

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
- Terms and Class Periods
- Class in General & Examination
- Grading
- Advancement Requirements for the 2nd year level and Graduation Requirements
- Advisory System

Learning Guide 2024

For Students of Global Business Department

英語科 英語学習支援ページ (Learning Support Page)
<https://www.riken-u.ac.jp/en/your-life/education/advancecourse/englib.html>

英語授業 日本語版 (Course Guide (in Japanese))
<https://courseguide.riken-u.ac.jp/japanese/>

Course Guide
Rikkyo University

グローバルビジネス学科 / Department of Global Business Curriculum for Class 2024 Spring

<A table of contents>

●Curriculum Map..... P.2
An organic map with course levels or academic fields. In departmental course.

●Table of Graduation Credit Requirements..... P.3
A table which shows necessary credits for the graduation requirements in each course category (required courses, elective required courses, elective courses, and optional courses) in Musashino Hall 5A and the departmental courses. In course planning, you need to make sure of the category of the courses you will take.

●Course List (Musashino HALL5A)..... P.4
A list with basic information about Pre-degree BACHELOR (Liberal Arts Baccalaureate Program). Course details are shown in syllabuses. You should look up syllabus for course requisites and other priorities of courses such as desirable knowledge, skills, or interests which you are expected to have for taking the courses.

●Course List (Departmental Courses)..... P.9
A list with basic information about departmental courses. Course details are shown in syllabuses. You should look up syllabus for course requisites and other priorities of courses such as desirable knowledge, skills, or interests which you are expected to have for taking the courses.

●Course Models..... P.13
Examples of course-taking patterns according to your interests, the aim of learning or the postgraduate career.

●Accomplished Courses..... P.14
Accredited credits for overseas language programs, qualification programs, volunteer activities, and career design will be included in optional course category in the necessary credits for graduation requirements.

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

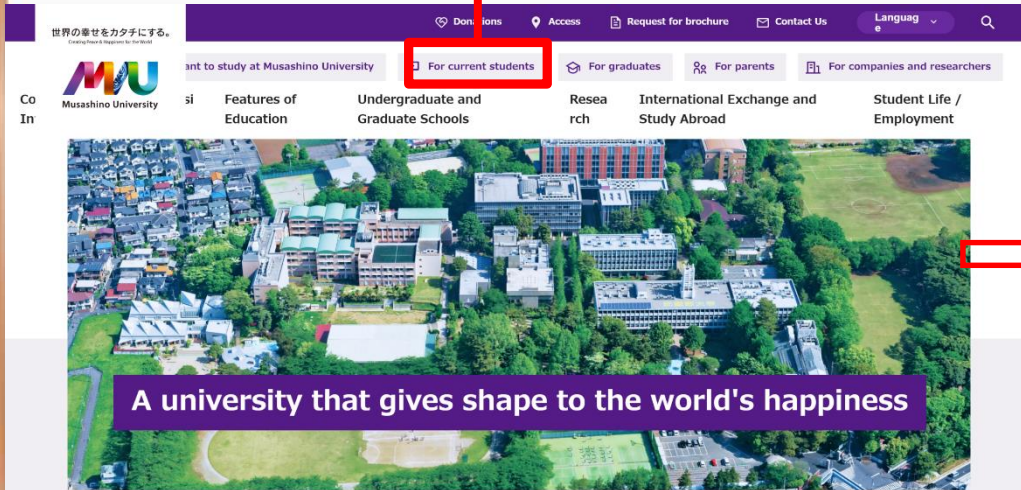
***Please refer to the Course Guide Webpage for the latest version**



