

The guide for online course registration (GSAPS) [Academic Year 2011]

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【Important notice】

- ① If time permits, please register courses on the computers located in the computer rooms on the 7th or 8th floor, Bldg. 19. When registering courses from off-campus, one might not be able to register depending on your computer environment.
- ② If one registers courses from off-campus during the registration period, you need to practice this online registration system with an actual computer that you are going to use. We also advise students to register for courses before the final day of the registration period to avoid the expected slowdown of network transactions.
- ③ Please check the top page of the Waseda-net portal if there are any problems with the system.
- ④ When you finish the registration for courses on the Web, be sure to logout, login again and check if all the courses you have registered are displayed. If they are not displayed, please register for courses on the Web again from the beginning. The computer will send your requesting courses to your Waseda-net E-mail account on the next day of your course registration. Please get your Waseda-net mail account before course registration.
- ⑤ Please come to the GSAPS office during the registration period if you have any problems in the online course registration.
- ⑥ The official registration result will be sent to your Waseda-net mail account. You can also receive the result at the GSAPS office during the designated period.
- ⑦ If applicable, be sure to register for the following courses during the course registration period of each term.
 - Field Research Program
 - Intensive course (held in the designated period of the spring/fall term)
- ⑧ The registration schedule of the spring term is as follows;

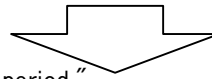
Online course registration	Spring: May 6, 2011	10:00	-	May 13, 2011	17:00
	Summer: July 1, 2011	10:00	-	July 14, 2011	17:00
	Fall: September 26, 2011	10:00	-	October 8, 2011	17:00
	Winter: January 7, 2012	10:00	-	January 20, 2012	17:00
Announcement of course registration results	Spring: June 1, 2011	10:00	-	June 10, 2011	17:00
	Summer: July 22, 2011	10:00	-	July 28, 2011	17:00
	Fall: October 26, 2011	10:00	-	November 4, 2011	17:00
	Winter: January 27, 2012	10:00	-	February 3, 2012	17:00

- ※ Due to system maintenance, one cannot use a < Course Registration > from 2:00a.m.~8:00a.m. during the registration period.

1. How to register for courses on the Web

Login on "Login page for course registration period"

- Please click <Menu for course guidance week> to enter "Login page for course registration period", then select <Course Registration> from "Login page for course registration period."

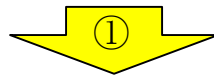


Confirm the course registration list

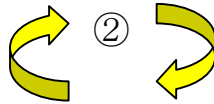
- Please confirm the registered courses.

① Course Search

- After clicking [Course Search], the course search screen will appear.
- After selecting the school and course category, enter the keywords and click [Search].
- Only the courses fitting the keywords will appear. (Courses you cannot register for will not be displayed.)



Course search



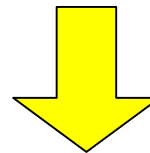
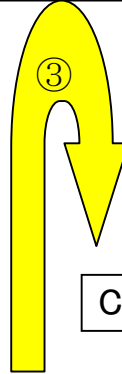
Course drop

Course add

② Select course

- Tick the check box (The status will be "Tentative selection" if you search another course or return to the registration schedule list").
- * Repeat this procedure.

Select course



Confirm registration

③ Course Add

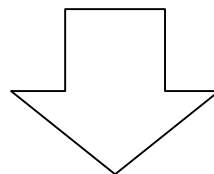
- Confirm the tentative courses and click [Course Add].

Registration submitted

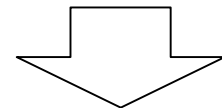
Error

[NOTE]

- Be sure to click [Course Add] to complete your course registration.
- The course registration has been completed when "Registration submitted" is indicated.



- Check and correct the error as advised.

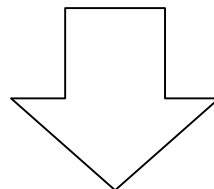


Screening/Final check

Course drop

- The GSAPS office will screen and check your registration.

