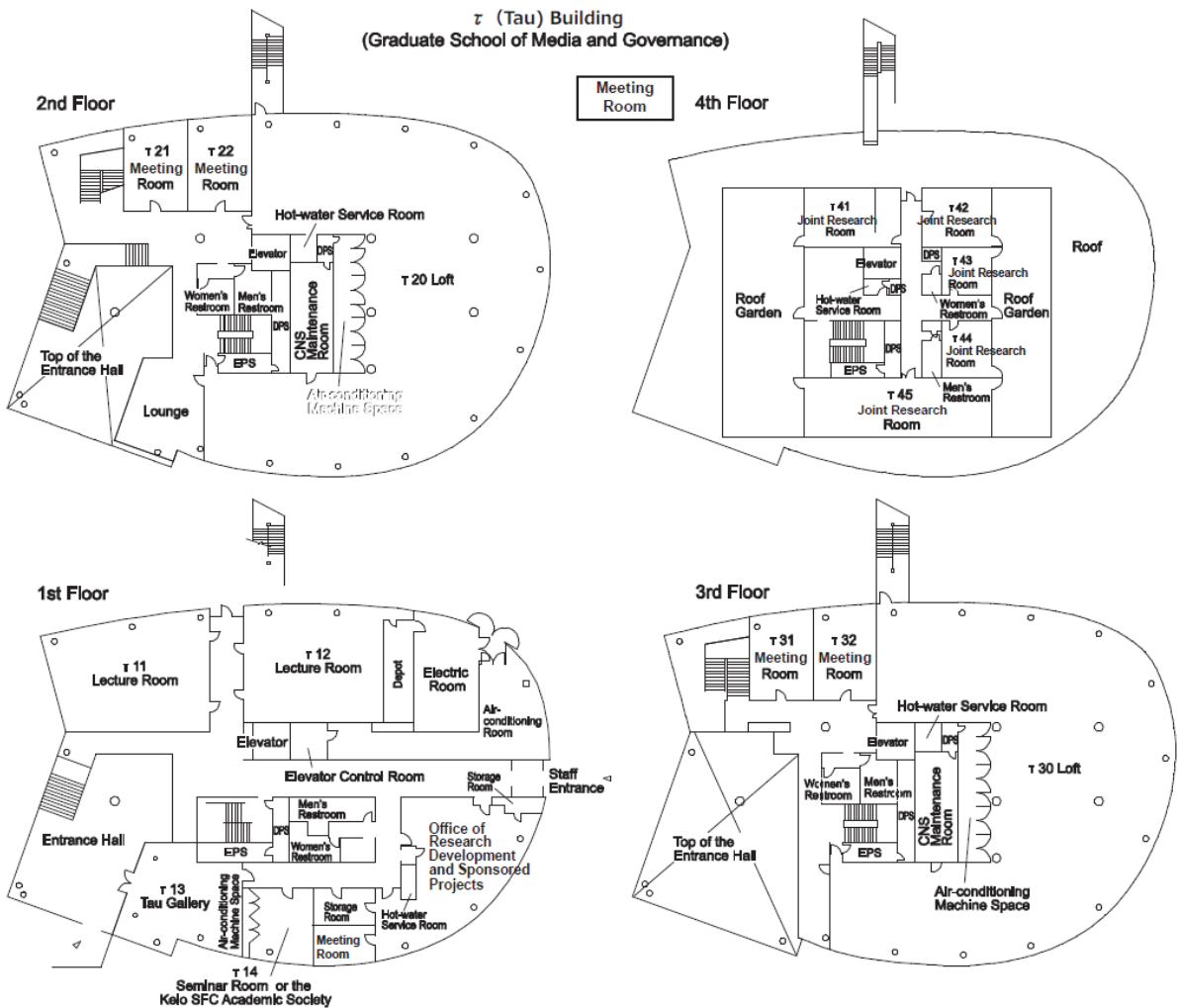
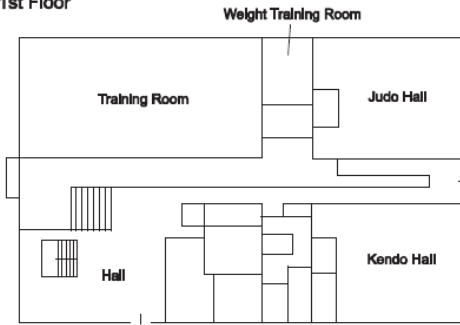
2nd Floor



