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IMPORTANT

Be sure to also check the version of this guide on the Keio University Student Website, as it includes information not covered in this booklet.
URL: https://www.students.keio.ac.jp/en/sfc/pmei/guide.html

This guide explains rules, regulations, and important notes for students enrolled in the Faculty of Policy Management and the Faculty of Environment and Information Studies in the 2026 academic year. Read this guide carefully alongside *the University Undergraduate Rules and Regulations* provided at the time of enrollment, and grasp the contents before course registration.

You are responsible for any negative consequences resulting from failure to read this guide, K-Support, the Keio University Student Website, or failure to listen to the instructions given during orientation. If you still have questions after reading this guide, be sure to contact your academic advisors or the Academic Affairs Office. Never leave anything unclear.

2026 SFC Academic Calendar

*Academic calendars may vary by campus. Refer to the Keio University Student Website for other campus calendars.
*Dates and times are subject to change. Latest information will be posted on K-Support, etc.

Classes in session | Classes not in session | Holidays

Class Session Numbers: Semester Courses = 1, 2, ...; 1st Half Semester Courses = ①, ②, ⋯; 2nd Half Semester Courses = ❶, ❷, ...

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Entrance Ceremony (Hiyoshi) Certificate of Expected Graduation (4th year students) available	2	3 Assignment Deadline for Student Screenings (12:00)	4 First Course Registration Period : April 3 (12:30–) to April 6 (–16:00)
5 First Course Registration Period : April 3 (12:30–) to April 6 (–16:00)	6	7 Screening Results for Spring courses available (16:00)	8 Spring classes begin	9	10	11 Makeup classes
		Second Course Registration Period : April 7 (16:00–) to April 15 (–10:00)	1 ①②	1 ①②	1 ①②	
12	13	14	15	16	17	18 Makeup classes
Second Course Registration Period : April 7 (16:00–) to April 15 (–10:00)	1 ①②	1 ①②	2 ③④	2 ③④	2 ③④	
19	20 Course Registration Confirmation (16:00)	21 Course Registration Amendment (applicable students only): April 21–22	22	23 Keio Foundation Day (Classes held)	24	25 Makeup classes
	2 ③④	2 ③④	3 ⑤⑥	3 ⑤⑥	3 ⑤⑥	
26	27	28	29 Showa Day (Classes held)	30 Tuition Deadline (Full or Spring Installment)		
	3 ⑤⑥	3 ⑤⑥	Course Registration Cancellation (semester & 1st half sem. courses) : April 29 (10:00–) to April 30 (–16:00)			
			4 ⑦⑧	4 ⑦⑧		

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					4 ⑦⑧	Makeup classes
3 Constitution Memorial Day	4 Greenery Day	5 Children's Day	6 Substitute Holiday	7	8	9
				5 ⑨⑩	5 ⑨⑩	Makeup classes
10	11	12	13	14	15	16
	4 ⑦⑧	4 ⑦⑧	5 ⑨⑩	6 ⑪⑫	6 ⑪⑫	Makeup classes
17	18	19	20	21 Annoucement of Exam Timetable for 1st half sem. courses	22	23 Makeup classes
	5 ⑨⑩	5 ⑨⑩	6 ⑪⑫	7 ⑬⑭	7 ⑬⑭	
24	25	26	27	28	29 Application Deadline: - Temp. Leave of Absence (Spring) - GIGA Certificates	30 Waseda-Keio Baseball Games (tentative)
	6 ⑪⑫	6 ⑪⑫	7 ⑬⑭	8 ❶❷	8 ❶❷	
31 Waseda-Keio Baseball Games (tentative)						

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Exams for 1st half sem. courses	5 Exams for 1st half sem. courses	6
	7 ⑬⑭	7 ⑬⑭	8 ❶❷	Makeup classes	Makeup classes	Makeup classes
7	8	9	10	11	12	13 Makeup classes
	8 ❶❷	8 ❶❷	9 ❸❹	9 ❸❹	9 ❸❹	
14	15	16	17	18	19	20 Makeup classes
	9 ❸❹	9 ❸❹	10 ❺❻	10 ❺❻	10 ❺❻	
21	22	23	24 Grade Report for Spring 1st half sem. courses available	25	26	27 Makeup classes
	10 ❺❻	10 ❺❻	Grade Inquiries (1st half sem. courses): June 24-25(–16:50) Course Registration Cancellation (2nd half sem. courses): June 24 (10:00–) to June 25 (–16:00)			
			11 ❼❽	11 ❼❽	11 ❼❽	
28	29	30	Early June: 1st Round Application for GP Mentors (for students taking GP1 in Fall) Mid-June: 1st Round Mentor Results available (for students taking GP1 in Fall) Late June: Thesis/Work Submissions for GP2 Start (for students taking GP2 in Spring)			
	11 ❼❽	11 ❼❽				

Classes in session | Classes not in session | Holidays

Class Session Numbers: Semester Courses = ❶, ❷, …; 1st Half Semester Courses = ①, ②, …; 2nd Half Semester Courses = ❶, ❷, …

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Early July: 2nd Round Application for GP Mentors (for students taking GP1 in Fall) Mid-July: 2nd Round Mentor Results Available (for students taking GP1 in Fall)			1 ❶❾❿	2 ❶❾❿	3 ❶❾❿	4 SFC Tanabata Festival (tentative)
5 SFC Tanabata Festival (tentative)	6 ❶❾❿	7 ❶❾❿	8 Annoucement of Exam Timetable for semester & 2nd half sem. courses ⓭⓫⓬	9 ⓭⓫⓬	10 ⓭⓫⓬	11 Makeup classes
12	13 ⓭⓫⓬	14 ⓭⓫⓬	15 ⓮⓭⓮	16 ⓮⓭⓮	17 ⓮⓭⓮	18 Makeup classes
19	Marine Day 20 (Classes held) ⓮⓭⓮	21 Spring classes end ⓮⓭⓮	22 Exam period for semester & 2nd-half sem. courses: July 22–29 (July 22: makeup exam day)	23	24	25
26 Exam period for semester & 2nd-half sem. courses: July 22–29	27	28 Submission Deadline: Theis/Work for GP2	29	30	31 Application Deadline: - Extension of enrollment period - 3.5-year early graduation - BA-MA integrated program	

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 Makeup exams for semester & 2nd half sem. courses (tentative)	6 Makeup exams for semester & 2nd half sem. courses (tentative)	7	8
9	10 SFC Campus-wide Summer Break (Aug. 10–17)	Mountain Day 11	12	13	14	15
16 SFC Campus-wide Summer Break (– Aug. 17)	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	4 Announcement of Grades and Graduation Grade Inquiries (semester & 2nd half sem. courses) : Sep. 4–8(–16:50)	5
6 Grade Inquiries (semester & 2nd half sem. courses) : Sep. 4–8(–16:50)	7	8	9	10	11	12
13	14	15	16	17	18 Graduation Ceremony (Mita)	19
20	Respect for the Aged Day 21	National Holiday 22	Autumnal Equinox Day 23	24 Entrance Ceremony (Mita) Certificate of Expected Graduation (4th year students) available	25 Assignment Deadline for Student Screenings (12:00) First Course Registration Period : Sep. 25 (12:30–) to Sep. 28 (–16:00)	26
27 First Course Registration Period : Sep. 25 (12:30–) to Sep. 28 (–16:00)	28	29 Screening Results for Fall courses (16:00) Second Course Registration Period : Sep.29 (16:00–) to Oct. 8 (–10:00)	30	Early September: Amendment Application for GP mentors (for students taking GP1 in Fall) Mid-September: Preliminary Application for GP mentors (for students taking GP1 in Spring)		

Classes in session | Classes not in session | Holidays

Class Session Numbers: Semester Courses = 1, 2, ...; 1st Half Semester Courses = ①, ②, ...; 2nd Half Semester Courses = ❶, ❷, ...

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Fall classes begin Second Course Registration Period : Sep. 29 (16:00–) to Oct. 8 (–10:00) 1 ①②	2 1 ①②	3 Makeup classes
4 Second Course Registration Period : Sep. 29 (16:00–) to Oct. 8 (–10:00)	5 1 ①②	6 1 ①②	7 1 ①②	8 2 ③④	9 2 ③④	10 Makeup classes
11	12 Sports Day (Classes held) 2 ③④	13 2 ③④	14 Course Registration Confirmation (16:00) 2 ③④	15 Course Registration Amendment (applicable students only) : Oct. 15–16 3 ⑤⑥	16 3 ⑤⑥	17 Makeup classes
18	19 3 ⑤⑥	20 3 ⑤⑥	21 3 ⑤⑥	22 Course Registration Cancellation for semester & 1st half sem. courses : Oct. 22 (10:00–) to Oct. 23 (–16:00) 4 ⑦⑧	23 4 ⑦⑧	24 Makeup classes
25	26 4 ⑦⑧	27 4 ⑦⑧	28 4 ⑦⑧	29 5 ⑨⑩	30 Tuition Payment Deadline (Fall Installment) 5 ⑨⑩	31 ~~Waseda-Keio Baseball Games (tentative)~~ Makeup classes

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 ~~Waseda-Keio Baseball Games (tentative)~~	2 5 ⑨⑩	3 Culture Day (Classes held) 5 ⑨⑩	4 Annoucement of Exam Timetable for 1st half sem. courses 5 ⑨⑩	5 6 ⑪⑫	6 6 ⑪⑫	7 Waseda-Keio Baseball Games (tentative) Makeup classes
8 Waseda-Keio Baseball Games (tentative)	9 6 ⑪⑫	10 6 ⑪⑫	11 6 ⑪⑫	12 7 ⑬⑭	13 7 ⑬⑭	14 Makeup classes
15	16 7 ⑬⑭	17 7 ⑬⑭	18 Exams for 1st half sem. courses and makeup classes (AM) Mita Festival Preparation(PM)	19 Mita Festival Preparation	20 Mita Festival	21 Mita Festival
22 Mita Festival	23 Labor Thanksgiving Day Mita Festival	24 Mita Festival Clean-up Day	25 7 ⑬⑭	26 Makeup classes/Exams	27 8 ❶❷	28 Makeup classes
29	30 Application Deadline: - Temp. Leave of Absence (Fall) - GIGA Certificates 8 ❶❷					

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 8 ❶❷	2 8 ❶❷	3 8 ❶❷	4 9 ❸❹	5 Makeup classes
6	7 9 ❸❹	8 9 ❸❹	9 9 ❸❹	10 9 ❸❹	11 10 ❺❻	12 Makeup classes
13	14 Grade Report for 1st half sem. courses available Grade Inquiries (1st half sem. courses): Dec. 14–15 (–16:50) Course Registration Cancellation (2nd half sem. courses): Dec. 14 (10:00–) to Dec. 15 (–16:00) 10 ❺❻	15 10 ❺❻	16 10 ❺❻	17 10 ❺❻	18 11 ❼❽	19 Makeup classes
20	21 11 ❼❽	22 11 ❼❽	23 11 ❼❽	24 11 ❼❽	25 12 ❾❿	26 No Exams/Makeup classes at SFC
27	28 SFC Campus-wide Winter Break (Dec. 28–Jan. 5)	29	30	31	Early December: Thesis/Work Submissions for GP2 Start (for students taking GP2 in Fall) Early December: 1st Round Application for GP mentors (for students taking GP1 in Spring) Mid-December: 1st Round Mentor Results Available (for students taking GP1 in Spring)	

Classes in session　Classes not in session　Holidays

Class Session Numbers: Semester Courses = ①, ②, …; 1st Half Semester Courses = ⓵, ⓶, …; 2nd Half Semester Courses = ❶, ❷, …

January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mid-January: 2nd Round Application for GP mentors (for students taking GP1 in Spring) Late January: 2nd Round Mentor Results Available (for students taking GP1 in Spring)					New Year's Day 1 SFC Campus-wide Winter Break (– Jan. 5)	2
3 SFC Campus-wide Winter Break (– Jan. 5)	4	5 ⓬❾❿	6 ⓬❾❿	7 ⓬❾❿	8 Makeup day for Monday classes ⓬❾❿	9 Makeup classes
Founder's Birthday 10	Coming of Age Day 11	12 Annoucement of Exam Timetable for semester & 2nd half sem. courses ⓭⓫⓬	13 ⓭⓫⓬	14 ⓭⓫⓬	15 ⓭⓫⓬	16 Makeup classes
17 ⓭⓫⓬	18	19 ⓮⓭⓮	20 ⓮⓭⓮	21 ⓮⓭⓮	22 ⓮⓭⓮	23 Makeup classes
24	25 Fall classes end ⓮⓭⓮	26 Exam period for semester & 2nd-half sem. courses: Jan. 26–Feb. 2 (Jan. 26: makeup exam day)	27	28	29	30
31 Exam period (– Feb. 2)						

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Submission Deadline: Thesis/Work for GP2 Exam period (– Feb. 2)	2	Founder's Memorial Day 3	4 Application Deadline: - Extension of enrollment period - 3.5-year early graduation - BA-MA Integrated Program	5	6
7	8 Makeup exams for semester & 2nd half sem. courses (tentative)	9 Makeup exams for semester & 2nd half sem. courses (tentative)	10	National Foundation Day 11	12	13
14	15	16	17	18	19	20
21	22	Emperor's Birthday 23	24	25	26	27
28						

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10 Announcement of Grades and Graduation Grade Inquires (semester & 2nd half sem. courses) : March 10–12 (–16:50)	11	12	13
14	15	16	17	18	19	20
Vernal Equinox Day 21	Substitute Holiday 22	23 Graduation Ceremony (Hiyoshi)	24	25	26	27
28	29	30	31	Early March: Amendment Application for GP mentors (for students taking GP1 in Spring) Late March: Preliminary Application for GP mentors (for students taking GP1 in Fall)		

1. Introduction to SFC

The Office of Student Services at SFC consists of multiple divisions including Academic Affairs, Student Life, Career Development Programs, and International Affairs. Which divisions to contact for specific matters are detailed in this chapter. Their service counters are located on the first floor of the Alpha Building.
The official names of the divisions are as below; however, this guide uses their abbreviated names commonly used on campus:
SFC Office of Student Services (Academic Affairs) → abbreviated and referred to as Academic Affairs Office
SFC Office of Student Services (Student Life) → Student Life Section
SFC Office of Student Services (Career Services) → Career Development Programs (CDP) Office
SFC Office of Student Services (International Affairs) → Office of International Affairs

1 Academic Affairs Office

(1) Reception Hours for the 2026 Academic Year
Weekdays (when classes are in session) 9:15–16:30
Weekdays (when classes are not in session) 10:00–16:00
Alpha Building 1F
Email: sfc-kyomu@sfc.keio.ac.jp

- ◆ Closed on Saturdays, Sundays, and holidays on which there are no classes or makeup classes, January 10 (Anniversary of Yukichi Fukuzawa's Birthday), and campus-wide summer and winter break periods.
- ◆ Other closure dates can be found on the "News" section of K-Support and the Keio University Student Website (https://www.students.keio.ac.jp/en/sfc/pmei/).

(2) Student ID Card
Your student ID card certifies that you are a student at Keio University. **Be sure to always carry it with you as it is required in a variety of situations. You cannot complete any administrative procedures at the service counters without your student ID card.**
A student ID card consists of three items: a plastic card, a registration sticker, and a card case. Attach the sticker to the back of the card, place the card inside the case, and carry it with you. You will use this card until graduation. Do not let anyone else use your card.

(a) Registration Sticker
The sticker will not be renewed annually. If your sticker is expiring, due to taking a leave of absence, studying abroad, or repeating a year, you will receive a new one with an updated expiration date before the current one expires.

(b) Reissuance
Complete the reissuance procedures if you have lost or damaged your student ID card or registration sticker.

