

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

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 2020 vol.1.

2020 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

April

①, ②... : Class session number for semester courses ③, ④... : Class session number for half-semester courses in the first half of the semester
(1), (2)... : Class session number for half-semester courses in the second half of the semester

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Entrance Ceremony (Hiyoshi Campus)	1	2 (5:00 p.m.) Deadline for student screening application for Spring Semester courses	3
				Orientation (April 2-6)		
5 (5:00 p.m.) Announcement of student screening results for Spring Semester courses	6 Spring Semester classes begin	7	8	9	10	11
Orientation (April 2-6)		① ③ ④	Online Course Registration Period (April 8, 12:30 p.m. to April 14, 11:00 a.m.)			
12	13 (1:00 p.m.) Course Registration Confirmation	14	15	16	17	18 Makeup classes
Online Course Registration Period (April 8, 12:30 p.m. to April 14, 11:00 a.m.)		② ③ ④				
19	20	21	22 Keio Foundation Day (classes held)	23	24	25 Makeup classes
26	27	28 Showa Day (classes held)	29 Deadline for the payment of academic fees (paid in full or Spring Semester installment)	30		
③ ④ ⑤	④ ⑤ ⑥	⑤ ⑥ ⑦	⑥ ⑦ ⑧	⑦ ⑧ ⑨	⑧ ⑨ ⑩	⑨ ⑩ ⑪

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
SFC-SFS "Class Improvement Survey": mid to late May					1 Issuance of Certificate of Expected Graduation for new fourth-year students begins	2
3 Constitution Memorial Day	4 Greenery Day	5 Children's Day	6 Substitute Holiday (Monday classes held)	7	8 ④ ⑤ ⑥	9 Makeup classes
Course Registration Amendment Period (applicable students only) (May 6 and 7)				10	11	12
13	14	15	16	17	18	19
Online Course Cancellation Period for semester and first-half of semester courses (May 12, 10:00 a.m. to May 13, 4:45 p.m.)		20	21	22	23	24
25	26	27	28	29	30	31
⑤ ⑥ ⑦	⑥ ⑦ ⑧	⑦ ⑧ ⑨	⑧ ⑨ ⑩	⑨ ⑩ ⑪	⑩ ⑪ ⑫	⑪ ⑫ ⑬
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
⑫ ⑬ ⑭	⑬ ⑭ ⑮	⑭ ⑮ ⑯	⑮ ⑯ ⑰	⑯ ⑰ ⑱	⑰ ⑱ ⑲	⑱ ⑲ ⑳
22	23	24	25	26	27	28
29	30	31				
⑲ ⑳ ㉑	㉑ ㉒ ㉓	㉓ ㉔ ㉕	㉕ ㉖ ㉗	㉗ ㉘ ㉙	㉙ ㉚ ㉛	㉛ ㉜ ㉝
32	33	34	35	36	37	38
㉞ ㉟ ㊱	㊱ ㊲ ㊳	㊳ ㊴ ㊵	㊵ ㊶ ㊷	㊷ ㊸ ㊹	㊹ ㊺ ㊻	㊻ ㊼ ㊽

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Issuance of Certificate of Class Registration; Certificate of Annual Health Checkup begins First-round application for Graduation Project Mentor begins (through June 5)*	2	3	4	5 Makeup exams for first-half of semester courses (afternoon, tentative) Deadline for first-round application for Graduation Project Mentor*	6	7
⑧ (1)(2)	⑨ (1)(2)	⑩ (1)(2)	⑪ (1)(2)	⑫ (1)(2)	⑬ (1)(2)	⑭ (1)(2)
8	9	10	11	12	13	14
⑨ (3)(4)	⑩ (3)(4)	⑪ (3)(4)	⑫ (3)(4)	⑬ (3)(4)	⑭ (3)(4)	⑮ (3)(4)
15	16 (9:00 a.m.) Announcement of grades on the Web System for first-half of semester courses	17 (4:50 p.m.) Deadline for grade inquiries for first-half of semester courses	18	19	20	21
⑫ (5)(6)	⑬ (5)(6)	⑭ (5)(6)	⑮ (5)(6)	⑯ (5)(6)	⑰ (5)(6)	⑱ (5)(6)
21 Result Work submission for Graduation Project 2 (through July 20)*	22	23	24	25	26	27
㉑ (7)(8)	㉒ (7)(8)	㉓ (7)(8)	㉔ (7)(8)	㉕ (7)(8)	㉖ (7)(8)	㉗ (7)(8)
28	29 Exam timetable announced for semester and second-half of semester courses	30 *Details on the Graduation Project are on p. 26.				
㉘ (9)(10)	㉙ (9)(10)	㉚ (9)(10)	㉛ (9)(10)	㉜ (9)(10)	㉝ (9)(10)	㉞ (9)(10)

Classes in session

Classes not in session

Holiday

①, ②... : Class session number for semester courses

●, ●... : Class session number for half-semester courses in the first half of the semester

(1), (2)... : Class session number for half-semester courses in the second half of the semester

July	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
SFC-SFS "Class Improvement Survey"; mid to late July *Details on the Graduation Project is on p. 26. **Refer to p. 47 for details on application requirements and such.				Second-round application for Graduation Project Mentor begins (through July 7*) ②(9)⑩	1 ②(9)⑩	2 ②(9)⑩	3 SFC Tanabata Festival (tentative)
	5 ③(11)⑫		6 Deadline for Second-round application for Graduation Project Mentor* ③(11)⑫	7 ③(11)⑫	8 ③(11)⑫	9 End of Spring Semester Classes ③(11)⑫	10 ③(11)⑫
	12 Makeup classes	13 ③(11)⑫	14 (10:00 a.m.) Graduation Project Mentor Second-round application results announced*	15 ③(11)⑫	16 ③(11)⑫	17 ③(11)⑫	18 Makeup classes
	19 Submission deadline for Result Work for Graduation Project 2*	20 (11:30 a.m.) Makeup exam application deadline for semester and second-half of semester courses	Examination period for semester and second-half of semester courses (July 14 to 21) The 21st is reserved for extra exams.				
Exam period for semester and second-half of semester courses (through Jul. 21)				22 Marine Day	23 Sports Day	24	25
26	27	28 Makeup exams for semester and second-half of semester courses	29 Makeup exams for semester and second-half of semester courses	30 Makeup exams for semester and second-half of semester courses	31 **Application deadline for: Extension of Enrollment Period, 3.5-year Early Graduation System, and Bachelor's-Master's Four-Year Integrated Education Program		
August	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
							1 SFC Campus-wide Summer Break
	2	3	4	5	6	7	8
SFC Campus-wide Summer Break (Aug. 1 to 10)							
	9 Mountain Day	10	11	12	13	14	15
SFC Campus-wide Summer Break (Aug. 1 to 10)							
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
September	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 • Graduation Announcement (Announcement of Web Grade Report) • Grade Reports sent to Guarantors • Graduation Project Mentor Amendment (through Sept. 29)*	4	5
	6	7	8 (4:50 p.m.) Deadline for grade inquiry for semester and second-half of semester courses	9 Preliminary application for Graduation Project Mentor begins (through Sept. 16)*	10	11	12
	13	14	15 Deadline for Preliminary application for Graduation Project Mentor*	16 Graduation Ceremony (Mita Campus)	17	18	19
	20 Respect for the Aged Day	21 Autumnal Equinox Day	22 Issuance of Certificate of Expected Graduation for new Fourth-Year students begins Orientation (Sept. 23, 28, 29)	23 Entrance Ceremony (Mita Campus)	24	25	26
	27 (5:00 p.m.) Deadline for student screening application for semester courses Orientation (Sept. 23, 28, 29)	28 Deadline for Graduation Project Mentor amendment	29 (5:00 p.m.) Announcement of student screening results for semester courses	30 *Details on the Graduation Project are on p. 26.			

