

# Guidelines for Taking Physical Education Courses

Only courses taught in English can be counted as graduation credits. Information, including the venues for physical activities, classroom changes for lectures and seminars and changes to the class timetable will be posted on the Institute of Physical Education website (<https://ipe.hc.keio.ac.jp/>). Students who register for courses should check on information frequently posted on the website.

It may not be possible to register for physical activity courses if you are undergoing treatment for an illness or injury with restrictions on physical exercise. In such cases, please ensure to consult an academic advisor for the Institute of Physical Education in advance. If you have any questions on registering for physical education courses, please speak to an academic advisor for the Institute of Physical Education by making a request at the Research Centers and Institutes service counter, Hi-yoshi Office of Student Services.

## 1 Aims of the Physical Education Courses

One of the major objectives of physical education courses is for students to better understand humankind through experiencing and comprehending various phenomena of the body and by scrutinizing their own existence within society. In particular, we aim to nurture human beings enriched by their discernment and mastery of the “somatic” or “embodied knowing” that is expressed by the body beyond verbalizations of knowledge. All courses adopt various approaches in line with this objective in addition to the subdivided goals specific to each course.

## 2 Structure of Physical Education Courses

The physical education courses include the four courses of “Lecture on Physical Education 1/2,” “Seminar on Physical Education,” “Physical Activity A,” and “Physical Activity B.” The handling of courses and the maximum number of credits that can be recognized differs between faculties and departments. Carefully read the course registration guide for your affiliated faculty before registering for courses. An outline of each course is given below. For details of the class content, please refer to the online syllabus (see page 10 of this document).

Lecture on Physical Education 1/2, Seminar on Physical Education, and Physical Activity A are evaluated by the five grade levels of S, A, B, C, and D. Physical Activity B is evaluated by the two grade levels of Pass or Fail.

- (1) Lecture on Physical Education 1/2 (2 credits) …Lectures related to sports science, body, health, exercise, etc.
- (2) Seminar on Physical Education (1 credit) …Seminar-style classes with lectures and practice
- (3) Physical Activity A (1 credit) …Physical activity: Sports
- (4) Physical Activity B (1 credit) …Physical activity: Sports

Note that most Physical Activity Courses will be conducted on campus (face-to-face), with only one course offered in an on-demand format. Students who wish to register for Physical Activity Courses but are unable to participate in face-to-face classes for unavoidable reasons related to COVID-19 (coronavirus disease), must ensure that they choose the course that is offered in an on-demand format. It will not be possible to accommodate students who cannot participate in face-to-face classes for Physical Activity Courses which are held on campus. Although students without circumstances requiring special considerations can register for courses holding classes in an on-demand format, a lottery will take place with priority given to students with such circumstances. Details will be announced on the Institute of Physical Education homepage by the time of course registration.

Physical education courses include Physical Activity A and Physical Activity B, and students should be particularly aware that the evaluation methods are different for each course. Physical Activity A offers Weekly Sports and Physical Activity B offers Seasonal Sports. An outline of these courses is as follows:

Weekly Sports……Classes offered once a week

\* Days for sessions other than the weekly classes have been set for quarter system courses.

Seasonal Sports ……Classes lasting 7 days during the summer break (July~September) or during the spring break (February). However, training camps are in principle four-day three-night events.

## 3 Procedures up to Course Registration for Physical Education Courses

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| <b>Late March</b> | <p><b>Guidance on physical education courses</b></p> <p>Handouts for this guidance will be uploaded on website Detailed information will be announced on Institute of Physical Education website (<a href="https://ipe.hc.keio.ac.jp/">https://ipe.hc.keio.ac.jp/</a>)</p> |
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| <b>April 3 (Sun)</b><br><b>12:30–</b><br><b>April 5 (Tue)</b><br><b>16:45</b> | <p><b>[Spring Semester]Course Registration Period(first registration)</b><br/> <b>Applicable courses: Spring Semester courses, Spring First-Half-Semester courses, Spring Second-Half-Semester courses</b></p> <p>Please complete the registration for <u>all</u> courses you wish to take during this period. After completing the registration, please make sure that there are no mistakes or omissions in courses and fields.</p> <p>Students can delete the registered courses at the first registration during the second registration period scheduled later. Please be aware that students cannot register courses that have reached their quota for registered students due to the first registration results during the second registration period.</p> <p>Details about the procedure for registration, etc., can be found on Course Registration System User Manual (<a href="https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html">https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html</a>)</p> <ul style="list-style-type: none"> <li>* If students have any problem registering courses using the Course Registration System, make an inquiry to the staff in charge of your affiliated faculty at the Hiyoshi Office of Student Services.</li> <li>* The courses displayed on the “View Your Registered Courses” screen are not granted permission. Students may not be permitted due to screening or courses for which amendments will be necessary due to insufficiencies or errors in the registration.</li> </ul> |
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| <b>April 7 (Thu)</b><br><b>–April 20 (Wed)</b> | <p><b>[Important]Completing the Annual Health Check</b></p> <p>You must undergo an annual health check conducted by the Keio University Health Center in order to register for practical skills courses. If you are considering taking a practical skills course offered in the fall semester, please be sure to complete your health check during this period.</p> <p>Even if you register for the class using the online system, should you fail to undergo your health check, you will be denied entry to the relevant course and given a grade of “D”(Fail).</p> |
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For more details, please refer to Health Center Website ([www.hcc.keio.ac.jp/en/](http://www.hcc.keio.ac.jp/en/)) or Institute of Physical Education Website (<https://ipe.hc.keio.ac.jp/>).

