世界の幸せをカタチにする。
Creating Peace & Happiness for the World

Musashino University

Academic Guidance for 2nd year and above (Department of Global Business)

世界の幸せをカタチにする。
Creating Peace & Happiness for the World
Musashino University

Academic Guidance

-Course Registration Planning

-Course Registration

-Class in General

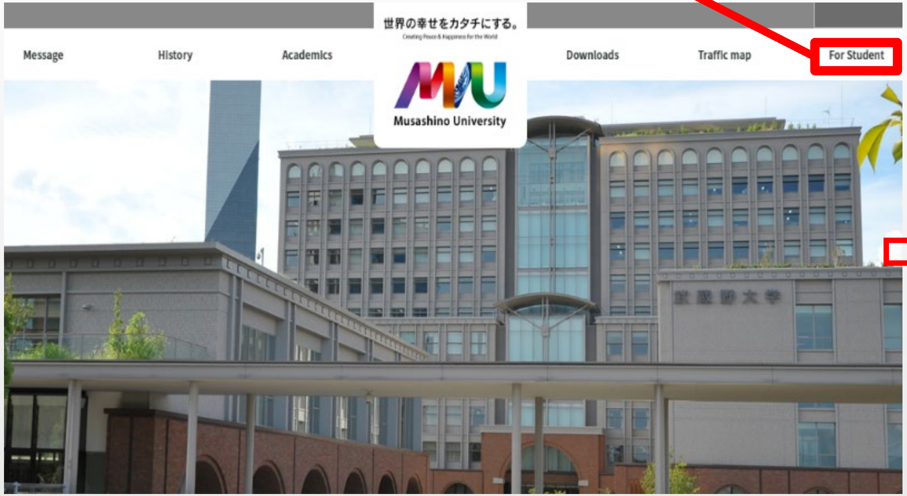
-Advisor System

-Course Registration Period (Spring)

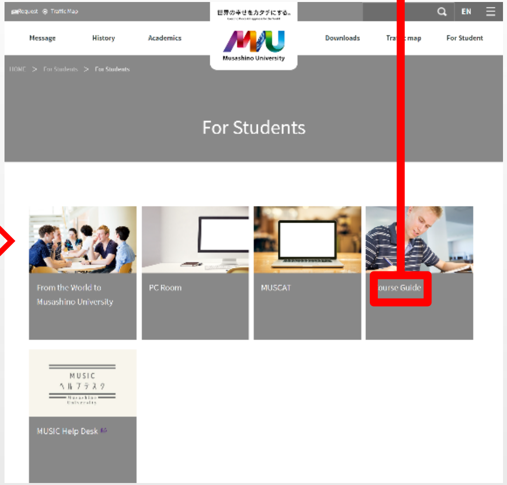
Course Registration Planning

Access to related webpages

Click **For Student**


世界の幸せをカタチにする。
Creating Peace & Happiness for the World
Message
History
Academics
Downloads
Traffic map
For Student
Musashino University

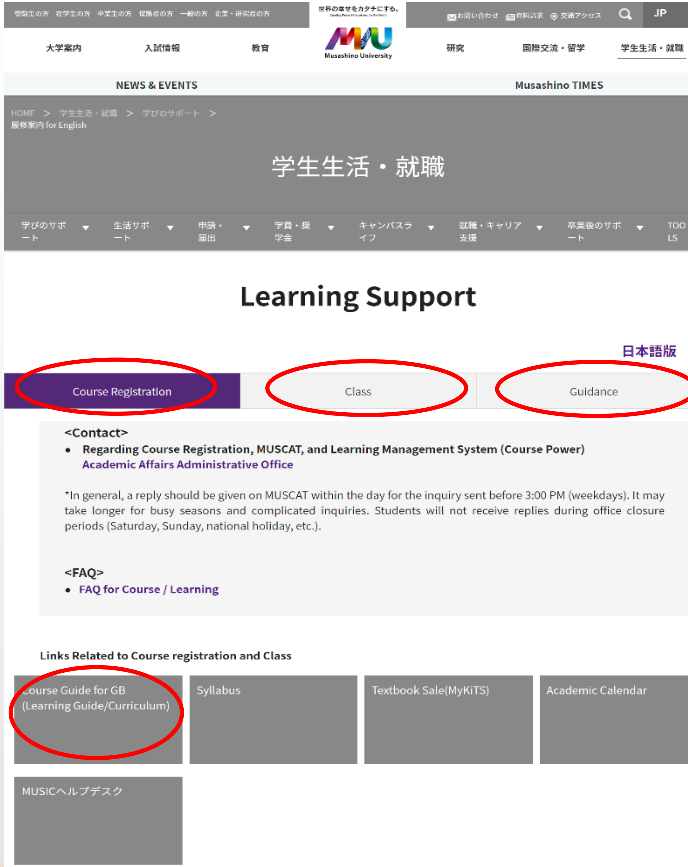
Click **Course Guide**


Traffic Map
EN
Message
History
Academics
Downloads
Traffic map
For Student
Musashino University
HOME > For Students > For Students
For Students
From the World to Musashino University
PC Room
MUSCAT
Course Guide
MUSIC ヘルプデスク
MUSIC Help Desk

Access to related webpages

Learning Support Page

Information on Course Registration
Information on Class in general
Information on Guidance
Related Links (e.g., Course Guide Page)


受験生の方 在学生の方 卒業生の方 保護者の方 一般の方 企業・研究者の方
世界の幸せをカタチにする。
Musashino University
お問い合わせ 資料請求 交通アクセス
JP
大学案内
入試情報
教育
研究
国際交流・留学
学生生活・就職
NEWS & EVENTS
Musashino TIMES
HOME > 学生生活・就職 > 学びのサポート > 履修案内 for English
学生生活・就職
学びのサポート
生活サポート
申請・届出
学費・奨学金
キャンパスライフ
就職・キャリア支援
卒業後のサポート
TOOLS
日本語版
Course Registration
Class
Guidance

Learning Support

<Contact>

- **Regarding Course Registration, MUSCAT, and Learning Management System (Course Power)**
  Academic Affairs Administrative Office

*In general, a reply should be given on MUSCAT within the day for the inquiry sent before 3:00 PM (weekdays). It may take longer for busy seasons and complicated inquiries. Students will not receive replies during office closure periods (Saturday, Sunday, national holiday, etc.).

