

世界の幸せをカタチにする。

Creating Peace & Happiness for the World



Musashino University

# Academic Guidance for Freshman (Department of Global Business)

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



# Basic Information

- Learning Guide & Course Guide
- MUSCAT
- Terms and Class Periods
- Class in General & Examination
- Grading
- Advancement Requirements for the 2nd year level and Graduation Requirements
- Advisory System

## Learning Guide & Course Guide

### Learning Guide 2024

For Students of Global Business Department

英語科(英語) 学習サポートページ  
http://www.muscat.hokudai.ac.jp/learn/sg/courseguide.html

英語科(英語) 日本語版 Course Guide (日本語版)  
http://www.muscat.hokudai.ac.jp/learn/sg/

Course Guide

Musashino University

### グローバルビジネス学科 / Department of Global Business Curriculum for Class 2024 Spring

#### <A table of contents>

●Curriculum Map	P.2
An organized map with course levels or academic fields in departmental courses.	
●Table of Graduation Credit Requirements	P.3
A table which shows necessary credits for the graduation requirements in each course category (required courses, elective courses, and optional courses) in Musashino Hall 5th. See the departmental courses. In course planning, you need to make sure of the category of the courses you will take.	
●Course List [Musashino NITTAI]	P.4
A list with basic information about Musashino NITTAI (Liberal Arts Baccalaureat Program). Course details are shown in syllabuses. You should look up syllabus for course requisites and other premises of courses such as desirable knowledge, skills, or interests which you are expected to have for taking the courses.	
●Course List [Departmental Courses]	P.9
A list with basic information about departmental courses. Course details are shown in syllabuses. You should look up syllabus for course requisites and other premises of courses such as desirable knowledge, skills, or interests which you are expected to have for taking the courses.	
●Course Models	P.13
Examples of course-taking patterns according to your interests, the aim of learning or the postgraduate career.	
●Accredited Courses	P.14
Accredited credits for overseas language proficiency programs, volunteer activities, and career design will be included in optional course category in the necessary credits for graduation requirements.	

# Learning Guide and Course Guide

## Learning Guide

Provides basic information such as course registration, class in general, advancement requirements for the 2nd year level, etc.

## Course Guide

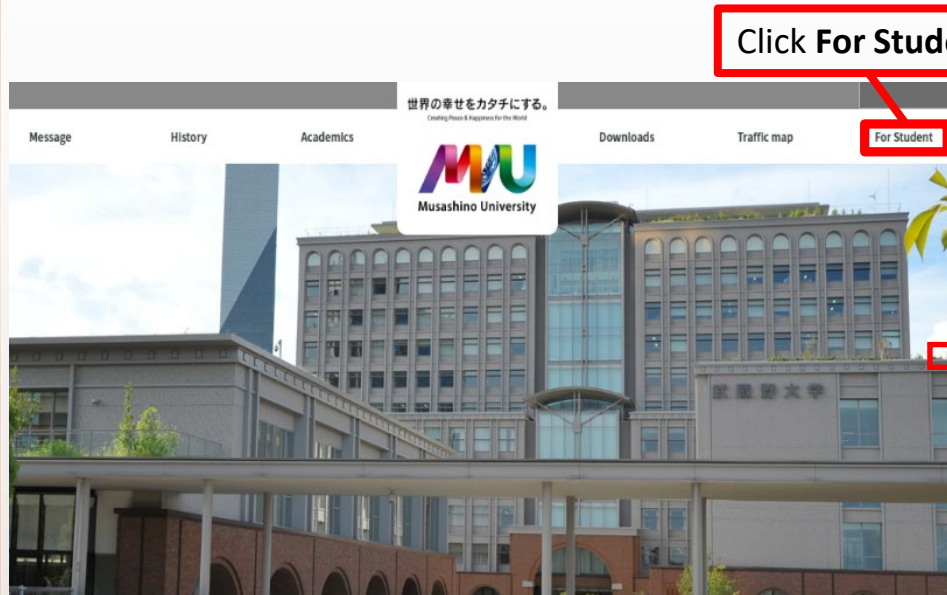
Provides Curriculum Information of the Department

