



For students entering in 2026

# Course Registration Guide 2026

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## Study Plan 2

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# Introduction

This “Course Registration Guide” is a manual that contains important information on course registration procedures, as well as information on curriculums and classes. Please read this manual carefully.

The “Guidebook for Students” is provided to freshmen when entering school as a manual that guides them in their student life from entrance to graduation. Since the curriculums are different depending on the school year you enter SILS, please refer to the “Guidebook for Students” as well as the “Course Registration Guide”. If there are any changes or updates, you’ll be informed about them through the SILS homepage.

【The SILS Homepage • Course Registration】

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

## Definition used in this guidebook

**Taking courses:** Attending courses which you have registered through the course registration system and got accepted, earning credits by fulfilling the prerequisite requirement including submitting assignments and passing the exam. If you have been registered but have not attended classes or submitted assignments or have only attended classes but have not fulfilled the credit acquisition requirements, you are not considered to be “Taking courses”.

## The changes from AY2026

### **The final-day deadline for each course registration period will change from 5:00 p.m. to 4:00 p.m.**

Until AY2025, the registration deadlines (from preference registration through the third registration period) ended at 5:00 p.m. on the final day. However, beginning in AY2026, the final-day deadline will be changed to 4:00 p.m.

Please note that we will not accommodate any requests such as “I was unaware of the change in the deadline; please allow me to add or drop courses after the deadline.” To avoid such situations, we ask that you complete your course registration well in advance.

## Before Registering for Courses

### **Course Registration = WEB Registration**

Course registration is done through “Grades & Course registration” page and the registration results can be seen from your Web registration screen.

In order to use MyWaseda and Waseda Mail, you must obtain a Waseda ID and Password.

**Make sure to create your Waseda ID and Password**  
**during the designated period**

### **A thorough understanding of registration rules ensures good results**

Please make sure to read this guidebook carefully, study well the registration schedule and rules in advance, and then register for courses. Insufficient understanding of course registration may lead to poor results.

### **Make sure to check the latest information!**

Check the latest information about course registration regularly on the SILS web page and MyWaseda.

SILS Homepage: <https://www.waseda.jp/fire/sils/en/>

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

Syllabus Search: <https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>

### **Register for courses during the web registration period**

**Adding and dropping courses is not permitted after the registration period under any circumstances with regards to equality and data processing issues. Please make sure you add and/or drop courses during the registration period.**

### **Confirm registration results**

You can refer the registration results through Web registration screen. Make sure to confirm the results, and if you find something different from what you had registered, please contact the SILS office immediately.

### **Keep your student ID card with you at ALL TIMES!**

Every administrative procedure in university, visiting the facilities including the SILS Office and when you take tests, requires you to show your student ID card. Please keep it with you at all times.

# Frequently Asked Questions about Course Registration

## What is course registration?

- Course registration is a process which is from registering courses you wish to take within designated period to confirming the result from course registration screen.
- In principle, students design their own schedules (not including automatically registered courses). You have to decide which courses to take, attend the classes, and after satisfying each course's requirements, you can obtain credits. Course registration is therefore an essential procedure for you to design your study at SILS.

## When do I register for courses?

- For course registration in spring, the registration period is between March and April. For course registration in fall, the registration period is between September and October.
- ☞The schedule can be referred on the SILS homepage or Support Anywhere.

## What should we do before the course registration?

- Create your own Waseda ID for registration (Without an ID, you CANNOT register for courses.)
- Create Waseda ID and Password.
  - Take the Required Seminar for All New Students
- \*Taking this test is **COMPULSORY**.  
If you fail to take/pass the test, your **Waseda ID may be suspended**.

## Do I need to go to the university for course registration?

- You can do course registration by your own PC. PC rooms on campus are also available.
- ☞Check this website for available PCs. We do NOT permit students to register courses after the registration period no matter the reason (including the PC troubles or network errors at home).  
<https://support.waseda.jp/it/s/pcroom?language=en>

## How does automatic registration work?

- Based on the result of your English placement test, English courses will be registered automatically. Also, if you have passed the screening and take “Advanced Seminar” and “Directed Studies for Senior Thesis” from 3rd grade or after, they will be automatically registered in the designated semesters. Day and period of automatic registered courses cannot be changed under any circumstances even they are overlapped with the courses you wish to register.

## What is a ‘lottery’?

- If too many students register for one course, a computerized lottery may be held. (If you did not get a spot, “Over enrolled” notification will be shown on your Web registration screen).

## How do we register for University-wide Open Courses or Courses offered at other undergraduate schools?

- You can register for University-wide Open Courses and Courses offered at other undergraduate schools (Tagakubu Teikyo Kamoku) during the designated periods. Please see “⑩University-wide Open Courses & Courses Offered at Other Schools/Departments” for details on these courses. Please note that most University-wide Open Courses and Courses Offered by Other Schools/Departments are conducted in Japanese. If your Japanese level is low, these courses are not recommended for you.

## Frequently Asked Questions about Classes

### **When do classes begin?**

→Spring 2026 classes begin on April 11<sup>st</sup>. Fall 2026 classes begin on October 1<sup>st</sup>. Please check the schedule on the SILS website.

### **Where can we buy textbooks?**

→You can buy textbooks at the CO-OP book store (Bldg. 17)  
Around the first day of classes, there will be a special site for books in front of the CO-OP.

### **I would like to meet SILS instructors...**

→SILS instructors meet students during their office hours. However, they may have prior engagements, so we recommend you make an appointment in advance by e-mail if possible. Please check their office hours at the SILS Office. Contact e-mail addresses can be referred from the announcement on MyWaseda. If you cannot find them, please send an inquiry to the SILS Office by email.

### **Where are the classrooms?**

→Check course registration website or syllabus to find where your classes are held. There may be classroom changes at the beginning of the semester. Check the bulletin board (Bldg. 11 - 1F & 4F) , and syllabus frequently so that you do not miss important notices. The instructor may also make announcements regarding class cancellation during class or on Moodle. For make-up classes, please check Waseda Mail, or ask the instructor.

### **What's Waseda Moodle?**

→The Waseda Moodle is a tool that supports course and class activities. To use the Waseda Moodle, log in to MyWaseda, click “Learning Support”, then click “Waseda Moodle” and all the registered courses will be displayed.

# Course Registration Guide

## **(IMPORTANT) Impact of Failed Subjects and Lower GPA**

**As the selection criteria of study abroad program (Fall Departure), and scholarship nominations** considers the GPA you earned during the spring semester, it is good to keep a high GPA rank throughout the semester. (Your GPA rank matters even when you apply for Graduate Schools.)

To avoid bad credits and lower GPA, you better refrain from registering unnecessary subjects at first. Which means registering the maximum allowable courses could lower your GPA rank sometimes.

Thus, a thorough consideration before the course registrations is highly valued.

It is essential to be able to create and manage your own schedule, meet deadlines, and follow rules and procedures when you enter the real world. **Excuses such as “I forgot” or “I did not know” is not acceptable, and you will have to take full responsibility for your own actions.**

University is designed to prepare you for the real world, so these standards will be applied to you while you are at Waseda University.

This guide mainly deals with course registration, and we expect you to strictly observe the course registration deadline in each registration period.

You cannot add and/or drop courses outside of the designated registration periods.

Read this guide carefully in advance, keep the schedule in mind and act in a timely fashion.

..... Contact information for inquiries about course registration .....

### Consultation about curriculums

Please ask at the front desk at the SILS office during the office hours. (Building 11, 4<sup>th</sup> floor)

#### 【Office hours】

Mon.~Fri. 10:00~16:00

\*The office will be closed on the holidays set by the University.

### Web registration

You can make inquiries through “Inquiry form” in “Grades & Course registration” page. You can access this page from the MyWaseda login screen, (You can send inquiry anytime, however, you may receive the reply on the next day or later depending on the inquiry.).

### Waseda ID

If you have any problems or inquiries about Waseda ID, ask at the Portal office. (Building 7, on the 1<sup>st</sup> floor)

#### 【Office hours】

Mon.~Fri. 8:40~18:00

\* Close at 17:00 when no classes

Sat. 8:40~16:00

\* Closed when no classes

# 1. Number of Credits Necessary for Graduation

As stated in the “Guidebook for Students”, which you received before entering school, certain credits are required in order to graduate. Before starting the course registration, please read the guidebook carefully and design your study plan towards your graduation.

## ◆ April Enrollees (standard model)

\*This chart is a model. As long as you fulfill the graduation requirements, your situation may differ.

(Numbers indicate credits)

Course Category		No. of credits necessary for graduation	1 <sup>st</sup> year		2 <sup>nd</sup> year		3 <sup>rd</sup> year		4 <sup>th</sup> year	
			Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
			1 <sup>st</sup> semester	2 <sup>nd</sup> semester	3 <sup>rd</sup> semester	4 <sup>th</sup> semester	5 <sup>th</sup> semester	6 <sup>th</sup> semester	7 <sup>th</sup> semester	8 <sup>th</sup> semester
Foreign Language	Japanese	24	6	6	6	6	The level of English III will be automatically selected based on the result of the English placement test and No. of credits necessary for graduation will also be changed for each student.			
	English III (level 1-3)	3	2	1						
	Other Foreign Languages	4	4							
Seminar	First Year Seminar B	4	2	2						
	Intermediate Seminar	2			2					
	Advanced Seminar						(2)	(2)	(2)	
	Direct Studies for Senior Thesis (*1)	(10)								(4)
Statistics	Introductory Statistics	2	2							
Data	Introductory Data Science	2			2					
Lecture	Introductory	8	8							
	Intermediate	16			16					
	Advanced	16				16				
Elective	Elective	33	33 (including the credits earned during study abroad)							
Total (standard) (*2)		124	(17)	(17)	(16)	(16)	(28)		(16)	(14)
Maximum allowable number of credits (*2)			21	21	20	20	20	20	20	20

\*1) As a rule, you must take Advanced Seminar for 3 semesters. However, only for those who go study abroad from enrolled 5<sup>th</sup> to 6<sup>th</sup> semester and return to SILS from 7<sup>th</sup> semester, or those who have been approved for 3.5 years graduation, they are allowed to take Advanced Seminar course only for 2 semesters (See ⑨ Courses to be Taken from the 2<sup>nd</sup> Year). You must make up these exempted credits by taking Advanced Lecture Courses.

\*2) Credits for Voluntary Courses are not included.

## ◆ September Enrollees (standard model)

\*This chart is a model. As long as you fulfill the graduation requirements, your situation may differ.

(Numbers indicate credits)

Course Category		No. of credits necessary for graduation	1 <sup>st</sup> year		2 <sup>nd</sup> year		3 <sup>rd</sup> year		4 <sup>th</sup> year	
			Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
			1 <sup>st</sup> semester	2 <sup>nd</sup> semester	3 <sup>rd</sup> semester	4 <sup>th</sup> semester	5 <sup>th</sup> semester	6 <sup>th</sup> semester	7 <sup>th</sup> semester	8 <sup>th</sup> semester
Foreign Language	Japanese	24	6	6	6	6				
	English III (level 1-3)	3	2	1						
	Other Foreign Languages	4	4							
Seminar	First Year Seminar B	4	2	2						
	Intermediate Seminar	2			2					
	Advanced Seminar(*2)	(10)								
	Pattern ① Upper row:Advanced Seminar Lower row:Directed Studies						(2)	(2)	(2)	(4)
	Pattern ② Upper row:Advanced Seminar Lower row:Directed Studies						(2)	(2)	(2)	(4)
Statistics	Introductory Statistics	2	2							
Data	Introductory Data Science	2			2					
Lecture	Introductory	8	8							
	Intermediate	16			16					
	Advanced	16			16					
Elective	Elective	33	33 (including credits earned during your study abroad)							
Total (standard) (*3)		124	(17)	(17)	(16)	(16)	(28)		(16)	(14)
Maximum allowable number of credits (*3)			21	21	20	20	20	20	20	20

The level of English III will be automatically selected based on the result of the English placement test and No. of credits necessary for graduation will also be changed for each student.

