

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

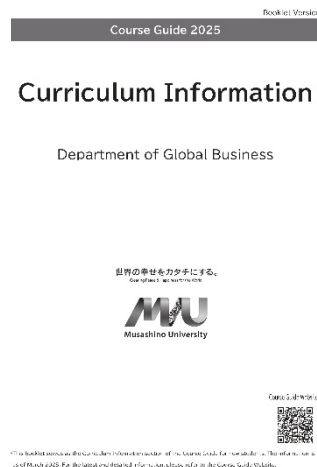
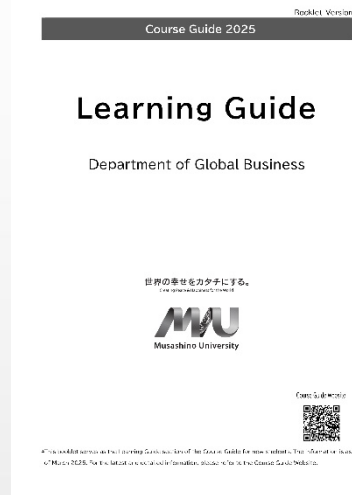


Musashino University

# Basic Information

- Learning Guide & Course Guide
- MUSCAT
- Class-Related Information
- Advancement Requirements for the 2nd-year level and Graduation Requirements
- Advisory System

## Learning Guide & Course Guide



# 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

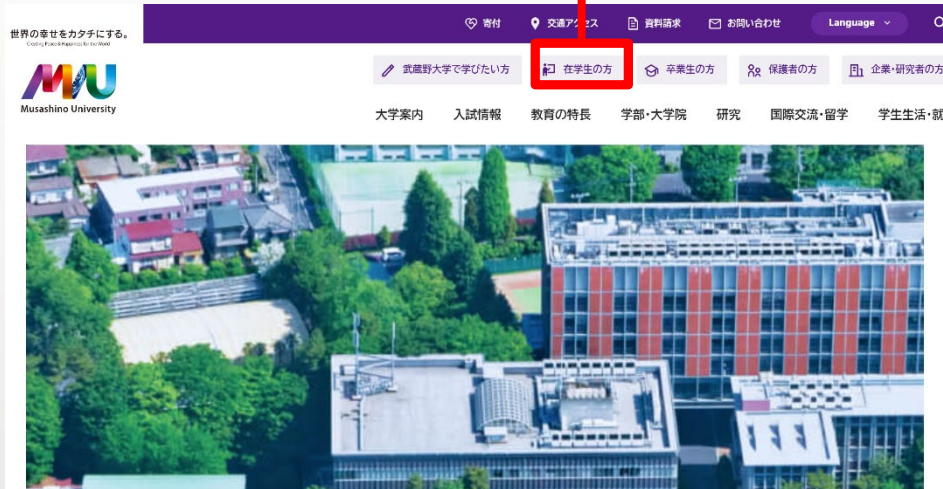
**\*Please also refer to the Course Guide Webpage for the latest version**



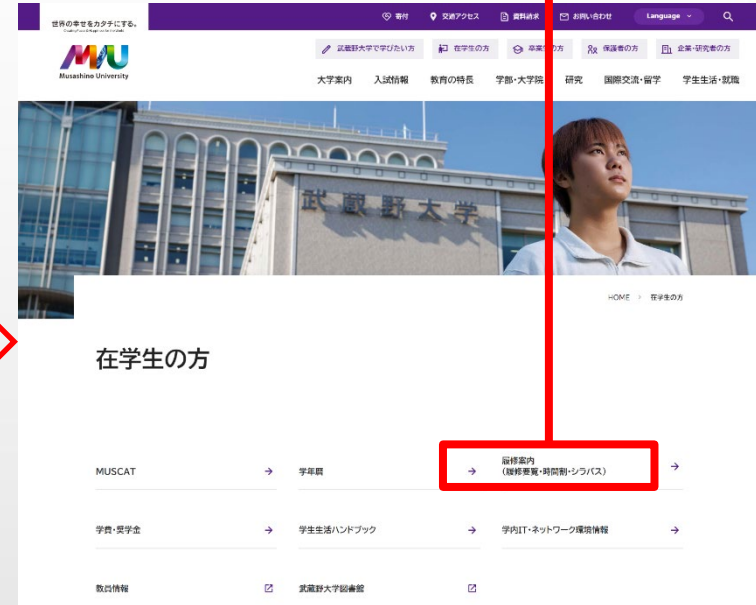
# Access to Learning Support & Course Guide Pages

