

Waseda University
Graduate School of
Letters, Arts and Sciences

Global-J Course Registration Guide 2025

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
For Global-J 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 Thursdays 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) or 26 (Thu)

Remarks:

- Public holidays on which classes are held: Apr 29(Tue)– Showa Day, Jul 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
- Special holidays (no classes held): Aug 7 (Thu), Aug 8(Fri), Nov 30(Thu), Nov 31(Fri), Dec 26(Fri), Jan 6(Tue)
- Oral Examination for Master's Thesis (no classes held): Jan 22, 2026 (Thu)
*Other schools than GLAS will have a class.
- Open Campus: Aug 2 (Sat) and Aug 3 (Sun) (Scheduled)
- Summer Vacation (school closed): Aug 12 (Tue) to Aug 15(Fri)
- Waseda Festival (no classes held): Nov 1 (Sat) and Nov 2 (Sun)
- Year End/New Year Vacation (school closed): Dec 29 (Mon) to Jan 5, 2026 (Mon)
- Preparatory period for classes may be used for make-up classes.
- Please check GLAS Web site for master's thesis submission dates.

 [GLAS website > For Current Students > Thesis](#)



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


Significant changes from AY2025	P.1
Chapter 1	Course-specific registration guidance
Chapter 2	Requirements for completing a master's program and Course registration overview
	1. Requirements for completing a master's program
	2. Schedule for course registration (master's programs)
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	4. Enrollment in non-Waseda graduate subjects (exchange students)
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	1. Preparations for course registration
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Introduction





Course registration is carried out to allow students to select the subjects that they wish to enroll in based on the regulations of Waseda University, the regulations of its respective graduate schools, the course-specific curricula, and instructions from academic advisors. Master's students must ensure that they have earned the required number of credits by registering for the correct subjects to complete their program and earn their degree after attending the relevant research seminar, defending their master's thesis, and passing the necessary examinations. Doctoral students must ensure that they attend the required research seminar, defend their doctoral thesis, and pass their examinations to earn a doctoral degree.

Before registering for a course, please plan your enrollment carefully and read the following documents.

- The Student Handbook, which are provided upon admission to explain the basic requirements for students from their admission through to the completion of their studies. The details provided include an explanation of how to enroll in subjects.
- The Course Registration Guide (this PDF, which describes the course registration procedure as well as the applied method, rules, and so on.
- The Web Syllabus, which provides an overview of each subject, presents its goals, and explains how academic performance is evaluated.

Course registration is completed online via MyWaseda. If you do not have your own computer or are unsure how to use one, please use the computer rooms on Toyama Campus ( [P.12](#)).

Explanation of symbols

Symbol	Explanation	Symbol	Explanation
	Important reminders and messages		Go to the specified section or page or refer to the specified booklet or website
	Obtain the necessary form from the office, fill it in, and then submit it		Additional information

Significant changes from AY2025



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-specific registration guidance

The schedule for the 2025 Course-specific registration guidance is posted on the GLAS website. Please make sure to check it and attend.



[GLAS website > For Current Students > Course Registration > Course-specific registration guidance](#)

Guidance may be conducted along with course registration advice.

If you are unable to attend the guidance session due to unavoidable circumstances, please contact and consult with the Course Administration Office in advance.



How to contact the Course Administration Office

Visit the website of the Graduate School of Letters, Arts and Sciences (GLAS) to obtain the contact details.

1

Requirements for completing a master's program

You must earn 32 credits to complete a master's program as described below.

Subject type	First year	Second year	Required number of credits	
Research Seminar	Required	Required	—	
Core Subjects (Seminars)	Required (4) ■	Required (4) ■	Required (8)	14–18 ^{*1}
Core Subjects (Lectures)	■	■	0	
Common Subjects (Lectures)	■	■	0	
Common Subjects (Foreign Languages)	■	■	0–4 ^{*2}	
Subjects from Other Courses	■	■	0	
Master's Thesis	—	Required	—	
You must earn 32 credits to complete a program				

The required subjects alone will not enable you to earn the 32 credits required to complete a program. You will also need to enroll in subjects marked with the ■ symbol in the table above to satisfy your credit requirement.

For information on how to submit your master's thesis, refer to your school-specific study guide and the GLAS website.

*1 The required 14 to 18 credits include 8 credits from required subjects.

The enrollment requirements for subjects marked with "^{*1}" or "^{*2}" are as follows.

Course	Required number of credits from core subjects ^{*1}	Required number of credits from common subjects (foreign languages) ^{*2}
Global Japanese Literary and Cultural Studies	14	No requirements

Course	Required Courses
Global Japanese Literary and Cultural Studies	<p>The following courses are required for all students in the Global Japanese Literary and Cultural Studies MA program:</p> <ul style="list-style-type: none"> - Critical Approaches to Japanese Studies - Readings in Classical Japanese - Research Methods

2

Schedule for course registration (master's programs)

When you complete the course registration for the spring semester, make sure that you also enroll in the "(a) Courses offered at GLAS " for the fall semester.

	月 火 水 木 金 土 日						
	31	1	2	3	4	5	6
April		Announcement of automatic registration					
		9:00 1st course registration 17:00 (a)Courses offered at GLAS (b)Common Courses among Different Graduate Schools (c)Courses Open to Graduate School Students and (d)Courses offered at other graduate schools					
	7	8	9	10	11	12	13
	Results of 1st registration						
		9:00 17:00 2nd course registration for (a) (b) and (c)			Results of 2nd registration	Classes begin	
		Payment period for Audit Fee/Course Enrollment Fee (due by Apr 14) * 1					
	14	15	16	17	18	19	20
					9:00 17:00 3rd course registration for (a) (b) and (c)		Added to Waseda Moodle as a guest *3
	21	22	23	24	25	26	27
			Results of 3rd registration				
	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
					Final Results		
	Payment period * 2						

*1 You will need to make payment during this period if you have successfully enrolled in Tutorial English offered by the Global Education Center through the first course registration.