\*1) As a rule, you must take Advanced Seminar for 3 semesters. However, only for those who go study abroad from enrolled 5<sup>th</sup> to 6<sup>th</sup> semester and return to SILS from 7<sup>th</sup> semester, or those who have been approved for 3.5 years graduation, they are allowed to take Advanced Seminar course only for 2 semesters (See ⑨Courses to be Taken from the 2<sup>nd</sup> Year). You must make up these exempted credits by taking Advanced Lecture Courses.

\*2) Credits for Voluntary Courses are not included.

From AY2025 enrollees, taking Introductory Data Science (2 credits) is included in the graduation requirement. It is required for graduation. It is recommended to take that course after earning credits of Introductory Statistics.

## 2.

## Available Courses to Register at Each Course Registration Period

### 【For Freshmen (1<sup>st</sup> semester)】

○...possible to add only ●...possible to both add/drop △...possible to drop only ×...impossible to both add/drop

Course Category · Department / Period to Register		Preference Registration (*1)	1 <sup>st</sup> Registration	2 <sup>nd</sup> Registration (Add-Drop)	3 <sup>rd</sup> Registration (Add-Drop)	
SILS Courses	Foreign Language	Japanese (*2)	×	○	●	
		English I · II · III(*3)	Automatic registration based on the result of the English placement test			
		Other Foreign Languages *could be added by the 2 <sup>nd</sup> registration, but not after.	×	○	●	△
	Seminar	First Year Seminar B	×	○	●	●
	Statistics	Introductory Statistics	×	○	●	●
	Data	Introductory Data Science	×	○	●	●
	Lecture	Introductory courses	×	○	●	●
↓ Some of the courses listed below are <b>not subjected to be dropped(*4)</b> . Be Careful!						
University-wide Open Courses	Global Education Center	×	○	○	●*5	
	Center for International Education	Refer to the CIE homepage. ( <a href="https://www.waseda.jp/inst/cie/en/course">https://www.waseda.jp/inst/cie/en/course</a> )				
	Other Schools / Departments	×	○	×	△*5	
Courses offered at other undergraduate schools (Tagakubu Teikyo Kamoku)		×	×	×	○	
Teacher's License Courses		×	○	○	●*5	

\*1) Freshmen (1<sup>st</sup> semester) cannot register during the Preference Registration period.

\*2) Japanese courses are offered by the Center for Japanese Language.

\*3) Those students who took English III at level 1 and 2 can take English III (English Academic Writing, Level 3 W30X) which will be conducted in every Spring semester.

\*4) Please check the SILS homepage for the latest information about course registration.

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

② Available Courses to Register at Each Course Registration Period

\*5) Courses offered by other schools registered at 1<sup>st</sup> or 2<sup>nd</sup> registration period can be dropped during 3<sup>rd</sup> registration period. 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 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, please refer the list uploaded in Support Anywhere;

[https://wnpspt.waseda.jp/student\\_en/supportanywhere/2021/05/10/course-registration-procedure/#3-2](https://wnpspt.waseda.jp/student_en/supportanywhere/2021/05/10/course-registration-procedure/#3-2)

②

② Available Courses to Register at Each Course Registration Period

**【Current Students (2<sup>nd</sup> semester~)】**

○...possible to add only ●...possible to both add/drop △...possible to drop only ×...impossible to both add and drop

Course Category · Department / Period to Register		Preference Registration	1 <sup>st</sup> Registration	2 <sup>nd</sup> Registration (Add-Drop)	3 <sup>rd</sup> Registration (Add-Drop)	
SILS Courses	Foreign Language	Japanese (*1)	×	○	●	●
		English I · II · III(*2)	Automatic registration based on the result of the English placement test			
		English Plus *could be added by the 2 <sup>nd</sup> registration, but not after.	○	○	●	△
		Other Foreign Languages *could be added by the 2 <sup>nd</sup> registration, but not after.	○	○	●	△
	Seminar	First Year Seminar B	○	○	●	●
		Intermediate Seminar (from 3 <sup>rd</sup> semester)	○	○	●	●
	Statistics	Introductory Statistics	○	○	●	●
	Data	Introductory Data Science	○	○	●	●
	Lecture	Introductory courses	○	○	●	●
		Intermediate courses (from 3 <sup>rd</sup> semester)	○	○	●	●
		Advanced courses (from 4 <sup>th</sup> semester)	○	○	●	●
	↓ Some of the courses listed below are <b>not subjected to be dropped(*4)</b> . Be Careful!					
	University-wide Open Courses	Global Education Center	×	○	○	●*4
		Center for International Education	Refer to the CIE homepage. ( <a href="https://www.waseda.jp/inst/cie/en/course">https://www.waseda.jp/inst/cie/en/course</a> )			
Other Schools / Departments		×	○	×	△*4	
Courses offered at other undergraduate schools (Tagakubu Teikyo Kamoku)		×	×	×	○	
Teacher's License Courses		×	○	○	●*4	

② Available Courses to Register at Each Course Registration Period

- \*1) SP2 students can register for Japanese courses through the Center for Japanese Language.
- \*2) Those students who took English III at level 1 and 2 can take English III (English Academic Writing, Level 3 W30X) which will be conducted in every Spring semester.
- \*3) Please check the SILS homepage for the latest information about course registration.  
<https://www.waseda.jp/fire/sils/en/students/registration/>
- \*4) Courses offered by other schools registered at 1<sup>st</sup> or 2<sup>nd</sup> registration period can be dropped during 3<sup>rd</sup> registration period. 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 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, please refer the list uploaded in Support Anywhere;

[https://wnpspt.waseda.jp/student\\_en/supportanywhere/2021/05/10/course-registration-procedure/#3-2](https://wnpspt.waseda.jp/student_en/supportanywhere/2021/05/10/course-registration-procedure/#3-2)

② Available Courses to Register at Each Course Registration Period

**Registration of University-wide Open Courses for AY2026**

- For information about the registration rule and schedule, please refer to the relevant websites or guidebooks.
- Please check the Online Syllabus for course information.
- For the spring registration, courses in the following terms can be registered: Full year, Spring semester, Spring Quarter, Summer Quarter, Summer Intensive, An intensive course(spring), An intensive course (spring /fall), spring semester and summer, Summer and fall semester, and Summer.
- For the fall registration, courses in the following terms can be registered: Fall semester, Fall Quarter, Winter Quarter, Winter Intensive Course, Spring Intensive, An intensive course (fall), and Winter.

Category	Course	Reference	Timing of Registration						Cancellable (*2)	
			Spring Registration			Fall Registration				
			1st	2nd	3rd	1st	2nd	3rd		
University-Wide Open Courses	Offered by Global Education Center (GEC)		○	○	○	○	○	○	○ (*3)	
	Web Registration	Academic Writing	•Registration Guide of University-Wide Open Courses •GEC Website ( <a href="https://www.waseda.jp/inst/gec/">https://www.waseda.jp/inst/gec/</a> )	Twice a week Spring/Fall quarter courses cannot be registered during the 3rd registration period.  <e.g.> Tue. 2nd & Fri. 2nd Wed. 4th & Wed. 5th Wed. 2nd & On-demand  ※For the list of courses open for the 2nd and 3rd course registration, please refer to the "Available course list" on the GEC Website.						
		Mathematics								
		Data Science								
		Information								
		English*								
Language										
Physical Education										
Natural Science										
Human and Social Science										
Japanese Applied Linguistics										
Self-competence Development										
Partner Universities	•University Consortium Manual •GEC Website ( <a href="https://www.waseda.jp/inst/gec/">https://www.waseda.jp/inst/gec/</a> ) >Undergraduate Students >>Courses offered at Other Universities	Please refer to the GEC Website.						×		
Offered by Center for International Education (CIE)	•Registration Guide of University-Wide Open Courses •CIE Website	○	○	○	○	○	○	○		
Offered by Schools/ Graduate Schools	•Registration Guide of University-Wide Open Courses •Website of each school	○	—	—	○	—	—	○ (*5)		
Courses offered at other undergraduate schools	Website of each undergraduate school	—	—	○	—	—	○	-		
Teacher Qualification and Relevant Qualification Courses	Teacher-training course guide (Issued by Teacher Education Center)	○	○	○	○	○	○	○ (*4)		

\*1 The course below is only available in the first registration due to the lesson group arrangement.

- Tutorial English (Spring Semester and Fall Semester)

\*2 Indicates whether courses registered during the 1st and the 2nd registration periods can be canceled during the 3rd registration period. Some courses cannot be canceled; please refer to \*3~\*5 for the details. Courses registered during the 3<sup>rd</sup> registration period CANNOT be canceled under any circumstances.

\*3 The following courses offered by the Global Education Center cannot be canceled.

学術的文章の作成, Courses that require audit/course enrollment fees

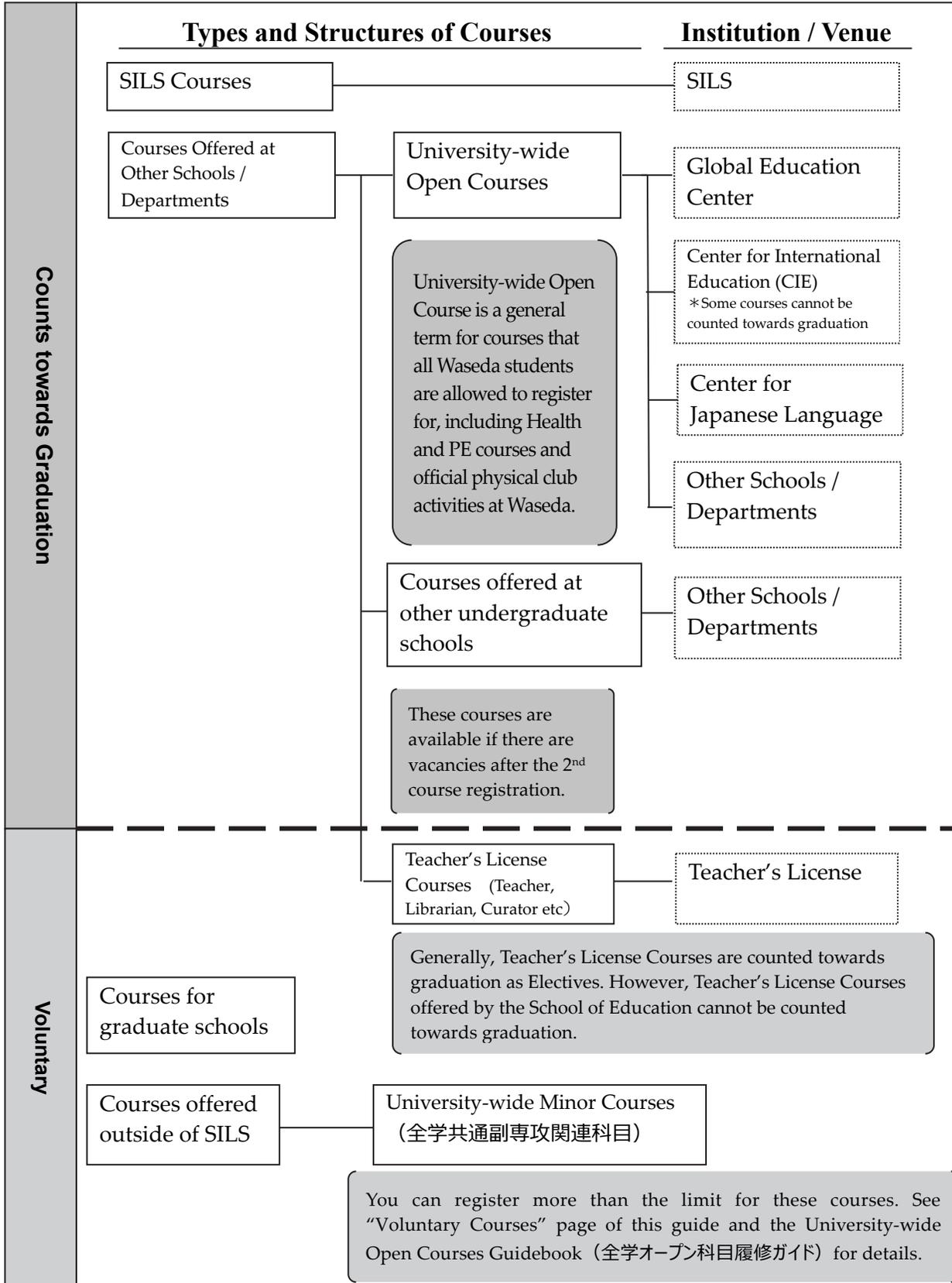
\*4 教育実習演習, 教職実践演習 and 介護体験実習講義 in *Teacher Qualification and Relevant Qualification Courses* cannot be canceled.