Classes in session

Classes not in session

Holiday

①, ②, ... : Class session number for semester courses ①, ②, ... : Class session number for half-semester courses in the first half of the semester
 (1), (2), ... : Class session number for half-semester courses in the second half of the semester

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
SFC-SFS "Class Improvement Survey": late October				1 Fall Semester Classes begin	2 Online Course Registration Period (Oct. 2, 12:30 p.m. to Oct. 8, 11:00 a.m.)	3 Makeup classes
4	5	6	7	8 (1:00 p.m.) Course registration confirmation	9	10 SFC Fall Festival (tentative)
Online Course Registration Period (Oct. 2, 12:30 p.m. to Oct. 8, 11:00 a.m.)	11 ① ① ②	12 ① ① ②	13 ① ① ②	14 ② ② ③	15 ② ② ③	16 ② ② ③
11	12	13	14	15	16	17
18 ② ② ③	19 ② ② ③	20 ② ② ③	21 ③ ③ ④	22 ③ ③ ④	23 ③ ③ ④	24 Makeup classes
18	19	20	21	22	23	24
Course Registration Amendment Period (applicable students only) (Oct. 19 and 20)	25 ③ ③ ④	26 ③ ③ ④	27 ③ ③ ④	28 ④ ④ ⑤	29 ④ ④ ⑤	30 ④ ④ ⑤
25	26	27	28	29	30	31
④ ④ ⑤	④ ④ ⑤	④ ④ ⑤	⑤ ⑤ ⑥	⑤ ⑤ ⑥	⑤ ⑤ ⑥	Makeup classes

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Issuance of Certificate of Course Registration and Certificate of Expected Graduation for new fourth-year students begins	2 Culture Day (classes held)	3	4	5	6	7 Waseda-Keio Baseball Games (tentative)
8 Waseda-Keio Baseball Games (tentative)	9	10	11	12	13	14 TOEFL-ITP
⑤ ⑤ ⑥	⑤ ⑤ ⑥	⑤ ⑤ ⑥	⑤ ⑤ ⑥	⑥ ⑥ ⑦	⑥ ⑥ ⑦	⑥ ⑥ ⑦
15	16	17	18 (Morning) Exams for first-half of semester courses	19 (11:30 a.m.) Makeup exam application deadline for first-half of semester courses	20	21
⑦	⑦	⑦	⑦	⑦	⑦	⑦
22 Labor Thanksgiving Day	23	24	25 (Afternoon) Mita Festival Prep	26 Mita Festival Preparation	27 Mita Festival	28 Mita Festival
⑦	⑦	⑦	⑦	⑦	⑦	⑦
22	23	24	25	26	27	28
Mita Festival	Mita Festival	Mita Festival (clean up)	⑦	Makeup exams for first-half of semester courses	Makeup classes	Makeup classes
29	30					
⑧ (1/2)	Application deadline for Temp. Leave of Absence for semester					

December

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

*Details on the Graduation Project are on p. 26.

Classes in session		Classes not in session		Holiday			
①, ②... : Class session number for semester courses ③, ④... : Class session number for half-semester courses in the first half of the semester (1), (2)... : Class session number for half-semester courses in the second half of the semester							
January							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
*Details on the Graduation Project are on p. 26.					New Year's Day	1	2
					SFC Campus-wide Winter Break		
3	4	5	(Monday classes held)	6	7	8	9
SFC Campus-wide Winter Break (December 26 to January 5)					Exam timetable announced for semester and second-half of semester courses		
10	Coming of Age Day	11	Registration for Second-round application for Graduation Project Mentor* (through Jan. 18)	13	14	15	16
17	Deadline for second-round application for Graduation Project Mentor*	18	End of Fall Semester Classes	20	21	22	23
24		25	(10:00 a.m.) Graduation Project Mentor second-round application results announced*	27	28	29	30
Exam period for semester and second-half of semester courses (Jan. 25 to Feb. 1). Feb. 1 is reserved for extra exams							
31							
February							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	(11:30 a.m.) Makeup exam application deadline for semester and second-half of semester courses	1	2	3	4	5	6
7	8	9	*Application deadline for: Extension of Enrollment Period, 3.5-year Early Graduation System, and Bachelor's-Master's Four-Year Integrated Education Program	10	11	12	13
14	15	16	17	18	19	20	21
21	22	Emperor's Birthday	23	24	25	26	27
28	*Refer to p. 47 for the details on application requirements and such.						
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 early April)*	11	12	13	
14	(4:50 p.m.) Deadline for grade inquiries for semester and second-half of semester courses	15	16	17	18	19	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.			

5

SFC Class Timetable

Each campus uses a different class timetable.

The class timetable at SFC is as follows:

Period	Time
1	9:25 a.m.–10:55 a.m.
2	11:10 a.m.–12:40 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.
6	6:10 p.m.–7:40 p.m.
7	7:50 p.m.–9:20 p.m.

* 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 2020 Vol.1 Table of Contents

SFC Academic Calendar	2	VI. Information Technology Center (ITC)	
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	VII. Student Life and Extracurricular Activities	
Dean of the Faculty of Environment and Information Studies	9	(1) Extracurricular Activities	25
I. Academic Affairs Office		(2) Events	26
(1) Office Business Hours	10	(3) Others.....	27
(2) Student ID Card.....	10	Responsible Social Conduct as a Member of Keio	
(3) Notification and Applications	10	University and Society	28
(4) Certificates	11	SFC Student Organizations	30
(5) Lost and Found.....	12	Shonan Fujisawa Campus Map	36
(6) Use of Facilities	12	Shonan Fujisawa Campus Facilities Guide	37
(7) Yakan Zanryu (Overnight Study) at SFC	13	Shonan Fujisawa Campus Access Map	40
II. Student Life Section			
(1) Office Business Hours	14		
(2) Service	14		
(3) Outside Activity	15		
III. Career Services Section			
(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		
IV. Wellness Center			
(1) Student Counseling Section.....	18		
(2) Health Services Section.....	18		
(3) Physical Education Section.....	19		
V. Media Center			
(1) Media Center Hours.....	21		
(2) Library Services.....	21		
(3) Multimedia Services.....	22		
(4) Network and Computer Services.....	22		

Choosing to Change the Future

Motohiro Tsuchiya, Dean of the Faculty of Policy Management

Your genes do not decide everything. It is your daily choices that determine your future. This includes how you use an hour of free time, the clothes you wear when you go out, and what you eat for lunch. These small decisions add up to change things such as your awareness, relationships with others, and health, which then lead to further change.

