

Spring 2019

Advanced Seminar Registration Guideline

In this guideline, you can find information on Advanced Seminar registration. To avoid mistakes with your registration, please pay close attention to the following guidelines when you register for courses.

Every semester, there are students who try to register for courses after the designated registration period. We do not permit students to register courses after the registration period no matter the reason (also note that the instructors have no authority over course registration. Getting permission from the instructor will not suffice).

Please make sure to register well before the deadline and if any problems arise, make sure to consult the SILS office before the registration period is over.

◆ Course list and information on each seminar course

Available in mid-February, to be found from
SILS Website > For Current Students > Course Registration and License >
[Information\(https://www.waseda.jp/fire/sils/en/students/registration/#anc_15\)](https://www.waseda.jp/fire/sils/en/students/registration/#anc_15)
> Advanced Seminar

*About 15 students will be accepted for each class (there may be a case where less than 15 students will be accepted in a class as a result of the screening).

*The website will be frequently updated. Make sure to click the refresh button in order to see the latest information.

1. Eligible Students

Students who wish to register for Advanced Seminar must enroll in an Advanced Seminar for 3 consecutive semesters. Students eligible for registering Advanced Seminar in Spring 2019 are **those who are in their sixth or later semester (excludes the period when a leave of absence was taken) in Spring 2019.**

*From Academic Year 2018, rules on registering Advanced Seminar have been revised as follows:

- ◆ For students who wish to register Advanced Seminar in Spring semester: they must be in their sixth or later semester in Spring
- ◆ For students who wish to register Advanced Seminar in Fall semester: they must be in their fifth or later semester in Fall

Those who meet the following conditions must come to the SILS office and apply for exemption.

- 1) Students who wish to take Advanced Seminar for only 2 semesters since they cannot attend for 3 semesters due to inevitable reasons, such as study abroad or early graduation and are scheduled to graduate within 7 or 8 semesters (*1)
- 2) Students who enrolled in 2009 or later (*2) and do not wish to take an Advanced Seminar or could not pass the screening by the deadline (*3)

*1: If students are allowed to take only 2 semesters of Advanced Seminar, they must fulfill the exempted credits by taking Intermediate or/and Advanced Courses.

*2: Students who enrolled in 2008 or earlier are required to register for Advanced Seminar and Directed Studies for Senior Thesis, as not doing so may affect the timing of graduation.

*3: Advanced Seminar and Directed Studies for Senior Thesis are not compulsory for students who enrolled in 2009 or later. If students are exempted, they must replace these credits by taking Intermediate or/and Advanced Courses. **For students who will be enrolling on or after academic year 2019, exempted credits can be only replaced by taking Advanced Courses (this rule also apply when there is a shortfall of the Advanced Seminar credits (such as after dropping the Advanced Seminar)).**

Those who wish to be exempted must apply at the SILS office by April 19 (Fri.).

2. Automatic Course Registration

Students who registered for the Advanced Seminar in Fall 2018 and have not fulfilled all the requirements for the Advanced Seminar credits will be automatically registered for the same seminar in Spring 2019 as well (students do not need to take any additional procedures).

If you are in the final semester of Advanced Seminar, your Directed Studies for Senior Thesis (4 credits) will also be registered automatically. Therefore, when you register for courses, please subtract 6 credits (Advanced Seminar (2 credits) and Directed Studies for Senior Thesis (4 credits)) from the maximum registrable credits. If you are September enrollees and started taking Advanced Seminar from 5th semester, your Directed Studies for Senior Thesis will be registered in 8th semester.

For more information on Directed Studies for Senior Thesis, see the following website.

<http://www.waseda.jp/sils/jp/student/pdf/Submission%20of%20Senior%20Thesis.pdf>

3. Class Selection

[The online syllabus system](#) will be available from February 12. It is important to read syllabi thoroughly before registration.

Some Advanced Seminar classes may not accept any new students even if there is information on the online syllabus system. For details, refer to the Course list and information on each seminar course at <http://www.waseda.jp/fire/sils/en/students/registration/>.

If your Advanced Seminar class overlaps with other course that you have already registered, the Advanced Seminar will be registered and overlapped course will be automatically cancelled.

4. Changing your Seminar

Students who plan to take the Advanced Seminar for 3 semesters are allowed to change their seminar once before the 2nd semester of their Advanced Seminar (This applies to those who failed their 1st semester of the Advanced Seminar as well. Please refer to “10. If you fail your 1st semester of the Advanced Seminar” for detail).

If you wish to change your Advanced Seminar class, fill out the online application form, follow the same application process as newly registering students, and pass the screening for your new class. As you will have to pass the screening (even if you do not pass, the Advanced Seminar class you were taking in the 1st semester will be automatically cancelled), give some serious thought before applying. Also, when changing the seminar, we strongly recommend you to consult the instructor you will be applying beforehand.

