

Fall 2023

Advanced Seminar Registration Guideline

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

Every semester, there are students who try to register for courses after the designated registration period. Students are not allowed to register courses after the registration period at any circumstances (also note that the instructors have no authority over course registration. Getting permission from the instructor will not suffice).

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

◆ Course list and information on each seminar course

It will be posted on MyWaseda separately to the students who are to start registering the Advanced Seminar in Fall 2023 available from early August. Some seminars may conduct their own information session via Zoom/other online methods.

*Approximately there are 15 quotas for each class including the currently-enrolled students (some seminars may have less than 15 students enrolled).

*The website will be updated couple of times by the first date of the 1st registration of the Advanced Seminar. Make sure to click the refresh button in order to see the latest information.

1. Eligible Students

Students who wish to register for Advanced Seminar must enroll in an Advanced Seminar for 3 consecutive semesters. Students eligible for registering Advanced Seminar in Fall 2023 are **those who are in their fifth or later semester (excludes the period when a leave of absence was taken) in Fall 2023.**

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

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

Those who meet the following conditions must apply for the exemption.

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

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

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

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

Those who wish to be exempted must finish their application by September 29 (Fri.), submitting the form below

[The Advanced Seminar & Graduation Thesis Credit Exemption Application Form](#)

*You will be able to confirm the change in required credit number shown on MyWaseda in November.

2. Automatic Course Registration

Students who registered for the Advanced Seminar in Spring 2023 and have not fulfilled all the requirements for the Advanced Seminar credits will be automatically registered for the same seminar in Fall 2023 as well (students do not need to take any additional procedures).

As a rule, automatically registered courses such as Advanced Seminar cannot be cancelled or changed at any circumstances, except for the case in which you decide to withdraw from the zemi and stop taking the Advanced Seminar right after the 1st semester of your Advanced Seminar.

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

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

<https://www.waseda.jp/fire/sils/assets/uploads/2016/04/Submission-of-Senior-Thesis.pdf>

3. Class Selection

[The online syllabus system](#) will be available from August 2. It is important to read the syllabi and the announcements from the professors thoroughly before registration.

Some Advanced Seminar classes may not be recruiting any new students even if there is information on

the online syllabus system. For details, refer to the Course list and information on each seminar course mentioned on the first page of this guideline.

When the Advanced Seminar class overlaps with other course that you will be selecting during the Course Registration Period, the Advanced Seminar will be registered and overlapped course will be automatically cancelled.

4. Changing your Seminar

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

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

If you wish to continue to take the same Seminar class which you registered in Spring 2021, there is no extra procedure you need to take; the same class will be registered automatically for Fall 2022.

	Period	Method
Application for changing class	August 1 (Tue.) 10:00 - August 14 (Mon.) 17:00	Online application form (can be accessed after logging into MyWaseda)

5. Withdrawing from your Seminar

Students may select not to continue with their Advanced Seminar program after their first semester taking the seminar, regardless of passing or failing the course. A passing grade in the Advanced Seminar will be included as an advanced course credit. The remaining credit must be made up by taking advanced courses; for those who entered Waseda before 2019, they must fill in these credits by taking the intermediate courses or advanced courses.

If you would like to discontinue with the seminar, contact the SILS office at sils-ac@list.waseda.jp within the designated period indicated below.

	Period	Method
Apply for a withdrawal request	August 1 (Tue.) 10:00 - August 14 (Mon.) 17:00	Apply by consulting with SILS Office by E-mail at sils-ac@list.waseda.jp

****Advanced Seminar is to be taken for three consecutive semesters as a rule. Once you are registered, the only chance you are allowed to discontinue with the zemi is right after the first semester you started with your Advanced Seminar. From the second semester and after, students are not allowed to stop taking the seminar.**

6. Screening Method

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

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

Please refer to the list of screening method by checking the above-mentioned "Course list and information on each seminar course".

7. How to apply

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

- ♦ We recommend you to make a draft first and paste it into each section by using "copy & paste" function.
- ♦ Check your email regularly, as instructors or the SILS office may send an email to you about your application. Also, be sure there is enough capacity left on your email box and our email is not automatically sorted as a spam email.
- ♦ What you need to fill out in your application form:
 - The seminar class you wish to apply for
 - Courses and grades which are related to your preferred seminar
 - Host institution, country (if you have studied abroad)
 - Courses and grades you acquired during study abroad
 - Reason for applying for the seminar (within 300 words)
 - Self-introduction (within 300 words)
- ♦ **General Rule in taking the Advanced Seminar**
 - Once you start taking the seminar, you will have to take the seminar in three consecutive semesters.
 - In general, those who are taking the Advanced Seminar will automatically be registered with the Directed Studies for Senior Thesis in their 8th semester. You are not allowed to choose to take either one of those only; for example, taking the Advanced Seminar and not taking Senior Thesis or the other way around.
 - As a rule, the cancellation or the discontinuation of taking the Advanced Seminar can only be arranged in designated period, between the 1st semester and the 2nd semester of the Advanced Seminar.

8. Information session by the seminar

The detail of the Advanced Seminar, and the information materials/sessions by the seminar be posted on MyWaseda separately to the students eligible for the registration this Fall 2022; some seminar classes may only disclose their information on Web Syllabus System only. Once it is posted it will be announced to the students by E-mail via MyWaseda. For those who wish to take the Advanced Seminar, please gather the necessary information thoroughly to pick your seminar.

9. Registration Schedule

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

1) Advanced Seminar first registration

	Period	Method
Announcement of " Course list and information on each seminar course "	Late-July~Early August	Announcement by Email via MyWaseda, Post on MyWaseda Announcement
Application period	August 18 (Fri.) 10:00 - August 21 (Mon.) 12:00	Online application form (can be accessed after logging into MyWaseda, won't be seen until the application starts)
Selection period	August 22 (Tue.) - August 25 (Fri.) 12:00	Varies by Seminar/Professor
Announcement of the result	August 29 (Tue.)	Notified by Waseda email and MyWaseda

2) Advanced Seminar second registration

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

	Period	Method
Application period	August 30 (Wed.) 10:00 - August 31 (Thu.) 12:00	Online application form (can be accessed after logging into MyWaseda, won't be seen until the application starts)
Selection period	September 1 (Fri.) - September 5 (Tue.) 12:00	Varies by instructor
Announcement of the result	September 7 (Thu.)	Notified by Waseda email (to be included in the result of Preferential Registration), and on MyWaseda

3) Advanced Seminar supplementary registration

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

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

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

- (a) gain the permission of the instructor to remain in the seminar program, which makes it possible to graduate in the usual eight semester period but with only two semesters of an advanced seminar credit.
- (b) transfer to another advanced seminar, which makes it possible to graduate in the usual eight semester period but with only two semesters of an advanced seminar credit.

(c) withdraw from the advanced seminar track (however this does not apply to students admitted before 2008, for whom completion of an advanced seminar and senior thesis is required).

Any credit shortfall will be made up for with intermediate or/and advanced course (students admitted after 2019 have to made up them only by taking advanced courses) credits. That is, two credits in the case of (a) or (b), and ten credits in the case of (c).

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

(d) with the permission of the instructor, complete the required two semesters of advanced seminar and senior thesis. However this would require delaying graduation by a semester.

(e) withdraw from the seminar track, with the eight credit shortfall met with intermediate or/and advanced courses (however this does not apply to students admitted before 2008, for whom completion of an advanced seminar and senior thesis is required). Also, students admitted after 2019 have to made up them only by taking advanced courses.