

Registration Procedure for SFC Courses

Faculty of Policy Management

Faculty of Environment and Information Studies

Graduate School of Media and Governance

[If you wish to enroll in a course that is restricted by students screening]

1. Check the syllabus for selection information in advance.
2. Contact the instructor in charge of the class directly to confirm whether you can enroll in the course.
3. Wait for a reply regarding 2) from the instructor.
4. (The instructor will register those who are permitted to take the course in the internal system.
5. A notice of permission to enroll will be sent to your keio.jp email address during the 2nd Course Registration Period.
6. Register the course via “Course Registration” page before the end of **the 2nd Course Registration Period ends.**
7. Class materials on K-LMS will become available the day after your course registration.

<Important!>

- * Even if you have received 3. and 5., your course registration will not be officially completed unless you complete 6. **The course will not be added automatically.**
- * If you have not received 3. and 5. by the day before the class starts, please contact the instructor directly again to confirm whether you can take the course.

[If you wish to enroll in a course for which there is no screening]

1. Register for the course on the 1st course registration or the 2nd course registration.
2. Class materials on K-LMS will become available the day after your course registration.

[Information for Class Participation]

Any changes in the classrooms and timetables for courses offered at SFC will be posted on the following webpage.

[Keio University Student Website | Class Room & Schedule Changes](https://www.students.keio.ac.jp/sfc/pmei/class/registration/change.html)

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