If you wish to continue to take the same Seminar class which you registered in Fall 2018, there is no extra process you need to take; the same class will be registered automatically for Spring 2019.

	Period	Method
Application for changing class	February 1 (Fri.) 10:00 - February 15 (Fri.) 17:00	Online application form (can be accessed after logging into MyWaseda)

5. Withdrawing from your Seminar

Students may elect not to continue with their Advanced Seminar program after one semester, regardless of passing or failing the course. A passing grade in the Advanced Seminar will be treated as an advanced course credit. The remaining credit shortfall must be made up through taking intermediate or/and advanced courses.

If you choose not to continue your Advanced Seminar class, you need to apply for a withdrawal request to SILS office.

	Period	Method
Apply for a withdrawal request	February 1 (Fri.) 10:00 - February 15 (Fri.) 17:00	Apply at SILS office (After February 5, visit the Interim Advisory Center (臨時事務所))

6. Screening Method

Applicants will be screened by the instructor. Even if the number of applicants does not exceed the enrollment limit, there is a possibility that you will not be chosen for the seminar course you wish to take.

The selection by instructors will be made mainly by document screening or/and interview. Please confirm the screening method in advance since it differs by instructors. Note that you may need to come to school during the registration period if an interview is to be held.

Please refer to the list of screening method by checking the above-mentioned “Course list and information

on each seminar course” <http://www.waseda.jp/fire/sils/en/students/registration/>.

7. How to apply

Please apply for your desired seminar course using online application form (information on “9. Registration Schedule”), which you can find after logging into MyWaseda (note that the registration website for the Advanced Seminar is different from the regular course registrations website).

- ◆ We recommend you to make a draft first and paste it into each section by using "copy & paste" function.
- ◆ Check your email regularly, as instructors or the SILS office may send an email to you about your application. Also, be sure there is enough capacity left on your email box and our email is not automatically sorted as a spam email.
- ◆ What you need to fill out in your application form:
 - The seminar class you wish to apply for
 - Courses and grades which are related to your preferred seminar
 - Host institution, country (if you have studied abroad)
 - Courses and grades you acquired during study abroad
 - Reason for applying for the seminar (within 300 words)
 - Self-introduction (within 300 words)

8. Orientation and information session

For Spring semester, an orientation will not be held.

9. Registration Schedule

You can only apply during the designated period. Avoid the last-minute registration.

1) Advanced Seminar first registration

	Period	Method
Announcement of " <u>Course list and information on each seminar course</u> "	Mid February	SILS website
Application period	March 4 (Mon.) 10:00 - March 5 (Tue.) 12:00	Online application form (can be accessed after logging into MyWaseda)
Selection period	March 6 (Wed.) - March 8 (Fri.) 12:00	Varies by Seminar
Announcement of the result	March 13 (Wed.) Evening	Notified by Waseda email

2) Advanced Seminar second registration

- If there are vacancies after the first registration, a second registration will be held.
- Students who did not pass the screening in the first registration are eligible to apply for the second registration.

	Period	Method
Application period	March 14 (Thu.) 10:00 - March 15 (Fri.) 12:00	Online application form (can be accessed after logging into MyWaseda)
Selection period	March 18 (Mon.) - March 20 (Wed.) 12:00	Varies by instructor
Announcement of the result	March 25 (Mon.) Evening	Notified by Waseda email

3) Advanced Seminar supplementary registration

Students who did not pass the screening in the first/second registration will receive information on the procedure of the supplementary registration by Waseda email. Please be aware that Advanced Seminar courses cannot be changed even during the add-drop period.

10. If you fail your 1st semester of the Advanced Seminar

1) Students registered for three semesters of advanced seminar, and who have failed the first semester, will need to do one of the following:

- (a) gain the permission of the instructor to remain in the seminar program, which makes it possible to graduate in the usual eight semester period but with only two semesters of an advanced seminar credit.
- (b) transfer to another advanced seminar, which makes it possible to graduate in the usual eight semester period but with only two semesters of an advanced seminar credit.
- (c) withdraw from the advanced seminar track (however this does not apply to students admitted before 2008, for whom completion of an advanced seminar and senior thesis is required).

Any credit shortfall will be made up for with intermediate or/and advanced course credits. That is, two credits in the case of (a) or (b), and ten credits in the case of (c).

2) Students approved to register for only two semesters of advanced seminar, and who have failed the first semester, have two options:

- (d) with the permission of the instructor, complete the required two semesters of advanced seminar and senior thesis. However this would require delaying graduation by a semester.
- (e) withdraw from the seminar track, with the eight credit shortfall met with intermediate or/and advanced courses (however this does not apply to students admitted before 2008, for whom completion of an advanced seminar and senior thesis is required).