世界の幸せをカタチにする。

Creating Peace & Happiness for the World

Musashino University

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

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Musashino University

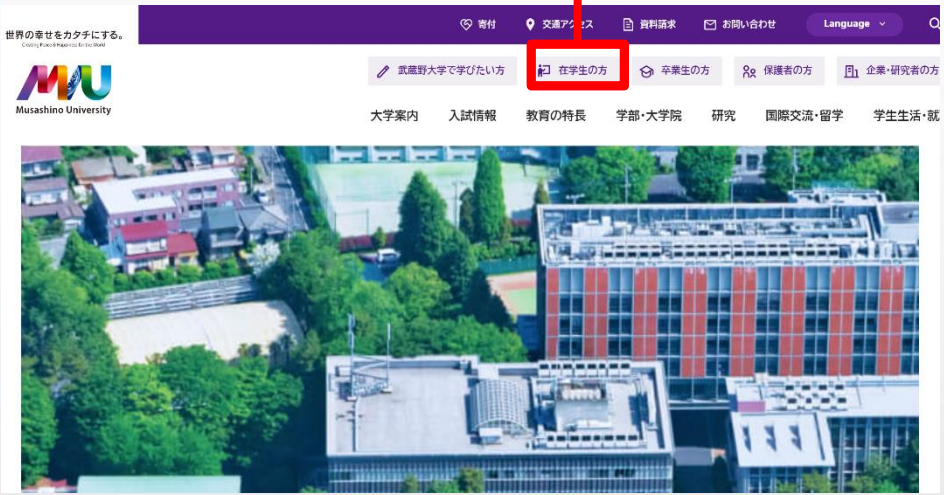
Course Registration

- Course Registration Preparation
- Course Registration
- Class-Related Information
- Advisory System
- Course Registration Period (Spring)

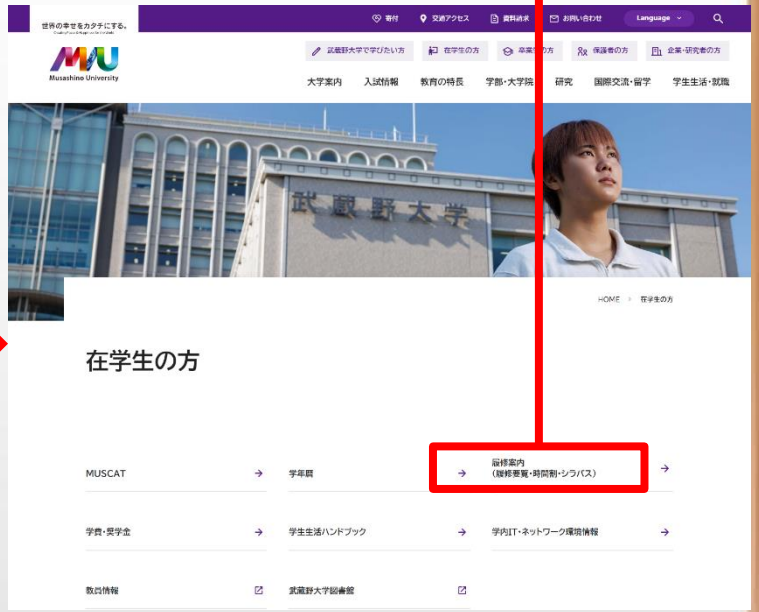
Access to Learning Support & Course Guide Pages

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

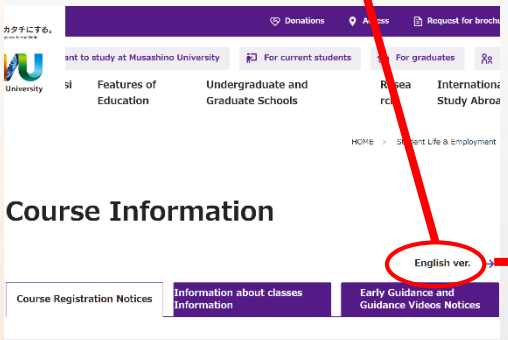
- Information on Course Registration, Class in general, Guidance
- Related Links (e.g., Course Guide Page)

