


Course Registration using the Web System

* Note  Main Procedures. Numbers indicate operational sequence

1. Sequence for Course Registration using the Web System

Log in to the Menu for course guidance week Registration screen

- Click "Menu for course guidance week" on the portal login screen, log in from the "Login page for course registration period," and select "Course Registration."
- Check courses in the Current Schedule.

- ① Course Search
- Click the "Course Search" button and the course search screen will be displayed.
 - Select School, designate Course Category and enter Search Keyword. Click the "Search" button.
 - Courses permitted for registration that match the Search Keyword will be displayed. (Other courses will not be displayed.)

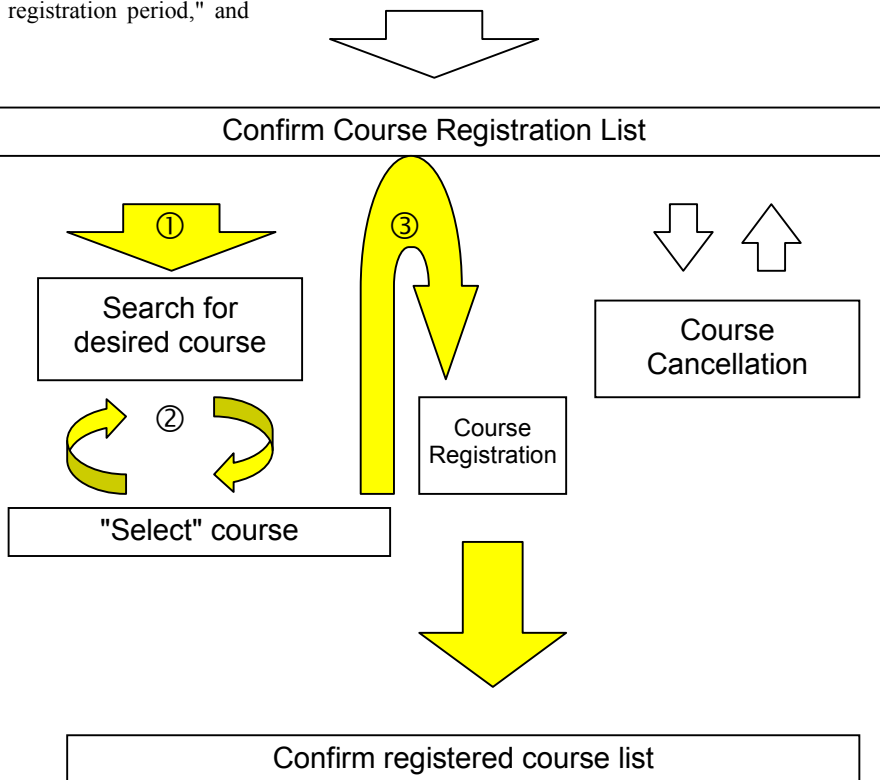
- ② Select course
- Click the Check Box. (Status will be Tentative Selection when you continue the search for the next course or return to the first page) * Repeat this process.

- ③ Course Registration
- You must click the "Course Add" button for the tentatively selected courses to register.

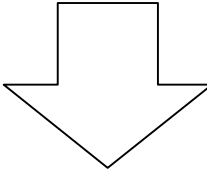
[Important]

- Selecting from Search Results will not complete the registration. Make sure to click the "Course Add" button to register your course.
- If "Registered" is displayed on the status column, the registration has been completed.

- All courses with registered status have completed the registration process. Confirm registration results for drawing result.
- For courses where checks are not made at the time of the registration, the result will be shown along with registration results.



Registered

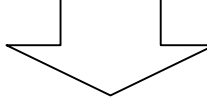


**Drawing/
Registration Check**

- Drawing/Registration Check will be done by the University

Error

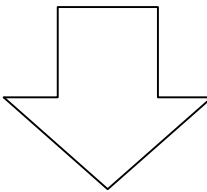
- When "Error" appears, check the type of error and make appropriate corrections



Cancellation

- Click the "Course Drop" button on Course Registration Screen.

Confirm



Registration results

- A list will be displayed, showing the courses that you may drop. Select the "Check Box" for the course you wish to cancel then click "Drop."

**Confirmed
Registration
Completed.**

**Over enrolled/
Not Accepted
To Next Registration**



2. Explanation of Course Registration using the Web System

All course registration using the Waseda-net portal begins from this screen (screen displayed after you log in and select "course registration").

(1) Current schedule of your school. It's not a time for Course Registration at your school. Please check "Course Registration Schedule" on the right button.

(2) Courses with Y charge a special enrollment fee. Click "!" for more information. Please click Course Title for syllabus.

