

**Guidelines for Course Registration**  
**Spring AY2025**  
**Graduate School of Business and Finance**  
**(Waseda Business School, WBS)**

# 1 How to Register for Courses

Students enrolled in WBS will first obtain an ID and password for the Waseda University portal site "MyWaseda" by following the instructions provided by the Office. Through MyWaseda, you can register for courses, check your grades, register, and update your personal information.

The list of courses you have registered in MyWaseda will be reflected on Waseda Moodle after the results are released. You can download the course materials, submit reports, and contact the instructors through Waseda Moodle.

Please follow these steps to register for the courses online.

- Click "Grades & Course Registration-" on [MyWaseda](#), which is on the lower left-hand corner.
- After entering "Grades & Course Registration", please select "Course Registration". You can choose from the course category.
- For more details, please refer to the following links for the procedures, from obtaining the MyWaseda ID to course registration on the web.

[https://wnpspt.waseda.jp/student\\_en/supportanywhere/2021/05/10/course-registration-procedure/](https://wnpspt.waseda.jp/student_en/supportanywhere/2021/05/10/course-registration-procedure/)

## ◆Links

WBS Website - Course Registration	<a href="http://www.waseda.jp/fcom/wbs/en/students-and-alumni/registration">http://www.waseda.jp/fcom/wbs/en/students-and-alumni/registration</a>
Waseda Moodle Manual	<a href="https://wnpspt.waseda.jp/student_en/wsdmoodle/">https://wnpspt.waseda.jp/student_en/wsdmoodle/</a>
Waseda Web Syllabus	<a href="https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en">https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en</a> *No hard copy syllabus will be distributed. **The classroom information will be updated on the syllabus about one week before the start of each semester

Waseda Moodle User Guide

[https://support.waseda.jp/it/s/?language=en\\_US](https://support.waseda.jp/it/s/?language=en_US)

## ■ Maximum Number of Courses That Can Be Registered Per Semester

### 11 Courses (22 Credits)

#### Maximum Number of Courses

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 course limit.

## ■ Regulation for Taking Courses in the Evening Program

The Evening Program courses are offered in Japanese.

- You may take up to five General Elective courses in the evening program (ten credits) during your enrollment. In addition, three additional courses (six credits) can be registered as non-credit courses by selecting "Non-Credit Courses" on the tab displayed when applying for the courses.

- \* Please note that if you apply for additional non-credit courses even though you have not taken five 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 Program>

- Compulsory Core Courses\*
- Compulsory Elective Courses\*
- Specialized Research Courses\*\*

### <MSc in Finance Program>

- Compulsory Core Courses\*
- Research Guidance\*\*\*
- Degree Thesis\*\*\*

\*: It is strongly recommended that students take these courses in the first year, but under exceptional circumstances, students may cancel these courses during the registration period (not the cancellation period) of the first year. Please consult with the WBS Office.

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

\*\*\*: These courses will be registered automatically from the 2<sup>nd</sup> year. More detailed information will be announced on a later date.

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## Course Cancellation

- As with the course registration, students can cancel courses from the Grades & Course registration page of MyWaseda, during the designated course cancellation period.
- Students are not allowed to add courses during the designated cancellation period.
- Under no circumstances will the cancellation of courses be permitted after the designated cancellation period.

### Cancellation Period

1. Up to six credits (three courses) can be cancelled.
2. If you cancel more than three courses, the excess course(s) will be re-registered. \*

### Cancellation Period for Summer Quarter Course(s)

1. Up to two credits (one course) can be cancelled.
2. If you cancel more than one course, the excess course(s) will be re-registered. \*

### Cancellation Period for Intensive Course(s)

1. Under reasonable circumstances, cancellation of an intensive course(s) may be accepted
2. If you want to cancel the Intensive Course(s), please contact the WBS Office by email with your name, your student ID number, the course title, the name of the lecturer and the reason for the cancellation before the cancellation period deadline.

Email: [wbs-ac@list.waseda.jp](mailto:wbs-ac@list.waseda.jp)

\*If you exceed the course cancellation limit, the excess course with the smaller number of enrolled students will be re-registered. If the number of enrolled students is the same, the course with the ascending course key number will be re-registered.

Cancellations cannot be reversed via the online platform. If you cancel a course by mistake, please contact the office without delay during the designated cancellation period. AFTER the designated cancellation period, no appeal will be accepted.

Email: [wbs-ac@list.waseda.jp](mailto:wbs-ac@list.waseda.jp)

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## Course Registration Confirmation

### ■ Course Registration Results

A student may not be enrolled in all the courses registered due to an over-enrollment of the course after a lottery or a student may register over the course limit and the extra course(s) will be automatically deleted. Please check the status of the courses on the MyWaseda course registration page after the release date. The courses marked "Registered" are the successfully registered courses.

[How the status of courses on the Registration Screen will be displayed](#)

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## Assessment Methods

Comparative Grading	<b>Compulsory Core Courses</b> <b>Compulsory Elective Courses (except MSc)</b>
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

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## Important Notes

## General Notices

## ■ Course Registration offered by the Other Waseda University Graduate Schools

- The course registration schedules and the procedures may differ from WBS. Please be sure to check the website of each school for the exact details.

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

- In principle, the courses offered by the other graduate schools cannot be cancelled. Please note that if there is an overlap with a WBS course, the WBS course will be cancelled. Please take note that if there is an overlap of the timetable with Core WBS course(s), the student may not be able to complete the program within the designated year(s) of the programme. Please check the course timetable very carefully.
- The number of courses, offered by the other schools and the GEC, that a WBS student can register is limited. Please refer to the WBS Bulletin for more details.

## For International MBA Students

## ■ Language Courses

It is recommended, not obligatory, that students take at least eight credits of CJL (Center for Japanese Language) courses. Alternatively, students may take core courses from the full-time Japanese program as language courses by submitting an application to the WBS Office during the course registration period. Language courses do not count toward the completion requirements. Grades are reflected on a P/Q assessment. Please note that there is an additional fee to take Japanese language courses at the CJL. For more details, please refer to the following link.

<https://www.waseda.jp/inst/cjl/en/students/>

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# Timetable

## ■ Course Timetable

<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>

## ■ Full-Time Course Time Zones

Period 1	8:50～10:30
Period 2	10:40～12:20
Period 3	13:10～14:50
Period 4	15:05～16:45
Period 5	17:00～18:40
Period 6	18:55～20:35
Period 7	20:45～21:35 (50 minutes)

## ■ Evening Course Time Zones

\*In principle, these classes are offered in Japanese only.

\*Students cannot take courses that overlap in the timetables.

Evening Period 6	18:30～20:10	Evening Period 7	20:20～22:00
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## ■ Classrooms

The classroom information will be updated on the web syllabus system about a week before the start of each semester.

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# Inquiries

### 1. WBS Curriculum and Graduation Requirements

Please read the WBS Bulletin very carefully. Still in doubts, please contact the WBS Office by email.

Email: [wbs-ac@list.waseda.jp](mailto:wbs-ac@list.waseda.jp)

### 2. Inquiries on Web System and Course Registration

[https://support.waseda.jp/it/s/?language=en\\_US](https://support.waseda.jp/it/s/?language=en_US)

[https://wnpspt.waseda.jp/student\\_en/supportanywhere/2021/05/10/course-registration-procedure/](https://wnpspt.waseda.jp/student_en/supportanywhere/2021/05/10/course-registration-procedure/)

### 3. Re-Issuance of Waseda ID and Password

Waseda Portal Office (Building 7, 1<sup>st</sup> Floor)

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

Tel: 03-5286-9845

The WBS Office  
WASEDA University