<FAQ>

- **FAQ for Course / Learning**

Links Related to Course registration and Class

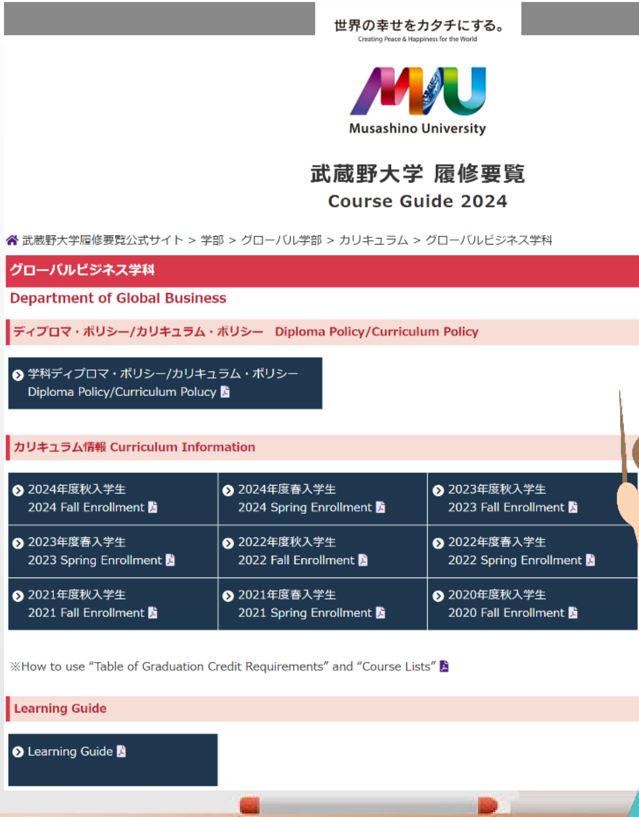
Course Guide for GB (Learning Guide/Curriculum)
Syllabus
Textbook Sale(MyKiTS)
Academic Calendar
MUSICヘルプデスク

Learning Guide & Course Guide

Course Guide Page

-Learning Guide

-Course Guide
*Refer to your enrolment year



世界の幸せをカタチにする。
Creating Peace & Happiness for the World

Musashino University

武蔵野大学 履修要覧
Course Guide 2024

武蔵野大学履修要覧公式サイト > 学部 > グローバル学部 > カリキュラム > グローバルビジネス学科

グローバルビジネス学科

Department of Global Business

ディプロマ・ポリシー/カリキュラム・ポリシー　Diploma Policy/Curriculum Policy

学科ディプロマ・ポリシー/カリキュラム・ポリシー
Diploma Policy/Curriculum Policy

カリキュラム情報 Curriculum Information

2024年度秋入学生 2024 Fall Enrollment	2024年度春入学生 2024 Spring Enrollment	2023年度秋入学生 2023 Fall Enrollment
2023年度春入学生 2023 Spring Enrollment	2022年度秋入学生 2022 Fall Enrollment	2022年度春入学生 2022 Spring Enrollment
2021年度秋入学生 2021 Fall Enrollment	2021年度春入学生 2021 Spring Enrollment	2020年度秋入学生 2020 Fall Enrollment

※How to use “Table of Graduation Credit Requirements” and “Course Lists”

Learning Guide

Learning Guide

Graduation Requirements

Learning Guide Page 37

1. Studying at the University for at least 4 years (required being enrolled for at least 1 year in each year level)

2. Completion of the curriculum in the department and earning the necessary credits for graduation

3. Payment of the tuition fees set by the University

4. A cumulative GPA of 2.00 or higher (truncated to two decimal places)

GPA (Grade Point Average)

Learning Guide Page 32, 33

GPA is determined by the ratio of the total grade points earned to the total credits.
*Accredited Courses (Grade is either AP or Fail) are not included in GPA calculation.

Grade	Grade Points
S	4.0
A	3.0
B	2.0
C	1.0
D (Failed)	0.0
X (Failed)	0.0
AP = 認 (Pass)	-
Fail = (Failed)	-

$$\frac{\text{Total Grade Points}}{\text{Total Credits}} = \text{GPA}$$

Total Credits include all courses a student has registered for, Including failed courses (D and X grades)

Course Registration Period (Spring)

Course registration period: 3/21 9:00 to 3/22 23:59

Announcement of the result of class capacity limit: 3/26

If the number of students registering for a course exceeds the class capacity, course registration may be restricted. If students' course registration is restricted due to class capacity limit, they will be informed on MUSCAT, and their course registration will automatically be deleted. So check the MUSCAT notices regularly.

Additional Period: 3/27 (9:00 to 17:00)

Similar to the course registration period, exceeding class capacity during the additional period will also lead to course registration restrictions.

Learning Guide Page 17

Course Registration Period

AY2024 Schedule		Course term							
		Year-round/Spring Semester/1st Term		2nd Term		Fall Semester/3rd Term		4th Term	
		Add	Drop	Add	Drop	Add	Drop	Add	Drop
Spring Semester	Course Registration Period 3/21 to 3/22	✓	✓	✓	✓	✓	✓	✓	✓
Term1	Adjustment Period 4/22 to 4/25	-	✓	✓	✓	✓	✓	✓	✓
Term2	Adjustment Period 6/20 to 6/24	-	-	-	✓	✓	✓	✓	✓
Fall Semester	Course Registration Period 9/5 to 9/6	-	-	-	-	✓	✓	✓	✓
Term3	Adjustment Period 9/27 to 9/30	-	-	-	-	-	✓	✓	✓
Term4	Adjustment Period 11/26 to 11/29	-	-	-	-	-	-	-	✓

Course registration outside the specified periods is not accepted.