- Click [Course Drop] to cancel the courses.



Final confirmation

- As you can see the course list for cancellation, click the courses you wish to cancel, and click [Drop].

- If you confirm "Registration submitted" on the screen, it means that your registration is complete. Please check the screening result on the final registration result.

Final registration result

- Some errors cannot be checked on the Web. Please confirm it on the final registration result.

Registered

Out of selection/

Registration completed !

Error

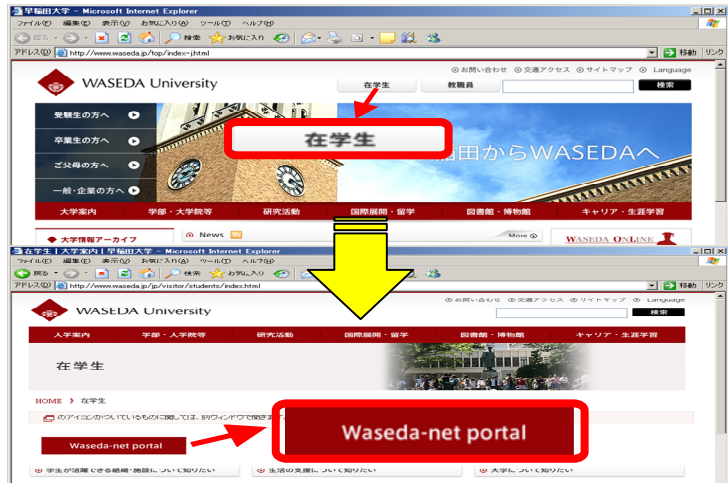
2. Flow of the Web course registration

1

Waseda-net portal login screen

To use the Waseda-net portal, you need to get a login ID and password from University. Please go to the login screen as follows.

- From the top page of Waseda University's homepage <http://www.waseda.jp>
- Enter the URL below <https://www.wnp.waseda.jp/>

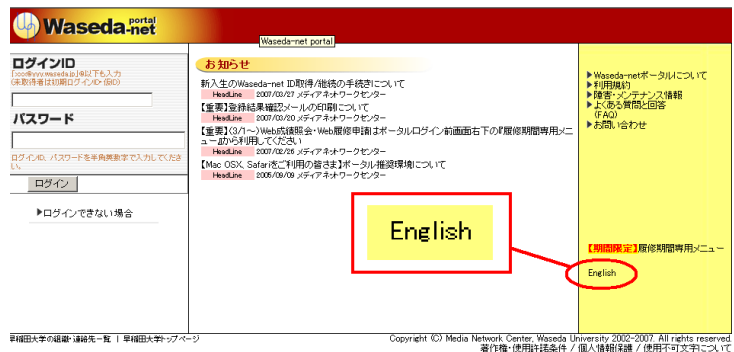


2

Menu for course guidance week

For a Course Registration, please click <English> → <Menu for course guidance week>.

- After selecting <English>, please click <Menu for course guidance week> at the lower right corner of the screen.
- During the registration period, please use <Menu for course guidance week> to login.
- Except the period above, please enter your login ID and password at the upper left of the screen.

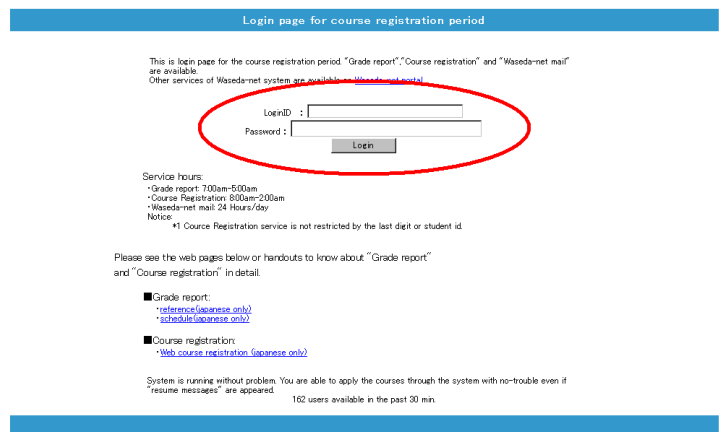


3

Login

After clicking <Menu for course guidance week>, you can go to the login page

- Enter your login ID and password of Waseda-net and click [Login].
- If you have any problems, please come to the GSAPS office during office opening hours.