(c) Returning
If you find your previous ID card after having a new one issued, you must immediately return the previous one to the Academic Affairs Office. You must also return your ID card when you forfeit your enrollment due to withdrawal from the university or other reasons.

(3) Notifications and Applications
https://www.students.keio.ac.jp/en/com/procedure/register/apply.html

(a) Change of Address (Student/Guarantor)
If your address or your guarantor's address changes, go to the K-Support site and follow the links for "Applications" → "Confirm or Update Address (Student/Guarantor)" and complete the procedure to update the information as soon as possible. This also applies to changes in your residential address and land plot number issued by the government. If there are no discrepancies or errors in your application, it will be approved and officially registered by the next business day.

(b) Change of Guarantor
If you wish to change your registered guarantor, go to K-Support and follow the links for "Applications" → "Change of Guarantor" and complete the procedure to update the information as soon as possible. The guarantor must be a financially independent adult who lives in Japan and is able to assume all responsibility for the student's academic fees and personal affairs, such as a parent. In situations where a parent cannot serve as the guarantor, another guardian (such as a brother, sister, uncle, and aunt) or equivalent should be considered. A person residing

overseas may be designated as the guarantor if there are no eligible persons living in Japan. In this case, however, be sure to register an emergency contact person who can be reached in Japan via K-Support by going to "Applications" → "Emergency Contact in Japan" and inputting their address in Japan. You are required to provide a contact who is easily reachable in an emergency.

(c) Name Change

If your name or your guarantor's name changes, go to K-Support and follow the links for "Applications" → "Name Change (Student)" or "Name Change (Guarantor)" and complete the procedure to update the information as soon as possible. Also, if your address or your guarantor's address changes, be sure to register the update by completing the procedure in (a) above.

(d) Notification of Off-campus Student Activities and Overseas Activity Application

A Notification of Off-campus Student Activities must be completed by the student club, organization, or Seminar (*kenkyukai*) group wishing to participate in off-campus activities (e.g., training camps, interscholastic competitions). Likewise, an Overseas Activities Application must be completed by the student before traveling overseas. You can complete these forms via the Online System for Student Club Activities (see below for the link). Once completed, the form must be approved by a faculty member in charge before submission. If you do not submit your notification or application, accidents or injuries that occur during off-campus activities may not be covered by the Personal Accident Insurance for Students Pursuing Education and Research.

Online System for Student Club Activities: https://studentlife.gakuji.keio.ac.jp/en

(4) Certificates

Please refer to the link below for information on certificates and method of issue for all certificates.
https://www.students.keio.ac.jp/en/com/procedure/certificate/issue.html
You can obtain certificates from:
・Certificate issuing machines on Keio campuses*
・Convenience stores nationwide (FamilyMart, Lawson, Seven-Eleven)
・Online delivery of electronic certificates (PDFs)
*The machine at SFC is located in front of the Academic Affairs Office on the first floor of the Alpha Building.
Hours of operation: 9:15–20:00 (Monday to Saturday; no service on Saturdays, Sundays, and holidays on which there are no classes or semester-end examinations)

To obtain certificates, you must log in to the online certificate issuance service and complete the application in advance.
Certificates will not be issued if your academic fees for the previous semester or earlier have not been paid.
Some certificates, including those securely sealed in envelopes, are not available through certificate issuing machines, convenience stores, or online delivery as electronic certificates (PDFs). You need to apply by logging in to K-Support and following the links for "Applications" → Issuance of Certificates (securely sealed certificates, special certificates, etc.). Certificates that have already been issued cannot be securely sealed afterward.

◆ Student Commuter Certificate for Commuter Pass Purchase
Follow the steps below to obtain a hard copy of the commuter certificate before purchasing a student commuter pass. The procedures for commuting to other campuses besides your affiliated campus to take classes will be announced separately on the Keio University Student Website.

(a) Log in to the certificate issuance service to apply for a student commuter certificate (go to the Keio University Student Website and follow the links for → "Individual Procedures" → "Certificates" → "Certificate Generator").
(b) Print the commuter certificate either at a convenience store or from a certificate issuing machine on campus.
(c) Fill out the required fields in the certificate, such as the commuting route, and present it along with your student ID card at the station counter to buy the pass.
*While there are no transaction fees for issuing a student commuter certificate, printing the certificate costs 60 yen at convenience stores.
*The commuting route is defined as the most economical route from the station closest to your residence to the station closest to your campus (or nearest bus stops for those commuting by bus). If a student is found to have falsified information, the issuance of the student's commuter certificate may be suspended, and the student may be punished in accordance with the university regulations.
*If your address is changing, go to K-Support and follow the links for "Applications" → "Confirm or Update Address (Student/Guarantor)" and complete the procedure to update the information. Your new address will be reflected on your student commuter certificate beginning at 7:00 a.m. the morning after you receive email confirmation of your change of address.

(5) Lost and Found

Please contact the Academic Affairs Office for lost and found items on campus. If you find any lost items outside of

working hours, please bring them to the Security Office.

<Items found and handed into the office>

◆ Items whose owners are apparent will be kept at the Academic Affairs reception.

◆ Other than the above will be kept at the Maintenance Office (Shonan Community) on the first floor of the Alpha Building.

Unclaimed items left in the gymnasium, locker rooms, classrooms, and other similar locations will be disposed of. If you suspect theft, contact the Student Life Section on the first floor of the Alpha Building.

(6) Overnight Study (*yakan zanryū*)

At SFC, students may only stay on campus overnight for study that is part of the regular curriculum, and they must have received prior approval from the faculty member in charge. Overnight study will not be approved under any circumstances for test preparation, club activities, job hunting, or other non-curricular activities. Details are provided on the Keio University Student Website.

Overnight Study Hours: 23:00–8:00 the following day

Notes: Security guards make rounds during the overnight study hours, and you will be required to show them your student ID card.

- Be sure to stop by the North Gate Security Office if you are entering the campus after 22:30.
- Inform your guardian about your participation in the overnight study in advance and obtain their approval.
- Do not participate in the overnight study if you feel unwell.
- In case of an emergency during the overnight study, contact the North Gate Security Office (0466-47-5111 or ext. 52190, 52191).
- The university may suspend or prohibit the overnight study without advance notice.

<Facilities Permitting Overnight Study>

◆ Classrooms

◆ Joint laboratories and individual laboratories (available to students with faculty approval only)

2 Student Life Section

(1) Reception Hours for the 2026 Academic Year

Weekdays: 9:15–16:30
Alpha Building 1F
Email: sl@sfc.keio.ac.jp

◆ Closed on Saturdays, Sundays, and national holidays on which there are no classes, January 10 (Anniversary of Yukichi Fukuzawa's birthday), and campus-wide summer and winter break periods.

◆ Other closure dates will be notified on K-Support "News" and the Keio University Student Website.

(2) Welfare, Scholarships, Academic Fees and Expenses

(a) Medical Care Benefits through the Student Health Care Mutual Aid Association

As members of the Keio Student Health Care Mutual Aid Association (so-called "*gakusei kenpo*"), regular undergraduate and graduate students at Keio University are eligible to apply for partial reimbursement of medical expenses. For details, refer to the Guidebook for the Keio University Student Health Insurance Plan (*kenpo no tebiki*), or the following website: https://www.students.keio.ac.jp/en/com/life/health/

(b) Personal Accident Insurance for Students Pursuing Education and Research (*gakkensai*), and Liability Insurance Coupled with the Insurance (*gakkenbai*)

All Keio students are being enrolled in the *gakkensai* and *gakkenbai* insurance plans that are financially covered by the university. They cover injuries caused by unexpected accidents and legal liability for damages arising from inflicting injuries to third parties if they occur during the followings: regular curriculum within and outside the university, university events, and extracurricular activities. Students must submit "Notification of Off-campus Student Activities" in advance for off-campus activities to be covered by the insurance plans.

For details, visit: https://www.students.keio.ac.jp/en/com/life/health/insurance.html

(c) Scholarships

Scholarships are intended to financially support students who are facing financial difficulties in pursuing their studies or those of excellent academic standing and good character.

For scholarships available at SFC, visit: https://www.students.keio.ac.jp/en/sfc/scholarships/unique/

(d) Academic Fees and Expenses

You can pay your academic fees and expenses during your enrollment through one of the following methods: i) log in to the Student Payment Portal (Gakuhi Navi), download the payment slip, and complete the payment at the bank counter, ii) make your payment by Pay-easy via ATM or online banking, or iii) set up direct debit. For direct

debit, you must register your bank account details on Gakuhi Navi in August or February. Once the registration period for direct debit begins, we will notify you by email via K-Support. Complete the registration if you wish to use direct debit.
*If you do not have a bank account in Japan and wish to make your payment from abroad, please log in to Gakuhi Navi and complete the procedure via Flywire.

<Billing Schedule>

	Spring Semester	Fall Semester
Bill Generated	Mid-April	Mid-October
Bill Due	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 extenuating circumstances, you may apply for deferred payment of tuition. Visit the Keio University Student Website for more information:
https://www.students.keio.ac.jp/en/com/scholarships/tuition/extension.html

	Application Deadline	Deferred Payment Deadline
Spring Semester	Friday, May 15, 2026	Friday, July 31, 2026
Fall Semester	Friday, November 13, 2026	Thursday, December 24, 2026

*Those with outstanding tuition fees from previous semesters are ineligible to apply.

(e) Facilities Outside Keio

- Accommodations Contracted by the Student Health Care Mutual Aid Association
  To ensure that students have access to the accommodation at a reasonable rate, the Student Health Care Mutual Aid Association has made agreements with several ryokans (Japanese-style inns). For details, refer to the Guidebook for the Keio University Student Health Insurance Plan (*kenpo no tebiki*).
- University Lodge in Tateshina (educational facility)
  Reservation starts on February 6 of the previous academic year (or the next business day if this is a holiday; the date may vary). Further details are provided in the brochure available at the Student Life reception on the first floor of the Alpha Building.

  Available period: May 1–October 31
  Groups accepted: Student clubs, groups of *kenkyukai* or other regular curriculum, alumni, faculty, and staff members
  Address: 1153 Megamidaira, Ashida-Hakkano-aza, Oaza, Tateshina-machi, Kitasaku-gun, Nagano Prefecture
  Phone: 0267-55-6625
- University Seminar House
  Address: 1987-1 Shimoyugi, Hachioji-shi, Tokyo
  Phone: 042-676-8511
  Website: https://iush.jp/ (Japanese language only)

(3) Extracurricular Activities

(a) Student Club Applications

To be registered as an officially authorized student club, a representative must submit a set of application forms each academic year by the deadline in late April. Authorization is granted following screening to determine whether the club's aims and activities are appropriate and in line with the university's educational aims.

(b) Vehicles on Campus

- Bicycle
  Students commuting to SFC by bicycle must have their bicycles registered with the theft-prevention scheme and park them in the on-campus parking area located on the right immediately after entering the North Gate. Bicycles parked for a long time will be towed away, so please take personal responsibility for yours.
- Motorcycle
  Students wishing to park their motorcycles on campus must have them registered at the Student Life Section on the first floor of the Alpha Building. Motorcycles parked for a long time will be towed away, so please take personal responsibility for yours.
- Car
  In principle, students are not allowed to come to campus by car or park their cars on campus. Do not park your car on the grounds of private properties near campus. The university will take strict action against students who break this rule and disturb neighboring properties.
  Students commuting by car must use parking lots off campus. To rent a parking space near campus, contact the Maintenance Office (Shonan Community: 0466-48-8917) on the first floor of the Alpha Building.

(c) Locker Rentals

Students wishing to use on-campus lockers in the Kappa, Iota, Omega and other buildings should contact the Maintenance Office (Shonan Community: 0466-48-8917) on the first floor of the Alpha Building.

3 Career Development Programs (CDP) Office

The CDP Office provides students with employment resources and consultations on their job search and career paths. Various support is available to students regardless of year level, so feel free to contact us.

Keio University Student Website (Career and Employment): https://www.students.keio.ac.jp/en/com/career/service/
Facebook:https://www.facebook.com/keiosfccdp
X: https://x.com/SFC_CDPOffice (Username: SFC_CDPOffice)
Instagram: https://instagram.com/sfc_cdpoffice (Username: SFC_CDPOffice)

(1) Reception Hours for the 2026 Academic Year

Weekdays: 9:15–16:30
Alpha Building 1F
Email: cdp@sfc.keio.ac.jp

- ◆ Closed on Saturdays, Sundays, and national holidays on which there are no classes, January 10 (Anniversary of Yukichi Fukuzawa's Birthday), and campus-wide summer and winter break periods.
- ◆ Other closure dates will be notified on K-Support "News" and the Keio University Student Website.

(2) Career Advice Service

(a) Individual Consultations

The CDP Office offers students one-on-one consultations on all matters related to career paths. Students can have their resumes and entry sheets reviewed and undergo mock job interviews. Individual consultations both in person and online are available by appointment only.

(b) Career-Related Sessions and Job Seminars

Sessions and seminars on job hunting and career paths are offered on campus throughout the year. Many of them invite students regardless of year level. Details of the events will be posted on the notice board on the first floor of the Alpha Building, as well as the Keio University Student Website and social media platforms above.

(c) Employment Opportunities, Alumni Job Hunting Reflection Sheets, and Alumni Name Lists

Students can search and view job listings provided by corporations and organizations to the university, as well as alumni accounts of their job-hunting experiences. All information is accessible via K-Support both within and outside the university. You can also view job information received in print on the Keio University Student Website above. Alumni name lists are available only at the CDP Office to students enrolled in the second semester of their third year onward.

(d) Internships

Internship information provided by corporations and organizations will be posted on the internship page of the Keio University Student Website above. Many internships are open to students of all years.

(e) Books Related to Job Hunting

Books related to job hunting are available at the CDP Office for a one-week loan.

(3) Employment Referral Program

SFC has its own employment referral program primarily for students pursuing careers in technology. Students can apply for the quota by job categories (e.g., R&D, system engineering, network technology). Those selected through internal screenings will receive referrals from the dean of the undergraduate faculty or graduate school. The program offers students various advantages, including a shorter job-screening process and the opportunity to be directly introduced to their preferred departments. Note, however, students cannot withdraw their application once selected as candidates. The schedule will be posted in Japanese on the CDP page of the Keio University Student Website every year around December.

(4) Support Services for Aspiring Civil Servants in Japan

Support services for students wishing to join Japan's civil service include:

- ●Orientation events
- ●Registration with the Keio Institute of Law and Politics (KILP)

  Students who plan to take courses at KILP must register online at: http://www.kilp.law.keio.ac.jp/ (Japanese language only)

4 Other Services

(1) Center for Physical and Mental Wellness

(a) Student Counseling Section (https://counseling.sfc.keio.ac.jp/english.html)

If you are experiencing problems, stop by the Student Counseling Section of the Center for Physical and Mental Wellness. Specialized counselors offer consultation and assistance with student life, personal issues, and other concerns. Counseling in English is also available.

(b) Health Services Section (http://www.hcc.keio.ac.jp/en/)

The Health Center located within the Center for Physical and Mental Wellness provides students, faculty, and staff members with sanitation and hygiene guidance as well as professional health services. Health consultations and first aid are provided free of charge. Medical consultations are also available at the Shonan Fujisawa Clinic located in the center.

(2) Media Center (Library)

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

The Media Center provides numerous resources—books, periodicals, e-journals, e-books, databases, fabrication equipment like 3D printers, and AV equipment and facilities such as sound recording and video shooting studios—to facilitate education and research at SFC. The center also works with the Shonan Fujisawa Information Technology Center to provide access to computers and other information technology resources.

