

KIP COURSE REGISTRATION MANUAL

Keio International Center

BASIC INFORMATION

1. KIP students must complete their course registration via [“Course Registration”](#).
2. You must obtain a Keio ID first* to log in to the Course Registration.
*Please refer to the next slide for the detailed procedures.
3. Please register for all the courses you wish to take this semester.
4. The registration process may take time, so please allow enough time to complete it.
5. Immediately after the end of the Course Registration period, you will not be able to access the system.

Reference: How to obtain a Keio ID

1. Activation key will be provided to each student at the Orientation for Exchange Students or KIP Guidance.
2. Activate your Keio account and complete user registration on the following website.
You will receive your Keio ID and its password.
<https://activation.keio.jp/activate/Fac>

*If you forget your Keio ID and password, please contact the Mita KIC counter (B1F, Graduate School Building) and ask to reissue your Keio ID.

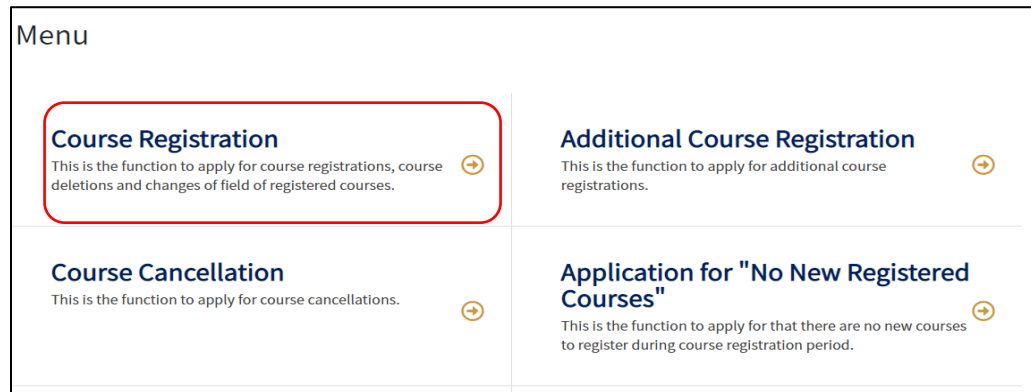
https://www.mita.itc.keio.ac.jp/ja/contact_howto_mc.html

3. You can access Course Registration with your Keio ID and its password via the [K-Support](#).

COURSE REGISTRATION STEPS

Step1. Proceed to the Course Registration (Additional Course Registration) screen

After logging in to [K-Support](#), click "Course Registration" at the top of the screen or "Apps" > "Class" category > "Course Registration".



COURSE REGISTRATION STEPS

Step2. Register for courses you wish to take this semester

(1) Press "Add Courses" button or "+" button, "Course Search" screen will appear. You can search for courses by using "Search Condition" or by entering "Course Registration Number"

	Spring semester	Fall semester	Course List	by Field		
	Add Courses					
	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	+	+	+	+	+	+
2	+	+	+	+	+	+
3	+	+	+	+	+	+
4	+	+	+	+	+	+
5	+	+	+	+	+	+
6	+	+	+	+	+	+
7	+	+	+	+	+	+
Other	+					

(2-1) Input the search conditions, then press "Search" button, the result will appear.

The screenshot shows the 'Search for Courses' form. The 'Search Condition' label is highlighted with a red box. Below it, the 'Affiliation' dropdown is set to 'INTERNATIONAL CENTER', 'Department' to 'None', 'Course' to 'All', and 'Year' to '4th'. The 'Semester' is 'Fall semester', 'Day' is 'Mon.', and 'Period' is '1'. The 'Search' button is highlighted with a red box. At the bottom, it shows '2 results (Showing 1 of 1 pages)' and pagination controls.

How to search for courses (1)

By using "Search Condition"

Press "Select" button of the course you wish to take, "Add Courses" screen will appear.

The screenshot shows the search results page. The 'Search Condition' label is highlighted with a red box. Below it, the search criteria are the same as in the previous screenshot. The 'Search' button is highlighted with a red box. At the bottom, it shows '2 results (Showing 1 of 1 pages)' and pagination controls. The first result is highlighted with a red box:

MEDIA AND COMMUNICATION STUDIES ABE, YUKIKO 2 Credits Fall Mon.1 Course Registration Number:83996 Campus/Offered by:Mita • INTERNATIONAL CENTER Field A:None Registration Restriction:Lottery planned Format:Online classes (mainly real-time format)	Select
CHINA, JAPAN AND KOREA COMPARATIVE MANAGEMENT DRUMMOND, DAMON 2 Credits Fall(1st Half) Mon.1,2 Course Registration Number:45378 Campus/Offered by:Mita • INTERNATIONAL CENTER Field A:None Registration Restriction:Lottery planned Format:Face-to-face classes (conducted mainly in-person)	Select

(2-2) Input course registration numbers(five-digits), then press "Select" button, the result will appear.

