

Academic Affairs Guidance

For Students enrolled AY2023
Waseda Business School



WASEDA University

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WBS Bulletin and Course Registration Guidelines

■ WBS Bulletin

The WBS Bulletin includes information about completion requirements, the grading system, regulations for leaves of absence and study abroad, and a list of faculty members' addresses.

Below is the link for the WBS Bulletin :

<https://waseda.box.com/s/p66zml81d0e3lfy31gyb640tfso5boyj>

■ Guidelines for the Course Registration

There is a limit to the number of courses you can register for, and you cannot overlap registration for courses offered in the same time slot. If you have any questions about course registration, please look at the guidelines first.

Below is the link for the Guidelines for the Course Registration:

https://www.waseda.jp/fcom/wbs/assets/uploads/2023/08/202309_Fall_tebiki_MBA_E-1.pdf

Academic Calendar

■ Fall Semester

The Fall Semester consists of 2 Quarters:

1. Fall Quarter (Weeks 1 - 7)
2. Winter Quarter (Weeks 8 - 14)

■ Fall Semester Courses

WBS offers 4 types of courses during the Fall Semester:

1. Fall Semester courses (courses that span over the full 14 weeks of the Fall Semester)
2. Fall Quarter courses (courses that span over the 7 weeks of the Fall Quarter)
3. Winter Quarter courses (courses that span over the 7 weeks of the Winter Quarter)
4. Intensive courses

Block 1: Monday 5 Feb – Saturday 10 Feb

Block 2: Tuesday 13 Feb – Sunday 18 Feb

		Fall						
Schedule for Semester Course	Schedule for Quarter Course	Mon	Tue	Wed	Thu	Fri	Sat	
1Week 1Session	Fall Quarter	1-2 Session	2023/10/9	2023/10/10	2023/10/11	2023/10/5	2023/10/6	2023/10/7
2Week 2Session		3-4 Session	2023/10/16	2023/10/17	2023/10/18	2023/10/12	2023/10/13	2023/10/14
3Week 3Session		5-6 Session	2023/10/23	2023/10/24	2023/10/25	2023/10/19	2023/10/20	2023/10/21
4Week 4Session		7-8 Session	2023/10/30	2023/10/31	2023/11/1	2023/10/26	2023/10/27	2023/10/28
5Week 5Session		9-10 Session	2023/11/6	2023/11/7	2023/11/8	2023/11/2	2023/11/10	2023/11/11
6Week 6Session		11-12 Session	2023/11/13	2023/11/14	2023/11/15	2023/11/9	2023/11/17	2023/11/18
7Week 7Session		13-14 Session	2023/11/20	2023/11/21	2023/11/22	2023/11/16	2023/11/24	2023/11/25
8Week 8Session	Winter Quarter	1-2 Session	2023/11/27	2023/11/28	2023/11/29	2023/11/30	2023/12/1	2023/12/2
9Week 9Session		3-4 Session	2023/12/4	2023/12/5	2023/12/6	2023/12/7	2023/12/8	2023/12/9
10Week 10Session		5-6 Session	2023/12/11	2023/12/12	2023/12/13	2023/12/14	2023/12/15	2023/12/16
11Week 11Session		7-8 Session	2023/12/18	2023/12/19	2023/12/20	2023/12/21	2023/12/22	2023/12/23
12Week 12Session		9-10 Session	2023/12/25	2024/1/9	2024/1/10	2024/1/11	2024/1/12	2024/1/13
13Week 13Session		11-12 Session	2024/1/15	2024/1/16	2024/1/17	2024/1/18	2024/1/19	2024/1/20
14Week 14Session		13-14 Session	2024/1/22	2024/1/23	2024/1/24	2024/1/25	2024/1/26	2024/1/27
Make Up Day		2024/1/29	2024/1/30	2024/1/31	2024/2/1	2024/2/2	2024/2/3	
*Fall Intensive Course		First Block: February 5- February 10 Second Block: February 13- February 18						

Class cancellation or make up class updates will be posted on WBS website

 : Classes held on National holidays

[Spring] N/A

[Fall] October 10 (Sports Day) October 21 (Anniversary of the founding)

<https://www.waseda.jp/fcom/wbs/assets/uploads/2023/03/a8b3979263034d77113d8f6c72e1e92e.pdf>

