

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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Creating Peace & Happiness for the World



Musashino University

# Academic Guidance

- Course Registration Planning
- Course Registration
- Class in General
- Advisor System
- Course Registration Period (Spring)

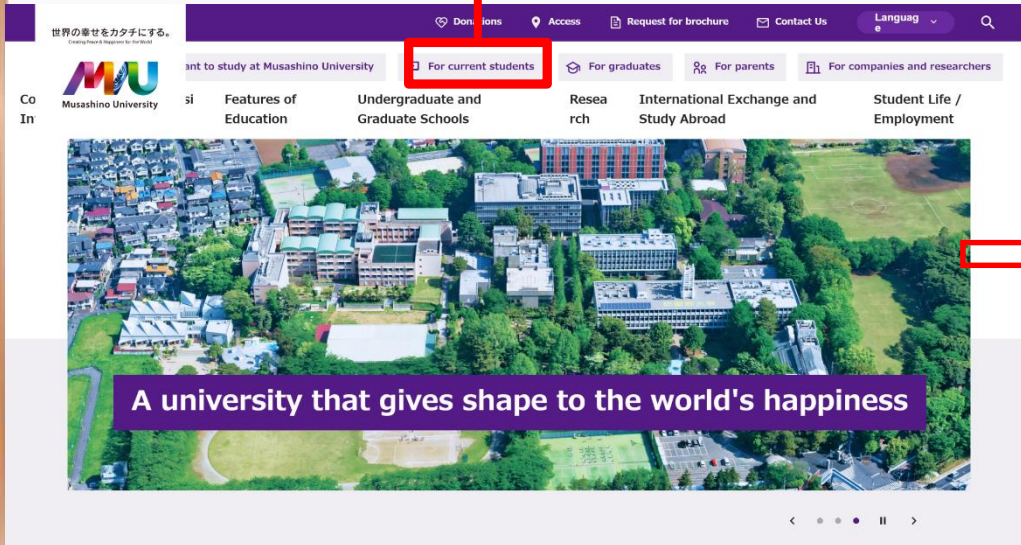


# Course Registration Planning

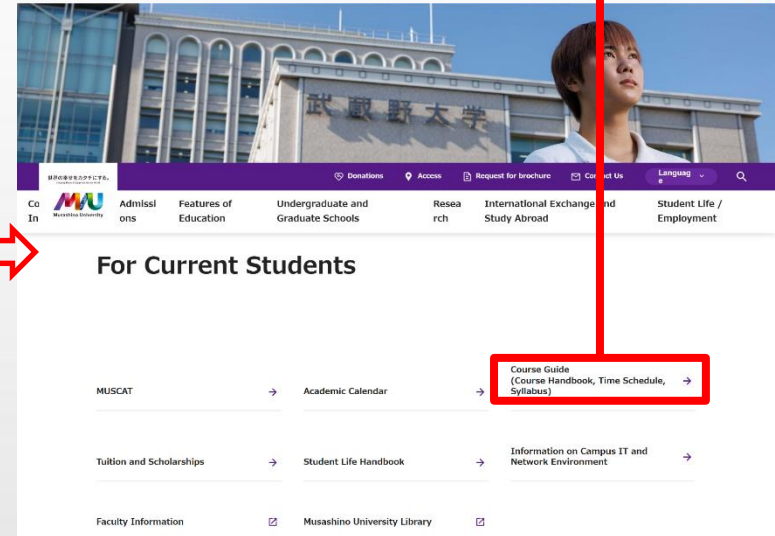
## Access to related webpages

### 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)

This screenshot shows the Musashino University website with several annotations. A red box labeled "Click English ver." points to the "English ver." link in the bottom navigation bar. Another red arrow points from the "Student Life & Employment" link in the main navigation bar to the "Course Information" section on the right.

カクチにする。  
Donations Access Request for brochure

Want to study at Musashino University For current students For graduates

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

HOME > Student Life & Employment

English ver. →

Course Registration Notices Information about classes Information Early Guidance and Guidance Videos Notices

## Course Information

This screenshot shows the "Course Guide for English" page on the Musashino University website. The "Course Registration" tab is selected and circled in red. The "Class" and "Guidance" tabs are also circled in red. The page content includes contact information, an FAQ section, and a list of links related to course registration and class.