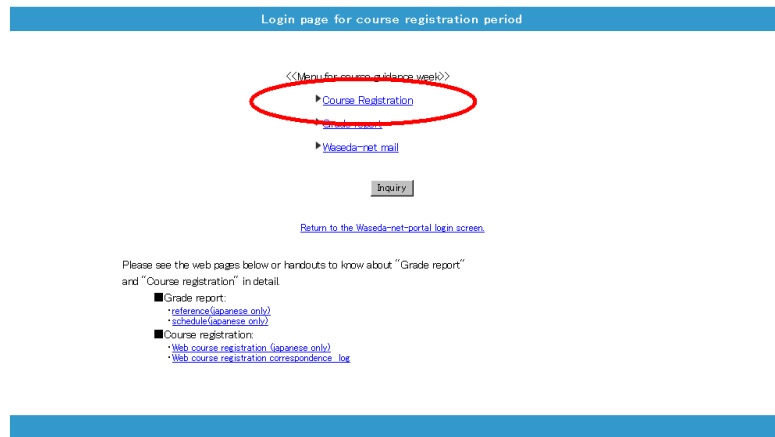


4

Login page for course registration period

If you are able to complete the login, "Login page for course registration period" will appear. Please click <Course Registration> from "Menu for course guidance week".

- For any inquiries about a course registration, click [Inquiry] and complete the form.
- ※ You can't make inquiries about <Grade report> from this form.

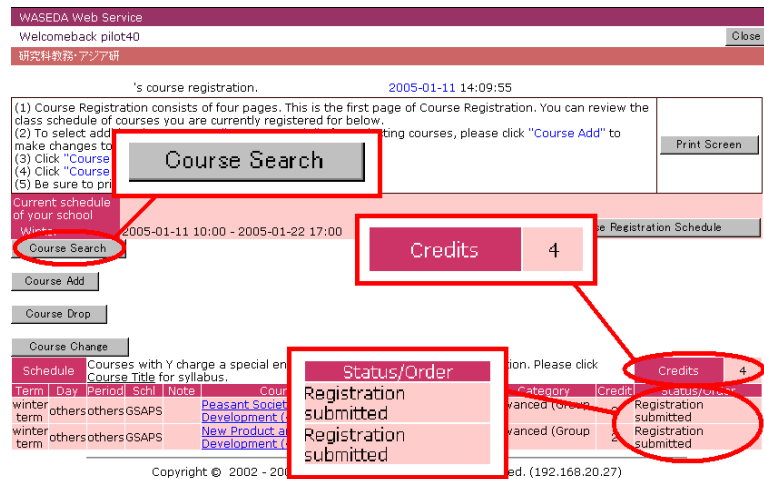


5

Registration schedule list

After clicking <Course Registration>, the registration schedule list will appear. You can confirm the courses you have already registered for and the class schedule.

- To see how many credits counted toward graduation, please refer to "Credits".
- In case of the user traffic, a "Service restricting message" will appear.
- After clicking [Course Search], the course search screen will appear.



6

Course Search

Search the courses you wish to take.

1. Select the School and click [OK].
 2. Select a course category.
- Be sure to use one or more categories for search, then click [Search].
 - If you cannot find any courses available, please narrow the categories; e.g. "Course Category" and "Term" only.
 - Only the courses you can take will appear on the screen.

1. School

2. Course Category

3. Search Keyword

Course Title

Prefix search (Search in words of beginning).

