

Campus Facilities and Services

1 Media Center (Library)

Keio University libraries are called Media Centers. All six campuses – Mita, Hiyoshi, Shinanomachi, Yagami, SFC and Shiba-Kyoritsu – have a Media Center, which collects and stores all kinds of written and electronic resources to provide students, faculty and administrative staff with the required information at the required time.

The Media Centers hold and provide access to over four and a half million books, periodicals and other printed materials, audiovisual resources, electronic journals and databases. An electronic library catalog called KOSMOS is available for you to find library and media center resources on each campus. You can also use the Internet to find information you need both within and outside the University. The resources held by each Media Center reflect the areas of academic focus of the corresponding campus. Each Media Center provides online information and reference services common to all the Media Centers, as well as resources tailored specifically to the areas of academic focus of that campus.

When using the Media Centers:

- ① Use your student ID card to enter the library and borrow books.
- ② Return borrowed books by their due date. If you fail to do so, you will be charged a fine of 10 yen per item per day.

For further information about the Media Centers, please visit the website below. Information leaflets are also available at the Media Centers.

<http://www.lib.keio.ac.jp/en/>

2 Computer/Network Facilities (ITC)

An Information Technology Center (ITC) is located on each campus to provide computing and communications infrastructure, services, support and innovation of Keio University's instructional, research and learning programs. You are required to obtain an account in order to use the computers, printers, and various network services such as wireless LAN. For more information, please visit your campus's ITC website.

Campus	URL
Mita	http://www.mita.itc.keio.ac.jp/
Hiyoshi	http://www.hc.itc.keio.ac.jp/
Shinanomachi	http://www.sc.itc.keio.ac.jp/
Yagami	http://www.st.itc.keio.ac.jp/
Shonan Fujisawa	http://www.sfc.itc.keio.ac.jp/
Shiba-Kyoritsu	http://www.skic.itc.keio.ac.jp/

3 Health Centers/Clinics

Medical consultation and first-aid treatment is available at the Health Centers/Clinics on each campus. A Certificate of Health can be issued at a Health Center/Clinic if you take an annual health checkup. If you need medical attention while on campus, first aid can be received at the Health Center/Clinic during office hours. If necessary, a referral to Keio University Hospital or another hospital will be given.

1. Medical Treatment

(1) Undergraduate/Graduate Students

If you receive medical treatment at the Health Center/Clinic, half of the cost of treatment and medication is paid by the Student Health Insurance Union; you are responsible for the remaining amount.

(2) Research Students, and Japanese Language Program/Keio International Program Students

If you receive medical treatment at the Health Center/Clinic, you will be required to pay all medical fees. The Health

Center's website can be found at the links below:

Japanese: <http://www.hcc.keio.ac.jp/>

English: <http://www.hcc.keio.ac.jp/index-en.htm> (Some information is only available in Japanese)

Campus	Location	Office Hours
Mita	1F, North Bldg.	Monday to Friday 8:45–11:30/13:00–16:15
Hiyoshi	Building on the Athletics Field side of the tree-lined avenue	Monday to Friday 8:45–11:30/13:00–16:15
Yagami	3F, Bldg. 16-A	Monday to Friday (except Wednesday) 13:15–16:15 Please visit the Hiyoshi Health Center if the doctor at the Yagami Health Center is unavailable.
SFC	2F, Alpha Bldg.	Monday to Friday 9:15–12:00/13:00–16:15
Shiba-Kyoritsu	1F, Bldg. No. 2	Monday to Friday 9:15–11:20/13:00–16:15 Medical consultation and first aid treatment are available from a health nurse. To see a doctor, please check the schedule on the website of the Shiba-Kyoritsu Health Center.

Note: The Health Center/Clinic does not accept National Health Insurance cards.

2. Annual Health Checkup

Every year during April and May, the Health Center/Clinic carries out annual health checkups free of charge. The date of your checkup will depend on your faculty or graduate school, year, and sex. Please check the date on the bulletin board. Students taking this checkup can receive a Certificate of Health (200 yen per copy) throughout the academic year. If you receive a health checkup at another hospital or healthcare center, it will cost you 5,000–10,000 yen. Please note that you can only take this health checkup on the days scheduled.

4 Training Room

1. Hiyoshi Campus, 1F, Student Union Building

The Training Room is funded by Student Health Insurance Union Membership Dues to promote good health and physical fitness. The Training Room is equipped with a variety of training machines and shower rooms. A professional instructor is available onsite to give training advice.

Appropriate training clothing and shoes must be worn when using the Training Room.

Training Room Facility Hours:

Open: Monday to Friday, 10:30–17:30 (Last admission at 16:30)

(From April to December, facility hours are extended to 20:00 and last admission to 19:00, except during spring, summer, and winter vacations.)

Closed: Saturdays, Sundays, national holidays, Keio University holidays, during *Mita-sai* (late November), during the entrance examination period (February), and during the spring and fall semester-end examination periods (mid-July and late January to early February)

*The Training Room may be open when classes are held during the spring and fall semester-end examination periods and on national and Keio University holidays.

