

For students entering in 2023

# Course Registration Guide 2023 Study Plan 2

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# Support Anywhere サポエニ



Support Anywhere (サポエニ) is the website established to help Waseda students settle their anxiety or doubts on their student life at anytime, anywhere.

For instance, information below about the Course Registration is posted.

Anything to be aware of during the Course Registration

How do we register for the courses?

Where do we send an inquiry about the Course Registration?

What is University-wide Open Courses? What is the differences between the University-wide Open Courses and Courses offered at other undergraduate schools?

What is this error on the Web Course Registration System ?

Licenses and minors

Etc...

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※ Please do check relevant documents and materials such as Study Guide, Course Registration Guide and Syllabus etc. for the curriculum and the details of the courses.

Also,

Abundant info on how requesting for the certificates, tuitions fee, scholarship, teacher's license, grades, facility, and student life etc. available.



If there is something you don't understand or want to know, try using Support Anywhere first as if you were looking it up in a dictionary. And, if it does not solve your problem, please contact the office for the further support.

- Bookmark Support Anywhere at;
- URL: <https://wnpspt.waseda.jp/student/supportanywhere/>

# Introduction

This "Course Registration Guide" is a manual that contains important information on course registration procedures, as well as information on curriculums and classes. Please read this manual carefully.

The "Guidebook for Students" is provided to freshmen when entering school as a manual that guides them in their student life from entrance to graduation. Since the curriculums are different depending on the school year you enter SILS, please refer to the "Guidebook for Students" as well as the "Course Registration Guide". If there are any changes or updates, you'll be informed about them through the SILS homepage.

**【The SILS Homepage • Course Registration】**

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

## Before Registering for Courses

### **Course Registration = WEB Registration**

Course registration is done through “Grades & Course registration” page and the registration results can be seen from your Web registration screen as well as through the e-mails sent to your Waseda Mail account.

In order to use MyWaseda and Waseda Mail, you must obtain a Waseda ID and Password.

**Make sure to create your Waseda ID and Password**  
**during the designated period**

### **A thorough understanding of registration rules ensures good results**

Please make sure to read this guidebook carefully, study well the registration schedule and rules, and then register for courses. Insufficient understanding of course registration may lead to poor results.

### **Make sure to check the latest information!**

Check the latest information about course registration regularly through the MyWaseda and the SILS web page.

**SILS Homepage:** <https://www.waseda.jp/fire/sils/en/>

**SILS Course Registration:** <https://www.waseda.jp/fire/sils/en/students/registration/>

**Syllabus Search:** <https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>

### **Register for courses during the web registration period**

Adding and dropping courses is not permitted after the registration period under any circumstances with regards to equality and data processing issues. Please make sure you add and/or drop courses during the registration period.

### **Confirm registration results**

You will be informed of the registration results through Web registration screen and Waseda Mail. Make sure to confirm the results, and if you find something incorrect, please contact the SILS office immediately. A confirmation e-mail will be sent to your Waseda Mail account the next day if you take any action regarding course registration (add and/or drop). Make sure to save these e-mails on your Waseda Mail account. (Even if you are forwarding your Waseda Mails to another account, make sure to keep original e-mails on your Waseda-net account)

### **Keep your student ID card with you at ALL TIMES!**

Every administrative procedure, including course registration, requires you to show your student ID card. Please keep it with you at all times.

# Frequently Asked Questions about Course Registration



## What is course registration?

→In principle, students design their own schedules in order to graduate within 4 years at a university (not including automatically registered courses). You have to decide which courses to take, attend the classes, and after satisfying each course's requirements, you can obtain credits. You need 124 credits in order to graduate from SILS. Course registration is therefore an essential procedure for you to design your study at SILS.



## When do we register for courses?

→Course registration takes place twice a year for SILS students. For course registration in spring, the registration period is between March and April. For course registration in fall, the registration period is between September and October.

☞The schedule will be put up on the SILS homepage.



## What should we do before the course registration?

→Create your own Waseda ID for registration (Without an ID, you CANNOT register for courses.)

A. Create Waseda ID and Password.

B. Take the Required Seminar for All New Students

\*Taking this test is compulsory.



## What if I have no PC at home...?

→Please use the PCs rooms on campus.

☞Check this website for available PCs. We do NOT permit students to register courses after the registration period no matter the reason (including the PC troubles or network errors at home).

<http://www.waseda.jp/navi/e/room/index.html>



## How does automatic registration work?

→Based on the result of your English placement test, English courses will be registered automatically.

If your score meets the requirement, English courses will not be registered for you. Also, if you succeed in registering, “Advanced Seminar” and “Directed Studies for Senior Thesis” will be automatically registered for the designated semesters. (⇒See p. 23)



## What is a ‘lottery’?

→If too many students register for one course, a computerized lottery may be held. (If you did not get a spot, “Over enrolled” notification will be shown on your Web registration screen).



## **How do we register for University-wide Open Courses or Courses offered at other undergraduate schools?**

→You can register for University-wide Open Courses and Courses offered at other undergraduate schools (Tagakubu Teikyo Kamoku) during the designated periods. Please see p.40 for details on these courses. Please note that most University-wide Open Courses and Courses Offered by Other Schools/Departments are conducted in Japanese. If your Japanese level is low, these courses are not recommended for you.

## **Frequently Asked Questions about Classes**



### **When do classes begin?**

→Spring 2023 classes begin on April 12<sup>th</sup>. Fall 2023 classes begin on October 5<sup>th</sup>. Please check the schedule on the SILS website.



### **Where can we buy textbooks?**

→You can buy textbooks at the CO-OP book store (Bldg. 17)  
Around the first day of classes, there will be a special site for books in front of the CO-OP.



### **I would like to meet SILS instructors...**

→SILS instructors meet students during their office hours. However, they may have prior engagements, so we recommend you to make an appointment in advance by e-mail if possible. Please check their contact e-mail addresses at the SILS office or from the announcement on MyWaseda.



### **Where are the classrooms?**

→Check your Waseda Mail or course registration website to find where your classes are held. There may be classroom changes at the beginning of the semester. Check the bulletin board (Bldg. 11 - 1F & 4F) and the SILS website frequently so that you do not miss important notices. Notices regarding class cancellation are also available on the bulletin board (and on MyWaseda as well in some cases). The instructor may also make announcements regarding class cancellation during class or e-mail. For make-up classes, please check Waseda Mail, or ask the instructor.



### **What's Waseda Moodle?**

→The Waseda Moodle is a tool that supports course and class activities. To use the Waseda Moodle, log in to MyWaseda, click “Learning Support”, then click “Waseda Moodle” and all the registered courses will be displayed.

# Course Registration Guide

## (IMPORTANT) Impact of Failed Subjects and Lower GPA

**As the selection criteria of study abroad program (Fall Departure), and scholarship nominations** considers the GPA you earned during the spring semester, it is good to keep a high GPA rank throughout the semester. (Your GPA rank matters even when you apply for Graduate Schools.)

To avoid bad credits and lower GPA, you better refrain from registering unnecessary subjects at first. Which means registering the maximum allowable courses could lower your GPA rank sometimes.

Thus, a thorough consideration before the course registrations is highly valued.

It is essential to be able to create and manage your own schedule, meet deadlines, and follow rules and procedures when you enter the real world. **Excuses such as “I forgot” or “I did not know” is not acceptable, and you will have to take full responsibility for your own actions.**

University is designed to prepare you for the real world, so these standards will be applied to you while you are at Waseda University.

This guide mainly deals with course registration, and we expect you to strictly observe the course registration deadline in each registration period.

You cannot add and/or drop courses outside of the designated registration periods.

Read this guide carefully in advance, keep the schedule in mind and act in a timely fashion.

..... Contact information for inquiries about course registration .....

### Consultation about curriculums

Please ask at the front desk at the SILS office during the office hours. (Building 11, 4<sup>th</sup> floor)

#### 【Office hours】

Mon.~Fri. 9:00~17:00

\*The office will be closed on the holidays set by the University.

### Web registration

You can make inquiries through “Inquiry form” in “Grades & Course registration” page. You can access this page from the MyWaseda login screen, (You can send inquiry anytime, however, you may receive the reply on the next day or later depending on the inquiry.).

### Waseda ID

If you have any problems or inquiries about Waseda ID, ask at the Portal office. (Building 7, on the 1<sup>st</sup> floor)

#### 【Office hours】

Mon.~Fri. 9:00~20:00

\* Close at 18:00 when no classes

Sat. 9:00~18:00

\* Closed when no classes

## 1.

## Number of Credits Necessary for Graduation

As stated in the "Guidebook for Students", which you received before entering school, certain credits are required in order to graduate. Before starting the course registration, please read the guidebook carefully and design your study plan towards your graduation.

## ◆ April Enrollees (standard model)

\*This chart is a model. As long as you fulfill the graduation requirements, your situation may differ.

(Numbers indicate credits)

Course Category		No. of credits necessary for graduation	1 <sup>st</sup> year		2 <sup>nd</sup> year		3 <sup>rd</sup> year		4 <sup>th</sup> year					
			Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall				
			1 <sup>st</sup> semester	2 <sup>nd</sup> semester	3 <sup>rd</sup> semester	4 <sup>th</sup> semester	5 <sup>th</sup> semester	6 <sup>th</sup> semester	7 <sup>th</sup> semester	8 <sup>th</sup> semester				
Foreign Language	Japanese	24	6	6	6	6	The level of English III will be automatically selected based on the result of the English placement test and No. of credits necessary for graduation will also be changed for each student.							
	English III (level 1-3)	3	2	1										
	Other Foreign Languages	4	4											
Seminar	First Year Seminar B	4	2	2										
	Intermediate Seminar	2			2									
	Advanced Seminar	(10)						(2)	(2)	(2)				
	Direct Studies for Senior Thesis (*1)								(4)					
Statistics	Introductory Statistics	2	2											
Lecture	Introductory	8	8											
	Intermediate	16			16									
	Advanced	16				16								
Elective	Elective	35	35 (including the credits earned during study abroad)											
Total (standard) (*2)		124	(17)	(17)	(16)	(16)	(28)		(16)	(14)				
Maximum allowable number of credits (*2)			21	21	20	20	20	20	20	20				

\*1) If you wish to be exempted from taking Advanced Seminar, please come to the SILS office and follow the necessary procedures for exemption. As a rule, you must take Advanced Seminar for 3 semesters once you decide to take it. However, there are some exceptional cases that you are allowed to take Advanced Seminar course only for 2 semesters (See P.38 for details). You must make up these exempted credits by taking Advanced Lecture Courses.

\*2) Credits for Voluntary Courses are not included.



## ◆ September Enrollees (standard model)

\*This chart is a model. As long as you fulfill the graduation requirements, your situation may differ.

(Numbers indicate credits)

Course Category		No. of credits necessary for graduation	1 <sup>st</sup> year		2 <sup>nd</sup> year		3 <sup>rd</sup> year		4 <sup>th</sup> year	
			Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
			1 <sup>st</sup> semester	2 <sup>nd</sup> semester	3 <sup>rd</sup> semester	4 <sup>th</sup> semester	5 <sup>th</sup> semester	6 <sup>th</sup> semester	7 <sup>th</sup> semester	8 <sup>th</sup> semester
Foreign Language	Japanese	24	6	6	6	6				
	English III (level 1-3)	3	2	1						
	Other Foreign Languages	4	4							
Seminar	First Year Seminar B	4	2	2						
	Intermediate Seminar	2			2					
	Advanced Seminar(*2)	(10)								
	Pattern ① Upper row:Advanced Seminar Lower row:Directed Studies						(2)	(2)	(2)	
	Pattern ② Upper row:Advanced Seminar Lower row:Directed Studies					(2)	(2)	(2)		
								(4)		
Statistics	Introductory Statistics	2	2							
Lecture	Introductory	8	8							
	Intermediate	16			16					
	Advanced	16				16				
Elective	Elective	35	35 (including credits earned during your study abroad)							
Total (standard) (*3)		124	(17)	(17)	(16)	(16)	(28)		(16)	(14)
Maximum allowable number of credits (*3)			21	21	20	20	20	20	20	20

The level of English III will be automatically selected based on the result of the English placement test and No. of credits necessary for graduation will also be changed for each student.

\*1) As a rule, you must take Advanced Seminar for 3 semesters once you decide to take it. However, there are some exceptional cases that you are allowed to take Advanced Seminar course only for 2 semesters (See P.38 for details). You must make up these exempted credits by taking Advanced Lecture Courses.

\*2) Credits for Voluntary Courses are not included.

# 2.

## Available Courses to Register at Each Course Registration Period


### 【For Freshmen (1<sup>st</sup> semester)】

○...possible to add only

●...possible to both add and drop

△...possible to drop only

×...impossible to both add and drop

Course Category・Department / Period to Register			Preference Registration (*1)	1 <sup>st</sup> Registration	2 <sup>nd</sup> Registration (Add-Drop)	3 <sup>rd</sup> Registration (Add-Drop)
SILS Courses	Foreign Language	Japanese (*2)	×	○	●	●
		English I・II・III(*3)	Automatic registration based on the result of the English placement test			
		English Plus *could be added by the 2 <sup>nd</sup> registration, but not after.	×	○	●	△
		Other Foreign Languages *could be added by the 2 <sup>nd</sup> registration, but not after.	×	○	●	△
	Seminar	First Year Seminar B	×	○	●	●
		Intermediate Seminar (from 3 <sup>rd</sup> semester)	×	×	×	×
	Statistics	Introductory Statistics	×	○	●	●
	Lecture	Introductory	×	○	●	●
		Intermediate (from 3 <sup>rd</sup> semester)	×	×	×	×
		Advanced (from 4 <sup>th</sup> semester)	×	×	×	×
Courses listed below are <u>not subjected to be dropped</u> . Be Careful!						
						
