

Academic Affairs Guidance

**Waseda Business School
(WBS)**

**For newly enrolled students
in September 2025**



WASEDA University

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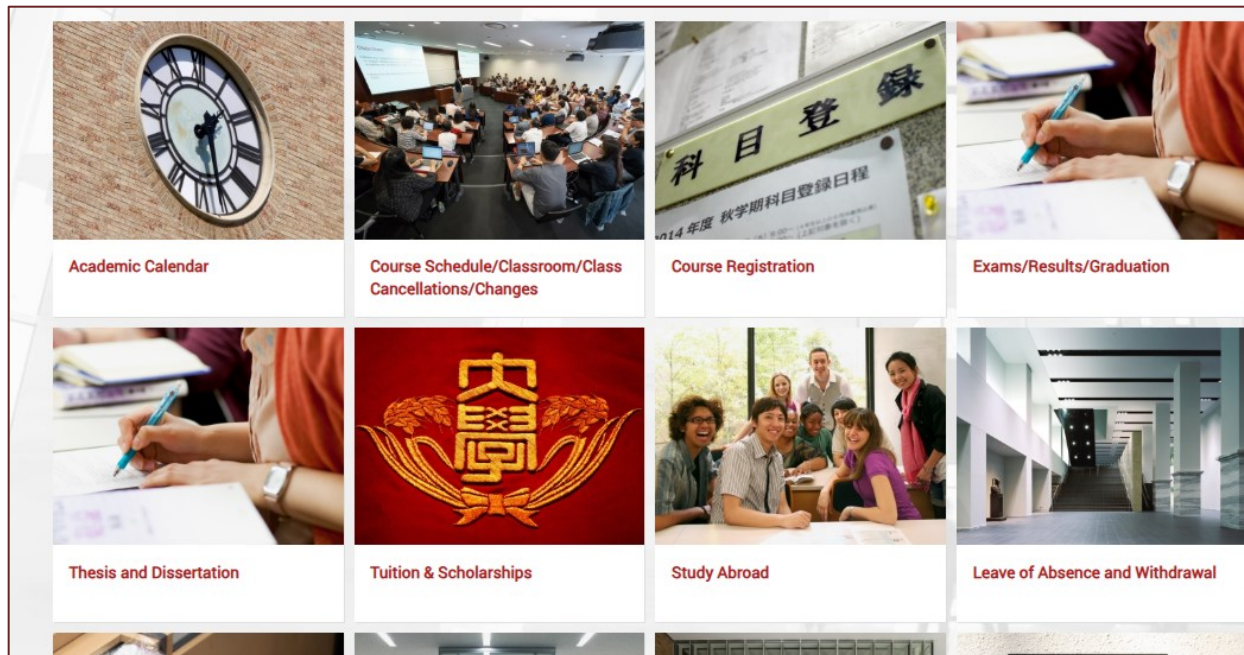


Introduction

■ About this guidance

- The aim of this guidance is to familiarize you with **the basic systems and rules regarding the WBS courses**.
- Note that there are some exceptions that are not explained in this guidance. For details, please refer to the Bulletin and the WBS Website.

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



Course Schedule

■ Fall Semester

The Fall Semester is made up of two Quarters:

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

■ Fall Semester Courses

WBS offers four types of courses in the Fall Semester.

1. **Fall Semester Courses**
(courses that span the full 14 weeks of the Fall Semester)
2. **Fall Quarter Courses**
(courses that span the 7 weeks of the Fall Quarter)
3. **Winter Quarter Courses**
(courses that span the 7 weeks of the Winter Quarter)
4. **Intensive courses**
Block 1: Wed, Feb 4 - Sun, Feb 8
Block 2: Mon, Feb 9 - Sat, Feb 14

