Guideline for the Course Registration for AY 2023 Fall (Waseda Business School)

1 How to register for Courses

Register and cancel courses through Mywaseda's online registration page.

◆**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.
Latest information about course registration (for WBS students)	http://www.waseda.jp/fcom/wbs/en/students-and-alumni/registration
General Guidelines (for All Waseda Students)	https://wnpspt.waseda.jp/student_en/supportanywhere/category/01_class/course-registration/
Web syllabus	https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en You can check the course content and timetable from the syllabus.

Waseda Moodle Manual   https://wnpspt.waseda.jp/student_en/wsdmoodle/

2 Notes on the course registration

■**Maximum number of courses you can register for**
- 11 courses (22 credits) in each semester

- **Maximum number.....**
   1. Includes credits of the intensive courses
   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.

- When you register for courses that exceed the course limit, courses are automatically cancelled from the most heavily enrolled courses to meet the limits.

■**Regulation for the Taking Courses in Evening Program**
- Evening program courses are basically offered in Japanese language.

- You may take up to five General Elective courses in the evening program(ten credits) during your enrollment. In addition, three additional courses (6 credits) can be registered as non-credit courses by selecting "No Credit Courses" on the tab displayed when applying for courses.

* Please note that if you apply for additional non-credit courses even though you have not taken 5 courses in the evening program, your registration will be automatically cancelled.

■**Automatically Registered Courses**
The following courses are automatically registered at the beginning of the registration period.

<International MBA Students>
-Compulsory Core Courses *
-Compulsory Elective Courses *
-Specialized Research Courses **

<MSc in Finance Students>
 -Compulsory Core Courses *
 -Research Guidance ***
 -The Degree Thesis ***

*: It is recommended that students take these courses in their first year, but under special circumstances, students may cancel these courses during the registration period (not the cancellation period) of their first year.
**: Specialized Research Courses include Seminar, Research Guidance, and the Degree Thesis.
***: These courses will be registered automatically from the 2nd year. The detailed information will be announced later.

3) How to register through the online system

Follow these steps to register 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
  [Support Anywhere]
  https://wnpspt.waseda.jp/student_en/supportanywhere/category/01_class/course-registration/

4) Course Cancellation

- You are not allowed to add courses during the cancellation period
- Cancellation after the designated period is not allowed for any reason.
- You can cancel WBS courses ONLY.

Cancellation Period
1. Up to 6 credits (3 courses) can be cancelled.
2. If you cancel more than 3 courses, the excess course(s) will be re-registered.*
Cancellation Period for Winter quarter courses
1. Up to 2 credits (1 course) can be cancelled.   (WBS's Winter quarter courses only)
2. If you cancel more than 1 course, the excess course(s) will be re-registered.*
Cancellation Period for Intensive Courses
1. Cancellation may be accepted if the reason is unavoidable.
2. If you want to cancel the Intensive course(s), please contact the WBS office with the course title and the reason why you want to cancel it.

*If you exceed the cancellation limit, the excess course(s) will be automatically re-registered in order of the number of students enrolled.

Cancellations cannot be reversed via online. If you cancel a course by mistake, please contact the office ASAP within the cancellation period.

⑤ Announcement of the results

■The results of the course registration
 -The result will be announced on the Course Registration webpage.
 - Check each course status has changed from 'Registered' to 'Confirmed'.

⑥ Assessment methods

Comparative Grading	**Compulsory Core Courses, and Compulsory Elective Courses(except MSc)**
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, Leadership by Example A&B, Essence of Project Research, Dialogue with Top Entrepreneurs in Japan

⑦ Important notices

Common notices

■Courses registration offered by the other graduate schools in Waseda

・Registration schedules and processes may differ from those of WBS. Please check the information on the websites of each school office.

・In principle, courses offered by other graduate schools cannot be cancelled. Please note that if an overlap with a WBS course schedule occurs, the WBS course will be cancelled. (i.e., if you overlap these courses and Core courses in the same timetable, you may not be able to complete the program within the stipulated years.).

 ・The number of other school courses, GEC courses, and CJL courses available is limited. Please see the WBS Bulletin for details.

* Please check each school's website for details on how to register for their courses and the schedule.http://www.waseda.jp/inst/gec/en/graduate/registration/

For International MBA students

■Language courses

   It is recommended that students take at least 8 credits of CJL(Center for Japanese Language) courses in this program. Alternatively, students may take core courses from the full-time Japanese program as language courses by applying to the office during the registration period. Language courses do not count toward completion requirements, and grades are made on a P/Q assessment. Please note that there is an additional fee to take Japanese language courses at CJL.

*As for the details, please check the CJL webpage.
http://www.waseda.jp/cjl/en/index.html

8 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	8:50～10:30
2 Period	10:40～12:20
3 Period	13:10～14:50
4 Period	15:05～16:45
5 Period	17:00～18:40
6 Period	18:55～20:35
7 Period	20:45 ～ 21:35 (50 mins.)

■Time zone for the evening course class

Evening 6 period	18:30～20:10	Evening 7 period	20:20～22:00

■Classrooms
Information for the classrooms will be posted on the Web syllabus .
<Web Syllabus System>
https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en

9 Others

■Inquiries
1．Curriculum and requirements to graduate
  -First, read thoroughly and carefully the WBS Bulletin.
  -If you still have question(s), please feel free to contact 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)

3．Re-Issuing Waseda ID and Password
   Waseda Portal Office (1st floor of the Bldg. # 7)
     https://www.waseda.jp/inst/wpo/en
     TEL:03-5286-9845

WBS Office, Waseda University