University-wide Open Courses	Global Education Center		×	○	○	○
	Center for International Education		Refer to the CIE homepage. ( <a href="https://www.waseda.jp/inst/cie/en/course">https://www.waseda.jp/inst/cie/en/course</a> )			
	Other Schools / Departments		×	○	×	×
Courses offered at other undergraduate schools (Tagakubu Teikyo Kamoku)			×	×	×	○
Teacher's License Courses			×	○	○	○

\*1) Freshmen (1<sup>st</sup> semester) cannot register during the Preference Registration period.

\*2) SP2 students can register for Japanese courses through the Center for Japanese Language.


\*3) Those students who took English III at level 1 and 2 can take English III (English Academic Writing, Level 3 W30X) which will be conducted in every Spring semester.

\*4) Please check the SILS homepage for the latest information about course registration.

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

【Current Students (2<sup>nd</sup> semester~)】

○...possible to add only      ●...possible to both add and drop  
 △...possible to drop only      ×...impossible to both add and drop

Course Category・Department / Period to Register			Preference Registration	1 <sup>st</sup> Registration	2 <sup>nd</sup> Registration (Add-Drop)	3 <sup>rd</sup> Registration (Add-Drop)
SILS Courses	Foreign Language	Japanese (*1)	×	○	●	●
		English I・II・III(*2)	Automatic registration based on the result of the English placement test			
		English Plus *could be added by the 2 <sup>nd</sup> registration, but not after.	○	○	●	△
		Other Foreign Languages *could be added by the 2 <sup>nd</sup> registration, but not after.	○	○	●	△
	Seminar	First Year Seminar B	○	○	●	●
		Intermediate Seminar (from 3 <sup>rd</sup> semester)	○	○	●	●
	Statistics	Introductory Statistics	○	○	●	●
	Lecture	Introductory	○	○	●	●
		Intermediate (from 3 <sup>rd</sup> semester)	○	○	●	●
		Advanced (from 4 <sup>th</sup> semester)	○	○	●	●
Courses listed below are <u>not subjected to be dropped</u> . Be Carefull!						
						
University-wide Open Courses	Global Education Center		×	○	○	○
	Center for International Education		Refer to the CIE homepage. ( <a href="https://www.waseda.jp/inst/cie/en/course">https://www.waseda.jp/inst/cie/en/course</a> )			
	Other Schools / Departments		×	○	×	×
Courses offered at other undergraduate schools (Tagakubu Teikyo Kamoku)			×	×	×	○
Teacher's License Courses			×	○	○	○

\*1) SP2 students can register for Japanese courses through the Center for Japanese Language.

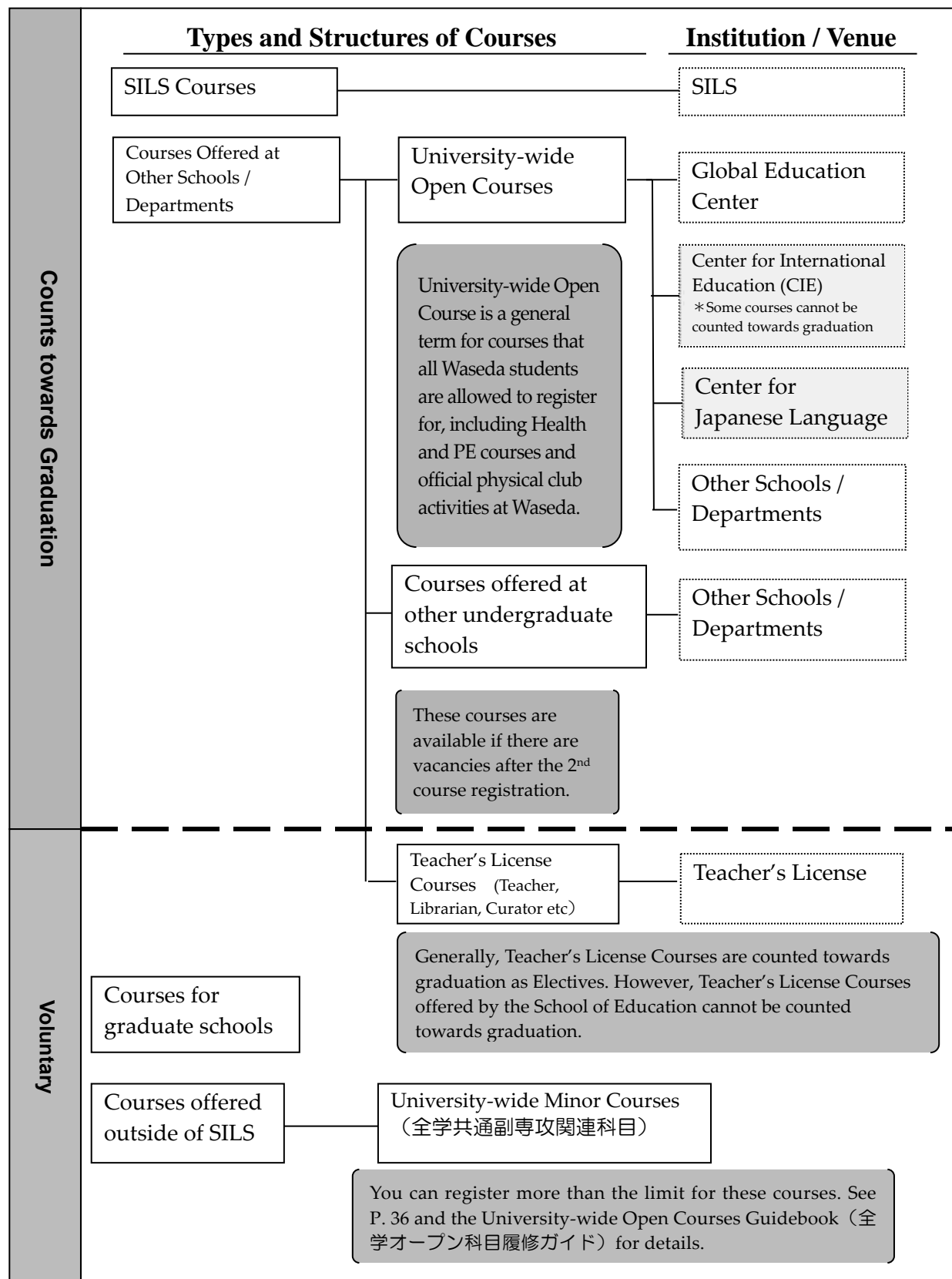
\*2) Those students who took English III at level 1 and 2 can take English III (English Academic Writing, Level 3 W30X) which will be conducted in every Spring semester.

\*3) Please check the SILS homepage for the latest information about course registration.

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

### 3. Types and Structures of Courses

The SILS students are allowed to register for Courses Offered at Other Schools/Departments if you design your curriculum well in order to graduate.



## 4.

## Course Registration Flow for Freshmen

There will be a lot of information given to you regarding course registration. However, if you read it carefully, it is not difficult to understand. There are many compulsory courses you have to take in the first year. We recommend you to complete as many credits as possible (within the limit) during your first year so that you will have more choices of courses from the second year.

### STEP1 Receiving Documents Related to Course Registration

Freshmen will receive the documents for SILS course registration by post. Please read them before the “Freshman Orientation” to understand which courses are necessary for your graduation.

### STEP2 English Placement Test for Freshmen

English courses will be registered automatically based on the result of this English placement test. Regardless of English ability, all students are required to take this test.

### STEP3 Japanese Level Check Test for Freshmen

Those who wish to check the Japanese level or may have enough Japanese Language ability to be waived Japanese Language courses’ credits, should take this test. You will be placed in a Japanese level based on your test score and the level will also determine how many Japanese credits you need to take in order to graduate (If you do not take the test, you will be automatically placed on Level 1).

### STEP4 Freshmen Orientation, and other orientations and events for freshmen

At this Freshmen Orientation, you will get information not only about course registration, but also about requirements for your graduation. A lot of important information will be provided. Make sure to attend. There are other orientations and events for freshmen, so please check the SILS homepage : Information for Incoming Students.

### STEP5 Acquisition of Waseda ID

Please obtain your personal ID. The Initial ID and Password are written on the “Waseda ID user’s note,” which will be given to you.

《IMPORTANT》 You can only start registering for courses by logging in through  
Menu for course guidance week Registration screen- Click "Grades & Course registration" on  
the MyWaseda login screen Please don't forget to get your personal Waseda ID before the 1<sup>st</sup>  
course registration period.

## **STEP6 Other Foreign Languages Orientation and Level Check (other than English and Japanese)**

Other Foreign Languages Orientation and Level Check (other than English and Japanese) will be held. In principle, you should take other foreign language courses from level 1, but if you have learned one of the 6 languages offered at SILS (see p.29 for details), you may be exempted or have the number of credits reduced for the other foreign language requirement after you take a Level Check. Students who are interested should attend this event.

## **STEP7 Confirming Automatically Registered Courses**

✓ Please make sure to check your automatically registered courses by using an online course registration system, before the 1<sup>st</sup> course registration starts.

## **STEP8 Designing a Study Plan**

It is highly recommended that you design a study plan before registering courses. Confirm the courses you need to or want to take through the “Guidebook for Students” and “Syllabus Search”, and write your study plan on your “Time Table”. (⇒ p. 59)

(Syllabus Search⇒<https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>)

**Start Course Registration!**

## **The 1<sup>st</sup> Course Registration**

Based on your study plan, please register your courses on line.

(Menu for course guidance week Registration screen- Click "Grades & Course registration" on the MyWaseda login screen )

**Go to P.8 to see the courses you can add for during the 1<sup>st</sup> course registration period.**



• Please note that once you register for University-wide Open Courses or Courses Offered at Other Schools/Departments (except the Center for Japanese Language), you cannot drop them.

[Announcement of the 1<sup>st</sup> Course Registration Results]

The result of the 1<sup>st</sup> course registration will be announced through Menu for course guidance week Registration screen and Waseda Mail. Confirm your course registration status there, and then proceed to the 2<sup>nd</sup> course registration stage if necessary. If there are no more adds and drops after the 1<sup>st</sup> registration, confirm the final registration results.

## **English Language Orientation**

Please attend this orientation if you take English I or/and II. There will be information on how English I and English II classes are conducted, etc.

## The 2<sup>nd</sup> Course Registration (Add - Drop)

If the registration is not completed during the 1<sup>st</sup> registration, you can add and drop courses during the 2<sup>nd</sup> registration period. However, please be careful for some courses cannot be dropped. **Go to p. 8 to see the courses you can add and drop during the 2<sup>nd</sup> registration period.** Courses that can be added in the 2<sup>nd</sup> registration period are **the ones that have openings after the 1<sup>st</sup> registration period.** The “Available Course List” will be posted on the SILS homepage (<https://www.waseda.jp/fire/sils/en/students/registration/>) at night on the day before the 2<sup>nd</sup> registration period starts. Please refer to the table and confirm the courses that can be added.

You may also register University-wide Open courses that have openings (you may drop CJL courses as well). If you wish to add University-wide Open courses, please refer to the “Available Course List” for the University-wide Open courses.

**Available Course List**... This table shows courses that have openings and that can be registered for. The Available Course Lists will be posted on the websites where the course is offered, such as the SILS / Global Education Center / Center for Japanese Language.



- Once you drop a course, you cannot add it again during the same registration period.
- Note that once you register for University-wide Open Courses or Courses Offered at Other Schools / Departments (except the Center for Japanese Language), you cannot drop them. Please think carefully before registering these courses.

[The 2<sup>nd</sup> Registration Result Announcement]

The results of the 2<sup>nd</sup> registration will be announced through Menu for course guidance week Registration screen and Waseda Mail. Check the status of the courses you registered for, and proceed to the 3<sup>rd</sup> registration if necessary. If there are no more adds and drops after the 2<sup>nd</sup> Registration, confirm the final registration results.

## The 3<sup>rd</sup> Course Registration (Add - Drop)

If the registration is not completed during the 2<sup>nd</sup> registration, you can add and drop courses during the 3<sup>rd</sup> registration period. However, please be careful for some courses cannot be dropped. **Go to p. 8 to see the courses you can add and drop during the 3<sup>rd</sup> registration period.** Courses that can be added in the 3<sup>rd</sup> registration period are **the ones that have openings after the 2<sup>nd</sup> registration period.** The “Available Course List” will be posted on the SILS homepage at night on the day before the 3<sup>rd</sup> registration period starts. Please refer to the table and confirm the courses that can be added.

You may also register University-wide Open courses that have openings (you may drop CJL courses as well). If you wish to add University-wide Open courses, please refer to the “Available Course List” for the University-wide Open courses.

#### ④Course Registration Flow for Freshmen

If you wish to register for Courses offered at other undergraduate schools (他学部提供科目), please confirm the registration dates and the courses which you can add.



- Once you drop a course, you cannot add it again during the same registration period.
- Note that once you register for University-wide Open Courses or Courses Offered at Other Schools / Departments (except the Center for Japanese Language), you cannot drop them. Please think carefully before registering these courses.



If you register for courses that require Audit Fee/Course Enrollment Fee (聴講料・実験実習料), please pay the fee payment period. Details will be sent by e-mail. Please refer to the website of Global Education Center (<https://www.waseda.jp/inst/gec/en/undergraduate/registration/>) .

### Final Course Registration Results

All students will be informed of their final course registration results through Menu for course guidance week Registration screen and Waseda Mail. Be sure to check the status of the courses you registered for. If a course is “Not accepted” (不可) or “Over enrolled” (選外), you cannot take the course for any reason.



### What is “Preference Registration”?

The preference registration period is where you can register 1 course that you would really like to register.

**(If you register for more than 1 course, all your applications for courses at the preference registration will be cancelled)** This preference registration is **available at your 2<sup>nd</sup> semester or later.** Only SILS courses can be registered during the preference registration period (You cannot register courses offered by other schools/departments, such as the Global Education Center). Also note that if too many students apply for one course, there may be a lottery and you may be “over enrolled” for the course you registered for preference registration.



## 《Important Points: Course Registration Results》

### ◆ Announcement of Course Registration Results

The results of the course registration will be announced on “Grades & Course Registration” web site and Waseda Mail. Please be sure to check this e-mail, and make sure that the courses you chose have been registered correctly. If there is any course which is not registered, please confirm the cause and continue registering if necessary.