**\*Please refer to the Course Guide Webpage for the latest version**



# Access to Learning Support & Course Guide Pages

## From the University Webpage

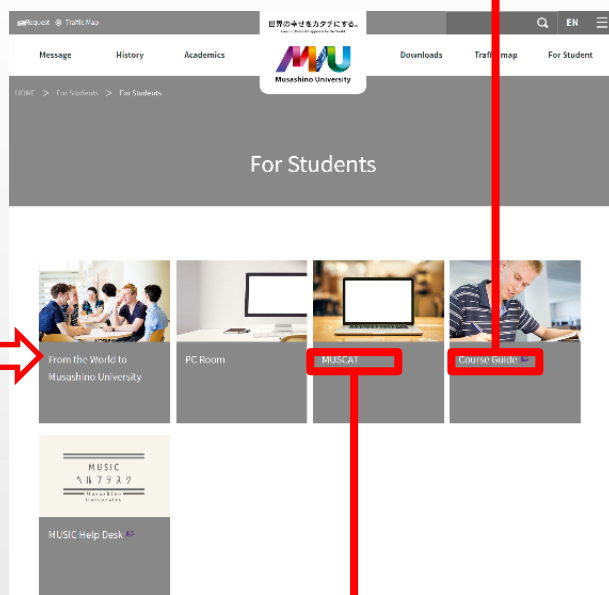


Click For Student

For Student



Click **Course Guide** for Learning Support & Course Guide Pages



Click **MUSCAT** for the web portal



# Access to Learning Support & Course Guide Pages

## Learning Support Page

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

Musashino TIMES

学生生活・就職

Learning Support

日本語版

Course Registration Class Guidance

**<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

Online Guide for GB (Learning Guide/Curriculum) Syllabus Testbook Sale(MTD) Academic Calendar

MUSICヘルプデスク

## Course Guide Page

### Learning Guide

- Course Guide (Curriculum Information)
- \*Refer to your enrolment year

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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

- グローバルコミュニケーション学科
- 日本語コミュニケーション学科
- グローバルビジネス学科

学部共通カリキュラム

- 新開校 (AI活用エキスパートコース)
- 新開校 (仏教プラクティスコース)
- 他学部・他学科履修科目
- 武蔵野地域S大学単位互換制度
- 放送大学
- 科目等履修生制度
- 卒業に基づき単位認定された科目

How to use "Table of Graduation Credit Requirements" and "Course Lists"

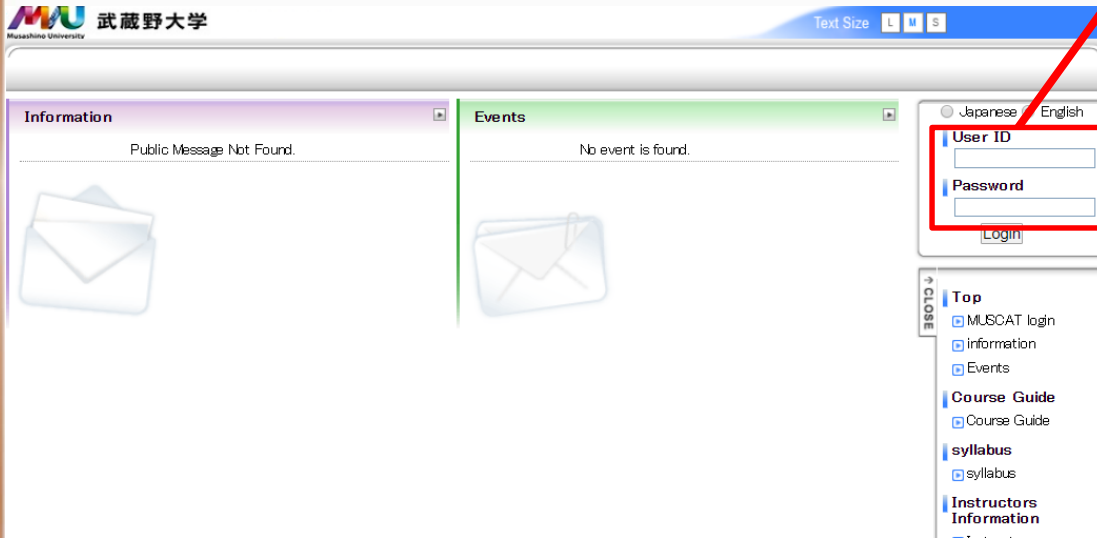
Learning Guide

Learning Guide



# MUSCAT (Web Portal)

PC version



Enter ID & Password and login  
\*Refer to your Account Notification

Smartphone version



Students will receive their Account Notification on Entrance Ceremony Day

# MUSCAT (Web Portal)

MUSCAT is a web portal designed to provide necessary information for student life and course registration. Students should check MUSCAT every day.

## <Type of Notice>

Class cancellations, classroom changes, course registration, class-related information

Preview, report assignments, and distribution of class material

Messages from a department, faculty, graduate school, and special transfer course

Information related to University life

The screenshot displays the MUSCAT web portal interface with several message categories highlighted by colored ovals:

- Course Messages** (orange oval): "No course message" with a "View All" link.
- Messages from University** (purple oval): "3 New Messages" with a list of recent news items, including "【再掲】フィールド・スポーツ履修希望者対象" and "令和4年福島県沖を震源とする地震において被".
- Messages For You** (green oval): "0 New Messages" with a list of personalized notices, such as "東京都による大規模接種会場でのワクチン追加" and "【明日から】履修が入学で初級から学べる、1週".
- Job/Career Opening Notice** (yellow oval): "0 New Information" with a "View All" link.
- Messages from Study support System** (blue oval): "Notices from Learning Management System" with a list of notices, including "お知らせ" and "お知らせチェック(未入力)".



