

Schedule for incoming first-year students, Fall 2018  
School of International Liberal Studies  
Study Plan 2 (SP2)

\*Up-to-date schedule on [https://www.waseda.jp/fire/sils/assets/uploads/2018/06/Schedule\\_Fall\\_SP2\\_FirstYear.pdf](https://www.waseda.jp/fire/sils/assets/uploads/2018/06/Schedule_Fall_SP2_FirstYear.pdf)

Date	Time	Location	Session	Applicable to	Note
9/10 (Mon.)	9:10-12:30	Room <del>502</del> 501 Building 11	English placement test	All students	1
9/12 (Wed.)	9:30-11:30	Room 501 Building 11	Freshman orientation (by SILS office)	All students	2
	11:30-12:30		Orientation for "Student visa" holders	All "Student", "Dependent" and "Diplomatic" visa holders	3
	13:00-16:00	Room 603, 604, 606 Building 11	Session for signing contracts of Waseda University International Dormitories (WID)/Recommended Dormitories *this session is same as the session held on 9/20	Residents of WID, Waseda Recommended Dormitories, and Dormitories operated by Kyoritsu Maintenance. (International Students only)	4
	15:00-15:20	5 <sup>th</sup> floor Building 11	Orientation for Other Foreign Languages ①	If applicable	5
	15:30-15:50		Orientation for Other Foreign Languages ②		
	16:00-17:00		Other Foreign Languages Level Check		
9/14 (Fri.)	13:30-15:00	7 <sup>th</sup> floor Building 11	Consultation session on registering Japanese courses (by CJL office)	All students	6
Mid- September	<a href="#">Setting up your MyWaseda account</a> *Make sure to complete this procedure as it will be needed for course registration, etc. Details will be provided in the Freshman orientation on 9/12.				
9/19 (Wed.)	Online course registration		First course registration (from 9 am until 5 pm, 9/21)	All students	7
	10:00-17:00	Room 506, 507 Building 11	Consultation session on course registration (by SILS Sempai project)	If applicable	8
	11:00-11:30	Room 501 Building 11	Information session on course registration		9
	11:45-12:45		Guidance for teacher's license (in Japanese)		10
	13:00-15:00	Room 201 Building 14	Orientation for international students on student life (by CIE office)	All SP2 students, except those with a Japanese nationality	11
	15:00-16:00	Room 501 Building 11	English Language Orientation	All students	12
	16:00-17:30	Room 609 Building 11	WeTEC test	Students taking English II classes	
9/20 (Thu.)	13:00-16:00	Room 702, 703, 704 Building 11	Session for signing contracts of WID/Recommended Dormitories *this session is same as the session held on 9/12	Same as the session on 9/12	4
9/21 (Fri.)	Students must take and pass the "Computer security seminar and Information ethics test" from 9/21 (Fri.) to 10/22 (Mon.).				13

Date	Time	Location	Session	Applicable to	Note
9/22 (Sat.)	11:00-16:00	Room 606 Building 11	Distribution of student ID cards	All students	14
	13:00-14:30	Okuma Auditorium	Waseda University entrance ceremony		15
	16:00-17:00		SILS opening ceremony		16
9/25 (Tue.)	11:00-12:30	Room 505 Building 11	Campus Tour (held by SILS Sempai project)	If applicable	17
	13:00-15:00	Okuma Garden House	Welcome Reception (held by SILS Sempai project)		
9/26 (Wed.)	Evening	Waseda mail	Announcement of the First course registration result	All students	18
9/27 (Thu.)	<b>First day of the class</b>				
	Online course registration		Second course registration (Add - Drop) (from 9 am until 5 pm, 9/28)	If applicable	19
	-		Audit fee/Course enrollment fee payment period for General Tutorial English $\alpha/\beta$ courses (until 10/4) *Applicable to classes registered during the First course registration		20
9/28 (Fri.)	17:00	SILS Office 4 <sup>th</sup> floor, Building 11	Submission deadline for Residence Record (住民票)	All students	3
10/1 (Mon.)	Evening	Waseda mail	Announcement of the Second course registration result	If applicable	21
10/3 (Wed.)	Online course registration		Third course registration (Add - Drop) (from 9 am until 5 pm, 10/4)	If applicable	22
10/5 (Fri.) 10/6 (Sat.)	TBA	International Conference Center	Study abroad fair <a href="https://www.waseda.jp/inst/cie/">https://www.waseda.jp/inst/cie/</a> *Detailed schedule will be updated on the CIE website	If applicable	23
10/6 (Sat.)	Evening	Waseda mail	Announcement of the Third course registration result	If applicable	24
10/8 (Mon.)	9:30-16:00	Global Network Center (GNC), 4 <sup>th</sup> floor, Building 11	Add-only course registration	If applicable	25
	-		Audit fee/Course enrollment fee payment period (until 10/15)		20
10/19 (Fri.)	17:00	SILS Office 4 <sup>th</sup> floor, Building 11	Submission deadline for "Bank Transfer and Automatic Debit Transfer Application Form"	All students	3