When society has to decide upon something as a whole, the wishes and intentions of many people must come together. Policy is not something that can be decided by policy makers alone. Laying out, measuring, implementing, and evaluating a policy is a process that involves a great number of people. What we discuss and decide upon then determines our future. Choosing who represent us through elections is also one part of this process.

Human society has advanced well beyond the time of the tribal unit. The problems we face have become larger in scale and more critical in nature, leaving us unprepared to solve them. Keio University Shonan Fujisawa Campus was established along with the Faculty of Policy Management to address this problem. Allowing students to take on policy from the undergraduate level was a revolutionary decision that our university and faculty made.

“Policy” cannot be understood just by analyzing the academic fields such as politics, economics, law, sociology, and public administration separately. This is implied by “Policy Management.” Academia has evolved by analyzing people and things up close in detail. However, this alone has made it difficult for us to understand our complex society, which is a product of many different people. We train individuals in order for them to create new solutions by seeing the academic fields interdisciplinarily and bringing together the experience and knowledge from each discipline.

We cannot change our individual genes, but that may change over generations. The “DNA” of knowledge passed on through our faculty is changing with the times. The small choices you make during your four years here will create your future, the future of the faculty, and the future of Japan.

SFC has become known as the “experimental campus.” This is one example of its tradition and the “DNA” of its knowledge. Just as Yukichi Fukuzawa stepped on a piece of paper with “God” written on it as a child to see if he would be punished, we cannot know the result of something unless we try it ourselves. I urge you to challenge yourselves and think outside the box.

Please remember, it is each and every small choice that you make in these next four years that will determine your future and the future of others.

Find your own life at your own pace

Akira Wakita, Dean of the Faculty of Environment and Information Studies

The Faculty of Environment and Information Studies is a place where you can conduct research using design, art, science, and technology in a cross-disciplinary way.

If design is medicine, art is a poison. Design is necessary for us to solve problems and maintain a safe, convenient, and healthy life, yet at the same time we long for things that can excite and even harm us. In this way, discovering problems and then examining them through art has allowed us to continually question the nature of humanity. If science is modesty, technology is desire. Science brings us face-to-face with the wisdom of nature, teaching us to be content with what we have and broadening our perspective. On the other hand, people have the desire to rise up and improve themselves, and technology will always help them achieve this. To be creative in the modern world demands that one freely makes use of design, art, science, and technology, and the Faculty of Environment and Information Studies is one of the few places in the world where you can learn all these things with an interdisciplinary and practical approach.

The SFC Guide will help you make the best use of this unique campus. Consider it like a guide book for overseas travel. These guidebooks are extremely useful and filled with important information such as on safety. Many famous tourist attractions are listed in them but they are only a few examples among an enormous amount of possible travel options. Life at SFC is not like a tour package with ready-made programs. Each of you are free to do of your own will. That is the best part of being an SFC student. We are here to do as we please.

Interestingly, when we are given complete freedom, we often no longer know what to do. We may then get discouraged when we see people around us who seem highly motivated. I think it is okay to have a time like this in your life. Accept it as a part of you and take your time to find out what you would like to do or devote yourself to. I was also a student in the Faculty of Environment and Information Studies and did not know what to do. I finally figured it out in my fourth year. I thought that I fell behind at the time but a few years in school is not that large of a gap in the long run. The important thing is that you find something that is meaningful to you. In your thirties or forties, a difference of five years will mean very little.

If you cannot find anything that you are interested in at this very moment, do not worry. By spending time at SFC in various classes and seminars, and by getting to know the faculties, staff and students, you will eventually find something. I believe that as long as you keep searching and facing challenges, you will surely find what you are looking for. Relax as you begin your life at SFC.

I. Academic Affairs Office

(1) Office Business Hours	<p>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 Academic Affairs Office is closed on Saturdays, Sundays, national holidays on which there are no classes (including makeup classes), January 10 (Keio Founder Yukichi Fukuzawa's Birthday), and campus-wide summer and winter break periods. ◆ Notification will be provided on the Jukusei (Keio student) website (https://www.students.keio.ac.jp/en/sfc/pmei/) in the event that the office will be closed on any other day than indicated above.
(2) Student ID Card	<p>Your Student ID Card certifies that you are a student of Keio University. Please be sure to carry it with you at all times as it is required in a variety of situations. All procedures at the office require presentation of the Student ID Card.</p> <p>A Student ID Card is issued as a set of three items: a printed plastic card, a registration sticker, and a card case.</p> <p>Apply the registration sticker to the back of the printed plastic card and keep the card inside the card case when carrying your Student ID Card around. The same card will be used until graduation. Do not let anyone else use your Student ID Card.</p>
(a) Registration Sticker	<p>The registration sticker is renewed annually in April (or in September if the expiration date is September 21). A new registration sticker will be sent to the student's address at the end of the semester.</p> <p>Purchase of student commuter passes are limited to the most economical route between the closest station to the student's residence and the closest station to the school, and details of the route must be noted on the registration sticker. If the route is found to be inappropriate, purchase of the commuter pass will be prohibited.</p>
(b) Re-issuance	<p>If the Student ID Card and/or registration sticker becomes lost, soiled, or damaged, apply for re-issuance at the Academic Affairs Office.</p>
(c) Return of Student ID Card	<p>If you find your previous Student ID Card after reporting it as lost and a new one has been issued, you must immediately return your previous card to the Academic Affairs Office. Student ID Cards must also be returned when you leave Keio University, such as when withdrawing from the university.</p>
(3) Notification and Applications	
(a) Notification of Change of Address of Student/Guarantor	<p>Notification of change of address must be promptly completed if there are any changes to the student or guarantor's address, including government-issued changes to the address name, lot number, etc.</p> <p><For a change of address/phone number of the student></p> <p>Go to the "Update and Confirm Your Address" section on the Gakuji Web System to complete notification procedures. In principle, the change will be approved and officially registered on the following business day.</p> <p>In the case of changes to the student's address, the registration sticker on the back of the Student ID Card also needs to be updated. Bring your Student ID Card to the Academic Affairs Office after your new information has been registered on the Gakuji Web System.</p> <p><For a change of address/phone number of the guarantor></p> <p>Bring your Student ID Card to the Academic Affairs Office and complete the necessary process. In the case of changes to the guarantor's address, submission of the guarantor's Certificate of Residence is also required. Please note that the submitted Certificate of Residence should NOT include his/her "My Number (individual number)".</p>
(b) Notification of Change of Guarantor	<p>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</p>