Donations Access Request for brochure

Want to study at Musashino University For current students For graduates

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

HOME > Student Life & Employment > Study Support > Course

### Course Guide for English

Japanese version →

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, national holidays, etc.).

<FAQ>  
FAQ for Course / Learning

#### Links Related to Course registration and Class

Course Guide for GB (Learning Guide/Curriculum) Syllabus Textbook Sale(MyKITS)

Academic Calendar → MUSIC Help Desk

# Learning Guide & Course Guide

## Course Guide Page

-Learning Guide

-Course Guide

\*Refer to your enrolment year

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**MU**  
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

**カリキュラム情報 Curriculum Information**

2024年度秋入学 2024 Fall Enrollment	2024年度春入学 2024 Spring Enrollment	2023年度秋入学 2023 Fall Enrollment
2023年度春入学 2023 Spring Enrollment	2022年度秋入学 2022 Fall Enrollment	2022年度春入学 2022 Spring Enrollment
2021年度秋入学 2021 Fall Enrollment	2021年度春入学 2021 Spring Enrollment	2020年度秋入学 2020 Fall Enrollment

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

**Learning Guide**

Learning Guide



# 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

検証 MU 武蔵野大学 Musashino University

Text Size L

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

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(洞

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~】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

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 AOI-hata [AI]-504				
3			2210100380 卒業論文/Research Project AOI-hata [AI]-504				
4				2210100265 英語通訳演習A 戸谷 比呂美 [AI]-408			
5				2210100265 英語通訳演習A 戸谷 比呂美 [AI]-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 敦</div> <div>[A1]-307</div>		<div>2210100205</div> <div>ISC A</div> <div>Michael Nguyen</div> <div>[A1]-707</div>		
3		<div>2210300152</div> <div>Managerial Accounting A</div> <div>高橋 敦</div> <div>[A1]-307</div>				
4	<div>2210300186</div> <div>ゼミ/Seminar C</div> <div>KENICHIRO WATANABE</div> <div>[A1]-806</div>	<div>2210300168</div> <div>Entrepreneurship</div> <div>Roderick Busador</div> <div>[A1]-406</div>				
5	<div>2210300196</div> <div>卒業論文/Graduation Thesis</div> <div>KENICHIRO WATANABE</div> <div>[A1]-806</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	-	-	-
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 敦</div> <div>[A1]-307</div>		<div>2210100205</div> <div>ISC A</div> <div>Michael Nguyen</div> <div>[A1]-707</div>		
3		<div>2210300152</div> <div>Managerial Accounting A</div> <div>高橋 敦</div> <div>[A1]-307</div>				
4	<div>2210300186</div> <div>ゼミ/Seminar C</div> <div>KENICHIRO WATANABE</div> <div>[A1]-806</div>	<div>2210300168</div> <div>Entrepreneurship</div> <div>Roderick Busador</div> <div>[A1]-406</div>				
5	<div>2210300196</div> <div>卒業論文/Graduation Thesis</div> <div>KENICHIRO WATANABE</div> <div>[A1]-806</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	-	-	-
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.

Confirm Preview

2020Academic Year

1st Term

2nd Term

3rd Term

4th Term

→ Print

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

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>-----</p> <p>申請講義一覧 4学期 月2 0010062310 SDGs発展3[m10] 後期 月3 2100120021 入門ゼミB[A] 4学期 火5/火6 2100120174 創作入門II 4学期 水3 0010050054 日本語リテラシー[MW-d1] 後期 木2 0010040224 英語基礎C[Mc-8] 後期 金4 0010042115 中国語基礎2[IN武-1/15] 通年不定期 集中/集中/集中 0010070001 フィールド・スタディーズ 後期不定期 集中/集中/集中 2100120157 日本文学特講VI(戦前・戦後の作家と作品)</p>
URL	
掲示期間	2023/03/06 (月) 12:38 ~ 2023/03/13 (月) 12:38

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

Musashino University 武蔵野大学

Notices | Class | Courses / Grades | Syllabus | Student support | Career support

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)

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

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**



# 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.