Notes for Course Registration

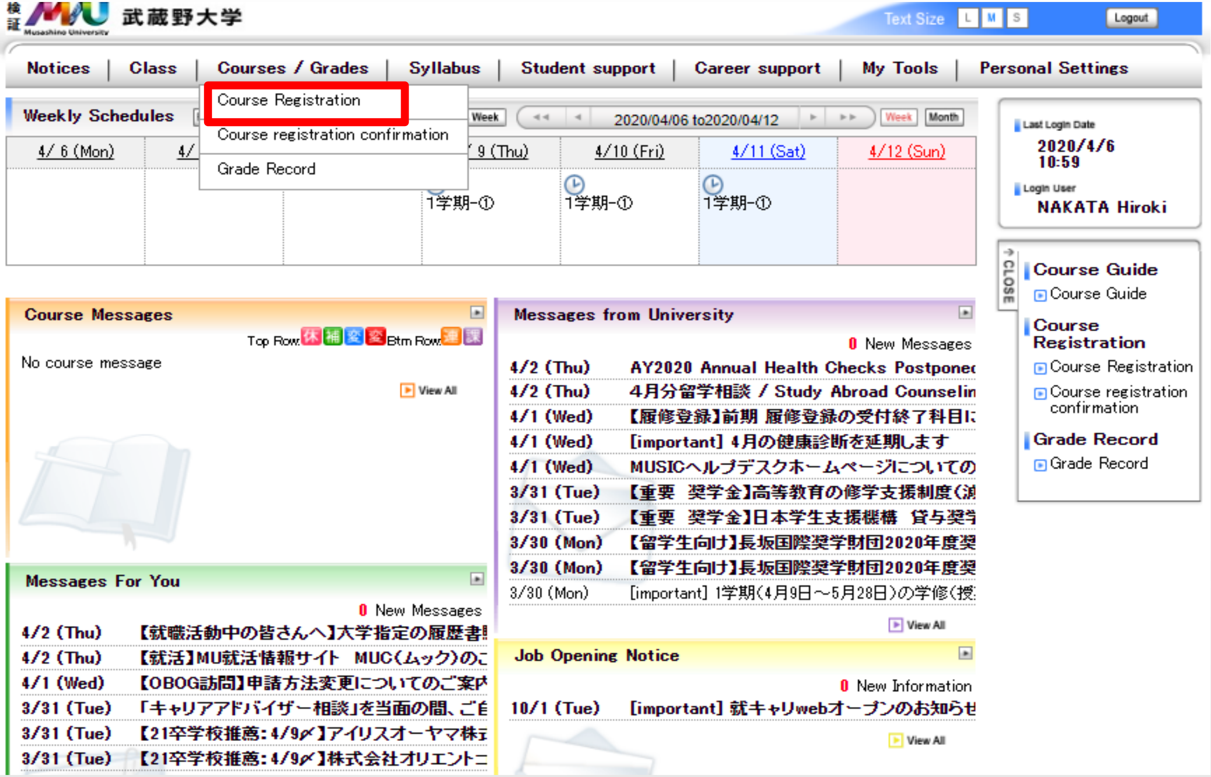
Complete your course registration for the entire academic year (1st to 4th terms) during the Spring Semester Course Registration Period.

If the number of students registering exceeds the class capacity, course registration may be restricted. The result of class capacity limit will be informed on MUSCAT.

When making any changes (add/drop) to your course registration on MUSCAT, confirm if you have properly completed your course registration.

It is important to confirm your course registration after making any changes since course registration outside the specified periods is not accepted.

Course Registration Procedures


検証
武蔵野大学
Musashino University
Text Size
L
M
S
Logout
Notices
Class
Courses / Grades
Syllabus
Student support
Career support
My Tools
Personal Settings
Course Registration
Course registration confirmation
Grade Record
Weekly Schedules
Week
2020/04/06 to2020/04/12
Week
Month
4/ 6 (Mon)
4/
9 (Thu)
4/10 (Fri)
4/11 (Sat)
4/12 (Sun)
1学期-①
1学期-①
1学期-①
Last Login Date
2020/4/6
10:59
Login User
NAKATA Hiroki
CLOSE
Course Guide
Course Guide
Course Registration
Course Registration
Course registration confirmation
Grade Record
Grade Record
Course Messages
Top Row:
休
補
変
変
Btm Row:
課
View All
Messages For You
Messages from University
View All
Job Opening Notice
View All

No course message

0 New Messages

4/2 (Thu) 【就職活動中の皆さんへ】大学指定の履歴書

4/2 (Thu) 【就活】MU就活情報サイト MUC(ムック)の

4/1 (Wed) 【OBOG訪問】申請方法変更についてのご案

3/31 (Tue) 「キャリアアドバイザー相談」を当面の間、ご

3/31 (Tue) 【21卒学校推薦:4/9〆】アイリスオーヤマ株

3/31 (Tue) 【21卒学校推薦:4/9〆】株式会社オリエント

0 New Messages

4/2 (Thu) AY2020 Annual Health Checks Postpone

4/2 (Thu) 4月分留学相談 / Study Abroad Counselin

4/1 (Wed) 【履修登録】前期 履修登録の受付終了科目

4/1 (Wed) [important] 4月の健康診断を延期します

4/1 (Wed) MUSICヘルプデスクホームページについての

3/31 (Tue) 【重要 奨学金】高等教育の修学支援制度

3/31 (Tue) 【重要 奨学金】日本学生支援機構 貸与奨

3/30 (Mon) 【留学生向け】長坂国際奨学財団2020年度

3/30 (Mon) 【留学生向け】長坂国際奨学財団2020年度

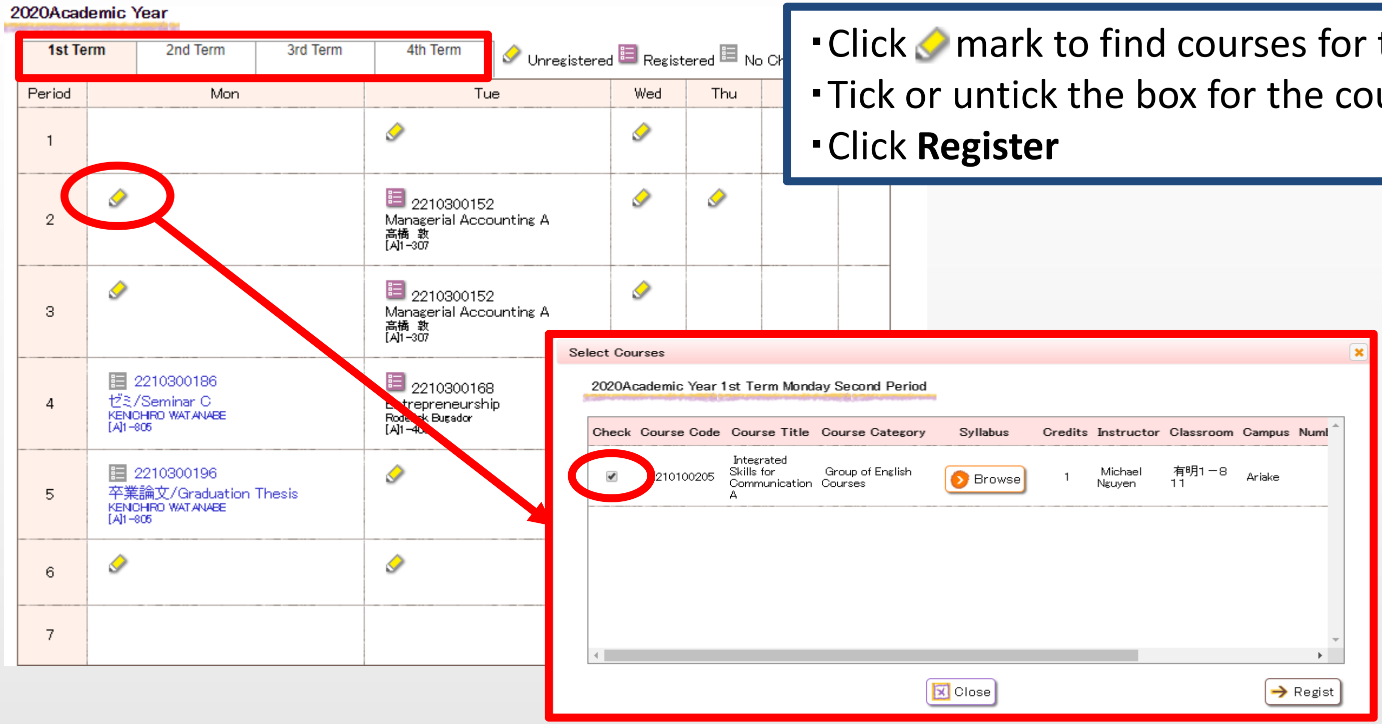
3/30 (Mon) [important] 1学期(4月9日～5月28日)の学修