	conduct. Ideally, the guarantor should be a parent, but if this is not possible, the guarantor may be a legal guardian (sibling, aunt, uncle, etc.), or the equivalent. Please note, in the case that the student is unable to have someone residing in Japan act as his/her guarantor, a person residing overseas will be acceptable. However, in this case, the contact information that the student submits as “emergency contact”—to be used as the point of contact in the event of an emergency involving the said student—must be of someone who resides in Japan. It is a requirement that his/her emergency contact must be able to be contacted quickly in the event of an emergency.
(c) Notification of Change of Name	Students should promptly report any change of name to the Academic Affairs Office in person. If a change of address has also occurred, be sure to also make notification of change of address described in the above (a).
(d) Notification of Off-campus Student Activities	Any student club, organization, or seminar group wishing to engage in off-campus/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.)
(4) Certificates	There are two certificate issuing machines in front of the Academic Affairs Office on the first floor of the Alpha Building. Times of operation: 9:15 a.m.–8:00 p.m. (Monday to Saturday) *No service on Saturdays when there are no classes *No service on Sundays, national holidays, University administration holidays or at the end of the semester. For details of certificate issuing machines operating hours, etc., refer to the following website: https://www.students.keio.ac.jp/en/com/procedure/certificate/issue.html Certificates will not be issued if your academic fees for the previous semester or earlier has not been paid.

Certificate	Language	Price (per copy)	Place of Issue	Issued	Issue Start Date	Remarks
Certificate of Enrollment	Japanese	200 yen	Certificate Issuing Machine	Same day	April 1	
	English					
Transcript of Academic Record	Japanese	200 yen	Certificate Issuing Machine	Same day	April 1	
	English					
Certificate of Expected Graduation ^{*1}	Japanese	200 yen	Certificate Issuing Machine	Same day	Spring: May 1 Fall: Nov. 1	Issued to Fourth-year students only ^{*2}
	English					
Certificate of Course Registration	Japanese	200 yen	Certificate Issuing Machine	Same day	Spring: June 1 Fall: Nov. 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	^{*4}	-	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.

*4 Students need to apply for a student commuter certificate online. For details on the application process or period, please check the Keio University Student Website. <https://www.students.keio.ac.jp/en/com/procedure/pass/>

(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.

Classrooms	Classroom Category		Class-Related		Student Clubs				Students (Individual)		Period of Use (excluding overnight study)	Application Deadline	Where to Apply
			Use	Overnight Study	Use	Overnight Study	Use	Overnight Study	Use	Overnight Study			
	$\kappa, \varepsilon, \iota, \theta, \lambda$ Bldgs.	PC Rooms	x	x	x	x	x	x	○	*1	9:25 a.m.–11:00 p.m.	Not required	
		Regular Classrooms	○	*1	○	x	○	x	x	x	9:25 a.m.–11:00 p.m.	2 to 14 business days prior	Officially Authorized Student Organizations: apply online*2
	Ω (Omega) Bldg.		○	x	○	x	○	x	x	x	9:25 a.m.–11:00 p.m.		Student Organizations other than Officially Authorized Student Organizations: apply at Student Life Section*2
	Θ (Theta) Bldg.		○	x	○	x	x	x	x	x	9:25 a.m.–9:20 p.m.		
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							
	Gymnasium	Training Room	x		x		x		○		9:30 a.m.–7:45 p.m.	Not required	
		Others	○		○		x		x		9:30 a.m.–7:45 p.m.	2 to 14 business days prior	Officially Authorized Student Organizations: apply online*2
	Sports Ground		○		○		x		x		8:00 a.m.–7:00 p.m.		Student Organizations other than Officially Authorized Student Organizations: apply at Student Life Section*2
Tennis Court		○		○		x		○		8:00 a.m.–7:00 p.m.			
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		○		x		x		x		2 weeks	Day of	Academic Affairs Office
	Ω (Omega) Bldg., Co-op Cafeteria, SUBWAY*5		x		○		○		x		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
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 Please see the link for details. <https://www.students.keio.ac.jp/sfc/life/facility/>

*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.

[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	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. Notes: ◆ 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 (https://www.students.keio.ac.jp/en/sfc/pmei/) 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	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. https://www.students.keio.ac.jp/en/com/life/health/									
(b) Personal Accident Insurance for Students Pursuing Education and Research	Keio University is a member of Japan Educational Exchanges and Services (JEES), and through it, Keio pays for “Personal Accident Insurance for Students Pursuing Education and Research,” an insurance plan that covers students who suffer physical injury from an unexpected accident in the course of their 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).									
(c) Scholarship Programs	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. 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. 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: https://www.students.keio.ac.jp/en/sfc/scholarships/unique/ Information for students whose nationality is other than Japanese, and status of residence is [留学] (College Student) is available in the website above.									
(d) Academic Fees and Expenses	Academic fees must be paid using the bank transfer (振込み) system. The forms required for payment will be sent to your guarantor. Payment should be made using these forms at a bank counter (not ATM) by the specified payment deadline. If you lose the form, please contact the Student Life Section. The receipt (納入証明書) should be kept in safekeeping as proof of payment. <Payment-related Schedule> <table><tr><th></th><th>Spring Semester</th><th>Fall Semester</th></tr><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></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.

<https://www.students.keio.ac.jp/en/com/scholarships/tuition/extension.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) <https://www.students.keio.ac.jp/com/career/service/>
(for international students) <https://www.students.keio.ac.jp/en/com/career/service/>

(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> <p>◆ 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.</p> <p>◆ Notification will be provided on the Jukusei (Keio students) website (https://www.students.keio.ac.jp/en/) in the event that the office will be closed on any other day than indicated above.</p>
(2) Service	
(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).
(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.
(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.
(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.
(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.
(3) University Referral System	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.
(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.

(1) Student Counseling Section	https://counseling.sfc.keio.ac.jp
(a) Consultation on Health and Student Life	<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; OHNISHI, Akiko</p>
(b) Clinical Psychology Sessions	<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>
(2) Health Services Section	<p>http://www.hcc.keio.ac.jp/en/index.html</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/en/clinic/sfc-schedule.html</p>
(a) Annual Health Checkup	<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>Gakuwari</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>
(b) Prevention of Infectious Diseases	<p>Measles, Mumps, Rubella, and Varicella-Zoster (Chickenpox), highly contagious viruses, still have not been eradicated in Japan. Thus, the precautionary measures for preventing outbreaks of these infection are essential in the campus.</p> <p>Keio University cannot force the vaccinations on the students. However, in view of that receiving these vaccine series can reduce the risks of these infections in the receivers, Health Center, Keio University strongly recommends completing</p>

	<p>these four lines of vaccine series by entrance to the campus and/or by an early stage after entrance to the campus.</p> <p>A student who may have a chance(s) to enter a school(s) different from Keio University in the future, such as who planning to go on a study abroad, who planning to take teaching practice program, and so forth, may be required to submit a certificate in which completing the four lines of vaccine series are required. This is another reason why Health Center, Keio University recommends completing the vaccine series as soon as possible.</p>
(c) Procedures in the Event of Contracting an Infectious Disease	<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 Please cooperate to the prevention of outbreaks on campus.</p>
(d) Contact in the Event of Sudden Illness or Accident	<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>
(e) BLS (Basic Life Support) Seminar	<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>
(3) Physical Education Section	

(a) Physical Fitness Programs	<p>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.</p>
(b) On-campus Sports Facilities	<p>Please note that certain administrative procedures must be completed before gymnasium facilities can be used outside of class periods.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Physical Education Faculty Members (Full-time): KATO, Takaaki; USHIYAMA, Junichi; TOKAIRIN, Yuko; MIZUTORI, Hisashi; MORI, Masaki</p>

V. Media Center (Library)

The SFC Media Center offers comprehensive support for study, education, and research, including books, periodicals, e-journals, e-books, and databases, as well as equipment such as 3D Printers in the Fab Space or AV equipment, and facilities such as sound recording and video shooting studios. It also provides an information environment for computer equipment and networks in cooperation with the Information Technology Center.

