

Course registration schedule for currently enrolled students, Spring 2024

- ◆ This information is for students who are enrolled on or before Fall 2023(Except SP3 students).
- ◆ This schedule is subject to change.
- ◆ **From Spring 2024, courses offered by the other schools including GEC can be dropped during 3rd course registration period. Please note that some courses cannot be dropped under any circumstances. The detailed information can be referred on (*7) at the bottom(This rule cannot be applied to SP3 Exchange students).**

Date & Time	Event	Place
2/9 (Fri.)	Information on Spring 2024 Advanced seminar updated on the online syllabus search system (*1)	Online syllabus search system
2/8 (Thu.) 10:00- 2/14 (Wed.) 17:00	Application for changing the Advanced Seminar class *Applicable only to those who wish to change Advanced Seminar class. See "Advanced Seminar Registration Guide" for details.	Online application form (can be accessed after logging into MyWaseda)
	Application for withdrawing from the Advanced Seminar class *Applicable only to those who wish to withdraw from Advanced Seminar class. See "Advanced Seminar Registration Guide" for details.	Advanced Seminar Registration Guide
3/4 (Mon.) 10:00 - 3/5 (Tue.) 12:00	Advanced Seminar first registration (*2)	Online application form (can be accessed after logging into MyWaseda)
3/11 (Mon.) evening	Announcement of the result of Advanced Seminar first registration	Waseda email
3/12 (Tue.) 19:00 - 3/14 (Thu.) 12:00	Advanced Seminar second registration (*2)	Online application form (can be accessed after logging into MyWaseda)
3/1(Fri.)	Information on Spring 2024 courses updated on the online syllabus search system (*1)	Online syllabus search system
3/1 (Fri.)12:00	Grade announcement	MyWaseda
3/19 (Tue.)	Announcement of the result of Advanced Seminar second registration	Waseda email
3/19 (Tue.) - 3/29 (Fri.) 17:00	Advanced Seminar supplementary registration *Only for students who did not pass or could not apply for the Advanced Seminar in the previous registrations. Details on schedule and the class which will accept supplementary registration will be announced later.	Contact the instructor
3/12 (Tue.) evening	Announcement of the result of automatically registered courses	Waseda email
3/13 (Wed.) morning		Online course registration system
3/14 (Thu.) 9:00 -17:00	Preference registration (*3) (only for a course offered at SILS)	Online course registration system
3/15 (Fri.) evening	Announcement of the result of Preference registration	Waseda email
3/18 (Mon.) morning		Online course registration system
3/18 (Mon.) 9:00- 3/21 (Thu.) 17:00	First course registration (including university-wide open courses) (*4)	Online course registration system
4/5 (Fri.) evening	Announcement of the result of the First course registration	Waseda email
4/8 (Mon.) morning		Online course registration system

4/8 (Mon.) 9:00-4/9 (Tue.) 17:00	Second course registration, including university-wide open courses (Add-Drop (only SILS and CJL courses can be dropped))(*4)	Online course registration system
4/9 (Tue.)-4/15 (Mon.)	Audit fee/course enrollment fee payment period for “Tutorial English α / β ” registered during the first registration	(*6)
4/11 (Thu.) evening	Announcement of the result of the Second course registration	Waseda email
4/12 (Fri.) morning		Online course registration system
4/12 (Fri.)	First day of the Spring semester class	
4/18 (Thu.) 9:00-4/19 (Fri.) 17:00	<p>Third course registration, including courses offered at other schools (Add-Drop)(*4)</p> <p>From Spring 2024, Courses offered by other schools including GEC can be dropped during Third course registration(*7).</p> <p>【NOTICE】 : Some courses offered by other schools cannot be dropped once they are registered. <u>This rule cannot be applied to SP3 students.</u></p>	Online course registration system
4/23 (Tue.) evening	Announcement of the result of the Third course registration	Waseda email
4/24 (Wed.) morning		Online course registration system
4/29 (Mon.) 9:00 - 17:00	Drop-only course registration(*5)	Online course registration system
4/25 (Thu.)-5/1 (Wed.)	Audit fee/course enrollment fee payment period	(*6)

Notes:

- ◆ Every semester there are students who try to register courses after the designated registration period, but such action will not be allowed under any circumstances as students are expected to register courses within the designated period. Also note that the instructor does not have any authority over course registration and getting permission from the instructor will not suffice. Make sure to complete the registration well before the deadline and if any problems arise, consult the SILS office before the registration period is over.
 - ◆ The online course registration system is not available for use between 2 am and 7 am (JST) every day due to the system maintenance.
- (*1) You can see the course list at <http://www.waseda.jp/fire/sils/en/students/registration/>, which will be uploaded in March.
- (*2) Not all students are eligible to register the Advanced Seminar. Read the “Advanced Seminar registration guide” which is posted on the SILS website (<http://www.waseda.jp/fire/sils/en/students/registration/>) for details. Some seminars may conduct screening interviews.
- (*3) You can register only one SILS course in the Preference registration. If two or more courses are registered, all the registered classes will be automatically cancelled. If too many students register for one course and exceed the class capacity, computerized lottery will be held to decide who will be registered.
- (*4) For information on registering university-wide open courses, see the guidebook or the website of Global Education Center and Center for Japanese Language.
- (*5) You can drop courses only offered by SILS except automatic registered courses during

Drop-Only registration period(Not allowed to drop courses offered by other schools.).

(*6) Some university-wide open courses require audit fee/course enrollment fee (see the university-wide open course guidebook for details). Students taking these courses will receive an email on how to pay the fee, so make sure to follow the instruction and pay the fee during the designated period.

(*7)From Spring 2024, Courses offered by other schools including GEC can be dropped during Third course registration. However, Courses listed below **CANNOT be dropped** under any circumstances. So be careful when you register them. This rule cannot be applied to SP3 students.

【Courses CANNOT be dropped】

- Courses offered by the Global Education Center (GEC) that require Audit Fee/Course Enrollment Fee
- “Academic Writing in Japanese” offered by Global Education Center (GEC)
- Courses offered by other university
- “教育実習演習”, “教職実践演習”, “介護体験実習講義” offered by School of Education
- Some of the courses offered by other undergraduate schools
(For more details will be updated on the webpage of “Course Registration and Teacher’s License” of SILS HP)