

Course registration schedule for newly enrolled SP2 students, Spring 2025

- ◆ This information is for SP2 students who enrolled on April 2025.
- ◆ This schedule is subject to change. Additional notice will be informed on [SILS website](#).

| Date | Time | Place | Event | Applicable to | Note |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 3/10 (Mon.) | 3/17(Mon.) - 15:00 | Online Test. | English Placement Test (WeTEC and LANGX) | All students MUST take (Including those who had already submitted any English official score at the time of application) | ★ |
| Around Late March | | SILS Website | English Language Course Orientation | All students | |
| 3/27 (Thu.) | Setting up your MyWaseda account <u>*Make sure to complete this procedure as it will be needed for course registration, etc.</u> | | | | |
| 3/28 (Fri.) | 13:30~ | Classroom 505, Bld. 11 | Freshman orientation (by SILS) | All students | |
| 4/1 (Tue.) | Online course registration | | First course registration (from 9 am until 5 pm, 4/3) Result of automatic registration can be referred. | All students | |
| 4/1 (Tue.) | 14:30~ | Waseda Arena | Waseda University entrance ceremony | All students | |
| 4/2 (Wed.) | TBA | via Zoom | Consultation session on course registration (by SILS Sempai project) | If applicable | |
| 4/3 (Thu.) 9:00~ | ~4/24(Thu.) 10:00 | Waseda Moodle | Students MUST take and pass "Required Seminar for All New Students". *If you fail to take it by the deadline, your Waseda ID may be suspended. | All students | |
| 4/3 (Thu.) | 13:00~ 15:30 | Classroom on 5th floor, Bld. 11 | Distribution of student ID card | All students | |
| 4/7 (Mon.) | 7:00am | Online course registration system | Announcement of the First course registration result | All students | |
| | Online course registration | | Second course registration (from 9 am until 5 pm, 4/8) | If applicable | |
| | 15:30~ | International | Welcome party by SILS | If applicable | |

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|-------------|-------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--|
| | 17:00 | Conference Center | Sempai project | | |
| 4/8 (Tue.) | | | Audit fee/Course enrollment fee payment period for Tutorial English (until 4/14) *Applicable to classes registered during the First course registration | If applicable | |
| 4/11(Fri.) | 7:00am | Online course registration | Announcement of the Second course registration result | If applicable | |
| 4/12 (Sat.) | First day of the Spring semester classes | | | | |
| 4/18 (Fri.) | Online course registration | | Third course registration (from 9 am until 5 pm, 4/19) *Some courses offered by other schools cannot be dropped at any circumstances. | If applicable | |
| 4/23 (Wed.) | 7:00am | Online course registration | Announcement of the Third course registration result | If applicable | |
| 4/24 (Thu.) | - | | Audit fee/Course enrollment fee payment period (until 4/28) | If applicable | |
| 4/28 (Mon.) | Online course registration | | Drop-Only period (from 9 am until 5 pm) *Courses offered by SILS except automatic registration can be dropped. | If applicable | |

*Refer to "Notes" for detailed information of each event.

**Documents and handouts for Freshmen Orientation, Course Registration, Other Foreign Language Orientation will be uploaded on SILS website around mid-March. Please make sure to check them beforehand.

Notes

★English Placement Test

In order to assign you in the appropriate level of classes of English I • II • III, All new students MUST take Online English Placement test. Even if you have already submitted any English official score at the time of application or before enrollment, taking placement test is must. Please be sure to keep the deadline and do not fail to take it.

1. Orientation for international students on student life (by Center for International Education office)

This is an orientation for overseas students who have little or no experience of living in Japan. This year, the Center for International Education is in principle providing vital information via their website. Please visit CIE's website at ;

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

*Non-Japanese passport holders must check those information.

2. Freshman orientation (by SILS, materials available in mid-March)

Important explanation and advice on various aspects on student life at SILS and Waseda University (including how to register your courses) will be provided. Also, information on obtaining and using "Waseda ID", "Waseda mail" and "MyWaseda" will be uploaded on SILS website beforehand. PDF version of Student Guidebook for AY2025, Course Registration Guide will be downloadable on our website.

3. Orientation for "Student visa" holders (materials to be available in March)

In this section, information on resident registration, bank account registration and scholarship application etc. will be provided. All "Student", "Dependent" and "Diplomatic" visa holders must check this information.

4. 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 March.

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

5. Orientation for "Other foreign languages" and "Level check"

<Available foreign language>

French, Spanish, German, Chinese, Russian, Korean

*Detail will be uploaded on the SILS website around mid-March

@ SILS website-> For Applicants-> Information for Incoming Students

<Orientations for "Other foreign languages">

There will be orientations for each foreign language offered at SILS. Important explanation and advice on learning the language will be provided, and it is also recommended that students who have already decided which foreign language to take to check the materials in advance.

<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.

6. 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.

7. 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. Detail of the session will be notified by E-mail in March.

8. English language orientation

This is an orientation on English I • II • III courses and all students must attend this orientation.

9. Required Seminar for All New Students

Students must take the following seminar in order to acquire correct knowledge to use the IT services provided by Waseda University such as computers, internet services and mail services. **If you fail to take it by deadline, your Waseda ID may be suspended.**

10. Distribution of student ID card (if distributed as scheduled)

Student ID card will be given to students in exchange for the “Admission card” which shows your “Admission 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.

After receiving your student ID card, check that all the information, including your full name, photograph and also 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 by using MyWaseda. The back-side seal will be updated every year, while the card itself must be kept until graduating.

11. Announcement of the First course registration result

The result can be checked by logging in to the online course registration system. Depending on the result, you may proceed to the Second course registration.

12. 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.

13. 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.

14. Announcement of the Second course registration result

The result of the Second course registration can be checked by logging in to the online course registration system. Depending on the result, you may proceed to the Third course registration.

15. Third course registration

During this period, you will be able to drop SILS and courses offered by other schools and add courses which have vacancies. Not all the courses can be added or dropped. Read the “Course Registration Guide” thoroughly for details. Please note some courses offered by other schools cannot be dropped at any circumstances once they are registered. For your details, please refer the SILS website;

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

16. Announcement of the Third course registration result

The result of the Third course registration can be checked by logging in to the online course registration system.

17. Drop-Only period

In this period, students can drop SILS courses except the ones registered automatically. Please note courses offered by other courses cannot be dropped at any circumstances.

To purchase a student commuter pass for public transportation, you will need your student ID card, which you will receive on April 3rd (you will not be able to purchase before this date).