

# COURSE REGISTRATION INSTRUCTIONS for Exchange Students (Graduate Students)

## BASIC INFORMATION

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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>

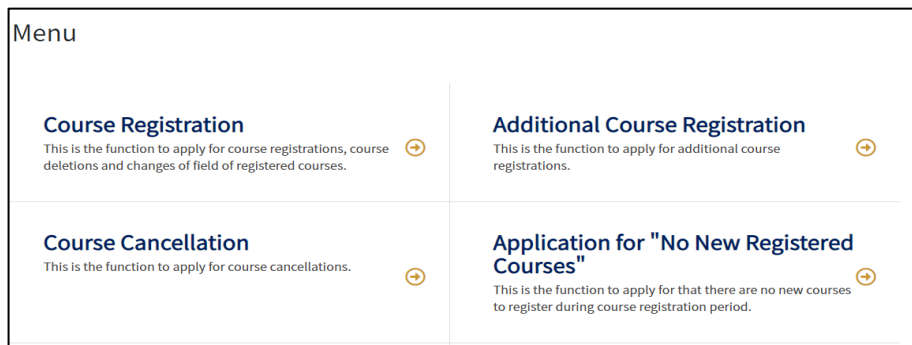
1. You must obtain Keio ID first in order to login to the Course Registration system.  
Activation Key to get Keio ID will be provided at student orientation on **March 27, 2026**.  
If you are not able to attend the orientation, please stop by at our office located on the 1F, 25<sup>th</sup> building.
2. **After 9:00am on April 1**, 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

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### 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](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		
	<input type="button" value="Add Courses"/>					
	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>
2	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>
3	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>
4	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>
5	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>
6	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>
7	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>	<input type="button" value="+"/>
Other	<input type="button" value="+"/>					

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

Search for Courses ✕

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**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

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

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.

First Prev **1** Next Last

Search

Select

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 banner reads "Correction Required" and states: "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 indicates: "The CHECK has not been completed after course addition, deletion, change of fields. Please be sure to press CHECK." The main area features a grid for selecting courses. The grid has columns for "Spring semester", "Fall semester", and "Course List by Field". The days of the week (Mon., Tue., Wed., Thu., Fri., Sat.) are listed as headers. A blue "Add Courses" button is on the left. Row 5 is highlighted, showing course details: "INTRODUCTION TO JAPANESE CINEMA 2 AINGE, MICHAEL W. 2 Credits [Semester] Fall [Campus/Offered by] Mita - INTERNATIONAL CENTER [Course Registration Number] 47127 [Field Name] A--". A red box highlights the "CHECK" button at the bottom of the grid. A dark blue banner at the very bottom repeats the error message: "The CHECK has not been completed after course addition, deletion, change of fields. Please be sure to press CHECK."

### 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 message is 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 to the system.**

### <Course Registration Period >

Type of Courses (semester/quarter)	Registration Deadline
1 <sup>st</sup> Registration Period	April 3 (Fri) 12:30 - April 7 (Tue) 16:00
2 <sup>nd</sup> Registration Period	April (Tue) 16:00 - April 15 (Wed) 10:00

### <Course Cancellation Period>

Type of Courses (semester/quarter)	Cancellation Deadline
Courses on a semester system and a quarter system	April 29 (Wed) 10:00 - April 30 (Thu) 16:00
Courses on the second half of a <b>quarter system</b>	June 24 (Wed) 10:00 - June 25 (Thu) 16:00 -