## From the University Webpage

Click “在学生の方”



Click “履修案内”

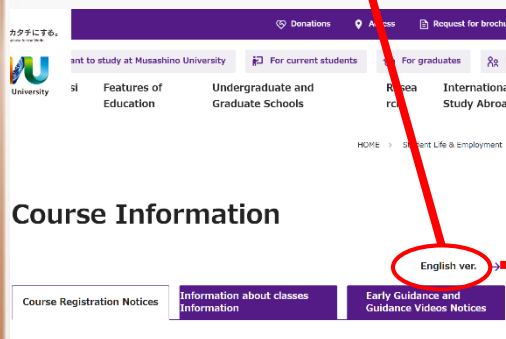


# Access to Learning Support & Course Guide Pages

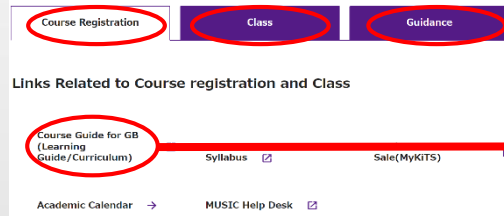
## Learning Support Page

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

Click English ver.



## Course Guide for English



## Course Guide Page

### Learning Guide

### Course Guide (Curriculum Information)

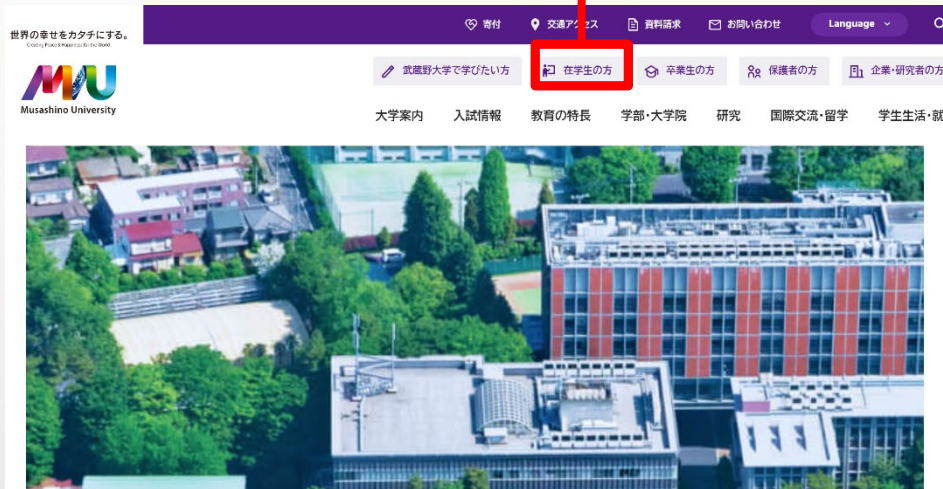
\*Refer to your enrollment year



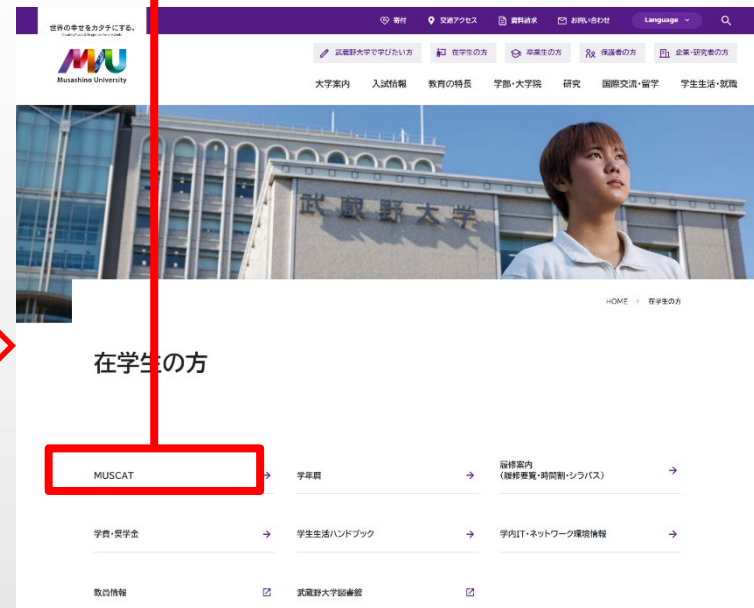
# Access to MUSCAT (Web Portal)

## From the University Webpage

Click “在学生の方”



Click **MUSCAT** for the web portal





# 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.

## PC version

武蔵野大学

Text Size L M S

Information

Public Message Not Found.

Events

No event is found.

Japanese English

User ID

Password

Login

Top

- MUSCAT login
- Information
- Events

Course Guide

- Course Guide

Syllabus

- Syllabus

Instructors Information

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

## Smartphone version

武蔵野大学 MUSCAT

ユーザーID

パスワード

ログイン

言語

Japanese

English

トップページ

インフォメーション

Students will receive their Account Notice on Entrance Ceremony Day

