Learning Guide 2026

For Students of **MIDS**

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1. MUSCAT

Notices on MUSCAT

-MUSCAT is a web portal of Musashino University designed to provide necessary information for student life and course registration. URL:【https://muscat.musashino-u.ac.jp】

-Students can check notices and information from the University and teachers on MUSCAT.

-To avoid missing important notices, students should regularly check MUSCAT

-Notices regarding **Class Cancellations** or **Classroom Changes** may be informed on the day of the class.

-Students are responsible for any negative consequences caused by not checking MUSCAT notices.

\<Account Issuance>

-For MUSCAT login, students need **Account Notification**, which provides MUSCAT login ID and password, distributed during the New Student Guidance.

-Students should reissue their account if they lose or forget it.

-If you need a reissue, contact MUSIC Helpdesk. URL:【https://music-helpdesk.mubs.jp/】

Notice Categories

Category	Recipients	Examples of Content
Class Notices	Students registered for the course	-Class cancellations and classroom changes -Preview, report assignments, and distribution of class material
Messages from University	Students of the target department, graduate school, and advanced course	-Course registration and class-related information -Information from faculties, departments, graduate school, and advanced course -Information related to student life
Messages for you	Target students	-Individual application procedures and responses to inquiries
Job/Career Opening Notice	Students of the target department, graduate school, and advanced course	-Job hunting and career support
Messages from Learning Management System	Students registered for the course	-Distribution of assignments, exams, and class materials

-The display period for MUSCAT notices is set by the sender. Students can check expired messages as follows.

MUSCAT → Notices (Search for Received Messages) → Tick **Include** for **Expired message** in the **Search Condition** setting in the bottom → Click **Search Messages**

-My timetable and Grade related information pages may be temporarily disabled due to grade and course registration verification processes. Confirm **Messages from University** on MUSCAT for service suspension schedule.

Information on MUSCAT

-Students can confirm the following information on MUSCAT

Category	Item	Content
Class	My timetable	Course information (timetable, teacher, and classroom) for the registered courses (available after course registration periods).
	Attendance Status	Attendance information for each course.
	Learning Management System (Course Power)	Share or distribute class materials, mini-tests, assignments, and questionnaires, and use message boards, etc., between teachers and students.
Courses and Grades	Course Registration	Register for courses (available only during course registration or adjustment periods).
	Grade Records	Grades and Credits for the courses a student has taken (available only during the grade disclosure periods).
Syllabus	Syllabus	Course information such as the course content, assessment methods, mode of delivery, and teacher's contact information.
Students support	Students record	Student's information (Enrollment Status, Course Registration, Grades, etc.).
Career support	MUC (Career Support Office website)	Job hunting and career support information.
My Tools	Classrooms and audio-visual equipment reservation status	Classroom availability (Students should contact the Academic Affairs Administrative Office to reserve a classroom). *Available only for club and group use, not for personal use.
	e-Cabinet	Download application forms and manuals.
Personal Settings	Email Forwarding Setting	Enable email forwarding for MUSCAT Notices.
ICT Support	Campus IT and Network Environment Information	Preparation and precautions for online classes,
	MUSIC Help Desk	Consult about application, PC troubles, settings, and connecting to the campus wireless LAN.

<Note>

-Manuals for MUSCAT and Corse Power are available on MUSCAT

 (MUSCAT → My Tools → e-Cabinet → MUSCAT Manuals [for students])

Recommended Browsers

Google Chrome, Microsoft Edge, Firefox, or Safari.

*Ensure that JavaScript is enabled.

2. Academic Term and Class Period

Academic Calendar and Term

-Academic Calendar outlines the duration of each term, class days, and event days at the university

-Academic Calendar is available on MUSCAT (MUSCAT → My Tools → e-Cabinet → Academic Affairs Administrative Office → 01_教務共通).

-To secure a sufficient number of classes, classes may be conducted on national holidays in accordance with the Academic Calendar.

-Spring semester courses are held from the 1st term to the 2nd term, while the Fall semester courses are held from the 3rd to the 4th term (Year-round courses are held from the 1st term to the 4th term). Certain courses may also be held on Saturdays or outside the regular term (August to September or February) as intensive courses.

<AY2026>

Term		Date
Spring Semester	1st Term	4/16 (Thu) to 6/10 (Wed)
	2nd Term	6/13 (Sat) to 7/31 (Fri)
Fall Semester	3rd Term	9/24 (Thu) to 11/17 (Tue)
	4th Term	11/24 (Tue) to 1/26 (Tue)

<Four-Term System>

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

-A term course is generally conducted either in two consecutive periods or twice a week. This format aims to enhance the quality of education by allowing students to take fewer courses simultaneously per term, thus enabling them to focus on each course.

-In four-term system, students can steadily build a comprehensive understanding of the course content and accumulate knowledge and skills by taking fundamental courses in the 1st term and advanced courses in the 2nd term.

Class Period

Class Periods are as follows.

Class Period	Time (Duration)
1st Period	8:50 to 10:30 (100 min)
2nd Period	10:40 to 12:20 (100 min)
Lunch Break	12:20 to 13:10 (50 min)
3rd Period	13:10 to 14:50 (100 min)
4th Period	15:00 to 16:40 (100 min)
5th Period	16:50 to 18:30 (100 min)
6th Period	18:40 to 20:20 (100 min)
7th Period (Graduate School)	20:20 to 22:00 (100 min)

*7th period is only for Graduate School (there is no 10-minute break between the 6th and 7th period).

Classroom Labeling

-Classroom labeling varies by campus as follows.

Campus	Room Plate	Building	Floor	Room Number
M: Musashino	**1201**	1	2	01
A: Ariake	**1-201**	1	2	01

-Students can check their classrooms in **My timetable** or the syllabus on MUSCAT.

-Classrooms will not be displayed for courses if their classrooms are not yet determined or if they are conducted online.

-Any classroom changes will be informed on MUSCAT.

-If a course completes only with online classes, **Online** will be displayed in the **campus** field in the syllabus.

3. Credit System and Course Category

Credits

-A credit represents the standard amount of study time required to complete a course.

-A credit corresponds to 45 hours of study, including both class time and self-study time.

-Simply attending classes is not sufficient to earn credits. The earning of credits and achievement of the course objectives, such as knowledge, attitudes, and skills, requires comprehensive study time, including self-study time outside class (Universities Regulations 12-1 of the University Regulations).

1 credit	=	Class time	+	Self-study time	= 45 hours

Course Category

Courses are divided into the following categories based on the **Table of Graduation Credit Requirements**. Refer to the **Course List** in the **Course Guide** for the designated course categories for each department.

a Required Course	The courses must be completed to meet the graduate requirements.
b Elective Required Course	The courses must be selected from a designated course category, and a certain number of credits must be earned.
c Elective Course	The courses that students need to complete and earn a certain number of credits (excluding **a** and **b**).
d Optional Course	The courses that can be selected as part of the Graduation Credit Requirements, in addition to the course categories **a, b, c**.
e Extra Course	The courses that are not part of the Graduation Credit Requirements (they do not count towards the Graduation Credit Requirements).

<Designated Courses>

-In addition to the required courses, certain elective required or elective courses that are the core of the curriculum are set as Designated Courses.

-Designated courses are automatically registered.

-If students fail a designated course, retaking is not mandatory. However, since designated courses are the core of the curriculum, the content of advanced courses is based on the knowledge of the designated courses.

<Course Substitution>

-Course Substitution is a measure in which taking a newly introduced course counts as the equivalent of an old course that was discontinued or renamed due to curriculum revisions.

-Each department's curriculum is set based on the year of enrollment, so the curriculum structure (course offerings) and course names may vary by the year of enrollment. To address these differences, Course Substitution is established.

-The newly introduced course is referred to as the **Substitute Course**, while the old course is referred to as the **Substituted Course**.

-The Substitute Course will be recorded as the Substituted Course on the official transcript.

-As a general rule, the relationships between substitute and substituted courses are listed on the **Course List** in the **Course Guide** (Refer to your year of enrollment).

(Example of Course Substitution)

Department of Global Business — 2022 Spring Enrollment — ← Refer to your year of enrollment

グローバルビジネス学科 2022年度［春入学生］　　- 開講表/Course List -						2025年度版
						Version AY2025

学科科目 Departmental Courses

科目番号 Number	授業科目 Course Title		開講学年 Year Level	単位数 Credits		授業言語 Language	備考 Note
				必修 Required	選択 Elective		

*1 International Lectures 1-4 (GB)は毎年度1科目ずつ開講されます "International Lectures 1-4 (GB)" courses are held alternately each year

*2 以下の科目を履修して読替 Course title of the following course is to be replaced as follows

Course Title (Old)			Course Title (New)	
GBS 353	International Business Law and Ethics	GBS 353	Business Law and Ethics	
	Recorded on the official transcript (Old Course = Substituted Course		The current course name (New Course = Substitute Course)	

<Irregular Term Course>

-A course conducted according to a fixed timetable (days of the week and class periods) within each term is referred to as a

　Regular Term Course, whereas a course without a fixed timetable is referred to as an **Irregular Term Course**.

-The types of Irregular term courses are as follows.

