



Course Registration Guide 2025

For JCuIP Students Only



AY 2025 School Calendar

| Semester | Events | Date |
|----------|------------------------------------------|----------------------------------------------------------------------------------------------------|
| Spring | Entrance Ceremony (All Schools) | Apr 1 (Tue) |
| | Classes Begin (Semester, Spring Quarter) | Apr 12 (Sat) |
| | Classes End (Spring Quarter) | Jun 3 (Tue) |
| | Classes Begin (Summer Quarter) | Jun 4 (Wed) |
| | Classes End (Semester, Summer Quarter) | Jul 22 (Tue) |
| | Preparatory period for classes | Jul 23 (Wed) to Jul 29 (Tue) |
| | Summer Vacation | Jul 30 (Wed) to Sep 20 (Sat) |
| | September Graduation Ceremony | Sep 20 (Sat) |
| Fall | September Entrance Ceremony | Sep 21 (Sun) |
| | Classes Begin (Semester, Fall Quarter) | Oct 2 (Thu) |
| | Classes End (Fall Quarter) | Nov 22 (Sat) |
| | Classes Begin (Winter Quarter) | Nov 24 (Mon) |
| | Winter Vacation | Dec 23 (Tue) to Jan 5 (Mon) |
| | Classes End (Semester, Winter Quarter) | Jan 27 (Tue) Only courses offered on Tuesdays will be held on Thursday, January 29(Thu).(*3) |
| | Preparatory period for classes | Jan 28 (Wed) to Feb 3 (Tue) |
| | Spring Vacation | Feb 4 (Wed) to Mar 31 (Tue) |
| | Graduation Ceremony | Mar 25 (Wed) and 26 (Thu) |

***Remarks:**

1. Public holidays on which classes are held:

April 29 (Tue) – Showa Day, July 21 (Mon) – Marine Day, Oct 13 (Mon) – Sports Day, Oct 21 (Tue) – Anniversary of the University Founding, Nov 3 (Mon) – Culture Day, Nov 24 (Mon) – Substitute holiday for Labor Thanksgiving Day.

2. Special holidays (no classes held): Aug 7 (Thu), Aug 8 (Fri), Nov 30 (Thu), Nov 31 (Fri), Dec 26 (Fri), Jan 6 (Tue)

3. Oral Examination for Master's Thesis (no classes held): Jan 22, 2026 (Thu)

*Other schools than CMS/HSS will have a class.

4. Open Campus: Aug 2 (Sat) and Aug 3 (Sun) (Scheduled)

5. Summer Vacation (school closed): Aug 12 (Tue) to Aug 15 (Fri)

6. Waseda Festival (no classes held): Nov 1 (Sat) and Nov 2 (Sun)

7. Year End/New Year Vacation (school closed): Dec 29 (Mon) to Jan 5, 2026 (Mon)

8. Preparatory period for classes may be used for make-up classes.



For courses offered by other faculties, please follow the schedule of the relevant faculty.

Timetable

| Class period | Time | | |
|--------------|---------|---|---------|
| 1st | 8 : 50 | — | 10 : 30 |
| 2nd | 10 : 40 | — | 12 : 20 |
| Lunch break | 12 : 20 | — | 13 : 10 |
| 3rd | 13 : 10 | — | 14 : 50 |
| 4th | 15 : 05 | — | 16 : 45 |
| 5th | 17 : 00 | — | 18 : 40 |
| 6th | 18 : 55 | — | 20 : 35 |

| | |
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Significant Changes for the AY 2025

Significant Changes for the AY 2025



The "Web Course Registration daily mail" will be discontinued.

Previously, the "application details" were sent the day after the web course registration application, but this operation will be discontinued. Please check the application status each time on the Web Course Registration screen.

1

Course Registration Overview

1-1. Course Registration Flow

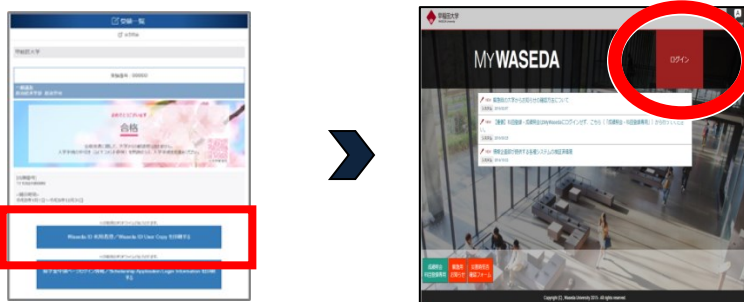
Step 1. Acquire your Waseda Mail address before course registration

Waseda Mail address is a very important email address required for using MyWaseda and devices in the computer rooms, as well as for procedures including course registration and grade report.

You cannot apply for course registration if you have not acquired your Waseda Mail address.

How to acquire your Waseda Mail address:

Log onto the "UCARO" and click the "Waseda ID 利用者控を印刷する" tab to check your Waseda ID and initial password. Log in MyWaseda to create your Waseda Mail address.



If you have forgotten your Waseda ID, or password (for new and existing students), please contact the MM Preparation Room (Building 36, 4th floor) or Waseda Portal Office (Waseda Campus Building 7, 1st floor).

Step 2. Check the School of Culture Media and Society webpage**Guidance material for freshman**

Make sure to check the guidance material, which will be uploaded on the CMS webpage in mid-March.

Guidance material for students in the 2nd year and above: 📖 [P.15](#)

Make sure to check the guidance material, which will be uploaded on the CMS webpage in early March.

Step 3. Read this guide and prepare for course registration

- Registration is available during the designated periods **ONLY**. 📖 [PP.16-17](#)
- You must register the designated credits to be promoted to the second year or to graduate. 📖 [PP.7-11](#)
- Meet the rules of course registration, or your registration will be cancelled. 📖 [PP.19-25](#)

Step 4. Course Registration

Automatic registration Compulsory subjects are automatically registered. Check the results on the web course registration system.

Preliminary registration Students in the 2nd year and above can register Advanced Seminars during this period.

1st course registration All students can register courses. Besides compulsory subjects, register courses as you like to meet the requirement for promotion to the 2nd year and graduation.
*If the category of a course can be selected from a pull-down menu in the search result, you may change the category when applying for the course.

2nd course registration You may register for courses by checking the "Available Seats List " which will be posted on the School of Culture, Media and Society website.

Step 5. Attend a class


Classrooms will be announced on the first day of class on the web course registration system, and on the Web Syllabus.

If you plan to apply for a course in the 3rd course registration period, you may inform the instructor and attend the course although you may not be guaranteed a seat in the class.

As for online classes, you will be added to the Waseda Moodle as a guest user on the day after the 3rd registration period ends, so that you may attend online classes before you are officially registered. Those who are not registered officially will be removed from Waseda Moodle on the day of the course registration results.

Step 6. Third Course Registration

If you have credits to register after the 1st/2nd course registration, you may register courses in the 3rd course registration. Be sure to check the Available Seats List on the website of the School of Culture, Media and Society (CMS) before registration.

You may cancel some courses or change the course category of some courses during the 3rd course registration period. Please check which courses can be changed or cancelled.  [PP.12-15](#)

You are not allowed to change the category or make cancellation after the 3rd registration period has ended for any reason including computer and network failures. Please make any necessary category changes and cancellations via Web Course Registration during this period.



Q. I cannot cancel a course.

A. You can ONLY cancel Lectures (offered by the school you belong to), Elective English, Elective Foreign Languages, Elective Core Seminars, Optional Subjects, Subject from other school(excluding some subjects) and subjects offered by the Center for Japanese Language. Since courses cannot be cancelled once registered, please register them after careful consideration.

Q. What if the schedule of a compulsory subject coincides with my club activities?

A. You are not allowed to change the course and class of a compulsory subject even if the schedule coincides with your club activities.

Step 7. Payment of Audit Fee/Course Enrollment Fee

If you are registered to courses that require Audit Fee/Course Enrollment Fee, you have to make the payment. In case you fail to pay the Audit Fee/Course Enrollment Fee, your registration will be cancelled.  [P.38](#)

Inquiries regarding Web Course Registration

[MyWaseda](#) > Grades & Course registration > Login > Inquiry Form



- * Inquiries can be received 24 hours a day, but replies may be sent on the following day or later depending on the time and content of the inquiries.

Inquiries regarding Courses and Registration

Contact the Administrative Office of the Faculty of Letters, Arts and Sciences. As a general rule, inquiries are accepted at the office in person or via the online inquiry form. The office's opening hours will be irregular during Spring, Summer, and Winter periods when classes are not in session. Please refer to the School of Culture, Media and Society website for updated information.

| Administrative Office, Faculty of Letters, Arts and Sciences (1-24-1 Toyama, Shinjuku-ku, Tokyo 162-8644) | |
|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Office | Building No. 34, 1F |
| Office hours | Mon to Fri: 10:00–16:00 Closed on Saturday Sundays and holidays (except when classes are held) |
| Inquiry form | CMS Website > Contact > Form |

1-2. Ryugakusha (Students who Study Abroad)

■ Course registration

If you register a full-year course in Academic Year 2025 and plan to study abroad from the Fall Semester 2025 to Spring Semester 2026, you may obtain the credits by taking both Spring Semester 2025 and Fall Semester 2026. As you need take the procedures to continue the course, make sure to check the CMS website before the study abroad. *Written in only Japanese

Please note you may not take the latter course due to subject changes/withdrawal.

 [CMS Website > 在学生の方へ > 科目登録 > 年度途中で留学する場合の科目の取扱い](#)

| Course enrollment | Course registration period | Exam period | Period the grade is given | Continued enrollment |
|-------------------|----------------------------|--------------------------------------------|---------------------------|----------------------|
| Spring Semester | 2025 Spring Semester | 2025 Spring Semester | 2025 Spring Semester | × |
| Fall Semester | 2025 Fall Semester | 2025 Fall Semester | 2025 Fall Semester | × |
| Full-year | 2025 Spring Semester | 2025 Spring Semester 2026 Fall Semester | 2026 Fall Semester | ○ |
| Summer | 2025 Spring Semester | 2025 Summer | 2025 Summer | × |

■ Full-year course

- Contact the course instructor if you cannot take an exam during the 2025 Spring Semester because you are studying abroad.
- You may not continue enrollment for subjects offered by other partner universities.
- You may not continue enrollment for courses terminated in 2026.

■ Course enrollment in Spring semester

- Contact the course instructor if you cannot take an exam because you are studying abroad.

■ Course enrollment in Summer

- Your registration will be cancelled if you are unable to enroll in a course because you are studying abroad.

* Contact the Administrative Office of the Faculty of Letters, Arts and Sciences regarding Semester Group-related issues.

■Quarter Study Abroad

If you leave for study abroad mid-semester during the Summer Quarter or the Winter Quarter, and if you have already been approved for registration for Spring Semester, Fall Semester, and Full Year courses, you may retain your enrollment ("retained enrollment") and continue enrollment for the same course the following semester or year ("continued enrollment"). You must submit the necessary paperwork during the designated period. For more information, please refer to the CMS website. *Written in only Japanese

 [CMS Website > 在学生の方へ > 科目登録 > 年度途中で留学する場合の科目の取扱い](#)

■ Transfer of credits

If students have acquired credits from other universities during their study abroad (one year or half a year), a maximum of 36 credits can be transferred as credits required for graduation. These credits must be approved by the Faculty Committee based on the results of document screening and interview conducted by Associate Deans. However, the combined number of (A) transferred credits and (B) credits acquired from subjects studied in other Schools may not exceed 60 as credits required for graduation. If you wish to enroll in a specific course during study abroad, please check with your theoretical configuration before departure to see what the credits of the specific course can be transferred as.

| Maximum number of credits that can be transferred from overseas universities (A) | Maximum number of credits that can be acquired from subjects studied in other Schools (B) | Maximum number of credits allowed from (A) + (B) |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|--------------------------------------------------|
| 36 credits | 36 credits | 60 credits |

Details on how to apply for credit transfer and necessary documents will be explained during the Study Abroad Orientation Meeting (organized by the Undergraduate Schools) held before students leave for study abroad. The application form can be downloaded from the CMS website as well.

The credits that you earn through short-term or quarter overseas study programs without changing your registration status (study abroad) may be recognized. For further details, please check the CMS website.

*Credits acquired during study abroad will not be automatically counted. You must complete the application within the designated period if you wish to apply for credit transfer.

■ Procedures for returning to school

For procedures for returning to school after study abroad, see documents mailed to your guardian's address one month before the scheduled date of returning to school.

If the guardian resides abroad, the documents will be sent to your Waseda Mail address.

■Registration Upon Return from Study Abroad

When returning from study abroad (mainly applicable to long-term study abroad), students may register for courses offered during the Summer Quarter and Winter Quarter, as well as Intensive courses offered in the Summer and Spring when classes are not in session. In order to take advantage of this registration system, you must submit the necessary paperwork during the designated period. For more information, please refer to the CMS website. *Written in only Japanese

 [CMS Website > 在学生の方へ > 科目登録 > 帰国後登録](#)

■ Course Registration for Departing Study Abroad Students

If your student status becomes "Study Abroad" in the spring or fall semester of AY2025, all courses registered during the period will be cancelled. However, due to the processing, the cancellation may take place after June for the spring semester and after December for the fall semester, and until then, the cancellation will be indicated on the Web Course Registration screen and on Waseda Moodle. Therefore, while you are studying abroad, you may receive announcements, etc. from your instructor, but please let it go.

1-3. *Enchousei* (Students who Enroll beyond 4 Years)

■ Course registration

Students who enroll beyond 4 years will register for courses with the same schedule as current students.

■ Tuition fees

Tuition fees will be calculated based on the remaining number of credits required for graduation as of the end of the previous semester.

For details, see the School of Culture, Media and Society website. *Written in only Japanese

 [CMS Website > 在学生の方へ > 学費・奨学金 > 延長生の学費](#)

1-4. *Mishinkyusei* (Students who Have Not Yet Proceeded to the Second year)

■ Course registration

- Students who have not yet proceeded to the second year must enroll in courses intended for 1st year students, and may not register for courses intended for 2nd year students and above.
- As criteria for judging whether a student should be promoted to the second year, the GPA will be calculated based only on courses made up of credits counted for promotion (including courses they have failed), and will not include Optional Subjects.
- The GPA used for judging whether a student should be promoted to the Second year will not include credits for courses that the student has failed in the previous year or before, but will count credits for courses that the student has passed.

■ Tuition fees

Tuition fees will be calculated based on the remaining number of credits required for promotion as of the end of the previous semester.