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

Course Registration

[Fall semester courses]

(Fall and Winter quarters, normal 14 weeks-semester, and Intensive courses)

Course Registration Period	Sep. 20 10:00 – Sep. 22 23:59 * Register for winter quarter courses during this period as well. * This period is for the WBS courses. For others, please refer to the table below.
Result Annoucement	Sep. 27 10:00
Course Cancellation Period	Oct. 11 10:00 – Oct. 12 23:59 * Winter quarter course cancellations can also be made during this period. *Up to 3 courses can be canceled during this period.
Winter Quarter Course Cancellation Period	Dec. 4 10:00 – Dec. 5 23:59 *Only 1 course can be canceled during this period
Intensive Course Registration Period	Jan. 15 10:00 – Jan. 18 23:59
Intensive Course Cancellation Period	1 st Term: until Feb. 4 12:00 2 nd Term: until Feb. 12 12:00 *You can cancel only with a valid reason; Please contact our office (wbs-ac@list.waseda.jp) with the course title and the reason for the withdrawal.

https://www.waseda.jp/fcom/wbs/assets/uploads/2023/08/202309_Fall_Schedule_E.pdf



Course Registration

■ Course Registration (for WBS courses)

Course registration commences at **10:00 Wednesday 20 September** and will close at **23:59 Friday 22 September**

※ You must register for all types of courses (excluding the intensive courses) for your Fall Semester during this course registration period; there will not be an additional registration period

The intensive course registration will commence at **10:00 Monday 15 January** and will close at **23:59 Thursday 18 January**

■ Course Cancellation (for WBS courses)

The course cancellation period is from **10:00 Wednesday 11 October to 23:59 Thursday 12 October**. The Winter Quarter course cancellation period begins 10:00 Monday, 4 December 4 and ends 23:59 Tuesday, 5 December.

The deadline for intensive course cancellation is until the day before the intensive course block commences (i.e., until **12:00 Sunday 4 February** for Block 1 courses, and **12:00 Monday 11 February** for Block 2 courses)

※ You are NOT able to register for additional courses during the course cancellation period. This period is only for CANCELLATION

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



Important Dates for Fall semester(1)

Date	Contents
Sept. 20 to 22	Course Registration Period
Sept. 27	Registration result (WBS courses) announcement
Sept. 28	Introduction Session for Seminar (Zemi) for IMBA students
Oct. 5	Fall Semester courses start
Oct.11 to Oct. 12	Course Cancellation Period * This is for the cancellation of Autumn/Winter quarter courses and semester courses Up to 3 courses can be canceled during this period.



Important Dates for Fall semester(2)

Date	Contents
Dec. 4 to 5	Course Cancellation Period (Winter quarter courses only) * Up to 1 courses can be canceled during this period
Jan. 15 to 18	Course Registration Period for Fall Intensive Courses
Feb. 5 to 18	Fall Intensive Course Period (There are two blocks within the period)
March 7	Fall Semester course grades announcement



Course List

■ Course List for 2023

Compulsory Core Courses: A group of 7 foundational courses that must be taken before graduation.

Compulsory Elective Core Courses : A group of courses in which students must select three out of a total of five courses before graduation

General Elective Courses : Courses other than the above Core Courses that count toward requirements for completion

Below is the link for the “Course List for 2023 ”

https://www.waseda.jp/fcom/wbs/assets/uploads/2023/03/2023WBS-Course-List_0315.pdf

Find more details about the courses, such as classrooms, outlines, and evaluation methods, in the syllabus. [Syllabus Search](#)

International MBA Program (Full-Time)

1. Degree Requirements

A student must fulfill the following requirements in order to be conferred an MBA degree by Waseda University:

- (1) Be enrolled in the International MBA program (full-time) for two years (or more).
- (2) Earn 50 (or more) credits in line with the category classification designated by WBS.
- (3) Submit the Degree thesis, participate in Seminars, complete the Research Guidance, and pass the Thesis Evaluation Screening and the Final Oral Examination.