\*5 In addition to the courses listed in \*3 and \*4, there are a few other courses that cannot be canceled. Please check the "note" of each course on the Lists of University-wide Open Courses for more information.

# 3. Types and Structures of Courses

The SILS students are allowed to register for Courses Offered at Other Schools/Departments if you design your curriculum well in order to graduate.

②  
③



## 4.

## Course Registration Flow for New Students

There will be a lot of information given to you regarding course registration. However, if you read it carefully, it is not difficult to understand. There are many compulsory courses you have to take in the first year. We recommend you complete as many credits as possible (within the limit) during your first year so that you will have more choices of courses from the second year.

### **STEP1** Confirm necessary information and materials at the webpage for Incoming students

new students can confirm the necessary information and documents for SILS course registration on webpage for Incoming students in SILS HP (<https://www.waseda.jp/fire/sils/en/applicants/incoming/>). Please read them carefully before the course registration to understand which courses are necessary for your graduation.

### **STEP2** English Placement Test for new students

English courses will be registered automatically based on the result of this English placement test. Regardless of English ability, even if you have submitted official English score at the time of application for admission, **all students MUST take this test.**

### **STEP3** Orientation for new students, and other orientations and events for new students

At this Orientation, you will get a lot of important information about your student life in SILS including academic aspects and others. Make sure to attend. There may be other orientations and events for new students, so please check the SILS HP frequently: Information for Incoming Students. Also, material for taking English course is uploaded on that page. Please carefully read/watch this orientation material/video if you take English I and II. There will be information on how English I and English II classes are conducted, etc.

### **STEP4** Acquisition of Waseda ID

Please obtain your personal ID. The Initial ID and Password are written on the “Waseda ID user’s note,” which will be given to you.

«IMPORTANT» You can only start registering for courses by logging in through Menu for course guidance week Registration screen- Click “Grades & Course registration” on the MyWaseda login screen Please don’t forget to get your personal Waseda ID before the 1<sup>st</sup> course registration period.

**STEP5 Other Foreign Languages Orientation and Level Check (other than English and Japanese)**

Other Foreign Languages Orientation and Level Check (other than English and Japanese) will be held. In principle, you should take other foreign language courses from level 1, but if you have learned one of the 6 languages offered at SILS, you may be exempted or have the number of credits reduced for the other foreign language requirement after you take a Level Check. Students who are interested should attend this event. This Level check for credit exemption or reduction is held only before your first semester starts.

**STEP6 Confirming Automatically Registered Courses**

Please make sure to check your automatically registered courses by using an online course registration system, before the 1<sup>st</sup> course registration starts. If English I (Listening and Reading offered by GEC) and English II (Tutorial English) are not automatically registered, that means you are exempted from taking them. Even if courses you wish to register are overlapped with automatic registered ones, it is not possible to change their day and time.

**STEP7 Designing a Study Plan**

It is highly recommended that you design a study plan before registering courses. Confirm the courses you need to or want to take through the “Guidebook for Students” and “Syllabus Search”.  
(Syllabus Search⇒<https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>)

**Start Course Registration!**

**The 1<sup>st</sup> Course Registration**

Based on your study plan, please register your courses online.

(Menu for course guidance week Registration screen- Click “Grades & Course registration” on the MyWaseda login screen )

**Go to “②Available Courses to Register at Each Course Registration Period” to see the courses you can add for during the 1<sup>st</sup> course registration period.**



Please note that course listed below **CANNOT** be dropped at any circumstances. Be careful when you register them.

- Courses offered at the Global Education Center (GEC) that require Audit Fee/Course Enrollment Fee
- “Academic Writing in Japanese” offered at Global Education Center (GEC)
- Courses offered at other university
- “教育実習演習”, “教職実践演習”, “介護体験実習講義” offered at School of Education
- Some of the courses offered at other undergraduate schools

\*For more details, please refer the list uploaded on Support Anywhere;

[https://wnpspt.waseda.jp/student\\_en/supportanywhere/2021/05/10/course-registration-procedure/#3-2](https://wnpspt.waseda.jp/student_en/supportanywhere/2021/05/10/course-registration-procedure/#3-2)

#### ④ Course Registration Flow for New Students

[Announcement of the 1<sup>st</sup> Course Registration Results]

The result of the 1<sup>st</sup> course registration can be referred through the Course Registration screen. Confirm your course registration status there, and then proceed to the 2<sup>nd</sup> course registration stage if necessary. If there are no more adds and drops after the 1<sup>st</sup> registration, confirm the final registration results.

## The 2<sup>nd</sup> Course Registration (Add - Drop)

If the registration is not completed during the 1<sup>st</sup> registration, you can add and drop courses during the 2<sup>nd</sup> registration period. However, please be careful about some courses cannot be dropped. **Go to “② Available Courses to Register at Each Course Registration Period” to see the courses you can add and drop during the 2<sup>nd</sup> registration period.** Courses that can be added in the 2<sup>nd</sup> registration period are **the ones that have openings after the 1<sup>st</sup> registration period.**

The “Available Course List” will be posted on the SILS HP (<https://www.waseda.jp/fire/sils/en/students/registration/>) at night on the day before the 2<sup>nd</sup> registration period starts. Please refer to the table and confirm the courses that can be added.

You may also register University-wide Open courses that have openings (you may drop CJL courses as well). If you wish to add University-wide Open courses, please refer to the “Available Course List” for the University-wide Open courses.

**Available Course List**... This table shows courses that have openings and that can be registered for. The Available Course Lists will be posted on the websites where the course is offered, such as the SILS / Global Education Center / Center for Japanese Language.



Once you drop a course, you cannot add it again during the same registration period.

Please note that course listed below **CANNOT** be dropped at any circumstances. Be careful when you register them.

- Courses offered at the Global Education Center (GEC) that require Audit Fee/Course Enrollment Fee
- “Academic Writing in Japanese” offered at Global Education Center (GEC)
- Courses offered at other university
- “教育実習演習”, “教職実践演習”, “介護体験実習講義” offered at School of Education
- Some of the courses offered at other undergraduate schools

\*For more details, please refer the list uploaded on Support Anywhere;

[https://wnpspt.waseda.jp/student\\_en/supportanywhere/2021/05/10/course-registration-procedure/#3-2](https://wnpspt.waseda.jp/student_en/supportanywhere/2021/05/10/course-registration-procedure/#3-2)

[The 2<sup>nd</sup> Registration Result Announcement]

The results of the 2<sup>nd</sup> registration can be referred through the Course Registration screen. Check the status of the courses you registered for and proceed to the 3<sup>rd</sup> registration if necessary. If there are no more adds and drops after the 2<sup>nd</sup> Registration, confirm the final registration results.

## The 3<sup>rd</sup> Course Registration (Add - Drop)

If the registration is not completed during the 2<sup>nd</sup> registration, you can add and drop courses during the 3<sup>rd</sup> registration period. However, please be careful about some courses cannot be dropped. **Go to “② Available Courses to Register at Each Course Registration Period” to see the courses you can add and drop during the 3<sup>rd</sup> registration period.** Courses that can be added in the 3<sup>rd</sup> registration period are **the ones that have openings after the 2<sup>nd</sup> registration period.** The “Available Course List” will be posted on the SILS homepage at night on the day before the 3<sup>rd</sup> registration period starts. Please refer to the table and confirm the courses that can be added. You may also register University-wide Open courses that have openings (you may drop CJL courses as well). If you wish to add University-wide Open courses, please refer to the “Available Course List” for the University-wide Open courses. If you wish to register for Courses offered at other undergraduate schools (他学部提供科目), please confirm the registration dates and the courses which you can add.



Once you drop a course, you cannot add it again during the same registration period. Please note that course listed below **CANNOT** be dropped at any circumstances. Be careful when you register them.

- Courses offered at the Global Education Center (GEC) that require Audit Fee/Course Enrollment Fee
- “Academic Writing in Japanese” offered at Global Education Center (GEC)
- Courses offered at other university
- “教育実習演習”, “教職実践演習”, “介護体験実習講義” offered at School of Education
- Some of the courses offered at other undergraduate schools

\*For more details, please refer the list uploaded on Support Anywhere;

[https://wnpspt.waseda.jp/student\\_en/supportanywhere/2021/05/10/course-registration-procedure/#3-2](https://wnpspt.waseda.jp/student_en/supportanywhere/2021/05/10/course-registration-procedure/#3-2)



If you register for courses that require Audit Fee/Course Enrollment Fee (聴講料・実験実習料), please pay the fee payment period. Details will be sent by e-mail. Please refer to the website of Global Education Center (<https://www.waseda.jp/inst/gec/en/undergraduate/registration/>).

### Final Course Registration Results

All students will be informed of their final course registration results through Course Registration screen. Be sure to check the status of the courses you registered for. If a course is “Not accepted” (不可) or “Over enrolled” (選外), you cannot take the course for any reason.

### **What is “Preference Registration”?**

The preference registration period is where you can register 1 course that you would really like to register.

**(If you register for more than 1 course, all your applications for courses at the preference registration will be cancelled)** This preference registration is **available at your 2<sup>nd</sup> semester or later.** Only SILS courses can be registered during the preference registration period (You cannot register courses offered by other schools/departments, such as the Global Education Center). Also note that if too many students apply for one course, there may be a lottery, and you may be “over enrolled” for the course you registered for preference registration.

