世界の幸せをカタチにする。

Creating Peace & Happiness for the World

Musashino University

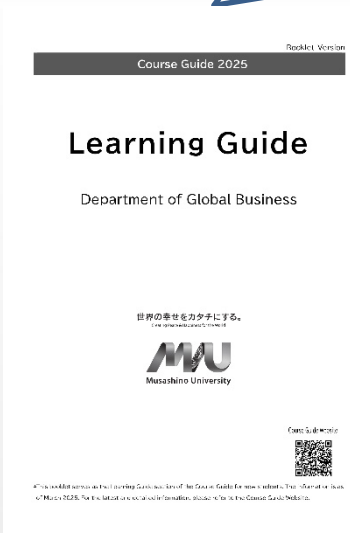
Academic Guidance for Freshman (Department of Global Business)

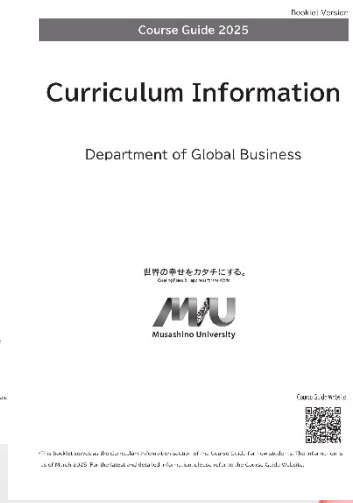
世界の幸せをカタチにする。
Creating Peace & Happiness for the World
Musashino University

Basic Information

Learning Guide & Course Guide

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





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

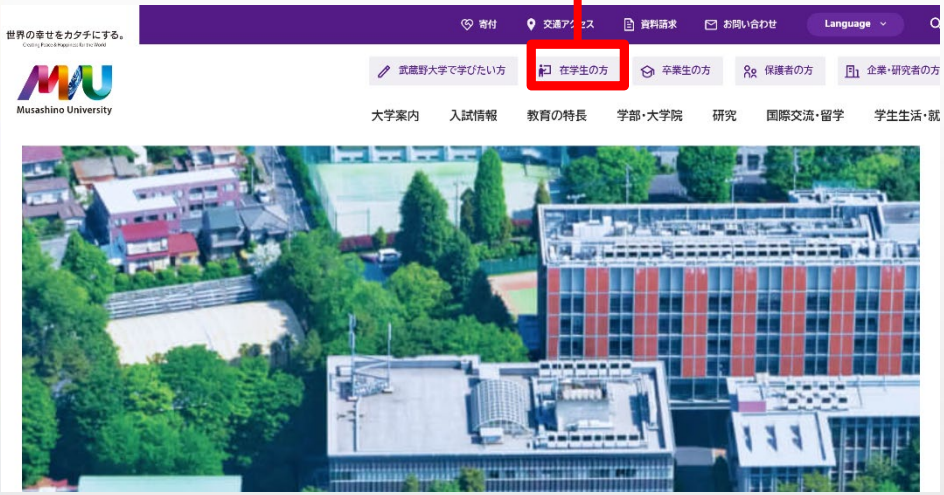
Provides Curriculum Information of the Department

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

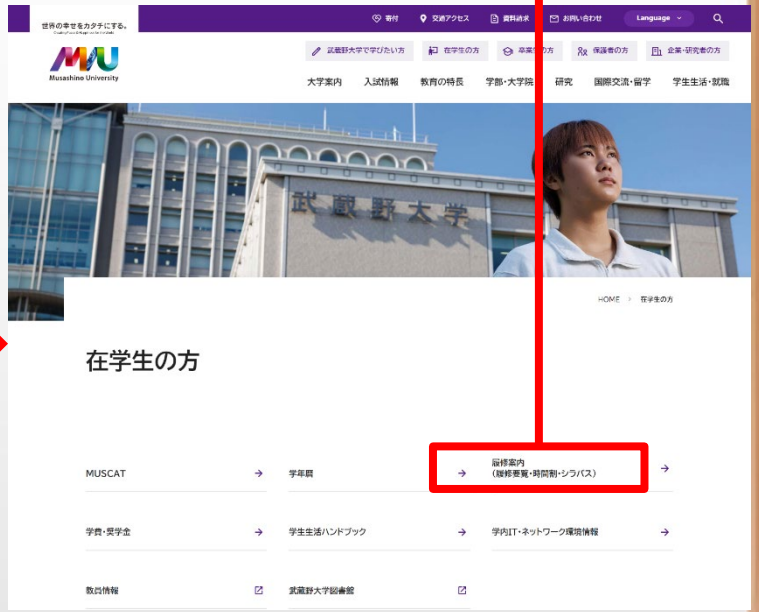
Access to Learning Support & Course Guide Pages

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

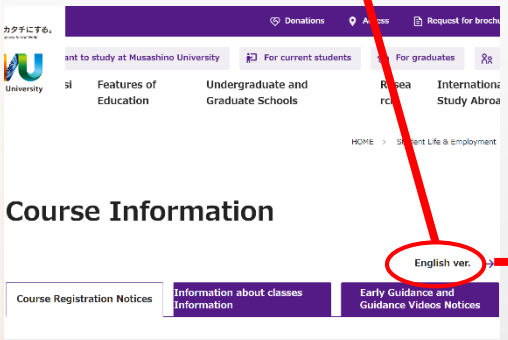
- Information on Course Registration, Class in general, Guidance
- Related Links (e.g., Course Guide Page)