(3) Shonan Fujisawa Information Technology Center (Shonan Fujisawa KIC)

https://www.sfc.itc.keio.ac.jp/en/top_sfc.html

The Shonan Fujisawa Information Technology Center (Shonan Fujisawa KIC) manages the operation of the Campus Network System (CNS) and computers on campus. Please contact the CNS service counter at the center for questions about your CNS or keio.jp accounts, or on-campus networks and computers.

5 Websites and Emails

Important announcements will be sent out via university websites and email, so be sure to check them on a daily basis. The university does not bear responsibility for any inconvenience, cost, or losses caused to students for missing announcements.

You will need to use university websites to register for courses or participate in classes. You may also need to use the websites to carry out certain application procedures.

Please check the user guide or manual for functions and how to use each website and the email service in advance.

(1) K-Support

K-Support is a portal site for various services provided by the Keio Single Sign-On System. Links to various applications are integrated in the portal. The latest information, including notifications, calls for students from university offices, and event announcements, is posted on the top page after logging in. Please check this page on a daily basis.

URL: https://keiouniversity.my.site.com/students/s/

ID/Password: Your Keio ID/Password

For reference: https://www.students.keio.ac.jp/en/com/class/system/k-support.html

(2) Keio University Student Website

This portal site provides currently enrolled students with information on classes and various procedures.

URL: https://www.students.keio.ac.jp/en/

(3) K-LMS (Canvas LMS)

K-LMS is a system focused on providing academic support. It has features for distributing class materials, submitting assignments, general notifications, discussions, etc.

Log in via K-Support > Select “K-LMS” at the top of the home screen.

(4) Emails

Important notices from the university may be sent to your keio.jp email address (@keio.jp) and, if you enrolled in the 2024 academic year or earlier, your CNS email address (@sfc.keio.ac.jp). Be sure to check your email regularly.

Please use your keio.jp or CNS email address when contacting faculty members or university offices via email. We may not be able to respond if you use a different email address.

Memo

2. Course Registration

1 Understanding Course Registration

At SFC, students choose and register for courses specified by the undergraduate faculties, and learn the subjects to earn credits. When selecting courses, students must take into account the number of credits they have earned so far, requirements for advancement or graduation, and the timetable and syllabus of each course. Students register for Spring Semester courses in April and for Fall Semester courses in September via K-Support. Each course has its own grading criteria, such as final exams, papers, and in-class examinations. Students can earn the credits for a course they are registered for only if their grade meets the requirement for passing the course.

2 Course Registration Procedure

Through course registration, students choose which courses they will be taking and indicate their intention to remain a student. Students who have not registered for courses within the specified period will be regarded as having no intention to remain a student, and will thus be subject to forced withdrawal from the university under Article 188 of the University Undergraduate Rules and Regulations. Carefully read the instruction below to avoid making any errors in the registration procedure.

Spring Semester
Mid-March

Fall Semester
Early September

(1) Check the Syllabus and Information about Student Screenings

Select courses to register for in the upcoming semester by referring to the syllabus and timetable. The syllabus provides information including course descriptions, grading criteria, and the limit on the number of registrants. Some courses require prior knowledge, skills, prerequisite and/or recommended courses. Make sure you carefully read the syllabus before course registration.

◆ Timetable and syllabus (login with your keio.jp account):
https://gslbs.keio.jp/syllabus/search

Spring Semester
Mid-March to early April

Fall Semester
Mid- to late September

(2) Apply for Student Screenings and Confirm the Results

Many courses offered by the Faculty of Policy Management and the Faculty of Environment and Information Studies conduct lottery or assignment screenings to select students that can register for the courses before the start of classes. Plan your course registrations and work on screening assignments before the registration period by referring to course syllabi and other resources. Check the Keio University Student Website (https://www.students.keio.ac.jp/en/sfc/pmei/class/registration/restriction.html) for more information about student screenings and the screening processes. The schedule and details of student screenings will also be posted on K-Support “News” when course syllabi for each semester becomes available, so be sure to check K-Support as well.

For some courses including Seminars and Special Research Projects, syllabi and student screening details become available and the screenings take place before the semester starts. If you wish to register for these courses, check the details immediately after the syllabi become available, follow the instructions, and complete the required procedures.

Spring Semester
Early April onward

Fall Semester
Late September onward

(3) Complete Course Registration

You must register for all courses you will be taking for the semester. Refer to “3. Course Registration Details” on p. 15 onward. Be sure to click the “CHECK” button after you have entered additional courses or modified your entry on your course registration page. Should an error message appear in the corrections column, it is because one or more of the registrations are incomplete or you have exceeded the credit limit per semester. Failure to promptly correct errors may negatively impact your eligibility for student screenings, so ensure that your registration contains no errors. Be sure to register for courses well in advance. For questions, contact the Academic Affairs Office within the registration period.

(a) Access “Course Registration”

Read the instructions and precautions provided in the following link, and then register for courses: https://www.students.keio.ac.jp/en/sfc/pmei/class/registration/

(b) Save the Registration Completion Screen

After you have finished registering for courses, take a screenshot of the completion screen and save it for your records. If any entries are incomplete or incorrect, an error message will appear on your course registration page when you click the “CHECK” button. Carefully review this screen to ensure that all courses are correctly entered. Any registration errors must be resolved during the specified period. The university is not responsible for any setbacks you may experience as a result of failing to do so. You can make changes to your registered courses as many times as you like during this period. However, **you cannot make changes for any reason after the period. Upon completing registration, you must check and confirm there are no errors or missing items in the courses and fields.** Your registration will appear on the “Confirmation of Registered Courses” on K-LMS and at the top of the home screen of K-Support on the following business day.

Spring Semester
Early April onward

Fall Semester
Late September onward

Spring Semester
Late April

Fall Semester
Mid-October

(4) Registration Confirmation Period

Be sure to check if your registration has been completed without error by checking the “Registered Courses” shown at the top of the home screen of K-Support against the Registration Completion screen that you saved in step 3b above. If you find any discrepancies, contact the Academic Affairs Office.

Spring Semester
Mid- to Late April

Fall Semester
Mid-October

(5) Amendment Period (applicable students only)

Students can amend their course registration during this period only if there are errors in their registration. Applicable students will receive a notice on K-Support “Messages” or by other means. Complete the necessary procedures in accordance with the instructions.

Amendments not completed during this period will be handled by the Academic Affairs Office. The university does not bear responsibility for any negative consequences for students for failing to amend their registration during this period.

Spring sem. & 1st half sem. courses: Late April

Spring 2nd half sem. courses: Mid-June

Fall sem. & 1st half sem. courses: Late October

Fall 2nd half sem. courses: Mid-December

(6) Cancellation Period

Students may cancel course registrations. However, some courses cannot be cancelled. Grades will not be given for cancelled courses. You may not add courses or change fields of the courses that you have already registered for.

*Check the Keio University Student Website for courses that cannot be cancelled.

*For year-long courses and set courses, you need to cancel them during the cancellation period for Spring and Spring First-Half-Semester Courses.

K-Support > “Course Registration” at the top of the home screen > “Course Cancellation”

3 Course Registration Details

(1) Important Notes on Course Registration

Applying for screenings and registering for courses are two different processes. You can take courses that you were selected for through screenings only when you completed registration for the courses. **If you do not properly complete your registration, you cannot take the courses even if you were selected through the screenings. Credits cannot be earned for courses that have not been registered for.**

(a) Students planning to register for courses other than those offered by the Faculty of Policy Management and the Faculty of Environment and Information Studies should carefully read “5. Cross-registration” on p. 20–23

(b) No changes can be made to your course registration (such as adding courses and changing fields) after the course registration period.

(2) Upper Limit of Credits per Semester

The maximum number of credits that students can earn per semester is as follows:

Credit limit for advancement or graduation	20 credits
Credit limit including optional subjects	30 credits

Courses listed below are not counted toward the maximum credit number per semester:
Physical and Mental Health for Campus Life; Physical Education 1, 2, 3, 4, 5; Special Research Project A, B; German Study Abroad A, B; French Study Abroad A, B; Chinese Study Abroad A, B; Korean Study Abroad A, B; Malay-Indonesian Study Abroad A, B; Spanish Study Abroad A, B; Arabic Study Abroad A, B; English Study Abroad A, B

Graduate school courses taken before advancing to a graduate program can only be registered as optional subjects, and their credits will not count toward advancement and graduation (20 credits).
Please note that if you register beyond the credit limit, your course registration will be cancelled for the number of credits in excess of the limit.

(3) Maximum Number of Credits Counted from Distance Learning (Online Classes)

The maximum number of credits earned from distance learning (online classes)*1 that can be counted toward advancement and graduation is 60 credits*2. Make sure to check the class format when registering for courses. The class format of each course can be found in the syllabus.
Your registration will be denied if the credits you earned from online courses and the credits for the online courses that you have just registered altogether exceed the 60-credit limit. If you exceed the limit, register the desired course as an optional subject.
*1“Distance learning (online classes)” is defined as courses in which more than half of the total number of sessions are taught online.
*2Online classes taken during the 2021 academic year and earlier are considered special exceptions under COVID-19 prevention measures and thus will be exempt from the maximum credit limit.

(4) Fields

“Fields” refer to course categories based on the University Undergraduate Rules and Regulations (see “Courses, Number of Credits, Fields,” on p. 28–29). Fields are assigned to all courses offered in the Faculty of Policy Management and the Faculty of Environment and Information Studies. When you register for a course, the field corresponding to the course will be automatically registered (Column A registration).

Courses with pre-assigned fields (Column A registration)	Fields
All courses offered by the Faculty of Policy Management and the Faculty of Environment and Information Studies, except a) and b) below	See “Courses, Number of Credits, Fields” on p. 28–29
a) Program courses at the Graduate School of Media and Governance (see “Keio’s Graduate School Courses,” on p. 20)	Optional Subjects
b) Short-term Study Abroad Courses Offered by the International Center (see p. 20–21)	Language Communication courses or Optional Subjects

You need to specify the fields when you are registering for the following courses. Their fields will NOT be input automatically. Fields for these courses are specified as in the table below. Use this table and make sure to register the correct fields.

Courses requiring field registration	Fields
・Course credits not required for advancement or graduation ・Courses at research institutes and centers, excluding those at the International Center on Mita Campus. See (8) on p. 23. ・Courses with specific instructions. See “(c) Optional Subjects” on p. 17.	Optional Subjects
・Courses offered by faculties other than the Faculty of Policy Management and the Faculty of Environment and Information Studies ・Courses offered by the International Center on Mita Campus, excluding the short-term study abroad program	Courses Offered by Other Faculties, etc.

(5) Courses

(a) Prerequisites

Although it may not be specified in the syllabus, completion of prerequisite courses are required before registering for courses listed below:

Course Names / Fields	Prerequisites
Physical Education 2 Physical Education 3	Earned credits from Physical Education 1
Physical Education 4	Earned credits from Physical Education 2
Physical Education 5	Earned credits from Physical Education 3
Fundamentals of Information Technology courses (excluding Fundamentals of Information Technology 1)	Earned credits from Fundamentals of Information Technology 1 Passed a touch-typing test (not required for Fundamentals of Information Technology 2)
Graduation Project 2	Earned credits from Graduation Project 1 (excluding those continuing Graduation Project 1 while studying abroad)

(b) Class Designated Courses

Class designated courses refer to courses whose schedules are determined by the student’s homeroom class. First-year students in their first semester must register for the following courses or fields as assigned by their homeroom classes.

Courses / Fields	How to Register
Physical and Mental Health for Campus Life	First-year students in their first semester You will be automatically registered for the designated class. You cannot change the class. Students retaking a course Register for the class you wish to take. Note that English courses are held in Fall Semesters only.
Physical Education 1	First-year students in their first semester You will be registered for the designated class. You cannot change the class. Students retaking the course Spring Semester: By the beginning of the course registration period, classes that students may retake will be announced via K-Support “Messages.” Choose from the designated classes and complete registration. Fall Semester: You may register only for the class that is designated exclusively for students who are retaking it. There will be no student screenings. However, you must attend the first session and obtain permission to secure your registration in the class.
Fundamentals of Information Technology 1	First-year students in their first semester You will be registered for the designated class. If you wish to change classes, register for the class you wish to move to. Your registration may be determined by lottery. Students retaking the course Register for the class you wish to take. A lottery will be held if the number of applicants exceeds the course capacity. For the Spring Semester, register for a class for first-year students, as the class designated for students retaking the course is not offered.
Language Communication courses	First-year students in their first semester You will be registered for the designated class. You are not required to submit

	assignments or participate in student screenings. You cannot change the class. However, you may register for another class if you have passed the placement test. Students may only register for one language (max four credits), but this restriction does not apply to Russian or Italian. Register for a class in accordance with the course syllabus.

(c) Optional Subjects

Credits earned from optional subjects do not count toward advancement or graduation. For courses listed below, students can register only as optional subjects. To do this, select "90-01-02 Optional Subjects and Others" for their fields at the time of registration. Credits earned as optional subjects cannot be changed later to credits for advancement or graduation, or vice versa.

Course Names	Designated Fields
Program courses in the Graduate School of Media and Governance	None
Courses for which you have already earned credits	90-01-02 Optional Subjects and Others
Courses at research institutes and centers (excluding those at the International Center on Mita Campus and those at the GIC Center on Hiyoshi Campus)	
Duplicate courses (when taking multiple in the same semester); see "(d) Duplicate Courses" below	
Courses registered above the upper limit of credits toward advancement/graduation per semester (p. 15)	
Other courses with specific instructions	

The following courses cannot be registered as optional subjects:
Basic and Intensive levels of the Language Communication courses; Physical and Mental Health for Campus Life; Physical Education 1, 2, 3, 4, 5; Graduation Project 1, 2

(d) Duplicate Courses

In principle, you can earn credits only once for courses with the same course title to have them count toward advancement or graduation. For a course with the same title as the one you have already enrolled in and earned the credits (even if the instructor is different), you may repeat it only as an optional subject. This excludes the following courses—you can register for them multiple times for credits to count toward advancement to the next year level or graduation:
Project English A, B, C, D; Japanese Intensive Elementary 1, 2; Japanese Intensive 1, 2, 3, 4: Skills and Contents in the Language Communication courses, Study Abroad, Seminar A, B; Special Research Project A, B; Graduation Project 1 (only if you change your mentor)

Courses listed below are considered duplicate courses even though their titles have changed:

New Course Names	Previous Course Names
Fundamentals of Life Science Laboratory	Fundamental Biology Laboratory
Innovation and Marketing Research	Diffusion of Innovations and Marketing Research of Information Technology Services
Data Business Creation A	Data Business Creation
Data Business Creation B	Data Business Creation
Civil Code (Contracts and Torts)	Civil Law (Property)
Civil Code (Family and Inheritance)	Civil Law (Family Law)
Tonal Harmony 1	Fundamentals of Digital Music
Tonal Composition 1	Music and Cognition
Beyond Blockchain Basics	Beyond Blockchain
Beyond Blockchain Advanced	Beyond Blockchain
Data Society and Business Model	Intellectual Property and Business Models
Basic Exercise in Protecting Information Systems against Security Threats	Exercise in Project Based Learning K
Advanced Exercise in Incident Handling	Advanced Exercise in Project Based Learning F
Advanced Security Workshop in Smartphone Security	Advanced Security Workshop C
Basic Sec Cap Exercise in Project Based Learning I	Exercise in Project Based Learning I
Basic Sec Cap Advanced Exercise in Project Based Learning E	Advanced Exercise in Project Based Learning E
Basic Sec Cap Advanced Security Workshop D	Advanced Security Workshop D
Basic Sec Cap Advanced Security Workshop E	Advanced Security Workshop E

Earth System A	Earth Systems
Practical Exercises of Regional Industry-Government-Academia Collaboration <Constructing “Living” from Agriculture>	Forest of Minerva (SFC 30th Anniversary Special Course Collaborating with Alumni)
Designing Society toward Carbon Neutrality	Exercise on Designing Low-carbon Society 2
Research Design and Empirical Methods in Management and Organization	Management Innovation in IT Business

4 Registration for Specific Courses

(1) Physical Education (https://wellness.sfc.keio.ac.jp/)

(a) Wellness System

This system allows students to make reservations for physical education classes and submit their notes and term papers for course assignments.