### ◆ How to forward e-mails from Waseda Mail account to another private e-mail account

Please refer to the following website for information on forwarding e-mails.

[www.waseda.jp/navi/e/waseda-mail/waseda\\_mail.html](http://www.waseda.jp/navi/e/waseda-mail/waseda_mail.html)

### ◆ Regarding Registration Results (Information on the course registration results confirmation Waseda Mail)

You may or may not encounter an error after applying for a course. If there is an error, the status "Not accepted" (不可) will be displayed. For courses that have no errors and that have been successfully registered, the status "Registered" (決定) will be displayed. If the number of people who apply for a course exceeds the maximum number of available seats and if you are not chosen as a result of lottery, the status "Over enrolled" (選外) will be displayed. Make sure to check your results carefully. You cannot register for the courses that have the status “Not accepted” (不可) or “Over enrolled” (選外) under any circumstances.

Category	Status	Explanation
Courses registered <登録科目>	Registered	The course is successfully enrolled.
Courses not registered <無効科目>	Not accepted	The course is not registered because of a registration error.
	Over enrolled	The course is not registered as a result of a lottery.

## **Course Registration for the First Semester**

**The following are the standard courses students usually register for in their first semester of their freshmen year.**


Courses	Credits
Japanese	6
English I	2
English II	2
English III	1-2
Other Foreign Languages	If required
First Year Seminar B	2
Introductory Statistics	2
Introductory Courses	2-8
Elective Courses	If applicable
Recommended Number of Total Credits	17-21

\*1) The above chart is a model and does not mean that you must register courses exactly this way.

## 5.

## Registration Errors

There are cases in which students fail to register for courses properly due to registration errors. If there is an error, it will show up on both your confirmation e-mail and Menu for course guidance week Registration screen . (If no error occurs, and a course is properly registered, it will show “Registered”) Below are the most common errors.

 Errors in Japanese	Errors in English
選外	Overenrolled (You cannot register for this course because you were unsuccessful in the lottery.)
登録制限単位数オーバーエラー	The excess of the maximum number of credits allowed to take per semester
科目区分制限単位数エラー	The excess of the maximum number of credits allowed to take per semester in this course group / category
登録制限科目数オーバーエラー（先行登録）	You cannot apply for more than one course during the preference course registration period.
曜日時限重複エラー	You have already applied for the course which is conducted on the same day and period as this course.
配当年次・セメスターエラー	This course is not available for your current school year or semester.
遠距離エラー	This course and the one conducted before or after are conducted on the different campuses and thus you don't have enough time to move from one to another.
学籍状態エラー	Your current enrollment status is not eligible for the course registration this semester.
性別エラー	Male- or Female- only course. Please double check the syllabus.
前提条件エラー（または既得エラー）	Pre-requisite course has not been acquired (or you have already acquired this course).
開講エラー	This course is not conducted this semester.
履修不可科目	You are not allowed to take this course.
履修不可クラス	This class is only for designated students.
既得済・登録済エラー	This course is either acquired or registered already.
その他のエラー	Other errors

## 6.

## Course Registration Rules and Precautions

Please read and make sure you understand the registration rules and precautions concerning “Registration” ahead of time to prevent any errors.

**(1) There is a limit to the number of credits you can register for that count toward graduation**

**①Maximum Number of Credits that you can register for per Semester**

The number of credits that you can register for per semester that count toward your graduation in SILS is as follows. Even if the actual registered credits are lower than what is allowed per semester, the deficit cannot be added to the next semester’s credit limit.

School Year	Per Semester
<b>First year</b> (1 <sup>st</sup> & 2 <sup>nd</sup> semester)	<b>21 credits</b>
<b>Second year and above</b> (from 3 <sup>rd</sup> semester)	<b>20 credits</b>

\*Please note that “Voluntary Courses (発展科目)” are not included in the above credit limits.



**What if I register for courses exceeding the credit limit?**

→If the number of credits you apply for exceeds the maximum number of credits allowed to register, some of the courses are randomly chosen to be cancelled so that the number of registered credits will not exceed the maximum limit. In this case, SILS courses are prioritized for cancellation over courses offered by other schools / departments in principle.

**②Limit of Credits for Health and Physical Education (University-wide Open Course)**



For the SILS students, the maximum number of credits they can register for Health and Physical Education is up to 2 credits per semester. If you register for 3 or more credits, excess credits of the courses will be cancelled automatically by the computer system. Please be careful when you register for these courses.

**(2) Registration for 2 courses in the same time slot of the same day is not permitted.**

You cannot register for 2 or more courses in the same time slot of the same day. If you do so with a SILS course and an University-wide Open course or a course offered at Other School/Department, the SILS course will be cancelled in principle, since University-wide Open courses and other school/department courses cannot be cancelled for any reason.

**(3) Make sure to have enough travel time from one campus to another.**

It takes approximately 30 minutes to travel from Waseda Campus to Higashi-fushimi Campus, where Health and Physical Education courses are offered, and 60 minutes from Waseda Campus to Tokorozawa Campus. Please give yourself plenty of time for travel if you are taking classes at multiple campuses. If you schedule 2 classes back-to-back at multiple campuses, the system will automatically block you from doing so. Please also take into consideration your commuting time when you register for courses offered at other cooperative universities.

**(4) Registration for courses that have same course key is not permitted.**

You cannot register for the same courses that you have already passed. For example, Intermediate Seminar has different class numbers or/and different instructors, but you cannot retake it if the course key is the same and you have already earned the credits.

**(5) Registration for courses offered for upper grades is not permitted.**

Some courses are limited to specific graders. You can register for courses offered for lower graders, but not for courses offered for upper graders in principle. (⇒See p. 6 and 7 “Number of Credits Necessary for Graduation”) Please keep in mind that the advanced level lecture courses” cannot be taken only from the 4<sup>th</sup> semester; actually submitting the application for the advanced level lecture courses itself is possible in the 3<sup>rd</sup> semester, but the application will automatically be cancelled.

**(6) Precautions for Courses Outside of SILS**

- **These courses cannot be dropped.** (Not including Japanese language courses offered by CJL)
- Please follow the rules of each school/department when you take their courses.
- **There are some courses that have to be registered in the spring semester even though the actual course is held in the fall semester.**
- If the classroom is not on Waseda campus, **please make sure you have enough travel time before and after the class (see also (3) above).**

**(7) Some courses require Audit Fee/Course Enrollment Fee (Courses Outside of SILS)**

When registering for courses, please confirm if an Audit Fee/Course Enrollment Fee is necessary. If you register for a course that requires an Audit Fee/Course Enrollment Fee, please make the payment by the deadline. Details will be informed by e-mail. Please refer to the website of the Global Education Center.

(<https://www.waseda.jp/inst/gec/en/undergraduate/registration/>)

- ① Payments after the deadline are not accepted for any reasons.
- ② If the payment is not confirmed, you will not be allowed to attend the course, and your registration for the course will be cancelled.
- ③ If you register for many courses that require Audit Fees/Course Enrollment Fees, the total fees could be 100,000 yen or more. Please consider the expense and deadline when registering for these courses.

## ⑥ Course Registration Rules and Precautions

- ④ Settle all the Audit Fees/Course Enrollment Fees listed in the payment slip. **Partial payment is not accepted.**

### (8) Lottery selection

If the number of students who wish to enroll in a course exceeds the number of available seats, a lottery will be held. Students who are not chosen in the lottery will not be allowed to attend the class. “Over enrolled” means that you were not selected in the computer based lottery. However, if any students drop the course during the following course registration period, you may register for the course in the course registration period after the next.

\*For example: Overenrolled at 1<sup>st</sup> registration ⇒ Somebody drops the course at the 2<sup>nd</sup> registration  
⇒ Possible to apply for it again at the 3<sup>rd</sup> registration

### (9) Credit calculation

The period and the names of semesters are different between SILS and other schools/departments. Refer to the following table to consider the number of credits you can register for. In each semester, grade announcement date varies depending on courses, so we don't recommend that **those who are planning to graduate at the end of the semester register for the courses held in summer/spring vacation just before your expected graduation timing.** (This is because when your graduation status is fixed according to the results of those courses, your graduation time and certificate issuance may be delayed.)

Course offered by	Semester / Session	Counted as Spring semester	Counted as Fall semester
SILS	Spring Semester	○	
	Fall Semester		○
Other Schools/ Departments	Full Year	○	
	Intensive Course (Spring)	○	
	Intensive Course (Spring & Fall)	○	
	Spring Semester (First Half)	○	
	Spring Semester (Second Half)	○	
	Spring Semester and Summer	○	
	Summer (夏シーズン)	○	
	Summer (夏季集中)	○	
	Summer and Second Semester		○
	Fall Semester (First Half)		○
	Fall Semester (Second Half)		○
	Summer and Fall Semester		○
	Winter (冬シーズン)		○
	Winter (冬季集中)		○
	Spring (春季集中)		○
	Intensive Course (Fall)		○

\*You may add courses for “Summer (夏季集中),” “Summer and Second Semester,” and “Summer (夏シーズン)” for University-wide Open courses if there are still vacancies in the class after course registration period in Spring semester. Please refer to the “University-wide Open Courses Guidebook (issued by the Global Education Center)” or website of Global Education Center to check the registration schedule.

## 7.

## SILS Courses

## Curriculums According to the School Year (Standard Model)

①First Year (1<sup>st</sup> semester / 2<sup>nd</sup> semester)

<b>Foreign Language</b>	<ol style="list-style-type: none"> <li>1. Earn 12 credits in Japanese.</li> <li>2. Earn 3 credits in EnglishIII (If you start from level 1).</li> <li>3. If you are not exempted from the English requirement, you must take English I and II as Elective Courses prior to Other Foreign Languages.</li> <li>4. You may take Other Foreign Languages than English and Japanese.</li> <li>5. <u>If you want to study abroad in a non-English speaking country, you should take the foreign language of the country from the 1<sup>st</sup> semester regardless of your English course requirement.</u></li> </ol>
<b>Seminar</b>	We recommend you to take First Year Seminar B in your first year.
<b>Introductory Statistics</b>	You are required to take Introductory Statistics (2 credits). We recommend you to take it during your first year. You can select from 2 levels (A or B).
<b>Lecture</b>	<p>Earn 8 credits in the Introductory Course category. You must take courses <u>from 3 or more different clusters</u>. We recommend you to finish taking them during the first year.</p> <p><u>If you are exempted from taking <b>English I and II</b>, you can take Intermediate Courses from the 2<sup>nd</sup> semester.</u></p>
<b>Other</b>	You can earn up to 21 credits in each of the 1 <sup>st</sup> and 2 <sup>nd</sup> semesters.

②Second Year (3<sup>rd</sup> semester / 4<sup>th</sup> semester)

<b>Foreign Language</b>	<ol style="list-style-type: none"> <li>1. Finish taking Japanese (12 credits).</li> <li>2. You may take Other Foreign Languages than English and Japanese during your stay at the university overseas.</li> <li>3. You may also earn necessary credits through Short Study Abroad Courses designated by the CIE.</li> </ol>
<b>Seminar</b>	You can take Intermediate Seminar (2 credits) from the 3 <sup>rd</sup> semester.
<b>Lecture</b>	You are allowed to take Intermediate Courses from the 3 <sup>rd</sup> semester and Advanced Courses from the 4 <sup>th</sup> semester.
<b>Other</b>	You can earn up to 20 credits in each of the 3 <sup>rd</sup> and 4 <sup>th</sup> semesters.

⑦SILS Courses

③Third Year & Fourth Year (5<sup>th</sup> semester - 8<sup>th</sup> semester)

<b>Advanced Seminar &amp; (Directed Studies for Senior Thesis)</b>	<p>*If you wish to take an Advanced Seminar: Please enroll in an advanced seminar for 3 consecutive semesters, starting from the 6<sup>th</sup> semester (if start taking in Fall, it must be 5<sup>th</sup> semester or later). However, you may enroll in for only 2 consecutive semesters if you cannot attend for 3 semesters due to study abroad or early graduation.</p> <p>*If you wish to be exempted from or take it only for 2 semesters (for above reason), please complete the necessary procedures at the SILS Office. These credits must be replaced by Advanced Lecture Courses.</p> <p>⇒Please refer to p. 38 for details.</p>
<b>Lecture</b>	Take the remaining number of of Intermediate Course credits (16 credits required) and Advanced Course credits (16 credits required).
<b>Other</b>	You can earn up to 20 credits in each of the 5 <sup>th</sup> -8 <sup>th</sup> semesters. Make sure to earn necessary credits for graduation (124 credits in total) by the end of 8 <sup>th</sup> semester.

④Common

<b>Elective</b>	Earn necessary credits until graduation. Approved credits earned abroad are included.
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**If I go beyond the required number of credits for graduation, how are those credits treated?**

**(For example, Introductory Course: 8 credits needed, but 10 credits earned)**

You can register for more than the required number of credits of Lecture Courses (Introductory, Intermediate and Advanced), Other Foreign Language courses and Introductory Statistics courses. Credits that go over the required number for graduation will be counted as Electives. For example, if you earn 10 credits of Introductory Courses, 8 of them will be counted as Introductory Courses and the remaining 2 credits will be Electives. However, you must calculate this yourself, because it will not be shown as such on Menu for course guidance week Registration screen.



## 8.

Courses to be Taken from the 1<sup>st</sup> Year (1<sup>st</sup> Semester ~)

## English I • II • III (Automatic Course Registration)

## ① Instructions for English I • II • III

English I	English II	English III
Listening and Reading	Tutorial English	English Academic Writing Level 1
		English Academic Writing Level 2
		English Academic Writing Level 3

\*English I, II and III will be automatically registered based on the English placement test results.

\*Freshmen enrolled in “English I” and “English II” must attend the English Language Orientation.

\*English I, II and III are taught by assigned instructors or tutors on the basis of advice from the academic coordinators.

\*The operation of English III is entrusted to Waseda University Academic Solutions Corporation by School of International Liberal Studies, Waseda University and the operation of English I and II are entrusted to Waseda University Academic Solutions Corporation by Global Education Center, Waseda University.