0 New Information

10/1 (Tue) [important] 就キャリwebオープンのお知らせ

Course Registration Procedures

- Click ✎ mark to find courses for the period/day/term
- Tick or untick the box for the course to add or drop
- Click **Register**



2020Academic Year

✎ Unregistered ▤ Registered ▤ No Ch

Period	Mon	Tue	Wed	Thu
1		✎	✎	
2	✎	▤ 2210300152 Managerial Accounting A 高橋 敦 [A]1-307	✎	✎
3	✎	▤ 2210300152 Managerial Accounting A 高橋 敦 [A]1-307	✎	
4	▤ 2210300186 ゼミ/Seminar C KENICHIRO WATANABE [A]1-805	▤ 2210300168 Entrepreneurship Rode[illegible]k Bugador [A]1-40[illegible]		
5	▤ 2210300196 卒業論文/Graduation Thesis KENICHIRO WATANABE [A]1-805	✎		
6	✎	✎		
7				

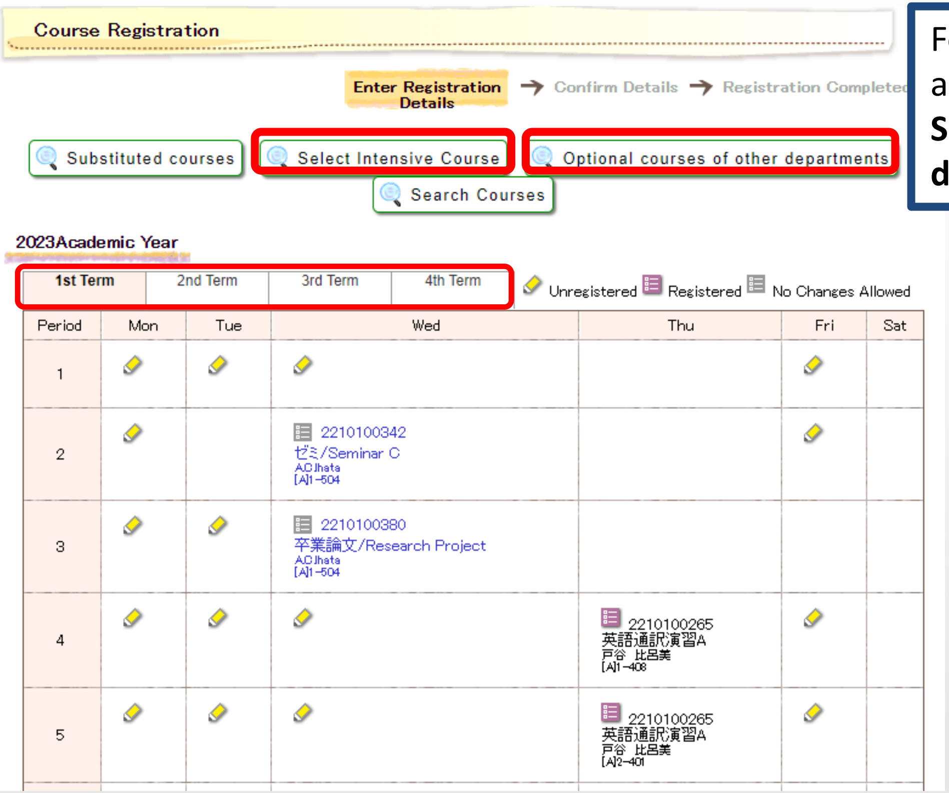
Select Courses

2020Academic Year 1st Term Monday Second Period

Check	Course Code	Course Title	Course Category	Syllabus	Credits	Instructor	Classroom	Campus	Numl
☑	210100205	Integrated Skills for Communication A	Group of English Courses	Browse	1	Michael Nguyen	有明1－811	Ariake	

Close
Regist

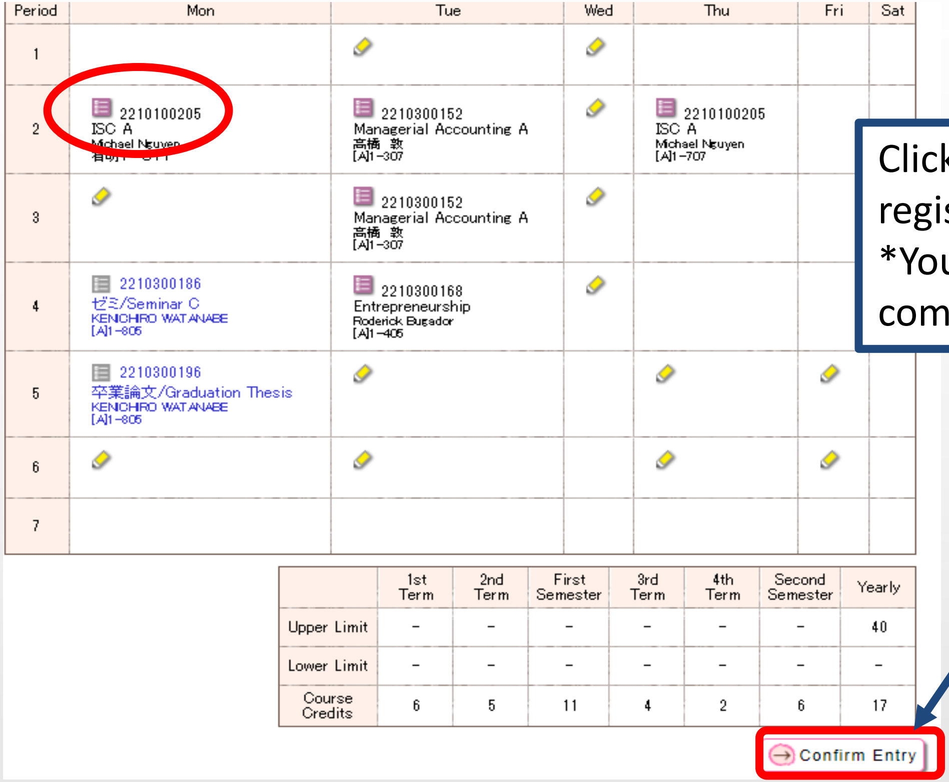
Course Registration Procedures


Course Registration
Enter Registration Details
Confirm Details
Registration Completed
Substituted courses
Select Intensive Course
Optional courses of other departments
Search Courses
2023Academic Year
1st Term
2nd Term
3rd Term
4th Term
✎ Unregistered
▤ Registered
▤ No Changes Allowed