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Mon.	4	SILS		English Academic Writing, Level 3 W-33		Nishiwaseda		English III	1	Registered
spring semester	Wed.	1	SILS		Tokyo: Introduction to Urban Anthropology	BERNARD, Rosemarie	Nishiwaseda		Intermediate Subjects	3	Registered
spring semester	Thur.	3	SILS		Gender Studies	KATSUKATA, Keiko	Nishiwaseda		Intermediate Subjects	3	Registered
spring semester	Fri.	3	SILS		Legal Environment of Business	WATERS, David	Nishiwaseda		Intermediate Subjects	2	Registered

(3) Course Search, Course Add, Course Drop

(4) Print Screen

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(1) Registration period

Registration deadlines differ by school. Please check the registration period for your school.

(2) Schedule

Status of courses is displayed according to course title. Courses with a ¥ mark in the Note column require a special enrollment fee. (If the enrollment fee is not paid by the designated date, registration will be cancelled.)

However, "Education Courses" and "Librarian/School Librarian Courses" require a single payment. There is no need to pay additional fees during the period of study.

(3) Function Buttons

"Course Search," "Course Add," and "Course Drop" are available.

① "Course Search"

Press the "Search" button and the screen will change to the "Course Search Screen." Select School, press OK and select Course Category. Fill in at least one item in the Search Keyword window. When you press the "Search" button, a list of courses you may register for will be displayed. (Any course that you are not able to register for will not appear.)

② "Course Add"

When you press the "Course Add" button, the confirmation screen for registration of tentatively selected courses will be displayed.

③ "Course Drop"

When you press the "Course Drop" button, the confirmation screen for course cancellation will be displayed. Courses that you are able to cancel are those whose status is either registered or tentatively selected.

(4) Print Screen Button

When the PC is connected to a printer, the screen image can be printed out by pressing this button. Please utilize this function to print out a record of your registered courses.

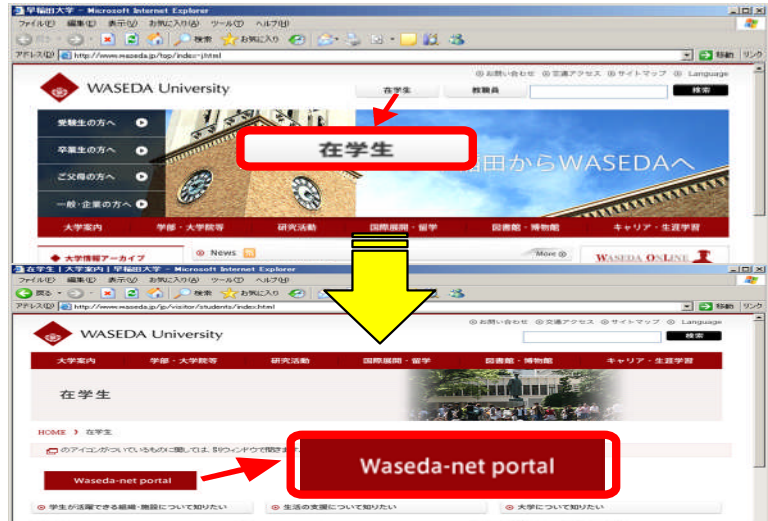
3. Procedure for Course Registration using Web System

1

Go to the Waseda-net portal login page

To use the Waseda-net portal, you will need a Login ID and Password provided by the University. The portal login page can be accessed by either:

- Selecting the "Current Students" page from the Waseda University homepage
<http://www.waseda.jp>
- Entering the URL address directly
<https://www.wnp.waseda.jp/>
- If neither of these is successful, refer to the "Computer Setup" section and confirm your computer and browser settings.

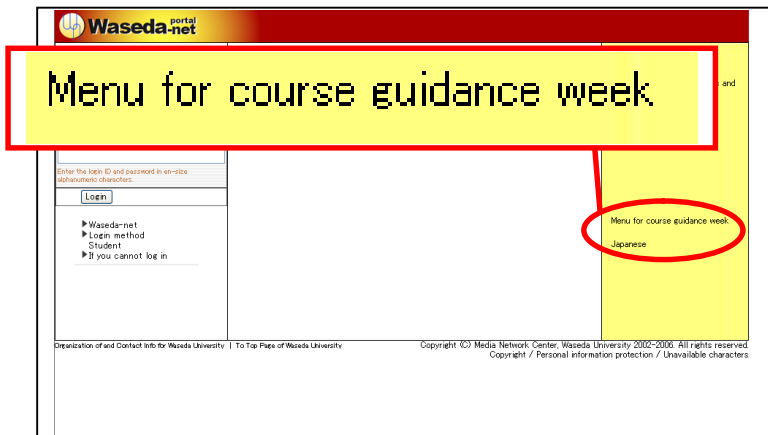


2

Menu for course guidance week

For "course registration," select "Menu for course guidance week."

- The menu is displayed on the lower right hand side of the portal login screen.
- Outside the registration period, log in by entering your login ID and Password.
- During the course registration period, use the "Login page for course registration period."