(b) Physical Education 2 and 3

You will be automatically registered for Physical Education 2 and 3 in the semester immediately after the semester you completed Physical Education 1 and earned credits. Make sure to check K-Support “Registered courses” at the top of the home screen, and confirm that Physical Education 2 and 3 are listed in the “other” column. Your registration will remain valid until you earn the credits from these courses, so you do not need to re-register.

Use the Wellness System to make reservations for the classes you will attend. For each course, you must attend 15 class sessions and submit a report to receive the credits.

(c) Physical Education 4 and 5

Completion of Physical Education 2 by the previous semester is a prerequisite for registering for Physical Education 4, and completion of Physical Education 3 by the previous semester is a prerequisite for registering for Physical Education 5. To register, go to the course registration page and select “Physical Education 4” and “Physical Education 5” from “Other” under “Day of the Week.” Your registration will remain valid until you earn the credits from these courses, so you do not need to re-register. Please note that you can cancel your registration for the courses only during the semester you are registered for them.

Use the Wellness System to make reservations for the classes you will attend. For each course, you must attend 15 class sessions and submit a report to receive the credits.

(2) Language Communication Courses (https://language.sfc.keio.ac.jp/)

(a) Language Placement Test (excluding English, Arabic, and Malay-Indonesian)

Language placement tests are held during the orientation period each semester. If you are registering for courses other than Basic 1 and Intensive 1, you may need to take the placement test for the course before registration. Please check the testing schedule on K-Support “News” on the day of the grade announcement for the prior semester, or on the Language Communication courses website.

(b) Contents Courses

Some courses are offered jointly with Language Communication (xx language) Contents Courses. If you register them as Contents Courses, their field will be registered as Fundamental Subjects (Language Communication courses). See the table below for the courses that fall into this category.

<table>
<tr><th colspan="2">Courses
(Fundamental-Interdisciplinary/Advanced-Series of Policy Management)</th><th>Courses
(Fundamental-Language Communication)</th></tr>
<tr><td rowspan="2">Fundamental-Interdisciplinary</td><td>Practical Academic Presentation (GIGA/GG/GI)</td><td rowspan="2">English Contents</td></tr>
<tr><td>Practical Academic Writing (GIGA/GG/GI)</td></tr>
<tr><td rowspan="10">Advanced-Series of Policy Management</td><td>Language Education Practice (Chinese)</td><td rowspan="2">Chinese Contents</td></tr>
<tr><td>Cultural Studies (Chinese)</td></tr>
<tr><td>Regional Studies (German)</td><td rowspan="3">German Contents</td></tr>
<tr><td>Cultural Studies (German)</td></tr>
<tr><td>Media and Society (German)</td></tr>
<tr><td>Social Studies (French)</td><td rowspan="2">French Contents</td></tr>
<tr><td>Regional Studies (French)</td></tr>
<tr><td>Region and Culture (Spanish-speaking world)</td><td>Spanish Contents</td></tr>
<tr><td>Modern Culture (Korean)</td><td>Korean Contents</td></tr>
</table>

(c) Study Abroad Courses

These courses are held during the spring or summer break at overseas educational institutions and offered as Study Abroad A (4 credits) and B (2 credits), and Intensive Course held overseas (4 credits). For details, check the website and language lab for each language. You must register for these courses in the semester immediately following participation, and they cannot be canceled. If a temporary leave of absence or study abroad is planned for the semester immediately following participation, be sure to consult with the Academic Affairs Office at the time you apply for a temporary leave of absence or study abroad.

(3) Data Science Courses

While it is recommended that students earn at least 2 credits from Data Science 1 before advancing to Data Science 2, it is possible to take Data Science 2 before earning credits from Data Science 1 or to take both courses concurrently.

(4) Fundamentals of Information Technology Courses (https://itclass.sfc.keio.ac.jp/guide/en/)

Fundamentals of Information Technology 1 is a required course. After earning credits for Fundamentals of Information Technology 1, you may take Fundamentals of Information Technology 2 or other Fundamentals of Information Technology courses according to your level.

(5) Seminars (*kenkyukai*)

Seminars are categorized into Seminars A and Seminars B, depending on the faculty member in charge.

Courses	Class Periods Per Week	No. of Credits	Approx. No. of Students
Seminar A	2	4	35
Seminar B	1	2	15

Seminars can be registered for up to 6 credits (including those taken as optional subjects) per semester. In principle, students can register for Seminars from their second year. However, first-year students can register for either Seminar A (4 credits) or Seminar B (2 credits) per semester if the faculty member in charge grants special approval.

Seminar syllabus will be made available prior to other courses; they will be available in the semester preceding the one in which the Seminars will be offered. Screening will be conducted for each Seminar. Please check the syllabus for the screening process and dates.

(6) Graduation Project

In their fourth year, students complete theses or produce works in their Seminar. These works, called Graduation Projects, represent the culmination of learning at SFC. One of the requirements for graduation is to register and earn credits for Graduation Project 1 during the first semester of the fourth year, and Graduation Project 2 during the second semester of the fourth year.

The faculty member overseeing the Graduation Project is called the Graduation Project mentor. To register for a Graduation Project course, you must apply for the Graduation Project mentor and receive approval from the mentor during the designated period. For your Graduation Project, you will develop a research project into a tangible outcome such as a thesis or work while consulting with your mentor, and have it evaluated and approved.

(a) Application for the Graduation Project Mentor (the second semester of the third year)

The application process begins at the end of the first semester of the third year (around September or March), with the application submission usually taking place in the second semester of the third year. Approval from the mentor of your choice must be obtained during either the first-round, second-round, or the period to amend applications. Further details about the procedures will be provided on K-Support.

*There is no selection screening for preliminary applications. Register the mentor of your choice before the registration period and plan your course registration while communicating with the mentor as needed.

Before proceeding with the application, refer to the list of the faculty members accepting applications to serve as a Graduation Project mentor, which will be posted on K-Support, and check if you have met the requirements designated by the mentor of your choice.

*Failing to register for Graduation Project 1 in the semester immediately after the one your application has been approved will result in cancelling your approval, and you will need to apply again.

(b) Graduation Project 1 (the first semester of the fourth year)

In Graduation Project 1, you plan and prepare for the research that you will complete in Graduation Project 2 in the following semester. You must earn credits from Graduation Project 1 prior to registering for Graduation Project 2.

You need to re-take Graduation Project 1 if you change your mentor after obtaining credits from the course for personal reasons.

Registration for Graduation Project 2 without obtaining credits from Graduation Project 1 is granted only if i) you are planning to study abroad in the first semester of your fourth year, and your Application for Study Abroad has been approved by the Faculty Board, and ii) the necessary procedures before and after study abroad have been completed and approved. Please contact the Academic Affairs Office for further details.

(c) Graduation Project 2 (the second semester of the fourth year)

The prerequisite for enrolling in this course is Graduation Project 1. Credits from Graduation Project 2 are required for graduation. To obtain credits from this course, you must turn in your research outcome within the specified period. Further details will be provided on K-Support "News."

In Graduation Project 2, you develop a project into a tangible research outcome such as a thesis or work, and have it evaluated and approved for credits. If approved, you will receive "pass" for this course, and "fail" if not. The research outcomes submitted by students will be made available and shared within the university.

(7) Special Research Projects

Special Research Project A and B are offered during the summer or spring break by faculty members overseeing Seminars. They are designed for students to engage in intensive research that is not feasible during the semester.

You must register for Special Research Project A or B in the semester immediately after participating in it, and you cannot cancel your registration.

You can only register for one of them—either Special Research Project A or Special Research Project B—per semester for credits to count toward advancement or graduation. If you wish to register for multiple courses, all but one of them must be registered as optional subjects.

If you are planning a temporary leave of absence or study abroad for the semester immediately following your enrollment in these courses, be sure to consult with the Academic Affairs Office at the time you apply for a temporary leave of absence or study abroad.

(8) Field Research (https://www.students.keio.ac.jp/en/sfc/pmei/class/registration/)

You can earn credits for advancement or graduation through fieldwork, research activities, or internships related to your individual research, either in Japan or abroad, during the spring or summer break. To do so, you must submit and have your research proposal approved in advance. You must register for Field Research 1 or 2 in the semester immediately following the break during which you carried out the activity, and you cannot cancel your registration.

Details including the application requirements, time expected to be spent on the fieldwork, research or internship, as well as the assignments are provided in the Keio University Student Website listed above and K-Support "News."

5 Cross-registration

SFC students can register for courses offered outside of the Faculty of Policy Management and the Faculty of Environment and Information Studies, including other universities in Japan and overseas.

(1) Keio's Graduate School Courses (certain credits transferable upon enrollment in the School)

You can register for the following courses offered by Keio's Graduate Schools prior to advancing to a graduate program. These courses may be registered only as optional subjects, and you cannot count the credits toward advancement to the next year or graduation from the undergraduate program:

Program Courses at the Graduate School of Media and Governance (excluding those held in parallel with the undergraduate faculties); some of the courses offered by the Graduate School of Human Relations, the Graduate School of Law, and Law School

Complete the necessary procedures by referring to the below.

(a) Graduate School of Media and Governance (certain credits transferable upon enrollment in the School)

Applicable courses: Program Courses (excluding courses held in parallel with the undergraduate faculties)

If you register for and complete the above courses during your undergraduate studies with the instructors' approval, and later advance to the Graduate School of Media and Governance, you may transfer up to 8 credits from these courses toward the completion of your master's degree. Separate procedures and conditions apply to the Bachelor's-Master's Four-Year Integrated Program and the 3.5-year Early Graduation System. Please refer to the Keio University Student Website.

Details of the procedures can be found on K-Support "News."

(b) Graduate School of Human Relations, Graduate School of Law, Law School, and Others

Refer to the website of each graduate school for details.

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

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

Details can be found on the center's website (https://www.ic.keio.ac.jp/) and by attending the orientation session held at the beginning of each semester.

To register for the courses, 1) go to the course registration page, 2) select the course you wish to register for from "Other" in the "Day" field in the International Center Class timetable, and 3) register it in Column A. Fields will be automatically assigned to the courses as shown below (the fields eligible for registration vary by course):

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

*Course availability varies by academic year. Check the center's website for details (https://www.ic.keio.ac.jp/).

(3) The Student Affairs Center Course

You can register online for the course, "Responsibility and Risk Management in Student Life," offered by the Student Affairs Center in the Spring or Fall Semester as an optional subject. Please refer to the Keio University Student Website for course details.

(4) Teacher Training Courses

You can participate in the following courses offered by the Teacher Training Center as early as your second semester of your first year if you register for the teacher training: Contemporary Study on Teacher, Basic Theory of Education, School Curriculum Studies, and Educational Psychology. You should, however, check the bulletin board, etc., to confirm which specific classes are accepting participants as they vary by academic year (e.g., Contemporary Study on Teacher allows students to attend classes only at certain periods on specified days in a particular semester even if they are offered under the same course title). If you are a first-year student at SFC wishing to register for these courses, you need to register for them in the semester in which you plan to enroll in them.

Details of Teacher Training Courses are available in Japanese only. Please refer to the Japanese version of the SFC Guide.

(5) Credit Transfer with Tsuruoka National College of Technology and the Faculty of Agriculture at Yamagata University

Please check K-Support "News" for details.

(6) Transfer of Credits Earned from Courses Offered by International Christian University

Please check K-Support "News" for details.

(7) Courses Offered by Other Faculties and Research Institutes

Important

How to register for courses offered by other faculties and research institutes as well as the registration periods may differ from those for courses offered by the Faculty of Policy Management and the Faculty of Environment and Information Studies. If you are planning to register for courses offered by other faculties or research institutes, make sure to refer to the Course Registration Guide for the relevant faculty or institute as well as K-Support "News", and contact the Academic Affairs Office at the relevant campus for questions.

(a) Courses Open for Registration

Be sure to read the course registration guide, course description and syllabus before registration. Registration is allowed only if the following requirements are met:

1. The faculty allows students from other faculties to enroll in the course.
   You cannot enroll in the courses listed as "undergraduate courses with registration restrictions for students from other faculties or graduate schools." Make sure to check the list as well as the course registration guide of the relevant faculty that are available on K-Support and the Keio University Student Website.
   Restrictions may apply to courses by academic affiliation and/or year level. If you do not meet the year-level requirement, you cannot enroll in the course even if it is open to students outside the faculty. Some faculties allow students from other faculties to register for their courses only as optional subjects. Check the syllabus, Keio University Student Website, K-Support, and the bulletin boards of the relevant faculties.
2. Registration permission is granted by the faculty member in charge of the course.
   You must attend the class session in the first week and obtain permission from the faculty member in charge of the course. If the session is cancelled, or if you cannot obtain permission in the Spring Semester because the course is scheduled in the Fall Semester, you must attend the first class session of the course and obtain permission.

(b) Registration

You can only register for courses specified in (a) above. Make sure you select the correct field (see “Fields” on p. 15) and complete your registration within the registration period.

*If you register for courses offered by other faculties in the Spring Semester that will be held in the Fall Semester, and if you wish to cancel your registration, you can do so only during the course cancellation period in the Fall Semester. If a scheduling conflict occurs between the course you wish to take outside your faculty and a required or class-designated course at SFC, amendments to your registration may be accepted only if deemed absolutely unavoidable. If this occurs, contact the Academic Affairs Office before the end of the course registration period.

*Some courses cannot be registered online. Allow plenty of time to complete your registration, and contact the Academic Affairs Office during the course registration period if you receive an error notification and cannot register online. Inquiries made after the course registration period will not be answered.

(c) Fields

You must select and register for the correct field for each course. Please see “Fields” on p. 15.

(d) Year Level for Registration

Some courses in other faculties specify the year level for enrollment, so please follow that specification. In particular, many courses offered at the Mita and Yagami campuses require that students have at least advanced to their third year (and at least second year for courses in the Faculty of Letters at Mita Campus).

For common courses at Hiyoshi Campus, the year-level specifications may differ by faculty. Find the timetable for your student year (e.g., the timetable for first-year students if you are a first-year student) from among the timetables for the faculty overseeing the course that you plan to take.

(e) Time Constraints

If you intend to take a course at SFC and a course offered at another campus (including those offered in the Mita Toho Building), they cannot be registered for in consecutive class periods. There must be an interval of at least one class period to allow time for commuting between campuses. You may not register for courses that are logistically impossible to attend when taking courses on multiple campuses. You are not permitted to register for courses along the lines of the following examples.

Example 1: Taking a course that has 3rd period classes on Mita Campus and a course that has 4th period classes on Hiyoshi Campus

Example 2: Taking a course that has 2nd period classes on Mita Campus and a course that has 3rd period classes at SFC

If commuting between the Hiyoshi and Mita campuses, you are permitted to take courses in which the 2nd and 3rd periods respectively fall before and after lunch. However, you should be aware that you may be late for such classes at times.

(f) Online classes

Check the “Guidelines for Taking Online Classes” available on sites such as K-LMS. If classes are offered in consecutive periods on different campuses, it is possible to register for them if one or both are conducted online (for example, taking a 1st period class in-person on Hiyoshi Campus followed by a 2nd period class online that is conducted from Mita Campus). However, students are not permitted to take a 1st period class offered by SFC (9:25–10:55) and a 2nd period class offered by other campuses (10:45–12:15) as class hours overlap with one another. On the other hand, it is permitted to take a 1st period class offered by other campuses (9:00–10:30) and a 2nd period class offered by SFC (11:10–12:40).