# MUSCAT: My timetable

Musashino University 武蔵野大学

Text Size L

Notices | **Class** | Courses / Grades | Syllabus | Student support | Career support | My Tools | Pe

ICTサポ My timetable

Attendance Status

Weekly Sc Learning Management System(CoursePower)

Streaming Classes

Week 2021/03/30 to 2021/04/05

Week Month

3/30 (Tue)	4/ 2 (Fri)	4/ 3 (Sat)	4/ 4 (Sun)	4/ 5 (Mon)
			履修登録①(1年生)	履修登録①(1年生)

MU Musashino University 武蔵野大学

Text Size L

Notices | Class | Courses / Grades | Syllabus | Student support | Career support | My Tools | Pe

ICT Support

My timetable

Timetable of registered courses can be checked.

Change Display Setting of My Timetable

	1st Term	2nd Term	3rd Term	4th Term		
	Mon	Tue	Wed	Thu	Fri	Sat
First Period	<a href="#">Japanese IA(GB-g)</a> [A]1-708	<a href="#">PC IC(Enterprise)</a> [A]1-204	<a href="#">Studies on SDGs2(Eng)</a> -		<a href="#">Introduction to Data Science(Eng)</a> -	
Second Period	<a href="#">Japanese IA(GB-g)</a> [A]1-708	<a href="#">EQ IC(Enterprise)</a> [A]1-204	<a href="#">Introduction to Business_A</a> [A]1-503		<a href="#">Introduction to Data Science(Eng)</a> -	
Third Period	<a href="#">Fundamental Seminar(c)</a> [A]1-707		<a href="#">Introduction to Business_A</a> [A]1-503	<a href="#">Accounting A</a> [A]5-402	<a href="#">PC IC(Enterprise)</a> [A]1-301	
Fourth Period			<a href="#">Basic Japanese IA(FA)</a> [A]1-504	<a href="#">Accounting A</a> [A]5-402	<a href="#">EQ IC(Enterprise)</a> [A]1-301	
Fifth Period		<a href="#">Introduction to Buddhism(Eng)</a> -	<a href="#">Basic Japanese IA(FA)</a> [A]1-504			
Sixth Period						
Seventh Period						

Course Messages

Top Row: 休補姿姿 Btm Row: 速

速 12/21 (Mon) Period 2 中国語資格試験演習1B(c)

View All

Messages For You

Messages from University

3 New Messages

3/29 (Mon) NEW 【ボランティア募集】オリンピック聖火リレーボラ

3/29 (Mon) NEW 日本学生支援機構 貸与奨学金」および「高等

3/29 (Mon) NEW 高等教育の修学支援新制度(減免・給付奨学:

3/26 (Fri) 【Course Registration】List of courses whi

3/26 (Fri) 【履修登録】前期 履修登録の受付終了科目に:

3/26 (Fri) 卒業(修了)見込証明書・健康診断証明書の発

3/26 (Fri) 留学キャッチコピーコンテスト、作品大募集！(修

3/26 (Fri) IELTSのお知らせ

3/26 (Fri) HSK中国留学説明会

3/26 (Fri) 【注意】関東バスを利用している皆さんへ



# MUSCAT: Syllabus

From the My timetable page

**My timetable**

Timetable of registered courses can be checked.

1st Term 2nd Term 3rd Term 4th Term [Change Display Setting of My Timetable](#)

	Mon	Tue	Wed	Thu	Fri	Sat
First Period		<a href="#">PC 1A[Agency]</a>				
Second Period		<a href="#">EQ 1A[Agency]</a>	<a href="#">基礎ゼミ/Fundamental Seminar[a] [A]1-204</a>			
Third Period			<a href="#">PC 1A[Agency] [A]1-506</a>			
Fourth Period			<a href="#">EQ 1A[Agency] [A]1-506</a>			
Fifth Period						
Sixth Period						
Seventh Period						

**Intensive Course**

Period	Course Code	Class Title	Classroom name
Spring Semester(Irregular)	0010070001	<a href="#">Field Studies</a>	-

Students can check the syllabus of the registered course from My timetable page

**Detailed Timetable Information**

Registered Year	2021 Spring Semester		
Course Code	2210300130	Day & Period	FriPeriod 2
Class Title	基礎ゼミ/Fundamental Seminar[a]		
Classroom name	[A]1-204		
Instructor	WOO LI KO (ウーリ コ)		

No school affairs message information matches.