Period	Mon	Tue	Wed	Thu	Fri	Sat
1	✎	✎	✎		✎	
2	✎		▤ 2210100342 ゼミ/Seminar C AC.Ihata [A]1-504		✎	
3	✎	✎	▤ 2210100380 卒業論文/Research Project AC.Ihata [A]1-504			
4	✎	✎	✎	▤ 2210100265 英語通訳演習A 戸谷　比呂美 [A]1-408	✎	
5	✎	✎	✎	▤ 2210100265 英語通訳演習A 戸谷　比呂美 [A]2-401	✎	

For irregular term courses, including intensive courses and courses from other faculties/departments, check **Select Intensive Course** or **Optional courses of other departments** in the Course Registration page.

Course Registration Procedures

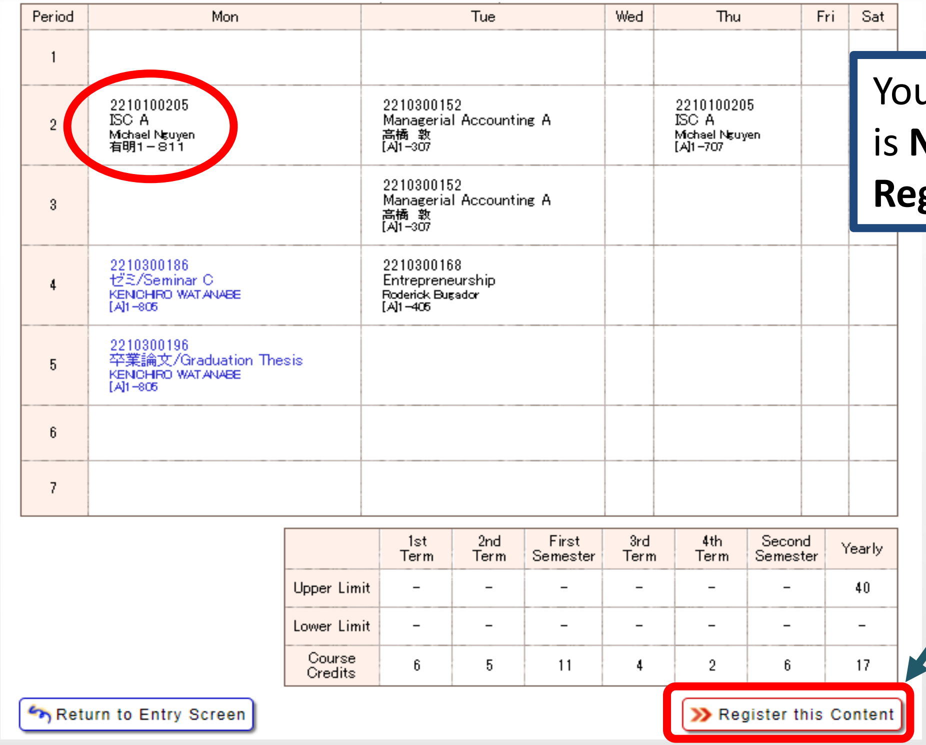


Period	Mon	Tue	Wed	Thu	Fri	Sat
1		✎	✎			
2	2210100205 ISC A Michael Nguyen [illegible]	2210300152 Managerial Accounting A 高橋 敦 [A]1-307	✎	2210100205 ISC A Michael Nguyen [A]1-707		
3	✎	2210300152 Managerial Accounting A 高橋 敦 [A]1-307	✎			
4	2210300186 ゼミ/Seminar C KENICHIRO WATANABE [A]1-805	2210300168 Entrepreneurship Roderick Bugador [A]1-405	✎			
5	2210300196 卒業論文/Graduation Thesis KENICHIRO WATANABE [A]1-805	✎		✎	✎	
6	✎	✎		✎	✎	
7						

	1st Term	2nd Term	First Semester	3rd Term	4th Term	Second Semester	Yearly
Upper Limit	-	-	-	-	-	-	40
Lower Limit	-	-	-	-	-	-	-
Course Credits	6	5	11	4	2	6	17

Click **Confirm Entry** to confirm the registered content.
*Your course registration is **NOT** completed yet