Number of credits required for graduation by course category

Course Category		Number of Required Credits	Remarks
Compulsory Core Courses		14	- All courses (7 courses) in this category are required.
Compulsory Elective Courses		6 or more	- 6 credits (3 courses) or more are required. - If earning more than 6 credits, the credits will be counted toward graduation.
Elective Courses	Bilingual Courses or Overseas Courses	4 or more	- 4 credits (2 courses) or more are required. - Both English and Japanese languages are used in Bilingual courses. Grades will be given by P/Q assessment (see V. <i>Grading System</i>). - Overseas courses are held outside of Japan, for example, in Singapore.
	General Elective Courses	8 or more	- 8 credits (4 courses) or more are required.
Specialized Research	Seminars	8	- Seminars are offered in each semester from the first year and registered automatically.
	Research Guidance	-	- Research Guidance, which is non-credit, is offered in each semester from the second year and registered automatically. - Grades will be given by P/Q assessment in each semester.
	Degree Thesis	4	- Degree thesis will be registered automatically. See Section 3 <i>Degree thesis</i> .
Total		50 or more	

https://www.waseda.jp/fcom/wbs/assets/uploads/2023/08/01-01_E_Academic-Guidelines.pdf

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

Registration for Compulsory Courses

For International MBA Program Students

Compulsory Core Course

Marketing	Financial Accounting	Global Management
General Management	Management of People and Organizations	Corporate and Business Strategy
Finance	*Some courses are provided in Spring semester These will be registered in your 2nd semester	

- ✓ All 7 courses will be registered automatically
- ✓ All courses are mandatory
- ✓ You can drop them during the course registration period as well as the cancellation period if you want.



Registration for Compulsory Courses

For International MBA Program Students

Compulsory Elective Course

Business Data Analysis	Managerial Accounting	Entrepreneurship
Economics for Business Administration	Technology & Operations Management	

***Some courses are provided in Spring semester
These will be registered in your 2nd semester**

- ✓ All 5 courses will be registered automatically
- ✓ 3 out of 5 are required.
- ✓ You can drop them during the course registration period as well as the cancellation period if you want.



Registration for Compulsory Courses

For MSc in Finance Program Students

Compulsory Core Course

Statistics	ECONOMETRICS	Microeconomics
Equity Investments	Fixed Income Investments	Mathematics for Finance
Corporate Finance		

- ✓ All 7 courses will be registered automatically
- ✓ All courses are mandatory
- ✓ You can drop them during the course registration period as well as the cancellation period if you want.



Registration for Compulsory Courses

For MSc in Finance Program Students

Compulsory Elective Course

- ✓ Register by YOURSELF through MyWaseda
- ✓ 8 courses (16 credits) or more are required
- ✓ Although they are not registered automatically, we do recommend you to take all required courses during the 1st year



Registration of Zemi

For International MBA Program Students

✓ Zemi Introduction Session will be held on
Sept. 28 13:00 JST via Zoom

Date	Contents
Sept. 28	Introduction Session for Seminar (Zemi)
Sept. 28 to Oct. 10	1 st Round Contact Period *
Oct. 11	1 st Round Application Period
Oct. 12 to 16	1 st Round Screening Period
Oct. 17	Result Announcement of 1 st Round

*Bring your research plan (You can download [the form](#) from the Website)



Registration of Zemi

For MSc in Finance Program Students

- ✓ Students are required to register for Zemi courses from the 2nd semester.
- ✓ Zemi Introduction Session will be held in February. Date and Time TBA



Courses offered by other graduate schools

■ Register for courses offered by other graduate schools

The course registration period for courses offered by CJL, GEC, and other graduate schools are **different to the WBS course registration period**. Please refer to the website below for registration schedules and lists of courses offered by each school.

GEC Course Registration Guide:

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

※ The maximum number of CJL courses you can take in 1 semester is **8 credits**.

※ An additional Tuition Fee of **5,000 yen per credit** must be paid when taking CJL courses.

※ Some Japanese language courses are very popular, and should the number of applicants exceed class capacity, a lottery system will be implemented in which students are randomly selected for course enrolment. As such, we are unfortunately unable to guarantee that you will successfully be enrolled in the language classes.



MyWaseda

■ Logging in to MyWaseda

You should already have logged into your MyWaseda account, set up your account and created your MyWaseda email address.

If you have yet to do so, please ensure you have completed this **as soon as possible**, as all important information will be sent to your MyWaseda email address.