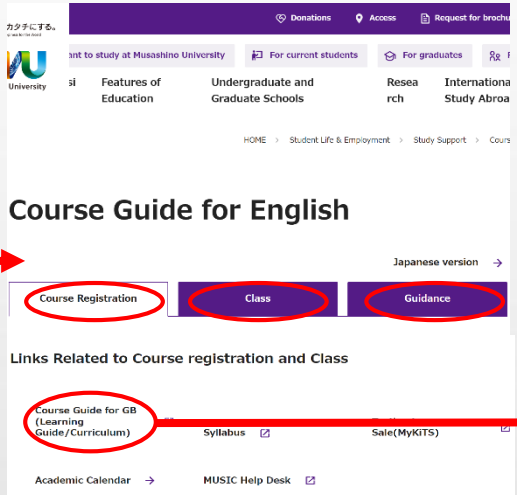
Course Guide Page

Learning Guide

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

Click **English ver.**





Graduation Requirements

Learning Guide Page 37

- 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)

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)

Course Registration Period (Spring)

Course registration period: 3/21 (Fri) 9:00 to 3/22 (Sat) 23:59

Announcement of the result of class capacity limit: 3/25 (Tue)

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

Additional Period: 3/26 (Wed) 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 3/21 to 3/22	✓	✓	✓	✓	✓	✓	✓	✓
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

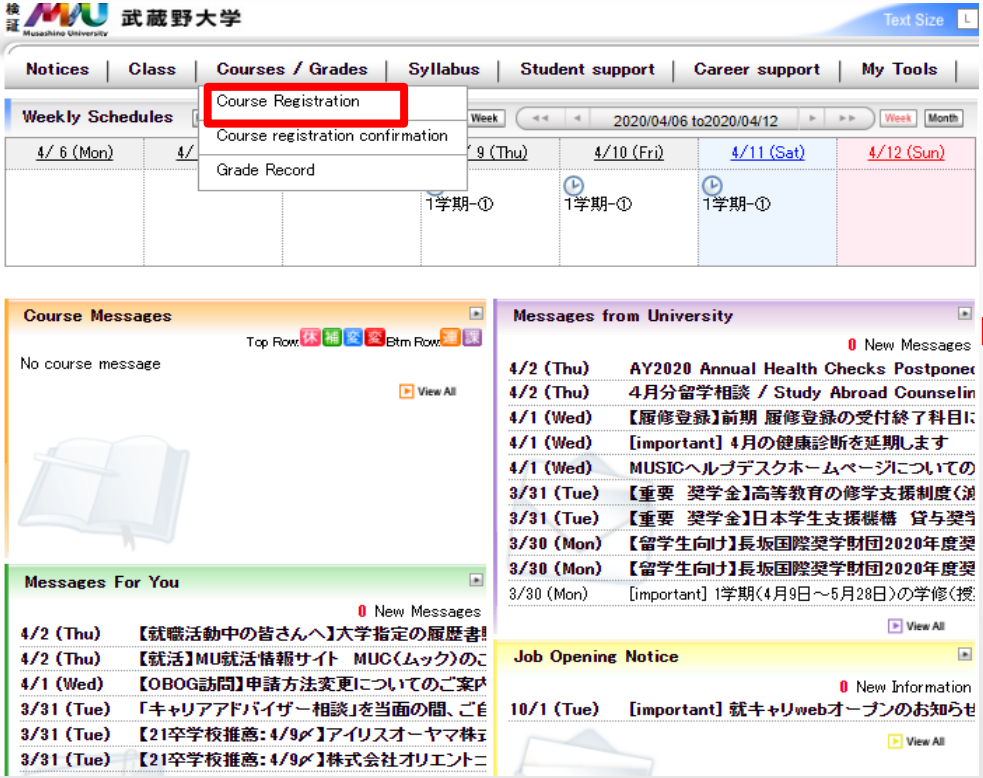
- Complete your course registration for the entire academic year (1st to 4th terms) during the Spring Course Registration Period (April).

