

# Important Notes for Course Registration Procedure

## Note 1:

Make sure to click “OK” button after clicking “Course Add” button and check if the “Status” is changed from “Tentative Selection” to “Registration Submitted”

Current schedule of your school  
Spring Semester 3rd Registration 2014-04-12 09:00 - 2014-04-14 17:00 Course Registration Schedule

Course Search

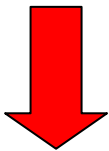
**Course Add**

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.

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Tues.	2	G.S. Law		<a href="#">Civil Law: Lecture I</a>	ISOMURA, Tamotsu	waseda	9-201		2	Tentative selection
spring semester	Mon.	2	G.S. Political Sci		<a href="#">Local Government A</a>	KOHARA, Takaharu	waseda			2	Registered
spring semester	Thur.	2	G.S. Political Sci		<a href="#">Academic Writing in Japanese</a>	YOSHINO, Takashi	waseda			2	Registered



\_\_\_\_\_ 's course registration. 2014-04-13 10:12:36

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
spring semester	Tues.	2	G.S. Law		<a href="#">Civil Law: Lecture I</a>	ISOMURA, Tamotsu	waseda	9-201		2	Tentative selection

After clicking “OK”, “Status” will be changed from “Tentative Selection” to “Registration Submitted”

Status/Order  
Registration submitted

In case you close the registration screen without clicking “OK”, we would suggest you to check your registration status BEFORE the registration deadline is over.

## Note 2:

Review of “How to search the courses on the course registration screen”.

The image shows a screenshot of a course registration search interface with three main sections, each with a numbered callout and a red arrow pointing to the next step.

**1. School**  
Schl Letters I [v] [OK]

**2. Course Category**  
<<No course categories are listed>> [v]

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

1. Select “SILS” and **make sure to click “OK”**.

2. Select the course category.

3. There must be at least one keyword in order to make a search.