Intensive Course	Classes are conducted on weekends during each term or during the summer or spring intensive terms (or its combination). The courses whose Mode of Delivery in the syllabus is Face-to-Face or Live (online) are applicable. Refer to the **Schedule for intensive courses** in the following link for the schedule. URL:【https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html】
On-Demand Course	An online course without a fixed timetable that completes only with on-demand content such as videos and class materials distributed by the teacher. The courses whose Mode of Delivery in the syllabus is On-demand are applicable. On-demand course may also be combined with regular classes. Although, on-demand course does not have a fixed timetable, it typically requires weekly engagement through the distribution of materials and assignments submission. Thus, continuous study is necessary. Contact the teacher for the detailed schedule.

*In principle, irregular term courses are also included in Credit Cap (CAP).

Numbering System (Course Number)

-Numbering (course numbers) classifies courses using alphanumeric codes based on their level (stage of learning, generally corresponding to year level) and field of study (academic discipline, course category, etc.).

-By referring to the course numbers, students can develop their course registration plan with an understanding of their academic progression and the connections between courses.

-Confirm the course numbers on the **Course List** in the department's **Course Guide**.

<Course Number Notation>

ABC	1	0	1
Academic Discipline	Course Level	Subcategory	Sequence Number

<Course Level>

Number	Program	Course Level
100	Undergraduate	Introductory level (equivalent to the 1st-year level)
200		Fundamental level (equivalent to the 2nd-year level)
300		Applied level (equivalent to the 3rd-year level)
400		Advanced level (equivalent the 3rd and 4th-year levels)

<Course Number Example>

	Course Number	Course Title
Example	SIC 101	Introduction to Data Science
	Introductory level course in Smart Intelligence Computing category	

Course Registration Planning

-The Graduation Credit Requirements and offered courses are determined based on the diploma policy (policy for
  graduation and degree-granting) and the curriculum policy (policy for curriculum structure and delivery).
-For course registration, it is necessary to thoroughly confirm the Advancement Requirements and Graduation
  Requirements and develop a course registration plan that effectively supports individual interests and career paths.
-To develop a course registration plan, refer to the **Curriculum Map** and **Course Model** in the **Course Guide** and make
  sure to confirm the **Table of Graduation Credit Requirements**, **Course List**, **Syllabus**, and **Credit Cap (CAP)**.

<Curriculum Map>

-**Curriculum Map** provides a systematic overview of the department's curriculum, organized by course numbers and other
  criteria. It clearly outlines the sequence and interrelation of the courses.

<Table of Graduation Credit Requirements and Course List>

-**Table of Graduation Credit Requirements** for each department specifies the necessary credits for graduation across
  different course categories (required, elective required, and elective courses) for Musashino INITIAL/BASIS and
  departmental courses.
-**Course List** provides course information for each department, such as course numbers, course titles, year level, number of
  credits, and course requisites.

<Note>

-Students can register for courses that are offered to their current year level and lower.
  (e.g., 3rd-year students can also register for 1st and 2nd-year courses)
-Graduation requirements and offered courses may differ even within the same department, depending on the year of
  enrollment. Make sure to confirm the Table of Graduation Credit Requirements for your year of enrollment.

<Course Models>

-Course Models provide course registration examples that align with the department's objectives for human resource
  development.
-Due to schedule constraints and class capacity limit, it is not guaranteed that students will be able to follow the course
  model exactly. However, students should refer to the course model and develop their course registration plans while
  confirming the Table of Graduation Credit Requirements, CAP, and Course Requisites.

Syllabus

<Course Basic Information>

-Basis information (teachers, terms, days of the week, and class periods) and detailed information (course summary, learning objectives, class schedule for each session, and textbooks) can be found in the syllabus. Manuals for syllabuses are available on MUSCAT (MUSCAT → My Tools → e-Cabinet → MUSCAT Manuals [for students]).

-Students must confirm the syllabus for course registration and class preparation.

-Since syllabus is updated every year, make sure to search by the year in which the course is conducted, rather than your year of enrollment.

  URL:【https://muscat.musashino-u.ac.jp/portal/slbssrch.do?clearAccessData=true&contenam=slbssrch&kjnmnNo=10】

-Syllabuses for the next academic year will be disclosed in early March.

<How to search syllabuses>

(1) Log in to MUSCAT and click【Syllabus】and【Syllabus search】

(2) In the next page, select your curriculum from the "Curriculum" section.

  Example: If you enrolled in the Department of Global Business in Spring 2024 ,
  ⇒ Select "24 Department of Global Business(Spring Enrollment)."

  *Please ensure you select the correct curriculum to avoid displaying incorrect credit information.

(3) If you have additional conditions you wish to set, please do so and then click on "Search Syllabus."

<Classes in a Course>

-If a course has multiple classes, each class is identified by a specific symbol in the **Course Tittle**.

  (e.g., Pre-seminar A**[a]**, Pre-seminar A**[b]**)

(Example of Class Symbols)

Class Symbol (Examples)	Description
[a][A][有]	Conducted on Ariake Campus ([a1][a2][a3]…)
[m][M][武]	Conducted on Musashino Campus ([m1][m2][m3]…)
[Eng]	Conducted in English (for INITIAL courses)
[1/4]	Class 1 of the 4 classes for a course

-As a general rule, students cannot change the class for auto-registered courses.

-Certain courses may have designated classes based on your department and year of enrollment. Refer to the syllabus to confirm the applicable department and year of enrollment.

<Course Detailed Information>

-Essential information for course registration and class preparation, such as course summary, learning objectives, class
  schedule for each session, and textbooks.

-The items and descriptions are as follows.

Syllabus Information AY2026

No	Field		Notes
1	Course summary		Summary of the course, including the course level in the curriculum, course content, teaching approach, and overall structure.
2	Course objectives	Knowledge and Specialization	Course objectives, including the knowledge, skills, and attitudes that students are expected to develop. The objectives are set based on the Diploma Policies (DP) of the department/graduate school.
		Interest, Attitude, and Character	
		Thinking and Judgement	
		Interaction and Communication	
3	Approach to "The Enhanced Learning Cycle"		The course's approach to "The Enhanced Learning Cycle."
4	Elements of "Active Knowledge"		Elements of Active Learning in class to achieve Musashino University's Diploma Policy "Active Knowledge."
5	Utilization of ICTs in class		ICTs (Bring Your Own Device (BYOD) policy, online distribution of course content and materials, learning management system, online meeting tools, etc.) used in class. If applicable, a circle is indicated in the field. Also see the item 16. Remark for notes.
6	Preparation		Expected average time for pre-class preparation and outline of the content.
7	Reviewing		Expected average time for post-class review and outline of the content.
8	Assessment Methods		Evaluation criteria for the course, including the assessment methods (assignments, quizzes, examinations, etc.) and their weight in the final grade.
9	Class schedule		Overview of each session, typically including the following components (the format may vary by course). [Title] Theme of each session [Instructors] (Only for an omnibus course) [Textbook] The textbook pages to be used in each session [Preparation(min.)] Expected time for pre-class preparation and its content [Review(min.)] Expected time for post-class review and its content [Assignments] Details of assignment and feedback [Examinations] Information about exams (written exams, quizzes) and feedback [Dates and Periods] only for intensive or irregular term courses [Mode of Delivery] Face-to-Face or Online (If a course is conducted in a combination of Face-to-Face and Online)
10	Notes		Important notes for course registration and class preparation. <e.g.,> ・Class Capacity Limit (maximum number of students in class) ・Course Requisite ・If the course is required for certain qualifications （e.g., courses for teacher training program） ・Equipment and supplies used in class ・Appropriate attire for experiment or practice
11	Textbooks (Purchase Required)		Information about the textbooks used in class. Textbooks can be purchased through MyKiTS (Kinokuniya Book Store). (Learning Guide → "4. Course Registration Planning" → Textbook Purchase)
12	Reference Books (Optional)		Reference book information. Generally, reference books are not available on MyKiTS.
13	Others (e.g., Handout will be distributed)		Information about distributed class materials.
14	Reference Websites		Websites relevant to the course content.
15	Courses taught by instructor with practical experience (practical-based courses)		The course is taught by instructors who have practical work experience relevant to the course if a circle is indicated (As part of the institutional requirements of the new support system for higher education, it is required to indicate in the syllabus).
16	Remarks		Any other information about the course.

Mode of Delivery

-The Mode of Delivery (Distance Learning class, Schooling, or Media class) is indicated in the syllabus. The detailed
  categories are as follows.

< Mode of Delivery>

Category	Mode of Delivery*	Description	Fixed Timetable	Use of Classroom
Distance Learning class	Teaching Materials	Classes conducted by distributing textbooks and teaching guides, followed by question-and-answer sessions, assignment solutions, feedback, and other appropriate methods.	-	-
Schooling	Face-to-Face (In-Person)	Face-to-Face classes are conducted according to a fixed timetable.	✓	✓
	Face-to-Face (combined with Online: 50% or more of the classes are Face-to-Face)	Classes are conducted in a combination of Face-to-Face and online (either live online or on-demand). *Face-to-Face classes account for 50% or more of the total number of classes.	✓	✓
Media class	Online (partially Face-to-Face: over 50% of the classes are Online)	Classes are conducted primarily online, while some classes are conducted Face-to-Face. *Online classes account for over 50% of the total number of classes.	✓	✓
	Online (Live or Live + On-demand)	Classes are conducted online synchronously according to a fixed timetable using online meeting tools such as Zoom, Google Meet, Microsoft Teams, etc., and may also include on-demand classes.	✓	-
	Online (On-demand)	On-demand classes (self-paced learning with distributed materials within a specified period).	-	-

*Schooling may switch to Media class depending on social circumstances.