### **What is “Drop-Only Registration”?**

The purpose of this system is to provide students with a chance to drop courses registered at the 3<sup>rd</sup> registration. After the 3<sup>rd</sup> course registration period, **you can drop courses offered by SILS ONLY.** To register for additional courses is not possible. If dropping courses by mistake results in delaying your graduation due to not fulfilling the SILS graduation requirements, **NO special measure will be taken.** Please consider very carefully. Dropping courses after this period cannot be approved under any circumstances.

## 《Important Points: Course Registration Results》

### ◆ Announcement of Course Registration Results

The results of the course registration can be referred by the Course Registration screen. Please be sure to check it, and make sure that the courses you chose have been registered correctly. If there is any course which is not registered, please confirm the cause and continue registering if necessary.

### ◆ How to forward e-mails from Waseda Mail account to another private e-mail account

Please refer to the following website for information on forwarding e-mails.

[https://support.waseda.jp/it/s/wasedamail-g?language=en\\_US](https://support.waseda.jp/it/s/wasedamail-g?language=en_US)

### ◆ Regarding Registration Results (Information on the course registration results confirmation Waseda Mail)

You may or may not encounter an error after applying for a course. If there is an error, the status “Not accepted” (不可) will be displayed. For courses that have no errors and that have been successfully registered, the status “Registered” (決定) will be displayed. If the number of people who apply for a course exceeds the maximum number of available seats and if you are not chosen as a result of lottery, the status “Over enrolled” (選外) will be displayed. **Make sure to check your results carefully. You cannot register for and attend the courses that have the status “Not accepted” (不可) or “Over enrolled” (選外) under any circumstances.**

Category	Status	Explanation
Courses registered <登録科目>	Registered	The course is successfully enrolled.
Courses not registered <無効科目>	Not accepted	The course is not registered because of a registration error.
	Over enrolled	The course is not registered as a result of a lottery.

## **Course Registration for the First Semester**

**The following are the standard courses students usually register for in their first semester of their first year.**

Courses	Credits
Japanese	6
English I	2
English II	2
English III	1-2
Other Foreign Languages	If required
First Year Seminar B	2
Introductory Statistics	2
Introductory Courses	2-8
Elective Courses	If applicable
Recommended Number of Total Credits	17-21

\*1) The above chart is a model and does not mean that you must register courses exactly this way.

## 5.

## Registration Errors

There are cases in which students fail to register for courses properly due to registration errors. If there is an error, it will show up on Course Registration screen. (If no error occurs, and a course is properly registered, it will show “Registered”) Below are the most common errors.

⚠ Errors in Japanese	Errors in English
選外	Overenrolled (You cannot register for this course because you were unsuccessful in the lottery.)
登録制限単位数オーバーエラー	The excess of the maximum number of credits allowed to take per semester
科目区分制限単位数エラー	The excess of the maximum number of credits allowed to take per semester in this course group / category
登録制限科目数オーバーエラー (先行登録)	You cannot apply for more than one course during the preference course registration period.
曜日時限重複エラー	You have already applied for the course which is conducted on the same day and period as this course.
配当年次・セメスターエラー	This course is not available for your current school year or semester.
遠距離エラー	This course and the one conducted before or after are conducted on the different campuses and thus you don't have enough time to move from one to another.
学籍状態エラー	Your current enrollment status is not eligible for the course registration this semester.
性別エラー	Male- or Female- only course. Please double check the syllabus.
前提条件エラー (または既得エラー)	Pre-requisite course has not been acquired (or you have already acquired this course).
開講エラー	This course is not conducted this semester.
履修不可科目	You are not allowed to take this course.
履修不可クラス	This class is only for designated students.
既得済・登録済エラー	This course is either acquired or registered already.
その他のエラー	Other errors

④

⑤

## 6.

## Course Registration Rules and Precautions

Please read and make sure you understand the registration rules and precautions concerning “Registration” ahead of time to prevent any errors.

**(1) There is a limit to the number of credits you can register for that count toward graduation**

① Maximum Number of Credits that you can register for per Semester

The number of credits that you can register for per semester that count toward your graduation in SILS is as follows (Intensive Courses (集中講義) are also included within this limit). Even if the actual registered credits are lower than what is allowed per semester, the deficit cannot be added to the next semester’s credit limit.

School Year	Per Semester
<b>First year</b> (1 <sup>st</sup> & 2 <sup>nd</sup> semester)	<b>21 credits</b>
<b>Second year and above</b> (from 3 <sup>rd</sup> semester)	<b>20 credits</b>

\*Please note that “Voluntary Courses (発展科目)” are not included in the above credit limits.

**What if I register for courses exceeding the credit limit?**

→If the number of credits you apply for exceeds the maximum number of credits allowed to register, some of the courses are randomly chosen to be cancelled so that the number of registered credits will not exceed the maximum limit. In this case, SILS courses are prioritized for cancellation over courses offered by other schools / departments in principle.

② Limit of Credits for Health and Physical Education (University-wide Open Course)



For the SILS students, the maximum number of credits they can register for Health and Physical Education is up to 2 credits per semester. If you register for 3 or more credits, excess credits of the courses will be cancelled automatically by the computer system. Please be careful when you register for these courses.

**(2) Registration for 2 courses in the same time slot of the same day is not permitted.**

You cannot register for 2 or more courses in the same time slot of the same day. If you do so with a SILS course and an University-wide Open course or a course offered at Other School/Department, the SILS course will be cancelled in principle, since University-wide Open courses and other school/department courses cannot be cancelled for any reason.

**(3) Make sure to have enough travel time from one campus to another.**

It takes approximately 30 minutes to travel from Waseda Campus to Higashi-fushimi Campus, where Health and Physical Education courses are offered, and 60 minutes from Waseda Campus to Tokorozawa Campus. Please give yourself plenty of time for travel if you are taking classes at multiple campuses. If you schedule 2 classes back-to-back at multiple campuses, the system will automatically block you from doing so. Please also take into consideration your commuting time when you register for courses offered at other cooperative universities.

**(4) Registration for courses that have same course key is not permitted.**

You cannot register for the same courses that you have already passed. For example, Intermediate Seminar has different class numbers or/and different instructors, but you cannot retake it if the course key is the same and you have already earned the credits.

**(5) For seminar courses, registering extra ones after earning the number of credits more than required is not permitted.**

For First Year Seminar A, First Year Seminar B and Intermediate Seminar, you cannot register extra ones once you have earned the necessary number of credits for graduation among each of them. If you register them additionally, there will be error and they will be “Not-accepted (不可)”. Please make sure not to do so.

**(6) Registration for courses offered for upper grades is not permitted.**

Some courses are limited to specific graders. You can register for courses offered for lower graders, but not for courses offered for upper graders in principle. (⇒See “Number of Credits Necessary for Graduation”) Please keep in mind that the advanced level lecture courses” cannot be taken only from the 4<sup>th</sup> semester; actually submitting the application for the advanced level lecture courses itself is possible in the 3<sup>rd</sup> semester, but the application will automatically be cancelled.

**(7) Precautions for Courses Outside of SILS**

- **Some of these courses (e.g. Courses that require Audit Fee/Course Enrollment Fee) CANNOT be dropped.**
- Please follow the rules of each school/department when you take their courses.
- **There are some courses that have to be registered in the spring semester even though the actual course is held in the fall semester.**
- If the classroom is not on Waseda campus, **please make sure you have enough travel time before and after the class (see also (3) above).**

**(8) Some courses require Audit Fee/Course Enrollment Fee (Courses Outside of SILS)**

When registering for courses, please confirm if an Audit Fee/Course Enrollment Fee is necessary. If you register for a course that requires an Audit Fee/Course Enrollment Fee, please make the payment by the deadline. Details will be informed by e-mail. Please refer to the website of the Global Education Center.

(<https://www.waseda.jp/inst/gec/en/undergraduate/registration/>)

① Payments after the deadline are not accepted for any reasons.

② If the payment is not confirmed, you will not be allowed to attend the course, and your registration for the course will be cancelled.

## ⑥ Course Registration Rules and Precautions

- ③ If you register for many courses that require Audit Fees/Course Enrollment Fees, the total fees could be 100,000 yen or more. Please consider the expense and deadline when registering for these courses.
- ④ Settle all the Audit Fees/Course Enrollment Fees listed in the payment information. **Partial or split payment is impossible.**

## (9) Lottery selection

If the number of students who wish to enroll in a course exceeds the number of available seats, a lottery will be held. Students who are not chosen in the lottery will not be allowed to register and attend the class. “Over enrolled” means that you were not selected in the computer-based lottery. The courses that lotteries were conducted in the past registration period, they will not be opened after that registration period.

## (10) Please make sure to register for more credits than the minimum required.

Every year, there are multiple cases in which students fail to graduate because they register only the minimum required number of credits in their final year or semester, and then either fail to earn those credits or have courses canceled due to forgetting to pay the Audit Fee/Course Enrollment Fee. Please be advised that no remedial measures will be taken in such cases. To avoid this situation, be sure to register with sufficient credit margins.

## (11) Credit calculation

The period and the names of semesters are different between SILS and other schools/departments. Refer to the following table to consider the number of credits you can register for. In each semester, grade announcement date varies depending on courses, so we don't recommend that **those who are planning to graduate at the end of the semester register for the courses held in summer/spring vacation just before your expected graduation timing.** (This is because when your graduation status is fixed according to the results of those courses, your graduation time and certificate issuance may be delayed.)

### Regarding the 60-Credit Limit on Online Courses

Under the Standards for the Establishment of Universities, courses conducted online (defined as those in which more than half of the total class hours are delivered online) may be counted toward degree completion up to a maximum of 60 credits in undergraduate programs. Please refer to the information below for further details.

[https://wnpspt.waseda.jp/student\\_en/supportanywhere/knowledge-base/faq\\_60-credit-limit/](https://wnpspt.waseda.jp/student_en/supportanywhere/knowledge-base/faq_60-credit-limit/)

## ⑥ Course Registration Rules and Precautions

Course offered by	Semester / Session	Counted as Spring semester	Counted as Fall semester
SILS	Spring Semester	○	
	Fall Semester		○
Other Schools/ Departments	Full Year	○	
	Intensive Course (Spring)	○	
	Intensive Course (Spring & Fall)	○	
	Spring Semester (First Half)	○	
	Spring Semester (Second Half)	○	
	Spring Semester and Summer	○	
	Summer (夏シーズン)	○	
	Summer (夏季集中)	○	
	Summer and Second Semester		○
	Fall Semester (First Half)		○
	Fall Semester (Second Half)		○
	Summer and Fall Semester		○
	Winter (冬シーズン)		○
	Winter (冬季集中)		○
	Spring (春季集中)		○
Intensive Course (Fall)		○	

## 7.

## SILS Courses

## Curriculums According to the School Year (Standard Model)

① First Year (1<sup>st</sup> semester / 2<sup>nd</sup> semester)

<b>Foreign Language</b>	<ol style="list-style-type: none"> <li>1. Earn 12 credits in Japanese.</li> <li>2. Earn 3 credits in English III (If you start from level 1).</li> <li>3. If you are not exempted from the English requirement, you must take English I and II as Elective Courses prior to Other Foreign Languages.</li> <li>4. You may take Other Foreign Languages than English and Japanese.</li> <li>5. <u>If you want to study abroad in a non-English speaking country, you should take the foreign language of the country from the 1<sup>st</sup> semester regardless of your English course requirement.</u></li> </ol>
<b>Seminar</b>	We recommend you take First Year Seminar B in your first year.
<b>Introductory Statistics</b>	You are required to take Introductory Statistics (2 credits). We recommend you take it during your first year. You can select from 2 levels (A or B).
<b>Lecture</b>	Earn 8 credits in the Introductory Course category. You must take courses <u>from 3 or more different clusters</u> . We recommend you finish taking them during the first year.  <u>If you are exempted from taking <b>English I and II</b>, you can take Intermediate Courses from the 2<sup>nd</sup> semester.</u>
<b>Other</b>	You can earn up to 21 credits in each of the 1 <sup>st</sup> and 2 <sup>nd</sup> semesters.