[Click "Check Syllabus"](#)

[Check Syllabus](#)

[Close](#)

# MUSCAT: Syllabus

Academic year	2023
Class title	Fundamental Seminar[c]
Instructor	<a href="#">CONNIE CHANG</a>
Term,Day,Period,Classroom	Fall Semester Mon Period 3 [A]1-707
Campus	Ariake
Course curriculum	<a href="#">23 グローバルビジネス学科(秋入学)</a> <a href="#">23 グローバルビジネス学科(春入学)</a> <a href="#">22 グローバルビジネス学科(秋入学)</a> <a href="#">22 グローバルビジネス学科(春入学)</a> <a href="#">21 グローバルビジネス学科(秋入学)</a> <a href="#">21 グローバルビジネス学科(春入学)</a> <a href="#">20 グローバルビジネス学科(秋入学)</a> <a href="#">20 グローバルビジネス学科(春入学)</a> <a href="#">19 グローバルビジネス学科(秋入学)</a> <a href="#">19 グローバルビジネス学科(春入学)</a> <a href="#">18 グローバルビジネス学科(春入学)</a> <a href="#">17 グローバルビジネス学科(春入学)</a>
Class type	Seminar
Type of Learning	対面 / Face-to-Face
Language	English
Course number	GS 101

Campus Name or Online

Face-to-Face or Online  
(or in combination)

Language of Instruction



# MUSCAT: Syllabus

Notes	1. If you are absent for more than 1/3 of our classes, you will receive an X. 2. Actions violating academic ethics will be dealt with severely. 3. Additional assignments may be given.			
Textbooks (Purchase Required)	1			
	Book title	『The Study Skills Handbook, 5th Edition』		
	Author	Stella Cottrell		
	Publisher	Red Globe Press	ISBN(13digits)	9781137610874
	Note to students			
Reference books (Optional)				
Others (e.g., Handout is distributed)				
Reference websites				

Textbook used in class

Textbooks  
(Purchase  
Required)





# MUSCAT

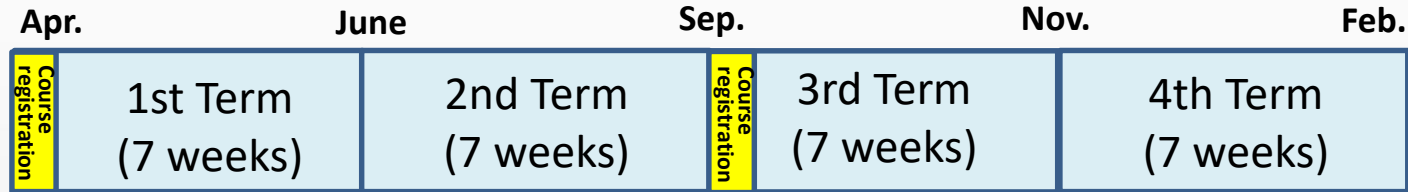
## MUSCAT (Features)

Features	PC version	Smartphone version
Confirm Notices and Messages from the University	✓	✓
Report assignment submission		
My timetable (confirm registered courses)		✓
Confirm Attendance Information		
Course Registration and Grade Information		✓
Student record (student's information and grade information)		
Classrooms and audio-visual equipment reservation status		
e-Cabinet (Download application forms and manuals)		
Email Forwarding Setting (Setting of forwarding MUSCAT Notices to an email account)		✓



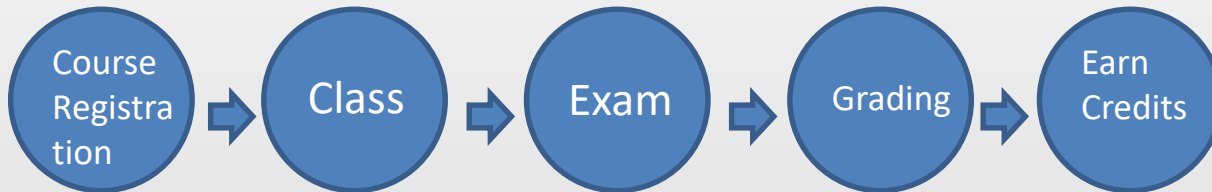
# Terms

Musashino University adopts four-term system that divides the academic year into four terms.



