

Fall 2025

Advanced Seminar Registration Guideline

In this guideline, you can find important 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. **Applications only through designated application form by the deadline are valid.** Applications made by other method (e.g. Getting permission from the instructor etc...) are not acceptable at any circumstances.

Please make sure to register well before the deadline and if any problems arise, make sure to contact the SILS office by your Waseda email **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 2025 available from around late-July. 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 at the result of screening).

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

1. Eligible Students

Students eligible for registering Advanced Seminar in Fall 2025 are **those who are in their fifth or later semester (excludes the leave of absence period) in Fall 2025.**

*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

♦ General Rule of the Advanced Seminar

-Once you are registered in the seminar, you will have to be registered and take the seminar in three consecutive semesters.

- Directed Studies for Senior Thesis (4 credits) and Advanced Seminar (2 credits) will be registered in the next semester you earned 4 credits of Advanced Seminar (For those who are adopted for 2 credits exemption of taking Advanced Seminar, Directed Studies for Senior Thesis (4 credits) and Advanced Seminar (2 credits) will be registered in the next semester you earned 2 credits of Advanced Seminar). As long as you do not earn 4 credits of Advanced Seminar, Directed Studies for Senior Thesis will not be registered even if you are in your 3rd registered semester of Advanced Seminar.
- 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, once you are registered, the only chance you are allowed to discontinue with /cancel the Advanced Seminar is right after the 1st semester you started to be registered with your Advanced Seminar. From the 2nd registered semester and after, students are not allowed to stop taking the seminar.

*Registering Advanced Seminar is not mandatory for graduation, however it is strongly recommended to do so unless there are special circumstances.

Students who decided to register for Advanced Seminar must earn 6 credits in an Advanced Seminar for 3 consecutive semesters. Also, students who decided to register Advanced Seminar must be registered in Directed Studies for Senior Thesis and submit Graduation Thesis for 4 credits to graduate (For your information, please refer “I. Requirements for Graduation” in bulletin). If you take a leave of absence or go study abroad amid Advanced Seminar track, expected graduation date will be delayed accordingly.

★Even if you fail to earn the credits of 2nd registered and after semester’s Advanced Seminar, it is not possible to cancel to be registered in Advanced Seminar at that point. In that case, you will not be able to fulfill the graduation requirements until earn the designated number of credits of Advanced Seminar and Directed Studies for Senior Thesis.

Those who meet the following conditions must apply for the credit reduction or exemption.

Credit reduction

- 1) Students who are applied to either case; **Going study abroad in their enrolled 5th to 6th semester** or **Application of the 3.5-year graduation system**, and wish to take Advanced Seminar for only 2 semesters to graduate within 7 or 8 semesters (*1)

★**Advanced Seminar credit reduction from 6 credits to 4 credits can be applied ONLY by those who “go study abroad in their enrolled 5th to 6th semester” or are “Applied to the 3.5-year graduation system”.**
Other personal reason cannot be approved at any circumstances.

→If you are applied for above-mentioned either case, you are required to contact
<sils-ac@list.waseda.jp> by **17:00, September 9(Tue.)** by your Waseda email.

*1: If students are allowed to earn only 4 credits of Advanced Seminar, they must fulfill the exempted credits by taking Advanced Courses.

Exemption

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)**

*2: Advanced Seminar and Directed Studies for Senior Thesis are not compulsory for students who enrolled in 2009 or later. If students enrolled prior to AY2018 are exempted, they must replace these credits by earning credits from Intermediate or/and Advanced Courses. For students enrolled in AY2019 or later, exempted credits can be replaced by earning credits ONLY from Advanced Courses (this rule also applies when there is a shortfall of the Advanced Seminar credits (such as after dropping the Advanced Seminar)).

*3: **Those who wish to be exempted from taking Advanced Seminar and Directed Studies for Senior Thesis must complete their application by September 30 (Mon.), submitting the form below:**

[The Advanced Seminar (6 credits) & Graduation Thesis(4 credits) Credit Exemption Application Form]
<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=641767810>

*ONLY eligible students to register Advanced Seminar starting from Fall 2025 can apply from the link.

*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 2025 and have not fulfilled all the requirements for the Advanced Seminar credits will be automatically registered for the same seminar in Fall 2025 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 Advanced Seminar track and stop to be registered in the Advanced Seminar right after the registered 1st semester of your Advanced Seminar.

If you earn 4 credits in your Advanced Seminar, Advanced Seminar (2 credits) and Directed Studies for Senior Thesis (4 credits) will also be registered automatically in the next semester. 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(For Students with Advanced Seminar credit reduction from 6 credits to 4 credits, Advanced Seminar (2 credits) and Directed Studies for Senior Thesis (4 credits) will be automatically registered in the next semester after you earned 2 credits of Advanced Seminar).