Course Registration Procedures

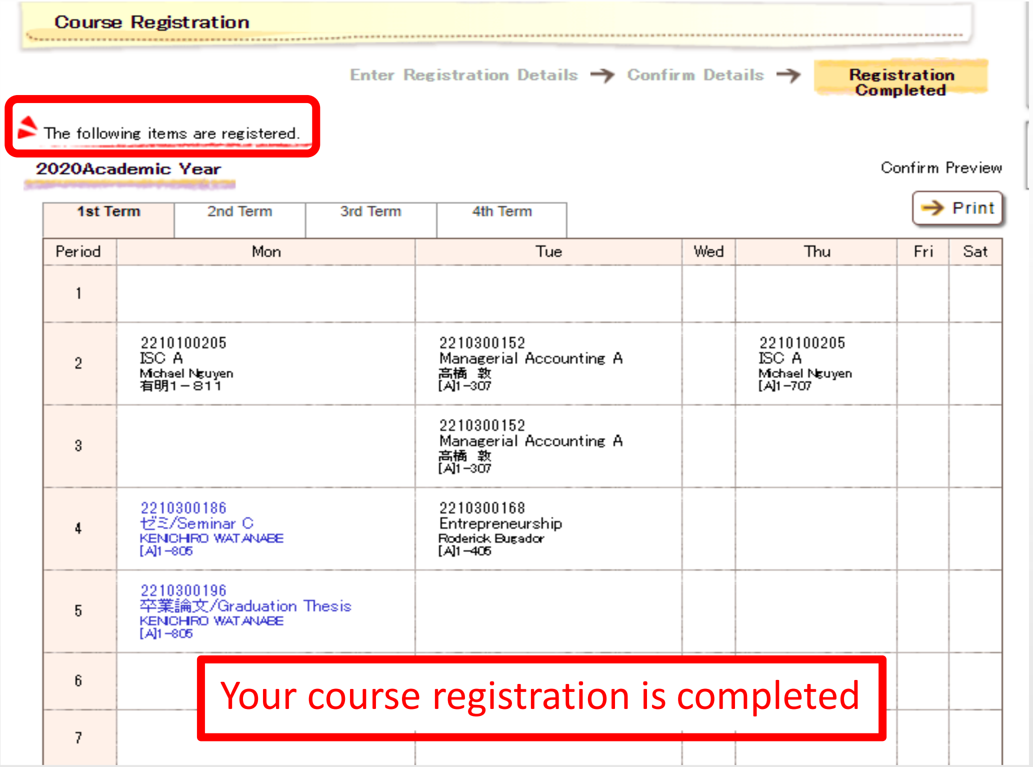


Period	Mon	Tue	Wed	Thu	Fri	Sat
1						
2	2210100205 ISC A Michael Nguyen 有明1－811	2210300152 Managerial Accounting A 高橋 敦 [A]1-307		2210100205 ISC A Michael Nguyen [A]1-707		
3		2210300152 Managerial Accounting A 高橋 敦 [A]1-307				
4	2210300186 ゼミ/Seminar C KENICHIRO WATANABE [A]1-805	2210300168 Entrepreneurship Roderick Bugador [A]1-405				
5	2210300196 卒業論文/Graduation Thesis KENICHIRO WATANABE [A]1-805					
6						
7						

	1st Term	2nd Term	First Semester	3rd Term	4th Term	Second Semester	Yearly
Upper Limit	-	-	-	-	-	-	40
Lower Limit	-	-	-	-	-	-	-
Course Credits	6	5	11	4	2	6	17

Your course registration (add or drop) is **NOT** completed without clicking **Register this Content**.

Course Registration Procedures



Course Registration

Enter Registration Details → Confirm Details → Registration Completed

The following items are registered.

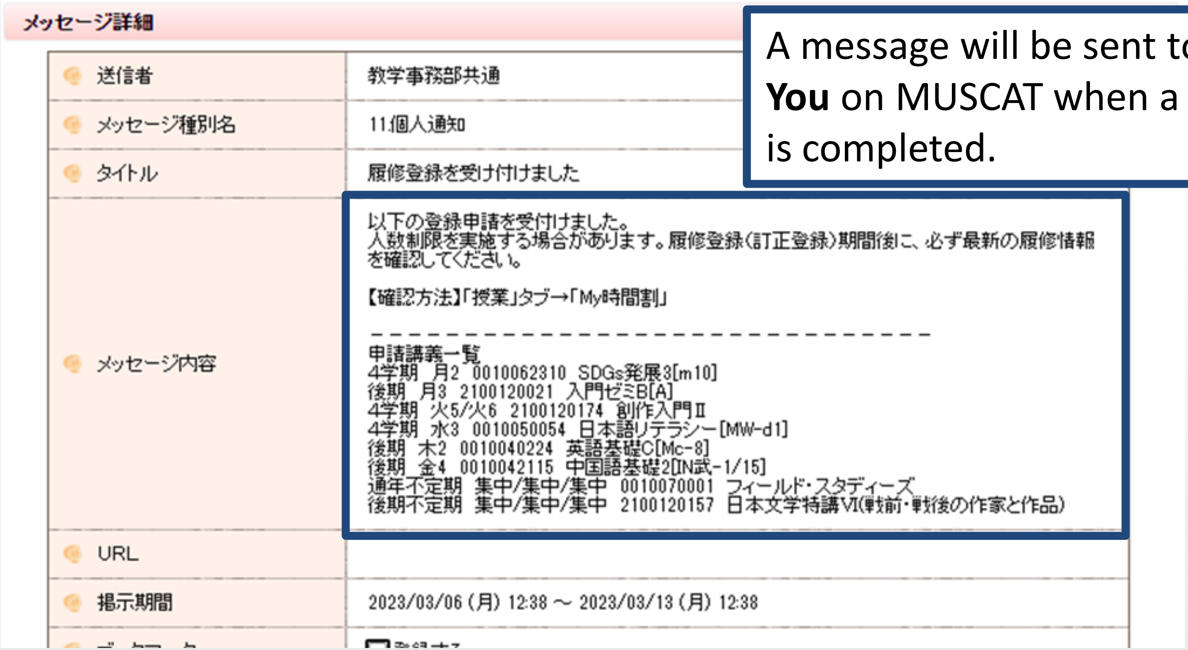
2020Academic Year

Confirm Preview
→ Print
1st Term
2nd Term
3rd Term
4th Term

Period	Mon	Tue	Wed	Thu	Fri	Sat
1						
2	2210100205 ISC A Michael Nguyen 有明1－811	2210300152 Managerial Accounting A 高橋 敦 [A]1-307		2210100205 ISC A Michael Nguyen [A]1-707		
3		2210300152 Managerial Accounting A 高橋 敦 [A]1-307				
4	2210300186 ゼミ/Seminar C KENICHIRO WATANABE [A]1-805	2210300168 Entrepreneurship Roderick Bugador [A]1-405				
5	2210300196 卒業論文/Graduation Thesis KENICHIRO WATANABE [A]1-805					
6						
7						