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

To earn credits



# Class Period

Class Period	Time (Duration)
1	8:50~10:30(100 min)
2	10:40~12:20(100 min)
Lunch	12:20~13:10(50 min)
3	13:10~14:50(100 min)
4	15:00~16:40(100 min)
5	16:50~18:30(100 min)
6	18:40~20:20(100 min)





# Academic Calendar

[HOME](#)
[English](#)
[お問い合わせ](#)
[お問い合わせ](#)
[お問い合わせ](#)
[お問い合わせ](#)
[お問い合わせ](#)

[大学案内](#)
[入試情報](#)
[教育](#)
[研究](#)
[国際交流・留学](#)
[学生生活・就職](#)

[学びのサポート](#)
[生活サポート](#)
[学務・奨学金](#)
[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](#)

## 履修案内

English ver.

履修登録にかかわるお知らせ

**訂正登録期間**  
4月10日(土)2時開始、11月20日(土)2:00～12月2日(金)23:59まで。  
開講料が4学期の科目のみ、履修の削除を行うことができます。  
なお、履修の追加を行うことはできません。

- ・ 履修登録時の注意事項
- ・ 集中授業日程一覧
- ・ 受付終了科目一覧 (履修者数が受講定員に達したため、受付終了した科目)
- ・ MUSCATにて履修登録ができない科目、学生について
- ・ 進級基準、卒業の要件について

【お問い合わせ先】

- ・ 履修、MUSCAT、学修支援システムにかかわるお問い合わせ 学修課 / 英語学修課  
お問い合わせフォームはこちら
- ・ 履修、MUSCAT、学修支援システムにかかわるお問い合わせ 学修課 / 英語学修課  
お問い合わせフォームはこちら

※ 毎日18時までに問い合わせたい内容については、履修当日中にMUSCATで対応します。問い合わせが集中している場合はお問い合わせ期間内によっては、当日中に返信できないことがあります。なお、土日祝、年末年始は対応できません。

【よくある質問】

- ・ 履修 / 授業に関するFAQ

履修・授業の関連コンテンツ

履修案内 (学修の手引き・カリキュラム)	シラバス検索 Syllabus	教科書検索 Textbook Sale (MYKITS)	Course Guide for G1 (Incoming Guide/Curriculum)
学修 Academic Calendar	MUSCATヘルプデスク	新入生向けガイダンス動画 ～学修編～	新入生向けガイダンス動画 ～履修登録編～
2年生向けガイダンス動画			

Click Academic Calendar in the bottom of the Learning Support Page

Hokkaido University AY2024 Academic Calendar

学部	1	2	3	4	5	6	7	8	9	10	11	12
工学部	1	2	3	4	5	6	7	8	9	10	11	12
理学部	1	2	3	4	5	6	7	8	9	10	11	12
経済学部	1	2	3	4	5	6	7	8	9	10	11	12
法学部	1	2	3	4	5	6	7	8	9	10	11	12
文学部	1	2	3	4	5	6	7	8	9	10	11	12
教育学部	1	2	3	4	5	6	7	8	9	10	11	12
農学部	1	2	3	4	5	6	7	8	9	10	11	12
獣医学部	1	2	3	4	5	6	7	8	9	10	11	12
看護学部	1	2	3	4	5	6	7	8	9	10	11	12
国際学部	1	2	3	4	5	6	7	8	9	10	11	12
環境学部	1	2	3	4	5	6	7	8	9	10	11	12
健康学部	1	2	3	4	5	6	7	8	9	10	11	12
芸術学部	1	2	3	4	5	6	7	8	9	10	11	12
総合学部	1	2	3	4	5	6	7	8	9	10	11	12
短期大学	1	2	3	4	5	6	7	8	9	10	11	12

Legend:  
 Spring Semester: 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th  
 Summer Semester: 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th  
 Winter Semester: 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th  
 Holiday: 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th  
 Registration: 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th

# Credits and Attendance

Learning Guide Page 7, 23

$$\boxed{1 \text{ credit}} = \boxed{\text{Class Time}} + \boxed{\text{Self-study time (Preview/Review)}} = 45 \text{ hours}$$

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 card reader may not function properly if your student ID card is stacked with other IC cards or is inside a wallet or card holder.

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).



# Attendance

<FAQ>

When forgetting to bring your student ID card:

Consult the teacher

When being absent from a class due to illness:

It will be recorded as an absence. If you need to communicate about your absence to the teacher, contact the teacher directly via email. In case of infectious diseases, contact the University Health Center. It may be subject to Specified Absence.

When being absent on the day of report submission or examination:

It will be recorded as an absence. Contact the teacher to see whether or not there will be a make-up assignment or exam.

When your attendance for online courses is not reflected on MUSCAT:

For classes where the card reader is not used, the teacher will check attendance separately.



# Contacting Teachers

## Full-time teacher

Office room, office 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.