Even if classes are conducted in an online format, there may be cases that would cause inconveniences in the setup of your class schedule, such as a portion of class sessions or examinations being conducted in person. When taking classes for courses offered on different campuses in consecutive class periods for which one or both courses are conducted online, you will be responsible for checking the syllabus for the details of the class format and confirming with the course instructors to make sure there will be no conflicts in registering for these courses.

(g) Credits and Grades for Year-long Courses and Set Courses

Credits for year-long courses are divided equally between the Spring and Fall Semesters to fulfill credit requirements. Credits and grades for them are given at the end of the Fall Semester only and will not be divided by semester.

Set courses are conducted over the Spring and Fall Semesters as a set (or pair of courses). Therefore, registration in only one course of a set is not possible. Grades for set courses are given collectively at the end of the Fall Semester. However, when the set of courses is held in the same semester, grades will be given at the end of the said semester.

(h) Cancellation of Course Registration

You can cancel your registration for year-long courses, set courses, and Spring Semester courses only during the course registration cancellation period in the Spring Semester. Registration for Fall Semester courses can be canceled only during the Fall Semester cancellation period. Please note that you cannot cancel courses listed as “undergraduate courses for which students from other faculties or graduate schools cannot cancel their

registration" (see below for details of these courses). Make sure to check the list of those courses as well as the course registration guide of the relevant faculty that is available on the Keio University Student Website.
Cancellations or amendments to your registration for year-long or Fall Semester courses are not permitted in the Fall Semester course registration or amendment period if your registration was submitted in the Spring Semester.

Undergraduate courses that do not allow students from other faculties or graduate schools to cancel registration

Be sure to check the Keio University Student Website below for the latest information and updates:
https://www.students.keio.ac.jp/en/com/class/registration/other-faculties.html

Important

1. Make sure to read the course requirements and syllabus carefully before registering for the courses, as some courses have restrictions on canceling registration.
2. Be sure to check for the latest information, as new restrictions may apply to the registration cancellation.
3. Note that there may also be restrictions depending on the field or your student year.

(8) Courses Offered by Research Institutes or Centers

The fields for courses offered by the respective research institutes and centers are shown below. Make sure you have entered the correct field for the course before submitting your registration (see "Fields" on p. 15).
*Register for these courses in the same way as those offered by other faculties.
*If the courses in the table below are offered in parallel with another faculty, held at the same class period and by the same instructor, you can register for them as courses offered by other faculties. In that case, the fields will be different (e.g., "Modern Japan and Yukichi Fukuzawa I" offered at the Fukuzawa Memorial Institute for Modern Japanese Studies is listed as a general education course at the Faculty of Economics on the Hiyoshi timetable).

Courses Offered by Research Institutes or Centers

Institutes or centers that offer courses	Fields
Center for Quality Assurance in Higher Learning	04-01-01 Courses Offered by Other Faculties, etc. 90-01-02 Optional Subjects and Others
International Center	04-01-01 Courses Offered by Other Faculties, etc. 90-01-02 Optional Subjects and Others
GIC Center	
Research Center for Liberal Arts	90-01-02 Optional Subjects and Others
Fukuzawa Memorial Institute for Modern Japanese Studies	
Research Center for Foreign Language Education	
Institute of Cultural and Linguistic Studies	
Institute of Oriental Classics (Shido Bunko)	
Health Center	
Institute for Journalism, Media & Communication Studies	
Global Research Institute	
Institute of Physical Education	
Teacher Training Center	
Student Affairs Center	
Museum Commons	
Art Center	

6 Other

The maximum number of credits for which students in the Bachelor's-Master's Four-Year Integrated Program can register is 24. Make sure you go through the process that is described in the instructions that will be sent to you by the Academic Affairs Office before the beginning of the course registration period.

3. Curriculum and Requirements

All current students will fall under the 2014 Rules and Regulations. Students who had been under the 2007 Rules and Regulations until the 2018 academic year now fall under the 2014 Rules and Regulations.

Curriculum Features

SFC opened in 1990 and celebrated its 30th anniversary in 2020. Over those years, the Faculty of Policy Management and the Faculty of Environment and Information Studies have gone through several curriculum revisions, with the most recent changes made in the spring of 2014. The continuous revisions show that our campus is shaped by the experimental spirit of creating what does not yet exist. By not fearing change and confronting increasingly diverse and complex issues, we continue to upgrade our curriculum, which we believe enables us to foster dynamic intellectual curiosity with a focus on practical learning.

Among all the changes, one thing remained unchanged since its inception is that SFC offers Seminars (*kenkyukai*) as its core of the curriculum, allowing students to be the architects of their learning. Seminars provide a space where students freely interact with faculty members and peers, teach each other, and tackle problems while actively engaging with real-world issues. SFC students can join Seminars from their very first year—this is a unique strength of our curriculum. Over 160 Seminars are offered across the two faculties at SFC, with each engaging in activities based on its own ideas and methods. Seminar activities guide students to carry out their Graduation Projects as the culmination of their learning at SFC, and provide them with opportunities to reshape their values and foster personal growth.

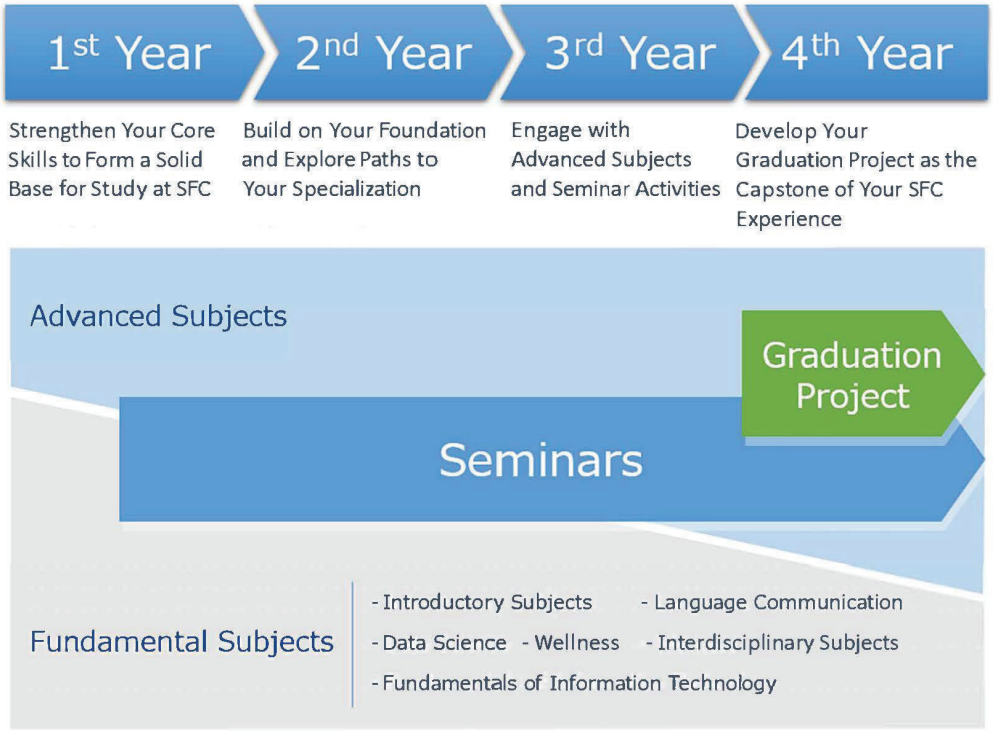
With Seminars at the core of learning, the current curriculum emphasizes the competencies every SFC student should acquire—communication skills, information processing techniques, and research methods—while also highlighting the importance of maintaining a healthy mind and body. We have also introduced a system that helps students embrace the spirit of experimentation, discover their potential early on after enrollment, and find Seminars that align with their interests. In addition, we are actively diversifying the course format. For example, we offer short-term intensive courses not only to enrich the learning environment but also to give students greater flexibility in planning their four years of student life. Learning opportunities extend well beyond our campus and even beyond Japan. Students can learn at campuses other than SFC or study abroad as part of their SFC journey.

Begin your journey at SFC by planning your course registration. Your first task is to familiarize yourself with the curriculum structure and rationale, as described in the following pages.

1 Curriculum

(1) Curriculum Overview

The curriculum at SFC is structured around Seminars and the Graduation Project, with a series of courses reinforcing the two pillars.



(2) Purpose and Overview of Courses

(a) Research Seminars

The core of SFC curriculum is Seminars. Immerse yourself in various Seminar activities early on and find a theme that calls to you.

- Seminars (*kenkyukai*)
  SFC Seminars offer in-depth experiences—you work with diverse students and faculty members on a range of issues as a prelude to your Graduation Project. Advanced research activities take place in many Seminars, giving you opportunities to work on research commissioned by government agencies and projects with businesses. Getting involved with these initiatives lets you confront real-world issues, acquire high-level expertise, and prepares you to develop your Graduation Project as the outcome of future-oriented creativity and your proposal as you move forward into the future. Seminars are designed this way, not like typical seminars at university, because SFC aims to nurture and send out leaders of the future who can think critically and creatively and resolve complex issues with innovation. As such, SFC students do not merely learn answers to given problems. In principle, students can register for Seminars from their second year and earn up to 6 credits per semester. Depending on the individual's ability, it is possible to join a Seminar even in the first year.
- Graduation Project
  The Graduation Project is the culmination of learning at SFC, the bulk of the project being developed in Seminars. It is designed to encourage students to take initiative in their research by drawing on the creativity and innovation they have developed throughout their studies. Each student will develop their project into a tangible research outcome, such as a thesis or other work, while consulting with their mentor for at least two semesters. The final project will be evaluated for credit and as part of the graduation requirements.

(b) Fundamental Subjects

Fundamental Subjects are designed to build the foundation that all SFC students need to acquire regardless of their faculty. They help students plan their coursework early on after enrollment, guiding them to acquire language skills, critical and creative thinking, and research methods vital for participating in Seminars and conducting their Graduation Projects. Some Subjects are mandatory or compulsory electives. By taking these courses as a starting point, students are expected to continuously build on their foundation in line with their areas of interest.

- **Language Communication (https://language.sfc.keio.ac.jp/)**
  SFC places an emphasis on language communication and offers a range of language courses—Japanese, Malay-Indonesian, Arabic, Korean, Spanish, German, French, Chinese, Russian, Italian, and English. By

participating in intensive courses held four times a week in small groups, theme-based Skill courses, and overseas language programs, students will be able to develop high-level proficiency in the language they learn. The curriculum is oriented around what they can do with language in real-world situations, such as reading research papers extensively, writing academic papers, participating in debate and negotiation, conducting fieldwork, and giving presentations.

- **Data Science**
  Students acquire fundamental techniques that can be widely applied across fields by learning data acquisition, compilation, and analysis methods, modeling and simulation, as well as mathematical sciences such as logic, probability, and algebra.
- **Fundamentals of Information Technology (https://itclass.sfc.keio.ac.jp/guide/en/)**
  Students acquire the programming skills necessary to use computers creatively. The courses serve as the foundation for understanding and applying the essence of information technology.
- **Wellness Subjects (https://wellness.sfc.keio.ac.jp/index.php?lang=en)**
  Wellness subjects aim to foster the integration of mind and body and maturity as human beings through problem identification and problem solving. They serve as a place to practice the core principles of "notice, explore, deepen, and convey."
  In Physical Education 1, students with various backgrounds engage in physical exercise to get to know each other and discover their individualities in the class environment. In Physical Education 2–5, students select PE classes themselves. In these courses, students will explore and develop body intelligence, thereby discover a new side of themselves and foster personal growth. Students will acquire practical knowledge not only through PE activities but also through lectures.

(c) Advanced Subjects

Advanced Subjects prepare students for Seminars and the Graduation Project. They consist of specialized and advanced subjects that are prerequisites for participating in Seminars and conducting the Graduation Project. Students take them to gain hands-on research experience while building on their studies in Fundamental Subjects.

(3) Bachelor's-Master's Four-Year Integrated Program

Through this program, you can earn both a bachelor's degree in the Faculty of Policy Management or the Faculty of Environment and Information Studies and a master's degree in the Graduate School of Media and Governance in four years. The standard length of study is six years in total—four years for a bachelor's degree and two years for a master's degree—but this program gives you the opportunity to earn a bachelor's degree in three years and a master's degree in one year, a total of four years of study. Details are provided on K-Support or the Keio University Student Website.

(4) 3.5-year Early Graduation System

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

(5) Extension of Enrollment Period

Fourth-year students who have earned the required number of credits for graduation may extend their enrollment for up to another two semesters provided the total duration of enrollment does not exceed the maximum period set forth in Article 156 of the University Undergraduate Rules and Regulations. This can be done by applying for and receiving approval for an extension of the enrollment period (Article 169 of the University Undergraduate Rules and Regulations). Note that all academic fees and expenses must be paid for the extended period. Details are provided on K-Support or the Keio University Student Website.

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

Students of the Faculty of Policy Management and the Faculty of Environment and Information Studies can register for the GIGA Program courses regardless of their faculty, year level, or admission method. In addition, students will be awarded GIGA Certificates if they apply in advance to become a GIGA certificate course student in advance and fulfill the requirements described on the Keio University Student Website. Details are provided on K-Support or the Keio University Student Website.

(7) Perspectives

Launched in 2017, the Perspectives system promotes interdisciplinary learning. Its objective is to introduce students to the academic knowledge and activities that often fall outside the scope of focus in Seminars where they delve into specific issues and specialized fields.