Course Requisites

-Certain courses have requisites based on the level of academic progress.

e.g., **Course A** and **Course B** are related as fundamental and advanced

     Course A and **Course B** are the first and second halves of the content

(1) Prerequisites	Required to register for **course A** before **course B**.
(2) Concurrent Requisites	Required to register for both **course A** and **course B**.

<Note>

-If a course has specific requisites, it is indicated on the **Course List** in the department's **Course Guide**.

-The course requisites in the **Course List** are categorized as either compulsory (◆**Required Condition**) for course registration or Advised (◇**Recommended Condition**), which is not compulsory for course registration but suggested.

-For recommended conditions, there are no restrictions on course registration itself, but be aware that the course content of Course B is based on the knowledge and understanding of Course A. In case of class capacity limit, students who meet the **Recommended Condition** have priority.

-The course requisite details can be found in the syllabus. Confirm the syllabus for required knowledge, skills, and interests beyond the **Prerequisites** and **Concurrent requisites**.

-A course registration that does not meet the **required conditions of** the **course requisites** will be deleted by the Academic Affairs Administrative Office.

Course Registration after a Leave of Absence

-Consult the **Student Support Office** for taking a leave of absence or returning.

-It is important to discuss your post-return study plan with the advisor (teacher) beforehand. Use the **Inquiry Form** at the bottom of following link for questions or consultations related to the Academic Affairs Administrative Office.

  URL: https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html

Textbook Purchase

-Purchase the textbook listed in the **Textbooks (Purchase Required)** field in the syllabus before the first class.

-If there is no textbook information in the syllabus, the teacher will provide instructions during the first class.

<Textbook Purchase Periods and Methods>

-As a general rule, students should purchase textbooks through MyKiTS website (Kinokuniya Book Store) on MUSCAT, which offers a 10% discount.

-Refer to the table below for the Purchase periods

-Refer to MyKiTS for purchase procedures.

-Updates and the latest information will be informed on MUSCAT (MUSCAT → Syllabus → MyKiTS).

 MyKiTS URL:【https://mirai.kinokuniya.co.jp/musashino/】

Purchase Method	Purchase Period	Term of Instruction
MyKiTS	Late March to Late April	Year-round/Spring Semester/1st term/2nd term
	Early May to Late July	
	Early September to Early October	Fall Semester/3rd term/4th term
	Mid-October to Early January	

*The purchase periods are subject to change.

<Note>

-Purchase the textbook listed in the **Textbooks (Purchase Required)** field in the syllabus. Purchase is not required for the textbook listed in the **Reference Books (Optional)** field in the syllabus.

-It will take 2 to 5 business days for delivery after the purchase on MyKiTS. Therefore, it is recommended that students complete the purchase well in advance.

-Inform the teacher in charge of the course if students cannot receive the textbook by the first class due to **Sold Out** or **Out of Stock**.

-For textbook return or exchange, bring the item in unused condition along with the purchase receipt to the on-campus Book Center. For inquiries, contact through MyKiTS.

Course Registration

<Course Registration>

-Course registration is required to take a course and earn credits.

-Course registration is available on MUSCAT during **Course Registration** and **Adjustment Periods**.

-Course registration periods are scheduled before the Spring and Fall semesters, and the Adjustment Periods are scheduled during the 2nd week of each of the four terms.

  There are several course registration periods throughout the year, however, it is recommended to complete your course registration for the entire academic year during the Spring course registration period.

  Even if you are on a leave of absence, you can still register for courses. Therefore, if you take a leave of absence in the spring semester, we still recommend that you complete your course registration for the fall semester during the spring course registration period.

-There is a limit to the number of credits students can register for during an academic year, known as the Credit CAP.

  Confirm the annual schedule of the course registration and adjustment periods and develop a course registration plan.

<Course Registration Adjustment>

-Students can add or drop courses during the course adjustment period in each term.

-Course registration changes can be made on MUSCAT during the course registration and adjustment periods.

-The range of courses that can be added or dropped during each course registration and adjustment period varies depending on the term of instruction for the course. Note that year-round, spring-semester, and 1st-term courses can only be added during the Spring Semester Course Registration Period.

-Attendance is not required for courses that have been dropped.

<Course Registration Procedures>

-Confirm **Notes on Course Registration** in the following link and MUSCAT notices for course registration.

  URL:【https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html】

<Certificate of Expected Graduation (students in the graduation year (4th year))>

-A certificate of expected graduation is issued to students in their graduation year (4th year) if they meet the graduation requirements, including the credits from courses currently being registered.

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

-The certificate of expected graduation is scheduled to be issued starting in mid-May.

<AY2026 Course Registration Schedule>

AY2026 Schedule		Term of Instruction							
		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: March 23 to 24 Additional period: March 27, until 17:00 *For 1st-year students: April 7 to 8 Additional period: April 11, until 17:00	✓	✓	✓	✓	✓	✓	✓	✓
1st Term	Adjustment period: April 24 to 27	-	✓	✓	✓	✓	✓	✓	✓
2nd Term	Adjustment period: June 22 to 24	-	-	-	✓	✓	✓	✓	✓
Fall Semester	Course registration period: September 8 to 9 Additional period: September 14, until 17:00	-	-	-	-	✓	✓	✓	✓
3rd Term	Adjustment period: October 2 to 5	-	-	-	-	-	✓	✓	✓
4th Term	Adjustment period: December 1 to 3	-	-	-	-	-	-	-	✓

<Course Registration for Intensive term courses>

-For intensive term courses, course registration periods are based on the designated term of instruction for each course.

-Even if the intensive term courses have not started, there may be restrictions on adding or dropping courses depending on the designated term of instruction for the course. (For example, if a summer (August /September) intensive course's designated term of instruction is 2nd and 3rd Terms, course registration (add) is available by the 1st Term Adjustment Period, and course registration (drop) is available by the 2nd Term Adjustment Period.)

-If students register for intensive term courses, refer to the **Schedule for intensive courses** to ensure there are no schedule conflicts with other courses.

<Course registration outside the designated periods (Generally Not Permitted)>

-Course registration (Add and Drop) outside the designated course registration and adjustment periods is not accepted.

-If students are unable to register during the course registration (adjustment) periods due to unavoidable circumstances, such as illness or injury (traffic accident), consult the Academic Affairs Administrative Office (documentation, such as a medical certificate, will be required to verify the circumstance).

Note on Course Registration

<Required and Designated Courses>

-Required courses for student's current year level are automatically registered, and students do not need to manually register for them by themselves.

-Depending on the department, some designated courses may also be automatically registered.

-Students should confirm if auto-registered courses are correctly registered in **My timetable** on MUSCAT before the first class.

-Generally, if students are retaking required or designated courses from lower year levels, they will not be auto-registered, and the students will need to manually register for them.

-Required courses, designated courses, and certain courses for qualification programs cannot be dropped on MUSCAT (indicated by a grey notebook icon). If there is a need to drop any of these courses due to certain circumstances, students should consult the advisor.

<When courses are not found on the Course Registration page>

If courses are not found on the Course Registration page, consider the following matters.

Course Substitution	Find the course in **Substituted courses** on the Course Registration page (MUSCAT).
Irregular Term Course	Refer to the **Schedule for intensive courses** or find the course in **Select Intensive Course** on the Course Registration page (MUSCAT).
Course Closed for Registration	Refer to the **List of courses exceeding class capacity** in the following link for the details. URL:【https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html】
Retake Course	Refer to the **List of subjects and individuals eligible for window registration**. If the course is listed, students need to complete their course registration at the office or send Course Registration Form to "rishu@musashino-u.ac.jp". Refer to the link for the details. URL:【https://www.musashino-u.ac.jp/student-life/learning/course.html】
Optional courses from other faculties or departments	Find the course in **Optional Courses of Other Departments** page (MUSCAT). Refer to the link for the course list. URL:【https://risyuyouran.musashino-u.ac.jp/faculty/curriculum-faculty/other-subjects/】
Incorrect Term Selection on the Course Registration page (MUSCAT)	Confirm if the selected term on the **Course Registration** page (MUSCAT) matches the term of instruction for the course.

<Confirmation of Course Registration>

-To confirm if any course registration (Add or Drop) is correctly reflected on MUSCAT, follow the following instruction.

 (Course registration page (MUSCAT) → Confirm Entry → Register this Content)

 *Course Registration (add or drop) is not completed without clicking **Register this Content**.

-Confirm a message "Course registration is accepted" in **Messages For You** on MUSCAT after course registration.

<Errors in Course Registration>

-Students cannot earn credits for courses that are not registered, regardless of class attendance (except for certain accredited courses).

-Students cannot drop the registered courses outside the designated course registration and adjustment periods even if it is mistakenly registered. Therefore, students must confirm their course registration on MUSCAT.

<Courses that students cannot register on MUSCAT>

-For the following groups of students and courses, course registration on MUSCAT is not available. Instead, submission of **Course Registration Form** is required during the course registration periods (submit Course Registration Form at the Academic Affairs Administrative Office or send the form to "rishu@musashino-u.ac.jp").