For details see the School of Culture, Media and Society website. *Written in only Japanese

 [CMS Website > 在学生の方へ > 学費・奨学金 > 未進級者の学費](#)

2

Requirements for Graduation and Promotion to the Second year

2-1. Requirements for Promotion to the Second year

Requirements to be promoted to the Second year are as follows:

- Japan students (JS)

| Course category | 1st year | | | | Minimum number of credits required for promotion to the Second year |
|-------------------------------------------------------|----------|------|-------|------|---------------------------------------------------------------------|
| | SprQ | SumQ | FallQ | WinQ | |
| Required Core Seminars | 2 | – | 2 | 2 | 2 |
| Elective Core Seminars | – | | ○ | | 0 |
| Academic Skills in English | 6 | 4 | 2 | 2 | 6 |
| Summer Session | – | 6 | – | | 0 |
| Elective English | ○ | | 4 | 4 | 0 |
| Elective Foreign Languages | ○ | | | | |
| Lectures | ○ | | | | 0 |
| Credits required for promotion to the Second year: 28 | | | | | |

- Overseas students (OS)

| Course category | 1st year | | | | Minimum number of credits required for promotion to the Second year |
|-------------------------------------------------------|----------|------|------|------|---------------------------------------------------------------------|
| | FallQ | WinQ | SprQ | SumQ | |
| Required Core Seminars | 2 | 2 | — | | 2 |
| Elective Core Seminars | ○ | | — | | 0 |
| Japanese (Offered by Center for Japanese Language) | ○ | | | | 0 |
| Elective English | 4 | 4 | 4 | ○ | 6 |
| Elective Foreign Languages | ○ | | | | 0 |
| Lectures | ○ | | | | 0 |
| Credits required for promotion to the Second year: 28 | | | | | |

- You cannot acquire 28 credits from Required Subjects alone. You should select courses from the course categories marked ○ above in order to acquire 28 credits.
- Credit transfer programs are not counted as credits required for promotion to the Second year.
- If the evaluation for promotion is made in the end of the Spring Semester of AY 2025, credits acquired from Summer Intensive Courses between August and September will not be counted as credits required for promotion to the Second year (but they will be counted as credits required for graduation).
- If the evaluation for promotion is made in the end of the fall semester of AY 2025, credits acquired from Spring Intensive Courses between February and March 2026 will not be counted as credits required for promotion to the Second year (but they will be counted as credits required for graduation).

2-2. Requirements for Graduation

Requirements for graduation are as follows:

- Japan students (JS)

| Course category | 1st year | | | | 2nd year | | | | 3rd year | | | | 4th year | | | | Maximum allowable number of credits | Required credits | |
|-------------------------------------------------------|---------------------------------|---------------------------------|-----------------------|---------------------------------|---------------------------------|---------------------------------|-----------------------|---------------------------------|---------------------------------|---------------------------------|-----------------------|---------------------------------|---------------------------------|---------------------------------|-----------------------|---------------------------------|-------------------------------------|------------------|----|
| | S p r i n g Q | S u m m e r Q | F a l l Q | W i n t e r Q | S p r i n g Q | S u m m e r Q | F a l l Q | W i n t e r Q | S p r i n g Q | S u m m e r Q | F a l l Q | W i n t e r Q | S p r i n g Q | S u m m e r Q | F a l l Q | W i n t e r Q | | | |
| Required Core Seminars | 2 | — | 2 | 2 | — | | | | — | | | | — | | | | 6 | 6 | |
| Elective Core Seminars | — | | O | | — | | | | — | | | | — | | | | 2 | 0 | |
| Academic Skills in English | 6 | 4 | 2 | 2 | — | | | | — | | | | — | | | | 14 | 14 | |
| Summer Session | — | 6 | — | | — | | | | — | | | | — | | | | — | 6 ^{*1} | 56 |
| Elective English ^{*3} | O | 4 | 4 | 4 | O | | | | O | | | | O | | | | — | 12 | |
| Advanced Seminars (Core) JCulP ^{*4} | — | | | | O | | | | O | | | | O | | | | — | 16 | |
| Advanced Seminars (Core) | — | | | | O | | | | O | | | | O | | | | — | 0 | |
| Advanced Seminars (Other) | — | | | | O | | | | O | | | | O | | | | — | 0 | |
| Elective Foreign Languages | O | | | | O | | | | O | | | | O | | | | — | 0 | |
| Theoretical Configuration Seminars | — | | | | — | | | | 2 | | 2 | | 2 | | 2 | | 8 | 8 | |
| Graduation Thesis (Theoretical Configuration Seminar) | — | | | | — | | | | — | | | | 4 | | | | 4 | 4 | |
| Lectures | O | | | | O | | | | O | | | | O | | | | — | 0 | |
| Optional Subjects (Can be credited as Lecture) | O | | | | O | | | | O | | | | O | | | | — | 0 | |
| Advanced Specialized Studies | — | | O | | O | | | | O | | | | O | | — | | 8 | 0 | |
| Fieldwork Practicum | — | | O | | O | | | | O | | | | O | | — | | 8 ^{*2} | 0 | |
| Volunteer Work Practicum | — | | O | | O | | | | O | | | | O | | — | | | 0 | |
| Credits required for graduation: 124 | | | | | | | | | | | | | | | | | | | |

- Overseas students (OS)

| Course category | 1st year | | | | 2nd year | | | | 3rd year | | | | 4th year | | | | Maximum allowable number of credits | Required credits |
|-------------------------------------------------------|----------|--------|--------|--------|----------|--------|--------|--------|----------|--------|--------|--------|----------|--------|--------|--------|-------------------------------------|------------------|
| | Fall | Winter | Spring | Summer | Fall | Winter | Spring | Summer | Fall | Winter | Spring | Summer | Fall | Winter | Spring | Summer | | |
| Required Core Seminars | 2 | 2 | — | | — | — | — | — | — | — | — | — | — | — | — | — | 4 | 4 |
| Elective Core Seminars | 0 | | — | | — | — | — | — | — | — | — | — | — | — | — | — | 2 | 0 |
| Japanese *Offered by Center for Japanese Language | | | 0 | | | | 0 | | | | 0 | | | | 0 | | 30 | 24 |
| Elective English * ³ | 4 | 4 | 4 | 0 | | | 0 | | | | 0 | | | | 0 | | — | 12 |
| Advanced Seminars (Core) JCulP * ⁴ | | — | | | | | 0 | | | | 0 | | | | 0 | | — | 16 |
| Advanced Seminars (Core) | | — | | | | | 0 | | | | 0 | | | | 0 | | — | 0 |
| Advanced Seminars (Other) | | — | | | | | 0 | | | | 0 | | | | 0 | | — | 0 |
| Elective Foreign Languages | | | 0 | | | | 0 | | | | 0 | | | | 0 | | — | 0 |
| Theoretical Configuration Seminars | | — | | | — | | 2 | | 2 | | 2 | | 2 | | — | | 8 | 8 |
| Graduation Thesis (Theoretical Configuration Seminar) | | — | | | | — | | | — | | | | 4 | | | | 4 | 4 |
| Lectures | | | 0 | | | | 0 | | | | 0 | | | | 0 | | — | 0 |
| Optional Subjects (Can be credited as Lecture) | | | 0 | | | | 0 | | | | 0 | | | | 0 | | — | 0 |
| Advanced Specialized Studies | — | | 0 | | | | 0 | | | | 0 | | | | 0 | | 8 | 0 |
| Fieldwork Practicum | — | | 0 | | | | 0 | | | | 0 | | 0 | | — | | 8* ² | 0 |
| Volunteer Work Practicum | — | | 0 | | | | 0 | | | | 0 | | 0 | | — | | | 0 |
| Credits required for graduation: 124 | | | | | | | | | | | | | | | | | | |

- You cannot acquire 124 credits from Required Subjects alone. You should select courses from the course categories marked O above in order to acquire 124 credits.

- (JS) Since the evaluation for graduation is made in mid-February, courses taken from other Schools that begin in February or later (such as "Spring Intensive Course") or do not finish until early February will not be considered for graduation.

- (OS) Since the evaluation for graduation is made in late-August, courses taken from other schools that begin in August or later (Such as "Summer Intensive Course") will not be considered for graduation.

- You must earn at least 64 credits of the 124 credits required for graduation in "[On-campus]" classes.

*1. (JS) Participation in a Study Abroad Program (6 credits) is required. If you fail to acquire the 6 credits, you will need to acquire a total of 56 credits or more from Summer Session, Optional English, and JCulP Seminars.

*2. You may acquire only up to 8 credits from Fieldwork Practicum, Volunteer Work Practicum, and Internship (Global Education Center).

Chapter 2 Requirements for Graduation and Promotion to the Second year

*3. Courses listed under Elective English (Required) will be as follows.

If you wish to take additional Elective English courses that are not automatically registered, please be sure to apply through Web Course Registration.

| Elective English (Required)※ 1 | Term | Eligible Year | Retake | Credit | Registration method |
|----------------------------------------------------------------------------|--------|---------------|--------|--------|------------------------|
| Intensive Studies 9 (Survey of Japanese Literature 1) | Fall Q | 1 | × | 2 | Automatic registration |
| Intensive Studies 10 (Survey of Japanese Literature 2) | Win Q | 1 | × | 2 | Automatic registration |
| Intensive Studies 11 (Survey of Japanese Literature 3) | Spr Q | JS:2 OS:1 | × | 2 | Automatic registration |
| Intensive Studies 12 (Introduction to Japanese Culture and Civilization 1) | Fall Q | 1 | × | 2 | Automatic registration |
| Intensive Studies 13 (Introduction to Japanese Culture and Civilization 2) | Win Q | 1 | × | 2 | Automatic registration |
| Intensive Studies 14 (Introduction to Japanese Culture and Civilization 3) | Spr Q | JS:2 OS:1 | × | 2 | Automatic registration |

*4. Courses listed under Advanced Seminars (Core) JCulP will be as follows.

| Advanced Seminars (Core) JCulP | Term | Eligible Year | Retake | Credit | Registration method |
|-----------------------------------------------------------------------------|-----------------|---------------|--------|--------|-------------------------|
| Issues in English Education (TCS Advanced Seminar) | Fall Semester | 2 – 4 | × | 2 | Web Course Registration |
| Language Policy in the English-speaking World (TCS Advanced Seminar) | Spring Semester | 2 – 4 | × | 2 | Web Course Registration |
| History of American Culture (TCS Advanced Seminar) | Sum Q | 2 – 4 | × | 2 | Web Course Registration |
| Bilingualism (TCS Advanced Seminar) | Fall Semester | 3 – 4 | × | 2 | No Class In 2025 |
| Race and Ethnicity (TCS Advanced Seminar) | Sum Q | 2 – 4 | × | 2 | No Class In 2025 |
| The Psychology of the Language Learner (TCS Advanced Seminar) | Fall Semester | 2 – 4 | × | 2 | Web Course Registration |
| Visual Culture in the English-speaking World (TCS Advanced Seminar) | Fall Semester | 2 – 4 | × | 2 | No Class In 2025 |
| Contemporary Japanese Fiction in English Translation (TCS Advanced Seminar) | Spr Q | 2 – 4 | × | 2 | Web Course Registration |
| Women's Coming-of-Age Narratives (TCS Advanced Seminar) | Fall Q | 2 – 4 | × | 2 | Web Course Registration |
| Global Tokyo (TCS Advanced Seminar) | Sum Q | 2 – 4 | × | 2 | Web Course Registration |
| Youth Culture in Modern East Asia (TCS Advanced Seminar) | Withdrawal | | | | |
| Ghosts and the Supernatural in Japanese Culture (TCS Advanced Seminar) | Sum Q | 2 – 4 | × | 2 | Web Course Registration |
| Adaptations of Classical Japanese Literature (TCS Advanced Seminar) | Win Q | 2 – 4 | × | 2 | Web Course Registration |
| Japan's Living Theater (TCS Advanced Seminar) | Spr Q | 2 – 4 | × | 2 | Web Course Registration |
| Global Genre Fiction (TCS Advanced seminar) | Win Q | 2 – 4 | × | 2 | No Class In 2025 |
| Storytelling and Media (TCS Advanced Seminar) | Win Q | 2 – 4 | × | 2 | Web Course Registration |
| Imagination and Morality in East Asian Culture (TCS Advanced Seminar) | Sum Q | 2 – 4 | × | 2 | Web Course Registration |

Chapter 2 Requirements for Graduation and Promotion to the Second year

| | | | | | |
|-----------------------------------------------------------------------------|---------------|-------|---|---|-------------------------|
| Intensive Studies 51 (Seminar: Topics in Japanese Literature 1) | Fall Semester | 2 – 4 | × | 2 | Web Course Registration |
| Intensive Studies 52 (Seminar: Topics in Japanese Literature 2) | Sum Q | 2 – 4 | × | 2 | Web Course Registration |
| Intensive Studies 53 (Seminar: Topics in Japanese Literature 3) | Win Q | 2 – 4 | × | 2 | Web Course Registration |
| Intensive Studies 54 (Seminar: East Asian Cultures in Global Perspective 1) | Win Q | 2 – 4 | × | 2 | Web Course Registration |
| Intensive Studies 55 (Seminar: East Asian Cultures in Global Perspective 2) | Spr Q | 2 – 4 | × | 2 | Web Course Registration |
| Intensive Studies 56 (Seminar: East Asian Cultures in Global Perspective 3) | Fall Q | 2 – 4 | × | 2 | Web Course Registration |

Note : As of 2022, Campus Asia Program courses offered by Global Education Center are removed from Advanced Seminars (Core) JCulP.

2-3. Minor system (Optional)

The Minor system represents an opportunity to explore areas of academic interest beyond the boundaries of both the School of Culture Media and Society and the School of Humanities and Social Sciences in a systematic manner. While pursuing a Major within the area of your own Theoretical Configuration or Course, studying a Minor in another academic field not only reinforces expertise relating to that Major but also offers the possibility of an additional, new strength. Actively pursuing a Minor is strongly advised.

Depending on the number of credits required for the designated Minor, a Minor Diploma (provisional) may be issued. This may be of use in cases such as displaying the breadth of your learning for prospective future employers.