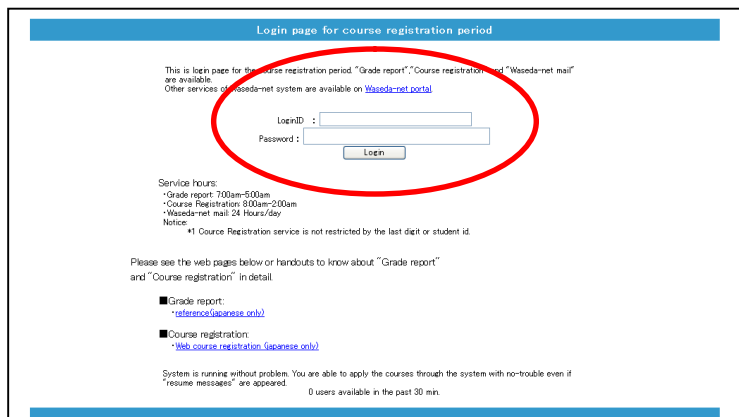


3

Login

From the login screen displayed after clicking "Course Registration"

- Enter Login ID and Password for Waseda-net portal and click the "Login" button.
- If you have a problem with login, click "If you cannot login" on the portal login screen.



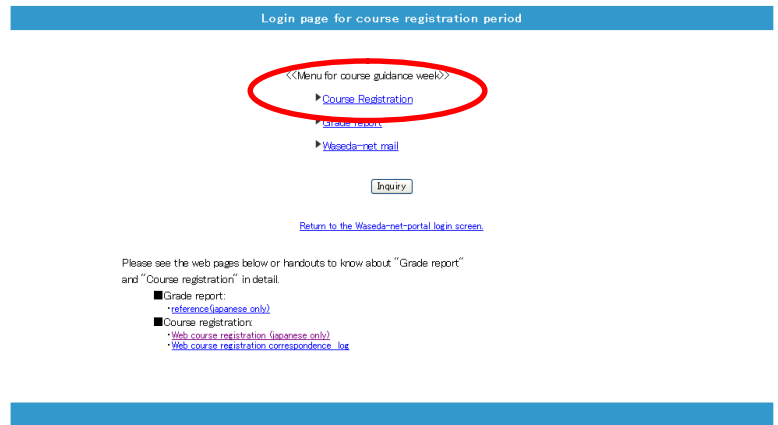
4

Menu for course guidance week

If login is successful, the "Menu for course guidance week" will be displayed.

Select "Course Registration" from the "Menu for course guidance week."

- If you would like to make an inquiry, click the "Inquiry" button, and enter your question and necessary information in the inquiry window.
- * Inquiries concerning grade reports are not accepted on this inquiry form.



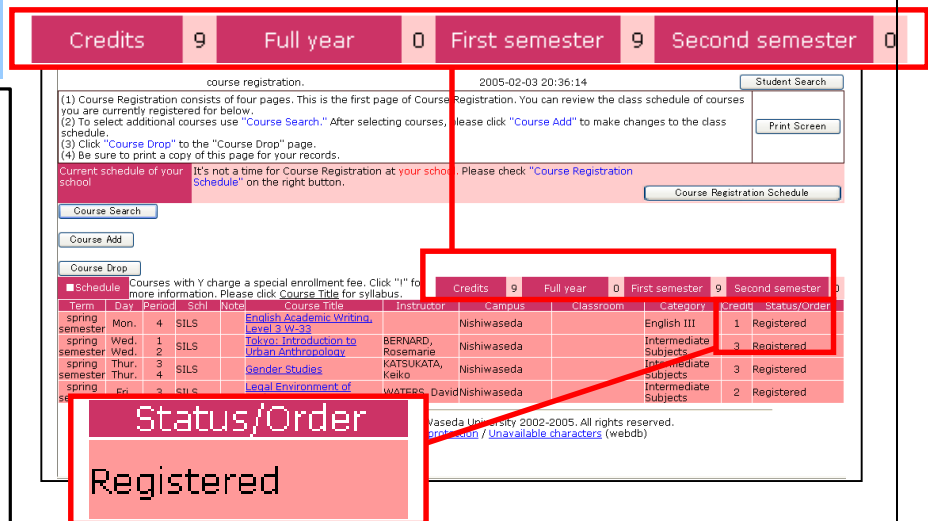
5

Course Registration Schedule

Click "Course Registration" and the "Course Registration Schedule Screen" will be displayed.

Confirm the schedule and status of registered courses, including automatically registered courses.

- "Credits" tell you how many required credits for graduation were added. Make sure credits are within the credit limits when registering. **(Credit will be the total for Full year, First and Second semesters).**
- During peak time the "Service Limit Screen" may appear.
- **Campus at which the classes are held will be displayed.**



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Course Search

The function searches for desired courses.