Fall									
	Schedule for Semester Course	Schedule for Quarter Course	Mon	Tue	Wed	Thu	Fri	Sat	
1Week	1Session	Fall Quarter	1-2 Session	2025/10/6	2025/10/7	2025/10/8	2025/10/2	2025/10/3	2025/10/4
2Week	2Session		3-4 Session	2025/10/13	2025/10/14	2025/10/15	2025/10/9	2025/10/10	2025/10/11
3Week	3Session		5-6 Session	2025/10/20	2025/10/21	2025/10/22	2025/10/16	2025/10/17	2025/10/18
4Week	4Session		7-8 Session	2025/10/27	2025/10/28	2025/10/29	2025/10/23	2025/10/24	2025/10/25
5Week	5Session		9-10 Session	2025/11/3	2025/11/4	2025/11/5	2025/11/6	2025/11/7	2025/11/8
6Week	6Session		11-12 Session	2025/11/10	2025/11/11	2025/11/12	2025/11/13	2025/11/14	2025/11/15
7Week	7Session		13-14 Session	2025/11/17	2025/11/18	2025/11/19	2025/11/20	2025/11/21	2025/11/22
8Week	8Session	Winter Quarter	1-2 Session	2025/11/24	2025/11/25	2025/11/26	2025/11/27	2025/11/28	2025/11/29
9Week	9Session		3-4 Session	2025/12/1	2025/12/2	2025/12/3	2025/12/4	2025/12/5	2025/12/6
10Week	10Session		5-6 Session	2025/12/8	2025/12/9	2025/12/10	2025/12/11	2025/12/12	2025/12/13
11Week	11Session		7-8 Session	2025/12/15	2025/12/16	2025/12/17	2025/12/18	2025/12/19	2025/12/20
12Week	12Session		9-10 Session	2025/12/22	2026/1/13	2026/1/7	2026/1/8	2026/1/9	2026/1/10
13Week	13Session		11-12 Session	2026/1/19	2026/1/20	2026/1/14	2026/1/15	2026/1/16	2026/1/17
14Week	14Session		13-14 Session	2026/1/26	2026/1/27	2026/1/21	2026/1/22	2026/1/23	2026/1/24
Make Up Day			2026/2/2	2026/2/3	2026/1/28	2026/1/29	2026/1/30	2026/1/31	
*Fall Intensive Course First Block: February 4 – February 8 Second Block: February 9 – February 14									
Class cancellation or make up class updates will be posted on WBS website									
[Red Box] : Classes held on National holidays [Spring] April 29 (Showa Day) July 21 (Marine Day) [Fall] October 13 (Sports Day) October 21 (Anniversary of the Founding) November 3 (Culture Day) November 24 (Labor Thanksgiving Day)									

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

Class Timetable

Period	Time
1 st	8:50 – 10:30
2 nd	10:40 – 12:20
3 rd	13:10 – 14:50
4 th	15:05 – 16:45
5 th	17:00 – 18:40
6 th	18:55 – 20:35
7 th	20:45 – 21:35 (50min)
6 th (evening) *	18:30 – 20:10
7 th (evening) *	20:20 – 22:00

* Period unique in WBS.

* In Japan, 24-hour format is used more widely than 12-hour format.
ex) 17:00 = 5:00 pm

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



Important Dates for course registration & cancellation

Academic Calendar

Fall Semester		
Events	Day and Period	Notes
Entrance Ceremony	Mid September	*More Details Will be Made Available to the New Students
Fall Semester	October 2, 2025 - January 27, 2026	Fall Quarter: 10/2 - 11/22 Winter Quarter: 11/24 - 1/27
Course Registration Period	1st Registration Period : September 9, 10:00 - September 11, 23:59	*Evening Program Only
	2nd Registration Period : September 17, 10:00 - September 19, 23:59	*All Programs
Course Cancellation Period	October 8 - October 9	
Results of Course Registration	1st Registration Period : September 17, 10:00	
	2nd Registration Period : September 25, 10:00	
Certificate of Expected Graduation Becoming Available	November 10	*For Students Who Will Graduate in March 2026
Classes on Public Holiday	October 13 November 3 November 24	
Waseda Festival (No Classes)	November 1 - November 2	*No Classes
Course Cancellation Period	December 3 - December 4	*For Courses Conducted in Winter Quarter Only
Winter Break	December 23, 2025 - January 6, 2026	*No Classes *Office Closes: 12/26-1/6
Course Registration Period	January 13 - January 16	*For Courses Conducted in Fall Intensive
Results of Course Registration	January 20, 10:00	*For Courses Conducted in Fall Intensive
Fall Intensive Course Terms	Block 1: February 4 - February 8 Block 2: February 9 - February 14	*For the latest information on the intensive courses, please refer to the updates on the WBS Website.
Spring Break	February 4 - March 31	*No Classes
Announcement of Academic Results	March 5	
Graduation Ceremony	March 25	

1st period is not applicable to
International MBA nor MSc in Finance.