For further details please refer to the following web page. *Written in only Japanese

 [CMS Website > 在学生の方へ > 副専攻](#)

3

Course Registration Schedule

3-1. Courses Available for Registration in Each Registration Period

You can cancel courses marked with "○" during the 3rd period ONLY.

| | Student year for enrollment | Credit category (Counted or not counted for graduation) | Automatic registration | Preliminary registration | 1st registration | 2nd registration | 3rd registration *1 | | | Remarks |
|-----------------------------------------------------------------------|-----------------------------|---------------------------------------------------------|------------------------|--------------------------|------------------|------------------|---------------------|------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | | | Registration | Category changes | Cancellation | |
| Required Core Seminars | 1st year | Counted | ○ | — | — | — | — | — | — | Automatically registered for the next year if re-enrollment is necessary. |
| Elective Core Seminars | 1st year | Counted | × | × | ○ | ○ | ○ | × | ○ | No application allowed for the spring semester of the 1st year. |
| Academic Skills in English | JS | 1st year | Counted | ○ | — | — | — | — | — | Automatically registered for the next year if re-enrollment is necessary for JS students. |
| | OS | 1st year and above | Counted | × | × | ○ | ○ | ○ | × | |
| Summer Session(JS) | 1st year | Counted | × | × | × | × | × | × | × | No application allowed since it is a credit transfer program. |
| Elective English | 1st year and above | Counted | ○ | × | ○ | ○ | ○ | × | ○ | Automatic registration courses cannot be cancelled. |
| Elective Foreign Languages | 1st year and above | Counted | × | × | ○ | ○ | ○ | × | ○ | |
| Lectures | 1st year and above | Counted | × | × | ○ | ○ | ○ | × | ○ | |
| Optional Subjects | 1st year and above | Not counted | × | × | ○ | ○ | ○ | × | ○ | |
| Optional Subjects (Can be credited as Lecture) *2 | 1st year and above | Not counted Counted | × | × | ○ | ○ | ○ | ○ | ○ | |
| Advanced Specialized Studies | 1st year and above | Counted | × | × | × | × | × | × | × | *3 No application allowed for the first semester (JS:Spring semester, OS:Fall semester) of the 1st year. |
| Fieldwork Practicum | 1st year and above | Counted | × | × | × | × | × | × | × | |
| Volunteer Work Practicum | 1st year and above | Counted | × | × | × | × | × | × | × | |
| Subjects Offered by the Graduate School of Letters, Arts and Sciences | 4th year and above | Not counted | × | × | × | × | × | × | × | See P.18 for registration method. |
| Advanced Seminars (Core) JCulP | 2nd year and above | Counted | × | ○ | ○ | ○ | ○ | × | × | |
| Advanced Seminars (Core) | 2nd year and above | Counted | × | ○ | ○ | ○ | ○ | × | × | |
| Advanced Seminars (Other) | 2nd year and above | Counted | × | ○ | ○ | ○ | ○ | × | × | |
| Theoretical Configuration Seminars | 2nd year and above | Counted | ○ | — | — | — | — | — | — | JS: Automatically registered for the 3rd year and 4th years. OS: Automatically registered for the Spring semester of the 2nd year, the 3rd year, and the Fall semester of the 4th year. Automatically registered for the following semester if re-enrollment is necessary. |
| Graduation Thesis (Theoretical Configuration Seminar) | 4th year and above | Counted | ○ | — | — | — | — | — | — | |

- *1. If you want to change the credit category, you need to change it by yourself on the Web Course Registration page when you register for the course or during the 3rd course registration period. If you cannot make the changes on the Web Course Registration page, please contact the Administrative Office of the Faculty of Letters, Arts and Sciences by the end of the 3rd course registration period. No changes will be allowed after the 3rd course registration period has ended for any reason including computer and network failures.
- *2. "Optional Subjects (Can be credited as Lecture)" are initially set in the system as "Not counted." You need to change the category to "Lectures" on the Web Course Registration page when you register for the course or during the 3rd course registration period.
- *3. See the CMS website for details of the application method. *Written in Japanese only

 [CMS Website >在学生の方へ >科目登録 >専門特殊研究・フィールド実習・ボランティア実践](#)

Chapter 3 Course Registration Schedule

■ Subject Studied in Other Schools

| Category | Course | Course category*1 | Reference | Timing of Registration | | | | | | Cancellable (*4) |
|----------------------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------|-------------------|-----|--------|------------------|
| | | | | Spring Registration | | | Fall Registration | | | |
| | | | | 1st | 2nd | 3rd *2 | 1st | 2nd | 3rd *2 | |
| University-Wide Open Courses | Offered by Global Education Center (GEC) | | | | | | | | | △ (*5) |
| | Web Registration | Academic Writing | Subjects from Other Schools (Lectures) or Subjects from Other Schools *Not counted Subjects from Other Schools *Not counted Attention! | Regarding Spring or Fall quarter courses conducted twice a week, they are not open for 3rd registration period. <Example> Tue.2 & Fri.2 Wed.4 & Wed.5 Wed.2 & On-demand ※For courses that are open for the 2nd and 3rd course registration period , please refer to the Available course lists on the GEC Website. •Registration Guide of University-Wide Open Courses •GEC Website (https://www.waseda.jp/inst/gec/en/) | | | | | | |
| | | Mathematics | | | | | | | | |
| | | Data Science | | | | | | | | |
| | | Information | | | | | | | | |
| | | English *3 | | | | | | | | |
| | | Language | | | | | | | | |
| | | Physical Education | | | | | | | | |
| | | Natural Science | | | | | | | | |
| | | Human and Social Science | | | | | | | | |
| Japanese Applied Linguistics | | | | | | | | | | |
| | Self-competence Development | | | | | | | | | |
| Partner Universities | | Subjects from Other Schools (Lectures) or Subjects from Other Schools *Not counted | •University Consortium Manual •GEC Website (https://www.waseda.jp/inst/gec/en/) >Undergraduate Students >>Courses offered at Other Universities | | | | | | × | |
| Offered by Center for International Education (CIE) | | | •Registration Guide of University-Wide Open Courses •CIE Website | | | | | | | △ (*7) |
| Offered by Schools/ Graduate Schools | | | •Registration Guide of University-Wide Open Courses •Website of each school | | | | | | | |
| Courses offered at other undergraduate schools | | Website of each undergraduate school | — | — | ○ | — | — | ○ | — | |
| Courses offered by Center for Japanese Language (CJL) | | | ※OS Only Japanese or Subjects from Other Schools *Not counted | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Teacher Qualification and Relevant Qualification Courses | | | Optional Subjects *Not counted | ○ | ○ | ○ | ○ | ○ | ○ | △ (*6) |

•In spring registration, courses open in the following terms are available: 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.

•In fall registration, courses open in the following terms are available: Fall semester, Fall Quarter, Winter Quarter, Winter Intensive Course, Spring Intensive, An intensive course(fall), and Winter.

CJL courses can be cancelled even with a 2nd course registration.

Chapter 3 Course Registration Schedule

- *1. Courses offering the option of category changes are initially set as "Subjects from Other Schools (made up of credits not counted for graduation)" on the Web Course Registration page. You need to select "Subjects from Other Schools (Lectures)" during Web Course Registration if you wish to acquire the credits for graduation. Make sure to contact the Administrative Office of the Faculty of Letters, Arts and Sciences one day before classes begin at the latest if you cannot change the category on the Web Course Registration page or if you wish to change the category after the course registration period has passed. No changes will be allowed once classes have begun regardless of the reason.
- *2. You can make changes to your registration and course category.
- *3. "Tutorial English (Spring Semester and Fall Semester)" is available in the first registration only according to lesson group arrangement.
- *4. 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 *5~*7 for the details. Courses registered during the 3rd registration period CANNOT be canceled under any circumstances.
- *5 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
- *6 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.
- *7 In addition to the courses listed in *5 and *6, 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.

About registering for courses at the School of International Liberal Studies (SILS)

- Some courses available for the students from other undergraduate schools will be announced on the SILS website (<https://www.waseda.jp/fire/sils/en/students/registration/>). Please make sure to check the page prior to the registration.
- One student can apply for one course only. In case two or more courses are applied by one student, only one course chosen randomly by the system will be registered. Rest of the courses will be denied and they will show up with the error message.
- Students need to be at second year or above to apply for an Intermediate course, and at third year or above for an Advanced courses. Although submission of the English test score is not required, the courses are targeted at the students who have a minimum TOEFL ITP score of 530.

3-2. Guidance material for Theoretical Configuration Studies

Make sure to check the guidance material, which will be uploaded on the CMS website in early March.

 [CMS Website > For Current Students > Course Registration > Guidance](#)

3-3. Registration Schedule for Spring Semester (Spring Quarter/Summer Quarter)

Courses held in spring semester, from April 1 to September 20, can be registered: Full Year, Spring Semester, Spring Quarter, Summer Quarter, An intensive course(spring), Summer Intensive, An intensive course(spring and fall), Summer, Spring semester and Summer, Summer and Fall semester, etc.

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------|-----------------------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------|----------------------------|--------------------------------------|
| March | 10 | 11 | 12 Results of automatic registration Current Students | 13 | 14 | 15 | 16 |
| | | | Preliminary registration 9:00 2nd year and above 17:00 | | | | |
| | 17 | 18 Results of preliminary registration | 19 | 20 | 21 | 22 | 23 |
| | | 1st course registration 9:00 Current Students 17:00 | | | | | |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| April | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| | 31 | 1 Results of automatic registration JS New Students | 2 | 3 | 4 | 5 | 6 |
| | | 1st course registration 9:00 JS New Students 17:00 | | | | | |
| | 7 Results of 1st registration | 8 | 9 | 10 | 11 Results of 2nd registration | 12 Classes begin | 13 |
| | 2nd course registration 9:00 17:00 | | | | | | |
| | Payment period for Audit Fee/Course Enrollment Fee (due by Apr 14) *1 | | | | | | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | Payment period *1 | | | | 3rd course registration 9:00 17:00 | | Added to Waseda Moodle as a guest *3 |
| | 21 | 22 | 23 Results of 3rd registration | 24 | 25 | 26 | 27 |
| | Added to Waseda Moodle as a guest *3 | | | Payment period for Audit Fee/Course Enrollment Fee (due by April 28) *2 | | | |
| | 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| | Payment period *2 | | Final Results | | | | |

* 1. This payment period applies only to "Tutorial English" offered by the Global Education Center confirmed during the 1st registration period.

* 2. This is the payment period for Audit Fee/Course Enrollment Fee for all subjects (excluding the subject in * 1 above).

* 3. As for the 3rd course registration, you will be added to the Waseda Moodle as a guest user on the day after each registration period ends, so that you may attend online classes before you are officially registered. Those who are not registered officially will be removed from Waseda Moodle on the day of the course registration results.

3-4. Registration Schedule for Fall Semester (Fall Quarter/Winter Quarter)

Courses held in fall semester, from September 21 to March 31, can be registered: Fall Semester, Fall Quarter, Winter Quarter, Winter Intensive, Winter, Spring Intensive, An intensive course(fall) etc.

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-----------|---------------------------|-----------------------------------|-----------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------------------|----------|--------|
| September | 8 | 9 | 10 Results of automatic registration Current Students | 11 | 12 | 13 | 14 |
| | | | Preliminary registration 9:00 2nd year and above 17:00 | | | | |
| | 15 | 16 | 17 Results of preliminary registration | 18 | 19 | 20 | 21 |
| | | | 1st course registration 9:00 17:00 | | | | |
| | 22 | 23 | 24 | 25 Results of 1st registration | 26 | 27 | 28 |
| | | | | 2nd course registration 9:00 17:00 | | | |
| | | | | | Payment period for Audit Fee/Course Enrollment Fee (due by Oct 2) *1 | | |
| | 29 | 30 | 1 Results of 2nd registration | 2 Classes begin | 3 | 4 | 5 |
| | Payment period *1 | | | | | | |
| | 6 | 7 | 8 3rd course registration 9:00 17:00 | 9 | 10 | 11 | 12 |
| | | | Added to Waseda Moodle as a guest (due by October 13)*3 | | | | |
| | 13 | 14 Results of 3rd registration | 15 | 16 | 17 | 18 | 19 |
| October | Added to Waseda Moodle *3 | | Payment period for Audit Fee/Course Enrollment Fee (due by Oct 20) *2 | | | | |
| | 20 Payment period *2 | 21 | 22 Final Results | 23 | 24 | 25 | 26 |

* 1. This payment period applies only to "Tutorial English" offered by the Global Education Center confirmed during the 1st registration period.

* 2. This is the payment period for Audit Fee/Course Enrollment Fee for all subjects (excluding the subject in * 1 above).

* 3. As for the 3rd course registration, you will be added to the Waseda Moodle as a guest user on the day after each registration period ends, so that you may attend online classes before you are officially registered. Those who are not registered officially will be removed from Waseda Moodle on the day of the course registration results.

3-5. How to Register for Subjects Offered by the Graduate School of Letters, Arts and Sciences

■ Requirements for application

You should satisfy all of the following requirements:

- You should be in the 4th year or above when taking the course.
- You should have acquired 104 credits or more by the previous year.
- (If you are applying for a foreign language:) You should have acquired the required number of credits for the relevant Second Foreign Language course by the previous year.

■ Procedures for application



Period: As a general rule, application should be made in the spring semester for both spring and fall semesters.

- Spring semester: Apr 14(Mon) to Apr 19 (Sat) 17:00
- Fall semester: Oct 2 (Thu) to Oct 8 (Wed) 17:00

Procedures: Please apply using the MyWaseda application form. See below for details.

Application form: [CMS website > For Current Students > Course Registration > Subjects Offered by the Graduate School of Letters, Arts and Sciences](#)

■ Eligible courses

Subjects Offered by the Graduate School of Letters, Arts and Sciences and Common Subjects*

*except for the subject for both undergraduate and graduate students

■ Results of screening (registration)

Registration is determined after the faculty in charge of each course has gone through your application documents. The registration result will be announced under the following schedule. You need to check the results on the Web Course Registration page.

*Only courses for which you have been approved will appear on the Web Course Registration page.

- Spring semester: Apr 30(Wed) (scheduled)
- Fall semester: Oct 22 (Wed) (scheduled)

■ Note

○ Credits acquired from the above-mentioned courses will not be counted for graduation because the credits are acknowledged as Optional Subjects.

○ Credits acquired from the above-mentioned courses—with the exception of those from Seminars—can be counted as credits for a Master's degree in Graduate School of Letters, Arts and Sciences if you apply for credit recognition during the specified period after entering the Graduate School and if your credits are acknowledged to be appropriate by the Steering Committee of the Graduate School.

Details will be posted on the website of the Graduate School of Letters, Arts and Sciences.

○ You can register for up to 16 credits for Subjects Offered by the Graduate School of Letters, Arts and Sciences while in undergraduate school.

○ You are not allowed to cancel the courses for which you have already applied.

4

Course Registration Rules

4-1. Credits Counted or Not Counted for Graduation

Depending on the course category, credits can be “counted” or “not counted” for graduation.

The maximum number of credits that can be registered is applicable only to courses made up of credits “counted” for graduation. The category of some courses made up of credits that are “not counted” for graduation may be changed to “counted” by following appropriate procedures.

○ **Courses made up only of credits counted for graduation (not eligible to change to “Not counted”)**

Subjects offered by the School of Culture, Media and Society: Required Core Seminars, Elective Core Seminars, Academic Skills in English, Summer Session, Elective English, Elective Foreign Languages, Lectures, Advanced Seminars, Theoretical Configuration Seminars, and Graduation Thesis (Theoretical Configuration Seminar)

○ **Courses with the option of selecting credits to be counted or not counted for graduation (initially set as “Not counted” in registration)**

Subjects offered by the School of Culture, Media and Society: Optional Subjects (Can be credited as Lecture)

Subjects from Other Schools (excluding Health and Physical Education and Teaching Certificate Programs)

○ **Courses made up only of credits not counted for graduation (not eligible to change to “Counted”)**

Subjects from Other Schools: Health and Physical Education and Teaching Certificate Programs

4-2. Maximum Number of Credits that can be Registered

When registering courses to acquire credits for graduation, you must not exceed the limit on the total number of credits that can be registered per year, per semester, and per course category as described below.



The maximum number of credits refers to credits you have registered, not acquired. Even if you have failed to acquire credits from a course in the previous semester of the same enrollment year, the credits will still be counted as credits you have registered.

 See [P. 21](#) on how to count the total number of credits that can be registered.

Chapter 4 Course Registration Rules

A. Maximum number of credits that can be registered per year

The maximum number of credits that can be registered per year differs depending on the enrollment year.

| Enrollment year | 1st year | 2nd year | 3rd year | 4th year and above |
|-----------------------------------------------------------|----------|----------|----------|--------------------|
| Maximum number of credits that can be registered per year | 42 | 40 | 40 | 44 |

*The limit does not include Advanced Specialized Studies, Fieldwork Practicum, Volunteer Work Practicum, Optional Subjects and Summer Session.

