

| Date | Necessary procedures and things to check | |
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| Sep. 16(Thu.) | <p><u>ESSEC DD students should fill in the Course Registration Form and submit it to FBC, Office of Student Services. <mita-gakuji-sho@adst.keio.ac.jp> Deadline: Thursday, 16 September</u></p> <p><Important points for course registration for the Fall Semester> (1) There may be restrictions on courses offered by other faculties that you can register for. Please see the URL below for further information. https://www.students.keio.ac.jp/en/com/class/registration/other-faculties.html (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> | |
| Sep. 30(Thu.) 6:00 p.m. | <p><u>Announcement of the Results of Adjustments to the Number of Registered Students on Courses</u> The number of students may be adjusted when many students have registered for the same course.</p> | |
| Oct. 1(Fri.) | <p><u>First day of the Fall Semester Courses</u> Regular classes begin.</p> | |
| Oct. 5(Tue.) | <p><u>Add other courses</u> 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 e-mail by Oct. 5. <mita-gakuji-sho@adst.keio.ac.jp> If the courses require the permission from the lecturer, check the notes written in the announcement and obtain permission immediately.</p> | |
| Oct. 21(Thu.) 10:00 a.m. – Oct. 22(Fri.) 4:45 p.m. | <p><u>Cancellation Period for the first half of the Fall Semester</u> Students may cancel the courses they have registered. Please refer to the section on the right, and cancel by e-mail. <mita-gakuji-sho@adst.keio.ac.jp></p> | <p><Important points for cancelling Fall Semester courses></p> <p>A. Courses that can be cancelled <u>Cancellation period for the first half of the Fall Semester:</u> courses offered during the Fall Semester and the first half of the Fall Semester <u>Cancellation period for the second half of the Fall Semester:</u> only courses offered in the second half of the Fall Semester</p> <p>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</p> |
| Dec. 13 (Mon.) 10:00 a.m. – Dec. 14 (Tue.) 4:45 p.m. | <p><u>Cancellation Period for the second half of the Fall Semester</u> Students may cancel courses they have registered. Please refer to the section on the right, and cancel by e-mail. <mita-gakuji-sho@adst.keio.ac.jp></p> | <p>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.</p> <p><u>D. Students are allowed to cancel 8 credits at most during each cancellation period.</u></p> |