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



Course Registration and Cancellation at WBS

Time: JST

■ Course Registration Period (for WBS Courses)

For **Fall Semester, Fall Quarter, and Winter Quarter** courses :

Wed, Sep 17, 10:00 AM - Fri, Sep 19, 11:59 PM <Online System>

For **Fall Intensive** Courses :

Tue, Jan 13, 10:00 AM - Fri, Jan 16, 11:59 PM <Online System>

■ Course Cancellation Period (for WBS Courses)

For **Fall Semester, Fall Quarter, and Winter Quarter** courses (**up to 3 courses**) :

Wed, Oct 8, 10:00 AM - Thu, Oct 9, 11:59 PM <Online System>

For **Winter Quarter** Courses (**up to 1 course**) :

Wed, Dec 3, 10:00 AM - Thu, Dec 4, 11:59 PM <Online System>

For **Fall Intensive** Courses (for Both Blocks) :

By **Mon, Feb 2, 12:00 NOON** <By contacting the WBS Office, may be accepted only under reasonable circumstances.>



WBS Course List

■ Course List AY2025

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

Course Schedule, Classroom

International MBA and MSc in Finance

- ◆ **Lecture PDF** (Updated on Mar. 6)
- ◆ **Seminar and Research Guidance PDF** (Updated on Mar. 31)
- ◆ **Click here for courses held in Japanese.**
- ◆ **Web Syllabus**

AY2025 WBS Course List [IMBA and MSc in Finance/Lecture]

Update: 2025/3/6

Term	Day	Period	Course Title	Instructor	Language	Note
spring semester	Wed.	6	Family Business Management A : Theory and Family Business Plan Development	HIGASHIDE, Hironori&YAMAGUCHI, Katsushi	Japanese/English	Bilingual Courses
spring semester	Thur.	2	Company Law	TANAKA, Yosuke	English	Elective Courses
spring semester	Fri.	3	Derivatives Modeling (MSc in Finance)	NAKAZATO, Daisuke	English	MSc Elective Compulsory Core
spring quarter	Mon.	3-4	TIME SERIES ANALYSIS (MSc in Finance)	COAD, Alex	English	MSc Elective Compulsory Core
spring quarter	Mon.	3-4	Strategy of Family Firms	ASABA, Shigeru	English	Elective Courses
spring quarter	Mon.	5-6	Sports Finance: An Introduction (MSc in Finance)	TAKEZAWA, Nobuya	English	MSc Elective Compulsory Core
spring quarter	Tues.	3-4	Global Management (Full-time)	HIRANO, Masao	English	MBA Compulsory Core
spring quarter	Wed.	1-2	Securities Market	OHSAKI, Sadakazu	English	Elective Courses
spring quarter	Wed.	3-4	Business Strategy in the Digital Age	KOKURYO, Jiro	English	Elective Courses
spring quarter	Thur.	1-2	Japanese Management	IKEGAMI, Jusuke	Japanese/English	Bilingual Courses

■ Course Category

- **Compulsory Core Courses** : All of them must be taken.
- **Compulsory Elective Core Courses** : The prescribed number of credits (or more) must be taken.
- **General Elective Courses** : Depends on the program you belong to.

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

You can check the detail of courses, such as classrooms, outlines, and evaluation methods.



Courses Offered by Other Schools

■ Registration

The course registration periods for the courses offered by GEC (Global Education Center), CJL (Center for Japanese Language) and the other graduate schools are [different from that of WBS](#).

Please refer to the website below for the registration schedules and the lists of courses offered by each school.

[GEC Course Registration Guide]

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

※1. The maximum number of CJL course credits in one semester is **8 credits**.

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

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

※3. [Some Japanese language courses are very popular](#). Should the number of applicants exceed class capacity, a lottery system will be implemented in which students are randomly selected for the course enrollment. It is not possible to guarantee that one will be successfully enrolled in the language classes.



Requirements <International MBA>

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.
- (4) Achieve an S.A. equal to or higher than 0.80.

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 Core 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	

This requirement applies to students who enrolled in September 2025.

[CAUTION]

The Bulletin of each year applies to newly enrolled students.

Therefore, even when there is an update in the Bulletin next year or so, this is the requirement that applies to students who enrolled in September 2025.

IMPORTANT!!