1. Select School and click OK.
 2. Next, select the desired Course Category.
- There must be at least one keyword in order to make a search. After entering, press the "Search" button.
 - If unable to find the desired course, reconsider your search keywords. Try deleting some keywords, such as Day and Period.
 - Courses you may register for will be displayed. (Other courses will not be displayed.)

1. School

Schl Letters I OK

2. Course Category

<<No course categories are listed>>

3. Search Keyword

Course Title
 Prefix search (Search in words beginning).
 Term
 Day
 Period

Search

Search methods

▼ Course title
Search to match from the beginning letters. Please do not include course letters and numbers in the keyword. For example if you want to search for "Philosophy IA" enter "Philosophy."

▼ Days · Period
Term, Day and Period can be specified with pull-down menus.

Search

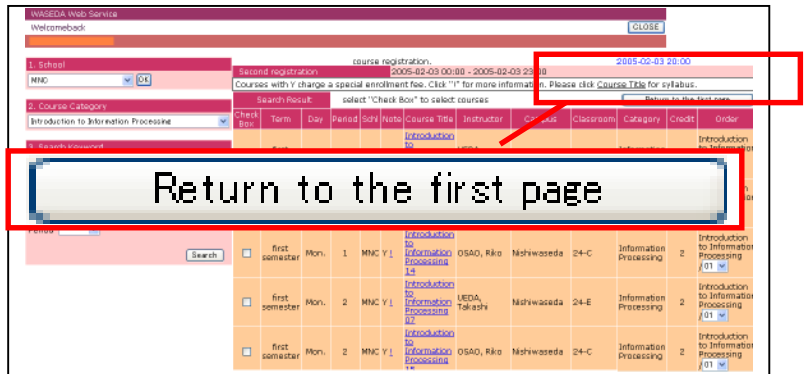
7

Select Course

To select a course from the search result, click the Check Box to the left of the course title.

You may select more than one course at a time.

When you close the page and click "Return to the first page" after placing a check in the Check Box, selected courses will appear as tentative selections.

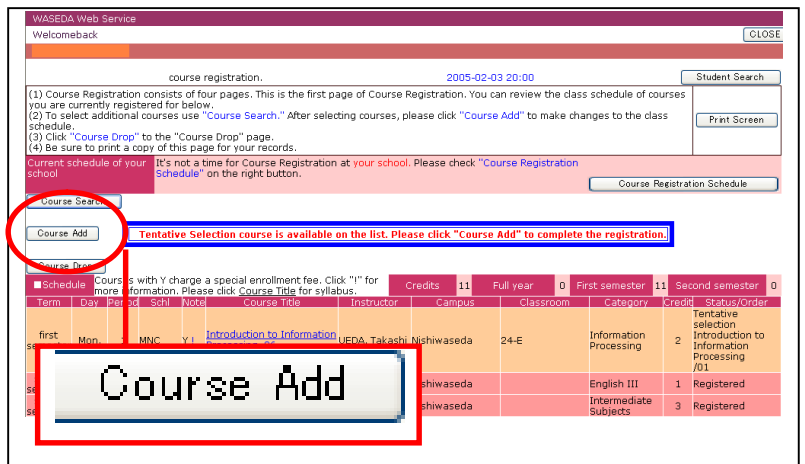


8

Course Add

After making your selection, return to the first page. The selected course will be displayed as a tentative selection. Press the Course Add button to register for the course.

- Repeat Course Search. You may register for more than one course at a time.
- When there are tentatively selected courses on the list, the following message will be displayed. Please press "Course Add" to complete the registration process.
- Check on which campus the classes will be held and make sure that you have enough time between classes.

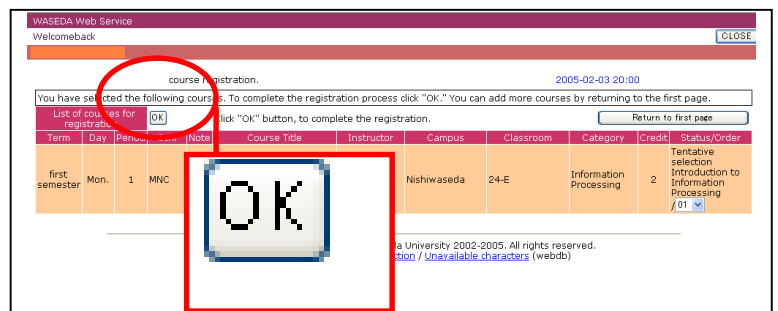


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Confirmation

When you click the "OK" button, a registration check will be executed and a determination will be made as to whether you can or cannot take the course.

- If there is no error, the status will change from "tentative selection" to "Registration submitted."
- If there is an error, the status will change and an error message will be displayed. Delete the course, resolve the problem and press "Course Add" once again.