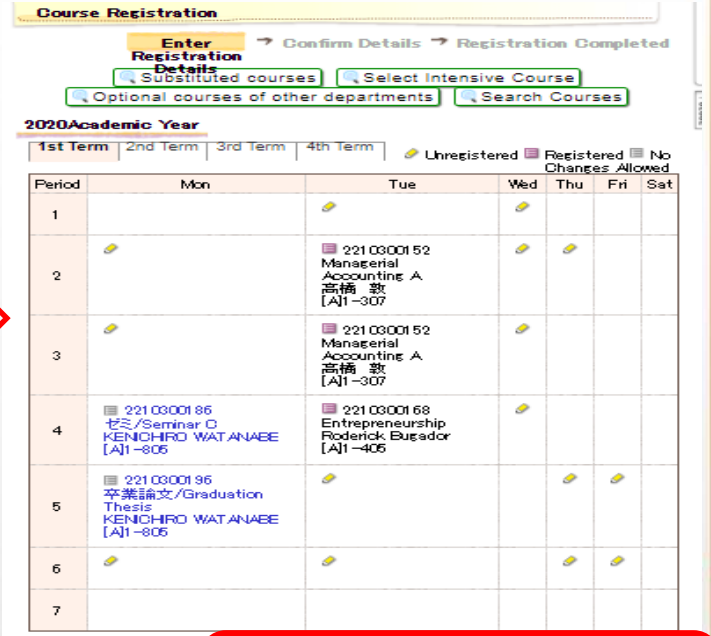
- After making any changes (add/drop) to your course registration, confirm if your course registration is properly completed.
  *Course registration outside the specified periods is not accepted.

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.

