

Schedule for Course Registration (AY2021)

Date	Necessary procedures and things to check	
March 24 (Wed.)	<p>ESSEC students should fill in the Course Registration Form and submit it to the Office of Student Services. <mita-gakuji-sho@adst.keio.ac.jp> Submission Deadline: Wednesday, 24 March</p> <p><Important points for course registration for the Spring Semester> (1) There may be restrictions on courses offered by other faculties that you can register for. Please refer to the website below for further information. https://www.students.keio.ac.jp/en/com/class/registration/other-faculties.html (2) Before registering for courses, check the website carefully, since the course timetable may have been changed, 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>	
April 6 (Tue.) 18:00	<p><u>Announcement of the Results of Adjustments to the Number of Registered Students on Courses</u> Registration Confirmation Sheet which reflects the results of course registration would be sent to each student by email. The number of students may be adjusted when many students have registered for the same course.</p>	
April 7 (Wed.)	<p><u>First day of the Spring Semester Courses</u> Regular classes begin. With regard to courses offered by Keio research institutes, see the syllabi of the respective institutes.</p>	
~April 11 (Sun.)	<p><u>Add another course</u> If students wish to add another course in place of courses they were not able to take as a result of the adjustment, read through the announcement to find courses which allow additional registration, and let us know through email by April 11. <mita-gakuji-sho@adst.keio.ac.jp> If the course requires the permission of the lecturer or the research institute, check the notes written in the announcement and obtain permission immediately.</p>	
April 27 (Tue.) 10:00 ~April 28 (Wed.) 16:45	<p><u>Course Registration Cancellation Period for the first half of the Spring Semester</u> Students can still cancel courses they have registered. Please refer to the section on the right. If you prefer to cancel courses you have registered, please let us know through email. <mita-gakuji-sho@adst.keio.ac.jp></p>	<p><Important points for cancelling Spring Semester courses></p> <p>A. Courses that can be cancelled The courses with conditions which are mentioned in B section below do not apply. <u>Cancellation period for the first half of the Spring Semester:</u> courses offered during the Spring Semester and the first half of the Spring Semester <u>Cancellation period for the second half of the Spring Semester:</u> only courses offered in the second half of the Spring Semester</p>
June 14 (Mon.) 10:00 ~June 15 (Tue.) 16:45	<p><u>Course Registration Cancellation Period for the second half of the Spring Semester</u> Students can still cancel courses they have registered. Please refer to the section on the right. If you prefer to cancel courses you have registered, please let us know through email. <mita-gakuji-sho@adst.keio.ac.jp></p>	<p>B. Courses that cannot be cancelled 1. Courses that are listed in “Undergraduate courses that cannot be canceled by students from other faculties or other graduate schools” 2. Cancellation that will affect the requirements advancement/graduation</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>