

Timetable for Freshmen of Spring 2016
School of International Liberal Studies

Study Plan 2 (SP2)

Date	Time	Place	Event	Target Students	Note
3/21 Mon.	12:45-16:30	Building 15 *Classrooms will be announced on the day.	English Placement Test	All students	1
3/22 Tue.	See Note. 2	See Note. 2	Japanese Placement Test (J-CAT)	SP2 students (If applicable)	2
3/23 Wed.	13:00-15:00	Building 14 Room 201	Orientation for International Students On Student Life (By CIE)	All SP2 students from overseas (Except for Japanese nationality)	3
3/24 Thu.	13:30-16:00	Building 11 7F	Japanese Self Consultation (By CJL)	Those students who have questions after watching the orientation movie	4
3/28 Mon.	9:30-11:30	Building 11 Room501	Freshman Orientation (By SILS)	All SP2 students	5
	11:30-12:30	Building 11 Room501	“Student VISA” holders’ Orientation	All “Student VISA” holders	6
	16:00-16:20	Building 11 5F	Orientation for Other Foreign Languages ①	If applicable	7
	16:30-16:50		Orientation for Other Foreign Languages ②		
	17:00-18:00		Other Foreign Languages Level Check		
Date of commencing Waseda ID					
3/29 Tue.	Web(from 9:00) “Menu for course guidance week Registration screen”		First Course Registration (until March/31 17:00)	All students	8
	10:00-14:00	Building 11 Room 606	Distribution of Automatic Courses Registration Result	All students	9
	10:00-17:00	Building 11 506, 507	Course Registration Consultation(By SILS Sempai project)	If applicable	10
	11:00-11:30	Building 11 Room 501	Summary Instruction session of Course Registration	If applicable	11
	11:45-12:45	Building 11 Room 501	Guidance for Teacher's License (in Japanese)	If applicable	12
3/30 Wed.	10:00-17:00	Building 11 506, 507	Course Registration Consultation(By SILS Sempai project)	If applicable	10
4/1 Fri.~5/16 Mon. 13:00					13

Enrollment Period of the Computer Security Seminar and Information Ethics Test					
Date	Time	Place	Event	Target Students	Note
4/1 Fri.	10:00-16:30	Building 11 606	Distribution of Student Identification Cards *You can also get the card on 4/2.	All students	14
	13:00-16:00	Building 11 Room 501	Session for signing contracts of WID/Recommended Dormitories (Kyoritsu Maintenance operated dormitories ONLY)	Residents of Waseda University International Dormitories (WID), Waseda Recommended Dormitories, and Dormitories operated by Kyoritsu Maintenance. (International Students ONLY)	16
4/2 Sat.	9:30-10:30	Okuma Auditorium	SILS Entrance Ceremony	All students	15
	10:00-16:30	Building 11 606	Distribution of Student Identification Cards *You can also get the card on 4/1.	All students	14
	13:00-14:00	Building 14 Room 201	English Language Orientation (in Japanese)	All students	17
	14:00-15:00		English Language Orientation (in English)		
4/4 Mon.	11:00-12:30	Building 11-1F In front of Family Mart	Campus Tour (By SILS Sempai project)	If applicable	18
	12:30-15:30	Okuma Garden	Welcome Reception (By SILS Sempai project)	If applicable	
4/5 Tue.	16:00-19:00	Building 11 Room 501	Session for signing contracts of WID/Recommended Dormitories (Kyoritsu Maintenance operated dormitories ONLY)	Residents of Waseda University International Dormitories (WID), Waseda Recommended Dormitories, and Dormitories operated by Kyoritsu Maintenance. (International Students ONLY)	16
	Waseda-net e-mail		Announcement of First Course Registration Result	All students	19
4/6 Wed.	CLASSES BEGIN				
	Web(from 9:00) “Menu for course guidance week Registration screen”		Second Course Registration (Add - Drop) (until 4/7 17:00)	If applicable	20
4/9 Sat.	Waseda-net e-mail		Announcement of the Second Course Registration Result	If applicable	21
4/13 Wed.	Web(from 9:00) “Menu for course guidance week Registration screen”		Third Course Registration (Add - Drop) (until 4/14 17:00)	If applicable	22
4/16 Sat.	Waseda-net e-mail		Announcement of the Third	If applicable	23