# Class Cancellations, Make-up Classes and Examinations

Learning Guide Page 26, 28

Class Cancellations and Make-up Classes will be informed on MUSCAT

\*Class Cancellations **may sometimes be informed on the day of the class**

## **Examination**

Mainly written exam. The teacher will inform the date and if it is open book exam in class

## **Report Assignment**

The teacher will inform the deadline

## **Mini-test and Presentation**

Mini-test for each class and involvement for Presentation



# Notes for Examination

Learning Guide Page 28, 30

## 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



# Grading System

Learning Guide Page 32

Attendance	Score	Result	Grade	Grade Points
Attended more than two-thirds of the total classes of a course	90 to 100	Pass	S	4.0
	80 to 89		A	3.0
	70 to 79		B	2.0
	60 to 69		C	1.0
	59 or less		D	0.0
Absent from one third or more of the total classes of a course		Fail	X	0.0





# 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)**



# Grade Disclosure and Grade Inquiry

Learning Guide Page 34

## 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.



# Advancement Requirements and Graduation Requirements

## <Advancement Requirements for the 2nd-year level>

- Earn a minimum of 30 credits
- Cumulative GPA of 1.50 or higher

## <Graduation Requirements>

- Studying at the University for at least 4 years (required being enrolled for at least 1 year in each year level)
- Completion of the curriculum in the department and earning the necessary credits for graduation
- Payment of the tuition fees set by the University
- A cumulative GPA of 2.00 or higher (truncated to two decimal places)



# Advisory System

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**



To new students

# Preparation of Notebook PC for Classes

## Things to do before classes start

1. Confirmation of Account Notification \*Received on the Entrance Ceremony Day
2. Install the application used in class
3. Log in to web services
4. Wireless Lan (MUSIC Network) Application \*Registration takes 1-2 days
5. Course Guide Confirmation

Methods and procedures are posted on this web page.

MUSIC helpdesk [入学・授業に向けた準備: 2024年4月入学生向け]

<https://mubs.jp/pc-support/preparation2024/>



# Course Registration



# Course Registration

- Course Registration Preparation
- Course Registration Period
- Notes for Course Registration
- Course Registration Procedures
- Textbook Purchase
- Course Registration Period (Spring)





# Course Registration Preparation

## Course Guide Page

The screenshot shows the 'Course Guide 2024' page for Musashino University. The header includes the university logo and name. Below the header, there are navigation links and a main content area with several sections: 'グローバルビジネス学科' (Department of Global Business), 'カリキュラム' (Curriculum Information), and '学習ガイド' (Learning Guide). The 'カリキュラム' section contains a grid of links for various semesters and years, such as '2024 Fall Enrollment' and '2021 Spring Enrollment'. The '学習ガイド' section includes links for 'Learning Guide' and '卒業要件' (Graduation Requirements).

## Syllabus

The screenshot shows the 'Syllabus Search Conditions' form. It includes a search bar for the academic year (set to 2021) and a 'Search Syllabus' button. Below the search bar, there are several input fields for search criteria: 'Course name', 'Instructor', 'Keyword', 'Curriculum', 'Course Period', and 'Campus'. Each field has a dropdown menu or a search icon. At the bottom, there is a table for 'Day of Break and Period' with columns for 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', and 'Sat', and rows for 'Period 1' through 'Period 7'. Each cell in the table contains a checkbox.

Confirm the necessary information from University Webpage and MUSCAT



# Course Registration Preparation

## Course Guide

- Graduation Credit Requirements
- Course List

## Syllabus

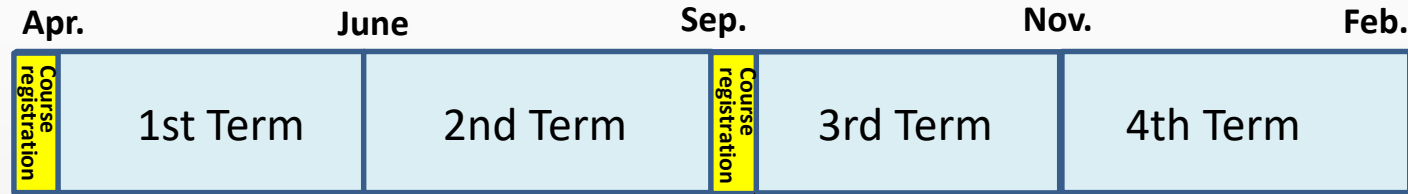
- Term/day/period/classroom/campus
- Learning objectives/class schedule
- Textbook
- Assessment methods etc.

Refer to **MUSCAT** as well as **University Webpage**



# Course Registration Period

**Twice a year (Spring/Fall)**



Courses for all terms:

1st Term/2nd Term/Spring Semester/  
3rd Term/4th Term/ Fall Semester/Year-Round

3rd Term/4th Term/  
Fall Semester Courses

Complete your course registration for the entire academic year (1st to 4th terms) in the Spring course registration period (April).



