

Procedures for Course Registration (AY2020)

| Date | Necessary procedures and things to check |
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| <p>April 16 (Thu.) 12:30 ~ April 21 (Tue.) 11:00</p> | <p><u>Course Registration Period for the Spring Semester</u> Students must register for all of the courses they will take in Spring Semester with the course registration form. Carefully check credit acquisition status by referring to the Grade Report from the Fall Semester, and register for the sufficient number of courses so that your course registration will satisfy advancement / graduation requirement.</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> |
| <p>April 28 (Tue.) 9:00</p> | <p><u>Announcement of the Results of Adjustments to the Number of Registered Students on Courses</u> The results of the adjustments will be announced on the bulletin boards on Hiyoshi Campus (only for courses offered at Hiyoshi Campus) and on the For Keio Students website: Keio.jp (http://keio.jp/) The number of students may be adjusted when many students have registered for the same course. If students wish to add another course in place of courses they are not able to take as a result of the adjustments, read through the announcement to find courses which allow additional registration and class attendance. If the course requires the permission of the lecturer or the research institute, check the notes written in the announcement and obtain permission immediately. Students should attend classes they intend to add until the beginning of the registration amendment period in early May.</p> |
| <p>April 30 (Thu.)</p> | <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> |
| <p>May 11 (Mon.) 8:45 ~ May 12 (Tue.) 16:45</p> | <p><u>Course Registration Amendment Period for Spring Semester</u> (applicable students only) Where to make changes: Faculty of Business and Commerce counter at the Office of Student Services Applicable students: Students instructed to amend the registered courses by the Office of Student Service and students who are not able to take a course as a result of a lottery. Required documents: Student ID card, Course Registration Confirmation Sheet (mailed to you if amendments are necessary) These students may amend courses as instructed by the Office of Student Services, or add courses equivalent to the number of credits they were rejected to take as a result of the lottery. However, if a course is labelled "Not Permitted" due to improper registration, it will not be regarded as rejected course registration in the lottery.</p> <p><Important points for amending course registration for the Spring Semester> (1) If there is a notification about a mistake in the registration, please make the correction within the designated period. (2) Student cannot add new courses for reasons other than course registration that has been rejected due to the results of a lottery, even if the number of credits for the courses are below the credit limit.</p> |
| <p>May 19 (Tue.) 10:00 ~ May 20 (Wed.) 16:45</p> | <p><Important points for cancelling Spring Semester courses></p> <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 come to the Office of Student Services, and revise your "Course Registration Form".</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> |
| <p>June 30 (Tue.) 10:00 ~ July 1 (Wed.) 16:45</p> | <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 come to the Office of Student Services, and revise your "Course Registration Form".</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> |