*2 You will need to make payment during this period if you have enrolled in any subjects other than those specified in *1 above that charge for Audit Fee/Course Enrollment Fee.

*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.



For subjects studied at other schools in the fall semester, there will be a web course registration period at the beginning of the semester (excluding some courses offered at other graduate schools). Registration schedules will be available on the GEC website prior to the start of the fall semester



[GEC website > Graduate Students > Course Registration](#)

3

Procedure for course registration (master's programs)

Obtain your Waseda Mail Address (new students only)


You will require your Waseda Mail address for course registration.  [P.12](#)

Check the schedule for course registration

Check the schedule for course registration. In addition, check for any updates on the GLAS website.

Make sure that you meet the deadline for each procedure. Course registration cannot be carried out after the designated times and dates under any circumstances.

> Course-specific registration guidance:  [P.1](#)

> Schedule for course registration:  [P.3](#)

Announcement of automatically registered subjects

Check for the announcement of automatically registered subjects on MyWaseda.

Grades & Course registration (green button) > **Login** > **Course Registration** > **List of Enrolled Subjects**



Automatically registered subjects	Spring semester	Fall semester
Research Seminar	Global Japanese Literary and Cultural Studies (no.)-1: Research Seminar	Global Japanese Literary and Cultural Studies (no.)-2: Research Seminar
Seminar	Global Japanese Literary and Cultural Studies (no.)-1: Seminar	Global Japanese Literary and Cultural Studies (no.)-2: Seminar

* Make sure that you are enrolled in subjects taught by your academic advisor.

Enrollment in Courses offered at GLAS / other graduate schools.:  Procedure for online course registration on [P.15](#)



Carry out the online course registration within the designated period in accordance with the course registration guidance and instructions from your academic advisor.

Please make sure to consult with your academic advisor via email on which course to register for in advance to course registration.



Course registration by proxy

If you cannot carry out the online course registration yourself for a compelling reason, you can have a proxy carry it out for you. Your proxy should bring the following documents with them.

a) Proxy form; b) Application form for your course registration; c) Photocopy of your student ID; and d) Photocopy of a document that proves the identity of your proxy

* Forms a) and b) can be downloaded from the GLAS website ([For Current Students > Course Registration](#)).

1

(a) Courses offered at GLAS

When you complete the course registration for the spring semester, make sure that you also enroll in the subjects offered for the fall semester.

> (a) Courses offered at GLAS:  [P.8](#)

If you need to change (add or cancel) your registration for courses offered by Graduate School of Letters, Arts and Sciences due to unavoidable circumstances such as your spring semester courses load, please consult with your academic advisor and apply for the change (add or cancel) using the MyWaseda Application Form (*Only Japanese) within the submission period.

* You are not allowed to make any changes to the courses you have set up other faculties.

■ **Deadline for submission:** Tuesday, April 29, 2025 by 5:00 p.m.

■ **How to apply:**

MyWaseda Application Form

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=600626191>

*The application form is in Japanese only, so if you have any questions about the application process, please contact us via toyama-course-registration@list.waseda.jp.

*With the exception of "Common Subjects (Foreign Languages) (Courses Combined with Undergraduate Courses)," your application will be processed as submitted unless there is an error.

*For "Common Subjects (Foreign Languages) (Courses Combined with Undergraduate Courses)," the number of applicants will be checked on, and if the number of applicants exceeds the limit, a lottery may be held.

[Graduate School of Arts and Letters Web Site in Japanese > Current Students > Course Registration "余裕定員表"](#)

*In the case of "Common Subjects (Foreign Languages) (Courses Combined with Undergraduate Courses)," there may be applicants who wish to cancel, so please be sure to check before applying.

■ **Confirmation of registration results:**

Please be sure to check the results of applications received on the Web Course Registration screen during Friday, May. 2, 9:00 a.m.

*For courses added after the first day of class, please attend classes for the relevant courses as needed.


*Courses that are not "decided" due to error or lottery will not be listed on the Web Course Registration screen and cannot be taken.


2

(b)(c)(d)(e) Subjects studied at other schools (optional)

You can cancel courses during the 3rd registration period, except for courses for which an auditing fee.

* You can cancel Japanese language courses offered by CJL during the 2nd and 3rd registration period even if the courses are auditing fee-paid courses.


➤ (b)Common Courses among Global Education Center (credits count):  [P.9](#)

➤ (c)Courses Open to Graduate School Students (credits do not count):  [P.9](#)

➤ (d)Courses offered at other graduate schools (credits count):  [P.9](#)

If you wish to enroll in any of the subjects listed above ((b), (c), or (d)), please visit the website of the Global Education Center (GEC) for details and complete the online course registration within the designated period. Before enrolling in any of these subjects, make sure that you consult with your academic advisor. **You can complete the online course registration for subjects offered in the fall semester a certain period of time before the semester actually begins** (excluding some subjects offered by other schools). This period will be announced on the GEC website before the beginning of each fall semester.

 [GEC website > Graduate Students > Course Registration](#)

➤ (e) Non-Waseda graduate subjects (credits count):  [P.7](#)

Depending on the university, you may need to complete the course registration in a different way and during a different period. * You cannot cancel enrollment after your course registration has been confirmed.