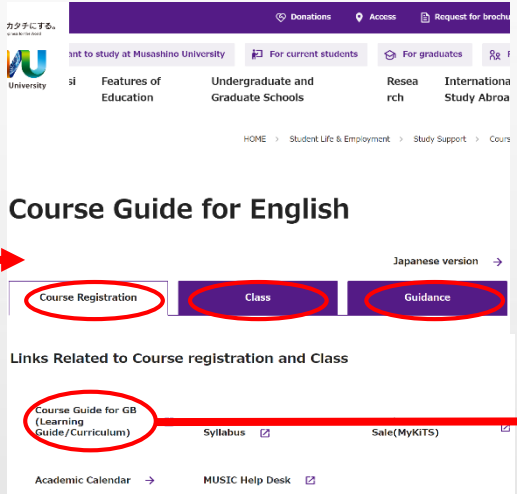
Course Guide Page

Learning Guide

Course Guide (Curriculum Information)
*Refer to your enrollment year

Click **English ver.**

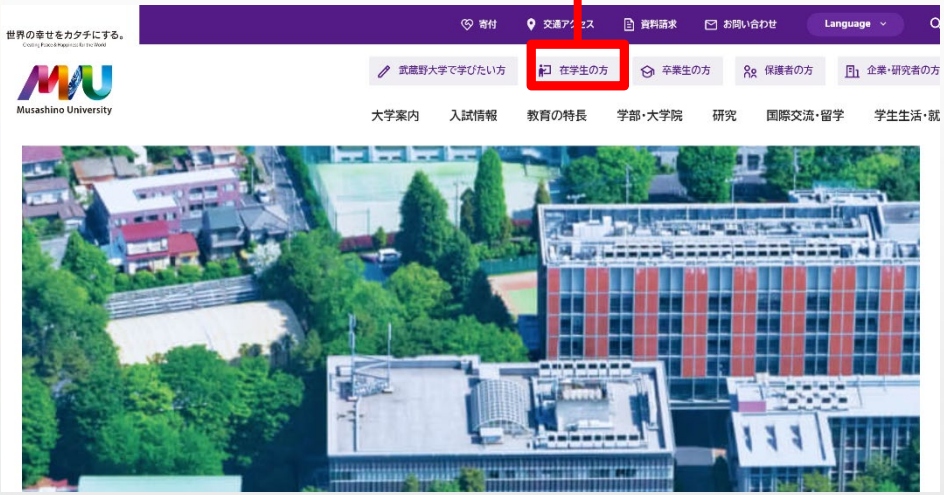




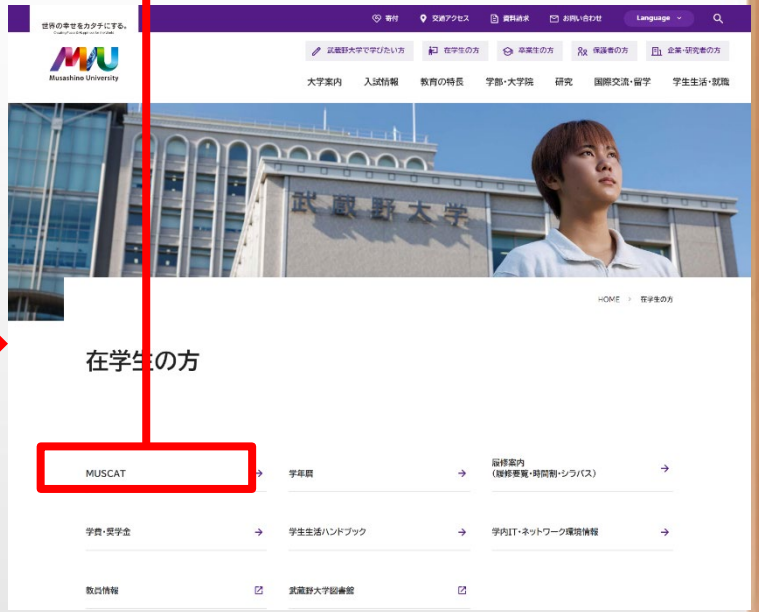
Access to MUSCAT (Web Portal)

From the University Webpage

Click “在学生の方”



Click **MUSCAT** for the web portal

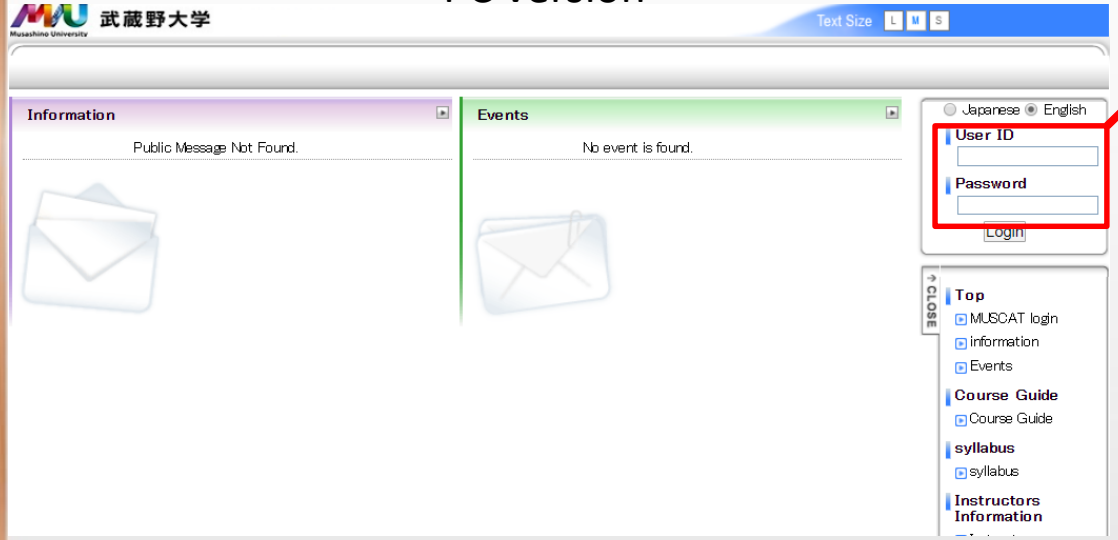


MUSCAT (Web Portal)