② Second Year (3<sup>rd</sup> semester / 4<sup>th</sup> semester)

<b>Foreign Language</b>	<ol style="list-style-type: none"> <li>1. Finish taking Japanese (12 credits).</li> <li>2. You may take Other Foreign Languages than English and Japanese during your stay at the university overseas.</li> <li>3. You may also earn necessary credits through Short Study Abroad Courses designated by the CIE.</li> </ol>
<b>Seminar</b>	You can take Intermediate Seminar (2 credits) from the 3 <sup>rd</sup> semester.
<b>Lecture</b>	You are allowed to take Intermediate Courses from the 3 <sup>rd</sup> semester and Advanced Courses from the 4 <sup>th</sup> semester.
<b>Other</b>	You can earn up to 20 credits in each of the 3 <sup>rd</sup> and 4 <sup>th</sup> semesters.

**In the standard model, first year students are to take First Year Seminar B in the first year. However, I got over-enrolled and could not register it by the 2<sup>nd</sup> semester. How should I do?**

The model shown is only a model of the courses to be taken, and there is no specification when to take them. Therefore, there is no problem if you take “First Year Seminar B” in your second year or later due to over-enrolled or other reasons. Rather than the timing of registration, the most important thing is to have earned designated number of credits among each category and fulfill the all graduation requirements by the semester you wish to graduate.

③ Third Year & Fourth Year (5<sup>th</sup> semester - 8<sup>th</sup> semester)

<b>Advanced Seminar &amp; (Directed Studies for Senior Thesis)</b>	<p>Students are to take advanced seminar for 3 consecutive semesters, starting from the 6<sup>th</sup> semester (if start taking in Fall, it must be 5<sup>th</sup> semester or later). However, you may be allowed to take it for only 2 consecutive semesters if you cannot attend for 3 semesters due to the timing of study abroad (going study abroad from enrolled 5<sup>th</sup> to 6<sup>th</sup> semester and return to SILS from 7<sup>th</sup> semester) or applied to early graduation.</p> <p>*If you wish to be exempted from with special reason, you need to complete designated procedure (For more detailed information, please refer the Advanced Seminar Registration Guide).</p> <p>Exempted or reduced credits must be fulfilled by taking additional Advanced Lecture Courses.</p> <p>⇒Please refer to “⑨Courses to be Taken from the 2<sup>nd</sup> Year (3<sup>rd</sup> Semester ~)” for details.</p>
<b>Lecture</b>	<p>Take the remaining number of Intermediate Course credits (16 credits required) and Advanced Course credits (16 credits required. *The number of necessary credits may differ depending on whether taking Advanced Seminar or not).</p>
<b>Other</b>	<p>You can earn up to 20 credits in each of the 5<sup>th</sup> -8<sup>th</sup> semesters. Make sure to earn necessary credits for graduation (124 credits in total) by the end of 8<sup>th</sup> semester.</p>

## ④ Common

<b>Elective</b>	<p>Earn necessary credits until graduation. Approved credits earned abroad are included.</p>
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**If I go beyond the required number of credits for graduation, how are those credits treated?  
(For example, Introductory Course: 8 credits needed, but 10 credits earned)**

You can register for more than the required number of credits of Lecture Courses (Introductory, Intermediate and Advanced), Other Foreign Language courses and Introductory Statistics courses. Credits that go over the required number for graduation will be counted as Electives. For example, if you earn 10 credits of Introductory Courses, 8 of them will be counted as Introductory Courses and the remaining 2 credits will be Electives. However, you must calculate this yourself, because it will not be shown as such on Menu for course guidance week Registration screen.

There are no cases that First Year Seminar B and Intermediate Seminar will be counted as elective since students are not allowed to register them additionally once they have earned the necessary number of credits among each of them.

# 8. Courses to be Taken from the 1<sup>st</sup> Year (1<sup>st</sup> Semester ~)

## English I • II • III (Automatic Registration)

### ① Instructions for English I • II • III

English I	English II	English III
Listening and Reading	Tutorial English	English Academic Writing Level 1
		English Academic Writing Level 2
		English Academic Writing Level 3

\*English I, II and III will be automatically registered based on the English placement test results.

\*New students registered in “English I” and “English II” must take the orientation for them.

\*English I, II and III are taught by assigned instructors or tutors on the basis of advice from the academic coordinators.

\*The operation of English III is entrusted to Waseda University Academic Solutions Corporation by School of International Liberal Studies, Waseda University and the operation of English I and II are entrusted to Waseda University Academic Solutions Corporation by Global Education Center, Waseda University.

### ② Exemption from English I • II (English placement test, TOEFL, etc.)

\*All new students should take the English placement test. Students who achieve a score of TOEFL ITP equivalent of 550 or above will be exempted from taking English I • II. Exempted credits must be made up by taking other courses as Electives.

\*If students have received at least one of the scores mentioned below within the past 2 years, they will be exempted from taking English I • II by submitting the official score card (the print out of the online score report screen cannot be accepted) at the English Placement Test:

TOEFL ITP score of 550 points or more
TOEFL iBT Overall 4.5 (former scale:79 points) or more
TOEIC(-IP) score of 750 points or more
IELTS Overall 6.5 or more
Eiken 1 <sup>st</sup>

English Test listed below are **NOT acceptable**;  
TOEFL-iBT Home Edition, TOEFL-iBT Paper Edition,  
“MyBest Scores”, IELTS Indicator, IELTS Online

\*These students should take other classes to make up those credits for English I • II.

\*If you obtain one of the English scores mentioned above during the 1<sup>st</sup> semester and apply for an exemption from English I • II, you will be exempted from taking these courses from the next semester onward (You will not be exempted in the first semester. Please make sure that you must attend and complete the class in the 1<sup>st</sup> semester). When students are exempted from taking English courses, they must make up for the credits by taking other classes.

**③ English I [Listening and Reading]**

Credits: 2 credit × 2 courses (2 credits in each semester) = 4 credits  
 Contents: Lessons on listening and reading skills.

These courses are automatically registered for students depending on their scores of the English placement test. Students who obtain a score higher than the requirement (See ② Exemption from English I • II) are exempted from taking English I. For English I, a placement test is conducted to divide students into 2 levels. Students assigned to Intermediate have to take Intermediate and Advanced and earn 4 credits. Students assigned to Advanced will earn only 2 credits. Credits for English courses that have been waived must be fulfilled by taking other elective courses.

《English I Requirement according to level》

Starting Level	Required credits	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
Intermediate	4	Intermediate(2 credits)	Advanced(2 credits)
Advanced	2	Advanced(2 credits)	

**[2<sup>nd</sup> semester]**

Students who take English I in the 1<sup>st</sup> semester are also automatically registered for the next level in the 2<sup>nd</sup> semester. However, the students who fulfill the following requirement will be exempted from taking English I in the 2<sup>nd</sup> semester.

- To submit the official score card with the required score (See ② Exemption from English I • II) by the designated day
- The score must be earned within 2 years from the day when you submit the score.

The exempted credits must be made up by taking elective courses. In this case, English I credits will be treated as elective credits as well.

**[After the 2<sup>nd</sup> semester]**

Makeup classes are not offered for students who fail to pass these classes.

**\* Study Plan 2 students do not have to apply for an exemption even if they are not able to pass English I and II. This is because these classes are registered as Electives for them.**

**I have been exempted from English I • II because of my high TOEFL score, but I am not confident in my reading/listening English skills. Can I take “English I” anyway?**

Even if you are exempted from taking English I and II according to the result of the English Placement Test, you can still take “English I” as an elective course during your 1st and 2nd semester without paying audit fee. If you want to take “English I”, please register for “Listening and Reading” offered by the Global Education Center during course registration period. Through this procedure, Audit Fee/Course Enrollment Fee payment for taking this course will be exempted. Please note that only **“Intermediate” or “Advanced”** level of “Listening and Reading” are the subject of this exception. You have to pay Audit Fee/Course Enrollment Fee in case you register for other level “Listening and Reading” or other English courses.



#### ④ English II [Tutorial English]

Credits: 2 credits × 2 courses = 4 credits

Contents: 4 students in each class, aimed at brushing up conversation skills

English II is offered twice a week.

These courses are automatically registered for students depending on their scores of the English placement test. Students who obtain a score higher than the requirement (See ② Exemption from English I • II ) are exempted from taking English II.

#### [2<sup>nd</sup> semester]

Students who take English II in the 1<sup>st</sup> semester are also automatically registered for the next level in the 2<sup>nd</sup> semester. However, the students who fulfill the following requirement will be exempted from taking English I in the 2<sup>nd</sup> semester.

- To submit the official score card with the required score (See ② Exemption from English I • II ) by the designated day
- The score must be earned within 2 years from the day when you submit the score. The exempted credits must be made up by taking elective courses. In this case, English II credits will be treated as elective credits as well.

#### [After the 2<sup>nd</sup> semester]

Makeup classes are not offered for students who fail to pass these classes.

**※Study Plan 2 students do not have to apply for an exemption even if they are not able to pass English I and II. This is because these classes are registered as Electives for them.**



English II classes are held in Bldg. 29, Waseda Campus.

Please check your class at the “Tutorial Site” on MyWaseda.

English II classes start later than other classes, so please check the schedule carefully.

#### **I have been exempted from English I • II because of my high TOEFL score, but I am not confident in speaking English. Can I take “English II” anyway?**

Even if you are exempted from taking English I and II according to the result of the English Placement Test, you can still take “English II” as an elective course during your 1<sup>st</sup> and 2<sup>nd</sup> semester without paying audit fee. If you want to take “English II”, please register for “Tutorial English” offered by the Global Education Center during course registration period. Through this procedure, Audit Fee/Course Enrollment Fee payment for taking this course will be exempted. Please note that only **“Upper-Intermediate” or “Advanced”** level classes of “Tutorial English” are the subject of this exception. You have to pay Audit Fee/Course Enrollment Fee in case you register for other level “Tutorial English” or other English courses.

**⑤ English III [English Academic Writing]**

Credit(s): 1-3 credits (Level 1: 2 credits, Level 2: 1 credit, Level 3: 1 credit)

Contents: Aimed at brushing up English writing skills

**Exempted credits must be made up by taking other courses as Electives.**

For English III, a placement test is conducted to divide students into 3 levels. Students assigned to Level 1 have to take Level 1 and 2 and earn 3 credits. Students assigned to Level 2 have to complete Level 2 and Level 3 and earn 2 credits. Students assigned to Level 3 will earn only 1 credit.

Credits for English courses that have been waived must be fulfilled by taking other elective courses.

《English III Requirement according to level》

Starting Level	Required credits	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
Level 1	3	Level 1 (2 credits)	Level 2 (1 credit)
Level 2	2	Level 2 (1 credit)	Level 3 (1 credit)
Level 3	1	Level 3 (1 credit)	-

[2<sup>nd</sup> semester]

The class level will be higher in the 2<sup>nd</sup> semester. This registration takes place automatically. If you fail to pass this class, you will be automatically registered for the same level again. You can only take one level per semester. Students who have completed the level 3 class in the 1<sup>st</sup> semester will no longer be registered to any English writing course in the 2<sup>nd</sup> semester.

