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)

Academic Guidance

-Course Registration Planning

-Course Registration

-Class in General

-Advisor System

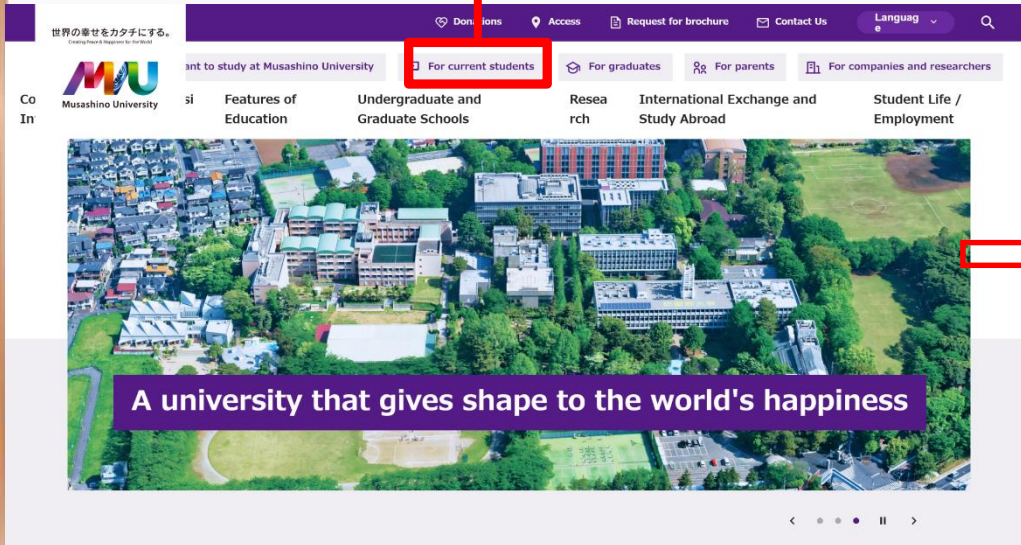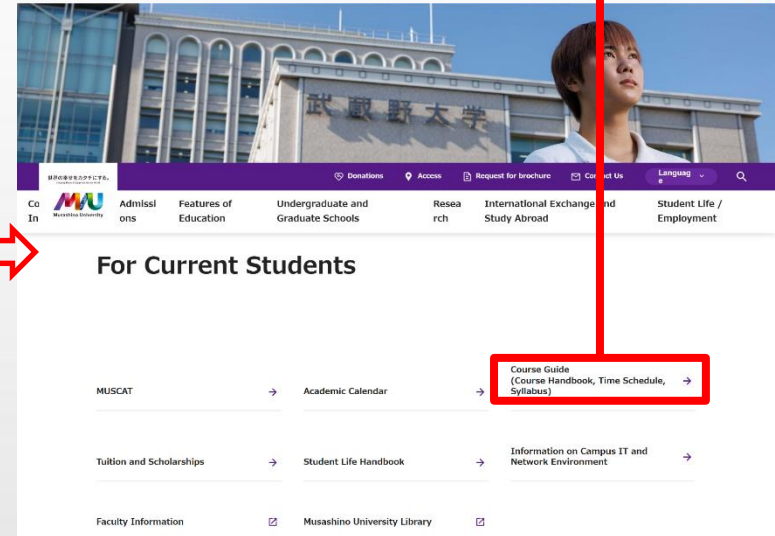-Course Registration Period (Spring)

Course Registration Planning
Access to related webpages

From the University Webpage

Click **For current student**

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

Access to related webpages

Learning Support Page

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

Click **English ver.**

Learning Guide & Course Guide

Course Guide Page

-Learning Guide

-Course Guide
*Refer to your enrolment year

Graduation Requirements

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

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

3. Payment of the tuition fees set by the University

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

GPA (Grade Point Average)

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

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

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

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

Course Registration Period (Spring)

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

Announcement of the result of class capacity limit: 3/26
If the number of students registering for a course exceeds the class capacity, course registration may be restricted. If students' course registration is restricted due to class capacity limit, they will be informed on MUSCAT, and their course registration will automatically be deleted. So check the MUSCAT notices regularly.

Additional Period: 3/27 (9:00 to 17:00)
Similar to the course registration period, exceeding class capacity during the additional period will also lead to course registration restrictions.

Course Registration Period

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

Course registration outside the specified periods is not accepted.

Notes for Course Registration

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

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

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

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

Course Registration Procedures

Course Registration Procedures

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

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

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

Course Registration Procedures

Course Registration

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

🚩 The following items are registered.

2020Academic Year

Confirm Preview

→ Print

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

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

How to confirm your course registration

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

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

How to confirm your course registration

Click **Course registration confirmation**

Confirm if your course registration is properly completed.

Textbook Purchase

10% discount for the purchase on MyKiTS

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

*Please refer to MyKiTS for purchase procedures

Attendance

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

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

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

Attendance

<FAQ>

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

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

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

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

Contacting Teachers

Full-time teacher

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

Part-time teacher

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

*Confirm contact information and contact methods in class.

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

Notes for Examination

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

Grade Disclosure and Grade Inquiry

Grade Disclosure

-Students can check their grades in Student record page on MUSCAT, which is updated each term.

-Grade disclosure schedule will be informed to **Messages from University** on MUSCAT

Grade Inquiry

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

-The application periods and procedures will be informed on MUSCAT.

<Notes>

-It is not a system to request a reconsideration or revision of the grades in a casual manner.

-Students can only apply for a grade inquiry when they can provide objective and rational reasons.

-Inquiries made through methods other than the designated method, outside the application periods, or repeated inquiry on a teacher's response are NOT accepted.

Advisory System

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

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