Spring 2025 Course Registration Guide
School of Commerce (SOC) for Exchange students

1 Course Registration Period

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

Registration period	1st registration: **Exchange Students staying since AY2024 Fall:** <u>**Mar. 18th(Tue.) 9am to Mar. 21st(Fri.) 5pm**</u> **Exchange Students arriving in AY2025 Spring:** <u>**Apr. 1st (Tue.) 9am to Apr. 3rd (Thu.) 5pm**</u> 2nd registration: April 7th (Mon.) 9am to April 8th (Tue.) 5pm 3rd registration: April 18th (Fri.) 9am to April 19th (Sat.) 5pm

Please check the following schedule CAREFULLY. Please note that the methods of registration may differ if you register courses offered by other schools (web system or other methods).

	Registration Period			
	1st registration (Add Only) (Exchange Students staying since AY2024 Fall)	**1st registration (Add Only)** (Exchange Students arriving in AY2025 Spring)	**2nd registration (Add Only)**	**3rd registration (Add and Drop)** Refer to page 3 for more details.）
Mar.18th (Tue.)	9:00〜			
Mar.19th (Wed.)	↕			
Mar.20th (Thu.)				
Mar.21st (Fri.)	〜17:00			
〜				
Apr.1st (Tue.)		9:00〜		
Apr.2nd (Wed.)		↕		
Apr.3rd (Thu.)		〜17:00		
〜				
Apr.7th (Mon.)	**Result Announcement（1st registration）**			
			9:00〜	
Apr.8th (Tue.)			↕ 〜17:00	
〜				
Apr.11th (Fri.)	**Result Announcement（2nd registration）**			
Apr.12th (Sat.)	**Classes start**			
〜				
Apr.18th (Fri.)				9:00〜
Apr.19th (Sat.)				↕ 〜17:00
〜				
Apr. 23rd (Wed.)	**Result Announcement（3rd registration）**			

【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 <u>We do not accept late submission in any case.</u>

② Method of Course Registration

	How to register for courses	List of available courses
Global Education Center (GEC) courses	Web Course Registration System	GEC website
Center for Japanese Language (CJL) courses		CJL website
SOC courses		SOC website *In 2nd and 3rd registration, Available Course List will be sent via email.
Courses offered by *SPSE and *SILS	Application form on MyWaseda (1st registration period)	SPSE/SILS website *In 3rd registration, you can find available courses and course registration rules on the website of each school.

*SPSE = School of Political Science and Economics
*SILS = School of International Liberal Studies

■**Please discuss your course registration plan with your coordinator before the 1st course registration period**

Waseda University offers three chances (1st to 3rd) of course registration periods, but please note that the number of available courses may decrease due to overenroll as the course registration period goes from 1st to 3rd. Therefore, we strongly recommend you to discuss with your home university's coordinator about your course registration plan before the 1st course registration period so that you can register all courses that you want to take in the 1st course registration period. This is very important so that your credit transfer to your home institution succeeds.
Please also assume that you may not be able to take all planed courses due to overenroll. So please consult with your coordinator and consider about "second choices" within the "Rules of Course Registration" on the next page.

■**The Course Registration of SPSE and SILS courses**

If you want to register courses offered by SPSE and SILS in 1st registration period, please use the application form (https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=612820493).
In 3rd registration period, you can register SPSE and SILS courses on the web system as well as SOC courses. However, please note that it could be full already before you register. In addition, each school has their own course registration rules. Please make sure to read and follow their instructions shown on their website.

■**The Course Registration of other Schools**

Please check the submission period and methods carefully when registering for courses.
Please make sure to check which Days and Periods each course will meet when you plan to register for courses offered by other schools (and centers). If you "double register" the courses to be held on the same day(s) and period(s), the SOC course will be automatically cancelled.

■**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. **You need to setup Waseda ID first to log-in MyWaseda and register for courses.** If you cannot find "Grades & Course registration", log-out from MyWaseda first, and try again.
Academic Calendar	https://www.waseda.jp/fcom/soc/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 Rules of Course Registration

① **Number of credits**
- SOC exchange students can register up to **24 credits per semester**.
  *Please note that it does not necessarily guarantee that students can take 24 credits in the registration period.(We have a random selection system. For more details, please refer to ③Over-enrollment as below.)
  *DD students can register up to 28 credits per semester, 48 credits per year.
- 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.

