

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)**

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



Musashino University

Course Registration

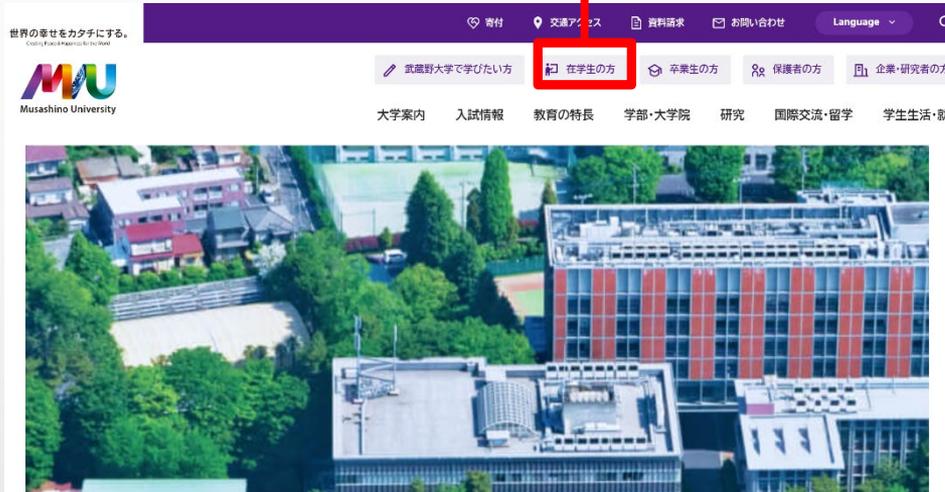
- Course Registration Preparation
- Course Registration
- Class-Related Information
- Advisory System
- Course Registration Period (Spring)



Access to Learning Support & Course Guide Pages

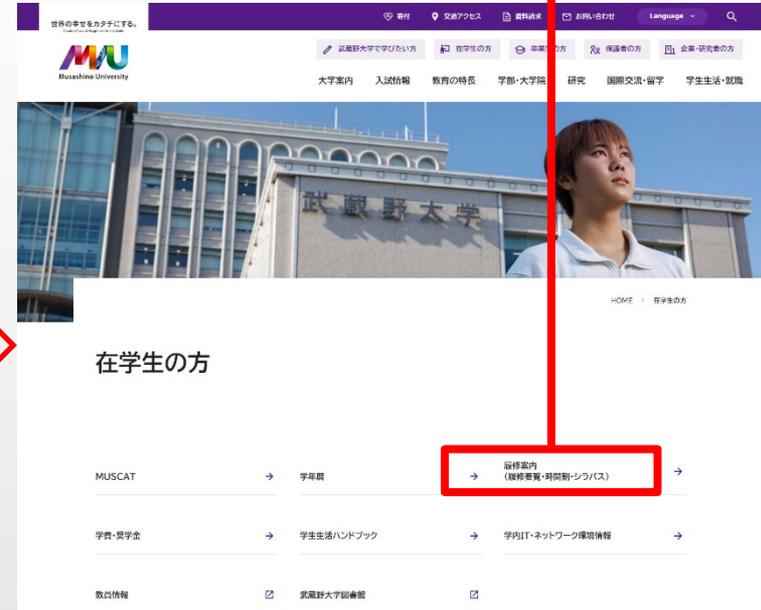
From the University Webpage

Click “在学生の方”



The screenshot shows the top navigation bar of the Musashino University website. The '在学生の方' (For Current Students) link is highlighted with a red box. Below the navigation bar, there is a large aerial photograph of the university campus.

Click “履修案内”



The screenshot shows the '在学生の方' (For Current Students) page. The '履修案内 (履修要覧・時間割・シラバス)' link is highlighted with a red box. The page features a large photograph of a student in front of a building.

MUSCAT	→	学年版	→	履修案内 (履修要覧・時間割・シラバス)	→
学費・奨学金	→	学生生活ハンドブック	→	学内IT・ネットワーク環境情報	→
数値情報	☑	武蔵野大学図書館	☑		

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.

English ver.

Course Information

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

Course Guide for English

Course Registration | Class | Guidance

Links Related to Course registration and Class

Course Guide for GB (Learning Guide/Curriculum) | Syllabus | Sale(MYKITS)

Academic Calendar | MUSIC Help Desk

世界の幸せをカタチにする。
Creating Peace & Happiness with Work

MU
Musashino University

武蔵野大学 履修要覧
Course Guide 2026

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

カリキュラム

グローバルコミュニケーション学科
日本語コミュニケーション学科
グローバルビジネス学科

学部共通カリキュラム
副専攻 (AI活用エキスパートコース)

2026年度秋入学
2026 Fall Enrollment

2026年度春入学
2026 Spring Enrollment

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)

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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: 3/23 (Mon) 9:00 to 3/24 (Tue) 23:59

Announcement of the result of class capacity limit: 3/26(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: 3/27 (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