Term

Day

Period

How to search

▼ Course title

Please enter a simple title. Do not use an alphabet and number as keywords. (ex. To search "Asia Studies IA", just enter "Asia Studies" in the box.)

▼ Term/ Day/ Period

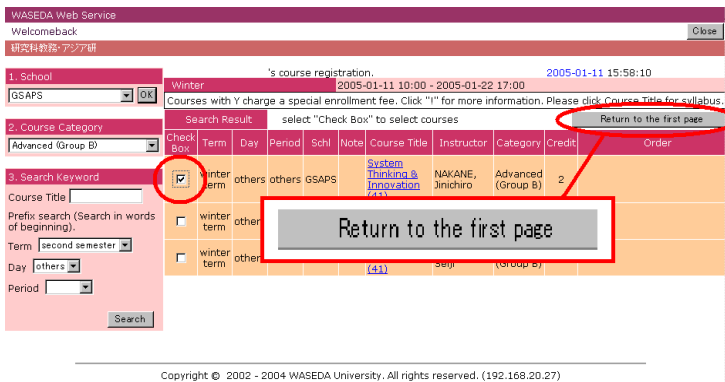
You can search the courses by selecting the term, day and period

7

Select course

To select courses, tick the check box on the left side of course title. You can select several courses at a time.

The checked courses will appear in the status of "Tentative Selection" on the course schedule list, if you click [Return to the first page] or search another course after ticking the check box.

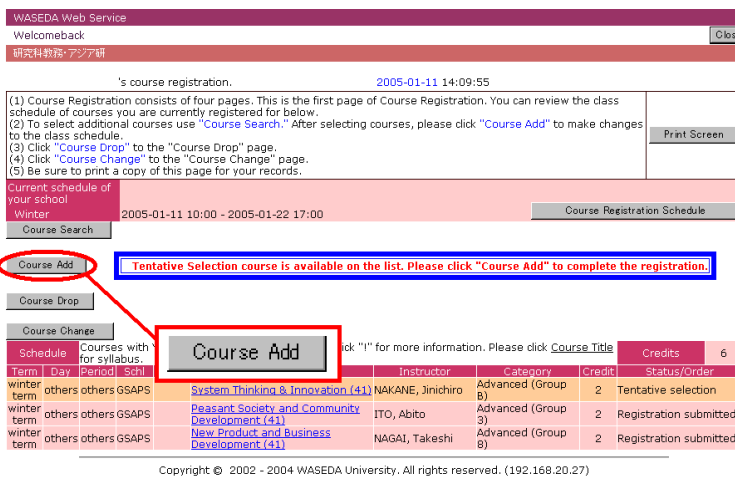


8

Add course

After selecting the desired courses, the course list screen will reappear again. The status of the courses you select will show as "Tentative selection". To complete the registration of "Tentative selection", please click [Course Add].

- You can also add several courses at a time by repeating the course search.
- If there is a course in "Tentative Selection" status, the message will appear "Tentative Selection course is available on the list. Please click "Course Add" to complete the registration."

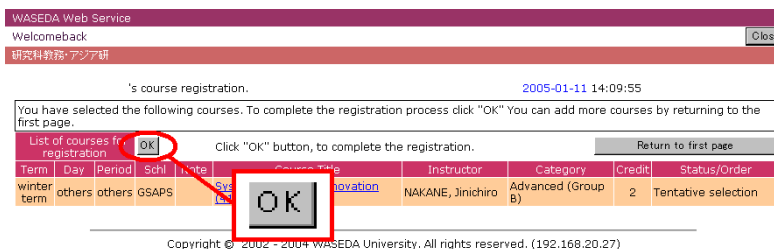


9

Confirm registration

After clicking [OK], your registration is automatically checked if you are eligible for each course.

- If there is no error, your registration status will be updated from "Tentative selection" to "Registration submitted".
- If there are any problems with your registration, an error message will appear on the screen. Please drop the related courses and consider the error, and try again.