If you are September enrollees and started to be registered in Advanced Seminar from 5th semester, your Directed Studies for Senior Thesis will be registered in the next semester after you earned 6 credits. Until you earn 4 credits in your Advanced Seminar, Directed Studies for Senior Thesis (4 credits) will not be registered even if you are in your 3rd registered semester of your Advanced Seminar. No change on when

the Directed Studies for Senior Thesis is registered, or cancellation of registered Directed Studies for Senior Thesis is allowed.

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 July 23. 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(The information is for current registered students). 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 are required to earn 6 credits in the Advanced Seminar are allowed to change their seminar once in the designated period between just after the 1st registered semester to the 2nd registered 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 registered in the 1st semester will be automatically cancelled), give some serious thought before applying. Also, when changing the seminar, we strongly recommend you consult the current instructor and the instructor who conducts the class you will be applying beforehand.

If you wish to continue to be registered in the same Seminar class which you registered in Spring 2024, there is no extra procedure you need to take; the same class will be registered automatically for Fall 2024.

	Period	Method
Application for changing class	July 28 (Mon.) 10:00 - July 31 (Thu.) 17:00 (Strictly observed)	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 track ONLY between just after their 1st registered semester to before 2nd registered semester of Advanced Seminar is registered, regardless of passing or failing the course(cancellation of Advanced Seminar after 2nd registered semester is not approved). A passing grade in the Advanced Seminar will be calculated 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/and advanced courses.

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

	Period	Method
Apply for a withdrawal request	July 23 (Wed.) 10:00 - September 10 (Wed.) 17:00 (Strictly observed)	Apply by contacting SILS Office by E-mail at sils-ac@list.waseda.jp

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 campus 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 must fill out in your application form】

- Self-introduction (within 300 words)
- Host institution, country (if you have studied abroad)
- The seminar class you wish to apply for (1st choice)
- Reason for applying for the seminar of 1st choice (within 300 words)
- Courses and grades which are related to your 1st choice seminar

- Courses and grades you acquired during study abroad related to your 1st choice seminar
- The seminar class you wish to apply for (2nd choice)
- Reason for applying for the seminar of 2nd choice (within 300 words)
- Courses and grades which are related to your 2nd choice seminar
- Courses and grades you acquired during study abroad related to your 2nd choice seminar

Sample for the application screen: [HERE](#)(←Separate window will be opened by a click)

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 for this Fall 2025; 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 Waseda email and MyWaseda. For those who wish to take the Advanced Seminar, please gather the necessary information thoroughly to pick your seminar.

9. Registration Schedule

Application after the deadline is not accepted at any circumstances. Avoid the last-minute registration.

1) Advanced Seminar registration

	Period	Method
Announcement of " Course list and information on each seminar course "	Late-July~Early August	Announcement by Waseda email and MyWaseda, Post on MyWaseda Announcement
Application period	July 23 (Wed.) 10:00 - August 19 (Tue.) 12:00 (Strictly observed)	Online application form (can be accessed after logging into MyWaseda, won't be seen until the application starts)
Selection period	August 20 (Wed.) - September 9 (Tue.) 12:00	Varies by Seminar/Professor ★If the classes of first and second(third) choice conducts interviews, all dates should be made available in advance. ★If the number of accepted students reaches the maximum number in the selection for the first-choice applicants, the selection for the second-choice applicants may not be held. ★We will not respond to individual

		inquiries regarding the acceptance or rejection of selection results for the first and second (third) choices. Please confirm the results at the announcement of the result.
Announcement of the result	September 10 (Wed.)	Notified by Waseda email and 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 registered semester of the Advanced Seminar

1) Students who are required to earn 6 credits of advanced seminar, and **who have failed the 1st registered 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 designated enrollment period but with only 4 credits of an advanced seminar. In this case, you need to make up 2 credits by earning Advanced courses (For enrolled prior to AY2018, credits can be made up by Intermediate or/and Advanced courses).
- (b) transfer to another advanced seminar, which makes it possible to graduate in the designated enrollment period but with only 4 credits of an advanced seminar.
- (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).

For those who enrolled after 2019, any credit shortfall will be made up for with advanced course (For enrolled prior to AY2018, credits can be made up by Intermediate or/and 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 1st registered semester, have two options:

- (d) with the permission of the instructor, continue to be registered in advanced seminar and write senior thesis. However this also would require you to earn 4 credits of Advanced Seminar, this will results in delaying graduation by a semester.
- (e) withdraw from the seminar track, with the eight-credit shortfall met with 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 enrolled prior to AY2018, credits can be made up by Intermediate or/and Advanced courses).

★It is not allowed to cancel/drop Advanced Seminar after your 2nd registered semester of Advanced Seminar is registered.