

# GSICCS Course Registration Guide

## Fall AY2024

Students are required to design their own schedules (excluding automatically registered courses) and must decide which courses to take.

Course registration takes place twice a year for GSICCS students as follows.

- For course registration in Spring, between March and April.

- For course registration in Fall, between September and October.

The schedule will be updated on the [GSICCS website](#).

### 1. General information about the course registration

#### I. A thorough understanding of registration rules ensures good results

Make sure to read this guide carefully, study the registration schedule and rules and register courses. Insufficient understanding of course registration may lead to poor results.

#### II. Check the latest information regularly

Check the latest information about course registration regularly, by checking the Waseda mail and the GSICCS website.

**GSICCS Website:** <https://www.waseda.jp/fire/gsiccs/en/>

**GSICCS Course Registration:** <https://www.waseda.jp/fire/gsiccs/en/students/registration/>

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

#### III. Check the registration results

You can check the registration results from the online course registration system and Waseda mail. If you have any questions or find something unsure, contact the GSICCS office immediately. An automatic confirmation email will be sent to your Waseda mail account the next day if you make any changes in the online course registration system. Make sure to save these emails.

#### IV. Keep your student ID card with you at all times

Every administrative procedure, including course registration at the office, requires you to show your student ID card. Keep it with you at all times.

#### V. <Applicable to Master's and Doctoral students> Course registration is done online

Course registration (excluding some courses) is done online from the online course registration system. The registration results can be checked from this system, as well as from the emails sent to your Waseda mail account. In order to use MyWaseda and Waseda mail, you must first obtain a Waseda ID and password.

You can use the Computer Rooms on campus if necessary.

We do not permit students to register courses after the registration period no matter the reason (including the PC troubles or network errors). Further details on Computer Rooms may be found here:

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

## 2. How to register courses

### I. How to register courses, by programs

Master's students: See page 3 to 4. Doctorate students: See page 5. Non-degree students: See page 6.

## 3. Frequently asked questions

### I. When do classes begin?

Spring AY2024 classes will begin on April 12<sup>th</sup>, and Fall AY2024 classes will begin on October 4<sup>th</sup>. Please check the GSICCS academic calendar on the GSICCS website.

### II. Where are the classrooms?

Check your Waseda mail or online course registration system to find where your classes are held. There may be classroom changes at the beginning of the semester. Check the bulletin board (4th floor, Building 11) and the GSICCS website frequently so that you do not miss important notices. Notices regarding class cancellation are also available on the bulletin board (and on MyWaseda as well in some cases). The instructor may also make announcements regarding class cancellation during class. Check the announcements on Moodle frequently so that you do not miss any important notices from the lecturer. Notices regarding class cancellation are basically available on Moodle. For the cancellation and make-up of the class please check Moodle, MyWaseda email or ask the instructor.

### III. How do I contact a GSICCS lecturer?

You can find contact email addresses of faculty in charge of GSICCS courses by logging in to MyWaseda, going to Moodle and clicking "Information for Master's students" (Master's), "Information for Doctoral Program students" (Doctorate), or "GSICCS Admin" (Non-degree). Or, see this list for the details;

<https://waseda.box.com/s/8bcw0sli41itco395ufxccg4qt84755x>

\*You are recommended to make an appointment in advance to see a faculty in person.

\*If you wish to contact a faculty whose contact information is not given on the above list, try to contact the instructor directly during the class. Or you can send the GSICCS office an email including 1. Your name and student ID number, and 2. Why you wish to contact him/her, and the GSICCS office will forward your email at [gsiccs-ac@list.waseda.jp](mailto:gsiccs-ac@list.waseda.jp)

### IV. Can I change a class?

For the GSICCS courses, you can drop the course during GSICCS Course Registration Period on Web Course Registration System for lecture courses. For Doctor's, changing/dropping a course does not happen usually but if needed contact GSICCS Office. Other courses such as Courses offered at Other Graduate Schools etc. you can change/drop courses you have registered during 3<sup>rd</sup> Course Registration Period from AY2024.

