

## Course Registration Guide

- Please read “THE 2021/2022 STUDY PLAN FOR THE INCOMING ESSEC GLOBAL BBA STUDENTS” that describes academic roadmap to complete DD program.
- Three types of courses are offered: Natural Science, FBC courses, and non-FBC courses.
- “Natural Science Course List” lists courses for 2021 Fall semester. The list provides basic course information such as campus (Hiyoshi, Mita), course title, day & period and instructor. Keio's academic calendar starts from April, thus courses for 2022 Spring are not available yet. FBC and Non-FBC courses offered in English are available on “Keio University Syllabus/Timetable” (<https://gslbs.adst.keio.ac.jp/>). Please refer the “Syllabus Search Manual” for details.
- In S5 (2021 Fall), S6 (2022 Spring), and S8, the DD students must earn at least 52 Keio credits by taking courses at Keio FBC and ESSEC. Among the 52 Keio credits, the DD students must earn 4 Keio credits (2 courses) from the Natural Science courses. The DD students are required to earn more than 10 but at most 24 Keio credits from non-FBC Courses.
- The DD students cannot register for more than 50 credits worth of FBC and non-FBC Courses in S5 (2021 Fall) and S6 (2022 Spring)
- Syllabus for courses offered by the International Center (non-FBC courses) is available on <https://www.ic.keio.ac.jp/en/aboutic/aboutcourse/>. Syllabus for Natural Science, FBC and other non-FBC courses are available on <https://gslbs.adst.keio.ac.jp>.
- In addition to the credit-bearing courses, the students can take up to 2 courses offered by Keio Center for Japanese Studies as non-credit-bearing courses. Keio FBC will cover the course fee (20,000 Yen per course), but you need to pay for the materials on your own. We will send you the details prior to the course registration period via E-mail.
- The DD students who are fluent in Japanese can also take various courses in Management & Organization, Accounting, Marketing Science, and Economy & Industry offered by Keio FBC in Japanese. The course information is available on the syllabus.
- Keio FBC has two campuses: the Hiyoshi Campus in Yokohama and the Mita Campus in Tokyo. Some of the courses offered in the area of Natural Science

will be offered at the Hiyoshi Campus, which is connected to the Mita Campus by a direct subway-train link between Hiyoshi station and Mita station (travel time: approximately 40 minutes). If you are going to take classes at Hiyoshi and at Mita on the same day, please take into account the commute time.

- Please plan your courses for 2021 Fall semester and fill in the "Course Registration Form" if possible. We will explain the details at the FBC guidance planned in late September (TBA). Our Academic Adviser for International Programs is also willing to support you individually. Please contact Prof. Yabu below for any academic issues.

### Contact

Academic issues (e.g., course choices, learning experience, etc.):

Prof. Tomoyoshi, YABU

Academic Adviser for International Programs

Professor

Faculty of Business and Commerce

Keio University

2-15-45 Mita, Minato-ku, Tokyo 108-8345, Japan

tyabu@fbc.keio.ac.jp

Administrative issues (e.g., registration, academic records, etc.):

Mr. Manato, INAYAMA

Ms. Keiko, FUJII

Ms. Miho, ARIMA

Office of Student Services

Faculty of Business and Commerce

Keio University

2-15-45 Mita, Minato-ku, Tokyo 108-8345, Japan

+81-3-5427-1558

mita-gakuji-sho@adst.keio.ac.jp