Press "Select" button of the course you wish to take, "Add Courses" screen will appear.

Search for Courses

Search Condition

Course Registration Number

Add Input Columns for Course Registration Number Reset

47127

1 results (Showing 1 of 1 pages)

First Prev 1 Next Last

INTRODUCTION TO JAPANESE CINEMA 2 AINGE, MICHAEL W. 2 Credits

Fall Mon.5 Course Registration Number:47127 Campus/Offered by:Mita • INTERNATIONAL CENTER Field A:None

Course Restriction:Lottery is scheduled.

First Prev 1 Next Last

Close

How to search for courses (2)

By entering the “Course Registration Number”

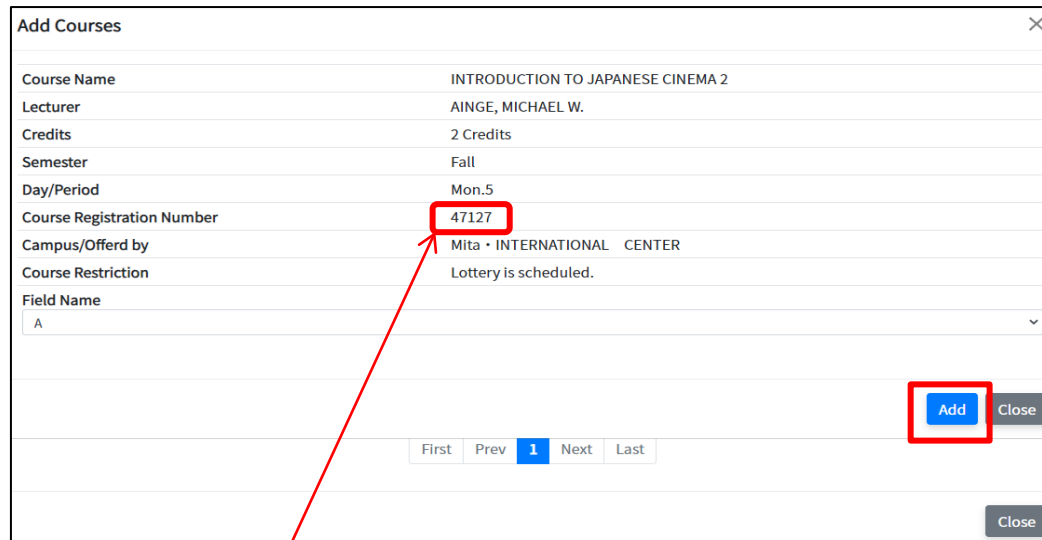
Note:

For registering English-taught courses offered by Undergraduate Faculties/Graduate Schools, make sure to use the course registration numbers which are found in the list of available courses on the following website.

https://www.ic.keio.ac.jp/en/aboutic/aboutcourse/faculties_gradschools.html

COURSE REGISTRATION STEPS

(3) Press “Add” button to add the course



The screenshot shows a web form titled "Add Courses" with a close button (X) in the top right corner. The form contains the following fields and values:

Course Name	INTRODUCTION TO JAPANESE CINEMA 2
Lecturer	AINGE, MICHAEL W.
Credits	2 Credits
Semester	Fall
Day/Period	Mon.5
Course Registration Number	47127
Campus/Offered by	Mita • INTERNATIONAL CENTER
Course Restriction	Lottery is scheduled.
Field Name	A

At the bottom of the form, there is a pagination bar with buttons: First, Prev, 1 (highlighted), Next, Last. To the right of the form, there are two buttons: "Add" (highlighted with a red box) and "Close". A red arrow points from the "Add" button to the "Course Registration Number" field, which also contains the value "47127" and is highlighted with a red box.

If you are registering English-taught courses offered by Undergraduate Faculties/Graduate Schools, make sure the registration number is the same as the one in the [“List of available courses”](#).

COURSE REGISTRATION STEPS

Step3. Press [CHECK] button and confirm whether an error message is not displayed in the "Correction Required" area.

If you add courses or delete courses, the following message will be displayed in the "Correction Required" area. Be sure to press [CHECK] button.

Correction Required
Your course registration has not been completed due to the following errors. Please check the error messages and correct the errors.

- The CHECK has not been completed after course addition, deletion, change of fields. Please be sure to press **CHECK**.