## 4. Contact information for inquiries

### I. Questions about curriculums

Please ask at the GSICCS office during the office hours (4th floor, Building 11), or send an email to the [gsiccs-ac@list.waseda.jp](mailto:gsiccs-ac@list.waseda.jp). Office hour is between Monday and Friday, from 10 am to 4 pm.

\*The office will be closed on the University-designated holidays.

### II. Questions about online course registration

To make inquiries, access <https://my.waseda.jp> and click the "Grades & Course registration" on the lower left hand side; after logging in, click the "Inquiry" button.

### III. Questions about Waseda ID / MyWaseda / Moodle

Contact the Portal office (1st floor, Building 7).

## 5. How to register courses, for Master's students

Registration period and available courses

	Category		Automatic	Registration period		
				GSICCS Courses and other courses		3 <sup>rd</sup>
				1 <sup>st</sup>	2 <sup>nd</sup>	
I	GSICCS's courses	Directed Research	○			
		Seminar	○			
		Basic		○	○	
		Specialized		○	○	
		Related		○	○	
	The course on research ethics		○ *Only the first semester			
II	Common Courses among Different Graduate Schools			○	○	○
	Course Open to Graduate School Students (GEC)			○	○	○
	Japanese Language Courses for International Students (CJL)			○	○	○
III	Courses offered at Other Graduate Schools			○		
IV	SILS's courses					○

#### I. GSICCS's courses registration

##### 1. Directed Research and Seminar

Directed Research and Seminar courses will be registered automatically; make sure to check the result of the automatically registered courses from the online course registration system.

##### 2. Basic, Specialized and Related courses

Register these courses by using the online course registration system. Make sure day and period of the courses you are registering do not overlap with that of automatically registered courses. As classes start before the announcement of the registration result, students are allowed to attend the classes before the result announcement.

##### 3. The course on research ethics

"Introduction to Academic and Research Integrity (For Humanities and Social Science)", all GSICCS Master's and Doctoral Students are required to take, is automatically registered in the first semester. If you fail to earn the credits of that course in the first semester, you must register it on your own after second semester to fulfill completion requirement.

#### II. "Common Courses among Different Graduate Schools", "Course Open to Graduate School Students (GEC)" and "Japanese Language Courses for International Students (CJL)"

Should you wish to register these courses, you can register by using the online course registration system. Please see the website of GEC and CJL for details.

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

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

If you wish **NOT** to count the credits of "Common Courses among Different Graduate Schools" toward graduation, follow the instruction in the "VI. Non-Recognition of credits obtained at other graduate schools". Note you cannot count the credits of "Courses Open to Graduate School Students" and "Japanese Language Courses for International Students" toward graduation.

#### III. Courses offered at Other Graduate Schools

Should you wish to register these courses, you can register by using the online course registration system. Please see [this website](#) for details.

#### IV. SILS's courses

If your research director considers it necessary for you to take the courses offered by SILS, you can register them by following the below instruction.

##### **1. Available courses**

Only the SILS Advanced Courses that is designated by the GSICCS is available. Evaluation for Master's students is different from that of undergraduate program; for details, see the GSICCS Course Registration website.

##### **2. Credits counted toward graduation**

Up to 4 credits per year (8 credits total) can be counted toward graduation.

##### **3. Registering SILS courses**

Submit the application form, available on page 7, to the GSICCS office during the designated course registration period.

#### V. To register "Intermediate Interpreting" or "Advanced Interpreting" courses

Prerequisite course must be taken in order to take these two courses.

- To take the "Intermediate Interpreting", you must have passed the "Introduction to Interpreting".
- To take the "Advanced Interpreting", you must have passed the "Intermediate Interpreting".

However, an exception may be made if either one of the following two conditions applies:

1. By attending the first class and getting permission from the instructor.
2. By passing the prerequisite courses as a Non-degree Research Student

In this case, submit application form on page 8 with the signature of the instructor to the GSICCS Office during the course registration period for GSICCS courses.