# MUSCAT (Web Portal)

## <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 student life

The image displays five screenshots of the MUSCAT (Web Portal) interface, each with a colored oval highlighting a specific section:

- Course Messages** (Orange oval): Shows "No course message" and a "View All" link.
- Messages from University** (Purple oval): Shows a list of messages from the university, including "3/23 (Wed) NEW【再掲】【フィールド・スポーツ履修希望者対象】:", "3/22 (Tue) ...健康診断の", "3/22 (Tue) ...に掲載し", "3/22 (Tue) ...システム", "3/19 (Fri) ...ades", "3/18 (Fri) ...ーク関連シス", "3/18 (Fri) 【大学図書館】蔵書検索OPAC、及びマイライブ", "3/18 (Fri) 新2年生向け学修ガイダンス動画の公開につい", "3/17 (Thu) 被災後の心身の健康についてー学生相談室よ", and "3/17 (Thu) 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): Shows a list of messages for the user, including "3/18 (Fri) 東京都による大規模接種会場でのワクチン追加", "2/16 (Wed) 有明体育館 ...開催中", "1/31 (Mon) ...知らせ【武蔵", "1/25 (Mon) ...か?", "1/18 (Mon) ...ますか?", "1/18 (Mon) ...研修参加最後", "1/13 (Thu) 【明日から】海外入国で初級から学べる、1週", "1/11 (Tue) FAQ 開館日時など最新情報はどこで分かりま", and "1/11 (Tue) まだ間に合う！初級から学べる英語研修！".
- Job/Career Opening Notice** (Yellow oval): Shows "No Job/Career Opening Notice" and a "View All" link.
- Messages from Study support System** (Blue oval): Shows a list of messages from the study support system, including "公開開始", "お知らせです", "お知らせチェック(未入力)", "お知らせチェック(公開終了未入力)", "テスト", and "テスト".