The following checks will not be made in the Registration Check. These checks will be announced at the time of registration results. Please check the content of the course when registering for courses.

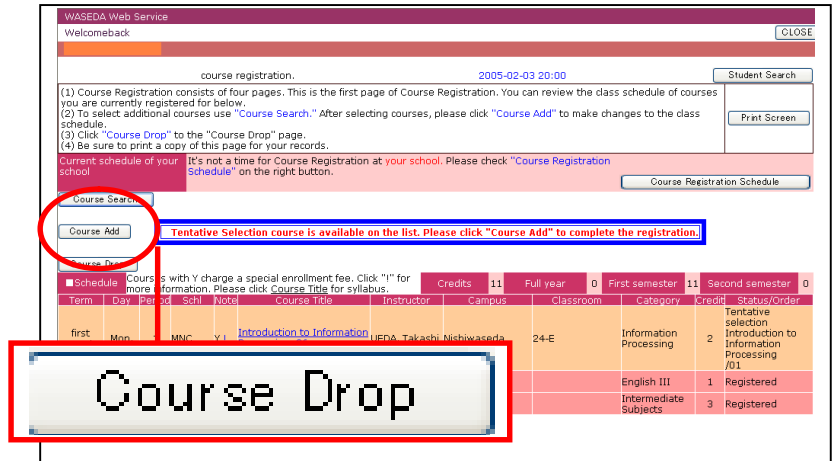
- Exceeding credit limits
- Traveling time from campus to campus between classes

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Course Drop

During the registration period, "Tentative Selection" and "Registered" courses can be cancelled. To cancel a course, click the "Course Drop" button.

*About "Registered" course Drop
After you cancel "Registered" course, **you cannot change back the course to "Registered" again.** If the course has open seats left, you may select the course. But there might be a random selection by the computer, so you might not be selected.

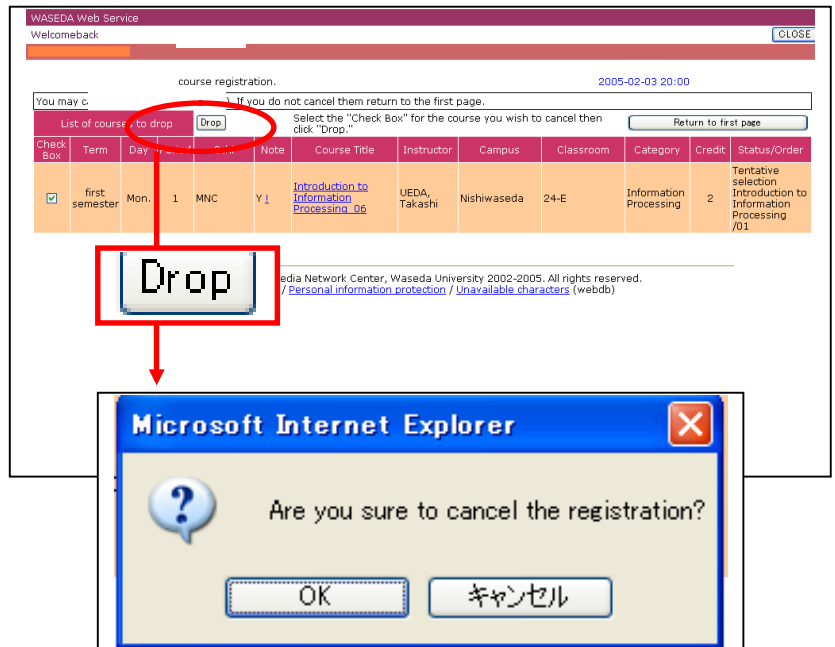


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Confirm Course Drop

A list of courses you may cancel will be displayed. Click the Check Box of the course you want to cancel and press the "Drop" button.

- You may not cancel courses with a status of "Confirmed" or "Processing"
- When you press the "Drop" button, a cancellation confirmation message will appear.

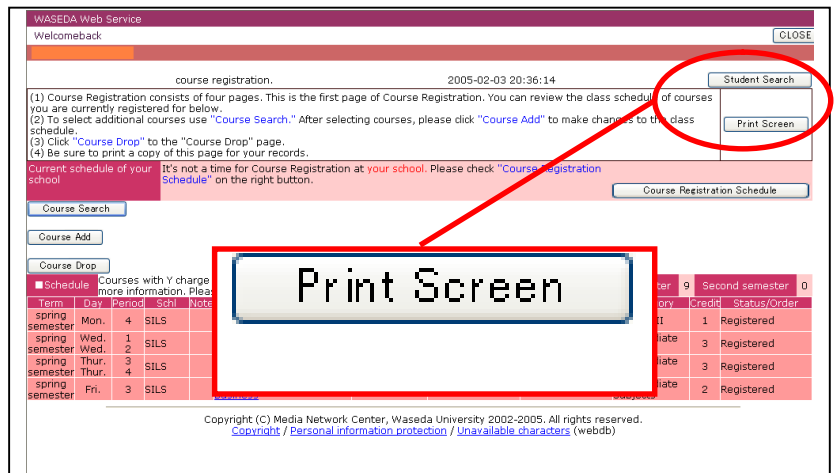


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Print Screen

If the PC you are using is connected to a printer, please print out the course registration screen for your records after you have completed the registration process.