Classes begin

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. The classrooms for the respective subjects will be announced on the day that classes begin via Web Syllabus and the Web course registration system.

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.

Payments for Audit Fee/Course Enrollment Fee



Once you have received confirmation of enrollment for any subjects that require payments for Audit Fee/Course Enrollment Fee, you will need to make these payments within the designated period. Visit the GEC website for details on how and when to make these payments.



Audit Fee/Course Enrollment Fee for subjects offered by the Center for Japanese Language (CJL)

Obtain the designated payment sheet from the CJL Office. Prior to the payment period, CJL will contact you with detailed information on how to obtain it.

- Any payment received after the deadline will not be accepted (including any attempted payment made immediately before the deadline that was not completed properly).
Any failure to make a scheduled payment for a subject will result in your enrollment being nullified. It may also reduce the chances of you being selected in any lottery that may be held for later course registration.
- Payments are non-refundable and they cannot be made separately for different subjects.

Announcement of the final outcome for course registration

Announcement of prospective graduates (mid-May)

The final decisions also take into consideration the subjects that students want to enroll in for the fall semester. Make sure that you earn sufficient credits, giving due consideration to making appropriate choices for the subjects that will be offered in the fall semester.

Announcement of Grades for the spring semester (early September)

Check your grade report for the spring semester on MyWaseda. Grades & Course registration (green button) > Login > Grades

If you need to change (add or cancel) your registration for courses offered by Graduate School of Letters, Arts and Sciences due to unavoidable circumstances such as your spring semester courses load, **please consult with your academic advisor** and apply for the change (add or cancel) using the MyWaseda Application Form (*Only Japanese) within the submission period.

* You are not allowed to make any changes to the courses you have set up other faculties.

■ **Deadline for submission:** Friday, October 10, 2025 by 5:00 p.m.

* Course registration will be processed for each application up to each of the following three times.

1st: Friday, September 12, 5:00 p.m; 2nd: Friday, September 26, 5:00 p.m; 3rd: Friday, October 10, 5:00 p.m

■ **How to apply:**

MyWaseda Application Form

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=600626194>

*The application form is in Japanese only, so if you have any questions about the application process, please contact us via toyama-course-registration@list.waseda.jp.

*With the exception of "Common Subjects (Foreign Languages) (Courses Combined with Undergraduate Courses)," your application will be processed as submitted unless there is an error.

*For "Common Subjects (Foreign Languages) (Courses Combined with Undergraduate Courses)," the number of applicants will be checked on each of the above dates, and if the number of applicants exceeds the limit, a lottery may be held. Please check the table below before applying for each session.

[Graduate School of Arts and Letters Web Site in Japanese > Current Students > Course Registration > “余裕定員表”](#)

*In the case of "Common Subjects (Foreign Languages) (Courses Combined with Undergraduate Courses)," there may be applicants who wish to cancel at each session, so please be sure to check each time before applying for each session.

■ **Confirmation of registration results :**

Please be sure to check the results of applications received at each of the above times on the Web Course Registration screen during the following schedule.

1st: Wednesday, September 17, 9:00 a.m., 2nd: Tuesday, September 30, 9:00 a.m., 3rd: Tuesday, October 14, 9:00 a.m.

*For courses added after the first day of class, please attend classes for the relevant courses as needed.

*Courses that are not "decided" due to error or lottery will not be listed on the Web Course Registration screen and cannot be taken.

4

Enrollment in non-Waseda graduate subjects (exchange students)/他大学大学院科目の登録について（交流学生）

The graduate schools of some other universities offer opportunities for GLAS students to enroll in certain subjects. Note that these subjects are conducted in Japanese, and therefore the enrollment procedure is explained/conducted in Japanese only. Please check the GLAS website in Japanese for the details.

University	School	Course
Gakushuin University	Graduate School of Humanities	—
Keio University	Graduate School of Letters	—
	Graduate School of Human Relations	



[Graduate School of Arts and Letters Web Site in Japanese > Current Students > Course Registration > “他大学大学院科目”](#)

1

Types and composition of subjects

Types of subjects and points to remember

Students can enroll in the following types of subjects at the Graduate School of Letters, Arts and Sciences (the relevant students can enroll in subjects marked with a circle (○) but not in subjects marked with a cross "x").

Subject type	Master's program		Doctoral program	
	Regular or transfer students	Sponsored non-degree students or exchange students	Regular or transfer students	Research students, special research students, or exchange students
Research seminar	Automatically registered	x	Automatically registered	Automatically registered
Core subjects (seminars)	Automatically registered for some subjects	○	x	x
Core subjects (lectures)	○	○	x	x
Common subjects (lectures)	○	○	x	x
Common subjects (foreign languages)	○	○	x	x
Subjects from other courses	○	○	x	x
Subjects studied at other schools	○	x ^{*1}	x ^{*1}	x ^{*1}
Optional subjects	○	○	x	x
Master's thesis/doctoral dissertation	Automatically registered upon submission	x	Automatically registered upon submission	x

*1 Non-native speakers of Japanese may enroll in subjects offered by the Center for Japanese Language (CJL).

* Doctoral students taking Global Japanese Literary and Cultural Studies must also enroll in the seminar with the same title.

Research seminars

(Automatically registered as required subjects)

Each year, you will be automatically registered for subjects taught by your academic advisor. These subjects are mandatory as long as you are enrolled in the Graduate School of Letters, Arts and Sciences.