(1) Retaking passed courses (if permitted).

(2) Taking courses that require permission from the department or the advisor.

(3) Taking certain courses instead of discontinued courses if individual instruction is provided.

(4) Taking certain courses in a qualification program that require a separate application.

(5) Transfer students (only for Spring Course Registration Period).

(6) Exchange students from overseas universities.

(7) When students in graduate school are taking undergraduate courses (if permitted).

(8) When students in doctoral programs are taking courses in master's programs (if permitted).

-The details about applicable students and courses will be informed on MUSCAT.

-Students cannot register for courses that are not open to their current year level or other department's courses that are not open to other faculties or departments (Course Registration Form is not accepted).

<Frequently Asked Questions>

1. A pencil icon appears in each class period when there are courses available to register for. When a pencil icon does not appear in a class period, there are no available courses. For other courses such as optional courses from other faculties/departments, check **Select Intensive Course** or **Optional courses of other departments** in the Course Registration page.

2. Courses registered with **Course Registration Form** cannot be dropped on MUSCAT. To drop the course, submit a new **Course Registration Form** at the office or by sending the form to "rishu@musashino-u.ac.jp".

3. If the number of credits in the **Course Registration** page on MUSCAT differs from your expected number, consider the following cases.
   -Credits are divided into each term for multi-term courses (Year-round, Spring semester, or Fall semester courses).
   -Credit of courses that credit cap (CAP) does not apply (e.g., Internship) are not included in the Credit Cap Table in the course registration page.

4. Complete course registration well in advance, as Internet congestion may be expected towards the end of each Course Registration (Adjustment) period.

Retaking Courses

-Students can retake a failed course (D or X grades) in the next academic year or later. However, retaking the course within
  the same academic year is not permitted.

-Students must retake and complete required courses to meet the graduation requirements.

-When a failed course is retaken, the former Grade (D or X) will be overwritten by the new grade.

<Retaking PASSED Courses>

-Students cannot retake courses that they have already passed and earned credits

-However, exceptions are granted for (1) Students who are repeating the graduation year (4th year) or (2) Students approved
  under certain conditions in Qualification programs.

-When retaking a passed course, the former Grade (Grade and earned credits) will be overwritten by the new grade.
  However, the credits for the course will not be counted twice. If students fail a course after retaking it, the credits for the
  course will be subtracted accordingly.

Credit Cap (CAP)

-In each year level, there is a yearly limit on the number of credits students can register for, known as Credit Cap (CAP).

-The CAP is designed to prevent over-registration and ensure students have sufficient study time including self-study.

-Students should develop a well-balanced course registration plan for each year level, considering the CAP.

-The CAP does not apply to students who are repeating the graduation year (4th year).

-Generally, students in the department of Global Business can take up to 40 credits per academic year.

<Credit Cap (CAP) >

Regular students

1st year	2nd year	3rd year	4th year	Total
40 credits	42 credits	44 credits	34 credits	160 credits

Transfer students (3rd tear, 4th year)

1st year	2nd year	3rd year	4th year	Total
-	-	50 credits	50 credits	100 credits

Course Registration at the Time of Leave of Absence, Return to School, and Withdrawal

-During a leave of absence, students cannot register for courses. Upon submission of a leave of absence, the registered
  courses including auto-registered courses for the absence period will be deleted.

-It is important to discuss your post-return study plan with the advisor (teacher).

-For students withdrawing from school, upon submission of withdrawal documents, the registered courses will be deleted.

6. Class

Attendance

-Students need to attend each class of a registered course and pass examination (including report assignments) to earn credits.

-Pay attention to the total number of classes for courses conducted twice a week or in two consecutive periods (e.g., a course held on Friday 3rd and 4th periods in the 1st term will have a total of 14 classes).

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

-The criteria for one-third attendance are as follows (School Regulations Article 13-1-2).

Total Number of Classes for a Course (Including Classes with Exams)	One-Third of the Total Number of Classes
7	3
14	5
28	10

<Attendance Card Reader>

-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.

-Attendance is recorded upon touching your student ID card to the card reader.

-Students can check their attendance record for each course on MUSCAT (For online classes where the card reader is not used, the teacher will check attendance separately).

-False acts on the attendance card reader (e.g. not attending the class after touching your student ID card, touching a friend's student ID card, or having someone else touch your student ID card on your behalf etc.) will be considered Academic Dishonesty and may lead to disciplinary action.

<Note>

1. The attendance card reader is available from 10 minutes before class periods (from 30 minutes before for 1st and 3rd periods). Attendance will not be recorded if your student ID card is touched outside these periods.

2. Students must touch their student ID card to the card reader even if they arrive late to class.

3. If you do not bring your student ID card, forgot to touch it to the card reader, or experience a malfunction with the card reader, inform the teacher directly. Only the teacher can change students' attendance status on MUSCAT.

4. If you touch your student ID card twice for the same class, only the first touch will be recorded.

5. Whether to use the information from the card reader (including late arrival due to public transportation) for attendance records is at the discretion of the teacher. Contact the teacher for your attendance details.

-For classes held in two consecutive periods, students only need to touch their student ID cards to the card reader for its first
period as shown in the table below. However, if there is a lunch break in between, students also need to touch their student
ID cards to the card reader for the third period.

Class Period	1st Period	2nd Period	Lunch Break	3rd Period	4th Period	5th Period	6th Period
1 to 2 Consecutive Class	Required	NOT Required	-				
2 to 3 Consecutive Class		Required	-	Required			
3 to 4 Consecutive Class			-	Required	NOT Required		
4 to 5 Consecutive Class			-		Required	NOT Required	
5 to 6 Consecutive Class			-			Required	NOT Required
1 to 4 Consecutive Class	Required	NOT Required	-	Required	NOT Required		
3 to 6 Consecutive Class			-	Required	NOT Required	NOT Required	NOT Required

-Attendance Status Display on the Card Reader.

Time	From 10 minutes before class starts (from 30 minutes before for 1st and 3rd periods).	1 to 19 minutes after class starts.	20 minutes or more after class starts.
Screen Display			
Status	Attended (Present)	Late	Absent

-Touch your student ID card to the marked area under the display.

　*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. Refer to the manual in e-Cabinet on MUSCAT.

　(How to use attendance card reader: MUSCAT → My Tools → e-Cabinet → MUSCAT Manuals [for students]
　→ 出席カードリーダー → 出席カードリーダーの利用方法について)

<Attendance Registration on Learning Management System (Course Power)>

-In addition to the classroom attendance card readers in face-to-face classes, students can register their attendance for online
classes through Course Power.

-When teachers are checking attendance via Course Power, please follow the instructions below to register your attendance.

-Please note that this attendance registration feature may not be used in all online classes. Therefore, follow the specific
instructions provided by each teacher for your attendance.

Item	Explanation (Overview)
Attendance Registration Method	Students register their attendance using Course Power with 【the attendance password】 provided by the teacher.
Acceptance Period	Follow the instructions provided by the teacher. In principle, it should be done during each class period.
Attendance Password	The teacher will provide the password during each class period.

Simultaneous Use with the Attendance Card Reader	If students register their attendance using both the attendance card reader and Course Power in a class period, the record from the attendance card reader will be prioritized.
Linkage to MUSCAT	Attendance information registered using Course Power can be checked on the "Attendance Status" page on MUSCAT in addition to those registered by the Card Readers. -Classes in the 1st and 2nd periods will be updated after 1:30 p.m. on the same day. -Classes after the 3rd period will be updated by the next morning.
Display on MUSCAT	"出*" (marked with * (an asterisk) *Attendance information registered by the attendance card reader will be displayed as "出".
Handling of Consecutive Class	For classes held in two or more consecutive periods, students need to register their attendance for each class period if using Course Power. *For attendance registration using card readers, please refer to 6. Class: Attendance in the Learning Guide.
Other Notes	Please note that any changes made to attendance information will only reflect on the "Attendance Status" page on MUSCAT and will not reflect on Course Power.

(How to use attendance card reader: MUSCAT → My Tools → e-Cabinet → MUSCAT Manuals [for students]
 → 学修支援システム＞EN_学修支援システム出席登録マニュアル(学生用)】

Online Class Space

-While Musashino University primarily offers on-campus education, some classes are conducted online (or its combination). Therefore, students may attend online classes on campus.

-When attending an online class on campus, confirm the terms of use and application procedures in the link and use the designated online class spaces.

-Since the terms of use, application procedures, and the details of the online class spaces vary by campus, refer to the link for the details. URL: https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html

Application for Academic Accommodations

- Musashino University provides reasonable accommodations to students with disabilities and provides support for educational and research activities and student life.

  "Reasonable accommodation" is diverse and highly individualized depending on the condition and characteristics of each student and it will be provided through dialogue between the student and the university based on the student's application to the extent that it does not overburden the university or its faculty members.

  Students who wish to apply for such accommodations should consult with the Student Support Office at their campus.

  URL:【https://www.musashino-u.ac.jp/student-life/learning/consideration.html】

Special Report of Absence

< Special Report of Absence>

-A report that students cannot attend classes due to practical training related to qualification programs offered by the University or specific reasons acknowledged by the University.

-If approved, the absence will not be counted in the total number of classes required for attendance.