The following things cannot be checked via Web registration.

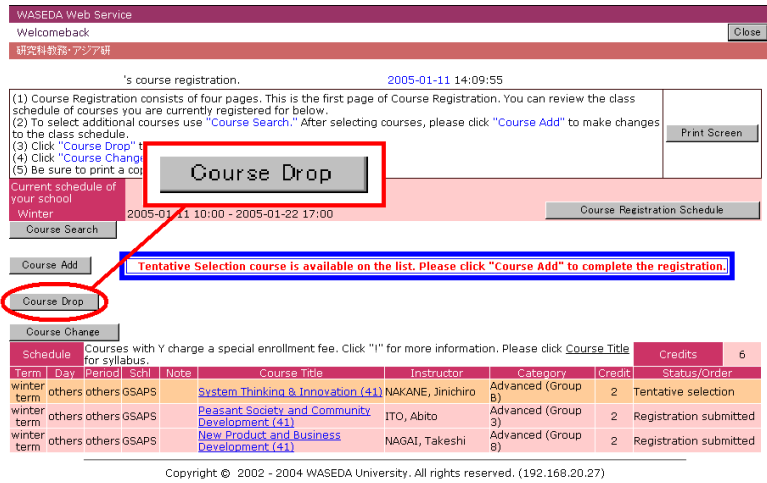
- Double selection (Day/Period)
- Prerequisites

These issues will be cleared with the courses in the final registration result. Be sure to confirm which courses you are eligible to register for on the Web registration.

10

Drop course

You can cancel the “Registration submitted” or “Tentative selection” courses during the registration period. Click [Course Drop] to cancel the courses.

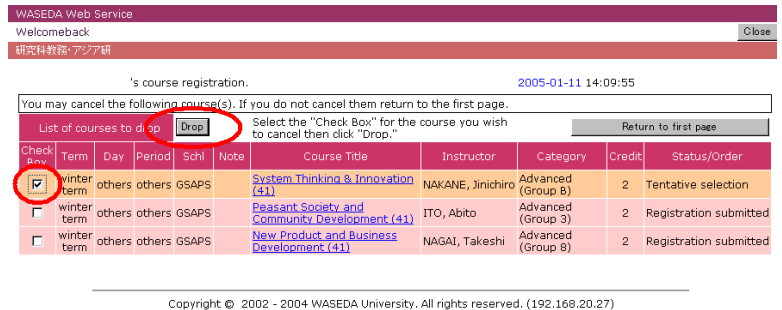


11

Confirm course drop

As the list of courses is displayed, tick the left box of courses to drop and click [Drop].

- You cannot cancel courses designated as “Registered” or “Registration under review”.



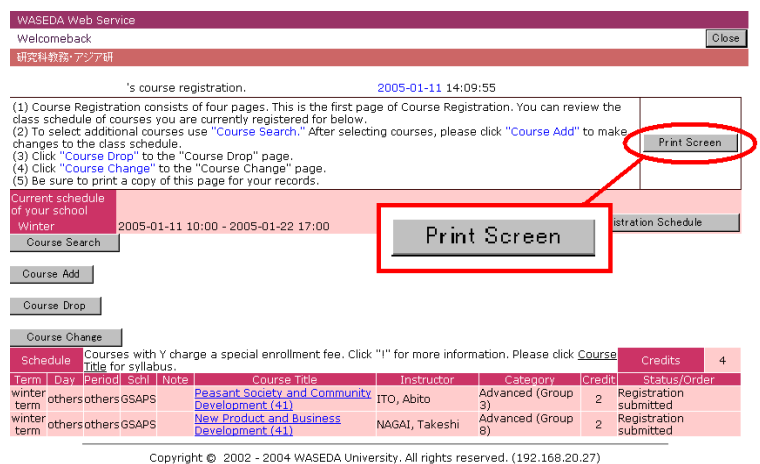
12

Print screen

After you complete the Web registration, please print a copy of the registration for your own personal record.