Core subjects (seminars)

(Automatically registered for some subjects and credits count toward your degree)

You must earn eight credits from seminars taught by your academic advisor. You will be automatically registered for these subjects in the first and second years of your master's studies. You will also be automatically registered for these subjects if you have enrolled for a longer period (i.e., you are in your third year or later) and have failed to earn the required number of credits on time. If you wish to attend seminars other than those taught by your own academic advisor, you must enroll in them yourself in accordance with the instructions of the advisor.

Core subjects (lectures)

(Registered by the student and credits count toward your degree)

You must register for these subjects yourself in accordance with the instructions of your academic advisor.

Common subjects (lectures)

(Registered by the student and credits count toward your degree)

You must register for these subjects yourself in accordance with the instructions of your academic advisor.

Common subjects (foreign languages)

(Registered by the student and credits count toward your degree)

You must register for these subjects yourself in accordance with the instructions of your academic advisor.

A maximum of five graduate students can be enrolled in the common subjects (foreign languages) offered for both graduate and undergraduate students. Students may be chosen by lottery. Note that the course "Japanese for Academic Purposes 1–4" is offered for international students who need to learn Japanese as a non-native language.

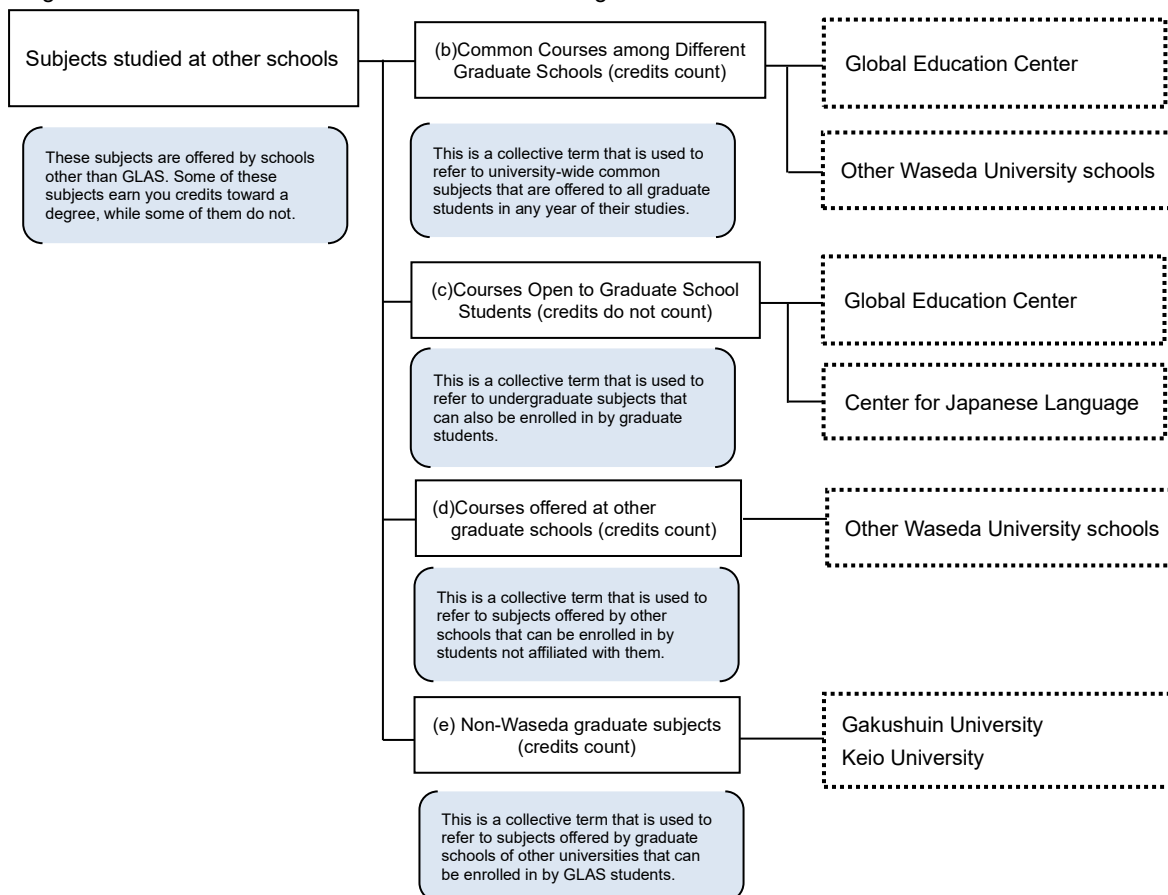
Subjects from other courses

(Registered by the student and credits count toward your degree)

You must register for these subjects yourself in accordance with the instructions of your academic advisor.

Subjects studied at other schools (Registered by the student and some credits do not count toward your degree)

You must register for these subjects yourself in accordance with the instructions of your academic advisor. The following rules determine whether credits count toward a degree or not.


Optional subjects
(Registered by the student and credits do not count toward your degree)

You must register for these subjects yourself in accordance with the instructions of your academic advisor.

Master's thesis/doctoral dissertation
(Automatically registered as a required subject)

The subject of your master's thesis is automatically registered once you submit your thesis.

* For information on the necessary procedure:

 [GLAS website > For Current Students > Thesis](#)

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.)

1

Rules for course registration and points to remember

You may fail to complete your course registration due to an error if you try to enroll in subjects that you are not eligible for or exceed any of the limits on the number of earned credits. If any of your chosen subjects are rejected due to an error, you will be assigned subjects at random. Consequently, you may be unable to take the subjects that you are most interested in due to an error. After your course registration has been completed, you will be unable to make any changes to your enrolled subjects even if the subjects that you wanted to take have been rejected due to an error or you have been enrolled in subjects that you do not wish to take. Examine the following rules to avoid any errors when you apply for course registration.

