

[School of Commerce(SOC)] Course Registration for Spring 2020

RULES ~Read Carefully!!~

- SOC exchange students can register up to 24 credits per semester.
- Note that to maintain a “Student” visa status, more than 10 hours a week of classes must be taken.
- You can register most courses on system. As there are some courses such as offered by SILS and SPSE to be registered by submitting the application form to the SOC office, please check the course list carefully. This is students’ responsibility to complete their course registration in appropriate way.
- Once you registered 24 credits, students cannot drop any courses.
 - *You can only drop the courses offered by the SOC on April 15th & 16th on system. The cancellation has to be within 6credits, and you cannot add any courses during/after drop-only course registration period. Be reminded that you cannot add any courses which clashed the courses that you have already registered even if you are to drop it/them during the drop-only course registration period.
 - *Center for Japanese Language (CJL) has a different schedule about course dropping. You can see their schedule on their website.
- If you register for courses which require the additional fees, you will receive an email to your Waseda e-mail address about it. Make sure to make your payment between **April 16th (Thu.) and April 22nd (Wed.) 23:59**. If you do not receive any emails before the payment period, contact the SOC Office immediately.
- Please be reminded that you may be overenrolled some/many courses you registered.
- Check carefully to avoid the course schedule clash. If there is a clash of more than two courses, only one course will be registered automatically and you will not able to take the other course(s).
- If you are to add courses during the 2nd and/or 3rd course registration period, you are required to attend the classes before the result comes out.
- *If you have any rules to follow at your home university, please make sure to check it by yourself **BEFORE** the course 1st registration period starts.

Schedule

<Name of the School / Institution>

- SOC School of Commerce
- GSC Graduate School of Commerce
- SPSE School of Political Science and Economics
- SILS School of International Liberal Studies
- CJL Center for Japanese Language
- CIE Center for International Education
- GEC Global Education Center

■ 1st Course Registration

[Period (for student ID:1F19~)] March 19th (Thu.) 9:00 ~ March 21st (Sat.) 17:00

[Period (for student ID: 1F20~)] March 28th (Sat.) 9:00 ~ April 1st (Wed.) 17:00

[How to] On-line course registration system

*There are some courses offered by SPSE/ SILS that you need to submit the application form to register them.

[Result] April 4th (Sat.) / Waseda email & MyWaseda

Spring semester classes begin from April 6th (Mon.)

Classrooms are subject to change. Please check the latest information on the bulletin board at 3rd Floor, Building No. 11.

■ 2nd Course Registration

[Period] April 6th (Mon.) 9:00 ~ April 7th (Tue.) 17:00

[How to] On-line course registration system

[Result] April 10th (Fri.) / Waseda email & MyWaseda

You can find the courses still available on the website of each school.

■ 3rd Course Registration

[Period] April 10th (Fri.) 9:00 ~ April 11th (Sat.) 17:00

[How to] SOC/ CJL/ GEC/ CIE course + Available courses offered by other schools
 ••••On-line course registration system

[Result] April 15th (Wed.) / Waseda email & MyWaseda

You can find the courses still available on the website of each school.

■ DROPP Only Course Registration

[Period] April 15th (Wed.) 9:00 ~ April 16th (Thu.) 17:00

[How to] On-line course registration system

*You can only drop the courses offered by the SOC on April 15th & 16th on system.

The cancellation has to be within 6credits, and you cannot add any courses during/after drop-only course registration period. Be reminded that you cannot add any courses which clashed the courses that you have already registered even if you are to drop it/them during the drop-only course registration period.

*Center for Japanese Language (CJL) has a different schedule about course dropping. You can see their schedule on their website.

■ Final Announcement of the result of Course Registration

April 24th (Fri.) / Waseda email & MyWaseda

■ Grade Announcement for Fall Semester

September 3rd (Thu.) 9:00 / MyWaseda

*If you have any inquiries about the result, you need to submit the application form to the office on September 3rd (Thu.) 9:00-17:00 or 4th (Fri.) 9:00-17:00.

*The schedule about the grade announcement may subject to change.

If you have any questions, please visit the SOC Office or contact us at w16aa@list.waseda.jp.

[SOC Office] 3rd Floor, Building #11, Waseda Campus

Opens 9:00-17:00 on Monday- Saturday

*Except for Saturdays during February & March and March 21st.