Course Registration

Learning Guide Page 45

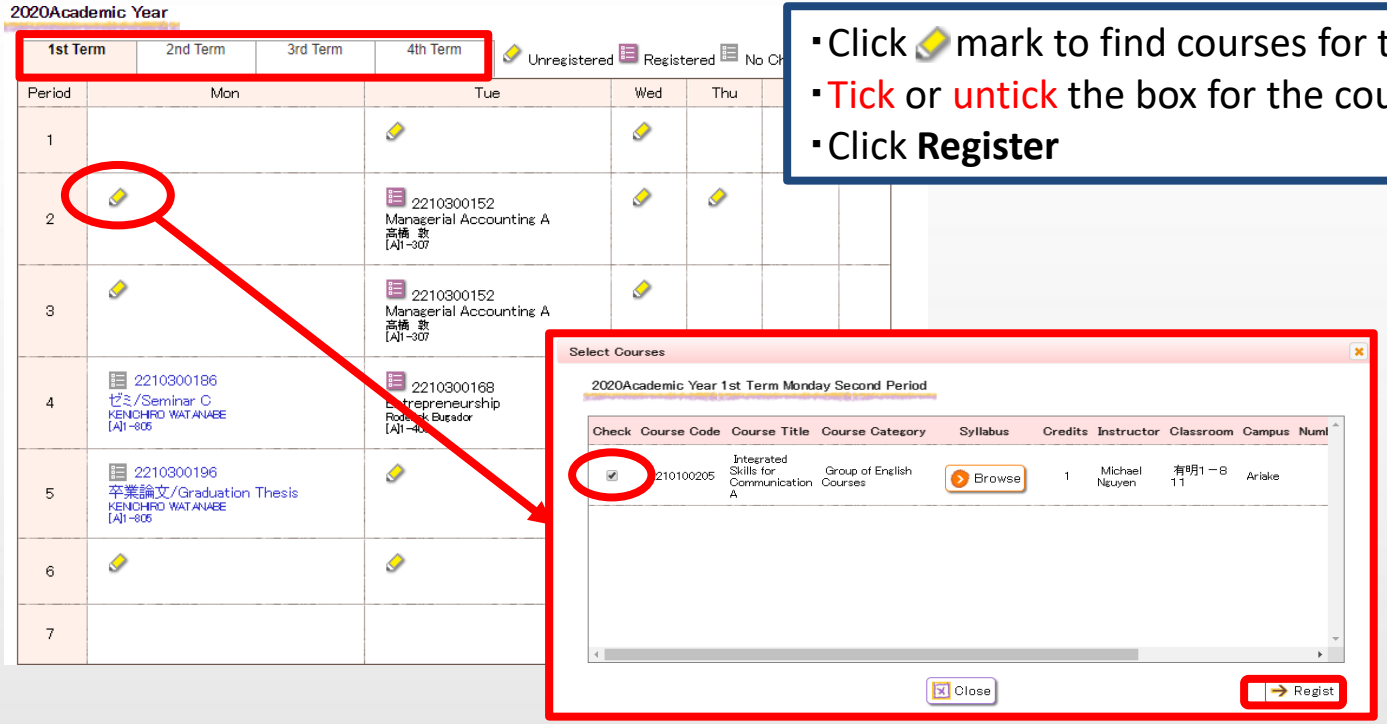




Credit CAP

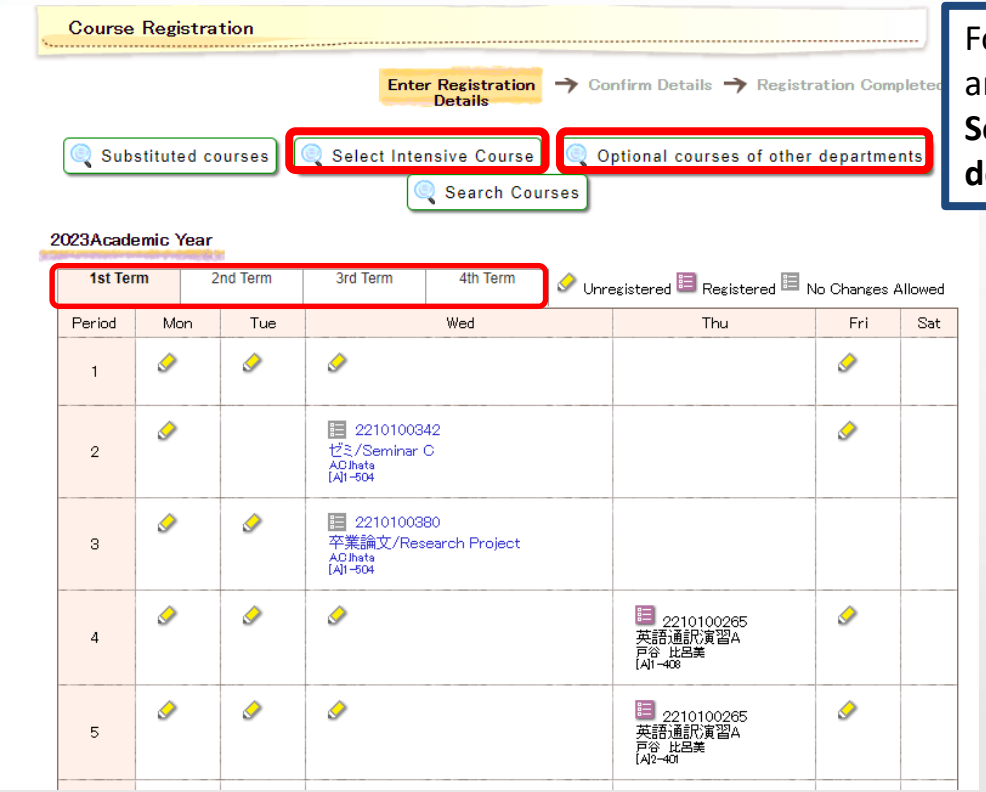
	1st Term	2nd Term	First Semester	3rd Term	4th Term	Second Semester	Yearly
Upper Limit	–	–	–	–	–	–	40
Lower Limit	–	–	–	–	–	–	–
Course Credits	5	5	10	4	2	6	16