- Courses with a status of "Registered" have been registered. Courses with a status of "Tentative selection" will be deleted when the screen is closed, so make sure to register with "Course Add" before closing.
- If a printer is not connected, write out the registered courses for your records.



Status of courses on the Registration Screen will be displayed as follows:

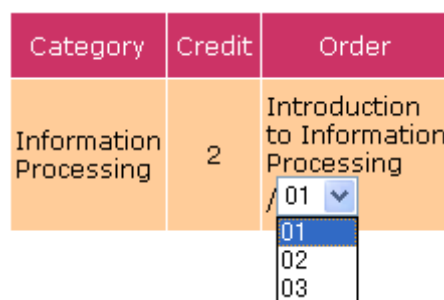
Status	Explanation	Status	Explanation
Tentative Selection	Status of Course Search "Tentative Selection." If you close the screen, the tentatively selected course will be invalidated. Possible to cancel.	Not Accepted	Course that was not accepted after "Tentative Selection" or "Registered" status, due to some problem. (Displayed during the announcement period.)
Registration Submitted	Permitted to register by pressing the "Course Add" button. Possible to cancel.	Registration under review	State of processing after registration period. Not possible to cancel. (Display after registration period until announcement.)
Registered	Course that has completed registration. Not possible to cancel. (Displayed after the announcement).	Over Enrolled	Course with more applicants than the capacity, and for which the student was not selected during a random drawing. (Displayed during the announcement period)

* About restrictions on the display.

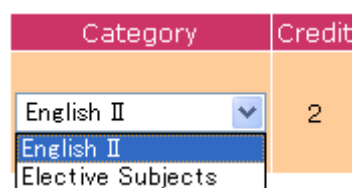
When performing a keyword search for a course, if the research result exceeds 100, an error message will be displayed on the Search Result Display. If this message appears, add more conditions, such as day, period and the first letter of the course you are seeking and redo the search.

Registration Methods

Order: Order registration is a method in which multiple registrations are made for courses that are likely to fill beyond capacity and require a drawing. You may list courses in the order of desire in a pull-down menu. When you select an order for the courses, always begin with 01 (first choice). If you select only 02 (second choice), the drawing for this choice will be held after the drawing for the first choice students has been completed, meaning that the possibility for registering for the course will be extremely low.



Category Change: When choices of category are available in a pull-down menu, you may change the Category for your course registration. For example, you may cancel a course that has exceeded the credit limit and change the category to one not included in the credit limit, enabling you to register for the course you desire.



- Try registering for a different school.

Change the School, and click the OK button. Next, specify your choice of Course Category. Make a search in the same manner as you would within your own school. After making your selection, press the "Course Add" button to register.



- Confirm the registration result.

Registration results for the courses you wish to register for will be announced after drawings and registration checks. All courses that you have successfully registered for will be marked "Confirmed." Those not available after drawings will be marked "Over enrolled," and those courses that you failed to register for due to a "registration error" will show "Not accepted" in the status column.

Category	Credit	Status/Order
First Year Seminar IIB	2	Registered
Intermediate Subjects	3	Registered
Intermediate Subjects	3	Registered
First Year Seminar IIA	2	Registered
Other Foreign Languages	2	Over enrolled
Introductory Subjects	2	Not accepted:Errors in sex registration

4. Notes for Course Registration Using the Web System

About the check function for registered courses

The following checks are done at the time of course registration using the Web System. An error message will be displayed.

[Major registration errors]

Error Display	Type of Error	Resolution
Duplicate registration error	Trying to add courses already registered for.	Unable to add
Duplicate Order error	Same order number is designated for different courses	Delete one of the courses with the same order
Duplicate in a day of the week or period	Days and periods overlap in two or more courses	Delete one of the courses with the day of the week or period

There are possible errors other than the above. Please refer to the Course Registration booklet to resolve any problems.

When an error message is displayed, delete the course showing the error display to resolve the problem.

Items below will not be checked at the time of registration. Please note the following when registering so that errors do not occur.

- Have you registered twice for a course?
- Have you fulfilled the prerequisites for the course?
- Is your credit limit not exceeded?

5. Other functions

- Links to related websites

When "URL" button is displayed in the Note column on the Search Result screen, there are websites available that are related to the course.

Click "Check" button and you will be linked to the related website.