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

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

PC version



Smartphone version

Students will receive their Account Notice on Entrance Ceremony Day

Learning Guide Page 2

MUSCAT (Web Portal)

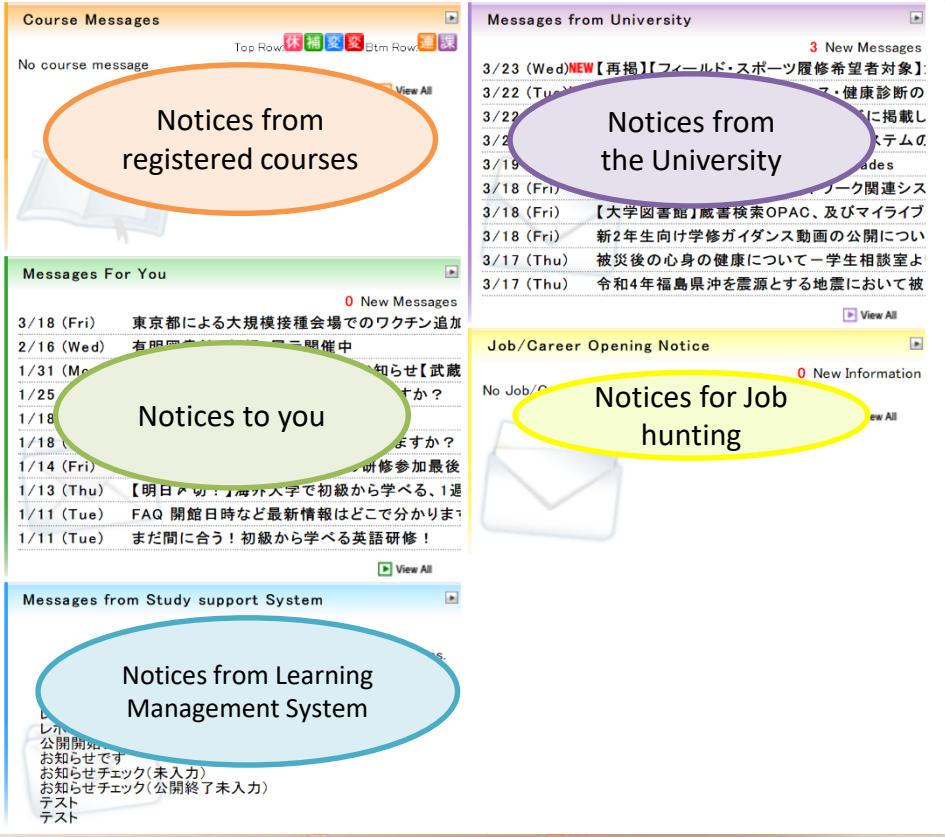
<Type of Notice>

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

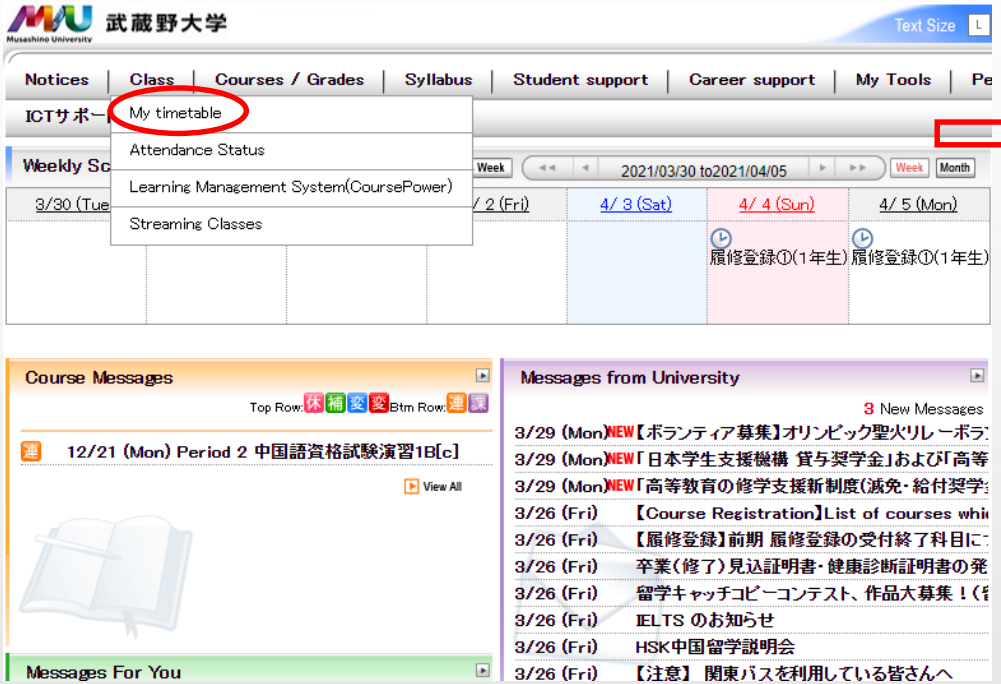


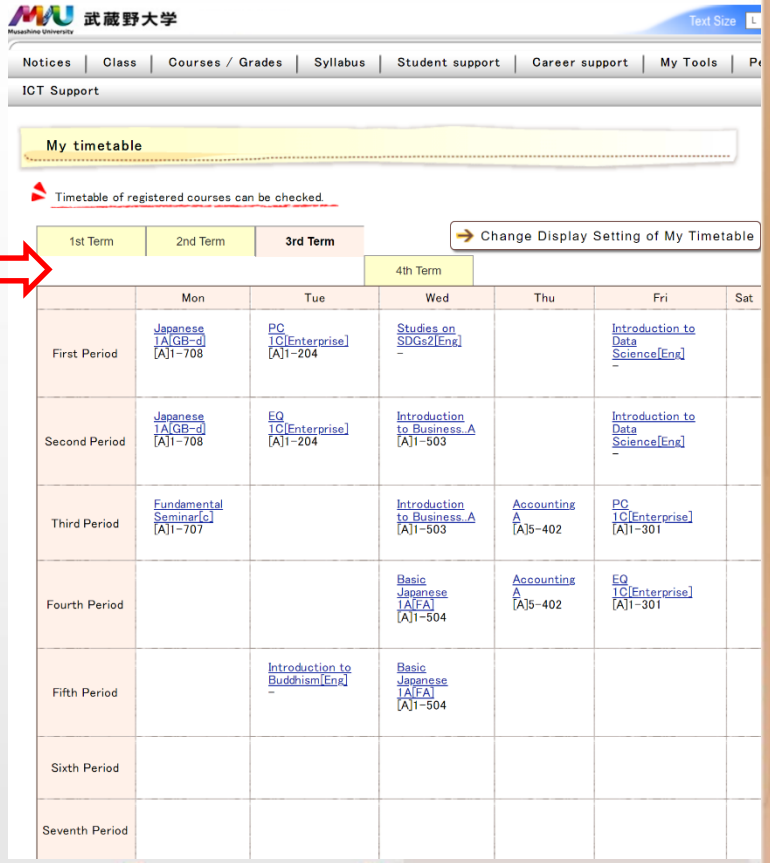
MUSCAT

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





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			Sat
First Period		PC 1A[Agency] –				
Second Period		EQ 1A[Agency] –			基礎ゼミ/Fundamental Seminar[a] [A]1-204	
Third Period					PC 1A[Agency] [A]1-506	
Fourth Period					EQ 1A[Agency] [A]1-506	
Fifth Period						
Sixth Period						
Seventh Period						

Click a course

Intensive Course

Period	Course Code	Class Title	Classroom name