B. Maximum number of credits that can be registered per semester

The maximum number of credits that can be registered per semester differs depending on the enrollment year.

| Enrollment year | 1st year | | 2nd year | | 3rd year | | 4th year and above | |
|---------------------------------------------------------------|---------------------|-------------------|---------------------|-------------------|---------------------|-------------------|---------------------|-------------------|
| Semester | Spring (1Q & 2Q) | Fall (3Q & 4Q) | Spring (1Q & 2Q) | Fall (3Q & 4Q) | Spring (1Q & 2Q) | Fall (3Q & 4Q) | Spring (1Q & 2Q) | Fall (3Q & 4Q) |
| Maximum number of credits that can be registered per semester | 22 | 22 | 22 | 22 | 22 | 22 | 26 | 26 |

*The limit does not include Advanced Specialized Studies, Fieldwork Practicum, Volunteer Work Practicum, Optional Subjects and Summer Session.

| | Counted as <u>Spring</u> Semester | Counted as <u>Fall</u> Semester |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Term | Full Year Spring Semester An intensive course (spring) An intensive course (spring and fall) Spring semester and Summer Spring Quarter Summer Quarter Summer Intensive Summer | Fall Semester Summer and Fall Semester An intensive course (Fall) Fall Quarter Winter Quarter Winter Intensive Winter Spring Intensive |

C. Maximum number of Seminar credits that can be registered per semester

The maximum number of Seminar credits that can be registered per semester differs depending on the enrollment year.

| Enrollment year | 2nd year | | 3rd year | | 4th year and above | |
|-----------------------------------------------------------------------|---------------------|-------------------|---------------------|-------------------|---------------------|-------------------|
| Semester | Spring (1Q & 2Q) | Fall (3Q & 4Q) | Spring (1Q & 2Q) | Fall (3Q & 4Q) | Spring (1Q & 2Q) | Fall (3Q & 4Q) |
| Maximum number of Seminar credits that can be registered per semester | 6 | 6 | 4 | 4 | 6 | 6 |

D. Maximum number of credits that can be acquired from subjects studied in other Schools

You can acquire up to 36 credits from subjects studied in other Schools during your enrollment in Waseda University. The limit does not include courses registered as credits not counted for graduation.

E. Maximum number of credits that can be registered/acquired from the Center for Japanese Language

You can register up to 8 credits per semester from the Center for Japanese Language. In addition to the maximum number of credits per semester, the maximum number of credits that can be acquired during your enrollment in Waseda University is 32 credits, regardless of whether these credits are “counted” or “not counted” for graduation.

F. Maximum number of credits for Elective Core Seminars

You can acquire up to 2 credits from Elective Core Seminars during your enrollment in Waseda University.

G. Maximum number of credits that can be acquired from Advanced Specialized Studies

You can acquire up to 8 credits from Advanced Specialized Studies during your enrollment in Waseda University.

H. Maximum number of credits that can be acquired from Fieldwork Practicum, Volunteer Work Practicum, and Internship

You can acquire up to 8 credits from Fieldwork Practicum, Volunteer Work Practicum, and Internship (Global Education Center) during your enrollment in Waseda University.

How to count the total number of credits that can be registered

E.g.) The number of credits that 1st year students are allowed to register for the fall semester:

☐ Total number of credits allowed per year: 42

☐ Total number of credits allowed per semester: 22

◆ If a 1st year student has registered 22 credits for spring semester

Fall semester in the 1st year

| | | | | |
|------------------------------------------------------------|---|------------------------------------------|---|----------------------------------------------------------|
| 42 credits | – | 22 credit | = | 20 credits |
| (Max. number of credits allowed for registration per year) | – | (Credits registered for spring semester) | = | (Total credits that can be registered for fall semester) |

◆ If a 1st year student has registered 18 credits for spring semester

Fall semester in the 1st year

| | | | | | | |
|------------------------------------------------------------|---|------------------------------------------|---|-----------------------------------------------------------------------------|---|----------------------------------------------------------|
| 42 credits | – | 18 credits | = | 24 credits | → | 22 credits |
| (Max. number of credits allowed for registration per year) | – | (Credits registered for spring semester) | = | More than the total number of credits allowed for registration per semester | → | (Total credits that can be registered for fall semester) |



An error will occur if the number of credits registered exceeds the limit. In such a case, the category of all Optional Subjects (as Interdisciplinary Subjects), University-wide Open Courses, and Subjects Offered by Other Schools applied for as “Counted” will be automatically changed to “Not counted.” If there is still an error after the category is changed to “Not counted,” other courses may be randomly selected as errors as previously described. After receiving the registration results, you are required to check the category of all registered courses and change the category if necessary during the course category change period.

*For OS students, please replace “Spring semester” with “Fall semester” and vice versa.

About the Credit System

The credit system is a system whereby students are awarded credits for taking courses and passing examinations in accordance with certain standards. The number of credits for each course at Waseda University is standardized in accordance with 早稲田大学学則（早稲田大学大学院学則）, where one credit is to be comprised of course content that requires 45 hours of study. The number of class hours required per credit, regardless of the teaching method (lecture, seminar, etc.), is to be determined by each undergraduate or graduate school within the range of 15 to 45 hours. The number of class hours of 14 weeks with 1 class period (100 minutes) each week is regarded as 30 hours at the University (15 hours for 7 weeks).

A 2-credit course is to be comprised of course content that requires 90 hours of study. For example, to earn 2 credits in a lecture course (1 class period per week for 14 weeks), in addition to the 30 hours of class time, study outside of class hours is to be comprised of course content that requires approximately 60 hours of study. Therefore, for 14 weeks of classes, for each class, study outside of class hours is to be comprised of course content (preparation, review, etc.) that will amount to approximately 4 hours.

Maximum Number of Credits Registered per Year

As described in “About the Credit System”, in order to acquire credits, it is necessary to secure the necessary study time not only during class hours but also outside of class hours. Therefore, it is necessary to limit the number of credits that can be registered in 1 year.

At our university, the maximum number of credits that can be registered in a year is 49, including not only courses that count toward graduation requirements, but also courses that do not count toward graduation requirements.

However, in order to obtain qualifications such as a teaching license, it is necessary to take many courses that do not count toward graduation requirements, and it is easy to imagine cases in which students are forced to take courses in excess of 49 credits.

For this reason, the Web Course Registration System does not restrict students from registering for courses that do not count toward credits required for graduation in excess of 49 credits. Although it is possible to register for courses that exceed 49 credits without incurring an error, please be sure to fully understand the above credit system before taking classes.

*Please note that courses that count toward the credits required for graduation cannot be registered for more than the prescribed registration limit (see [P.20](#)).



If you have exceeded the annual credit registration limit and your GPA is extremely low, we may remind you about the number of credits you can register for in the following semester and we may conduct a talk about your courses.

4-3. Class Modality Categories and Regulation for Online courses

Please make sure to check the class modality, or how a course is offered by the instructor, via web syllabus before course registration. Some courses may be subject to the "Duplicate error" or "Traveling time error" depending on their class modality.

Duplication error: You are not allowed to register for multiple courses taking place on the same day and time.

Traveling time error: You need sufficient time to move between classes if you register for courses on different campuses.

| Class Modality Category Name | Subject to Duplication error | Subject to Traveling time error | Subject to the 60-credit regulation of online courses |
|-----------------------------------------|------------------------------|---------------------------------|-------------------------------------------------------|
| [On-campus] | YES | YES | NO |
| [On-campus] Hybrid (Over 50% In-person) | YES | YES | NO |
| [Online] Hybrid (Under 50% In-person) | YES | YES | YES |
| [Online] Full On-demand | NO | NO | YES |
| [Online] Realtime Streaming *1 | YES | NO | YES |
| [Tentative] Hybrid | YES | YES | NO |
| [Tentative] Full On-demand | YES | YES | NO |
| [Tentative] Realtime Streaming *1 | YES | YES | NO |

*1 "[Online] Realtime Streaming" courses are all conducted online via realtime streaming format and on-demand format.

Notes on the regulation of online courses

Class Modalities starting with "[Online]", such as "[Online] Hybrid (Under 50% In-person)", "[Online] Full On-demand" and "[Online] Realtime Streaming", mean that the credits earned from these courses can be counted for graduation **only up to 60 credits**. In other words, of the 124 credits required for graduation, at least 64 credits must be earned in "[On-campus]" courses. The course registration system will not check this regulation, and if you mistakenly register "[Online]" courses exceeding this limitation, the Administrative Office of Faculty of Letters, Arts and Sciences will cancel some of them usually in mid-May after all the course registration periods end. In such case, you will not be given an opportunity to make up for these cancelled courses. You can check the MyWaseda web grade report page to see if courses taken in the last academic year or earlier are eligible for the online course counting limit. Only courses with the word "Online" at the end of the course title are eligible. However, due to the spread of COVID-19, courses taken in the 2020 and 2021 academic years will not be eligible unless they are marked [Online].

Notes on the "Tentative" class modalities

Class Modalities starting with "[Tentative]", such as "[Tentative] Hybrid", "[Tentative] Full On-demand" and "[Tentative] Realtime Streaming", mean that these courses were meant to be conducted on-campus, but have been changed to be conducted online in a state of emergency such as a pandemic. "[Tentative]" courses will not be subject to the regulation of online courses described above, and thus more than 60 credits can be counted for graduation from "[Tentative]" courses.

Since "[Tentative]" courses will be conducted on-campus if the state of emergency is over, "[Tentative]" courses are subject to "Duplicate error" and "Traveling time error".

4-4. Rules in Enrollment

A. Schedule (day and time) must not overlap

You may not register for multiple courses taking place on the same day and time.

*On-demand courses with set days and times are also eligible.

B. Ensure you have sufficient time between classes to move to different campuses

You need to make sure you have sufficient time to move between classes if you register for courses on different campuses.

- Between Toyama and Higashifushimi Campuses: Interval of one class (100 minutes) or lunch break (50 minutes)
- Between Toyama and Tokorozawa Campuses: Interval of one class (100 minutes)
- Between Toyama and Waseda Campuses: No interval required
- Between Toyama and Nishiwaseda Campuses: No interval required

Please DO NOT register courses as in the example below though technically you can register them on the web course registration system. If these courses should be registered, you need to give up on attending one of them and thus you will have to accept a failing grade. Please remember that we will not give special treatment regarding this matter.

<Example> Register a realtime streaming course between on-campus courses on distant campuses:

3rd period: On-campus course on Toyama campus

4th period: Realtime streaming course

5th period On-campus course on Tokorozawa campus

In the 4th period, you need to travel from Toyama to Tokorozawa while you are attending to a realtime streaming class, which is **very dangerous**. Please give up on registering one of them.

C. No registration allowed for courses you have already registered

You cannot register for the same course in the same semester.

D. No registration allowed for courses from which you have already acquired credits

You cannot register for courses from which you have already acquired credits in previous semesters.

E. Limitation added on registration depending on the student year and enrollment year

There is limitation on courses that can be registered depending on the student year and enrollment year.

| Enrollment year \ Student year | 1st year only | 1st year and above | 2nd year and above | 3rd year and above | 4th year and above | 2nd year and below | 3rd year and below |
|--------------------------------|---------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 1st year | ○ | ○ | × | × | × | ○ | ○ |
| 2nd year | × | ○ | ○ | × | × | ○ | ○ |
| 3rd year | × | ○ | ○ | ○ | × | × | ○ |
| 4th year and above | × | ○ | ○ | ○ | ○ | × | × |

4-5. Registration Errors

If you exceed the limit for course registration, the following steps will be executed which may prohibit you from registering for courses you really wish to take. Make sure to avoid exceeding the limit.

(1) The category for all Optional Subjects (as Interdisciplinary Subjects), University-wide Open Courses, and subjects offered by other Schools applied for as "Counted" will be automatically changed to "Not counted."

(The maximum number of credits that can be registered does not include credits "not counted" for graduation.)

After the above process is executed,

- If total credits still exceed the limit → Step (2) will be executed.
- If total credits do not exceed the limit → Step (3) will be executed.

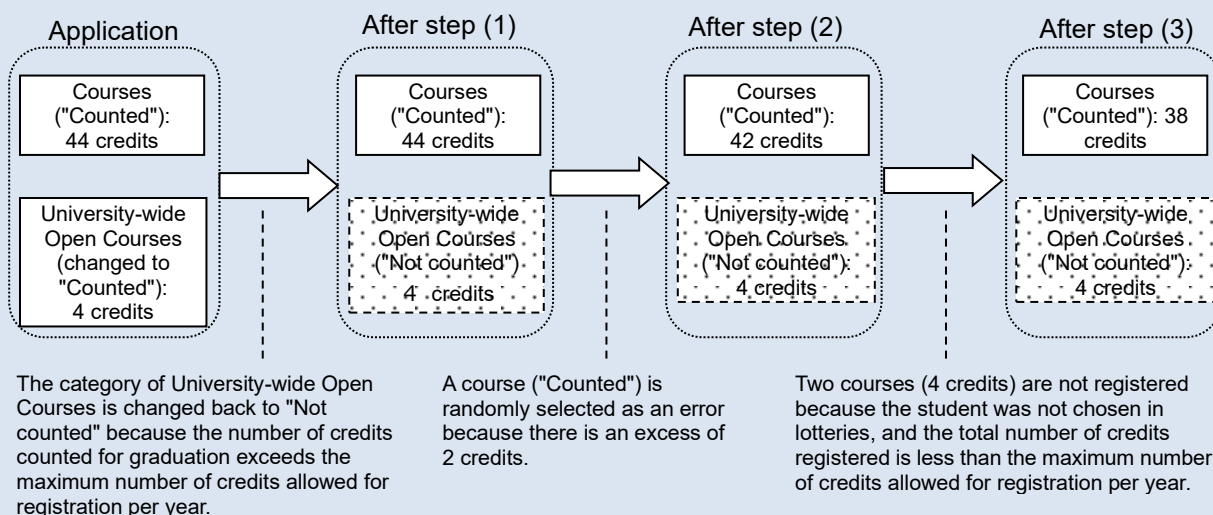
(2) The system randomly selects a course as an error (registration not allowed) and repeats the process until the total number of credits is within the limitation.

(In this case, a course that you consider to be high priority may be selected as an error.)

(3) After steps (1) and (2) are executed, you will have no error in registration. However, if you have registered for a course that exceeds the maximum capacity, a lottery will be held. (Please note that some full on-demand courses have limited registration as well.)