			Course Registration Result		
4/18 Mon.	9:30-16:00	Building 11 4F, Global Network Center (GNC)	Add-only Course Registration	If applicable	24
4/19 Tue.	During opening hours	SILS Office and Coop	Audit Fee/Course Enrollment Fee Payment Period (until 4/25)	If applicable	25
4/22-4/23	Study Abroad Fair http://www.waseda.jp/inst/cie/news-en/7738			If applicable	26

*For detailed explanation of each event, please refer to "Notes" .

*If there is any additional notice for freshmen, we will inform you through our Web page.

<http://www.waseda.jp/sils/en/>

*We will give an explanation on how to obtain "WasedaID" , how to use "Waseda-net e-mail" and "MyWaseda" in the Freshman Orientation.

End

Notes (1 – 26)
School of International Liberal Studies
Study Plan 2 (SP2)

1. English Placement Test

This English placement test will be held to place you in appropriate English Language classes. All new students (including those whose native language is English) are required to take this test.

- ※ Your assigned room for the tests in Building 15 will be posted at the entrance of Building 15 on the test day.
- ※ OMR answer sheets will be used at the test. Please bring HB or B pencils (Mechanical pencils are also acceptable) and plastic erasers.
- ※ Please be sure to bring the Admission Card which you used in your entrance examination with you.
- ※ Those who have any of the scores mentioned below and wish to be exempted from taking English I and II, please submit a copy of your official score card (the print out of the online score report screen cannot be accepted) on the test day (If you have already submitted your score card when you took the AO or Recommendation Admissions, you don't have to submit a copy of your score card in this case). Once you submit it with prescribed form, English I and II will be automatically exempted.

*Regardless of score sheet submission, ALL students including those students whose first language is English must take the English Placement Test.

1. TOEFL-ITP 550 points or above taken within the past two years from the test day
2. TOEFL-iBT 79 points or above taken within the past two years from the test day
3. TOEIC 750 points or above taken within the past two years from the test day
4. IELTS 6.5 points or above taken within the past two years from the test day

- ※ Regarding the detailed information of English Course (including English I and II), refer to the “Course Registration Guide” which will be updated in early March in the “Guides, Related links” of the following URL.

<http://www.waseda.jp/sils/en/student/subject.html>

- ※ For the residents of Waseda International Student House (WISH), Higashi-Fushimi Student Dormitory, Ichijima Kinen Sendagi Student Dormitory, WID, Waseda Recommended Dormitories, and Espoir Mejiro, Escort service from each dormitory to the campus will be provided by the Waseda volunteer students on March 21 Mon.

2. Japanese Placement Test (J-CAT)

Basically, all SP2 students have to take 24 credits for Japanese Language courses by graduation. However, if they take this test and are assessed at level 6 or above, some or all Japanese language requirements may be exempted (Please refer to the following table and Course Registration Guide for details). Those who wish to check your level or may have enough Japanese Language ability for the exemption of Japanese Language courses' credits, please take this J-CAT test.

The J-CAT test will be conducted in the morning. Those who will take the J-CAT test, do not forget to check the detailed information (Time, Room, Building etc.) on the following website which will be available by mid-March

<http://www.waseda.jp/sils/en/student/index.html>

- ※ Please be sure to bring the Admission Card which you used in your entrance examination with you.

- ※ If you do not take the J-CAT test, you will automatically be placed at Level 1 and must take 24 credits for Japanese Language courses by graduation.