Spring Semester(Irregular)	0010070001	Field Studies	–

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

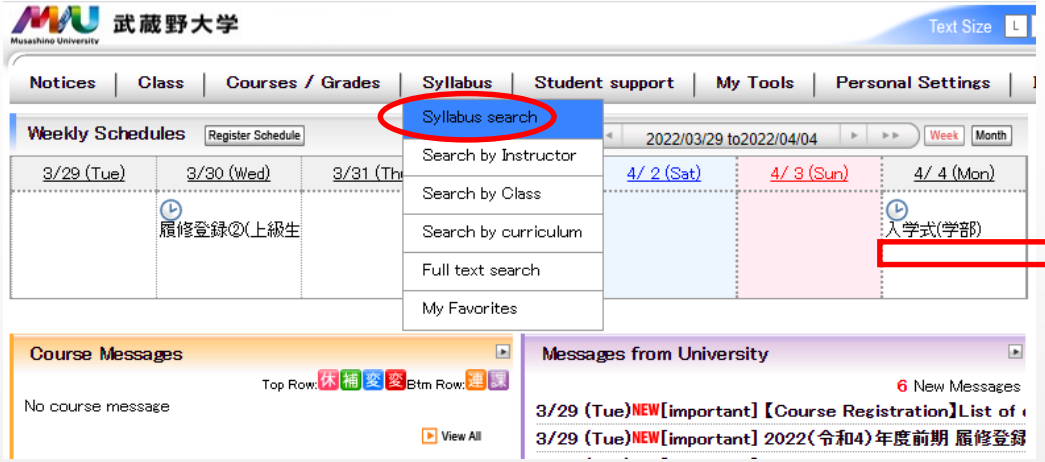
Close

MUSCAT: Syllabus

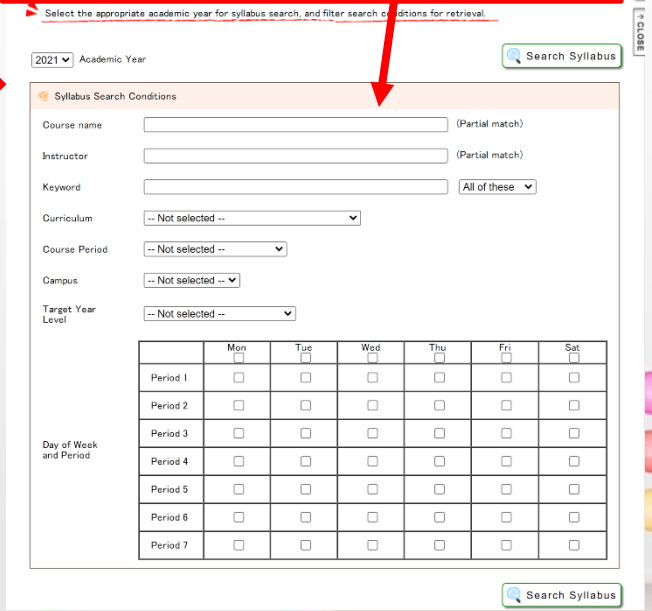
Academic year	2023
Class title	Fundamental Seminar[c]
Instructor	CONNIE CHANG
Term,Day,Period,Classroom	Fall Semester Mon Period 3 [A]1-707
Campus (Campus Name or Online)	Ariake
Course curriculum	23 グローバルビジネス学科(秋入学) 23 グローバルビジネス学科(春入学) 22 グローバルビジネス学科(秋入学) 22 グローバルビジネス学科(春入学) 21 グローバルビジネス学科(秋入学) 21 グローバルビジネス学科(春入学) 20 グローバルビジネス学科(秋入学) 20 グローバルビジネス学科(春入学) 19 グローバルビジネス学科(秋入学) 19 グローバルビジネス学科(春入学) 18 グローバルビジネス学科(春入学) 17 グローバルビジネス学科(春入学)
Class type (Face-to-Face or Online (or in combination))	Seminar
Type of Learning	対面／Face-to-Face
Language (Language used in class)	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 / 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			