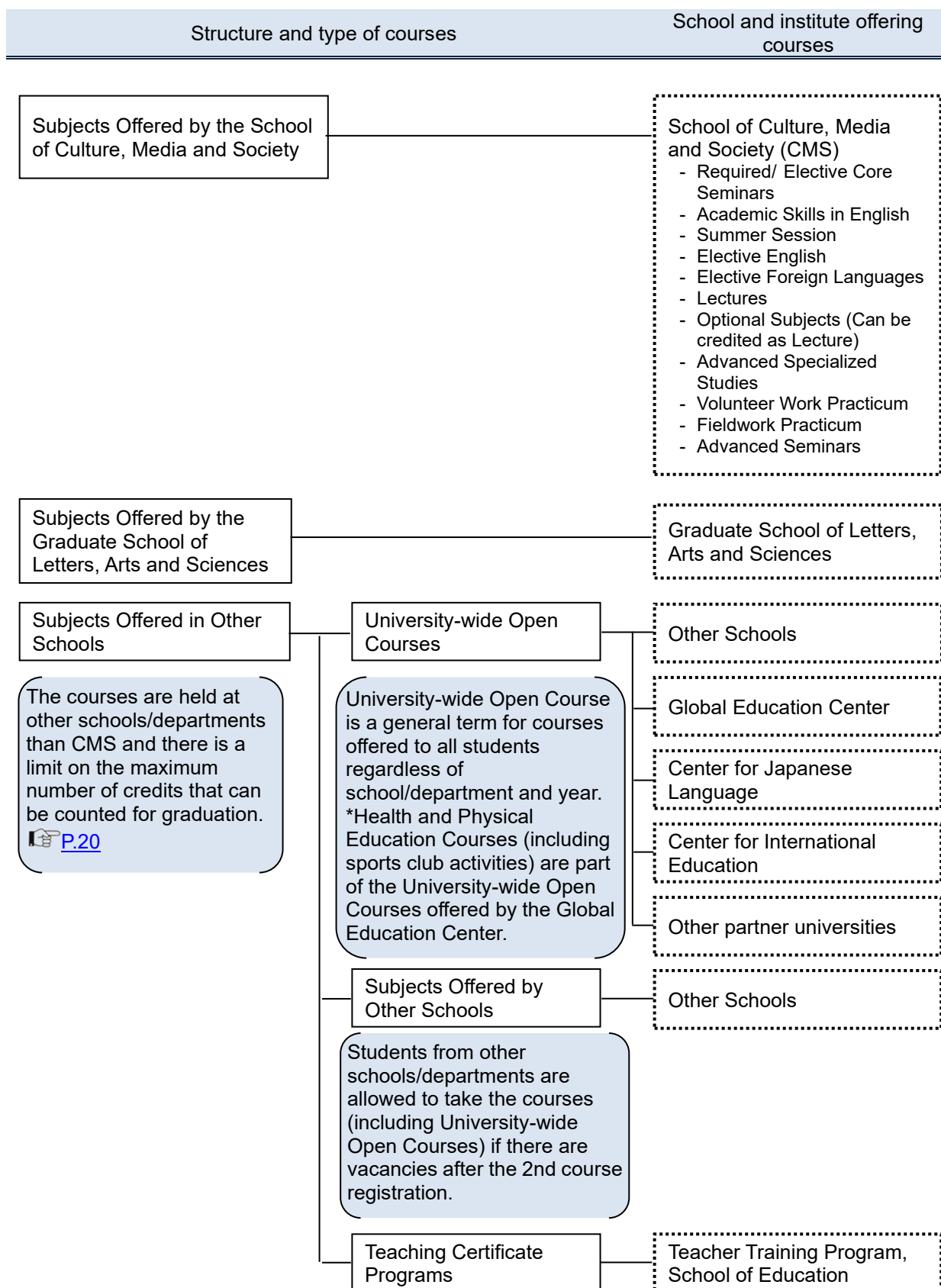
* When the number of credits applied on the Web Course Registration page exceeds the maximum number of credits that can be registered, steps (1) and (2) are executed so that the total number of credits applied will not exceed the limit. Accordingly, if you are not chosen in the lottery held in step (3), the total number of credits you have registered may be less than the maximum number of credits that you are allowed to register.

Example) A 1st year student (maximum number of credits that can be registered per year: 42) makes the following application via Web Course Registration:



5 Structure and Types of Courses

5-1. Structure of Courses



5-2. Courses and Classes

The following codes are used for courses and classes offered by the School of Culture, Media and Society and the School of Humanities and Social Sciences (*Excluding Required Core Seminars).

| Code | Course/Class | Example |
|--------------------------------------------|--------------|---------------------------------------------------------------------------------------------------------|
| I, II, III, IV 1, 2, 3, 4 イ, ロ, ハ, ニ | Course codes | "English 1" and "English 2" are different courses. (Students can register and attend both courses.) |
| A, B, C, D | Class codes | "English A" and "English B" are the same course. (Students cannot register and attend both courses.) |

5-3. Types of Courses

Subjects Offered by the School of Culture, Media and Society

(Including Subjects Offered by the Graduate School of Letters, Arts and Sciences)

■ Required Core Seminars

Students are required to enroll in the seminars during Spring, Fall, and Winter Quarters of their 1st year. Japan Students will enroll in the Spring Quarter to learn the essentials of university studies (the basics of how to write a thesis paper and conduct research) in English. Overseas Students will join the Japan Students in the Fall and Winter Quarters to learn the practical skills of making presentations, developing discussions, and writing papers while dealing with specific topics.

■ Academic Skills in English

Japan Students will enroll in the courses during Spring, Summer (First Half), Fall, and Winter Quarters of their 1st year with the aim to develop necessary academic English skills required to enroll in courses conducted in English. In the Spring Quarter, they will acquire three types of practical skills in each course —reading, writing, and discussion and presentation. In the Summer Quarter, students will further develop academic English skills through a two-week intensive program. During the Fall and Winter Quarters, students will enroll in a writing course for each quarter to focus on developing academic writing skills in English.

※Japan students (JS) are automatically registered.

Overseas students (OS) can take "Academic Skills in English 1/2/3/6/7" as lectures from 2019.

Please apply from the Web Course Registration during the course registration period.

■ Summer Session (only for Japan Students)

From the second half of the Summer Quarter, students will participate in a short-term international study program held at overseas universities for a duration of about 4 to 10 weeks. Credits will be given depending on the details of the study and class hours. Students should acquire at least 6 credits during the Summer Session.

■ Elective English

There are two types of courses in this category: Academic Skills (AS), which aim to develop skills to take content courses offered in English, and Intensive Studies (IS), which are content courses offered in English. Both Japan Students and Overseas Students are required to take 6 courses (12 credits) of Intensive Studies (IS) courses with the aim to acquire basic knowledge of Japanese culture. Japan Students will take 2 credits in each of the fall and winter quarters of the first year, and 2 credits in the spring quarter of the second year. Overseas Students will take 2 credits in each of the fall, winter, and spring quarters of the first year. Students are allowed to take courses in Optional English beyond the required 6 courses.

■ Lectures

These courses broadly cover liberal arts and specialized subjects, enabling students to learn a wide range of subjects from the classics to advanced and new areas of studies in culture, humanities, and society. Students can pursue their interests and obtain a dynamic and multifaceted approach to the themes they wish to explore, while deepening their fundamental cultural literacy.

■ Advanced Specialized Studies

For the purpose of developing talents for the future, Advanced Specific Study courses are designed for students who wish to pursue postgraduate studies and become researchers. They are meant to give students the opportunity to take specialized fields of study while they are still undergraduates, exposing them to rigorous training, advanced study sessions, lectures on research that cannot be dealt with in general classes such as reading of modern and classic literatures, mathematics, logic, programming, and so on.

At the beginning of each semester, students will be informed of the research theme and the format of the study session. Classes will often be held in the office of the faculty member in charge of the study session, rather than in classrooms. Each course offers the equivalent of 14 or more regular classes per semester, but some courses may hold an intensive training camp during the Summer, Winter, or Spring periods when classes are not in session. After the semester is over, credits will be given to students who have achieved sufficient results in the study sessions that have fulfilled certain conditions.

Students will need considerable preparation and motivation to enroll in the Advanced Specific Study courses, but ambitious students are encouraged to take the courses because they offer opportunities to experience graduate school-level classes and methods at an early stage.

■ Fieldwork Practicum

Students may participate in Fieldwork Practicum such as domestic or overseas fieldwork programs accompanied by faculty members; practical training programs conducted under the supervision of reliable organizations and institutes; and internship programs offered by public and various organizations that can provide consistent guidance. Credits acquired from the programs will be accepted as credits required for graduation.

Students will need to submit reports and work related to the programs. Credits will be given based on the result of reviewing the reports and interviews conducted by Associate Deans.

■ Volunteer Work Practicum

Students will independently engage in volunteer activities relating to areas such as environment, human rights, welfare, and peace. Credits will be given after submitting reports based on the experience and knowledge obtained from the activities.

This practicum offers a system for evaluating reports and works submitted by students and accepting them as credits for what they have learned from the independently-conducted volunteer and social contribution activities relating to issues such as welfare, disaster relief, human rights, peace, and environment. The Volunteer Work Practicum program encourages students to participate in volunteer and social contribution activities inside and outside the university, to explore the meaning of the activities while developing an awareness of issues perceived through the activities, and to use the experience to motivate themselves in the approach to their studies. Students will write reports about their experience and the knowledge obtained from the volunteer activities, and credits will be given based on the reports. However, this program does not cover activities conducted as part of courses offered by the Faculty of Letters, Arts and Sciences, or other activities related to religion and politics.

■ Advanced Seminars

These courses are designed for a small number of students to actively engage in reading and discussion about a specific topic for the purpose of learning approaches to cultural studies and obtaining perspectives and skills to develop their own field of research. Both Japanese and Overseas Students in the 2nd year and above can select courses from this category to fulfill at least 16 credits. Students also have the option of selecting Advanced Seminars courses offered in Transcultural Studies or other Theoretical Configurations.

■ Optional Subjects

Students can select and enroll in Optional Subjects regardless of the limit on the maximum number of credits they can register per year and per semester. These include certificate courses and courses related to the Museum Curator License. Optional Subjects are not counted as credits required to advance to the next year or for graduation. However, some Optional Subjects may be counted as credits required for graduation by changing their course category to Interdisciplinary Subjects.

■ Theoretical Configuration Seminars

Students will work on group research and presentations on specialized fields pursued by the Theoretical Configuration Seminars to which they belong. Students will stimulate one another and explore their interests through the process of engaging in thematic research, study retreats, research reports, etc., while furthering their specialty and engaging in creative discussions.

During the Fall Semester of the 2nd year, each student will select and apply for a Theoretical Configuration Seminars to join, and enroll in the Theoretical Configuration Seminars for four semesters. As a culmination of their university career, 4th year students are required to write and submit a Graduation Thesis (Theoretical Configuration Seminar) to demonstrate their specialized studies refined through courses such as Advanced Seminars and Theoretical Configuration Seminars.

■ Graduation Thesis (Theoretical Configuration Seminar)

Students in their 4th year are required to write and submit a thesis to demonstrate the accomplishment of their specialized studies refined through courses such as Advanced Seminars and Theoretical Configuration Seminars.

Students will spend a year (two semesters) to complete their thesis based on the expertise and creative perspectives developed through each Theoretical Configuration Seminars under the strong mentorship of the faculty member in charge. The deadline and method of the thesis will vary depending on the Theoretical Configuration Seminars, which also provides a writing plan in accordance with the research theme.

■ Subjects Offered by the Graduate School of Letters, Arts and Sciences

The courses are intended for students in the School of Culture, Media and Society and the School of Humanities and Social Sciences who wish to proceed to the Graduate School of Letters, Arts, and Sciences or to utilize more advanced and specialized knowledge upon graduation. Such students can enroll in courses offered by the Graduate School while they are still undergraduates.

When the students proceed to the Graduate School, credits acquired from these courses can be transferred as credits for their Master's degree if specified conditions are fulfilled.

Subjects Studied in Other Schools

A. University-wide Open Courses

Waseda University offers a large number of courses that are open to all students regardless of their major or year in school. Generally referred to as "University-wide Open Courses," these are comprised of courses in various fields provided by the Global Education Center (GEC), the Center for International Education (CIE), the undergraduate and graduate schools, partner universities, and other institutions.

All students have the option of registration in University-wide Open Courses, in addition to the regular curriculums set independently by each undergraduate school. Students who do register and receive credit for these courses can apply them towards their credits for graduation in accordance with the regulations established by their undergraduate school.

University-wide Open Courses present opportunities to go beyond the boundaries of one's own undergraduate field of study by allowing students to enjoy the almost limitless array of choices that only a comprehensive university of Waseda's size can offer, and by giving students the freedom to choose how to expand one's possibilities while experiencing the joys of learning.

Departments Offering University-wide Open Courses and How to Get Related Information

| Information Courses offered by: | Course, Syllabus, Registration | Class & Examination |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Schools / Graduate Schools | <ul style="list-style-type: none"> • Website of the department (school, center, etc.) offering the course • Syllabus System (web) • <i>Registration Guide of University-wide Open Courses</i> | <ul style="list-style-type: none"> • Website of the department (school, center, etc.) offering the course |
| Global Education Center (GEC) | | |
| Center for International Education (CIE) | | |
| Partner Universities (For sophomore and above, some courses allow freshmen registration) | <ul style="list-style-type: none"> • Website of the Global Education Center • BBS for University Consortium (Tadaigaku Kouryu System)(*1) found on MyWaseda. | Website of the university offering the course (*2) |

< Attention >

As for how the credits you earned through the University-wide Open Courses will be handled, please refer to the syllabus, the manual for course registration, and/or other manuals of the School you belong to.

*1 This site is provided as a one-stop site to search for and register courses offered by other universities. Regarding how to access the site, refer to the Website of the Global Education Center.

*2 Website URLs of participating universities can be found in the *Registration Guide of University-wide Open Courses* and the Website of the Global Education Center.

The organizations (excluding undergraduate and graduate schools)that offer University-wide Open Courses

2.1 Global Education Center (GEC) (<https://www.waseda.jp/inst/gec/en/>)

GEC offers a tremendous variety of courses, open to all students, on subjects that go beyond the boundaries of each student's specializations and majors.

Chapter 5 Structure and Types of Courses

As for skills required of college students, GEC provides academic writing courses ("Academic Writing" etc.), mathematic courses ("Introduction to University Mathematics alpha (Calculating Interest)", etc.), data science courses ("Statistics Literacy alpha", "Introduction to Data Science alpha" etc.), information courses ("Introduction to Programming", etc.), English courses ("General Tutorial English", "Academic Writing and Discussion in English" etc.), all of which would make foundations of every academic field.

Moreover, GEC has had courses in rare languages that are rarely offered or not taught at other universities and a diverse number of distinctive sports training and athletics programs ("Rugby", "Kyudo, Japanese Archery" etc.). GEC also offers international education courses ("Global Studies" series, etc.), and Japanese applied linguistics courses ("Japanese Education (Basic)", etc.).

In the group of courses called "Self-Competence Development courses", many courses emphasizing on problem solving and hands-on experience are provided. These courses consist of trainings and workshops conducted inside and outside Japan in collaboration with corporations and other institutions.

Besides offering such courses, GEC has provided opportunities to pursue a "Minor". In addition to one's major course of study learned in each student's undergraduate school, students can focus on other academic fields as a "Minor" through a systematic approach, aiming to reinforce their major, add a second string to their bow, and obtain applicational areas of their major. Students who complete their Minor gain "Minor Certificate" issued by the University on their graduation.

Center for International Education (CIE) (<https://www.waseda.jp/inst/cie/en>)

CIE offers unique courses to undergraduate students as a center of the promotion of international education programs, in addition to providing services and assistance for international students studying at Waseda and Waseda students intending to study abroad. The courses offered by CIE include those that can be taken at host universities as a part of their study abroad programs; those designed for short-term study abroad programs focusing on language learning, theme research, or cross-cultural experiences; those that can be taken with international students during the summer sessions at Waseda; and those called "International Japanese Studies" courses taught by professors invited from overseas universities.

Registration for a short-term study abroad program, so-called the "Foreign Language and Cultural Training Program", will be conducted in both Spring and Summer Terms. With this option, students who find it hard to participate in a long-term study abroad commitment will be able to have the opportunity to experience a short-term program while also earning credits.

Courses offered at academic partner universities

(https://www.waseda.jp/inst/gec/en/undergraduate/other_univ/)

This course is only for student who attend undergraduate school.