## ② Exemption from English I • II (English placement test, TOEFL, etc.)

\*All freshmen should take the English placement test. Students who achieve a score of TOEFL ITP equivalent of 550 or above will be exempted from taking English I • II. Exempted credits must be made up by taking other courses as Electives.

\*If students have received at least one of the scores mentioned below within the past 2 years, they will be exempted from taking English I • II by submitting the official score card (the print out of the online score report screen cannot be accepted) at the English Placement Test:

TOEFL ITP score of 550 points or more
TOEFL iBT score of 79 points or more
TOEIC(-IP) score of 750 points or more
IELTS 6.5 points or more
Eiken 1 <sup>st</sup>

\*These students should take other classes to make up those credits for English I • II.

\*If you obtain one of the English scores mentioned above during the 1<sup>st</sup> semester and apply for an exemption from English I • II, you will be exempted from taking these courses from the next semester onward (You will not be exempted in the first semester. Please make sure that you must attend and complete the class in the 1<sup>st</sup> semester). When students are exempted from taking English courses, they must make up for the credits by taking other classes.

### ③ English I [Listening and Reading]

Credits: 2 credit × 2 courses (2 credits in each semester) = 4 credits

Contents: Lessons on listening and reading skills.

These courses are automatically registered for students depending on their scores of the English placement test. Students who obtain a score higher than the requirement (See p.23) are exempted from taking English I. For English I, a placement test is conducted to divide students into 2 levels. Students assigned to Intermediate have to take Intermediate and Advanced and earn 4 credits. Students assigned to Advanced will earn only 2 credits. Credits for English courses that have been waived must be fulfilled by taking other elective courses.

#### 《English I Requirement according to level》

Starting Level	Required credits	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
Intermediate	4	Intermediate(2 credits)	Advanced(2 credits)
Advanced	2	Advanced(2 credits)	

#### [2<sup>nd</sup> semester]

Students who take English I in the 1<sup>st</sup> semester are also automatically registered for the next level in the 2<sup>nd</sup> semester. However, the students who fulfill the following requirement will be exempted from taking English I in the 2<sup>nd</sup> semester.


- To submit the official score card with the required score by the designated day
- The score must be earned within 2 years from the day when you submit the score.

The exempted credits must be made up by taking elective courses. In this case, English I credits will be treated as elective credits as well.

#### [After the 2<sup>nd</sup> semester]

Makeup classes are not offered for students who fail to pass these classes.

**\* Study Plan 2 students do not have to apply for an exemption even if they are not able to pass English I and II. This is because these classes are registered as Electives for them.**

 I have been exempted from English I • II because of my high TOEFL score, but I am not confident in my reading/listening English skills. Can I take "English I" anyway?

Even if you are exempted from taking English I and II according to the result of the English Placement Test, you can still take "English I" as an elective course during your 1st and 2nd semester. If you want to take "English I", please register for "Listening and Reading" offered by the Global Education Center during course registration period. Through this procedure, Audit Fee/Course Enrollment Fee payment for taking this course will be exempted. Please note that only "Listening and Reading" and "Upper Intermediate" and "Advanced" level classes of "Tutorial English" are the subject of this exception. You have to pay Audit Fee/Course Enrollment Fee in case you register for other level "Tutorial English" or other English courses such as "Business Tutorial English".

## ④ English II [Tutorial English]

Credits: 2 credits × 2 courses = 4 credits

Contents: 4 students in each class, aimed at brushing up conversation skills

English II is offered twice a week.

These courses are automatically registered for students depending on their scores of the English placement test. Students who obtain a score higher than the requirement (See p.23) are exempted from taking English II.

[2<sup>nd</sup> semester]

Students who take English II in the 1<sup>st</sup> semester are also automatically registered for the next level in the 2<sup>nd</sup> semester. However, the students who fulfill the following requirement will be exempted from taking English I in the 2<sup>nd</sup> semester.

- To submit the official score card with the required score by the designated day
- The score must be earned within 2 years from the day when you submit the score. The exempted credits must be made up by taking elective courses. In this case, English II credits will be treated as elective credits as well.

[After the 2<sup>nd</sup> semester]

Makeup classes are not offered for students who fail to pass these classes.

**※Study Plan 2 students do not have to apply for an exemption even if they are not able to pass English I and II. This is because these classes are registered as Electives for them.**



English II classes are held in Bldg. 29, Waseda Campus.

Please check your class at the “Tutorial Site” on MyWaseda.

English II classes start later than other classes, so please check the schedule carefully.



**I have been exempted from English I • II because of my high TOEFL score, but I am not confident in speaking English. Can I take "English II" anyway?**

Even if you are exempted from taking English I and II according to the result of the English Placement Test, you can still take "English II" as an elective course during your 1<sup>st</sup> and 2<sup>nd</sup> semester. If you want to take "English II", please register for “Tutorial English” offered by the Global Education Center during course registration period. Through this procedure, Audit Fee/Course Enrollment Fee payment for taking this course will be exempted. Please note that only “Listening and Reading” and “Upper Intermediate” and “Advanced” level classes of “Tutorial English” are the subject of this exception. You have to pay Audit Fee/Course Enrollment Fee in case you register for other level “Tutorial English” or other English courses such as “Business Tutorial English”.

## ⑤ English III [English Academic Writing]

Credit(s): 1-3 credits (Level 1: 2 credits, Level 2: 1 credit, Level 3: 1 credit)

Contents: Aimed at brushing up English writing skills

**Exempted credits must be made up by taking other courses as Electives.**

For English III, a placement test is conducted to divide students into 3 levels. Students assigned to Level 1 have to take Level 1 and 2 and earn 3 credits. Students assigned to Level 2 have to complete Level 2 and Level 3 and earn 2 credits. Students assigned to Level 3 will earn only 1 credit.

Credits for English courses that have been waived must be fulfilled by taking other elective courses.

《English III Requirement according to level》

Starting Level	Required credits	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
Level 1	3	Level 1 (2 credits)	Level 2 (1 credit)
Level 2	2	Level 2 (1 credit)	Level 3 (1 credit)
Level 3	1	Level 3 (1 credit)	-

### [2<sup>nd</sup> semester]

The class level will be higher in the 2<sup>nd</sup> semester. This registration takes place automatically. If you fail to pass this class, you will be automatically registered for the same level again. You can only take one level per semester. Students who have completed the level 3 class in the 1<sup>st</sup> semester will no longer be registered to any English writing course in the 2<sup>nd</sup> semester.



**I took English III courses at level 1 and 2 and have already fulfilled the requirement for graduation. However, I would also like to take English III at level 3 to improve my English skills. How can I do this?**

It is possible to take English III at level 3 (English Academic Writing, Level 3 W30X), which will be conducted only in each spring semester, as elective course. If you wish to take it, please apply through the online course registration system by the deadline of 2<sup>nd</sup> course registration.

## English Plus (Elective)

### ① English Plus (Elective)

Credits: 2 credits

**This course is for students who are exempted from English I • II.**

**The course content varies depending on the class, so if you wish to take this course, read the syllabus carefully before registering.**

**\*You may take this course several times if the Course Key is different.**

\*The maximum capacity for each class is 20 students, and freshmen are given priority.

\*If there are seats available, sophomore or higher graders may take this course.

\*If you register for English Plus without meeting the requirements, this registration may be cancelled even after classes begin.



**You cannot drop or change any automatically registered English I, II and III courses. English Plus can be added in the 1<sup>st</sup> registration period, added/dropped in the 2<sup>nd</sup> registration period, and only dropped in the 3<sup>rd</sup> registration period.**

## Japanese

### ① Requirements

The following credits must be acquired in order to graduate from SILS:

Assigned Level	First Semester	Second Semester	Third Semester	Fourth Semester	Required credits for graduation
Level 1 ~ 5	6 credits	6 credits	6 credits	6 credits	24 credits
Level 6	6 credits	6 credits	waived	waived	12 credits
Level 7 or higher JLPT N1	waived	waived	waived	waived	none

- \* Some of the Japanese Language Credits required to graduate could be waived by submitting the results of Japanese Level Check Test or JLPT N1. Details will be informed through e-mail.
- \* **The credits you are exempted from must be replaced by taking other Elective Courses.**
- \* You may take Japanese courses at the host institution during the study abroad program. If you earn credits equivalent to 8,100 minutes or more, those credits can be counted as credits for the Japanese compulsory requirements.

Please refer to the “*Japanese Language Course Registration Guidebook*”, issued by the Center for Japanese Language for detailed information about Japanese course curriculum and registration procedures.

### ② Japanese Course Registration

- \* Those who wish to check the level or may have enough Japanese Language ability to be waived Japanese Language courses’ credits, should take this test. You will be placed in a Japanese level based on your test score (If you do not take the test, your level will be automatically regarded as Level 1). The level you are placed at will also determine how many Japanese credits you need in order to graduate.
- \* Despite your placed level, you still have the freedom to choose to enroll in any level of the courses you want (i.e., if you are placed at level 1, you can still choose courses at level 2 or 3, and vice-versa). The main function of the Japanese Level Check Test is to determine the number of credits needed to graduate.

## Other Foreign Languages

### ① Offered by SILS

Language	Category	Introductory		Semi-intermediate			Intermediate	Advanced or above
French		French I		French II			French III	
	Intensive	Intensive French I		Intensive French II			Intensive French III	
	Plus			French Plus				
				French & International Relations I/II			French & Diplomacy I/II	French Literature I/II/III
				French & Academic Studies I			French & Academic Studies II	French, translation and diplomacy I/II
German		German I	German II	German III		German IV		
	Intensive	Intensive German I		Intensive German II				
Spanish		Spanish I	Spanish II	Spanish III		Spanish IV	Spanish V	
	Intensive	Intensive Spanish I		Intensive Spanish II				
	Plus							Spanish Plus I・II
Chinese		Chinese I	Chinese II	Chinese III				
	Intensive	Intensive Chinese I		Intensive Chinese II			Intensive Chinese III	
Russian		Russian I		Russian II			Russian III	
Korean		Korean I	Korean II	Korean III			Korean IV	
	Intensive	Intensive Korean						

### ② Offered by the Global Education Center

It is possible to take language courses organized by the Global Education Center (**Most of the classes are conducted in Japanese**) as Other Foreign Languages if the language is not offered at SILS. The following courses are examples of such courses.

(Example)

Ainu	Modern Irish	Arabic	Italian
Indonesian	Swahili	Thai	Danish
Basque	Vietnamese	Persian	Polish
Portuguese	Mongolian	Romanian	Filipino

### ③ How to register

1. You must earn a total of 4 credits to satisfy the requirement of Other Foreign Languages.
2. You may choose one Other Foreign Language course (i.e., taking German Level 1 and then German Level 2) or two Other Foreign Language courses (i.e., taking German Level 1 and then French Level 1).
3. Other Foreign Language Courses offered by SILS curriculum would be available to register until 2<sup>nd</sup> registration period.

### ④ Time Schedule

Language courses at level 1 to 5 offered by SILS are held twice a week, Intensive courses are taught 3 or 4 times a week.

### ⑤ Direct Method classes (offered in some classes)

Some Other Foreign Language courses are taught using the “Direct Method” (explanations are in the language being studied).

### ⑥ When to take the Other Foreign Language courses

1. It is possible to take the Other Foreign Language courses than English and Japanese from the 1<sup>st</sup> semester regardless of your English course requirement.
2. Students who are required to take English I and II and who plan to study abroad in English-speaking areas:
  - \* We recommend you concentrate on studying English for the 1<sup>st</sup> semester and then take Other Foreign Languages than English and Japanese from the 2<sup>nd</sup> semester.
3. Students who plan to study abroad in non-English speaking areas:
  - \* We recommend that you study Other Foreign Languages than English and Japanese from the 1<sup>st</sup> semester regardless of your English course requirement. You may also take Intensive Courses (4 classes per week). Following are the main patterns for you to structure your Other Foreign Language learning before your study abroad.