MUSCAT: Syllabus Search



Search for syllabus by course name, instructor, etc.



Terms

Learning Guide Page 4

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

Apr.	June	Sep.	Nov.	Feb.
Course registration 1st Term (7 weeks)	2nd Term (7 weeks)	Course registration 3rd Term (7 weeks)	4th Term (7 weeks)	

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

To earn credits

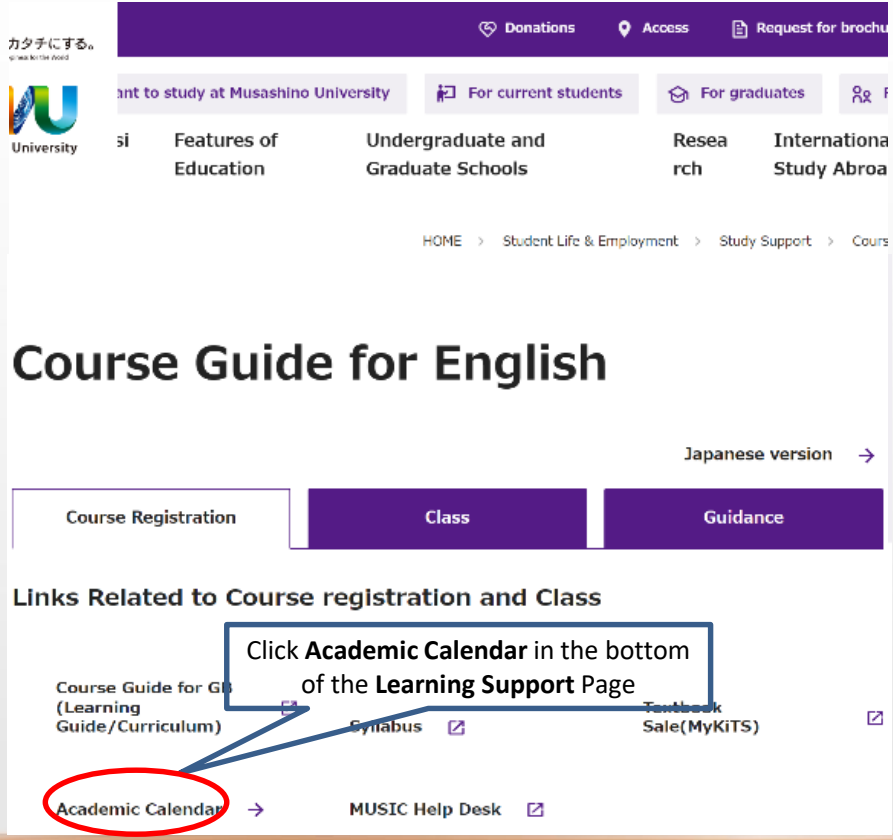
Course Registration → Class → Exam → Grading → Earn Credits

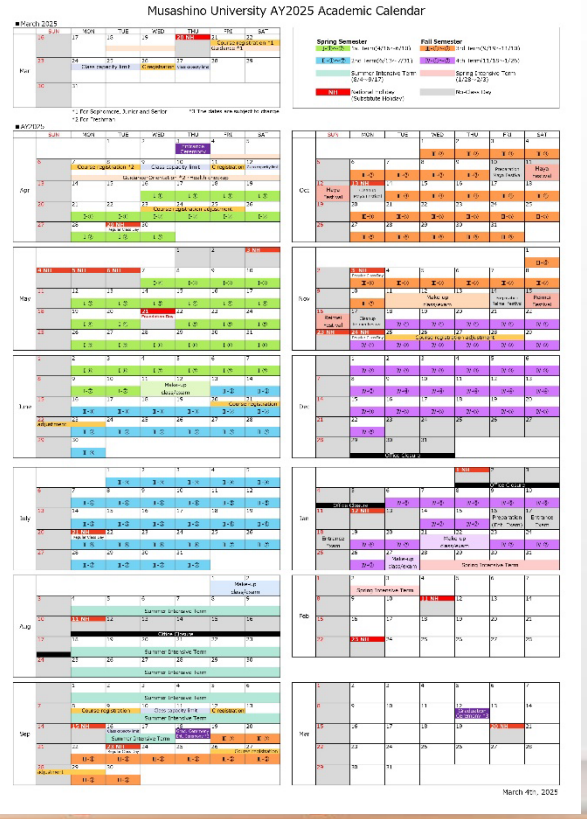
Class Period

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





Credits and Attendance

Learning Guide Page 6, 22

1 credit = Class Time + Self-Study Time (Preview/Review) = 45hours

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

Learning Guide Page 26

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

Learning Guide Page 34

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.