Perspectives have been expanding into diverse areas, including "Health Science (HS)," "Evidence Based Approach (EBA)," and "Student Built Campus (SBC)." For details, access the Keio University Student Website:
https://www.students.keio.ac.jp/en/sfc/pmei/class/registration/perspective.html

Memo

(8) Courses, Number of Credits, Fields

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

For courses listed as "other courses approved by the Faculty Board," please check the latest information on the Keio University Student Website: https://www.students.keio.ac.jp/en/sfc/pmei/curriculum.html#courses

Type	(Details)	Field	Course Name The number inside ( ) indicates the number of credits. Courses without a description of the number of credits are worth 2 credits.	Number of Credits (Required Courses)		Number of Credits (Elective Courses)
Fundamental Subjects	Introductory Subjects <B1###>	01-01-01	Policy Management Studies (1), Environment and Information Studies (1), Introduction to Keio Gijuku Its History People and Tradition	1*1	30	60
	Subjects of Language Communication <B2###>	01-02-01	SFC Gateway English (4)	8 (at least 4 credits earned from at least one language)		
		01-02-02	English (Intensive 1 (4) / Project English A, B, C, D / Contents / Study Abroad A (4), B) Some of the Short-term Study Abroad Courses Offered by the International Center *2			
		01-02-03	Korean (Basic 1, 2 / Intensive 1 (4), 2 (4) / Skill / Contents / Study Abroad A (4), B)			
		01-02-04	Chinese (Basic 1, 2, 3 / Intensive 1 (4), 2 (4), 3 (4), 4 (4) / Skill / Contents / Study Abroad A (4), B)			
		01-02-05	Malay-Indonesian (Basic 1, 2 / Intensive 1 (4), 2 (4), 3 (4) / Skill / Contents / Study Abroad A (4), B)			
		01-02-06	Arabic (Basic 1, 2 / Intensive 1 (4), 2 (4), 3 (4) / Skill / Contents / Study Abroad A (4), B)			
		01-02-07	German (Basic 1, 2 / Intensive 1 (4), 2 (4), 3 (4) / Skill / Contents / Study Abroad A (4), B)			
		01-02-08	French (Basic 1, 2 / Intensive 1 (4), 2 (4), 3 (4), 4 (4) / Skill / Contents / Study Abroad A (4), B)			
		01-02-09	Spanish (Basic 1, 2 / Intensive 1 (4), 2 (4), 3 (4), 4 (4) / Skill / Contents / Study Abroad A (4), B)			
		01-02-10	Japanese (Basic 1, 2, 3, 4 / Applied Japanese Basic 1 (1), 2 (1), 3 (1), 4 (1) / Intensive 1 (4), 2 (4), 3 (4), 4 (4) / Skill / Contents / Intensive Elementary 1 (4), 2 (4))			
		01-02-11	Russian (Basic 1, 2 / Intensive 1 (4), 2 (4))			
		01-02-12	Italian (Basic 1, 2)			
	Subjects of Data Science <B3###>	01-03-01	【Data Science 1】Introduction to Statistics, Probability, Calculus, Linear Algebra	2		
		01-03-02	【Data Science 2】Data Science for Economics and Finance, Data Science for Information and Society, Data Science for Business, Data Science for Health Care, Data Science for Environmental Governance, Data Science for Genome Dynamics, Data Science for Sports, Data Science for International Society, Mathematical Literacy for Problem Finding and Solving, Statistical Analysis, Bayesian Statistics, Mathematical Models, Optimization Theory, Mathematical Analysis, and Other courses approved by the Faculty Board	2		
	Fundamentals of Information Technology <B4###>	01-04-01	Fundamentals of Information Technology 1, Fundamentals of Information Technology 2, Fundamentals of System Programming, Fundamentals of Object-oriented Programming, Fundamentals of Programming with Script Languages	4		
	Wellness Subjects *3 <B5###>	01-05-01	Physical and Mental Health for Campus Life (1), Physical Education 1 (1)	2 (1 each)		
		01-05-02	Physical Education 2 (1), Physical Education 3 (1)	2 (1 each)		
		01-05-03	Physical Education 4 (1), Physical Education 5 (1)			
	Interdisciplinary Subjects <B6###>	01-06-01	Fundamentals of Geography, Fundamentals of Physics and Chemistry, Workshops on Future Vision, Workshops on New Business Creation, Workshops on Designing Policy, Workshops on Legal Thinking, Workshops on Designing Electronic Toys, Workshops on Genome Analysis, Workshops on Sensing Technologies, Fundamentals of Digital Music, Workshop on Designing Learning Environments, Workshop on Learning Environment with ICT, Design of Learning Environments for Language and Culture, Workshops on Collaboration Skills (4), Writing Skills Workshop, Oral History Workshop, Translation Workshop, Writing Skills Workshop on Science, Practical Academic Writing, Writing Skills Workshop in Business, Multilingual Communication Practice, Interpersonal Communication: Introduction and Practice, Mutual Interaction and Intersubjectivity, Group Communication: Introduction and Practice, Multicultural Communication, Network Communication: Introduction and Practice, Design Language: Introduction and Practice (4), Basic Design Studio (4), Basic Digital Design (4), Public Policy, Legal Mind, Social Innovation, Future of Urban and Regional Systems, Human Security, Sports Business, Global Governance, Communication in A Multilingual Society, Linguistics and Communications, Japanese Language Education, Language and Cognition, Urbanism and Architecture in History, Thinking with Geospatial Information, Earth Systems, Theory of Global Environment Technology, Introduction to Sociosemantics, Introduction to Novel Fabrication, Introduction to the Internet, Embodied Knowledge, Psychology of Supreme Personality Development, Design Language, Management of Non Profit Organizations, Management of Emerging Businesses, Financial and Business Plan Construction Methods, Social Business Planning, Strategic Management, Organizational Strategy (Micro), Organizational Strategy (Macro), Marketing Strategy, Public Relations Strategy, Leadership, Strategic Process of Negotiation, Organizations and Communication, Human Capital Theory, Organizations for Research and Development, Risk Management, Consulting Methodology and Technologies, Presentation Technique, Practical Academic Presentation, Academic Writing, Information Visualization, Publishing Skills, Legal Writing, Contract Workshop, Legislation Workshop, Legislative Method, Formulation of Policy, Financial and Economic Gaming, Theory of Games, Management Accounting, Corporate Accounting, Analyzing of Financial Statement, Career and Society, Career Design Theory, Life Career Theory, Professional Ethics, Development of Decision-making Abilities, Internships in Business (4), Internships in Public Organizations (4), Internships in Social Enterprises (4), Lifelong Learning and Community Participation, Assessment and Development in Education, Thinking Process Design, Pattern Language, Design Studies, Building Construction and Design, Computer Music 1, Computer Music 2, Software Engineering, Programming Methodologies, Foundations of Novel Fabrication (4), DIY Electronics, Basic Product Design, Design Observation, Basic Information Design, Basic Museum Design, Algorithmic Design, Digital Media and Moving Images, Fashion Design, Design Research, Music and Cognition, Digital Sound Composition 1, Qualitative Research Methods, Interview Methods, Fieldwork Methods, Introduction to Data Acquisition, Bibliographic Information Retrieval, Fundamentals of Logic, Exploring Creative Society, Creative Systems Theory, Workshop Design, Art and Science, Philosophy of Body, Methodology Study, Subcultural Studies, Japan Studies 1, Modern History of Japan, Jurisprudence, Historical Development of Scientific Thoughts, Islam and Modern Society, Cognitive Science, Introduction to Brain and Behavior, Introduction to Sensory Physiology and Psychology, Personality Development, General Semantics, Introduction to Programming Languages, Fundamentals of Analog and Digital Circuit (4), Network Architecture, Software Architecture, Ubiquitous System Architecture, Introduction to Database, Web Design and Management, Web Text Processing, Practical Software Development (4), Mathematics for Information Science, Information Economics, Cognitive Learning, Second Language Acquisition (up to AY2020), Artificial Intelligence, Natural Language Understanding, Branding Design, Systems of Life, Comparison of the Life Phenomenon to the Real World, Introduction to Integrated Health Research, Basic Biology on the Metabolism, Structure and Function of the Human Body, Fundamental Human Pathology, Biosimulation 1, Molecular And Cellular Biology 1 (1), Molecular and Cellular Biology 2 (1), Molecular and Cellular Biology 3 (1), Molecular and Cellular Biology 4 (1), and Other courses approved by the Faculty Board			
Advanced Subjects	Series of Policy Management <C1###>		Classics Review, Modern History, Modern Thought, Contemporary Thought, Literature, World History and Civilization, Social Entrepreneurship, Public Management, Social Security Policy (Medical and Custodial Care), Social Security Policy (Pension, Labor and Welfare), Security Policy in Society (Public Order), Social Security Policy (Disaster), Modern Social Theory, Macroscopic Social Analysis, Microscopic Social Analysis, Innovation Dynamics, Network Analysis, Network Policy, Network Culture, Mass Communications, Lifestyle and Consumer Behavior, Institutional Design for Risk Society, Urban Systems, Regional Policy, Social Dynamics, Geography of Planning Practice, Community-based Planning and Community Renovation, Urban Planning and Machizukuri, Management of Social Enterprise (Healthcare), Management of Social Enterprise (Museum), Management of Social Enterprise (Sports Business), Social Marketing, Community Investment, Public Governance, Nonprofit and Governmental Accounting, Corporate Governance, Information Technology and Marketing, Network Industries, Network Society, Population Dynamics, Comparative Culture, Cultural Law/Cultural Management, Science and Technology Policy, National Land Policy, Environmental Policy, Corporate Social Responsibility and Activation of the Economy, Management in Knowledge Service Industries, Community Health Care System, Evidence Based Health Policy Management and Communication, Modern Politics, Governance and Institutions (Political Organization), Governance and Institutions (Local Government), Law and Society, Constitution (Human Rights), Constitution (Governance), Civil Law (Property), Civil Law (Family Law), Enterprise Law (Corporate Law), Enterprise Law (Venture-Related Law), Criminal Law, Administrative Law, Information Law, Experimental and Behavioral Economics, Microeconomics 1			

*1 Students in the Faculty of Policy Management and the Faculty of Environment and Information Studies are required to take "Policy Management Studies" and "Environment and Information Studies," respectively.
*2 See "Short-term Study Abroad Courses Offered by the International Center" on p. 20–21.
*3 Course ignores 20-credit semester maximum.
*4 "Graduation Project 1" credits must be earned before registering for "Graduation Project 2."
*5 Up to 60 credits may be included in the credits required for graduation.
*6 Up to 20 credits maybe included in the credits required for graduation.
*7 See "Fields" on p. 15, "Optional Subjects" on p. 17, "Courses Offered by Other Faculties, Research Institutes, etc." and "Courses Offered by Research Institutes or Centers" on p. 23.

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

Type	(Details)	Field	Course Name The number inside ( ) indicates the number of credits. Courses without a description of the number of credits are worth 2 credits.	Number of Credits (Required Courses)	Number of Credits (Elective Courses)
Advanced Subjects	Series of Policy Management <C1###>	For Students of the Faculty of Policy Management 02-01-01 For Students of the Faculty of Environment and Information Studies 02-02-01	Microeconomics 2, Macroeconomics 1, Macroeconomics 2, Stock Economy, Econometrics, Financial Analysis, Analytical Framework for Policy Design, Policy Making Process, Policy Dynamics in Local Government, Seminar: Administrative Law, Seminar: Civil Law, Civil Law Practice (Corporate Affairs), Intellectual Property System, Public Choice Theory, Economic Policy, Public Finance, Local Public Finance, Seminar on Economic Theory, Quantitative Finance, Project Evaluation, Finance Theory, Risk and Insurance, International Relations, International Political Economy, Diplomacy and National Strategy, International Security and Conflict Studies, International Organizations, International Development, Regional Development, International Environment, International Finance, International Enterprises, International Law, International Communication, Japan Studies 2, Asia Workshop, Region and Society (Asia-Pacific), Region and Society (Europe and CIS Countries), Region and Society (The Americas), Region and Culture (Asia-Pacific), Region and Culture (Europe and CIS Countries), Region and Culture (The Americas), Religion and Modern Society, Language and Humanity, Language and Education, Theory of Languages (German), Theory of Languages (French), Global Economy and Economic Policy, International Cooperation Policy, Global Environmental Politics, National Security Policy, Regional Studies (German), Regional Studies (French), Asia-Oceania Regional Studies, Korean Regional Studies, Indonesian Regional Studies, Social Studies (German), Social Studies (French), Korean Social Studies, Malay Social Studies 1, Malay Social Studies 2, Development and the Local Community, Sustainable System Science, International Environmental Law, Media and Society (German), Art and Culture (French), Modern Culture (Korean), Islam and Islamic World, Indonesian Cultural Studies, Cultural Studies (German), Cultural Studies (French), Cultural Studies (Chinese), Korean Cultural Studies, Multicultural Society, Nation-States and Nationalism, Comparative Political and Economic Systems, Society in Japan and Germany (German), Language Policy (French), Language Education Practice (Chinese), Dynamics of Languages, Applied Clinical Psychology, Introduction to Islamic Law, and Other courses approved by the Faculty Board	30	60
	Series of Environment and Information Studies <C2###>	For Students of the Faculty of Policy Management 02-02-01 For Students of the Faculty of Environment and Information Studies 02-01-01	New Technologies and Society, Society and Resources, Cities and Environment, Designing with Information Technology, Ecological Design, Protection of Living Environment, Energy and Global Environment, Field Methods in Ecology, Outline of Earth Environment, Landscape Ecology, Theory of Environment Sensing Technology, Environment Risk Science, Theory of Environmentally Sustainable Planning, Practice of Environmental Activities, Theory of Ecosystem Evaluation, Natural Environment, Theory of Earth System Design, Design Studio (Housing and Environment) (4), Design Studio (Landscape and Architecture) (4), Design Studio (Architecture and Urbanism) (4), Architecture and Environmental Design, Building Construction Methods, Urban Rural Re-design, Sports Communication, Introduction to Sports Science, Workshops on Cognitive Science, Perceptual and Cognitive Models 1, Perceptual and Cognitive Models 2, Constructive Cognition, Impression Management, Cognitive Psychology, Applied Cognitive Science, Neural Information Science, Language and Thought, Evolution of Life and Intelligence, Fundamental Biology Laboratory, Genetic Engineering Laboratory (4), Genetic Analysis Laboratory (4), Fundamental Analytical Chemistry (1), Introductory Biochemistry (1), Workshop on Molecular Health Science, Introduction to Laboratory Animal Science 1 (1), Introduction to Laboratory Animal Science 2 (1), Molecular Nutritional Science for Health, The Epoch-making Discoveries in Cell Biology, Linkage of Agriculture, Food and Medicine, Integration of Eastern and Western Medicine, Biosimulation 2, Image and Psychoanalysis, Human Movement Analysis (4), Sports Engineering, Sports Biomechanics, Mental Environment, Perceptual Motor Skill, Human Centered Design, Lexical Semantics and Mental Dictionaries, Issues in Cognitive Linguistics, Mass Spectrometry (1), Structural Biology (1), Biomolecular Function (1), Proteomics (1), Introduction to Metabolic Systems Engineering (1), Genomic Molecular Biology 1, Genomic Molecular Biology 2, Metabolomics (1), Metabolome Analysis Laboratory Practice, Proteome Analysis Laboratory Practice, Metabolic Engineering Laboratory Practice, Biophysics, History and Future of Media, Heuristic Computing, System Programming, Programming on Mobile Devices, Functional Programming, Design Programming, Image Processing Programming, Graphics Programming, Spatial Analysis (4), Database Architecture, ICT for Primary Industry, ICT Policy and Technology, Applied Information Theory for Environment and Energy, Internet Measurement and Data Analysis, Quantum Information Processing, Autonomy, Decentralization and Cooperation, Computer Architecture, Operating Systems, BIG Data Processing, Design and Operation of the Internet, Info-communication Security and Privacy, Information Ethics, Knowledge Processing and Discovery, Pattern Information Processing, Human Interface Design, Usability Evaluation, Mobile Network, Ubiquitous Information Service, Information Security Management, Web Information System Design, Embedded System Design, Programming Languages, Language System Design, Substance and Information, Reflective Design, Programmable Material, Documentary Storytelling, Digital Fabrication, Interaction Design, Computational Design, Digital Sound Composition 2, Visual and Media Arts, Open Design Strategy, Practice of Open Design, Geometric Modeling and Computer Graphics, Human Computer Interaction, Strategic Design on Uncharted Horizons, Movement Physiology and Psychology, Design Solution for Extreme Environment, Notation and Expression, Applied Workshop on Molecular Health Science, and Other courses approved by the Faculty Board		
Research Seminars <A1###>		03-01-01	Seminar A (4), Seminar B	2	
		03-01-02	Graduation Project 1, Graduation Project 2 *4	2 (GP2)	
		03-01-03	Special Research Project A (4) *3, Special Research Project B *3, Field Research 1, Field Research 2		
Courses Offered at Other Faculties, etc. *5		04-01-01	(Register Courses Offered by Other Faculties in Section B Area “21”)		
Specialized Subjects in Teacher Training <Y1###>		05-01-01	Survey of Japanese History, World History		
Special Subjects *6 <X1###>		60-01-01	Yamagata Cultural Exploration, Science/Technology and Journalism, Entrepreneurship 1, Entrepreneurship 2, Intellectual Property and Business Models, Creation of Innovative Net Service, Regional Collaboration and Fieldwork, Corporate Challenges in the 21st Century, Go, Innovation in Globalization, Technology in Education, Emergence of a Global Curriculum, Introduction to Traffic Safety, Environment and Health Science, UTA (Song), Electronic Publishing, Battery Society, Coaching in a Leadership Development, Diffusion of Innovations and Marketing Research of Information Technology Services, Introduction to Forest Products, A New Place of Learning for the Future, Data Business Management, Experience & Engagement Design, Rise of The Environmental Revolution, Information Systems and Society, Innovation and Marketing Research, ASEAN Fieldwork A, ASEAN Fieldwork B, Fieldwork in Japan A, Fieldwork in Japan B, Elementary Japanese Conversation (1), Design Thinking and Competitive Strategy, Introduction to Strategies on Tourism-oriented Country, Student Build Campus (SBC) Practice, Introduction to Student Build Campus (SBC), Student Build Campus (SBC) Practice (Architecture A), Student Build Campus (SBC) Practice (Architecture B), Emergence of Data Driven Society and Strategy, Data Business Creation A (1), Emergence of Data Driven Society and Strategy (Advanced), Ergonomic Design and Technology, Mechanical and Materials Engineering, Blockchain, Network Infrastructure of Tourism, Transportation, and Commodity in Asia, Aynu Language and Culture (-up to AY2017), AI and Policy, Information Security D, Exercise in Project Based Learning K, Work and Gender, Working Law, Data Business Creation B (1), Japan and African Global Connection (A Process to Realize Collaboration for The Future), Introduction to Business Creation 1, Introduction to Business Creation 2, Drone Society, Future Publishing, Function of Corporate Accelerator and Corporate Venture Capital, Food Issues and Innovation, Theory of Service Creation Based on Software Technology (Basic), Data-driven ART, Theory of Service Creation Based on Software Technology (Advanced), Manga, Labor Policy, Food, Clothing, and Shelter Issue & Innovation, Practice to Business Creation (Seeds of Technology), Fly Above the Sky, Shogi, An Introduction to African Reality, Beyond Blockchain, Running Design, Understanding e-Sports, Designing SFC Spirits, Forest of Minerva (SFC 30th Anniversary Special Course Collaborating with Alumni), Beyond Blockchain Basics, Beyond Blockchain Advanced, Data Society and Business Model, Occupational Health Psychology, Stress Management in Daily Life, Advanced Exercise in Cyber Security Operations, Basic Exercise in Protecting Information Systems Against Security Threats, Advanced Exercise in Incident Handling, Advanced Security Workshop in Smartphone Security, Antarctic Ecology, Environmental Issues in Polar Regions, Songwriting, Real Estate Design, Culture, Environment and Technology of India, SDGs and Finance, Cyber Resilience 101:Theory and Practice, Sing, Ecology of The Microscopic World, Social Security System in Japan, Real Estate Design (Mini-Studio), Digital Art -Introduction and Practice, Data Security, Artistic Journalism, Student Built Campus (SBC) Practice (Landscape), Theory of Architecture as Media, Context Design, Automation of Scientific Experiments, Urbanism Ideas and Architecture of Fumihiko Maki, Introduction to Probabilistic Computing, The Art of Knowledge Compilation-1, The Art of Knowledge Compilation-2, Environmental and Energy Economics, Cross-Sectoral Policy Making, Real Estate Design 1, Real Estate Design 2, Introduction to Trusted Internet, Emotion and Communication, Cross-Disciplinary Exploration of Life and Living, Cyber Security Attacks and Defense, Regional Development through Sports Activities, System and Business Architecture in Digital Healthcare, Design Principles with "Tensho" of Point-Clouds, Practical Customer-Based Digital Transformation, Workshops on Practical Business Model Analysis, Workshops on Practical Marketing Analysis, Maritime Security and Maritime Law Enforcement, ESG Investment and Sustainable Management, Practical Exercises of Regional Industry-Government-Academia Collaboration <Constructing “Living” from Agriculture>, Green Business Design, Student Build Campus (SBC) Practice (Publication), Agriculture and Sustainable Development, Space Security		
TOTAL				124	

