

# Spring 2024 Course Registration Guide (for Exchange students) Graduate School of Commerce

## 1 Course registration Period

【Spring Semester】 (14week-courses) **TIME in JST**

<b>Registration period</b>	<b>April 1<sup>st</sup> (Mon.) 9:00 to April 3<sup>rd</sup> (Wed.) 17:00</b> *The above registration period is set for the courses offered by the Graduate School of Commerce (GSC), other graduate schools, Global Education Center (GEC), and Center for Japanese Language (CJL). Chance of graduate level courses registration is available only in this period. So please do not miss this period and be sure to complete course registration in this time. The exceptions are for the courses by GEC and CJL. They offer three times of course registration. Please refer to the table below.
<b>Drop-only Registration Period</b>	<b>April 18<sup>th</sup> (Thu.) 9:00 to April 19<sup>th</sup> (Fri.) 17:00</b> *You can drop courses offered by all schools and centers in this period. However, you cannot add courses except for those by GEC and CJL.

You can find the following for the course registration period.

	Registration Period				Drop-only Registration Period	
	GSC	Global Education Center (GEC) • Center for Japanese Language (CJL)				Other Graduate Schools
		1 <sup>st</sup> registration	2 <sup>nd</sup> registration	3 <sup>rd</sup> registration		
Apr.1 <sup>st</sup> (Mon.)	9:00~	9:00~			9:00~	
Apr.2 <sup>nd</sup> (Tue.)	↕	↕			↕	
Apr.3 <sup>rd</sup> (Wed.)	~17:00	~17:00			~17:00	
?						
Apr.8 <sup>th</sup> (Mon.)	<b>Result Announcement (1<sup>st</sup> course registration)</b>					
Apr.9 <sup>th</sup> (Tue.)		9:00~				
?		↕				
Apr.12 <sup>nd</sup> (Fri.)	<b>Result Announcement (2<sup>nd</sup> course registration of GEC &amp; CJL)</b>					
?	<b>Classes start</b>					
Apr.18 <sup>th</sup> (Thu.)			9:00~		9:00~	
Apr.19 <sup>th</sup> (Fri.)			↕		↕	
?						
Apr.24 <sup>th</sup> (Wed.)	<b>Result Announcement (3<sup>rd</sup> course registration of GEC &amp; CJL)</b>					

If you have registered for courses which charges the additional fees, you are supposed to receive a bill by email to your Waseda e-mail account and to be instructed about how to pay the bill. Please check your Waseda e-mail account at fixed intervals, or you can set up an automatic transfer to the one which you regularly use. When received such a bill, please be sure to pay between April 25th (Thu.) and May 1st (Wed.) 23:59. If you think any such emails don't come by mistake before the payment period, please contact the GSC Office immediately.

### 【Important Notes】

- ① Make sure the “Status/Order” has changed to “Registration submitted” to complete the registration. If not, your registration will not be submitted.
- ② We do not accept late submission in any case.

③ Maximum number of credits you can register is **20 credits** in total each semester.

\* **Exchange students must register at least ONE course offered by GSC's MA program each semester.**

\* Exchange students are allowed to register up to **10 credits** offered by other graduate schools per year.

\* The maximum number of CJL courses student can register is **8 credits** per semester.

## 2 Method of Course Registration

	How to register for courses	List of available courses
Global Education Center (GEC) courses	Web Course Registration System	Posted on GEC website
Center for Japanese Language (CJL) courses		Posted on CJL website
Graduate School of Commerce (GSC) courses		Posted on GSC website
Courses offered by other graduate schools including Waseda Business School (WBS)		
Drop-only registration		----

### ■ The Course Registration of other Graduate Schools

Please check the submission period and methods carefully when registering for courses. Also, please make sure to check which Days and Periods each course will meet when you plan to register for courses offered by other schools or centers. **You cannot register for courses overlapping in the same day and same period.** If the courses you've submitted for registration were scheduled in the same day and same period, only one course can be registered, which means, if it's the duplication of GSC course and the other school's course, the other school's course will be picked up and registered automatically without being asked by the system. The GSC course will be dropped in this case.

### ■ Useful websites

MyWaseda Web Course Registration System	<a href="https://my.waseda.jp/login/login">https://my.waseda.jp/login/login</a> Log-in from "Grades & Course registration" at the left bottom of the top page to register for courses on system. If you cannot find "Grades & Course registration", log-out from MyWaseda first, and try again.
Academic Calendar	<a href="https://www.waseda.jp/fcom/gsc/en/students/calendar">https://www.waseda.jp/fcom/gsc/en/students/calendar</a>
Web Syllabus System	<a href="https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en">https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en</a> *You can check the class modality from here.

## 3 Drop-only Registration Period

Drop-only Registration	
Period:	All courses except CJL -- <b>April 18<sup>th</sup> (Thu.) 9:00 to April 19<sup>th</sup> (Fri.) 17:00</b> CJL courses -- <b>April 8<sup>th</sup> (Mon.) 9:00 to April 9<sup>th</sup> (Tue.) 17:00</b> <b>April 18<sup>th</sup> (Thu.) 9:00 to April 19<sup>th</sup> (Fri.) 17:00</b>
How to:	Web Course Registration System
	A) You can drop all courses offered by all schools and centers from 9am April 18 to 5pm April 19, but the exception is GEC courses that require additional enrollment fees, which do not allow to drop once registered.
	B) This is the drop-only period. You cannot add any courses this time.

Please be careful when dropping courses on the system as the course(s) you dropped will not appear on your course registration web system anymore once they are dropped.

## 4 The Results of Course Registration

### ■ Announcement of the results of registration

When it comes to the days below, please check if the courses of your choice were successfully registered on the web course registration system.

#### 【Spring Semester】

GSC 1 <sup>st</sup> registration GEC, CJL 1 <sup>st</sup> registration Other graduate schools	April 8 <sup>th</sup> (Mon.) 7:00am
GEC, CJL 2 <sup>nd</sup> registration	April 12 <sup>nd</sup> (Fri.) 7:00am
GEC, CJL 3 <sup>rd</sup> registration	April 24 <sup>th</sup> (Wed.) 7:00am

\*Make sure the registration statuses were updated to “Registered” on the web course registration system on or after the dates above.

## 5 Others

### ■ Timetable of courses

\*Class timetable at Waseda runs as below.

\*You can check it on GSC website or bulletin board on the 3<sup>rd</sup> floor of building No.11.

\*Sometime, the meeting day and period of some courses changes. Please make sure to check it regularly.

\*Classroom changes happens frequently. Please make sure you check it before you go to classroom.

Period	Start	End
1 <sup>st</sup>	8:50	10:30
2 <sup>nd</sup>	10:40	12:20
3 <sup>rd</sup>	13:10	14:50
4 <sup>th</sup>	15:05	16:45
5 <sup>th</sup>	17:00	18:40
6 <sup>th</sup>	18:55	20:35
7 <sup>th</sup>	20:45	21:35

\*Exception: WBS: [Evening 6<sup>th</sup> period] 18:30-20:10, [Evening 7<sup>th</sup> period] 20:20-22:00

### ■ Opening Hours of Office

Graduate School of Commerce (3<sup>rd</sup> floor, Building No.11) 10:00-16:00 (Mon.to Fri.)

### ■ Inquiry

If you have any questions, please visit the GSC office or contact us by e-mail.

e-mail address: [w16aa@list.waseda.jp](mailto:w16aa@list.waseda.jp)