#### VI. Non-Recognition of credits obtained at other graduate schools

To avoid recognizing and counting the credits obtained at other graduate schools toward graduation, fill out the application form on page 9 with your research director's signature and submit it to the GSICCS office during the designated application period.

Note that up to 10 such credits can be counted toward graduation, and any exceeded credits will not be counted toward graduation.

## 6. How to register courses, for Doctoral students

### Registration period and available courses

	Category		Automatic	Registration period		
				GSICCS courses and other courses		3 <sup>rd</sup>
				1 <sup>st</sup>	2 <sup>nd</sup>	
I	GSICCS's courses	Directed Research	○			
		Independent Study		○	○	
		Ph.D. Seminar		○	○	
		Master's courses		○	○	
	the course on research ethics		○ *Only the first semester			
II	Common Courses among Different Graduate Schools			○	○	○
	Course Open to Graduate School Students (GEC)			○	○	○
	Japanese Language Courses for International Students (CJL)			○	○	○
III	Courses offered at Other Graduate Schools			○		

#### I. GSICCS's courses registration

##### 1. Directed Research

Directed Research courses will be registered automatically; make sure to check the result of the automatically registered courses from the online course registration system.

##### 2. Independent Study, Ph. D. Seminar

Register these courses by submitting the application form, available on page 10, with your research director's signature to the GSICCS office during the designated course registration period. For the Independent Study, please contact your supervisor first for your research plan. During your meeting/correspondence with the supervisor, be sure to check which professor is fit for your Independent Study. Once the professor for Independent Study is determined, contact the professor for the approval of taking the Independent Study with him/her. You may find the contact list of the professors at GSICCS on the announcement section of MyWaseda.

Ph.D. Seminar provides both specialized and interdisciplinary research guidance based on three different approaches.

##### 3. Master's courses

If your research director considers it necessary for you to take the Master's courses, register these courses by submitting the application form, available on page 11, with your research director's signature to the GSICCS office during the designated course registration period.

##### 4. The course on research ethics

"Introduction to Academic and Research Integrity (For Humanities and Social Science)", all GSICCS Master's and Doctoral Students are required to take, is automatically registered in the first semester. If you fail to earn the credits of that course in the first semester, you must register it on your own after second semester to fulfill completion requirement.

#### II. "Common Courses among Different Graduate Schools", "Course Open to Graduate School Students (GEC)" and "Japanese Language Courses for International Students (CJL)"

Please see the website of GEC and CJL for details.

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

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

### III. Courses offered at Other Graduate Schools

Should you wish to register these courses, you can register by using the online course registration system. Please see [this website](#) for details.

## 7. How to register courses, for Non-degree students

### Available courses

	Category		Doctoral Student		Master's Student	
			Special Research Student	Exchange Student	Sponsored Non-degree Student	Exchange Student
I	GSICCS's Doctoral courses	Directed Research (Core Study)	○ Automatically registered			
		Independent Study				
		Ph.D. Seminar	○			
	GSICCS's Master's courses	Directed Research				
		Seminar I and II	○			
		Basic	○	○	○	○
		Specialized	○			
		Related	○	○	○	○
II	Japanese Language Courses for International Students (CJL)		○ <sub>1</sub>	○ <sub>1</sub>	○ <sub>1</sub>	○ <sub>1</sub>
III	Courses offered at Other Graduate Schools		○ <sub>2</sub>	○ <sub>2</sub>	○ <sub>2</sub>	○ <sub>2</sub>

○1: up to 8 credits can be registered in a semester

○2: up to 4 credits can be registered during your period of study

### I. GSICCS's courses registration

Available courses can be registered by online registration system. As classes start before the announcement of the registration result, students are allowed to attend the classes before the result announcement.

### II. Japanese Language Courses for International Students (CJL)

Should you wish to register these courses, you can register by using the online course registration system. Please see the website of CJL for details.

