

AY 2016 Spring Semester

How to Register Courses offered at other graduate schools

1. Course Registration Schedule

Classes begin on April 6 (Wed.).

Please attend the first day of the course that you wish to enroll in and inform the instructor of your intention to register.

Graduate School	Registration Location	Course Registration Period & Time		Announcement Dates for Registration Results	Course Registration Period for Courses in Fall Semester	
Graduate School of Finance, Accounting and Law Refer to *1 below	Office of each graduate school (Administrative Office/Center)	Bldg. 201, 5F	April. 13 (Wed.) to 14 (Thu.)	9:00-17:00	April. 18 (Mon.)	*6 Fall semester registration period
Graduate School of Political Science						
Graduate School of Economics		Bldg. 3, 10F				
The Okuma School of Public Management						
Graduate School of Japanese Applied Linguistics Refer to *2 below		Bldg. 19, 8F				
Graduate School of Human Sciences		Bldg. 100, 1F				
Graduate School of Fundamental Science and Engineering						
Graduate School of Creative Science and Engineering		Bldg. 51, 1F				
Graduate School of Advanced Science and Engineering						
Graduate School of Commerce (MA Program)		Bldg. 11, 3F				
Graduate School of Global Information and Telecommunication Studies Refer to *7 below		Bldg. 29-7, 1F				
Graduate School of Social Sciences		Bldg. 14, 3F				
Graduate School of International Culture and Communication Studies		Bldg. 11, 4F				
Graduate School of Sport Sciences		Bldg. 100, 1F				
Graduate School of Law		Bldg. 8, 1F				
Graduate School of Letters, Arts and Sciences		Bldg. 34, 1F				
Graduate School of Education		Bldg. 16, 2F				
Graduate School of Teacher Education		Bldg. 16, 2F				
Graduate School of Environment and Energy Engineering		Bldg. 93, 2F / Bldg. 120-3, Room. 105 *Only at Bldg. 93, 2F on April 13 (Sat)				
Graduate School of Accountancy Refer to *3 below	Bldg. 11, 3F	<For Spring semester courses> April 13 (Wed) 9:00- April 14 (Thu) 17:00 <For Summer Intensive Courses> July 11 (Mon) 9:00~July 15 (Fri)17:00		<For Spring Semester> April. 18 (Sat.) <For Summer Semester> July. 18 (Sat.)	*6 Fall semester registration period	
Graduate School of Commerce (MBA Program at Waseda Business School)	Bldg. 11, 3F	<For Spring semester courses> April 13 (Wed) 9:00- April 14 (Thu) 17:00 <For Summer Intensive Courses> July 15 (Fri) 10:00 - July 18 (Mon) 23:59		<For Spring semester courses> April 18 (Mon) <For Summer Intensive Courses> July 22 (Fri) 10:00		
Graduate School of Business and Finance (Waseda Business School) Refer to *5 below	Bldg. 11, 10F	<For Spring semester courses> April 13 (Wed)9:00 - April 14 (Thu)17:00 <For Summer Intensive Courses> July 5 (Tue) 10:00 - July 11 (Mon) 17:00		<For Spring semester courses> April 18 (Mon) <For Summer Intensive Courses> July 15(Fri)10:00		
Graduate School of Asia-Pacific Studies	Bldg. 19, 7F					
Graduate School of Information, Production and Systems	-	-		-	N/A	
Waseda Law School	-	-		-	N/A	

*1 Registration is allowed only for students in Graduate School of Business and Finance(Waseda Business School).

Graduate School of Commerce (MBA Program at Waseda Business School) and Graduate School of Accountancy

(Students in Graduate School of Commerce or of Accountancy is required to Use the designated registration form.)

*2 Registration for Intensive Courses is also conducted during the "Course Registration Period" as indicated.

*3 Some courses are offered for students in the Graduate School of Commerce, Graduate School of Asia-Pacific Studies, Graduate School of Social Sciences, the Graduate School of Finance, Accounting and Law, and Graduate School of Business and Finance.

The rest of the courses are offered for all graduate school students in Waseda. For more information, please visit the Graduate School of Accountancy website.

*4 Registration is allowed only for students in the Graduate School of Accountancy, Graduate School of Asia-Pacific Studies, Graduate School of Finance, Accounting and Law. Students who have full-time work experience of 3 years or more can register these courses.

These courses require submission of your Resume (経歴書) written on the format designated by the Graduate School of Commerce

* Students in the Graduate School of Business and Finance can register these courses without the above requirement and Resume.

For more details on registration procedures and courses, please visit the Graduate School of Commerce webpage.

[Graduate School of Commerce]http://www.waseda.jp/wbs/student/course_registration.html).

(The List of the Registerable Courses (他研究科提供可能科目一覧) posted on Global Education Center webpage is exclusively for the MA Program.)

*5 Registration is allowed only for students in the Graduate School of Commerce(MA program),Graduate School of Accountancy, Graduate School of Asia-Pacific Studies. Students who have full-time work experience of 3 years or more can register these courses.

These courses require submission of your Resume (経歴書) written on the format designated by the Graduate School of Business and Finance.

* Students in the Graduate School of Commerce(MBA program) and Graduate School of Finance, Accounting and Law can register these courses without the above requirement and Resume.

For more details on registration procedures and courses, please visit the Graduate School of Business and Finance webpage.

[Graduate School of Business and Finance]http://www.waseda.jp/fcom/wbs/other/2694).

*6 For the Graduate Schools which do not accept the course registration for the fall semester in this AY, registration procedure for those courses (or the application form submission to the Offices of those Graduate Schools) will be scheduled on Oct. 5 and 6.

*7 Please note that some courses require submission of your written explanation on why you want to register the course(s) (科目登録希望理由書).

2. Registration Method

Please register for all courses through MyWaseda. *Some courses require students to submit an application form.

3. Notes

(1) In principle, registration is only allowed in lecture courses.

(For details, please refer to **the List of the Registerable Courses (他研究科提供可能科目一覧)** on the Global Education Center webpage.)

[Global Education Center]http://www.waseda.jp/gec/en

(2) Requests to register courses at other graduate schools may be subject to rejection as a result of document screening or drawing processes.

(3) Some courses on the List of the Registerable Courses (他研究科提供可能科目一覧) may have closed in the case that the enrollment reached the maximum number.