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| <b>April 6 (Wed)</b><br><b>18:00 (tentative)</b> | <p><b>[Spring Semester]</b><br/> <b>Announcement of course registration adjustment results</b></p> <p>Adjustments will be made to a course if there are a particularly large number of students registering for it. Please check adjustment results on the “Course Registration” screen under “Class” the category menu on the keio.jp portal (<a href="http://keio.jp">http://keio.jp</a>). Please check “Adjustments to registrations for Hiyoshi Courses(screening/lottery)” on the Keio Student Website (<a href="https://www.students.keio.ac.jp/hy/class/registration/restriction.html">https://www.students.keio.ac.jp/hy/class/registration/restriction.html</a>) on how to interpret the results of adjustments for courses, etc.</p> |
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| <b>April 6 (Wed)</b><br><b>18:00–</b><br><b>April 14 (Thu)</b><br><b>10:00</b> | <p><b>[Spring Semester]Course Registration Period(second registration)</b><br/> <b>Applicable courses: Spring Semester courses, Spring First-Half-Semester courses, Spring Second-Half-Semester courses</b></p> <p><b>* Important*</b> If you register for these courses during the second registration period, please ensure to carry out course registration <u>at least one day before the first class is scheduled to take place</u> and attend the first class meeting.</p> <p>If the course reaches capacity, a lottery system will be used to determine successful registrants on the first day of class. Registration results will be sent to your keio.jp email address so please make sure to check your emails.</p> <p>* Please complete your registration for Physical Education Lectures I by the end of the second registration period.</p> <p>After completing the registration, please <u>make sure</u> that there are no mistakes or omissions in courses and fields.</p> <p>After the second registration period, the content of your course registration cannot be changed, except during the designated period for amending registration errors and the course registration cancellation period(p. 18 in this booklet). Please take sufficient care when registering for courses.</p> <p>Details about the procedure for registration, etc., can be found on Course Registration System User Manual (<a href="https://www.students.keio.ac.jp/en/com/class/sysstem/course-reg-manual.html">https://www.students.keio.ac.jp/en/com/class/sysstem/course-reg-manual.html</a>)</p> <ul style="list-style-type: none"> <li>* If students have any problem registering courses using the Course Registration System, make an inquiry to the staff in charge of your affiliated faculty at the Hiyoshi Office of Student Services.</li> </ul> |
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- (1) If you will add or delete courses in light of the results of adjustments to course registrations, please do so during this period.
- (2) Courses that reached their quota for registered students at the time of the first registration cannot be added. Courses that can be additionally registered will be selectable on the online system.

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| <b>April 19 (Tue)</b><br><b>16:00–</b> | <p><b>[Spring Semester]</b><br/> <b>Course registration confirmation period</b></p> <p>Print the screen showing the list of courses registered for from the “View Your Registered Courses” screen on keio.jp portal and be sure to check the details.</p> <p>Please be aware that students are responsible for carrying out the necessary procedures, such as modifying their course registration during the specified period.</p> |
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April 20 (Wed) 8:45  
–April 22 (Fri) 16:45

[Spring Semester]

**Period for amending errors in course registration**

Please follow instructions from the Hiyoshi Office of Student Services and correct errors. It is not possible to make amendments on the Web System.

- (1) If an error in the course registration is pointed out by the Hiyoshi Office of Student Services, then make amendments during this period.
- (2) Unless there were errors in your course registration, you are not allowed to cancel courses that you have already registered during the period for amending errors in course registration.

September 27 (Tue)  
12:30–  
September 29 (Thu)  
16:45

[Fall Semester] **Course Registration Period (first registration)**

**Applicable courses: Fall Semester courses**

Please complete the registration for all courses you wish to take during this period. After completing the registration, please make sure that there are no mistakes or omissions in courses and fields.

Students can delete the registered courses at the first registration during the second registration period scheduled later. Please be aware that students cannot register for courses that have reached their quota for registered students due to the first registration results during the second registration period.

Details about the procedure for registration, etc., can be found on Course Registration System User Manual (<https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html>)

\* If students have any problem registering courses using the Course Registration System, make an inquiry to the staff in charge of your affiliated faculty at the Hiyoshi Office of Student Services.

\* The courses displayed on the “View Your Registered Courses” screen are not granted permission. Students may not permit due to screening or courses for which amendments will be necessary due to insufficiencies or errors in the registration.

September 30 (Fri)  
18:00 (Tentative)

[Fall Semester]

**Announcement of course registration adjustment results**

Adjustments will be made to a course if there are a particularly large number of students registering for it. Please check the adjustment results on the “Course Registration” screen under “Class” in the category menu on the keio.jp portal (<http://keio.jp>).