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

### III. Courses offered at Other Graduate Schools

Should you wish to register these courses, you can register by using the online course registration system. Please see the GSICCS website for details.

# 国際教養学部設置科目 登録申請書（修士課程対象）

## Application Form for Registering SILS Courses

### (for Master's students only)

Student ID Number: \_\_\_\_\_

Name: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_

Tick the course(s) you wish to register, either in the "Count toward graduation" or "Not count toward graduation" column. Up to 8 credits obtained by SILS courses may be recognized as part of the required credits for completion of the master's program. Exceeded credits will be recognized as non-degree-credits.

✓	Course key	Class code	Course Title	Credits	Instructor
Count/ NOT count	210CO42200	51	Fundamentals of Generative Syntax	4	NAMAI, Kenichi
Count/ NOT count	210CO45800	51	Phonetics and Phonology	2	KONDO, Mariko
Count/ NOT count	210IR40600	51	Politics in Developing Countries (African Politics)	4	KATAOKA, Sadaharu

\*Once you submit this form, you cannot cancel the registration for any reason.

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GSICCS Office, Waseda University



# Interpreting 科目 登録申請書 (修士・博士課程) Application Form for Registering Interpreting Courses (for Master's, Doctoral students)

Student ID Number: \_\_\_\_\_

Name: \_\_\_\_\_

Instructor's (not the supervisor's) signature: \_\_\_\_\_

Tick the course you wish to register, either in the "Count toward graduation" or "Not count toward graduation" column. For non-degree students, tick in the "Not count toward graduation" column.

Credits		Semester	Course key	Course code	Course Title	Credits	Instructor
Count toward graduation	<u>Not</u> count toward graduation						
		Spring	5601006021	01	Advanced Interpreting	2	TAMURA, Tomoko
		Fall	5601006011	01	Intermediate Interpreting	2	TAMURA, Tomoko

\*Once you submit this form, you cannot cancel the registration for any reason.

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GSICCS Office, Waseda University

「他研究科提供科目」 / 「大学院全学共通設置科目」

修了単位非算入申請用紙（修士課程対象）

**Application Form for Non-Recognition of Credits of  
“Courses offered at Other Graduate Schools” and  
“Common Courses among Different Graduate Schools”  
(for Master’s students)**

Student ID Number: \_\_\_\_\_

Name: \_\_\_\_\_

Supervisor’s signature: \_\_\_\_\_

Fill out the following information for the course(s) you wish **NOT** to be counted toward graduation.

Name of the School	Course Title	Semester	Day	Period	Credits	Instructor

\*Note that you have to register these courses beforehand by using the online course registration system, as simply submitting this form would not suffice.

\*Once you submit this form, you cannot cancel the registration for any reason.

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## 博士後期課程 科目登録申請書（博士課程対象）

### Application Form for Registering GSICCS Doctoral Courses (for Doctoral students)

Student ID Number: \_\_\_\_\_

Name: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_

Fill out the following information for the GSICCS Doctoral courses you wish to register.  
You can register GSICCS Doctoral courses which are classified as follows:

- Independent Study courses
- Ph.D. Seminar courses

#### Independent Study

Course Title	Semester	Day	Period	Credits	Instructor (Instructor's signature required)

#### Ph.D. Seminar

Course Title	Semester	Day	Period	Credits	Instructor

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GSICCS Office, Waseda University

# 博士後期課程 修士課程科目登録申請書（博士課程対象）

## Application Form for Registering GSICCS Master's Courses (for Doctoral students)

Student ID Number: \_\_\_\_\_

Name: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_

Fill out the following information for the GSICCS Master's courses you wish to register.  
You can register GSICCS Master's courses which are classified as follows:

- Seminar courses
- Basic courses
- Specialized courses
- Related courses

Course Title	Semester	Day	Period	Credits	Instructor

\*Note that these credits cannot be counted toward graduation.

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GSICCS Office, Waseda University