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	Degree Thesis	4	- Degree thesis will be registered automatically. See Section 3 <i>Degree thesis</i> .
Total		50 or more	

7 Compulsory Core Courses

1. Marketing
2. Financial Accounting
3. Global Management
4. General Management
5. Management of People and Organizations
6. Corporate and Business Strategy
7. Finance

- ✓ All registered automatically.
- ✓ Some provided **in the Spring Semester**.
- ✓ Strongly recommended to complete all the required courses in the 1st year. Should you wish to take them in the 2nd year, you can drop them during the registration or the cancellation period.



Requirements <International MBA>

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:

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	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	

5 Compulsory Elective Core Courses

1. **Business Data Analysis**
2. **Managerial Accounting**
3. **Entrepreneurship**
4. **Economics for Business Administration**
5. **Technology & Operations Management**

- ✓ All registered automatically.
- ✓ Some provided **in the Spring Semester**.
- ✓ You should cancel the course(s) that you do not take during the registration or the cancellation period.



Requirements <MSc in Finance>

MSc in Finance Program (Full-Time)

1. Degree Requirements

A student must fulfill the following requirements in order to be conferred an MSc in Finance degree by Waseda University.

- (1) Be enrolled in the MSc in Finance 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 Research Guidance, and pass the Thesis Evaluation Screening and the Final Oral Examination.
- (4) Achieve an S.A. equal to or higher than 0.80.

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 Core Courses		16 or more	- 16 credits (8 courses) or more in this category are required. - If earning more than 16 credits, the credits will be counted toward graduation.
General Elective Courses		Optional	- There is no requirement in this category. - Allowed to take the general elective courses offered in the MBA program as the MSc's general elective course category. The credits will be counted toward graduation.
Specialized Research	Seminars	6	- Students take the seminar from the second semester ¹ . - Students are required to take a different seminar in each semester.
	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 Degree thesis.
Total		50 or more	

¹ It is not possible to take a seminar in the first semester.

This requirement applies to students who enrolled in September 2025.

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Requirements <MSc in Finance>

MSc in Finance Program (Full-Time)

1. Degree Requirements

A student must fulfill the following requirements in order to be conferred an MSc in Finance degree by Waseda University.

- (1) Be enrolled in the MSc in Finance 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 Research Guidance, and pass the Thesis Evaluation Screening and the Final Oral Examination.
- (4) Achieve an S.A. equal to or higher than 0.80.

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 Core Courses		16 or more	- 16 credits (8 courses) or more in this category are required. - If earning more than 16 credits, the credits will be counted toward graduation.
General Elective Courses		Optional	- There is no requirement in this category. - Allowed to take the general elective courses offered in the MBA program as the MSc's general elective course category. The credits will be counted toward graduation.
Specialized Research	Seminars	6	- Students take the seminar from the second semester ¹ . - Students are required to take a different seminar in each semester.
	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 Degree thesis.
Total		50 or more	

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7 Compulsory Core Courses

1. **Statistics**
2. **ECONOMETRICS**
3. **Microeconomics**
4. **Equity Investments**
5. **Fixed Income Investments**
6. **Mathematics for Finance**
7. **Corporate Finance**

✓ All registered automatically.

✓ All provided in the Fall Semester.

✓ Strongly recommended to complete all the required courses in the 1st year.
Should you wish to take them in the 2nd year, you can drop them during the registration or the cancellation period.

Requirements <MSc in Finance>

MSc in Finance Program (Full-Time)

1. Degree Requirements

A student must fulfill the following requirements in order to be conferred an MSc in Finance degree by Waseda University.

- (1) Be enrolled in the MSc in Finance program (full-time) for two years (or more).
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Compulsory Elective Core Courses		16 or more	- 16 credits (8 courses) or more in this category are required. - If earning more than 16 credits, the credits will be counted toward graduation.
General Elective Courses		Optional	- There is no requirement in this category. - Allowed to take the general elective courses offered in the MBA program as the MSc's general elective course category. The credits will be counted toward graduation.
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	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 Degree thesis.
Total		50 or more	

¹ It is not possible to take a seminar in the first semester.

Compulsory Elective Core Courses

- ✓ None registered automatically.
[Register yourself via MyWaseda.](#)
- ✓ Some provided in the Spring Semester.



Maximum Number of Credits

■ Maximum Number of Credits students can take in a semester: **22 credits (11 courses)**

* including Seminars, Degree Thesis, and intensive courses.