Please double check the information on your MyWaseda account is correct. If any corrections or changes are necessary, please contact the WBS office.

Starting to Use MyWaseda

<http://www.waseda.jp/navi/e/mywaseda/initial.html>

Step-by-Step Instructions on Course Registration Using the Web System

<https://waseda.box.com/s/gdx5n3wbr07m5806k4gh6m256f1weosf>



How to register for courses

MyWaseda

✓ Before Login...

DO NOT
LOG IN!

The screenshot shows the MyWaseda website header with the Waseda University logo and the text 'MYWASEDA'. A red 'X' is drawn over the 'Login' button. A yellow speech bubble points to the 'Grades & Course registration' button in the bottom navigation bar. A white box contains two system announcements: 'Important: For course registration and grade report, click here and login to Grades & Course registration website instead of via MyWaseda' (dated 03/25/2016) and 'About announcements in emergencies' (dated 02/07/2016). The footer text reads 'Provided by IT Strategies Division'.

Click the “Grades & Course registration” here!

<https://my.waseda.jp/>



How to register for courses

Web Course Registration (1)

WASEDA University

サインイン

Wasedaメールアドレス

アカウントにアクセスできない場合

次へ

【重要】2021年8月21日より、ログイン画面に加えて、**ログイン時のIDがWasedaメールアドレスに変更** されましたのでご注意ください。詳細は[こちら](#)をご参照ください。ログインできない場合（パスワードを忘れた、等）は[こちら](#)の方へお問い合わせください。

WASEDA University

← aihara@waseda.jp

パスワードの入力

パスワード

パスワードを忘れた場合

サインイン

【重要】2021年8月21日より、ログイン画面に加えて、**ログイン時のIDがWasedaメールアドレスに変更** されましたのでご注意ください。詳細は[こちら](#)をご参照ください。ログインできない場合（パスワードを忘れた、等）は[こちら](#)の方へお問い合わせください。

Enter your MyWaseda e-mail address then click “次へ” (=Next), subsequently, input your password and click “サインイン” (=Sign-in)



How to register for courses

Web Course Registration (2)

Login page for course registration period

<<Menu for course guidance week>>

▶ [Course Registration](#)

▶ [Grade report](#)

▶ [Waseda-net mail](#)

[Inquiry](#)

[Return to the Waseda-net-portal login screen.](#)

Please see the web pages below or handouts to know about "Grade report" and "Course registration" in detail:

■ Grade report:

• [reference\(japanese only\)](#)

■ Course registration:

• [Web course registration \(japanese only\)](#)

• [Web course registration correspondence log](#)



How to register for courses

Course Search (1)

- (1) Course registration consists of four pages. This is the first page of course registration. You can review the class schedule of courses you are currently registered for below.
- (2) To select additional courses use "Course Search." After selecting courses, please click "Course Add" to make changes to the class schedule.
- (3) Click "Course Drop" to the "Course Drop" page.
- (4) Click "Course Change" to the "Course Change" page.
- (5) Be sure to print a copy of this page for your records.

Print Screen

Current schedule of your school

Fall WBS Second Registration(All)

Course Registration Schedule

Course Search

1. Course Search

Course Add

Course Drop

Course Change

■Schedule							Credits	12	Full year	0	Spring semester	0	Fall semester	12	
Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click <u>Course Title</u> for syllabus.															
Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order				
fall semester	Mon.	4	WBS		Financial Accounting(Full-time)	NISHIYAMA, Shigeru SHIMADA, Yasuo	waseda		Compulsory Core (Full-time)	2	Registered				
fall semester	Tues.	3	WBS		Business Data Analysis(Full-time)	ASABA, Shigeru	waseda		Compulsory Elective Core (Full-time)	2	Registered				
fall semester	Tues.	4	WBS		Marketing(Full-time)	KAWAKAMI, Tomoko	waseda		Compulsory Core (Full-time)	2	Registered				
fall semester	Thur.	3	WBS		Management of People and Organizations(Full-time)	OHTAKI, Reiji	waseda		Compulsory Core (Full-time)	2	Registered				
fall semester	Thur.	4	WBS		Economics for Business Administration(Full-time)	IRIYAMA, Akie	waseda		Compulsory Elective Core (Full-time)	2	Registered				
fall semester	Fri.	4	WBS		Finance(Full-time)	HIBARA, Nobuhiko	waseda		Compulsory Core (Full-time)	2	Registered				