  (e.g., for a 14-class course, if there is one approved specified absence, the student's total number of classes expected to attend should be 13.)

-Approval of a specified absence does not guarantee grades or credits.

-Reasons not listed in the following table, such as delays in public transportation, illness (excluding infectious diseases for which the University requires preventive measures), and job hunting activities (including new employee orientation), are not valid for Report of Specified Absence. In case of unavoidable absence, students are expected to explain the circumstances directly to the instructor in charge of the class.

Type of Absence	Reason	Contact	Required Documents
Report of Specified Absence	Death of family member up to second degree of kinship	Student Support Office	Funeral notice or official death certificate
	Infectious diseases that the University needs to prevent	Health Center (Infirmary)	School attendance permission Special Report of Absence (Specified Form)
	Participation in criminal trials under the lay judge system	Academic Affairs Administrative Office	Certificate of appointment as a lay judge

Class Cancellation

-Class Cancellation will be informed on MUSCAT.

-Class Cancellation may sometimes be informed on the day of the class. Therefore, students should check MUSCAT regularly.

-If there is no class cancelation information and the teacher has not arrived within 30 minutes after the beginning of the class period, contact the Academic Affairs Administrative Office.

-In case of disruptions to public transportation due to natural disasters, such as typhoons or heavy snow, the entire university may be closed. In such cases, it will be informed on MUSCAT or the University webpage.

Make-up Class

-For classes that have been canceled, the teacher will arrange and conduct Make-up classes.

-Make-up classes will be held on weekdays, Saturdays, or spare days for make-up class/exam .

-The make-up class schedule will be informed on MUSCAT.

-Attendance for make-up classes are handled by the teacher. Contact the teacher for the details.

Contacting Teachers

<Full-Time Teacher>

-The teachers primarily work at Musashino University, and have research offices on campus.

-They have designated office hours for student consultations

-Students can contact full-time teachers via email, phone, or by visiting their research offices.

  *Make an appointment when visiting their research offices outside office hours

< Adjunct Teacher>

-The teachers do not primarily work at Musashino University and come to campus only for their assigned classes, and do not have research offices on campus.

-Students can contact adjunct teachers via email, or by visiting them in the classroom or the Teacher Station (Building 1, 7th floor at Ariake campus/Building 6, 2nd floor at Musashino campus) before or after the classes.

-Confirm the contact information on MUSCAT (MUSCAT → Syllabus → Search by Instructor → View Office Hours).

<Advisory System>

-At Musashino University, full-time teachers provide guidance and advice to students in both their academic and personal lives (Advisory System).

-Each student is assigned one full-time teacher from the department as their advisor.

  Confirm your advisor (MUSCAT → Student support → Student record → Student related information → School information → Advisor/Supervisor 1).

-Advisors assist students with course registration and grades, provide guidance and advice, and act as consultants. They also collaborate with other teachers and administrative offices as needed to ensure students have a meaningful student life.

<Note>

-Confirm contact methods with the teachers, including adjunct teachers, during the classes and follow the instructions.

-Teachers may provide class information on Learning Management System, in addition to the **Class Notice** on MUSCAT. If no information or response is found through these methods, wait for instructions from the teacher.

-When contacting via email, be aware that it may take some time to receive a response.

-The Academic Affairs Administrative Office does not relay communication between students and teachers regarding absences, class content, or submission of assignments.

Handling of Students' Reports and Works

Reports and other works created by students in class may be used as teaching materials in other classes or in future academic years to improve the quality of education. If students do not want their work to be used in this manner, consult the teacher in advance.

On-campus IT and Network Environment Information

<Use of computers and printers on campus>

-Computers and Printers are located on the campuses.

-Refer to the link for the location and the terms of use.

URL:【https://www.musashino-u.ac.jp/student-life/learning/info_tech/】

<Network and tools used in class>

-Contact MUSIC helpdesk for inquiries regarding Office365, MUSIC Network, Google Workspace, Zoom, etc.

URL:【https://music-helpdesk.mubs.jp/】

<Note>

Internet congestion may be expected during the Course Registration (Adjustment) periods and report or assignment submission deadlines. Therefore, it is recommended that students complete course registration and submission well in advance.

7. Examination

Examination (Assessment Methods)

-Students need to attend each class and pass the examination to earn credits.

-**Examination** refers to the following, include report submission and mini-tests, and other forms. Confirm the syllabus for assessment methods.

  1. Written Examination

  2. Report

  3. Oral Examination

  4. Graduation Thesis

  5. Mini-Test

  6. Presentation

  7. Other equivalent forms related to recognition of credits

-Students who have not paid the tuition fees by the deadline or have not completed course registration cannot take examinations.

-Confirm the following guidelines when using generative AI (Chat GPT, etc.).

<The Utilization of Generative AI (Chat GPT, etc.) in Academic Learning>

-Developing independent thinking skills

  Human intelligence has enabled us to conduct exploratory activities, leading to new discoveries. Improving your own cognitive and expressive abilities and engaging in problem-solving is important, which is why you should be careful not to lose opportunities to strengthen your own abilities through the casual use of generative AI.

-Cautionary notes on writing reports, etc.

  When writing reports or other assignments, copying and submitting generative AI responses word for word is prohibited. Be careful not to submit reports or other assignments by copying texts from books and/or online texts (including Chat GPT, etc.) as if they were your own words, as that is considered a dishonest act such as plagiarism. Additionally, be sure to follow the directions of the class instructor regarding methods of utilizing and handling generative AI in class.

-The importance of fact-checking

  Generative AI responses may contain incorrect information. The person utilizing the tool must always verify, examine, and judge the information with a critical approach.

-Prohibiting the input of personal and confidential information

  The input and output of information in generative AI could potentially result in information leaks. In addition, the information produced by generative AI may contain copyrighted information, which could lead to copyright infringement if used improperly. Be aware of such security concerns, and do not provide personal or confidential information.

Conduct of Examination

-Examinations such as written examination, oral examinations, mini-tests, presentations, etc., are generally conducted in class (If the classroom changes for these examinations, it will be informed on MUSCAT).

-If written examinations cannot be conducted during the regular term, they may be held during the spare days for make-up class/exam.

-Confirm the following notes for written examinations.

<Guidelines for Taking Written Examinations>

Exam Requirements	Be sure to bring your student ID card.
	*If students forget to bring their student ID cards on the day of the examination, they must issue a Temporary Student ID Card.
	-Temporary Student ID Card can be issued at the Certificate Issuing Machine (Cost: 500 yen).
	  *As a general rule, students need to issue it before the examination begins.
	<Certificate Issuing Machine>
	Ariake Campus: Building 1, 1st floor/Musashino Campus: Building 6, 1st floor
	  Open Hours: 8:45~18:30 (Monday to Saturday)
	-The Temporary Student ID Card is only valid on the day of issue.

	Be sure to register for the course. Examinations taken without course registration will not be valid.
	Take the examination at the designated time and classroom. Examinations taken at any other time or place will not be valid.
Notes	Follow the instructions of the exam proctor.
	Entry to the classroom is permitted until 20 minutes after the examination starts. Existing is not permitted within the first 30 minutes of the examination.
	In open-book examinations, strictly adhere to the instructions and store all unauthorized materials in your bag.
	Turn off all mobile phones and other electronic devices* and store them in your bag.
	The use of mobile phones or other electronic devices* as a clock is prohibited.
	Student number and name must be provided on the answer sheet. Answer sheets without this information will not be valid.

*Electronic devices include smartphones and smartwatches with functions beyond time display and calendar

-If you feel unwell.

1. During the Exam

   If you become unwell during an exam and leave the room, the exam will be considered finished at that point. In principle, you will not be eligible for a retake, including any make-up exams.

2. Before the Exam Starts

   If you are feeling unwell before the exam starts, please visit the Health Center.

   If the course is applicable for a make-up exam, you will be eligible for a retake. Be sure to obtain a "Health Center Usage Certificate" when you visit the Health Center, as this document is required for the make-up exam application.

-Follow the instructions of the teacher for examinations on online classes.

<If students are unable to take an examination due to sudden illness or other unavoidable circumstances>

Decisions about the availability and the method (make-up exams or alternative assignments) are made by the teacher.

Therefore, contact the teacher promptly and follow the instructions.

Academic Dishonesty

-Academic Dishonesty in examinations is subject to strict disciplinary action.

-**Examinations** include written examination, reports, oral examinations, mini-tests, theses, presentation or other equivalent forms related to recognition of credits.

-The following actions are considered academic dishonesty. If academic dishonesty is found, students will receive failed grade (X) for all courses being registered during the same term.

<Acts of Academic Dishonesty>

 1. Having someone else take the examination on your behalf (both parties).
 2. Exchanging answer sheets with another student (both parties).
 3. Using cheat sheets (regardless of whether they are actually used, if there is physical evidence).
 4. Sharing cheat sheets with others (both parties).
 5. Using unauthorized reference materials (regardless of whether they are actually used, if there is physical evidence).
 6. Using written notes on personal belongings or other items (regardless of whether they are actually used, if there is physical evidence).
 7. Copying answers from another student (both the student who copies and the student intentionally shows their answers).
 8. Communicating with others through words or gestures (both parties).
 9. Lending or borrowing authorized reference materials (both parties).
10. Plagiarizing or using reference materials, data, charts, and texts from websites without proper citation.
11. Submitting or using someone else's report as one's own.
12. Acts identified by the teacher as plagiarism, theft or misappropriation.
13. Any other acts deemed as academic dishonesty by the exam proctor or the teacher.

