

August, 2025

Course registration schedule for newly enrolled SP2 students, Fall 2025

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

Date & Time	Event	Method/Venue
8/20 (Wed.) ~ 8/27 (Wed.) 15:00	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.	Online Detailed information can be referred on SILS website .
9/10 (Wed.)	Setting up your MyWaseda account *If you do not complete this procedure, you cannot do course registration!	オンライン
Early September	English Language Course Orientation materials are uploaded	SILS website
Mid-September (Before first course registration)	Consultation session on course registration (by SILS Sempai project) *Not mandatory, if applicable.	Zoom
9/17 (Wed.) 9:00~ 9/19 (Fri.) 17:00	First course registration (including university-wide open courses) (*1)	Online course registration system
9/18 (Thu.) 10:30~12:00	Freshman orientation by SILS	Classroom 201, Bld.14, Waseda Campus
9/21 (Sun.) 11:00~12:00	Waseda university entrance ceremony	Waseda Arena

9/24 (Wed.) 9:00~ 10/15 (Wed.) 10:00	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	Waseda Moodle
9/25 (Thu.) 7:00	Announcement of the result of the First course registration	Online course registration system
9/25 (Thu.) 9:00~ 9/26 (Fri.) 17:00	Second course registration, including university-wide open courses (Add-Drop (only SILS and CJL courses can be dropped)) (*1)	Online course registration system
9/25 (Thu.) 13:00~15:00	Distribution of student ID card	Classroom at the 5 th floor, Bld.11 Waseda campus
9/26 (Fri.) ~ 10/2 (Thu.)	Audit fee/course enrollment fee payment period for “Tutorial English” registered during the first registration(*2)	Detailed information regarding payment method will be notified to your Waseda email.
10/1 (Wed.) 7:00	Announcement of the result of the Second course registration	Online course registration system
10/2 (Thu.)	First day of the Fall semester classes	
10/8 (Wed.) 9:00~ 10/9 (Thu.) 17:00	Third course registration, including courses offered at other schools (Add-Drop)(*1) Courses offered by other schools including GEC can be dropped during Third course registration (*3). 【NOTICE】: Some courses offered by other schools cannot be dropped once they are registered.	Online course registration system

10/14 (Tue.) 7:00	Announcement of the result of the Third course registration	Online course registration system
10/15 (Wed.) ~ 10/20 (Mon.)	Audit fee/course enrollment fee payment period(*2)	Detailed information regarding payment method will be notified to your Waseda email.
10/17 (Fri.) 9:00~17:00	Drop-only Period (※4)	Online course registration system

*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 in August. Please make sure to check them beforehand.

◆Please make sure the course registration periods!

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 do anything. Make sure to complete the registration well before the deadline and if any problems arise, contact the SILS office by your Waseda email (sils-ac@list.waseda.jp) before the registration period is over.

◆Please make sure the available time of course registration system!

The online course registration system is not available for use between 2 am and 7 am (JST) every day due to the system maintenance.

◆You can see the course list at <http://www.waseda.jp/fire/sils/en/students/registration/>, which will be uploaded in September.

(*1) For information on registering university-wide open courses, see the guidebook or the website of Global Education Center and Center for Japanese Language.

(*2) 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. Making payment after the deadline is not allowed at any reason. There will be no special measure or consideration even if the cancelled courses due to unpaid fee are essential for graduation, etc.

(*3) 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.

[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 universities
 - “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
- (More details will be updated on the webpage of “Course Registration and Teacher’s License” of SILS HP)

(*4) 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.).

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 Early September)

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 September)

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 September.

<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 in August

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

<Orientations for "Other foreign languages">

There will be orientation material on SILS website 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. Exempted credits need to be made up by taking elective 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. The day and period of Registered courses cannot be changed.

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 separately by E-mail.

8.English language orientation

This is an orientation on English I•II•III courses and all students must read the orientation materials carefully.

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) after September 26th.

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 card must be kept until graduating.

11. Announcement of the First course registration result

The result of the First course registration 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. Making payment after designated period is not allowed at any reason. Also, if you fail to pay the fee, the courses will be cancelled and it is not allowed to earn the credits of them at any reason.

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 September 25 (you will not be able to purchase before this date).