University-wide Open Courses are offered by Waseda University and participating universities based on academic agreements. A large portion of these courses highlights the unique academic offerings of each university, giving students a wide selection of choices to register. In most of the courses provided by other universities, students must be at least in their sophomore year (some courses do allow freshmen registration) as a prerequisite for registration. Credits received for these courses may be applied to credits for graduation in accordance with the rules of each student's undergraduate school.

B. Subjects Offered by Other Schools (*Former name: Auditing a Course Offered by Other Schools)

Students are allowed to enroll in courses offered by other Schools (including University-wide Open Courses).

Students may apply for courses if there are vacancies after the 2nd course registration is completed at the relevant school.

C. Teaching Certificate Programs


These courses are offered by the School of Education as part of the Teacher Training Program to allow students to obtain teaching licenses.

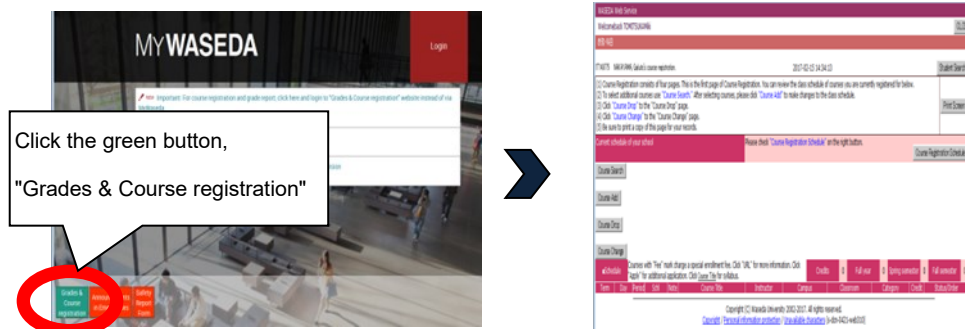
These courses are not counted as credits required for promotion to the Second year and graduation.

6

Starting Course Registration

6-1. Confirm the results of automatic registration

Please confirm the results of the automatic course registration.  [Appendix 1](#)



Compulsory subjects of Spring and Fall semester are automatically registered at the automatic registration of Spring semester. The registration result will be sent to your Waseda Mail address.

Please note that the registration results will NOT be emailed if you do not have automatically registered courses or if you have not acquired Waseda Mail by the evening on the previous day of the announcement.



Contact the Administrative Office Immediately if you find any error in the registration result.

6-2. Look for courses to register

CMS Course Registration web site

This website provides various types of information regarding course registration. Be sure to check the website during the course registration period for the most up-to-date information regarding course capacity, course name changes, revisions to the Course Registration Guide, and so on.

CMS Course Registration website



[CMS Website Top](#)
[> For Current Students](#)
[> Course Registration](#)

Course List

AY 2019 CMS Course List

| Course Title | Faculty | Units | Day & Time | Prerequisites | Notes |
|-----------------------------|---------|-------|------------|---------------|-------|
| Required Course Semester 1 | | | | | |
| Required Course Semester 2 | | | | | |
| Required Course Semester 3 | | | | | |
| Required Course Semester 4 | | | | | |
| Required Course Semester 5 | | | | | |
| Required Course Semester 6 | | | | | |
| Required Course Semester 7 | | | | | |
| Required Course Semester 8 | | | | | |
| Required Course Semester 9 | | | | | |
| Required Course Semester 10 | | | | | |
| Required Course Semester 11 | | | | | |
| Required Course Semester 12 | | | | | |
| Required Course Semester 13 | | | | | |
| Required Course Semester 14 | | | | | |
| Required Course Semester 15 | | | | | |
| Required Course Semester 16 | | | | | |
| Required Course Semester 17 | | | | | |
| Required Course Semester 18 | | | | | |
| Required Course Semester 19 | | | | | |
| Required Course Semester 20 | | | | | |

List of the courses
offered by CMS

Available Course List

| Available Course List for the 3rd Registration | |
|------------------------------------------------|----------------------------------|
| Course No. | Course Name |
| 1001 | Introduction to Japanese Studies |
| 1002 | Japanese Language I |
| 1003 | Japanese Language II |
| 1004 | Japanese Language III |
| 1005 | Japanese Language IV |
| 1006 | Japanese Language V |
| 1007 | Japanese Language VI |
| 1008 | Japanese Language VII |
| 1009 | Japanese Language VIII |
| 1010 | Japanese Language IX |
| 1011 | Japanese Language X |
| 1012 | Japanese Language XI |
| 1013 | Japanese Language XII |
| 1014 | Japanese Language XIII |
| 1015 | Japanese Language XIV |
| 1016 | Japanese Language XV |
| 1017 | Japanese Language XVI |
| 1018 | Japanese Language XVII |
| 1019 | Japanese Language XVIII |
| 1020 | Japanese Language XIX |
| 1021 | Japanese Language XX |
| 1022 | Japanese Language XXI |
| 1023 | Japanese Language XXII |
| 1024 | Japanese Language XXIII |
| 1025 | Japanese Language XXIV |
| 1026 | Japanese Language XXV |
| 1027 | Japanese Language XXVI |
| 1028 | Japanese Language XXVII |
| 1029 | Japanese Language XXVIII |
| 1030 | Japanese Language XXIX |
| 1031 | Japanese Language XXX |

List of the available seats
of courses. This list will be
updated after each course
registration period.

Web Syllabus

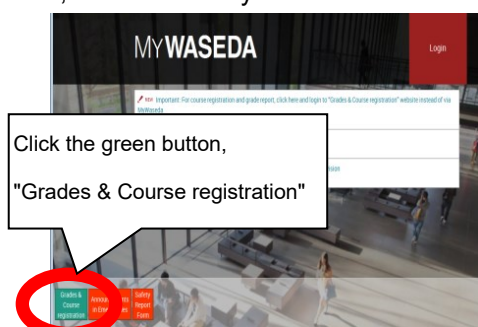
[University Website Top > Database > Syllabus Search](#)

The Web Syllabus allows you to search for information on courses from all departments/schools at Waseda University, including schedule, course description, course objectives, weekly topics, textbook, grading method, related URLs, and notes. Be sure to check the Web Syllabus before you register for courses.

Once the semester begins, you can also check the classroom on the Web Syllabus.

6-3. Register courses on the course registration webpage

Course Registration webpage allows you to submit various procedures related to course registration such as course applications, cancellations, and category changes, as well as to confirm results of the course registration. Please apply for courses early, preferably during the first half of the application period, because the system will be extremely busy right before the application deadline.



How to use this website

[Appendix 1](#)

Q. There is a course I cannot find on the course registration webpage.

A. You cannot search for any course on the course registration webpage outside the course registration periods. During the registration periods, you cannot find a course if the course is already full.

Q. What should I do if I cannot make the registration deadline?

A. No application outside the registration period is allowed for any reason, including computer and network failures. Please apply for a proxy registration if you are unable to register during the specified registration period. If you are registering from outside the university, you may encounter issues due to PC and network troubles. If you are concerned about your PC environment, you are recommended to use a PC (in a computer room) in Waseda University for the course registration.

Q. I'm worried if my application is submitted.

A. Close all the windows or tabs of your web browser, and login again to the course registration webpage. If you can find the courses you applied for, that means your application is submitted successfully.

Open hours of Computer rooms on Toyama campus

| Building | Floor | Room | Mon to Fri | Sat |
|----------|-------|----------------|------------|------------|
| 34 | 3F | 356、357 | 9:00-20:00 | 9:00-18:00 |
| 36 | 4F | MM1、MM2 | | |
| | | MM preparation | 9:00-20:15 | 9:00-18:15 |

*Open hours during holidays differ from this. Go to "Waseda IT Service Portal" website for the latest information.

Recommended environments for the course registration webpage

Access to Waseda IT Service Portal website for the recommended environment.

Waseda IT Service Portal <https://support.waseda.jp/it>



Search "Waseda IT Service Portal"

This page provides information on the locations and opening hours of computer rooms and automated certificate-issuing machines, as well as on how to use MyWaseda and other networks. Please check the page when necessary for information such as recommended PC environment and network failure as well.

PC- and network-related troubles can often be resolved by checking the "Frequently Asked Questions."



Session timeout

You will automatically lose connection to the server if you have not performed any action (such as pressing the registration button) on the Web enrollment application screen for 20 minutes or more. Once you lose the connection, the data you have selected and entered on the screen will be deleted, and you will be required to login again and restart the process.

*Please note that session timeout will not be accepted as a reason for applying for registration after the designated period.



Access to Web Course Registration

(1) Web Course Registration is not available from 2:00 a.m. to 7:00 a.m. every day due to maintenance.

(2) In case stable operation is difficult due to a high concentration of users, the system may designate specific hours during which a student can access the system based on the last digit of the student's ID number. In such a case, you will be notified via MyWaseda.

| Maintenance hours (service unavailable) | |
|-----------------------------------------|----------------------------------|
| Web Course Registration | 2:00 a.m. to 7:00 a.m. every day |
| Grade Report | 5:00 a.m. to 8:00 a.m. every day |

6-4. Proxy Registration


As a general rule, course registration should be made online. However, proxy registration is acceptable if you cannot apply for the course registration online for an unavoidable reason. The following documents are required for proxy registration:

- a) Proxy Form, b) Course Registration Application Form, c) A copy of the student's ID card, d) A copy of the proxy's identification

The Proxy Form and the Course Registration Application Form can be downloaded from the CMS website.

 [CMS Website > For Current Students > Course Registration > Proxy Course Registration](#)

6-5. Confirm the course registration results

After course registration, make sure to check your registration results on the Course Registration webpage.  [Appendix 1](#)

The results of each course registration will be announced in a few days or more after the registration period has ended. Be sure to check the final results on the Course Registration webpage as well. For the specific dates of announcement, see [PP.16-17](#).

6-6. Payment of Audit Fee/Course Enrollment Fee

If your registration has been approved for a course that requires Audit Fee/Course Enrollment Fee, you will be required to make the payments during the designated period. A payment information email will be sent to your Waseda Mail address on the first day of the payment period for courses for which you have been approved for registration. Necessary information for the payment will be stated in this email, so please make sure to check it.

| No. | Registration Term | Subjects to be paid | Payment period |
|-----|-------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| 1 | Spring Semester | Only "Tutorial English" determined by the first registration of spring semester | April 8 (Tue) - April 14 (Mon) 23:59 |
| 2 | | All courses eligible for Audit Fee/Course Enrollment Fee determined by spring semester course registration except No. 1 | April 24 (Thu) - April 28 (Mon) 23:59 |
| 3 | Fall Semester | Only "Tutorial English" determined by the first registration of fall semester | September 26 (Fri) - October 2 (Thu) 23:59 |
| 4 | | All courses eligible for Audit Fee/Course Enrollment Fee determined by fall semester course registration except No. 3 | October 15 (Wed) - October 20 (Mon) 23:59 |

If you do not receive an email on the first day of payment period, search the word "[fee-payment]". The email can be automatically filtered as "Junk Email." For details on how and when to make the payments, refer to the Global Education Center website or the "University-wide Open Course Guidebook" issued by GEC.



Tuition Fees for Courses Offered by the Center for Japanese Language(CJL)

Please pick up the designated payment sheet at CJL Office during the payment period.



Payments before or after the designated periods will not be accepted under any circumstances. If you fail to pay the fee, your registration for the relevant course will be cancelled. Moreover, you may be placed in lower priority in the lottery process of subsequent course registrations.

You cannot make the payment separately for each course. When registering courses, please consider the total amount of Audit Fee/Course Enrollment Fee because it could be expensive. The total amount must be paid all at once.

Once the payment method has been confirmed, you cannot make changes to another form of payment.

If you wish to pay by credit card, make sure to check your card's credit limit and expiration date.

7-1. Teaching License and Other Certificates

All students in the School of Culture, Media and Society including JCulP students are eligible to obtain teacher's licenses for teaching either of Japanese (国語), Social Studies(社会), Geography and History (地理歴史), Civics (公民) and English (英語) at Junior high schools and High schools in Japan irrespective of nationality. Please note that almost all subjects in the teacher's training course at the School of Education is conducted in Japanese and so those students who wish to obtain a teacher's license are required to have high level of proficiency in Japanese since they have to take many courses at the School of Education. For details, please refer to 「教職課程履修の手引き」provided by the School of Education and a course registration guidebook for JCulP students provided by the School of CMS. All instruction for teacher's training course is in Japanese (English version is NOT available). Also, we will offer no language support for taking teacher's training course.

For JCulP students who enter the school in September, it takes at least four and a half years to obtain a teacher's license since they have to take a mandatory subject "Advanced Program for Teaching Profession" (教職実践演習) on 9th semester after completing "Induction Program for Teaching Practice" (教育実習) on 8th semester.

Also, all students in the School of CMS including JCulP students are able to obtain several qualifications such as a librarian and a curator other than teacher's licenses. For details, please refer to 「教職課程履修の手引き」. No language support is available for taking these courses. Please note that some of these qualifications are established for the civil servants in Japan. For those students whose nationality is other than Japanese, we would recommend you to confirm your eligibility for these qualifications before taking these courses.

Appendix 1

Course Registration using the Web

1. Sequence for Course Registration using the Web System

Log in to the Menu for course guidance week Registration screen

- Click "Grades & Course registration" on the MyWaseda login screen, select "Course Registration."

- Check courses in the Current Schedule.

① Course Search

- Click the "Course Search" button and the course search screen will be displayed.
- Select School, designate ^{contents} Course Category and enter Search Keyword. Click the "Search" button.
- Courses permitted for registration that match the Search Keyword will be displayed. (Other courses will not be displayed.)

② Select course

- Click the Check Box. (Status will be Tentative Selection when you continue the search for the next course or return to the first page)
- * Repeat this process.

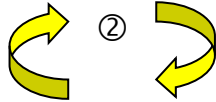
③ Course Registration

- You must click the "Course Add" button for the tentatively selected courses to register.

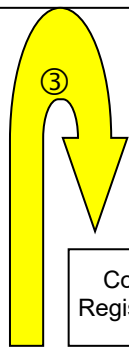
Confirm Course Registration List



Search for desired course



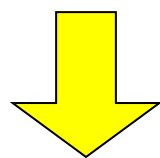
"Select" course



Course Registration

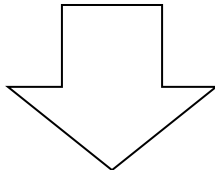


Course Cancellation

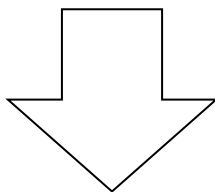


Confirm registered course list

Register

Drawing/
Registration Check

- Drawing/Registration Check will be done by the University

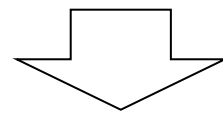


Registration results

Confirmed
Registration
Completed

Error

- When "Error" appears, check the type of error and make appropriate corrections

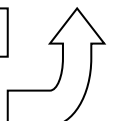


Cancellation

- Click the "Course Drop" button on Course Registration Screen.

Confirm

- A list will be displayed, showing the courses that you may drop. Select the "Check Box" for the course you wish to cancel then click "Drop."

Over enrolled/
Not Accepted
To Next Registration

[Important]

- Selecting from Search Results will not complete the registration. Make sure to click the "Course Add" button to register your course.
- If "Registered" is displayed on the status column, the registration has been completed.

- All courses with registered status have completed the registration process. Confirm registration results for drawing result.
- For courses where checks are not made at the time of the registration, the result will be shown along with registration results.