Please check “Adjustments to registrations for Hiyoshi Courses (Screening/lottery)” on the Keio University Student Website.

(<https://www.students.keio.ac.jp/hy/class/registration/restriction.html>) on how to interpret the results of adjustments for courses, etc.

September 30 (Fri)  
18:00–  
October 8 (Sat)  
10:00

[Fall Semester] **Course Registration Period (second registration)**

**Applicable courses: Fall Semester courses**

\* **Important**\* If you register for these courses during the second registration period, please ensure to carry out course registration at least one day before the first class is scheduled to take place and attend the first class meeting.

If the course reaches capacity, a lottery system will be used to determine successful registrants on the first day of class. Registration results will be sent to your keio.jp email address, so please make sure to check your emails.

\* Please complete your registration for Physical Education Lectures II by the end of the second registration period.

After completing the registration, please make sure that there are no mistakes or omissions in courses and fields. After the second registration period, the content of your course registration cannot be changed, except during the designated period for amending registration errors and the course registration cancellation period (p. 18 in this booklet). Please take sufficient care when registering for courses.

Details about the procedure for registration, etc., can be found on Course Registration System User Manual (<https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html>)

\* If students have any problem registering courses using the Course Registration System, make an inquiry to the staff in charge of your affiliated faculty at the Hiyoshi Office of Student Services.

- (1) If students will add or delete courses in light of the results of adjustments to course registrations, please do so during this period.
- (2) Students cannot register courses that reached their quota for registered students at the first registration. Courses that students can additionally register will be selectable on the online system.

October 13 (Thu)  
16:00~ (Tentative)

[Fall Semester]

**Course registration confirmation period**

Print the screen showing the list of courses registered for from the “View Your Registered Courses” screen on keio.jp portal (<http://keio.jp>) and be sure to check the details.

Please be aware that students are responsible for carrying out the necessary procedures, such as modifying their course registration during the specified period.

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| <b>October 14(Fri)</b><br><b>8:45</b><br><b>-October 17(Mon)</b><br><b>16:45</b> | <b>[Fall Semester]</b><br><b>Period for amending errors in course registration</b><br>Please follow instructions from the Hiyoshi Office of Student Services and correct errors. It is not possible to make amendments on the Web System. |
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- (1) If an error in the course registration is pointed out by the Hiyoshi Office of Student Services, then make amendments during this period.
- (2) Unless there were errors in your course registration, you are not allowed to cancel courses that you have already registered.

## 4 Payment of Activity Fees for Seasonal Sports

It is necessary to pay the activity fees within the specified period for the courses given below.

### Courses requiring payment of activity fees

Weekly Sports: Backcountry Skill

Seasonal Sports: Marine Sports Activities, Beach Volleyball, Sailing, Mountaineering Outdoor Recreation, Snow Skiing, Skating

| Course Name  | Payment Period                  | Office Hours           | Venue  |
|--|---------------------------------|------------------------|--|
| Backcountry Skill  | April 7(Thu)-April 12(Tue)      | Weekdays<br>8:45-16:45 | Hiyoshi Office of Student Services<br>The General Affairs and Inquiries Section<br>(Payment slip is issued.) |
| Marine Sports Activities, Beach Volleyball, Sailing, Mountaineering Outdoor Recreation | June 1(Wed)-June 7(Tue)         |                        |  |
| Snow Skiing, Skating   | November 1(Tue)-November 7(Mon) |                        |  |

Even if course registration is carried out for the courses written above, participation is not possible if the fees are not paid. If you cannot pay during the specified period, speak with the Research Centers and Institutes Counter in the Hiyoshi Office of Student Services. If you do not pay the fees without consulting the relevant office during the specified period, you will receive a "D" or "F" grade.

## 5. Course Cancellations

Students can cancel the courses they have registered (confirmed course registrations) by carrying out the required procedures during the designated period. For details, please refer to Chapter 3 "Procedures Up to Course Registration". However, the cancellation procedures and periods differ for courses requiring payment of practical skills class fees as stated below. Furthermore, the total amount paid may not be fully refunded when the course registration is cancelled after the payment has already been made.

### ◆ Physical Activity A(Weekly Sports)

| Application Period                          | Discipline                      | Cancellation Procedure    |
|---|---------------------------------|---------------------------|
| April 27(Wed) 10:00-<br>April 28(Thu) 16:45 | Backcountry Skills(Backpacking) | Cancel via the Web System |
| June 14(Tue) 10:00-<br>June 15(Wed) 16:45   | Backcountry Skills(Kayaking)    | Cancel via the Web System |

### ◆ Physical Activity B(Seasonal Sports)

| Application Period   | Discipline   | Cancellation Procedure         |
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| Day after confirmation of course registration-May 31(Tue)      | Marine Sports Activities, Beach Volleyball, Sailing, Mountaineering Outdoor Recreation | Cancel at your faculty counter |
| Day after confirmation of course registration-October 31(Mon.) | Snow Skiing, Skating   | Cancel at your faculty counter |