■ Credits of Seminars and Degree Thesis

	1 st year Fall	1 st year Spring	2 nd year Fall	2 nd year Spring
International MBA	- Seminar(2)	- Seminar(2)	- Seminar(2)	- Seminar(2) - Degree Thesis(4)
MSc in Finance	-	- Seminar(2)	- Seminar(2)	- Seminar(2) - Degree Thesis(4)

(X) ... “X” indicates the number of credits.

Registration of Seminar (Zemi)

■ International MBA Program

- ✓ The Introduction Session will be held on
Monday, September 22, 12:00 PM (noon) via ZOOM
(Japan Standard Time).

Date	Contents
Sep 22	Introduction Session for Seminar (Zemi)
Sep 22 – Oct 9	1 st Round Contact Period*
Oct 10	1 st Round Application Period
Oct 13 ~ 15	1 st Round Screening Period
Oct 16	Result Announcement of 1 st Round

*Please submit your research plan. You can download [the form](#) here.

Registration of Seminar (Zemi)

■ MSc in Finance Program

- ✓ Students are required to register for the seminar courses **from the 2nd semester.**
- ✓ The Seminar Introduction Session will be held in **February 2026.**

**Date and Time To Be Advised*

Grading System

■ Grades

- grades are indicated with [Pass] A+, A, B, or C / [Fail] F .
- specific courses use a two-scale grading, which is [Pass] P / [Fail] Q .

■ GPA (Grade Point Average)

average of GP weighted by the number of credits,
where GP is A+ = 4, A = 3, B = 2, C = 1 and F = 0.

■ S.A. (Scholarship Average) * unique in WBS

average of GP weighted by the number of credits in the designated courses,
where GP is A+ = 3, A = 2, B = 1, C = 0 and F = -1.

[Note]

There is a degree requirement on S.A.
(equal to or higher than 0.80)

Your S.A. will be displayed in the “Grade Report”
page of MyWaseda.

Courses for S.A.

All courses offered by the WBS are counted for S.A., in principle, but the following courses are excluded.

- specialized research (Seminar courses “Zemi”, Research Guidances, Project Researches, Thesis)
- P/Q-graded courses
- Non-credit courses
- courses provided by other graduate schools or institutes



Grading System

■ Assessment methods

Method	Course Category
1. Comparative Grading	- Compulsory core courses - Compulsory elective core courses (except MSc)
2. Adjusted Comparative Grading	- General elective courses - Overseas courses - Compulsory elective core courses (offered at MSc)
3. Absolute Grading	Seminar, Project research, Thesis

[1. Comparative Grading]

A+ : Limited to 20% or less of the total number of course-registered students.

A+ and A : Limited to 40% or less of the total number of course-registered students.

[2. Adjusted Comparative Grading]

A+ : Limited to 20% or less of {the total number of course-registered students plus 5}.

A+ and A : Limited to 50% or less of {the total number of course-registered students plus 5}.

■ MyWaseda and Waseda Email Address

You should have already logged into MyWaseda, set up your account and created your Waseda email address. If you have yet to do so, please [complete it without further delay](#). All important information will be sent to your Waseda email address.

[Waseda IT Service Portal]

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

■ Personal Information on MyWaseda

Please double check your personal information on your MyWaseda account, such as address and phone.

If any corrections are necessary, please update it at the following page.

MyWaseda > “Home” > “View/Update Your Own Profile” > “Update Student Profile”

