

FAQ for Course Learning

Course Learning

Q. How can I make sure if a course registration (add・drop) is finally completed?

A. You can check it as follows.

① During registration period: MUSCAT > Courses/Grades > Course registration confirmation

② Out of registration period: MUSCAT > Class > My timetable

※ <Course registration confirmation > Tab can be indicated only during course registration period.

The notice of registered-course list will be posted in <Messages For You> after each registration. If you receive nothing, be sure to confirm because you may have failed the course registration.

Q. Why can't I see what I have registered on <My timetable>?

A. The result of course registration (add・drop) will be reflected on <My timetable> after course registration period. To make sure if your course registration (add・drop) has been completed during the registration period, please check < Course registration confirmation >.

Q. Where can I find the timetable of intensive courses and other irregularly scheduled courses?

A. "Timetable of Irregularly scheduled courses (Intensive courses)" will be posted on <Information> during the course registration period. After course registration period, you can confirm the timetable by <Weekly Schedules > on MUSCAT. Timetable of courses under schedule adjustment will be indicated on <Weekly Schedules > or shared by instructors in charge as soon as fixed.

Q. What should I do if an intensive course and a regular course will be in the same slot of the timetable?

A. In this case, you have to choose and drop either of them within course registration period. If the duplication is found out after course registration period, please go to Gakumuka / Musashino-Gakumushitsu immediately to seek consultation.

Q. Can I re-register a closed course if I deleted it from my timetable by mistake in adjustment period?

A. You can re-register a closed course you have registered before adjustment period.

If you cannot re-register the course, please go to Gakumuka / Musashino-Gakumushitsu immediately to seek consultation.

Q. Can I take courses which are held in another campus?

A. You can take them only if you have enough time (no less than 1h) to move from one campus to another.

【e.g.】 ○ : Period 3 in Ariake campus → period 4 (no class) → period 5 in Musashino campus

× : Period 2 in Ariake campus → lunch break → period 3 in Musashino campus

Classes

Q. Can I return the textbook I have already bought when I change my mind to take another course?

A. New textbook with no handwriting is able to be returned. Bring the book with a purchase statement (not a receipt) to book center in returning.

Q. What should I do if I cannot receive my textbook before the first class due to the delay of delivery?

A. Let the instructor know the case at the class.

Q. How can I contact the instructor in charge of my class?

A. Full-time instructors' contact information can be confirmed on **【MUSCAT> Syllabus> Search by Instructor> click the class> click the name of the instructor】** . On the other hand, part-time instructors and some full-time instructors may not open their contact information, in which situation Gakumuka / Musashino-Gakumushitsu cannot convey the contact details, either. So please ask directly to the instructor for his/her contact information during class periods.

Q. What should I do if I have to be absent from classes because of job hunting or mourning?

A. You can submit a report of "specified absence" only when you are absent from classes due to training projects of Qualification courses of Musashino University or some other specified reasons defined as acceptable reasons. The details are mentioned in "Learning Guide" (see the chapter of "6.Classes"). Note that absences due to job hunting are not available for report of "specified absence".
If you need to be absent from a class due to any other reasons, please let the instructor in charge know and share the situation with him/her. Gakumuka / Musashino-Gakumushitsu will not transfer any information regarding your absence to instructors.

Q. What should I do if I don't bring my student ID card with me and cannot touch on the attendance card reader?

A. Please let the instructor know the case in attending classes.

Q. What should I do if the attendance card reader became error (or got no response) after my touching?

A. Let the instructor know your attendance, and go to Gakumuka / Musashino-Gakumushitsu to report the problem.