

Date	Necessary procedures and things to check												
Apr. 3 (Sun.) 12:30 p.m. (JST) – Apr. 5 (Tue.) 4:45 p.m. (JST)	<p><b>First Course Registration Period</b>            Students must register all the courses they will take in Spring Semester via keio.jp. Please refer the manual below for details.  <a href="https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html">https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html</a></p> <p>Please select the "Field Name" below from the pull-down in registering the Course Category.</p> <table border="0"> <tr> <td>[Course Category]</td> <td></td> <td>[Field Name]</td> </tr> <tr> <td>Natural Science</td> <td>=&gt;</td> <td>GENERAL EDUCATION</td> </tr> <tr> <td>FBC</td> <td>=&gt;</td> <td>SPECIALIZED SUBJECTS</td> </tr> <tr> <td>Non-FBC</td> <td>=&gt;</td> <td>BUSINESS-RELATED SUBJECTS</td> </tr> </table> <p>*Please ignore the alphabets and numbers of the "Field Name" listed, and select one of any.            *If you wish to register FBC course as Non-FBC course, please select "BUSINESS-RELATED SUBJECTS".</p> <p>Please ignore the error message displayed on the course registration system in registering the courses, as it does not apply to ESSEC DD students.</p> <p>Office of Student Services will contact the students if there are any corrections to the registration.</p> <p>&lt;Important points for course registration for the Spring Semester&gt;            (1) There may be restrictions on courses offered by other faculties that you can register for. Please see the URL below for further information.  <a href="https://www.students.keio.ac.jp/en/com/class/registration/other-faculties.html">https://www.students.keio.ac.jp/en/com/class/registration/other-faculties.html</a>            (2) Before registering for courses, check the syllabus carefully, since the course timetable may change, some courses may impose new restrictions on the eligibility of students, or new courses may become available.            (3) Attend all classes you have registered and classes you are likely to add until the results of the course registration have been announced.            (4) No credits will be given for a course that has not been registered.</p>	[Course Category]		[Field Name]	Natural Science	=>	GENERAL EDUCATION	FBC	=>	SPECIALIZED SUBJECTS	Non-FBC	=>	BUSINESS-RELATED SUBJECTS
[Course Category]		[Field Name]											
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Apr. 6 (Wed.) 6:00 p.m. (JST)	<p><b>Announcement of the Results of Adjustments to the Number of Registered Students on Courses</b>            The number of students may be adjusted when many students have registered for the same course.</p>												
Apr. 7 (Thu.)	<p><b>First day of the Spring Semester Courses</b>            Regular classes begin.</p>												
Apr. 6 (Wed.) 6:00 p.m. (JST) – Apr. 14 (Thu.) 10:00 a.m. (JST)	<p><b>Second Course Registration Period</b>            If students wish to add other courses as a result of the adjustment, read through the announcement to find courses which allow additional registration, and register via keio.jp.            If the course requires the permission from the lecturer, check the notes written in the announcement and obtain permission immediately.</p>												
Apr. 27 (Wed.) 10:00 a.m. (JST) – Apr. 28 (Thu.) 4:45 p.m. (JST)	<p><b>Course Registration Cancellation Period for Courses of Spring Semester and First-half of Spring Semester</b>            Students may cancel the courses they have registered. Please refer to the section on the right, and cancel via keio.jp.</p>												
Jun. 14 (Tue.) 10:00 a.m. (JST) – Jun. 15 (Wed.) 4:45 p.m. (JST)	<p><b>Course Registration Cancellation Period for Courses of Second-half of Spring Semester</b>            Students may cancel courses they have registered. Please refer to the section on the right, and cancel via keio.jp.</p>												

<Important points for cancelling Spring Semester courses>

A. Courses that can be cancelled  
Course Registration Cancellation Period for Courses of Spring Semester and First-half Spring Semester: courses offered during the Spring Semester and the first half of the Spring Semester  
Course Registration Cancellation Period for Courses of Second-half of Spring Semester: only courses offered in the second half of the Spring Semester

B. Courses that cannot be cancelled  
 1. Courses listed in "Undergraduate courses that cannot be canceled by students from other faculties or other graduate schools" on the URL below.  
<https://www.students.keio.ac.jp/en/com/class/registration/other-faculties.html>  
 2. Cancellation that will affect the requirements advancement/graduation

C. For intensive courses, cancellations are possible until one day after the first class (excluding holidays) at the Office of Student Services, regardless of the cancellation period.

**D. Students are allowed to cancel 8 credits at most during each cancellation period.**