- * “Registration submitted”
You’ve completed the registration.
- * “Tentative selection”
If you close the screen in this status, your registration record is completely cleared. Don’t forget to click [Course Add] to complete the registration process.

- If you cannot print the screen, please write down your registration record.



3. Web registration screen

Please go to this page to register the courses on the Web.

(After you complete the login, please select <Course Registration> on the Waseda-net portal.)

WASEDA Web Service
Welcomeback Close

研究科教務・アジア研

's course registration. 2005-01-11 14:09:55

(1) Course Registration consists of four pages. This is the first page of Course Registration. You can review the class schedule of courses you are currently registered for below.
 (2) To select additional courses use "Course Search." After selecting courses, please click "Course Add" to make changes to the class schedule.
 (3) Click "Course Drop" to the "Course Drop" page.
 (4) Click "Course Change" to the "Course Change" page.
 (5) Be sure to print a copy of this page for your records.

Print Screen ④

① Current schedule of your school
 Winter 2005-01-11 10:00 - 2005-01-22 17:00 Course Registration Schedule

Course Search

② Course Add
Course Drop
Course Change

Schedule Courses with Y charge a special enrollment fee. Click "!" for more information. Please click [Course Title](#) for syllabus Credits 4

Term	Day	Period	Schl	Note	Course Title	Instructor	Category	Credit	Status/Order
winter term	others	others	GSAPS		Peasant Society and Community Development (41)	ITO, Abito	Advanced (Group 3)	2	Registration submitted
winter term	others	others	GSAPS		New Product and Business Development (41)	NAGAI, Takeshi	Advanced (Group 8)	2	Registration submitted

③

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① Registration period

As the deadline of registration is different for each course, please confirm the exact registration period for each course.

② Buttons

There are [Course Search], [Course Add], [Course Drop], and [Course Change].

[Course Search]

After clicking [Course Search], the course search screen will appear. On the course search screen, select the School and click [OK], and select a course category. Be sure to use one or more categories for search. After clicking [Search], only the courses you can take will appear on the screen.

[Course Add]

After clicking [Course Add], the screen to fix the course status from "Tentative selection" to "Registration submitted" will appear.

[Course Drop]

After clicking [Course Drop], the screen to complete the course cancellation will appear. You can cancel the "Registration submitted" or "Tentative selection" courses.

[Course Change]

There is no course to use the button at GSAPS.

③ Course registration list

This list tells you how your registration is going for each course. Courses with “Y” in Note section charge a special enrollment fee. (If you do not pay the fee by the designated date, your registration will be automatically declined.)

④ Print screen

If your PC is connected to the printer, you can print this screen. It will be useful for you to keep the information of the Web registration.

The course registration process is as follows ;

Tentative selection	After [Course Search] and select courses. <u>Your registration is not completed in this status.</u> and you can cancel these courses.
Registration submitted	After [Course Add]; it means that your registration is accepted. You can also cancel these courses in this status.
Registration under review	From the deadline of Web registration to the announcement of final result. One cannot cancel any courses in this status. (After the application period, it will be available by the final result.)
Registered	Your registration has been finally admitted. You cannot cancel. (Available after the final result)
Error	After [Course Search] and [Course Add], your registration cannot be submitted due to errors. (Available in the final result)
Over enrolled	Your registration cannot be accepted due to the excess number of applicants. (Available in the final result)

※ A limit in the number of courses displayed on the screen

If the number of courses to meet your keywords equals more than 100, the warning message will appear on the "Search Result." If you see this message, please enter additional keywords (day, term, or course title) and try the search again.

4 . Notes for Web course registration

How to check your course registration

During the Web registration, a PC system will check your application to find any errors.

[Example of an error]

Error name	Details	How to solve
Already registered	Application for the courses you've already registered before	Decline the courses

There are some types of errors in our registration rule. If you are not sure how to solve the error, please ask the GSAPS office. We can accept any inquiries only during office opening hours.