Learning Guide Page 35, 37

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/

Course Registration

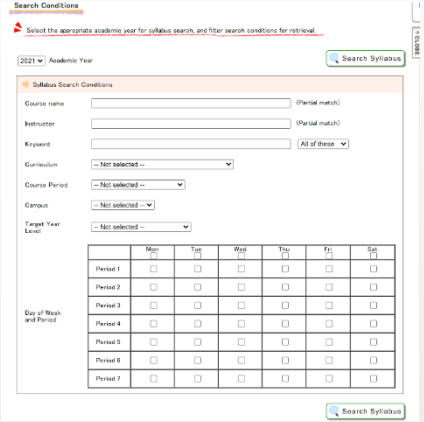
Course Registration

- 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



Confirm the necessary information from University Webpage and MUSCAT

Course Registration Preparation

Course Guide

- **Graduation Credit Requirements**
- **Course List** etc.

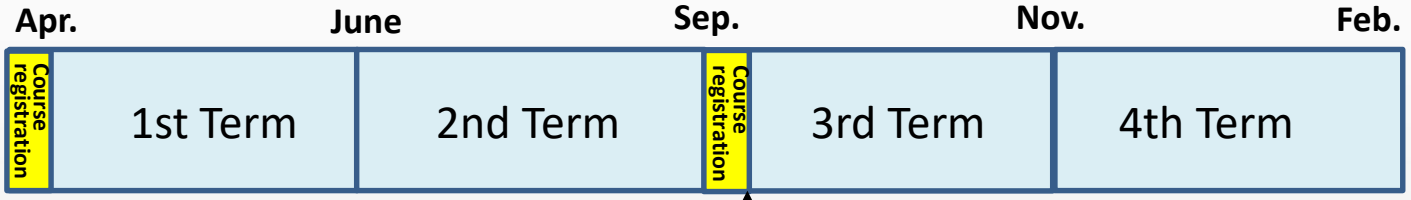
Syllabus

- **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

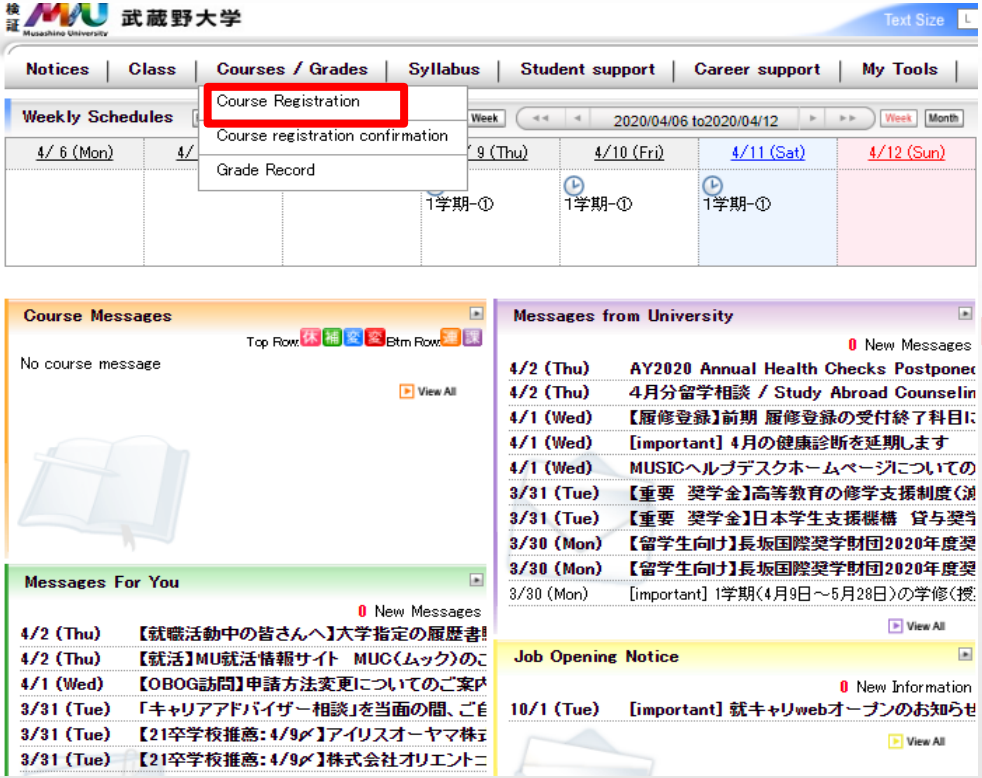
Students can take courses that are offered to their current year level and lower

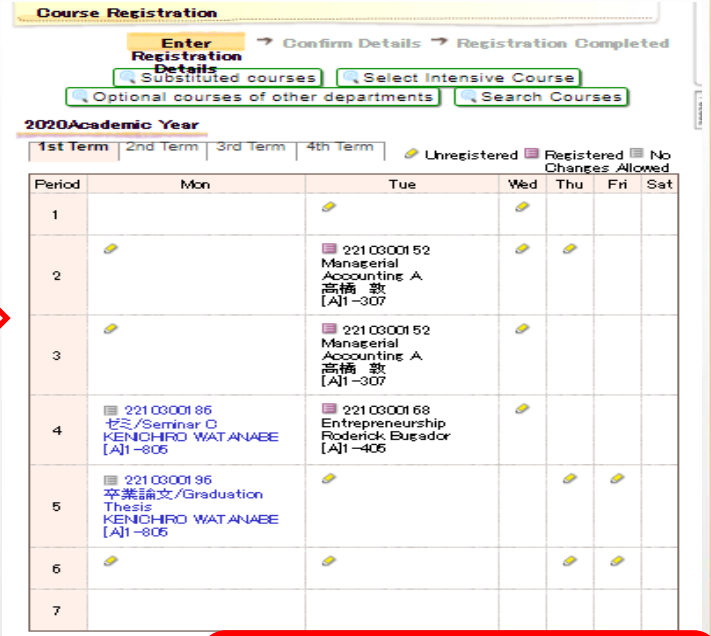
e.g., 2nd-year students can also take 1st-year courses as well as 2nd-year courses but they cannot take 3rd and 4th-year courses

