

COURSE REGISTRATION INSTRUCTIONS for Exchange Students (Graduate Students)

BASIC INFORMATION

Exchange students must complete their course registration via "Course Registration" system on keio.jp.

📖 Course Registration Manual 📖

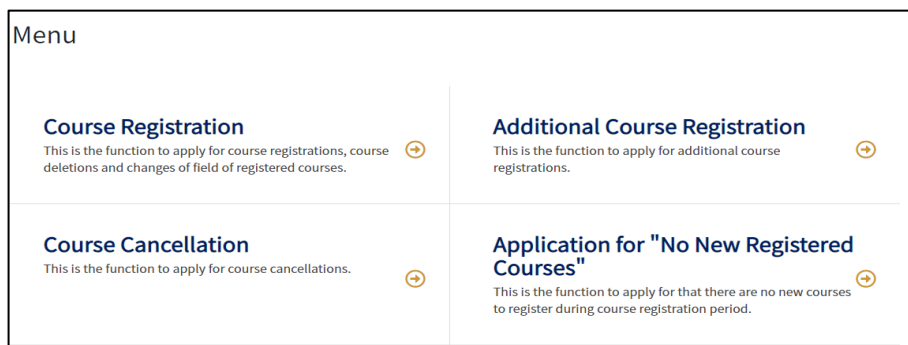
<https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html>

1. You must obtain Keio ID first in order to login to the Course Registration system.
Activation Key to get Keio ID will be provided at student orientation on **September 17, 2026**.
If you are not able to attend the orientation, please stop by at our office located on the 1F, 25th building.
2. **After 9:00am on September 22**, activate your keio.jp account and complete user registration. You will obtain your Keio ID and its password.
<https://activation.keio.jp/activate/Fac>
3. Please register for all the courses you wish to take.

COURSE REGISTRATION MANUAL

1. Proceed to the Course Registration (Additional Course Registration) screen

Login to [keio.jp Portal](#), then select "Course Registration" in the "Class" category. Select "Course Registration" in the menu.



2. Register courses you wish to take

1. Press "Add Courses" button or "+" button, "Course Search" screen will appear.
2. Input the search conditions or course registration numbers, then press "Select" button of the course you wish to take, "Add Courses" screen will appear.
You will be able to register courses from **A** and **B**:

A: Courses offered by Graduate School of Science and Technology → See the attached course list

B: International Center Courses which are conducted in Mita/Hiyoshi Campuses:

https://www.ic.keio.ac.jp/en/aboutic/aboutcourse/list_international_center_courses.html

3. Select the field, then press "Add" button, the course will be registered.

4. Repeat the procedure 1~3 , register all course you wish to take.

	Spring semester	Fall semester	Course List	by Field		
	Add Courses					
	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	+	+	+	+	+	+
2	+	+	+	+	+	+
3	+	+	+	+	+	+
4	+	+	+	+	+	+
5	+	+	+	+	+	+
6	+	+	+	+	+	+
7	+	+	+	+	+	+
Other	+					

You can search for courses from “Search Condition” or “Course Registration Number” (five-digit number)

Search for Courses

Search Condition

Course Registration Number

Affiliation

INTERNATIONAL CENTER

Department

None

Course

All

Year

4th

Semester

Fall semester

Day

Mon.

Period

1

Course Name

Lecturer

☒ Courses I cannot register are not displayed.

Field A

Not Specified

Search

2 results (Showing 1 of 1 pages)

First

Prev

1

Next

Last

Enter the Course Registration Number and press “Search” button.

Search for Courses

Search Condition

Course Registration Number

Add Input Columns for Course Registration Number

Reset

47127

Search

1 results (Showing 1 of 1 pages)

First

Prev

1

Next

Last

INTRODUCTION TO JAPANESE CINEMA 2 AINGE, MICHAEL W. 2 Credits

Fall Mon.5

Course Registration Number:47127

Campus/Offerd by:Mita • INTERNATIONAL

CENTER

Field A:None

Course Restriction:Lottery is scheduled.

Select

First

Prev

1

Next

Last

Close

Press “Add” button to add the course.

How to delete the registered courses

If you wish to delete the registered courses, press "Detail" button, then "Detail" screen will appear.

Press the "Delete" button, then a confirm screen will appear. Press "Delete" button, the course will be deleted.