1 <sup>st</sup> Semester		2 <sup>nd</sup> Semester		3 <sup>rd</sup> Semester
Level 1	→	Level 2	→	Level 3
Level 1	→	Level 2	→	Intensive 2
Intensive 1	→	Intensive 2		
Intensive 1	→	Level 3	→	Level 4



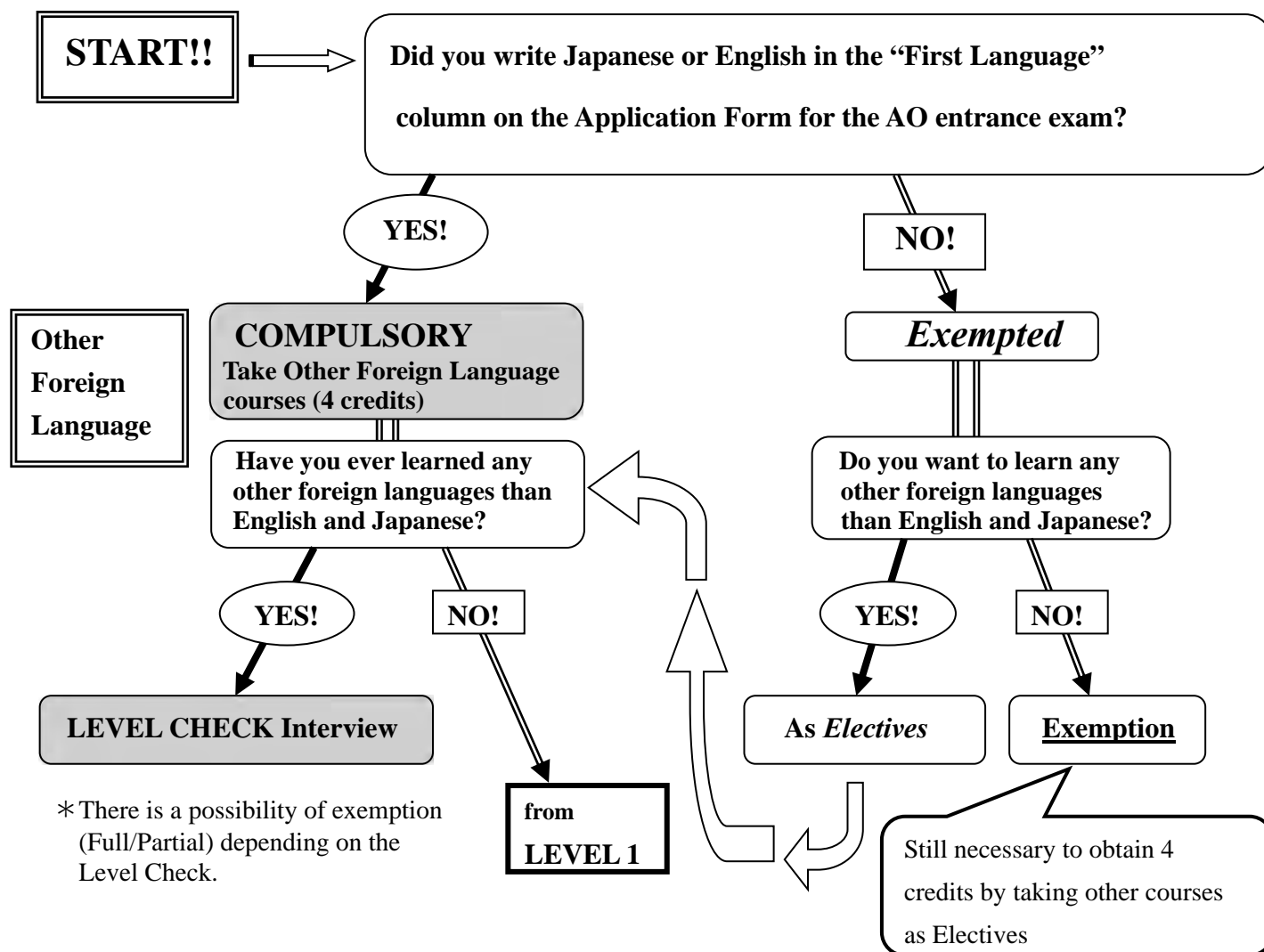
## ⑦ Level Determination

Generally, you are advised to start with Level 1. If you would like to start from Level 2, please attend the Level Check for Other Foreign Language courses. (For details, please refer to the following ⑧)

## ⑧ Exemption from the Other Foreign Language Requirement

1. If your native language is not Japanese or English, you are exempted from taking Other Foreign Languages as compulsory courses. The exempted credits must be replaced by other elective courses.
2. If you have already learned any other foreign languages than English and Japanese, you may be exempted from 2 or 4 credits of Other Foreign Language courses, depending on the result of your Level Check interview (Refer to the SILS homepage : <http://www.waseda.jp/sils/en/student/subject.html> about the date and time). For example, if the interviewer determines that you have a language proficiency of Level 1, you will be exempted from 2 language compulsory credits and can start Other Foreign Language course in that language from Level 2. If the interviewer determines that you have a language ability of Level 2 or higher, you will be exempted from 4 compulsory Other Foreign Language credits. This exemption is available only for languages offered by SILS, not those offered by the Global Education Center.
3. AO Enrollees are automatically exempted from all credits for Other Foreign Languages if you wrote the language other than Japanese or English in the “First Language” column on the Application Form for the AO entrance exam.  
(Please check your “Required” column of your Grade Report website on MyWaseda for whether you have been exempted from the Other Foreign Language requirement.)

## ⑨ Check Your Other Foreign Language Requirement



## ⑩ Class Size and Lottery

The capacity of each Other Foreign Language class of SILS is 26 students. If more than 26 students apply for a class, then a lottery will be held. If you are not chosen through the lottery, please take other available classes. **Also, if there are several classes at the same level in the same time slot, an adjustment will take place to even the class size. Please understand that you may be registered in a different class from the one you applied for.** Therefore, please make sure to confirm the registration results.

## ⑪ Studying Other Foreign Languages While Abroad

You can also take Other Foreign Language courses abroad in either of the following ways:

### (1) Other Foreign Languages While Studying Abroad

You can also satisfy the 2 or 4 compulsory Other Foreign Language credits with Other Foreign Language courses you take while studying abroad. For example, if you earn 2 credits at German level 1 before going abroad and then earn another 2 credits in German (equivalent to level 2 or higher) or another Foreign Language (any level) while studying abroad, the latter 2 credits can be used to satisfy the remaining 2 credit requirement. **However, 2 credits earned while studying abroad are not directly transferred as 2 SILS credits. For details, please refer to the “Guide to Study Abroad for SILS Students” or the following SILS webpage.**

<https://www.waseda.jp/fire/sils/en/students/study-abroad/>

### (2) Short Study Abroad Courses

The CIE offers “*Short Study Abroad Courses*”. Only SILS-recognized courses in this program can be accredited as “Other Foreign Languages(if the destination is a non-English speaking country)” credits if you follow the steps below:

Each program is generally recognized as an “Elective” credit except some programs. However, if you would like to change the course category to “Other Foreign Languages” credits, you may do so in some areas. For details, please contact the CIE. (<https://www.waseda.jp/inst/cie/en/course/class> )

**Note that these credits will be counted for the following semester.** Please make sure that you take these credits into account when registering for the following semester and the total number of credits cannot exceed the limit.

⑧

## ⑫ Precautions about Other Foreign Languages

Other Foreign Language courses can only be added during the 1<sup>st</sup> registration period, added and dropped during the 2<sup>nd</sup> course registration period, and only be dropped during the 3<sup>rd</sup> registration period. you cannot add any courses in and after the 3<sup>rd</sup> registration period. Please read the syllabus carefully and think through before you register for Other Foreign Languages since the workload for these classes are heavy.

Intensive courses of Other Foreign Languages cover multiple levels. For example, Intensive Spanish I covers the same areas as Spanish I and Spanish II. Therefore, you will not be able to take Spanish I or/and II while taking Intensive Spanish I.

## Introductory Statistics

In Introductory Statistics, students can choose between Class B, which assumes a knowledge of calculus, and Class A, which does not. Class A is further divided into Regular Class and Special Support Class. Please register according to your own mathematical background. For more information, please check the syllabus before you register.

Each Class is further divided into Japanese and English Classes, and although most Study Plan 1 students are likely to register for the Japanese Class, it is possible to register for the English Class.

Note:

- \* You may register for GE123 Introductory Statistics B after you have completed GE122 Introductory Statistics A. In this case, credits for GE123 Introductory Statistics B will be counted as those for an “Elective” course.
- \* It is not possible to register for GE122 Introductory Statistics A after completing GE123 Introductory Statistics B.
- \* GE122 Introductory Statistics A and GE123 Introductory Statistics B cannot be taken concurrently.

### Regarding GE124 Tutorial for Introductory Statistics A

- \* This course is a supplementary course designed to deepen students’ understanding of GE122 Introductory Statistics A.
- \* Please note that credits for this course are recorded as those for an “Elective” course and not as credits for a compulsory “Introductory Statistics” course.
- \* Note the following points when taking “GE124”:
  - ✧ This course should be taken **after** GE122 Introductory Statistics A or **in parallel with** GE122 Introductory Statistics A.
  - ✧ Please be sure to check the syllabus for more details.

## First Year Seminar

You are advised to take one First Year seminar B class in the first semester, and another one in the second semester. Check the time schedule, the instructors in charge, and the required textbooks in order to select an appropriate class for you. You cannot retake the courses which have the same course key that you have already passed even if you change the class.

**[2<sup>nd</sup> semester]**

You may take two seminar classes at the same time if you have not passed any seminar class in the 1<sup>st</sup> semester. You can also take two seminar classes of the same instructor, provided their contents are different. As only one First Year Seminar B class can be registered per registration, if you wish to take two seminar classes in a semester, register classes in different registration periods, such as 1<sup>st</sup> and 2<sup>nd</sup> registration period.

\*You can register up to your 3<sup>rd</sup> preference for First Year Seminar B class. For details on how to register, please refer to P. 53.

\*Please note that the error check for registration in the same timeslot will only be done for your 1<sup>st</sup> preference course when you register. If you are registered for your 2<sup>nd</sup> or 3<sup>rd</sup> preference course, and a time overlap occurs, your First Year Seminar B will be given priority and the other course will be cancelled.

## Introductory Courses

You must earn 8 credits of the Introductory Lecture Courses from **3 or more different clusters** (the clusters are mentioned below) before graduation. Generally, we recommend you to earn 4 credits in 2 lecture courses in the first semester and 4 in 2 lecture courses in the second semester.

Lecture courses are divided into the following seven clusters (groups of courses):

<b>*Life and Environment, Matter and Information (LE, MI)</b>
<b>*Philosophy and Religion, History (PR, HI)</b>
<b>*Economy and Business (EB)</b>
<b>*Governance, Peace and Human Rights, International Relations (GO, PH, IR)</b>
<b>*Communication (CO)</b>
<b>*Expression (EX)</b>
<b>*Culture, Mind and Body, Community (CU, MB, CM)</b>

## Elective Courses

You need to earn Elective Credits in order to satisfy the graduation requirement. The following courses are recognized as “Elective” Credits:

\*Courses offered by the Global Education Center and Center for International Education (except some programs)

⑧Courses to be Taken from the 1<sup>st</sup> Year (1<sup>st</sup> Semester ~)

→**SILS students are only allowed to register up to 2 credits per semester for Physical Education courses (offered by the Global Education Center).** If you register 3 or more credits in a semester, the exceeding credits will be cancelled automatically (the system will randomly choose the course to cancel).

\*Courses offered at other schools/departments

→If you register for Teacher's License Courses offered by the School of Education, they will be treated as "Voluntary Courses" and will not be included in credits towards graduation.

\*Course credits that exceed the required number of credits for graduation will be counted toward "Elective Course". (i.e., if you earn 20 credits in the Intermediate courses, 16 credits are counted towards the "Intermediate Course" category and 4 credits are counted towards the "Elective Course" category)

\*Credits earned from Waseda's one-year/semester study abroad program.

## Voluntary Courses

**Voluntary Courses:** Excluded from the maximum number of credits you can earn for each semester, and not counted as graduation required credits. The below courses are examples.

Offered by		
School of Education	教職課程科目 *1)	
	資格関連科目 *2)	図書館司書関連科目
		学校図書館司書教諭関連科目
		博物館学芸員関連科目
CIE	Beijing Courses	
Graduate Schools	Courses for credit exchange between Graduate Schools are regarded as Voluntary Courses.	
Each Department	Minor (required to submit the application form)*3	

\*1) Regarding the courses for Teacher's License (“教職に関する科目”) offered by the School of Education, you are allowed to register up to 20 credits more than the limit set by SILS in a year (from April to March of the following year). Please note that these courses are conducted in Japanese.

### **【Teacher's License Courses】**

**If you want to take teacher license course, please come to the SILS Office before the course registration.**

Registration and classes for “教職科目”, “図書館司書” and “博物館学芸員” certification are conducted by the School of Education. For course registration details, please see the “教職課程履修の手続き”, which is released by the School of Education around the middle of March every year.

Also, for those hoping to acquire a teacher's license, please be sure to read the “国際教養学部生のための教職科目履修の手続き”.

- \*2) Certification Courses offered outside of the School of Education will be counted towards graduation as 'Electives'. When registering, please note that you cannot exceed the maximum number of credits per semester set by SILS.
- \*3) You may only take courses as “Voluntary” courses if they are one of the categories listed above, but you may also do this if you wish to obtain a “Minor,” and would like to take more credits than the per-semester limit. If you wish to do this, **you must complete the necessary procedures at the SILS Office, latest by 17:00, on the day before the course registration period is over, and then register the course(s) on-line. If you apply for the courses on-line before taking the necessary procedures, the course(s) will be registered as “Elective” and you will not be able to change the course category after the completion of registration.**



### What is “Minor”?

A “minor” can be obtained by all undergraduate students regardless of their grade or school. You can learn a different field of study from your major at the same time. A certificate of completion can be issued to those who completed a minor, so they may prove their achievements to outside of the University. For details, please refer to the “University-wide Open Courses Guidebook (issued by the Global Education Center)” or the Global Education Center homepage.

## 9.

### Courses to be Taken from the 2<sup>nd</sup> Year (3<sup>rd</sup> Semester～)

#### Intermediate Seminar (3<sup>rd</sup> Semester～)

⑨

Each student can register for an Intermediate Seminar course from the 3<sup>rd</sup> semester. New students are not eligible.

#### [3<sup>rd</sup> semester students]

Register by referring to the course information on the syllabus. You cannot retake the course which has the same course key that you have already passed even if you change the class.

## Intermediate/Advanced Courses

New students cannot register for Intermediate/Advanced Courses.

### [2<sup>nd</sup> semester students]

**Only students exempted from taking English I and II can register for Intermediate Courses from the 2<sup>nd</sup> semester.** Most of the Intermediate Courses and Advanced Courses are held twice a week. Please be sure not to register for two or more courses in the same time slot.

### [3<sup>rd</sup> semester or above]

Please register after referring to the course syllabus. Advanced Courses can be registered from the 4<sup>th</sup> semester.

## Study Abroad Credit Transfer

- \* Credits which are earned during studying abroad will be converted to the equivalent number of Waseda University units according to the “Credit Transfer Method” upon proper application. It is not possible to directly transfer the number of units earned at the host institution.
- \* Recognition can be given only to the total number of credits earned, not to specific course subjects taken and grades received. All grades are assessed at Waseda as “P” (Recognized).
- \* A maximum of **40** Waseda credits can be recognized (regardless of the length or number of times of study abroad), and all credits (except for some cases of Other Foreign Language courses) are counted as “Elective Credits.”

Please refer to the following homepage for more details about “Credit Transfer”.

<https://www.waseda.jp/fire/sils/en/students/study-abroad/>

## Advanced Seminar & Directed Studies for Senior Thesis

Advanced Seminar course needs to be taken over 3 consecutive semesters (the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> semesters in principle). Please select an area of study in SILS that interests you, and register. For students who entered after 2009, Advanced Seminars are not compulsory, but with regards to future careers, such as going onto graduate school or job hunting, we recommend you to take an Advanced Seminar course.