<Japanese Language Course Requirement>

Result of Placement Test	1st Semester	2nd Semester	3rd Semester	4th Semester	Required credits for graduation
Level 1	6 credits	6 credits	6 credits	6 credits	24 credits
Level 2	6 credits	6 credits	6 credits	6 credits	24 credits
Level 3	6 credits	6 credits	6 credits	6 credits	24 credits
Level 4	6 credits	6 credits	6 credits	6 credits	24 credits
Level 5	6 credits	6 credits	6 credits	6 credits	24 credits
Level 6	6 credits	6 credits	exempted	exempted	12 credits
Level 7, 8	exempted	exempted	exempted	exempted	none

- ※ The credits you are exempt from must be replaced by taking other Elective Courses.

3. Orientation for International Students on Student Life (By Center for International Education)

For overseas students who have little or no experience of living in Japan, there will be a guidance session. To enable you to start your stay in Japan as smooth as possible, useful information and advice will be provided on necessary preliminaries such as; resident registration, opening a bank account etc.

*Non-Japanese passport holders must attend.

4. Japanese Self Consultation (By Center for Japanese Language)

Prior to the Self Consultation, watch the Academic Orientation movie on CJL webpage, which shows the general information about Japanese courses and registration method at first.

< Self Consultation >

If you have any questions after watching the movie, please attend the Self Consultation. You don't have to attend this consultation if you do not have any questions.

Those students who will take Japanese Language Courses must refer to the following URL for details. Information will be updated by March 1.

http://www.waseda.jp/cjl/en/a_orientation.html

5. Freshman Orientation (By School of International Liberal Studies)

Important explanation and advices on various aspects on student life at SILS and Waseda University (including how to register your courses) will be provided.

※Please bring the Admission Card which you used in your entrance examination with you.

6. "Student VISA" holders' Orientation

In this orientation, we will explain about the important procedures for "student VISA" holders such as; resident registration, bank account registration and scholarship application etc. All Student VISA, Dependent VISA and Diplomatic VISA holders must attend.

7. Orientation for other foreign languages and Level Check

-Target Language-

French, Spanish, German, Chinese, Russian, Korean

<Orientations for Other Foreign Languages>

There will be orientations for each foreign language offered at SILS. Students who are undecided or unsure of which foreign language to take, please attend the orientations. The orientations will be

held in two different periods. You may attend orientations for two languages if you wish.

<Level Check>

In principle, Other Foreign Language courses, which are compulsory, must be taken from level 1. However, if you have previously learned any of the target language, you may be exempted or reduced the number of required credits by taking a level check interview with the instructor in charge. Those who wish to have Other Foreign Language credit exempted or reduced, make sure to attend the level check. If you have any official documents proving your ability in the language in question, please bring it to the interview.

Note that AO enrollees, who wrote down a language other than Japanese or English under "First Language" in the application form, will be automatically exempted from taking Other Foreign Language courses.

8. First Course Registration

All students must register their courses through WEB "Menu for course guidance week Registration screen".

9. Distribution of the Automatic Course Registration Result

The result of the Automatic Course Registration will be distributed. Based on the result of the placement test, your English courses will be registered automatically. Please be sure to bring the Admission Card which you used in your entrance examination with you. If you cannot receive it on the designated day and time, come to the SILS office (Building 11, 4th floor) later and receive it.

10. Course Registration Consultation (By SILS Sempai project)

SILS senior students (Sempai) provide consultation for those who have questions about the course registration method or course selection.

11. Summary Instruction of Course Registration

SILS office Staff will provide basic instructions about Course Registration. If you would like to participate in this session, we recommend you to bring the sheet of Automatic Course Registration Result with you.

12. Guidance for teacher's license (in Japanese)

Guidance for teacher's license will be given for those who want to be an English teacher in Japan. Please note that this guidance is conducted in Japanese.

13. Enrollment Period of the Computer Security Seminar and Information Ethics Test

Freshmen must take and pass the following seminar and test in order to acquire correct knowledge to use the IT services provided by Waseda University such as PCs, Internet services and mail services.