# Course Registration Period (Spring)

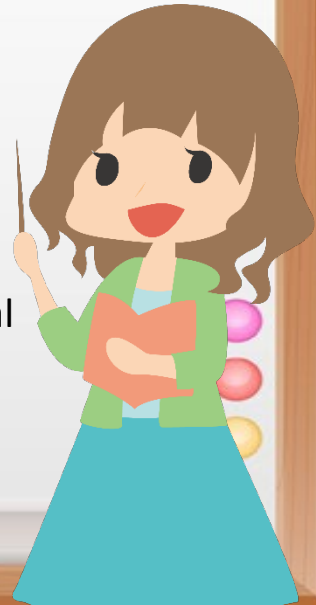
**Course registration period:** 4/5 9:00 to 4/6 23:59

**Announcement of the result of class capacity limit:** 4/9

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:** 4/10 (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.



# Course Registration Period

Learning Guide Page 17

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 4/5 to 4/6	✓	✓	✓	✓	✓	✓	✓	✓
1st Term	Adjustment Period 4/22 to 4/25	-	✓	✓	✓	✓	✓	✓	✓
2nd Term	Adjustment Period 6/20 to 6/24	-	-	-	✓	✓	✓	✓	✓
Fall Semester	Course Registration Period 9/5 to 9/6	-	-	-	-	✓	✓	✓	✓
3rd Term	Adjustment Period 9/27 to 9/30	-	-	-	-	-	✓	✓	✓
4th Term	Adjustment Period 11/26 to 11/29	-	-	-	-	-	-	-	✓

Course registration outside the specified periods is not accepted.



# Notes for Course Registration

Learning Guide Page 18

Required, Designated, and Certain Language Courses

⇒ No registration required (they are Automatically Registered)

Elective Required Courses and Elective Courses

⇒ Registration required

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.



# Notes for Course Registration

Learning Guide Page 10, 22

## Available Courses by Student's Year Level

Students can take courses that are offered to their current year level and lower

e.g., 2nd-year students can also take 1st-year courses as well as 2nd-year courses but they cannot take 3rd and 4th year courses

\*Refer to the **Course List** in the **Course Guide** (2024 Spring Enrollment)

<https://risuyouran.musashino-u.ac.jp/faculty/global/curriculum-global/global-business/>

## Credit Cap


A yearly limit on the number of credits students can take

1st year students in the Department of Global Business can take up to 40 credit





# Course Registration Procedures


**武蔵野大学**  
 Musashino University

Notices | Class | **Courses / Grades** | Syllabus | Student support | Career support | My Tools

Weekly Schedules | Course Registration | Course registration confirmation | Grade Record

2020/04/06 to 2020/04/12

4/6 (Mon) | 4/7 (Tue) | 4/8 (Wed) | 4/9 (Thu) | 4/10 (Fri) | 4/11 (Sat) | 4/12 (Sun)

1学期-① | 1学期-① | 1学期-①

---

**Course Messages**  
 No course message

**Messages from University**  
 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(洞
- 3/31 (Tue) 【重要 奨学金】日本学生支援機構 貸与奨与
- 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

**Job Opening Notice**  
 0 New Information

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



**Course Registration**  
 Enter Registration Details → Confirm Details → Registration Completed

Substituted courses | Select Intensive Course | Optional courses of other departments | Search Courses

**2020 Academic Year**  
 1st Term | 2nd Term | 3rd Term | 4th Term | Unregistered | Registered | No Changes Allowed

Period	Mon	Tue	Wed	Thu	Fri	Sat
1		221 03001 52 Managerial Accounting A 高橋 敦 [A] -307				
2						
3		221 03001 52 Managerial Accounting A 高橋 敦 [A] -307				
4	221 03001 86 ゼミ/Seminar C KENICHIRO WATANABE [A] -805	221 03001 68 Entrepreneurship Roderick Bugador [A] -405				
5	221 03001 96 卒業論文/Graduation Thesis KENICHIRO WATANABE [A] -805					
6						
7						

**Credit CAP**

	1st Term	2nd Term	First Semester	3rd Term	4th Term	Second Semester	Yearly
Upper Limit	-	-	-	-	-	-	40
Lower Limit	-	-	-	-	-	-	-
Course Credits	5	5	10	4	2	6	16

# Course Registration Procedures

2020Academic Year

	1st Term	2nd Term	3rd Term	4th Term	
Period		Mon	Tue	Wed	Thu
1					
2			2210300152 Managerial Accounting A 高橋 敬 [AI]-307		
3			2210300152 Managerial Accounting A 高橋 敬 [AI]-307		
4	2210300186 ゼミ/Seminar C KENICHIRO WATANABE [AI]-805		2210300168 Entrepreneurship Fudohki Burador [AI]-40		
5	2210300196 卒業論文/Graduation Thesis KENICHIRO WATANABE [AI]-805				
6					
7					

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

Select Courses

2020Academic Year 1st Term Monday Second Period

Check	Course Code	Course Title	Course Category	Syllabus	Credits	Instructor	Classroom	Campus	Numl
<input checked="" type="checkbox"/>	210100205	Integrated Skills for Communication A	Group of English Courses		1	Michael Nguyen	有明1-8 11	Ariake	



# Course Registration Procedures

Course Registration

Enter Registration Details → Confirm Details → Registration Completed

Substituted courses

Select Intensive Course

Optional courses of other departments

Search Courses

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.