Fee: Undergraduate/Graduate Students: 200 yen per entry

Japanese Language Program/Keio International Program Students/Research Students: 300 yen per entry

When using the Training Room:

- ① Purchase a ticket at the entrance (use the automated machine).
 - ② Exchange your student ID card and the ticket for a locker key at reception.
 - ③ Make sure to change into appropriate shoes.
 - ④ Go to the locker room and change into appropriate clothing.
 - ⑤ Begin your workout.
- After your workout, return the locker key to reception and receive your student ID card.

2. SFC Campus Training Room and Tennis Court

There is also a training room in the SFC gym. Please make sure to wear appropriate training clothing and shoes. Reservations are not required. You can use the training room during the facility hours listed below.

If you would like to use the tennis court, you need to make a reservation at the office by the day before you plan to use it. Please bring a copy of the user registration form when you use the tennis court. Make sure to wear tennis shoes.

Training Room: Monday to Sunday, 9:30–20:00

Tennis Court: Monday to Sunday, 9:30–19:00

Closed: University holidays

Fee: Free

5 Student Counseling Room/Wellness Center

The Student Counseling Room (*Gakusei Sōdan-shitsu*) and Wellness Center offer personal counseling for a wide variety of concerns. Whatever your concerns, please feel free to come and talk to a counselor. You may also visit together with friends and family. Consultations are strictly confidential. Referrals to other departments/offices on campus may be made if necessary.

Consultation areas: Academic, extracurricular, career, and interpersonal issues, physical and mental health issues, daily living, or any other concerns you may have

Please feel free to visit a Counseling Room, or the Wellness Center at SFC, during office hours to consult a counselor about any concerns you may have. (At Yagami Campus and Shiba-Kyoritsu Campus, you can also make an appointment at the Office of Student Services.) Visits are in principle by appointment only; however, walk-ins may also be accepted. Appointments can be made by telephone. Counseling lasts from around half an hour to an hour. The counseling service is also available during summer vacation. In principle, office hours are listed below. There may be exceptions on days when there are University events or the counselor is away.

Student Counseling Room

Campus	Mita	Hiyoshi	Yagami	Shiba-Kyoritsu
Office	B1F, South School Bldg.	1F, 4th Bldg., Dokuritsukan	Room 101, 1F, 26 th Bldg.	Room 465, 4F, Bldg. No. 2
Office hour	Monday to Friday 9:30–11:30 12:30–16:30	Monday to Friday 9:30–11:30 12:30–16:30	Office hours are not fixed**.	Office hours are not fixed**.

※ The schedule of Yagami and Shiba-Kyoritsu campus for 2013 academic year will be posted on the Student Counseling Room's website

<http://www.gakuji.keio.ac.jp/life/gakuseisodan2.html>

* English-speaking staff is available upon request.

Wellness Center

Campus	SFC
Office	2F, Alpha Bldg., Wellness Center
Office hour	Monday to Friday 9:00–17:00 Counseling Service in English Wednesday 10:00–16:00 Thursday 9:00–14:00

You can also talk to faculty and administrative staff members of the International Center and the Center for Japanese Studies. We can introduce appropriate specialists or organizations if needed.

6 Harassment

As a general rule, if you feel that you are being harassed, it is probably harassment. As a victim you are not responsible for being harassed, so do not blame yourself or endure it, but act to find a solution before the situation deteriorates further. If you have difficulties, experience harassment, or have something bothering you, please do not worry alone. Consult with a person whom you can trust as soon as possible.

If needed, you may consult with the following people:

- ① Class coordinators
- ② Your academic advisor (Japanese Language Program/International Center)
- ③ Administrative staff of the International Center
- ④ Keio Gijuku Harassment Prevention Committee
Tel: 03-5427-1629 URL: <http://www.harass-pco.keio.ac.jp/index-e.htm>
Email: harass-pco@adst.keio.ac.jp

7 Tutorial Services

Tutorial services are intended to aid international students in their specific field of study.

(1) Eligibility

【Individual Tutor】

- ① Full-time international graduate students who are enrolled in a degree program
- ② MEXT scholarship students enrolled as research students or short-term international students in one of the Keio graduate schools.

【Japanese Language Tutor】

- ① Full-time international students who are enrolled in Levels 1 to 4 of the Japanese Language Program (JLP).
- ② MEXT scholarship students who are enrolled in JLP during their Japanese language training period.

*The term international student implies that the student's status of residence is "College Student".

(2) Instruction Content

【Individual Tutor】 The same field of study as the international student.

【Japanese Language Tutor】 The Japanese language.

(3) Tutor Qualifications

【Individual Tutor】 Full-time graduate students who are in the same academic field as the international students.

【Japanese Language Tutor】

Full-time graduate students who have completed the Program for Teaching Japanese as a Foreign Language at the Center for Japanese Studies or who are enrolled in or have completed the degree program of Japanese Language Education in the Graduate School of Literature.

Please contact the International Center at your main campus for information on the application period and the procedure for receiving tutorial services.