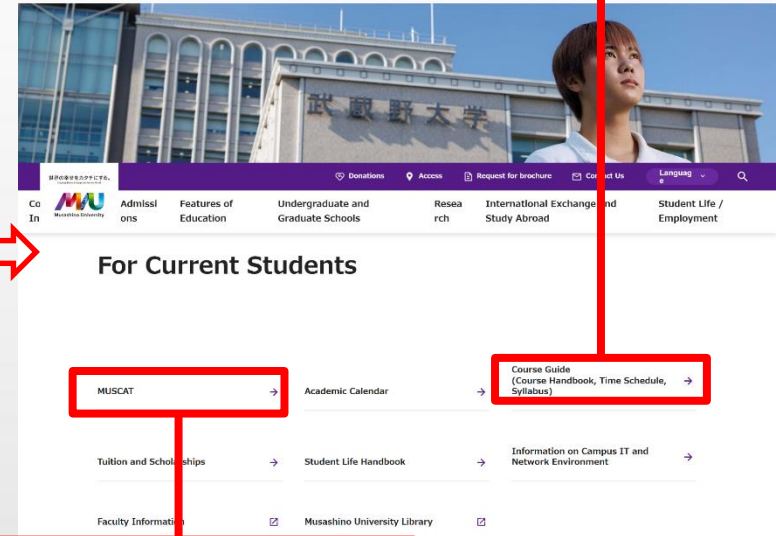
Access to Learning Support & Course Guide Pages

From the University Webpage

Click **For current student**



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

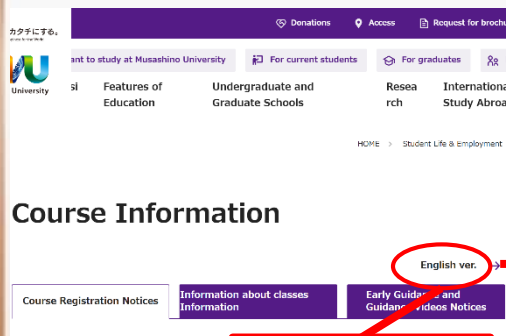


Click **MUSCAT** for the web portal

Access to Learning Support & Course Guide Pages

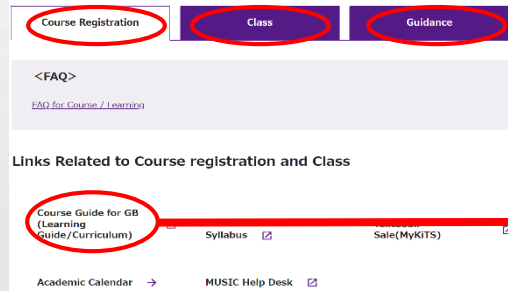
Learning Support Page

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



Click English ver.

Course Guide for English



Course Guide Page

Learning Guide

Course Guide (Curriculum Information)

*Refer to your enrolment year



MUSCAT (Web Portal)

PC version

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

Smartphone version

The screenshot shows the PC version of the MUSCAT web portal. At the top left is the Musashino University logo and name. A 'Text Size' selector (L M S) is at the top right. The main content area is divided into two columns: 'Information' on the left and 'Events' on the right. Both columns show a message 'Public Message Not Found.' and 'No event is found.' respectively, each with an envelope icon. On the right side, there is a login section with radio buttons for 'Japanese' and 'English'. Below these are input fields for 'User ID' and 'Password', and a 'Login' button. A sidebar on the far right contains a 'Top' button and a list of links: 'MUSCAT login', 'Information', 'Events', 'Course Guide', 'Course Guide', 'syllabus', 'syllabus', 'Instructors Information', and 'Instructors Information'.

The screenshot shows the smartphone version of the MUSCAT web portal. At the top is a blue header with the text '武蔵野大学 MUSCAT'. Below this are two input fields labeled 'ユーザID' (User ID) and 'パスワード' (Password). A red box highlights these two fields. Below the password field is a blue button labeled 'ログイン' (Login). Further down, there is a language selection section with a '言語' (Language) header, a radio button for 'Japanese' (which is selected), and a radio button for 'English'. At the bottom, there is a 'トップページ' (Top Page) section with a button labeled 'インフォメーション' (Information) and a small '0' next to it.

Students will receive their Account Notification on Entrance Ceremony Day

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.