2023 Academic 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 AD:hats [AI]-504				
3			2210100380 卒業論文/Research Project AD:hats [AI]-504				
4				2210100265 英語通訳実習A 戸谷 比呂美 [AI]-408			
5				2210100265 英語通訳実習A 戸谷 比呂美 [AI]-401			



# 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 [A1]-307		2210100205 ISC A Michael Nguyen [A1]-707		
3		2210300152 Managerial Accounting A 高橋 敦 [A1]-307				
4	2210300186 ゼミ/Seminar C KENICHIRO WATANABE [A1]-805	2210300168 Entrepreneurship Roderick Busador [A1]-405				
5	2210300196 卒業論文/Graduation Thesis KENICHIRO WATANABE [A1]-805					
6						
7						

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

	1st Term	2nd Semester	Yearly
Lower Limit	-	-	-
Course Credits	6	5	11

Confirm Entry

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 [A1]-307		2210100205 ISC A Michael Nguyen [A1]-707		
3		2210300152 Managerial Accounting A 高橋 敦 [A1]-307				
4	2210300186 ゼミ/Seminar C KENICHIRO WATANABE [A1]-805	2210300168 Entrepreneurship Roderick Busador [A1]-405				
5	2210300196 卒業論文/Graduation Thesis KENICHIRO WATANABE [A1]-805					
6						
7						

In the next page, click **Register this Content** to complete your registration (add or drop)

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

Return to Entry Screen

Register this Content

# Course Registration Procedures

**Course Registration**

Enter Registration Details → Confirm Details → **Registration Completed**

The following items are registered.

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 [A1]-307		2210100205 ISC A Michael Nguyen [A1]-707			
3		2210300152 Managerial Accounting A 高橋 敦 [A1]-307					
4	2210300186 ゼミ/Seminar C KENICHIRO WATANABE [A1]-806	2210300168 Entrepreneurship Roderick Bueador [A1]-406					
5	2210300196 卒業論文/Graduation Thesis KENICHIRO WATANABE [A1]-806						
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	<p>以下の登録申請を受け付けました。 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。</p> <p>【確認方法】「授業」タブ→「My時間割」</p> <p>申請講義一覧 前期 月4 4300300161 中世文学 前期 月5 0010040444 英語2A[Mn-7] 通年 火1/火1 4300300009 学科発展ゼミ[E](教育学科) 前期 火4 4300300230 教育プロセス実習[学校] 前期 水1 4300300111 初等生活科指導法[3/3] 前期 水2 4300300155 体育2[学校] 通年 水3/水3 4300300146 音楽[1/2] 前期 水5 4300300124 国語科指導法A 前期 木2 4300300078 生徒・進路指導論</p>
URL	

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 in the message.
  - (2) Courses you intended to **drop** are STILL in the message.



# 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

Weekly Schedules

- Course Registration
- Course registration confirmation**
- Grade Record

Week	2020/04/06 to 2020/04/12			
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	

Course Messages

No course message

Messages from University

- 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(奨
- 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

Job Opening Notice

- 10/1 (Tue) 【important】 就キャリwebオープンのお知らせ

Messages For You

- 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)のこ
- 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㊗️】アイリスオーヤマ株
- 3/31 (Tue) 【21卒学校推薦:4/9㊗️】株式会社オリエント

Personal Settings

- Course Guide
- Course Registration
- Course registration confirmation
- Grade Record

Last Login Date: 2020/4/6 10:59

Login User: NAKATA Hiroki

Click Course registration confirmation



# How to confirm your course registration

## Course registration confirmation

→ Print

→ Show List

### 2020 Academic 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 Burador [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

Other than from physical stores and online textbook retailers, students can also purchase textbooks through MyKiTS with a 10% discount.

Students can choose between home delivery (for a fee) or picking up at on-campus Book Center.

Please refer to the **Announcement for textbooks Order** received on the entrance ceremony day.



# Course Registration Period (Spring)

**Course registration period:** 4/5 9:00 to 4/6 23:59

**Announcement of the result of class capacity limit:** 4/9

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:** 4/10 (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.