Terms subject to disciplinary action for academic dishonesty.

		Terms subject to disciplinary action for academic dishonesty								
		Year round	1st Term	2nd Term	Spring Semester	Summer Intensive	3rd Term	4th Term	Fall Semester	Spring Intensive
Terms when the academic dishonesty occurred	1st Term	●	●		●					
	2nd Term	●		●	●					
	Summer Intensive*1					●				
	3rd Term	●					●		●	
	4th Term	●						●	●	
	Spring Intensive*2									●

*1 Summer Intensive: From the end of the Spring semester to the beginning of the Fall Semester (excluding the spare days for make-up class/exam of the Spring semester).

*2 Spring Intensive: From the end of the Fall semester to the end of the academic year (excluding the spare days for make-up class/exam of the Fall semester).

Make-up Examination

<Make-up Examinations during regular classes>

For make-up examinations during regular classes, follow the instruction of the teacher. In this case, the following procedures are not required.

8. Grade

Grading

The grading criteria are as follows.

Attendance	Score	Result	Grade	Grade Point	Grade Descriptions
Attended more than two-thirds of the total classes of a course	90 to 100	Pass	S	4.0	Outstanding Performance
	80 to 89		A	3.0	Excellent Performance
	70 to 79		B	2.0	Satisfactory Performance
	60 to 69		C	1.0	Below Satisfactory, but Meets Minimum Standards
	59 or less	Fail	D	0.0	Below Minimum Standards
Absent from one third or more of the total classes of a course		Fail	X	0.0	Lack of Attendance
Accredited Courses		Pass	AP	-	Credits recognized from study abroad programs, or from other departments or universities (for transfer students), or passing accredited courses
		Fail	Fail	-	Failing accredited courses

*Attendance is not factored into the grades S, A, B, C, D.

GPA System

-Musashino University adopts the GPA system to assess attainment levels.

-The GPA (Grade Point Average) system converts course grades (on a scale of S to X) into grade points and
  comprehensively evaluates academic performance based on the average.

<Yearly GPA/Cumulative GPA>

-There are two types of GPAs depending on the time period they cover: Yearly GPA and Cumulative GPA.

-Yearly GPA is calculated based on the courses taken during an academic year.

-Cumulative GPA is calculated based on al courses taken from the 1st year.

<GPA Calculation Formula>

(1) GPA is determined by the ratio of the **total grade points** earned to the **total credits** attempted.

　　The **total credits** include all courses a student has registered for, **including** failed courses (D or X grades).

　　*For the calculation methods of the Yearly GPA and the Cumulative GPA, refer to the formulas below.

(2) If retaking a course, the former Grade and Credits are overwritten by the new Grade, even if it is a failed grade.

(3) Students cannot retake a course that they have passed (C or better grades) in an attempt to improve their GPA.

(4) The GPA calculation formula and calculation example are as follows.

(GPA Calculation Formula)

$$\frac{\text{Total Grade Points earned in the academic year}}{\text{Total Credits of the academic year (including failed courses D or X)}} = \text{Yearly GPA (truncated to two decimal places)}$$

$$\frac{\text{Total Grade Points earned in all academic years}}{\text{Total Credits of all academic years (including failed courses D or X)}} = \text{Cumulative GPA (truncated to two decimal places)}$$

Calculation Example

Course	Credit	Grade	Grade Point	Total Grade Points (Credit × Grade Point)
Introduction to Buddhism	2	S	4.0	8.0
Introduction to Data Science	1	A	3.0	3.0
Introduction to Artificial Intelligence	1	A	3.0	3.0
English(Lower-Intermediate)A	2	C	1.0	2.0
English(Lower-Intermediate)C	2	D	0.0	0.0
Academic Writing	1	B	2.0	2.0
Total	9	-	-	18.0

$$\frac{(2 \times 4.0) + (1 \times 3.0) + (1 \times 3.0) + (2 \times 1.0) + (2 \times 0.0) + (1 \times 2.0)}{2 + 1 + 1 + 2 + 2 + 1} = \text{GPA } 2.00$$

Calculation Example (if a grade is improved)

*If the grade for **"English (Lower-Intermediate) C"** is improved from D to S

Course	Credit	Grade	Grade Point	Total Grade Points (Credit × Grade Point)
Introduction to Buddhism	2	S	4.0	8.0
Introduction to Data Science	1	A	3.0	3.0
Introduction to Artificial Intelligence	1	A	3.0	3.0
English(Lower-Intermediate)A	2	C	1.0	2.0
English(Lower-Intermediate)C	**2**	**S**	**4.0**	**8.0**
Academic Writing	1	B	2.0	2.0
Total	9	-	-	26.0

$$\frac{(2 \times 4.0) + (1 \times 3.0) + (1 \times 3.0) + (2 \times 1.0) + (2 \times 4.0) + (1 \times 2.0)}{2 + 1 + 1 + 2 + 2 + 1} = \text{GPA } 2.88$$

<Courses that do not affect GPA>

Accredited Courses (Grade is either AP or Fail) are not included in GPA calculation.

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 on MUSCAT (MUSCAT → Student support → Student record → Grade related information → Grade information).

<Grade Inquiries>

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

-Note when applying for a grade inquiry.

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

2. Students can only apply for a grade inquiry when they thoroughly understand the assessment methods specified in the syllabus, such as examinations, attendance, and assignments, and can provide objective and rational reasons.

3. Application periods, application procedures, and notice of result will be informed on MUSCAT.

4. Inquiries made through methods other than the designated method or outside the application periods are not accepted.

-Grade Inquiry will not be accepted in the following cases.

Reason	Examples of Questions
An inquiry without referring to the assessment methods or criteria specified in the syllabus.	*Why did I get a C grade? I have submitted reports.*
Comparing one's grade with other students' grades.	*A friend of mine was given an A grade. Why did I get a B grade?*
Only seeking an explanation for the grades.	*I want to know my examination score. I would like an explanation.*
An inquiry with insufficient explanation about attendance.	*I think I was not absent that much to be given an X grade.*
Request for reconsideration of the grades by presenting one's circumstances.	*I cannot advance to the next year level if I fail this course. Please change the grade.*
Repeated Inquiry.	*I have received the result, but I would like to request a Grade Inquiry again.*

<Grade Reports>

Grade Reports are sent according to the following schedule.

1st-year students: After Spring Semester and Fall Semester (twice a year)

2nd to 6th-year students, graduate school students, and advanced course students: After Fall Semester (once a year)

Recipient: Guarantor (send directly to the students for international students and graduate school students)

9. Advancement Requirements

Year Level System

-Musashino University adopts year level system.

-In year level system, the curriculum of each year level is considered a unit, and students' achievement level in each unit is assessed when advancing to the next year level.

-Year level system is designed to ensure a comprehensive understanding of the content in each year level's curriculum by setting achievement standards.

-In year level system, advancement requirements are set for each year level. If students fail to meet the advancement requirements, they will need to repeat the same year level, thereby re-learning the same unit.

<Note>

1. Students are responsible for confirming if they meet the advancement requirements using the Learning Guide (**4. Course Registration Plan, 9. Advancement Requirements**), the Course Guide (**Table of Graduation Credit Requirements**), and MUSCAT (**Course/Grade related information**). If you have any questions about the criteria for advancement requirements or how to check your grades, contact the Academic Affairs Administrative Office

2. The Academic Affairs Administrative Office cannot provide individual responses to students regarding whether they meet the advancement requirements.

3. If students fail to meet the advancement requirements, they will be required to repeat the same year level. Since the same rules apply to all students to ensure fairness, there are no remedial measures or special considerations.

Advancement Requirements

Advancement Requirements for the 2nd year (1st year to 2nd year)	Advancement Requirements for the 3rd year (2nd year to 3rd year)	Advancement Requirements for the 4th year (3rd year to 4th year)
-Earn a minimum of 30 credits	-Earn a minimum of 60 credits	-Earn a minimum of 90 credits

Graduation Requirements

Students need to meet all the following requirements to graduate from the University. Once students meet the graduation requirements, the University President will officially recognize their graduation after approval from the faculty council meeting (School Regulations Article 17-1,2 and 18-1).

<Graduation Requirements>

1. Studying at the University for at least 4 years.

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

   Of the 124 credits, at least 30 credits must be earned through schooling instruction or media-class instruction.

3. Payment of the tuition fees set by the University.

*The term "Studying" refers to the period during which a student is enrolled in and attending the university, excluding any periods of leave of absence.

<Terminology>

1. Term of study: required number of years in order to earn a degree at Musashino University

   Minimum length of standardized education and study required for graduation

2. Maximum term of study (period of attendance): At our university, students are not allowed to remain enrolled for more than twice the term of study (8 years for undergraduate students / 4 years for students of master's programs and the postgraduate course/6 years for students of doctoral courses).

   This is called the maximum term of study and, and this period is called the period of attendance.

   The period of temporary leave of absence is not included in the maximum term of study (period of attendance).

3. Period of temporary leave of absence: The maximum length of temporary leave of absence varies depending on affiliations.

