

Fall 2026 Course Registration Guide (for Exchange students) Graduate School of Commerce

1 Course registration Period

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

Registration period	September 14th (Mon.) 9:00 to September 16th (Wed.) 16:00 *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.
Drop-only Registration Period	October 7th (Wed.) 9:00 to October 8 (Thu.) 16:00 *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
	<u>GSC</u>	Global Education Center (GEC)・ Center for Japanese Language (CJL)			Other Graduate Schools	All Schools
		1 st registration	2 nd registration	3 rd registration		
Sep.14 th (Mon.)	9:00～ ↑↓	9:00～ ↑↓			9:00～ ↑↓	
Sep.15 th (Tue.)						
Sep.16 th (Wed.)	～16:00 ↑↓	～16:00 ↑↓			～16:00 ↑↓	
}						
Sep.24 th (Thu.)	Result Announcement (1 st course registration)					
			9:00～ ↑↓			
Sep.25 th (Fri.)			～16:00 ↑↓			
}						
Sep.30 th (Wed.)	Result Announcement (2 nd course registration of GEC & CJL)					
}						
Oct.1 st (Thu.)	Classes start					
}						
Oct.7 th (Wed.)				9:00～ ↑↓		9:00～ ↑↓
Oct.8 th (Thu.)				～16:00 ↑↓		～16:00 ↑↓
}						
Oct. 13 th (Tue.)	Result Announcement (3 rd course registration of GEC & CJL)					
If you have registered for courses which charge 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 October 14th (Wed.) and October 19th (Mon.) 23:59. If you think any such emails don't come by mistake before the payment period, please contact the GSC Office immediately. Exchange students are not required to pay any additional fees for CJL courses.						

【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.** Each year, students request additional course registration because they accidentally dropped a course, were not selected for highly competitive courses such as CJL courses, or could no longer obtain enough credits to meet their home university's graduation requirements. However, to ensure fairness to all students, no exceptions or special arrangements outside the prescribed registration rules will be made, regardless of the circumstances.
Please carefully review this guide and other course registration instructions provided by each school or center, and take full responsibility for your course registration.
- ③ Maximum number of credits you can register is **20 credits** in total each semester.
- * **Exchange students must register at least 1 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 students can register is **8 credits** per semester.
 - * **There is no minimum number of credits to be registered but students are encouraged to take 6 courses per week (10 hours) to maintain VISA status.** If students ultimately take fewer than 6 courses due to over-enrollment or other circumstances, this does not necessarily cause an immediate issue with their visa status.
 - * Since you are participating in an exchange program at the Graduate School of Commerce, we recommend that you register for at least 1 course offered by GSC. We also recommend that you register for semester-long courses in addition to quarter courses. Please note that if you register only for Quarter-long courses, you will not be eligible to apply for University Dormitories.
- ④ **Please note that the GSC Office is unlikely to be able to assist with inquiries made immediately before the course registration deadline.**

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

3 Drop-only Registration Period

Drop-only Registration

Period: All courses except CJL -- **October 7th (Wed.) 9:00 to October 8th (Thu.) 16:00**
 CJL courses -- **September 24th (Thu.) 9:00 to September 25th (Fri.) 16:00**
October 7th (Wed.) 9:00 to October 8th (Thu.) 16:00

How to: Web Course Registration System

- A) You can drop all courses offered by all schools and centers from 9am October 7 to 4pm October 8, 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.

【Fall Semester】

GSC 1 st registration GEC, CJL 1 st registration Other graduate schools	September 24 th (Thu.) 7:00am
GEC, CJL 2 nd registration	September 30 th (Wed.) 7:00am
GEC, CJL 3 rd registration	October 13 th (Tue.) 7:00am
Final Announcement of the result of Course Registration	October 21 st (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 3rd 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 st	8:50	10:30
2 nd	10:40	12:20
3 rd	13:10	14:50
4 th	15:05	16:45
5 th	17:00	18:40
6 th	18:55	20:35

7 th	20:45	21:35
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*Exception: WBS: [Evening 6th period] 18:30-20:10, [Evening 7th period] 20:20-22:00

■ **Grade Announcement for Fall Semester**

March 1st (Mon.) 9:00 / MyWaseda

*If you have any inquiries about grades, you need to submit the application form for grade inquiries during **March 1st (Mon.) 9:00 to March 2nd (Tue.) 16:00**. Further details will be provided separately by email. Grade inquiries may be submitted only for courses offered by the GSC. For courses offered by other schools or centers, please contact the schools.

The inquiries submitted through any means other than the designated application form, or submitted after the inquiry period, will not be accepted under any circumstances. Please also note that requests for grade changes based on personal circumstances, such as the need to graduate, will not be accepted.

■ **Opening Hours of Office**

Graduate School of Commerce (3rd 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

Graduate School of Commerce