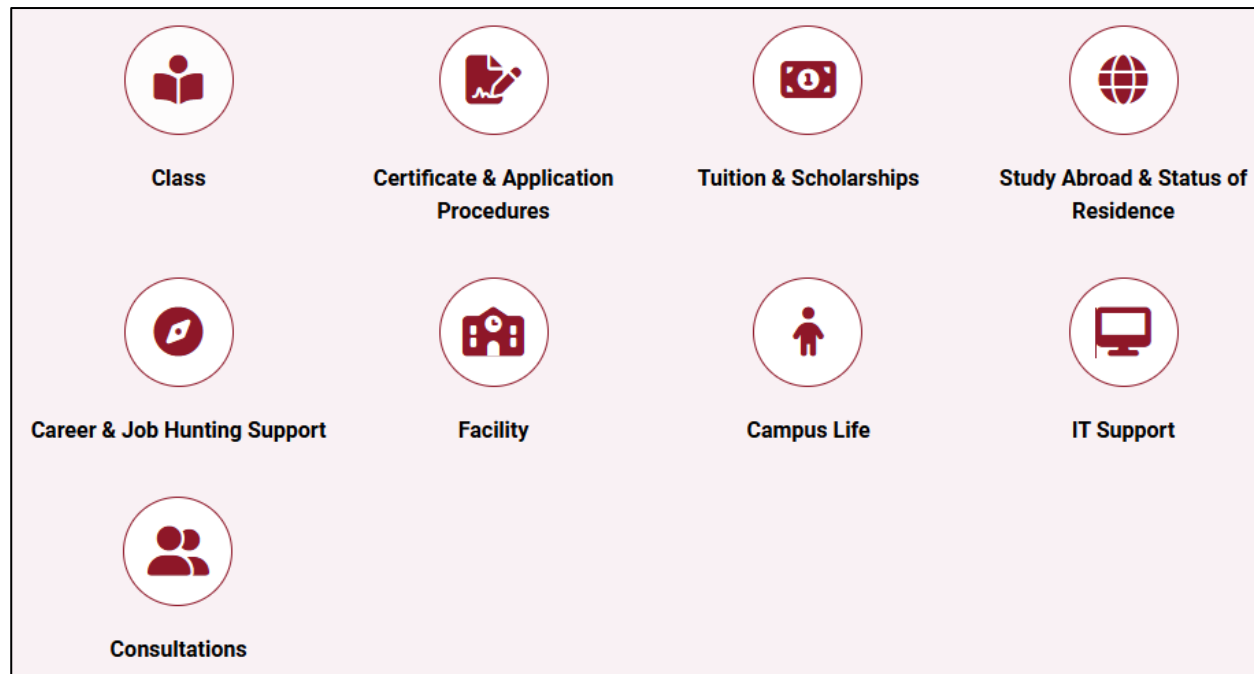
Support Anywhere

■ “Support Anywhere”

Website designed to help students get the information they need.

https://wnpspt.waseda.jp/student_en/supportanywhere/

Please refer to this website before making inquiries.



Course Registration Procedure (1)

“Support Anywhere” explains the procedures and points for course registration via the web system.

https://wnpspt.waseda.jp/student_en/supportanywhere/2021/05/10/course-registration-procedure/#2-1

Please check this page carefully before you register for courses so that you can avoid mistakes.

Pre-Check

- CHECK1: Recommended Environment/Email Settings
- CHECK2: Procedure for Course Registration using the Web System
- CHECK3: Explanation of the Course Registration Screen

Procedure for Course Registration using the Web system

- STEP1: Click “Grades & Course registration” on the MyWaseda Login Screen/Check the List of Registered Courses
- STEP2: Search for Courses
- STEP3: Select a Course
- STEP4: Course Registration
- STEP5: Course Cancellation
- STEP6: Confirm Registered Course List
- STEP7: Confirm Registration Results



Course Registration Procedure (2)

MyWaseda

DO NOT
LOG IN

The screenshot shows the MyWaseda website interface. At the top left is the Waseda University logo and name in Japanese and English. The main header features the 'MYWASEDA' logo. A large red 'X' is placed over the 'Log In' button. A yellow speech bubble with the text 'DO NOT LOG IN' points to this button. Below the header, there are two news items: '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'. A yellow speech bubble with the text 'Click "Grades & Course registration"' points to the 'Grades & Course registration' button in the bottom navigation bar. The bottom navigation bar also includes 'Announcements in Emergencies' and 'Safety Report Form' buttons.

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



Course Registration Procedure (3)

Web Course Registration (1)

WASEDA University

Sign in

Waseda Mail Address

Can't access your account?

Next

[Note] Please note that from August 21, 2021, in addition to the login screen, the **Login ID has been changed to your Waseda email address**. For details, please refer to [here](#). If you cannot login (forgot your password, etc.), please click [here](#). If you

WASEDA University

← XXXXXXX@waseda.jp

Enter password

Password

Forgot my password

Sign in

[Note] Please note that from August 21, 2021, in addition to the login screen, the **Login ID has been changed to your Waseda email address**. For details, please refer to [here](#). If you cannot login (forgot your password, etc.), please click [here](#). If you

**Enter your Waseda email address then click “Next” .
Then type your password and click “Sign in”.**

Course Registration Procedure (4)

Web Course Registration (2)

Login page for course registration period

<<Menu for course guidance week>>

▶ [Course Registration](#)

▶ [Grade report](#)

▶ [Waseda-net mail](#)

[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](#)

Course Registration Procedure (5)

Course Search (1)

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

Course Search

Course Add

Course Drop

Course Change

■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

Full year

0

Spring semester

0

Fall semester

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
------	-----	--------	------	------	--------------	------------	--------	-----------	----------	--------	--------------



Course Registration Procedure (6)

Course Search (2): WBS Courses

1. School

WBS

OK

2. Course Category

Compulsory Core Courses

3. Search Keyword

Course Title

Prefix search (Search in words of beginning).