   The total period cannot exceed the period in the table below.

4. Enrollment period: The period of attendance (a) does not include the period of temporary leave of absence (b), therefore, this indicates the maximum period of attendance as a student of Musashino University.

①Term of study	②Maximum term of study (period of attendance) (a)	③Period of temporary leave of absence (b) (Maximum length)	④Enrollment period（a+b）(maximum period of attendance)
4 years	8 years	3 years	11 years

<Note>

1. Students are responsible for confirming if they meet the graduation requirements using the Learning Guide (4. **Course Registration Planning**, 10. Graduation Requirements), the Course Guide (**Table of Graduation Credit Requirements**), and MUSCAT (**Course/Grade related information**). Contact the Academic Affairs Administrative Office for any questions. The Academic Affairs Administrative Office cannot provide individual responses to students regarding whether they meet the graduation requirements

2. Once students meet all the graduation requirements, they will automatically graduate. Students cannot defer their graduation once they meet all the graduation requirements. If there are special circumstances, consult the advisor in advance.

3. Students repeating the graduation year will automatically graduate at the end of the Spring Semester if they meet the graduation requirements. If students wish to graduate at the end of the 1st or the 3rd term, a separate application is required. The application periods will be informed on MUSCAT.

<Certificate of Expected Graduation (students in the graduation year (4th year))>

-A certificate of expected graduation is issued to students in their graduation year (4th year) if they meet the graduation requirements, including the credits from courses currently being registered.

-The certificate of expected graduation is scheduled to be issued starting in mid-May.

Graduation Periods

The periods for graduation are as follows.

Period when Graduation Requirements are met		Graduation Period	Application	Note
Regular Graduation	Fall Semester (4th Term)	Mid to Late March	NOT Required	Students automatically graduate at the end of the Academic Year in which they meet the graduation requirements.
Deferred Graduation *students repeating the graduation year	1st Term	Late May to Early June	Required	Students who apply in advance and meet the graduation requirements can graduate at the end of the 1st term. *Students who meet the graduation requirements at the end of 1st term but have not applied in advance automatically graduate at the end of the Spring semester (2nd term).
	Spring Semester (2nd Term)	Mid to Late September	NOT Required	Students automatically graduate at the end of the Spring semester in which they meet the graduation requirements.
	3rd Term	Mid to Late November	Required	Students who apply in advance and meet the graduation requirements can graduate at the end of 3rd term. *Students who meet the graduation requirements at the end of the 3rd term but have not applied in advance automatically graduate at the end of the Fall semester (4th term).
	Fall Semester (4th Term)	Mid to Late March	NOT Required	Students automatically graduate at the end of the Academic Year in which they meet the graduation requirements.

Degree

The type of degree (as indicated in the graduation certificate) is as follows.

Faculty	Department	Title of Bachelor
Faculty of International Data Science	Department of Data Science	Bachelor of Data Science

Early Graduation

Students who wish to graduate early and have high academic performance can apply for early graduation (School Regulations Article 17-4). The details of the application will be informed on MUSCAT.

Application Requirements	Students who meet all three requirements are eligible for application. 1. Students enrolled in School of Distance Learning since their 1st year. 2. Students who have a clear objective and determination to graduate in three years. 3. Students have earned 30 or more credits and whose cumulative GPA is 3.7 or higher at the end of their 1st year.
Procedures/Permission	-Applicants who meet the requirements must submit an **Early Graduation** (3-year Graduation) **Application Form** to the President at the end of their 1st year. -After screening process and interviews, and the deliberation of the Faculty Council, the President will approve their application. -Approved candidates can take up to 50 credits from listed courses. -Candidates must fulfill all the following criteria at the end of their 2nd year to maintain the early graduation approval: (1) having earned at least 80 credits, or (2) cumulative GPA is 3.7 or higher.
Approval of Early Graduation	Candidates must fulfill all the following requirements at the end of their 3rd year for Early Graduation. 1. Having earned the credits specified as graduation requirements in Article 17 of School Regulations. 2. Cumulative GPA is 3.7 or higher.

11. Transfer to other Faculty/Department

-Musashino University offers a transfer system for changing faculties or departments to help students continue their studies by resolving mismatches in their academic discipline.

-Under certain conditions, students can apply to transfer to a different faculty or department (including distance learning programs).

-Students who complete and pass the required procedures (written examination, interviews, etc.) will be approved to transfer.

-The procedures will be informed on MUSCAT by the Academic Affairs Administrative Office around mid-September.

Transferable Departments

(1) On-Campus Program: All Faculties and Departments

(2) Distance Learning Program: Faculty of Human Sciences, Department of Human Sciences. Faculty of Education, Department of Education

Application Requirements

Students who meet the application requirements for the department.

Examination

The content of the examination varies by faculty and department. Confirm the application documents informed on MUSCAT.

NOTE

1. Not all credits earned in the former department will necessarily be recognized in the new department.

2. Acceptance for a transfer may be canceled if applicants fail to advance to the next year level.

3. Once applicants have received a preliminary acceptance, they cannot decline the transfer, regardless of the reasons.

Application Schedule

	Transfer from the Fall semester (Only to Distance Learning Program)	Transfer from the next Academic Year (To all faculties/departments)
Pre-application period (Distribution of Documents)	Mid to Late June	Early to Mid-October
Preparation of application form and interview with faculty members	Late June to Early July	Early October to Beginning of November
Application period	Mid to Late July	Beginning of November
Screening process	Early to Mid-August	Mid-November to Mid-December
Notice of result	Early September	Early February

*Confirmed schedule will be informed on MUSCAT.

Maximum Numbers of Transferable Credits

-Credits earned in the former department can be recognized in the new department.

- The maximum number of recognized credits is determined based on the host department. .

- For on-campus students, credits are individually recognized up to a maximum of 60 credits.

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For correspondence students, credits are recognized collectively up to a maximum of 30 credits in the 2nd year, 60 credits in the 3rd year, and 90 credits in the 4th year.

-Contact the Academic Affairs Administrative Office/Musashino Academic Affairs Administrative Office for the details.

Course Registration - Adding and Dropping Courses -

*Some courses, such as required courses, are pre-registered and cannot be changed.

🔍 Substituted courses   🔍 Select Intensive Course   🔍 Optional courses of other departments

🔍 Search Courses

2023Academic Year

| 1st Term | 2nd Term | 3rd Term | 4th Term | ✏️ Unregistered 📋 Registered 📋 No Changes Allowed |

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						

	1st Term	2nd Term	First Semester	3rd Term	4th Term	Second Semester	Yearly
Upper Limit	-	-	-	-	-	-	40
Lower Limit	-	-	-	-	-	-	-
Course Credits	6	5	11	4	2	6	17

→ Confirm Entry

How to Add a Course

1. Click the "Pencil Mark" for the day and period you want to register.

2. Tick the box for the course you want to add, then click the "Register" button.

How to Drop a Course

1. Click the "Registered Mark (Purple Square)" next to the course you want to drop.
   *Courses marked with Gray Square cannot be dropped.

2. Untick the box for the course you want to drop, then click the "Register" button.

Notes

To complete your course registration (add or drop), click the "Confirm Entry" button and then click the "Register This Content" button in the next page. Without clicking the "Register This Content" button, your course registration will not be completed.

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Course Registration - Course Registration Page -

Left panel (screenshot with annotations):

Substituted courses | Select Intensive Course | Optional courses of other departments
Search Courses
3

2023 Academic Year

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

✏ Unregistered   📋 Registered   📋 No Changes Allowed

1

P	Mon	Tue	Wed	Thu	Fri	Sat
1		✏	✏			
2	📋 2210100205 ISC A Michael Nguyen 有明1－811	📋 2210300152 Managerial Accounting A 高橋 数 [A]1－307	✏	📋 2210100205 ISC A Michael Nguyen [A]1－707		
3	✏	📋 2210300152 Managerial Accounting A 高橋 数 [A]1－307	✏			
4	📋 2210300186 ゼミ/Seminar C KENICHRO WATANABE [A]1－805	📋 2210300168 Entrepreneurship Roderick Bugador [A]1－405	✏			
5	📋 2210300196 卒業論文/Graduation Thesis KENICHRO WATANABE [A]1－805	✏		✏	✏	
6	✏	✏		✏	✏	
7						

2

4

	1st Term	2nd Term	First Semester	3rd Term	4th Term	Second Semester	Yearly
Upper Limit	–	–	–	–	–	–	40
Lower Limit	–	–	–	–	–	–	–
Course Credits	6	5	11	4	2	6	17

5   → Confirm Entry

Notes:
For year-round, spring semester, or fall semester courses, the credits are divided into each term.
For courses that CAP does not apply, such as internships, are not included in the table.