# 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)		✓



# 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サポート

My timetable

Attendance Status

Learning Management System(CoursePower)

Streaming Classes

Week 3/30 (Tue)

Week 4/ 2 (Fri) 4/ 3 (Sat) 4/ 4 (Sun) 4/ 5 (Mon)

2021/03/30 to 2021/04/05

Week Month

履修登録①(1年生) 履修登録①(1年生)

Course Messages

Top Row: 休 補 変 変 Btm Row: 進 達

12/21 (Mon) Period 2 中国語資格試験演習1B[c]

View All

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

Messages For You

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
First Period	<a href="#">Japanese I(A)(GB-d)</a> [A]1-708	<a href="#">PC I(C)(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 I(A)(GB-d)</a> [A]1-708	<a href="#">EQ I(C)(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
Fourth Period			<a href="#">Basic Japanese I(A)(FA)</a> [A]1-504	<a href="#">Accounting A</a> [A]5-402
Fifth Period		<a href="#">Introduction to Buddhism(Eng)</a> -	<a href="#">Basic Japanese I(A)(FA)</a> [A]1-504	<a href="#">EQ I(C)(Enterprise)</a> [A]1-301
Sixth Period				
Seventh Period				

# 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	<b>Campus Name or Online</b> 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	<b>Face-to-Face or Online (or in combination)</b> Seminar
Type of Learning	対面／Face-to-Face
Language	<b>Language used in class</b> English
Course number	GS 101

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.			
Textbook used in class	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				

# MUSCAT: Syllabus Search

Musashino University (武蔵野大学) interface showing the Syllabus search menu.

Navigation tabs: Notices, Class, Courses / Grades, **Syllabus**, Student support, My Tools, Personal Settings.

**Syllabus search** menu options:

- Search by Instructor
- Search by Class
- Search by curriculum
- Full text search
- My Favorites

Weekly Schedules: 2022/03/29 to 2022/04/04. View Week / Month.

Course Messages: No course message. View All.

Messages from University: 6 New Messages. 3/29 (Tue) NEW[important] [Course Registration] List of ... 3/29 (Tue) NEW[important] 2022(令和4)年度前期 履修登録

Search for syllabus by course name, instructor, etc.

Select the appropriate academic year for syllabus search, and filter search conditions for retrieval.

2021 Academic Year Search Syllabus

Syllabus Search Conditions

Course name (Partial match)

Instructor (Partial match)

Keyword (All of these)

Curriculum (Not selected)

Course Period (Not selected)

Campus (Not selected)

Target Year Level (Not selected)

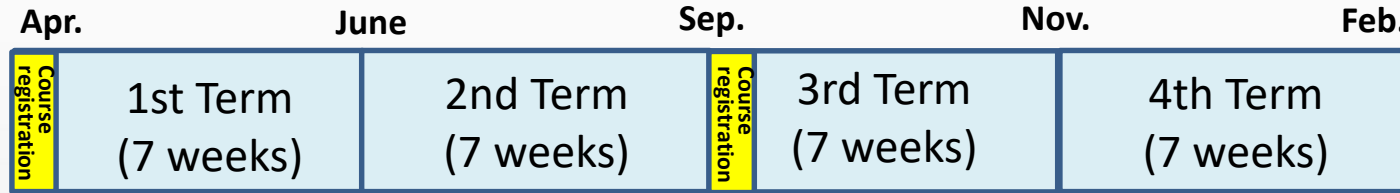
	Mon	Tue	Wed	Thu	Fri	Sat
Period 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Day of Week and Period

Search Syllabus

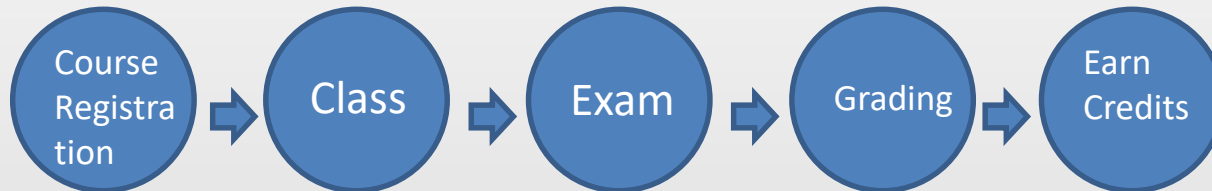
# Terms

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 Course Registration Period (April).