Although the Advanced Seminar is not a compulsory course, if you want to be exempted from taking it or if you want to take it for only two semesters (only students who cannot attend for 3 semesters due to study abroad or early graduation and are scheduled to graduate within 8 semesters can apply), you must complete the special procedures at the SILS Office. In this case, you have to make up for these credits by taking credits of Advanced Courses.



Generally, “Directed Studies for Senior Thesis” will be registered in the last semester of taking Advanced Seminar. Please note that these credits, along with the Advanced Seminar credits, will be included in the maximum number of credits you can register per semester.

Registration for Advanced Seminar is different from the regular course registration procedure. Please refer to the updated “Advanced Seminar Registration Guideline” of the following webpage for the registration schedule and procedures.

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

\*As the credits of Advanced Seminar are included in the maximum number of credits per semester, please keep this in mind when you register for the courses and make sure not to exceed the maximum number of credits.

\*If you take Advanced Seminar, you are also required to take Directed Studies for Senior Thesis (4 credits). Directed Studies for Senior Thesis is conducted under the supervision of the same instructor of your Advanced Seminar, and it will be graded based on the evaluation of your thesis.

\*In principle, Senior Thesis course is automatically registered in your final semester. Credits of Senior Thesis are counted in the maximum allowable number of credits.

\*Thesis must be submitted by the designated deadline following the formatting and submission guidelines on the webpage below and instructions given by the instructor.

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

## 10.

### University-wide Open Courses & Courses Offered at Other Schools/Departments

#### ①University-wide Open Courses

Waseda University has a large number of courses that are open to all students regardless of major or year in school. These courses are generally known as “University-wide Open Courses”. A diverse array of these courses is provided by the Global Education Center, as well as by the various undergraduate schools, and centers, and other universities. Please note **that most courses are conducted in Japanese, and you cannot cancel/change a course once you have registered for it.**

Most of the credits acquired from University-wide Open Courses can be recognized as “Elective” credits (excluding a few Other Foreign Language courses). For details, please refer to the “University-wide Open Courses Guidebook (issued by the Global Education Center)” or the Global Education Center homepage. (<https://www.waseda.jp/inst/gec/en/undergraduate/registration/>)

#### ②Courses offered at other undergraduate schools (他学部提供科目)

You are allowed to register for Courses offered at other undergraduate schools (other than University-wide Open Courses) when there are vacancies. If you wish to register for such courses, please check the course registration schedule on the SILS homepage and available courses on the homepages or bulletin boards of each school. Be aware that **almost all courses are offered in Japanese, and you cannot cancel/change courses once you have registered for it (except the courses offered by the Center for Japanese Language).**

For your reference: Waseda University Course Registration and Examination Information Website  
([http://www.waseda.jp/mnc/kamoku/reg\\_schedule.html](http://www.waseda.jp/mnc/kamoku/reg_schedule.html))



- Please follow the course registration rules of each school/department.
- Please make sure to check the available courses and rules on the homepage of each school/department.

## 11.

### Courses for Credit Exchange between SILS and GSICCS

We will allow SILS students to take some courses from the Graduate School of International Culture and Communication Studies (GSICCS).

Those who wish to apply, please confirm the conditions below and complete the necessary procedures during the 3<sup>rd</sup> registration period.

- Application requirements

Students who are in their fourth year or later (after 7<sup>th</sup> semester) at SILS (those who hope to enter GSICCS are preferred).

- Available course and number of credits

Students may take “Specialized Courses” and “Related Courses” (not including ‘Research Methods’ and ‘Thesis Writing’) up to 4 credits per semester, and 6 credits per year.

- Regulations

Credits earned will be regarded as “Voluntary Courses” at SILS and will not be counted as credits necessary for graduation. After entering GSICCS, you may transfer credits for up to 10 as credits necessary for completion.

- Application process

Please submit your application in person to the SILS office during the third registration period (web applications will not be available).

## 12.

### Concentration Program

A “**Certificate of Completion**” could be issued as per to requests from students who met the requirements of **Concentration Program**, newly established in SILS curriculum from 2016. For details, refer to the following link.

<https://www.waseda.jp/fire/sils/news/2018/03/05/7230/>

13.

Classes

① Academic calendar for 2023

2023

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
Spring Q monthly						
2	2	3	3	3	3	2

(4/29 Showa Day)

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Spring Q monthly						
5	5	4	3	3	4	
7	7	7	6	6	6	6
0	0	0	0	0	0	0

(5/3 Constitution Memorial Day, 5/4 Greenery Day, 5/5 Children's Day)

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Spring Q monthly						
0	0	0	1	1	1	
7	7	7	7	7	7	7
4	4	4	4	4	4	3

Summer Q monthly

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Summer Q monthly						
3	3	3	3	3	3	4
7	7	7	7	7	7	7

(7/17 Marine Day)

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Summer Q monthly						
0	0	0	0	0	0	0
7	7	7	7	7	7	7
14	14	14	14	14	14	14

(8/11 Mountain Day)

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Fall Q monthly						
0	0	0	0	0	0	0

(9/18 Respect for the Aged Day, 9/23 Autumnal Equinox Day)

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Fall Q monthly						
4	4	3	4	4	4	4
4	4	3	4	4	4	4

(10/9 Sports Day (classes held), 10/21 Foundation Day (classes held))

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Winter Q monthly						
3	3	4	3	3	3	3
7	7	7	7	7	7	7
1	1	1	1	1	0	0

(11/3 Culture Day, 11/23 Labor Thanksgiving Day)

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Winter Q monthly						
4	3	3	3	4	4	4
5	4	4	4	4	4	4

2024

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Winter Q monthly						
2	3	3	3	3	3	3
7	7	7	7	7	7	7

(1/1 New Year's Day, 1/8 Coming of Age Day)

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
Winter Q monthly						
0	0	0	0	0	0	0
7	7	7	7	7	7	7
14	14	14	14	14	14	14

(2/11 National Foundation Day, 2/12 Substitute holiday, 2/23 Emperor's Birthday)

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Spring Q monthly						
0	0	0	0	0	0	0

(March 20, Vernal Equinox Day)

Class duration		
Spring semester	Spring quarter	April 12 - June 3
	Summer quarter	June 4 - July 24
	Class reserve period	July 25 - July 31
Fall semester	Fall quarter	Oct. 5 - Nov. 25
	Winter quarter	Nov. 26 - Jan. 27
	Class reserve period	Jan. 29 - Feb. 3

Summer vacation	Aug. 1 - Sept. 20
Winter vacation	Dec. 26 - Jan. 6, 2024
Spring vacation	Feb. 4 - March 31

\*Handling of holidays with classes and special holidays

Oct. 9 ⇄ Aug. 10

⑪

⑫

⑬

## ⑬Classes

### ② Classrooms

Please check your classrooms through Waseda Mail, On-line Course Registration Screen or SILS bulletin board (Bldg. 11-4F). You can also check them on the web-syllabus (Syllabus Search). There may be sudden changes in classrooms, especially at the beginning of the semester. For changes that are made on that day, please make sure to check the SILS bulletin board.

### ③ Cancellation of classes & Make-up classes

Cancellation of classes will be announced through the SILS bulletin board on the 1<sup>st</sup> and 4<sup>th</sup> floors of Building 11 (You may also check it from MyWaseda). The instructor may also make announcements during class or e-mail.

For information regarding make-up classes, please check the announcements made through e-mail, or check directly with the instructor.

### ④ Notices for classes

Instructors in charge of each class will inform you of notices for classes during the class. Notices for Health and Physical Education may also be found at the Global Education Center, Toyama Branch (Bldg. 35 - 1F) or the gym (Bldg. 17), the bulletin board at Hiagshi-fushimi gym, or the homepage of the Athletic Sports Center.

### ⑤ Contacting instructors

Instructors' personal information cannot be provided due to privacy issues. If you need to contact them, please ask directly in class, or find their e-mail address at the SILS office.

### ⑥ Accidents during classes (Health and Physical Education)

If any injuries or accidents happen during athletic sports classes, please report it to your instructors in the class. If you don't feel good after going home or any other symptoms appear, please see a doctor and report it to your instructors and the Global Education Center, Toyama Branch. If you report it, it may be possible to receive compensation.

### ⑦ Reports, assignments, texts

With regard to submitting assignments for SILS courses, please follow the instruction by the instructors; putting them in the designated report box in front of the SILS office, or submitting them on Moodle, etc. The SILS office staff will collect the reports at 9 am and 5 pm, and put a date stamp on them. Please note that **we will not collect any reports for that day after the deadline.** Also, make sure to **attach the designated green coversheet to your report.** (Reports without the designated coversheet cannot be accepted)

However, for English courses and Courses offered at other schools/departments, the place to turn in assignments may be different, so please confirm with your instructors.

**⑧ Examinations, tests**

Instructors will tell you through the syllabus or tell you directly whether there are exams/tests or not, and how many exams/tests will be given during the semester. Basically, exams/tests are conducted during normal class times. Unlike other schools/departments, SILS does not conduct exams/tests (including midterm and final exams) outside of normal class times.

**⑨ Academic record information**

Waseda University may collect and analyze data concerning grades of its students. Such analysis will be carried out solely for the purpose of improving Waseda University's entrance examinations or education methods and systems, and its results will never include any personal data.



## 14. Manual for Web Course Registration


Please follow the instructions on the “Web Course Registration System Manual” to complete your course registrations.

Web Course Registration System

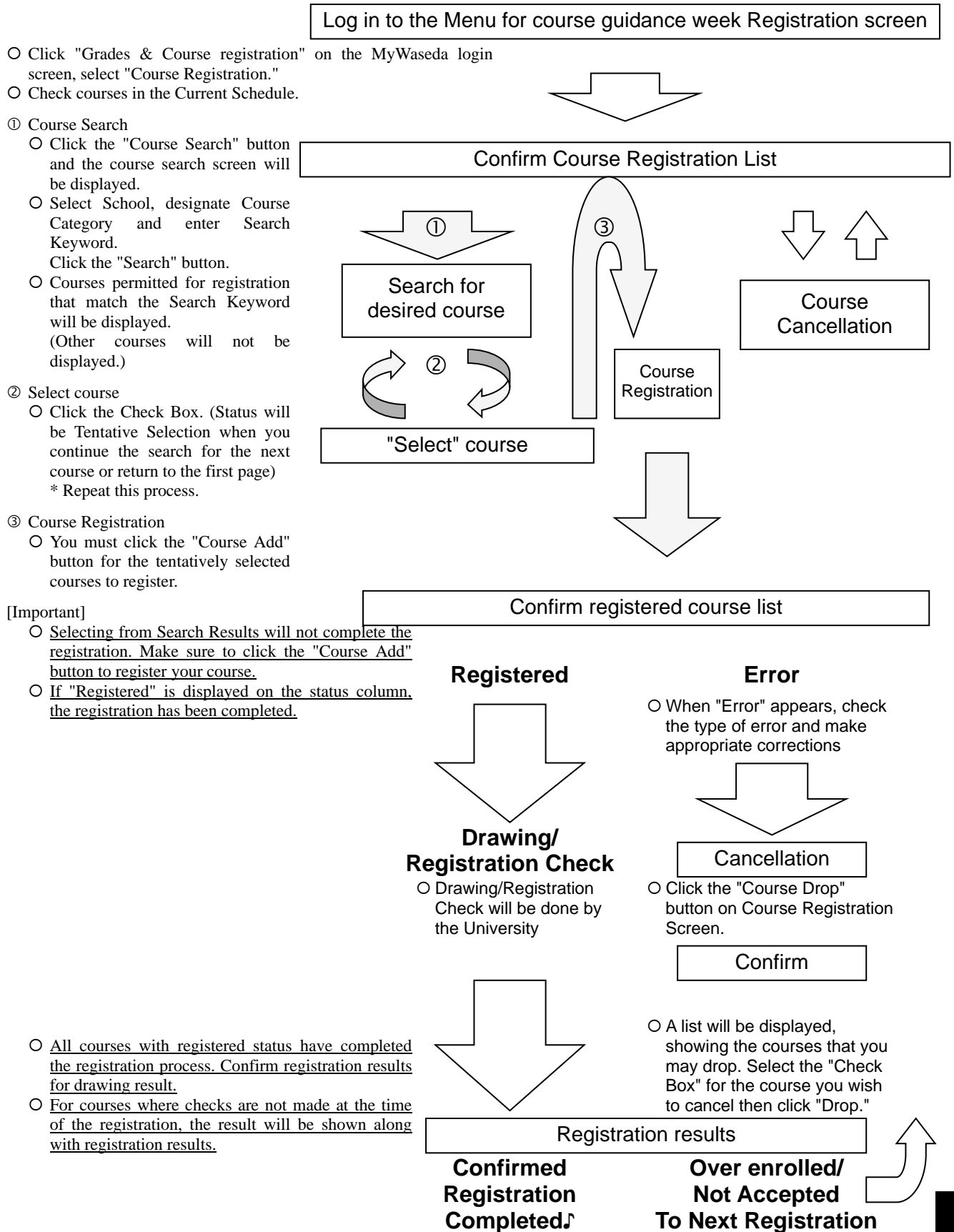




# Course Registration using the Web System

\* Note  Main Procedures. Numbers indicate operational sequence

## 1. Sequence for Course Registration using the Web System



## 2. Explanation of Course Registration using the Web System

All course registration begins from this screen (screen displayed after you log in and select "course registration").

(1) Course Registration consists of four pages. This is the first page of Course Registration. You can review the class schedule of courses you are currently registered for below.  
 (2) To select additional courses use "Course Search." After selecting courses, please click "Course Add" to make changes to the class schedule.  
 (3) Click "Course Drop" to the "Course Drop" page.  
 (4) Click "Course Change" to the "Course Change" page.  
 (5) Be sure to print a copy of this page for your records.