**I took English III courses at level 1 and 2 and have already fulfilled the requirement for graduation. However, I would also like to take English III at level 3 to improve my English skills. How can I do this?**

⑧

It is possible to take English III at level 3 (English Academic Writing, Level 3 W30X), which will be conducted only in each spring semester, as elective course. If you wish to take it, please apply through the online course registration system by the deadline of 2<sup>nd</sup> course registration.

**English Plus (Elective)**

Credits: 2 credits (The maximum capacity for each class is 20 students.)

**This course is for students who are exempted from English I • II.**

**The course content varies depending on the class, so if you wish to take this course, read the syllabus carefully before registering.**

**\*You may take this course several times if the Course Key is different.**



**You cannot drop or change any automatically registered English I, II and III courses. English Plus can be added in the 1<sup>st</sup> registration period, added/dropped in the 2<sup>nd</sup> registration period, and only dropped in the 3<sup>rd</sup> registration period.**

## Japanese

### ① Requirements

SP2 students must earn 24 Japanese course credits in order to graduate from SILS:

- \* Some or all of the Japanese Language Credits required to graduate could be waived by submitting the results of Japanese Level Check Test or JLPT N1.
- \* **The credits you are exempted from must be replaced by taking other Elective Courses.**
- \* You may take Japanese courses at the host institution during the study abroad program. If you earn credits equivalent to 8,100 minutes or more, those credits can be counted as credits for the Japanese compulsory requirements.

For more detailed information about how many credits will be reduced or exempted, please refer the SILS website (<https://www.waseda.jp/fire/sils/en/students/registration/>).

Please also carefully refer to the “*Japanese Language Course Registration Guidebook*”, issued by the Center for Japanese Language for detailed information about Japanese course curriculum and registration procedures.

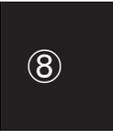
### ② Japanese Course Registration

- \* Since Japanese courses are **NOT registered automatically**, you need to choose which courses to take and register them by yourself through Course Registration screen.
- \* Despite your Japanese proficiency level, you still have the freedom to choose to enroll in any level of the courses you want (i.e., if you are placed at level 1, you can still choose courses at level 2 or 3, and vice-versa). The main function of the Japanese Level Check Test is to determine the number of credits needed to graduate. For your information, getting accepted in lower-level classes is competitive.
- \* It is recommended to register 総合日本語 courses if you wish to avoid over-enrolled (選外) .
- \* For those who have not known which level of classes to register, CJL level check test is useful. Please refer the CJL website carefully and take it online within designated period.

## Other Foreign Languages

### ① Offered by SILS

Language	Category	Introductory		Semi-intermediate		Intermediate	Advanced or above
French		French I		French II		French III	
	Intensive	Intensive French I					
	Plus			French Plus			
				French & International Relations I/II		French & Diplomacy I/II	
				Academic studies in France & French for Academic Purposes			French, Translation and diplomacy I/II
							Learn French with French Cinema
German		German I	German II	German III	German IV		
	Intensive	Intensive German I		Intensive German II			
Spanish		Spanish I	Spanish II	Spanish III	Spanish IV	Spanish V	
	Intensive	Intensive Spanish I		Intensive Spanish II			
	Plus						Spanish Plus I · II
Chinese		Chinese I	Chinese II	Chinese III			
	Intensive	Intensive Chinese I		Intensive Chinese II		Intensive Chinese III	
Russian		Russian I		Russian II	Russian III		
Korean		Korean I	Korean II	Korean III	Korean IV		
	Intensive	Intensive Korean					



### ② Offered by the Global Education Center

It is possible to take language courses organized by the Global Education Center (**Most of the classes are conducted in Japanese**) as Other Foreign Languages if the language is not offered at SILS. The following courses are examples of such courses.

(Example) \*The courses are subject to be canceled.

Ainu	Modern Irish	Arabic	Italian
Indonesian	Swahili	Thai	Danish
Basque	Vietnamese	Persian	Polish
Portuguese	Mongolian	Romanian	Filipino

⑧ Courses to be Taken from the 1<sup>st</sup> Year (1<sup>st</sup> Semester ~)

### ③ How to register

1. You must earn a total of 4 credits to satisfy the requirement of Other Foreign Languages.
2. You may choose one Other Foreign Language course (i.e., taking German Level 1 and then German Level 2) or two Other Foreign Language courses (i.e., taking German Level 1 and then French Level 1).
3. Other Foreign Language Courses offered by SILS curriculum would be available to register until 2<sup>nd</sup> registration period.

### ④ Time Schedule

Language courses at level 1 to 5 offered by SILS are held twice a week, Intensive courses are taught 3 or 4 times a week.

### ⑤ Direct Method classes (offered in some classes)

Some Other Foreign Language courses are taught using the “Direct Method” (explanations are in the language being studied).

### ⑥ When to take the Other Foreign Language courses

1. It is possible to take the Other Foreign Language courses than English and Japanese from the 1<sup>st</sup> semester regardless of your English course requirement.
2. Students who are required to take English I and II and who plan to study abroad in English-speaking areas:
  - \* We recommend you concentrate on studying English for the 1<sup>st</sup> semester and then take Other Foreign Languages than English and Japanese from the 2<sup>nd</sup> semester.
3. Students who plan to study abroad in non-English speaking areas:
  - \* We recommend that you study Other Foreign Languages than English and Japanese from the 1<sup>st</sup> semester regardless of your English course requirement. You may also take Intensive Courses (4 classes per week).

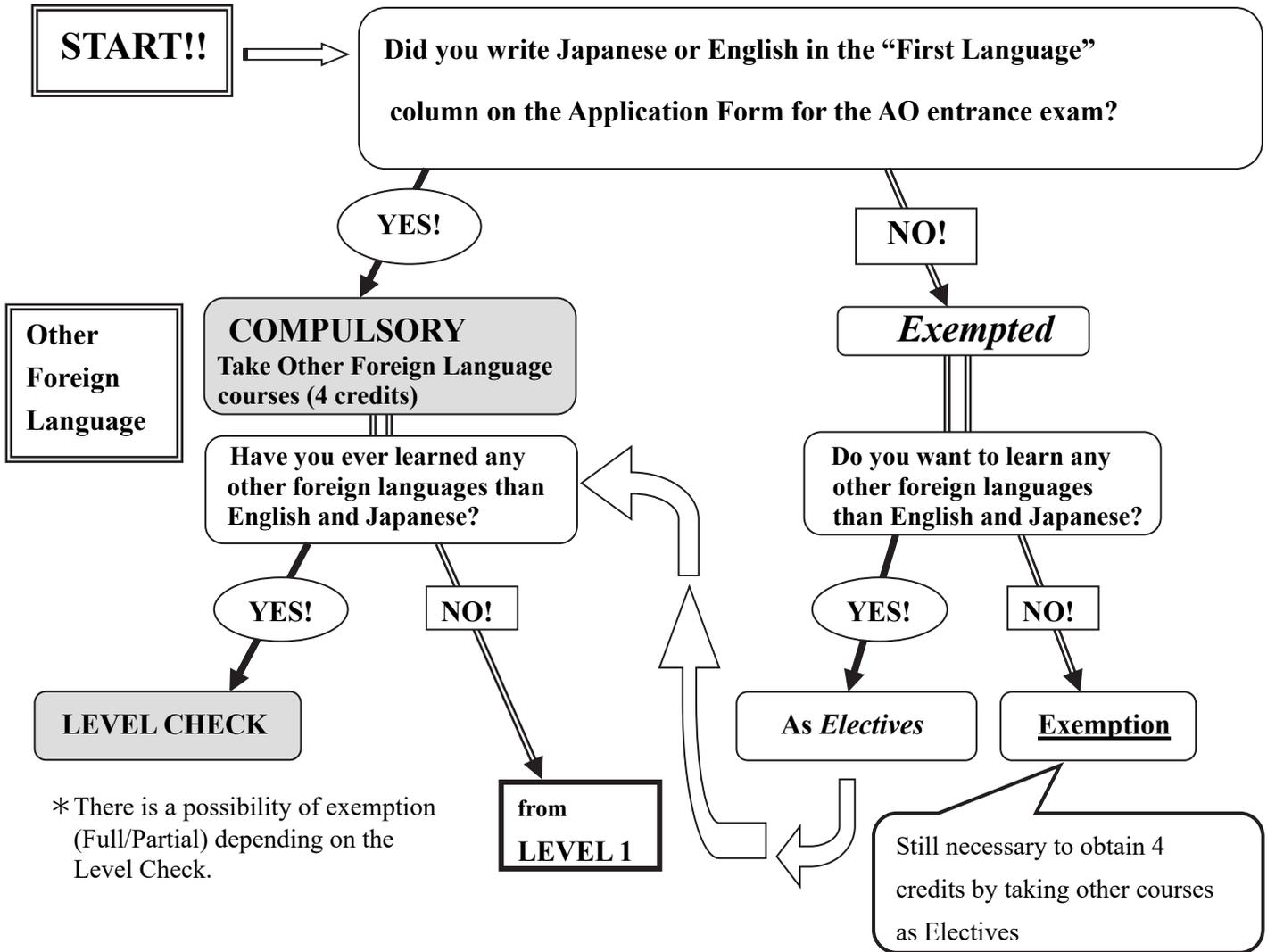
## ⑦ Level Determination

Generally, you are advised to start with Level 1. If you would like to start from Level 2, please attend the Level Check for Other Foreign Language courses. (For details, please refer to the following ⑧)

## ⑧ Exemption from the Other Foreign Language Requirement

1. If your native language is not Japanese or English at the time of AO admission application, you are exempted from taking Other Foreign Languages as compulsory courses. The exempted credits must be replaced by other elective courses.
2. If you have already learned any other foreign languages than English and Japanese, you may be exempted from 2 or 4 credits of Other Foreign Language courses, depending on the result of your Level Check (Regarding the date and time, please refer to the SILS HP: <https://www.waseda.jp/fire/sils/en/applicants/incoming/>). For example, if the coordinator determines that you have a language proficiency of Level 1, you will be exempted from 2 language compulsory credits and can start Other Foreign Language course in that language from Level 2. If the coordinator determines that you have a language ability of Level 2 or higher, you will be exempted from 4 compulsory Other Foreign Language credits. This exemption is available only for languages offered by SILS, not those offered by the Global Education Center.
3. AO Enrollees are automatically exempted from all credits for Other Foreign Languages if you wrote the language other than Japanese or English in the “First Language” column on the Application Form for the AO entrance exam.  
(Please check your “Required” column of your Grade Report website on MyWaseda for whether you have been exempted from the Other Foreign Language requirement.)

## ⑨ Check Your Other Foreign Language Requirement



## ⑩ Class Size and Lottery

The capacity of each Other Foreign Language class of SILS is 26 students. If more than 26 students apply for a class, then a lottery will be held. If you are not chosen through the lottery, please take other available classes. **Also, if there are several classes at the same level in the same time slot, an adjustment will take place to even the class size. Please understand that you may be registered in a different class from the one you applied for.** Therefore, please make sure to confirm the registration results.