(1) Media Center Hours	<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 opening hours.</p>
(2) Library Services	
(a) Searching Materials <KOSMOS>	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.
(b) Borrowing and Returning Materials	<p>Borrowing and returning materials can be done at the first-floor information desk. Please bring your student ID card.</p> <p>*Requests can be made for the materials held at other campuses, but not all of them.</p>
(c) Database NAVI <Database list>	Database NAVI is an online search tool for finding various databases which contain journal articles, academic papers, statistics, information on companies, newspaper articles and more. It can be used by specifying the subject, type of document (whether domestic or overseas), and/or keywords.
(d) Consult	<ul style="list-style-type: none"> ● Reference Desk: Provides assistance on how to use the library and search for materials as well as effective search techniques for literature and other information. Research lab groups and classes requiring seminars in the media center should consult with the Reference Desk. ● Writing and Research Consultants: Doctoral students and postdocs provide consultations and advice for students on how to go about writing papers and theses. ● Database Consultants: SFC students are available for consultation on databases during 5th and 6th period on weekdays during the semester (outside of reference desk hours). For consultation before 5:00 p.m. on weekdays, ask at the reference desk.
(e) Remote Access	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.

(3) Multimedia Services	
(a) AV Counter	Digital still and video cameras and other AV equipment are available for loan from the AV Counter. For questions on how to use AV equipment, edit images or videos, or about the Fab Space, ask an AV consultant (SFC student).
(b) Fab Space	In the Fab Space, you can use machines for fabrication such as 3D printers, the UV printer, computerized sewing and embroidery machine, and laser cutter.
(c) AV Booth Image and Audio Editing PCs	The Open Area on the first floor provides AV equipment, computers, and various AV material editing booths.
(d) Basement Studios	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. The Sound Recording Studio has sound proof walls, a keyboard, a condenser microphone, headphones, a mixer and other tools, as well as a PC with audio recording and editing software.
(e) 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 desks and chairs in the room are all moveable.

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)</p> <p>Location: 1F M (Mu) Building North (Media Center)</p> <p>Telephone: 0466-49-3423 (or ext. 52512)</p> <p>Email: cns-request@sfc.keio.ac.jp</p> <p>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:</p> <p>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.

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. 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 2019, 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	<p>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.</p> <p>Student Club Support System: https://studentlife.gakuji.keio.ac.jp/en Submit to: Student Life Section, Academic Affairs Office (1F, A (Alpha) Bldg.)</p>
(b) Group Travel Application Form (Group Discount for Study Groups, Officially Authorized Student Clubs, etc. of eight people or more	<p>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.</p>

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

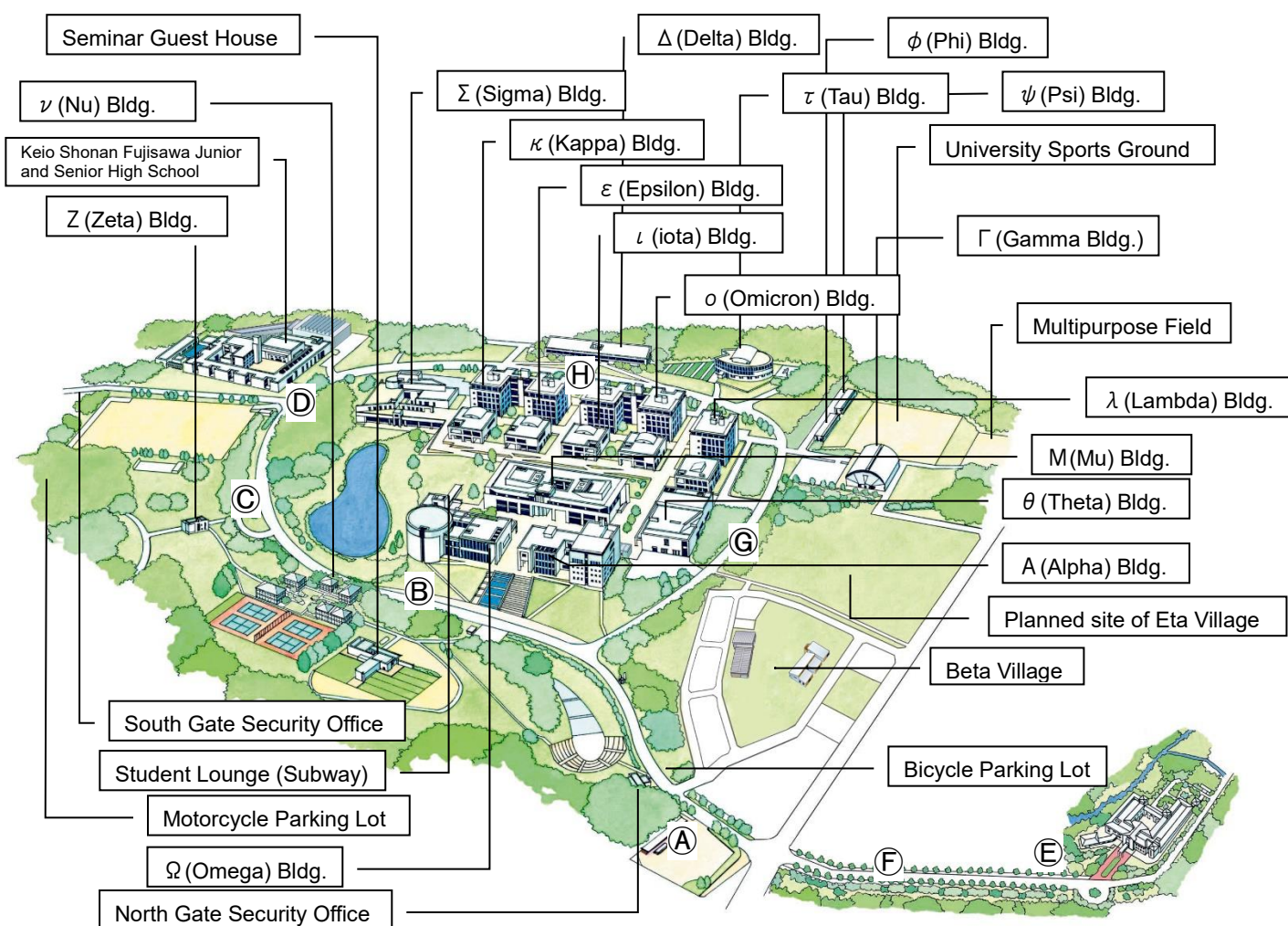
Stargazing and Night Sky Watching Circle	Hokan	This is SFC's only astronomy circle, nicknamed Hokan. During the day, we take it easy in our club room, but at night, we view the night sky from SFC and look into the telescope. This circle is just perfect for spacious SFC.	46
Musical Circle EM	EM	We are 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	49

		events. Come join us if you want to enjoy student life to the fullest!	
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	50

		twice a week. We hold a variety of events besides basketball in our fun circle.	
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	Akisai	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