Limit on the number of earned credits

- a** Limit on the number of credits that you earn during your studies (common subjects [lectures], subjects from other courses, and subjects studied at other schools) Error: The excess of the credit-limitation in the course group

You can earn a maximum of 14 credits during your studies at GLAS.

$$\text{Common subjects (lectures) at GLAS} + \text{Subjects from other courses at GLAS} + \text{Subjects studied at other schools} \leq 14 \text{ credits}$$



- b** Limit on the number of credits earned from subjects studied at other schools Error: The excess of the credit-limitation in the course group

During your studies at GLAS, you can earn the following number of credits:

Host			Limit on the number of credits earned from subjects studied at other schools	
University	School	Course		
Waseda University	Other schools	—	—	10 credits in total
	Common subjects for graduate schools	—		
Gakushuin University	Graduate School of Humanities	—	8 credits in total	
Keio University	Graduate School of Letters	—		
	Graduate School of Human Relations			
Tokyo University	—	—	—	
Kyoto University	—	—		



Your application for course registration will be accepted even if you exceed these limits, but an error will be displayed when the enrolled subjects are announced.

Rules for enrolling in subjects

a Schedule (day and time) must not overlap

You may not register for multiple courses taking place on the same day and time. This rule applies to on-demand courses supplied with fixed schedules as well.

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

c Double enrollment is not allowed

You cannot enroll in a subject more than once in the same semester.

Credits earned from re-enrollment (i.e., enrollment for a second time) in a subject that you have completed earlier will count toward your degree as indicated below.

a. Subjects that you cannot re-enroll in after completion

English or Japanese language subjects* belonging to "Common subjects (foreign languages) for graduate students", Common subjects (foreign languages) offered for both undergraduate and graduate students

b. Subjects that do not allow you to earn credits toward your degree if you re-enroll in them after their completion
Common subjects (lectures)

c. Subjects that allow you to earn credits toward your degree if you re-enroll after their completion

Subjects that are not specified in a. and b. above (including common subjects for graduate schools, subjects offered by other schools in Waseda University, and subjects that partner universities offer for exchange students)

* Japanese language subjects: "Japanese for Academic Purposes 1–4"

Students admitted in 2017 or earlier can re-enroll in subjects related to learning Japanese (classified in "c." above). If you wish to do this, go to the Administrative Office of the Faculty of Letters, Arts and Sciences during the course registration period.

Host	Subject type		Re-enrollment (second enrollment)	Counts toward your degree?
GLAS	c.	Core subjects (seminars) (lectures)	■	■
	b.	Common subjects (lectures)	■*	×
	a.	Common subjects (foreign languages) (offered for graduate students)	×	—
	c.	English or Japanese* Other	■	■
	a.	Common subjects (foreign languages) (offered for both undergraduate and graduate students)	×	—
	c.	Subjects from other courses	■	■
Other schools	c.	Subjects offered by other schools (including common subjects for graduate schools)	For subjects that can be re-enrolled only	■
		Subjects offered by graduate schools of partner universities for exchange students		

*Retakes of "Common subjects (lectures)" cannot be applied for on the Web Course Registration system. During the course registration period, please pick up a course registration form at the Administrative Office of Faculty of Letters, Arts and Sciences during the office hours.

1

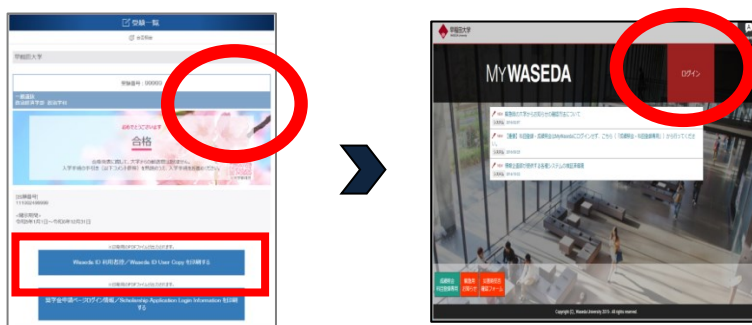
Preparations for course registration

a Acquire your Waseda Mail Address (new students only)

Waseda Mail Address is a very important email address also used as login ID for 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:

- ① 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.
- ② Click "Login" in MyWaseda
- ③ Log in with your initial email address ("Waseda ID" + "@initial.waseda.jp") and initial password
- ④ You can obtain your Waseda e-mail address (~@~.waseda.jp).



If you have forgotten your initial 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).

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.

b Points to remember regarding Web Course Registration system

**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.

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

c Check the latest information on course registration

In addition to this PDF, make sure that you check the latest information on course registration by referring to the following sources.

■ MyWaseda

[Search for "MyWaseda"](#)



When you log in to MyWaseda, you can use Waseda Mail, check information on lecture cancellations, complete your course registration, check your enrolled subjects and grade reports, carry out procedures related to campus life, and seek other services. During course registration, you will be sent a summary of your application for online course registration via Waseda Mail (confirmation of submitted application). On the announcement date, you will be sent the results of your application via Waseda Mail (confirmation of enrolled subjects).

■ Online course registration

[MyWaseda website > Grades & Course registration > \(Login\) > Course Registration](#)

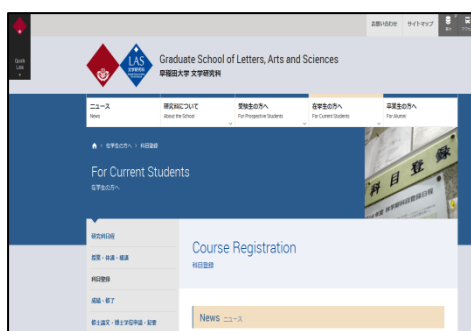


Access the above website to apply for subject enrollment, cancel subjects, change subject classifications, and carry out other procedures related to course registration. Check your enrolled subjects as announced on this website by the university. We recommend that you submit your application for course registration with some time to spare because the website often gets overloaded near the deadline.