Term	Day	Period	Schl	Note
first semester	Tues.	5	Open	URL

- Special enrollment fees

When "Fee" is displayed in the Note column on the Search Result screen, special enrollment fees must be paid for the courses .

Check Box	Term	Day	Period	Schl	Note
<input type="checkbox"/>	first semester	Thur.	1	Open	Fee

- Course Summary

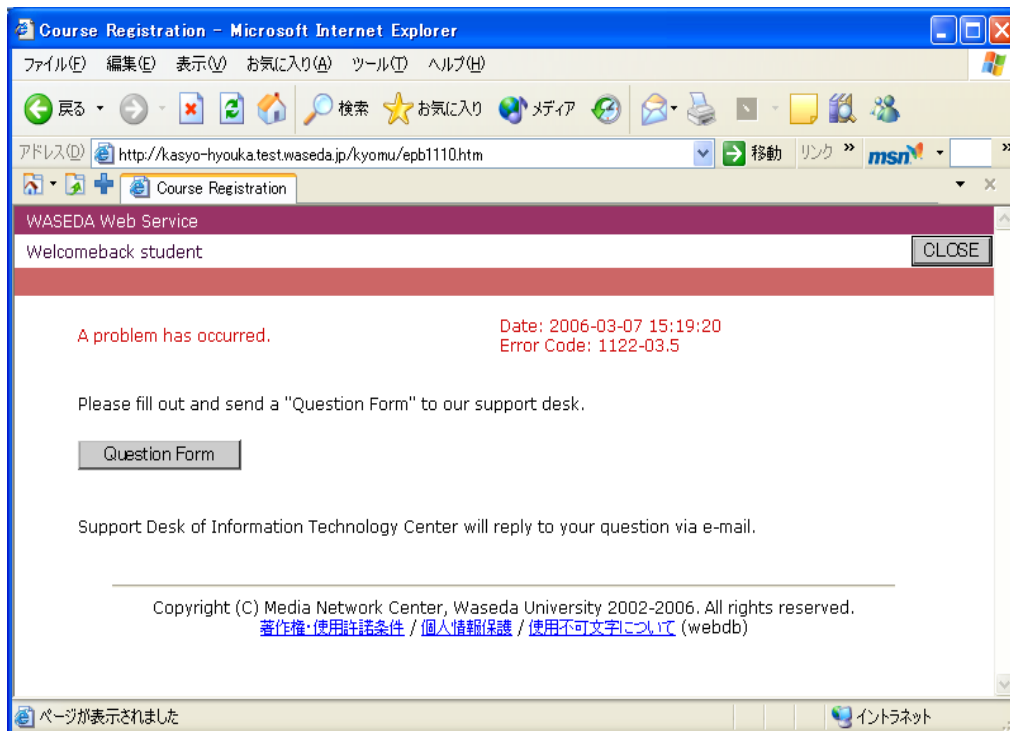
When you click the Course Title on the First Page, you will see a summary of the course.