* For the courses that "Cannot be changed" is displayed in the registration status area, you cannot delete it.

Detail

Course Name

INTERMEDIATE MICROECONOMICS 1A

Lecturer

WATABE, MASAHIRO

Credits

2 Credits

Semester

Fall

Day/Period

Mon.1

Course Registration Number

00782

Campus/Offerd by

Mita • INTERNATIONAL

CENTER

Registration Status

Field Name

A

Change

Delete

Close

3. Press [CHECK] button and confirm whether an error message is not displayed in the "Correction Required" area.

If you add courses or delete courses, the following message will be displayed in the "Correction Required" area. Once you have registered the courses you wish to take, be sure to press [CHECK] button.

The screenshot displays a web interface for course registration. At the top, a pink box titled "Correction Required" contains the message: "Your course registration has not been completed due to the following errors. Please check the error messages and correct the errors." Below this, a bullet point states: "The CHECK has not been completed after course addition, deletion, change of fields. Please be sure to press CHECK." Below the message box, there is a section titled "Course List by Field" with tabs for "Spring semester" and "Fall semester". The "Fall semester" tab is selected. A blue button labeled "Add Courses" is visible. The course list is presented in a table with columns for days of the week (Mon., Tue., Wed., Thu., Fri., Sat.) and rows for course numbers (1-6). Each cell in the table contains a blue plus icon. Row 5 is expanded to show details for "INTRODUCTION TO JAPANESE CINEMA 2" (A/N/G/E, MICHAEL W., 2 Credits). The details include: [Semester] Fall, [Campus/Offerd by] Mita - INTERNATIONAL CENTER, [Course Registration Number] 47127, and [Field Name] A-- (with a "Detail" link). At the bottom of the interface, a dark blue bar contains the same "Correction Required" message as the pink box, with a red rectangle highlighting the "CHECK" button.

4. Correct errors if error messages are displayed in the "Correction Required" area.

After pressing [CHECK] button, if your course registration is incomplete, error messages will be displayed in the "Correction Required" area.

Please confirm error messages and be sure to correct errors until the "Correction Required" area is disappeared. If the course registration period ends without correcting the error, the courses you have registered may not be approved or the student may be disadvantaged in the lottery for a course permit.

Also, if messages are displayed in the "Confirmation" area, confirm them and modify your course registration if necessary.

Common Error Messages:

[Not Permitted]

This message is displayed when you try to register for a restricted course.

Because you are not allowed to register for the course, please delete it. If this message is displayed even though you are permitted to take the course, contact the academic affairs office on your campus.

[Conflict with timetable]

This message is displayed when you try to register multiple courses that are held at the same time. (Some of the courses span more than one class period even if this is not explicitly stated on the timetable, and the additional class periods are also considered.)

This message is also displayed when you try to register for a course taught on a different campus when it would be impossible to travel between the campuses in time. (For example, this error would be displayed if you try to register for a course (with "In-Person" format) held on Yagami Campus in first period and another course (with

“In-Person” format) held on Mita Campus in second period).

→You have to cancel the course(s).

[Course Completed]

This message is displayed when you have already completed a course registration of the same name before the last semester (for some faculties and graduate schools, before the last academic year).

This message is also displayed when two courses, each with a different name, are treated as the same course.

→You have to cancel the course(s).

[Corequisite Required]

Some courses require you to be enrolled in another course simultaneously. This message is displayed when you do not

satisfy this requirement.

→You have to register for the course(s) that must be taken as a set.

If other error messages are displayed, please refer to;

<https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html>

*** Soon after the end of the Course Registration period, you will not be able to access the system.**

<Course Registration Period >

Type of Courses (semester/quarter)	Registration Deadline
1 st Registration Period	September 25 (Fri) 12:30 - September 28 (Mon) 16:00
2 nd Registration Period	September 29 (Tue) 16:00 - October 8 (Thu) 10:00

<Course Cancellation Period>

Type of Courses (semester/quarter)	Cancellation Deadline
Courses on a semester system and a quarter system	October 22 (Thu) 10:00 - October 23 (Fri) 16:00
Courses on the second half of a <u>quarter system</u>	December 14 (Mon) 10:00 - December 15 (Tue) 16:00 -