The **Grades & Course registration** menu enables you to check your grade reports, complete your course registration, use Waseda Mail, and submit inquiries concerning online course registration.

■ Course registration on the GLAS website

[GLAS website > For Current Students > Course Registration](#)



This website provides information related to course registration. Make sure that you visit the website during the course registration period to check for any schedule updates as well as any changes or revisions to booklets (e.g., "Course Registration Guide" and "Lecture Guide"). You should also check the website for occasional updates on the graduate school schedule, tuition fees, and scholarships as well as other useful information.

WASEDA University

入学者募集

シナリオ検索

検索結果の表示、印刷等の操作は右側のメニューで実行。
 学習に利用する授業の検索条件を入力して下さい。
 学習条件を指定する。適切な授業が検索結果の表に表示されます。

キーワード	<input type="text"/>
科目名	<input type="text"/>
教員名	<input type="text"/> <ul style="list-style-type: none"> * 科目名の一部指定しての検索が可能です(半角英数字一桁) 例:経済 * 教員名の一部指定しての検索が可能です(半角英数字一桁)
学期	<input type="text"/> <input type="button" value="▼"/>
学年	<input type="text"/> <input type="button" value="▼"/>
科目	<input type="text"/> <input type="button" value="▼"/>
主担当室の使用希望	<input type="text"/> <input type="button" value="▼"/>
オプション項目	<input type="checkbox"/> オプション科目は、年度・学年や専攻分野によります。その学年に所属する学生でも履修できる授業と必ずしも一致するものではありません。
学習	<input type="button" value="検索"/>

検索結果の表示 検索結果の印刷 検索結果の印刷(別紙)

検索結果の表示

Once classes begin, the **Web Syllabus** section also provides updates on where the subjects are taught.

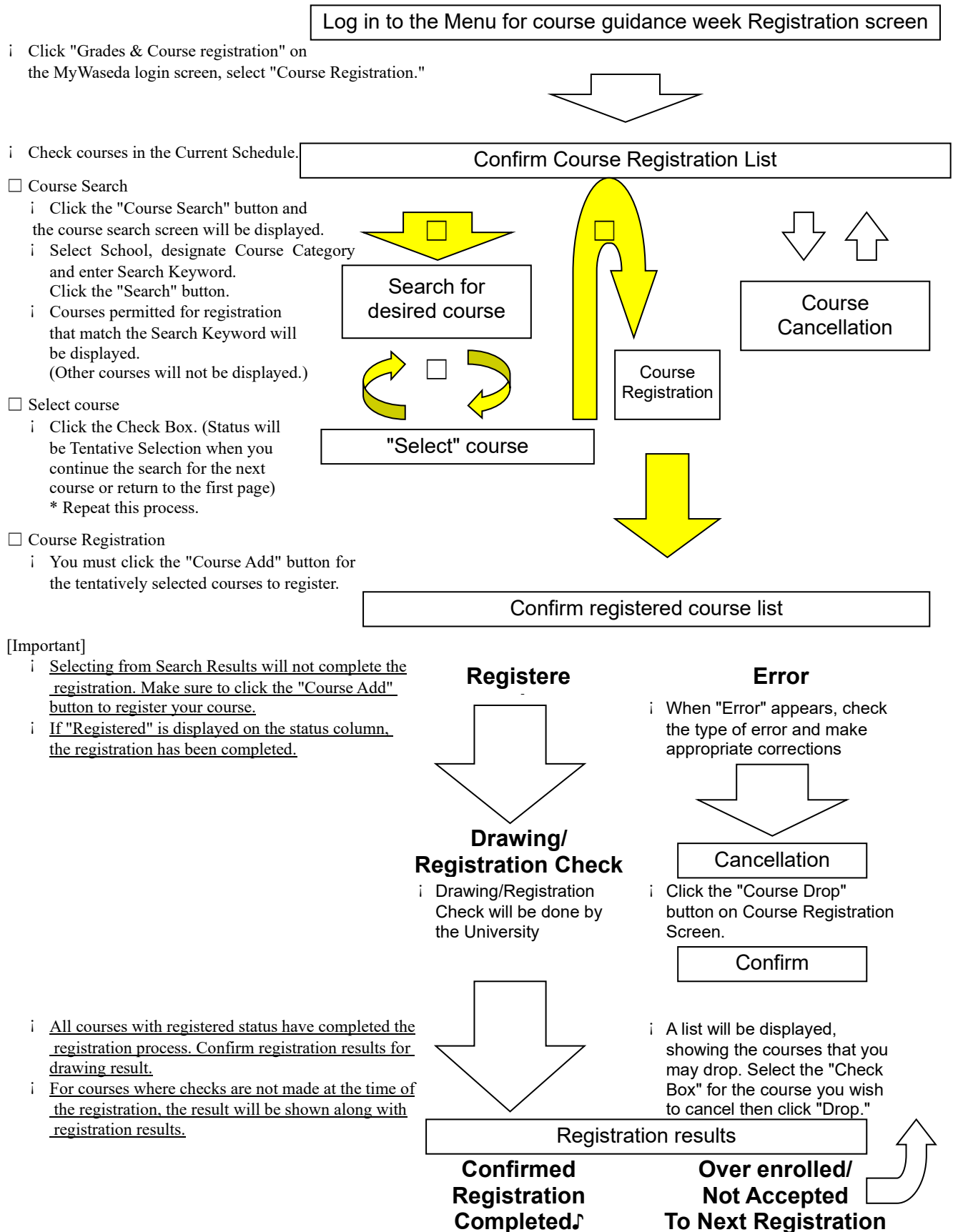
If you intend to enroll in any of these subjects, check the website in advance.