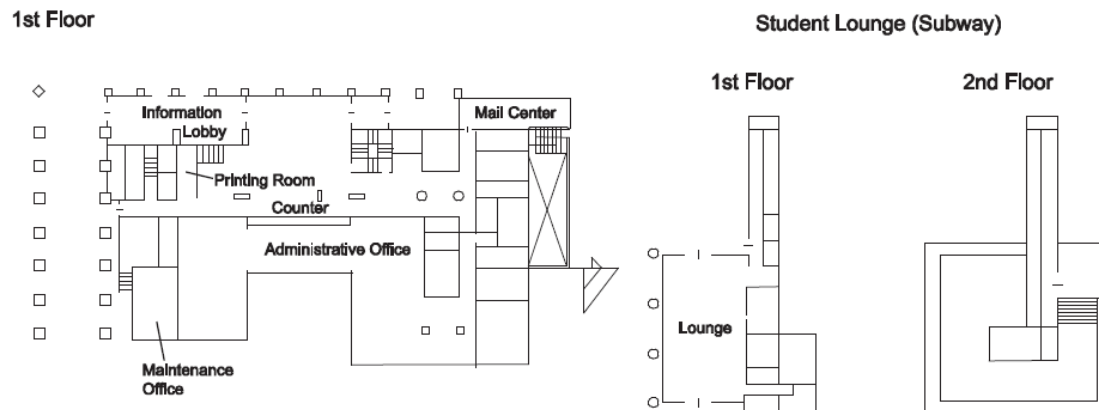
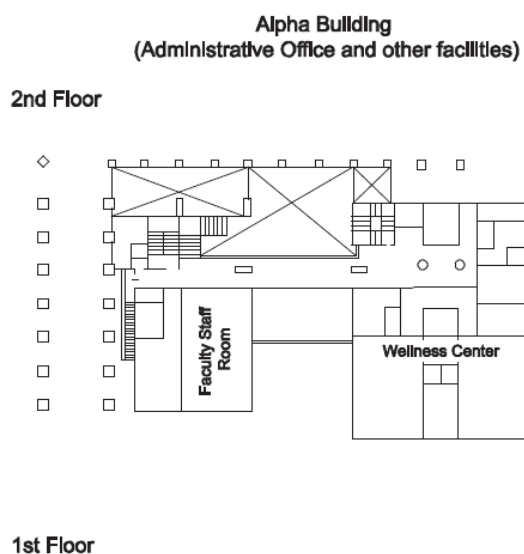
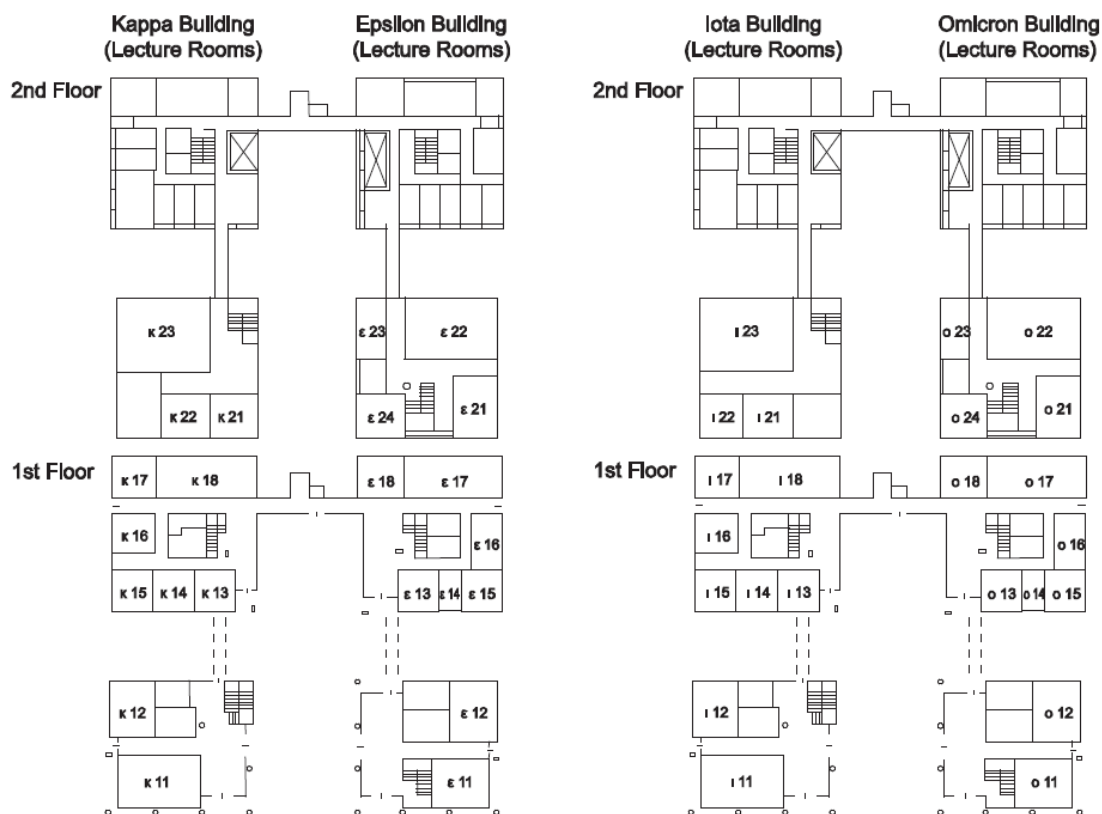
From Shonandai Station

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

From Tsujido Station

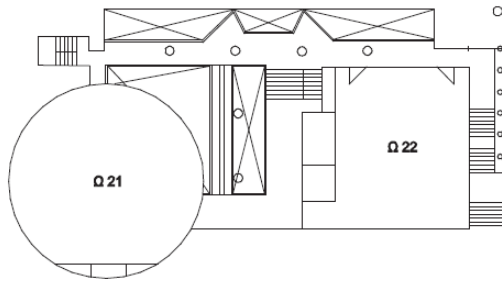
Go out Tsujido Station North Exit to Bus Stop No. 3, and take a Kanchu Bus labeled 辻34 or 辻35 bound for Keio University (慶応大学).

