

**Center for International Education (CIE) and
Global Education Center (GEC)**

**Notice of Summer Additional
Course Registration**

Overview

Targets	Undergraduate and graduate students
Registration Period	June 8 (Mon) AM9:00 – June 11 (Thurs) PM5:00
Registration Method	<p>Registration for all courses must be completed via Web application.</p> <p>■Registration for Graduate Students For graduate courses requiring an approval stamp from a faculty advisor, please obtain course approval from a faculty advisor before proceeding with the Web application. ※ Only regular undergraduate students are able to register courses of Center for International Education.</p> <p>■Registration by Proxy If you are unable to register in person during the registration period, you can register by proxy. Please complete forms (a)~(c) below and <u>submit them to the Undergraduate/Graduate Office</u>. However, please note that <u>incomplete paperwork will not be accepted</u>. <Forms to Submit> (a) Undergraduate/Graduate Designated Proxy Form (obtained at the Undergraduate/Graduate Office) <u>※Requires student's signature. Note that in some schools/departments, a seal is also required.</u> (b) A copy of the student's student identification card. (c) Proxy holder's self-identification. (This will be checked when the two documents above are submitted. (Ex: student identification card, driver's license, etc.))</p>
Registration Result Announcement	<p>June 16 (Tues) ※Times will differ by departments and schools.</p> <p>◆ Undergraduate students can confirm by email. ◆ Graduate students can confirm on the course registration Web page.</p>

<p>Questions/Course Guidance</p>	<p>■ Questions Regarding Course Registration</p> <p>Please contact the office using the "Question Form" on the Grade Inquiry/Course Registration Menu.</p> <p>※ You can access the Grade Inquiry/Course Registration Menu by clicking on "Grades & Course registration" on the right side of the Waseda-net Portal Login screen during the registration period.</p> <p>※ In-person guidance is also available at the Waseda Academic Advising Office (Waseda Campus, Building 7, Floor 1).</p> <p>【Hours】 AM10:00-PM6:00</p> <p>■ Course Registration/Academic Guidance (For Tutorial English Programs only)</p> <p>Dates: June 8 (Mon) – June 11 (Thurs) AM10:00-PM5:00</p> <p>Location: Waseda Campus, Building 120-4, Floor 1, Room 101</p>
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Regarding Audit/Course Enrollment Fee Payment **【Important】**

<p>Fee Receipt Delivery Period</p>	<p>June 16 (Tues) – June 22 (Mon)</p> <p>Once you have registered for a course requiring an Audit/Course Enrollment fee payment, please receive the " Audit/Course Enrollment Fee Receipt " at your undergraduate or graduate office during open office hours within the period noted above.</p>
<p>Payment Period</p>	<p>June 16 (Tues) – June 22 (Mon)</p> <p>Once the fee receipt is received, the Waseda University Cooperative will process the payment during the period noted above.</p> <p>Please deliver the fee receipt and complete payment at Waseda University Cooperative office during the hours listed below within the period noted above.</p>

○ Waseda University Cooperative Office Hours

Campus	Payment Location	Hours
Waseda	Travel Service Center (Building 17, Floor 2)	Weekdays: AM10:00-PM6:00, Saturday: AM 10:00- PM 3:00
Toyama	Purchases/Bookstore/Ticket Agency	Weekdays: AM10:00-PM6:00, Saturday: AM 10:00- PM 4:30
Nishi-Waseda	Bookstore	Weekdays: AM10:00-PM6:00, Closed Saturday
Tokorozawa	Purchases/Bookstore/Ticket Agency	Weekdays: AM10:00-PM6:00, Saturday: AM10:00-PM2:00

※ Closed on Sundays.

For more details regarding course registration, please visit the URLs below.

Center for International Education:

<http://www.cie-waseda.jp/en/international/courses4/>

Global Education Center:

<http://www.waseda.jp/gec/en/>