If you see the error message on the screen, please clear the error after confirming how to solve it.

Be sure that the following things cannot be checked on the Web registration. Please confirm the registration rules to avoid any errors.

- To meet the prerequisite for the registration
- Double registration of the courses in the same day/period

● Confirm the final registration result.

After the announcement of the registration result, you can also see the result on the Web.

- “Registered” – for the courses officially registered
- “Over enrolled” – for courses officially declined
- “Error” – for the courses unregistered.
(Try to find the errors.)

Category	Credit	Status/Order
Advanced (Group 8)	2	Registration submitted
Advanced (Group 2)	2	Registered
Advanced (Group 5)	2	Over enrolled
Core elective (MBA/MOT)	2	Not accepted:Error: Prerequisite

Other functions

● Link to another page

The courses with “!” have a homepage for further information about the course.

Click “!” for details.

● How to see the syllabus

Please click the course title to see the course syllabus.

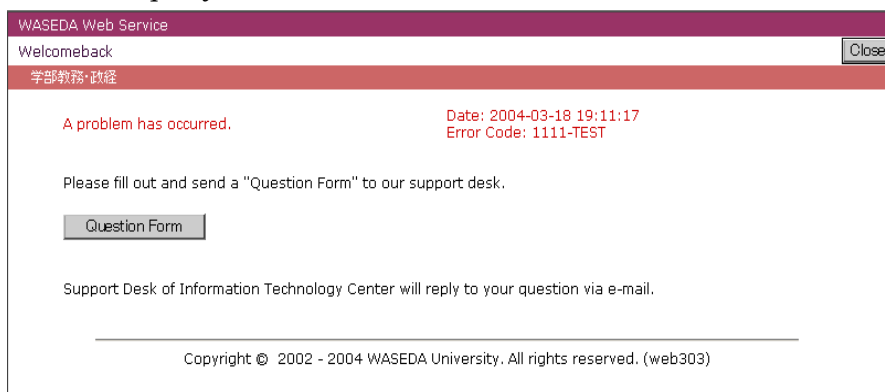
Schedule		Courses with Y charge syllabus.		
Term	Day	Period	Schl	Note
spring term	Sat.	3	GSAPS	!

Course Title	Instructor
System Thinking & Innovation (41)	NAKANE, Jinichiro

Error display

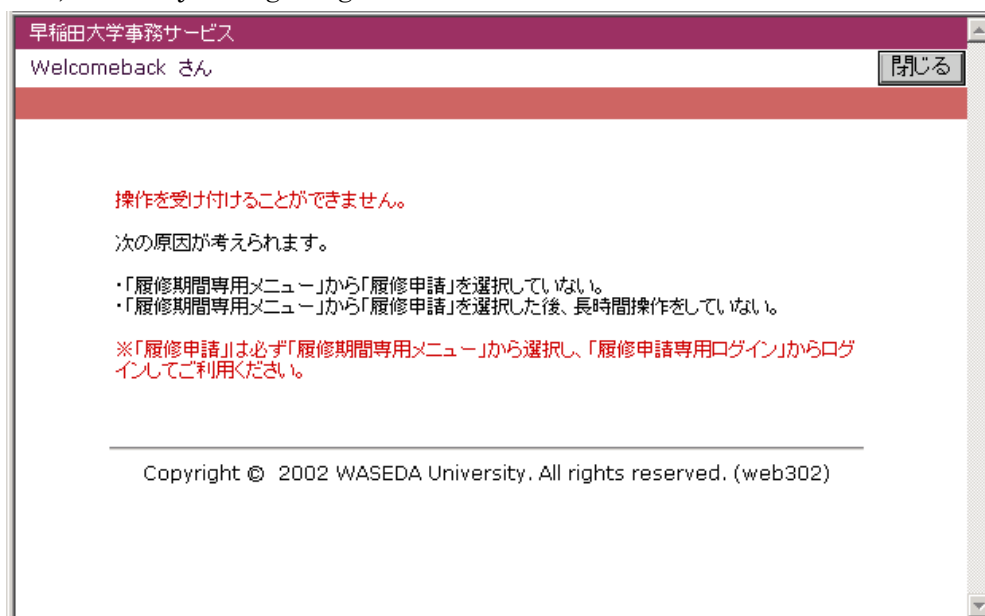
- If Web service is not available:

If you see the following message on the screen, click [Question Form] and complete the inquiry form and send it to the Web master.



