

## Course registration schedule for currently enrolled students, spring 2018

- ◆ This information is for currently enrolled students, including those who enrolled in September 2017.
- ◆ Schedule for newly enrolled students (SP2) can be found [here](#).
- ◆ This schedule is subject to change.

Date & Time	Event	Place
2/1 (Thu.) 10:00- 2/15 (Thu.) 17:00	Application for changing “Advanced seminar” class *Applicable only to those who wish to change “Advanced seminar” class. See “Advanced Seminar Registration Guide” for details.	<a href="#">Online application form</a> (can be accessed after logging into MyWaseda)
	Application for withdrawing from “Advanced seminar” class *Applicable only to those who wish to withdraw from “Advanced seminar” class. See “Advanced Seminar Registration Guide” for details.	SILS office (4th floor, building 11)
3/1 (Thu.)	Grade announcement	MyWaseda
3/1 (Thu.) 10:00 - 3/5 (Mon.) 12:00	“Advanced seminar” first registration (*2)	<a href="#">Online application form</a> (can be accessed after logging into MyWaseda)
First week of March	Information on Spring 2018 courses updated on the online syllabus search system (*1) *From 2018, syllabus book will not be handed out to students and all the course information will be found online.	Online syllabus search system
3/13 (Tue.) evening	Announcement of the result of automatically registered courses and “Advanced seminar” first registration	Waseda email
3/14 (Wed.) morning		Online course registration system
3/15 (Thu.) 9:00 -17:00	Preference registration (*3) (only for a course offered at SILS)	Online course registration system
3/15 (Thu.) 10:00 - 3/16 (Fri.) 12:00	“Advanced seminar” second registration (*2)	<a href="#">Online application form</a> (can be accessed after logging into MyWaseda)
3/20 (Tue.) evening	Announcement of the result of preference registration	Waseda email
3/21 (Wed.) morning		Online course registration system
3/21 (Wed.) 9:00- 3/23 (Fri.) 17:00	First course registration (including university-wide open courses) (*4)	Online course registration system
3/26 (Mon.)	Announcement of the result of “Advanced seminar” second registration	Waseda email
3/29 (Thu.) - 4/13 (Fri.) 17:00	“Advanced seminar” supplementary registration *Only for students who did not pass or could not apply for their advanced seminar. Details on schedule and the seminar which will accept supplementary registration will be announced later.	Contact the instructor
4/3 (Tue.)- 4/4 (Wed.) 10:00 – 16:00 for both days	Distribution of back-side sticker of student ID card Replacement of student ID card <b>*Students are required to exchange current student ID card for the new IC-chip embedded card.</b>	Room 501 and 502, Building 11
4/5 (Thu.) evening	Announcement of the result of first course registration	Waseda email
4/6 (Fri.) morning		Online course registration system

4/6 (Fri.)	First day of the Spring semester class	
4/6 (Fri.) 9:00- 4/7 (Sat.) 17:00	Second course registration, including university-wide open courses (Add-Drop (only SILS and CJL courses can be dropped))(*4)	Online course registration system
4/6 (Fri.)- 4/13 (Fri.)	Audit fee/course enrollment fee payment period for "General Tutorial English α/β" *Applicable to classes registered during first registration	(*5)
4/10 (Tue.) evening 4/11 (Wed.) morning	Announcement of the result of second course registration	Waseda email Online course registration system
4/12 (Thu.) 9:00- 4/13 (Fri.) 17:00	Third course registration, including courses offered at other schools (Add-Drop (only SILS and CJL courses can be dropped))(*4)	Online course registration system
4/16 (Mon.) evening 4/17 (Tue.) morning	Announcement of the result of third course registration	Waseda email Online course registration system
4/17 (Tue.) 9:30 - 16:00	Add-only course registration ( <u>this is not an online registration</u> )	GNC office (4 <sup>th</sup> floor, building 11)
4/17 (Tue.)- 4/23 (Mon.)	Audit fee/course enrollment fee payment period	(*5)
4/18 (Wed.) evening 4/19 (Thu.) morning	Announcement of final course registration	Waseda email Online course registration system

## Notes:

- ◆ Every semester there are students who try to register courses after the designated registration period, but such action will not be allowed under any circumstances as students are expected to register courses within the designated period. Also note that the instructor does not have any authority over course registration and getting permission from the instructor will not suffice. Make sure to complete the registration well before the deadline and if any problems arise, consult the SILS office before the registration period is over.
  - ◆ The online course registration system is not available for use between 2 am and 8 am (JST) every day due to the system maintenance.
- (\*1) You can see the online syllabus and course list at <http://www.waseda.jp/fire/sils/en/students/registration/>.
- (\*2) Not all students are eligible to register "Advanced seminar". Read the "Advanced seminar registration guide" which will be posted on the SILS website by the end of January (<http://www.waseda.jp/fire/sils/en/students/registration/>) for details. Some seminars may conduct screening interviews.
- (\*3) You can register only one SILS course in the preference registration. If two or more courses are registered, all the registered classes will be automatically cancelled. If too many students register for one course and exceed the class capacity, computerized lottery will be held to decide who will be registered.
- (\*4) For information on registering university-wide open courses, see the guidebook or the website of Global Education Center and Center for Japanese Language.
- (\*5) Some university-wide open courses require audit fee/course enrollment fee (see the university-wide open course guidebook for details). Students taking these courses will receive an email on how to pay the fee, so make sure to follow the instruction and pay the fee during the designated period.