To earn credits





# Class Period

Learning Guide Page 4

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

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University Features of Education Undergraduate and Graduate Schools Research International Study Abroad

HOME > Student Life & Employment > Study Support > Courses

## Course Guide for English

Japanese version →

Course Registration

Class

Guidance

### Links Related to Course registration and Class

Course Guide for GLE  
(Learning Guide/Curriculum)

Click Academic Calendar in the bottom of the Learning Support Page

Syllabus

Textbook Sale(MyKITS)

Academic Calendar

MUSIC Help Desk

### Musashino University AY2025 Academic Calendar

March 2025	April 2025	May 2025	June 2025	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026
<p>Spring Semester 1st term (March 1 - April 11)</p> <p>Summer Semester 1st term (April 12 - May 11)</p> <p>Autumn Semester 1st term (May 12 - June 11)</p> <p>Winter Semester 1st term (June 12 - July 11)</p> <p>Spring Semester 2nd term (July 12 - August 11)</p> <p>Summer Semester 2nd term (August 12 - September 11)</p> <p>Autumn Semester 2nd term (September 12 - October 11)</p> <p>Winter Semester 2nd term (October 12 - November 11)</p> <p>Spring Semester 3rd term (November 12 - December 11)</p> <p>Summer Semester 3rd term (December 12 - January 11)</p> <p>Autumn Semester 3rd term (January 12 - February 11)</p> <p>Winter Semester 3rd term (February 12 - March 11)</p>												

March 2025

# Credits and Attendance

Learning Guide Page 6, 22

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

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 and follow the instruction provided. Regarding make-up exams, please refer to the Learning Guide Page 31.

When your attendance for online class 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

## Report Assignment

The teacher will inform the deadline

## Mini-Test and Presentation

Class participation and mini-test for each class etc.





# Notes for Examination

Learning Guide Page 30

\*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)>

- Using cheat sheets or unauthorized reference materials
- 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	Fail	D	0.0
Absent from one third or more of the total classes of a course			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 attempted.

\*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 Inquiry

Students can apply for **grade inquiry** to confirm the accuracy of their grade.

However, this system is not intended for casual requests for grade reconsideration or revision.

Inquiries made through methods other than the designated application process, inquiries made by a third party, inquiries made outside the designated application periods, or repeated inquiries regarding a teacher's response will NOT be 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

Learning Guide Page 26

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 Notice \*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

Methods and procedures are informed on this web page.

MUSIC helpdesk「2025年度BYODのためのノートPCの準備」

[https://music-helpdesk.mubs.jp/02-01-01\\_2025/](https://music-helpdesk.mubs.jp/02-01-01_2025/)



# 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



## Syllabus

The screenshot shows the 'Syllabus Search Conditions' form. It includes fields for 'Academic Year' (set to 2025), 'Course name', 'Instructor', 'Keyword', 'Curriculum', 'Course Period', 'Campus', and 'Target Year Level'. Below these fields is a table for selecting the 'Day of Week and Period'.

	Mon	Tue	Wed	Thu	Fri	Sat
Period 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Confirm the necessary information from University Webpage and MUSCAT



# Course Registration Preparation

## Course Guide

- Graduation Credit Requirements
- Course List etc.

## Syllabus

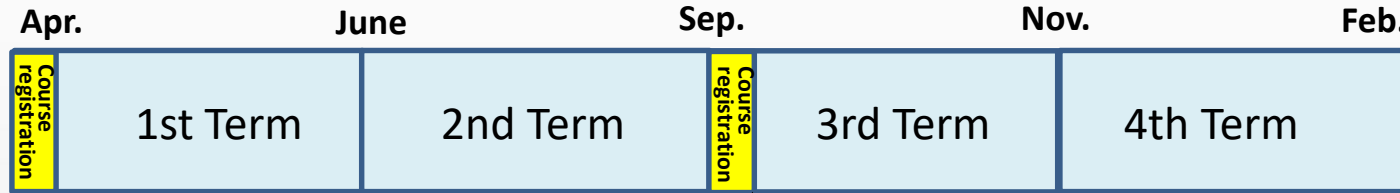
- Term/day/period/classroom/campus
- Learning objectives/class schedule
- Textbook
- Assessment methods etc.

