

Schedule for Newly Enrolled SP2 students, Fall 2023

- ◆ This information is for SP2 students who enroll in September 2023.
- ◆ This schedule is subject to change. It is recommended that you check this information periodically.

Date	Time	Place	Event	Applicable to
~8/28 (Mon.)	~12:00	Online	English placement test (online “WeTEC” and “LANGX” test)	All students
Beginning of September		Online	Japanese Language Courses Session (by CJL office Online)	All SP2 students
		Online	English Courses Orientation Other Foreign Language Courses Level Check etc.	All Students/ For the other foreign language courses, it is for those interested in
complete this by 9/15	Setting up your MyWaseda account available from the evening of September 9 th *Make sure to complete this procedure as it will be needed for course registration, etc.			
9/20 (Wed.)	Online course registration		First course registration (from 9 am until 5 pm, 9/22)	All students
9/21(Thu.)	Students must take and pass the “ “Required Seminar for All New Students” by 10:00 October 12 th . <u>*If you do not take this by the deadline, your Waseda ID will be suspended.</u>			
	13:30-15:30	Class room 2 nd floor Building 7	Distribution of student ID card	All students
	① 15:00-17:00 (SP2 only) ② 19:00-21:00	Zoom Session	Consultation session on Course Registration (by SILS Sempai project)	If applicable
9/23 (Sat.)	11:00-12:00	Waseda Arena	Waseda University Entrance Ceremony	Students only
9/27 (Wed.)	Evening	Waseda mail	Announcement of the First course registration result	All students
9/28 (Thu.)	Online course registration		Second course registration (from 9 am until 5 pm, 9/29)	If applicable
	-	-	Audit fee/Course enrollment fee payment period for Tutorial English α/β registered during the first registration (until 10/3)	If applicable
10/3(Tue.)	Evening	Waseda mail	Announcement of the Second course registration result	If applicable
	15:00-17:00	Ibuka memorial hall	Welcome party by SILS Sempai project	If applicable
10/5 (Thu.)	The first day of fall semester class			
10/11 (Wed.)	Online course registration		Third course registration (from 9 am until 5 pm, 10/12)	If applicable
10/16 (Mon.)	Evening	Waseda mail	Announcement of the Third course registration result	If applicable
10/20 (Fri.)	Online course registration		Drop-Only registration (from 9 am until 5pm)	If applicable

10/18 (Wed.)	-		Audit fee/Course enrollment fee payment period (until 10/24)	If applicable
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Notes

1. First-year students orientation materials (from SILS office)

Important explanation and advice on various aspects on student life at SILS and Waseda University (including how to register your courses) will be provided on SILS website including information on obtaining and using "Waseda ID", "Waseda mail" and "MyWaseda". Those are expected to be available in the evening of **September 9th**.

<https://www.waseda.jp/fire/sils/applicants/incoming>

2. Guidance for “Other foreign languages” and “Level check ”

<Available foreign language>

French, Spanish, German, Chinese, Russian, Korean

*Detail will be uploaded on the SILS website on September 9th on the SILS website on “2022 September Entry of: <https://www.waseda.jp/fire/sils/applicants/incoming>

<Guides for “Other foreign languages”>

There will be information materials provided for each foreign language offered at SILS. Students who are undecided or are unsure which foreign language to take must refer to those guides. Important explanation and advices on learning the language will be provided, and it is also recommended that students who have already decided which foreign language to take a look at those materials.

<Level Check>

“Other foreign language” courses, which are compulsory, must be taken from level 1. However, if you have previously learned any of the above language and wish to continue studying the same language, you may be exempted or reduced the number of required credits by taking a “level check” with the instructor in charge. If you would like to have those foreign language proficiency to be checked, please check the orientation materials of the corresponding language and turn in the level check sheet.

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

3. Consultation session on registering Japanese courses (by Center for Japanese Language office)

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

Those who are planning to take Japanese language courses must check the following website for details. Information will be updated in early September.

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

4. Consultation session on course registration (by SILS Sempai project)

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

5. First course registration

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

6. Mandatory online seminar for first-year students

Students must take and pass the following seminar and test in order to acquire correct knowledge to use the IT services provided by Waseda University such as computers, internet services and mail services.

7. Distribution of student ID card

Student ID card will be given to students in exchange for the “the copy of the result announcement screen (The Admissions Office)”, or the copy of the email notifies your application number. Student ID card can only be given to students in person and cannot be given to proxy. If students are unable to receive it on the designated day, it will be handed out at the SILS office (4th floor, building 11) later. Especially for those who cannot enter Japan because of the border enforcement measure by the Ministry of Foreign Affairs, you can pick up your student ID card later once you come to Japan.

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

8. Announcement of the First course registration result

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

9. Second course registration

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

10. Audit fee/course enrollment fee payment period

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

11. Announcement of the Second course registration result

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

12. Third course registration

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

13. Announcement of the Third course registration result

No later than 9 am of next day, the result of the Third course registration will be notified to student's Waseda mail and also can be checked by logging in to the online course registration system.

14. Drop-Only registration

You can drop the courses only offered by SILS except automatic registered courses during Drop-Only registration(Not allowed to drop courses offered by other schools.)

To purchase a student commuter pass for public transportation, you will need your student ID card, which you will receive on September 21 st (you will not be able to purchase before this date).
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