

University Regulations and Classes

1 University Regulations at Keio University

The university regulations of Keio University are defined in the booklets “Undergraduate Faculty Regulations” (*Keio gijuku daigaku gakubu gakusoku*), “Graduate School Regulations” (*Keio gijuku daigaku daigaku-in gakusoku*), and “Japanese Language Program Regulations” (*bekka nihongo kenshū katei kisoku*). The booklets are only available in Japanese.

For further details and information on academic regulations, please inquire at the Office of Student Services/SFC Academic Affairs Office (Academic Services) or, if you are a Japanese Language Program student, at the Office of Student Services (Japanese Language Program).

2 Information about Class Cancellations, Makeup Classes, Classroom Changes, and Examinations

1. Undergraduate/Graduate

Information will be posted on the bulletin board at the Office of Student Services on your campus, the SFC Academic Affairs Office (Academic Services), and on the Gakuji Web System.

Gakuji Web System: http://gakuji2.adst.keio.ac.jp/index_br_top.html

On Mita Campus and SFC, information about class cancellations and makeup classes will not be posted on the bulletin boards. Please check this information on the Gakuji Web System. On Mita Campus, you can check information about class cancellations and makeup classes on the day on the campus display panels.

2. Japanese Language Program

Information regarding class cancellations and makeup classes will be posted on the Gakuji Web System. Classroom changes will be posted at both the originally assigned classroom and the newly assigned classroom. Information about examinations will be posted on the Japanese Language Program bulletin board.

3. International Center Courses

Information regarding class cancellations and makeup classes will be posted on the Gakuji Web System. Other information will be posted on the International Center’s bulletin board in the West School Building and will also be posted on the International Center’s website.

<http://www.ic.keio.ac.jp/>

3 Class Schedules

Campus	Mita/Hiyoshi/ Yagami/Shinanomachi	SDM (Hiyoshi)	SFC	Shiba-Kyoritsu
1 st period	9:00–10:30	9:00–10:30	9:25–10:55	9:30–10:45
2 nd period	10:45–12:15	10:45–12:15	11:10–12:40	11:00–12:15
3 rd period	13:00–14:30	13:00–14:30	13:00–14:30	13:15–14:30
4 th period	14:45–16:15	14:45–16:15	14:45–16:15	14:45–16:00
5 th period	16:30–18:00	17:15–18:45	16:30–18:00	16:15–17:30
6 th period	18:10–19:40	19:00–20:30	18:10–19:40	—
7 th period	—	—	19:50–21:20	—

Note: Class schedules are subject to change during semester-end examination periods. Please check the bulletin boards for details.

4 Classes on the Day of Keio-Waseda Baseball Games

The Keio-Waseda Baseball Games, known as *Keisō-sen* or *Sōkei-sen*, take place at the Jingu Baseball Stadium in Spring and Fall. Some classes on the day of the game may be cancelled to give students the opportunity to support the Keio team. In the case that a game is held on or after Monday, decisions on which periods will be cancelled or instructions differ depending on faculty and graduate school. Please check the details on the website of your campus or in your course registration handbook. If the games are canceled due to rain or for other reasons, classes will be held as usual.

Class cancellations will be announced at 9 am on the day of the game at the website below:

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

For the game results, please check the Tokyo Big6 Baseball League website below:

<http://www.big6.gr.jp/>

5 Classes During *Mita-sai* (Mita Festival)

Mita-sai (Mita Festival) is Keio University's festival held on Mita Campus in late November. In 2014, the festival will be held from the afternoon of November 19 until November 25. Classes are canceled at most campuses but may still be held depending on your faculty or graduate school. Please check with the Office of Student Services at your campus or the SFC Academic Affairs Office (Academic Services) for information regarding class cancellations.

6 Classes During Times of Emergency

If the Japanese government or Japan Meteorological Agency issues a Tokai earthquake warning, if public transportation becomes unavailable due to natural disasters or large accidents, and in other times of emergency, Keio will take the following measures concerning classes:

1. In the event of a Tokai earthquake warning

All classes will be canceled when a major earthquake is predicted in the Tokai area by the Japanese government or Japan Meteorological Agency. If the earthquake warning is canceled without there being an actual earthquake, please follow the instructions you receive from the university, which will be given via bulletin boards and the Keio University website.

2. In case of public transportation stoppages and other emergencies

If classes have to be canceled when transportation services are not available due to a serious accident or natural disaster such as a typhoon, heavy rain, heavy snow, or earthquake, or at other times of emergency, please follow the instructions you receive from the university, which will be given via bulletin boards and the Keio University website.

<http://www.gakuji.keio.ac.jp/> (Only available in Japanese)

Note:

If the situations described above occur after regular classes have started, classes may be shortened or dismissed earlier than usual. Please follow the instructions you receive from the university, which will be given via bulletin boards, the university public address system, and the Keio University website above.

7 Tuition & Other Fees

1. Undergraduate/Graduate Students

Payment of academic fees (tuition and other fees) must be made through a bank designated by the university. As a rule, payment requests and billing forms will be sent to your guarantor at the beginning of each semester (The requests and forms will be sent to you if you are a student of the Graduate School of Business, Graduate School of System Design and Management, Graduate School of Media Design or Law School). Payment deadlines are the end of April for the Spring Semester and the end of October for the Fall Semester (except for students admitted to Law School before 2010). Please make sure to keep the receipts of payment (*furikomikin ryōshu-sho*) just in case. Certificates and transcripts cannot be issued to you if your tuition fee for the previous semester has not been paid.

2. Japanese Language Program Students

Students who have only paid tuition and other fees for the first semester at the time of admission must pay the rest of the fees at a bank in Japan with a payment slip provided at the Office of Student Services (Japanese Language Program) before the second semester starts. Keio University cannot accept direct transfers from banks overseas. Information regarding payment for the second semester will be provided at the end of the first semester (in early July for Spring Semester and mid-January for Fall Semester). Please be sure to keep the receipt of payment (*furikomikin ryōshu-sho*) until the semester ends.

Note:

- (1) The 36th article of the Japanese Language Program Regulations states, “Those who do not pay the required tuition fee and other fees by the deadline may be dismissed from the university.”
- (2) Tuition and other fees are nonrefundable regardless of circumstance.