*Refer to the **Course List** in the **Course Guide** (2025 Spring Enrollment)
https://risyuyouran.musashino-u.ac.jp/faculty/global/curriculum-global/global-business/

Learning Guide Page 45

Course Registration Procedures

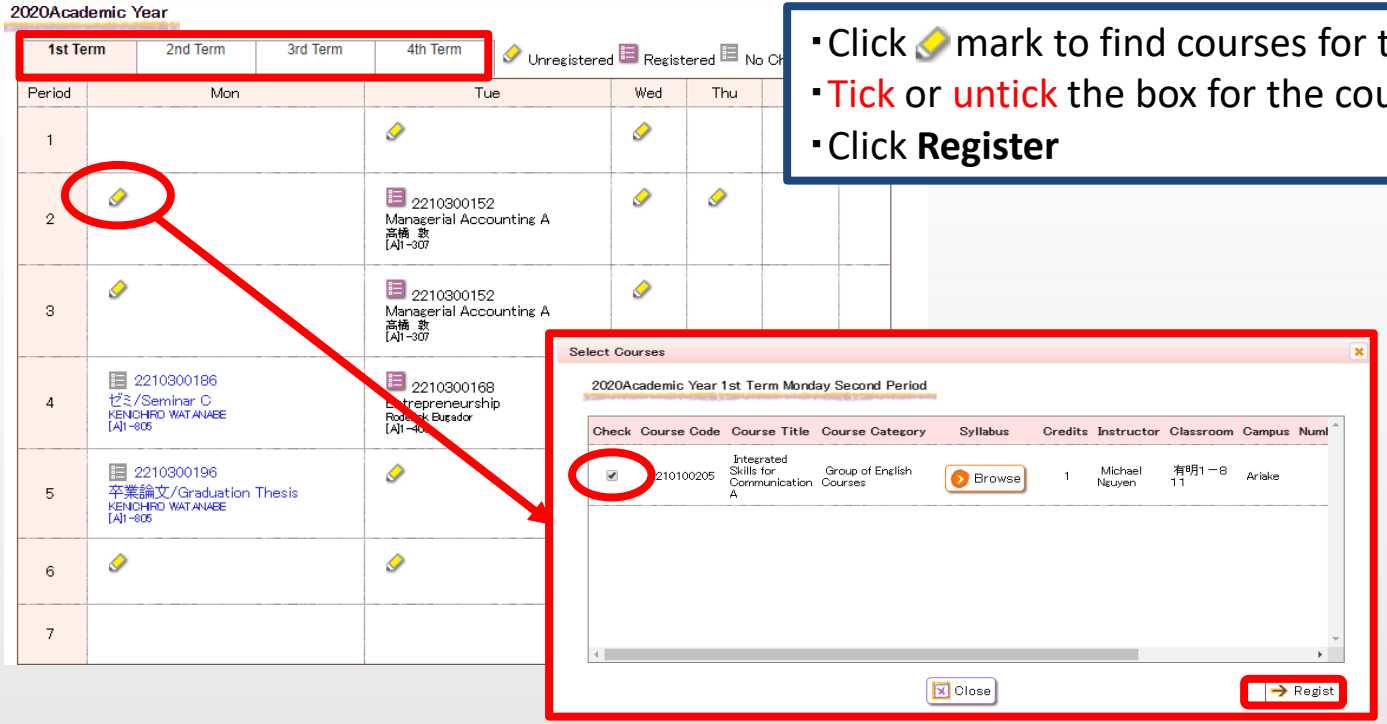




Credit CAP

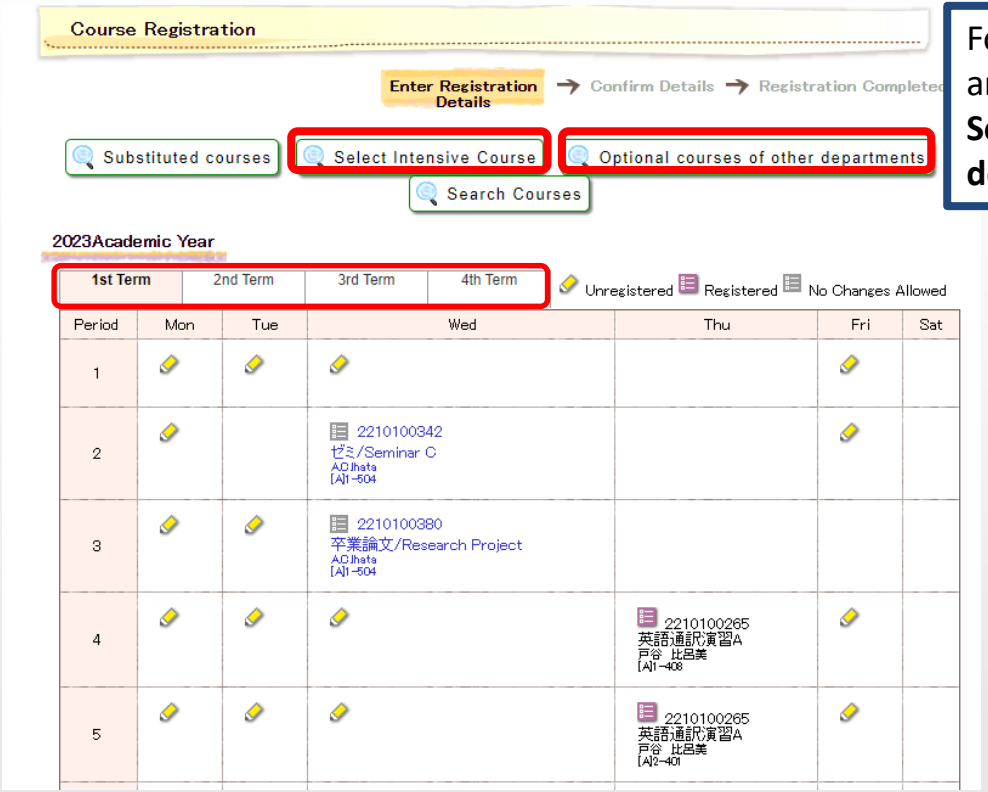
	1st Term	2nd Term	First Semester	3rd Term	4th Term	Second Semester	Yearly
Upper Limit	–	–	–	–	–	–	40
Lower Limit	–	–	–	–	–	–	–
Course Credits	5	5	10	4	2	6	16