Spring semester

Fall semester

Course List

by Field

Add Courses

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	+	+	+	+	+	+
2	+	+	+	+	+	+
3	+	+	+	+	+	+
4	+	+	+	+	+	+
5	+	+	+	+	+	+
INTRODUCTION TO JAPANESE CINEMA 2 AINGE, MICHAEL W. 2 Credits (Semester) Fall (Campus/Offered by) Mita - INTERNATIONAL CENTER (Course Registration Number) 47127 (Field Name) A -- Detail	+	+	+	+	+	+
6	+	+	+	+	+	+

The CHECK has not been completed after course addition, deletion, change of fields. Please be sure to press **CHECK**.

COURSE REGISTRATION STEPS

Step4. Correct errors if error messages are displayed in the "Correction Required" area.

After pressing [CHECK] button, if your course registration is incomplete, error messages will be displayed in the "Correction Required" area.

Please confirm the error messages and be sure to correct errors until the "Correction Required" area has disappeared.

If the course registration period ends without correcting the error, the courses you have registered may not be approved or the student may be disadvantaged in the lottery for a course permit.

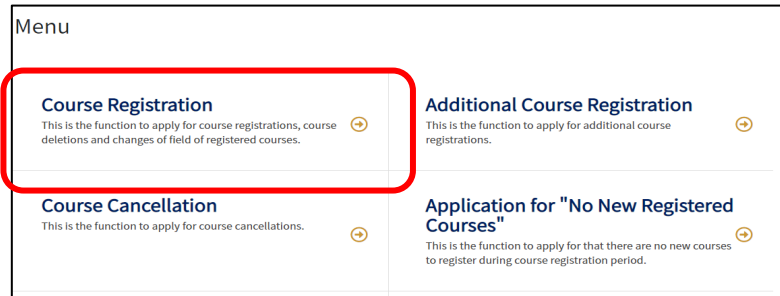
Also, if messages are displayed in the "Confirmation" area, confirm them and modify your course registration if necessary.

How to delete the registered courses

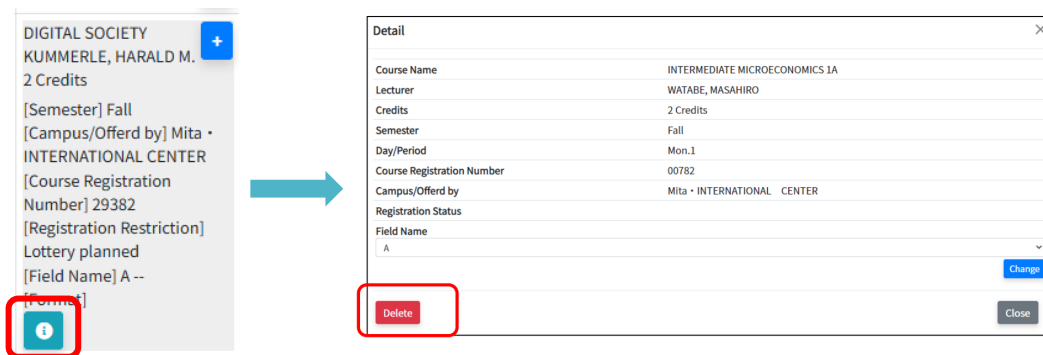
Note:

During the course registration period, you can delete the registered courses via the "Course Registration" on the menu screen.

"Course Cancellation" on the menu screen is only available during the "Course Cancellation Period."



Press the "i" button of the course you wish to cancel for, a "Detail" screen will appear. Then, press "Delete" button, the course will be deleted.



For courses that "Cannot be changed" are displayed in the registration status area, they cannot be deleted.

Common Error Messages

Message	Description	What to do
Not Permitted	This message is displayed when you try to register for a restricted course.	If you are not allowed to register for the course, please delete it. If you are permitted to take the course, contact the KIP coordinator.
Conflict with timetable	This message is displayed when you try to register multiple courses that are held at the same time. (Some of the courses span more than one class period even if this is not explicitly stated on the timetable, and the additional class periods are also considered.) This message is also displayed when you try to register for a course taught on a different campus when it would be impossible to travel between the campuses in time. (For example, this error would be displayed if you try to register for a course (with “In-Person” format) held on Mita Campus in the first period and another course (with “In-Person” format) held on Hiyoshi Campus in the second period).	You have to cancel the course(s).
Course Completed	This message is displayed when you have already completed a course registration of the same name before the last semester (for some faculties and graduate schools, before the last academic year). This message is also displayed when two courses, each with a different name, are treated as the same course.	You have to cancel the course(s).
Corequisite Required	Some courses require you to be enrolled in another course simultaneously. This message is displayed when you do not satisfy this requirement.	You have to register for the course(s) that must be taken as a set.

If another error message is displayed, please refer to;
<https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html>