\*Refer to "Notes" for detailed information of each event.

\*Additional notice will be informed on SILS website (<http://www.waseda.jp/fire/sils/en/>).

\*In the Freshman orientation, information on obtaining and using "Waseda ID", "Waseda mail" and "MyWaseda" will be provided.

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## Notes

### 1. English placement test

This English placement test will be held to place you in an appropriate English Language classes.

\*All students, including those whose first language is English, are required to take this test.

\*English I and II courses, which are mandatory, can be exempted by fulfilling either one of the following conditions (English III cannot be exempted).

A) The result of your Placement Test score meets requirement #1 below.

B) Submit a copy of your score sheet (printed online screen not accepted) that meets one of the requirements below on the test day. For those who have already submitted the score sheet as part of the application documents, you need not submit it again.

1. TOEFL-ITP: 550 or above
2. TOEFL-iBT: 79 or above
3. TOEIC: 750 or above
4. IELTS: 6.5 or above
5. EIKEN (英検): Pre-1<sup>st</sup> or above

**\*All of the above tests must be taken within past two years from 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.

\*Bring the Admission Card or Certificate of Success in the Entrance Examination which shows your "Admission number".

\*Detailed information on English courses will be updated in the "Course Registration Guide", which will be uploaded on the following website (Course Registration -> Guides/Important Notice).

<https://www.waseda.jp/fire/sils/en/students/registration/>

**\*If it becomes difficult for you to take the test on this date, contact SILS office in advance.**

### 2. Freshman orientation (by SILS office)

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 or Certificate of Success in the Entrance Examination which shows your "Admission number".

### 3. Orientation for "Student visa" holders

In this orientation, resident registration, bank account registration and scholarship application etc. will be explained. All "Student", "Dependent" and "Diplomatic" visa holders must attend this orientation.

### 4. Session for signing contracts of WID/Recommended Dormitories (Kyoritsu Maintenance operated dormitories only)

Foreign residents of WID, Waseda University Recommended Dormitories, and Dormitories operated by Kyoritsu Maintenance must attend this orientation. Those who have any questions about signing contracts in Japanese are recommended to attend this session.

### 5. Orientation for "Other foreign languages" and "Level check interview"

<Available foreign 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 are unsure which foreign language to take must attend the orientation.

Important explanation and advices on learning the language will be provided, and it is also recommended that students who have already decided which foreign language to take to attend the orientations. Same orientations will be held in two different periods, so it is possible to attend orientations for two different languages (German orientation may not be held on this day. Details will be provided in the Freshman orientation on the same day).

#### <Level Check>

“Other foreign language” courses, which are compulsory, must be taken from level 1. However, if you have previously learned any of the above language and wish to continue studying the same language, you may be exempted or reduced the number of required credits by taking a “level check interview” with the instructor in charge. If you have any documents supporting your proficiency in the language, you are advised to bring them to the interview.

For AO enrollees who wrote down a language other than Japanese or English under "First Language" section in the application form, they will be automatically exempted from taking “Other foreign language” courses.

#### **6. Consultation session on registering Japanese courses (by Center for Japanese Language office)**

Students first watch the academic orientation movie on CJL website, which provides general information about Japanese courses and registration. If there are any questions after watching the movie, students are advised to attend consultation session.

Those who are planning to take Japanese language courses must check the following website for details. Information will be updated by September 1<sup>st</sup>.