2 Advancement and Graduation Requirements

Advancement and graduation will be granted if you meet the advancement/graduation requirements at the time of the announcement of grades in September for the Spring Semester and March for the Fall Semester.

(1) Students Enrolled in or after the 2014 Academic Year

(a) Advancing to the Second Year

You must meet both of the following requirements to advance to the second year:

1. Enrolled for at least two semesters at the university (excluding periods of temporary leave of absence) and earned at least 30 credits (excluding credits earned in optional subjects)
2. Earned credits from all courses below:

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

(b) Advancing to the Third Year

You must meet both of the following requirements to advance to the third year:

1. Advanced to the second year, enrolled for at least four semesters since enrollment at the university (excluding periods of temporary leave of absence), and earned at least 60 credits (excluding credits earned in optional subjects)
2. Earned credits from all courses below:

Fundamental Subjects – Language Communication[*1] At least 8 credits, with at least 4 of them earned from one language[*2]	
Fundamental Subjects – Data Science	
Data Science 1	At least 2 credits
Data Science 2	At least 2 credits
Fundamental Subjects – Fundamentals of Information Technology	At least 4 credits

[*1] The following courses cannot be included as part of the requirements:
SFC Gateway English, Russian Basic 1, Russian Basic 2, Russian Intensive 1, Russian Intensive 2, Italian Basic 1, Italian Basic 2

[*2] **Excluding Russian and Italian**

(c) Advancing to the Fourth Year

You must meet both of the following requirements to advance to the fourth year:

1. Advanced to the third year, enrolled for at least six semesters since enrollment at the university (excluding periods of temporary leave of absence)
2. Earned credits from all courses below:

Fundamental Subjects	At least 30 credits[*3]
Physical Education 2	1 credit
Physical Education 3	1 credit
Seminar A or Seminar B	At least 2 credits

[*3] This includes the number of credits required to advance to the third year.

(d) Graduation

You must meet all three requirements below to graduate:

1. Advanced to the fourth year and enrolled for at least eight semesters since enrollment at the university (excluding periods of temporary leave of absence)
2. Earned credits from all courses below:

Advanced Subjects	At least 30 credits
Graduation Project 2[*4]	2 credits

3. Earned a total of at least 124 credits, including those specified in 2. above but excluding optional subjects

The following credits do not count toward the 124 credits required for graduation:

- **Credits exceeding 20 earned from Special Subjects**
- **Credits exceeding 60 earned from courses offered by other faculties, etc.**

[*4] You must earn credits for Graduation Project 1 before registering for Graduation Project 2. However, this does not apply if the Application for Study Abroad is approved by the Faculty Board and you will study abroad in the

first semester of your fourth year, having completed the necessary procedures in advance. For details, see “Graduation Project” on p. 18-19.

Important notes common to (a) through (d)
The following cannot count toward the credits required for advancement or graduation.
- All credits earned as optional subjects

(2) Transfer Students Entering the Second Year of Undergraduate Programs
Refer to the Japanese version of the SFC Guide.

(3) Students with Bachelor’s Degrees Entering the Third Year
Refer to the Japanese version of the SFC Guide.

Privacy Policy and Personal Information at Keio University

At Keio University, personal information is managed safely and appropriately in compliance with the university's "Basic Policy Concerning Protection of Personal Information" and "Rules to Protect Personal Information."
The names, addresses, and other personal information provided in student applications, admissions procedures, or after enrollment will be managed and used by the respective departments at Keio University within the scope described in the "Keio University Privacy Policy for Students and Related Parties"

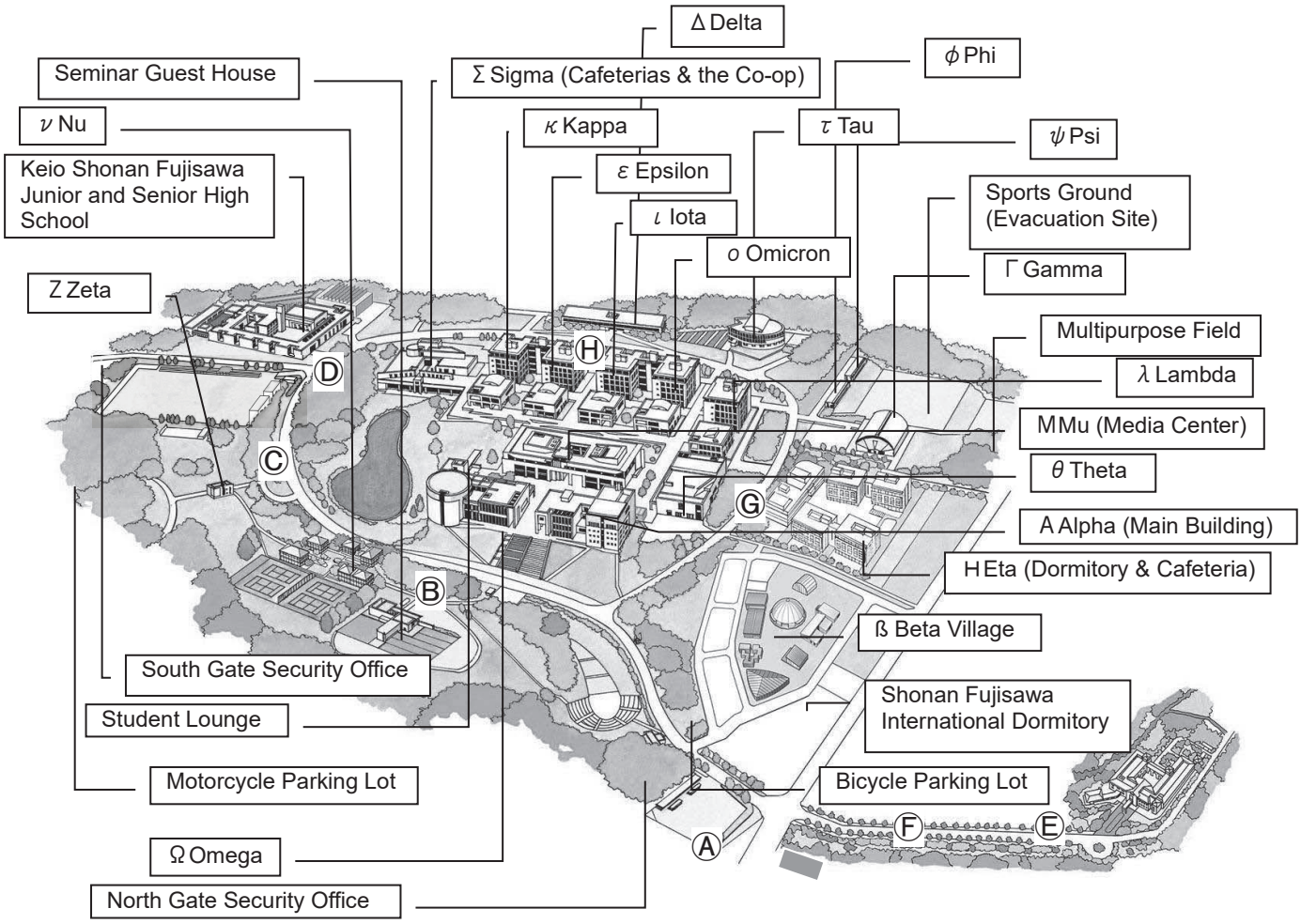
Note however, that a student's academic transcript will be provided to their guarantor. Keio University provides the guarantor with the student's academic transcript, solely to ensure that the guarantor has an understanding of the student's academic progress, with due respect to the autonomy of each student.

By proceeding with all of these procedures, you are agreeing to the terms, conditions, and policies listed above. Please read over the terms and conditions carefully beforehand.

Keio University Basic Policy Concerning Protection of Personal Information and Rules to Protect Personal Information
https://www.keio.ac.jp/en/privacy-policy/

Keio University Privacy Policy for Students and Related Parties（Japanese）
https://www.keio.ac.jp/ja/assets/download/privacy-policy/index/students-pip.pdf

Campus Map



Campus Bus Stops

Kanachu Bus Stops	SoKanKan Intracampus 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)	Ⓔ Faculty of Nursing and Medical Care Ⓕ SFC-IV Ⓖ Alpha Bldg., North Side Ⓗ Delta Bldg.

Getting to SFC

From Shonandai Station

Go up West Exit B stairs and take bus 23, 24, or 25 from bus stop 1 to Keio Daigaku Honkan Mae (15 min.)

From Tsujido Station

Take bus 34 or 35 from North Exit to Keio Daigaku Hokan Mae (25 min.)

Campus Facilities

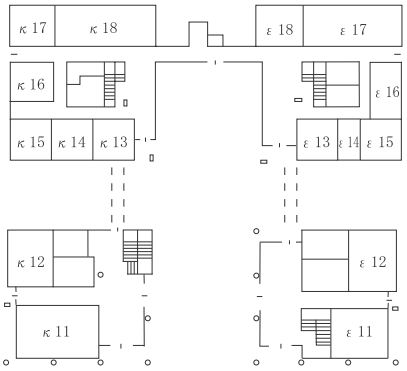
Kappa Building
(Lecture Rooms)

Epsilon Building
(Lecture Rooms)

2nd Floor



1st Floor



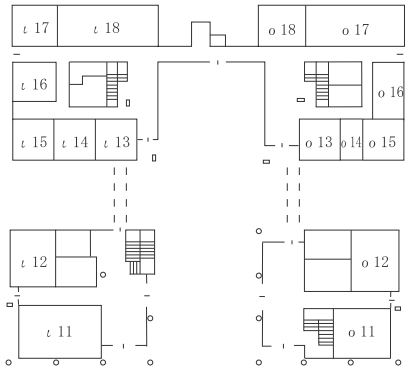
Iota Building
(Lecture Rooms)

Omicron Building
(Lecture Rooms)

2nd Floor

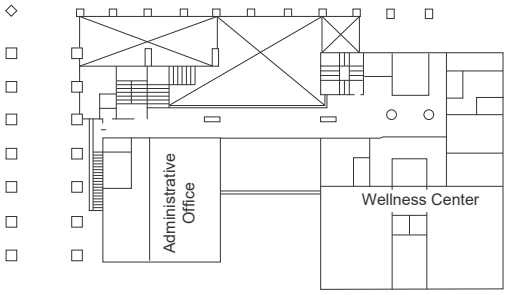


1st Floor



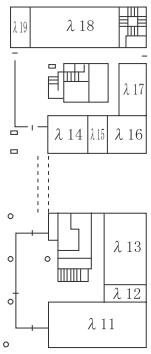
Alpha Building
(Administrative Office and other facilities)

2nd Floor

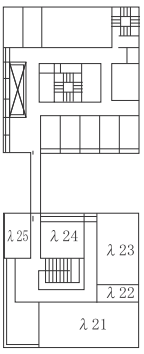


Lambda Building
(Lecture Rooms)

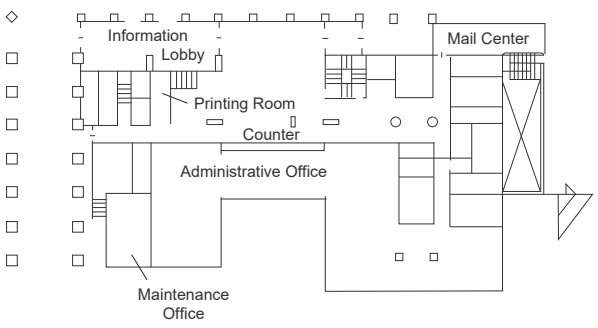
1st Floor



2nd Floor

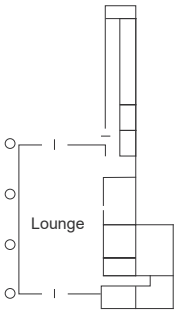


1st Floor

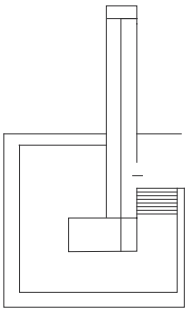


Student Lounge (Subway)