- Computer Security Seminar for Freshmen
- Information Ethics Test

14. Distribution of Student Identification Cards

※Student ID card will be given to you in exchange for your Admission Card which you used in your entrance examination. Please be sure to bring it with you. Your Student ID can only be given to you in person (you cannot ask your proxy to receive it). If you cannot receive it on the designated day, come to the SILS office (Building 11, 4th floor) on and after the day.

※After receiving your student ID card, confirm that there are no mistakes in the printed information such as your full name and photograph. Also confirm your name and address on the back of the ID card. The back-side seal is updated every year, while you will keep the same card until your graduation.

15. SILS entrance ceremony (in Japanese)

SILS entrance ceremony will be held.

16. Session for signing contracts of WID/Recommended Dormitories

(Kyoritsu Maintenance operated dormitories ONLY)

Foreign residents of Waseda University International Dormitories (WID), Waseda University Recommended Dormitories, and Dormitories operated by Kyoritsu Maintenance must attend this orientation. Please attend either day. *Those who are concerned about signing contracts in Japanese are recommended to attend as well.

17. English Language Orientation

All students need to attend this orientation (The time differs depending on the language (conducted in Japanese or English) it is held in. Please attend either one).

18. Campus Tour, Welcome Reception (By SILS Sempai project)

SILS senior students (Sempai) will hold a campus tour and a welcome reception for new students. This will be a good opportunity to make friends, so please join these events.

19. Announcement of the First Course Registration result

The result of the First Course Registration will be announced through Waseda-net e-mail at night on the result announcement day. You can also check the result from “Menu for course guidance week Registration screen” on the next morning (*1). Please check it carefully, and proceed to the Second Course Registration procedure, if necessary.

*1 If the result announcement day is Saturday, you can check the result on the web on Monday.

20. Second Course Registration

During this period, you will be able to drop courses and add courses which have vacancies. Not all the courses can be added/dropped. Read carefully the *Course registration guide* brochure for details.

21. Announcement of the Second Course Registration result

The result of the Second Course Registration will be announced through Waseda-net e-mail at night on the result announcement day. You can also check the result from “Menu for course guidance week Registration screen”. Please check it carefully, and proceed to the Third Course Registration procedure, if necessary.

*1 If the result announcement day is Saturday, you can check the result on the web on Monday.

22. Third Course Registration

During this period, you will be able to drop courses and add courses which have vacancies. Not all the courses can be added/dropped. Read carefully the *course registration guide* for details.

23. Announcement of the Third Course Registration Result

The result of the Third Course Registration will be announced through Waseda-net e-mail at night on the result announcement day. You can also check the result from “Menu for course guidance week Registration screen” on the next morning (*1). Please check it carefully, and proceed to the Add-only Course Registration procedure, if necessary.

*1 If the result announcement day is Saturday, you can check the result on the web on Monday.

24. Add-only Course Registration

You may add SILS lecture/seminar courses which have vacancies at the Global Network Center (4F, Bldg.11). Note that this Course Registration is first-come, first-served basis and the registration time and method differ from the 1st-3rd registration period. Be sure to bring your student ID card.

25. Audit Fee/Course Enrollment Fee Payment Period

For some University-wide Open Courses, Audit Fees / Course Enrollment Fees are required

(please refer to the University-wide Open Course Guidebook for details). Students taking these courses must receive the "Audit fee payment slip" at the SILS office, and pay the required amount at the University Co-op (Bldg.17, 2F).

26. Study Abroad Fair

Although study abroad is not compulsory for SP2 students, if you have interest in studying abroad, please attend this fair. However, note that most of the sessions will be conducted in Japanese. The English session will be provided in the last part of the Fair. Please confirm the detailed time and venue at the Freshman Orientation.

Attention

You cannot buy a student commuter pass for public transportation before March 31.
If you wish to purchase a student commuter pass, please go to the ticket office after April 1, and show your student ID card (Student ID cards will be distributed on April 1).

End