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AY2026 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 3/23 to 3/24	✓	✓	✓	✓	✓	✓	✓	✓
1st Term	Adjustment Period 4/24 to 4/27	-	✓	✓	✓	✓	✓	✓	✓
2nd Term	Adjustment Period 6/22 to 6/24	-	-	-	✓	✓	✓	✓	✓
Fall Semester	Course Registration Period 9/8 to 9/9	-	-	-	-	✓	✓	✓	✓
3rd Term	Adjustment Period 10/2to 10/5	-	-	-	-	-	✓	✓	✓
4th Term	Adjustment Period 12/1 to 12/3	-	-	-	-	-	-	-	✓

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 (March).
- 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

武蔵野大学 Musashino University

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

Course Registration (highlighted)

Course registration confirmation

Grade Record

Weekly Schedules

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

Course Messages

No course message

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 Counselin
- 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(国
- 3/31 (Tue) 【重要 奨学金】日本学生支援機構 貸与奨与
- 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



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		221 03001 52 Managerial Accounting A 高橋 敦 [A] -307				
2						
3		221 03001 52 Managerial Accounting A 高橋 敦 [A] -307				
4	221 03001 86 ゼミ/Seminar C KENICHIRO WATANABE [A] -805	221 03001 52 Managerial Accounting A 高橋 敦 [A] -307				
5	221 03001 96 卒業論文/Graduation Thesis KENICHIRO WATANABE [A] -805	221 03001 68 Entrepreneurship Roderick Bugador [A] -405				
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			2210300152 Managerial Accounting A 高橋 敬 [AI]-307		
3			2210300152 Managerial Accounting A 高橋 敬 [AI]-307		
4	2210300186 ゼミ/Seminar C KENICHIRO WATANABE [AI]-805		2210300168 Entrepreneurship Fudohki Burador [AI]-400		
5	2210300196 卒業論文/Graduation Thesis KENICHIRO WATANABE [AI]-805				
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		1	Michael Nguyen	有明1-8 11	Ariake	



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 [AI]-504			
3			2210100380 卒業論文/Research Project AD:hata [AI]-504			
4				2210100265 英語通訳実習A 戸谷 比呂美 [AI]-408		
5				2210100265 英語通訳実習A 戸谷 比呂美 [AI]-401		



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 [A1]-307		2210100205 ISC A Michael Nguyen [A1]-707		
3		2210300152 Managerial Accounting A 高橋 敦 [A1]-307				
4	2210300186 ゼミ/Seminar C KENICHIRO WATANABE [A1]-805	2210300168 Entrepreneurship Roderick Busador [A1]-405				
5	2210300196 卒業論文/Graduation Thesis KENICHIRO WATANABE [A1]-805					
6						
7						

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

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

Confirm Entry

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

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 [A1]-307		2210100205 ISC A Michael Nguyen [A1]-707		
3		2210300152 Managerial Accounting A 高橋 敦 [A1]-307				
4	2210300186 ゼミ/Seminar C KENICHIRO WATANABE [A1]-805	2210300168 Entrepreneurship Roderick Busador [A1]-405				
5	2210300196 卒業論文/Graduation Thesis KENICHIRO WATANABE [A1]-805					
6						
7						

	1st Term	2nd Semester	3rd Term	4th Term	Second Semester	Yearly
Lower Limit	-	-	-	-	-	-
Course Credits	6	5	11	4	2	6

	1st Term	2nd Semester	3rd Term	4th Term	Second Semester	Yearly
Lower Limit	-	-	-	-	-	-
Course Credits	6	5	11	4	2	6

Return to Entry Screen Register this Content

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.

2023 Academic 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 [A1]-307		2210100205 ISC A Michael Nguyen [A1]-707			
3		2210300152 Managerial Accounting A 高橋 敦 [A1]-307					
4	2210300186 ゼミ/Seminar C KENICHIRO WATANABE [A1]-806	2210300168 Entrepreneurship Roderick Bueador [A1]-406					
5	2210300196 卒業論文/Graduation Thesis KENICHIRO WATANABE [A1]-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け付けました。 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>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 教育プロセス実習[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 音楽[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</p>
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

武蔵野大学 Musashino University

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

Course Registration

No course

Click Course registration confirmation

Messages from University

4/2 (Thu) AY2020 Annual Health Check

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

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 Busador [A]1-405			
5	2210300196 卒業論文/Graduation Thesis				
6					
7					

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.

*Please refer to MyKiTS for purchase procedures.

The screenshot shows the MyKiTS website interface for Musashi University. The top navigation bar includes links for Notices, Class, Courses / Grades, Syllabus, Student support, Career support, My Tools, and Personal. Below this, there are sections for ICT Support, Weekly Schedules, Course Messages, Messages from University, and Job/Career Opening Notice. A callout bubble with a blue border and white background points to the 'MyKiTS' link in the navigation bar, containing the text: '10% discount for the purchase on MyKiTS'. The 'MyKiTS' link is also circled in red in the original image.

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

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



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

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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: 3/23 (Mon) 9:00 to 3/24 (Tue) 23:59

Announcement of the result of class capacity limit: 3/26(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: 3/27 (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.