1st Floor

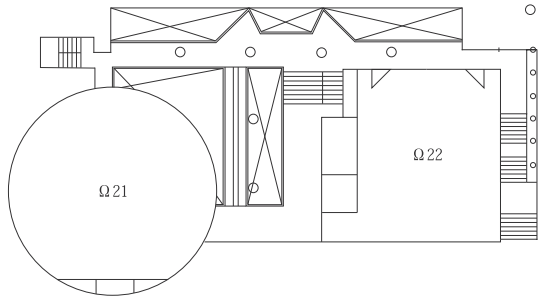


2nd Floor

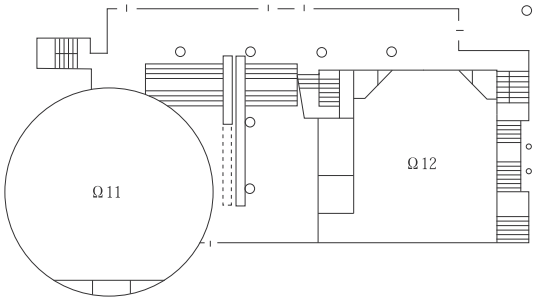


Omega Building (Main Lecture Hall 1)

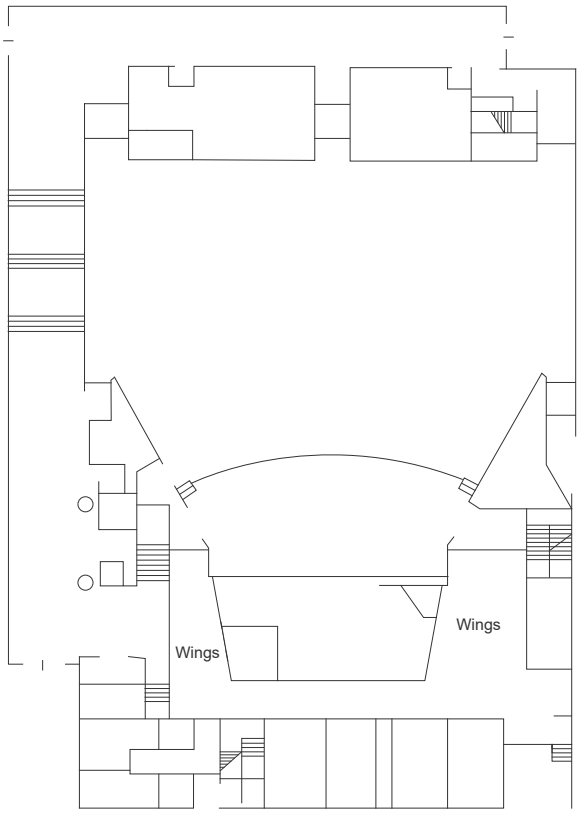
2nd Floor



1st Floor



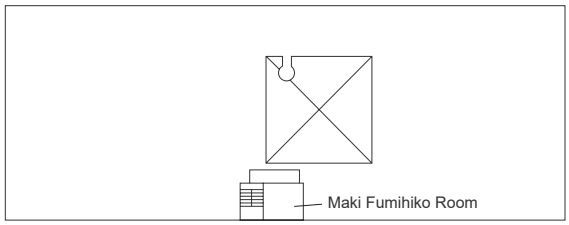
Theta Building (Main Lecture Hall 2)



Mu Building (Media Center and Shonan Fujisawa Information Technology Center)

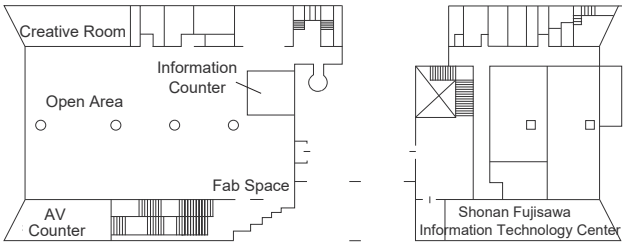
4th Floor

Maki Fumihiko Room



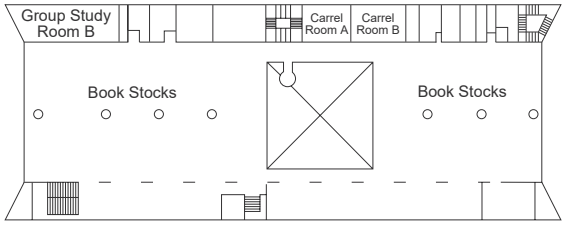
1st Floor

Open Area



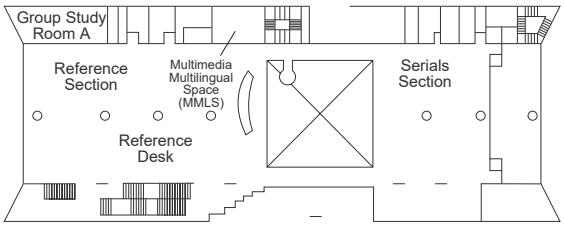
3rd Floor

Library Area and Carrel Rooms



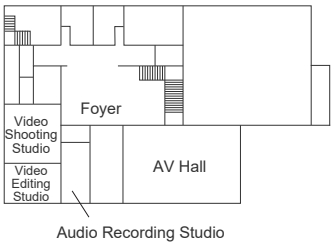
2nd Floor

Library Area



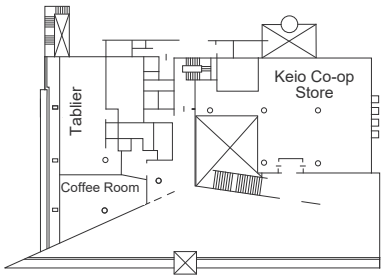
Basement Floor

Studio Area

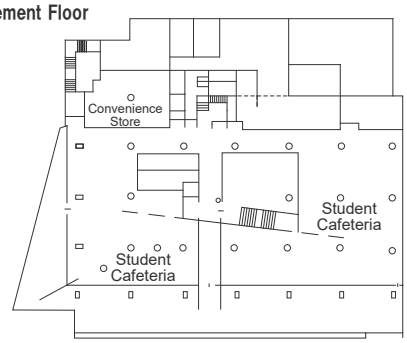


Sigma Building (Co-op and Cafeteria)

1st Floor

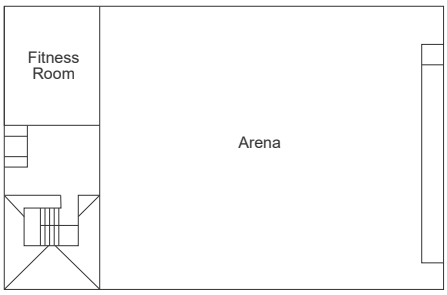


Basement Floor

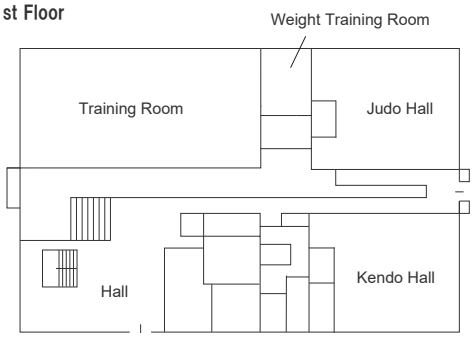


Gamma Building (Gymnasium)

2nd Floor

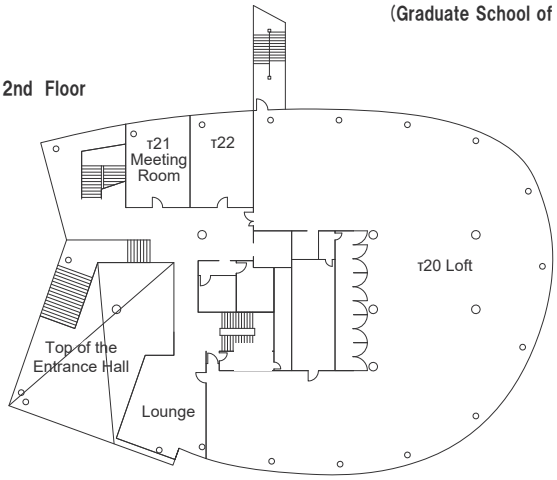


1st Floor

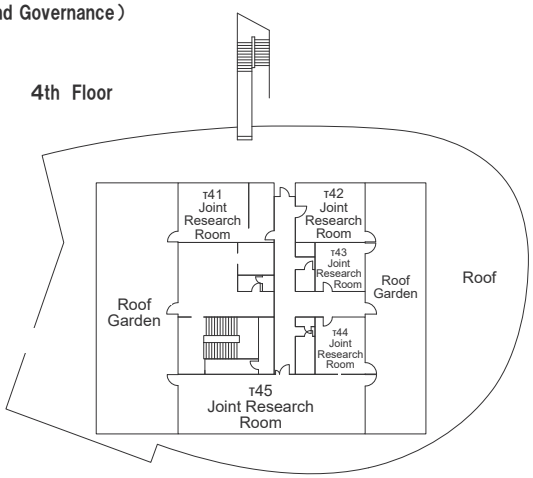


Tau Building (Graduate School of Media and Governance)

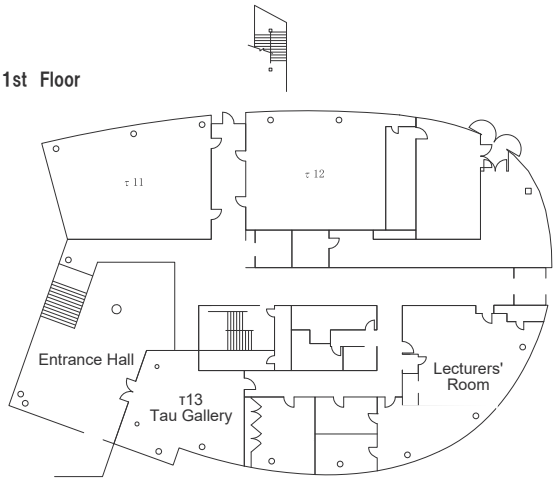
2nd Floor



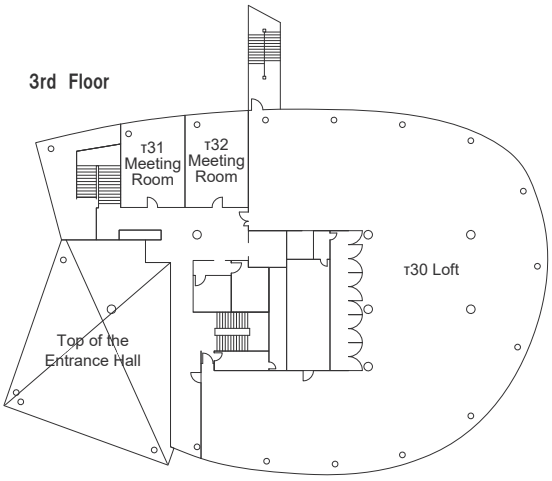
4th Floor



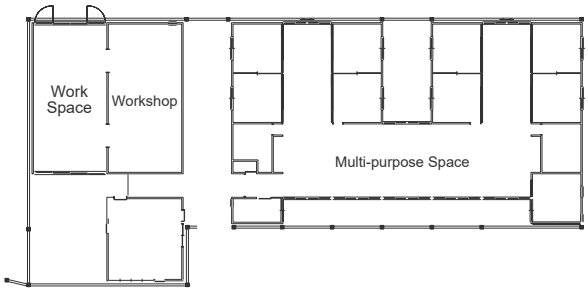
1st Floor



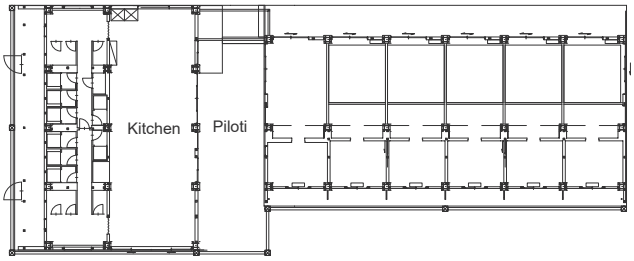
3rd Floor



β Village (β 1 House 1)

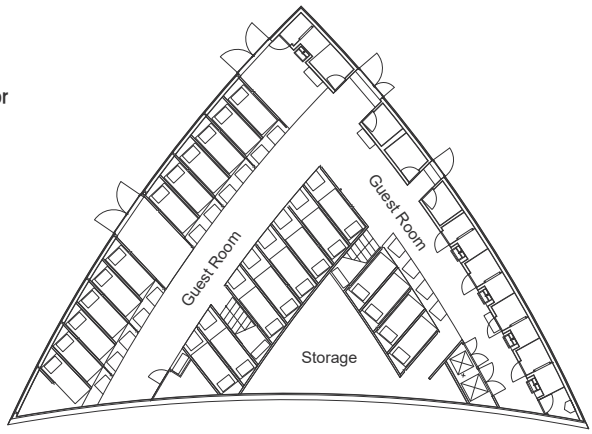


β Village (β 2 House 2)

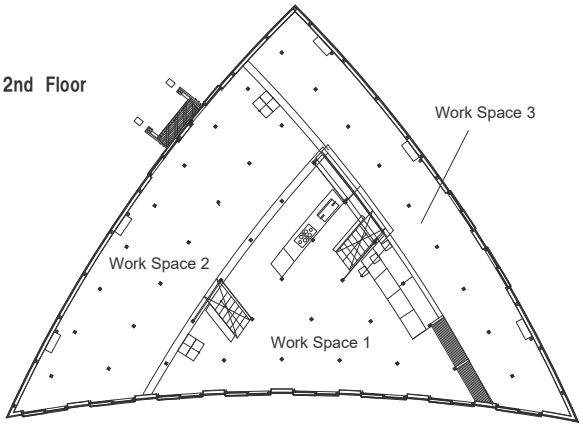


β Village (β 3 House 3)

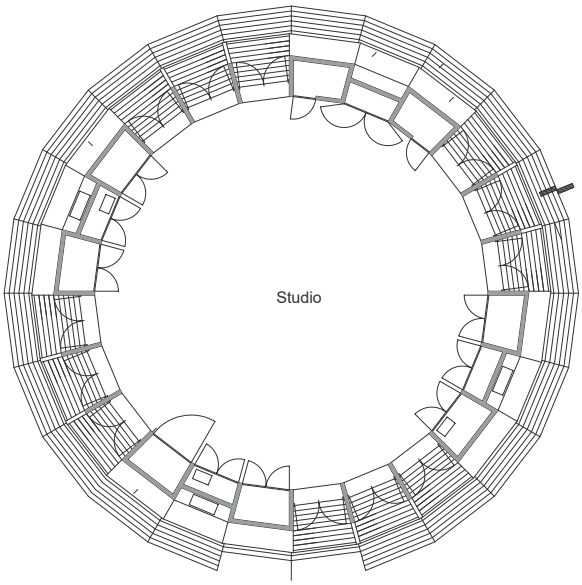
1st Floor



2nd Floor



β Village (β Dome)



SFC Class Timetable

Each campus uses a different class timetable.
The class timetable at SFC is as follows:

Period	Time
1	9:25 – 10:55
2	11:10 – 12:40
3	13:00 –14:30
4	14:45 – 16:15
5	16:30 – 18:00
6	18:10 – 19:40
7	19:50 – 21:20

*Times for remote classes may differ.

Class Timetable at Other Campuses

Period	Mita, Hiyoshi, and Yagami
1	9:00 – 10:30
2	10:45 – 12:15
3	13:00 – 14:30
4	14:45 – 16:15
5	16:30 – 18:00

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