Term

Day

Period

Search

1. Choose WBS and then click “OK”

Search Result

select “Check Box” to select courses

Return to the first page

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

To search course

1. After selecting the School, please click “OK.”

2. Select a course category.

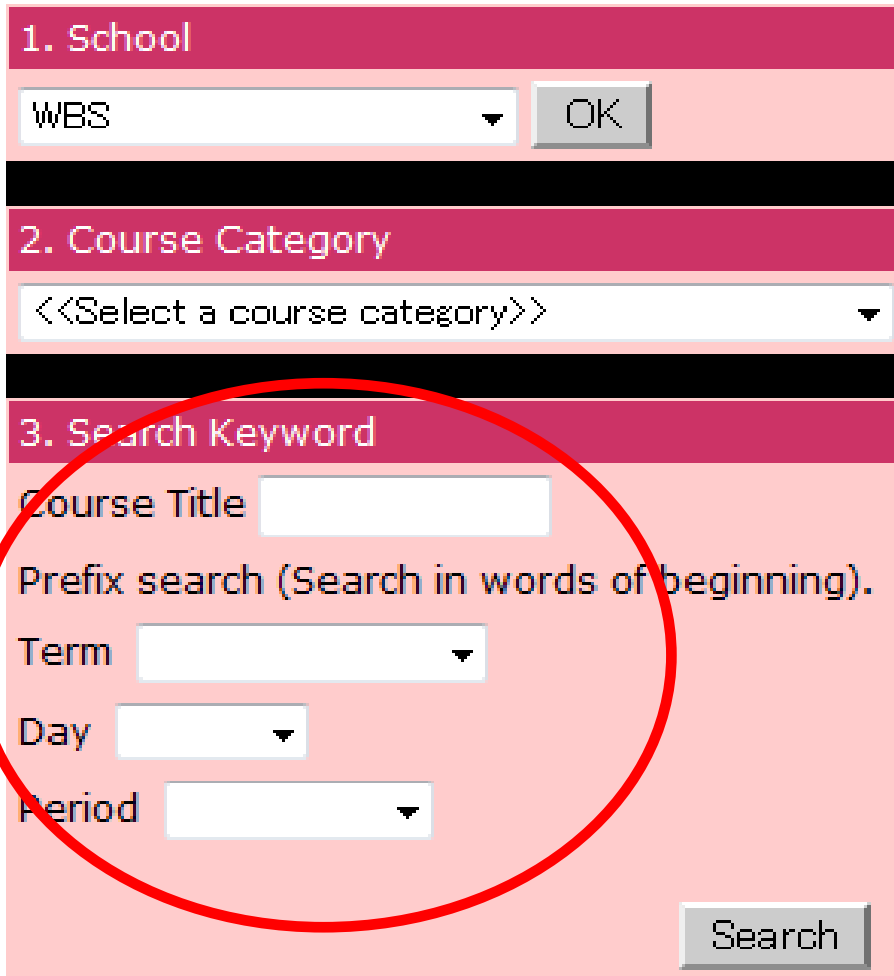
3. Use the categories (one or more) to search courses.

2. Choose “Course Category”

Course categories that you can select are displayed in the pull-down menu.

Course Registration Procedure (7)

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.

Course Registration Procedure (8)

Adding Courses (1)

1. Check the Box

1. School
WBS

2. Course Category
Compulsory Elective Core Courses

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

_____ 's course registration. 2016-09-28 12:00

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	NICHIMURA			Compulsory		
<input type="checkbox"/>	fall semester	Tues.	3	WBS		Business Data Analysis(Full-time)						
<input type="checkbox"/>	fall semester	Thur.	4	WBS		Economics Administration				(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"



Course Registration Procedure (9)

Adding Courses (2)

Course Search

Course Add

Course Drop

Course Change

■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

0. The selected courses are displayed as “**Tentative selection**”.

At this moment, your registration is NOT complete.