<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 University life

The image displays four screenshots of the MUSCAT web portal interface, each with a callout oval highlighting a specific section:

- Course Messages:** A section titled "Course Messages" with a sub-header "No course message". An orange oval highlights the text "Notices from registered courses".
- Messages from University:** A section titled "Messages from University" with a sub-header "3 New Messages". A purple oval highlights the text "Notices from the University".
- Messages For You:** A section titled "Messages For You" with a sub-header "0 New Messages". A green oval highlights the text "Notices to you".
- Job/Career Opening Notice:** A section titled "Job/Career Opening Notice" with a sub-header "0 New Information". A yellow oval highlights the text "Notices for Job hunting".
- Messages from Study support System:** A section titled "Messages from Study support System" with a sub-header "0 New Messages". A blue oval highlights the text "Notices from Learning Management System".

MUSCAT: My timetable

Musashino University 武蔵野大学

Text Size L

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

ICTサポ My timetable

Attendance Status

Learning Management System(CoursePower)

Streaming Classes

3/30 (Tue)

Week 2 (Fri) 4/ 3 (Sat) 4/ 4 (Sun) 4/ 5 (Mon)

2021/03/30 to 2021/04/05

Week Month

履修登録①(1年生) 履修登録①(1年生)

Course Messages

Top Row: 休 補 変 変 Btm Row: 進 達

12/21 (Mon) Period 2 中国語資格試験演習1B[c]

View All

Messages For You

Messages from University

3 New Messages

3/29 (Mon) NEW【ボランティア募集】オリンピック聖火リレーボラ

3/29 (Mon) NEW【日本学生支援機構 貸与奨学金】および「高等

3/29 (Mon) NEW【高等教育の修学支援新制度(減免・給付奨学

3/26 (Fri) 【Course Registration】List of courses whi

3/26 (Fri) 【履修登録】前期 履修登録の受付終了科目に

3/26 (Fri) 卒業(修了)見込証明書・健康診断証明書の発

3/26 (Fri) 留学キャッチコピーコンテスト、作品大募集！(修

3/26 (Fri) IELTS のお知らせ

3/26 (Fri) HSK中国留学説明会

3/26 (Fri) 【注意】関東バスを利用している皆さんへ

Musashino University 武蔵野大学

Text Size L

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

ICT Support

My timetable

Timetable of registered courses can be checked.

Change Display Setting of My Timetable

	1st Term	2nd Term	3rd Term	4th Term
	Mon	Tue	Wed	Thu
First Period	Japanese I(A)(GB-d) [A]1-708	PC I(C)(Enterprise) [A]1-204	Studies on SDGs2(Eng) -	Introduction to Data Science(Eng) -
Second Period	Japanese I(A)(GB-d) [A]1-708	EQ I(C)(Enterprise) [A]1-204	Introduction to Business_A [A]1-503	Introduction to Data Science(Eng) -
Third Period	Fundamental Seminar(C) [A]1-707		Introduction to Business_A [A]1-503	Accounting A [A]5-402
Fourth Period			Basic Japanese I(A)(FA) [A]1-504	Accounting A [A]5-402
Fifth Period		Introduction to Buddhism(Eng) -	Basic Japanese I(A)(FA) [A]1-504	EQ I(C)(Enterprise) [A]1-301
Sixth Period				
Seventh Period				

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	Thu	Fri	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						

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.

[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	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	Seminar
Type of Learning	対面／Face-to-Face
Language	English
Course number	GS 101

Campus Name or Online

Face-to-Face or Online
(or in combination)

Language of Instruction



MUSCAT: Syllabus

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.			
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				

Textbook used in class

Textbooks
(Purchase
Required)



MUSCAT: Syllabus Search

Musashino University (武蔵野大学) interface showing the Syllabus search menu.

Navigation tabs: Notices, Class, Courses / Grades, **Syllabus**, Student support, My Tools, Personal Settings.

Syllabus search menu options:

- Search by Instructor
- Search by Class
- Search by curriculum
- Full text search
- My Favorites

Weekly Schedules table (2022/03/29 to 2022/04/04):

3/29 (Tue)	3/30 (Wed)	3/31 (Thu)	4/ 2 (Sat)	4/ 3 (Sun)	4/ 4 (Mon)
履修登録②(上級生)					入学式(学部)

Course Messages: No course message.

Messages from University: 6 New Messages. 3/29 (Tue) NEW[important] [Course Registration] List of... 3/29 (Tue) NEW[important] 2022(令和4)年度前期 履修登録

Search for syllabus by course name, instructor, etc.