You can resolve most computer or network problems by referring to the **Frequently Asked Questions** section.

2

Course Registration using the Web System

1. Sequence for Course Registration using the Web System



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.

(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 "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, 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.

☐ "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.)

☐ "Course Add"

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

☐ "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

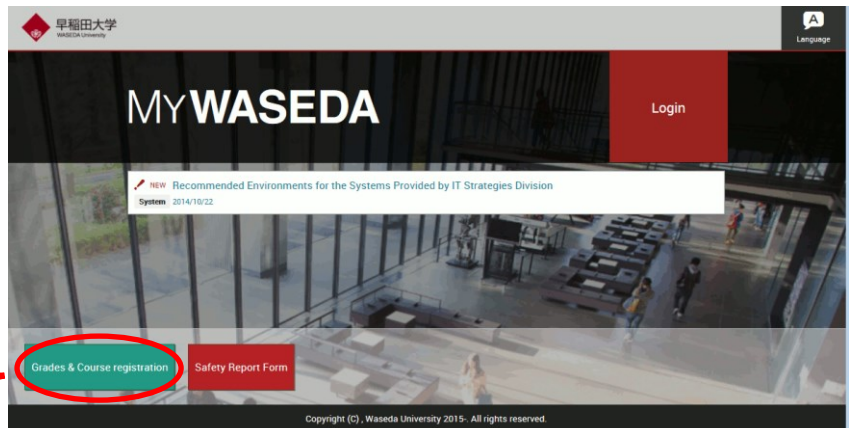
Menu for course guidance week

<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

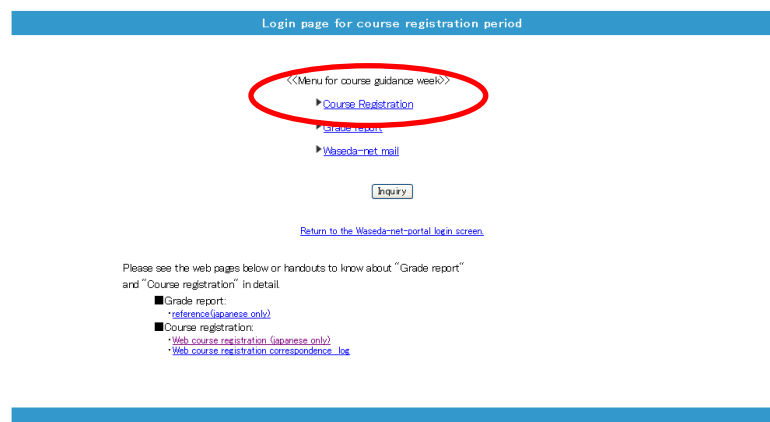
[Note] Please note that from August 21, 2021, in addition to the login screen, the **Login ID has been changed to your Waseda email address**. For details, please refer to [here](#). If you cannot login (forgot your password, etc.), please click [here](#). If you are logging in for the first time, please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



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 were added. Make sure credits 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	Credits	48	Full year	0	Spring semester	30	Fall semester	18
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			

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	Credits	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	

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

Tentative Selection course is available on the list. Please click "Course Add" to complete the registration.

■Schedule 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.

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

Tentative Selection course is available on the list. Please click "Course Add" to complete the registration.

A problem has occurred in the course registration process. (e.g. chose conflicting courses) Please click "Course Drop" to adjust your registration and try again.

■Schedule 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

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

Tentative Selection course is available on the list. Please click "Course Add" to complete the registration.

A problem has occurred in the course registration process. (e.g. chose conflicting courses) Please click "Course Drop" to adjust your registration and try again.

■Schedule 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

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.

List of courses to drop: Select the "Check Box" for the course you wish to cancel then click "Drop."

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.

Current schedule of your school

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

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 2

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 have 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 ▼ 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 ▼ English II Elective Subjects	2

- 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 2

- 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 Languages	2	Over enrolled
Introductory Subjects	2	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.