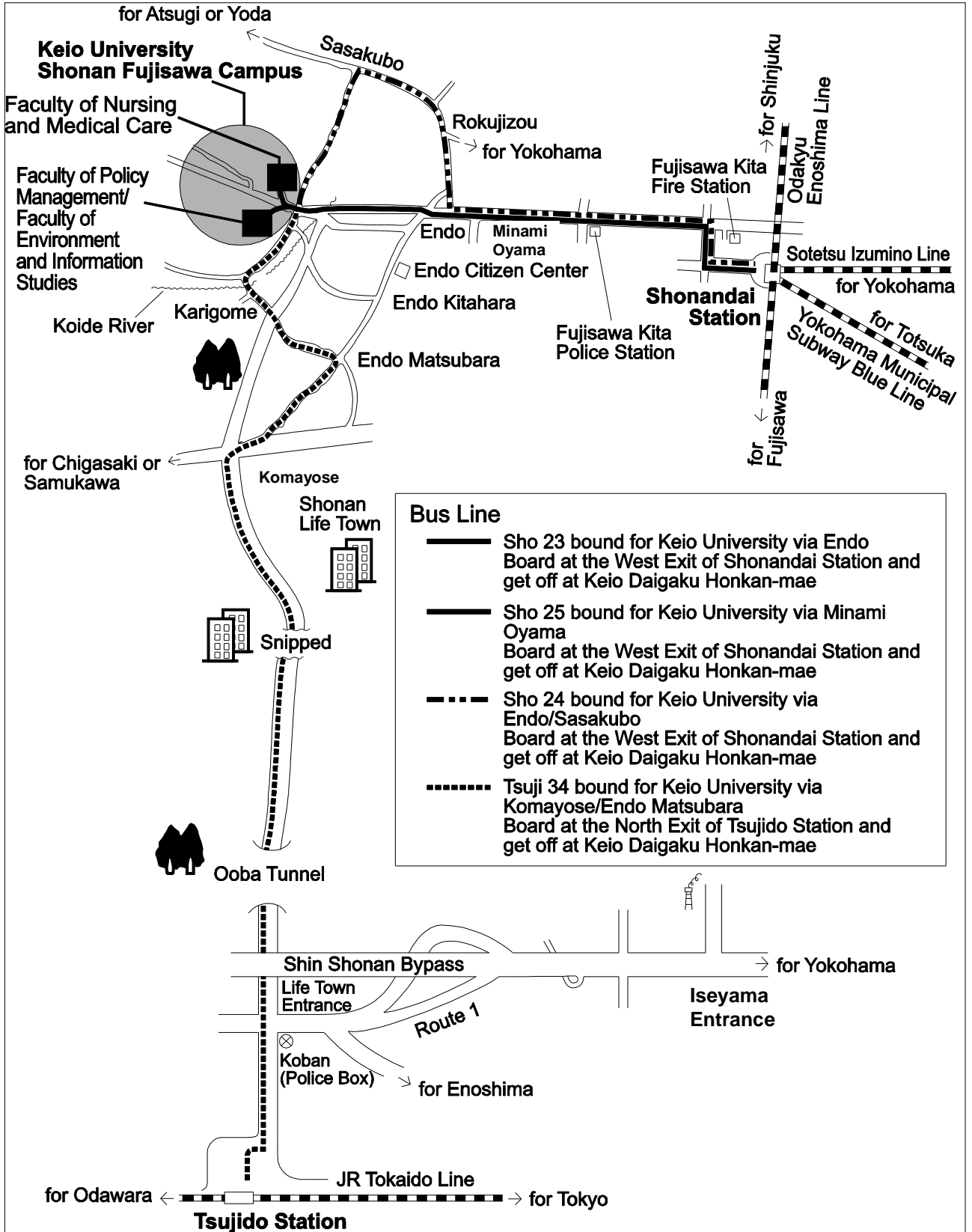
Basement Floor



1st Floor



Shonan Fujisawa Campus Access Map





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