

## Office/Facility Opening Hours in Nakano Campus

The office/facility opening hours at the Nakano Campus will be as follows.

**1. Term: From Tuesday, April 1, 2025 to Thursday, July 31, 2025.**

\* Starting April 1, 2025, there will be some changes to office hours.

- ① The Administration Office on the 3rd floor of Low-Rise Wing will close 30 minutes earlier on class days.
- ② The Media Self-learning Room on the 2nd floor of High-Rise Wing will close 30 minutes earlier from Monday to Friday on class days, and it will be closed on Saturdays.
- ③ The Student Counseling Room on the 4th floor of Low-Rise Wing will be closed from 11:30 AM to 12:30 PM, Monday through Friday.
- ④ The Certification Courses Office on the 6th floor of High-Rise Wing will close 30 minutes earlier.

\* Any changes or updates will be announced accordingly.

**2. Office Hours:** (Office hours are subject to change.)

| Facilities                |   | Hours   |              | Notes  |
|---------------------------|---|---|--------------|--|
|                           |   | Mon~Fri   | Sat          |  |
| Nakano Campus Entry hours |   | 7:00~22:30 (Sun~Sat)                                    |              | Also accessible on Sundays and holidays, though administrative offices and facilities will all be closed.<br>For the library, please check the library <a href="#">website</a> .<br><u>On the days when classes are held on holidays (April 29 and July 21), they will be open as usual.</u> |
| 1 F                       | Cafeteria   | For opening hours, refer to the <a href="#">Website</a> | Closed       | The cafeteria space opening hours<br>【Weekday】 7:30~19:30<br>【Sat】 7:30~18:00<br>【Sun and holiday】 10:00~18:00   |
|                           | Meidai-Mart   |   |              |  |
|                           | Campus support (Travel・License)                         |   |              |  |
|                           | Learning Lounge   | 9:00~18:00 ※  | Closed       | ※ Closed at 17:00 on orientation and class suspension days.  |
| 2 F                       | Library   | For opening hours, refer to the <a href="#">Website</a> |              | Please check the library <a href="#">website</a> for access on Sundays and holidays.   |
|                           | Media Self-learning Room                                | 9:00~19:00 ※  | Closed       | ※ Closed at 17:30 on orientation and class suspension days.  |
| 3 F                       | Administrative offices                                  | 9:00~11:30<br>12:30~17:00 ※                             | 9:00~12:00   |  |
|                           | Faculty (waiting) room                                  | 8:30~19:30  | 9:00~12:30 ※ | Closed on orientation, on class suspension days and from July 23 onward.<br>※ No staff on Saturdays.   |
|                           | Campus clinic   | For opening hours, refer to the <a href="#">Website</a> |              |  |
| 4 F                       | Student counseling room                                 | 10:00~11:30<br>12:30~17:00                              | Closed ※     | Consultation Appointment (☎03-5343-8080)<br>※ Advance appointments necessary for consultations on Saturdays (9:00~12:00)   |
|                           | Media support desk                                      | 8:30~19:30 ※  | 8:30~14:00   | ※ Closed at 18:00 on orientation and class suspension days.  |
| 6 F                       | Certification Courses Office (Nakano Campus Sub-office) | 9:00~11:30<br>12:30~16:30                               | Closed       | Please check the <a href="#">website</a> for operation days and hours.   |
|                           | Employment and Career Development Support Room          | 9:30~11:30<br>12:30~18:00                               | 9:00~12:30   | Advance appointments necessary for consultations or alumni list browsing   |
| 8 F                       | MIMS Office   | 9:00~17:00  | Closed       |  |
| 9 F                       | Interdisciplinary Mathematical Sciences Faculty Office  | 9:00~17:30 ※  | Closed       | ※ Closed at 17:00 on orientation and class suspension days.  |
| 13F                       | Global Japanese Studies Faculty Office                  | 9:00~17:30 ※  | Closed       | ※ Closed at 17:00 on orientation and class suspension days.  |