[Print Screen](#) (4)

(1) Current schedule of your school  
 First Registration 2013-03-30 10:00 - 2013-04-02 17:00 Course Registration Schedule

(3) Course Search

Course Add

Course Drop

Course Change

(2) **Schedule** Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click Course Title for syllabus.

Credits	48	Full year	0	Spring semester	30	Fall semester	18				
Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Mon.	3	Schl Political Sci/Econo		<u>Introduction to Political Science 03</u>	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Mon.	3	Schl Political Sci/Econo		<u>Introduction to Political Science 03</u>	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		<u>Introductory Game Theory 03</u>	FUNAKI, Yukihiro	waseda	15-401	Introductory Subject-Non-Required Subjects	2	Registration submitted

### (1) Registration period

Registration deadlines differ by school. Please check the registration period for your school.

### (2) Schedule

Status of courses is displayed according to course title. Courses with a ¥ mark in the Note column require a special enrollment fee. (If the enrollment fee is not paid by the designated date, registration will be cancelled.)

### (3) Function Buttons

"Course Search," "Course Add," and "Course Drop" are available.

#### ① "Course Search"

Press the "Search" button and the screen will change to the "Course Search Screen." Select School, press OK and select Course Category. Fill in at least one item in the Search Keyword window. When you press the "Search" button, a list of courses you may register for will be displayed. (Any course that you are not able to register for will not appear.)

#### ② "Course Add"

When you press the "Course Add" button, the confirmation screen for registration of tentatively selected courses will be displayed.

#### ③ "Course Drop"

When you press the "Course Drop" button, the confirmation screen for course cancellation will be displayed. Courses that you are able to cancel are those whose status is either registered or tentatively selected.

### (4) Print Screen Button

When the PC is connected to a printer, the screen image can be printed out by pressing this button. Please utilize this function to print out a record of your registered courses.

### 3. Procedure for Course Registration using Web System

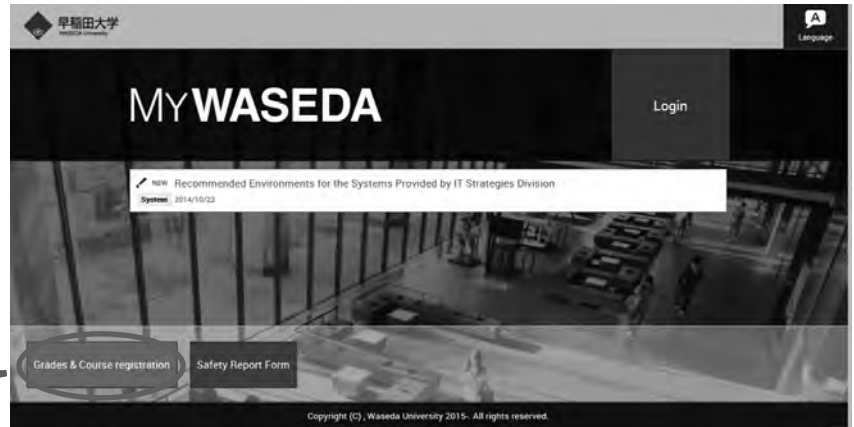
#### 1 Menu for course guidance week

<https://my.waseda.jp/>

Access the URL above and select "Grades & Course registration".

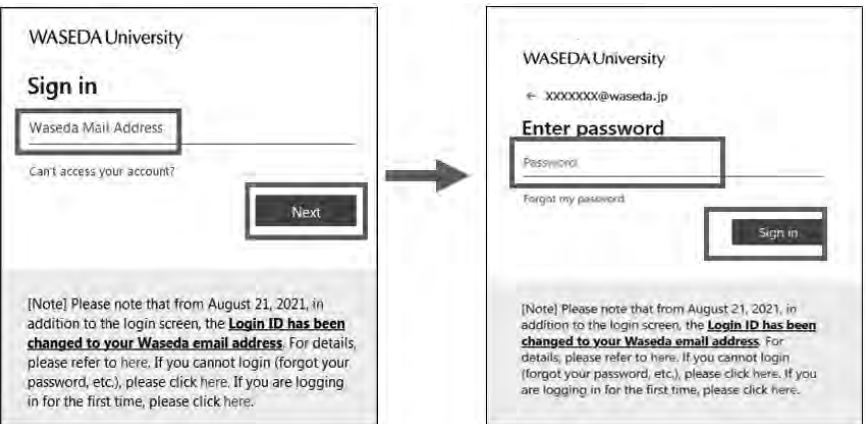
- The menu is displayed on the lower left hand side of the MyWaseda login screen.
- During the course registration period, use this menu.

Grades & Course registration



#### 2 Login

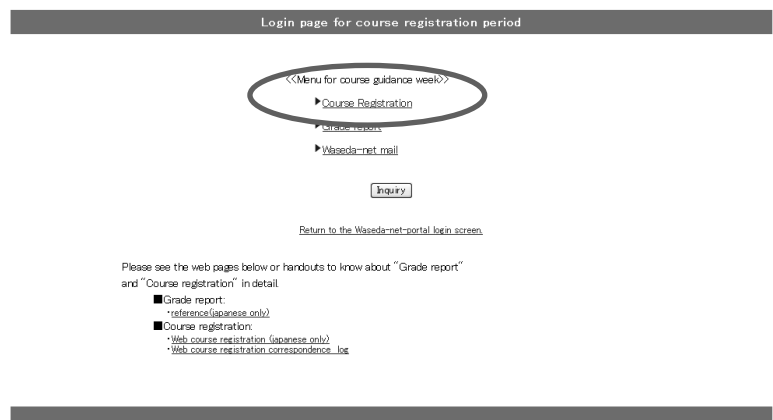
Enter Waseda Mail Address ID and Password, and click the "Login" button.



#### 3 Menu for course guidance week

Select "Course Registration" from the "Menu for course guidance week".

- If you would like to make an inquiry, click the "Inquiry" button, and enter your question and necessary information in the inquiry window.
- \* Inquiries concerning grade reports are not accepted on this inquiry form.



## 4

### Course Registration Schedule

Click "Course Registration" and the "Course Registration Schedule Screen" will be displayed. Confirm the schedule and status of registered courses, including automatically registered courses.

- "Credits" tell you how many required credits for graduation were added. Make sure credits are within the credit limits when registering. ("Credits" will be the total of Full year, Spring semester and Fall semester).

(1) Course Registration consists of four pages. This is the first page of Course Registration. You can review the class schedule of courses you are currently registered for below.  
 (2) To select additional courses use "Course Search." After selecting courses, please click "Course Add" to make changes to the class schedule.  
 (3) Click "Course Drop" to the "Course Drop" page.  
 (4) Click "Course Change" to the "Course Change" page.  
 (5) Be sure to print a copy of this page for your records.

Current schedule of your school  
 First Registration 2013-03-30 10:00 - 2013-04-02 17:00 Course Registration Schedule

Course Search

Course Add

Course Drop

Course Change

Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click "Course Title" for syllabus.

Term	Day	Period	Schl	Note	Course Title	Instru	Teacher	Campus	Classroom	Category	Credits	Status/Order
spring semester	Mon.	3	Schl		Introduction to Political Science 03	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted	
spring semester	Mon.	3	Schl		Introduction to Political Science 03	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted	
spring semester	Wed.	2	Schl		Introductory Game Theory 03	FUNAKI, Yukihiko	waseda	15-401	Introductory Subject-Non-Required Subjects	2	Registration submitted	
spring semester	Wed.	2	Schl		Introductory Game Theory 03	FUNAKI, Yukihiko	waseda	15-401	Introductory Subject-Non-Required Subjects	2	Registration submitted	

## 5

### Course Search

The function searches for desired courses.

1. Select School and click OK.
  2. Next, select the desired Course Category.
- There must be at least one keyword in order to make a search. After entering, press the "Search" button.
  - If unable to find the desired course, reconsider your search keywords. Try deleting some keywords, such as Day and Period.

1. School  
 Schl Letters 1 OK

2. Course Category  
 <<No course categories are listed>>

3. Search Keyword  
 Course Title  
 Term  
 Day  
 Period  
 Search

#### Search methods

▼ Course title  
 Find partial matches for search.

▼ Days · Period  
 Term, Day and Period can be specified with pull-down menus.

## 6

### Select Course

To select a course from the search result, click the Check Box to the left of the course title.

You may select more than one course at a time.

When you close the page and click "Return to the first page" after placing a check in the Check Box, selected courses will appear as tentative selections.

1. School  
 O.S. Law OK

2. Course Category  
 Courses for Adult Open to Other Graduate School Students

3. Search Keyword  
 Course Title  
 Term  
 Day  
 Period  
 Search

4. Course Registration  
 2014-04-14 09:00 - 2014-04-14 17:00  
 Special enrollment fees must be paid for the courses with "Fee" mark. Click "URL" for more information.

Search result select "Check Box" to select courses

Check Box	Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credits	Order
<input type="checkbox"/>	spring semester	Tues.	2	O.S. Law		Cost Law, Lecture 1	ISOMURA, Tetsuo	waseda	9-201		2	
<input type="checkbox"/>	spring semester	Tues.	2	O.S. Law		Law of Civil Procedure, Lecture 1	HATSUMURA, Kenji	waseda	9-202		2	
<input type="checkbox"/>	spring semester	Tues.	2	O.S. Law		Constitutional Law, Lecture 1	TONARI, Koji	waseda	9-204		2	
<input type="checkbox"/>	spring semester	Tues.	2	O.S. Law		International Politics, Lecture 1	TANAKA, Toshiro	waseda	9-207		2	
<input type="checkbox"/>	spring semester	Tues.	1	O.S. Law		Special Study on Arabic, American Law 4, Lecture 1	ROSEN, Daniel	waseda	9-203		2	
<input type="checkbox"/>	spring semester	Tues.	3	O.S. Law		Introduction to Law and Literature, Lecture 1	KATO, Tetsuo	waseda	9-205		2	

Check Box

Return to the first page

7

Course Add

After making your selection, return to the first page. The selected course will be displayed as a tentative selection.

Press the Course Add button to register for the course.

- Repeat Course Search. You may register for more than one course at a time.
- When there are tentatively selected courses on the list, the following message will be displayed. Please press "Course Add" to complete the registration process.

The screenshot shows the 'Course Add' button highlighted with a red circle. A message box above it states: 'Tentative Selection course is available on the list. Please click "Course Add" to complete the registration.' Below the button is a table of course details.

Term	Day	Period	Sch	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Tues	2	G.S.	Law	Civil Law: Lecture I	ISOMURA, Tamotsu	waseda	9-201		2	Tentative selection
spring semester	Mon	2	G.S.	Political Sci	Local Government A	KOHARA, Takaharu	waseda			2	Registered
spring semester	Thur	2	G.S.	Political Sci	Academics, Welfare & Education	YOSHINO, Takashi	waseda			2	Registered

8

Confirmation

When you click the "OK" button, a registration check will be executed and a determination will be made as to whether you can or cannot take the course.

- If there is no error, the status will change from "tentative selection" to "Registration submitted."
- If there is an error, the status will change and an error message will be displayed. Delete the course, resolve the problem and press "Course Add" once again.

The screenshot shows the 'Confirmation' screen with the 'OK' button highlighted by a red circle. A message box above it says: 'You have selected the following courses. To complete the registration process click "OK." You can add more courses by returning to the first page.' Below the button is a table of the selected course.

Term	Day	Period	Sch	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Tues	2	G.S.	Law	Civil Law: Lecture I	ISOMURA, Tamotsu	waseda	9-201		2	Tentative selection

9

Course Drop

During the registration period, "Tentative Selection" and "Registered" courses can be cancelled.

To cancel a course, click the "Course Drop" button.

\*About "Registered" course Drop  
After you cancel "Registered" course, you cannot select the course again.

The screenshot shows the 'Course Drop' button highlighted with a red circle. A message box above it states: 'A problem has occurred in the course registration process. (e.g. chose conflicting courses) Please click "Course Drop" to adjust your registration and try again.' Below the button is a table of course details.

Term	Day	Period	Sch	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Mon	2	G.S.	Law	Commercial Law: Lecture I	EGASHIRA, Kenjiro	waseda	9-203		2	Tentative selection: Duplication errors in a day of the week or period
spring semester	Mon	2	G.S.	Political Sci	Local Government A	KOHARA, Takaharu	waseda			2	Registered

Status/Order  
Tentative selection: Duplication errors in a day of the week or period

## 10

## Confirm Course Drop

A list of courses you may cancel will be displayed. Click the Check Box of the course you want to cancel and press the "Drop" button.

- You may not cancel courses with a status of "Confirmed" or "Processing"
- When you press the "Drop" button, a cancellation confirmation message will appear.

\_\_\_\_\_s course registration. 2014-04-13 10:12:36

You may cancel the following course(s). If you do not cancel them return to the first page.

List of courses to drop  Select the "Check Box" for the course you wish to cancel

Check Box

Check Box	Term	Day	Period	Sch	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
<input checked="" type="checkbox"/>	spring semester	Mon.	2	G.S. Law		Commercial Law: Lecture I	EGASHIRA, Kenjiro	waseda	9-203		2	Tentative selection: Duplication errors in a day of the week or period

## 11

## Print Screen

If the PC you are using is connected to a printer, please print out the course registration screen for your records after you have completed the registration process.

- Courses with a status of "Registered" have been registered. Courses with a status of "Tentative selection" will be deleted when the screen is closed, so make sure to register with "Course Add" before closing.
- If a printer is not connected, write out the registered courses for your records.

(1) Course Registration consists of four pages. This is the first page of Course Registration. You can review the class schedule of courses you are currently registered for below.  
 (2) To select additional courses use "Course Search." After selecting courses, please click "Course Add" to make changes to the class schedule.  
 (3) Click "Course Drop" to the "Course Drop" page.  
 (4) Click "Course Change" to the "Course Change" page.  
 (5) Be sure to print a copy of this page for your records.

Current schedule of your school

First Registration 2013-03-30 10:00 - 2013-04-02 17:00 Course Registration Schedule

Courses with "Fee" mark charge a special enrollment fee.  
 Click "URL" for more information. Click "Apply" for additional application. Click Course Title for syllabus.