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]1-406				
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]1-406				
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

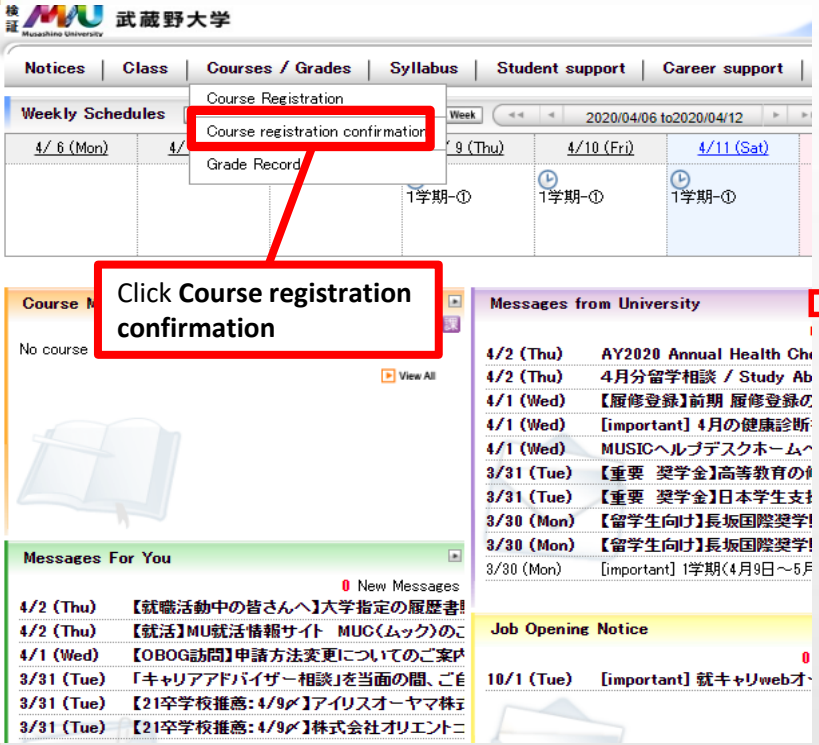
メッセージ詳細

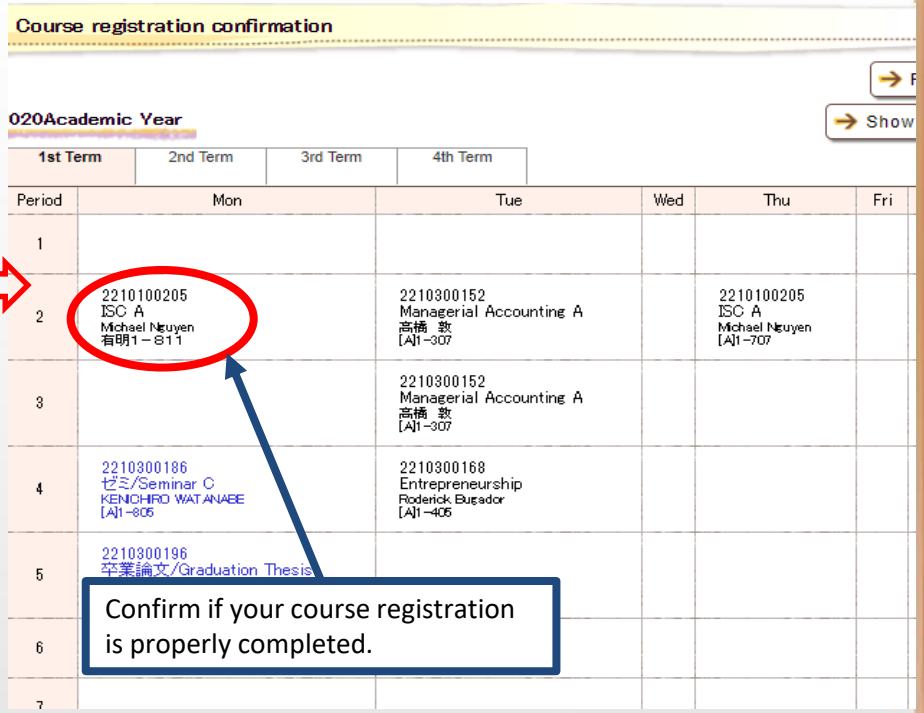
送信者	教学事務部共通
メッセージ種別名	11:個人通知
タイトル	履修登録を受け付けました
メッセージ内容	以下の登録申請を受付けました。 人数制限を実施する場合があります。履修登録(訂正登録)期間後に、必ず最新の履修情報を確認してください。 【確認方法】「授業」タブ→「My時間割」 申請講義一覧 前期 月4 4300300161 中世文学 前期 月5 0010040444 英語2A[Mn-7] 通年 火1/火1 4300300009 学科発展ゼミ[B](教育学科) 前期 火4 4300300230 教育プレ実習[学校] 前期 水1 4300300111 初等生活科指導法[3/3] 前期 水2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

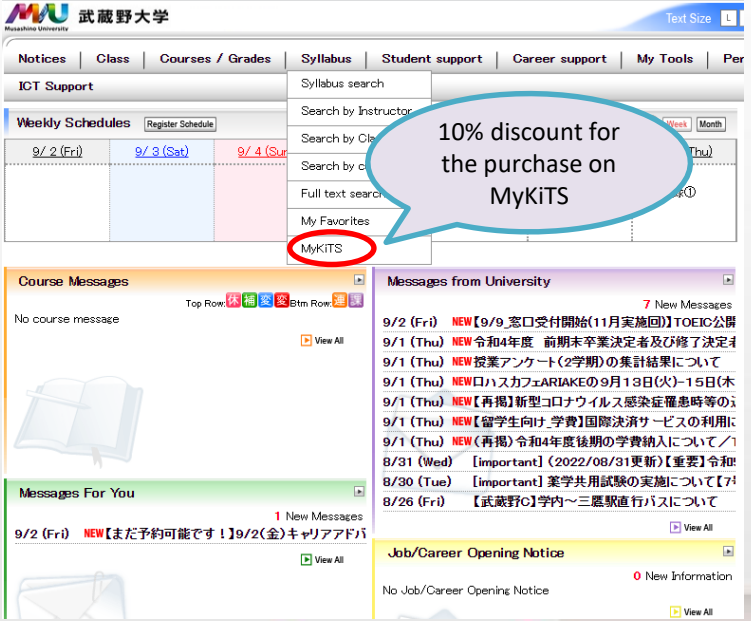




Textbook Purchase

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

*Please refer to MyKiTS for purchase procedures.



Attendance

Learning Guide Page 22

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.

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.

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.

Notes for Examination

Learning Guide Page 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
- 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

Learning Guide Page 34

Grade Disclosure and Grade Inquiry

Grade Disclosure

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

Grade Inquiry

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

<Notes>

- This system is not intended for casual requests for grade reconsideration or revision.
- Students can only apply for a grade inquiry when they can provide objective and rational reasons.
- Inquiries made through methods other than the designated application process, inquiries made outside the designated application periods, or repeated inquiries regarding a teacher's response will NOT be accepted.

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

Course Registration Period (Spring)

Course registration period: 3/21 (Fri) 9:00 to 3/22 (Sat) 23:59

Announcement of the result of class capacity limit: 3/25 (Tue)

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