

Campus Facilities and Services

1 Media Center (Library)

Libraries at Keio University 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 in specialties tailored to each campus in order to provide students, faculty, and administrative staff with the information they need at the right time.

The Media Centers hold and provide access to a total of over 4.8 million books, periodicals, and other printed materials, audiovisual resources, electronic journals and databases. Students can use Keio’s electronic library catalog, called KOSMOS, to find resources and order items from the media centers on each campus. Keio’s Media Centers have obtained access to paid databases and electronic journals, which have been made available for students to use.

When using the Media Centers:

- ① Use your student ID card to enter the library and borrow books.
- ② Borrowing limits and loan periods depend on which Media Center you use. If you return books past their due date, you will be charged a fine of 10 yen per item per day. If you lose or damage any borrowed materials, you must pay for them.
- ③ The “My Library” function on KOSMOS allows students to see items they are currently borrowing, renew those items, and order books from other campuses.
- ④ You need an ITC account (campus network account) to access the paid databases or electronic journals.

For further information about the Media Centers, please visit the following website:

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

2 Computer/Network Facilities (ITC)

Information Technology Center (ITC) is located on each campus to provide computing and communications infrastructure, services, support, and innovation of Keio University’s educational and research 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.skf.itc.keio.ac.jp/

3 Keio Health Centers/Clinics

Medical consultation and first-aid treatment are available for free at the Health Centers on each campus. Certificates of Health can also be issued at a Health Center if you take an annual health checkup. Clinics are located within the Health Centers on each campus with the exception of Shinanomachi and Shiba-Kyoritsu Campuses. These clinics offer medical diagnoses and treatment by a resident doctor during office hours. If students require further medical treatment, 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 one of Keio's clinics, half of the cost of treatment and medication will be paid by the Student Health Insurance Union. You are responsible for the remaining amount.

(2) Research Students, JLP Students, KIP Students, and Short-term International Students

If you receive medical treatment at one of Keio's clinics, 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	Health Center Office Hours	Clinic Office Hours
Mita	1F, North Bldg.	Monday to Friday 8:30–17:00	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 8:30–17:00	Monday to Friday 8:45–11:30/13:00–16:15
Yagami	3F, Bldg. 16-A	Monday to Friday 8:30–17:00	Monday, Wednesday, Friday 8:45–11:30/13:15–16:15 Please visit the Hiyoshi Clinic if the doctor at the Yagami Clinic is unavailable.
SFC	2F, Alpha Bldg.	Monday to Friday 9:00–17:30	Monday to Friday 9:15–12:00/13:00–16:15 To see a doctor, please check the schedule on the Health Center's website.
Shinanomachi	B1F, Center Wing	Monday to Friday 8:30–17:00	The Health Center on Shinanomachi Campus does not have a clinic. Be sure to bring your student ID card and health insurance card when coming to be diagnosed. The Health Center is open Monday from 8:45 to 11:15 and Tuesday through Friday from 13:00 to 16:00 to second- to sixth-year undergraduates in the School of Medicine, full-time students in the Graduate School of Medicine and third-year undergraduates of the Faculty of Nursing and Medical Care
Shiba-Kyoritsu	1F, Bldg. No. 2	Monday to Friday 9:00–17:30	The Health Center on Shiba-Kyoritsu Campus does not have a clinic, so students cannot receive medical treatment. To see a doctor for medical consultation, please check the schedule on the Health Center website.

Note: Keio clinics do 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 the Student Health Insurance Union 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 summer, and winter vacations.)

Closed: Saturdays, Sundays, national holidays, Keio University holidays, during *Mita-sai*, during the entrance examination period, and during semester-end examination periods*

*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/Stress Management Office

The Student Counseling Rooms (*gakusei sōdan-shitsu*), Wellness Center, and Stress Management Office 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, interpersonal issues, physical and mental health issues, daily living, or any other concerns you may have

Please feel free to visit the Student Counseling Rooms, the Wellness Center at SFC, or the Stress Management Office at Shinanomachi Campus, during office hours to consult a counselor about any concerns you may have. (You can also make appointments at Yagami Campus and Shiba-Kyoritsu Campuses.) 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 when the counselor is away.

Student Counseling Rooms

Campus	Mita	Hiyoshi	Yagami	Shiba-Kyoritsu
Location	B1F, South School Bldg.	1F, 4th Bldg., Dokuritsukan	Room 101, 1F, 26 th Bldg.	Room 465, 4F, Bldg. No. 2
Office Hours	Monday to Friday 9:30–11:30 12:30–16:30	Monday to Friday 9:30–11:30 12:30–16:30	Monday to Friday 8:45–16:45	Monday to Friday 9:00–16:45

*The schedule for the 2014 academic year will be posted on the Student Counseling Room's website.

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

*English-speaking staff may be available depending on the day.

Wellness Center

Campus	SFC
Location	2F, Alpha Bldg.
Office Hours	Monday to Friday 9:00–12:00 13:00–16:00

Stress Management Office

Campus	Shinanomachi
Location	1F, Radiographic Diagnosis Center
Office Hours	Tuesday and Thursday 10:00–17:00 Reservation Call (direct) 03-5363-3214 (ext.) 64328

*Counseling in English is available upon request.

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

6 Harassment

Generally, if you feel that you are being harassed, you probably are. Harassment is not the victim's fault; responsibility lies solely with the harasser. It is important not to blame yourself or to tolerate the harassment, but to act to find a solution before the situation gets any worse. If you have experienced harassment or have something that's bothering you, please do not suffer alone. Talk with someone whom you can trust as soon as possible and feel free to consult with the following people on campus:

- 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
<http://www.harass-pco.keio.ac.jp/index-e.htm>
 Tel: 03-5427-1629
 Email: harass-pco@adst.keio.ac.jp

7 Tutorial Services

Tutorial services are intended to aid international students in their specific field of study. Please see the table below for detailed information and contact the International Center at your main campus for information on the application period and the procedure for receiving tutorial services.

Tutor Type	Individual Tutor	Japanese Language Tutor
Who is eligible for tutoring?	<ul style="list-style-type: none"> ① Full-time international graduate students who are enrolled in a degree program ② MEXT scholarship students enrolled as short-term international students in one of Keio's graduate schools 	<ul style="list-style-type: none"> 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
What kind of tutoring is available?	Individuals tutor the same field of study as the international student.	Japanese language tutors tutor the Japanese language.
What are the requirements to become a tutor?	Individual tutors must be full-time graduate students in the same academic field as the international student.	Japanese language tutors must be 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.

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