








Guideline for the Course Registration for AY 2017 Spring (Waseda Business School)

1 Course Registration Schedule

[Spring semester courses] (First and Second quarters, normal 15 weeks, and Intensive courses)

Course Registration Period	Apr. 7 th (Fri.) 10:00 – Apr. 13 th (Thu.) 23:59, 2017 * Register for second quarter courses during this period as well. * This period is for the WBS courses. For others, please refer to the table below.
Course Cancellation Period	Apr. 19 th (Wed.) 10:00 – Apr. 20 th (Thu.) 23:59, 2017
Second Quarter Courses Cancellation Period	Jun 16 th (Fri.) 10:00 – Jun 18 th (Sun.) 23:59, 2017
Intensive Course Registration Period	July 14 th (Fri.) 10:00 - July 17 th (Mon.) 23:59, 2017
Intensive Course Cancellation Period	1 st term: until July 31 st (Mon.) 23:59 2 nd term: until Aug. 7 th (Mon.) 23:59

Reg. Period						Can. Period
	All WBS courses	GEC*, CJL**			Courses offered by other graduate schools	Only WBS courses
		1st	2nd	3rd		
Apr. 1 st (Sat.)		9:00-				
Apr. 2 nd (Sun.)						
Apr. 3 rd (Mon.)						
Apr. 4 th (Tue.)			-17:00			
Apr. 5 th (Wed.)						
Apr. 6 th (Thu.)						
Apr. 7 th (Fri.)	10:00-	<div>Please make sure not to exceed the upper limits of registration in each semester. (including Seminars and Thesis)</div> 	9:00-			
Classes start						
Apr. 8 th (Sat.)				-17:00		
Apr. 9 th (Sun.)						
Apr. 10 th (Mon.)						
Apr. 11 th (Tue.)				You cannot register English and Chinese classes		
Apr. 12 th (Wed.)						
Apr. 13 th (Thu.)	-23:59			9:00- 	9:00- 	
Apr. 14 th (Fri.)				-17:00	-17:00	
Apr. 18 th (Tue.)	result announcement					
Apr. 19 th (Wed.)					10:00- 	
Apr. 20 th (Thu.)					-23:59	
Jun 16 th (Fri.)		*Only WBS courses can be cancelled.				10:00-
Jun 17 th (Sat.)		GEC, CJL, or the courses offered by other schools cannot be cancelled.				
Jun 18 th (Sun.)						

*GEC: Global Education Center

**CJL: Center for Japanese Language

[NOTE]

- 1 You are not allowed the registration after the designated period for any reasons.
- 2 Please confirm the status from "Tentative selection" to "Registration submitted" if you registered on the web page.
- 3 Read and understand well thoroughly and carefully the WBS Bulletin, Guidelines, Course lists, before the registration.
- 5 Please make sure to attend the first class even if the class starts before/during the course registration period.
- 6 Please make sure to confirm your schedule before registering your courses.

2) How to register for Courses

- Register on the Course Registration Webpage

Course	How to reg. / can.	How to confirm
WBS	On the Web	On the Web
1. GEC		
2. CJL		
Other grad. Schools		
Cancelling courses		-----

Note on the registering courses offered by the other graduate schools in Waseda

- The schedule and way of registering may be different from WBS.
- Learn more on their web or on the bulletin board of each school office.
- If a WBS course is overlapped with the other school course, in principle, the WBS course will be cancelled, so please be very careful. (It is really critical matter especially for students who are going to register Seminars.)
- There are limits for the other schools, GEC, or CJL courses how many credits can be counted toward graduation. For more details, refer to the next page and the WBS bulletin.

◆Links

Online course reg. page in MyWaseda	https://my.waseda.jp/login/login Click 'Menu for course guidance week -Grades & Course registration-' at the left then login.
Web syllabus (No hard copy syllabus)	https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en You can check contents of the course, Course Keys, Course Class Codes, Timetable, and so on.

Course Registration Information <http://www.waseda.jp/fcom/wbs/en/students-and-alumni/registration>
 Course Registration Manual http://www.waseda.jp/mnc/kamoku/manual/kamoku_manual_e.pdf
 Course Navi Manual for students http://www.wnpspt.waseda.jp/student_en/course_navi

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Notes on the course registration

■Upper limits of registration

International MBA and MSc in Finance
⇒ 11 courses (22 credits) in each semester

Registration Limit.....