## ⑪ Studying Other Foreign Languages While Abroad

You can also take Other Foreign Language courses abroad in either of the following ways:

### (1) Other Foreign Languages While Studying Abroad

You can also satisfy the 2 or 4 compulsory Other Foreign Language credits with Other Foreign Language courses you take while studying abroad. For example, if you earn 2 credits at German level 1 before going abroad and then earn another 2 credits in German (equivalent to level 2 or higher) or another Foreign Language (any level) while studying abroad, the latter 2 credits can be used to satisfy the remaining 2 credit requirement. **However, 2 credits earned while studying abroad are not directly transferred as 2 SILS credits. For details, please refer to the “Guide to Study Abroad for SILS Students” or the following SILS webpage.**

<https://www.waseda.jp/fire/sils/en/students/study-abroad/>

### (2) Short Study Abroad Courses

The CIE offers “*Short Study Abroad Courses*”. Only SILS-recognized courses in this program can be accredited as “Other Foreign Languages (if the destination is a non-English speaking country)” credits if you follow the steps below:

Each program is generally recognized as an “Elective” credit except some programs. However, if you would like to change the course category to “Other Foreign Languages” credits, you may do so in some areas. For details, please contact the CIE. (<https://www.waseda.jp/inst/cie/en/course/class>)

**Note that these credits will be counted for the following semester.** Please make sure that you take these credits into account when registering for the following semester and the total number of credits cannot exceed the limit.

⑧

## ⑫ Precautions about Other Foreign Languages

Other Foreign Language courses can only be added during the 1<sup>st</sup> registration period, added and dropped during the 2<sup>nd</sup> course registration period, and only be dropped during the 3<sup>rd</sup> registration period. you cannot add any courses in and after the 3<sup>rd</sup> registration period. Please read the syllabus carefully and think through before you register for Other Foreign Languages since the workload for these classes are heavy.

Intensive courses of Other Foreign Languages cover multiple levels. For example, Intensive Spanish I covers the same areas as Spanish I and Spanish II. Therefore, you will not be able to take Spanish I or/and II while taking Intensive Spanish I.

**For those who are native speakers, do not register the courses conducted in that language. For those who have experience of learning that language, please do not register lower-level courses. It will cause huge problem on class administration.**

## Introductory Statistics

In Introductory Statistics, students can choose between Class B, which assumes a knowledge of calculus, and Class A, which does not. Please register according to your own mathematical background. For more information, please check the syllabus before you register.

Each Class is further divided into Japanese and English Classes, and although most Study Plan 1 students are likely to register for the Japanese Class, it is possible to register for the English Class.

Note:

- \* You may register for “GE123 Introductory Statistics B” after you have completed GE122 Introductory Statistics A. In this case, credits for “GE123 Introductory Statistics B” will be counted as those for an “Elective” course.
- \* It is not possible to register for “GE122 Introductory Statistics A” after completing “GE123 Introductory Statistics B”.
- \* “GE122 Introductory Statistics A” and “GE123 Introductory Statistics B” cannot be taken concurrently.
- \* As a related subject, you are also required to take the course “GE131 Introductory Data Science”. It is strongly recommended that you take “GE122 Introductory Statistics A” or “GE122 Introductory Statistics B” first, and then “GE131 Introductory Data Science”.

## Introductory Data Science

Introductory Data Science is a new mandatory course starting in AY 2025. This course is mandatory for the students who have entered in SILS in or after AY2025. In this course, students will learn the fundamental concepts and techniques of data science, explore the importance of data science in modern society, and examine its applications in real-world problem-solving. For more details, please refer to the syllabus.

Introductory Data Science is taught entirely in English. Even students in Study Plan 1 are required to register for the English class.

Note:

- \* Related courses include “GE122 Introductory Statistics A” and “GE123 Introductory Statistics B”. It is strongly recommended to take either of these statistics courses before registering in Introductory Data Science.

## First Year Seminar

You are advised to take one First Year seminar B class in the first semester, and another one in the second semester. Check the time schedule, the instructors in charge, and the required textbooks in order to select an appropriate class for you. You cannot retake the courses which have the same course key that you have already passed even if you change the class.

### [2<sup>nd</sup> semester]

You may take two seminar classes at the same time if you have not passed any seminar class in the 1<sup>st</sup> semester. You can also take two seminar classes of the same instructor, provided their contents are different. As only one First Year Seminar B class can be registered per registration, if you wish to take two seminar classes in a semester, register classes in different registration periods, such as 1<sup>st</sup> and 2<sup>nd</sup> registration period.

\*You can register up to your 3<sup>rd</sup> preference for First Year Seminar B class. For details on how to register, please refer to “Manual for Web Course Registration” at the end of this guidebook.

\*Please note that the error check for registration in the same timeslot will only be done for your 1<sup>st</sup> preference course when you register. If you are registered for your 2<sup>nd</sup> or 3<sup>rd</sup> preference course, and a time overlap occurs, your First Year Seminar B will be given priority, and the other course will be cancelled.

\*After earning 4 credits of First Year Seminar B, it is not possible to register the ones additionally.

## Introductory Courses

You must earn 8 credits of the Introductory Lecture Courses from **3 or more different clusters** (the clusters are mentioned below) before graduation. Generally, we recommend you earn 4 credits in 2 lecture courses in the first semester and 4 in 2 lecture courses in the second semester.

Lecture courses are divided into the following seven clusters (groups of courses):

<b>*Life and Environment, Matter and Information (LE, MI)</b>
<b>*Philosophy and Religion, History (PR, HI)</b>
<b>*Economy and Business (EB)</b>
<b>*Governance, Peace and Human Rights, International Relations (GO, PH, IR)</b>
<b>*Communication (CO)</b>
<b>*Expression (EX)</b>
<b>*Culture, Mind and Body, Community (CU, MB, CM)</b>

## Elective Courses

You need to earn Elective Credits in order to satisfy the graduation requirement. The following courses are recognized as “Elective” Credits:

\*Courses offered by the Global Education Center and Center for International Education (except some programs)

→ **SILS students are only allowed to register up to 2 credits per semester for Physical Education courses (offered by the Global Education Center).** If you register 3 or more credits in a semester, the exceeding credits will be cancelled automatically (the system will randomly choose the course to cancel).

\*Courses offered at other schools/departments

→ If you register for Teacher’s License Courses offered by the School of Education, they will be treated as “Voluntary Courses” and will not be included in credits towards graduation.

\*Course credits that exceed the required number of credits for graduation will be counted toward “Elective Course”. (i.e., if you earn 20 credits in the Intermediate courses, 16 credits are counted towards the “Intermediate Course” category and 4 credits are counted towards the “Elective Course” category)

\*Credits earned from Waseda’s one-year/semester study abroad program.

## Voluntary Courses

### **Voluntary Courses:**

Excluded from the maximum number of credits you can earn for each semester and not counted as graduation required credits. The below courses are examples.

Offered by		
School of Education	教職課程科目 *1)	
	資格関連科目 *2)	図書館司書関連科目
		学校図書館司書教諭関連科目
		博物館学芸員関連科目
CIE	Beijing Courses	
Graduate Schools	Courses for credit exchange between Graduate Schools are regarded as Voluntary Courses.	
Each Department	Minor (required to submit the application form)*3	

\*1) Regarding the courses for Teacher's License (“教職に関する科目”) offered by the School of Education, you are allowed to register up to 20 credits more than the limit set by SILS in a year (from April to March of the following year). Please note that these courses are conducted in Japanese.

### **【Teacher's License Courses】**

**If you want to take teacher license course, please come to the SILS Office before the course registration.**

Registration and classes for “教職科目”, “図書館司書” and “博物館学芸員” certification are conducted by the School of Education. For course registration details, please see the “教職課程履修の手続き”, which is released by the School of Education around the middle of March every year.

Also, for those hoping to acquire a teacher's license, please be sure to read the “国際教養学部生のための教職科目履修の手続き”.

⑧ Courses to be Taken from the 1<sup>st</sup> Year (1<sup>st</sup> Semester ~)

- \*2) Certification Courses offered outside of the School of Education will be counted towards graduation as 'Electives'. When registering, please note that you cannot exceed the maximum number of credits per semester set by SILS.
- \*3) You may only take courses as “Voluntary” courses if they are one of the categories listed above, but you may also do this if you wish to obtain a “Minor,” and would like to take more credits than the per-semester limit. If you wish to do this, **you must complete the necessary procedures at the SILS Office, latest by 17:00, 1 business day before the course registration period is over, and then register the course(s) on-line. If you apply for the courses on-line before taking the necessary procedures, the course(s) will be registered as “Elective” .**

### What is “Minor”?

A “minor” can be obtained by all undergraduate students regardless of their grade or school. You can learn a different field of study from your major at the same time. A certificate of completion can be issued to those who completed a minor, so they may prove their achievements to outside of the University. For details, please refer to the “University-wide Open Courses Guidebook (issued by the Global Education Center)” or the Global Education Center homepage.

9.

## Courses to be Taken from the 2<sup>nd</sup> Year (3<sup>rd</sup> Semester ~)

### Intermediate Seminar (3<sup>rd</sup> Semester ~)

Each student can register for an Intermediate Seminar course from the 3<sup>rd</sup> semester. New students are not eligible.

#### [3<sup>rd</sup> semester students]

Register by referring to the course information on the syllabus. You cannot retake the course which has the same course key that you have already passed even if you change the class.

### Intermediate/Advanced Courses

New students cannot register for Intermediate/Advanced Courses.

#### [2<sup>nd</sup> semester students]

**Only students exempted from taking English I and II can register for Intermediate Courses from the 2<sup>nd</sup> semester.** Most of the Intermediate Courses and Advanced Courses are held twice a week. Please be sure not to register for two or more courses in the same time slot.

#### [3<sup>rd</sup> semester or above]

Please register after referring to the course syllabus. Advanced Courses can be registered from the 4<sup>th</sup> semester.

### Study Abroad Credit Transfer

- \* Credits which are earned during studying abroad will be converted to the equivalent number of Waseda University units according to the “Credit Transfer Method” upon proper application. It is not possible to directly transfer the number of units earned at the host institution.
- \* Recognition can be given only to the total number of credits earned, not to specific course subjects taken and grades received. All grades are assessed at Waseda as “P” (Recognized).
- \* A maximum of **40** Waseda credits can be recognized (regardless of the length or number of times of study abroad), and all credits (except for some cases of Other Foreign Language courses) are counted as “Elective Credits.”

Please refer to the following homepage for more details about “Credit Transfer”.

<https://www.waseda.jp/fire/sils/en/students/study-abroad/>

## Advanced Seminar & Directed Studies for Senior Thesis

Advanced Seminar course needs to be taken over 3 consecutive semesters (the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> semesters in principle). Please select an area of study in SILS that interests you, and register. For students who entered after 2009, although Advanced Seminars are not compulsory, but with regards to future careers, such as going onto graduate school or job hunting, in principle students are to take an Advanced Seminar. If you wish to take it for only two semesters (only students who cannot attend for 3 semesters due to study abroad during enrolled 5<sup>th</sup> semester to 6<sup>th</sup> semester or applied to early graduation and are scheduled to graduate within 8 semesters can apply) or if you wish to be exempted from taking it with a special reason, you need to contact SILS Office at (sils-ac@list.waseda.jp). In this case, you must make up for these credits by taking credits of Advanced Courses.

Registration for Advanced Seminar is different from the regular course registration procedure. Please refer to the updated “Advanced Seminar Registration Guideline” of the following webpage for the registration schedule and procedures.

