

Course registration schedule for newly enrolled SP2 students, Spring 2019

- ◆ This information is for SP2 students who enrolled on April 2019.
- ◆ SP1 新入生の日程は[こちら](#)をご確認ください。
- ◆ This schedule is subject to change. Additional notice will be informed on [SILS website](#).

Date	Time	Place	Event	Applicable to	Note
3/20 (Wed.)	9:10-12:30	Building 15 *Classrooms will be announced on this day.	English placement test	All students	1
3/22 (Fri.)	13:00-15:00	Room 106 Building 8	Orientation for international students on student life (by CIE office)	All SP2 students, except those with a Japanese nationality	2
	17:00-20:00	Room 101 Building 15 Room 109 Building 10	WISH (student dormitory) orientation	If applicable	
3/28 (Thu.)	9:30-11:30		Freshman orientation (by SILS office)	All students	3
	11:30-12:30	Room 501 Building 11	Orientation for "Student visa" holders	All "Student", "Dependent" and "Diplomatic" visa holders	4
	13:30-15:00	7 th floor Building 11	Consultation session on registering Japanese courses (by CJL office)	All students	5
	16:00-16:20		Orientation for Other Foreign Languages ①	If applicable	6
	16:30-16:50	5 th floor Building 11	Orientation for Other Foreign Languages ②		
	17:00-18:00		Other Foreign Languages Level Check		
	Setting up your MyWaseda account				
*Make sure to complete this procedure as it will be needed for course registration, etc.					
3/29 (Fri.)	Online course registration		First course registration (from 9 am until 5 pm, 4/1)	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
3/30 (Sat.)	10:00-17:00	Room 506, 507 Building 11	Consultation session on course registration (by SILS Sempai project)		If applicable
	13:00-14:00	Room 201 Building 14	English Language Orientation (in Japanese)	All SP1 students	11
	14:00-15:00		English Language Orientation (in English)	All SP2 students	

	Students must take and pass the “Computer security seminar and Information ethics test” from 4/1 to 5/13			12	
4/1 (Mon.)	11:00-16:00	Room 606 Building 11	Distribution of student ID card	All students	13
	10:30-11:30	Okuma Auditorium	SILS opening ceremony		14
	14:00-	Waseda Arena	Waseda University entrance ceremony		15
4/3 (Wed.)	Evening	Waseda mail	Announcement of the First course registration result	All students	16
4/4 (Thu.)	10:30-11:30	Room 505 Building 11	Performance (by SILS Sempai project)	If applicable	17
	11:30-13:00	Room 101 Building 15	Campus Tour (by SILS Sempai project)		
	13:00-15:30	Okuma Garden	Welcome Picnic (by SILS Sempai project)		
4/5 (Fri.)	12:00-17:30	Room 603, 604, 606 Building 11	Session for signing contracts of WID/Recommended Dormitories *For exchange and undergraduate students (International Students only)	Residents of WID, Waseda Recommended Dormitories, and Dormitories operated by Kyoritsu Maintenance.	18
	17:00	SILS Office 4 th floor, Building 11	Submission deadline for Residence Record (住民票)	All students	3
	-		Audit fee/Course enrollment fee payment period for General Tutorial English α / β (until 4/13) *Applicable to classes registered during the First course registration	If applicable	19
4/6 (Sat.)	First day of the class				
4/8 (Mon.)	Online course registration		Second course registration (from 9 am until 5 pm, 4/9)	If applicable	20
4/11(Thu.)	Evening	Waseda mail	Announcement of the Second course registration result	If applicable	21
4/12 (Fri.)	Online course registration		Third course registration (from 9 am until 5 pm, 4/13)	If applicable	22
4/16 (Tue.)	Evening	Waseda mail	Announcement of the Third course registration result	If applicable	23
4/17 (Wed.)	9:30-16:00	Global Network Center, 4 th floor, Building 11	Add-only course registration	If applicable	24
4/18 (Thu.)	-		Audit fee/Course enrollment fee payment period (until 4/23)	If applicable	19
4/19 (Fri.) 4/20 (Sat.)	TBA	International Conference Center	Study abroad fair *Detailed schedule will be updated on the CIE website	If applicable	25
5/17 (Fri.)	17:00	SILS Office 4 th 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.

Notes

1. English placement test

This English placement test will be held to place you in an appropriate level of the English I, II, and III 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-1st 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. 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.

3. 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. Also, information on obtaining and using "Waseda ID", "Waseda mail" and "MyWaseda" will be provided.

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

4. 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.

5. 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 March 1st.

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

6. 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 (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 (this “level check” will be held only on this day). 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.

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. English language orientation

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

12. 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

13. 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 (4th 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.

14. SILS opening ceremony

SILS opening ceremony is held for SILS new students.

15. Waseda University entrance ceremony (in Japanese)

University-wide entrance ceremony will be held.

16. 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 and also can be checked by logging in to the online course registration system. Depending on the result, you may proceed to the Second course registration.

17. Performances, 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. 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.

19. 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.

20. 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.

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 and also can 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. 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 and also can be checked by logging in to the online course registration system. Depending on the result, you may proceed to the Add-only course registration.

24. 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 (4th floor, building.11). Read the “Course registration guide” thoroughly for details. Be sure to bring your student ID card.

25. 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.

To purchase a student commuter pass for public transportation, you will need your student ID card, which you will receive on April 1 st (you will not be able to purchase before this date).