Right panel (explanation table):

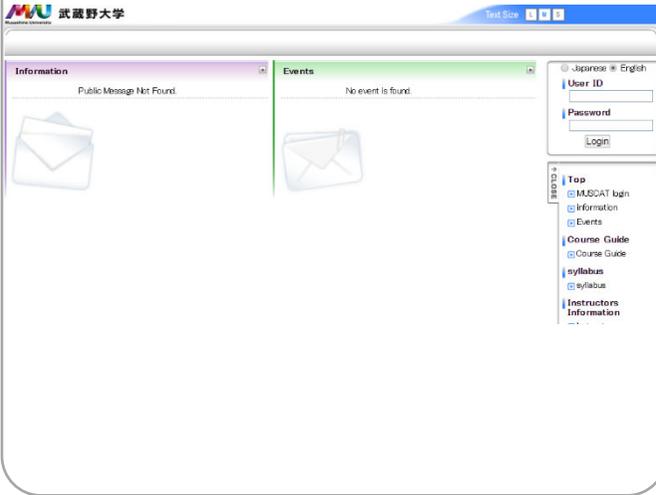|		
1	Term Tab	To switch terms for which you want to register courses.
2	Timetable	To check the timetable of registered courses. A pencil mark is displayed if there are available courses for registration. ・Required courses and designated courses for your year level are pre-registered. ・Even if a pencil mark is displayed, some course might not be available for registration due to course requisites, etc.
3	Substituted Courses	To register for substituted course. Refer to the Learning Guide and Course Guide for more details on substituted courses.
3	Select Intensive Course	To register courses which do not have a fixed timetable such as Summer or Spring Intensive, or Irregular Term Courses. When registering for these courses, be careful of timetable conflict with other courses. Only the courses in the selected term (1. Term Tab) will be displayed. *These courses do not appear when clicking a pencil mark in the timetable (2. Timetable).
3	Optional courses of other departments	To register courses from other faculties or departments. Only the courses in the selected term (1. Term Tab) will be displayed. *These courses do not appear when clicking a pencil mark in the timetable (2. Timetable).
3	Search Courses	To search for courses by course title or name of instructor, etc. Only the courses in the selected term (1. Term Tab) will be displayed.
4	Credits CAP Table	This indicates the number of credits registered in each term or semester. Ensure your registration does not exceed the Credit CAP.
5	Confirm Entry	To proceed to the next page to complete your course registration. Ensure you click this button to proceed to the confirmation page, otherwise your course registration will not be completed.

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Course Register - Overall Process (PC Site)

1 — Log in to MUSCAT

武蔵野大学

Information
Public Message Not Found.

Events
No event is found.

○ Japanese ● English
User ID
Password
Login

Top
- MUSCAT login
- information
- Events

Course Guide
- Course Guide

syllabus
- syllabus

Instructors Information

2 — Click on "Courses/Grades" > "Course Registration"

武蔵野大学

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 | Week | Month

4/ 6 (Mon) | 4/ | 9 (Thu) | 4/10 (Fri) | 4/11 (Sat) | 4/12 (Sun)

1学期-① | 1学期-① | 1学期-①

3 — Select the courses you want to register

Required courses and designated courses for your year level are pre-registered. Please confirm them.

1. Click the pencil mark for the day and period and select the course you want to register for.
2. For Substituted Courses, Intensive Courses, Irregular Term Course, and courses from other faculties or department that do not appear via the pencil mark, select the icons at the top of the page.

② Substituted courses | Select Intensive Course | Optional courses of other departments | Search Courses

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	2210100205 ISC A Michael Nguyen [A]1~S11	2210300152 Managerial Accounting A 高橋 数 [A]~707		2210100205 ISC A Michael Nguyen [A]~707		
3	①	2210300152 Managerial Accounting A 高橋 数 [A]~707				
4		2210300186 ゼミ/Seminar C KENICHIRO WATANABE [A]~605	2210300168 Entrepreneurship Roderick Bucador [A]~605			
5	2210300196 卒業論文/Graduation Thesis KENICHIRO WATANABE [A]~605					
6						
7						

	1st Term	2nd Term	First Semester	3rd Term	4th Term	Second Semester	Yearly
Upper Limit	–	–	–	–	–	–	40
Lower Limit	–	–	–	–	–	–	–
Course Credits	6	5	11	4	2	6	17

Confirm Entry

Once all courses are selected, click the "Confirm Entry" button to proceed to the confirmation page.
*Your course registration is NOT yet completed.

4 — Register the courses

Period	Mon	Tue	Wed	Thu	Fri	Sat
1						
2	2210100205 ISC A Michael Nguyen 初回1~S11	2210300152 Managerial Accounting A 高橋 数 [A]~707		2210100205 ISC A Michael Nguyen [A]~707		
3		2210300152 Managerial Accounting A 高橋 数 [A]~707				
4	2210300186 ゼミ/Seminar C KENICHIRO WATANABE [A]~605	2210300168 Entrepreneurship Roderick Bucador [A]~605				
5	2210300196 卒業論文/Graduation Thesis KENICHIRO WATANABE [A]~605					
6						
7						

	1st Term	2nd Term	First Semester	3rd Term	4th Term	Second Semester	Yearly
Upper Limit	–	–	–	–	–	–	40
Lower Limit	–	–	–	–	–	–	–
Course Credits	6	5	11	4	2	6	17

Return to Entry Screen | Register this Content

*The following items are registered

2020 Academic Year

Confirm Preview | Print

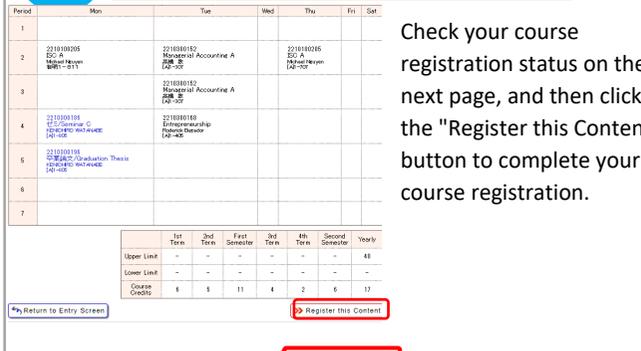Check your course registration status on the next page, and then click the "Register this Content" button to complete your course registration.

When the message "The following items are registered" appears, your course registration is complete.

5 — Confirm your course registration

After completing, ensure you double-check your course registration status by Clicking on "Courses/Grades" > "Course registration confirmation."

Course registration confirmation

Show

020 Academic Year

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

Period	Mon	Tue	Wed	Thu	Fri
1					
2	2210100205 ISC A Michael Nguyen 初回1~S11	2210300152 Managerial Accounting A 高橋 数 [A]~307		2210100205 ISC A Michael Nguyen [A]~707	
3		2210300152 Managerial Accounting A 高橋 数 [A]~307			
4	2210300186 ゼミ/Seminar C KENICHIRO WATANABE [A]~605	2210300168 Entrepreneurship Roderick Bucador [A]~605			
5	2210300196 卒業論文/Graduation Thesis KENICHIRO WATANABE [A]~605				
6					

Course Register - Overall Process (Smartphone Site)

1 Log in to MUSCAT

武蔵野大学 MUSCAT

User ID

Password

Login

Language

○ Japanese

◉ English

2 Tap "Courses/Grades" > "Course Registration"

Courses / Grades

Learning Support (Webpage)

Course Registration

Course registration confirmation

Grade Record

Syllabus

3 Select the courses you want to register

Required courses and designated courses for your year level are pre-registered. Please confirm them.

1. Select the term and day
2. Select the period

Course Registration   MENU

2024 Academic Year

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

Mon | Tue | Wed | Thu | Fri | Sat | Intensi

Register

First Period
Unregistered   ②

3. Available courses will appear. Select the course you want to register.

Back   Course Registration   MENU

2024 Academic Year 4th Term Mon Fifth Period

Search Code,Lecture subject name,Faculty name,Classroor

0010041210
Practice for Tests of English1[Af_TOEIC_Intermediate]
大塚　節生
[A]1-201

0010061011
Perspectives on Environmentology[a]
Takaya Kubo

4. Select Course Registration

*For Intensive Courses and Irregular Term Course, select "Intensive"

*For courses from other faculties or department,

  select "Search Course"

*For Substituted Courses, select "Substituted Courses"

5 Confirm your course registration

After completing, ensure you double-check your course registration status by taping "Courses/Grades" > "Course registration confirmation."
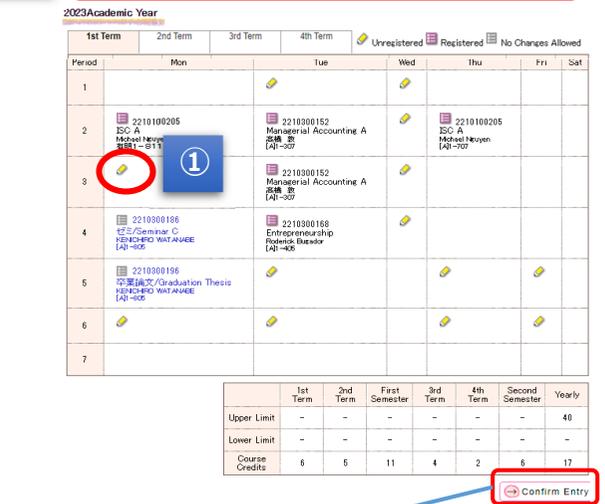
Courses / Grades

Learning Support (Webpage)

Course Registration

Course registration confirmation

Grade Record

Syllabus

4 Register the courses

Once you select the course, tap the "Register" button.

Seventh Period

Register

🔍 Search Course

Substituted Courses

Show Week Display

Number of credits

	Upper Limit	Lower Limit	Course Credits
1st Term	-	-	6.75
2nd Term	-	-	5.75

When the message "Registration completed" appears, your course registration is complete.