1. Includes credits of the intensive courses for each semester.
2. Includes specialized Research (= credits for seminars and the degree thesis).
3. Excludes non-credit courses and language courses (For IMBA students).
4. Excludes credits obtained as non-degree students before enrollment.
5. Excludes credits obtained at overseas graduate schools during study abroad while enrolled at Waseda.

■Rules on the registering other programs and other graduate schools

The detailed information is described in the WBS Bulletin.

Programs	Pages in the WBS Bulletin AY2016	Section numbers
International MBA Student	P. 7	2-(4)
MSc in Finance	P. 10	2-(3)

■Regulation for the Taking Courses in Evening Program

- You can NOT take Compulsory Core Courses and Compulsory Elective Courses in the evening programs.

■Automatically Registered Courses

The following courses will be registered automatically, so please check the course registration result by logging in 'Login page for course registration period' through MyWaseda:

<International MBA Students>

- Compulsory Core Courses *1
- Compulsory Elective Courses *1
- Specialized Research Courses *2

<MSc in Finance Students>

- Compulsory Core Courses *1
- Research Guidance *3
- The Degree Thesis *3

*1: You will be able to drop these courses during the 1st course registration period (not the cancellation period) if you are under any special conditions although we do recommend you to take these courses during the 1st year.

*2: Specialized Research Courses include Seminar, Research Guidance, and the Degree Thesis.

*3: These courses will be registered automatically from the 2nd year. The detailed information will be announced later.

■Language Courses for International MBA Program students

If you take Core course as a language course, please submit the copy of the grade report from Grade Report system on the Web' to see you have already taken the core course and the registration form to the WBS office.

■Application for the Tutorial English

Please refer to the URL below

<http://www.w-as.jp/gogaku/en/down.html>

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WEB Course Registration

- You can register for courses online.
- Click "Menu for course guidance week –Grades & Course registration-" on MyWaseda. (<https://my.waseda.jp/login/login>)
- After entering "Menu for course guidance week –Grades & Course registration-"Select "Course Registration". You can choose Course category.
- For more details, please see the WBS website (A Manual for Web Course Registration) [the WBS website (Courses registration)]
<http://www.waseda.jp/fcom/wbs/en/students-and-alumni/registration>

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Course Cancellation

- You can cancel courses online.
- You are not allowed to add courses.
- You can cancel WBS courses ONLY.

Cancellation Period *1		Apr. 19 th (Wed.) 10:00 – Apr. 20 th (Thu.) 23:59, 2017.
1. Up to 6 credits (3 courses) can be cancelled (WBS's Spring semester (except for Spring Intensive Courses) only).		
2. If you cancel more than 6 credits (3 courses), the excess credits will be re-registered.		
Cancellation Period for second quarter courses		Jun 16 th (Fri.) 10:00 – Jun 18 th (Sun.) 23:59, 2017.
1. Up to 2 credits (1 course) can be cancelled (WBS's second quarter courses of spring semester).		
2. If you cancel more than 2 credits (1 course), the excess credits will be re-registered.		
Cancellation Period for Intensive Courses		1 st term: until July 31 th (Mon.) 23:59, 2017 2 nd term: until Aug. 7 th (Mon.) 23:59, 2017
1. Cancellation may be accepted if the reason is unavoidable.		
2. If you want to cancel the course(s), please contact to the WBS office (wbs-ac@list.waseda.jp)		
3. Excludes from the limit of the cancellation.		

You can NOT undo cancellation online so be very careful. If you should cancel any courses by mistake, contact to the office ASAP during the cancellation period.

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Announcement of the results

■The results of the course registration

- The result will be announced on the Course Registration webpage from:
April 18th (Tue.) 10:00-, 2017
- Check each course status whether it changed from 'Registered' to 'Confirmed'.

7) GOTO Workshop

WBS has agreed to offer project-based courses based on “GOTO (Global Opportunities and Threats: Oxford)”, as the first partner school in the world.