2. Explanation of Course Registration using the Web System

All course registration begins from this screen (screen displayed after you log in and select "course registration").

(1) Course Registration consists of four pages. This is the first page of Course Registration. You can review the class schedule of courses you are currently registered for below.
 (2) To select additional courses use "Course Search." After selecting courses, please click "Course Add" to make changes to the class schedule.
 (3) Click "Course Drop" to the "Course Drop" page.
 (4) Click "Course Change" to the "Course Change" page.
 (5) Be sure to print a copy of this page for your records.

Print Screen (4)

(1) Current schedule of your school
 First Registration 2013-03-30 10:00 - 2013-04-02 17:00 Course Registration Schedule

(3) Course Search
 Course Add
 Course Drop
 Course Change

(2) Courses with ¥ mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click Course Title for syllabus.

| Term | Day | Period | Schl | Note | Course Title | Instructor | Campus | Classroom | Category | Credit | Status/Order |
|-----------------|------|--------|--------------------------|------|------------------------------------------------------|-------------------|--------|-----------|--------------------------------------------|--------|------------------------|
| spring semester | Mon. | 3 | Schl Political Sci/Econo | | Introduction to Political Science 03 | TANIFUJI, Etsushi | waseda | 15-202 | Other Major | 2 | Registration submitted |
| spring semester | Mon. | 3 | Schl Political Sci/Econo | | Introduction to Political Science 03 | TANIFUJI, Etsushi | waseda | 15-202 | Other Major | 2 | Registration submitted |
| spring semester | Wed. | 2 | Schl Political Sci/Econo | | Introductory Game Theory 03 | FUNAKI, Yukihiro | waseda | 15-401 | Introductory Subject-Non-Required Subjects | 2 | Registration submitted |

(1) Registration period

Registration deadlines differ by school. Please check the registration period for your school.

(2) Schedule

Status of courses is displayed according to course title. Courses with a ¥ mark in the Note column require a special enrollment fee. (If the enrollment fee is not paid by the designated date, registration will be cancelled.)

(3) Function Buttons

"Course Search," "Course Add," and "Course Drop" are available.

① "Course Search"

Press the "Search" button and the screen will change to the "Course Search Screen." Select School, press OK and select Course Category. Fill in at least one item in the Search Keyword window. When you press the "Search" button, a list of courses you may register for will be displayed. (Any course that you are not able to register for will not appear.)

② "Course Add"

When you press the "Course Add" button, the confirmation screen for registration of tentatively selected courses will be displayed.

③ "Course Drop"

When you press the "Course Drop" button, the confirmation screen for course cancellation will be displayed. Courses that you are able to cancel are those whose status is either registered or tentatively selected.

(4) Print Screen Button

When the PC is connected to a printer, the screen image can be printed out by pressing this button. Please utilize this function to print out a record of your registered courses.

3. Procedure for Course Registration using Web System

1

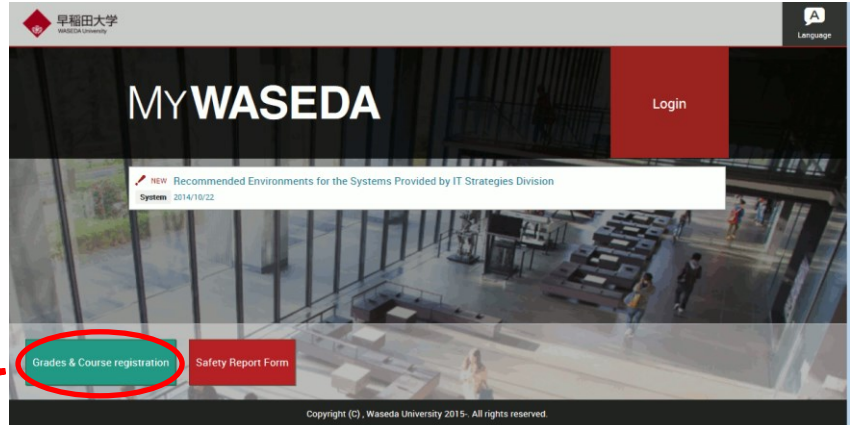
Menu for course guidance week

<https://my.waseda.jp/>

Access the URL above and select "Grades & Course registration".

- The menu is displayed on the lower left hand side of the MyWaseda login screen.
- During the course registration period, use this menu.

Grades & Course registration



2

Login

Enter Waseda Mail Address ID and Password, and click the "Login" button.

WASEDA University

Sign in

Waseda Mail Address

Can't access your account?

Next

[Note] Please note that from August 21, 2021, in addition to the login screen, the **Login ID has been changed to your Waseda email address**. For details, please refer to [here](#). If you cannot login (forgot your password, etc.), please click [here](#). If you are logging in for the first time, please click [here](#).

WASEDA University

← XXXXXXX@waseda.jp

Enter password

Password

Forgot my password

Sign in

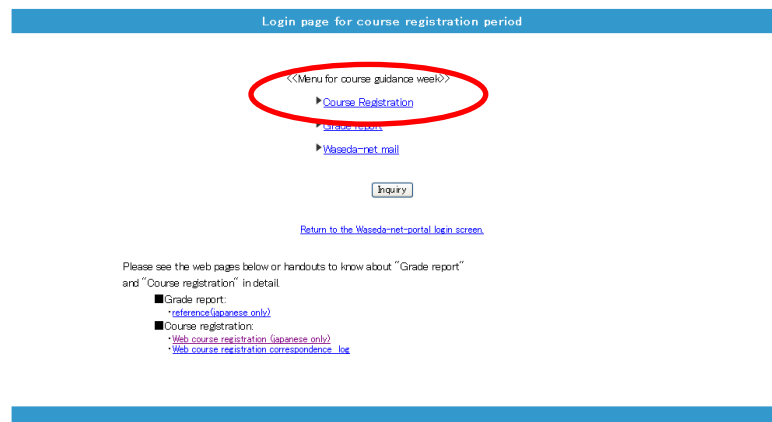
[Note] Please note that from August 21, 2021, in addition to the login screen, the **Login ID has been changed to your Waseda email address**. For details, please refer to [here](#). If you cannot login (forgot your password, etc.), please click [here](#). If you are logging in for the first time, please click [here](#).

3

Menu for course guidance week

Select "Course Registration" from the "Menu for course guidance week."

- If you would like to make an inquiry, click the "Inquiry" button, and enter your question and necessary information in the inquiry window.
- * Inquiries concerning grade reports are not accepted on this inquiry form.



Appendix 1. Course Registration using the Web System

4

Course Registration Schedule

Click "Course Registration" and the "Course Registration Schedule Screen" will be displayed.
Confirm the schedule and status of registered courses, including automatically registered courses.

- "Credits" tell you how many required credits for graduation are within the credit limits when registering. ("Credits" will be the total of Full year, Spring semester and Fall semester).

(1) Course Registration consists of four pages. This is the first page of Course Registration. You can review the class schedule of courses you are currently registered for below.
(2) To select additional courses use "Course Search." After selecting courses, please click "Course Add" to make changes to the class schedule.
(3) Click "Course Drop" to the "Course Drop" page.
(4) Click "Course Change" to the "Course Change" page.
(5) Be sure to print a copy of this page for your records.

Print Screen

Current schedule of your school
First Registration 2013-03-30 10:00 - 2013-04-02 17:00 Course Registration Schedule

Course Search

Course Add

Course Drop

Course Change

Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click Course Title for syllabus.

| Term | Day | Period | Schl | Note | Course Title | Instructor | Campus | Classroom | Category | Credit | Registration Status |
|-----------------|------|--------|-------------------------|------|--------------------------------------|-------------------|--------|-----------|--------------------------------------------|--------|------------------------|
| spring semester | Mon. | 3 | Schl Political Sc/Econo | | Introduction to Political Science 03 | TANIFUJI, Etsushi | waseda | 15-202 | Other Major | 2 | Registration submitted |
| spring semester | Mon. | 3 | Schl Political Sc/Econo | | Introduction to Political Science 03 | TANIFUJI, Etsushi | waseda | 15-202 | Other Major | 2 | Registration submitted |
| spring semester | Wed. | 2 | Schl Political Sc/Econo | | Introductory Game Theory 03 | FUNAKI, Yukihiko | waseda | 15-401 | Introductory Subject-Non-Required Subjects | 2 | Registration submitted |
| spring semester | Wed. | 2 | Schl Political Sc/Econo | | Introductory Game Theory 03 | FUNAKI, Yukihiko | waseda | 15-401 | Introductory Subject-Non-Required Subjects | 2 | Registration submitted |

5

Course Search

The function searches for desired courses.

1. Select School and click OK.
 2. Next, select the desired Course Category.
- There must be at least one keyword in order to make a search. After entering, press the "Search" button.
 - If unable to find the desired course, reconsider your search keywords. Try deleting some keywords, such as Day and Period.

1. School
Schl Letters I [OK]

2. Course Category
<<No course categories are listed>>

3. Search Keyword

Course Title []

Term []

Day []

Period []

Search

Search methods

- ▼ Course title
Find partial matches for search.
- ▼ Days • Period
Term, Day and Period can be specified with pull-down menus.

6

Select Course

To select a course from the search result, click the Check Box to the left of the course title.

You may select more than one course at a time.

When you close the page and click "Return to the first page" after placing a check in the Check Box, selected courses will appear as tentative selections.

1. School
G.S. Law [OK]

2. Course Category
Courses for Audit Open to Other Graduate School Students

3. Search Keyword

Course Title []

Term []

Day []

Period []

Search

Check Box

Return to the first page

| Check Box | Term | Day | Period | Schl | Note | Course Title | Instructor | Campus | Classroom | Category | Credit | Order |
|--------------------------|-----------------|-------|--------|----------|------|--------------------------------------------------------|---------------------|--------|-----------|----------|--------|-------|
| <input type="checkbox"/> | spring semester | Tues. | 2 | G.S. Law | | Civil Law: Lecture I | ISOMURA, Tamotsu | waseda | 9-201 | | 2 | |
| <input type="checkbox"/> | spring semester | Tues. | 2 | G.S. Law | | Law of Civil Procedure: Lecture I | MATSUMURA, Kazunori | waseda | 9-202 | | 2 | |
| <input type="checkbox"/> | spring semester | Tues. | 2 | G.S. Law | | Constitutional Law: Lecture I | TONAMI, Koji | waseda | 9-204 | | 2 | |
| <input type="checkbox"/> | spring semester | Tues. | 2 | G.S. Law | | International Politics: Lecture I | TANAKA, Toshiro | waseda | 9-207 | | 2 | |
| <input type="checkbox"/> | spring semester | Tues. | 2 | G.S. Law | | Special Study on Anglo-American Law & Lecture I | ROSEN, Daniel | waseda | 9-203 | | 2 | |
| <input type="checkbox"/> | spring semester | Tues. | 3 | G.S. Law | | Insolvency Law and Corporate Reorganization: Lecture I | KATO, Tetsuo | waseda | 9-205 | | 2 | |

Appendix 1. Course Registration using the Web System

7

Course Add

After making your selection, return to the first page. The selected course will be displayed as a tentative selection.

Press the Course Add button to register for the course.

- Repeat Course Search. You may register for more than one course at a time.
- When there are tentatively selected courses on the list, the following message will be displayed. Please press "Course Add" to complete the registration process.

Current schedule of your school
Spring Semester 3rd Registration 2014-04-12 09:00 - 2014-04-14 17:00 Course Registration Schedule

Course Search

Course Add

Course Drop

Course Change

Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click "Course Title" for syllabus.

| Term | Day | Period | Schl | Note | Course Title | Instructor | Campus | Classroom | Category | Credit | Status/Order |
|-----------------|-------|--------|--------------------|------|------------------------------|------------------|--------|-----------|----------|--------|---------------------|
| spring semester | Tues. | 2 | G.S. Law | | Civil Law: Lecture I | ISOMURA, Tamotsu | waseda | 9-201 | | 2 | Tentative selection |
| spring semester | Mon. | 2 | G.S. Political Sci | | Local Government A | KOHARA, Takaharu | waseda | | | 2 | Registered |
| spring semester | Thur. | 2 | G.S. Political Sci | | Academic Writing in Japanese | YOSHINO, Takashi | waseda | | | 2 | Registered |

8

Confirmation

When you click the "OK" button, a registration check will be executed and a determination will be made as to whether you can or cannot take the course.

- If there is no error, the status will change from "tentative selection" to "Registration submitted."
- If there is an error, the status will change and an error message will be displayed. Delete the course, resolve the problem and press "Course Add" once again.

Course registration. 2014-04-13 10:12:36

You have selected the following courses. To complete the registration process click "OK." You can add more courses by returning to the first page.

List of courses for registration OK Click "OK" button, to complete the registration. Return to first page

| Term | Day | Period | Schl | Note | Course Title | Instructor | Campus | Classroom | Category | Credit | Status/Order |
|-----------------|-------|--------|----------|------|----------------------|------------------|--------|-----------|----------|--------|---------------------|
| spring semester | Tues. | 2 | G.S. Law | | Civil Law: Lecture I | ISOMURA, Tamotsu | waseda | 9-201 | | 2 | Tentative selection |

9

Course Drop

During the registration period, "Tentative Selection" and "Registered" courses can be cancelled.

To cancel a course, click the "Course Drop" button.

*About "Registered" course Drop
After you cancel "Registered" course, you cannot select the course again.

Current schedule of your school
Spring Semester 3rd Registration 2014-04-12 09:00 - 2014-04-14 17:00 Course Registration Schedule

Course Search

Course Add

Course Drop

Course Change

Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click "Course Title" for syllabus.

| Term | Day | Period | Schl | Note | Course Title | Instructor | Campus | Classroom | Category | Credit | Status/Order |
|-----------------|------|--------|--------------------|------|---------------------------|-------------------|--------|-----------|----------|--------|------------------------------------------------------------------------|
| spring semester | Mon. | 2 | G.S. Law | | Commercial Law: Lecture I | EGASHIRA, Kenjiro | waseda | 9-203 | | 2 | Tentative selection: Duplication errors in a day of the week or period |
| spring semester | Mon. | 2 | G.S. Political Sci | | Local Government A | KOHARA, Takaharu | waseda | | | 2 | Registered |

Status/Order
Tentative selection: Duplication errors in a day of the week or period

Appendix 1. Course Registration using the Web System

10

Confirm Course Drop

A list of courses you may cancel will be displayed. Click the Check Box of the course you want to cancel and press the "Drop" button.

- You may not cancel courses with a status of "Confirmed" or "Processing"
- When you press the "Drop" button, a cancellation confirmation message will appear.

2014-04-13 10:12:36

You may cancel the following course(s). If you do not cancel them return to the first page.

Select the "Check Box" for the course you wish to cancel then click "Drop."

Return to first page

| Check Box | Term | Day | Period | Schl | Note | Course Title | Instructor | Campus | Classroom | Category | Credit | Status/Order |
|-------------------------------------|-----------------|------|--------|----------|------|---------------------------|-------------------|--------|-----------|----------|--------|------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | spring semester | Mon. | 2 | G.S. Law | | Commercial Law: Lecture I | EGASHIRA, Kenjiro | waseda | 9-203 | | 2 | Tentative selection: Duplication errors in a day of the week or period |

11

Print Screen

If the PC you are using is connected to a printer, please print out the course registration screen for your records after you have completed the registration process.