Term	Day	Period	Sch	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Mon.	3	Schl Political Sci/Econo		Introduction to Political Science 03	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Mon.	3	Schl Political Sci/Econo		Introduction to Political Science 03	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		Introductory Game Theory 02	FUNAKI, Yukihiko	waseda	15-401	Introductory Subject-Non-Required Subjects	2	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		Introductory Game Theory 03	FUNAKI, Yukihiko	waseda	15-401	Introductory Subject-Non-Required Subjects	2	Registration submitted

Status of courses on the Registration Screen will be displayed as follows:

Status	Explanation	Status	Explanation
Tentative Selection	Status of Course Search "Tentative Selection." If you close the screen, the tentatively selected course will be invalidated. Possible to cancel.	Not Accepted	Course that was not accepted after "Tentative Selection" or "Registered" status, due to some problem. (Displayed during the announcement period.)
Registration Submitted	Permitted to register by pressing the "Course Add" button. Possible to cancel.	Registration under review	State of processing after registration period. Not possible to cancel. (Display after registration period until announcement.)
Registered	Course that has completed registration. Not possible to cancel. (Displayed after the announcement).	Over Enrolled	Course with more applicants than the capacity, and for which the student was not selected during a random drawing. (Displayed during the announcement period)

\* About restrictions on the display.

When performing a keyword search for a course, if the research result exceeds 100, an error message will be displayed on the Search Result Display. If this message appears, add more conditions, such as day, period and the first letter of the course you are seeking and redo the search.

### Registration Methods

**Order:** Order registration is a method in which multiple registrations are made for courses that are likely to fill beyond capacity and require a drawing. You may list courses in the order of desire in a pull-down menu. When you select an order for the courses, always begin with 01 (first choice). If you select only 02 (second choice), the drawing for this choice will be held after the drawing for the first choice students has been completed, meaning that the possibility for registering for the course will be extremely low.

Category	Credit	Order
Information Processing	2	Introduction to Information Processing / 01 ▼ 01 02 03

**Category Change:** When choices of category are available in a pull-down menu, you may change the Category for your course registration. For example, you may cancel a course that has exceeded the credit limit and change the category to one not included in the credit limit, enabling you to register for the course you desire.

Category	Credit
English II ▼ English II Elective Subjects	2

- Try registering for a different school.

Change the School, and click the OK button.

Next, specify your choice of Course Category. Make a search in the same manner as you would within your own school. After making your selection, press the "Course Add" button to register.

1. School  
Global ▼ OK

2. Course Category  
Nonrequired Courses ▼

- Confirm the registration result.

Registration results for the courses you wish to register for will be announced after drawings and registration checks. All courses that you have successfully registered for will be marked "Confirmed." Those not available after drawings will be marked "Over enrolled," and those courses that you failed to register for due to a "registration error" will show "Not accepted" in the status column.

Category	Credit	Status/Order
First Year Seminar IIB	2	Registered
Intermediate Subjects	3	Registered
Intermediate Subjects	3	Registered
First Year Seminar IIA	2	Registered
Other Foreign Languages	2	Over enrolled
Introductory Subjects	2	Not accepted:Errors in Sex registration

## 4. Notes for Course Registration Using the Web System

### About the check function for registered courses

The following checks are done at the time of course registration using the Web System. An error message will be displayed.

[Major registration errors]

Error Display	Type of Error	Resolution
Duplicate registration error	Trying to add courses already registered for.	Unable to add. Cancel the course.
Duplicate Order error	Same order number is designated for different courses	Delete one of the courses with the same order
Duplicate in a day of the week or period	Days and periods overlap in two or more courses	Delete either course
Prerequisite check error	Not meet the prerequisite for registering the course	Unable to add. Cancel the course.
Traveling time error	Not enough time for traveling from campus to campus between classes	Delete either course
Credit-limitation error	Trying to add more courses than can be registered regarding the credit limitation.	Delete either course, or just ignore the error and register [*].

There are possible errors other than the above. Please refer to the Course Registration booklet to resolve any problems.

[\*]You can finish the course registration without fixing a credit-limitation error. If you do not fix this error, courses that are randomly chosen will be an error at the time of Registration results.

## 5. Other functions

- Links to related websites

When "URL" button is displayed in the Note column on the Search Result screen, there are websites available that are related to the course.

Click "Check" button and you will be linked to the related website.

- Special enrollment fees

When "Fee" is displayed in the Note column on the Search Result screen, special enrollment fees must be paid for the courses .

- Course Summary

When you click the Course Title on the First Page, you will see a summary of the course.

Note	Course Title
URL	<a href="#">German Video Conference (language and culture)</a>

Note	Course Title
Fee	<a href="#">General Tutorial English (Basic 01)</a>

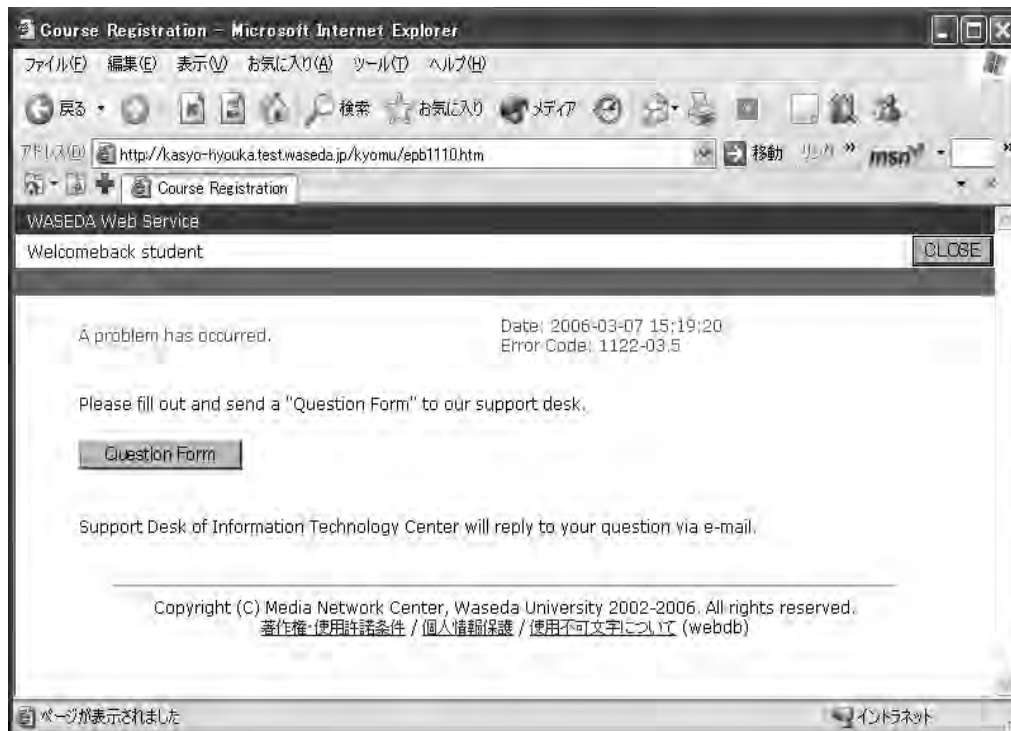
Course Title	Instructor
<a href="#">Introduction to Information Processing 40</a>	MAENO, Joji



## 6. Error Message

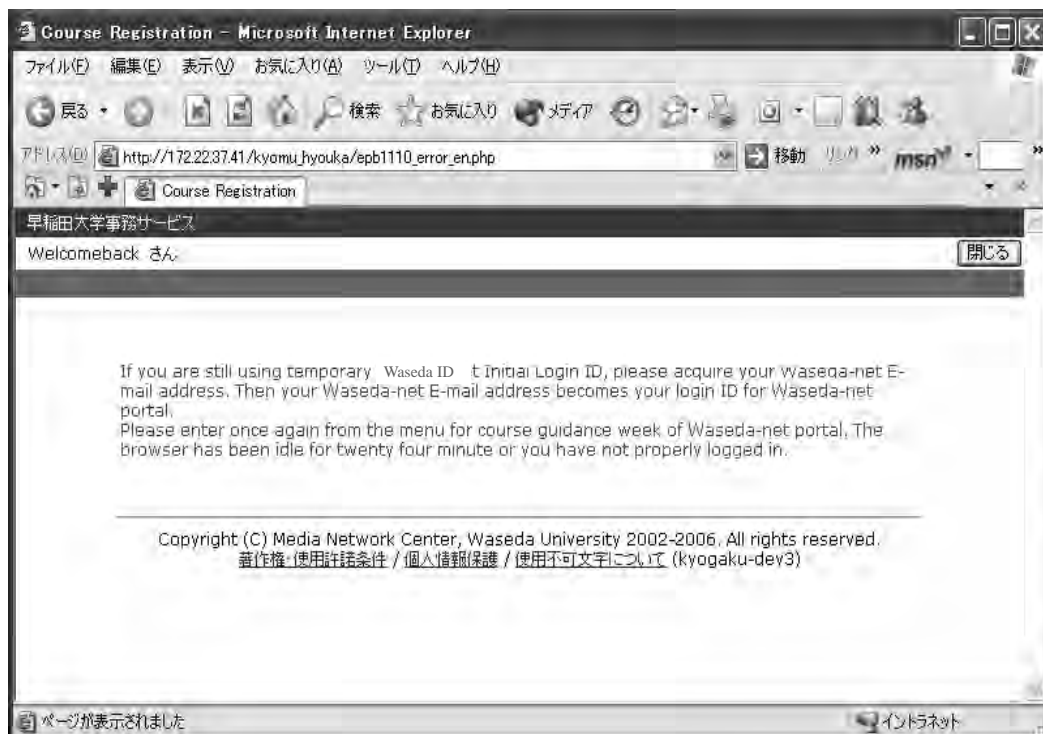
- When service cannot be provided,

If the following message is displayed on the screen, press the "Inquiry form" button, and enter all necessary information.



- When an operation is not accepted,

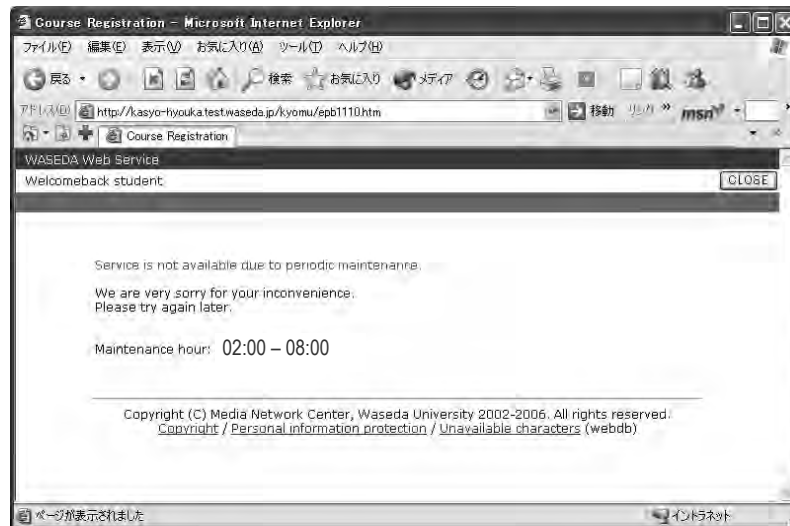
Close all browsers, and login again from the "Login page for course registration period."



## ⑭ Manual for Web Course Registration

- To optimize the Course Registration System, a time has been set for daily maintenance. The following message will be displayed during maintenance.

During Course Registration: 2:00AM to 8:00AM



- If you press the same button more than once, press the "OK" button and wait until the process finishes.



## 7. Recommended Environment

Please refer to the URL below for the recommended environment of the course registration system.

[http://www.waseda.jp/navi/services/system/sys\\_requirements.html](http://www.waseda.jp/navi/services/system/sys_requirements.html)

## Appendix

### Links Related to Course Registration

- SILS Course Registration Webpage

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

- Syllabus Search

<https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>

- MyWaseda

<https://www.wnp.waseda.jp/portal/portal.php>

- Global Education Center

<https://www.waseda.jp/inst/gec/en/undergraduate/registration/>

- Center for Japanese Language

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

- Center for International Education

<https://www.waseda.jp/inst/cie/en/course/class>

## Course Registration Schedule



※The course registration schedule is may vary.

Please check the latest information at the SILS homepage and fill in the table below.

The schedule for fall semester will also come up on the following homepage.

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

Event	Date	Time	Method
<input type="checkbox"/> Announcement of Automatic Course Registration Results			Course Registration Website
■ 1 <sup>st</sup> Course Registration			Web Registration
<input type="checkbox"/> Announcement for the 1 <sup>st</sup> Registration Results			
■ 2 <sup>nd</sup> Course Registration (Add-Drop)			Web Registration
<input type="checkbox"/> Announcement for the 2 <sup>nd</sup> Registration Results			
■ 3 <sup>rd</sup> Course Registration (Add-Drop)			Web Registration
<input type="checkbox"/> Announcement for the 3 <sup>rd</sup> Registration Results			
■ Payment of Audit Fee/ Course Enrollment Fee			Make a payment according to the instruction in email

# Time Table



**Spring semester:** Automatic course registration [     ] credits / Courses registered [     ] credits

Total [     ] credits

**Fall semester:** Automatic course registration [     ] credits / Courses registered [     ] credits

Total [     ] credits

(First-year students→21 credits, Second-year students→20 credits ※ Excluding Voluntary Courses)

		<b>Period 1</b> 8:50~10:30	<b>Period 2</b> 10:40~12:20	<b>Period 3</b> 13:10~14:50	<b>Period 4</b> 15:05~16:45	<b>Period 5</b> 17:00~18:40	
<b>Mon.</b>	Spring						
	Fall						
<b>Tue.</b>	Spring						
	Fall						
<b>Wed.</b>	Spring						
	Fall						
<b>Thu.</b>	Spring						
	Fall						
<b>Fri.</b>	Spring						
	Fall						
<b>Sat.</b>	Spring						
	Fall						