Select the appropriate academic year for syllabus search, and filter search conditions for retrieval.

Syllabus Search Conditions

2021 Academic Year

Search Syllabus

Syllabus Search Conditions

Course name: (Partial match)

Instructor: (Partial match)

Keyword: All of these

Curriculum: -- Not selected --

Course Period: -- Not selected --

Campus: -- Not selected --

Target Year Level: -- Not selected --

	Mon	Tue	Wed	Thu	Fri	Sat
Period 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Day of Week and Period

Search Syllabus

MUSCAT

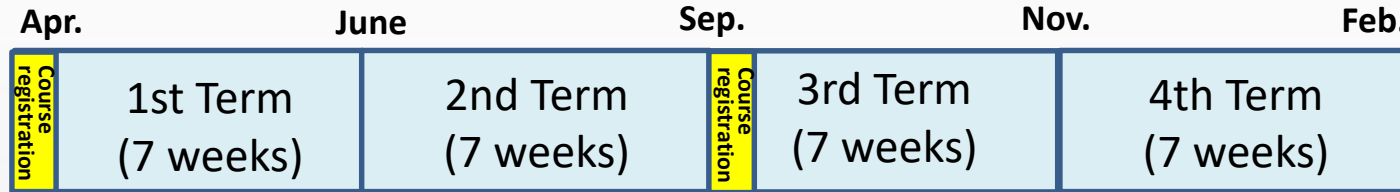
MUSCAT (Features)

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)		✓



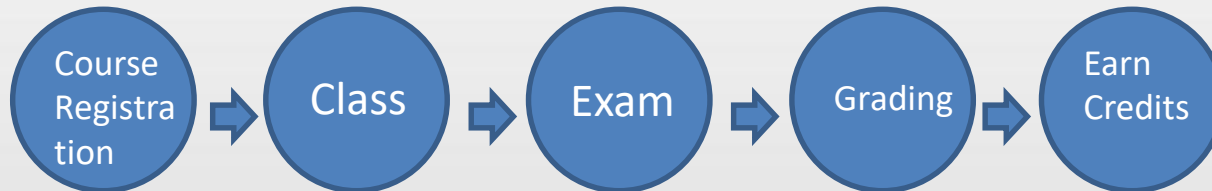
Terms

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



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

To earn credits



Class Period

Learning Guide Page 5

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

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@Musashino.ac.jp

Want to study at Musashino University

For current students

For graduates

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

HOME > Student Life & Employment > Study Support > Courses

Course Guide for English

Japanese version →

Course Registration Class Guidance

Links Related to Course registration and Class

Course Guide for GLO (Learning Guide/Curriculum)

Syllabus

Textbook Sale(MyKITS)

Academic Calendar →

MUSIC Help Desk

Click **Academic Calendar** in the bottom of the **Learning Support** Page

Musashino University AY2024 Academic Calendar

Legend:

- Spring Semester (Yellow)
- Summer Semester (Orange)
- Autumn Semester (Purple)
- Class Day (L)
- Exam Day (E)

Credits and Attendance

Learning Guide Page 7, 23

$$\boxed{1 \text{ credit}} = \boxed{\text{Class Time}} + \boxed{\text{Self-study time (Preview/Review)}} = 45 \text{ hours}$$

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 to see whether or not there will be a make-up assignment or exam.

When your attendance for online courses 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.



Class Cancellations, Make-up Classes and Examinations

Learning Guide Page 27, 29

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 in class

Report Assignment

The teacher will inform the deadline

Mini-test and Presentation

Mini-test for each class and involvement for Presentation



Notes for Examination

Learning Guide Page 29, 31

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

Grading System

Learning Guide Page 33

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 33, 34

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)**

Grade Disclosure and Grade Inquiry

Learning Guide Page 35

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.



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 27

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 Notification *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
5. Course Guide Confirmation

Methods and procedures are posted on this web page.