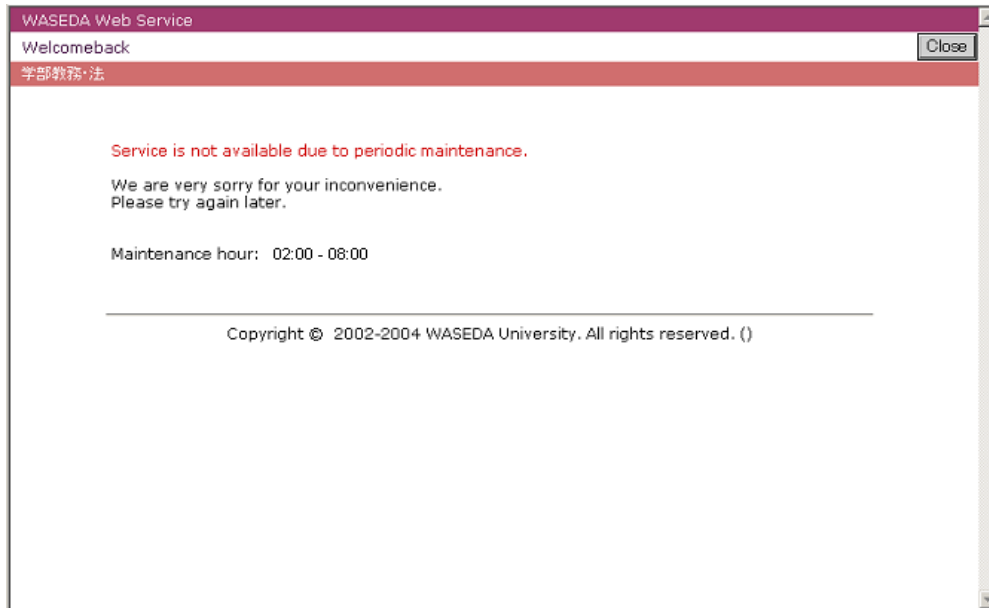
- If your operation is rejected:

Please close all browsers and go back to " Login page for course registration period ", then try to login again.

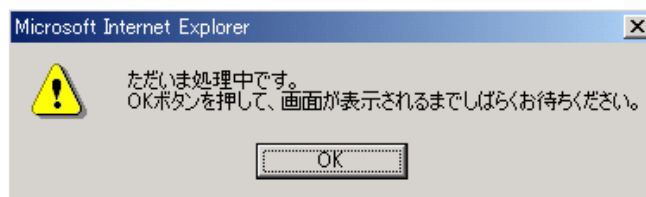


- Due to system maintenance, one cannot access the Web registration page from 2 a.m. to 8 a.m. The following message will appear on the screen during the maintenance hours.

Maintenance hours : 2:00 a.m.~8:00 a.m. (Everyday during the registration period)



- If you click the button repeatedly:
Click [OK] and wait until the system is restored again.



5. Resume message

- In case of the user traffic to the website, the system restricts the Web service automatically.
 - When the load to a system is excessive, the restricting message will appear on the screen.
 - Please click [Resume] to return to the normal registration screen.
(You can continue the Web registration.)
- ※ If you close all the browsers in this condition, your registration information in “Tentative selection” courses will be automatically eliminated. In this case, be sure to try the registration process again.



6. 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 PC Rooms on the 7th or 8th floor at Bld.19.