1. Press “**Course Add**” to register for the course to finalize your selection.

Course Registration Procedure (10)

Adding Courses (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.					Return to first page		
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	



■Schedule					Courses with "Fee" mark charge a special enrollment fee. Click for more information. Click "Apply" for additional application. Click Course for syllabus.			Credits	14	Full year	0	Spring semester	0	Fall semester	1
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				

- ✓ Click "OK" and the registration will be fixed.
If there is no error, the status will change from
"Tentative selection" to "Registration submitted".

Course Registration Procedure (11)

Adding Courses (4)

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

OK

Click "OK" button, to complete the registration.

Return to first page

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

■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	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)		ERROR						

Registration check will run. When an error message appears, cancel the course and resolve the problem.

[Examples of errors]

“duplicate registration error”, “Credit-limitation error”



Course Registration Procedure (12)

Cancelling Courses

Current schedule of your school

First Registration 2021-03-29 10:00 - 2021-03-31 17:00 Course Registration Schedule

Course Search

Course Add

1. Click "Course Drop"

Course Drop

Course Change

■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
spring semester	Thur.	3	Schl Political Sci/Econo		Area and Cultural Studies [J].01	HIRABAYASHI, Norikazu NAGASAWA, Yuko	waseda		Interdisciplinary Studies	2	Tentative selection
spring semester	Mon.	2	Schl Political Sci/Econo		Literature [J].01	KAWASAKI, kenko	waseda		Japan Studies	2	Registration submitted



You may cancel the following course(s). If you do not cancel them return to the first page.

List of courses to drop

3. Click "Drop"

Drop

Select the "Check Box" to drop the course.

Check Box	Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
<input checked="" type="checkbox"/>	spring semester	Thur.	3	Schl Political Sci/Econo		Area and Cultural Studies [J].01	HIRABAYASHI, Norikazu NAGASAWA, Yuko	waseda		Interdisciplinary Studies	2	Tentative selection

2. Check the Box

Course Registration Procedure (13)

Syllabus

■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 by clicking the course title.
- ✓ The evaluation method of each course is clearly described in the syllabus.
- ✓ You can also check the syllabus via the web-syllabus. (see slide 8.)

Waseda Moodle

■What is Moodle?

Moodle is the Learning Management System and **all official courses offered by Waseda University are registered on it.**

Important information such as **class cancellation announcements, lecture materials, report discussion chats, and review sheets** are usually announced via Moodle.

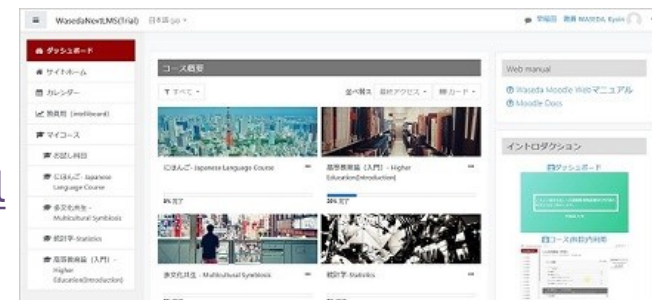
[Access] MyWaseda > “Home” > “Learning Support” > “Waseda Moodle”

Make sure you bookmark this page, as you will be using Moodle quite frequently.

Please ensure to be familiar with Moodle before the start of your classes and to check your Moodle frequently. You can log-in to your Waseda Moodle using your Waseda ID and password.

[Waseda Moodle User Guide]

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



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

■ Transfer Application Form

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=8jJ28BXQEIWEOd7dwlZSkg>

Email: wbs-ac@list.waseda.jp

Deadline: October 31, 2025, 11:59PM (JST)



Useful Links

Waseda Business School (WBS)

<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>

Important: Student Health Check-up

for Regular Students Who Enrolled in September 2025

Please make sure you attend the Health Check-up during the specified period.

Schedule & Venue

Date	Reception Hours	Venue
September 30 (Tuesday)	9:30AM - 4:30PM ※Reception is not available during lunch break (times to be arranged).	Okuma Garden Hall (25 th Building 1 st floor, Waseda Campus)
October 1 (Wednesday)		

Application Procedures

Check your MyWaseda page or the URL ↓

<https://waseda.app.box.com/s/1bgoo13fcljqz6q2m4gm1awapyo5awed>

Health Support Center, Waseda University





WASEDA University

Waseda Business School (WBS) Office
Academic Affairs Team
wbs-ac@list.waseda.jp