- Course Summary

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

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

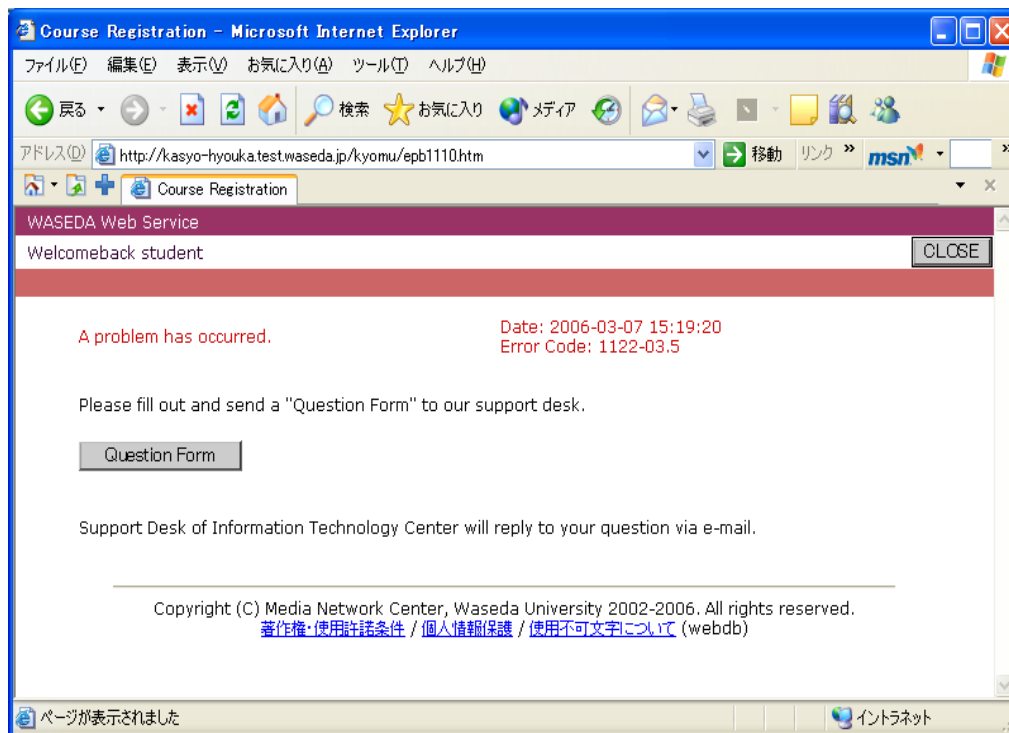
Note	Course Title
Fee	General Tutorial English (Basic 01)

Course Title	Instructor
Introduction to Information Processing 40	MAENO, Joji

6. Error Message

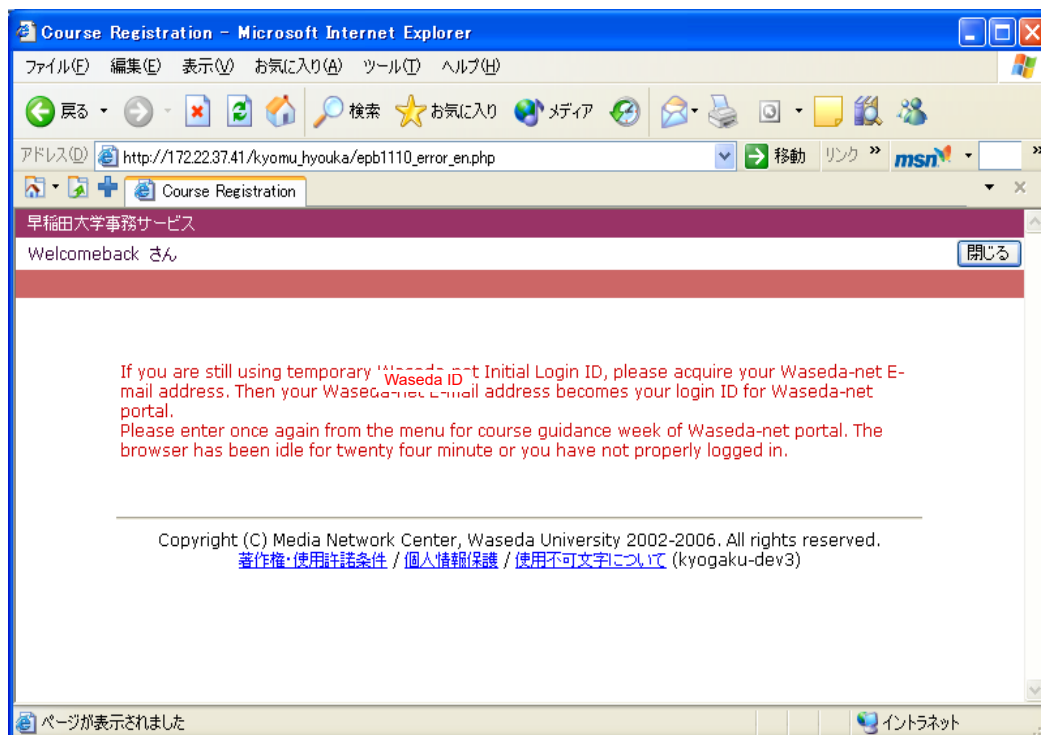
- When service cannot be provided,

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



- When an operation is not accepted,

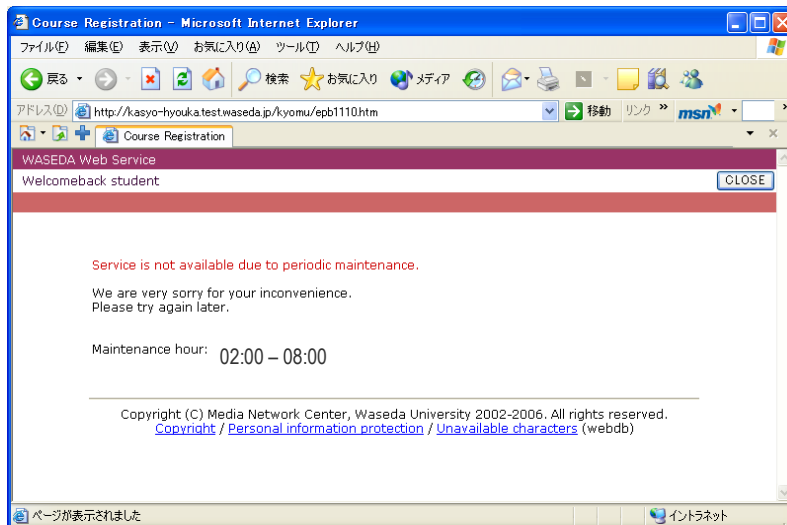
Close all browsers, and login again from the "Login page for course registration period."



Appendix 2

- 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



- 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>