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

#### **7. First course registration**

All students must register courses by using an online course registration system. Make sure to check the result of the automatic course registration (based on the result of the placement test, English courses will be automatically registered accordingly) beforehand. Also, the result of the placement test will be shown on the “Announcements” section of MyWaseda.

#### **8. Consultation session on course registration (by SILS Sempai project)**

Consultation session is provided by SILS senior students (Sempai) for those who have questions about registering or choosing courses.

#### **9. Information session on course registration**

SILS office staff will provide basic information on course registration.

#### **10. Guidance for teacher's license (in Japanese)**

Guidance will be given to those who wish to acquire a teacher’s license and be an English teacher in Japan. This guidance is conducted in Japanese only.

#### **11. Orientation for international students on student life (by Center for International Education office)**

This is an orientation for overseas students who have little or no experience of living in Japan. To start student’s stay in Japan as smooth as possible, useful information and advice will be provided on necessary preliminaries such as alien registration, opening a bank account etc.

\*Non-Japanese passport holders must attend this orientation.

## **12. English language orientation**

This is an orientation on English I · II · III courses and all students must attend this orientation.

## **13. Computer security seminar and Information ethics test**

Students 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 computers, internet services and mail services.

-Computer Security Seminar for Freshmen

-Information Ethics Test

## **14. Distribution of student ID card**

Student ID card will be given to students in exchange for the “Admission card” which shows your “Admission number”. Student ID card can only be given to students in person and cannot be given to proxy. If students are unable to receive it on the designated day, it will be handed out at the SILS office (4<sup>th</sup> floor, building 11) later.

After receiving your student ID card, check that all the information, including your full name, photograph and also information on the back side are correct. If your address is not printed in the current address section, or is outside of Japan, register your new address by using MyWaseda. The back-side seal will be updated every year, while the card itself must be kept until graduating.

## **15. Waseda University entrance ceremony (in Japanese)**

University-wide entrance ceremony will be held.

## **16. SILS opening ceremony**

SILS opening ceremony is held for SILS new students.

## **17. Campus Tour and Welcome Reception (by SILS Sempai project)**

SILS senior students (Sempai) will hold series of events for new students. This will be a great opportunity to get to know your fellow students and we strongly recommend you to join these events.

## **18. Announcement of the First course registration result**

No later than 9 am of next day, the result of the First course registration will be notified to student’s Waseda mail. The result of the course registration can also be checked by logging in to the online course registration system. Depending on the result, you may proceed to the Second course registration.

## **19. Second course registration**

During this period, you will be able to drop SILS and CJL courses and add courses which have vacancies. Not all the courses can be added or dropped. Read the “Course registration guide” thoroughly for details.

## **20. Audit fee/course enrollment fee payment period**

For certain courses, “Audit fee/course enrollment fee” are required (please refer to the “Open Course Guidebook” for details). Students taking these courses will receive an email on how to pay the fee; follow the instruction and pay the fee during the designated period.

## **21. Announcement of the Second course registration result**

No later than 9 am of next day, the result of the Second course registration will be notified to student’s Waseda mail. The result of the course registration can also be checked by logging in to the online course registration system. Depending on the result, you may proceed to the Third course registration.

**22. Third course registration**

During this period, you will be able to drop SILS and CJL courses and add courses which have vacancies. Not all the courses can be added or dropped. Read the “Course Registration Guide” thoroughly for details.

**23. Study abroad fair**

Although study abroad is not compulsory for SP2 students, for those who are interested in studying abroad should attend this fair. However, note that most of the sessions will be conducted in Japanese and the English session will be provided in the latter part of the fair.

**24. Announcement of the Third course registration result**

No later than 9 am of next day, the result of the Third course registration will be notified to student’s Waseda mail. The result of the course registration can also be checked by logging in to the online course registration system. Depending on the result, you may proceed to the Add-only course registration.

**25. Add-only course registration**

You may add SILS lecture/seminar courses which have vacancies. Unlike previous course registration, this registration is not conducted online and instead it is a first-come, first-served basis registration conducted at the GNC office (4<sup>th</sup> floor, building.11). Read the “Course registration guide” thoroughly for details. Be sure to bring your student ID card.

To purchase a student commuter pass for public transportation, you will need your student ID card, which you will receive on September 22 <sup>nd</sup> (therefore you will not be able to purchase before this date).
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