② **Course drop**
- You can drop courses **only during the 3rd registration period**.
  No cancelation before/after that period will be accepted. If you miss the 3rd registration period to drop off and do not attend the registered course(s), you may get "F" for the course(s) in the end. However, it won't be shown up on the "Transcript of Academic record" which will be sent to your home university. ("F" grade courses will be shown up on the "*Transcript of GPA" but it won't be sent to your home university.)
- You can drop courses offered by all schools. However, GEC courses that require additional enrollment fees and some other courses cannot be dropped.
- Center for Japanese Language (CJL) has a different schedule about course dropping. You can see their schedule on their website. The maximum number of CJL courses that student can register is 8 credits per semester.
- Even if you are planning to drop courses during the 3rd registration period, you are not allowed to register for more than the limit of 24 credits/semester during the 1st and 2nd registration periods beforehand.
- Once you dropped the courses, they won't appear on the list of your course registration web system anymore.

  *At Waseda University, grades transcript and GPA transcript are separated. The grades transcript does not show failure courses nor GPA. What is sent to your home university after the Waseda semester is the grades transcript.

③ **Over-enrollment**
- Please be reminded that **some/many courses you have submitted for registration can be overenrolled, which means there are more students than the max number of enrollments of the course(s)**. The over-enrollment happens frequently at Waseda University. When such an over-enrollment happens, the web registration system picks up randomly by lottery.
  For example, "Japanese for 'Zero' Beginners"(CJL course) is very popular every year and many exchange students get overenrolled.
- Please make sure if your chosen courses were successfully registered by checking the registration status as updated to "Registered" on MyWaseda after the registration announcement is made.

④ **Course schedule**
- **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 SOC 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 SOC course will be dropped in this case.
- Even if you could have successfully registered a course(A) during the 1st course registration period, and then found another interesting course(B) which will meet on the same day and same period, you are not able to replace the course A with B during the 2nd course registration period. In this case, you need to wait until the 3rd registration period for dropping the course A. You will also need to have in mind that the course B is gone by being filled up by the enrollment limit when the 3rd registration period biggins.

⑤ **Additional Fees**
- 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 set up an automatic transfer to the one which you regularly use.
- When received such a bill, please be sure to pay between April 24th (Thu.) and April 28th (Mon.) 23:59. If you think any such emails don't come by mistake before the payment period, please contact the SOC Office immediately.

4 The Results of Course Registration

■**Announcement of the results of course 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. You may recall that the overenroll happens frequently and thus some courses may have failed to be registered.

【Days of result announcement in Spring semester】

1st registration	April 7th (Mon.) 7:00am
2nd registration	April 11th (Fri.) 7:00am
3rd registration	April 23rd (Wed.) 7:00am
Final Announcement of the result of Course Registration	April 30th (Thu.) 7:00am

*Make sure the status of the courses are updated to "Registered" on the web course registration system.

5 Others

■**Timetable of courses**

*Class timetable at Waseda runs as below.
*You can check it on SOC 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
1st	8:50	10:30
2nd	10:40	12:20
3rd	13:10	14:50
4th	15:05	16:45
5th	17:00	18:40
6th	18:55	20:35

■**Grade Announcement for Spring Semester**

September 2nd (Tue.) 9:00 / MyWaseda

*If you have any inquiries about grades, you need to submit the application form for grade inquiries during **September 2nd (Tue.) 9:00 to September 3rd (Wed.) 16:00**. Any inquiries on grades and request of changes of grades will not be accepted no matter what the reasons are.

■**Acronyms of Waseda undergraduate schools, graduate schools and centers**
- 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

■**Opening Hours of Office**
  School of Commerce (3rd floor, Building No.11)   10:00-16:00 (Mon.to Fri.)

■**Inquiry**
If you have any questions, please visit the SOC office or contact us by email.
e-mail address: w16aa@list.waseda.jp (Mon-Fri 9:00-17:00)
During course registration period, we receive many emails, and it may take time to respond to you. Please contact us with plenty of time and note that we cannot offer special support.

School of Commerce