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 (Freshman)

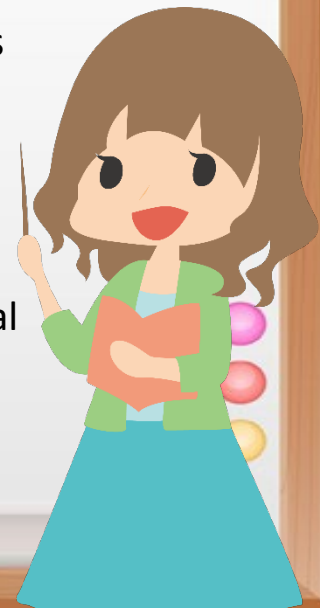
**Course registration period:** 4/7 (Mon) 9:00 to 4/8 (Tue) 23:59

**Announcement of the result of class capacity limit:** 4/10 (Thu)

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:** 4/11 (Fri) 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 16

AY2025 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 4/7 to 4/8	✓	✓	✓	✓	✓	✓	✓	✓
1st Term	Adjustment Period 4/23 to 4/25	-	✓	✓	✓	✓	✓	✓	✓
2nd Term	Adjustment Period 6/20 to 6/23	-	-	-	✓	✓	✓	✓	✓
Fall Semester	Course Registration Period 9/8 to 9/9	-	-	-	-	✓	✓	✓	✓
3rd Term	Adjustment Period 9/26 to 9/29	-	-	-	-	-	✓	✓	✓
4th Term	Adjustment Period 11/25 to 11/28	-	-	-	-	-	-	-	✓

Course registration outside the specified periods is not accepted.



# Notes for Course Registration

Learning Guide Page 17

Required, Designated, and Certain Language Courses

⇒ No registration required (they are pre-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 9, 21

## 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

## 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** (2025 Spring Enrollment)

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



# Course Registration Procedures

検証 MU 武蔵野大学 Musashino University

Text Size L

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Weekly Schedules

Course Registration

Course registration confirmation

Grade Record

Week 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

Top Row: 休 補 空 空 Btm Row: 空 空 空 空

View All

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 Counselor

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(減)

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

View All

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

View All

Messages For You

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日】アイリスオーヤマ株

3/31 (Tue) 【21卒学校推薦: 4/9日】株式会社オリエントニ

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						
2		221 03001 52 Managerial Accounting A 高橋 敦 [A] -307				
3		221 03001 52 Managerial Accounting A 高橋 敦 [A] -307				
4	221 03001 86 セミ/Seminar C KENICHIRO WATANABE [A] -806	221 03001 68 Entrepreneurship Roderick Bugador [A] -406				
5	221 03001 96 卒業論文/Graduation Thesis KENICHIRO WATANABE [A] -806					
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				
3				
4				
5				
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	<a href="#">Browse</a>	1	Michael Nguyen	有明1-811	Ariake	

[Close](#) [Register](#)



# 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:hata [A1]-504				
3			2210100380 卒業論文/Research Project AD:hata [A1]-504				
4				2210100265 英語通訳実習A 戸谷 比呂美 [A1]-408			
5				2210100265 英語通訳実習A 戸谷 比呂美 [A1]-408			



# Course Registration Procedures

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

Click **Confirm Entry** to confirm the registered content.

\*Your course registration is **NOT** completed yet

	1st Term	2nd Semester	Yearly
Lower Limit	-	-	40
Course Credits	6	5	11

Confirm Entry

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

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

	1st Term	2nd Semester	Yearly
Lower Limit	-	-	40
Course Credits	6	5	11

Return to Entry Screen


Register this Content



# Course Registration Procedures


**Course Registration**

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

 The following items are registered.