How to register for courses

Course Search (2) for WBS Courses

1. School
WBS

2. Course Category
Compulsory Core Courses

3. Search Keyword
Course Title
Prefix search (Search in words of beginning).
Term
Day
Period

1. Choose “WBS” from “School”, and click “OK”

Search Result select "Check Box" to select courses

Check Box	Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Order
-----------	------	-----	--------	------	------	--------------	------------	--------	-----------	----------	--------	-------

2. Choose “Course Category”
All course category that students can select are displayed on the pull-down menu.

How to register for courses

Course Search (3)

1. School

WBS

2. Course Category

<<Select a course category>>

3. Search Keyword

Course Title

Prefix search (Search in words of beginning).

Term

Day

Period

Search methods

▼ Course title
Search to match from the beginning letters. Please do not include course letters and numbers in the keyword. For example if you want to search for "Philosophy IA" enter "Philosophy."

▼ Days · Period
Term, Day and Period can be specified with pull-down menus.

How to register for courses

Course Add (1)

1. Check the column

2016-09-28 12:00

1. School
WBS

2. Course Category
Compulsory Elective Core Courses

3. Search Keyword
Course Title
Prefix search (Search in words of beginning).
Term Fall/Winter
Day
Period

Fall WBS Second Registration(All) 2016-09-28 10:00 - 2016-10-06 23:59

Special enrollment fees must be paid for the courses with "Fee" mark. Click "URL" for more information.

Search Result select "Check Box" to select courses

Check Box	Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Order
<input checked="" type="checkbox"/>	fall semester	Mon.	2	WBS		Entrepreneurship(Full-time)	HIGASHIDE, Hironori	waseda		Compulsory Elective Core (Full-time)	2	
<input type="checkbox"/>	fall semester	Tues.	2	WBS		Managerial Accounting(Full-time)	NISITAYAMA			Compulsory		
<input type="checkbox"/>	fall semester	Tues.	3	WBS		Business Data Analysis(Full-time)						
<input type="checkbox"/>	fall semester	Thur.	4	WBS		Economics for Business Administration(Full-time)	AKI			(Full-time)		
<input type="checkbox"/>	fall semester	Fri.	1	WBS		Business Data Analysis(Full-time)	UNO, Jun	waseda		Compulsory Elective Core (Full-time)	2	

2. Click "Return to the first page"



How to register for courses

Course Add (2)

1. The selected courses are displayed as a **Tentative selection**.

At this moment, your registration is not confirmed yet.

Course Search

Course Add

Course Drop

Course Change

Tentative Selection course is available on the list. Please

■ Schedule Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click Course Title for syllabus.

Credits 14 Full year 0 Spring semester 0 Fall semester 14

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
fall semester	Mon.	2	WBS		Entrepreneurship(Full-time)	HIGASHIDE, Hironori	waseda		Compulsory Elective Core (Full-time)	2	Tentative selection
fall semester	Mon.	4	WBS		Financial Accounting(Full-time)	NISHIYAMA, Shigeru	waseda		Compulsory Core (Full-time)	2	Registered
fall semester	Tues.	3	WBS						Compulsory Elective Core (Full-time)	2	Registered
fall semester	Tues.	4	WBS						Compulsory Core (Full-time)	2	Registered
fall semester	Thur.	3	WBS						Compulsory Core (Full-time)	2	Registered
fall semester	Thur.	4	WBS						Compulsory Elective Core (Full-time)	2	Registered
fall semester	Fri.	4	WBS						Compulsory Core (Full-time)	2	Registered

2. Press the Course Add button to register the course to finalize your selection.

How to register for courses

Course Add (3)

You have selected the following courses. To complete the registration process click "OK." You can add more courses by returning to the first page.

List of courses for registration Click "OK" button, to complete the registration.

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
fall semester	Mon.	2	WBS		Entrepreneurship(Full-time)	HIGASHIDE, Hironori	waseda		Compulsory Elective Core (Full-time)	2	Tentative selection

Course Search

■ Schedule Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click Course Title for syllabus.