MUSIC helpdesk [入学・授業に向けた準備: 2024年4月入学生向け]

<https://mubs.jp/pc-support/preparation2024/>



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

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Musashino University
武蔵野大学 履修要覧
Course Guide 2024

※ 本学ホームページから閲覧してください。 ※ 学部・コース・カリキュラム・カリキュラム・カリキュラム・カリキュラム

グローバルビジネス学部
Department of Global Business

ディプロマ・ポリシー・カリキュラム・カリキュラム・カリキュラム
Diploma Policy/Curriculum Policy

カリキュラム情報 Curriculum Information

2024年度入学生 2024 Fall Enrollment	2024年度入学生 2024 Spring Enrollment	2023年度入学生 2023 Fall Enrollment
2024年度入学生 2024 Spring Enrollment	2023年度入学生 2023 Spring Enrollment	2023年度入学生 2023 Fall Enrollment
2023年度入学生 2023 Spring Enrollment	2022年度入学生 2022 Spring Enrollment	2022年度入学生 2022 Fall Enrollment
2022年度入学生 2022 Spring Enrollment	2021年度入学生 2021 Spring Enrollment	2021年度入学生 2021 Fall Enrollment

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

Learning Guide

Learning Guide

Syllabus

Search Conditions

Select the appropriate academic year for syllabus search, and filter search conditions for retrieval.

2021 Academic Year Search Syllabus

Syllabus Search Conditions

Course name (Partial match)

Instructor (Partial match)

Keyword (All of these)

Curriculum -- Not selected --

Course Period -- Not selected --

Campus -- Not selected --

Target Year Level -- Not selected --

	Mon	Tue	Wed	Thu	Fri	Sat
Period 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Day of Week and Period

Search Syllabus

Confirm the necessary information from University Webpage and MUSCAT



Course Registration Preparation

Course Guide

- Graduation Credit Requirements
- Course List

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 (Spring)

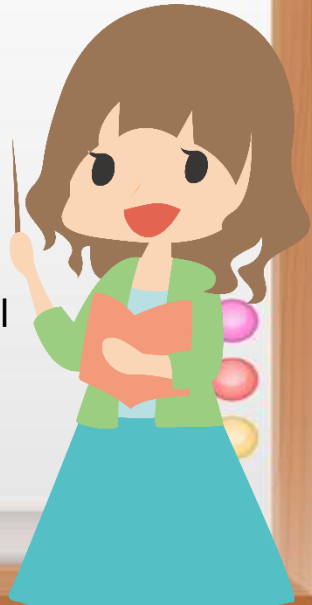
Course registration period: 4/5 9:00 to 4/6 23:59

Announcement of the result of class capacity limit: 4/9

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: 4/10 (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 17

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 4/5 to 4/6	✓	✓	✓	✓	✓	✓	✓	✓
1st Term	Adjustment Period 4/22 to 4/25	-	✓	✓	✓	✓	✓	✓	✓
2nd Term	Adjustment Period 6/20 to 6/24	-	-	-	✓	✓	✓	✓	✓
Fall Semester	Course Registration Period 9/5 to 9/6	-	-	-	-	✓	✓	✓	✓
3rd Term	Adjustment Period 9/27 to 9/30	-	-	-	-	-	✓	✓	✓
4th Term	Adjustment Period 11/26 to 11/29	-	-	-	-	-	-	-	✓

Course registration outside the specified periods is not accepted.



Notes for Course Registration

Learning Guide Page 18

Required, Designated, and Certain Language Courses

⇒ No registration required (they are Automatically 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 10, 22

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** (2024 Spring Enrollment)

<https://risuyouran.musashino-u.ac.jp/faculty/global/curriculum-global/global-business/>

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



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

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】就キャリア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

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	Browse	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 [A]1-504				
3			2210100380 卒業論文/Research Project AOI-hata [A]1-504				
4				2210100265 英語通訳演習A 戸谷 比呂美 [A]1-408			
5				2210100265 英語通訳演習A 戸谷 比呂美 [A]2-401			



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



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]1-806	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

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
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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

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

Students can choose between home delivery (for a fee) or picking up at on-campus Book Center.

Please refer to the **Announcement for textbooks Order** received on the entrance ceremony day.



Course Registration Period (Spring)

Course registration period: 4/5 9:00 to 4/6 23:59

Announcement of the result of class capacity limit: 4/9

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: 4/10 (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.