Shonan Fujisawa Campus Facilities Guide

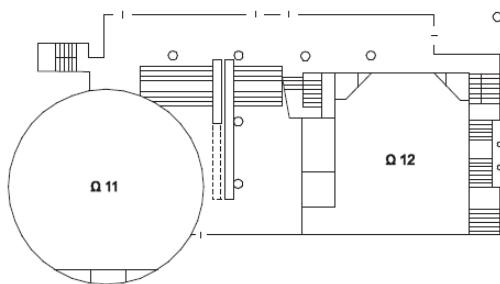


**Omega Building
(Main Lecture Hall 1)**

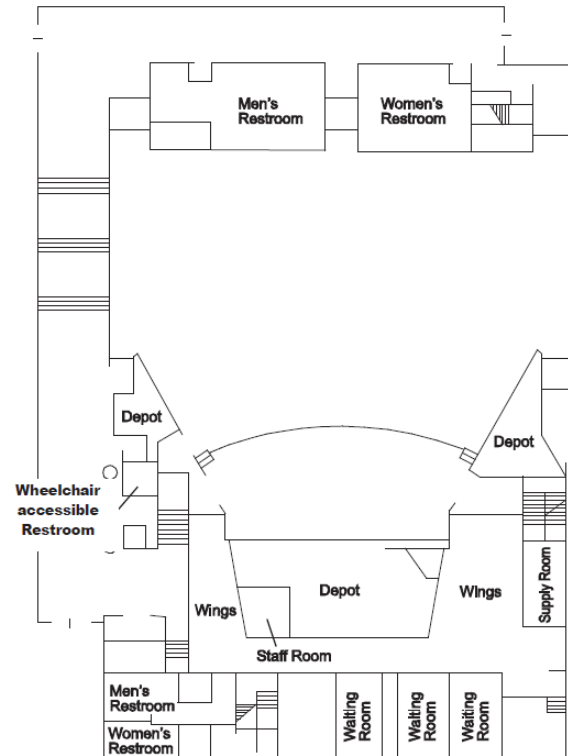
2nd Floor



1st Floor



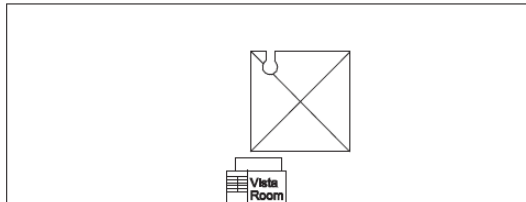
**Theta Building
(Main Lecture Hall 2)**



Mu Building (Media Center and ITC)

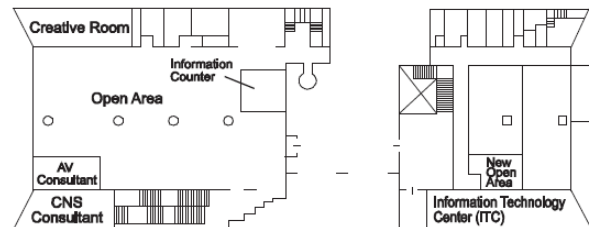
4th Floor

Vista Room



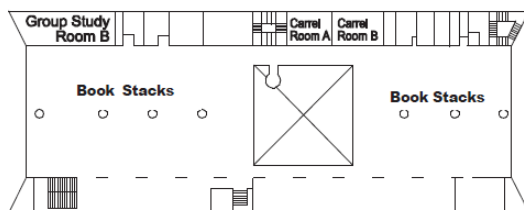
1st Floor

Open Area



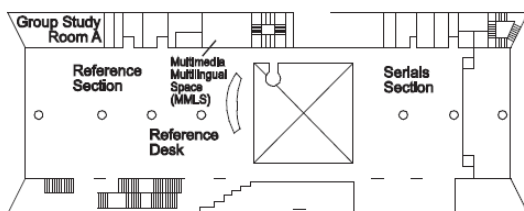
3rd Floor

Library Area and Carrel Rooms



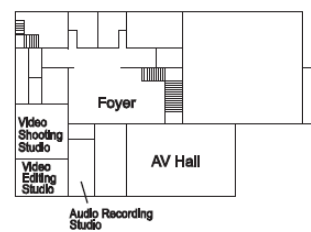
2nd Floor

Library Area

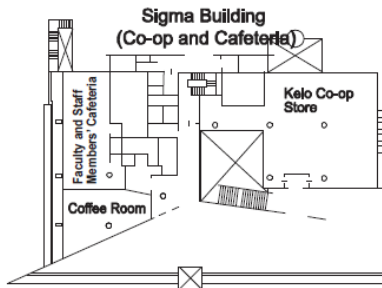


Basement Floor

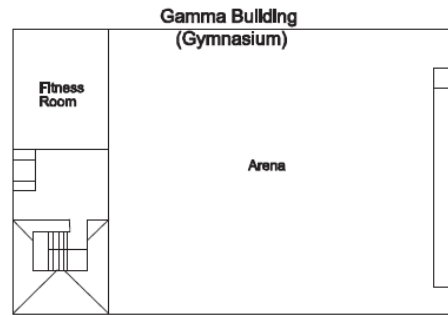
Studio Area



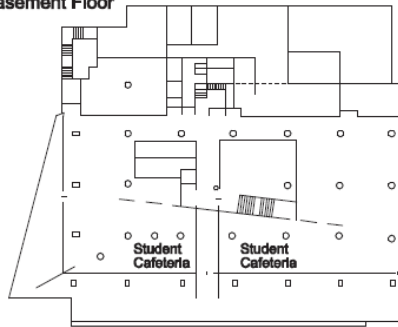
1st Floor



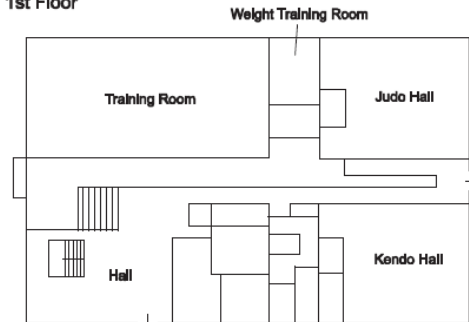
2nd Floor



Basement Floor

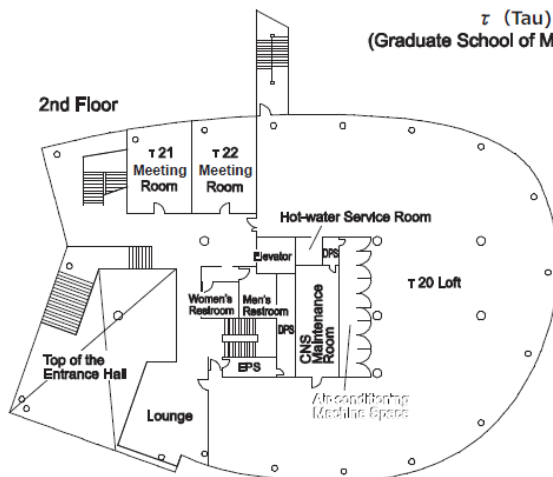


1st Floor



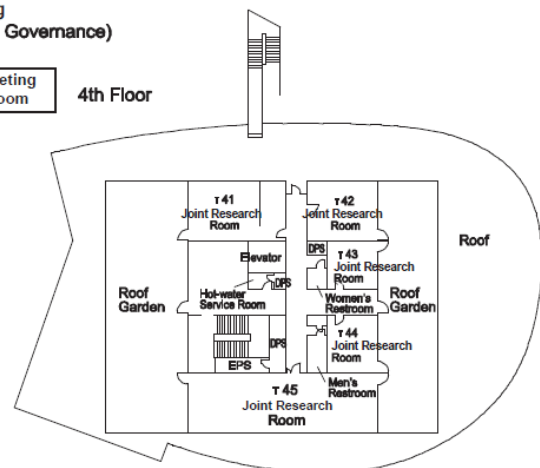
τ (Tau) Building
(Graduate School of Media and Governance)