Your course registration is completed

How to confirm your course registration



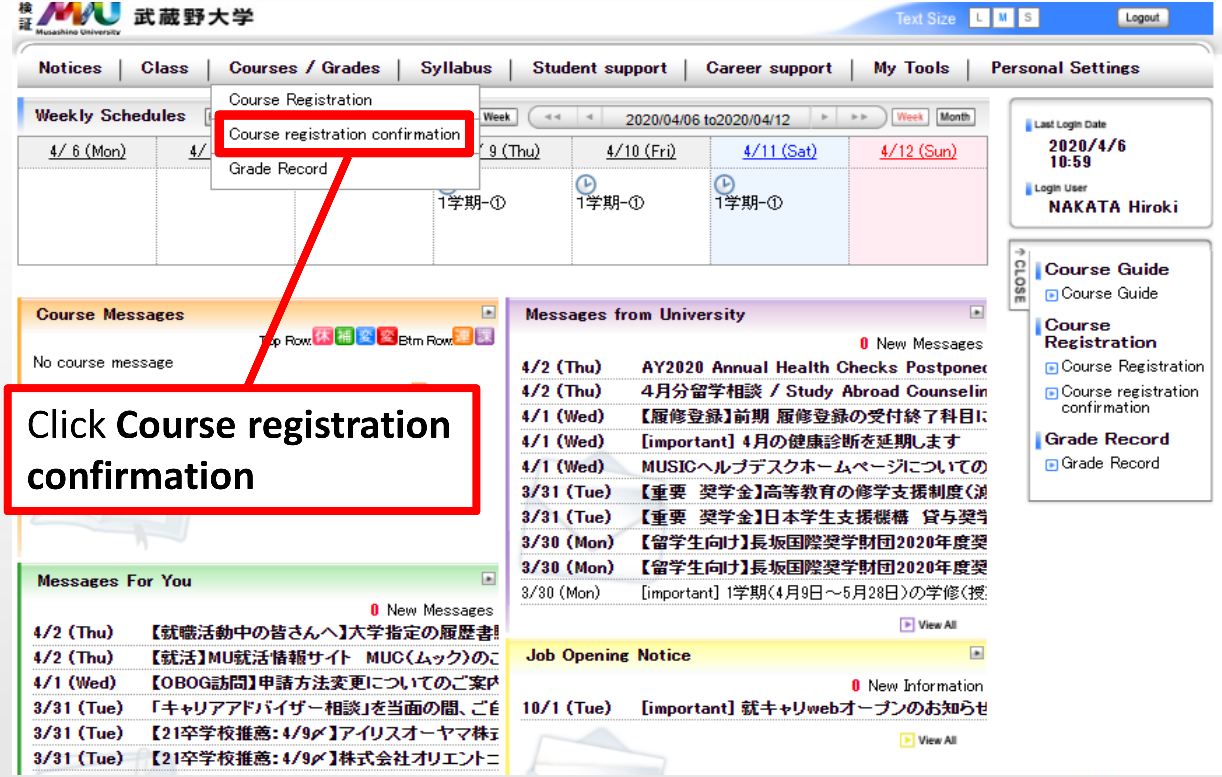
メッセージ詳細

送信者	教学事務部共通
メッセージ種別名	11.個人通知
タイトル	履修登録を受け付けました
メッセージ内容	以下の登録申請を受付けました。 人数制限を実施する場合があります。履修登録(訂正登録)期間後に、必ず最新の履修情報を確認してください。 【確認方法】「授業」タブ→「My時間割」 －－－－－－－－－－－－－－－－－－－－－－－－－－－－－－ 申請講義一覧 4学期　月2　0010062310　SDGs発展3[m10] 後期　月3　2100120021　入門ゼミB[A] 4学期　火5/火6　2100120174　創作入門Ⅱ 4学期　水3　0010050054　日本語リテラシー[MW-d1] 後期　木2　0010040224　英語基礎C[Mc-8] 後期　金4　0010042115　中国語基礎2[N武-1/15] 通年不定期　集中/集中/集中　0010070001　フィールド・スタディーズ 後期不定期　集中/集中/集中　2100120157　日本文学特講Ⅵ(戦前・戦後の作家と作品)
URL	
掲示期間	2023/03/06 (月) 12:38 ～ 2023/03/13 (月) 12:38

A message will be sent to **Messages For You** on MUSCAT when a course registration is completed.

Your course registration (add/drop) is **NOT** properly completed in following cases.
(1) Courses you intended to add are NOT listed.
(2) Courses you intended to drop are STILL listed.

How to confirm your course registration



武蔵野大学
Musashino University
Text Size L M S
Logout
Notices
Class
Courses / Grades
Syllabus
Student support
Career support
My Tools
Personal Settings
Course Registration
Course registration confirmation
Grade Record
Weekly Schedules
Week
2020/04/06 to2020/04/12
Week
Month
4/ 6 (Mon)
4/
9 (Thu)
4/10 (Fri)
4/11 (Sat)
4/12 (Sun)
1学期-①
1学期-①
1学期-①
Last Login Date
Login User
CLOSE
Course Guide
Course Guide
Course Registration
Course Registration
Course registration confirmation
Grade Record
Grade Record
Course Messages
Top Row: 休 補 変 変 Btm Row: 遅 課
Messages from University
Messages For You
Job Opening Notice
View All
View All

2020/4/6
10:59

NAKATA Hiroki

No course message

0 New Messages

4/2 (Thu) AY2020 Annual Health Checks Postponed
4/2 (Thu) 4月分留学相談 / Study Abroad Counselin
4/1 (Wed) 【履修登録】前期 履修登録の受付終了科目に
4/1 (Wed) [important] 4月の健康診断を延期します
4/1 (Wed) MUSICヘルプデスクホームページについての
3/31 (Tue) 【重要 奨学金】高等教育の修学支援制度(給
3/31 (Tue) 【重要 奨学金】日本学生支援機構 貸与奨学
3/30 (Mon) 【留学生向け】長坂国際奨学財団2020年度奨
3/30 (Mon) 【留学生向け】長坂国際奨学財団2020年度奨
3/30 (Mon) [important] 1学期(4月9日～5月28日)の学修(授

0 New Messages

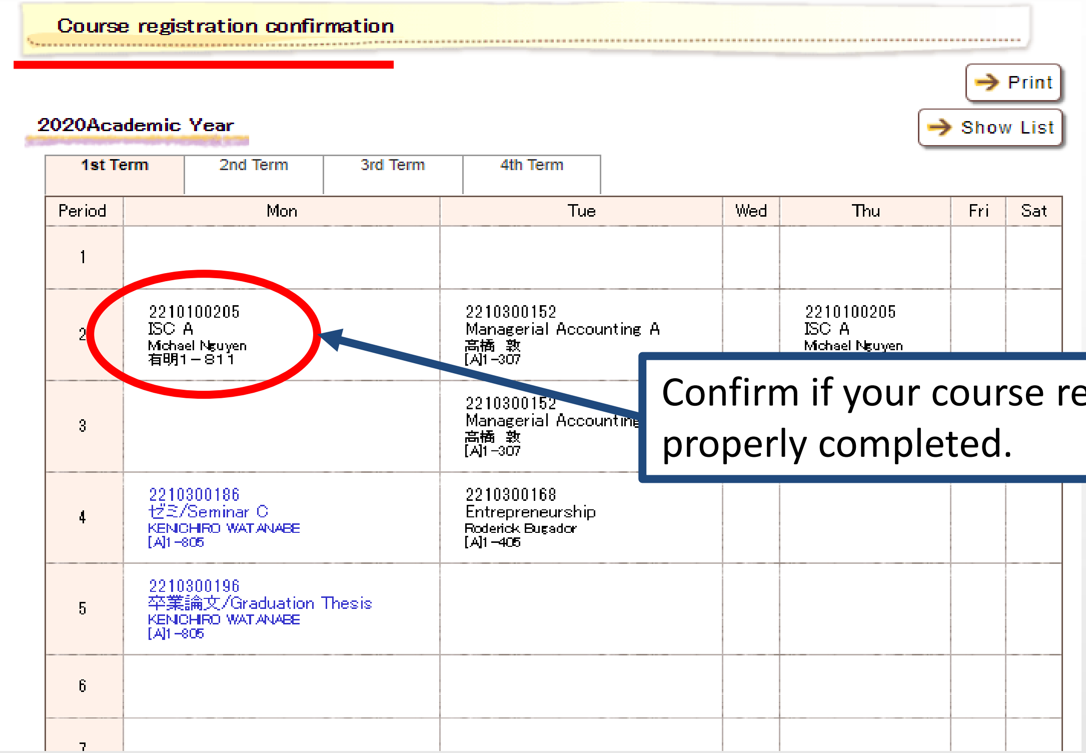
4/2 (Thu) 【就職活動中の皆さんへ】大学指定の履歴書
4/2 (Thu) 【就活】MU就活情報サイト MUC(ムック)のご
4/1 (Wed) 【OBOG訪問】申請方法変更についてのご案内
3/31 (Tue) 「キャリアアドバイザー相談」を当面の間、ご自
3/31 (Tue) 【21卒学校推薦:4/9〆】アイリスオーヤマ株式
3/31 (Tue) 【21卒学校推薦:4/9〆】株式会社オリエント二