22103001168  
ゼミ/Graduation Thesis  
KENICHIRO WATANABE  
[A]1-806

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]1-806	2210300168 Entrepreneurship Roderick Bugador [A]1-406				
5	2210300196 卒業論文/Graduation Thesis KENICHIRO WATANABE [A]1-806					
6						
7						

Your course registration is completed





# How to confirm your course registration

MU 武蔵野大学

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Weekly Schedules

Course Registration  
Course registration confirmation  
Grade Record

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

1学期-① 1学期-① 1学期-①

Click Course registration confirmation

Course Registration

No course

View All

Messages from University

4/2 (Thu) AY2020 Annual Health Checkup  
4/2 (Thu) 4月分留学相談 / Study Abroad  
4/1 (Wed) 【履修登録】前期 履修登録の  
4/1 (Wed) 【important】4月の健康診断  
4/1 (Wed) MUSICヘルプデスクホームペ  
3/31 (Tue) 【重要 奨学金】高等教育の  
3/31 (Tue) 【重要 奨学金】日本学生支  
3/30 (Mon) 【留学生向け】長坂国際奨学  
3/30 (Mon) 【留学生向け】長坂国際奨学  
3/30 (Mon) 【important】1学期(4月9日～5月

Job Opening Notice

10/1 (Tue) 【important】就キャリアwebオ

Messages For You

0 New Messages

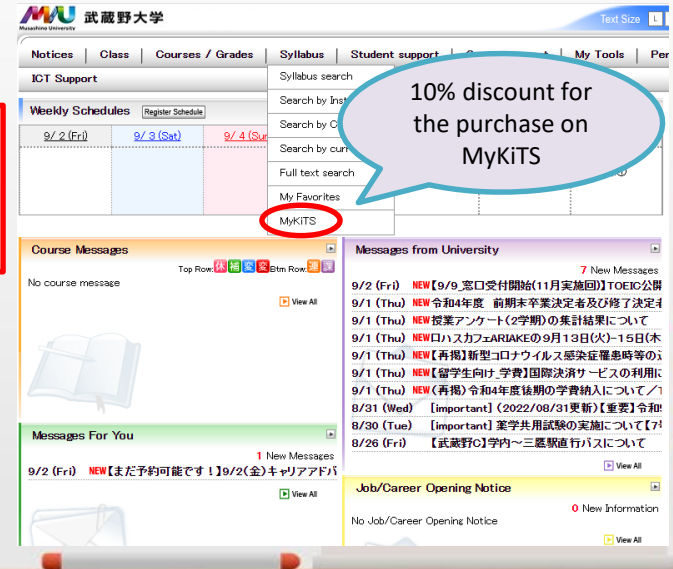
4/2 (Thu) 【就職活動中の皆さんへ】大学指定の履歴書  
4/2 (Thu) 【就活】MU就活情報サイト MUC(ムック)のこ  
4/1 (Wed) 【OBOG訪問】申請方法変更についてのご案内  
3/31 (Tue) 「キャリアアドバイザー相談」を当面の間、ご自  
3/31 (Tue) 【21卒学校推薦:4/9日】アイリスオーヤマ株  
3/31 (Tue) 【21卒学校推薦:4/9日】株式会社オリエン

Course registration confirmation						
2020 Academic Year						
	1st Term	2nd Term	3rd Term	4th Term		
Period	Mon	Tue	Wed	Thu	Fri	
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					
6						
7						

# Textbook Purchase

Other than from physical stores and online textbook retailers, students can also purchase textbooks through MyKiTS with a 10% discount (only home delivery is available for a fee).

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



# Course Registration Period (Freshman)

**Course registration period:** 4/7 (Mon) 9:00 to 4/8 (Tue) 23:59

**Announcement of the result of class capacity limit:** 4/10 (Thu)

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:** 4/11 (Fri) 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.