- Courses with a status of "Registered" have been registered. Courses with a status of "Tentative selection" will be deleted when the screen is closed, so make sure to register with "Course Add" before closing.
- If a printer is not connected, write out the registered courses for your records.

(1) Course Registration consists of four pages. This is the first page of Course Registration. You can review the class schedule of courses you are currently registered for below.

(2) To select additional courses use "Course Search." After selecting courses, please click "Course Add" to make changes to the class schedule.

(3) Click "Course Drop" to the "Course Drop" page.

(4) Click "Course Change" to the "Course Change" page.

(5) Be sure to print a copy of this page for your records.

Print Screen

Current schedule of your school

First Registration 2013-03-30 10:00 - 2013-04-02 17:00 Course Registration Schedule

Course Search

Course Add

Course Drop

Course Change

Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click Course Title for syllabus.

| Term | Day | Period | Schl | Note | Course Title | Instructor | Campus | Classroom | Category | Credit | Status/Order |
|-----------------|------|--------|--------------------------|------|--------------------------------------|-------------------|--------|-----------|--------------------------------------------|--------|------------------------|
| spring semester | Mon. | 3 | Schl Political Sci/Econo | | Introduction to Political Science 03 | TANIFUJI, Etsushi | waseda | 15-202 | Other Major | 2 | Registration submitted |
| spring semester | Mon. | 3 | Schl Political Sci/Econo | | Introduction to Political Science 03 | TANIFUJI, Etsushi | waseda | 15-202 | Other Major | 2 | Registration submitted |
| spring semester | Wed. | 2 | Schl Political Sci/Econo | | Introductory Game Theory 03 | FUNAKI, Yukihiko | waseda | 15-401 | Introductory Subject-Non-Required Subjects | 2 | Registration submitted |
| spring semester | Wed. | 2 | Schl Political Sci/Econo | | Introductory Game Theory 03 | FUNAKI, Yukihiko | waseda | 15-401 | Introductory Subject-Non-Required Subjects | 2 | Registration submitted |

Appendix 1. Course Registration using the Web System

Status of courses on the Registration Screen will be displayed as follows:

| Status | Explanation | Status | Explanation |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tentative Selection | Status of Course Search "Tentative Selection." If you close the screen, the tentatively selected course will be invalidated. Possible to cancel. | Not Accepted | Course that was not accepted after "Tentative Selection" or "Registered" status, due to some problem. (Displayed during the announcement period.) |
| Registration Submitted | Permitted to register by pressing the "Course Add" button. Possible to cancel. | Registration under review | State of processing after registration period. Not possible to cancel. (Display after registration period until announcement.) |
| Registered | Course that has completed registration. Not possible to cancel. (Displayed after the announcement). | Over Enrolled | Course with more applicants than the capacity, and for which the student was not selected during a random drawing. (Displayed during the announcement period) |

* About restrictions on the display.

When performing a keyword search for a course, if the research result exceeds 100, an error message will be displayed on the Search Result Display. If this message appears, add more conditions, such as day, period and the first letter of the course you are seeking and redo the search.

Registration Methods

Order: Order registration is a method in which multiple registrations are made for courses that are likely to fill beyond capacity and require a drawing. You may list courses in the order of desire in a pull-down menu. When you select an order for the courses, always begin with 01 (first choice). If you select only 02 (second choice), the drawing for this choice will be held after the drawing for the first choice students has been completed, meaning that the possibility for registering for the course will be extremely low.

| Category | Credit | Order |
|------------------------|--------|------------------------------------------------------------------------------|
| Information Processing | 2 | Introduction to Information Processing / 01 <input type="button" value="v"/> |

01
02
03

Category Change: When choices of category are available in a pull-down menu, you may change the Category for your course registration. For example, you may cancel a course that has exceeded the credit limit and change the category to one not included in the credit limit, enabling you to register for the course you desire.

| Category | Credit |
|---------------------------------------------|--------|
| English II <input type="button" value="v"/> | 2 |

English II
Elective Subjects

- Try registering for a different school.

Change the School, and click the OK button.

Next, specify your choice of Course Category. Make a search in the same manner as you would within your own school. After making your selection, press the "Course Add" button to register.

1. School
 Global

2. Course Category
 Nonrequired Courses

Appendix 1. Course Registration using the Web System

- Confirm the registration result.

Registration results for the courses you wish to register for will be announced after drawings and registration checks. All courses that you have successfully registered for will be marked "Confirmed." Those not available after drawings will be marked "Over enrolled," and those courses that you failed to register for due to a "registration error" will show "Not accepted" in the status column.

| Category | Credit | Status/Order |
|------------------------|--------|-----------------------------------------|
| First Year Seminar IIB | 2 | Registered |
| Intermediate Subjects | 3 | Registered |
| Intermediate Subjects | 3 | Registered |
| First Year Seminar IIA | 2 | Registered |
| Other Foreign | 2 | Over enrolled |
| Introductory | ~ | Not accepted:Errors in Sex registration |

4. Notes for Course Registration Using the Web System

About the check function for registered courses

The following checks are done at the time of course registration using the Web System. An error message will be displayed.

[Major registration errors]

| Error Display | Type of Error | Resolution |
|------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Duplicate registration error | Trying to add courses already registered for. | Unable to add. Cancel the course. |
| Duplicate Order error | Same order number is designated for different courses | Delete one of the courses with the same order |
| Duplicate in a day of the week or period | Days and periods overlap in two or more courses | Delete either course |
| Prerequisite check error | Not meet the prerequisite for registering the course | Unable to add. Cancel the course. |
| Traveling time error | Not enough time for traveling from campus to campus between classes | Delete either course |
| Credit-limitation error | Trying to add more courses than can be registered regarding the credit limitation. | Delete either course, or just ignore the error and register [*]. |

There are possible errors other than the above. Please refer to the Course Registration booklet to resolve any problems.

[*]You can finish the course registration without fixing a credit-limitation error. If you do not fix this error, courses that are randomly chosen will be an error at the time of Registration results.

5. Other functions

- Links to related websites

When "URL" button is displayed in the Note column on the Search Result screen, there are websites available that are related to the course.

Click "Check" button and you will be linked to the related website.

- Special enrollment fees

When "Fee" is displayed in the Note column on the Search Result screen, special enrollment fees must be paid for the courses .

| Note | Course Title |
|------|----------------------------------------------------------------|
| URL | German Video Conference (language and culture) |

| Note | Course Title |
|------|-----------------------------------------------------|
| Fee | General Tutorial English (Basic 01) |

Appendix 1. Course Registration using the Web System

- Course Summary

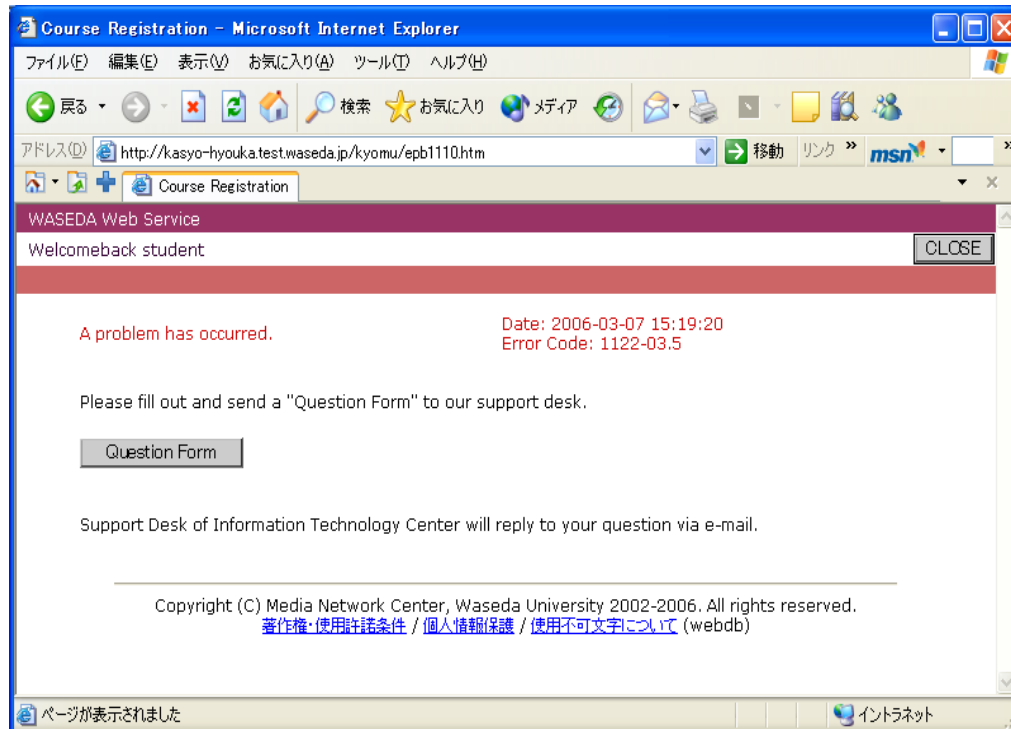
When you click the Course Title on the First Page, you will see a summary of the course.

| Course Title | Instructor |
|-----------------------------------------------------------|-------------|
| Introduction to Information Processing 40 | MAENO, Joji |

6. Error Message

- When service cannot be provided,

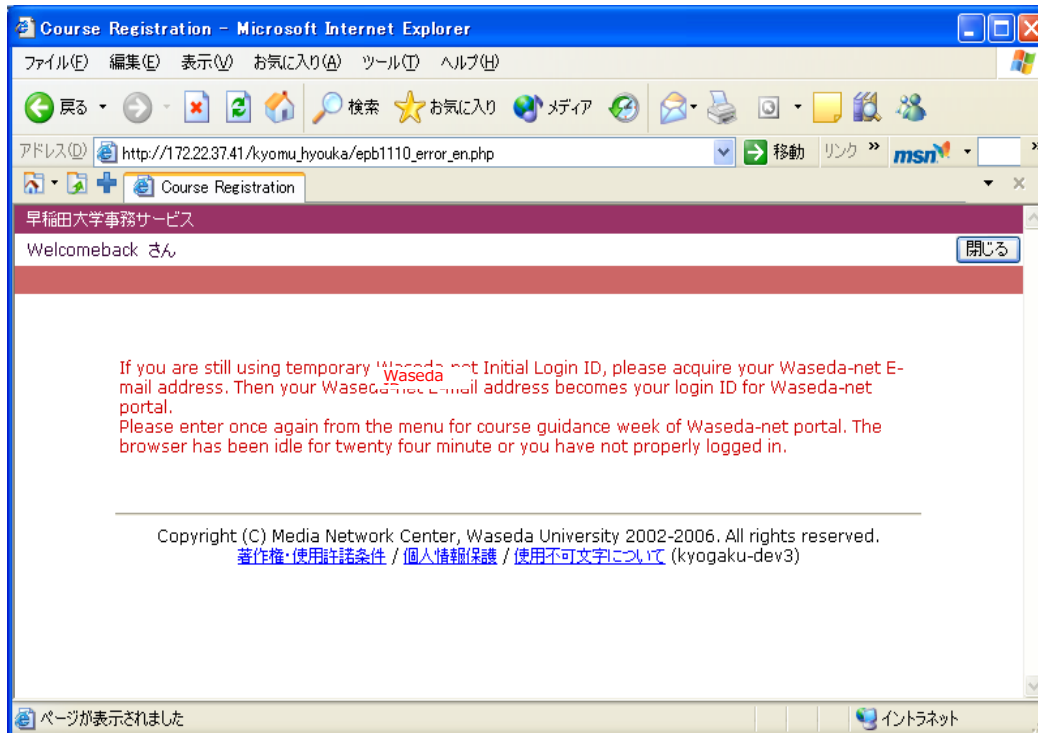
If the following message is displayed on the screen, press the "Inquiry form" button, and enter all necessary information.



Appendix 1. Course Registration using the Web System

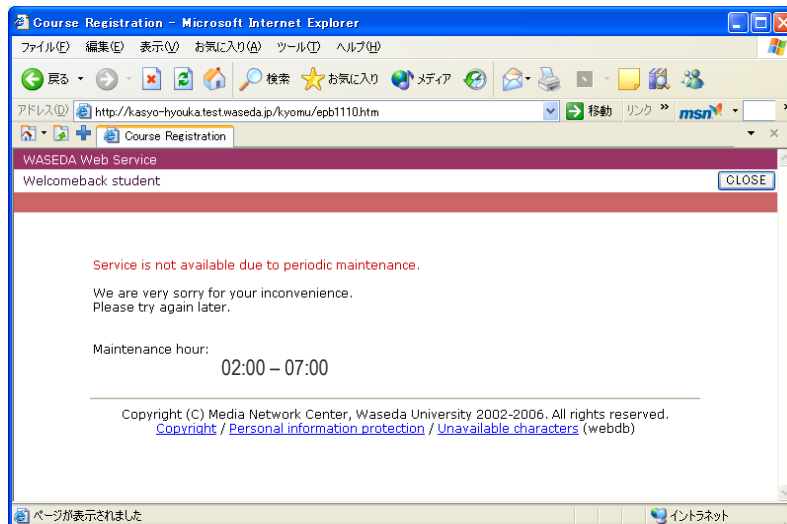
- When an operation is not accepted,

Close all browsers, and login again from the "Login page for course registration period."



- To optimize the Course Registration System, a time has been set for daily maintenance. The following message will be displayed during maintenance.

During Course Registration: 2:00AM to 7:00AM



Appendix 1. Course Registration using the Web System

- If you press the same button more than once,
press the "OK" button and wait until the process finishes.



7. Recommended Environment

Please refer to the URL below for the recommended environment of the course registration system.

<https://support.waseda.jp/it/s/systemrequirements?language=ja#07>

Appendix 2

Q&A—For Your Reference

Q. What if I have lost my initial ID and password?

- A. Immediately contact MM Planning Office (4F of Building No. 36) and Academic Advising Office (1F of Building No. 7, Waseda Campus).

Q. What should I do if I cannot make the registration deadline?

- A. No application outside the registration period is allowed for any reason, including computer and network failures. Please apply for a proxy registration if you are unable to register during the specified registration period. If you are registering from outside the university, you may encounter issues due to PC and network troubles. If you are concerned about your PC environment, you are recommended to use a PC (in a computer room) in Waseda University for the course registration.

Q. What if I cannot make the Web Course Registration during the course registration period?

- A. Please apply for a proxy registration (see [P.37](#)). If you cannot apply for the proxy registration, contact the Administrative Office of the Faculty of Letters, Arts and Sciences as soon as possible before the registration is over. No application made outside the specified period is allowed.

Q. How can I change the category of a course?

- A. You need to change the course category via Web Course Registration when you register for the course or during the course category change period. Contact the Administrative Office of the Faculty of Letters, Arts and Sciences during this period if you cannot make the changes via Web Course Registration.

Q. What if the schedule of a compulsory subject coincides with my club activities?

- A. You are not allowed to change the course and class of a compulsory subject even if the schedule coincides with your club activities.

Q. What should I do if classes have already begun for a course that I plan to apply for in the 3rd course registration period?

- A. If you plan to apply for a course in the 3rd course registration period, you may inform the instructor and attend the course. As for online classes, you will be added to the Waseda Moodle as a guest user on the day after the 3rd registration period ends, so that you may attend online classes before you are officially registered. Those who are not registered officially will be removed from Waseda Moodle on the day of the course registration results.