0 New Information

10/1 (Tue) [important] 就キャリwebオープンのお知らせ

Click **Course registration confirmation**

Course Registration Procedures



2020Academic Year

1st Term	2nd Term	3rd Term	4th Term

Period	Mon	Tue	Wed	Thu	Fri	Sat
1						
2	2210100205 ISC A Michael Nguyen 有明1－811	2210300152 Managerial Accounting A 高橋 敦 [A]1－307		2210100205 ISC A Michael Nguyen		
3		2210300152 Managerial Accounting 高橋 敦 [A]1－307				
4	2210300186 ゼミ/Seminar C KENICHIRO WATANABE [A]1－805	2210300168 Entrepreneurship Roderick Bugador [A]1－405				
5	2210300196 卒業論文/Graduation Thesis KENICHIRO WATANABE [A]1－805					
6						
7						

Confirm if your course registration is properly completed.

Textbook Purchase

10% discount
for the purchase
on MyKiTS

Other than from physical stores and online textbook retailers, students can also purchase textbooks through MyKiTS

*Please refer to MyKiTS for purchase procedures

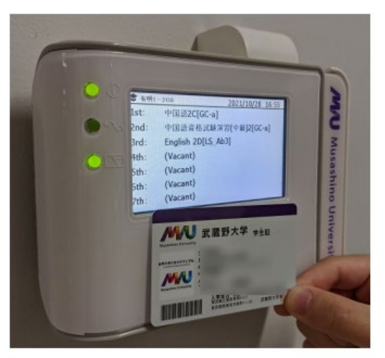
Attendance

Learning Guide Page 23

Students who have been absent one-third or more classes will not earn credits for the course (X grade).

When attending Face-to-Face classes, make sure to touch your student ID card to the attendance card reader at the entrance of the classroom. Students can check their attendance record for each course on MUSCAT. *MUSCAT>Class>Attendance Status

<Note>
-Touch only your student ID card.
-The attendance card reader is available from 10 minutes before the beginning of each class period (from 30 minutes before for 1st and 3rd periods).


2021/10/28 16:55
1st: 中国語2C[GC-a]
2nd: 中国語資格試験演習(中級)2[GC-a]
3rd: English 2D[LS_Ab3]
4th: (Vacant)
5th: (Vacant)
6th: (Vacant)
7th: (Vacant)
武蔵野大学 学生証
Musashino University

Attendance

<FAQ>

When forgetting to bring your student ID card
⇒ Consult the teacher

When being absent from a class for sickness
⇒ Contact the teacher directly for your absence

When being absent from report submission day or examination day
⇒ Contact the teacher and follow the instruction

When your attendance for online courses are not reflected on MUSCAT
⇒ For classes where the card reader is not used, the teacher will check attendance separately

Contacting Teachers

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Full-time teacher
Laboratory room, laboratory open hours, and email address are in the syllabus (Search by Instructor) on MUSCAT.

Part-time teacher
Contact the teacher in classroom or visit the Teacher Station (Building 1, 7th floor for Ariake campus) before or after class. Class schedule (days of the week, campus, etc.) and email address are in the syllabus (Search by Instructor)

*Confirm contact information and contact methods in class.
The Academic Affairs Administrative Office does **NOT** relay communication between students and teachers regarding absence, class content, or report submission.

Notes for Examination

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Examination

Examinations include written examination, reports, oral examinations, graduation thesis, mini-tests, presentation or other equivalent forms related to recognition of credits.

*Academic Dishonesty in examinations is subject to strict disciplinary action.
If academic dishonesty is found, students will receive failed grade (X) for all courses being registered during the same term.

<Acts of Academic Dishonesty (Example)>

-Having someone else take the examination on your behalf (both parties)
-Using cheat sheets or unauthorized reference materials (regardless of whether it is used or not)
-Communicating with others through words or gestures (both parties)
-Plagiarizing or using reference materials, data, charts, and texts from websites without proper citation
-Submitting or using someone else's report as one's own

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Grade Disclosure and Grade Inquiry

Grade Disclosure

-Students can check their grades in Student record page on MUSCAT, which is updated each term.
-Grade disclosure schedule will be informed to **Messages from University** on MUSCAT

Grade Inquiry

-Students can apply for **grade inquiry** to confirm the accuracy of the grade.
-The application periods and procedures will be informed on MUSCAT.

<Notes>
-It is not a system to request a reconsideration or revision of the grades in a casual manner.
-Students can only apply for a grade inquiry when they can provide objective and rational reasons.
-Inquiries made through methods other than the designated method, outside the application periods, or repeated inquiry on a teacher’s response are NOT accepted.

Advisory System

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A full-time teacher provides guidance and advice in study, student life, and future career.
Each advisor (full-time teacher) has their office hour

<Confirm Advisor>
MUSCAT ⇒ Student support ⇒ Student record ⇒ Student related information ⇒ School information

<Confirm Office Hour>
MUSCAT ⇒ Syllabus ⇒ Search by Instructor ⇒ Enter a name ⇒ Click Search Instructor ⇒ View Office Hours

Make an appointment with your advisor in advance

Course Registration Period (Spring)

Course registration period: 3/21 9:00 to 3/22 23:59

Announcement of the result of class capacity limit: 3/26

If the number of students registering for a course exceeds the class capacity, course registration may be restricted. If students' course registration is restricted due to class capacity limit, they will be informed on MUSCAT, and their course registration will automatically be deleted. So check the MUSCAT notices regularly.

Additional Period: 3/27 (9:00 to 17:00)

Similar to the course registration period, exceeding class capacity during the additional period will also lead to course registration restrictions.