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
fall semester	Mon.	2	WBS		Entrepreneurship(Full-time)	HIGASHIDE, Hironori	waseda		Compulsory Elective Core (Full-time)	2	Registration submitted
fall semester	Mon.	4	WBS		Financial Accounting(Full-time)	NISHIYAMA, Shigeru SHIMADA, Yasuo	waseda		Compulsory Core (Full-time)	2	Registered



- ✓ When you click the "OK" button, the registration will be fixed. If there is no error, the status will change from **“Tentative selection”** to **“Registration submitted.”**



How to register for courses

Course Add (4)

■Schedule					Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click <u>Course Title</u> for syllabus.			Credits	30	Full year	0	Spring semester	30	Fall semester	0
Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order				
spring semester	Mon.	2	WBS		Finance(Full-time)	IWAMURA, Mitsuru	waseda	11-902	Compulsory Core (Full-time)	2	Registered				
spring semester	Tues.	4	WBS		Human Resource Development of Global Business Leader	OHTAKI, Reiji	waseda	11-904	General Elective (Full-time)	2	Registered				
spring semester	Tues.	5	WBS		Corporate Strategy	UCHIDA, Kazunari	waseda	11-1108	Project Research	2	Registered				
spring semester	Tues.	6	WBS		Corporate Strategy	UCHIDA, Kazunari	waseda	11-1108	Research Guidance	0	Registered				

✓ If your registration makes conflict with any of WBS registration rules (e.g. exceeds the course registration limits) , the conflict reason is indicated in the column of “Status/Order”. Please reconsider your registration and drop any courses if necessary from the “Course Drop”.



How to register for courses

Course Add (5)

■Schedule						Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click <u>Course Title</u> for syllabus.					Credits	30	Full year	0	Spring semester	30	Fall semester	0
Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order							
spring semester	Mon.	2	WBS		Finance(Full-time)	IWAMURA, Mitsuru	waseda	11-902	Compulsory Core (Full-time)	2	Registered							
spring semester	Tues.	4	WBS		Human Resource Development of Global Business Leader	OHTAKI, Reiji	waseda	11-904	General Elective (Full-time)	2	Registered							
spring semester	Tues.	5	WBS		Corporate Strategy	UCHIDA, Kazunari	waseda	11-1108	Project Research	2	Registered							
spring semester	Tues.	6	WBS		Corporate Strategy	UCHIDA, Kazunari	waseda	11-1108	Research Guidance	0	Registered							

- ✓ you can check the syllabus when you click course title.
- ✓ The evaluation rule of each subject is listed in the syllabus.
- ✓ You can also check the syllabus on web-syllabus.



Waseda Moodle

■ What is Moodle?

Moodle is a service which facilitates communication between students and instructors. Important information such as Class Cancellation announcements, Lecture Materials, Report Discussion Chats and Review Sheets will all be announced via Moodle. Please ensure that you are familiar with Moodle before the start of your classes, and to check your Moodle frequently. You will be able to log-in to your Waseda Moodle using your Waseda ID and password.

Below is the Waseda Moodle User Guide:

<https://www.waseda.jp/navi/e/wsdmoodle/index.html>

Home > Learning Support > Waseda Moodle

Make sure you bookmark this page, as you will be using Moodle for all of your classes



Transfer of credits

■ Transfer credits earned prior to enrollment

If you meet the following conditions prior to enrolling as a regular student at WBS, up to 6 credits earned at that time may be transferred.

- Non-degree student at WBS
- Non-degree/regular student at the Graduate School of Commerce MBA Track or the Graduate School of Finance, Accounting and Law

To apply for the transfer, send the following form to the WBS office<wbs-ac@list.waseda.jp> **by October 31** of this year.

<https://waseda.box.com/shared/static/dqk37sxtoe7n2fmtke4uaoh5twmwsim5.docx>



Useful Links

Waseda Business School website

<https://www.waseda.jp/fcom/wbs/en>

Center for International Education (CIE)

<https://www.waseda.jp/inst/cie/en>

Intercultural Communication Center(ICC)

<https://www.waseda.jp/inst/icc/en/>

Student Affairs Section

<https://www.waseda.jp/inst/student/en>

Writing Center

<https://www.waseda.jp/inst/aw/en/about/using>

Gym facilities

<https://www.waseda.jp/inst/student/en/facility/training>

Health Support Center

<https://www.waseda.jp/inst/hsc/en>





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