Course Title	Instructor
Introduction to Information Processing 40	MAENO, Joji

6. Error Message

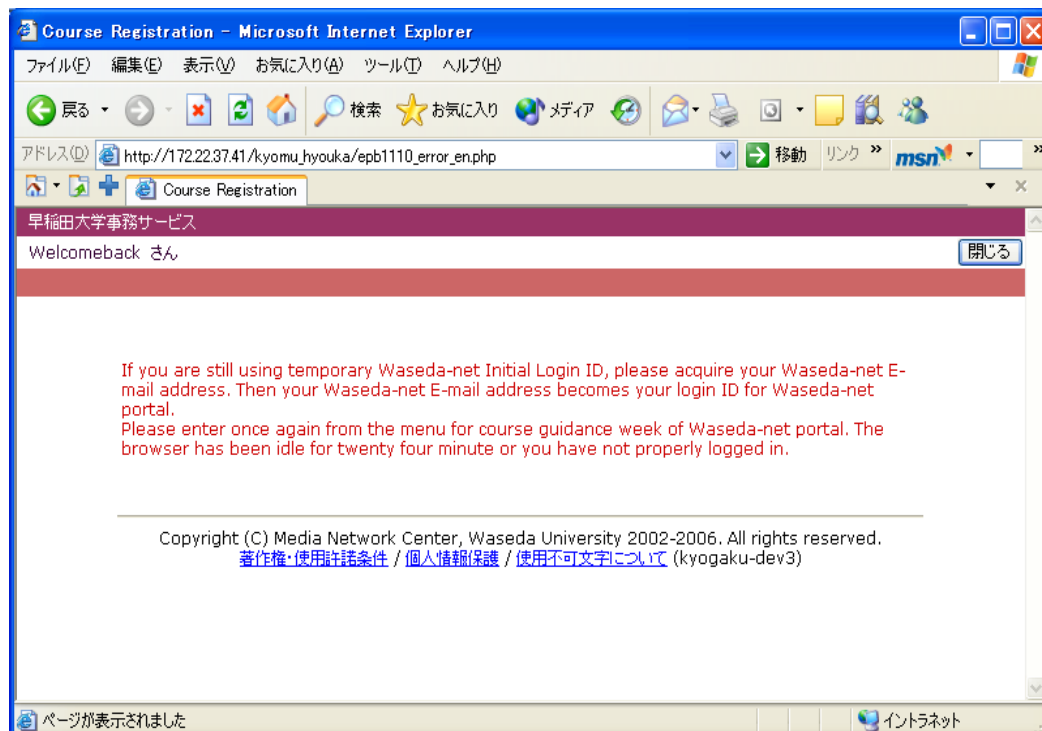
- When service cannot be provided,

If the following message is displayed on the screen, press the "Inquiry form" button, and enter all necessary information.



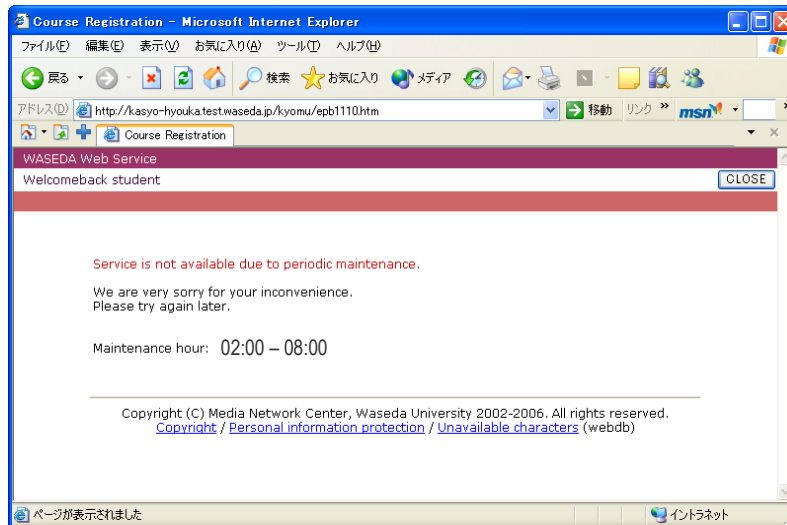
- When an operation is not accepted,

Close all browsers, and login again from the "Login page for course registration period."



- To optimize the Course Registration System, a time has been set for daily maintenance. The following message will be displayed during maintenance.

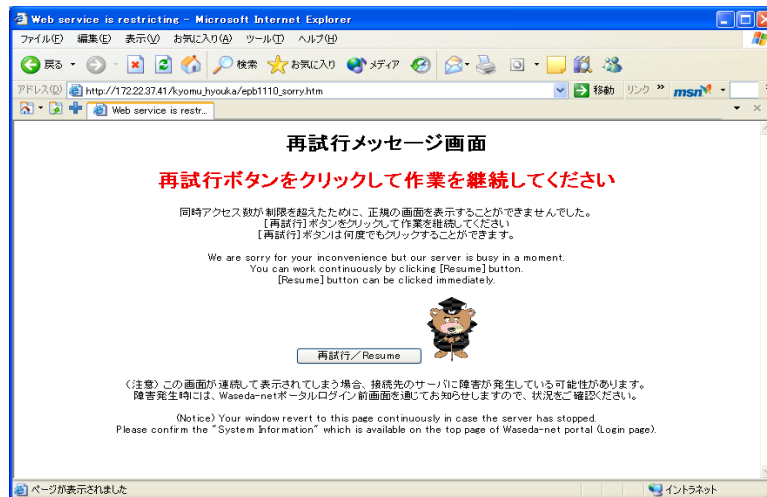
During Course Registration: 2:00AM to 8:00AM



- If you press the same button more than once, press the "OK" button and wait until the process finishes.



- If traffic in the system is excessive, the system will take the following evasive measures.
 - If the system's overall loading is exceeded, a "Retry Message" will be displayed.
 - By clicking the "Try again" button, you can go from the restricted screen back to the regular screen (where you can continue your task).
- * Please note, however, that in this situation, if you close all browser windows, information on courses in the tentatively selected status will be deleted, and you will need to start again from the search process.



7. Computer Setup

To use the Waseda-net portal from your home, we recommend a network environment supported by broadband, such as ADSL, cable or ISDN. If you use a dialup IP service (56 kbps) or similar, there is a chance that you will not be able to register for courses due to system congestion or similar reasons.

If you are unable to make a connection at home, refer to the "Frequently asked questions and answers (FAQs)" on the right side of the Waseda-net portal login screen, and check the settings of your computer and WWW browser.

If you are still unsuccessful in securing a connection even after checking your settings, please use one of the Common Computer Rooms at the university.

