

## FAQ for Course Registration (SP3)

Q1: Is course registration "first-come-first-served"?

No. Course registration at WASEDA University is basically not "first-come-first-served". Students apply for the courses through Course Registration System during the designated course registration period. If the number of applicants exceeds the capacity of the course, a lottery will be held automatically. Only the students who are chosen by lot can take the course.

Q2: What does "Over Enrolled" mean?

If the number of applicants exceeds the capacity of a course, a lottery will be held. Students, who are not selected due to the lottery, are considered to be "Over Enrolled".

Q3: I was "over enrolled", but I really would like to take the course. Is there any chance that the course will be open again?

SILS Courses:

NO, once it is closed, it will remain closed throughout the registration periods. It will NOT become available again even someone drops it during the registration periods. Lecturers do not have any authority over course registration. "Permission" from lecturer is not valid.

Courses offered by the other schools than SILS:

Each school has its own registration rules. Please check the available course lists for each registration period available in their HP.

Q4: Can I drop "Over Enrolled" courses from my registration list?

No. You can only drop the courses that are registered. "Over-Enrolled" courses are NOT officially registered. Therefore, it is not a problem if the "Over-Enrolled" courses remain on your list. Schedule conflict will not happen even if you try to register for the courses conducted on the same day and same period as the "Over-Enrolled" courses. "Over-Enrolled" courses will be deleted automatically after certain period.

Q5: Do I have to pay for the courses that have a "FEE" (¥) sign?

a) If they are Japanese Language courses, SILS SP3 students do NOT have to pay. The "FEE" sign will appear on the Japanese Language courses regardless of the category of students.

b) Other courses, such as the Sports courses offered by the Global Education Center, You are required to pay the "Audit Fee/ Course Enrollment Fee", should the course be successfully registered. To learn more about the Audit Fee/ Course Enrollment Fee, please refer to the webpage below.  
<https://www.waseda.jp/inst/gec/en/undergraduate/registration/>

How to pay the audit fees

A payment information will be sent to your Waseda Mail address on the first day of the payment period. Necessary information for the payment will be stated in this email, so please make sure to check it.

If you do not complete the payment of b) within the designated period, unpaid courses will be cancelled. It is not possible to take those ones and earn the credits of them at any reason once they are cancelled.

Q6: I have found a SILS course on the Online Syllabus Search. How can I tell whether this course is open to SP3 or not? I would also like to know how I can learn about the class schedule and the classroom information of each course.

Please take a look at the “Available Course List” which is uploaded on the Course Information and Registration. <https://www.waseda.jp/fire/sils/en/oneyear/registration/>

As the course list is expected to change after every registration, please make sure you refer to the updated “Available Course List” before the next course registration.

It is possible that some courses are closed even at the 1st Course Registration. This is because students who attended SILS the semester before have been given a “Preference Registration” before the 1st Course Registration. If you are staying here for one year, you will be given a “Preference Registration” in the next semester.

Q7: I would like to register for a Japanese Language course which is indicated the Syllabus or Online Syllabus. However, I cannot find the course on the course registration screen.

The course is likely cancelled. Please refer to the course registration page on the Center for Japanese Language (CJL) website. You will be able to find the list of available courses and the updates on course cancellation.

Q8: I was placed at CJL Level Test Check level 2, but I would like to try level 3 courses. Is that possible?

Yes. In principle, the result of the test is a guideline for you to decide what courses to take. You are personally responsible for your decision. Please do note that you are NOT allowed to change the level in the midst of the coursework.

Q9: I would like to take one SILS lecture course, but the syllabus indicates it as an “Open Course”. Does it mean it cannot count towards the minimum 8 credits?

If the course is an “Open Course” offered by SILS, it counts toward the minimum eight credits because as a SILS student, it is not considered to be an “Open course” but a SILS course. The SILS lectures with the “Open Course” mark suggest these courses are also open to the students from the other schools and faculties at Waseda University.

Q10: I am interested in one course offered by a school other than SILS. How do I know if I am eligible? How can I learn about the language of instruction of a course?

Except for the Japanese language courses offered by the CJL, SP3 students can take the courses offered by the other schools ONLY WHEN the course is designated as a “University-wide Open Courses”.

You can find the available course lists by accessing the following URL; <https://www.waseda.jp/inst/gec/en/undergraduate/registration/>

Please check the language of instruction on the course list and/or on the online syllabus as most of these courses are taught in Japanese (native level).

Q11: I have mistakenly dropped one of the courses that I registered in at the 1st Course Registration (=Registered). Is it possible to go back to the “Registered” status, or should I apply during the 2nd course registration period and wait for the result announcement?

Once you drop any course with the “Registered” status, the registration is cancelled. It cannot be returned to the “Registered” status. In case you drop one of the “Registered” courses *by mistake*, you have to re-apply for the course. It is NOT possible if the course is “closed” at that time. Therefore, please be extra careful when you register for courses.

Q12: I am not able to register for one course due to over-enrollment. In order to apply for the other course, I have to confirm with my home institution if it is credit-transferable. However, it seems that I will not be able to hear from

my home institution before the course registration period is over. As an exception, can I register for the course after the course registration period?

No. Any add and/or drop of courses AFTER the registration period will NOT be accepted.

We would suggest that you make second options in the event of an over-enrollment and confirm with your home institution in advance.

Q13: I am not able to register for one course due to over-enrollment. However, I would really like to take the course because it is credit-transferable at my home institution, and it can be counted toward graduation. Is there any way that I can take the course? Is it OK if I receive permission from the instructor of the course?

First, please refer to Q&A 3.

In the event you are overenrolled at the 3rd registration, you will NOT be able to register for the course. Each partner institution has its unique requirements on credit transfer. To ensure fairness, NO EXCEPTION will be granted under any circumstances.

Please also note that the instructors have no authority over course registration. Even if you receive permission from an instructor, you cannot register for the course if you were overenrolled.

Q14: Is it possible to apply for more than 20 (or 21 if I take 7 credits of Japanese language courses) credits, as a backup, in case I am being overenrolled?

It is possible to register but the excess credits will be automatically cancelled by the computer system. Even if you apply for more than 20 (or 21) credits, the maximum number of credits that can be registered is 20 or 21.

Please also note that the courses to be cancelled are chosen at random by the system. There is no way to show your priority, so please apply up to 20 or 21.

Please consult with your home institution in advance (especially on course credit transfer) on your first priorities and second choices, in the event of an over-enrollment.

Q15: Is it possible to take the courses that are NOT designated as "University-wide Open Courses" offered by other schools/departments?

No. This is NOT because you are an exchange student. This rule also applies to all four-year degree seeking students.

In principle, most of the courses at each school are open only to the students who belong to that school. This is to ensure they can fulfill their graduation requirements.

Thus, each school designates the courses that can be offered to the students from other schools in advance, and they are indicated as "University-wide Open Courses".

Q16: Can SILS students take the 10-credit Japanese Language course (Intensive Japanese 1-2)?

No. Please refer to the Japanese Language course syllabus book. The Intensive Japanese 1-2 course is a 10-credit course. SP3 students can take only up to a maximum of seven credits of Japanese Language courses per semester. You CANNOT register for this 10-credit course.

Please note that, applying for this 10-credit course on the course registration platform itself is possible. It will, however be automatically cancelled, as an error by the system, after the registration closes.

Please do NOT apply for the Intensive Japanese 1-2, and register according to the stipulated rules.

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