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

- \*As the credits of Advanced Seminar are included in the maximum number of credits per semester, please keep this in mind when you register for the courses and make sure not to exceed the maximum number of credits.
- \*You are also required to take Directed Studies for Senior Thesis (4 credits). Directed Studies for Senior Thesis is conducted under the supervision of the same instructor of your Advanced Seminar, and it will be graded based on the evaluation of your thesis.
- \*For 3 semester takers, Senior Thesis course is automatically registered in the next semester you have earned 4 credits of Advanced Seminar. For 2 semester takers, it is registered in the next semester you have earned 2 credits of Advanced Seminar (For those who have started to take Advanced Seminar, it is registered in the next semester you have earned 6 credits). Credits of Senior Thesis are counted in the maximum allowable number of credits.
- \*Any changes on when the Senior Thesis is registered, and any cancellation of the registered Senior Thesis **CANNOT** be approved. If you fail to submit Senior Thesis by the end of the semester that it is registered, it will be automatically registered until you will pass.
- \*Thesis must be submitted by the designated deadline following the formatting and submission guidelines on the webpage below and instructions given by the instructor.

<https://www.waseda.jp/sils/jp/student/pdf/Submission%20of%20Senior%20Thesis.pdf>

## 10.

## University-wide Open Courses &amp; Courses Offered at Other Schools/Departments

## ① University-wide Open Courses

Waseda University has a large number of courses that are open to all students regardless of major or year in school. These courses are generally known as “University-wide Open Courses”. A diverse array of these courses is provided by the Global Education Center, as well as by the various undergraduate schools, and centers, and other universities. Please note **that most courses are conducted in Japanese.** Most of the credits acquired from University-wide Open Courses can be recognized as “Elective” credits (excluding a few Other Foreign Language courses). For details, please refer to the “University-wide Open Courses Guidebook (issued by the Global Education Center)” or the Global Education Center homepage. (<https://www.waseda.jp/inst/gec/en/undergraduate/registration/>)

## ② Courses offered at other undergraduate schools (他学部提供科目)

You are allowed to register for Courses offered at other undergraduate schools (other than University-wide Open Courses) when there are vacancies. If you wish to register for such courses, please check the course registration schedule on the SILS homepage and available courses on the homepages or bulletin boards of each school. Be aware that **almost all courses are offered in Japanese.** For your reference: Waseda University Course Registration and Examination Information Website ([http://www.waseda.jp/mnc/kamoku/reg\\_schedule.html](http://www.waseda.jp/mnc/kamoku/reg_schedule.html))

\*Please follow the course registration rules of each school/department.

\*Please make sure to check the available courses and rules on the homepage of each school/department

**Courses CANNOT be dropped**

University-wide Open Courses and Courses offered by other undergraduate schools registered at 1<sup>st</sup> or 2<sup>nd</sup> registration period can be dropped during 3<sup>rd</sup> registration period. However, courses listed below **CANNOT be dropped** under any circumstances. So be careful when you register them.

- 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, please refer the list uploaded in Support Anywhere;

[https://wnpspt.waseda.jp/student\\_en/supportanywhere/2021/05/10/course-registration-procedure/#3-2](https://wnpspt.waseda.jp/student_en/supportanywhere/2021/05/10/course-registration-procedure/#3-2)

## 11. Concentration Program

A “Certificate of Completion” could be issued as per to requests from students who met the requirements of Concentration Program, newly established in SILS curriculum from 2016. For details, refer to the following link.

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

## 12. Courses for Credit Exchange between SILS and GSICCS

We will allow SILS students to take some courses from the Graduate School of International Culture and Communication Studies (GSICCS).

Those who wish to apply, please confirm the conditions below and complete the necessary procedures during the 3<sup>rd</sup> registration period.

BY AY2025 enrollees

### - Application requirements

Students who are in their fourth year or later (after 7<sup>th</sup> semester) at SILS (those who hope to enter GSICCS are preferred).

### - Available course and number of credits

Students may take “Specialized Courses” and “Related Courses” (not including ‘Research Methods’ and ‘Thesis Writing’) up to 4 credits per semester, and 6 credits per year.

### - Regulations

Credits earned will be regarded as “Voluntary Courses” at SILS and will not be counted as credits necessary for graduation. After entering GSICCS, you may transfer credits for up to 10 as credits necessary for completion.

### - Application process

Please contact the SILS Office during 1<sup>st</sup> or 2<sup>nd</sup> registration period and receive application form. You are required to submit your application in person to the SILS office during the third registration period (web applications will not be available).

From AY2026 enrollees

- Application requirements

Students who are in their fourth year or later (after 7<sup>th</sup> semester) at SILS (those who hope to enter GSICCS are preferred).

- Available course and number of credits

Students may take “Basic Courses”, “Specialized Courses”, “Related Courses” (not including ‘Research Methods’ and ‘Thesis Writing’), “Seminar Courses(\*)” and “Directed Research(\*)” up to 6 credits per semester, and 8 credits per year.

(\*)Seminar Courses and Directed Research can be registered only if you can gain the permission from the lecturer of each course.

- Regulations

Credits earned will be regarded as “Voluntary Courses” at SILS and will not be counted as credits necessary for graduation. After entering GSICCS, you may transfer credits for up to 10 as credits necessary for completion.

- Application process

Please contact the SILS Office during 1<sup>st</sup> or 2<sup>nd</sup> registration period and receive application form. You are required to submit your application in person to the SILS office during the third registration period (web applications will not be available).

# 13. Classes

## 1) Academic calendar for 2026

2026

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	
			Entrance Ceremony				
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

[4/29 Showa Day (classes held)]

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

[5/3 Constitution Memorial Day, 5/4 Greenery Day, 5/5 Children's Day, 5/6 substitute holiday]

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Class duration		
Spring semester	Spring quarter	April 11 - June 3
	Summer quarter	June 4 - July 22
	Spring semester class reserve period	July 23 - July 29
Fall semester	Fall quarter	Oct. 1 - Nov. 21
	Winter quarter	Nov. 23 - Jan. 26, 2027
	Fall quarter class reserve period	Jan. 27- Feb. 2

Summer vacation	July 30 - Sept. 20
Winter vacation	Dec. 22 - Jan. 5
Spring vacation	Feb. 3 - March 31

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

[7/20 Marine Day (classes held)]

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

[8/11 Mountain Day]

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

[9/21 Respect for the Aged Day, 9/22 National Holiday, 9/23 Autumnal Equinox Day]

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

[10/12 Sports Day (classes held), 10/21 Univ. Foundation Day (classes held)]

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

[11/3 Culture Day(classes held), 11/23 Labor Thanksgiving Day (classes held)]

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- : Holiday with classes (classes: held; office: open)
- : Special holiday (classes: not held; office: closed)
- : Summer, Winter, and Spring Breaks

2027

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

[1/1 New Year's Day, 1/11 Coming of Age Day]

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

[2/11 National Foundation Day, 2/23 Emperor's Birthday]

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

[3/21 Vernal Equinox Day, 3/22 substitute holiday]

2) **Classrooms**

Please check your classrooms through Course Registration Screen or SILS bulletin board (Bldg. 11-4F). You can also check them on the web-syllabus (Syllabus Search). There may be sudden changes in classrooms, especially at the beginning of the semester. For changes that are made on that day, please make sure to check the SILS bulletin board.

3) **Cancellation of classes & Make-up classes**

Cancellation of classes will be announced through the SILS bulletin board on the 1<sup>st</sup> and 4<sup>th</sup> floors of Building 11 (You may also check it from MyWaseda). The instructor may also make announcements during class or e-mail.

For information regarding make-up classes, please check the announcements made through e-mail, or check directly with the instructor.

4) **Notices for classes**

Instructors in charge of each class will inform you of notices for classes during the class. Notices for Health and Physical Education may also be found at the Global Education Center, Toyama Branch (Bldg. 35 - 1F) or the gym (Bldg. 17), the bulletin board at Hiagshi-fushimi gym, or the homepage of the Athletic Sports Center.

5) **Contacting instructors**

Instructors' personal information cannot be provided due to privacy issues. If you need to contact them, please ask directly in class, or contact them using a Moodle facility, "Message My Teacher". If there is no contact information on Moodle, you can send SILS office an email. Then office will forward your message to the instructor.

6) **Accidents during classes (Health and Physical Education)**

If any injuries or accidents happen during athletic sports classes, please report it to your instructors in the class. If you don't feel good after going home or any other symptoms appear, please see a doctor and report it to your instructors and the Global Education Center, Toyama Branch. If you report it, it may be possible to receive compensation.

7) **Reports, assignments, texts**

With regard to submitting assignments for SILS courses, please follow the instruction by the instructors; putting them in the designated report box in front of the SILS office, or submitting them on Moodle, etc. The SILS office staff will collect the reports at 9 am and 5 pm, and put a date stamp on them. Please note that **we will not collect any reports for that day after the deadline.** Also, make sure to **attach the designated green coversheet to your report.** (Reports without the designated coversheet cannot be accepted)

However, for English courses and Courses offered at other schools/departments, the place to turn in assignments may be different, so please confirm with your instructors.

8) **Examinations, tests**

Instructors will tell you through the syllabus or tell you directly whether there are exams/tests or not, and how many exams/tests will be given during the semester. Basically, exams/tests are conducted during normal class times. Unlike other schools/departments, SILS does not conduct exams/tests (including midterm and final exams) outside of normal class times.

9) **Academic record information**

Waseda University may collect and analyze data concerning grades of its students. Such analysis will be carried out solely for the purpose of improving Waseda University's entrance examinations or education methods and systems, and its results will never include any personal data.

## 14. Manual for Web Course Registration

Please follow the instructions of the “Course Registration Procedure” on Support Anywhere from the link below to complete your course registrations.

[https://wnpspt.waseda.jp/student\\_en/supportanywhere/2021/05/10/course-registration-procedure/](https://wnpspt.waseda.jp/student_en/supportanywhere/2021/05/10/course-registration-procedure/)

### Appendix

#### Links Related to Course Registration

— SILS Course Registration Webpage

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

— Syllabus Search

<https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>

— MyWaseda

<https://www.wnp.waseda.jp/portal/portal.php>

— Global Education Center

<https://www.waseda.jp/inst/gec/en/undergraduate/registration/>

— Center for Japanese Language

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

— Center for International Education

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

# Support Anywhere

## サポエニ



Support Anywhere is designed to help WASEDA students get the information they need online Anytime, Anywhere.

For example, you will find information about course registration, such as below!

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- What should I be aware of when registering for courses?
- How do I register for courses using the Web Course Registration system?
- Where can I ask for help with course registration?
- What are University-wide Open Courses?
- How are they different from Courses Offered at Other Undergraduate Schools?
- Why is there an error in my course registration?
- I want to know about Minor Programs!                      Etc...

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※ For details regarding the courses and curriculum for each school or center, please refer to the course registration documents (study guides, course registration guides, course lists, etc.) provided by the respective school or center.

On Support Anywhere you will find information on...

**#Course Registration #Tuition and Scholarships #Grades #Facility  
#Campus Life**

...and more!



Try searching for the information you want to know on first on Support Anywhere, and if you still can't find a solution, please contact us/book an appointment to visit us.

Bookmark this page! !

➤ URL: [https://wnpspt.waseda.jp/student\\_en/supportanywhere/](https://wnpspt.waseda.jp/student_en/supportanywhere/)