Course Registration Procedures



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

Course Registration Procedures



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 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						

						Second Semester	Yearly
						-	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

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 [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						

				3rd Term	4th Term	Second Semester	Yearly
				-	-	-	40
Lower Limit				-	-	-	-
Course Credits	6	5	11	4	2	6	17

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

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 [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

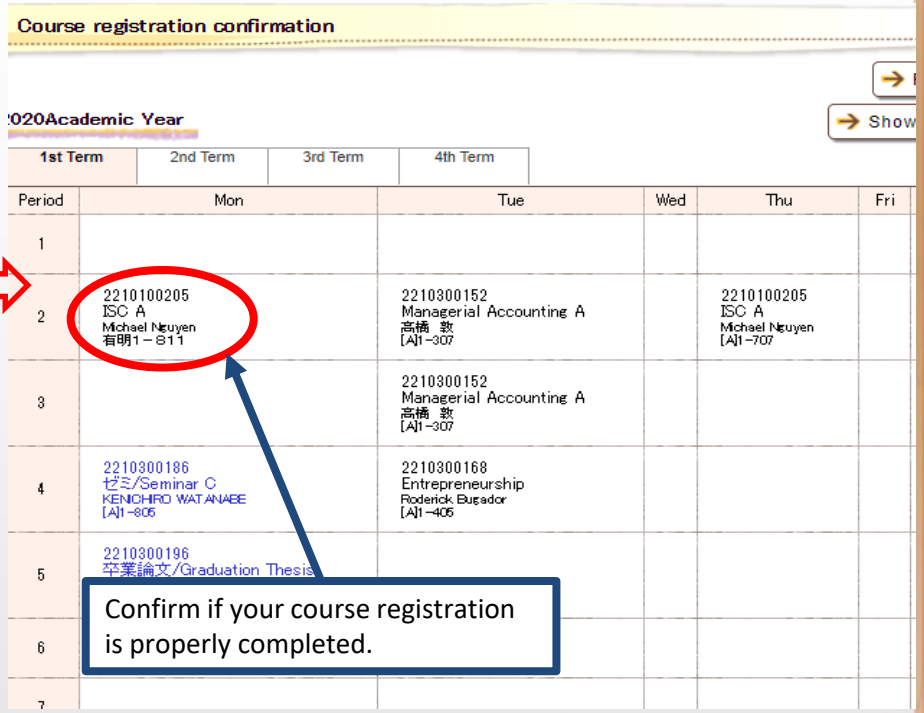
送信者	教学事務部共通
メッセージ種別名	11:個人通知
タイトル	履修登録を受け付けました
メッセージ内容	以下の登録申請を受付けました。 人数制限を実施する場合があります。履修登録(訂正登録)期間後に、必ず最新の履修情報を確認してください。 【確認方法】「授業」タブ→「My時間割」 申請講義一覧 前期 月4 4300300161 中世文学 前期 月5 0010040444 英語2A[Mn-7] 通年 火1/火1 4300300009 学科発展ゼミ[B](教育学科) 前期 火4 4300300230 教育プレ実習[学校] 前期 水1 4300300111 初等生活科指導法[3/3] 前期 水2 4300300155 体育2[学校] 通年 水3/水3 4300300146 声楽[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
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

Click **Course registration confirmation**

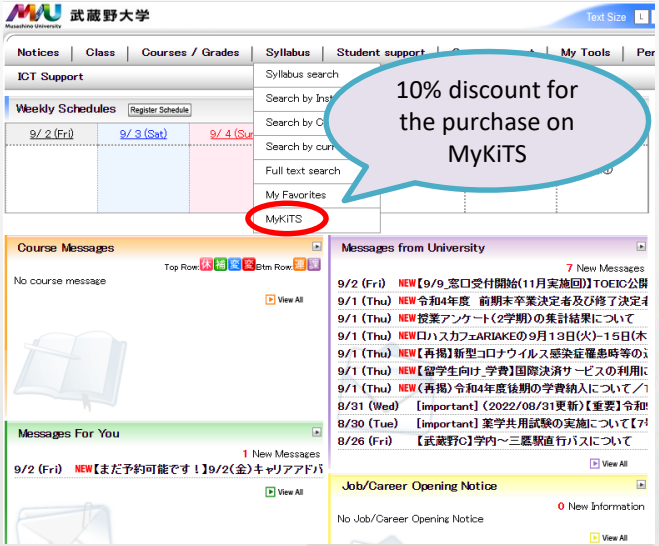


Confirm if your course registration is properly completed.

Textbook Purchase

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