2nd Floor

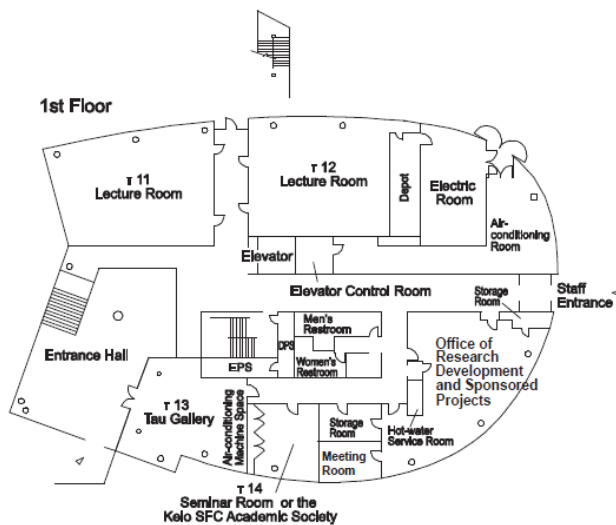


Meeting Room

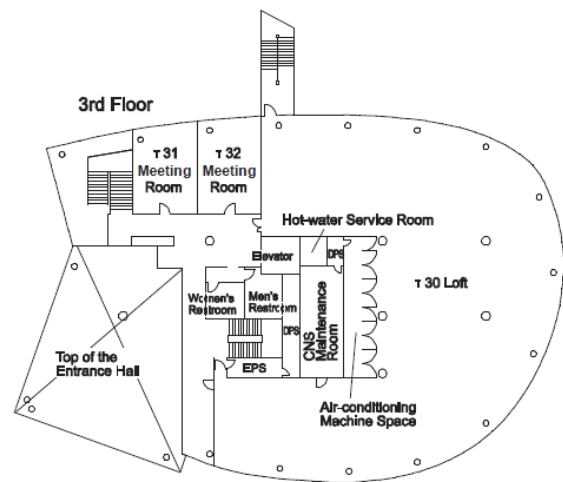
4th Floor



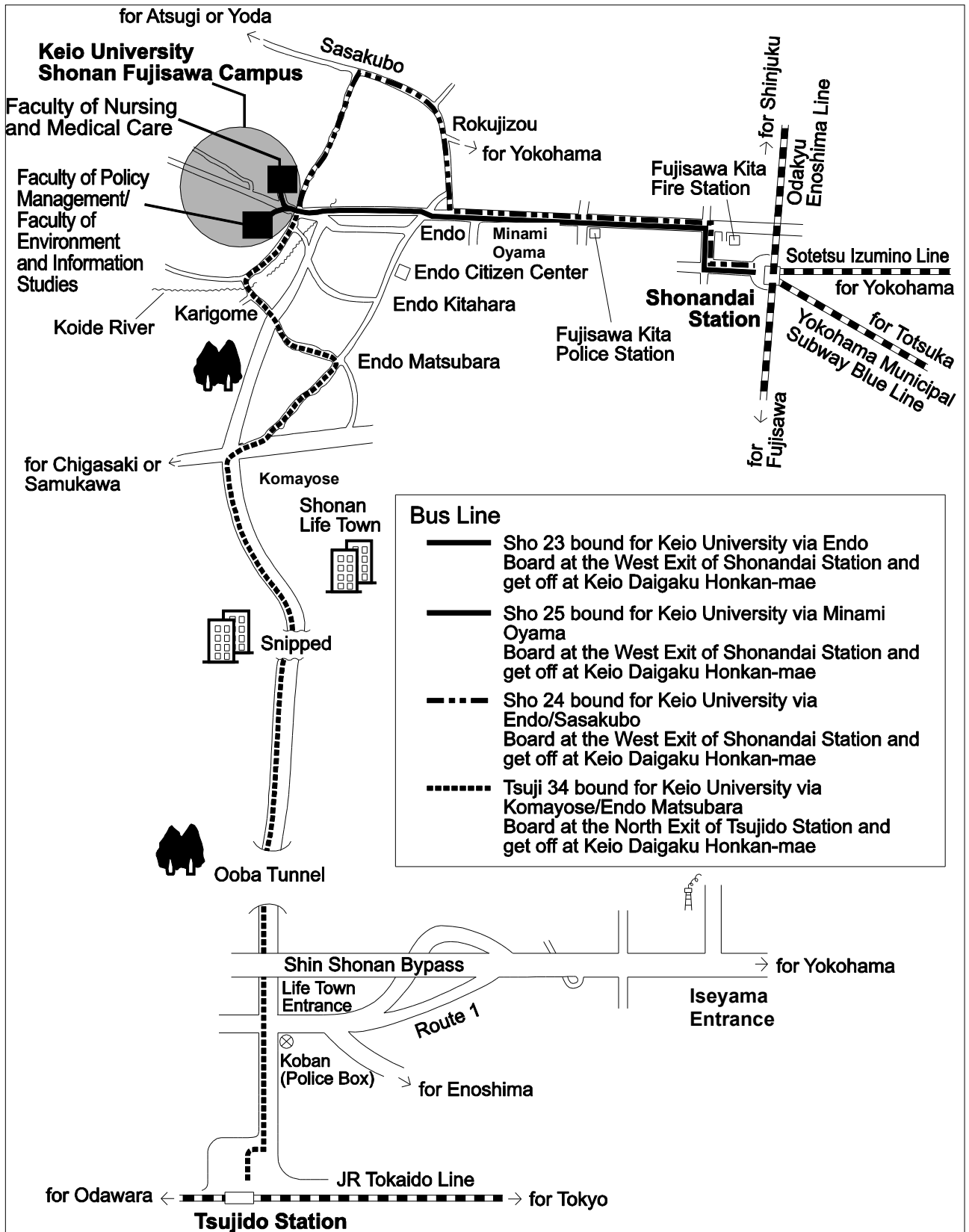
1st Floor



3rd Floor



Shonan Fujisawa Campus Access Map





KEIO SFC GUIDE 2020

Vol. 1

(Introduction to SFC)

Published: April 1, 2020

Publisher: Keio University

Edited: Keio University
Shonan Fujisawa Office