Participants will have access not only to the learning resources on the GOTO platform (readings, video clips, etc), but also reports, presentations created by Saïd Business School (SBS) students, comments, and responses to them by other participants such as classmates. The registration is different from the normal course registration, therefore please refer to the Web Syllabus for more details. Please note that you are not allowed to cancel the course once registered.

8) Assessment methods

Comparative Grading	<u>Compulsory Core Courses, and</u> <u>Compulsory Elective Courses(except MSc)</u>
Adjusted Comparative Grading	General Elective Courses (including module specialized course),Overseas Courses, Compulsory Elective Courses(offered at MSc)
Absolute Grading	Seminars, Project Research, Thesis
P/Q Assessment	Bilingual Courses, Research Guidance, Business English, English for Global Business Communication for Non-native Speakers, Advanced Business Communication in English for Non- native Speakers, Leadership by Example A&B, Essence of Project Research

9 Important notices

Common notices

■Courses registration offered by the other graduate schools in Waseda

Please register courses on the web during Apr. 13th (Thu.) 9:00 – Apr. 14th (Fri.) 17:00

*As for the details, please check the each school webpage.

<http://www.waseda.jp/inst/gec/en/graduate/registration/>

For International MBA students

■Language courses

Students in this program are recommended to take language courses.

Although language course credits are not counted toward graduation, students are recommended to take at least 8 credits. Students who study mainly in English can take Japanese language courses offered by the Center for Japanese Language (hereinafter, CJL), and Students who study mainly in Japanese can take English language courses offered by the Global Education Center (hereinafter, GEC). In addition, students can take Core courses as a language course (Japanese for those admitted in September, and English for those admitted in April) provided in the MBA Program. Students who take the Core course as a language course may participate in the course for the second time after their regular Core course is completed. Grades in such cases will be given by P/Q assessment. It should be noted that if students take the Japanese courses at CJL for Japanese language or the English courses at GEC , an additional fee will be charged.

1 . Application form for the registering Language courses (Download from the WBS website)

2 . A printed screen of the Grade Report webpage

*You can cancel the language course(s) but it is also included in an upper cancellation limit of 6 credits (3 courses).

10 Timetables

■Course timetables

Timetables are posted on the WBS website and the bulletin board.

<Web Syllabus System>

<https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>

<WBS Website>

<https://www.waseda.jp/fcom/wbs/en/students-and-alumni/class>

■Time zone for the full-time course class

1 Period	9:00-10:30	4 Period	14:45-16:15
2 Period	10:40-12:10	5 Period	16:30-18:00
3 Period	13:00-14:30	6 Period	18:15-19:45
7 Period	19:55-21:25		

■Time zone for the evening course class

7 Period	18:50-20:20	8 Period	20:30-22:00
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■Classrooms

Information for the classrooms will be announced before the class starts on the Web syllabus and the WBS website as well.

<Web Syllabus System>

<https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>

<WBS Website>

<https://www.waseda.jp/fcom/wbs/en/students-and-alumni/class>

11 Japanese Language Course

Please receive “Japanese Language Course REGISTRATION GUIDEBOOK & SYLLABUS” at the WBS office (Waseda Campus, 3rd floor of Building #11) for more details.

[Website] Center for Japanese Language
<http://www.waseda.jp/cjl/en/index.html>

12 Others

■Office Opening Hours

Waseda Campus, 3rd floor of Building #11

During school terms: Monday-Saturday, 9.a.m. – 5 p.m.

During the break terms: Monday-Friday, 9.a.m. – 5 p.m.

■Inquiries

1 . Curriculum and requirements to graduate

-Read thoroughly and carefully the WBS Bulletin (a book in pink) first.

-If you still have question(s), please feel free to come to the WBS office or email us .

Email: wbs-ac@list.waseda.jp

2 . Inquiries on the Web system

-Click ‘Inquiry’ button after logging in ‘Menu for course guidance week’ at MyWaseda

(Cf. Course Registration Manual on page 3)

* We will reply to your inquiry within 24 hours except for office closing dates. Meanwhile, please note that our reply may delay when it is close to the deadline for the Course Registration.

3 . Re-Issuing Waseda-net ID and Password

Waseda Portal Office (1st floor of the Bldg. # 7)

<http://www.waseda.jp/wpo/e/index.html>

[TEL:03-5286-9845](tel:03-5286-9845)

WBS Office, Waseda University